



**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 15, 2021**

ROLL CALL: Chairman Hal Kreider, Vice-Chair Matt Frye, Select Board Member Beth Boudreau, Select Board Member Tim Colby, Select Board Member Jim Guzofski

ABSENT:

STAFF PRESENT: TA Walter Johnson, Finance Director Cheryl Eastman, Deputy Financial Specialist Paul Allard, Recreation Director Scott Blewitt, 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

Covid-19 Restrictions on Town Facilities

Chairman Hal Kreider addressed the Covid-19 restrictions that had been set in place for Town Facilities now that Governor Sununu's State of Emergency Order is no longer in effect. After some discussion, the Board came to a motion.

Motion: To remove the Covid-19 restrictions that the Board of Selectmen put into place for all Town facilities and to follow the best practices that are recommended by the State moving forward.

Motion: T. Colby

Second: B. Boudreau

Discussion: Select Board Member Matt Frye inquired if these best practices were to include the recommended use of masks for those who are not fully vaccinated and for those individuals who are fully vaccinated will not need to wear a mask. Mr. Johnson also mentioned that these recommended guidelines will be acceptable for the Town Office and the public entering the building to adopt.

Motion carried by roll call vote 5/0

Board of Selectmen Organization

Chairman Hal Kreider began the discussion for the Board to determine who to nominate for Board Chair, for Board Vice Chair and several positions to be the liaison for another committee. Hal Kreider stated for clarity that these positions were not for any given term, but are to be held until a Board member would like to reconsider the position(s).

1 After some discussion, the Board made the following motions for Board Chair and Board
2 Vice Chair as well as coming to a consensus regarding the following list of Ex-Officio
3 and Liaison positions.
4

5 **Motion: To nominate Hal Kreider to retain the position of Board Chair.**

6 **Motion: M. Frye**

7 **Second: T. Colby**

8
9 **Motion carried by roll call vote 5/0**

10
11 **Motion: To nominate Matt Frye to retain the position of Board Vice Chair.**

12 **Motion: T. Colby**

13 **Second: J. Guzofski**

14
15 **Motion carried by roll call vote 5/0**

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17
18 Ex-Officio Planning Board – Chairman Hal Kreider

19
20 Alternate to Planning Board – To Be Determined

21
22 Ex-Officio Budget Committee – Select Board Member Jim Guzofski

23
24 Alternate to Budget Committee – Select Board Member Matt Frye

25
26 Liaison to Police Commission – Select Board Member Beth Boudreau

27
28 Liaison to Zoning Board – Select Board Member Tim Colby

29
30 Liaison to Conservation Commission – Chairman Hal Kreider

31
32 Representative to Recreation Commission – Select Board Member Matt Frye

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34 Liaison to Library – Select Board Member Beth Boudreau

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36 Liaison to School Board – Select Board Member Matt Frye

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38
39 **Citizen's Forum**

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41 Ginger Dole wanted to offer her congratulations to the Beth Boudreau and Jim Guzofski
42 for joining the Board of Selectmen. Moving forward, Ginger expressed her hopes of
43 seeing more transparency and fiscal responsibility from the Board than from what has
44 been seen in the past few years. She also urges the Board to take advantage of the
45 seminars that the Municipal Association provide regarding the Budgeting Law and the
46 Right to Know Law. Ginger hopes that these seminars will help the Board understand
47 that some of their actions in the past have not been as cosher as it seemed.
48

49 Tim Janderbeur wanted to inform the Board that the Town of Northwood is divided and
50 has shown its division even further from the recent Election that occurred on June 8,
51 2021. Tim mentioned that the Town of Northwood is sitting on a “1,222,000-pound time
52 bomb” and intends to inform the town of the meaning behind this statement later this
53 week. Tim continued to state that he is glad how some of the articles from the Election
54 had not been approved for the Board to take action on. Tim expressed his concerns

1 regarding how the Board has on multiple occasions hired individuals that have not been
2 affordable within the budget, how the idea of a full time Recreation Director position
3 can't be afforded within the budget and mentioned how he believes that the Board has
4 been falsifying their Financial Reports to both the public and to the Budget Committee
5 members. Tim plans to pay close attention to the Board's actions going forward as he
6 has recently been sworn in as a member for the Budget Committee.
7

