



**TOWN OF NORTHWOOD
BOARD OF SELECTMEN**

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

**Board of Selectmen Meeting Minutes
July 11, 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.

Introduction of new Town Administrator:

Chairman Kreider introduced Neil Irvine as the new Town Administrator. He is from New Hampton, a similar community to Northwood although with a slightly less population. He served as the Chairman of the Board of Selectmen in New Hampton for four years and the Town Administrator since 2019. He serves on the Board of Directors of the NH Municipal Association and is a Commissioner on Fire Standards and Training Commission. He has strong organizational, interpersonal, and leadership skills. He works well with people at all levels. He will officially become Town Administrator the first week of August. Chairman Kreider thanked TA Johnson for his service and for helping during the transition period.

Citizen's Forum:

Chairman Kreider read an email into the record. *"Dear Members of the Select Board, I am writing to address the utilization of the town's seal in a design for the upcoming 250th Anniversary celebration and its inclusion on apparel intended for sale within the community. I recently encountered an issue when I submitted my application to become a vendor at the 250th Celebration scheduled for later this month. Regrettably, my application was only conditionally approved, with a prohibition on selling ANY merchandise related to the 250th Anniversary. Initially, I was approached by a couple of members from the Select Board who expressed their interest in having alternative designs for the celebration, beyond the single design offered by the Steering Committee. As a local business owner, I readily agreed and was enthusiastic about providing the community with a greater variety of options while also showcasing our town's original seal, which holds immense historical significance. However, it appears that the Steering Committee is reluctant to allow any competing offerings at the actual 250th Celebration. I firmly believe that this decision does a disservice to our residents and hampers the opportunity for a local business to highlight its capabilities. It is important to note that my intention was never to compete with the town or*

43 *detract business from them, but rather to offer our residents an alternative form of memorabilia that pays*
44 *homage to our town's history and heritage. I have attached the designs for your review and respectfully*
45 *request that the Board consider allowing me to continue offering these items to the community, in*
46 *commemoration of this momentous occasion. Additionally, I would like to emphasize that any proceeds*
47 *generated from the sale of these memorabilia items will be reinvested back into the community through a*
48 *donation to the Friends of Northwood Recreation, as I am a devoted supporter and longstanding volunteer*
49 *within the Recreation Department. Should you have any questions or require further information, I am*
50 *available to address them promptly. Thank you for dedicating your time to reviewing this matter, and I*
51 *eagerly await your decision. Sincerely, Kyle Stimpson, Echelon Print Co."*

52
53 The Board debated if this could be discussed at the meeting tonight or not, since no 250th Committee
54 members are present tonight for input. TA Johnson is concerned about the licensing rights of the town
55 seal. Chairman Kreider tabled the issue until later in the meeting.

56
57 Other issues were brought up for discussion, including the balance of the 250th Celebration funds, and
58 where pothole messages through the website are received. These will be discussed later in the evening.

59
60 **Approve Minutes:**
61 Chairman Kreider wants to change line 175 to clarify that the policy WILL require that purchases of over
62 \$5,000 out of the Recreation Revolving fund must have the concurrence of the Recreation Commission
63 prior to purchase. He would also like to have a heading inserted on line 189 for the new topic of
64 discussion. Line 237 should also contain a reference to the subject being discussed – the Bennett Bridge
65 beach parking issue.

66 **Motion: "To approve the minutes of June 27, 2023, as amended."**

67 **Motion: J. Guzofski**

68 **Second: T. Colby**

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

70
71 **Consent Agenda:**
72 Accounts Payable Manifest dated July 5, 2023, Batch #122 for \$82,726.22. Items of note include payments
73 to Drummond/Woodsum for \$3,842 for legal services having to do with the proposed collective bargaining
74 unit, Cross Country Appraisal for the monthly assessing services for \$4,500, Healthtrust for employee
75 insurances for \$26,835.41, and Waste Management for \$6,289.27 for waste disposal.

76 Payroll Manifest dated July 12, 2023, Batch # 071223 for \$56,581.96.

77 **Motion: "To approve the consent agenda as presented."**

78 **Motion: P. Sanderson**

79 **Second: T. Colby**

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

81
82 **TA Report:**
83 Staffing: We still have one full-time patrol officer vacancy in the police department and are still taking
84 applications for seasonal staff for the recreation department.

