



**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 13, 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, Deputy Financial Specialist Paul Allard, Public Works Foreman Chris Brown, Fire Chief Mark Tetreault

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

Citizen's Forum

Norm Royce, acting President of the Northwood Lake Watershed Association, wanted to thank the Board for the Warrant Article that is assisting the association with the milfoil control work that is underway at the Northwood Lake. Norm has distributed brochures around to the locals in Town as well as to the Board to give a better understanding as to what the association is trying to accomplish. Norm also wanted to thank the Board for the use of the Town Hall for their upcoming meeting on August 17, 2021 at 9:00 AM and invited the Board to join as it will be a publicly held meeting.

Minutes

Motion: "To approve the minutes of June 29, 2021, as written."

Motion: T. Colby

Second: B. Boudreau

Discussion: Chairman Hal Kreider wanted to thank Deputy Financial Specialist Paul Allard for being able to capture the essence of the meeting within the minutes without being too verbose.

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

1 **CONSENT AGENDA**

2
3 **Northwood NH Consent Agenda for July 13, 2021**

4
5 Accounts Payable Manifest dated June 30, 2021:
6 Batch # 17704 for \$152,833.93

7
8 Payroll Manifest dated July 14, 2021:
9 Batch # 17705 for \$77,025.05

10
11 **Motion: “To approve the consent agenda dated July 13, 2021”**

12 **Motion: M. Frye**

13 **Second: B. Boudreau**

14 **Discussion: Chairman Hal Kreider asked for clarity if the abatement comes out of**
15 **the overlay instead of the budget and Mr. Johnson was able to confirm this as it**
16 **isn’t a budget impacted item but is still paid out of the Town account.**
17 **Additionally, Hal Kreider asked if the engineering portion will be paid out of the**
18 **reserve fund and Mr. Johnson stated for clarity that the state will reimburse a**
19 **portion of these funds and the remaining total will be paid out of the reserve fund**
20 **for the red listed bridges.**

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

23
24
25 **Loon Estates Coop CDB Grant Request**

26 Mike Trudell, President of Loon Estates Cooperative, and Attorney Glen Raiche,
27 representative of Loon Estates Cooperative, presented their case to the Board
28 regarding their CDB Grant request. Attorney Joseph Driscoll of Mitchell Municipal
29 Group was also present representing the Town. Attorney Rachie explained to the
30 Board that there are currently three mortgage loans on the Coop property; The first is
31 owned by TD Bank, the second is owned by the Community Loan Fund and the third
32 is owned by the Town of Northwood in the form of a CDGB mortgage guarantee. He
33 went on to explain how the Community Loan Fund operates, describing how they are a
34 non-profit company that fund mobile home parks and mentioned that Loon Estates
35 Cooperative functions in a similar manner. While describing how the loans themselves
36 operate, Attorney Rachie stated that this money was derived from either state or
37 federal funds that was given through the Town of Northwood and were not funds that
38 were directly given from the Town itself. In order to alleviate any confusion, Attorney
39 Driscoll, explained that what Mike Trudell and Attorney Rachie are asking of the
40 Board is if they are willing to subordinate the Town’s current mortgage for both the
41 new TD Bank refinance loan and from the Community Loan Fund. He also noted that
42 the Town is currently in third position behind TD Bank and the CLF, as a result of a
43 subordination agreement made back in 2013, so the Town’s position will not change if
44 the Town agrees to this request. After further discussion, the Board agreed to take a
45 fifteen-minute recess to discuss their options with Attorney Driscoll in a non-meeting
46 session at 6:45 PM. Chairman Hal Kreider resumed the meeting at 7:02 PM and asked
47 that the following documentation will be needed from the Coop in order to continue
48 with the consideration of this request, including the current financial statements of
49 the Coop to assess the financial “health” of the Coop and the latest assessment of the
50 low to moderate income status of the membership. Attorney Driscoll recommended to
51 the Board members they table this topic for discussion at the next meeting after
52 reviewing the information requested.

