



**TOWN OF NORTHWOOD
BOARD OF SELECTMEN**

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

**Board of Selectmen Meeting Minutes
May 9, 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.

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:

Kate Bernier of 66 Green St said she has an issue with culverts. She said the PW Foreman Chris Brown put in a culvert that goes from Wade Saul's pond to across Green Street. She said the new culvert works well, but it does not take care of the groundwater that comes down her ditch. It flows across the road and freezes in cold weather. She is worried someone will get hurt. She had to install a new sump pump system and she never had this problem in the 50 years she has lived here. She asked if the Board could look at it as there is still standing water in the ditch. Chris Brown said he would clean out the ditch but cannot get to it for several weeks. She feels it should be taken care of sooner. She is also not sure if the culvert on Lynne Rogers property goes under their driveway runs down onto her property, but she thinks it does. That culvert is all filled in as well. H. Kreider thanked her for bringing this to the Board's attention. He would like to have Chris look at it. He added that if anyone talks to someone that works for the town and you are concerned about the way it was handled, you should call Walter directly. She gave her contact information to Walter.

Tom Chase of Catamount Road said he was pleased to see the topic of a special election for the state representative seat is on the agenda tonight. He wants to encourage the Board of Selectmen to send a letter to the Governor and Council asking them to hold a special election to fill the seat. He would hate to not have full representation in the House of Representatives.

Lower Camp Road/Upper Camp Road Improvements Request – Kenneth & Georgianna Elsen

P. Sanderson recused herself from this discussion due to her serving on the Zoning Board of Adjustment and asked if J. Guzofski should also recuse himself due to the family relationship with a ZBA member. J. Guzofski declined. P. Sanderson stepped away from the table. TA Johnson explained this is a request for a presentation regarding improvements to Lower Camp Road to enable a building permit to be granted.

43 The permit will likely be denied due to the private road issue and not meeting the ordinance of having
44 frontage on a Class 5 road or better for a building permit. The Zoning Board has not acted on the special
45 exception yet, so this meeting is a little unusual, but they are here to be proactive and see if there is a way
46 to resolve things first before going back to the Zoning Board on any other issues that are outstanding.
47 They have some ideas to present in terms of improvements to the road to satisfy the concerns of the
48 Board related to the Zoning Board. Scott Frankiewicz of NH Land Consultants and Attorney Brett Allard
49 spoke on behalf of the landowners about their property at the intersection of Lower Camp and Upper
50 Camp Roads. They would like to rebuild the cabin in the same location and same house with an upgraded
51 septic system and new well. This would be a seasonal home only. They have no intent of living there year-
52 round as they reside in Wisconsin. They have applied to the Zoning Board for a variance for the road
53 frontage type and lot size requirements. The lot size variance was approved. The road frontage type is
54 pending. They are proposing to make the following improvements: #1 is removal of four large trees on
55 Lower Camp Road that are dead or obstruct the travel way. This would all be at the landowner's expense.
56 #2 is re-grading the culvert directly in front of the property and adding stone rip rap at the inlet and outlet
57 of the existing culvert. #3 is improvements to the intersection of Upper Camp Road and Lower Camp Road
58 consisting of re-grading and shaping of the existing gravel road and reshaping the edges/swales along the
59 entire frontage of the road along their property. The lot was created in 1941 as part of the original
60 subdivision. It consists of .34 acres and has 100 feet frontage on Lower Camp Road and 136 feet on Upper
61 Camp Road. The lot is located 1,350 feet on Lower Camp Road from Lucas Pond Road. Lucas Pond Road
62 to Upper Camp Road is 1,200 feet to the lot. The road width varies from 11 to 15 feet wide, constrained
63 by trees, telephone poles, ledges, and slopes. They have a new septic system design that has been
64 approved by DES. Scott asked the Board what would be required of road improvements in order to get a
65 building permit approved. Upgrading the entire length of Upper Camp or Lower Camp from Lucas Pond
66 Road to the site would be cost prohibitive. The town does not own the road or maintain the road but
67 does own the land under the road and would need to grant permission for any of these improvements to
68 be completed. If the Board of Selectmen does authorize them to make the proposed improvements, that
69 would become conditions of the Zoning Board approval. H. Kreider stated that he is concerned because
70 the Board are holding another project to the standards of a rural road as a settlement of their appeal to
71 the Zoning Board and the housing board, based on number of potential lots and number of vehicles per
72 day. He feels it would be hard to let someone else do less than we required one person to do. The Zoning
73 Board would deny the variance for frontage with the road in its existing condition. That is why they are
74 approaching the Board of Selectmen to see if they can be granted permission to complete the proposed
75 improvements before they suggest them to the Zoning Board. It is not financially or physically possible to
76 upgrade Upper Camp Road and Lower Camp Road all the way to the lot from Lucas Pond Road to Class 5
77 standards, so they are proposing these improvements instead. They are asking if these proposed
78 improvements are sufficient and enough to allow a building permit on one lot.

