



**TOWN OF NORTHWOOD
BOARD OF SELECTMEN**

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

**Board of Selectmen Meeting Minutes
September 14, 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, Finance Director Cheryl Eastman Deputy Financial Specialist Paul Allard

6:01 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 24, 2021, as written."

Motion: M. Frye

Second: B. Boudreau

Motion carried by roll call vote 5/0

CONSENT AGENDA

Northwood NH Consent Agenda for September 14, 2021

Accounts Payable Manifest dated September 01, 2021:
Batch # 17856 for \$83,712.18

Accounts Payable Manifest dated September 08, 2021:
Batch # 17882 for \$345.00

Accounts Payable Manifest dated September 15, 2021:
Batch # 17890 for \$583,625.57

Payroll Manifest dated September 08, 2021:
Batch # 17876 for \$77,218.37

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

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1 Sarah Barnum
2 Proration Application – Paul & Shirley Tudor
3 Veteran Tax Exemption – Steven & Elaine Stottlar
4 Veteran & Disabled Tax Exemption – Glenn Sherman
5 Veteran & Elderly Tax Exemption – Michael & Doris George Family Revocable Trust
6 Veteran & Elderly Tax Exemption – Paul Belliveau

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8 Other
9 Land Use Tax Change – Sarah Barnum
10 Land Use Tax Change – Jake Gomes
11 Land Use Tax Change – Paul Thiem

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

14 **Motion: M. Frye**

15 **Second: B. Boudreau**

16 **Discussion: Chairman Hal Kreider asked to remove the D&T LeBlanc Family**
17 **Revocable Trust from the Consent Agenda as the Assessor did not give a**
18 **recommendation and left that decision to be made by the Board.**

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

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23 **D&T LeBlanc Family Revocable Trust**

24 Chairman Hal Kreider started the discussion related to the D&T LeBlanc Family
25 Revocable Trust, stating that a small portion of their land is actually located within
26 the Town of Nottingham before they had sold their house and asked the Town of
27 Northwood for an abatement. Hal Kreider also mentioned that the Assessor noted this
28 request came in after the required deadline and asked of the Board how best to
29 approach this request. After some discussion, the Board made a motion.

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31 **Motion: To deny the abatement request from D&T LeBlanc Family Revocable**
32 **Trust.**

33 **Motion: T. Colby**

34 **Second: M. Frye**

35 **Discussion: Select Board Member Jim Guzofski asked if they would be able to refile**
36 **to address their case and Mr. Johnson stated that they will not need to apply again**
37 **as data correction for the year 2021 will be made.**

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

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42 **Year to Date Financial Report**

43 Finance Director Cheryl Eastman reviewed the Projected Expenditures report that she
44 has created and mentioned that it is updated weekly after the AP or Payroll has been
45 completed. Cheryl continued to state that the Town of Northwood has approximately
46 \$228,000 noncommitted budget funds through the end of the year. During the weekly
47 updates, Cheryl is keeping track of the salaries, benefits, utilities and recurring
48 payments, however, it is concerning that a potential hiccup will occur and offset the
49 Town’s finances. Mr. Johnson added that these expenses could occur at any time,
50 such as one of the Fire Rescue vehicles having broken down, or even in the November
51 or December months related to the changing of the weather that could cause
52 unforeseen expenses. After some discussion, both Cheryl and Mr. Johnson will
53 prepare for the third quarter report to present to the Board in October and manage
54 any unforeseen expenses as needed.

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AP Check Register

Mr. Johnson presented to the Board an additional AP Check Register, batch # 17892 for \$950, regarding a conference that Tax Collector Marisa Russo and Melisa Rowe will be attending later in the month of October. After some discussion, the Board made a motion.

Motion: To approve the AP Check Register, batch # 17892 for \$950, for Tax Collector Marisa Russo's and Deputy Tax Collector Melisa Rowe training.

Motion: M. Frye

Second: T. Colby

Motion carried by roll call vote 5/0

TA Reports/Items for Board action

Staffing Update

Mr. Johnson reported that the Police Department continues to search for Officers and are currently evaluating two candidates at this time. Additionally, the library has addressed their vacancies with changes in their duties and schedules. Mr. Johnson also announced the resignation of Deputy Finance Specialist/BOS Admin Assistant Paul Allard who will be leaving the Town of Northwood on September 24, 2021 for a new position. Chairman Hal Kreider read the resignation of Paul Allard and asked for a motion.

Motion: To accept Deputy Finance Specialist/BOS Admin Assistant Paul Allard's resignation, with regret.

