



**TOWN OF NORTHWOOD
BOARD OF SELECTMEN**

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

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

ROLL CALL: Chairman Hal Kreider, Vice-Chairman Tim Colby, Select Board Member Beth Boudreau, 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.

Chairman Kreider recognized that Board Member Jim Guzofski is absent due a loss in the family out of State.

Citizen’s Forum:

None

Approve Minutes: September 26, 2023:

H. Kreider asked to have a line included stating Jim Guzofski had an excused absence.

Motion: “To approve the minutes of September 26, 2023, as amended.”

Motion: H. Kreider

Second: T. Colby

Motion carried by vote of 4 to 0.

Consent Agenda:

Payroll Manifest dated October 4, 2023, Batch #100423 for \$62,108.67.

Accounts Payable Manifest dated October 11, 2023, Batch #134 for \$675,453.38.

Reimbursement Requests to Trustees of the Trust Fund:

Benefit Vested Time ETF	\$ 16,669.58
Cable Franchise Fees ETF	\$ 4,524.62
Terrestrial Invasive Species ETF	\$ 7,000.00
Facilities Maintenance ETF	\$ 14,000.00
250 th Anniversary ETF	\$ 5,148.76
Highway Equipment CRF	<u>\$ 16,862.36</u>

43 Total Reimbursements = \$ 64,205.32

44 Abatements:

45 Map 210, Lot 46 – Randy Hitchcock

46 Map 212, Lot 70 – owner unknown

47 Other:

48 Raffle Permit – Northwood Congregational Church

49 Cemetery Deed & Perpetual Care Contract – Richard & Nancy Gardner

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

51 **Motion: P. Sanderson**

52 **Second: B. Boudreau**

53 **Motion carried by vote of 4 to 0.**

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55 **Town Administrator’s Report:**

56 Staffing:

57 We have lost two employees from the DPW. The full-time vacancy in the police department remains.

58 Despite the graduation of the two police officers from the PST Academy last week, we will not see the full

59 benefit until they have completed their Field Training program. TA Irvine has conducted two interviews

60 for the Building Inspector position and has scheduled one follow up interview.

61 Upper Deerfield Road:

62 The Board asked TA Irvine to conduct a case review. He met with Mr. Tatem and reviewed the written

63 record for chronology and context. A report will be forthcoming with recommended actions.

64 Public Safety Building:

65 Meetings continue regarding the proposal to address the facility needs of Police and Fire to gain insight

66 into previous initiatives to assist the Committee with its deliberations.

67 Server & Copiers:

68 TA Irvine met with a representative from Toshiba Business Machines to obtain a quote for replacement

69 copiers for the Town Office and Police Departments, which was identified as an area of opportunity in the

70 draft budget preparations. He also met with a representative from our IT provider to relocate the server.

71 This initiative now needs input from an electrician before moving forward. He met with an electrician

72 today.

73 AV Upgrade:

74 The hardware installation is complete, with minor finishing work and training to be undertaken.

75 Paving:

76 All 2023 paving work by R&D per the RSM Plan is complete. They will be back to restore the gravel

77 shoulders.

78 Budgets:

79 TA Irvine has completed all individual department reviews and the Executive Budget requests in

80 preparation for delivering the draft budget to the Board. He also reviewed ARPA expenditures and the

81 appropriations and expenditures in 2023 relative to Aquatic Invasive Species Prevention.

82 Town Office Access & Security:

83 This project was initiated by the former TA. TA Irvine has reviewed the proposal for scope of work and

84 will bring this project to the Board with a recommendation for input and guidance.

85 The next meetings are scheduled for Oct 24 and Nov 14.

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87 **Ambulance Remount:**

88 The warrant article for the ambulance remount authorized spending \$200,000. Quotes came in exceeding

89 that amount. The Board decided to rebid the project. Chief Tetreault has received two bids. One from

90 Autotronics of Madawaska, Maine for \$238,466, but this didn’t include the radios or the cot mount. To

91 include those items, the price goes to \$248,094. The second was from R. Enterprises from Greeneville,
92 Tennessee for \$265,828 including radios. A new ambulance at this point will cost \$335,000 and will take
93 two years to receive. The R. Enterprises quoted a 2022 4-wheel drive chassis. Autotronics quoted a 2022
94 2-wheel drive chassis. Chief Tetreault feels he can get by with the two-wheel drive chassis because the
95 other ambulance is 4-wheel drive. Both chassis are available now. The turn-around time for Autotronics
96 is January 1st. The turn-around time from R. Enterprises is unknown. TA Irvine said the voters approved
97 \$200,000 for this project. The fire department had a full-time vacancy for much of the year. There are
98 surplus funds within the budget that could be used for this. These funds were not appropriated for this
99 purpose, but if we use funds out of the operating budget, we can use that amount as the base line number
100 for offsetting the tax rate setting. The unused portion of the fire department budget would be refunded
101 directly to the taxpayers at tax rate setting time. B. Boudreau asked for a balance in the part-time wages
102 line because we have been using part-time employees to fill the vacant full-time position. Chief Tetreault
103 stated that most of the savings are in the retirement and benefits lines. H. Kreider stated the recent
104 expenditure report shows about \$100,000 to be surplus as of right now in the fire budget. With that
105 information, H. Kreider is comfortable doing this. Chief Tetreault added that Autotronics offered
106 discounts of \$2,500 on the ambulance remount and \$1,500 on the brush truck remount if they do both
107 jobs.