79 **Motion: "To give the authority to make the proposed improvements."**

80 **Motion: H. Kreider**

81 Discussion followed around specifics of the improvements proposed. H. Kreider asked if this would then
82 become part of the road maintenance agreement for this property. Scott stated that there is a group of
83 residents on these roads that perform the maintenance of the roads, but there is no formal, legal
84 agreement. While discussing how road maintenance would be performed moving forward, TA Johnson
85 reminded the Board that all they need to do is to allow these improvements to be made on town-owned
86 land. The rest is under the purview of the Zoning Board.

87 **Second: T. Colby**

88 In response to questions from Attorney Allard about the procedure moving forward if the Zoning Board
89 denies the variance. TA Johnson said typically when a building permit is denied like recently on Upper
90 Camp Road they appealed the decision and decided to negotiate with the Board of Selectmen about some

91 compromise on improving the road to some standard. The Board of Selectmen decided what the standard
92 was going to be and there was an agreement that settled the appeal. The other case talked about tonight
93 was people that just wanted to upgrade their Class 6 road and they wanted to know what standards they
94 would have to meet. The Board used the standard rural road standards. TA Johnson added that the
95 minutes should reflect that the board is not endorsing these improvements as a fix for the zoning board,
96 just permission to make the improvements if their application is approved.

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

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99 **Chief Drolet and Corporal Stagg – Expenditure Request from PD Capital Reserve Fund**

100 Chief Drolet was not able to attend.

101

102 **Approve Minutes:**

103 P. Sanderson wanted to amend lines 289 and 290 to say that Betsy came to the meeting when there was
104 not going to be a quorum and, with accommodations, was able to make quorum and hold the meeting.
105 There has not been any instance of the ZBA not being able to make a quorum in the last 2 years.

106 **Motion: “To approve the minutes of April 25, 2023 as amended.”**

107 **Motion: T. Colby**

108 **Second: B. Boudreau**

109 **Motion carried by vote of 5 to 0.**

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111 **Consent Agenda:**

112 Payroll Manifest dated May 3, 2023, Batch #050323 for \$54,241.02

113 Accounts Payable Manifest dated 5-10-23, Batch #117 for \$776,033.57. Items of note include payments
114 to Cross Country Appraisal for our monthly assessing services for \$4,500; Internal Revenue Service for
115 employee taxes for \$12,803; Jenness Pond Shore Owner Association for \$4,500 for 2023 appropriations
116 voted; Northwood Crank Pullers for \$5,000 for the 2023 appropriation; The Northwood SAU for \$700,000;
117 Radford Messenger for \$4,100 for contracted work for road grading and gravel and sand; Tax Exempt
118 Leasing for \$6,609.65 for a payment on the 2022 International dump truck lease.

119 Abatements: Approve or Deny per Assessor’s Recommendations:

120 Map 212, Lot 35 – Bates Lane - Bates

121 Map 212, Lot 36 – Bates Lane – Bates

122 Map 212, Lot 37 – 8 Bates Lane – Bates

123 Map 212, Lot 38 – 6 Bates Lane – Bates

124 Map 216, Lot 14 – Olde Canterbury Road – Fortin

125 Map 103, Lot 23 – Caldwell Lane – Barton/Wolfe

126 Map 116, Lot 53 – 57 Fiore Road – George

127 Map 111, Lot 18 – 145 Tasker Shore Dr – Alukonis

128 Map 222, Lot 61 – 8 Bow Lake Rd – Sullivan

129 Map 234, Lot 48 – 113 First NH Tpke – Sullivan

130 Others:

131 Yield Tax – 22-349-04-T – Map 235, Lot 3 – Jean Tatem

132 Yield Tax – 22-349-02-T – Map 219, Lot 23 – Tulio Pontacoloni

133 Intent to Excavate – 23-349-02-E – David Docko

134 Intent to Cut – 23-349-02-T – Scott Sweet

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

136 **Motion: T. Colby**

137 **Second: P. Sanderson**

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

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TA Report:

Staffing: There is one full-time police officer position still open. We believe we have a candidate for the SRO position. One full-time firefighter/EMT position is open. We are accepting applications for seasonal staff in DPW and Transfer Station and Recreation.

