



**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 27, 2024**

ROLL CALL: Chairman Hal Kreider, Vice-Chair Tim Colby, Select Board Member James 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.

H. Kreider announced there will be a Candidates Night Thursday, March 7 at 6:00 p.m. at the town hall. Bob Young will be the moderator and it will be livestreamed.

Approve Minutes:

Motion: "To approve the minutes of January 9, 2024, as presented."

Motion: T. Colby

Second: P. Sanderson

Motion carried by vote of 4 to 0.

Motion: "To approve the minutes of February 13, 2024, as presented."

Motion: T. Colby

Second: P. Sanderson

Motion carried by vote of 4 to 0.

Consent Agenda:

Payroll manifest dated February 21, 2024, Batch #022124 for \$51,555.44.

Payroll manifest dated February 21, 2024, Batch #02-21-24-2 for \$3,884.39.

Accounts Payable Manifest dated February 28, 2024, Batch #155 for \$141,713.81. Payments of note include \$31,234 to HealthTrust, \$12,103 to the IRS, and \$34,663 to NH Retirement. There were also payments of \$8,973 to Morton Salt and \$6,615 for a security camera at the police department.

Abatements: Approve or Deny per Assessor's Recommendations:

Map 221 – Lot 55 – Freewill Baptist Church

Map 234 – Lot 77 – Irving Oil

43 Property Tax Exemptions: Approve or Deny per Assessor’s Recommendations:
44 Elderly Exemption – Map 116, Lot 45 – Gagnon
45 Others:
46 LUCT – Map 219, Lot 6-3 – Yaratz
47 LUCT – Map 110, Lot 29-2 – Chestnut & Cape
48 LUCT – Map 217, Lot 55 – Myers
49 Seasonal Camping Permit – Map 122, Lot 74
50

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

52 **Motion: T. Colby**

53 **Second: P. Sanderson**

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

55

56 **TA Report:**

57 In addition to reviewing and approving multiple payroll and AP runs per the bi-weekly schedule time was
58 spent on work generated from the Deliberative Session, accurately capturing the amendments for the
59 review of the Clerks minutes and preparation of the ballots. Additionally, work was undertaken to produce
60 a voter’s guide to assist residents navigate this year’s ballot.

61 Staffing: Unfortunately, the Police Department is still operating down 2 officers, in addition to missing
62 the Lt. due to his deployment. This past week Chief Drolet was recognized with the Patriot Award by
63 ESGR, a Defense Department program that promotes civilian support of active Guard and Reserve
64 employers. I also completed 4 performance appraisals, and I am pleased to report that the Town is well
65 served by a professional and dedicated staff.

66 Village District: A petition was received pursuant to RSA 52:1 to create a Village District served by Broad
67 Cove Road. Although the petition did not meet the requirements of the statute, communications are
68 ongoing with the sponsor as to their options to bring about the desired outcome.

69 2024 Warrant: As previously mentioned a Voter’s Guide is being produced to assist residents in navigating
70 the 43 questions on this year’s ballot. A reminder that Town Meeting is on March 12th in the Northwood
71 School Gymnasium, from 7 a.m. to 7 p.m.

72 Policies & Ordinances: A frequent concern that has been shared with me since assuming my position here
73 is the enforcement of our ordinances. I have heard from residents, the Planning Board, and Land Use
74 Department, and this Board of the frustrations with the lengthy and costly process to bring about
75 compliance. I have had conversations with colleagues about a statutory mechanism that I hope to bring
76 to the Board for its support in the coming months that will be a more effective solution to this issue for
77 our community.

78 The next meeting of the Select Board is scheduled for March 12th (being voting day, assuming nothing
79 pressing this meeting may be postponed/rescheduled) and subsequently March 26th.

