



**TOWN OF NORTHWOOD
BOARD OF SELECTMEN**

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

**Board of Selectmen Meeting Minutes
September 12, 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.

Approve Minutes: August 22, 2023:

H. Kreider said line 120 should read "Tim Colby said Gary Tasker is very interested in "it"".

Motion: "To approve the minutes of August 22, 2023, as amended."

Motion: T. Colby

Second: P. Sanderson

Motion carried by vote of 5 to 0.

Consent Agenda:

Accounts Payable Manifest dated 8/30/23, Batch # 129 for \$92,568.01. Items of note include a payment to HealthTrust for employee insurances for \$30,500; payment to the IRS for taxes for \$13,623; repairs to the library water system for \$8,485, which will come from the ARPA funds; to MRI for \$6,215 for the recruitment work for the town administrator position; and hauling of solid waste for \$7,500.

Payroll Manifest dated 9/6/23, Batch #129, for \$58,126.16.

Accounts Payable Manifest dated 9/13/23, Batch #130, for \$696,777.07. Items of note include repairs to the backhoe for \$9,592; spinner assembly for a plow truck for \$4,650; August fuel purchases across all departments for \$4,475; and an abatement refund for Irving Oil Terminals for \$3,374.

Accounts Payable Manifest dated 9/13/23, Batch #131 for \$50,574.96. This contained two items, payments to the NH Retirement System and the IRS that were included in Batch # 130. Both these payments needed to be paid by ACH payments and paper checks were produced in error. The checks have been voided and this manifest represents the ACH payments.

Intent to Cut for McFarland, Map 206, lot 36.

Land Use Change Tax for Map 221, Lot 16.

Motion: "To approve the consent agenda as presented"

43 **Motion: T. Colby**
44 **Second: P. Sanderson**
45 **Motion carried by vote of 5 to 0.**
46

47 **Town Administrator's Report:**

48 Staffing: One full-time patrol officer position is still open. We will have some interim help for the Building
49 Inspector/Code Enforcement office. We have one applicant so far for the part time position.

50 Street Names: Capital Area Dispatch reported that any issues with potential duplicate street names in the
51 past have all been addressed.

52 Center School Building: Work continues and is anticipated to be completed within the 30-day time frame.

53 Town Hall Sign Rock Base: Dan Stroth has begun stockpiling material for the construction of the rock wall
54 under the sign. He anticipates the job will take no longer than 4 weeks once he begins. TA Irvine had a
55 conversation with him about the project not dragging on.

56 Public Safety Building: Tom Morgan is performing an analysis of town owned property. TA Irvine has
57 supplied him with fire department call data. Next week TA Irvine, and the Police and Fire Chiefs will be
58 attending a seminar on Public Safety Building planning. The second public listening session will be
59 Wednesday evening and Saturday morning.

60 Town Seal: Town Counsel needs to do more research on the legal issues with the town seal. They currently
61 do not have an answer for the Board.

62 Audio/Visual Equipment: The equipment for the upgrade has been ordered and some parts have been
63 delivered. They are hoping to do the installation by the end of this month. TA Irving has a list of obsolete
64 A/V equipment and will bring the list to the Board along with his recommendations for disposal.

65 Equipment Repairs: The backhoe is back in service again. We have received payment from our insurance
66 carrier for the damage to the F550. PW Foreman Brown is getting quotes for the repairs and will get it
67 scheduled as soon as possible.

68 Gulf Road Paving Schedule: R&D Paving proposed pushing back the work on Gulf Road until the end of
69 October. TA Irvine told them this was unacceptable as the contract called for work to be performed before
70 October 13. They have rescheduled the work for the end of September.

71 Street Light Information: As requested, TA Irvine investigated the history of the removal of the streetlights
72 along Route 4 in Northwood. This was a project by DOT in 2015 and the DOT sought input from the Board
73 into which lights we did not want removed. At that time, the Board could not oppose the removal of any
74 lights identified by DOT. The costs to re-install the lights would be about \$3,000 to 5,000 per unit, plus
75 the install costs of approximately \$1,000 per unit. Operating costs of the lights are between \$300 and
76 \$500 per unit, per year.

