



**TOWN OF NORTHWOOD
BOARD OF SELECTMEN**

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

**Board of Selectmen Meeting Minutes
February 14, 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

Emergency Shelter Memorandum of Understanding (MOU) with SAU 44:

Emergency Management Director Bob Young was present. TA Johnson explained that Nate Byrne from the school, Bob Young, and himself met and drafted this agreement. It then went to the School Facilities Committee for their approval and then to the School Board. It is now signed and coming to the Board of Selectmen for their approval and signature. Mr. Young explained the town will pay for half the cost (approximately \$60,000 +/-) of the purchase of the generator. A FEMA grant has been applied for and is hoped to cover the remaining half. The school is responsible for the ongoing maintenance of the generator. There was a discussion about the emergency shelter supplies the town has on hand and the fact that more can be supplied by the Capital Area Public Health Network or the American Red Cross, if the need arises. The proposed generator is a diesel model that sits on top of the fuel tank, with an approximate 5 X 10 footprint. The cost of the pad and installation is included in the cost of the generator. It will be placed at the southeast corner of the back of the school and fully enclosed by fencing.

Motion: "To approve the agreement and to authorize the Chairman to sign the document."

Motion: T. Colby

Second: P. Sanderson

Motion carried by vote of 5/0.

There was general discussion about pre-ordering the generator due to a 50-week lead time, or waiting until the grant is confirmed. It was decided to table the ordering until we get an initial approval on the grant application.

43 **Minutes of January 24, 2023**

44 H. Kreider stated that the discussion of the vacancies was not as clear as in the TA’s written report and he
45 would like clarification added. Also, the recommendation votes on warrant articles #35 and #36 have
46 incorrect names on the for or against votes. J. Guzofski, P. Sanderson, and T. Colby were all in agreement
47 to recommend Article 36 and NOT 35, while H. Kreider and B. Boudreau were in agreement to recommend
48 Article 35 and NOT Article 36.

49 **Motion: “To accept the minutes of January 24, 2023 as amended.”**

50 **Motion: T. Colby**

51 **Second: B. Boudreau**

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

53

54 **Consent Agenda:**

55 Accounts Payable Manifest dated 2/1/23, Batch #98 for \$160,620.10. This batch includes payments to
56 Barlo Signs for \$33,416.02 for the balance due on the message sign, Coezy Builders for \$4,335 for plowing,
57 Coyle Law for \$4,500 for prosecution services, \$4,500 to Cross Country Appraisal for monthly services,
58 \$22,118.53 to HealthtTrust for insurances, Home Repair Plus by Nate Smith for \$14,266.25 for snow
59 plowing, IRS for taxes for \$11,663, Morton Salt for \$21,174.91 for road salt, and Tax Exempt Leasing for
60 \$6,609.65 for a payment on the 2020 dump truck.

61 Accounts Payable Manifest dated 2/1/23, Batch #100 for \$11,663.96. This is a reissue of tax payments to
62 the IRS to be done as an ACH instead of a paper check.

63 Payroll Manifest dated 2/8/23, Batch #020823 for \$53,472.23.

64 Accounts Payable Manifest dated 2/8/23, Batch #101 for \$2,794.69. This was several small payments on
65 our credit card that needed to be paid during this week to not incur finance charges.

66 Accounts Payable Manifest dated 2/15/23, Batch #102 for \$797,160.06. This batch includes Back Bay
67 Networks for \$5,691 for computers for the library, Bergeron Protective Clothing for \$3,859 for fire gear,
68 the IRS for \$12,579.39 for taxes, Irving Energy for heating oil/propane for \$3,573.42, Mainstay
69 Technologies for \$4,808.25 for monthly IT services and a new backup system, Neptune Uniforms for
70 \$3,097.45 for police uniform replacements, NH Retirement System for \$30,814.02, a school payment for
71 \$700,000, and \$2,875.85 to Waste Management for trash hauling.