80

81 **Board Appointments:**

82 Robyn Guzofski is seeking reappointment to the Zoning Board.

83 **Motion: “To reappoint Robyn Guzofski to the Zoning Board for a term of three years to expire March
84 31, 2027.”**

85 **Motion: T. Colby**

86 **Second: P. Sanderson**

87 **Motion carried by vote of 3 – 0 – 1 with J. Guzofski recusing himself.**

88

89 Pam Sanderson is seeking reappointment to the Zoning Board.

90 **Motion: “To reappoint Pam Sanderson to the Zoning Board for a term of three years to expire March**
91 **31, 2027.”**

92 **Motion: T. Colby**

93 **Second: J. Guzofski**

94 **Motion carried by vote of 3 – 0 -1 with P. Sanderson recusing herself.**

95

96 **Maintenance Report:**

97 The total estimated costs of all the maintenance items in the report are around \$325,000. H. Kreider
98 wants to wait to vote on this until there is a full board, but they can discuss it tonight. All the blue items
99 on the list are deemed to be able to be done in-house by a maintenance employee, providing the budget
100 passes with that funding. Everything else on the list will probably need to be contracted out. The total
101 high priority items equal \$184,550; medium level equals \$108,000; low priority is \$33,000. Most of the
102 high priority items will need to be bid out instead of done in-house. We might get a better response for
103 bids if we bundle some of the “like” items. H. Kreider said it will all depend on the budget passing. If we
104 don’t get the funding approved, we will get even further behind with maintenance.

105

106 **ARPA Update:**

107 H. Kreider asked why the full amount of the emergency generator is included in the ARPA expenses when
108 half of it is coming from a grant. TA Irvine responded the grant for the generator is a reimbursement
109 grant, meaning we must spend the funds up front to apply for the reimbursement. The grant funds we
110 get back will go into the general fund as revenue. H. Kreider said on next year’s warrant, we should ask
111 for \$60,000 to be put into the maintenance trust fund to utilize these grant funds out of the unassigned
112 fund balance.

113

114 **Social media Use:**

115 Given the furor that erupted last week on social media around the school board, TA Irvine wanted to
116 remind the Board that the public sees the board members as the “Select Board”, not as individuals. He
117 reminded them to be cognizant of the way the public sees you and to put forward a unified front as a
118 Board instead of appearing to be a decisive board. He asked all board members to try to be self-aware
119 when using social media. P. Sanderson commented that as elected officials for the Town of Northwood,
120 board members have an obligation to uphold our ethics and code of conduct to the highest standards and
121 we should try not to voice our personal opinions on social media. She added that residents can contact
122 board members directly or the Town Administrator to ask questions or make them aware of something.
123 Questions should be addressed directly to the board.

124

125 **Voter Guide:**

126 TA Irvine said to do an every-door mailing of the voter guide will cost about \$3,000. There was discussion
127 of a mailer vs just posting on the website and Facebook page. J. Guzofski stated we have been trying to
128 move people to our website for information. T. Colby wants a mailer to go out. The Board discussed
129 options of where to find the money to do a mailer and determined the Cable Expendable Trust Fund is
130 the best option. The Cable Fund currently has around \$68,000 in it and its purpose is to promote
131 communication with the public.

132 **Motion: “To do a mailer to all residents, PO boxes, and businesses in town and use funds from the Cable**
133 **Expendable Trust Fund, with the ARPA funds as a second funding option.”**

134 **Motion: J. Guzofski**

135 **Second: P. Sanderson**

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

137

138 **Board Committee Reports:**

139 P. Sanderson announced the Rotary Club will be holding a blood drive on April 6 at the Parish Hall,
140 sponsored by the Red Cross. They are also continuing the efforts for a farmer's market on the 1st and 3rd
141 Sundays from 12 to 3 at the Park & Ride. They are also adopting the Park & Ride for the Adopt-A-Spot
142 program.

143 Friends of Recreation have been given permission to put up a separate receptable at the transfer station
144 for plastic bags. These bags have been recycled to make benches at the recreation fields already.

145

146 H. Kreider and TA Irvine conducted an exit interview with Dave Ruth. They found it very enlightening.
147 They would like to have a non-public session to discuss their findings after the full board is in place.

148

149 H. Kreider has been doing the Safety Facility presentation at various groups and organizations around
150 town.

151

152 T. Colby reported two signs at the Park & Ride to promote a resident running for the Planning Board will
153 be removed tomorrow.

154

155 At 6:45,

156 **Motion: "To adjourn the meeting."**

157 **Motion: T. Colby**

158 **Second: P. Sanderson**

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

160

161

162 Minutes respectfully submitted by

163 Cheryl Eastman

164