



**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 25, 2023**

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

STAFF PRESENT: Town Administrator Walter Johnson, Finance Director Cheryl Eastman, Recreation Director Scott Blewitt, and PW Foreman Chris Brown.

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:

P. Sanderson read an email into the minutes that she received from Betsy Colburn as follows: "I was unanimously approved by the Northwood Board of Selectmen at their meeting on December 29, 2020 to serve as a full voting member of the Zoning Board of Adjustment to fill an ongoing vacant position. I accepted that challenge and faithfully fulfilled those duties for the past 2 years, 4 months, never missing a meeting, as other members have missed several meetings. 100% attendance at every monthly meeting, site visits over the past 2 years and 4 months, 100% attendance at several and all available Zoning Board of Adjustment webinars and trainings to be best prepared for each ZBA case, spent numerous hours researching Zoning Board statutes and local ordinances, 100% participation in every ZBA case brought before the Zoning Board of Adjustment, 100% attendance/visitation to each site to view and review the ZBA cases, drove my car on numerous substandard class 6 and private roads through mud, deep ruts, etc at my expense for gas and car washes to get the mud removed, spent numerous hours of my volunteer time reviewing each case to the fullest to be prepared on the rules, regulations, etc. I have extensive volunteer involvement with several town boards, committees, and departments over the past 50 years in the town of Northwood that provides a broad perspective of the issues and history. In summary, I would appreciate being reappointed to full member status on the Zoning Board of Adjustment for the 3-year term as I indicated on your renewal form several weeks ago. The above should be the only consideration regarding my reappointment to ZBA, not whether I attend meetings in person. Questioning medical orders of my attending physicians is not the prerogative of the Board of Selectmen nor is singling me out for an interview when you do not interview anybody else. At your last meeting on 4/11/23 the Board of Selectmen appointed somebody else to be an alternate member on the ZBA without interviewing her as she is an unknown having moved here recently from New York. My record of dedication and knowledge

43 should speak for itself. Thank you in advance for your consideration of my 3-year appointment to the
44 Zoning Board of Adjustment. Betsy Colburn.”

45
46 Tim Jandebeur spoke on behalf of Betsy Colburn. He does not understand why the Board would not
47 automatically reappoint Betsy to the Zoning Board of Adjustment. He stated that she is always prepared,
48 does her homework, is very thorough, understands and follows the rule of law. As far as attendance, she
49 has never missed a meeting. He went on to say the real problem the town has is the antiquated
50 equipment we use to broadcast meetings. The meetings are very difficult to hear and understand and we
51 need to upgrade the equipment. We should be able to use Zoom for Betsy, or anyone else, to attend
52 meetings remotely. He urged the Board to retain Betsy on the ZBA for the next three years.

53

54 **Town Works Way Easement Request: Jeffery Cole and Scott Frankiewicz:**

55 Scott Frankiewicz and Jeffrey Cole asked the Board for permission to create a driveway off Town Work’s
56 Way to access Mr. Cole’s property that is adjacent to Town Works Way. He has been told by DOT that a
57 driveway cut would be approved on Route 4, but he would prefer to have an easement for the driveway
58 to come off Town Works Way instead. This would prevent another driveway cut on Route 4 and having to
59 go through wetlands. The use of the property is proposed as either 1 or 2 residential lots. P. Sanderson
60 stated that the driveway would have to be on the outside of the gate to the transfer station. PW Foreman
61 Chris Brown said there is a large culvert that runs under Town Work’s Way and dumps water into the lot
62 in question. J. Guzofski asked about how the town would deal with the mixture of town and private
63 property uses together. B. Boudreau and P. Sanderson are also concerned about the mixture of private
64 and public uses. P. Sanderson said there are safety advantages to not having another entry on Route 4.
65 T. Colby said that there are often lines of cars out onto Route 4 that are waiting for the transfer station to
66 open, and what about emergency situations? H. Kreider is also concerned with the mix of private and
67 public uses. He does not see any advantage to the town granting an easement for this, especially due to
68 the potential liability issues. Chris Brown said it would be a benefit to the town to not have one more
69 driveway cut on Route 4, but the number of vehicles and machinery that use Town Work’s Way concerns
70 him if a private driveway was added to it. TA Johnson said he is also concerned about the liability and
71 isn’t even sure the town council would approve an easement. B. Boudreau said if the DOT thinks it is safe
72 to have another driveway cut on Route 4, then they will grant a permit for it. The consensus of the Board
73 was to deny the request.