85 PW and Facilities Projects:

- 86 • Ditch work continues in preparation for road reconstruction and paving. Some work had to be
87 put off for repairing the numerous potholes across town because of all the rain. Pothole messages
88 through the website come to TA Johnson and he passes them along to PW Foreman Brown.
- 89 • TA Johnson continues to work with Mr. Robert on the AV system. Breezeline installed a new phone
90 for use of people calling into meetings that is tied directly into the sound system. This will make

- 91 the sound much clearer. He also continues to work on the design of the interior of the meeting
92 room. He is attempting to get the architects to scale down the scope of the plan.
- 93 • Last Thursday, the DPW department went through three tons of cold patch in potholes all around
94 town. The tremendous rain has created havoc on many roads. Our crew of two full-time
95 employees are working as fast as the weather allows.
 - 96 • We continue to work with our engineers, CMA, on a response to DES on the transfer station and
97 septage lagoon issues. We have confirmed several improvements to DES with photographs of
98 work completed so far. We have a new entrance sign at the transfer station that complies with
99 all the current rules. It was provided by NH The Beautiful at no charge to the town. Thanks to
100 them for the sign, and the prior grant for the compactor as well.
 - 101 • The dumpster that had been delivered to the town hall complex was delivered by accident. It
102 should have been at the transfer station. The RFP for the deconstruction of the Center School is
103 out and the bid deadline is August 1st. The conditions of removal of the building include all work
104 being performed by qualified professionals and full insurance. The contract that was hired to
105 demo the building is on hold pending what happens with these bids. The Center School and
106 American Legion signs have been taken off the building. P. Sanderson stated the Historical Society
107 thought they would be given the signs. TA Johnson said that was requested, but no decision had
108 been made. T. Colby suggesting putting them out for sale by bids.

109
110 **6:30 Public Hearing: Community Development Block Grant Request – One Sky Service Rehabilitation**
111 **Project: (Information packets regarding the project were available for attendees)**

112 Chairman Kreider opened the public hearing on the proposed One Sky Community Services Rehabilitation
113 Project CDBG Application. Donna Lane, CDBG Consultant and Brian Guptill, Controller with One Sky
114 Community Service introduced themselves. Donna Lane said Community Development Block Grant
115 (CDBG) funds are available to municipalities through the NH Community Development Finance Authority.
116 Up to \$500,000 annually is available for Economic Development Projects, up \$500,000 for Housing
117 Projects, up to \$500,000 for Public Facility Projects, up to \$350,000 in Emergency Funds, up to \$25,000
118 per Planning Study grant. All projects must directly benefit a majority of low- and moderate-income
119 persons.

120
121 This is a proposed application to the Community Development Finance Authority for up to \$500,000 in
122 CDBG Housing Grant Funds. Of the grant funds, up to \$30,000 will be retained by the town of Northwood
123 for administrative costs associated with the project, \$470,000 of the funds will be sub-granted to One Sky
124 Community Services for the rehabilitation of One Sky housing at 36 Bean Road in Northwood, NH. One
125 Sky will use the funds for improvements including a fire suppression system, the addition of two
126 bedrooms, the addition of a full bathroom, a new metal roof, septic system upgrade/additional to meet
127 the need of the additional bedrooms, safety measures that include reinforcement of exterior stairs, deck,
128 along with ramps and other accessibility upgrades, mechanical upgrades, such a new heating, paving and
129 energy improvements.

130 This project conforms with Northwood’s proposed Housing and Community Development Plan’s goals of:
131 Goal: Encourage a varied stock of safe, sanitary, decent and affordable housing for persons of all age and
132 income groups. And...

133 Goal: Encourage services to meet needs, including social services, elder and child care needs.

134
135 The Board had no questions at this time. Chairman Kreider opened the public comment portion of the
136 hearing. There were none. Chairman Kreider closed the public comment portion of the hearing.

138 Chairman Kreider opened the public hearing on the Residential Antidisplacement and Relocation
139 Assistance Plan for the One Sky Community Services Rehabilitation Project. Donna Lane said This plan
140 outlines measures, under the Uniform Relocation Act, required for CDBG projects that involve any
141 displacement or relocation of persons (or businesses), if the Town were to undertake a CDBG project
142 which involved displacement or relocation they would follow this plan. The plan outlines the measures
143 they would take to find comparable, suitable housing for persons (or businesses) displaced or relocated.
144 No displacement or relocation is anticipated for this project.
145

