



**TOWN OF NORTHWOOD
BOARD OF SELECTMEN**

**Town of Northwood 818 First NH Turnpike Northwood, NH 03261
(603) 942-5586**

**Board of Selectmen Meeting Minutes
August 22, 2023**

ROLL CALL: Chairman Hal Kreider, Vice-Chairman Tim Colby, Select Board Member Beth Boudreau, Select Board Member Jim Guzofski, and Select Board Member Pam Sanderson.

STAFF PRESENT: Town Administrator Neil Irvine

6:00 P.M. Chairman Kreider opened the Northwood Board of Selectmen meeting with a roll call and led the pledge of allegiance.

Citizen's Forum:

Hal read a letter from Bill McClure of Jenness Pond Road. "Today was dump day." He was again impressed with the staff's high level of customer service and personality. "Pleasant and helpful – great qualities when interacting with the public. Hats off to them and thanks."

Approve Minutes:

Motion: "To approve the minutes of August 8, 2023 as presented."

Motion: T. Colby

Second: P. Sanderson

Motion carried by vote of 5 to 0.

Motion: "To approve the minutes of August 15, 2023 as presented."

Motion: T. Colby

Second: P. Sanderson

Motion carried by vote of 5 to 0.

Consent Agenda:

Accounts Payable Manifest dated August 16, 2023, Batch #127 for \$2,101,674.87. Items of note include a payment to the school for \$2,000,000; \$20,000 to the IRS; \$8,000 for the fireworks – this will be a 50/50 split with the 250th Committee and the operating budget; \$8,197 to Waste Management for waste hauling; \$7,000 for Japanese Knotweed treatment which will be reimbursed out of the expendable trust fund; and \$7,500 to Arborcare for tree removal on Ridge Road.

Accounts Payable Manifest dated August 15, 2023, Batch #128 for \$7,200.00. This is a re-issuance of voided check #126143 that was lost in the mail.

43 Payroll Manifest dated August 23, 2023, Batch #082323 for \$56,163.33.

44 Abatement:

45 Map 234, Lot 77 – Irving Oil Terminals -This was a negotiated settlement after their original abatement
46 was denied.

47 Others:

48 Yield Tax – Map 220, Lot 29 – Chestnut & Cape

49 **Motion: “To approve the consent agenda as presented.”**

50 **Motion: T. Colby**

51 **Second: B. Boudreau**

52 **Motion carried by vote of 5 to 0.**

53

54 **TA Report:**

55 Election: The Board decided at the meeting on August 15 to hold the September 19th special election at
56 the town hall. Messaging began immediately.

57 250th report: The Board requested a debrief on the 250th expenses. The committee met last night and
58 will be here at the meeting on 9/12 with a report.

59 Center School: All required documents are in place and a cash surety bond has been supplied. The 30-
60 day clock started yesterday. They are aware the day of the 19th will not be available for work due to the
61 election and one day will be added to the 30-day count if work is not completed by then. TA Irvine will
62 check to make sure all stored items are removed from the building.

63 Rock wall under message sign: Dan Schroth feels some granite pieces are needed in the wall, especially
64 for the corners. We can also use the granite blocks from the foundation of the Center School.

65 Recreation Fields: The bean hole has been covered with a temporary sheet metal while Harding Metals
66 makes a more permanent solution. The electrical conduit has been trenched and buried with electric
67 service still to be run. The work of crushing the rock pile is set for November. TA Irvine suggesting meeting
68 with the Board of Selectmen, Recreation Director, and the Recreation Commission to talk about the plan
69 for the fields area.

70 AV project: The OK to start phase 2 has been given to Connected Support Services. Jeff Roberts said the
71 screens would be mounted on dollies instead of hung directly on the wall so they can be portable as
72 needed.

73 DPW Equipment issues: The dealer for the backhoe believes the transmission has not been damaged but
74 had simply been overheated due to operator error, being driven with the brake on. They suggested a
75 brake job and a flush of the transmission, which would be considerably cheaper than the original estimate.

76

77 **Northwood 250th Celebration Report:**

78 This item was deferred to the September 12th meeting.

79

80 **Acceptance of Auditor’s Report FY2022:**

81 **Motion: “To release the audit report to the public.”**

82 **Motion: P. Sanderson**

83 P. Sanderson said it was a good audit and the little items of note were easily dealt with and handled. TA
84 Irvine said the disclosures were noted as neutral, consistent, and clear; there were no significant or
85 unusual transactions; no significant difficulties dealing with management during the audit; any
86 adjustments made at the end of the year are consistent and of a routine nature, and no disagreements
87 arose during the audit. He thinks it is worthy of recognizing the efforts of Finance Director Eastman to
88 manage the audit and the daily and weekly financial affairs of the town. She should be commended. The
89 three minor findings in the audit have all been addressed.