72 Property Tax Exemptions: Approve or Deny per Assessor’s Recommendations
73 Elderly Exemption – Map 230 – 82-2 – Witham

74 Abatements:

75 Samuel & Susan Allen – Map 108-97

76 Paul & Andrea Anatone – Map 234-41-11

77 Donald & Priscilla Watts – Map 119 -18

78 James & Lisa Hopkins – Map 102 -17

79 Philip & Jayne Nardi – Map 214-5

80 Appointments:

81 Justin Miller – Recreation Commission

82 Others:

83 Intent to Cut – Map 203 – Lot 16 – Northwood Investments/Sweet Logging.

84 Reimbursement request to the Trustees of the Trust Funds:

85	Lagoon ETF	\$3,250	Payment to Round Pond Soil Survey
86	Cable Franchise Fees ETF	\$1,827.50	Tom Morgan – Safety Facilities outreach program
87		\$ 298.86	Taylor Rental
88		\$ 33,416.02	Barlo Signs
89		<u>\$275.95</u>	Taylor Rental
90	Total	\$ 35,818.33	

DRAFT

91	Cemetery ETF	\$ 6,500	Arborcare for tree removal
92		\$225.00	J. Messina Stump Grinding
93	Vested Benefit ETF	\$11,020.64	Payouts to Gilon and Challinor
94	250 th Anniversary ETF	\$1,380.00	R.C. Brayshaw for cookbook printing
95		\$35.00	Diane Kizirian for a cake
96	Total reimbursements =	\$58,228.97	

97
98 J. Gusofski asked why the Board doesn't get clarification on the exemptions regarding why they are
99 approved or denied like they do on abatements. TA Johnson said that exemptions either qualify, or they
100 don't. It is based on income and asset levels. Private information used to determine if they qualify or not
101 is kept confidential. J. Gusofski would like to have a comment something to the effect that they meet all
102 the financial limits.

103 **Motion: "To accept the consent agenda as presented."**

104 **Motion: P. Sanderson**

105 **Second: B. Boudreau**

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

107

108 **TA report:**

109 Staffing: There are still three full-time openings in the Police Department and one in Fire.

110 Storm Damage: The FEMA reports of storm expenses have been completed. We are waiting for a
111 determination of the county of whether it qualifies or not. Our estimate of expenses went down to
112 \$35,000, which lower than originally thought, after learning what items are reimbursable and which are
113 not.

114 2023 PW Projects: The town hall lobby renovation is wrapping up this week, with the exception of the
115 flooring. TA Johnson is seeking proposals for carpeting to be installed in the two office areas that are
116 currently tile.

117 Message Sign: The sign is installed and working properly. Carol Manter and Walter can change, add, or
118 alter messages. On Fridays, any meetings and events for the upcoming week are loaded, along with any
119 extra items such as holidays, office closures, etc.

120 Road Posting: PW Foreman Brown is looking for March 1 for road posting this spring.

121 Transfer Station Inspection Report: We are still waiting on the full report to come from NH DES on the
122 burn and glass pits at the transfer station. The pits are closed and will remain closed, at least at their
123 current locations. A meeting is scheduled for February 23 for a site walk with DES at the lagoons to go
124 over their concerns and recommendations.

125 Voter Guide: TA Johnson has a draft of the voter guide, based on last year's format, that has been updated
126 with this year's information. It is a 12-page document. This is an informational guide, not a promotion of
127 one opinion or another. The final form will have to be decided at the next meeting to have time to get it
128 out to the public. TA Johnson doesn't see a need to do a mailer this year because there are no articles
129 that need to be highlighted or explained.

130 Police Uniforms: Chief Drolet requests \$3,797 to come from the Police Equipment Capital Reserve Fund
131 to pay for the new uniforms. The former uniform design is no longer being offered, which prompted the
132 need to change all the uniforms. This will be a one time expense to switch everyone over.

133 **Motion: "To approve the withdrawal from the Police Equipment Capital Reserve Fund for \$3,797 for
134 new police uniforms."**

135 **Motion: P. Sanderson**

136 **Second: B. Boudreau**

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

138 Town Hall Generator: The generator is not working. Parts have been ordered and will cost \$800 to fix. It
139 will be done as soon as parts arrive.

140 Town Voting Day: TA Johnson gave a reminder to the Board members that are not running for re-election
141 that they need to be present at the polls.

142 Next Meetings: The next Board meeting will be February 28. March 14 would be the next regular
143 scheduled meeting, but that is voting day. TA Johnson suggested meeting on March 21 instead of waiting
144 until March 28 with a three-week gap. The Board agreed.

145 Zoning Board Vacancy: There is an opening on the Zoning Board with the resignation of Ginger Dole. There
146 is an alternate, Robin Guzofski, that is interested in stepping into the full time member roll.

