



**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 12, 2022**

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

STAFF PRESENT: Finance Director Cheryl Eastman.

6:00 P.M. Selectman Kreider opened the Northwood Board of Selectmen meeting with a roll call and led the Pledge of Allegiance.

Citizen's Forum:

Chairman Kreider had received a letter from Lynne Schultz regarding spring cleanup. It is posted on the Conservation website. The Conservation Commission will do something more formal for Earth Day next year.

Minutes of March 29, 2022:

Selectmen Guzofski stated that Steve Kasanovich is misspelled on page 4, lines 110 and 112.

Motion: "To approve the minutes of March 29, 2022, as amended."

Motion: T. Colby

Second: P. Sanderson

Motion carried by vote of 5/0.

Motion: "To approve the non-public minutes of March 29, 2022, as presented."

Motion: T. Colby

Second: J. Guzofski

Motion carried by vote of 5/0.

Marion Knox announcement: Chairman Kreider said the Board was saddened to hear of Marion Knox's passing. Her energy and commitment to Northwood as an employee and as a volunteer was boundless. She was the first secretary to the Board of Selectmen starting in the late 1970's. Her responsibilities in that position grew and her title changed over the years to include Bookkeeper, Executive Secretary, and later as

45 Administrative Assistant to the Board of Selectmen. She retired in 1995. Two years
46 later, in 1997, she easily won a write-in campaign to unseat the incumbent Selectman.
47 Marion served two terms as Selectman and was an active member of the Board, bringing
48 her years of knowledge on many subjects to help guide the decisions being made during
49 that time.

50 Other positions, both appointed and elected, that Marion held over the years
51 include Deputy Town Clerk, Budget Committee, Conservation Committee, Town
52 Facilities Committee, Highway Advisory Committee, Ballot Clerk, and member of the
53 225th Anniversary Steering Committee.

54 Marion's service to the Town of Northwood and her community was exemplary.
55 Her friendly demeanor and willingness to take the time with her fellow citizens set her
56 apart. She will be missed. Chairman Kreider also added that when he moved into town,
57 Marion was already a legend. Selectmen Sanderson added that she was a lovely person
58 who was always contributing to the town. Selectmen Boudreau added the Board's
59 condolences to the family.

60

61 **Consent Agenda:**

62 **Payroll Manifest dated 4/6/2022**

63 Batch 040622 for \$57,722.68

64 **Accounts Payable Manifest dated 3/31/2022**

65 Batch # 53 for \$3,240.00. This was a check to Supreme Audio to purchase a PA
66 sound system for the Recreation Department.

67 **Accounts Payable Manifest dated 4/13/22**

68 Batch #54 for \$594,938.12. Payments of note in this batch include East Coast
69 Container for \$2,000 for the transportation of trash; Irving Oil Marketing for
70 \$4,492.72 for fuel in March for Police, Fire, and Highway; Jenness Pond Shore Owners
71 Assoc for \$4,500 for aquatic invasive species prevention; Mainstay Technologies for
72 \$2,303.74 for monthly IT service contract; Northwood School District/SAU 44 for
73 \$500,000 for the April school payment; Steven Barton for \$2,597.85 for an abatement;
74 Strafford Regional Planning Commission for \$3,111.03 for March's contracted
75 services; and Waste Management for \$4,568.20 for removal and tipping fees.

76 **Accounts Payable Manifest dated 4/13/22**

77 Batch #55 for \$50,073.55. Payments of note in this batch include the Internal
78 Revenue Service for \$13,390.20 for payroll taxes from 4/6/22 and New Hampshire
79 Retirement System for \$32,924.21 for March's employee retirement plan.

80 **Reimbursement requests to the Trustees of the Trust Funds:**

81 A total of \$25,485.00 from the Facilities Committee Expendable Trust Fund to
82 reimburse for the following expenses paid from the General Fund:

83 Home Repair Plus by Nate Smith, LLC for Community Hall repairs for \$15,896.00,
84 Hodgkins Painting & Maintenance for Meeting Room painting for \$2,589.00, Taylor
85 Ashford for the Narrows heating installation deposit for \$3,500.00, and Taylor Ashford
86 for the balance of the heating installation for \$3,500.00.

87

88 A total of \$ 853.33 from the Employee Vested Benefit Expendable Trust Fund for the
89 following expenses paid from the General Fund for Stephen Rondeau at the
90 termination of his employment, paid with direct deposit # E00172 dated 2/23/22:
91 Vacation Pay of \$380.66, Sick pay of \$460.47, and taxes of \$12.20.

92

93

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

95 Veteran's Tax Exemption – Map 230 Lot 82-63 – Michelle Doucette

96

97 **Other**

98 Intent to Excavate: Steven Anthony – Map 114 Lot 25-G

99 Gravel Tax 21-349-01-E– David Docko – Map 217 Lot 35

100 Gravel Tax 20-349-02-E– David Docko – Map 217 Lot 35

101 Application for Current Use – Map 207 Lots 38 & 39 – Robert Bennett

102

103 Cheryl explained the reimbursement requests are a new item on the Consent Agenda
104 upon the recommendation of the auditors to record an official vote when
105 reimbursements are requested out of any of the Trust Funds.