108 **Motion: “To commit up to \$52,000 out of the fire operating budget to do the ambulance remount with**
109 **Autotronics of Madawaska, Maine.**

110 **Motion: T. Colby**

111 **Second: P. Sanderson**

112 P. Sanderson commented that vehicles were purchased out of the operating budget in 2020 and there
113 was a lot of push-back around that. But in this case, if we wait the prices will be even higher and the new
114 ambulances are two years out. TA Irvine said that we have identified the source of funds, and we will be
115 giving them back to the taxpayers when we set the tax rate. We are working within the totality of the
116 budget to achieve what the voters approved we could do. We have respected what the voters gave us
117 authority to do. H. Kreider feels this is the most cost-effective option and quickest way to get a new
118 ambulance. Chief Tetreault said the forestry truck conversion appears to be able to come in under the
119 estimate.

120 **Motion carried by vote of 3 to 1 with B. Boudreau voting against.**

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122 **Request for Support – Snowmobile Club:**

123 The snowmobile club submitted a list of their expenses in 2023. There was \$4,272 in fixed costs; \$800 in
124 donations to the food pantry and Coe Brown scholarship fund; and operating consumables of \$2,973; for
125 a total of \$8,045. As far as reporting on the ARPA funds forwarded by the town to another entity, the
126 \$3,500 given to the club can be easily articulated to the Treasury department to cover fixed costs such as
127 insurance and trailer registrations. TA Irvine recommended the Board look at the fixed costs in the club’s
128 budget and not the discretionary or consumables expenses. The Board had given the club \$3,500 in ARPA
129 funds. The club asked the voters for an additional \$5,000 in 2023. B. Boudreau said they are a private
130 club and need to look at their membership, donations, and fundraising. P. Sanderson said they are a fine
131 organization and maintain the trails well. Good trails bring revenue to the town. H.Kreider stated he is
132 concerned about giving them more ARPA money. He added that the town normally covers about a quarter
133 of the costs for Northwood Lake Watershed, Harvey Lake Association, etc. If we give the club more than
134 \$5,000, that percentage is a lot higher. B. Boudreau said she appreciates all the club does, but they are a
135 private club, and they can do a warrant article every year if they want to. The consensus of the Board was
136 to not act on this at this time.

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Request for Support – NLWA (Warrant Article 26):

TA Irvine said the amount for the funding on the warrant, based on requests from the various lake associations, was \$8,250. All the funding requests have been satisfied. There are no additional funds available. The consensus was to not move forward on this.

Conservation Commission Site Visit 10-30-23 @ 09:00:

The Conservation Commission will take over the monitoring of the Hannaford Conservation Easement. They will conduct a site walk on Oct 30 at 9:00. H. Kreider said he would join them. TA Irvine will check with J. Guzofski as well.

Boy Scouts of America:

This is about the land on Northwood Lake that the Boy Scouts of America owns. They had some administrative challenges that resulted in them not filing their tax-exempt paperwork in a timely manner, just like Camp Yavneh. The Boy Scouts of American paid the tax bill they received and filed their required paperwork and filed for an abatement. If the Board gives them the same treatment they gave to Camp Yavneh, the town will need to pay them back with interest, as per RSA. Normally, the Board can't act on an abatement until after the second-issue tax bill. TA Irvine is recommended the Board address this now instead of letting interest charges add up through the year end.

Motion: "To reimburse the Spirit of Adventure BSA immediately for \$55,414 in taxes paid and required interest from the date of payment."

Motion: P. Sanderson

Second: T. Colby

T. Colby stated that the town must pay back interest for a mistake the Boy Scouts made. This isn't right, but what can we do. B. Boudreau stated that this mistake is costing the town money. She feels administrative costs should be reimbursed to the town. TA Irvine said he will talk to them about reimbursing the town for the administrative costs to the town. **The motion was withdrawn at this time until the Board hears back about the administrative costs.**

Building Permits YTD:

This is informational only. TA Irvine said the biggest take-away is that 245 permits are currently open. 112 have been closed out this year. This is a significant number of open permits in a town of this size that is finding it difficult to fill the position of Building Inspector. H. Kreider said he has received complaints about the time needed to get an inspector at the site being more than two weeks. \$65,000 in revenue this year to date has been generated by this department. This amount should sustain the Building Inspector position. H. Kreider said the Board will have this discussion during budget talks.

PELRB Decision:

A decision has come from the Labor Board. The town has prevailed in that the actions of the Fire Chief in assigning or removing duties were not seen as being punitive for union organization activity. This case is now behind us. The legal costs for this issue are somewhere in the range of \$15,000, though we have not received the final billing.

YTD Expenditures/Revenues & Projections:

H.Kreider has reviewed the projected expenditures report and feels this is not the time to take any action. TA Irvine said the revenues are tracking nicely, right at 75% and does not include the Rooms and Meals

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186 Tax. Expenses are being managed and are at approximately 65% of budget overall, though some line
187 items are already exhausted for the year such as the DPW budget for snow removal.

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190 **Board Committee Reports:**

191 P.Sanderson said the Zoning Board is still waiting on a resignation letter from Ted Wilkinson and MaryEllen
192 Brown.

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194 **Citizen's Forum:**

195 None.

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197 **At, 7:05 p.m.**

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

199 **Motion: H. Kreider**

200 **Second: P. Sanderson**

201 **Motion carried by a roll call vote of 3 to 1 with T. Colby voting no.**

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203 Minutes respectfully submitted by

204 Cheryl Eastman

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