



**TOWN OF NORTHWOOD
BOARD OF SELECTMEN**

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

**Board of Selectmen Meeting Minutes
April 11, 2023**

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

STAFF PRESENT: Town Administrator Walter Johnson, Finance Director Cheryl Eastman

6:00 P.M. Chairman Kreider opened the Northwood Board of Selectmen meeting with a roll call and led the pledge of allegiance.

Election of Board Chair and Vice Chair for the new term:

Motion: "To nominate Hal Kreider as Chairman."

Motion: J. Guzofski

Second: T. Colby

Motion carried by vote of 3-0-1 with H. Kreider abstaining.

Motion: "To nominate Tim Colby as Vice-Chairman."

Motion: P. Sanderson

Second: J. Guzofski

Motion carried by vote of 3-0-1 with T. Colby abstaining.

Citizen's Forum

Chairman Kreider urged everyone to complete the survey for safety facilities.

Northwood Conservation Commission – Conservation Matters:

Bob Young, Commissioner of the Village of Northwood Ridge Water District, Grace Levergood, Chairperson of the Conservation Commission, and Kaitlyn Deyo, Project Manager with Bear Paw Regional Greenways Land Trust, addressed the Board. G. Levergood requested acceptance and review of easements on Northwood Ridge Water District lands for future water protection. Bear-Paw will be involved as manager of the easements. The funds needed will come from the Conservation Commission fund. B. Young stated this is the first step in preserving an important area in Northwood. The Planning Board had requested a study years ago of this area and it was highly recommended that this area be preserved. This will be Phase 1 of the overall project. Phase 2 will be adding other parcels in the future.

43 The voters of the water district allowed the easements to be put on the land, which consists of part of
44 Reggie Sweet's land and a parcel purchased from Grossman and they are proposing to call it "Jake's
45 Purchase." There is a total of 127 acres involved and they are working with Bear Paw to draft the
46 easement. A large main aquifer is to the south side in the Acorn Pond areas. The Seacoast area is
47 interested in this land too because part of this area flows to Durham. They will still be able to manage the
48 timber on the land, and the deed will allow them to drill a well there if needed in the future. Kaitlyn Deyo
49 said Bear Paw is seeing a lot of grants available right now looking to protect wells and this project hits all
50 of Bear Paw's goals. They just need to work through the details. As far as the timeframe, all the surveys
51 have been completed and they are at the easement drafting process. It should be completed by early
52 summer. The Conservation Commission has already approved the funding for the costs associated with
53 the easements. The Board of Selectmen needs to review and accept the proposed plan. TA Johnson stated
54 that the water district already owns the land for Phase 1 and the easement/development rights will be
55 donated to Bear Paw, titled in the name of the town. No further action is needed by the Board at this
56 step. In the future, if a purchase of land is requested, they will need to come to the Board of Selectmen
57 for approval to purchase land. The Board of Selectmen expressed their consensus for the project and
58 thanked everyone for all their hard work.

59

60 **Approve Minutes:**

61 H. Kreider asked for a correction that the Board had agreed to round up the amount for the new police
62 cruiser to \$60,000 and that T. Colby had made the motion and J. Guzofski seconded.

63 **Motion: "To approve the minutes of March 21, 2023, as amended."**

64 **Motion: T. Colby**

65 **Second: J. Guzofski**

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

67

68 **Consent Agenda**

69 Accounts Payable Manifest dated March 29, 2023, Batch #110 for \$234,519.96. This includes payments
70 to Arborcare for \$15,788 for road side tree removal and storm damage tree work, Capital Area Fire
71 Compact for \$55,171 for annual dispatch services, Coyle Law for \$4,500 for prosecutor services for the
72 second quarter, East Coast Compactor for \$22,550 for the new cardboard compactor, Healthtrust for
73 \$23,230.58 for insurance, the IRS for taxes for \$11,239.88, MacMulkin Chevrolet for \$41,988 for the Tahoe
74 for the police department, Morton Salt for \$9,699.90, Plodzik & Sanderson for \$12,000 for the 2022 audit,
75 and Ponderosa Dumpsters for \$8,623.16 for transportation of waste.

