



**TOWN OF NORTHWOOD  
BOARD OF SELECTMEN**

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

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**Board of Selectmen Meeting Minutes  
April 13, 2021**

**ROLL CALL:** Chairman Hal Kreider, Vice-Chair Matt Frye, Select Board Member Beth Boudreau, Select Board Member Tim Colby, Select Board Member Pam Sanderson

**ABSENT:**

**STAFF PRESENT:** TA Walter Johnson, Finance Director Cheryl Eastman, Deputy Financial Specialist Paul Allard, Public Works Foreman Chris Brown, Fire Chief Mark Tetreault

**6:00 P.M. Chairman Kreider opened the Northwood Board of Selectmen meeting via Zoom and led the Pledge of Allegiance**

**As Chair of the Northwood Board of Selectmen, due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.**

**Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:**

**a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means;**

**We are utilizing the Zoom platform for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through the Zoom platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting by clicking on the following website address: [www.northwoodnh.org](http://www.northwoodnh.org) and then click on the meeting notice under the calendar section on the home page.**

**b) Providing public notice of the necessary information for accessing the meeting;**

**We previously gave notice to the public of how to access the meeting using Zoom, and instructions are provided on the Town's website at: [www.northwoodnh.org](http://www.northwoodnh.org).**

**c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access;**

**If anybody has a problem, please call 603-340-5711 or email at: [pallard@town.northwood.nh.us](mailto:pallard@town.northwood.nh.us).**

**d) Adjourning the meeting if the public is unable to access the meeting.**

1 **Note that all votes will be done by Roll Call.**

2  
3 **In the event the public is unable to access the meeting, we will adjourn the**  
4 **meeting and have it rescheduled at that time. Please note that all votes that are**  
5 **taken during this meeting shall be done by Roll Call vote.**

6  
7 **Let's start the meeting by taking a Roll Call attendance. When each member states**  
8 **their presence, also please state whether there is anyone in the room with you**  
9 **during this meeting, which is required under the Right-to-Know law.**

10  
11  
12  
13 **Citizen's Forum**

14  
15 Daniel Barnhart wanted to discuss the Memorial Day Parade regarding the current laws  
16 that are hindering its progress. Since the Executive Orders are still in place, Daniel  
17 believes it is likely the parade will not take place this year. With that said, Daniel would  
18 like to put in for a permit for the parade in the event that the Executive Orders are lifted  
19 by then. Mr. Johnson will work with Daniel further on this matter.

20  
21 Ginger Dole inquired about the Town financial statements not being posted within two  
22 or three business days on the Town website and asked if these could be posted. Ginger  
23 also asked for the Consent Agenda to be posted along with the Agenda and other criteria  
24 that is posted for these meetings, as this has been done in the past. Additionally, she  
25 asked for the consent agenda to be recited slower for those who do not have these  
26 documents readily available.

27  
28 Select Board Member Tim Colby brought up a comment from an individual who couldn't  
29 make the meeting. This individual wanted to discuss an issue of cars parking on both  
30 sides of Bow Lake Road during lacrosse games on the weekends, causing a potential  
31 issue for vehicles and/or emergency vehicles to drive by. After some discussion, the  
32 board came to a consensus that occurrences similar to this event should be brought to  
33 the Police Department for immediate action, or should be discussed with Mr. Johnson  
34 to inform those necessary for the Northwood School and Police Department.

35  
36 **Minutes**

37  
38 **Motion: "To approve the minutes of March 23, 2021, as written."**

39 **Motion: T. Colby**

40 **Second: P. Sanderson**

41  
42 **Motion carried by roll call vote 5/0**

43  
44  
45 **CONSENT AGENDA**

46  
47 **Northwood NH Consent Agenda for April 13, 2021**

48  
49 Accounts Payable Manifest dated March 31, 2021:

50 Batch # 17490 for \$150,389.08

51 Accounts Payable Manifest dated April 07, 2021:

52 Batch # 17504 for \$6,439.00

53 Accounts Payable Manifest dated April 14, 2021:

54 Batch # 17522 for \$532,595.10

1 Payroll Manifest dated April 07, 2021:  
2 Batch # 17495 for \$74,776.30  
3 Abatement Recommendations: Approve or Deny per Assessor's Recommendations  
4 Andrea Angwin & Douglas Dugway  
5 Brodeur Irrevocable Trust  
6 Wayne & Pauline Caron  
7 Fairpoint  
8 Gregory George  
9 Donna Lafond  
10 Suzanne Noel  
11 Anita Stokes  
12 Richard Wolf