1 **Financial Software Replacement Update**

2 Mr. Johnson asked to table this topic for the July 27, 2021 meeting as Finance
3 Director Cheryl Eastman was unable to attend the meeting.
4
5

6 **Road Reclamation and Paving Bid Results**

7 Mr. Johnson reported there were a total of five proposals that were submitted for
8 Bigelow Road, Bow Street and Harmony Road, and they are listed as follows; Wolcott
9 Construction's proposal for \$308,945.00, R&D Paving Inc.'s proposal for \$337,442.50,
10 Brox Industries proposal for \$342,021.25, Advanced Excavating and Paving's proposal
11 for \$439,694.00 which unfortunately did not incorporate the addendum that was
12 made, and Pike Industries proposal for \$349,500.00. Mr. Johnson mentioned that
13 each road was bid on separately in the unlikely event that one or more roads listed
14 couldn't be completed due to funding limitations. Additionally, Mr. Johnson contacted
15 the references given by Wolcott Construction, including the City of Laconia, the Town
16 of Gilford and the Town of Belmont and all spoke favorably towards this company. Tim
17 Colby commented that the Town did not have a favorable experience with Wolcott
18 Construction a few years back on Jenness Pond Road and both he and Public Works
19 Foreman Chris Brown, who he talked with prior to the meeting, recommend using
20 R&D Paving as their work in recent years for the Town has been excellent. Other
21 Board members also recall some issues with the Wolcott job, as well. After some
22 discussion, the Board made a motion.
23

24 **Motion: To accept the bid from R&D Paving Inc. for \$337,442.50 to do the total**
25 **job and not to exceed the limits transcribed on the proposal for Bigelow Road,**
26 **Bow Street and Harmony Road in the Town of Northwood.**

27 **Motion: T. Colby**

28 **Second: M. Frye**

29 **Discussion: Select Board Member Jim Guzofski asked how this will be funded and**
30 **Chairman Hal Kreider stated that this will primarily be funded through the 2021**
31 **Warrant article appropriation of \$150,000, the operating budget and a small**
32 **amount from the new reserve fund, if necessary. Additionally, Select Board**
33 **Member Matt Frye asked if the language that was put into effect regarding the use**
34 **of funds for road paving will adversely affect these three roads specifically and Mr.**
35 **Johnson stated for clarity that there should be no issue to move forward with this**
36 **project as is.**
37

38 **Motion carried by roll call vote 4/1 (Mr. Guzofski dissenting)**
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40

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

42
43 Staffing Update

44 Mr. Johnson reported that full-time firefighter Nick Cary who was injured in the
45 building fire on June 24, 2021 has returned to full duty as of July 12, 2021. Mr.
46 Johnson is still seeking applicants for the Transfer Station and hopes for the return of
47 a part-time employee currently out on leave in the near future.
48

49 American Rescue Plan Update

50 Mr. Johnson reported that the Town of Northwood is now able to request the
51 necessary funding through the State by application and plans to have a more details
52 to present regarding the funds at the July 27, 2021 meeting.
53
54

1 Building Repairs and Painting

2 Mr. Johnson is still seeking a painting contractor for the Community Center and the
3 Chesley Library. Mr. Johnson has received quotes for the removal of 5 large and
4 potentially dangerous trees on the Town Hall property. The tree removal will be
5 scheduled with Arborcare Tree Service.

6
7 Second Quarter Budget Review

8 Mr. Johnson mentioned that Finance Director Cheryl Eastman will be presenting the
9 second quarter financial reports on July 27, 2021.

10
11 2020 Fiscal Year Audit

12 Mr. Johnson reported that the draft audit report for the 2020 Fiscal Year has been
13 finalized pending the legal status letter from the Michell Group. Mr. Johnson expects
14 that the final version will be available for Board review later this week.