90 **Second: T. Colby**

91 **Motion carried by vote of 5 to 0.**

92

93 **PW Foreman Chris Brown:**

94 C. Brown said around \$7,000 would be the cost to rebuild the parking brake system and perform two
95 flushes of the transmission on the backhoe. With the Board's approval, they can do the work quickly and
96 get the backhoe back in service, hopefully within 2 weeks.

97 **Motion: "To spend up to \$10,000 to fix the backhoe and to authorize TA Irvine to sign any necessary
98 paperwork."**

99 **Motion: T. Colby**

100 **Second: B. Boudreau**

101 **Motion carried by vote of 5 to 0.**

102

103 The insurance adjustor was out today to inspect the damaged F550 dump truck. They are planning on
104 replacing the dump body. A load was dumped with the tailgate down, instead of having the tailgate
105 hinged. The tailgate went into the pile and ended up lifting the truck up and mangled the back of the
106 body.

107

108 Paving is scheduled for the first two weeks in September. The department is ready except to finish one
109 small culvert project on Gulf Road. This should be done next week.

110

111 All preparations are set for the election on September 19 at the town hall.

112

113 Mr. Brown indicated that he had previously removed items from the Center School prior to it being offered
114 for bid, but he would check with TA Irvine that all items for disposal had been removed.

115 The Board wants to get an official answer from the Women's Club if they want the piano in the town hall.
116 If not, it should be removed.

117

118 There was discussion about the Center School and American Legion signs. The Center School sign will be
119 hung in the town hall meeting room. P. Sanderson reported that the Historical Society does not have
120 room to store the American Legion sign. T. Colby said Gary Tasker is very interested in it. The Board
121 decided to ask TA Irvine to write up a bid proposal to sell the American Legion sign. Bid openings will be
122 on September 12th.

123

124 **Bid Opening for Generator for Emergency Shelter at School:**

125 H. Kreider opened the three bids received:

126 1. Palmer Oil & Gas	\$119,000	150kw Kohler propane generator
127 2. Generator Connections	\$129,800	150kw Winco propane generator
128 3. Gemini Electric, Inc.	\$134,103	150kw Kohler propane generator

129 TA Irvine will make a comparison chart of the three bids for the next meeting. He will also include the bids
130 already received for diesel generators.

131

132 **Use of ARPA funds vs Facilities ETF:**

133 H. Kreider wanted to talk about paying for the library water system repairs out of the Facilities
134 Maintenance ETF instead of the ARPA funds. TA Irvine was asked to come up with details for what is
135 already proposed to come from the Facilities Maintenance ETF at the next meeting.

136

137 **Adoption of Town of Northwood Investment Policy:**

138 TA Irvine explained this policy needs to be re-adopted on an annual basis, which is one of the things the
139 auditors picked up.

140 **Motion: “To adopt the investment policy.”**

141 **Motion: J. Guzofski**

142 **Second: P. Sanderson**

143 H. Kreider asked if we have sufficient insurance for the funds we have in bank accounts over and above
144 the FDIC protected amounts. TA Irvine explained that we bank with TD Bank, and they have an
145 arrangement with Bank NY Mellon that protects everything over the FDIC limits. This is provided for in
146 the investment policy.

147 **Motion carried by vote of 5 to 0.**

148

149 **Acceptance of Street Names:**

150 The Board of Selectmen has the authority and responsibility to assign street names. This is a previously
151 approved subdivision before the Board asking for Brook Circle and Chestnut Lane. 911 has said these
152 names are acceptable to them.

153 **Motion: “To accept the street names Brook Circle and Chestnut Lane.”**

154 **Motion: T. Colby**

155 **Second: B. Boudreau**

156 **Motion carried by vote of 5 to 0.**

157

158 **Draft Policy: Use of Town Seal:**

159 The draft policy presented tonight is relative to the use of the black and white version of the town seal. If
160 approved, any other graphic representation of this municipality would not be official. J. Guzofski asked
161 what the legal difference is between the black and white version and the colored version. TA Irvine
162 explained that the creator of the seal only transferred the rights to the black and white version to the
163 town. She retained the rights to the use of the colored version for herself and has given it to the town for
164 official town business only. The town can authorize someone to use the black and white version, but not
165 the colored version. J. Guzofski asked if that is even legal. He feels the seal is the seal, no matter what
166 color it is. There was a lengthy discussion around the “use” and “authorization” of the seal. TA Irvine will
167 get a legal opinion on the matter, and the question of who has a right to change the seal design.

