



**TOWN OF NORTHWOOD
BOARD OF SELECTMEN**

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

**Board of Selectmen Meeting Minutes
August 10, 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

Minutes

Motion: “To approve the minutes of July 27, 2021, as amended.”

Motion: M. Frye

Second: T. Colby

Discussion: Select Board Member Tim Colby commented on page 5, line 39 should read “Select Board members” instead of “Board members”.

Motion carried by roll call vote 4/0, 1 abstained (Ms. Boudreau dissenting)

Transfer Station Purchase Order for Paving

Public Works Foreman Chris Brown requested of the Board to approve a purchase order for up to \$18,000 to pave the gravel areas of the Transfer Station on the east side of the facility near the swap shop and appliance storage area. Mr. Johnson noted that they are waiting for a few more bids to be submitted, however a bid was received from Manchester Paving for \$17,800 and R&D Paving also submitted a bid for \$17,862. After some discussion, the Board made a motion.

Motion: To approve of a purchase order for \$18,000 for paving at the Transfer Station and to have it be funded from the Transfer Station Expendable Trust Fund.

Motion: M. Frye

Second: T. Colby

1 **Discussion: Select Board Member Tim Colby asked if there would be any further**
2 **approvals needed to be made from the Board regarding the contractor and it was**
3 **understood that Mr. Johnson and Chris Brown will discuss which contractor will**
4 **be best suited for the project, under the assumption the bids submitted will be**
5 **less than \$18,000.**

6
7 **Motion carried by roll call vote 5/0**
8
9

10 **Transfer Station Purchase Order for Waste Oil Heater**

11 Public Works Foreman Chris Brown requested of the Board to approve of a purchase
12 order for up to \$14,000 to obtain a waste oil heater for the Transfer Station, which will
13 be installed in the DPW garage. Mr. Johnson added that it would be best to get a 500-
14 gallon tank for this equipment as it would be better suited than what was originally
15 priced for. The purchase of this larger tank will also include its own compressor which
16 would alleviate the need to run unnecessary air lines to the less expensive model. After
17 some discussion, the Board made a motion.
18

19 **Motion: To approve of a purchase order for upwards of \$15,000 for the purchase**
20 **of a waste oil heater for the Transfer Station and to have it be funded from the**
21 **Transfer Station Expendable Trust Fund.**

22 **Motion: T. Colby**

23 **Second: M. Frye**
24

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

28 **CONSENT AGENDA**
29

30 **Northwood NH Consent Agenda for August 10, 2021**
31

32 Accounts Payable Manifest dated August 4, 2021:

33 Batch # 17779 for \$154,829.73
34

35 Payroll Manifest dated August 11, 2021:

36 Batch # 17802 for \$77,886.90
37

38 Other

39 Intent to Cut – Jeffrey Eames

40 Land Use Tax Change – Casey Purington

41 Proration Application – Daniel McNally
42

43 **Motion: “To approve the consent agenda dated August 10, 2021”**

44 **Motion: T. Colby**

45 **Second: M. Frye**
46

47 **Motion carried by roll call vote 5/0**
48
49

50 **TA Reports/Items for Board action**
51

52 Staffing Update

53 Mr. Johnson reported that all Town positions, with the exception of the Police
54 Department, are currently filled. A Police Department candidate testing was

1 scheduled for this past Saturday, August 7, 2021.

2
3 Building Repairs and Painting

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

6
7 Harvey Lake Dam Update

8 Mr. Johnson reported that the research on the dam ownership is moving forward and
9 the field work is underway.

10
11 Town Website Update

12 Mr. Johnson has forwarded all comments regarding the Town of Northwood's
13 website to the designer and they will be incorporated into the design where
14 possible. The new site should be ready by the end of August.

15
16 Route 4 and Bow Street Drainage Issue

17 Mr. Johnson continues to work on this issue with the State and with the residents
18 on Bow Street.

19
20 Town Office Water Damage Update

21 Mr. Johnson commented that the restoration continues in the lower level of the
22 Town office building. Mr. Johnson is currently reviewing proposals to replace the
23 downstairs carpet areas with tile to avoid further damage, should this happen
24 again.

