



**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 24, 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

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 August 10, 2021, as amended."

Motion: M. Frye

Second: T. Colby

Discussion: Chairman Hal Kreider commented on page 1, line 32 should read "Ms. Boudreau abstained" instead of "Ms. Boudreau dissenting".

Motion carried by roll call vote 5/0

CONSENT AGENDA

Northwood NH Consent Agenda for August 24, 2021

Accounts Payable Manifest dated August 18, 2021:
Batch # 17820 for \$2,087,017.70

Accounts Payable Manifest dated August 25, 2021:
Batch # 17840 for \$300,000.00

Payroll Manifest dated August 25, 2021:
Batch # 17831 for \$79,567.50

Property Tax Exemptions: Approve or Deny per Assessor's Recommendations

OFFICIAL

- 1 Disabled Tax Exemption – Robert Lindquist
- 2 Elderly Tax Exemption – Cathy Lindquist
- 3
- 4 Other
- 5 Seasonal Camper Permit – Russell McKee
- 6 Yield Tax on Timber Cut – BMT Construction
- 7

8 2021 MS-535

9

10 **Motion: “To approve the consent agenda dated August 24, 2021”**

11 **Motion: T. Colby**

12 **Second: M. Frye**

13

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

15

16

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

18

19 Staffing Update

20 Mr. Johnson reported that the Police Department continues to search for Officers

21 and the library currently has two vacancies as well. As a result, the library will

22 reduce their operating hours do to a lack of staffing.

23

24 Building Repairs and Painting

25 Mr. Johnson reported that the Town Hall repairs should be completed within the

26 next few weeks and is still seeking a painting contractor for the Community Center

27 and the Chesley Library. Select Board Member Beth Boudreau asked how to

28 expedite the process for finding a painting contractor and Mr. Johnson responded

29 that all the local companies who have this expertise have been contacted but have

30 not presented any bids at this time.

31

32 Harvey Lake Dam Update

33 Mr. Johnson reported that he has received a detailed report from the surveyor

34 regarding the dam and although the report is not 100% conclusive, it does not appear

35 that the Town owns the dam. Mr. Johnson asks of the Board how to go about some of

36 the maintenance for the dam that has been recommended by the Dam Bureau. After

37 some discussion, the board came to a consensus to consult with legal Counsel about

38 the report and review this topic to discuss it further at the next meeting.

39

40 Meadow Lake Dam

41 Mr. Johnson mentioned that he has sent a message to NH Division of Parks Director

42 Bryce regarding the Board’s concern over the recent dam failure and the lake draining.

43 After some discussion, the Board came to a consensus to send a letter of concern

44 regarding the Meadow Lake dam to the local State Representatives.

45

46 Town Website Update

47 Mr. Johnson commented that he continues to communicate with the designer and

48 hopes to have the site “live” in the next couple of weeks.

49

50

1 Route 4 and Bow Street Drainage Issue

2 Mr. Johnson continues to work on this issue and is waiting to hear back from the
3 state regarding this matter.

4
5 Town Office Water Damage Update

6 Mr. Johnson reported that the sheetrock has been repaired and tile has been
7 ordered to replace the damaged carpet in the downstairs area of the Town Office.
8 The tile will be installed on September 9, 2021 and September 10, 2021.

9
10 Town Facilities Lighting Upgrade

11 Mr. Johnson has met with a representative from Eversource to discuss the latest
12 update on the upgrade/saving program for Town facilities. Mr. Johnson was
13 provided with new usage information for the Town of Northwood's primary
14 facilities and new numbers are being calculated at this time. Mr. Johnson hopes
15 to have a new report to present to the Board in the coming weeks.

16
17 Emergency Shelter

18 Mr. Johnson will be meeting with Emergency Management Director Bob Young
19 along with the Northwood Elementary School and SAU representatives to discuss a
20 formal Memorandum of Understanding for utilizing a portion of the school facility
21 for an emergency shelter and the options for acquiring an emergency backup
22 generator for the facility.

23
24 Fire Department Tanker Truck Financing

25 Mr. Johnson commented that the lease /purchase financing is in process with
26 Franklin Savings Bank at a rate of 2.0% for 5 years and expects the vehicle to be
27 delivered within the first week of September.

28
29 Municipal Property Improvements

30 Mr. Johnson reported that the hazardous trees were removed from the Town Hall
31 property and the pavement markings were repainted during the last two weeks.

32
33 Local Fiscal Recovery Funding

34 Mr. Johnson reported that the Town of Northwood's application for funding has
35 been received and the funds will be distributed in the next two weeks. The
36 Department Heads have been asked to submit a list of funding requests that could
37 be purchased with these funds and a master list will be created for review at the
38 next Board meeting.