8 Lucy Edwards had sent an email for citizen's forum, wanting to ensure that the Board
9 speak clearly into their microphones for those who are listening at home. Lucy also
10 wanted to express her views that the meetings still be made available to the public as
11 this could result in a legal issue regarding the Right to Know Law as many individuals
12 have had difficulty in the past.
13

14 Betsy Colburn had also sent an email for citizen's forum regarding several questions
15 that she wanted to ask the Board about the safety measures and precautions that will
16 be taken to ensure the health and wellbeing of all members that are in attendance, now
17 that the Governor's Emergency Order is no longer in effect.
18

19
20 **Minutes**

21
22 **Motion: "To approve the minutes of May 25, 2021, as amended."**

23 **Motion: M. Frye**

24 **Second: B. Boudreau**

25 **Discussion: On page 6, line 26, Select Board Member Matt Frye commented for**
26 **clarity that the appointment of Irene Kreider to the position of Alternate Library**
27 **Trustee should include Chairman Hal Kreider having abstained in the vote.**
28

29 **Motion carried by roll call vote 4/0, 1 abstained**
30

31
32 **Motion: "To approve the minutes of June 7, 2021."**

33 **Motion: M. Frye**

34 **Second: B. Boudreau**
35

36 **Motion carried by roll call vote 3/0, 2 abstained**
37

38
39 **CONSENT AGENDA**

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41 **Northwood NH Consent Agenda for June 15, 2021**
42

43 Accounts Payable Manifest dated June 09, 2021:

44 Batch # 17640 for \$384,133.49

45 Payroll Manifest dated June 02, 2021:

46 Batch # 17615 for \$76,210.56

47 Payroll Manifest dated June 02, 2021:

48 Batch # 17624 for \$501.10

49 Payroll Manifest dated June 16, 2021:

50 Batch # 17652 for \$84,841.96

51 Payroll Manifest dated June 16, 2021:

52 Batch # 17657 for \$166.23
53

54 2021 MS-232 – Total Voted Appropriations \$4,362,959

- 1 Property Tax Exemptions: Approve or Deny per Assessor's Recommendations
- 2 Solar-Wind Exemption – Peter & Cheryl Seavey
- 3
- 4 Other
- 5 Cemetery Deed & Perpetual Care (199, 204, & 205) - Paul Lennon
- 6 Intent to Cut – Charles Moreno
- 7 Yield Tax – Camp Yavneh
- 8 Yield Tax – Hercules & Constance Tsirovakas
- 9

10 **Motion: “To approve the consent agenda dated June 15, 2021”**

11 **Motion: M. Frye**

12 **Second: B. Boudreau**

13

14 **Motion carried by roll call vote 5/0**

15

16

17 **Town Investment Policy – Second Review**

18 Mr. Johnson reviewed the Town Investment Policy with the Board and, after doing
19 some research, reported that there was no record of an investment policy ever being
20 adopted. In any event, Mr. Johnson continued to state that this policy is regarding the
21 general fund and any special revenue funds that are held by the Treasurer. This policy
22 was further clarified to not being related to any trust funds, capital reserve funds or
23 perpetual care funds as they are not held by the Treasurer. Mr. Johnson reported that
24 the Town must follow these guidelines to further adhere to the laws and regulations
25 regarding the Prudent Investor Rule, so as not to have the Town's money be invested
26 poorly. Furthermore, this policy states the rules and regulations for the following
27 internal controls: This policy holds the Finance Director responsible for the protection
28 the Town's assets from loss, theft or misuse; This policy holds the Town Administrator
29 responsible for maintaining the separation of transactions from accounting and
30 recordkeeping; This policy enables the Board of Selectmen to establish an annual
31 process of independent review of the investment function. Select Board Member Matt
32 Frye wanted to clarify for the local taxpayers that these investments that can be made
33 are low-risk investments that have low rates of return. This policy will be revisited
34 yearly to modify or amend any changes, if necessary, that are needed for auditors to
35 inspect. After some discussion, the Board made a motion.