76 Payroll Manifest dated April 5, 2023, Batch # 040523 for \$60,050.74.

77 Accounts Payable Manifest dated April 12, 2023, Batch #112 for \$1,118,713.57. This includes payments
78 to Cross Country Appraisal for \$5,500 for monthly assessing fees and the last payment on the update for
79 2022, the IRS for \$14, 948.62 for taxes, New England Vehicle Outfitters for the upfit of the new cruiser for
80 \$12,125, NH Retirement System for \$28,598.51 for the employee retirement plan, Northwood Schools for
81 \$700,000, and Trustees of the Trust Funds for the appropriations from the 2023 town meeting votes
82 totalling \$310,691.

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

84 Elderly Exemption – Map 217, Lot 30 – Haroutunian

85 Elderly Exemption – Map 224, Lot 7 – Wilkinson

86 Abatements: Approve or Deny per Assessor's Recommendations:

87 Brian & Nancey Gardner – Map 108, Lot 2

88 Others:

89 Intent to Excavate – Map 117, Lot 25G – Steven Anthony

90 Excavation Tax Assessment – Map 117, Log 25G – Steven Anthony

91 Excavation Tax Assessment – Map 217, Lot 35 – David Docko

92 **Motion: “To approve the consent agenda as read.”**

93 **Motion: T. Colby**

94 **Second: P. Sanderson**

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

96

97 **TA Report**

98 Staffing: There is one full-time patrol position and one full-time SRO position still open in the police
99 department. There is a possible candidate for the SRO position. In the fire department there is still one
100 full-time firefighter position open. TA Johnson and Chief Drolet are updating the agreement with Coe
101 Brown for the SRO position to bring it up to date. It will come to the Board for approval. We are also
102 accepting applications for seasonal staffing for the public works and recreation departments.

103 2022 Carry-Over and Public Works Projects: Proposals have been finalized for the 2023 road projects.
104 The bid requests will go out this week. The due date is prior to the first board meeting in May. The roads
105 on the project list include Jenness Pond Road, Pierce Road, Gulf Road, Harmony Road, Jeffrey Road. Rough
106 estimates for the work are around \$325,000. The RFP for the painting of the town hall has been sent out
107 and due by April 20. PW Foreman Brown is working on the design for the replacement of the cover over
108 the demo container. Electrical conduit installation at the recreation fields were delayed while waiting on
109 Eversource and is scheduled for tomorrow. The trench will be inspected on Thursday and then backfilled.
110 A working list of 2023 projects was given to the Board and PW Foreman Brown will be at the next meeting
111 to go over that and answer questions.

112 Transfer Station: TA Johnson and PW Foreman Brown have been working on the requests from DES
113 regarding the landfill, transfer station, and septage lagoons. They met with DES on April 5 and reviewed
114 regulations. The approved closure plan for the lagoons and the facility plan have been located. TA
115 Johnson said the town needs to look at closing out the septage lagoons. The closure plan is old and CMA
116 Engineers are looking at it to determine if it meets the current requirements. A draft response to DES has
117 been created and is being reviewed by the engineers. The burn pits have been backfilled and are now
118 completely closed. Nothing else will be done with them until we know what the entire landfill closure will
119 be. We also need to order a new sign at the transfer station because the current one doesn't meet the
120 current requirements.

121 2023 Lawn Maintenance Contract: There was a large difference between the budget and the proposal
122 received. TA Johnson met with the contractor and took out some items such as the Bow Lake Road fields
123 and the Route 4 fields. A seasonal person will be hired to mow and perform other maintenance for
124 recreation and/or the Public Works department. The contract was settled at \$28,000.

125 Upper Camp Road Agreement: A settlement of a ZBA case with a developer was reached regarding Upper
126 Camp Road improvements. The required specifications for road improvements will be the same as DOT
127 rural development specs that have been used in the past for other lots and projects. The agreement has
128 been prepared with town counsel. The costs will be bonded for all the road improvements. PW Foreman
129 Brown will inspect the improvements prior to the release of the bond.