25
26 Town Facilities Lighting Upgrade

27 Mr. Johnson has met with a representative from Eversource to discuss the latest
28 update on the upgrade/saving program for Town facilities.

29
30 Emergency Shelter

31 Mr. Johnson will be meeting with Emergency Management Director Bob Young
32 along with the Northwood Elementary School and SAU representatives to discuss a
33 formal Memorandum of Understanding for utilizing a portion of the school facility
34 for an emergency shelter and the options for acquiring an emergency backup
35 generator for the facility.

36
37 Fire Department Tanker Truck Financing

38 As approved at the 2020 Town vote, lease purchase financing was approved in the
39 amount of \$251,230 for a 5-year term. After researching current financing
40 options, Mr. Johnson was directed towards Franklin Savings Bank who is offering
41 the lowest interest rate. After some discussion, the Board made a motion.

42
43 **Motion: To allow Mr. Johnson to secure a lease/purchase financing for the new**
44 **Fire Department tanker truck in the amount of \$251,230 for 5 years, with an**
45 **annual non appropriation clause from whichever institution provides the Town**
46 **of Northwood with the lowest available rate and to allow Mr. Johnson to sign for**
47 **any necessary documents in place of the Board.**

48 **Motion: M. Frye**
49 **Second: T. Colby**

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

2
3 Diseased Hazardous Trees

4 Mr. Johnson reported that at the Budget Committee recently it was suggested the
5 Town should take inventory and begin the removal of diseased and hazardous trees
6 from the Town's right of ways. Mr. Johnson will be looking for any assistance
7 options that might be available through different sources to assist with this project
8 and plans to contact the UNH Cooperative Extension to see if they might be able to
9 assist. Additionally, Mr. Johnson mentioned that Public Works Foreman Chris
10 Brown has identified several areas on a number of roads that have Japanese
11 knotweed that will be needing treatment. This project to completely eradicate the
12 Japanese knotweed for six identified roadside locations is quoted for \$6,095 which
13 will take place over the next couple of years to complete. Funding is not currently
14 available unless it is determined the newly formed terrestrial invasive species
15 expendable trust fund is able to be used for this work. Mr. Johnson will review the
16 details if the article that established the trust fund.

17
18 DPW Equipment Lease Extension

19 Mr. Johnson reported that Public Works Foreman Chris Brown has lost several
20 days of work on the roads as Chris Brown and others have had to fill in positions
21 at the Transfer Station. Chris Brown is requesting the Board's approval to extend
22 the excavator lease an additional month at the same rate of \$3,000 versus \$1,400
23 for just an additional week. This will also allow for the remaining summer road
24 work to be completed sooner. The additional month cost will come from the
25 operating budget highway maintenance. After some discussion, the Board made the
26 following motions.

27
28 **Motion: To approve the purchase order for the extension of the excavator lease**
29 **for an additional month at the same rate of \$3,000.**

30 **Motion: T. Colby**

31 **Second: B. Boudreau**

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

34
35 **Motion: To increase Mr. Johnson's spending limit to \$5,000.**

36 **Motion: T. Colby**

37 **Second: M. Frye**

38 **Discussion: Select Board Member Tim Colby made a suggestion that if the**
39 **spending authority of the TA was increased to \$5,000 versus the current \$2,500**
40 **limit, items like this would not have to wait for the next Board meeting to be**
41 **approved.**

42
43 **Motion carried by Roll Call Vote 5/0**

44
45 Upcoming Meetings Schedule

46 Mr. Johnson mentioned that the next upcoming meetings will be held on August 24,
47 2021, September 14, 2021 and September 28, 2021.

