



**TOWN OF NORTHWOOD
BOARD OF SELECTMEN**

**Town of Northwood • 818 First NH Turnpike • Northwood, NH 03261
5586**

(603) 942-

**Board of Selectmen Meeting Minutes
October 12, 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

STAFF PRESENT: TA Walter Johnson, Finance Director Cheryl Eastman, Land Use Assistant Susan Austin

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

CITIZEN FORUM

3rd Quarter Financials

Cheryl Eastman was present to discuss the 3rd quarter financials. She stated that the revenues from September 30, 2021 are up by \$322,773 over the prior year, which is a 27.12% increase. They should be receiving the rooms and meals tax in December, so the revenues look good and the expenditure report shows the remaining balance of 30.73% as of September 30 and the projected expenditures with all known encumbrances included through December 31, 2021 shows a remaining balance of \$183,310. The last three months of the year are going to be kind of the tipping point if there is one. Everything that they know about has been included in the expenditures but then there are the things that they don't know, like snow or unexpected repairs. She stated that they will continue to run the numbers weekly throughout the rest of the year. Walter noted the revenues do include the \$225,000 ARPA funds received in September which accounts for a large amount of the revenue increase over 2020.

CIP

Bob Strobel and Tim Jandebaur from the Planning Board were present to discuss the CIP.

Selectman Kreider stated that at the last Planning Board meeting the Planning Board officially adopted the CIP that Bob Strobel developed.

Mr. Strobel stated that he'd like to briefly talk about the purpose of the CIP. Primarily why they started it was for a record of planned upcoming expenditures for maintenance of SCBA gear going out of certification at the fire department or the school roof needing to be replaced at a certain point in time at a cost of half a million dollars or whatever it was. Those kinds of things are what he found as a resident looking at town reports and budgeted budgets was wanting to know next year what's what. What's going to happen or what are they going to get hit with, because the warrant articles and the budgeting process are not forward thinking beyond one year from town meeting which is the whole purpose of a CIP. That being said, there are other aspects to it in the current process in that the Planning Board are beholden to town departments for what they feel is needed in terms of capital purchase to run their departments.

1 What he was emphatic about on this second round was, and prior town staff and he
2 had some disagreements about the filtering process. What does it take to get on the CIP?
3 because if the Planning Board goes through the process developing it and adopts the CIP that
4 gives a bit of in an imprimatur and is saying this is a legit purchase because the Planning
5 Board has added it to the CIP, it has some validity, which is true in some extent. It still has to
6 go through the filters of the warrant articles through the Select Board and the Budget
7 Committee and that ultimately gets to the voters. In this process, he found there was an item
8 called "priority" that was interpreted differently by every person he asked in terms of
9 "what's this? What's the priority for this project? Can your department function with or without
10 this capital purchase? Where is it ranked with the rest of the items that you're asking for?" The
11 final aspect of this and really the whole purpose of it, is the idea of smoothing out what would
12 you call the mountains and valleys and the waves. For example, if a safety complex concept in
13 some sense is not on the ballot by 2025, or they haven't made progress with it, The Fire Chief
14 is requesting two million dollars to refit the Narrows Station. Tax year total request for 2024
15 are \$452,000 the next year it's at 2.4 million. That's a big swing from the last year. The whole
16 idea of the CIP is to say "yes, we can move that two-million-dollar request over different funding
17 mechanisms so they don't have to raise an additional two million dollars in one year. The
18 Planning Board hands it off to the Board of Selectmen or the Town administration.
19 It's up to the Board of Selectmen to figure out "yes we are going to propose this in a warrant
20 article, or we're not going to propose it, how we're going to fund it, drafting the language, etc."
21 He stated that he'd like to think of the CIP as a next year project, ideally. Nothing on the CIP,
22 that's in the CIP should be in the current year's funding budget. We should not have 2022
23 on this line, it should be 2023 because it's then at the point where it's either in the town
24 budget or its own warrant article or petition or something else. He stated that the Planning
25 Board has been very gracious in giving him credit for this project. He stated that he will be
26 happy to not take all the credit for it, because there are a lot of other people such as town staff,
27 who did a lot of the leg work and getting the requests out. The back and forth between
28 Planning Board or the town departments was very helpful but he couldn't devote the amount of
29 time needed to answer questions and do some other things to this. He stated that going
30 forward he'd be happy to crunch numbers, but they need to have some more help, whether it's
31 from town departments or town staff as far as getting some of the leg work done." Selectman
32 Kreider asked if Mr. Strobel's comments are based on the assumption that they stick with the
33 current process? Mr. Strobel stated that some of Ms. Dole's points, for instance, about looking
34 at the revenue of existing funds are very good points, but that is something they should be
35 doing regardless the process. It should include information about past purchases that are on
36 payment three of five for a tanker truck or what have you. This is information that he has in
37 the back of his head, but it takes longer to incorporate because he has to look through town
38 reports to get the information. It's those kinds of things that should be fairly straightforward to
39 get with a little bit of work from town staff, but there are other aspects in the refit of the
40 purpose and the procedures that we can talk about at a later date.

