



**TOWN OF NORTHWOOD  
BOARD OF SELECTMEN**

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

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**Board of Selectmen Meeting Minutes  
January 10, 2023**

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

**STAFF PRESENT:** Town Administrator Walter Johnson

**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:** None

**Minutes of December 27, 2022:**

**Motion: "To accept the minutes of December 27, 2022 as written."**

**Motion: T. Colby**

**Second: P. Sanderson**

**Motion carried by vote of 4/0/1.**

**Consent Agenda:**

Accounts Payable Manifest dated 1/3/23, Batch # 93 for \$62,399.32. Items of note are payments to Allen's Diesel Repair for \$7,983.09 for repairs to Fire Engine 1 and Ambulance 2, Primex, who is our workers compensation insurance carrier, for our annual premium of \$38,792.53, and Summit Contracting for \$3,100 for field maintenance at the recreation field.

Payroll Manifest dated 12/28/22, Batch # 122822-2 for \$893.48.

Payroll Manifest dated 1/11/23, Batch # 011123 for \$55,597.00.

Accounts Payable Manifest dated 1/9/23, Batch #94 for \$2,069,852.82. Items of note include a payment to Allen's Diesel Repair for highway vehicle repairs for \$3,911.43, Aire-Deb Corporation for \$38,979 for the exhaust system at the Narrows fire station. This expense will be offset by a grant that was previously approved. A payment to D&C Roofing for \$7,200 for the siding repairs on the town hall, Morton Salt for \$2,369.66 for this week's salt, and to Northwood School for \$2,000,000.

Property Tax Exemptions: Approve or Deny per Assessor's Recommendations:

Veteran's & Service-Connected Disability – Map 105, Lot 32 – Bohin

Abatements:

43 Thomas Fortin – First NH Turnpike

44 Robb Mooso – Lynn Grove Road

45 Others:

46 Strafford Regional Planning Commission Service Agreement - \$34,600 for 2023 services. This amount is  
47 included in the proposed operating budget.

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

49 **Motion: T. Colby**

50 **Second: P. Sanderson**

51 **Motion carried by vote of 5/0.**

52

53 **TA Report:**

54 Staffing: The police department still has numerous positions open, including a School Resource Officer.  
55 There is one full-time fire fighter position open as well.

56 December 23 storm damage: Primex has visited the transfer station to view the damage to the roof to  
57 process our claim. Homeland Security has requested estimates of damages and we submitted estimates  
58 of \$85,000 in damages and repairs. We should know within 30 days if a disaster is declared for that storm.

59 Public Works and Facilities Projects: The renovation on the upper-level lobby is ongoing. It should be  
60 completed this week. The repair and replacement of siding on the side and back of the town hall are  
61 almost completed. The Board has already approved using ARPA funds in the spring to paint the town hall.

62 Message Sign: Misinformation was given to the electrician for the requirements for the new sign. The  
63 route we took to bring electricity from the well is not adequate for the sign. Now we must bring electricity  
64 from the building instead. Tomorrow someone will bore under the driveway so we don’t have to dig it  
65 up. The expenses we have already incurred were unnecessary and TA Johnson is exploring requesting  
66 Barlo Signs reimburse us for that since they supplied the wrong technical information.

67 The transfer station inspection: We are in communication with the department at DES that is dealing with  
68 the lagoons. We have suspended using the lagoon system until a recommendation is made by Dave Allain,  
69 the consultant for the lagoons, or DES. We will have a meeting here to go over DES’s issues and then give  
70 them a response. In the meantime, septic haulers are bringing their loads to other facilities.

71 Burn Pits: The burn pits are handled by a different department of DES. They have not gotten back to us  
72 after they found a file to review. TA Johnson said we probably won’t be able to burn in the pits again and  
73 if so, will need to find another place to do it. The issue DES has with the burn pits is that they are located  
74 on the old landfill and burning on it can cause issues of contamination of the landfill cap. DES needs to let  
75 us know what we can do.

76 FY22 Budget: An up-to-date expense report was presented. The summary shows that the expenses are  
77 within 10,000 to 11,000 of the default. With the additions of the carryforwards and grants we received,  
78 we are looking at a projected available amount of around \$200,000. It looks like we will be in compliance  
79 with the operating budget. We have one more accounts payable run next week. After that, any other  
80 adjustments will have to be made during the audit process. The personnel vacancies in some departments  
81 fortunately made up for the overages in other departments. B. Boudreau wanted to say thanks to the  
82 police department because they have been working shorthanded all year. The Board appreciates their  
83 efforts.

84 Meeting Dates: Tomorrow is the Budget Committee public budget hearing at 7:00 at the town hall. The  
85 Deliberative Session will be February 4 at 9 a.m. Chairman Kreider reminded the other board members  
86 to either attend the public hearing or watch it because the board will be basing their recommendations  
87 on the budget and warrant articles on the comments of the public at the hearing.

88 Bridge Aid Payment: The funds have been received and will be held over for next year. PW Foreman  
89 Brown is getting quotes on the needed repairs on the walls of Bennett Bridge. One other bridge also needs

90 guardrails. The Board has already held a public hearing to accept these funds in conjunction with the  
91 hearing for the supplemental highway block grant funds earlier in the year.

92 Housing Opportunity Planning Grant: A grant application for \$70,655 was submitted last week for review.  
93 This will be used to create a housing chapter to the master plan and hire consultants for this work. This  
94 application was a collaborative effort of Linda Smith, Lisa Weaver, and our planner James. Tonight, TA  
95 Johnson was informed that we have been awarded the grant. Chairman Kreider stated that with this grant  
96 confirmed, the warrant article for Master Plan chapter updates can be changed to \$25,000 to come from  
97 grants, instead of the original \$15,000.