13  
14 (\*Recommended for discussion in non-public session)



23  
24 The above names are redacted for confidential reasons

25  
26 Property Tax Exemptions: Approve or Deny per Assessor's Recommendations  
27 Roger Blad – Veteran Credit  
28 Wayne & Paulin Caron – Veteran's Tax Credit  
29 Deborah & Timothy Currier – Veteran's Tax Credit  
30 Jon Daigle & Kaye Brazier – Veteran's Tax Credit  
31 Harry Graves – Veteran's Tax Credit

32  
33 Other  
34 Steven Anthony – Gravel Tax  
35 Grace Levergood – Local River Management Advisory Committee

36  
37 **Motion: "To approve the consent agenda dated April 13, 2021"**

38 **Motion: T. Colby**

39 **Second: M. Frye**

40  
41 **Motion carried by roll call vote 5/0**

42  
43  
44 **Quarter 1 Financial Report**

45 Finance Director Cheryl Eastman presented the Financial Report for Quarter 1 to the  
46 Board, stating that the Town revenue has increased 5.78% compared to the First  
47 Quarter of last year. This is primarily due to an increase in motor vehicle registrations  
48 and land use fees. The Expenditure Report shows the Town expenses are  
49 approximately \$100,000 more than Quarter 1 of 2020, however, there were several  
50 large payments that had been paid earlier than last year due to timing issues. Cheryl  
51 expects that these expenses will even out over the next few months. Cheryl also  
52 mentioned that the 2021 employee health insurance rates came in lower than  
53 budgeted and that the New Hampshire Retirement town contribution rates will be  
54 increasing July 1, 2021. Additionally, some unexpected vehicle maintenance

1 expenditures have accumulated approximately \$10,000, as well as several Town  
2 positions are now full time and have benefits. This will create challenges if the new  
3 budget is not approved.  
4

5 **TA Reports/Items for Board action**

6  
7 Staffing Update

8 Mr. Johnson continues to receive and review applications for the Building  
9 Inspector/Health & Code Enforcement Officer and Recreation Director positions. At  
10 this time, interviews are being scheduled for both positions for qualified applicants  
11 and potential candidates will be discussed during the Non-Public session.  
12

13 Road Weight Limit Posting

14 Public Works Foreman Chris Brown recommended to the Board to lift the road weight  
15 limits for a majority of the Town roads effective April 14, 2021. Mr. Johnson also  
16 commented that a motion should be made to allow Chris to remove the road weight  
17 limits at his discretion.  
18

19 **Motion: To allow Public Works Foreman Chris Brown to remove the road weight  
20 limits from Town roads at his discretion.**

21 **Motion: T. Colby**

22 **Second: B. Boudreau**  
23

24 **Motion carried by roll call vote 5/0**  
25

26 Lagoon Management

27 Mr. Johnson stated that a notice of the operating rules regarding the Lagoon has been  
28 sent to D. L. Docko and M.L. Tasker Construction, including Lance Benson having  
29 been notified as well. These individuals have been accommodated and Mr. Johnson  
30 believes that there will be no issues moving forward with this process.  
31

32 4 Bow Street Drainage Matter

33 Mr. Johnson and Public Works Foreman Chris Brown have reviewed the site regarding  
34 the drainage complications at 4 Bow Street. It was understood that this would be  
35 better suited for NHDOT to assist with the runoff from Route 4. Mr. Johnson will  
36 contact the District Office to discuss this matter.  
37

38 Town Parade Tree Removal

39 Mr. Johnson made the Board aware of a number of trees that are dying or dead that  
40 are threatening some of the buildings and should be removed. Mr. Johnson will be  
41 discussing with Public Works Foreman Chris Brown to develop a list to seek potential  
42 bids and plan to begin the work this spring and/or summer. Select Board Member  
43 Matt Frye brought up that if the warrant article on invasive terrestrial species passes,  
44 then those funds from the warrant article can be used to remove ash trees that suffer  
45 from Emerald Ash Borer. This will help alleviate some of the costs for the Town in the  
46 event that the trees in question are ash trees. Mr. Johnson will look further into this  
47 matter.  
48

49 Former FD Command Car Bid

50 Mr. Johnson presented to the Board quotes for the prices of light bars to be compared  
51 with the bid that was presented for the sale of the former Fire Department Command  
52 Vehicle. The bid that was presented was for the installation of a new light bar to be  
53 installed onto the new Command Vehicle in exchange for the former Command Vehicle  
54 itself. Mr. Johnson confirmed with the documentation provided by Fire Chief Mark