168

169 **MOU for Emergency Shelter:**

170 TA Irvine feels the MOU has some ambiguity as to where in the school building would be the “shelter”. It
171 may depend on whatever the nature of the emergency is, or there could be some flexibility in which
172 facilities are needed. Page 2 of the MOU states “the building will not be used while school is in session,
173 or students are in the building.” Does that mean during a school year, or for a particular day? TA Irvine
174 recommends the Board give this document to Chief Drolet as the new Emergency Management Director
175 to clarify what it means. The Board asked TA Irvine to go over the document with the Chief and come
176 back to the Board.

177

178 **Board Task Manager:**

179 TA Irvine asked the Board to discuss the tasks on the list rather than the priority levels. Scanning of files
180 in all departments was a medium priority level and TA Irvine asked if it still was medium priority. The
181 scanning was stopped after the scanner went to another town. We can request the use of it again, but
182 will need to have staff to run it, or pay someone to do it. H. Kreider feels this is still a medium to high
183 priority. B. Boudreau stated her priority is streetlights at Route 4 intersections. She said we used to have
184 illuminated intersections, but the lights were removed. H. Kreider asked if the lights are replaced, who
185 would make that decision and who will pay for them? When asked about boxes of files still in the meeting

186 room, TA Irvine said they still need to be sorted through to decide what and how to keep the files, if
187 needed. P. Sanderson said she is more interested in traffic lights (stop lights or blinking lights) installed
188 along Route 4 than in the installation of illuminating lights at intersections. She asked that there be two
189 separate items on the list of tasks. TA Irvine feels the non-public session minutes being released should
190 be a high priority item, along with updating the policies going forward. He also suggested a conference
191 of commission would be a good idea after reviewing the various boards and committee charters and
192 charges. It would help to establish lines of communication and expectations.

193

194 **Review of Budget and Financial Report:**

195 H. Kreider brought up some questions about the financial reports presented, including an explanation of
196 the Interest from Investments line and if warrant articles can be rolled over into a following year. TA
197 Irvine explained that the Interest on Investments revenue line shows that the estimate for the year was
198 \$8,000 and to date we have received \$49,000, so we are ahead of the estimate by \$41,000. A warrant
199 article can be encumbered if there is a contractual obligation, or if the article was worded as a non-lapsing
200 article. In that case it automatically rolls over until the date stated in the article. Just having a PO is not
201 an automatic encumbrance because you must have a vendor and a contract to purchase as well.

202

203 **Committee Reports:**

204 H. Kreider said the CIP Committee is meeting weekly and going pretty well. Some requests need to have
205 more information, and everyone has been asked to fill in the new forms. There was discussion regarding
206 how the committee is scheduling the funding of the requests.

207

208 P. Sanderson said the budget committee set a date for the review of the town budget for Saturday,
209 December 2. TA Irvine has set timeline goals for the department heads. She said Zoning is in accordance
210 with the new state legislation that any decision must be based on findings of fact and in accordance with
211 town ordinances. The board is still in need of two alternate members to serve. They are looking forward
212 to the new technology to assist in easier meetings. H. Kreider asked TA Irvine if we are adhering to all
213 the state requirements to let someone participate in meetings remotely. TA Irvine said anyone that is
214 participating remotely is asked to provide the general reason why they cannot attend in person (medical,
215 appointment etc.) but they are not required to provide a level of specificity that would be an invasion of
216 privacy, if the chair of the board is satisfied with that and it is stated in the minutes and all votes are taken
217 by roll call, that is all the state requires. All meetings he has attended have been conducted legally.

218

219 **Resignation Letter:**

220 H. Kreider read a letter of resignation from Justin Miller from the Recreation Commission.

221 **Motion: "To accept the resignation letter with regret."**

222 **Motion: P. Sanderson**

223 **Second: B. Boudreau**

224 **Motion carried by vote of 5 to 0.**

225 There are now two openings on the Recreation Commission.

226

227 **At, 7:35**

228 **Motion: "To go into a non-public session under RSA 91A:3 II (a and c) personnel and reputation."**

229 **Motion: P. Sanderson**

230 **Second: T.Colby**

231 **Motion carried by a roll call vote of 5 to 0.**

232

233 **At, 8:28**

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- 234 **Return to Public Session**
- 235 **Motion: "To seal the minutes for 10 years"**
- 236 **Motion: P. Sanderson**
- 237 **Second: T. Colby**
- 238 **Motion carried by vote 5 to 0**
- 239
- 240 **Motion to adjourn**
- 241 **Passed unanimously and enthusiastically**
- 242
- 243 Minutes respectfully submitted by
- 244 Cheryl Eastman