Motion: M. Frye

Second: T. Colby

Motion carried by roll call vote 5/0

Building Repairs and Painting

Mr. Johnson reported that the Town Hall repairs should be completed within the next few weeks and is still seeking a painting contractor for the Community Center and the Chesley Library. Select Board Member Beth Boudreau asked how to expedite the process for finding a painting contractor and Mr. Johnson responded that all the local companies who have this expertise have been contacted but have not presented any bids at this time. Mr. Johnson and Public Works Foreman Chris Brown are diligently pursuing painting contractors for the Community Center project and are waiting for their responses.

Harvey Lake Dam Update

Mr. Johnson reported that he has sent a copy of the surveyor's summary report to the NHDES Dam Bureau and advised them that the Town of Northwood will not be taking any action regarding the dam as it appears the Town is one of three possible owners.

Meadow Lake Dam

Mr. Johnson reported that he has sent letters to the State Representatives and Senator regarding the Board's concern over the recent dam failure and the lake draining.

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Town Website Update

Mr. Johnson reported that finishing touches are being made to the new site and should be available to the public by the end of the week. Future adjustments to the website will be made as needed.

Town Office Water Damage Update

Mr. Johnson reported that the new flooring will be installed this week, and the project should be mostly complete by Friday, September 17, 2021.

2020 NH DRA USPAP Approval Report

Mr. Johnson reported that the Uniform Standards of Professional Appraisal Standards (USPAP) has been reviewed and approved for compliance by the NH Department of Revenue. The full report will be available for public viewing during normal business hours.

Town Facilities Lighting Upgrade

Mr. Johnson is still waiting for a final determination on the lighting upgrade project for town buildings.

Emergency Shelter

Mr. Johnson met with the Emergency Management Director Bob Young and the SAU44 Superintendent to discuss a formal MOU for emergency shelter use of a portion of the school facility and the options for acquiring an emergency backup generator for the facility. The matter will be presented to the school board for discussion soon and estimates of the cost of the generator and installation have been obtained by the district. The estimated cost for powering the entire building is approximately \$178,000 for a diesel fueled generator and prices have been requested for a propane one.

Fire Department Tanker Truck Financing

Mr. Johnson reported that the financing for the new truck was completed on September 09, 2021 with Franklin Savings Bank at a rate of 2% for a 5-year term. The truck was delivered and accepted by the Fire Chief on the same day as well.

Roadside Mowing

Mr. Johnson reported that the roadside mowing is underway and mentioned that Public Works Foreman Chris Brown is pleased with their work so far.

Bow Lake Road Bridge Reimbursement Funds

Mr. Johnson reported that the complete reimbursement for the engineering and construction of the Bow Lake Road bridge has been received in the amount of \$389,608 from NHDOT.

Road Paving Schedule

Mr. Johnson reported that the reclaiming and paving is scheduled to begin the week of September 17, 2021 through September 30, 2021, weather permitting. Notices will be posted on the website and Facebook regarding this matter. Mr. Johnson expects the work to be completed by October 1, 2021.

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Upcoming Meetings Schedule

Mr. Johnson mentioned that the next upcoming meetings will be held on September 28, 2021, October 12, 2021 and October 26, 2021.

OLD BUSINESS

Town Owned Property Sale – Abutter Sale Bid Opening

Chairman Hal Kreider opened up the discussion for the sale of Town owned property regarding only the properties that were required to merger with the abutting owners’ property. Mr. Johnson also mentioned that there were fifteen properties that were put up for sale and letters were sent to all the known abutters regarding this matter. Mr. Johnson announced there is one bid for four of the fifteen properties offered as follows:

Robert Goodwin of 285 Old Mountain Road in Northwood, NH submitted a bid of \$5,101 for tax map 244 lot 44 on Upper Camp Road which is adjacent to his property of 46 Upper Camp Road

Mark Vale of 240 Long Pond Road in Northwood, NH submitted a bid of \$5,155 for tax map 207 lot 24

Betsy Dunbrack of 21 Lower Camp Road in Northwood, NH submitted a bid of \$10,500 for tax map 124 lot 4

Mark and Michelle Minasalli of 266 Harmony Road in Northwood, NH submitted a bid of \$17,200 tax map 123 lot 29

After some discussion, the Board made a motion.

Motion: To accept the bids as presented and described above, subject to all the conditions described in the offer.

Motion: M. Frye

Second: T. Colby

Motion carried by roll call vote 5/0

List of Requests for Local Fiscal Recovery Fund

Chairman Hal Kreider opened up the discussion for the list of requests for utilizing the Local Fiscal Recovery Funds and asked of Mr. Johnson his input on this discussion. Mr. Johnson reported all department heads were asked to submit any requests they may have that will meet the guidelines of ARPA and a copy of the list was included in the Board’s packet. The Board will continue to seek public input on the proposed list as well as seek other suggestions for expending the funds. After some discussion, the Board came to a consensus to continue discussion on this topic and consider more information during the budget process as some of the requests will be proposed for the 2022 fiscal year budget.