PW Facilities/Projects: The road bids were due today. We will be looking at those later tonight. The electrical conduit and wiring for the well at the rec fields will be complete this week. Taskers has been notified of the Board’s decision to go with a different pump, and it will be installed soon. On the transfer station and septage lagoon inspection, DES has responded to our letter outlining the steps we have taken to meet their requirements. They have requested photos of the work performed so far. CMA Engineering is working on a response to a couple of the questions around the closing out of the landfill glass area at the transfer facility and also the overall landfill closure plan. Working with CMA to address the concerns at the septage lagoon system and to prepare for closing out that facility in accordance with DES requirements. We are willing to comply with DES requests within reason and budget. The next significant thing will be when the engineers work out what will be required for the closure piece, both septage lagoons and the old landfill. More information will be coming on that. The spring groundwater monitoring was completed today.

Adopt a Spot Program: This is a program that we hope will get people and businesses in town to beautify some spots in town. This is a joint effort with the Recreation Department and the administration and volunteers. We are looking for individuals, groups, or businesses to participate in during the spring, summer, and fall. TA Johnson asked for a Board of Selectmen representative to work with the volunteer groups. B. Boudreau said she would. They have a list of about 12 places around town and anyone interested in helping can contact Scott Blewitt, Recreation Director. The town hall staff has adopted the town hall grounds.

Road Damage/Flooding: Several roads received either minor or major damage during the recent heavy rains. Sections of Bow Street were badly damaged with some pavement being washed away. Cost estimates for repair are around 15,000 to 20,000. PW Foreman Brown and his crew have been working on the roads and are temporarily caught up. They will be looking at culverts, cleaning ditches, etc.

Event at Route 202 Substation: Both Northwood and Strafford Fire Departments were pumping water for several hours at the substation to prevent damage. TA Johnson met with DOT District Manager at the site. DOT brought a 5,000-gallons-a-minute pump to the site. The culvert that runs under Rt 202 was plugged again by beavers. It is a high priority with DOT to address the separation of the culvert under the shoulder of the road and prevent further beaver damage. We will cooperate with them by notifying landowners of their responsibilities. P. Sanderson asked if Eversource had any input on raising the height of the transformer. TA Johnson said he has had no news from them. He added we are working in conjunction with the state, but the landowners need to realize there is liability in any damage to the roadway caused by beaver dams on their property.

SRO Agreement: The agreement for the SRO with Coe Brown has been signed by CBNA and is waiting for the Board’s approval. The agreement starts with the upcoming school year, starting on August 15 until June 15, or the end of the academic year. This agreement clarifies that this position is a full-time police officer for the Town of Northwood and is on contract with CBNA for a certain period. During non-school weeks, the officer will work for Northwood. The consensus of the Board is to approve the agreement and authorize H. Kreider to sign the agreement.

Road Improvement Agreements: Bonds for Old Canterbury Road for the senior housing project and School Street have been confirmed and received. The agreement tasks CMA to do the construction oversight. Funds have been received for the bond for the agreement on Upper Camp Road.

Budget Reports: Winter expenses for contract labor and sand and salt are overrun, but the rest of the budget is on track.

187 NH the Beautiful Grant: We were notified today that we are receiving a grant from NH The Beautiful
188 towards the purchase of the new compactor. The grant is for \$4,500.

189 Tax Rate Comparison: A comparison of property tax bills from neighboring communities has been created.
190 H. Kreider asked the board members to review it and the Board will discuss it at a later date. He stressed
191 that you can't just compare the tax rate, but compare taxes on a \$150,000 house in Northwood versus a
192 \$150,000 house in Nottingham, for example.

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194 At 6:59 the Board took a two-minute recess.

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196 **7:00 Recreation Commission Requests**

197 At the last Board meeting, Matt Frye and Recreation Director Scott Blewitt discussed the Recreation
198 Commission. When the commission was formally voted in by the voters, there were no responsibilities
199 defined and assigned. This means it falls back to the governing body. The Recreation Commission met and
200 discussed what they want as responsibilities and duties. The Board can delegate them as they see fit.

201 Recreation Commission Chair Dave Ruth said the Commission met to discuss it, but he didn't have the
202 minutes of the meeting with a complete list of requests. He asked what the Board expects of the
203 commission. Dave feels the Commission should have some oversight over the budget and the revolving
204 fund. He would like the Commission to be given financial reports on a regular basis and be notified of
205 expenses over \$5,000 from the revolving fund. H. Kreider said he would like to see the full list of what the
206 Commission is requesting before decisions are made. He feels the Recreation Commission should take a
207 broad view of the policies and oversight of the department, much in the same way the Police Commission
208 does with the Police Department. They should have an overall plan for the upper ballfields, what the
209 annual budget should be, and plan capital expenditures. B. Boudreau stated the Commission looked at
210 the plans for the fields, but it needs some more tweaking at the next Recreation Commission meeting.