74

75 **Waiver of Planning Board Fees: Peter Heigis 284 1st NH Turnpike:**

76 Peter Heigis, owner of the Woods Grill, addressed the Board. He had an outside seating permit during
77 Covid, which has expired. He wants to add outdoor seating permanently and has applied for a minimal
78 impact permit with the ZBA and paid the required fees. Once it was submitted, the town said they would
79 also need to increase the number of parking places to accommodate the additional customers. The plan
80 was accepted to the point that a septic upgrade plan would have to be done. During this process, the
81 town started working with a new planner and he said the increase in the number of seats and parking
82 spots being requested, this application should really be a major site plan impact permit. Mr. Heigis then
83 submitted the application for a major site plan, which has an additional \$600 fee. He is asking the Board
84 to either waive the major site plan fee, or credit the fees paid already for the minor site plan to the major
85 site plan fees. There was discussion around whether there had been an error made on the town’s part in
86 not identifying this as a major site plan in the beginning, or if the owner had changed the request along
87 the process. H. Kreider stated the basis of the change from the minor to the major was based on the
88 amount of the change requested. They had 40 seats before and now they want to have 40 seats inside
89 and 40 seats outside, along with the additional parking spots. T. Colby said that Planning Board Chair Tim
90 Jandebeur had said that Mr. Heigis had respectfully pulled his original application back and that was

91 accepted without prejudice by the Planning Board. This was done to allow Mr. Heigis to reapply at a later
92 date. TA Johnson explained the fees are for covering the administrative costs for processing the notices
93 to the public for the hearing. If that step is done, then the fee is used up. If you are going to be going
94 through another application process, the staff needs to send out new notices and therefore needs more
95 funds to cover that. The fees are larger because, generally, the process for a major site plan is more
96 complex than a minor site plan. B. Boudreau feels the funds he has already paid should be put toward
97 the major site plan. J. Guzofski feels if the town did something wrong, they should give credit for the fees.
98 However, if the town did not make a mistake, then they should not credit the fees. Mr. Heigis feels he
99 was misguided in the process and the town should have known a major site plan was needed all along. P.
100 Sanderson said the purpose of land use laws and permitting shouldn't be deterrents to people doing
101 business. She realizes there was a lot of confusion around this, but the money has been spent. She
102 suggested splitting the difference in the increase in fees. T. Colby could agree with that. H. Kreider read
103 a statement from Linda Smith, Land Use Specialist, in which she said a minimal impact application was
104 submitted and during that process, Mr. Heigis stated he wanted to increase parking and seating capacity,
105 which changed it to a major site plan. Linda added that fees are not normally waived as it would generate
106 other fee waiver requests. She recommended that the fees do not be waived.

107 **Motion: "To give a credit for the original minimal impact fees toward the major impact fees."**

108 **Motion: B. Boudreau**

109 **Second: T. Colby**

110 **Motion carried by vote of 3/2.**

111

112 **Approve Minutes:**

113 J. Guzofski said his name was spelled wrong again on line 208. H. Kreider said line 174 implies that only
114 capital projects can be weighed in on separately by the voters. He would like to add "...if, for example,
115 they want capital projects done or not."