77 Policy: Use of Town Issued Credit Cards: No policy governing the use of a town issued charge/credit card
78 currently exists. TA Irvine created a draft policy to present to the Board tonight for their consideration.

79 Next Meetings: The next meetings will be 9/26 and 10/10.
80

81 **250th Celebration Committee Report:**

82 Sandy Priolo, Chair of the Committee, reported that the Committee is still working on things through the
83 end of the year. She reported that the sale of coins turned a profit and they have about 175 coins left.
84 There are a few of the wooden coin holders donated by Don Carlson at no cost to the town remaining as
85 well. The cookbooks have already cleared a profit and they have 28 left to sell. They still need to sell a
86 few more hats before they can break even on that item. They have over 200 T-shirts left over. They will
87 continue to sell any items at any upcoming town events. There are a lot of yardsticks left over as well.
88 There are a few invoices that have not been received yet. Future events might include a trivia night and
89 a self-guided cemetery tour in October. She advised if the town ever wants to hold fireworks again, they
90 need to plan on people to help with clean up afterwards. They spent over 50 man-hours in cleaning up

91 the Coe Brown fields the day after the fireworks. B. Boudreau said since there is over \$7,000 left in the
92 259th fund, can they pay for the second half of the fireworks? H. Kreider asked TA Irvine to investigate the
93 source of the funds (taxpayer money, or donations) to help determine in the funds could be used to pay
94 for the balance of the fireworks.

95

96 **Bid Opening – Sale of American Legion Sign:**

97 One bid was received for the sign. Gary Tasker bid \$19.34 in honor of his grandfather.

98 **Motion: “To accept the bid from Gary Tasker for \$19.34 for the American Legion Sign.”**

99 **Moton: P. Sanderson**

100 **Second: T. Colby**

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

102

103 **Russell Bassett, Camp Yavneh Tax Abatement/Exemption:**

104 TA Irvine explained that any entity that is seeking tax exemption is required to file a form A9 on an annual
105 basis prior to April 15. Camp Yavneh was late in filing their A9 form and lost their tax-exempt status for
106 2023 so they were issued a tax bill for \$29,259.27. Mr. Bassett said there was a communication
107 breakdown that led to late filing. They filed for an abatement, but abatements can only be processed after
108 the issuance of the final tax bill for the year, which would take them up to the end of the year and into
109 the beginning of 2024.

110 The Board has the ability to retroactively apply the tax exemption status if they choose to do so. That act
111 would abate the tax bill. Mr. Bassett said they have been here since 1944 and he was not aware of the
112 requirement to file the form A9. The entire staff had no idea it needed to be done. Now that he is aware,
113 he will make sure it is filed with the town prior to every April 15. TA Irvine said the state has been focusing
114 more on credits and exemptions compliance and that staff are diligent in ensuring all supporting
115 documentation for credits and exemptions is in place.

116 **Motion: “To grant the abatement since it was a paperwork oversight and they have agreed to rectify
117 that. This motion is contingent on all the required paperwork being submitted.”**

118 **Motion: P. Sanderson**

119 **Second: T. Colby**

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

121

122 **Request to use the town seal:**

123 The Board is still waiting for a response from the lawyers regarding the logo rights for the town seal. Kyle
124 Stimpson of Echelon Print Company requested authority to use the seal on three different designs on
125 shirts to commemorate the town’s 250th anniversary. The request is open-ended on the date, quantity,
126 and type of items the logo will be used on. These items are intended to be sold.