146 B. Boudreau asked for more information regarding who One Sky is and what they are trying to do. Donna
147 Lane said they are asking for a grant to fix up the One Sky Community Services property at 36 Bean Road,
148 which would add two bedrooms and fix other things at their property there. Brian Guptill explained they
149 serve individuals with developmental disabilities at their facility at 36 Bean Road and currently house
150 three individuals and are at full capacity. They are a group home residence for them. Adding the two
151 bedrooms with the hopes of increasing capacity to up to three more individuals. The goal of the grant is
152 to increase capacity in the state of NH, which is currently lacking. Individuals end up being sent out of
153 state, which costs more and is more difficult for families.
154

155 Donna Lane said this antidisplacement portion is always required for CDBG projects. In this project, there
156 will be no displacement or relocating of anyone. J. Guzofski asked who is responsible for this grant. Donna
157 Lane said ultimately the town is responsible, but One Sky would be a sub-recipient of the grant because
158 only a municipality or county can apply for and receive CDBG funds. If this goes through, the town will
159 sign a contract that they will abide by all the federal rules for this grant, and One Sky would sign a sub-
160 recipient contract stating they will abide by all the rules as well. The Town's financial liability is small since
161 a lien will be put on the property for the funds they are getting (\$470,000). If the property would sell and
162 values go down to \$100,000 (for example), the CDBG will only take the \$100,000 – they would never come
163 to the town for the balance. There will not be any town costs because administrative costs will be set
164 aside at \$30,000 to cover any legal costs or a single audit, if necessary. Those administrative costs will
165 also cover hiring an administrator for the CDBG and writing of the application. It was noted this process
166 is the same as the mobile home housing park and the senior housing grants used in town. TA Johnson said
167 this is a competitive process. Even if the Board agrees to apply, it may not be awarded and could take up
168 to a year to get the project going. All renovations would be handled through the town's building permit
169 process.
170

171 Chairman Kreider opened the public comment portion of the hearing. There were no comments.
172 Chairman Kreider closed the public comment portion of the hearing.
173

174 Chairman Kreider opened the public hearing on the Housing and Community Development Plan. Donna
175 Lane said A Housing and Community Development Plan is required to be eligible to apply for CDBG funds.
176 The proposed Northwood's Housing and Community Development Plan (HCDP) identifies needs which
177 currently exist or are anticipated during the next three years. The Plan provides a basis for guiding the
178 Town's housing and community development objectives and actions. In addition, the Plan includes a CDBG
179 Citizen Participation plan that details the CDBG requirements for public hearings.

180 Goal: Encourage a varied stock of safe, sanitary, decent and affordable housing for persons of all age and
181 income groups.

182 Goal: Encourage economic development activities to increase quality industrial and commercial
183 development. Encourage the expansion and retention of employment opportunities for residents.

184 Goal: Encourage municipal and private water and wastewater systems that are safe, sanitary and that
185 meet DES regulations.

186 Goal: Encourage services to meet needs, including social services, elder and childcare needs.

187 Goal: Preserve and promote the Town’s historically and culturally significant structures.

188 Goal: Promote activities that protect the health and safety of residents and visitors.

189

190 Donna went on to explain that the goals need to be re-adopted because they are over three years old.

191 T. Colby asked if the Board decided not to do this, could they still apply through the County? Donna said
192 unless the municipality can’t they are supposed to apply through the government of the town the project
193 is in. Other projects with multiple locations have been applied with the County because there were
194 multiple towns involved.

195 Chairman Kreider opened the public comment portion of the hearing. There were no comments.

196 Chairman Kreider closed the public hearing.

197 **Motion: “To approve the submittal of the CDBG application and vote to authorize the Chairman, Board
198 of Selectmen to sign and submit the CDBG application, and upon approval of the CDBG application,
199 authorize the Chairman, Board of Selectmen to execute any documents which may be necessary to
200 effectuate the CDBG contract, and any amendments thereto. “**

201 **Motion: P. Sanderson**

202 **Second: T. Colby**

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

204

205 **Motion: “To adopt the Antidisplacement and Relocation Assistance Plan.”**

206 **Motion: P. Sanderson**

207 **Second: T. Colby**

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

209

210 **Motion: “To adopt the Housing and Community Development Plan.”**

211 **Motion: P. Sanderson**

212 **Second: T. Colby**

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

214

215 **TA Report Continued:**

216 PW Foreman Chris Brown was present.

217 • He reported there will be another day or two of ditching on Gulf Road, one culvert across
218 Oakwood Court, and one day of hammer rental for one section of ledge. Then they will move over
219 to Harmony Road to install a culvert. They will be set up for the paving work.