39
40 Road Paving Schedule

41 Mr. Johnson reported that the reclaiming and paving is scheduled to begin the week
42 of August 30, 2021 and continue through September 17, 2021 weather permitting.
43 Notices will be posted on the website and Facebook regarding this matter.

44
45 Center School Building

46 Mr. Johnson and Recreation Director Scott Blewitt met with the president of the local
47 Lions Club regarding a community project to assist in "sprucing up" the building so it
48 can be used for community program activities and meetings. Scott Blewitt will report

1 to Mr. Johnson regarding the Club's interest at a later date.

2
3 Peterborough School Funds Theft

4 Mr. Johnson brought to the Board's attention that the Town of Peterborough has
5 recently fell victim to fraudulent payments made to what was thought to be a
6 legitimate school district and bridge contractor inquiry, but was in fact unknown
7 cyber criminals stealing approximately \$2.3 million from the Town. Due to this
8 circumstance, Mr. Johnson informed the Town Treasurer Sandy Priolo, Finance
9 Director Cheryl Eastman and the Treasurer for the Northwood School District that
10 the Town will no longer be sending funds through as an ACH payment and will
11 instead be making the payments with a check. This will only be applied to inquiries
12 that are received by the Town so as to prevent any fraudulent mishaps; However, Mr.
13 Johnson clarified that the Town will issue an ACH payment, if necessary, that has
14 already been set in place such as the New Hampshire Retirement System. Mr.
15 Johnson hopes that this will help secure the funds of the Town to prevent any
16 mishaps in the future.

17
18 Covid-19 Protocols

19 Mr. Johnson has spoken with Emergency Management Director Bob Young and
20 inquired to the Board that it might be time to reinstate some of the policies and
21 protocols that were once in place. In their meeting, Bob Young mentioned to Mr.
22 Johnson that the new variant has been increasing cases in the surrounding areas
23 and could cause individuals to be carriers even though they might be vaccinated
24 already. To prevent this, Bob Young recommended to follow the optional CDC
25 guidelines to begin wearing masks in an indoor setting. After some discussion, the
26 Board came to a consensus that these guidelines are optional and will take this
27 into consideration in upcoming meetings.

28
29 Upcoming Meetings Schedule

30 Mr. Johnson mentioned that the next upcoming meetings will be held on September
31 14, 2021 and September 28, 2021. All non-emergency departments will be closed on
32 Labor Day September 6, 2021.

33
34
35 **7:01 pm Public Hearing: Increasing Rates for Northwood Ambulance Services**

36 Chairman Hal Kreider started the public hearing regarding the increase in rates for
37 the Northwood ambulance services. Hal Kreider continued to state that Fire Chief
38 Mark Tetreault had presented a survey from the Town's ambulance billing company,
39 Comstar, showing the average rates listed from 52 other Towns across the state and
40 indicated that these proposed new rates were within a few dollars above the average
41 current rates in the survey. After some discussion and with no further comments or
42 any public in attendance, Hal Kreider closed the public hearing and the Board made a
43 motion.

44
45 **Motion: To adopt Fire Chief Mark Tetreault's proposed billing rates for the Town
46 of Northwood's ambulance services, effective during the next billing cycle.**

47 **Motion: T. Colby**

48 **Second: B. Boudreau**

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

1 **OLD BUSINESS**

2
3 Town Property Sale Update

4 Mr. Johnson reported that he has spoken with Town counsel for their blessing and
5 advice to move forward with the abutter sale to be held by the Town of Northwood. Mr.
6 Johnson intends to send out letters of notification to those necessary, however, he did
7 inform the Board that due to some of these properties having old and possibly
8 rundown structures, these properties will have to be publicly sold in the proposed
9 October auction due to a statute that is in place. Mr. Johnson plans to contact the
10 Fire Department to discuss possibly removing some of these structures. After some
11 discussion, the Board came to a consensus to have Mr. Johnson move forward with
12 the abutter sale.

13
14 Purchasing Policy Amendment

15 Mr. Johnson continued the conversation from the prior meeting regarding the motion
16 made to increase the purchasing authority for the Town Administrator from \$2,499.99
17 to \$4,999.99 instead. After some discussion, the Board made a motion.

18
19 **Motion: To approve the revised Purchasing Policy as presented.**

20 **Motion: M. Frye**

21 **Second: T. Colby**

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

24
25
26 **NEW BUSINESS**

27
28 Strafford Regional Planning Commission

29 Mr. Johnson read a letter from the Strafford Regional Planning Commission that
30 states the Town of Northwood is entitled to two representatives as prescribed by RSA
31 36:46-III and as laid out in the SRPC Bylaws. This being the case, a representative of
32 the Commission, Scott Martin, has had his term expire as of April 30, 2021 and Mr.
33 Johnson asked of the Board if they would like to reappoint him to the position. After
34 some discussion, the Board made a motion.