NEW BUSINESS

Health Officer Appointment

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1 Mr. Johnson presented to the Board that Building Inspector Jared Shaheen is
2 prepared to take up the position of Health Officer for the Town of Northwood. Jared
3 Shaheen will be taking a course to better acclimate himself to the new role and will be
4 working closely with the State Health Officer liaison. After some discussion, the Board
5 made a motion.

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7 **Motion: To nominate Building Inspector Jared Shaheen to the State as the**
8 **Health Officer for the Town of Northwood.**

9 **Motion: M. Frye**

10 **Second: T. Colby**

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

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14 Roadside Japanese Knotweed Eradication Project

15 Chairman Hal Kreider asked Finance Director Cheryl Eastman if this project for the
16 eradication of Japanese Knotweed should be considered or if it should be postponed
17 due to having approximately \$6,000 to aid in this project. Cheryl mentioned that most
18 of this project should be covered under the Expendable Trust Fund for Terrestrial
19 Invasive Species and doesn't expect any funds from the budget to be included. Mr.
20 Johnson interjected, commenting that some funds from the budget will have to be
21 expended to complete this project since the account has less than what was estimated.
22 Additionally, Mr. Johnson confirmed that the Japanese Knotweed would qualify under
23 the Expendable Trust Fund since the terms do not specifically say which type of
24 species would be acceptable. Mr. Johnson also reported that the applications have
25 been sent to the State to begin the process to under go this project. After some
26 discussion, the Board made a motion.

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28 **Motion: To expend \$6,000 towards the project for the eradication of the**
29 **Japanese Knotweed along roadsides in certain areas of town with \$5,000 coming**
30 **from the Terrestrial Invasive Expendable Trust Fund.**

31 **Motion: T. Colby**

32 **Second: M. Frye**

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

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36 2021 DRA MS-1 Report – Summary of Valuations

37 Mr. Johnson reviewed the annual MS-1 Report which is the summary of valuations for
38 2021 for the Town of Northwood. This report is submitted to the Department of
39 Revenue which then becomes the basis of tax rate for 2021. Mr. Johnson noted some
40 changes over the 2021 report, such as the elderly exemptions that were listed for 2020
41 were \$6,989,411 and for 2021 are being shown as \$8,009,659, which is an increase
42 \$1,020,428. Mr. Johnson also noted a net change in the overall assessed valuation
43 was increased to \$12,580,082. Mr. Johnson later clarified that in the 2020 report the
44 utilities were understated by approximately \$6.9 million, so the actual amount of
45 increase \$5,654,882 which is a result of building permits and other improvements to
46 properties in Town.

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50 **TASK MANAGER**

51 Mr. Johnson mentioned that Board feedback on scheduling for the upcoming budget
52 process will be needed to begin the process. Chairman Hal Kreider commented that
53 the Budget Committee should also be included in these discussions as well. After
54 some discussion, the Board came to a consensus to set a tentative date for October
55 19, 2021, for beginning the Board's review of the TA and department head proposed

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1 budget. This special meeting will be a budget workshop only. Mr. Johnson plans to
2 speak with the Department Heads prior to them meeting with the Board. Select Board
3 Member Beth Boudreau asked if there will be an updated CIP document to review
4 prior to the October 19, 2021 meeting and Hal Kreider mentioned that the Planning
5 Board will be holding a public hearing in the upcoming weeks to receive this
6 document. Select Board Member asked about the Bow Street paving and how that will
7 affect the property that has been pumping out water onto Bow Street and Mr. Johnson
8 plans to revisit this topic in the upcoming weeks.
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11 **NON-PUBLIC SESSION**

12 **Motion: To enter non-public at 8:24 PM under RSA 91-A:3, II (a+c)**

13 **Motion: M. Frye**

14 **Second: T. Colby**

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

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

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21 **Public Session Reconvened at 9:30 PM**

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

25 **Motion: M. Frye**

26 **Second: T. Colby**

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

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

34 **Motion: M. Frye**

35 **Second: B. Boudreau**

36 **Discussion: During the non-public session, the Board discussed wage
37 adjustments for employees that had not received wage adjustments to date,
38 which accumulated to approximately \$2,500 for those on a wage scale pay rate
39 and approximately \$3,000 for those on a salary pay rate.**

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

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44 **Motion: "To adjourn at 9:35 PM"**

45 **Motion: B. Boudreau**

46 **Second: M. Frye**

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

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51 ***Respectfully Submitted***

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