220 • The new trailer has been built and is scheduled for delivery. It should be here next week.

221 • Chairman Kreider asked PW Foreman Brown’s opinion on contracting out some of the work. He
222 said he has no issues with contracted service but does have an issue with the \$2,500 a day charge.
223 He feels for less money we could get more done by renting equipment and doing the work in-
224 house. It has been working great with the two full-time and one on-call worker so far this summer.
225 The only thing slowing them down is the weather. He would like to continue this for one more
226 year before deciding to contract out work. He said if we follow the current road improvement
227 plan, we will be able to keep up with it and bring the roads up to par. There are still some trees
228 that need to be removed on Ridge Road and Bow Street.

229 • B. Boudreau asked if the on-call highway person can also be used to do some mowing for the
230 recreation department. PW Foreman Brown said he is being used exclusively for highway now
231 but there are available hours he could use to do recreation mowing. Originally, that was the plan
232 in the beginning until the Recreation department hired their own person to do the mowing.

- 233 • The company that has been doing the roadside mowing for us the past couple years (Summit
234 Contracting) has submitted a contract extension for the next two years. The old contract was for
235 \$5,500 per year for two years. The new contract will be \$7,200 per year for two years.
236 **Motion: “To extend the contract with Summit Contracting for two years with the price increase
237 to \$7,200 per year.**
238 **Motion: T. Colby**
239 **Second: P. Sanderson**
240 **Motion carried by vote of 5 to 0.**
241
- 242 • TA Johnson has quotes for additional road paving. Denmark will be \$63,000. Church Street is
243 \$24,500. The estimate for Gulf Road was \$92,000 and we have already set aside \$64,000 of ARPA
244 funds for that project. We either need to use more ARPA funds for Gulf Road or cut the project
245 shorter. PW Foreman Brown recommends taking more out of the ARPA funds to finish the
246 project.
247 **Motion: “To use up to \$30,000 of ARPA funds to finish Gulf Road paving project.”**
248 **Motion: T. Colby**
249 **Second: P. Sanderson**
250 **Motion carried by vote of 5 to 0.**
251
- 252 • Using \$30,000 in ARPA funds frees up some money for Church Street out of the operating budget.
253 R&D is ready to do the extra job of Church Street with a full shim and overlay.
254 **Motion: “To authorize PW Foreman Brown to spend \$24,500 to pave Church Street with R&D
255 Paving out of the operating budget.”**
256 **Motion: T. Colby**
257 **Second: P. Sanderson**
258 **Motion carried by vote of 5 to 0.**
259
- 260 • A request has been received from logging company HHP Inc. to use a portion of Ye Olde Canterbury
261 Road as it leaves Route 4 to access the Sprague property. Any upgrades they make to the road
262 will be out of their pockets since it is a deeded, Class 6 unmaintained town road. There was
263 discussion about sight lines, state permission needed or not, requiring a bond, or requiring they
264 install a gate when they are done logging.
265 **Motion: “To grant permission to HHP, Inc. to utilize a portion of a Class 6 road known as Ye Olde
266 Canterbury Road up to the Sprague property and to require them to provide a gate at the end
267 of the road at the gravel pad and clean out pad area when they are done, and to comply with
268 any state access requirements.**
269 **Motion: T. Colby**
270 **Second: B. Boudreau**
271 **Motion carried by vote of 5 to 0.**
272
- 273 • The special primary election will be August 1st at the Parish Hall.
274 • There will be a meeting tomorrow afternoon with the School Board and Select Board members
275 Kreider, Sanderson, and Guzofski to discuss the shelter generator purchase and future election
276 polling sites.
277 ○ The consensus of the Board is that the school should pay for any updates the School Board
278 decided to make to the previously agreed upon generator purchase. A diesel generator

279 was agreed and quoted, but the School Board wants to change it to a propane generator.
280 The increase of \$6,000 should be paid for by the school.

281 ○ The Board does not feel it has any other options for election polling places except to use
282 the school, since the town hall meeting room is too small for the required number of
283 voting booths.

284
285 ● The Strafford Metropolitan Planning Organization needs to have a representative from
286 Northwood appointed to the Technical Advisory Committee. Our previous town planner was the
287 representative with TA Johnson as alternate. The new town planner is not up to speed yet enough
288 to take this on. B. Boudreau suggested someone from the Land Use Office. TA Johnson will speak
289 to Linda Smith and Lisa Weaver.

