



**TOWN OF NORTHWOOD
BOARD OF SELECTMEN**

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

**Board of Selectmen Meeting Minutes
October 26, 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,

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

CITIZEN FORUM: No Comments

Minutes

Motion: "To approve the minutes of October 12, 2021, as amended."

Motion: M. Frye

Second: T. Colby

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

CONSENT AGENDA

Northwood NH Consent Agenda for October 26, 2021

Payroll Manifest dated October 20, 2021:

Batch # 17967 for \$78,750.37

Accounts Payable Manifest dated October 20, 2021:

Batch # 17971 for \$1,760.00

Accounts Payable Manifest dated October 27, 2021:

Batch # 18004 for \$68,6970.95

Treasurer's Report – N/A

Administrative Abatements – N/A

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

N/A

Motion: To approve the Consent agenda for October 26, 2021 as presented.

Motion: T. Colby

Second: M. Frye

Motion carried 5/0

Town Administrator Report:

Staffing Update: PD is working two Patrolman candidates through the hiring process.

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1 Building Repairs and Painting: Work repairs to the community center east side siding will be
2 done later this fall according to the contractor's schedule.

3 Town Facilities Lighting Upgrade: We finally have a proposal for the lighting upgrade package
4 for all facilities and the cost is in line with the budgeted encumbered amount of \$28,000. A
5 copy of the breakdown is included in your packet. These funds are encumbered in the
6 restricted fund balance from 2019. As this project has an existing approved Purchase Order
7 Walter requested the Board's authorization to sign all necessary documents related to
8 completing the project. Paving at the handicap ramp at the Community Hall will be completed
9 by the DPW soon.

10 **Motion: "To authorize the Town Administrator to sign all necessary documents required
11 for the completion of the Eversource Lighting Fixture Program".**

12 **Motion: T. Colby**

13 **Second: M. Frye**

14 **Motion carried 5/0**

15

16 Road Paving Schedule: Reclaiming is completed for a portion of Bow Street, Harmony and
17 Bigelow Rd. The repair to a small section of Harmony Rd will be completed this fall.
18 Shouldering is being done on the three roads this week. Tim noted there is also a small section
19 of Ridge Rd. that was damaged by a downed powerline last winter and a section of Harvey Lake
20 Rd that needs to be done by R & D Paving before they finish for the winter.

21 FY 22 TA/Department Head Budgets: Budget review will continue on 11/2 at 6:30. If time
22 allows some of the smaller budgets remaining can be reviewed at the end of tonight's meeting. I
23 expect we can wrap up the review of the operating budget on 11/2 and then move on to the
24 warrant articles. The schedule includes the Building Code Compliance and Health at 6:30,
25 Recreation at 6:50, Town Clerk/Tax Collector at 7:15, Library 7:45, Finance/Personnel at 8:15.
26 Walter noted from there we will move on to the capital items and warrant articles on the 9th
27 and vote on all items on the 16th.

28 Road Surface Management Program (RSMS) Update: Work continues on the final version of the
29 plan. Walter noted we are still anticipating on getting the final version in early November as the
30 Town has provided all the necessary input for the maintenance and reconstruction work for the
31 first five years of the plan.

32 Household Hazardous Waste Day 2023: The City of Rochester is requesting our conditional
33 commitment to participate in the 2023 regional household hazardous waste day. They are
34 aware of the condition that the participation is subject to budget funding approval. A grant
35 application to NHDES for the 2023 event is being submitted in January of 2022 so a
36 commitment is needed before then. Northwood's share is \$ 2,028.81. A motion to commit
37 subject to funding is required. The Board discussed the benefits versus the cost of participating
38 in the program. Walter reported in 2021 there were 30 vehicles from Northwood that
39 participated and only 3 in 2020 during the height of the pandemic. Not participating in the
40 program may result in some hazardous material in our regular trash or dumped along
41 roadsides. The cost for the 2022 event is included in the proposed budget as part of the
42 transfer station hazardous waste disposal line which includes other disposal cost handled at
43 the facility. After further discussion the Board agreed by consensus to send the letter of
44 conditional commitment for the 2023 event to the City of Rochester.