15
16 Harvey Lake Dam Update

17 Mr. Johnson reported that research regarding the ownership of the dam is moving
18 forward. Mr. Johnson is expecting a quote from a local surveyor who has begun some
19 preliminary research of the dam property and does not expect this quote to exceed
20 \$1,500. This work is currently pending and is scheduled for August.

21
22 Town Website Update

23 Mr. Johnson and Carol Manter have reviewed three template options for a new Town
24 website earlier last week and expect a beta site to be developed so an offline version
25 can be reviewed and commented on. A link for this beta website will be provided for
26 the Board and staff to review within the upcoming weeks.

27
28 Personnel Policy Handbook

29 Mr. Johnson mentioned that the current Personnel Policy Handbook is being reviewed
30 by an HR consultant for updates and compliance with the current DOL regulations
31 before being sent to the Town's labor attorney for review. Mr. Johnson and Finance
32 Director Cheryl Eastman are reviewing this policy as well and hope to have a revised
33 draft available for Board review before the first meeting held in August of 2021.

34
35 RT4 and Bow St. Drainage Issue

36 Mr. Johnson reported that the DOT District engineer has reviewed the site and will be
37 scheduling a meeting to discuss options for working together to address the issue in
38 the upcoming weeks.

39
40 Property and Liability Insurance

41 Primex announced a "Premium Holiday" resulting in a \$11,112 credit to the Town of
42 Northwood's 2021/22 Property and Liability Premium. These credits are a result of
43 better pool performance than estimated loss claims and other factors.

44
45 Upcoming Meetings Schedule

46 Mr. Johnson mentioned that the next upcoming meetings will be held on July 27,
47 2021, August 10, 2021 and August 24, 2021.

48
49
50 **OLD BUSINESS**

51
52 Town Property Sale Update

53 Mr. Johnson reported that he and Carol Manter has been working on a spreadsheet to
54 display all of the necessary information related to the Town properties that are

1 intended to be sold. Chairman Hal Kreider continued to state to the Board that what
2 they have seen is only a condensed version as the spreadsheet is much more in depth
3 with detail. Mr. Johnson passed around an updated version of the spreadsheet with
4 additional information and comments. Mr. Johnson reported he has already been in
5 contact with some auction companies including NH Tax Deeded Property Auctions,
6 which operates through an attorney who will assist with the legal duties of the sale.
7 After some discussion, the Board came to a consensus to give any comments to Mr.
8 Johnson regarding any of the properties on the list that the Board should consider
9 retaining and to begin preparing the final list for the sale.

10
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12 **NEW BUSINESS**

13
14 Alternate Appointment to SMPO Transportation Technical Advisory Committee

15 Mr. Johnson reported that the current appointee for the Strafford Metropolitan
16 Planning Organization (SMPO) Transportation Technical Advisory Committee is
17 Victoria Parmele and asked the Board how best to go about finding an alternate for
18 this committee. After some discussion, the Board came to a consensus to post this
19 vacancy on the Town website and Facebook page to see if any citizen of the Town
20 would be willing to fill this alternate position.

21
22 Review of Existing Policies

23 As the Board has requested, Mr. Johnson presented to the Board the Appointment to
24 Boards and Committees Policy and the Policy for expending from the Recreation
25 Revolving Fund to discuss necessary changes to create a more updated policy. After
26 some discussion, the Board came to a consensus to begin drafting more appropriate
27 policy for the Appointments to Boards and Committees and to include a simple
28 application of interest form the Board can refer to as positions become open. The
29 Board may also consider interviewing interested candidates to help determine if the
30 individuals are a good fit for a particular committee or Board. The Board agreed by
31 consensus that the expenditure guidelines in the Purchasing Policy should be the
32 same for expenditures in the Recreation Revolving Fund. Following this, Fire Chief
33 Mark Tetreault presented to the Board a revised version of the Ambulance Billing
34 Procedure that he has put together to be more up to date. Mr. Johnson also
35 commented that this policy has been reviewed and approved by Finance Director
36 Cheryl Eastman. After some discussion, the Board made a motion.