41
42 Mr. Jandebeur stated that when CIP process started, he made it pretty clear to the board how
43 he felt about CIPs and that his feelings were predicated on the fact that he has been in
44 business all his life but he hasn't seen many CIPs. He stated that a CIP, if it really is
45 implemented and used by all parties, it can be a wonderful thing. Looking at the process that
46 they have now and looking at the fact that Mr. Strobel would like to and he is being honest
47 with us and would like to have some relief, they need to look at how they are doing the CIP
48 now, and how the system is wrong where all of the prioritizing is done at the end of the
49 process. They've done all of this work and the Planning Board is not allowed to question
50 whether this item or that item is truly needed. It was explained to the Planning Board that in
51 no uncertain terms that that's the Planning Board's job. He stated that he thinks that confused
52 some of them a little bit. Regardless of that their job was simply to take what was given to them
53 by the town department heads and put it into a spreadsheet. Now it moves on to the next step,
54 in this case the Select Board, and then hopefully the Select Board takes a look and decides
55 what is or isn't a priority. The Planning Board's job was to organize it all. He stated that he was
56 given a study done by Dave Stack, a former Town Administrator in Northwood. It's an excellent
57 article that explains how Mr. Stack changed the system first in Pembroke and then in Bow.
58 With Mr. Stacks system, there is a committee that is compromised of a few people, but not
59 Planning Board exclusive. The example Mr. Stack gave had Budget Committee members on it
60 as well as Planning Board members and Select Board members. The Planning Board plans to

1 discuss this at a meeting soon. Discussion continued about the next steps and how to go
2 forward.

3
4 **Minutes**

5
6 **Motion: "To approve the minutes of September 28, 2021, as amended."**

7 **Motion: M. Frye**

8 **Second: T. Colby**

9
10 **Motion carried by roll call vote 4/0/1 B. Boudreau abstained.**

11
12 **CONSENT AGENDA**

13 **Northwood NH Consent Agenda for September 28, 2021**

14 **Payroll Manifest dated September 22, 2021:**

15 Batch # 17903 for \$77,218.37

16 **Accounts Payable Manifest dated September 27, 2021:**

17 Batch # 17919 for \$100,037.72

18 **Treasurer's Report – N/A**

19 **Administrative Abatements – N/A**

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

21 N/A

22
23 **Motion: To approve the Consent agenda for September 28, 2021 as presented.**

24 **Motion: M. Frye**

25 **Second: B. Boudreau**

26 **Motion carried 5/0**

27
28 **Town Administrator Report:**

29 Staffing update: the position of a Deputy Finance Director/Administrative Assistant remains
30 vacant for now and those duties have been divided amongst other staff and, but for
31 people that had scheduled time off, it seems to be working out okay. We are going to continue
32 to search for someone to prepare board meeting minutes but fortunately Susan has agreed to
33 help us out in the interim and in the Assessing and Building Department Administrative
34 Assistant Carol Manter has been reclassified now to full-time, and will be picking up a number
35 of the duties that Paul was previously doing under the Select Board's Administrative Assistant
36 position. So far, they have been able to meet the demands and that position will just remain
37 vacant for the time being until we find that the workload can't be handled by current staff.
38