130 **Motion: “To accept the agreement for road improvements on Upper Camp Road and to authorize TA
131 Johnson to sign all documents.”**

132 **Motion: J. Guzofski**

133 **Second: T. Colby**

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

135 Olde Canterbury Road Improvements: An agreement has been reached with a developer proposing a
136 housing project off Olde Canterbury Road for road improvements. There will be oversight by an
137 independent engineer, all costs will be paid by the developer, and all specs are consistent with past

138 projects. A bond will be provided for the sections of the road and the development itself, and the
139 development of the drainage easements.

140 250th Fireworks: TA Johnson has received an estimate of \$8,000 for a 20-minute fireworks display with a
141 date of July 29, rain date of July 30. The 250th Committee has funding for half the costs. A location will
142 need to be determined. There was a discussion of available parking at the recreation fields. The possibility
143 of having the show on Coe Brown property was discussed. TA Johnson will tentatively check with Coe
144 Brown about the date, and this will be tabled until the next meeting so that B. Boudreau can participate
145 in the discussion.

146 1st Quarter Building Permit Report: W. Dinsmore has been busy working to close all the old open permits.
147 Route 202 culvert: The state has reported they have cleaned out the culvert as it was partially blocked by
148 beavers. It is now working as it should and they will continue to monitor it.

149 Assessing Report: The contracted assessor supplied a summary of 1st quarter activities. It confirms it was
150 a good thing the town did the update in 2022.

151 Recreation/Board meeting: The meeting with the Recreation Commission, Recreation Director, and the
152 Board of Selectmen has been rescheduled until April 25.

153 Coming Meeting: The next meetings of the Board will be April 25, May 9, and May 23.

154 Park & Ride: There are issues of people living in the park & ride parking lot. The police cannot make them
155 move unless there are posted rules to be enforced. A draft of Park & Ride rules was provided to the Board.

156 **Motion: “To adopt the proposed rules for the Park & Ride lot, effective immediately.”**

157 **Motion: T. Colby**

158 **Second: P. Sanderson**

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

160 Guard Rail Work: A proposal to do guardrail work on Old Turnpike Road and Kelsey Mill Road was received
161 for \$23,843.75. TA Johnson suggested using the supplemental bridge funds received from the state last
162 year.

163 **Motion: “To accept the proposal to repair the guard rails on Old Turnpike Road and Kelsey Mill Road
164 using the state bridge funding with authorizing TA Johnson to sign all documents.”**

165 **Motion: P. Sanderson**

166 **Second: J. Guzofski**

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

168

169 **Town Meeting and Elections Results:**

170 TA Johnson thanked the voters for participating in the process and approving the budget and capital
171 projects and re-electing two incumbents to the Board. H. Kreider stated the vote tallies proved that
172 people aren’t just going down the ballot voting a straight yes or no. P. Sanderson feels they should have
173 done a better job of clarifying the veteran’s exemption articles. H. Kreider added that people are getting
174 more comfortable with the idea that the budget is what keeps the lights on and everything else, such as
175 if they want capital projects done or not, are options.

176

177 At 7:12, the Board took a five-minute recess.

178

179 **Quarter 1 Financial Report:**

180 Finance Director Eastman presented the 1st quarter financial reports. Both expenditures and revenue are
181 within the 25% range for the 1st quarter. The budgets for snow and salt are already expended due to
182 several large storms that needed more outside contractors to assist. Adjustments will have to be made
183 from elsewhere in the budget.

