



**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 29, 2021**

ROLL CALL: Chairman Hal Kreider, Select Board Member Beth Boudreau, Select Board Member Tim Colby, Select Board Member Jim Guzowski

ABSENT: Vice-Chair Matt Frye

STAFF PRESENT: TA Walter Johnson, Deputy Financial Specialist Paul Allard, Public Works Foreman Chris Brown, Police Chief Glen Drolet

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

Tragic Fire on Route 4

Chairman Hal Kreider started the meeting with an announcement regarding the tragic fire that happened on Route 4 at the Mc Nally residence on Thursday, June 24, 2021. Hal continued to state that the house was a total loss and mentioned the unfortunate passing of Kate Mc Nally. Hal proceeded to read a statement written by Select Board Member Beth Boudreau and asked everyone to give their condolences to the family. The Board intends to find a way to help commemorate Kate Mc Nally's dedication to the Town of Northwood in the coming weeks.

Livestream of Meetings

Chairman Hal Kreider mentioned that the Board of Selectmen are still broadcasting meetings and they can be found on the Town of Northwood website at the top of the main menu found in the top left-hand corner.

Citizen's Forum

Ken Curly submitted an email regarding the Lakes Region Public Access membership that the Town of Northwood has. Ken stated that this process has started back in 2002 working with Lakes Region Public Access and as time has progressed, so has technology. Ken mentioned that with the changes to video and internet access over the years Lakes Region Public Access has also adapted with the Town of Northwood to further assist the

1 broadcasting of Town Hall meetings. As the former Cable Advisor, Ken stated his opinion
2 that staying with this company is the best point of action for the Town to take.
3
4

5 **Minutes**

6
7 **Motion: “To approve the minutes of June 15, 2021, as amended.”**

8 **Motion: B. Boudreau**

9 **Second: J. Guzofski**

10 **Discussion: On page 1, line 22, Select Board Member Jim Guzofski commented**
11 **that the opening of the meeting did not happen over zoom and recommended that**
12 **wording be changed. On page 9, line 17, Chairman Hal Kreider asked to include**
13 **the title of Town Clerk to the already existing Tax Collectors to showcase their**
14 **full title within Select Board Member Matt Frye’s statement for the School Board.**
15

16 **Motion carried by roll call vote 4/0**
17
18

19 **CONSENT AGENDA**

20
21 **Northwood NH Consent Agenda for June 29, 2021**
22

23 Accounts Payable Manifest dated June 23, 2021:

24 Batch # 17676 for \$451,269.34

25 Payroll Manifest dated June 30, 2021:

26 Batch # 17683 for \$81,846.16
27

28 Treasurer’s Report – May
29

30 Administrative Abatements

31 The Detrude Family Revocable Trust

32 Harry Graves

33 One Sky Community Services
34

35 Property Tax Exemptions: Approve or Deny per Assessor’s Recommendations

36 Blind Exemption – Ronald Lamontagne

37 Veteran Exemption – Brian Quinn

38 Veteran Exemption – Steven Sessoms
39

40 Other

41 Yield Tax – Jeffrey Eames

42 Intent to Cut – Brenda Gaski
43

44 **Motion: “To approve the consent agenda dated June 29, 2021”**

45 **Motion: T. Colby**

46 **Second: B. Boudreau**
47

48 **Motion carried by roll call vote 4/0**
49
50

51 **Lakes Region Public Access Membership Presentation**

52 Grace McNamara from Lakes Region Public Access Television presented to the Board
53 information that would answer any questions that the Board might have regarding
54 membership benefits, ratings, etc. Grace mentioned that this organization is based out