36

37 **Motion: To approve the Town Investment Policy as was posted.**

38 **Motion: T. Colby**

39 **Second: J. Guzofski**

40

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

42

43

44 **Amended Purchasing & Accounts Payable Policy – First Review**

45 Finance Director Cheryl Eastman reviewed with the Board the amended Purchasing
46 Policy with its Administrative Rules and the Accounts Payable Policy together, since
47 they are so closely related. Starting with the Purchasing Policy, Cheryl explained how
48 this policy will establish finance control, transparency, accountability and allow
49 vendors an equal opportunity to do business with the Town. This policy further
50 explains the purchasing categories for any given amount and the level of approval
51 necessary before a purchase can be made. Cheryl explained the Purchasing Policy
52 Administrative Rules in more detail, describing the processing steps for department
53 heads and can be amended by the Administrator as needed. These rules explain the
54 process for competitive bidding and purchase order procedures, as well as the

1 exemptions that do not require a formal procedure for payment. Cheryl explained how
2 the Accounts Payable Policy will establish guidelines for the processing of payment.
3 This policy will ensure prompt and accurate payments made to vendors to promote a
4 satisfactory credit standing and will adhere to appropriate accounting practices. Under
5 Section 5 of the policy, it is further elaborated that all payments must be supported by
6 a source document of some kind and will need the approval of the appropriate
7 Department Head before any payment will be made. Once approved, all checks will be
8 processed through the general operating account, excluding escrow accounts held on
9 behalf of another entity. Cheryl has sent these policies out for the Department Heads
10 to review and has not heard back from them regarding any further comments or
11 questions. Chairman Hal Kreider asked if there will be any other policies needing to be
12 updated from the 2019 audit and Cheryl mentioned that she is currently working on a
13 draft of an Anti-Fraud Policy that will be presented in the near future. After some
14 discussion, the Board made the following motions.

15
16 **Motion: To approve the amended Purchasing Policy as posted.**

17 **Motion: B. Boudreau**

18 **Second: M. Frye**

19
20 **Motion carried by roll call vote 5/0**

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22
23 **Motion: To approve the Accounts Payable Policy as posted.**

24 **Motion: T. Colby**

25 **Second: B. Boudreau**

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

28
29
30 **Recreation Department Assessment Report**

31 Recreation Director Scott Blewitt reported that he has been successful in finding a
32 beach attendant and is currently waiting for the background check to clear. Scott
33 inquired to the Board to utilize the Center schoolhouse next to the Town Office for
34 recreation classes once the area had been cleaned and inspected. Scott also inquired
35 to the Board that since the contract is expiring for the SquadFusion software, he
36 mentioned it would be the best time to invest in a more versatile software, such as the
37 RecDesk software, that is more user friendly and easily accessible for the Finance
38 Director, the Auditors, etc. Mr. Johnson confirmed that the software will be purchased
39 out of the Recreation Revolving Fund. After some discussion, the Board came to a
40 consensus to give Scott their approval to proceed with these items.

41
42
43 **Pleasant Lake Watershed Assistance Grant**

44 Ann Scholz, who has been the Environmental Chair for the Pleasant Lake Preservation
45 Association, presented to the Board her projected plans to work around the narrow
46 corridor between the Town boat launch and the Barnum property on Gulf Road. Ann
47 mentioned that she is not looking for any financial assistance as the Pleasant Lake
48 Preservation Association has just received a grant for \$73,000 to assist in this matter.
49 This grant, which happens to be the third grant to be applied to the Watershed
50 Restoration Plan since 2017, will be directed to the several hot spots that have
51 pollutants flowing directly into the lake along the narrow corridor near the boat
52 launch. After talking with Public Works Foreman Chris Brown, Ann discovered that
53 there are plans to begin work on Gulf Road and asked the Board if it was possible to
54 direct more attention to the completion of this task so that it would further help the

1 Watershed Restoration Plan to set up a potential edge drain, retaining wall, etc. Ann
2 understands that this project grant will expire in December of 2023 and does not plan
3 to begin any construction until all permits for both the Town and the State are
4 completed. After some discussion, the Board came to a consensus to table this for the
5 beginning of 2022 when there is more information available and when the Road Plan
6 has been completed.