184

185

186 **Board Member Appointments to Committees and Boards:**

187 **Motion: "To nominate P. Sanderson as ex-officio to the Budget Committee."**

188 **Motion: H. Kreider**

189 **Second: T. Colby**

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

191 **Motion: "To nominate H. Kreider as ex-officio of the Planning Board and J. Guzofski as alternate."**

192 **Motion: P. Sanderson**

193 **Second: T. Colby**

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

195 A nomination to the Recreation Commission is tabled until the next meeting.

196 T. Colby volunteered to serve on the Route 4 Safety Committee.

197 H. Kreider volunteered to serve on the Safety Facilities Committee.

198

199 **Volunteer Appointments/Reappointments to Boards and Committees:**

200 Betsy Colburn would like to continue serving on the ZBA. There are concerns about her lack of attendance
201 at meetings in person. In some cases, it is important for the applicants to be able to see the board
202 members in person at a meeting, and sometimes new information is presented at a meeting that a remote
203 participant would not have access to. Sometimes it is also an issue reaching a quorum at a meeting. H.
204 Kreider suggested a couple board members interview Betsy before deciding on an appointment. H.
205 Kreider and P. Sanderson will interview Betsy.

206 **Motion: "To appoint Mary Ellen Brown as an alternate to the ZBA."**

207 **Motion: T. Colby**

208 **Second: J. Guzofski**

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

210 **Motion: "To appoint Winni Young to the Conservation Commission."**

211 **Motion: P. Sanderson**

212 **Second: T. Colby**

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

214 **Motion: "To appoint Grace Madden to the Conservation Commission."**

215 **Motion: T. Colby**

216 **Second: P. Sanderson**

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

218 **Motion: "To appoint Michael Romano to the Conservation Commission."**

219 **Motion: P. Sanderson**

220 **Second: J. Guzofski**

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

222 **Motion: "To appoint Susan Romano as an alternate on the Conservation Commission (down from a full
223 member)."**

224 **Motion: P. Sanderson**

225 **Second: T. Colby**

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

227 **Motion: "To appoint Donald Manter as an alternate on the Planning Board."**

228 **Motion: T. Colby**

229 **Second: J. Guzofski**

230 **Motion carried by a vote of 4/0.**

231 Michael LeBlanc has requested to serve on the Recreation Commission. H. Kreider suggested he be
232 interviewed. H. Kreider and J. Guzofski will do that.

233 **Motion: "To appoint Irene Kreider to the Library Trustees as an alternate for one year."**

234 **Motion: P. Sanderson**
235 **Second: J. Guzofski**
236 **Motion carried by vote of 3/0/1 with H. Kreider abstaining.**

237 **Motion: "To appoint Karen Riley to the Library Trustees."**

238 **Motion: T. Colby**

239 **Second: P. Sanderson**

240 **Motion carried by vote of 4/0**

241 **Motion: "To appoint Margaret Walker as an alternate Library Trustee."**

242 **Motion: T. Colby**

243 **Second: P. Sanderson**

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

245

246 **Annual Review of the Select Board's Investment Policy:**

247 This topic was tabled until the next meeting.

248

249 **Board Task Manager**

250 This topic was tabled until the next meeting.

251

252 **Part-Time Health Insurance Request:**

253 A request has been received by a part-time employee who wishes to be able to participate in the health
254 insurance plan, providing that all expenses are paid 100% by the employee.

255 **Motion: "To allow regularly scheduled part-time employees to participate in the health insurance plan,
256 providing they work a minimum of 20 hours a week and earn gross pay equal to or larger than the cost
257 of 100% of the insurance premium."**

258 **Motion: J. Guzofski**

259 **Second: P. Sanderson**

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

261

262 At 7:46, the Board voted to go into non-public session under RSA 91A: 3 (a) "personnel".

263 **Motion: "To go into non-public session under RSA 91:a,3,II (a), personnel."**

264 **Motion: J. Guzofski**

265 **Second: T. Colby**

266 **Motion carried by roll call vote 4/0.**

267

268 **Public Session Resumed at 8:15pm**

269

270 **Motion "to seal the minutes as to divulge some of the information would potentially damage the
271 reputation of individuals other than members of the Board".**

272 **Motion: T. Colby**

273 **Second: J. Guzofski**

274 **Motion carried by roll call vote of 4/0.**

275

276 **Motion to Adjourn at 8:18**

277 **Motion: T. Colby**

278 **Second: P. Sanderson**

279 **Motion carried by roll call vote of 4/0.**

280 Minutes respectfully submitted by

281 Cheryl Eastman