39 Building and repairs: Work repairs to the Community Center entrance have been completed.
40 That includes the new deck and handicapped ramp and some work on some paving for the
41 handicap ramp. Additional work will be completed on the Town Hall, which is the replacement
42 of a couple of rotted windows on the east side of the building that should be completed within
43 the next couple of weeks. It was originally decided that we would do just a portion of the siding
44 on the east side of the Community Hall, but because of the deterioration of the clapboards and
45 so forth over the last few months it was realized that it's continued to deteriorate in in other
46 areas above what was originally planned to be replaced. There's a recommendation to go ahead
47 and replace the entire east side. We have a quote from a contractor to do the entire side. It's
48 \$11,628 dollars to replace that siding. His initial quote for doing the lower section was right
49 around six thousand dollars. It's an additional five thousand plus to replace that. Mr. Johnson
50 stated that he would recommend that the board authorize that the work be done. Hopefully the
51 contractor is going to be on schedule to get that done this fall. This will bring the total work
52 done on the Community Center and the Town Hall to approximately forty thousand dollars
53 which will be withdrawn from the facilities committee expendable trust fund which, after
54 adding the 2021 appropriation, was approximately \$64,565, plus whatever interest may have
55 been accrued. It should leave a balance in that account of about \$24,565 at the end of 2021.
56 Painting quotes are still being pursued, but now that's been put off for the spring, so we're
57 going to secure a contract this winter and get the painting done on both the Library and the
58 Community Center as soon as the weather is appropriate this spring. Discussion continues,

1 and the board decided to make the approved amount for the siding replacement to \$15,000 in
2 case there is more deterioration found behind the siding.

3
4 **Motion: To accept the proposal from Home Repairs Plus by Nate Smith in the amount**
5 **\$11,628**
6 **to replace all the siding on the School Street side of the Community Center, expending**
7 **up to \$15,000 if needed.**

8 **Motion: M. Frye**
9 **Second B. Boudreau**
10 **Motion carried 5/0**

11
12 Town facilities lighting upgrade: They are still working with Eversource on the lighting upgrade
13 Program they promised two weeks ago.

14
15 Road paving schedule: reclaiming and paving began last week on the sixth and all the work
16 was completed today on portions of Bow Street, Harmony and Bigelow. There was a problem
17 that was discovered on Harmony which is going to require the road crew to go in and do some
18 structural work on the subsurface of the road towards the end of where the paving project was
19 done. Mr. Johnson talked to Chris Brown about it and he's worked out an arrangement with
20 the paving company to get that section repaired within the next week or so. It was something
21 that was unforeseen. The weight of the heavy equipment actually created a failure in the
22 subsurface so, it needs to be dug out put in suitable material drainage addressed and then
23 repaired so we don't anticipate that it's going to be an additional cost to the town to do that as
24 far as the paving company is concerned. Those discussions will take place tomorrow.

25
26 Japanese Knotweed: We did complete the Japanese Knotweed treatment in the six
27 locations that were authorized by the board. It's a two-step process, so they'll be back next year
28 and hopefully we can expand the areas of treatment for next year as well. This should be an
29 ongoing expense to stay ahead of it and address it as it pops up from year to year. We have a
30 two-year contract with Vermont Mowers, so they'll be back, and they may be able to provide
31 treatment as well.

32
33 Building and Repairs: The Transfer Station Improvement: As authorized the new waste oil
34 heater has been installed in the DPW building which is now handling all the waste oil that's
35 being collected at the at the transfer station. It's win-win situation in terms of cutting our
36 heating cost basically down to almost nothing depending on the flow of waste oil. It also
37 eliminates the expense of having to dispose of the waste oil. It should have a very positive
38 rate of return over the next few years and be something that's going to benefit the
39 facility in the long run. The additional paving that was approved has been completed
40 and that certainly is going to help operations as well.