45 Resident Winter Sand Shed: Chris and Jeff have constructed a shelter for winter sand to be
46 used by residents at their homes. The shelter will protect the sand from freezing. Resident may
47 take up to two 5-gallon buckets at a time. The sand is not available to commercial contractor
48 sanders etc. The Board expressed their appreciation to Chris and Jeff for getting this long
49 overdue project completed as it will be a benefit for the residents during inclement winter
50 weather.

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1 RT. 107/Main Street Bridge Construction: Construction began yesterday on the culvert
2 replacement project by NHDOT. There will be one way traffic during the project with several
3 complete detours when necessary. A small amount of parking at the Community Hall may be
4 affected during the construction.

5 Upcoming Meetings Schedule: Board Meeting Schedule: Budget work session on 11/2, and
6 11/16 if necessary, regular meeting on 11/9 and 11/23.

7 **Old Business:**

8 Town auction of Town owned property: Walter reported a total of thirty Town owned properties
9 were sold at the October 16 auction. A list of the property locations and high bid amount is
10 included in the Board's meeting packet which is also on the Town website. There is one high
11 bidder on the property located at 8 Elm Street for \$20,000 who has withdrawn their bid. There
12 is a backup bidder who the auctioneer will contact for the property at a bid of \$17,500. This
13 matter will be discussed further in non-public session under RSA 91A:3II (d).
14

15 **New Business:**

16
17 Deputy Health Officer Recommendation – Adam Schaub: Walter reported that Adam has
18 expressed an interest in serving as the Deputy Health Officer (DHO) and his appointment is
19 supported by the Health Officer Jared Shaheen. This position like the Health Office position is
20 appointed by the State on the recommendation of the Select Board. The Board discussed a
21 concern of performing the DHO duties during Adam's shift time with the Fire Department.
22 Walter stated that this would be a condition of the appointment except in the event of a health
23 emergency which he would likely be involved in as a Captain in the NFD. An annual \$1000
24 stipend is budgeted for this position.
25

26 **Motion: To recommend Adam Schaub as the Deputy Health Officer**

27 **Motion: M. Frye**

28 **Second: T. Colby**

29
30 **Motion Carried 4 -1 with J. Guzofski voting no due to his objection to Health Officer and**
31 **Deputy positions have authority over the Select Board in certain circumstances by State**
32 **law. He is not objecting to Adam himself being appointed.**
33

34 Proposed Complaint Against a Town Employee Policy

35
36 Walter brought forth a proposed policy to address and establish a process for the public to
37 formally bring forth any complaints of any Town employee actions that may have aggrieved in
38 some way. The draft is from a similar form he's used in another community and found it to
39 work well if citizens feel they've been missed treated or negatively impacted by the actions of a
40 Town employee while working for the Town. As discussion, the Board agreed to as Town labor
41 Counsel to review the policy and they will consider it after reviewing Counsel's comments at a
42 future meeting.
43

44 Proposed Inclement Winter Weather Maintenance Policy

45
46 Walter presented a draft of an inclement winter weather policy that he recommends the Board
47 adopt. This policy outlines the general process and procedures used by the DPW/Highway
48 Department and the contractor's hired by the Town. This policy will assist citizens with
49 understanding the priorities and processes used to maintain the Town roads and town school
50 facilities during the winter season. If adopted, the Select Board is required to review this policy
51 with the DPW Foreman prior to each winter season and make any adjustment to the policy as
52 may be necessary. The consensus of the Board was to bring the draft back at the next regular
53 meeting for adoption with no changes at this time.
54

55 Review Board Task Manager

56
57 Chairman Kreider inquired if any Board member has any additions to or questions or concerns
58 regarding the any items on the current list. Jim asked about the status of the Bow St. and Rt4

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1 intersection matter. Walter reported the two property owners involved in handling the drainage
2 problem are now in court and we are waiting to see the outcome of that before we go forward
3 with addressing the utility pole relocation and finishing the pavement. Matt inquired about the
4 Harvey Lake Dam and now that the property that may own a portion or all of the dam is now for
5 sale does that have any bearing on the situation. Walter stated that where the Town has taken
6 a position that we don't own the dam and will not be taking any steps to maintain it the sale of
7 the abutting property should not impact our position. It was noted that only a portion or one
8 parcel of the property may be for sale and not the portion involving the dam. Tim asked if the
9 Meadows Dam repair should be on the list and Walter felt it being a state responsibility not a
10 Town, he hadn't put it on the list. Walter was asked to follow up on the status of the repair.