1 of Laconia, NH and that she was at the Town Offices of Northwood in 2019 helping
2 establish the equipment to be used for the Town of Northwood's livestreaming services.
3 Select Board Member Jim Guzofski inquired where the amount of \$7 per person comes
4 from and Grace mentioned the amount is derived from the Board of Directors who
5 configure these amounts annually. When Grace had started working with Lakes
6 Region Public Access Television the amount for a subscription was approximately
7 \$5.50, however, due to a decrease in subscriptions the amount has increased to \$7 as
8 it currently stands. Jim Guzofski also asked if it was possible to know how many
9 viewers there were who watch this service and Grace commented that unfortunately
10 Lakes Region Public Access Television does not keep record of this since they are
11 known as a provider and not as a network. Chairman Hal Kreider described to the
12 public how Grace has assisted the Town of Northwood with two fixed units along with
13 a mobile unit to access the livestreaming service. This has assisted the public to view
14 the meetings more frequently as they had been mailed in to the station for Grace to
15 program onto Channel 26 in the past, causing upwards of a five-week delay for the
16 meeting to be broadcasted. She further explained that all she has to do currently is
17 make sure the meeting is titled correctly once it is finished recording in the Conference
18 Hall and then programs it for Channel 26 shortly thereafter. Grace also stated that if it
19 was preferred, the viewers can go onto lrpa.org to watch these meetings on demand
20 and can download them as well. Lastly, Grace made the Board aware that the
21 membership that the Town has with Lakes Region Public Access Television renews on
22 July 1 yearly and if any changes are necessary to inform her to begin the process to
23 make those changes.
24
25

26 **Police Department Staffing**

27 Police Chief Glen Drolet reported to the Board that the Police Department will be
28 understaffed in the coming weeks. Currently, Chief Drolet stated that there will
29 effectively be two open full-time positions and one part-time position to fill. This is due
30 to an officer who is resigning/retiring after 30 years of service and another officer who
31 will be going overseas to fulfill his Military orders until May of 2022. Chief Drolet
32 mentioned that the hiring process has been slow and arduous at times, but is
33 concerned for the officer who will be going overseas since the Police Department will
34 have to hold his position until he has finished his deployment. Regarding this, Chief
35 Drolet proposed the hiring for the deployed officer's full-time position and when the
36 deployed officer returns, he will be absorbed into the department as the 8th full-time
37 position. Chief Drolet stated that adding this new position to the Police Department
38 will be the first time since 2010, however, he did propose this idea in 2016, to which
39 the Board denied, and hopes that the Board will reconsider. This new position is
40 primarily to assist with service calls as an entry level position. Chief Drolet also
41 mentioned that the yearly number of calls that the Police Department has responded
42 to in 2010 was approximately 6,600 calls, however this past year alone they have
43 responded to over 11,000 calls of service. After some discussion, the Board came to a
44 consensus for the Police Department to move forward with their hiring plans and to
45 work with Mr. Johnson and Finance Director Cheryl Eastman on this matter regarding
46 the cost impact to the budget. The Board thanked the Chief and Police Commissioners
47 for bringing this matter to the Board for discussion.
48
49

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

51 Staffing Update

52 Mr. Johnson reported that Jared Shaheen has officially assumed the position of Code
53 Enforcement and Compliance Officer as he has met the requirements of his
54

1 conditional offer. The Interim Building Inspector Charlie Smart worked his final day on
2 June 17, 2021. Public Works Foreman Chris Brown and Jeff Call from the Highway
3 Department continue to operate the facility as the vacant Transfer Station Supervisor
4 position is still open. Mr. Johnson has confirmed that one regular part time staff
5 member is returning to the Transfer Station on June 28, 2021. Additionally, the Rec
6 Director has a hiring request for a summer beach attendant candidate as well as Mr.
7 Johnson presenting some potential Transfer Station part-time candidate's to be
8 discussed in non-public session. Mr. Johnson also mentioned that full-time firefighter
9 Nick Cary was injured in the building fire on June 24, 2021. Nick Cary is recovering
10 and is expected to return to duty next week.

11
12 American Rescue Plan Update

13 Mr. Johnson is still learning more information about how to use the funding when it
14 arrives and the reporting requirements if the funds are requested by the Town. Mr.
15 Johnson reported that the Town of Northwood is now able to request the funding
16 through the State by application and plans to have more details to present regarding
17 the funds at the July 27, 2021 meeting.

