



**TOWN OF NORTHWOOD  
BOARD OF SELECTMEN  
818 First NH Turnpike  
(603) 942-5586**

**Town of Northwood**

**Northwood, NH 03261**

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**Board of Selectmen Meeting Minutes  
November 23, 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, Fire Chief Mark Tetreault

**6:02 P.M. Chairman Hal Kreider opened the Northwood Board of Selectmen meeting with a roll call and led the Pledge of Allegiance.**

**Citizen’s Forum:**

Vice-Chairman Frye read a letter submitted to citizen’s forum.

“As I am unable to attend tonight’s meeting, I am submitting my Public Comments in writing via Walter.

After watching the last BOS meeting, I am quite disturbed by the 3-2 vote to NOT include the Library’s request for \$10,000 for a generator as a Warrant Article. The fact that one of you doesn’t use the Library, or that they have included a \$6,337 book return in their requested operating budget does not negate the need for a generator. They included this request via the CIP, as did all other departments. While reviewing your Warrant Articles, you included two that were not on the CIP; Road Construction for \$175,000, and Recreation Complex Improvements for \$27,000. You decided to fund these two articles along with Fire Dept. Radios for \$33,000, Facilities Expendable Trust for \$25,000 and Road Improvement Expendable Trust for \$50,000 for a total of \$310,000 to be funded from the “Unassigned Fund Balance as of 12/31/21”.

One Selectman mentioned he has used the Library’s computers when he lost power at home, and another voiced his opinion that the voters should have the opportunity to decide if this was a reasonable request. This \$10,000 amount could very easily be added to the \$310,000 you are already planning to fund from the Unassigned Fund Balance.

There was no discussion among you that by having a permanent generator at the Library allows residents to not only be able to have computer access, but also a place to go for warmth during severe weather and prolonged power outage. The last I knew, we have one portable generator, which was to be used at Town Hall. Do we have

42 others, and if so, where would they be used? Northwood needs a Warming Center,  
43 and I believe the Library is best suited, as the School does not have a generator.  
44 I have spoken with several residents about this since last Tuesday, and they are in  
45 agreement that the voters should have the opportunity to vote on this request. Tom  
46 Chase has authorized me to add his full support and we request at this time that the  
47 Board of Selectmen, tonight, reconsider your previous decision and vote to add the  
48 article for \$10,000 for a Generator at the Library, to be funded from the Unassigned  
49 Fund Balance as of 12/31/21 to the Warrant.  
50 Let the Voters Decide!

51  
52 Ginger Dole  
53 603-608-5232  
54 91 Rochester Rd  
55

56 **Approve Minutes:**

57 **Motion: "To approve the minutes of November 16, 2021, as written."**

58 **Motion: M. Frye**

59 **Second: T. Colby**

60 **Motion carried 5/0**

61

62 **Consent Agenda:**

63 Payroll Manifest dated November 17, 2021. Batch # 18052 for \$74,305.68.

64 Accounts Payable Manifest dated November 17, 2021. Batch # 18053 for \$38,653.06.

65 Accounts Payable Manifest dated November 22, 2021. Batch #18074 for \$586,338.03.

66 Some notable expenses include the 1<sup>st</sup> payment for the new fire truck to Franklin  
67 Savings Bank for \$52,237.19 and payment to Northwood School District SAU #44 for  
68 \$500,000.

69 Administrative Proration Abatement – Andrew James

70 Veteran's Tax Exemption – Peter Bohin, Jr. Map 109 Lot 19-MH-1.

71 Land Use Change Tax – Erik & Brittany Bergstrom

72 Proration Application – Andrew James

73 The last four items are all per the recommendation of the assessor.

74

75 **Motion: "Move to approve the consent agenda as read."**

76 **Motion: M. Frye**

77 **Second: B. Boudreau**

78 **Motion carried 5/0**

79

80 **TA Report – Items for Board Action:**

81 Staffing Update: Two Patrolman candidates have started this week and will attend the  
82 Police Academy in January. We have two candidates for the positions as the transfer  
83 station. One has been selected and started this week. The second one will be coming  
84 on as an on-call position. The transfer station will be open its regular winter hours with  
85 these new hires.

86

87 Town Facilities Lighting Upgrade: We had a pre-construction tour and meeting on  
88 11/12 with the contract manager. They expect the project will begin soon and likely be  
89 completed by the end of the year, subject to the availability of fixtures and contractors..

90

91 Road Paving Update: The section of Harmony Road with a subsurface materials problem  
92 has been repaired and will be repaved along with a repair to Ridge Road and Harvey  
93 Lake Road this week.

94  
95 Select Board's Recommended Budget: The Select Board's recommended budget and  
96 money warrant articles have been delivered to Linda Smith for distribution to the Budget  
97 Committee members.

98  
99 Rt. 107/Main Street Bridge Construction: Construction is mostly complete on the  
100 project and a final walk over is planned for 11/24.

101  
102 Unpaid Property Tax List: The tax collector has provided a list of unpaid taxes by year.  
103 The tax collector encourages all property owners to make partial payments if they are  
104 unable to make full payments as the interest on the unpaid balance after a year is 14%.  
105 TA Johnson stated the amount of outstanding payments is fairly consistent with prior  
106 years and usually goes down with the issue of the second issue bill.