127 **Motion: “To accept the request to use the town seal.”**

128 **Motion: T. Colby**

129 **Second: B. Boudreau**

130 P. Sanderson said she is hesitant of the open-ended nature of the dates and “additional media”. She feels
131 the use of the seal should be limited to the three designs Kyle already presented for the 250th designs.
132 She also wants to see a date the use of the seal would end such as Jan 30, 2024. H. Kreider said this request
133 is from a for-profit organization and is open-ended. He is afraid this may set a precedent we may regret.
134 P. Sanderson also asked if this request is granted, would we be giving this vendor sole use of the town
135 seal? J. Guzofski said originally the printer had said he would donate proceeds to Friends of Recreation.
136 He would be for this request if proceeds were donated. The official request does not mention any
137 donations back to the town. H. Kreider said the town already has shirts to sell that were produced using
138 tax-payers money. This printer would be competing with them. He would like to wait until the lawyers

139 give an answer first. B. Boudreau suggested the Board give him permission to sell t-shirts and sweatshirts
140 for six months only. H. Kreider felt this would be difficult to enforce. P. Sanderson wants to know what
141 the current state of his inventory is because she wouldn't want him to produce more.

142 **The prior motion was withdrawn.**

143 **Motion: "To discuss this issue during a meeting on Sept 19."**

144 **Motion: B. Boudreau**

145 **Second: P. Sanderson, then withdrew her second when she realized it is going to be talked about during
146 a special meeting held during next week's election.**

147 **Second: T. Colby**

148 **Motion carried by vote of 4 to 1.**

149

150 **Acceptance of Fire Department Trailer:**

151 Fire Chief Tetreault was offered a trailer from the State of NH Department of Natural and Cultural
152 Resources. It is a white, enclosed utility trailer. To accept the trailer, the town must add it to our
153 Property/Liability insurance and agree to hold the State harmless for any claims caused by the trailer. If
154 the Board wants to do that, they will need to sign the documentation and return it to the State.

155 **Motion: "To accept the trailer."**

156 **Motion: T. Colby**

157 **Second: P. Sanderson**

158 **Motion carried by vote of 4-0-1 with H. Kreider abstaining.**

159 There was discussion regarding the practice of the Chairman not voting on items unless a tiebreaker is
160 needed. The consensus of the Board is that a 5 – 0 vote is better to see than 4-0-1, especially budget
161 appropriations, Chair H. Kreider agreed and indicated that moving forward he would vote last.

162

163 **Ambulance Remount Bids:**

164 Chief Tetreault said 18 months ago, when quotes were received for the remount, the estimated cost was
165 \$200,000. Since then, prices have gone crazy. We have only received one \$280,000 bid proposal for the
166 remount. There were some errors in the proposal that would reduce the costs. Chief Tetreault
167 recommended keeping the proposals open until the end of the month, hoping to get some more bids.

168 **Motion: "To extend the deadline to October 3, to be opened and considered at the Oct 19 meeting."**

169 **Motion: P. Sanderson**

170 **Second: T. Colby**

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

172

173 **Forest Fire Warden Appointment:**

174 The former Forest Fire Warden has resigned. Chief Tetreault volunteered to act as Warden.

175 **Motion: "To appoint Chief Tetreault as Forest Fire Warden."**

176 **Motion: P. Sanderson**

177 **Second: T. Colby**

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

179

180 **Regional Technical Advisory Board Appointment:**

181 There have been no volunteers for the Strafford Regional Planning Commission Technical Advisory Board.
182 TA Irvine said he would ask either Linda Smith or Lisa Weaver if they would be willing to take this on. He
183 needs to talk to them about workload and availability for one Friday each month.

184

185 **Draft Policy – Town Issued Credit/Charge Cards:**

186 TA Irvine said there is currently no policy in place regarding the use of town issued credit or charge cards.
187 He has created a draft for review. The issuance of cards is coordinated by the Town Administrator and the
188 Finance Director. There will be a total card limit of \$25,000 across the entire enterprise. The purchasing
189 policy still applies to the use of credit cards. Original receipts must come to the Finance Office for
190 reconciliation with the statements. Any violation of the policy or use of cards will result in the immediate
191 removal of the use of the card and disciplinary action. P. Sanderson suggested adding “up to potential for
192 prosecution.”

193 **Motion: “To accept the Credit Card Use Agreement with the addition of the terminology in lines 2 and
194 4 and the final agreement to include termination and potential prosecution.”**

195 **Motion: P. Sanderson**

196 **Second: B. Boudreau**

197 The consensus of the board was to make the amendment to the document and bring it back to the next
198 meeting for approval.

