



**TOWN OF NORTHWOOD
BOARD OF SELECTMEN**

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

**Board of Selectmen Meeting Minutes
June 13, 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, DPW 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:

Wade Sauls, Bennett Bridge Road, said he sent a letter to the Board members as a member of the Recreation Commission. At the last Commission meeting he attended there was no agenda, so he was not aware the Commission was going to be talking with two people wanting to be on the Commission. He left the meeting early and missed the conversation. If he had known there would be a vote, he would have stayed to give input. He also asked the Board about the policy for the posting of agendas and minutes of the selectmen's meetings on the website, specifically what the policy is for posting final minutes. TA Johnson explained that once minutes are approved, which is usually at the next meeting, the final draft will be posted on the website.

Approve Minutes:

Motion: "To approve the minutes of May 23, 2023 as presented."

Motion: P. Sanderson

Second: T. Colby

Motion carried by vote of 5 to 0.

Consent Agenda:

Payroll Manifest dated May 31, 2023, Batch # 053123 for \$54,475.10.

Accounts Payable Manifest dated June 7, 2023, Batch #119 for \$579,760.97. Items of note include payments to Arborcare for \$15,000 for tree work performed in the cemeteries, Cross Country Appraisal for monthly assessing services for \$4,500, CWS Fence & Guardrail for \$23,859.38 for installation of guardrails on Kelsey Mill Road and Old Turnpike Road, Equipment East for two months lease on a mini excavator for \$7,502, HealthTrust for \$26,969.65 for employee insurances, the IRS for \$12,814.85 for

43 employment taxes, Northwood School District for \$437,310 for the June school payment, Tasker Well
44 Company for \$19,320.02 for the installation of the well pump at the athletic fields.

45 Payroll Manifest dated June 14, batch #061423 for \$54,298.51.

46 Abatements: Approve or Deny per Assessors Recommendations

47 Map 112, Lot 5 – 216 Tasker Shore Drive – Vanderwolk

48 Map 112, Lot 4 – 212 Tasker Shore Drive – Ahlgren

49 Map 215, Lot 30 – 367 Ye Olde Canterbury – Fistel

50 Map 235, Lot 3 – 143 Upper Deerfield Road – Tatem

51 Others:

52 Intent to Cut – Map 222, Lots 4,5,6 – Robert Callioras

53 Land Use Change Tax – Map 215-21-1 – Pelletier Construction

54 Land Use Change Tax – Map 215-21-1.1 – Pelletier Construction

55 Land Use Change Tax – Map 215-21-1.2 – Pelletier Construction

56 Land Use Change Tax – Map 215-21-1.3 – Pelletier Construction

57 Land Use Change Tax – Map 215-21-10PEN – Pelletier Construction

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

59 **Motion: P. Sanderson**

60 **Second: B. Boudreau**

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

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63 **Center School Status:**

64 TA Johnson explained that the Center School building has been prepared for demolition by the contractor
65 awarded the bid. There was a request to be heard at this meeting by members of the public regarding an
66 alternative to demolition. The project has been put on hold until after tonight’s meeting. Gary Tasker
67 spoke about the historic value of the building and wanted to present an option to move the building to
68 another location. He stated this is an option that was not offered on the warrant but is in the best interest
69 of the town. It still meets the intent of the warrant article to get rid of the building from the town hall
70 site. He stated he would like to work with Jamie Lynn to save the building. Jamie and her daughter Caroline
71 addressed the Board. Caroline spoke about the importance of the building to a lot of people in town and
72 the need to preserve historic items. Jamie said she can do a controlled deconstruction of the building,
73 label and clean each piece, and then reconstruct it at her farm location. She said she would do it all for
74 25% less than the current contract to raze the building. She is going to do a redesign of her farm site
75 through the Planning Board and can take the addition of this building into account. She has received an
76 outpouring of support for this idea and will work with Gary Tasker and Oliver Fifield on this project. It will
77 be done in a timely manner. The building would be prominently displayed on Route 4. She would propose
78 using the building to hold classes and display historic artifacts. H. Kreider asked if the Board decided to
79 do this, would they have to rebid the project? Would the town be in default on the current contract? TA
80 Johnson explained that the winning bidder of the project has already done the asbestos mitigation on the
81 building. He can talk to the vendor and see if an agreement can be reached, perhaps to pay for the work
82 performed up to now. H. Kreider stressed that all details need to be in writing, liability insurance will be
83 needed, and possibly rebidding this project. B. Boudreau wanted to guarantee the building stays in
84 Northwood. There was general discussion regarding the risks of getting out of the current contract,
85 whether this would violate the voters will, and if we can stipulate the building has to stay in town. The
86 consensus of the Board was to have TA Johnson contact legal counsel and, depending on the legal
87 answers, send out a new bid package.