116 **Motion: "To approve the minutes of April 11, 2023, as amended."**

117 **Motion: P. Sanderson**

118 **Second: T. Colby**

119 **Motion carried by vote of 4/0/1 with B. Boudreau abstaining.**

120

121 **Consent Agenda:**

122 Payroll Manifest dated April 19, 2023, Batch # 041923 for \$55,447.34.

123 Accounts Payable Manifest dated April 26, 2023, Batch #116 for \$109,691.53. This includes payments to
124 Axon for body camera and memory storage for the Police for \$4,179, Benevento Aggregates for \$4,533.54,
125 which a majority was the filling in the burn pits per the DES order, HealthTrust for \$27,372.04 for
126 employee insurances, IRS for taxes for \$13,022.79, Mainstay Technology for \$6,553.90 for the final server
127 upgrade expenses, and \$2,529 for monthly IT services from Mainstay, and to MRI for financial software
128 support for \$7,500.

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

130 Veteran's Tax Credit – Map 111, Lot 2 – Michael Jeannotte

131 Elderly Exemption – Map 122, Lot 98 – Gail Eaton

132 Veteran's Tax Credit & Vet Disability – Map 205, Lot 24 – Chett Forbus

133 Abatements: Approve or Deny per Assessor's Recommendations

134 Map 124, Lot 11 – Lower Camp Road – Paone

135 Map 228, Lot 14 – 145 Winding Hill – Bates

136 Map 212, Lot 68 – 12 High St – Bates

137 Map 206, Lot 40 – 194 Jenness Pond Rd – Bates

138 Map 212, Lot 39 – 4 Bates Lane – Bates

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139 Others:

140 Intent to Cut – 23-349-01-T – Map 203, Lots 38 & 40 – Zeland Schwartz

141 Yield Tax – 22-349-06-T – Map 219, Lot 22 – Bruce Carri

142 Seasonal Camping Permit – Map 217, Lot 11 - Critchett

143 Reimbursement Requests to the Trustees of the Trust Funds:

144 Transfer Station ETF \$22,550.00 Payment to East Coast Compactor

145 Cable Franchise ETF \$ 2,883.52 Payment to Tom Morgan

146 \$ 70.74 Payment to Heritage True Value Hardware

147 \$ 372.68 Payment to Lowe’s

148 \$ 2,875.00 Payment to Lee Harris Enterprises

149 Cable ETF Total \$ 6,201.94

150 Aquatic Invasive Species Prevention ETF

151 \$ 2,000.00 Payment to Northwood Lake Watershed Association

152 Police Equipment ETF \$ 3,797.45 Payment to Neptune Uniforms & Equipment

153 250th Anniversary ETF \$ 499.75 Payment to Lakes Region Tent & Event

154 Total of all reimbursement requests = \$ 35,049.14

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

156 **Motion: T. Colby**

157 **Second: P. Sanderson**

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

159

160 At 6:57, the Board took a three- minute recess.

161

162 **Recreation Commission Representatives:**

163 H. Kreider said the Recreation Director, the Recreation Commission, and the Board of Selectmen need to
164 find a way to work together for the best interests of the town. He would like to see an overall plan for
165 the continued improvement of the upper fields. The Board will need good input on that to make future
166 decisions. He also feels there should be quarterly meetings of all the parties to look at overall activity
167 planning for the coming 12-month period. He is reluctant to have large amounts of money spent without
168 the Board of Selectmen approval because the Recreation Commission members are appointed by the
169 Board, not elected. When the town established the Recreation Commission, no duties or responsibilities
170 were defined, so it is the Selectboard’s responsibility to define and delegate those duties. Recreation
171 Commission Chair Matt Frye said they need clarification and guidance regarding where the expectations
172 and duties start and stop. He feels that the programs should be set by the Director, not the Commission.
173 Recreation Director Scott Blewitt agreed that planning the events should be his responsibility. He would
174 also like to link with the library and Conservation Commission on programs and events that they could do
175 together. Dave Ruth of the Recreation Commission said the commission was created before there was a
176 Recreation Director, so now we need to know what the purview is for everyone. The Board of Selectmen
177 feel that as a town employee, the Recreation Director reports to the Town Administrator, who reports to
178 the Board of Selectmen. Both Dave and Matt feel that if the Recreation Commission is purely advisory,
179 then they should be disbanded because they would not have any power or authority. TA Johnson feels
180 the Recreation Commission should develop a plan and lead the direction of that plan and the Recreation
181 Department and Board of Selectmen make it happen. The execution of the plan falls under the Recreation
182 Director, and so does the accountability. The quarterly meetings to discuss the plans with the Board of
183 Selectmen would then become part of the budget process moving forward. Matt Frye agreed that the
184 Commission’s role should be to develop a strategic plan for the recreation department. He questioned
185 whether the plan would then just sit on a shelf never to be seen again. H. Kreider stated that, just like the
186 road improvement plan, if there is a plan created and approved, it is a lot harder to deviate from the plan.