290
291 ● There is interest from both former owners of the tax deeded properties to try and repurchase
292 them.

293
294 ● The next Board of Selectmen meeting will be July 25th.

295

296 **Cable TV Franchise Agreement One Year Extension:**

297 This agreement is only related to cable TV, not internet service. The cable contract with Breezeline expires
298 at the end of 2023. This agreement will provide a one-year extension during which they will try to get a
299 contract settled. In the meantime, this extension will keep the status quo on the contract. Since the
300 proposed agreement is more advantageous to Breezeline than the town, TA Johnson recommends
301 approving the extension. B. Boudreau asked about lost revenue with the newly proposed contract. That
302 hasn't been calculated yet because the issue is more about the build-out numbers than the revenue. If
303 we deny the contract, Breezeline could decide to stop offering cable TV to the town. Currently we have
304 about 800 subscribers to cable TV.

305 **Motion: "To extend the agreement with Breezeline another year, through 12/31/2024 and have the**
306 **Chairman of the Board of Selectmen sign the agreement.**

307 **Motion: P. Sanderson**

308 **Second: B. Boudreau**

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

310

311 **Emergency Management Director Vacancy:**

312 Robert Young has retired as the EMD. Chief Drolet has been the Deputy and is interested in serving as the
313 new Emergency Management Director.

314 **Motion: "Nominate Chief Drolet as the Emergency Management Director."**

315 **Motion: T. Colby**

316 **Second: P. Sanderson**

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

318

319 **Board Task Manager:**

320 There was discussion about lights on Route 4 for safety. Ideas such as rumble strips, doubling the speeding
321 fines, flashing lights, and appealing to the State were discussed. The Board will ask Chief Drolet to attend
322 the next meeting to discuss options. The item will stay on the Task Manager list.

323

324 B. Boudreau asked to change the date for the "Organize community garden interest" to the 2024 growing
325 season.

326

DRAFT

327 B. Boudreau asked if the Board is prepared to accept the plans for the recreation fields that the Recreation
328 Commission had presented. After discussion around the remaining work needing to be done at the
329 recreation fields, the Board agreed they are waiting on the Recreation Commission to give the Select
330 Board recommendations of priorities.

331
332 B. Boudreau wanted to have policy review be put back on the Task Manager. TA Johnson said the most
333 important policies have been reviewed. Now there are a lot that need to be rescinded by the Board
334 because they are obsolete.

335
336 Chairman Kreider asked about a letter to the DES regarding the silt problem on the Flat Meadow Brook
337 and wetlands. TA Johnson will draft that letter.

338
339 **Board Committee Reports:**
340 None.

341
342 **Outstanding Items:**
343 • Center school sign: B. Boudreau wants the signs to stay at town hall. P. Sanderson thought the
344 signs were promised to the Historic society. TA Johnson stated the Historical Society requested
345 it, but nothing was decided. The Historical Society will be asked about it.
346 • American Legion Sign: There was discussion around who owns the sign. TA Johnson will send a
347 letter to check with the American Legion to see if they want it. If they decline it, the Board will
348 need to let other people weigh in and the Board will decide. Beth wants the signs discussion to
349 be finalized in August so she can participate in the vote. It is on the agenda for August 8.
350 • Chairman Kreider asked TA Johnson to talk to Sandy Priolo about the funding left for the 250th
351 Committee. B. Boudreau wants an accounting of what has been spent and what the committee
352 wants to carry forward to the 300th.
353 • Town seal: Linda Smith created the town seal and allows it to be used for town use. She doesn't
354 want someone to profit from it. She gave permission to the 250th Committee to use it on items
355 to be sold. TA Johnson will look into the ownership of the seal and talk to Linda Smith.

356
357 **Citizen's Forum:**
358 None.

359
360 **At 8:16,**
361 **Motion: "To go into a non-public session under RSA 91A;3 (a) personnel."**
362 **Motion: P. Sanderson**
363 **Second: T. Colby**
364 **Motion carried by a roll call vote of 5 to 0.**

365
366 **Resumed Public Session at 9:14**
367
368 **Motion "to seal the minutes as the content of the session may affect the reputations of an individual or**
369 **individuals not a member of the Board.**
370 **Motion: T. Colby**
371 **Second: J. Guzofski**
372 **Motion carried by roll call vote of 5/0.**

373
374 **Adjourned: at 9:16pm.**

DRAFT

375 Minutes respectfully submitted by
376 Cheryl Eastman
377