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8
9 **TA Reports/Items for Board action**

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11 Staffing Update

12 Mr. Johnson reported that Jared Shaheen is currently training with Interim Building
13 Inspector Charlie Smart under a conditional offer of employment pending results of his
14 driving and criminal record background check to become the new Building
15 Inspector/Health & Code Enforcement Officer. Charlie will be working for the Town of
16 Northwood for one more week and will then be available by phone when needed. Jared
17 is also coordinating his department organization with Fire Chief Mark Tetreault and
18 Land Use Specialist Linda Smith. Mr. Johnson reported that the vacant Transfer
19 Station Supervisor position has been posted with no response so far. The two
20 remaining Transfer Station staff have been out on leave for the past two weeks,
21 requiring Public Works Foreman Chris Brown and Jeff Call from the Highway
22 Department to operate the facility which has created a significant overtime situation
23 for them over the past two weeks. Select Board Member Beth Boudreau asked if the
24 hours of the Transfer Station should be addressed to be adjust temporarily so as to
25 alleviate more work for Chris and Jeff. After some discussion, the Board agreed to
26 readdress this at the next meeting. Lastly, Mr. Johnson reported that the summer
27 beach attendant position has been posted and candidates are being interviewed.

28
29 American Rescue Plan Update

30 Mr. Johnson is still waiting for the State to send the required funding request
31 documentation which should be received later this week along with the final amount
32 of approximately \$451,000 that will be given to the Town of Northwood. This amount
33 will be given in two equal parts, one payment in 2022 and another in 2023. More
34 information on how to utilize these funds is still yet to come.

35
36 First Issue Tax Bills

37 Mr. Johnson reported that the Tax Bills have been mailed on June 3, 2021 with a due
38 date of July 8, 2021.

39
40 Bid Results for Building Repairs and Painting Update

41 Mr. Johnson reported that the building repairs done by Home Repair Plus with Nate
42 Smith began last week regarding some repairs to the Community Center rear entrance
43 and the trim repair work at the Town Hall. Work will continue on both buildings in the
44 weeks to come. Mr. Johnson is still seeking a painting contractor for the Community
45 Center and the Chesley Library projects. The roof shingles on both the former DPW
46 garage adjacent to the Town Hall and the east end Fire Station were replaced last
47 week. There were no significant issues with the roofs identified during the project.

48
49 Harvey Lake Boat Ramp

50 Mr. Johnson reported that he met with a representative from the Town's engineering
51 firm on site to discuss repairs to the boat ramp and it appears that the Town can
52 make repairs with little or no permitting needed if there is no work done in the lake. A
53 suggested solution was to remove the large rocks, regrade the ramp area and then
54 pave a portion or all of the ramp approximately 20 feet wide to prevent further erosion

1 running into the lake. It's possible this project would qualify for use of the ARPA funds
2 under the clean water provision and could be added to the road paving work that has
3 been planned for the summer. After some discussion, the Board came to a consensus
4 to allow Mr. Johnson to look into the estimated costs, finding out what else can be
5 done for the boat launch and to sort out the ownership issue regarding the Harvey
6 Lake Dam.

7
8 Sale of Tax Deeded Property

9 Mr. Johnson reported that he continues to work on putting the tax deeded property
10 sale details together as time allows. The goal is to have the first list of properties for
11 the abutter only sale available for Board to review on the June 29, 2021 Board
12 meeting. There are some properties that need some legal research and survey work
13 that will be offered at a later date. After some discussion, the Board came to a
14 consensus to allow Mr. Johnson to expend funds from the legal budget for the
15 necessary research and survey work.

16
17 Lamprey Regional Ash Landfill Cooperative Update

18 Mr. Johnson attended an emergency meeting of the Cooperative on behalf of the Town
19 on June 11, 2021. There appears to be a potentially major failure in the leachate
20 collection system which delivers leachate from the former ash landfill down to the
21 Somersworth wastewater treatment facility. A vote was taken at the meeting to expend
22 up to \$200,000 for the engineering, analysis and repairs to the system. The funds will
23 be taken from the closure capital reserve fund which has a current balance of
24 approximately \$350,000.