187 And all this planning would also factor into the CIP. He feels there is good support from the current board
188 and future expenditures would be in accordance with the recreation strategic plan. B. Boudreau stated
189 that the Board needs to explain what they see recreation to be. She feels there should be more
190 programming than just sports. Scott Blewitt said that recreation is not only youth athletics. In the last
191 three years, since Northwood has been using RecDesk software, there has been a marked increase in
192 programs and participation. In 2021 there were 21 programs offered with revenue generated of \$12,698,
193 with attendance of 448 participants. 15 of the 21 programs were athletic and 5 were non-athletic. In
194 2022, there were 47 programs with 1,278 participants that generated revenue of \$28,654. 16 of the 47
195 programs were athletic and 31 were non-athletic. So far in 2023, there have been 25 programs with 820
196 participants generating revenue of \$13,536. 10 of the programs were athletic and 15 were non-athletic.
197 These figures do not include beach visits, playground visits, craft fairs, and the like. Scott's goal is to have
198 an even blend of youth athletics, community events, and non-athletic events. The largest areas of
199 potential growth would be for seniors, teenagers, and preschool activities. He feels we are going in the
200 right direction, but growth will take time. He added that when he came to Northwood, he had no data of
201 previous programs and participation levels. He needs more input from seniors regarding what they are
202 interested in having for programs. Matt Frye feels the commission should have financial oversight of the
203 revolving fund over a certain dollar amount and should have a hand in the department budget creation.
204 The next Commission meeting is Tuesday. Matt said they can come up with recommendations and bring
205 them back to the Board of Selectmen. Scott is excited by the possibility of more participation and
206 cooperation. He doesn't want all the work to funnel down to him but wants everyone to work as a team.
207 Dave Ruth said in the past the Commission ran all the programs and had access to the revolving fund to
208 purchase items needed for all the various programs and had oversight on the budget. He is fine if that is
209 done by the Town Administrator now, but the Board needs to give the Commission clear direction,
210 otherwise the Commission doesn't really have a purpose anymore. H. Kreider asked Dave to use his
211 knowledge and history as input for the strategic planning.

212

213 At 7:58, the Board took a three-minute recess.

214

215 **Ridge Road Culvert Termination Request:**

216 Frederick James of Ridge Road had previously asked to have a culvert removed from his property. Initially
217 the Board of Selectmen denied the request based on input of PW Foreman Chris Brown. Mr. James had
218 said he had a report from an engineer stating the culvert be abandoned and when that was asked for in
219 writing by the Board, the engineer wouldn't provide it. Chris Brown said this is a dry culvert until such
220 time as it is needed. When in use it accepts up to 500 feet of roadside drainage. If we abandon it, we will
221 be discharging all that water onto other people's properties, which is illegal. He feels it needs to stay. The
222 consensus of the Board is to deny the request again.

223

224 **TA Report:**

225 Staffing: There is one full-time police officer and one SRO position open. The SRO is in the process of
226 being filling for August. TA Johnson, Chief Drolet, and Finance Director Eastman have been working on an
227 agreement with Coe Brown for employment aspects of the SRO position. The town is also accepting
228 applications for seasonal staff for DPW/Transfer Station and the Recreation Department. There is one
229 application for part time firefighter for consideration in a non-public session later tonight.

230 PW and Facility Projects: Requests for proposals for the 2023 road improvement projects have been
231 issued with a due date of May 8. The design for the replacement of the cover over the demo container is
232 being prepared. The electrical conduit and well wiring are installed at the recreation fields. We are just
233 waiting on Eversource to drop the line and tie it in. It should be done by May 1. Tasker Well installed most
234 of the water system, but they have recommended a brushless style pump instead of their original quote.