35
36 **Motion: To appoint Scott Martin to the Strafford Regional Planning Commission,**
37 **subject to his acceptance.**

38 **Motion: M. Frye**

39 **Second: T. Colby**

40
41 **Motion carried by roll call vote 5/0**

42
43 Acceptance of Emergency Management Performance Grant

44 Mr. Johnson stated that the Town of Northwood is required to have an emergency
45 operation plan as per the guidelines of the Federal Emergency Management Agency.
46 Mr. Johnson showed the Board a binder to which the Board and the Emergency
47 Management Director can utilize that pertains to all the necessary information
48 regarding the Town, how to manage shelters, utilizing certain communications, etc.
49 during a variety of events that could occur. Mr. Johnson mentioned that Emergency
50 Management Director Bob Young applied for the Emergency Management Performance
51 Grant which is a 50/50 grant, meaning that 50% of this grant is the Town's
52 responsibility that can be paid in cash or in-kind, referring to the time spent by staff
53 members. The total estimate for updating the emergency plan is \$8,000 and the grant

1 is for \$4,000 and once the Board approves of this grant it will then be sent off to the
2 state to complete the process. After some discussion, the Board made a motion.

3
4 **Motion: To accept the terms of the grant and to authorize Mr. Johnson to sign**
5 **any related documents as needed.**

6 **Motion: B. Boudreau**

7 **Second: M. Frye**

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

10
11 Yard Sale Policy Amendment or Revocation

12 Mr. Johnson brought to the Board's attention the current yard sale policy and
13 procedures that are currently in place and if they are still necessary to hold on to. Mr.
14 Johnson mentioned that it is currently in practice to have any yard sales documented
15 with a yard sale permit for \$2 a day and has noticed that this procedure does take up
16 a portion of staff time. Fire Chief Mark Tetreault and Police Chief Glen Drolet have
17 been asked their opinions on this matter, however both have stated that it does not
18 affect their departments as they know that they will be called in the case of an
19 emergency regardless. A letter from Land Use Specialist Linda Smith was presented to
20 the Board supporting rescinding the yard sale policy. After some discussion, the Board
21 made a motion.

22
23 **Motion: To rescind the yard sale procedures that were adopted in 1998.**

24 **Motion: J. Guzofski**

25 **Second: M. Frye**

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

28
29
30 **TASK MANAGER**

31 Select Board Member Beth Boudreau asked about the painting contractor for the
32 Community Center and the Chesley Library and after discovering that it was not listed
33 on the Task Manager, the Board discussed over the course of the next several minutes
34 as to what task was deemed more of a priority over another task. Mr. Johnson stated
35 additional time is needed to solicit bids directly from specific contractors as they are
36 all extremely busy. Public Works Foreman Chris Brown has also been in contact with
37 some painting contractors for the current projects and is having similar results.

38
39
40 **BOARD COMMITTEE REPORTS**

41
42 Recreation

43 Select Board Member Matt Frye reported that the installment of the playground has
44 been completed with a fence going around it. Matt Frye mentioned that there is still
45 some work to be completed in terms of moving dirt around the area. The Friends of
46 Northwood Recreation are still looking at what they intend on donating to match their
47 donation regarding the grant funds and Matt Frye will inform the Board of anything
48 that will require the Board's decision at the next meeting. Chairman Hal Kreider asked
49 if the roadside moving contractors will begin working down in the fields near the new
50 playground and Mr. Johnson confirmed this, stating that he will speak to the
51 contractors related to this matter.

1 Planning Board

2 Chairman Hal Kreider thanked Select Board Member Jim Guzofski for joining the
3 Planning Board meeting with him even though he is an alternate at this time. Hal
4 Kreider continued to state that the Planning Board discussed ways that they could
5 follow a better process for the annual Capital Improvement Plan (CIP) and Land Use
6 Specialist Linda Smith had shown examples from the Town of Bow that will be
7 brought up as an agenda item for the Planning Board to consider.
8
9

10 **NON-PUBLIC SESSION**

11 **Motion: To enter non-public at 8:06 PM under RSA 91-A:3, II (a)**

12 **Motion: T. Colby**

13 **Second: M. Frye**

14

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

16

17 ***The Select Board Member entered non-public at 8:07 PM.***

18

19

20 **Public Session Reconvened at 8:50 PM**

21

22

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

24 **Motion: M. Frye**

25 **Second: T. Colby**

26

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

28

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

32 **Motion: M. Frye**

33 **Second: T. Colby**

34 **Discussion: During the non-public session, the Board signed an agreement for tax
35 payments on lot 221-56 and discussed personnel compensation and evaluation
36 which will remained sealed.**

37

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

39

40

41 **Motion: "To adjourn at 8:54 PM"**

42 **Motion: B. Boudreau**

43 **Second: M. Frye**

44

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

46

47

48 ***Respectfully Submitted***

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