98 Lamprey Regional Cooperative Director's Meeting: The meeting is this Thursday at 2:00 p.m. at the Lee  
99 Public Safety Complex. TA Johnson will attend on behalf of the Board if desired.

100 **Motion: "To have Walter Johnson attend the Lamprey Regional Cooperative Director's meeting on  
101 behalf of the Board and to vote on behalf of the Board and the town's best interest."**

102 **Motion: P. Sanderson**

103 **Second: T. Colby**

104 **Motion carried by vote of 5/0.**

105 Filing Period: The filing period for the March 2023 elections is from January 25 through February 3. The  
106 Board of Selectmen positions of J. Guzowski and T. Colby are up for re-election.

107 Cable Franchise Agreement: TA Johnson gave an update on the renewal process. The current agreement  
108 will run out in December 2023. Based on advice of the counsel and the consortium of other towns, a  
109 proposal was made to renew the current contract for a 5-year period. This was based on making no  
110 headway in negotiations. The cable company wanted to renegotiate the whole contract and remove  
111 items, but that would be a step backwards for the towns involved.

112 FY22 Audit: The auditors were here last week for their preliminary work. They will be back the last week  
113 in February for the completion of the audit work. We should have an audit report by June. The Board and  
114 TA Johnson said it is great to have the process started already.

115

116 **2022 Encumbrances and Carry Forwards Update:**

117 TA Johnson said none of the encumbrances from the end of 2022 have not been paid out yet. The total  
118 encumbrances remains the same until possibly after next week's accounts payable run.

119

120 **2022 Budget Report:**

121 P. Sanderson reported that town counsel has responded with an answer to the question of ambulance  
122 billing. At this point the response is privileged legal information. TA Johnson said the Board will be  
123 discussing this in a non-public session tonight.

124

125 **Petition Warrant Articles:**

126 We have received a petition article for Snowmobile Club Trail Maintenance Funding. TA Johnson read the  
127 article. "To see if the Town will vote to raise and appropriate five thousand dollars for the support of the  
128 Northwood Crank Pullers Snowmobile Club's efforts maintaining 20 plus miles of Northwood Multi Use  
129 Trails. The all-volunteer Northwood Club is 50 years old this year, has lost opportunities of traditional  
130 fundraising events, has provided over 600 man-hours of unpaid volunteer efforts in these trails since April,  
131 with no assistance from DPW or the Recreation Department's staff or budgets. Insurance, equipment  
132 maintenance and fuel costs keep rising so assistance is needed to help defray some of the costs. Amounts  
133 to be raised by taxation. (Tax estimate \$0.01) This article is by petition." The Board, at their next meeting  
134 on January 24 will vote on all the articles. The warrant will then be finalized and posted ahead of the  
135 January 30 deadline. The warrant has all the revenue numbers and been updated with the balances in  
136 the Capital Reserve Accounts. The Budget Committee still needs to vote on a few of the articles as well.

137

138 **Board Task Manager:**

139 The Board discussed the Bow Street repairs of storm damage and if a disaster declaration is not granted,  
140 the funds would have to come from the 2023 operating budget.

141  
142 **Board Committee Reports:**

143 Chairman Kreider stated the grant for planning was excellent work and collaboration with our staff and  
144 our planner James. James is leaving Strafford Regional Planning Commission so they will have to find  
145 someone to replace him. He also reported that the two new members of the Safety Facility Committee,  
146 Kevin Madison and Tom Chase, were both present at the meeting last night and had excellent input.

147  
148 P. Sanderson said the zoning board is still looking for alternates to serve. The Budget Committee will be  
149 holding their public hearing on the budget tomorrow night and are hoping for input. There is an effort  
150 underway for the various volunteer organizations in Northwood to meet and try to coordinate calendars,  
151 learn what each group is doing, try to not overstep each other, and to network. They will meet on Tuesday  
152 the 17<sup>th</sup> at the community center from 4:00 to 5:30. P. Sanderson asked for the board's approval to attend  
153 the meeting with the intent to gather information and bring it back to the board. The consensus of the  
154 Board is they are fine with that.

155  
156 TA Johnson reported that he had just received an email stating the threshold to qualify for a disaster  
157 declaration for the December 23 storm has been met. We will need to get more details to make sure the  
158 estimates are approved at the state level to send it on to Washington for approval. There are no  
159 guarantees at this point, but this is good news that there may be a possibility that we can get come relief  
160 for those expenses.

161  
162 At 7:00pm

163  
164 **Motion: "To go into non-public session under RSA 91a;3 II (a), (b), and (c)"**

165 **Motion: P. Sanderson**

166 **Second: B. Boudreau**

167 **Motion carried by a roll call vote.**

168  
169 **Resumed Public Session at 7:35**

170  
171 **Motion: "To seal portion of the minutes of the non-public session pertaining to section (a) and (c)."**

172 **Motion: P. Sanderson**

173 **Second: B. Boudreau**

174 **Motion carried by vote of 5/0.**

175  
176 **Motion: "To go into non-public session under RSA 91a;3 II (c)"**

177 **Motion: P. Sanderson**

178 **Second: T. Colby**

179 **Motion carried by a roll call vote. Ms. Boudreau recused herself from this session and left the room.)**

180  
181 **Resumed Public Session at 7:50.**

182  
183 **Motion: "To seal portion of the minutes of the non-public session."**

184 **Motion: P. Sanderson**

185 **Second: T. Colby**

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186 **Motion carried by vote of 4/0.**

187

188 Upon returning to public session, the Board announced they voted to make a conditional offer of  
189 employment for a part time fire fighter Troy Normandin.

190

191 Meeting adjourned at 7:55pm.

192

193 Minutes respectfully submitted by

194 Cheryl Eastman

195