1 **7:03 pm Public Hearing: To Accept Gifts for New Town Playground**

2 Chairman Hal Kreider started the public hearing regarding the gifts for the new Town
3 playground. Select Board Member Matt Frye continued to state that the Friends of
4 Northwood Recreation have been engaged with fundraising activities for several years.
5 Their initial intent was to raise the necessary funds for purchasing playground
6 equipment, however, since the Recreation Department received the Land Water
7 Conservation Fund Grant the Friends of Northwood Recreation decided to make a
8 cash contribution that would match a portion of the amount within the Grant. Matt
9 Frye mentioned that instead of doing a cash donation, they plan to donate materials
10 such as fencing, signage and equipment instead and should have a total value of
11 approximately \$25,000 which is not expected to exceed \$30,000. Hal Kreider opened
12 the discussion to the public and Joe Lipshetz spoke, wanting to recognize what a great
13 job the Recreation Department has been doing and that these donations would be
14 incredibly helpful for this project. With no further comments, Hal Kreider closed the
15 public hearing and the Board made a motion.

16
17 **Motion: To accept the gifts of fencing, playground equipment and signage with
18 the approximate value of \$25,000 from the Friends of Northwood Recreation.**

19 **Motion: M. Frye**

20 **Second: B. Boudreau**

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

23
24
25 **7:15 Public Hearing: To Accept & Expend Local Fiscal Recovery Funds (LFRF)**

26 Chairman Hal Kreider started the public hearing regarding the acceptance of the Local
27 Fiscal Recovery Funds and how these funds can be utilized. Mr. Johnson continued by
28 stating that the Town of Northwood has applied for these funds and is expecting to
29 receive approximately \$451,000 over the next two years; Approximately \$225,000 will
30 be given in 2021 and another approximately \$225,000 will be given a year from now in
31 2022. Additionally, Mr. Johnson mentioned that these funds will be given to the Town
32 to be used within the two years from the date of receiving these funds and do not have
33 to be immediately used. Hal Kreider opened the discussion to the public and Joe
34 Lipshetz spoke, speaking highly of accepting these funds to assist many of the
35 Departments with their emergency services. Joe continued to state that many of the
36 equipment has been used in abundance, especially during the pandemic, and would
37 like to see these funds help repair or replace those items. With no further comments,
38 Hal Kreider closed the public hearing and the Board made a motion.

39
40 **Motion: To accept and expend \$451,108 of the Local Fiscal Recovery Funds from
41 the State of New Hampshire under the American Rescue Plan Act of 2021.**

42 **Motion: T. Colby**

43 **Second: B. Boudreau**

44
45 **Motion carried by roll call vote 5/0**

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48 **OLD BUSINESS**

49
50 **Town Property Sale Update**

51 Mr. Johnson reported that he has spoken with Attorney Rick Sager from New
52 Hampshire Tax Deed and Property Auctions who is willing to assist with the auction
53 for the Town of Northwood. Attorney Sager is a licensed auctioneer, specifically for tax
54 deeded property, and has presented a list of his references including an auction for

1 Barrington that he has recently done. Mr. Johnson mentioned that Attorney Sager will
2 handle all of the legal documentation and also mentioned that the buyer of the
3 property will be taking on all of the financial responsibility, with a 10% premium that
4 will be included for Attorney Sager's services. A tentative date for the auction is set for
5 October 16, 2021. Mr. Johnson suggested the Town might handle the abutter sale
6 process in house in order to have more control over any conditions the Town may
7 want to have as part of the sale, such as razing old buildings, merging with abutting
8 lots and required clean-up of the property. After some discussion, the Board made a
9 motion.

10
11 **Motion: To engage with Attorney Rick Sager to prepare and execute the auction**
12 **for the Town property sale and to authorize Mr. Johnson to move forward with**
13 **an abutter's sale, if possible, without any undue hardship or impact to normal**
14 **operations, and to execute any agreements necessary with Attorney Sager to**
15 **move forward with the auction.**

16 **Motion: T. Colby**

17 **Second: M. Frye**

18 **Discussion: Select Board Member Matt Frye asked for clarity that Attorney Rick**
19 **Sager will be contacting the proper abutter's when engaging in this audit and Mr.**
20 **Johnson was able to confirm this information stating that he will speak to**
21 **Attorney Sager on this matter.**

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

24
25
26 **NEW BUSINESS**

27
28 Review of Ambulance Billing Rates

29 Fire Chief Mark Tetreault presented to the Board a list of billing rates to recommend
30 raising the Town of Northwood's rates to meet the average rates listed from the Town's
31 ambulance billing company, Comstar. This company works with 52 other Towns
32 across the state and Fire Chief Tetreault found it reasonable to slightly raise
33 Northwood's current rates to match that of the average amounts listed by Comstar.
34 After some discussion, the Board came to a consensus to move forward with the raised
35 rates and will hold a public hearing regarding this for the next upcoming meeting.