211 She added that the Commission should have more input into the CIP plan for recreation. Commission
212 members asked if they should propose ideas for policies and procedures and then bring them to the Board
213 for adoption. P. Sanderson advocated for the Recreation Commission to have major oversight for policies
214 and the budget. She would like to wait for the full minutes of their meeting. T. Colby feels they should
215 have input on the plan for the fields and the CIP, but not the spending of funds because they are not
216 elected officials. B. Boudreau stated that when the Recreation Director spends money out of the
217 operating budget, TA Johnson oversees it. She said no one is overseeing expenses out of the revolving
218 fund. TA Johnson said that he oversees all expenditures, no matter the source of the funds, and monitors
219 the balance of the fund. Dave said he feels the funds are being used incorrectly. There was \$2,000 in the
220 budget for events such as the fishing derby, easter egg hunts, Halloween, etc and those expenses are
221 coming out of the revolving fund instead. H. Kreider said there is a purchasing policy in place and every
222 department head has a \$500 limit. Over that the TA has authority up to \$5,000. Over that it comes to the
223 Board of Selectmen. Dave said the Recreation Commission would like an accounting of the funds. H.

224 Kreider said if there is a long-range plan for activities, we can specify where the expenses would come
225 from, either the operating budget or the revolving fund. J. Guzofski was at the commission meeting. His
226 impression is that the commission wanted some input and say over the budgeting process and work
227 together. They also brought up the process of appointing volunteers to the commission. Diversity is
228 needed on the commission. The process of volunteering has changed. There is a standard application
229 process for any volunteer position. B. Boudreau stated to qualify for certain grants, we must have a
230 diverse committee. Dave Ruth wants to not make it so hard to participate as a volunteer. B. Boudreau
231 clarified that by "diverse committee" she meant that recreation should cover infants to the elderly and
232 the commission should reflect all those interests, not just soccer or baseball for kids. H. Kreider said the
233 commission should make recommendations to the Board on appointing new members. P. Sanderson feels
234 that should be the process for any appointed boards. H. Kreider said the process of volunteers is that

235 applications will come to TA Johnson, he will forward them to the Recreation Commission, who will take
236 the first step by recommending appointees to the Board of Selectmen. Dave Ruth wants to have input
237 with Scott on the budget creation. Volunteer applications are on the town website. J. Guzofski said
238 Recreation Director Blewitt is on board with the Commission being involved in the budget process. The
239 Board will wait for the list of recommendations and minutes from the Commission. In two weeks, Dave
240 Ruth will come back and go over them in detail. There is not a finalized plan for the recreation fields yet.
241 Dave said they will keep working on it. B. Boudreau said that John Newman is working on the field plans.
242 H. Kreider said the master plan chapters involving recreation are being worked on and can benefit the
243 recreation planning. Dave said the Recreation Director is working on skimming dirt off the ball field so it
244 will look like a little league diamond. T. Colby asked if that was approved by the Board, since it is town-
245 owned property. Dave asked if the Selectmen' representative to the commission is a voting member or
246 not. TA Johnson will get that answer.

247

248 **Road Reconstruction and Paving Bids:**

249 TA Johnson said an RFP for the list of road improvements for this year was issued. The bids closed on
250 Monday. We received three bids from R & D Paving, GMI Paving, and Pike Industries. The apparent low
251 bidder is R & D Paving for \$318,246.05. The second low bid was GMI Paving for \$335,227.50. Pike came
252 in at \$456,860. We have used R & D Paving in the past. PW Foreman Chris Brown called into the meeting
253 by phone. He stated he has no recommendation between GMI and R & D. GMI did a fantastic job last
254 year. In the past R & D did a good job too. We had one issue with their job, but they are addressing it. He
255 is happy with either one.

256 **Motion: "To hire R & D Paving for \$318,246.05 to do our road projects this year."**

257 **Motion: T. Colby**

258 **Second: P. Sanderson**

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

260

261 **Special Election for State Representative Vacancy:**

262 P. Sanderson said the representative covering Northwood and Nottingham (Ben Bartlett) has resigned
263 from the NH State Legislature. She wants to request the town of Northwood send a letter to the Governor
264 and Executive Council to hold a special election to fill that seat. The seat will remain vacant until the next
265 election occurs. TA Johnson said he would have to determine the costs to the town – probably a few
266 thousand dollars for ballot printing and counting machine programming. According to RSA 655-81, if
267 either town were to request a special election, then both towns would have to hold one. Northwood is
268 still being represented by Mr. Tudor.