18
19 Building Repairs and Painting

20 Mr. Johnson reported that the building repairs continue at the Town Offices section of
21 the Town Hall. The two decks and stairs have been removed and a new single deck
22 and stair set are under construction, along with the replacement of two exterior doors.
23 Work will continue on both buildings in the weeks to come. Mr. Johnson stated that
24 he is still seeking a painting contractor for the Community Center and the Chesley
25 Library and Public Works Foreman Chris Brown has been soliciting quotes for the
26 removal of 5 large dangerous trees on the Town Hall property.

27
28 Harvey Lake Dam

29 Mr. Johnson has requested quote from a local surveyor to assist in determining the
30 ownership of the dam and dam property.

31
32 Sale of Tax Deeded Property

33 Mr. Johnson has requested a quote from a local surveyor to assist in separating the
34 Upper and Lower Camp Roads from other Town property along with the Harvey Lake
35 Dam work.

36
37 Request for Proposals

38 Mr. Johnson reported that a Request for Proposal has been issued for the road
39 reclamation and paving for Bigelow Road and Harmony Road and a portion of Bow
40 Street. Bids are due on July 9, 2021.

41
42 New Financial Software

43 Mr. Johnson and Finance Director Cheryl Eastman met with a representative from the
44 preferred software company to finalize their proposal before bringing a
45 recommendation to the Board on July 13, 2021.

46
47 Electronic Signatures

48 Mr. Johnson presented a legal opinion from NHMA legal counsel regarding the use of
49 electronic signatures for documents the Board must sign. With the state of emergency
50 ending, electronic signatures are no longer acceptable as the State Legislature has yet
51 to authorize this method.

1 Status of Policy Review

2 Mr. Johnson continues to review the existing standing Town polices to see if they are
3 still appropriate or need updating. Mr. Johnson and Finance Director Cheryl Eastman
4 have reviewed more than half and will continue to bring forward to the Board the
5 policies needing to be addressed immediately. Mr. Johnson will begin providing copies
6 of a few policies to the Board at regular meeting beginning in July so the process can
7 be completed before the end of the year. Mr. Johnson will be forwarding a copy of the
8 current personnel policy to an HR consultant for a pre-attorney review and comments
9 that will speed up the process and save money.

10
11 2020 Fiscal Year Audit

12 Mr. Johnson reported that the draft audit report for FY2020 is being reviewed along
13 with the DRA MS 535 by Finance Director Cheryl Eastman. The final version should
14 be available for Board review prior to the next Board meeting on July 13, 2021.

15
16 Lakes Region Cable TV Franchise Agreement Renewal Consortium

17 Mr. Johnson reported that the Consortium met last week and presented a summary of
18 the process from the group's legal Counsel to the Board. Mr. Johnson mentioned that
19 the Town of Northfield is interested in joining the group and this requires a vote of the
20 Board to allow them to join. After some discussion, the Board made a motion.

21
22 **Motion: The Board of Selectmen does hereby approve the admission of the Town**
23 **of Northfield to the Consortium of the Municipalities of Alton, Belmont,**
24 **Deerfield, Franklin, Gilford, Gilmanton, Laconia, New Durham and Northwood as**
25 **a Member Municipality, pursuant to the Intermunicipal Agreement signed by the**
26 **current Member Municipalities, subject to the Town of Northfield executing:**

27 **1. The Intermunicipal Agreement, and**

28 **2. An engagement letter with DTC Lawyers, counsel to the Consortium**

29 **Motion: B. Boudreau**

30 **Second: J. Guzofski**

31
32 **Motion carried by roll call vote 4/0**

33
34 Purchase Order Request

35 Public Works Foreman Chris Brown presented to the Board a purchase order for
36 \$3,600 to allow him to lease an excavator over a three-week period to work on
37 Harmony Road, Bigelow Road and half of Bow Street for culvert and ditching work.