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91 **Town Administrator Report:**

92 Staffing: There is one full-time firefighter/EMT position open, one full-time patrolman position, and one
93 seasonal staff in the Recreation department. The SRO has been hired for Coe Brown. The application
94 period for the Town Administrator is closed. The contracted consultant (MRI) doing the search has
95 received about 20 applications. They are creating a short list and they are being evaluated now. A
96 recommendation will be coming to the Board sometime by the end of this or early next week. The Board
97 will then do interviews and should decide by the end of June. The Board set dates of June 28 and 29 for
98 interviews, starting at 6:30 p.m.

99 PW Projects: Ditch work is underway on several roads. TA Johnson has been working with Steve Robert
100 regarding the sound system and AV options for the meeting room. He also met today with an architect
101 for a space analysis and needs assessment. A proposal will be coming from him soon. Foreman Brown
102 has been working on the issues with the new compactor. It has been working properly for several weeks
103 now after some of the failed manufacturer parts have been replaced. They continue to look at options
104 for glass recycling. The burn pits are totally and permanently closed.

105 Facility Projects: Landscaping improvements proposals for the town hall complex are still being sought.
106 Foreman Brown said he is in contact with multiple contractors to redo the whole area, including the area
107 under the new sign. He is not getting any responses. J. Guzofski asked about removing the unnecessary
108 telephone pole. C. Brown said he will inquire about that.

109 TA Johnson and C. Brown are still working with DES at the transfer station and on the septage lagoons. A
110 reminder was received that DES is still waiting for answers on the closure of the original landfill, which
111 was never officially completed, and what to do with the landfill glass and septage lagoons. CMA Engineers
112 are working on that response. TA Johnson and C. Brown are working on the minor things, like where the
113 permits need to hang, a new entrance sign with the correct address on it, etc. Within the next month or
114 two we should have a response to our proposal. The initial phase of this work with CMA Engineers costs
115 \$5,000 and does not include any design work.

116 The Facilities Committee at the school wants the new shelter generator to be propane instead of diesel.
117 The new price went up about \$5,000. The school is trying to coordinate the installation, timing, and bids
118 for a new heating system and conversion to propane. T. Colby said if the school wants to change things
119 at this point, they should pay the additional costs. TA Johnson said the school has committed to go to
120 propane, but it will depend on what the bids come in with. The bids close this Friday. We are still waiting
121 on the Governor and Councils to approve the grant for 50% of the cost of the generator.

122 One Sky Community Services is requesting the town act as an applicant on their behalf to receive a
123 Community Development Block Grant for increasing the capacity of their facility. Currently there are three
124 people living there and they propose to add two more. If the town agrees, there needs to be a public
125 hearing and an application submitted on behalf of One Sky. The town would be the grant applicant, hire
126 a grant administrator, and the funds would flow through the town. The liability to the town would be if
127 One Sky defaulted on the grant, then the federal government could come to the town for the money. J.
128 Guzofski wants input from both Chiefs in town. If the town does not do this, One Sky has the option to
129 ask the County. The consensus of the Board is to schedule the public hearing.