269 **Motion: "To request from the Governor and Executive Council to hold a special election to fill the vacant
270 legislative seat covering Northwood and Nottingham towns, and authorize H. Kreider to sign the
271 request."**

272 **Motion: P. Sanderson**

273 **Second: T. Colby**

274 There was discussion around the process and if Nottingham is interested in a special election. T. Colby
275 moved the question.

276 **Motion carried by vote of 4 to 1, with J. Guzofski against.**

277

278 **Board Task Manager:**

279 B. Boudreau asked TA Johnson to make sure anything the new TA will need to work on.

280 P. Sanderson asked about the beaver issue on Rt 202 was added to the list. TA said no, but it should be
281 resolved before he leaves anyway. H. Kreider wanted this to be a priority item.

282 TA Johnson said we are working on an option for the glass dumpster. Right now, glass is trash.

283 The Northwood Meadows dam should be added to the task manager.
284

285 **Board Committee Reports:**

286 Zoning Board - P. Sanderson reiterated that Board members should look at the actual properties that are
287 coming before the boards before they vote. H. Kreider noted that the Planning Board is now looking at
288 every site. She also gave a shout out to Will Dinsmore and Linda Smith and the Conservation Commission
289 for quickly acting on the damage to the Schlap meadow wetland.

290 Safety Facilities – H. Kreider said the committee met to discuss the survey and voted to extend the period
291 for responses. A listening session is tentatively planned for Sat, June 10.

292 T. Colby gave Chief Tetreault kudos for his quick action while on vacation. He was on his way to see his
293 son graduate from the Space Force in Texas and while on the train there was a medical event that occurred
294 in which Chief Tetreault performed life saving actions until the train could get to the next stop and be met
295 by an ambulance.

296 Budget Committee – P. Sanderson said the committee will be meeting tomorrow night.

297 Recreation – B. Boudreau said thanks to everyone that helped with the food truck festival. Thanks to Scott
298 Blewitt and the DPW department. T. Colby said there was confusion at the festival at first because soccer
299 was still going on. He added that the trench needs to be filled in before the next big event and the trash
300 issue needs to be corrected. TA Johnson said it has already been addressed. B. Boudreau asked if sports
301 could be postponed if a big event is planned.
302

303 **Citizen’s Forum:**

304 Ginger Dole – Rochester Road – wants to give additional backup information regarding the flooding on
305 Route 202. She is happy to hear something is being done. She reported there are at least two beaver
306 dams there. She can watch them taking down trees from her property. When the road was closed, Bruce
307 Hodgkin was there at 2:00 a.m. Ginger called the police and was told that DOT was there putting up
308 barricades and the road was closed for almost 3 hours. That is the main roadway from Dover and
309 Barrington areas to Concord or the Seacoast. It is heavily travelled. If the transformers flood, it would be
310 a minimum of a month before electricity is restored for Northwood and surrounding towns. A permanent
311 barricade being built would only flood other properties. She wants to know that the process will continue
312 to prevention and hopes the affected landowners will cooperate and address the beaver dams, or it will
313 continue.
314

315 Tom Chase - Catamount Road wanted to thank the four board members for pushing for democracy in our
316 town. We still have two other representatives, but one is a “Free Stater”, and he is not happy with him.
317 He realizes it will take time for the council to name an election date, but we will not have representation
318 for a while. He didn’t hear a substantive reason why J. Guzofski voted against, and he is disappointed.
319

320 At 8:17, the Board voted to go into non-public session under RSA 91A: 3 (a) “personnel” and (c)
321 “reputation”.

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

323 **Motion: T. Colby**

324 **Second: P. Sanderson**

325 **Motion carried by roll call vote 5/0.**
326

327 **Public Session Resumed at 8:35pm**
328

DRAFT

329 **Motion “to seal the minutes as to divulge some of the information would potentially damage the**
330 **reputation of individuals other than members of the Board and potentially damage future decisions of**
331 **the Board on the matters discussed.**

332 **Motion: T. Colby**

333 **Second: J. Guzofski**

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

335

336 **Motion to Adjourn at 8: 37pm**

337 **Motion: T. Colby**

338 **Second: P. Sanderson**

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

340

341

342 Minutes respectfully submitted by

343 Cheryl Eastman

344