106

107 Chairman Kreider asked to have the Current Use application removed from the consent
108 agenda because the board received it late today and hadn't had time to review the
109 document. It will be added to the next consent agenda.

110

111 **Motion: "To approve the consent agenda as amended."**

112 **Motion: P. Sanderson**

113 **Second: J. Guzofski**

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

115

116 **Charge for 250th Celebration Committee and Appointments**

117 Chairman Kreider suggested this item because the committee will be using town funds
118 and therefore should be formally charged and appointed. He read the following purpose
119 of the 250th Celebration Committee:

120 To organize events in 2023 to celebrate the 250th anniversary of the founding of the
121 Town of Northwood. To recommend expenditures for said event in accordance with the
122 Town's current purchasing policy through the Town Administrator or Finance Director
123 for approval. Said expenditure will be accounted for in the Town's accounting system
124 and funds for expenditures will come from the revenue generated by the event and from
125 the Expendable Trust Fund established in 2014 for this purpose. Said committee will
126 operate in accordance with the laws of the State of New Hampshire and all Town policies,
127 maintain adequate meeting minutes and provide copies to the Select Board through the
128 Town Administrator who will have them posted to the Town's website.

129 250th Committee Members to be appointed are Taryn Bassett, Jo Chase, Irene Kreider,
130 Mike Magoon, Judy Martin Royce, Lisha Nelson, Sandy Priolo, Wade Sauls, Sandi Silva,
131 Betty and Mike Smith, Rich Tobin, Pat Vaillancourt, and Deborah Ward.

132 **Motion: "To officially establish this committee and appoint the members as read."**

133 **Motion: P. Sanderson**

134 **Second: B. Boudreau**

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

136

137 **Appointment of Wade Sauls to the Recreation Commission**

138 **Motion: "To appoint Wade Sauls to the Recreation Commission"**

139 **Motion: T. Colby**

140 **Second: B. Boudreau**

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

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144 **Adding Credit/Debit Card ACH Option for Online Payments**

145 Town Clerk/Tax Collector Marisa Russo asked the Board to add the option of ACH
146 payments available online. Selectmen Boudreau feels if it makes it easier to pay taxes
147 and doesn't put additional work on the staff, we should do it. Selectman Guzowski is
148 good with the idea and feels it will help us keep up with the times. Marisa Russo joined
149 the meeting and explained that currently the only option for paying online for a vehicle
150 registration is through a checking account, which often results in bounced payments if
151 the routing or account numbers are not entered properly. With the ACH process, any
152 payments can be made online, including registrations, dogs, vitals, and taxes. The
153 processing fees would drop from 3% to 2.79% with this process. These fees are paid by
154 the card users, not the town. The only cost to the town would be an annual fee of \$300
155 to accept cards for property tax payments.

156 **Motion: "To proceed with the proposed online ACH credit/debit card system for**
157 **payments."**

158 **Motion: T. Colby**

159 **Second: B. Boudreau**

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

161 Chairman Kreider asked that all departments be made aware of this when it is active.
162 They may be able to use it for other fees as well.

163
164 **Contract for Statistical Update – review and sign**

165 The contract for the statistical update with Cross Country Appraisal Group at \$21,600
166 was presented. This update will help to adjust the changing property values and keep
167 the values more current.

168 **Motion: "To approve the contract with Cross Country Appraisal Group".**

169 **Motion: B. Boudreau**

170 **Second: P. Sanderson**

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

172
173 **Board Committee reports:**

174 Selectman Boudreau reported the Recreation Commission met last week. There is an
175 Easter egg hunt this Saturday with 150 people registered. They are also working on
176 summer activities such as archery, summer camp, fort building camp, and summer
177 soccer.

178
179 Chairman Kreider said there is a plan for a joint School Board/Select Board meeting.
180 He asked the board members to think about topics to cover, such as the use of school
181 buildings for elections or meetings for groups when there isn't space available at the
182 Community Center. They can send any ideas to Walter. The meeting will probably take
183 place sometime in June.

184
185 **Northwood Meadows Dam**

186 Chairman Kreider announced that Representative Paul Tudor sent a letter to Philip
187 Bryce, Director of Parks & Recreation inquiring about the process to repair the dam and
188 restore the pond in the park and to aid in accessing ARPA funds to cover the costs.

189
190 The Board also received an update from Philip Bryce on the dam. He reported the State
191 is awaiting a report from an engineer on available options to repair the dam. Chairman
192 Kreider said it sounds like we took one step forward in this process. He asked to keep
193 this item on a tickler file.

DRAFT

194

195

196 At 6:51, **Motion: “To adjourn the meeting.”**

197 **Motion: T. Colby**

198 **Second: B. Boudreau**

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

200

201 Minutes respectfully submitted by

202 Cheryl Eastman

203