



**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 27, 2021**

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

ABSENT: Select Board Member Beth Boudreau

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

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

Minutes

Motion: “To approve the minutes of July 13, 2021, as amended.”

Motion: T. Colby

Second: M. Frye

Discussion: Select Board Member Tim Colby commented on page 3, line 18 should read “Lucas Pond” instead of “Jeness Pond”. Select Board Member Matt Frye commented on page 1, line 44 should include himself as the one who abstained in the vote. Chairman Hal Kreider commented on page 2, lines 46-47 to have the discussion read more clearly that more documentation was needed and on page 6, line 18 to read “Bob Strobel’s example” instead of “his example”.

Motion carried by roll call vote 4/0

CONSENT AGENDA

Northwood NH Consent Agenda for July 13, 2021

Accounts Payable Manifest dated July 21, 2021:
Batch # 17723 for \$911,233.44

Payroll Manifest dated July 28, 2021:
Batch # 17740 for \$80,484.71

- 1 Property Tax Exemptions: Approve or Deny per Assessor's Recommendations
- 2 Veteran Tax Exemption – William Fowler
- 3 Veteran Tax Exemption – Stephen Keenan
- 4 Veteran Tax Exemption – Michael Soter

- 5
- 6 Other
- 7 Intent to Cut – Charles Moreno (207-38, 207-39)
- 8 Land Use Change Tax – Sarah Barnum
- 9 Land Use Change Tax – Stephen Soucy
- 10 Yield Tax – Anthony Pasquale
- 11 Yield Tax – Johnson-Bodelson Revoc. Survivor's Trust
- 12 Unlicensed Dog Warrant

13

14 **Motion: “To approve the consent agenda dated July 13, 2021 as amended”**

15 **Motion: M. Frye**

16 **Second: J. Guzofski**

17 **Discussion: The Board came to a consensus that the solar exemption should be**
18 **included on the Consent Agenda for Michael Soter as it was not previously listed.**
19 **Select Board Member Matt Frye wanted to state for clarity that these rules and**
20 **regulations pertaining to unlicensed dogs are not being created by the Board and**
21 **advised that all inquiries related to this topic be directed to the local State**
22 **Representative.**

23

24 **Motion carried by roll call vote 4/0**

25

26

27 **Second Quarter Financial Report**

28 Finance Director Cheryl Eastman reviewed the Second Quarter Finance Report with
29 the Board. Some of the items highlighted were as follows; The revenue that the Town
30 has received through June 30, 2021 are up \$183,436 over the same time period as
31 last year which has increased by 28.41%, the actual revenue when compared to the
32 estimated revenue is currently at 48.25%, the expenditure report is currently at an
33 overall balance of 55.9% of the budget as of June 30, 2021, and the cash flow
34 projections remain slightly higher than the historical actuals. Cheryl did mention that
35 the actual revenue has yet to reach the estimated marker that was projected, however,
36 she did mention that the Town will be receiving its largest amount of revenue in
37 December from the meals and rooms tax which will increase the actual revenue
38 beyond the estimated revenue. Chairman Hal Kreider asked if any of the road work
39 has been encumbered in the financial report and Cheryl commented that she has not
40 officially encumbered for this, however she has reported it on her projected expenses
41 report. Mr. Johnson added that this encumbrance will be done as soon as the Town
42 has a contract regarding this matter.

43

44

45 **Financial Software Replacement Update**

46 Finance Director Cheryl Eastman has contacted four separate companies regarding
47 each of their financial software that could be used for the Town of Northwood. After
48 extensive research and contacting other municipalities who use these programs,
49 Cheryl recommended to the Board to move forward with Municipal Technology
50 Systems, a division of Municipal Resources Inc. (MRI). Cheryl continued to mention
51 that she has received good reviews of this software, describing to the Board that the
52 software can be managed through the Cloud in the office or from home and that the
53 reports are much more defined than that of the other software that were reviewed. Mr.
54 Johnson noted the initial payment of \$20,000 will be paid from the new IT expendable

1 trust fund and the remaining will be included in the annual fee. After some
2 discussion, the Board made a motion.

3
4
5 **Motion: To approve the recommendation for Municipal Technology Systems**
6 **(MRI) and to authorize the expenditure for their financial software as presented**
7 **in the software comparison chart prepared by Finance Director Cheryl Eastman.**

8 **Motion: T. Colby**

9 **Second: M. Frye**

10
11 **Motion carried by roll call vote 4/0**

12
13
14 **TA Reports/Items for Board action**

15
16 Staffing Update

17 Mr. Johnson reported that one applicant has been interviewed for a part-time position
18 at the Transfer Station and will be discussed in the non-public session. Mr. Johnson
19 also mentioned that the Transfer Station is back to full staff, with the exception of the
20 open part-time position.