37
38 **Motion: To accept the Ambulance Billing Procedure, as written.**

39 **Motion: T. Colby**

40 **Second: M. Frye**

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

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45 **TASK MANAGER**

46 Select Board Member Tim Colby inquired if Recreation Director Scott Blewitt has
47 begun utilizing the Center School and Mr. Johnson mentioned that the Recreation
48 Director has not begun the process to clean the building as he has been working on
49 the playground build, as well as maintaining the Town beaches and creating new
50 programs for the Town. In light of this topic, Select Board Member Beth Boudreau
51 commented that there are a number of vehicles that are attending the beaches without
52 a dump sticker, which also grants the local Townspeople the ability to use the Town
53 beaches. Mr. Johnson took note of this and intends to inform the Recreation Director
54 on this matter.

1 **BOARD COMMITTEE REPORTS**

2
3 Recreation

4 Select Board Member Matt Frye reported that the playground is nearing its completion
5 and mentioned that the remaining items to complete is the disbursement of the
6 woodchips and the installation of the four-foot-tall coated chain-link fencing that is
7 going around the perimeter of the playground. Matt Frye wanted to extend his
8 gratitude for all the assistance that the community has given and mentioned that the
9 Friends of Northwood are going to order signage to commemorate the communities
10 help. Matt Frye also commented that the Recreation Director is looking for any ideas
11 regarding activities or programs to be held for the Town and mentioned to contact
12 Recreation Commission or the Recreation Director directly on this matter.
13

14 Planning Board

15 Chairman Hal Kreider reported that the Planning Board recognized Bob Strobel for his
16 twelve years of service and mentioned that Planning Board Member Tim Janderbeur
17 spoke highly of how well Bob Strobel has run the meetings. Hal Kreider commented
18 that the Board should look to his example when handling themselves at meetings.
19

20 Committee Questions

21 Select Board Member Beth Boudreau addressed to the Board if there was a need for
22 certain committees to continue to meet. An example was given of the Highway
23 Committee not receiving the recent Road Paving bids to weigh in and give their input
24 before the Board moves forward with a decision. As a result of this, the Highway
25 Committee has not been meeting on a regular basis and Beth Boudreau asked if it was
26 necessary to have the committee disband. Mr. Johnson stated that this will be
27 addressed during the Committee Day that will take place later in the year so as to
28 better understand the utility of each committee and create the proper guidelines that
29 will address this matter.
30
31

32 **NON-PUBLIC SESSION**

33 **Motion: To enter non-public at 8:36 PM under RSA 91-A:3, II (a)**

34 **Motion: M. Frye**

35 **Second: T. Colby**

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

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39 ***The Select Board Member entered non-public at 8:37 PM.***

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41
42 **Public Session Reconvened at 9:13 PM**

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44
45 **Motion: To exit non-public.**

46 **Motion: M. Frye**

47 **Second: B. Boudreau**

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

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

54 **Motion: M. Frye**

1 **Second: B. Boudreau**

2 **Discussion: Chairman Hal Kreider revealed that the Board voted on a Fire**
3 **Department wage scaling correction as many employees have not been paid**
4 **correctly due to adjustments for rank, certification, etc. Hal Kreider explained**
5 **that this will cost approximately \$4,700 annually, however, since the year is half**
6 **over the current cost will be approximately \$2,350. The Board vote for this**
7 **motion was 5/0.**

8
9 **Motion carried by Roll Call Vote 5/0**

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

12 **Motion: B. Boudreau**
13 **Second: M. Frye**

14
15 **Motion carried by Roll Call Vote 5/0**

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17
18 ***Respectfully Submitted***
19 ***Paul Allard, Deputy Financial Specialist/BOS Admin Assistant***