36
37 Review Town Tax Deed Property Process

38 Mr. Johnson reviewed the town tax deed property process with the Board as it has
39 been adopted by a previous Board and discussed the necessary changes that were
40 made to update the process to a more current timeline. Several changes are
41 recommended as they do not reflect the current or proposed processes the Town has
42 been and would like to use in the future including using an auctioneer for a public
43 auction sale. The following specific changes were to clarify that the Select Board's site
44 visit is to be done as individuals not as a Board and that using specifically Facebook
45 for advertising should be expended to appropriate available social media. After some
46 discussion, the Board made a motion.

47
48 **Motion: To adopt the town tax deed property process with further clarity on the**
49 **terms "site visits" and "social media".**

50 **Motion: T. Colby**

51 **Second: B. Boudreau**

52
53 **Motion carried by roll call vote 5/0**

1 **TASK MANAGER**

2 Select Board Member Beth Boudreau asked about the condition of the pond within the
3 Northwood Meadows State Park and Mr. Johnson reported he had received a letter
4 earlier today from the NH Division of Environmental Services stating that they had a
5 failure in the system that manages the water level. The restoration of the pond will be
6 decided by the state when there is funding for it, given that this may not be an
7 immediate fix. Select Board Member Jim Guzofski asked if there were any updates on
8 the financial software and Mr. Johnson commented that the order has been placed,
9 however he is still waiting for the company to send a chart of accounts to be reviewed.

10
11
12 **BOARD COMMITTEE REPORTS**

13
14 **Budget Committee**

15 Select Board Jim Guzofski wanted to thank Mr. Johnson and Finance Director Cheryl
16 Eastman for their efforts at the Budget Committee meeting. Jim Guzofski continued to
17 state that he has been hearing a lot of complements to how smoothly the meetings are
18 running and how the responses to the questions are within a timely manner.

19
20 **Recreation**

21 Select Board Member Matt Frye reported that the installment of the playground is
22 going smoothly and now that the gifts from the Friends of Northwood Recreation have
23 been accepted, the project will be mostly completed by the end of this week. Matt Frye
24 continued to state that the lower structure of the playground will be installed August
25 11, 2021 and the fencing will be installed within the upcoming week. Additionally, a
26 shade tree has been donated and installed to the playground in memory of Kate
27 McNally. Once the playground has been completed, Matt Frye intends to start
28 discussions on setting a date to hold a ribbon cutting for the finished playground. Mr.
29 Johnson commented that he has spoken with Recreation Director Scott Blewitt about
30 including the Lakes Region Public Access to help film the event once the date has been
31 decided.

32
33 **Economic Development**

34 Select Board Member Matt Frye reported that he has some items for discussion to
35 work on over the next two weeks and plans to speak with former members as well as
36 recruiting new members to accomplish these tasks.

37
38 **Fire Department Resignation**

39 Chairman Hal Kreider read a letter from Anthony Maccarone regarding his resignation
40 from the Northwood Fire Department. After some discussion, the Board made a
41 motion.

42
43 **Motion: To accept Anthony Maccarone's resignation with regrets.**

44 **Motion: B. Boudreau**

45 **Second: M. Frye**

46 **Discussion: Select Board Member Beth Boudreau asked if this resignation would**
47 **short staff the Fire Department and Mr. Johnson verified that Anthony**
48 **Maccarone is a per diem staff member.**

49
50 **Motion carried by Roll Call Vote 5/0**

DRAFT

1 **Motion: “To adjourn at 8:07 PM”**

2 **Motion: M. Frye**

3 **Second: T. Colby**

4

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

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7

8 ***Respectfully Submitted***

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