21
22 Building Repairs and Painting

23 Mr. Johnson is still seeking a painting contractor for the Community Center and the
24 Chesley Library.

25
26 2020 Fiscal Year Audit

27 Mr. Johnson reported that the draft audit report for the 2020 Fiscal Year has been
28 finalized and delivered as of July 27, 2021. Mr. Johnson presented this and a
29 management letter that was delivered with the audit report to the Board. Chairman
30 Hal Kreider asked if the letter would need a vote to be released to the public and Mr.
31 Johnson confirmed that it will need a vote since it was addressed to the Board
32 specifically. After some discussion, the Board made a motion.

33
34 **Motion: To release the Governance Letter related to the 2020 Audit Report for**
35 **the public.**

36 **Motion: J. Guzofski**

37 **Second: T. Colby**

38 **Discussion: Select Board Member Matt Frye asked what would be the downside to**
39 **releasing this letter and Mr. Johnson clarified that the letter is recommended for**
40 **the Board's use only since it does address some management items related to the**
41 **Town.**

42
43 **Motion carried by roll call vote 4/0**

44
45 Harvey Lake Dam Update

46 Mr. Johnson reported that an agreement with a surveyor has been executed to begin
47 research regarding the ownership of the dam. Mr. Johnson expects the cost not to
48 exceed \$1,500. This work is currently pending and is scheduled for August.

49
50 Town Website Update

51 Mr. Johnson reported that a link for a beta test website has been sent out to all of the
52 Board members, Department Heads and to staff members. Amongst the comments
53 that Mr. Johnson has received is that this test website is a major improvement that

1 still needs some additional work done to it. Mr. Johnson will send in all comments
2 that he has received to the web designer by the end of the week.

3
4 RT4 and Bow St. Drainage Issue

5 Mr. Johnson reported that he met with the DOT District engineer and mentioned that
6 the department is willing to work with the Town to help solve the problem but admits
7 it's could be challenging getting approval from DES for a closed drainage system that
8 would discharge directly into the brook east of the Monument business. The DOT
9 District engineer will contact Mr. Johnson once he has looked into the permitting
10 matter.

11
12 Roadside Mowing

13 Mr. Johnson reported that the Roadside mowing is scheduled for the third and fourth
14 week of August, weather permitting. Approximately 50% of the Town roads will be
15 done this year and the remaining areas will be done in 2022.

16
17 Assessing Update

18 Jeff Earls, the Town Assessor, reported that sales continue to be brisk and properties
19 are selling on average 25% above the new 2020 assessments. This estimate is based
20 on approximately 77 sales from October 1, 2020 to July 22, 2021. Mr. Johnson and
21 Jeff will continue to monitor the sales through September, which is the cut off for the
22 new state sales analysis. Mr. Johnson presented a letter from Jeff regarding the
23 Uniform Standards of Professional Appraisal Practice (USPAP) to the Board. A copy of
24 the report is in the Assessing Office for review by the Board and the public.

25
26 Road Surface Management Plan (RSMS)

27 Mr. Johnson, Public Works Foreman Chris Brown and Bob Strobel, a volunteer
28 consultant, met with representatives from the Strafford County Planning Regional
29 Commission to kick off the RSMS update process. The field observation work will
30 begin mid to late August and Mr. Johnson expects a preliminary draft of the plan in
31 early October.

32
33 Town Offices Water Damage

34 Mr. Johnson reported that due to heavy rain on July 17, 2021 water ran into the lower
35 level of the Town Office, damaging carpet, walls, and some stored boxes. The problem
36 appears to be the drainage system that is located at the lower entrance of the building.
37 Mr. Johnson mentioned that Servpro is managing the restoration on the offices and
38 Primex will cover the cost less our \$1000 deductible.

39
40 Upcoming Meetings Schedule

41 Mr. Johnson mentioned that the next upcoming meetings will be held on August 10,
42 2021 and August 24, 2021.

43
44
45 **OLD BUSINESS**

46
47 Loon Estates Coop CDB Grant Request

48 Chairman Hal Kreider started the discussion by thanking Mike Trudel, President of
49 Loon Estates Cooperative, and Attorney Glenn Raiche, representative of Loon Estates
50 Cooperative, for presenting the requested documents for the Board. Hal Kreider
51 continued by asking if the Cooperative would be amendable to a letter of
52 understanding that in the unlikely event of a default, the Cooperative would assist the
53 Town in recovering those funds. Glenn Raiche was able to confirm to the Board that
54 he believes that there is already something stipulated to that effect, however if there

1 isn't already a policy for this, he is confident that assisting the Town shouldn't be an
2 issue. After some discussion, the Board made a motion.