38
39 **Motion: To approve the \$3,600 rental of an excavator for the culvert and**
40 **ditching work associated with the paving for Harmony Road, Bigelow Road and**
41 **half of Bow Street.**

42 **Motion: J. Guzofski**

43 **Second: T. Colby**

44
45 **Motion carried by roll call vote 4/0**

46
47 Road Analysis

48 Mr. Johnson received an email confirming a meeting will be held on or around July
49 20, 2021 to discuss to discuss the plan for updating the road surface management
50 plan depending on Public Works Foreman Chris Brown and Bob Strobel's availability.

51
52 Addressing Transfer Station Holiday

53 Public Works Foreman Chris Brown made the Board aware of the public's concerns
54 and questions on why the Transfer Station would be open on Independence Day and

1 not open on July 5, 2021 which is the following day that the holiday is observed. Both
2 Chris Brown and Mr. Johnson recommended to close the Transfer Station for both
3 days and to allow the prior Saturday and following Wednesday to have extended hours
4 to compensate for closing on the holiday. After some discussion, the Board made a
5 motion.

6
7 **Motion: To close the Transfer Station on Sunday July 4, 2021 and Monday July**
8 **5, 2021 in observance with Independence Day and to adjust the Transfer Station**
9 **hours on Saturday July 3, 2021 to 8:00 AM – 4:00 PM and Wednesday July 7,**
10 **2021 to 11:00 AM – 7:00 PM.**

11 **Motion: T. Colby**

12 **Second: J. Guzofski**

13
14 **Motion carried by roll call vote 4/0**

15
16 Upcoming Meetings Schedule

17 Mr. Johnson mentioned that the next upcoming meetings will be held on June 29,
18 2021, July 13, 2021 and July 27, 2021.

19
20
21 **OLD BUSINESS**

22
23 2021-2022 Lakes Region Public Access Municipal Agreement

24 Chairman Hal Kreider started the conversation asking the Board if there was any
25 further discussion necessary after reviewing Mr. Johnson's report and the
26 presentation done by Grace McNamara. Since all Board members were in agreement
27 that no further discussion was needed, Hal Kreider asked for a motion of the Board.

28
29 **Motion: To enter into this agreement as proposed and authorize Mr. Johnson to**
30 **sign any documents necessary in place of the Board.**

31 **Motion: T. Colby**

32 **Second: B. Boudreau**

33 **Discussion: The Board discussed utilizing the mobile unit to livestream multiple**
34 **events that will be happening in the future.**

35
36 **Motion carried by roll call vote 3/1 (Mr. Guzofski dissenting)**

37
38
39 **NEW BUSINESS**

40
41 Loon Estates Coop Request for CDB Grant for Infrastructure Improvements

42 Mr. Johnson asked to table this topic for the next Board meeting on July 13, 2021 as
43 he has not received a written request letter yet and expects to have it before this next
44 meeting.

45
46 Review First List of Tax Deeded Property for Sale

47 Chairman Hal Kreider started the conversation by asking Mr. Johnson how the Board
48 should view the list of tax deeded properties that will be going up for sale. Mr.
49 Johnson stated that this list was just for the Board to review and discuss as to which
50 properties will be sold and which may be retained for Town use. Mr. Johnson
51 continued to state that this list was incomplete as some of the properties, such as the
52 ones located in the Lucas Pond area, that will need more clarification from a
53 contracted surveyor and Town Counsel when necessary. The Board discussed a
54 number of properties to better prepare for the sale. Mr. Johnson asked the Board

1 members to send their comments regarding the properties they felt should be retained
2 to him before July 9, 2021 and plans to discuss this more in the non-public session to
3 prepare for the sale of the properties at the next Board meeting on July 13, 2021.
4

5 2021 & 2022 Roadside Mowing Proposals

6 Mr. Johnson presented to the Board three proposals regarding the roadside mowing
7 for 2021 and 2022; First there was Summit Contracting & Property who proposed
8 \$5,500 for both 2021 and 2022, second was Talco Enterprises who proposed \$5,800
9 for 2021 and \$6,000 for 2022, and lastly there was Seawall enterprises who proposed
10 \$7,500 for 2021 and \$8,000 for 2022. Public Works Foreman Chris Brown was
11 familiar with Talco Enterprises and Seawall Enterprises, however, after calling the
12 references for Summit Contracting & Property, he was satisfied with the quality of
13 work that they have provided for customers in the past and recommended them for
14 the Board's consideration. After some discussion, the Board made a motion.
15