1 Tetreault confirms a value in excess of \$4,000 over the price it would cost to purchase  
2 and install a new light bar for the vehicle. After some discussion, the Board came to a  
3 motion to accept the bid.  
4

5 **Motion: To accept the barter bid of the new light bar and installation in**  
6 **exchange for the former Fire Department Command Vehicle.**

7 **Motion: M. Frye**

8 **Second: P. Sanderson**

9 **Discussion: Select Board Member Pam Sanderson wanted to state for the record**  
10 **that based upon Fire Chief Mark Tetreault's recommendation, he believes the**  
11 **bater bid proposed by Mr. Bilodeau will give the Town the best value for this**  
12 **vehicle.**  
13

14 **Motion carried by roll call vote 3/2, with Select Board Members Tim Colby and**  
15 **Beth Boudreau dissenting.**  
16

#### 17 Roofing Bids

18 Mr. Johnson stated that the Request for Proposals to re-shingle the roof on the Town  
19 Parade garage and the East End Fire Station has been issued and bids are due on  
20 April 21, 2021. A pre-bid meeting was held on April 6, 2021 and Mr. Johnson expects  
21 to have some bids to present at the next Board meeting. Select Board Member Tim  
22 Colby inquired about the Town well located across from TD Bank needing roofing  
23 repairs as well. Mr. Johnson will look into creating a separate Request for Proposal or  
24 possibly negotiating with the winner of the current bid that has been listed.  
25

#### 26 American Rescue Plan Update

27 Mr. Johnson informed the Board that the Town has been confirmed to receive  
28 \$426,594.63. Mr. Johnson is still waiting for the guidelines on the use of the funds  
29 from the US Treasury Department to be issued around mid-May and expects the funds  
30 will flow through the State, which could be distributed over a two-year period. Select  
31 Board Member Matt Frye mentioned that these funds in the past have been utilized for  
32 municipal purposes, however, once the funds had been applied, the Board had been  
33 caught off guard when they were informed that these funds could be shared with the  
34 school district as well. Mr. Johnson commented that the school district might be  
35 getting separate funding, but will investigate this possibility once he receives the  
36 guidelines.  
37

#### 38 Surplus Equipment

39 Mr. Johnson mentioned that the Town has a zero-turn mower and a Club Cadet  
40 tractor/mower that are not being utilized due to the Town having created a contract  
41 for this type of work and inquired if these items should be kept or sold. After some  
42 discussion, the Board came to a consensus to table this topic for now as there may be  
43 a future use for one or both of these items.  
44

#### 45 Trapping Nuisance Animals

46 Public Works Foreman Chris Brown has informed Mr. Johnson of some nuisance  
47 animals creating blocked culvert issues that will eventually lead to road damage. Mr.  
48 Johnson requested the approval to contract Chris Brown with the Town, as he has  
49 done in the past, to address this matter during his personal time. After some  
50 discussion, the Board came to a consensus to contract with Chris Brown for the  
51 needed trapping.  
52  
53  
54

1 Rt. 107/Main Street Bridge Construction

2 Mr. Johnson informed the Board that the Town has received a notice from NHDOT  
3 that the reconstruction of the bridge over the Narrow's Brook will be starting once the  
4 Governor and Council's approval is given. A copy of the plans is available for review in  
5 the Town Office and notices will be distributed to inform the public on when the  
6 construction will be taking place.

7  
8 Town Reports

9 Mr. Johnson reported that the hardcover 2020 Town reports are available at the Town  
10 Offices Monday through Thursday from 9:00 am to 1:00 pm. A digital copy has been  
11 made available on the Town's website as well. Mr. Johnson wanted to thank Land Use  
12 Specialist Linda Smith for all of her hard work on creating this year's report.

13  
14 Highway One-Ton Vehicle Bids

15 Mr. Johnson advised there were no bids received prior to the bidding deadline,  
16 however, he did receive a written bid after the deadline for the Highway Department's  
17 2007 Chevy Silverado 3500 One-Ton Truck from Bow Auto Parts for \$5,000 or for a  
18 potential \$6,000 depending on the condition of the rear axle. Mr. Johnson asked for a  
19 motion to accept this bid.