25
26 Request for Proposals

27 Mr. Johnson reported that a Request for Proposal has been issued for the roadside
28 mowing. The request has been listed for a two-year proposal for 2021 and 2022
29 completing approximately 50% of the roadsides each year. Bids for this are due on
30 June 28, 2021. Mr. Johnson has been working with Public Works Foreman Chris
31 Brown to review and evaluate road work to be completed this year utilizing the funds
32 in the paving and reconstruction default budget including the warrant article #17
33 appropriation. The total for this could range upwards of approximately \$375,000. This
34 will include Bigelow Road, Harmony Hill Road and other roads that are to be
35 determined.

36
37 Upcoming Meetings Schedule

38 Mr. Johnson mentioned that the next upcoming meetings will be held on June 29,
39 2021, July 13, 2021 and July 27, 2021.

40
41
42 **OLD BUSINESS**

43
44 Harvey Lake Association Request

45 Chairman Hal Kreider started this discussion by reminding the Board that this
46 request for \$500 had been presented to them before the Election and had agreed to
47 wait until after the Town results had been tallied to see if the Town would support
48 article #18 which approved funding for aquatic invasive species prevention. Hal
49 Kreider continued to state that the Town has supported this and described the
50 amounts that have been added and withdrawn from the trust fund over the past few
51 years. Currently, this fund has approximately \$3,200 above the current 2021 funding
52 requests from other Associations. Hal Kreider asked of the Board on how to proceed
53 with the request for \$500, but also mentioned to think upon granting the Harvey Lake
54 Association \$750 instead since that is the current amount that they are behind due to

1 a reduction in their grant funding for 2021. After some discussion, the Board made a
2 motion.

3
4 **Motion: To support the Lake Host Program on Harvey Lake with \$750.**

5 **Motion: M. Frye**

6 **Second: J. Guzowski**

7
8 **Motion carried by roll call vote 5/0**

9
10 Review of Town Voting Results

11 Mr. Johnson reported that with the defeat of the budget, Finance Director Cheryl
12 Eastman has already begun the process of creating a “Rescue Plan” of sorts to identify
13 the Town’s committed liabilities are for the remainder of the year compared to what is
14 available to work with in the default budget. Mr. Johnson presented copies to the
15 Board. These documents will be reviewed in the future as needed. Mr. Johnson
16 mentioned that the Board will need to take action on some of the more deficient
17 department budgets with a transfer from excess unexpended funds in other budgets.
18 For clarity, Mr. Johnson stated that this will not be a physical budget transfer but
19 more of an authorization from the Board when the time comes. This will require the
20 diligence of the Department Heads as well as Finance Director Cheryl Eastman moving
21 forward.

22
23
24 **NEW BUSINESS**

25
26 2021-2022 Lakes Region Public Access Municipal Agreement

27 Mr. Johnson stated that this agreement is utilized for the broadcasting of the live
28 meetings onto Channel 25 for those who wish to watch the meetings from home. These
29 meetings that are broadcasted through the Lakes Region Public Access are then
30 processed to be formatted into a digital format that is more appropriate for television
31 purposes and then has a schedule created that is later posted on the Town website.
32 Mr. Johnson stated that the new contract has been updated for July 1, 2021 and will
33 expire on June 30, 2022. After some discussion, the Board came to a consensus for
34 Mr. Johnson to research how many Cable users there are and to inquire if the video
35 taping of the meetings is being serviced through the Lakes Region Public Access as
36 well.

37
38 UNH Ph. D Student Request to Conduct Fieldwork on Town Property

39 Mr. Johnson reported that a Ph. D student from the Natural Resources and the
40 Environment at UNH contacted the Conservation Commission would like to lead a
41 project to evaluate and monitor furbearer species and their habitat relations. This is a
42 collaboration between the New Hampshire Fish and Game Department and UNH and
43 this student is asking for permission to conduct fieldwork on Town property. This will
44 be done utilizing a camera trap that will be done at periodic during the summer and
45 the fall. After some discussion, the Board came to a consensus to allow the student to
46 access the property for research purposes.