3
4 **Motion: To approve the Loon Estates Cooperative request and to allow Chairman**
5 **Hal Kreider to sign a subordination agreement for the existing CDBG mortgage lien**
6 **on the Cooperative's property on behalf of the Board, subject to the creation of a**
7 **document stating that Loon Estates Cooperative will assist the Town of**
8 **Northwood in the unlikely event of a default.**

9 **Motion: M. Frye**

10 **Second: T. Colby**

11
12 **Motion carried by roll call vote 4/0**

13
14 Town Property Sale Update

15 Mr. Johnson presented to the Board an updated list of properties to sell. This updated
16 list that was presented has a more refined detail showing which properties are ready
17 to be put up for sale and those that are still being researched. Mr. Johnson
18 recommended to the Board that they begin taking this newly created list of properties
19 to the appropriate abutters for sale which could be done by the Town or through an
20 auctioneer. After some discussion, the Board came to a consensus to have Mr.
21 Johnson gather the necessary information to finalize the list of properties to present to
22 the Auctioneer for the next Board meeting.

23
24
25 **NEW BUSINESS**

26
27 Alternate Public Meetings Participation Options

28 Mr. Johnson presented to the Board an option to incorporate into the Select Board
29 meetings for Board members who cannot attend a public meeting in person to attend
30 via Zoom. As it currently stands, there aren't many ways for an individual who is not
31 at the meeting physically to respond to what might be happening. Mr. Johnson also
32 stated that there is no policy in place regarding the Board if they so choose to attend
33 their meetings remotely due to a valid reason they might have. However, it was
34 mentioned that there needs to be a quorum in person at the meeting, to comply with
35 the State statutes. Deputy Financial Specialist Paul Allard has been working with
36 Land Use Specialist Susan Austin to try and configure these accommodations for the
37 public as well as the Board. After some discussion, the Board made a motion.

38
39 **Motion: To allow the remote participation of Board members with justifiable**
40 **reasoning.**

41 **Motion: M. Frye**

42 **Second: T. Colby**

43
44 **Motion carried by roll call vote 4/0**

45
46 American Recovery Plan Act Funding Update and Application Process

47 Mr. Johnson reported that the funds that the Town of Northwood is eligible for is
48 approximately \$451,270. Regarding this, Mr. Johnson mentioned to the Board that
49 they have to decide if they would like to apply for this particular funding, as a few
50 other Towns have opted out of that type of responsibility. If in fact the Board would
51 like to move forward with this application, the funds would be distributed evenly into
52 two separate payments; The first installment will be given during the remainder of
53 2021 and will be usable up until the end of the year 2024 and the second installment
54 will be given during the year 2022 and will be usable up until the end of the year

1 2026. Mr. Johnson commented that this will give the Board more flexibility over the
2 years to use these funds rather than try to use all of it in the year it was given. Mr.
3 Johnson also mentioned that determining how these funds can be used can be
4 developed over time as needed, which also allows the Board more flexibility towards
5 the utilization of these funds. After some discussion, the Board made a motion.
6

7 **Motion: To authorize Mr. Johnson to submit a request for funding through the**
8 **Local Fiscal Recovery Fund.**

9 **Motion: M. Frye**

10 **Second: J. Guzofski**

11
12 **Motion carried by roll call vote 4/0**
13
14
15

16 **NON-PUBLIC SESSION**

17 **Motion: To enter non-public at 7:41 PM under RSA 91-A:3, II (b)**

18 **Motion: T. Colby**

19 **Second: M. Frye**
20

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

23 ***The Select Board Member entered non-public at 7:42 PM.***
24
25

26 **Public Session Reconvened at 8:11 PM**
27
28

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

30 **Motion: M. Frye**

31 **Second: T. Colby**
32

33 **Motion carried by roll call vote 4/0**
34
35

36 **Discussion: Chairman Hal Kreider revealed that the Board voted on the hiring of**
37 **Haley Clark for the part-time position at the Transfer Station at Grade 2, Step 10**
38 **for \$13.03 per hour, contingent on the approval of all background checks.**
39
40

41 **Motion: "To adjourn at 8:15 PM"**

42 **Motion: M. Frye**

43 **Second: J. Guzofski**
44

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

48 ***Respectfully Submitted***

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