199

200 **Recreation Department – Tree Burn and Fireworks Permission:**

201 The recreation department is seeking a sense of the board and their guidance regarding the tree burn and
202 fireworks. This will be the same thing that was done last January. The Board is not against the idea but
203 wants to see more details.

204

205 **Snowmobile Trail Permission:**

206 The Northwood Crankpullers is requesting permission to access trails that cross town property and an
207 additional request to use OHRV’s when there is no snow to do trail maintenance.

208 **Motion: “To approve the continuing request of the Northwood Crankpullers and to authorize the
209 Chairman to sign any documents regarding this, and to allow OHRV use for trail maintenance only.”**

210 **Motion: P. Sanderson**

211 **Second: B. Boudreau**

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

213

214 **DRA Form PA28:**

215 The consensus of the Board is to inform the Department of Revenue Administration that Northwood will
216 not be using the PA28 inventory form. The Board is also ok with the reimbursement form for state and
217 federal land funds from the state.

218

219 **Northwood Lake Water Quality:**

220 There have been a couple findings of ecoli in the water this summer. None of it was over the maximum
221 contamination limit levels. We will continue to monitor it.

222

223 **NHB Data Check:**

224 TA Irvine stated someone needs to check with Fish & Game prior to any work being done on Gulf Road for
225 the stabilization project. Resident Ann Scholz is taking the lead on that project.

226

227 **Eversource:**

228 Eversource is in the process of replacing all wooden structures with metal ones. They will be replacing all
229 the lines going through Northwood. TA Irvine has worked with Eversource previously on a similar project
230 and found their project team to be very helpful and easy to work with providing good public notification
231 on these projects.

232

233 **Board committee reports:**

234 The Board had asked for more information on the diesel generator at a prior meeting. TA Irvine stated
235 we received three bids. Generator Connection did not specify that all the components of the RFP were
236 included in their bid. No warranty information was given. Gemini and Palmer stated every item in the
237 RFP. Palmer also said the connection to the propane supply would be included at no charge. A single
238 quote was received for a diesel generator during the grant submission timeframe and that cost was
239 \$115,948. That figure was rounded up to \$120,000 to include the bollards to protect the generator. The
240 school will own the tanks and can use any vendor they want to fill them. P. Sanderson likes the Palmer
241 quote. T. Colby does not want to vote on it until he learns the specifics of what sections of the school we
242 will use, and when. Beth feels we need to know where the emergency shelter will be set up. TA Irvine
243 stated the MOU was deliberately vague to respond to whatever is needed for the specific emergency.
244 Later in the MOU it states the building cannot be used when the "school is in session". We need
245 clarification on what that means. H. Kreider said TA Irvine will be talking to the school and let them know
246 that if they want fencing around the generator, that would be the school's responsibility.

247
248 H. Kreider said the CIP Committee work ended well. Mr. Stroble did an outstanding job on the
249 spreadsheet. Cheryl will pick up the work on that next year.

250
251 The master plan work continues as a subcommittee regularly.

252
253 The Safety Facilities Committee will be holding a listening session Wednesday the 20th at 6:30 and
254 Saturday the 23rd at 9:00 a.m.

255
256 P. Sanderson reported the Zoning Board switched their meetings to the 3rd Thursday of the month.

257
258 B. Boudreau asked to talk about the streetlights on Route 4 issue again. She would like to make a list of
259 which intersections need lights. She was told this should go to the Route 4 Safety Committee. T. Colby
260 said he has gotten nowhere through the State on this issue and is giving up. Questions were raised about
261 where lights would be placed, on town property, or rights of way, and what if they illuminate someone's
262 house? H. Kreider asked for anyone that is interested to take on this task and there were no responses.

263
264 **At, 8:01 p.m.**

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

266 **Motion: P. Sanderson**

267 **Second: T. Colby**

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

269
270 Minutes respectfully submitted by
271 Cheryl Eastman

272