47
48
49 **TASK MANAGER**

50 Select Board Member Jim Guzowski asked about the meeting that was held on April
51 29, 2021 and Mr. Johnson responded that it was primarily about the technical
52 support regarding the website itself. Mr. Johnson continued to state that since
53 Mainstay has given up on the development of the Town’s website, he has been working
54 with Carol Manter to update the website through the assistance of one of Mainstay’s

1 employees who has created his own company. Mr. Johnson mentioned that within the
2 next few weeks we should be receiving new templates for the Town's website.
3 Chairman Hal Kreider asked about the credibility of the recreation software that had
4 been presented by Recreation Director Scott Blewitt and Mr. Johnson stated that the
5 Board will have to wait for more information as it comes along.

6
7
8 **BOARD COMMITTEE REPORTS**

9
10 **Planning Board**

11 Chairman Hal Kreider reported that the Planning Board will be meeting on June 16,
12 2021 to discuss the final assessment of the Aroma Joe's case that has been going on
13 for almost 2 years.

14
15 **School Board**

16 Select Board Member Matt Frye reported that himself, Chairman Hal Kreider, the
17 School Board members, the school staff, the Tax Collectors, Mr. Johnson and the
18 moderator held a joint meeting with several different stake holders after the election to
19 do a post mortem on the day and the deliberative sessions. All agreed it was a
20 successful election day and that there were a few areas that everyone felt could have
21 been improved.

22
23 **Recreation**

24 Select Board Member Matt Frye reported that the playground will be built at some
25 point next week. There are still a few things that have to be addressed, but Matt Frye
26 is anticipating the completion of the playground is soon to come. Matt Frye also
27 mentioned that they are still looking for volunteers to help complete this project.

28
29 **Public Safety Facility Strategy Committee**

30 Select Board Member Beth Boudreau mentioned that the committee is not meeting at
31 this time. She and Select Board Member Tim Colby will meet with Gary Tasker to
32 further assist with the photos to be placed around the Town Hall.

33
34
35 **Citizen's Forum**

36
37 Ginger wanted to express her concerns for the \$600 that was currently being paid for
38 the recreation software as she has not been able to find those amounts on the correct
39 line items in the budget. Ginger also wanted to make the Board aware that the
40 Recreation Department doesn't have that much money to begin with, along with the
41 Finance Department having \$200 and the Executive Office having \$600 budgeted,
42 respectively. Regarding the Lakes Region Public Access, Ginger was highly concerned
43 of the Board considering changing this policy as many of the Town of Northwood do
44 not have internet access and hopes that the Board will reconsider this as \$5,700
45 comes from the cable user fees. Lastly, Ginger commented that the Board should be
46 able to go and assist Public Works Foreman Chris Brown under his License that will
47 allow for temporary volunteers. Ginger mentioned how she has done that in the past
48 when she and other were on the Board of Selectmen and hopes that the current Board
49 will consider doing the same.

50
51
52 **NON-PUBLIC SESSION**

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

54 **Motion: M. Frye**

1 **Second: T. Colby**
2 **Motion carried by roll call vote 5/0**

3
4 ***The Select Board Member entered non-public at 8:31 PM.***

5
6
7 **Public Session Reconvened at 9:19 PM**

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9
10 **Motion: To exit non-public.**

11 **Motion: M. Frye**
12 **Second: B. Boudreau**
13 **Motion carried by roll call vote 5/0**

14
15 **Motion: “To seal the minutes because it is determined that divulgence of this**
16 **information likely would affect adversely the reputation of any person other**
17 **than a member of this board and render a proposed action ineffective.”**

18 **Motion: M. Frye**
19 **Second: B. Boudreau**
20 **Motion carried by Roll Call Vote 5/0**

21
22 **Motion: “To adjourn at 9:21 PM”**

23 **Motion: M. Frye**
24 **Second: B. Boudreau**

25
26 **Motion carried by Roll Call Vote 5/0**

27
28
29 ***Respectfully Submitted***
30 ***Paul Allard, Deputy Financial Specialist/BOS Admin Assistant***