20  
21 **Motion: To accept the bid from Bow Auto Parts for the purchase of the 2007**  
22 **Chevy Silverado 3500 One-Ton Truck for the amount of \$5,000, with the**  
23 **potential to increase to \$6,000, depending on the condition of the rear axle.**

24 **Motion: T. Colby**

25 **Second: M. Frye**

26  
27 **Motion carried by roll call vote 5/0**

28  
29 Sale of Tax Deeded Property

30 Mr. Johnson mentioned to the Board that in order to prepare for the offering of tax  
31 deeded property for sale, there needs to be direction for the process relative to what an  
32 acceptable price should be as bids are received so that the proper research can be  
33 prepared. After some discussion, the Board came to a consensus to allow the abutters  
34 to make their bids first and to then open the sale of tax deeded property to the public  
35 as needed. Minimum bid amounts will be set based on several factors including lost  
36 taxes and interest, assessed value, requirement to merge the lots, etc. Mr. Johnson  
37 will prepare recommendations for the Board to review in the near future.

38  
39 Lamprey River Advisory Committee Representative

40 Mr. Johnson reported that Ann Scholz has resigned from the Lamprey River Advisory  
41 Committee and mentioned that help is needed identifying up to four individuals to  
42 represent the Town of Northwood. Recommendations for individuals to be appointed to  
43 the committee will be tabled for following meetings and Mr. Johnson will put out  
44 advertisements on the Town website to further solicit to the public.

45  
46 Request for Audit Letter

47 Mr. Johnson mentioned that Land Use Specialist Linda Smith has written a letter to  
48 the Board requesting a copy of the audit letter to distribute to members of the Budget  
49 Committee. Mr. Johnson stated that this public document isn't usually published and  
50 wanted the permission of the Board before proceeding. After some discussion, the  
51 Board came to a consensus to allow the audit letter to be provided to the Budget  
52 Committee.

1 Former FD Command Car Bid – Readdressed

2 Select Board Member Pam Sanderson brought up for reconsideration the wording that  
3 was used to better clarify what is being bartered for in the bid of the former Fire  
4 Department Command Vehicle. Pam Sanderson continued by questioning if the bid  
5 was for the former Command Vehicle’s light bar and installation onto the new  
6 Command Vehicle or if it was for a separate light bar and installation onto the new  
7 Command Vehicle. Fire Chief Mark Tetreault confirmed that it was for a new light bar  
8 and installation and mentioned that the former Command Vehicle’s light bar could be  
9 installed onto a separate vehicle versus throwing it away.

10  
11 Upcoming Meetings Schedule

12 Mr. Johnson mentioned that the upcoming meetings will be April 27, 2021, May 11,  
13 2021 and May 25, 2021, including the in person Deliberative Session on May 15, 2021  
14 starting at 9:00 am at the Northwood Elementary School and the Election on June 8,  
15 2021.

16  
17  
18 **OLD BUSINESS**

19  
20 2021 Request for Proposals – Mowing Bid Results

21 Mr. Johnson presented to the Board three bids that have been submitted; the first  
22 being Hodgkins Painting & Maintenance for \$19,500, the second being TNT  
23 Landscaping for \$30,000 and the third being LaValley Northern Services for \$34,000.  
24 Mr. Johnson has researched Hodgkins Painting & Maintenance and has found that  
25 they have a quality reputation and recommends the Board to accept their bid.

26  
27 **Motion: To accept the proposal from Hodgkins Painting & Maintenance for the**  
28 **2021 mowing bids and authorize Mr. Johnson to prepare and sign the contract**  
29 **on behalf of the town.**

30 **Motion: T. Colby**

31 **Second: M. Frye**

32  
33 **Motion carried by roll call vote 5/0**

34  
35 Cable TV Franchise Agreement Renewal Ascertainment Period

36 Mr. Johnson reported that since the Town of Northwood’s franchise agreement will be  
37 ending in 2023, the Town of Northwood will be working with other Towns in a  
38 consortium to negotiate a new franchise agreement. Mr. Johnson has asked for the  
39 Board’s approval to publicize to the website, Facebook and other means necessary to  
40 indicate that the Board is now accepting comments on the Cable TV Service. Mr.  
41 Johnson further clarified that the Town of Northwood can create its own plan separate  
42 to other Towns, however, the generalized consensus of all towns in the consortium will  
43 be the basis of the plan that can be further changed to each Town’s needs.

44  
45 **NEW BUSINESS**

46  
47 Conservation Commission Appointment

48 Land Use Specialist Linda Smith presented to Mr. Johnson with a request for Steve  
49 Hampl to be reappointed to the Conservation Commission to be presented to the  
50 Board for consideration.

51  
52 **Motion: To appoint Steve Hampl to the Conservation Commission for a three-**  
53 **year term ending on March 31, 2024.**

54 **Motion: M. Frye**

1 **Second: T. Colby**

2  
3 **Motion carried by roll call vote 5/0**

4  
5 Resignation of Patricia Durkan – Supervisor of the Checklist

6 Chairman Hal Kreider commented that Patricia Durkan has resigned as the  
7 Supervisor of the Checklist and expressed his thanks for her many terms of service.