235 The cost increase will be \$4,000. PW Foreman Brown said this pump is a 5 horse-power pump and has
236 more pressure and will pump at 32 gallons per minute. He recommended the Board go ahead with the
237 brushless pump. The consensus of the Board was to purchase the brushless pump and use ARPA funds
238 for the purchase.

239 ARPA Funds to Date Report: TA Johnson and Finance Director Eastman submitted the town's required
240 Treasury ARPA funds reports today. The current expenses through the ARPA funds are \$117,356. The
241 available balance after all the committed expenses is around \$113,000.

242 Transfer Station and Septage Lagoon Inspection:

243 We have submitted our response to DES regarding the operation of the former landfill and transfer
244 station. We are working with CMA Engineering on a response for the lagoons and preparing a closure plan.
245 We have submitted the requested photos to DES and still need to address what will be done regarding
246 the closure of the lagoons and the glass pits.

247 Employee Health Insurance: Our annual renewal date of June 30 is approaching. Since the health
248 insurance rates will increase over 17% in premiums starting July 1, 2023, TA Johnson and Finance Director
249 Eastman have compiled alternate plans as options. FD Eastman explained the other plans and the
250 potential cost savings for the town and for the employees. After discussion, the Board decided to offer
251 the Access Blue New England HMO plan ABSOS20/40/1KDED. This plan has less expensive premiums,
252 equivalent co-pays to the current plan, and a maximum deductible of \$1,000 per person. Since this is an
253 increase from the current \$500 deductible, the Board agreed to create an HRA fund to cover reimbursing
254 the employee for any additional deductibles paid over \$500, if needed. This plan is a win-win for the town
255 and the employees because it saves money for both groups, does not increase the amount of deductible
256 paid out of pocket by employees, and uses the same network of doctors.

257 250th Celebration Fireworks: A location needs to be determined. T. Colby will check with Coe Brown.

258 Cemetery Tree Removal: The Cemetery Trustees are requesting to use funds from the Cemetery
259 Improvement Expendable Trust Fund to remove trees at Harvey Lake Cemetery and the cemetery behind
260 the library. The cost is \$15,000 for three days of work with Arborcare.

261 **Motion: "To authorize the Cemetery Trustees to spend up to \$15,000 from the Cemetery Improvement
262 Expendable Trust Fund for tree removal."**

263 **Motion: B. Boudreau**

264 **Second: T. Colby**

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

266 Center School Demo: Two quotes were received. The lowest is \$6,400 and includes all asbestos removal,
267 but not restoring the site to lawn. P. Sanderson said she attended the recent Historical Society meeting
268 and they talked about wanting to save the building. They do not have any definite plan or effort right
269 now. They talked about possibly dismantling the building, storing the timbers, and reconstructing it
270 elsewhere.

271 **Motion: "To accept the \$6,400 bid to remove the building, including asbestos removal."**

272 **Motion: T. Colby**

273 **Second: J. Guzofski**

274 H. Kreider feels the voters have spoken and they agreed to demolish the building. TA Johnson added that
275 the voters did not want money spent to restore the building, either. J. Guzofski called the question.

276 **Motion carried by vote of 3/2, with P. Sanderson and B. Boudreau opposed.**

277 Upcoming Meetings: The next meetings will be on May 9, and May 23.

278

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

280 **Motion: "To re-approve the Investment Policy."**

281 **Motion: T. Colby**

282 **Second: J. Guzofski**

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

284

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

286 Betsy Colburn – ZBA – 3-year term. P. Sanderson said she spoke with Betsy at length and feels she is
287 everything that Mr. Jandebour and Betsy herself said. Remote access to meetings is not ideal, but
288 reasonable accommodation to let volunteers participate is a small thing the town can do. P. Sanderson
289 advocated for Betsy’s re-appointment. She added there was only one instance in the past 2 years, 4
290 months that the ZBA could not make a quorum because of Betsy’s remote access. J. Guzofski feels it is
291 important for board members to be present at the meetings, especially the Planning Board and ZBA
292 because of the possibility of new information being presented during the meeting. H. Kreider suggested
293 the Board re-appoint Betsy and then research spending some funds for technology that would make
294 remote access easier. It could be a benefit for all the boards in town. B. Boudreau suggested looking into
295 an interactive smartboard.