130 ARPA Update: A summary of ARPA expenses and future commitments is in the packet. TA Johnson made
131 an adjustment to the generator grant amount because the grant looks like it will be approved.

132 Proposed Job Description for Maintenance Laborer for the Recreation Department: This is a new position
133 in the Recreation department to maintain the recreation facilities on a part-time, seasonal basis. TA
134 Johnson is asking the Board to approve this new job description. This position is one of the two new
135 positions that was included in the budget. There was lengthy discussion about this position being able to
136 use DPW equipment and whether a DPW employee should be hired instead.

137 **Motion: "To approve the presented position description."**

138 **Motion: P. Sanderson**

139 **Second: T. Colby**

140 **Motion carried by vote of 3 to 2 with B. Boudreau and T. Colby against.**

141 B. Boudreau and T. Colby thought this was supposed to be someone mowing for a few hours each week.
142 The Board took a recess while TA Johnson looked up the 2023 budget that stated this position was
143 included in the approved budget. He reported that in the Recreation budget was a Recreation Attendant,
144 formerly known as Beach Attendant, and proposed two seasonal employees for a combined total of 850
145 hours @ \$14.00/hour. This is for the summer season only and is supervised by the Recreation Director.
146 Election Location: The Parish Hall will no longer be available for elections due to safety concerns for the
147 children and not enough bathrooms. We will need to find another location for the September election
148 and all future elections. TA Johnson has asked the school principal but has not received a response yet.
149 The town hall is not large enough to accommodate all the voting layout requirements.

150 Meetings: The next meetings will be June 27, July 11, and July 25. Interviews will be conducted June 28
151 and 29.

152 AV systems: There is an outline proposed in the packet. If the architect also does an assessment, they
153 could possibly work together. The current microphones work well, and some tweaks were done to the
154 control settings.

155 Budget Report: The budget report through the end of May is in the packet. Overall, we are in line with
156 percentages, with the exception of some lines already overspent, such as in winter maintenance. H.
157 Kreider asked about the format of the report and if the Board needed to see anything beyond just the
158 operating budget. TA Johnson said FD Eastman can give them whatever information they want.

159 Cemetery Trustees Request: Chris Brown, Cemetery Trustee, reported the Cemetery Trustees voted to
160 spend an additional \$7,500 out of the Cemetery Maintenance ETF for an additional day of tree removal
161 work.

162 **Motion: "To approve the expense of \$7,500 out of the Cemetery Maintenance Expendable Trust Fund."**

163 **Motion: T. Colby**

164 **Second: J. Guzofski**

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

166 Mini-excavator rental: Foreman C. Brown requests one more month of rental of the mini-excavator for
167 \$3,500 due to losing about 3 weeks of work with it while he was fixing road washouts due to the storm in
168 May. He stated that he is about 20 years behind in ditching. H. Kreider asked about hiring a contractor
169 to get us all caught up with ditch work. C. Brown would not be in favor of that. He would rather see the
170 town buy a mini excavator so that it is available year-round.

171 **Motion: "To approve one more month of rental of the mini excavator out of the Road
172 Reconstruction/Paving warrant article for \$3,500."**

173 **Motion: P. Sanderson**

174 **Second: J. Guzofski**

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

176 Pine Grove Cemetery Fence: The cemetery trustees have decided to remove the broken/bent fence at
177 the Pine Grove Cemetery until they can decide what to replace it with. At Harvey Lake Cemetery, they
178 have a contractor coming to fix and maintain the fence.