147 **Motion: “To appoint Robin Guzofski from alternate to full member on the Zoning Board of Adjustment.”**

148 **Motion: T. Colby**

149 **Second: B. Boudreau**

150 **P. Sanderson recused herself due to being a ZBA member. J. Guzofski recused himself due to a personal**
151 **relationship. Motion carried by vote of 3/0.**

152

153 **Public Hearing to Accept Unanticipated Funds from InvestNH for Work on Land Use Ordinances:**

154 At 7:00, H. Kreider opened the public hearing. TA Johnson said we have been awarded a Housing
155 Opportunity Grant through the state. The amount of \$70,665 is for two phases. Phase one is a needs
156 analysis and planning relative to housing needs, which is part of the Planning Board chapter updates
157 planned for 2023. The remainder is a regulatory audit relative to housing needs. This will determine if the
158 town’s zoning ordinances, site plan regulations, and subdivision plans are barriers to promoting housing
159 in town. These funds are unanticipated and therefore this hearing is required. There was no public
160 comment and no letters received regarding this grant.

161 **Motion: “To accept the unanticipated revenue of \$70,665 from the Housing Opportunity Grant.”**

162 **Motion: P. Sanderson**

163 **Second: B. Boudreau**

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

165 H. Kreider closed the public hearing.

166

167 **Results of the Deliberative Session:**

168 The Deliberative Session was generally a positive process and the warrant only had one amendment for a
169 spelling correction. H. Kreider feels the Board of Selectmen and the Budget Committee are in sync this
170 year.

171

172 **Community Garden:**

173 The topic of a community garden has been brought up several times in public meetings lately. TA Johnson
174 asked who will be responsible for the garden? T. Colby feels putting it at the recreation fields is not a
175 good thing right now. There is a lot of ledge rock that needs to be processed and moved up there. He
176 suggested using the land to the left hand side of the community hall, where the old bandstand used to
177 be. It is next to the river for water, flat, and can be tilled up and have some compost added. This would
178 give a start to the garden to see exactly how much interest there is for it. P. Sanderson asked if there are
179 any other town-owned parcels of land that might be suitable. J. Guzofski feels this should be tabled until
180 more options are discussed. T. Colby, B. Boudreau, and P. Sanderson do not want it placed at the
181 recreation fields until the ledge material is taken care of, at least. B. Boudreau stated that the Recreation
182 Commission does not want to put anything at the rec fields until they come up with a plan for the entire
183 area. The Board will think about other areas available and come back and talk about it again. TA Johnson
184 reminded the Board to think about how it is going to be structured as well. Is it a town garden, or a
185 community garden? It will take a lot of work and town staff do not have time to devote to this on top of

186 their regular duties. Maybe it could be a private/public partnership with private land. B. Boudreau
187 mentioned an “Adopt a Spot” program around town. P. Sanderson suggested a Community Garden
188 Committee that answers to the Board. The level of liability for the town at a community garden was
189 discussed.

190

191 **Appointment Northwood Rep to the Strafford Regional Planning Commission:**

192 According to the membership, we are entitled to have 2 representatives on the board. They can be
193 anyone, not necessarily elected officials. The Board decided to publicize the volunteer opportunities and
194 talk to the Planning Board and Zoning Board. It will be on the agenda for the next meeting.

195

196 **Economic Development Committee Revival:**

197 There has been interest from one person to serve on an Economic Development Committee. The Board
198 decided to publicize this volunteer opportunity to see if there is any other interested parties.

199

200 **Rt 202/9 DOT Culvert at Eversource Sub Station:**

201 T. Colby said that if the water level at the sub station had risen any higher during the storm in December
202 and caused any damage, it would be months and months before the town would get power back. He
203 would like to get Eversource or the State to take action and install a bigger culvert, do beaver control, or
204 anything else that would address this major concern. TA Johnson suggests sending a letter to District 6 to
205 bring it to their attention and ask for some explanation of how they intend to deal with this issue. TA
206 Johnson will draft a letter.

207

208 **Board Task Manager:**

209 J. Guzofski asked TA Johnson to find out if we need to put some money down for the new generator at
210 the school in order to hold the price on the quote. TA Johnson will bring options to the next meeting.

211 P. Sanderson asked to have the community garden item interest level moved up to medium.

212

213 **Board Committee Reports:**

214 H. Kreider said the Safety Facilities Committee is moving along with their outreach plan. They have cards
215 and flyers out in the public asking people to complete the survey. There will be listening sessions planned.
216 The committee is working well together and getting good results.

217

218 **At 7:35 p.m.**

219 **Motion: “To go into non-public session under RSA 91a;3, II (b) – hiring, and (c) – reputation.”**

220 **Motion: T. Colby**

221 **Second: J. Guzofski**

222 **Motion carried by roll call vote of 5/0.**

223

224

225 Minutes respectfully submitted by

226 Cheryl Eastman

227