41
42 **Old Business:**

43 Town auction of Town owned property: The town auction of town owned property is
44 coming up this Saturday at the Northwood Elementary School. There's been a lot
45 of interest in a number of different properties both here in the office as well as
46 to the auctioneer. They are hoping that means there will be a good turnout that will create an
47 environment for getting good prices for the properties, but the goal is getting them back on the
48 tax roll, as many as possible. Obviously if the properties don't sell, there is a window that they
49 would entertain offers now that they have offered them to the public and they didn't sell. Then
50 of course, he would recommend that they look at a similar process next spring to go ahead and
51 see if they can't move some of the other properties that may not sell. There's approximately 30
52 properties that are on the list and he is hoping that that's going to help bring them some fair
53 dollars and also get those properties back on the tax roll.

1 Town facilities policy: The Select Board was presented with an updated version of the Town
2 Facilities policy.

3 **Motion: To accept the Town Facilities Policy as written.**

4 **Motion: T. Colby**

5 **Second: M. Frye**

6 **Motion carried 5/0**

7

8 Facilities/Highway committee status: There have been some resignations on the committee
9 including Chair Betsy Colburn's recent resignation, which the board was provided a copy of
10 both on this committee as well as the oversight of the Community Hall. We certainly want to
11 thank Betsy for her efforts. With a couple of other resignations last spring, that really only
12 leaves Beth and Tim and a representative from the library trustees, Betty Smith and also the
13 Public Works Foreman, Chris Brown and volunteer Bob Strobel. It had been discussing with
14 the committee chair back in the early summer about coming up with a more defined mission
15 for the committee. Walter stated he drafted up something and submitted it to the committee
16 chair for discussion and he believes because of the way things were going, there hadn't been a
17 meeting to review it since then so he pulled that up out of the archives for the Board's review
18 and to create a discussion about whether or not the committee should go forward as is or
19 should be charged with a new mission or disbanded.

20

21 Selectman Boudreau asked if they still need the committee now that the town has hired
22 someone full time that is in charge of facilities and highway. The committee hasn't met since
23 the beginning of summer. The committee had a lot of pushback which is why some people
24 resigned in the spring. The pushback was in terms of the things that they had discussed last
25 year during budgeting and then the board chose to go differently. Some people on the
26 committee felt that they were putting in all this time effort and then the Select Board chose to
27 do differently, or the department had chosen to do differently and they were concerned in terms
28 of the advisory Selectman Frye stated that he thought it was good document. He stated that he
29 would want to make sure they wouldn't run into any turf battles since it does say facilities and
30 grounds. With things like recreation fields the new field and playground development there
31 what committee does it fall under? Recreation or Facilities? Both of those committees are
32 advisory so it might be a moot point.

33

34

35 Mr. Johnson stated that as far as highways are concerned, if they have a solid adopted road
36 management plan and the committee would simply endorse that and make sure that that plan
37 got updated regularly, that would be valuable but he doesn't necessarily think it would need
38 to go any deeper than just supporting that plan and supporting the appropriations going
39 forward with the Select Board and the Budget Committee and stick to the plan. Facilities can
40 be valuable, especially when you're talking about historical buildings and things like that
41 people that have been involved in the community for many years obviously can be valuable to
42 those types of committees in terms of making recommendations other than basic repairs. For
43 example, in terms of maintaining expanding grounds or looking at what facilities the
44 community might benefit from in the future.

45

46 Selectman Boudreau stated that she had been on this committee for four years. The first two
47 years she would go to the meeting on the first Wednesday of the month and no one ever
48 showed up. Then a year or two ago, they merged the Facilities and Highway Committees,
49 because no one ever came, not anyone from the Town departments. We started meeting two
50 years ago and that's when they decided to do the siding and paint the library because the
51 library got mixed up with not being painted the year before and then people got upset because
52 of all the work we put into it and then this year they have only met once or twice.

53

54 Mr. Johnson stated that certainly getting volunteers to either serve on elected or appointed
55 committees is a struggle.

56

57 **Motion: To accept Betsy Colburn's resignation with regret. We appreciate her dedication**
58 **and time she gave to the town.**

59 **Motion: B. Boudreau**

1 **Second: M. Frye**
2 **Motion carried 5/0.**

3
4 EOP Grant

5 Mr. Johnson stated that the grant has been accepted and approved for four thousand dollars.
6 Selectman Kreider stated that the Board acknowledges this, and thanks to Mr. Young for his
7 hard work.