11
12 Board Committee Reports

13
14 Matt reported on the Trunk or Treat event put on by the Recreation Department last weekend
15 was very successful with a bunch of participants and several volunteers provide trunks. Jim
16 reported on the Budget Committee's recent 3rd qtr. review meeting last week. He expressed his
17 appreciation to Walter and Cheryl for their preparedness and professional responses to the
18 Committee's questions.

19
20 Walter noted that he is still working with two homeowners regarding pending tax deeding and
21 hopes they can avoid taking the properties for nonpayment of taxes. He will update the Board at
22 the next regular meeting.

23
24 Continue Review of Department Head FY22 Budget Requests – Voter Registration, Elections,
25 Audit Services, Assessing, Treasurer, Legal Services.

26
27 Voter Registration: Walter noted there are three elections scheduled for 2022 and the budget
28 numbers reflect the funds necessary for the three which is similar to the 2018 budgeted
29 amounts.

30 Elections: Same budget process for the Voter registration with 3 elections. Walter to check on
31 funds for programing and maintaining the ballot machine for each election.

32 Audit Services: The \$15,000 budget amount is based on a proposed 3-year contract with our
33 current auditors.

34 Assessing: For 2022 we have included a share of the admin assistant for assessing of 25% of
35 her wages and benefits to reflect the actual and true cost of running the department. Walter
36 explained the need to keep property values in line with market values and not let them fall so
37 low that we have a similar impact as we did in 2020 with the 5-year-old revaluation. We are
38 budgeted for a statistical update with our contract assessor as some of the segments of the
39 properties in Town may no longer meet the DRA requirements. We have a \$50,000 placeholder
40 as the actual price is still being discussed with Cross Country Appraisal Co. This cost appears
41 in the Contracted Services line along with the regular assessing cost of \$54,000. The postage
42 for the department like others is being shared with this department in the amount of 10% of
43 the total annual cost.

44 Treasurer: This department is scheduled for a new desk top computer in 2021 for \$1000 which
45 may be rescheduled until 2022 if funding is not available at the end of 2021. If it is then it will
46 be removed from the proposed budget.

47 Legal Services: Walter explained the amount of \$15,000 for general legal services including our
48 labor Counsel is being proposed at the 2021 level. Currently, there is no pending litigation that
49 will create a significant impact to this line item and only the normal legal services are planned
50 for.

51
52 **NON-PUBLIC SESSION**

53 **Motion: To enter non-public at 8:00 PM under RSA 91-A:3, II (a&d)**

54 **Motion: M. Frye**

55 **Second: J. Guzofski**

56
57 **Motion carried by roll call vote 5/0**

58
59 *The Select Board Members entered non-public at 8:00 PM.*

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1 *Public Session Reconvened at 8:55*

2
3 **Motion: “To seal the minutes because it is determined that divulgence of this**
4 **information likely would affect adversely the reputation of any person other than a**
5 **member of this board.”**

6 **Motion: M. Frye**
7 **Second T. Colby**

8
9 **Motion carried by Roll Call Vote 5/0**

10
11 Chair Kreider read the following statement: “Regarding the recent complaints lodged against a
12 Town employee in the highway department, the Board has investigated the complaint and
13 found it to be unfounded in terms of violating Town policy and state law. Where this is a
14 personnel matter details of the investigation will remain sealed in the non-public minutes per
15 RSA 91A:3II (a).”

16
17 **Motion: “To adjourn at 8:57 PM”**

18 **Motion: M. Frye**
19 **Second: T. Colby**

20
21 **Motion carried by Roll Call Vote 5/0**

22
23
24 ***Respectfully Submitted***
25 ***Walter Johnson, Town Administrator***