8  
9 **Motion: To accept Patricia Durkan’s resignation as Supervisor of the Checklist**  
10 **with regrets.**

11 **Motion: T. Colby**

12 **Second: P. Sanderson**

13 **Discussion: Mr. Johnson stated for clarity that this position will be filled by the**  
14 **remaining Supervisors of the Checklist.**

15  
16 **Motion carried by roll call vote 5/0**

17  
18  
19 **TASK MANAGER**

20 Mr. Johnson mentioned that he has included reviewing and discussing Town  
21 committee charges onto the Task Manager. Currently he has spoken with the Chair of  
22 the Facilities Committee and Highway Committee about their charge and they will be  
23 discussing it at their next meeting. This will be worked on over the next few months  
24 for all committees. Additionally, the Board came to a consensus to include an  
25 Organization Day which will include a review of the committee charges, thanking  
26 members for their service and having refreshments. This should be scheduled so new  
27 elected or appointed members are included.

28  
29  
30 **BOARD COMMITTEE REPORTS**

31  
32 Recreation

33 Select Board Member Matt Frye reported that in the absence of a Recreation Director,  
34 the Commission ran the Easter Egg Hunt which was spread out amongst ten different  
35 town amenities, 120 kids have signed up for recreational spring soccer and will be  
36 hosting a fishing derby during Mother’s Day weekend that will be held at Saddleback  
37 Campground. Additionally, since sports are being run at the upper fields six days a  
38 week and people are using the trails and the pavilion, Matt Frye suggests leaving the  
39 gate to the upper field section unlocked and recommends the board post a dusk till  
40 dawn limitation on the use of these areas. This will allow the police the authority to  
41 enforce the limitation. This requires a vote of the Board.

42  
43 **Motion: To post the entire Route 4 recreation fields, officially known as Bailey**  
44 **Fields, as closed from dusk till dawn.**

45 **Motion: M. Frye**

46 **Second: B. Boudreau**

47  
48 **Motion carried by roll call vote 5/0**

49  
50 Planning Board

51 Chairman Hal Kreider reported that Mr. Docko’s project located on Route 4 has been  
52 approved during the April 8, 2021 Planning Board meeting. Hal Kreider also reported  
53 that this process has taken approximately three years for this project to be approved,  
54 including the time necessary to receive state permits as well. Hal Kreider believes that

1 the Town's interests are well protected and wanted to thank the Planning Board, the  
2 Conservation Commission as well as other committees that contributed to this case  
3 being approved. It was also mentioned that Mr. Holden, the engineer representing Mr.  
4 Docko, approved of the Town's process that had been carried out and was very  
5 complimentary of the staff. Hal Kreider mentioned that in time, there will be several  
6 different performance bonds that will be presented to the Board and recommended  
7 that a review by the Town engineer as well as a legal review through Mr. Johnson  
8 should be considered.  
9

10 Safety Facility Complex Advisory Committee

11 Select Board Member Beth Boudreau reported that Paul Tutor had written a section of  
12 the newspaper and Elaine St. Jean had created a short video of the police and fire  
13 stations that has been placed on the Town website as well as the Town Facebook page  
14 to further inform the public about the existing facilities.  
15

16  
17 **NON-PUBLIC SESSION**

18 **Motion: To enter non-public at 8:30 PM under RSA 91-A:3, II (b+c)**

19 **Motion: T. Colby**

20 **Second: M. Frye**

21 **Motion carried by roll call vote 5/0**  
22

23 ***The Select Board Member entered non-public at 8:31 PM.***

24  
25 **Public Session Reconvened at 9:22 PM**

26  
27 **Motion: To exit non-public.**

28 **Motion: M. Frye**

29 **Second: T. Colby**

30 **Motion carried by roll call vote 5/0**  
31

32 **Motion: "To seal the minutes because it is determined that divulgence of this**  
33 **information likely would affect adversely the reputation of any person other**  
34 **than a member of this board and render a proposed action ineffective."**

35 **Motion: M. Frye**

36 **Second: P. Sanderson**  
37

38 **Motion carried by Roll Call Vote 5/0**  
39

40 **Motion: "To adjourn at 9:24 PM"**

41 **Motion: M. Frye**

42 **Second: B. Boudreau**  
43

44 **Motion carried by Roll Call Vote 5/0**  
45  
46

47 ***Respectfully Submitted***

48 ***Paul Allard, Deputy Financial Specialist/BOS Admin Assistant***