8
9 Budget FY2022

10 Mr. Johnson distributed the budget spreadsheet and discussed it in general terms with the
11 Board. Department heads will begin reviewing their proposed budgets with Board on October
12 19th.

13 **Citizen's Forum**

14
15 Tim Jandebaur: "I wanted to mention that I'm looking into the excavator that was rented by the
16 Town. As you know, it was rented for a month and then re-rented for at least a second month
17 and as near as I could tell the lease was up. I've done some right to know, and the lease was
18 up on 9/2, it wasn't picked up till 9/7. However, in that interim, that excavator was over at
19 Chuck Brown's Alignment and was used to clean up the yard. I'm not clear yet and I've
20 submitted another long list of queries to the Town Administrator regarding this issue.
21 Whether the Select Board knew that it was being used privately or whether the company that
22 leased it knew that it was being used privately, was it paid for by the person using it to use it
23 for those four or five days. I'm looking into it because there's only one good answer and that is
24 that the person using it paid for it for those four or five days. I don't believe that happened
25 but, I'm going to find out. If it's just that he used his position in order to get three or four days
26 or five days of free use of it, that would be a real ethics issue for me. Unfortunately, this
27 gentleman has a small army watching him in this town and unfortunately for me, they call me
28 and want me to look into it. I have submitted another list of issues to the Town Administrator,
29 which I'm sure you'll get in the next day or so. I also wrote to the company that leased it to
30 the town to see if they were aware that this was going on. I just want to find out, and I hope I
31 get some better answers than some I've gotten in the past. I particularly want to comment on
32 one of them and that's the trailer that was given away. That trailer was worth several hundreds
33 of dollars easily there's one just like it on Route 43 in Deerfield almost identical but a little
34 smaller. \$1,200 dollars. It's there today if you want to go look at it tomorrow. The answer I got
35 on that issue was that the Foreman judged that the trailer had nominal if any scrap value.
36 Now, that alone is ridiculous if you took a look at the fact that metal is so high. If you looked at
37 your financials you will see as of the last Budget Committee meeting, where you had budgeted
38 to have made fifteen thousand dollars, so far in metals we've made twenty-nine thousand.
39 That's how valuable metal is right now. It's a big deal if a trailer that was worth certainly
40 hundreds of dollars if not a thousand was taken away by an employee. You know that I have
41 already told you that that violates an RSA. There's an RSA that says if it's over a two
42 dollar value it's got to go out to bid, and it didn't so anyway, those kinds of answers are just
43 giving me ammunition. I hope on this issue with the excavator I can get some honest
44 answers. I just want to know, did we know? If we didn't know, was it paid for by him for those
45 four or five days? It's fair questions and I'm going to keep looking into this stuff as long as it
46 keeps coming up because I think there's a real issue. Second thing, we had a pretty good
47 meeting at the Planning Board. At the end it got a little testy and I'm sorry that happened.
48 I felt that Hal was a little irritated and made the statement that picking on and I think most of
49 the picking was that some of the department heads weren't very well prepared to explain where
50 the money or whatever was going to come from. Hal made the statement that these are reasons
51 we lose people, and I took umbrage at that and I'll tell you why. One employee that hired
52 by this Select Board, and some of you weren't here at that time, by the select cost us six
53 employees at minimum. Three town finance directors, a town clerk and the best road person
54 we've ever had here all left because of that one employee. In the end, she left here. I think we
55 need to look at why we're losing people. Lastly, I would love to get about 20 people in here
56 that five years or ten years ago were all members of all of these boards and they've all gone
57 away and they've all come back to go away for the same reason and it would be great fun to
58 have them tell you that reason. "
59

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

NON-PUBLIC SESSION

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

Motion: M. Frye

Second: J. Guzofski

Motion carried by roll call vote 5/0

The Select Board Members entered non-public at 8:06 PM.

Public Session Reconvened at 8:40

Motion: "To seal the minutes because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board."

Motion: M. Frye

Second T. Colby

Motion carried by Roll Call Vote 5/0

Motion: "To adjourn at 8:45 PM"

Motion: M. Frye

Second: T. Colby

Motion carried by Roll Call Vote 5/0

Respectfully Submitted

Susan Austin, Land Use Assistant