



**TOWN OF NORTHWOOD
BOARD OF SELECTMEN**

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

**Board of Selectmen Meeting Minutes
November 9, 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, DPW Foreman Chris Brown. Finance Director Cheryl Eastman.

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 19, 2021.

Motion: M. Frye

Second: T. Colby

Motion carried by roll call vote 5/0.

Action on the October 26th minutes was delayed.

CONSENT AGENDA

Northwood NH Consent Agenda for November 9, 2021

Payroll Manifest dated November 3, 2021:

Batch # 18014 for \$74,786.11

Accounts Payable Manifest dated November 3, 2021:

Batch # 18016 for \$43,930.23

Accounts Payable Manifest dated November 10, 2021:

Batch # 18035 for \$387,258.92

Treasurer's Report – N/A

Administrative Abatements – N/A

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

Veteran's Exemption – Andrew Gwinn Map 110 Lot 7

Motion: To approve the Consent agenda for November 9, 2021 as presented.

Motion: T. Colby

Second: M. Frye

Motion carried 5/0

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Town Administrator Report:

Staffing Update: PD continues to work two Patrolman candidates through the hiring process with one conditional offer being extended and accepted to date. The part time vacancy at the transfer station has been posted. The fulltime firefighter position opening will be posted soon. A draft of a revised position description was included in your packet for discussion and approval. After discussion, the Board approved the revised position description for the career firefighter position as presented. 5/0

Transfer Station Schedule: With winter coming and the transfer station being shorthanded it may be necessary to cut back some of the hours of operation during the week until we are back at full staff as Chris and/or Jeff will not be available to cover the open shifts. A discussion ensued as to how best address the personnel shortage at the transfer station. The pros and cons of modifying the open schedule was discussed at length and with the input of DPW Foreman Chris Brown, closing or limiting the hours on Wednesday might be the best alternative. Beth expressed concern about the affect on the employees' losing hours and Chris advised that this was typical for some during the winter months. Closing Wednesdays would require highway department personnel coverage only on Mondays for an hour from 1 -2pm. Tim motioned, and Jim seconded to modify the transfer station hours temporarily as follows; closed on Wednesdays and open from 2:00pm to 7:00pm on Mondays until April 1, 2022, or until adequate staff is available. After discussion on the motion Tim and Jim agreed to a friendly amendment to change the date from April 1, 2022, until December 31, 2021. The Board voted on the amended motion that passed 4/1 with Beth opposing. It was agreed to attract employees for this department the hourly wages will need to be increased and this will be discussed during the final budget review.

Town Facilities Lighting Upgrade: I've approved and signed the necessary documents for the project to move forward. We have a pre-construction tour and meeting set for 11/12.

Road Paving Update: The section of Harmony Rd with a subsurface materials problem has been repaired and will be repaved in the near future. The sections on Ridge Rd and Havey Lake Road will be repaired at the same time.

FY 22 TA/Department Head Budgets: Budget review will continue at the end of this meeting. Discussion will include a review of the requested TA/Department Head budget and the proposed warrant articles. The final recommendation for the budget and money warrant articles will be determined at the works session on 11/16 beginning at 6:00pm.

Road Surface Management Program (RSMS) Update: Work continues on the final version of the plan. A copy of the next five years plan is included in your packet.

RT. 107/Main Street Bridge Construction: Construction began yesterday on the culvert replacement project by NHDOT and the area is now one way over the brook controlled by temporary traffic signals. A small amount of parking at the Community Hall is being affected during the construction.

2021 Tax Rate Setting: According to the DRA municipal portal all documents have been received for all entities but some are still under review so no time frame has been determined for when a rate setting session will be set.

Tax Deeding: I recommend the Board waive the tax deeding of the property know as Map 232 Lot 11 as the property is occupied and taking it would create an undesirable obligation under a landlord tenant liability risk for the Town. The waiver is in the signature folder for signatures if approved. We will continue to work with the property owner on a payment plan to prevent a deeding situation in the future. **Motion: to waive the tax deeding of Map 232 Lot 11 due to the potential landlord/ tenant liability risk to the Town.** The Tax Collector will be deeding Map 206 lot 53 on Long Pond Road.

DRAFT

1 **Motion: “to waive the tax deeding of Map 232 Lot 11 due to the potential landlord/
2 tenant liability risk to the Town and deed the property at Map 206 lot 53”.**

3 **Motion: M. Frye Second: J. Guzofski. Motion carried 5/0.**

4 Upcoming Meetings Schedule: Board Meeting Schedule: Budget work session on 11/16 regular
5 meetings on 11/23, 12/14 and 12/28.

6 Conservation Commission Appointment: Walter reported he received a late request to appoint
7 Pricilla Merrill to the Conservation for three years to expire March 2024. Ms. Merrill has
8 expressed a sincere interest in serving on the Commission.