179

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

181 The Recreation Commission has recommended appointing Tim Therriault and Michael LeBlanc to the
182 commission. H. Kreider and B. Boudreau felt that the commission would not be very diverse with all
183 members being men interested primarily in youth sports. T. Colby agreed that recreation should be more
184 than just youth sports. B. Boudreau stated she voiced her opinion at the Recreation Commission meeting
185 and other members did not share her concerns. J. Guzofski said the Commission gave the Board their
186 input and it should weigh heavy since it is their commission. H. Kreider said he could support one of the

187 volunteers, but not both. There was discussion regarding sending it back to the Recreation Commission
188 to actively seek candidates with more varied interests. TA Johnson said the Board asked the Commission
189 to give their recommendations and they did just that. If the decision is sent back, the Board needs to be
190 very clear about their intentions.

191 **Motion: “To appoint Tim Therriault to the Recreation Commission for a three-year term, expiring**
192 **March, 2026.**

193 **Motion: P. Sanderson**

194 **Second: T. Colby**

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

196 B. Boudreau welcomed Mike LeBlanc to volunteer at different recreation events and attend commission
197 meetings in the future. He doesn’t need to be on the Commission to volunteer. TA Johnson stressed
198 again that the Board needs to send a clearer message back to the commission, such as “Are you looking
199 for a member that is non-sports related”? If you are not clear, the commission can continue to bring back
200 recommendations for the same person, or someone else sports related. B. Boudreau wants to ask the
201 Recreation Commission members to take active roles in ALL programming sponsored by Recreation.

202

203 **Deputy Treasurer Reappointment:**

204 Treasurer Sandy Priolo recommends appointing Judy Anthony as Deputy Treasurer.

205 **Motion: “To appoint Judy Anthony as Deputy Treasurer for the remainder of the Treasurer’s term. This**
206 **is a stipend position.”**

207 **Motion: J. Guzofski**

208 **Second: T. Colby**

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

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211 **Board Task Manager:**

212 B. Boudreau asked if there is anything new in process on the list. TA Johnson said he has been updating
213 the list as he can. The State is addressing the issue of the failure in the culvert at the power substation,
214 which should alleviate the blockage. The culvert sections were not lined up properly. The Route 4 Safety
215 Committee said nothing will happen with the state on installing safety improvements within the next 15
216 years. T. Colby will talk to someone at the State about possibly the town installing streetlights where
217 accidents tend to occur.

218

219 **Board Committee Reports:**

220 H. Kreider announced there will be listening sessions for the Safety Facility Committee on Thursday night
221 at 6:30 and Saturday morning at 9:00 a.m.

222 B. Boudreau asked about changes being proposed to the Recreation Fields sign. She would like to just
223 have the correct address numbers added for 911 purposes. TA Johnson has already spoken to Recreation
224 Director Blewitt about this today.

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226 **Citizen’s Forum:**

227 Ginger Dole brought up the following items:

228 - the Board should think about spending an hour minimum with each candidate for Town
229 Administrator.

230 - the warrant article for the Center School asked to spend money to fix it up or take it down.
231 Reclaiming the building would fulfill the vote.

232 - Recreation needs to be something more than just sports, such as trips to events, shows, etc.

233 - if elections are held at the school again, next year there are 4 elections and that will mean four
234 more days kids have to attend school into the summer.

DRAFT

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At 8:37,

Motion: "To adjourn."

Motion: J. Guzofski

Second: P. Sanderson

B. Boudreau requested a non-public session under (e) "Attorney communications".

J. Guzofski rescinded his motion to adjourn.

Seconded: P. Sanderson

B. Boudreau made a motion to go into a non-public session under RSA 91A:3 (e).

Second: P. Sanderson

Motion carried by a roll call vote of 5 to 0.

Public session Resumed at 8:55pm

Motion "to seal the minutes as the content of the session was the discussion of correspondence /advice from Town counsel.

Motion: T. Colby

Second: J. Guzofski

Motion carried by roll call vote of 5/0.

Motion: "To adjourn."

Motion: J. Guzofski

Second: P. Sanderson

Meeting adjourned at 8:57

Minutes respectfully submitted by
Cheryl Eastman