296 **Motion: “To appoint Betsy Colburn to the Zoning Board of Adjustment as a full member for three years.”**

297 **Motion: P. Sanderson**

298 **Second: T. Colby**

299 **Motion passed by vote of 4/1 with J. Guzofski voting against.**

300

301 **Town Hall Painting Bid Opening:**

302 Three bids were received for the town hall exterior painting project. The bids were:

303 Pecinski Painting LLC, Tilton, NH	\$6,200
304 Hodgkins Painting & Maintenance, Northwood, NH	\$9,500
305 Peak Painters & Decorators, Barrington, NH	\$15,750.00

306 PW Foreman Brown met with all the bidders. He suggested we find out if they all quoted using bonding
307 for over lead paint. References were provided by Pecinski in their quote.

308 **Motion: “To award the bid to Pecinski Painting LLC for \$6,200.”**

309 **Motion: T. Colby**

310 **Second: P. Sanderson**

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

312

313 **Volunteer Appointments/Reappointments to Boards and Committees, continued:**

314 Michael LeBlanc – Recreation Commission – This was tabled at the last meeting to allow H. Kreider and J.
315 Guzofski time to interview him. That has not been done yet. This was tabled until he can be interviewed
316 by phone.

317 Timothy (TJ) Therriault – Recreation Commission – This was tabled until H. Kreider and/or J. Guzofski can
318 conduct a phone interview.

319 Amy Lindsay – 250th Celebration Committee –

320 **Motion: “To appoint Amy Lindsay to the 250th Celebration Committee.”**

321 **Motion: T. Colby**

322 **Second: B. Boudreau**

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

324

325 **Lakes Region Public Access Agreement Renewal:**

326 It is renewal time for the agreement with Lakes Region Public Access. The rates have increased because
327 they are based on the towns equalized evaluation and the population. Through this agreement, the
328 meeting videos are put on the public access channels in town and the cost of the agreement is taken out
329 of the fees paid by cable subscribers.

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330 **Motion: “To approve the funding for the renewal of the agreement with Lakes Region Public Access and**
331 **to authorize Walter Johnson to sign the agreement.”**

332 **Motion: T. Colby**

333 **Second: P. Sanderson**

334 **Motion carried by vote of 4/1 with J. Guzofski against.**

335

336 **Board Task Manager:**

337 No changes were proposed.

338

339 **Board Committee Reports:**

340 B. Boudreau reported the Recreation Commission voted to install signs at Northwood Lake.

341 P. Sanderson said the ZBA is aware of the zoning regulations for seasonal camping permits and private
342 road situations. She advised that as more appeals occur, the Board members need to look at the sites
343 before addressing the appeal or mediation. They need to do their due diligence.

344

345 **Citizen’s Forum:**

346 None.

347

348 At 9:13, the Board voted to go into non-public session under RSA 91A: 3 (a) “personnel” and (b) “hiring”.

349 **Motion: “To go into non-public session under RSA 91A:3 (a), personnel and (b) hiring.”**

350 **Motion: T. Colby**

351 **Second: B. Boudreau**

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

353

354 **Resumed public session at 9:45pm**

355

356 **Motion “to seal the minutes as to divulge some of the information would potentially damage the**
357 **reputation of individuals other than members of the Board and potentially damage future decisions of**
358 **the Board.**

359 **Motion: T. Colby**

360 **Second: J. Guzofski**

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

362

363 **Motion to Adjourn at 9: 47pm**

364 **Motion: T. Colby**

365 **Second: P. Sanderson**

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

367

368

369 Minutes respectfully submitted by

370 Cheryl Eastman

371