9 **Motion: “ to approve Pricilla Merrill to the Conservation Commission for a a three year
10 term expiring March of 2024”.**

11 **Motion: T. Colby, Second M. Frye. Motion carried 5/0**

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13 **Old Business:**

14 Town auction of Town owned property: Walter reported we are working with the auctioneer to
15 complete the sale of the properties that were sold at the auction on October 16, 2021. None
16 have closed to date. A couple of bidders are having bidders’ remorse wishing to cancel their
17 purchase and sales and those are being discussed with the auctioneer and Town Attorney.
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19 Proposed Complaint Against a Town Employee Policy

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21 Walter stated this is the second review of the policy and the recommended changes from Town
22 Counsel have been incorporated in this final version.
23

24 **Motion: “To approve the Complaint Against A Town Employee Policy as Presented”.**

25 **Motion: M. Frye**

26 **Second: T. Colby**

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28 **Motion Carried 5/0**

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30 Proposed Inclement Winter Weather Maintenance Policy

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32 Walter stated this is the second review of the proposed inclement winter weather maintenance
33 policy. There are no changes to the policy from the first review.
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35 **Motion: “To approve the Inclement Winter Weather Maintenance Policy as Presented”.**

36 **Motion: M. Frye**

37 **Second: T. Colby**

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39 **Motion Carried 5/0**

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41 **New Business:**

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43 Establish the Date for the 2022 Deliberative Session and Budget Hearing

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45 Walter advised the window of dates to hold the 2022 deliberative session is between February 5
46 and February 12, 2022. He is suggesting February 5th 2022 be set for the deliberative session
47 so if it is necessary to postpone the session due to bad weather a date later that week can be
48 used. The Budget Committee is proposing a date of January 12th for the budget hearing with a
49 snow date of January 14th. Both meetings are planned to be held at the elementary school. The
50 deliberative session will be gin at 9:00am and the budget hearing at 7:00pm.

51 **Motion: “To approve February 5th 2022 at 9:00am for the deliberative session and
52 January 12th with n inclement weather date of January 14th 2022 at the Northwood
53 Elementary School”.**

DRAFT

Motion: M. Frye
Second: T. Colby

Motion Carried 5/0

Review Board Task Manager

Chairman Kreider inquired if any Board member has any additions to or questions or concerns regarding the any items on the current list.

Board Committee Reports

Citizen's Forum

Ginger Dole commented on the following: she believes closing the transfer station on Wednesdays is a bad idea and will cause problems and delays on the weekends. It will also cause problems with waste containers being full during the busy times. She suggested the Board use the fund balance to lower the tax rate during the rate setting for 2021. Ginger stated if bad weather forced the postponement on the deliberative session on February 5th the meeting would have to be opened and then continued to a date certain. Matt believes the postponed meeting would have to be held within a certain number of days/hours. Walter will confirm/clarify the rules if the meeting is postponed.

Continue Review of Department Head FY22 Budget Requests –

After a short break, Hal led the Board through a review of each budget category to hear comments from members regarding any proposed changes.

Walter noted he is proposing removing the planned desktop computer replacement from the budget and plans to purchase them with FY21 funds prior to the end of the year. A discussion reviewing the hours of the tax collector/town clerk office and the fulltime status of the deputy Clerk/tax collector led to a conclusion that more information was needed from Marisa on both topics. Cheryl noted the trustee of trust funds will be submitting year end invoices for their stipends and their contracted services. The Board discussed the compensation pool amount and agreed approximately \$20,000 should be added to cover 3% step increases not included in the individual department budgets based on information provided by Cheryl and consideration is still needed for adding a cost of living increase to the wage as no adjust has been made in a couple of year. The 2021 COLA is 5.9%. Information also provided by Cheryl indicates a 5% increase to the scale if all employees received a step would total just over \$104,500. No action was taken on the scale adjustment at this time. The Board agreed to decrease the police and fire department equipment lines by \$5,000 anticipating that some of the items included in these lines could be purchased from any remaining FY21 budget funds. Emergency Management Equipment Purchases line was reduced by \$500 from \$1000 with the understanding if a disaster hit the Town, resources from other budget funds can be diverted. To bring the transfer station wages up to a competitive level, the Board added approximately \$2/hr. per position for a total of \$10,000 to this department. The Board discussed the Rec budget's maintenance line and considered proposing a warrant article to make the necessary repairs/improvements to the sports fields as a capital item and remove some of the line item dollars from the budget. This will be discussed with the capital items and no change was made to the Rec budget at this time. The Board had a lengthy review of the proposed library budget that is up significantly due to proposed changes in personnel, benefits and wage increases. The library operating budget is up approximately \$30,000 plus the addition of one health insurance premium included in the personnel benefit budget for a total of \$58,000 which equals a roughly 28% increase over the latest default budget. The Board agreed to propose a total budget of \$212,842 plus \$28,000 for an additional medical insurance cost in the personnel benefits line.

NON-PUBLIC SESSION

DRAFT

1 **Motion: To enter non-public at 9:45 PM under RSA 91-A:3, II (e)**

2 **Motion: M. Frye**

3 **Second: T. Colby**

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

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7 *The Select Board Members entered non-public at 9:45 PM.*

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9 *Public Session Reconvened at 9:53*

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11 Chair Kreider announced that during the non-public session the Board reviewed the seal
12 minutes of the non-public session of October 19th and unanimously agreed to unseal those
13 minutes.

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15 **Motion: "To adjourn at 9:55 PM"**

16 **Motion: M. Frye**

17 **Second: T. Colby**

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

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22 *Respectfully Submitted*

23 *Walter Johnson, Town Administrator*