16 **Motion: To accept the bid from Summit Contracting & Property for \$5,500 for**
17 **2021 and \$5,500 for 2022.**

18 **Motion: B. Boudreau**

19 **Second: J. Guzofski**
20

21 **Motion carried by roll call vote 4/0**
22

23 Citizen's Request

24 Mr. Johnson presented a request from Deborah Ward, asking the Board to not speak
25 the first names of those outside of the Board of Selectmen, as well as to use the full
26 names and position titles for the employees at the meeting to further prevent any
27 confusion for those watching at home. After some discussion, the Board came to a
28 consensus to begin making these changes in order to help clarify for those who are not
29 at the meeting.
30

31 **TASK MANAGER**

32 Select Board Member Tim Colby inquired about the removal of the telephone pole and
33 address the drainage at the end of Bow Street to complete the necessary paving and
34 Mr. Johnson stated that it might take an act of congress to have the pole removed due
35 to the lack of effort typically by the phone company. Select Board Members Beth
36 Boudreau and Jim Guzofski asked about the conditions of the boat ramps and Mr.
37 Johnson stated that the town engineer has looked at the Harvey Lake launch area
38 with Public Works Foreman Chris Brown and mentioned that once the backhoe is
39 fixed some rough grading can be done to help stabilize the slope. Mr. Johnson plans to
40 address any paving in that area in times to come. Beth Boudreau also asked on the
41 conditions of the Center School and Mr. Johnson mentioned that Recreation Director
42 Scott Blewitt has not begun the process to clean the building as he has been working
43 on the playground build currently. The Building Inspector and the Fire Chief intend to
44 look at the building to see if any additional items need to be addressed for safety
45 purposes.
46
47
48

49 **BOARD COMMITTEE REPORTS**
50

51 Planning Board

52 Chairman Hal Kreider reported that the application for the Aroma Joe's case has been
53 denied by the Planning Board due to the large amount of traffic that this will add to
54 the Route 4 and Bow Lake Road intersection. Hal Kreider expects that this case will go

1 for an appeal to the Zoning Board, or to the Superior Court. Hal Kreider mentioned
2 that if this does go to the Superior Court then there will be some legal cost associated
3 with the process yet to be determined that will be discussed when necessary.
4

5 Recreation

6 Chairman Hal Kreider reported in place of Select Board Member Matt Frye that the
7 playground build went exceptionally well and was amazed at how well the community
8 came together to complete this project. Hal Kreider stated that if anyone would like to
9 help this project further, there will be mulch and fencing that will be coming in the
10 near future.
11

12
13 **Board of Selectmen Organization**

14 Select Board Member Jim Guzofski stated that he will take up the Alternate to the
15 Planning Board since that position had yet to be filled.
16

17
18 **NON-PUBLIC SESSION**

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

20 **Motion: B. Boudreau**

21 **Second: J. Guzofski**

22 **Motion carried by roll call vote 4/0**
23

24 ***The Select Board Member entered non-public at 8:31 PM.***
25

26
27 **Public Session Reconvened at 9:13 PM**
28

29
30 **Motion: To exit non-public.**

31 **Motion: B. Boudreau**

32 **Second: T. Colby**

33 **Motion carried by roll call vote 4/0**
34

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

38 **Motion: T. Colby**

39 **Second: B. Boudreau**

40 **Motion carried by Roll Call Vote 4/0**
41

42 **Motion: "To adjourn at 9:15 PM"**

43 **Motion: B. Boudreau**

44 **Second: J. Guzofski**
45

46 **Motion carried by Roll Call Vote 4/0**
47

48
49 ***Respectfully Submitted***

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