107  
108 2022 Employee and Transfer Station Holiday Schedule: A proposed schedule was  
109 provided in your packet for discussion and approval. There was discussion about the  
110 transfer station schedule for Christmas and New Years Day being on weekends.

111 **Motion: "To approve the holiday calendar as submitted by Walter."**

112 **Motion: T. Colby**

113 **Second: M. Frye**

114 **Notion carried 5/0.**

115  
116 Chairman Kreider reminded people if they cannot pay their taxes or heat, they should  
117 come in and talk to Walter about help through the assistance programs.

118  
119 Upcoming Meetings Schedule: Board meeting schedule: Regular meetings on 12/14  
120 and 12/28. The Budget Committee meeting for the town budget will be Saturday,  
121 December 4 at 9 a.m. at the elementary school. The meeting for the school and districts  
122 is the following Saturday at 9 a.m. at the school. The public hearing for the budget is  
123 January 12, 2022 at 7 p.m. with snow dates for the 14<sup>th</sup>. The Deliberative Session in  
124 February 5, 2022 at 9 a.m. at the elementary school.

125  
126 **Rt 4 and Bow Street Intersection Drainage:**

127 This topic was tabled for a later meeting.

128  
129 **Use of American Rescue Plan Act (ARPA) Funds:**  
130 Chief Tetreault presented updated info on defibrillators and ventilators. TA Johnson  
131 reminded the Board we have \$225,000 in ARPA funds received this year and have until  
132 2024 to spend them. Next year we will get another \$225,000 and can spend that  
133 through 2026. Those time frames may be expanded. He also outlined the criteria of  
134 eligible expenses for these funds, stating they have to relate to planning and preparing  
135 for the ongoing pandemic in some way, such as compensation for at-risk employees,  
136 water projects, supplementing lost revenue. Medical equipment definitely qualifies, as  
137 well as the Gulf Road project, and boat ramp projects. These funds cannot be used for  
138 something we normally do any year. Chief Tetreault said he has received quotes for two  
139 new defibrillators and ventilators totaling \$92,000 for all four items. He recommends

140 using the new state grant of \$50,000, cash match from the town for the required 5%  
141 match to that grant, and the balance from the ARPA funds.

142 **Motion: “To proceed with purchasing the ventilators and the defibrillators for a**  
143 **total of \$92,000.”**

144 **Motion: T. Colby**

145 **Second: M. Frye**

146 **Discussion: “Using \$50,000 from the State grant, \$2,500 cash, and the balance**  
147 **from the ARPA funds. If the state grant doesn’t get funded, all would come from**  
148 **the ARPA grant funds.**

149 **Motion carried 5/0.**

150

151 Narrows Station Apron Paving: Chief Tetreault reported that last week an article was  
152 included in the warrant for \$25,000 for repaving the narrows fire station. He reported  
153 that price would only cover a topcoat of paving. The quote to do it properly, including  
154 remove all the existing pavement, redo the base, grind, and repave is \$35,000.

155 **Motion: “To increase the warrant article to \$35,000.”**

156 **Motion: M. Frye**

157 **Second: J. Guzofski**

158 **Motion carried 5/0.**

159

160 Chief Tetreault reported he has two applicants in-house for the open full time firefighter  
161 position. They would need to pass the firefighters agility test. He also has two outside  
162 applications. The first review of applications will begin on Dec 13.

163

164 Chief Tetreault reported they are only missing a few minor hand tools and a couple  
165 fittings to finish the new truck. Captain Schaub has organized the truck very well.

166

167 **Town Owned Property Sale Update:**

168 Closings continue to take place. The first settlement payment is expected early next  
169 week. One of the properties that had been divided for tax purposes was never formally  
170 subdivided. The Town will need to go through a subdivision process. TA Johnson is  
171 waiting on a quote from a surveyor to do the work to be officially separated. After that,  
172 they can do the final closing. Town will pay the cost of the subdivision plan, process,  
173 and survey.

174

175 **Motion “To authorize the Town Administrator to take any action on behalf of the**  
176 **Board of Selectmen to move the sales to completion.”**

177 **Motion: M. Frye**

178 **Second: B. Boudreau**

179 **Motion carried 4/0/1 with Hal recusing himself.**

180

181 **2021 Tax Rate Setting Status:**

182 Our DRA representative today said they are still waiting for documents from the Gulf  
183 Village District. That is what is holding up the process of setting the tax rate. TA  
184 Johnson reached out to them to help with documents. TA Johnson estimated the town  
185 portion of the tax rate should be reduced significantly, using \$350,000 revenue from  
186 property sales before end of year and an additional \$200,000 from fund balance.

187

188

189

190 **Review of Non-Monetary Warrant Articles:**

191 Change of Purpose – Cable Fund: TA Johnson presented a draft of the rewritten article  
192 drafted by Board member Jim.

193 To see if the Town will vote to expand the original intent of the Cable Expendable Trust  
194 Fund, which was established in 2000, (21 years ago), to now include other means of  
195 improving the communications between the Towns board, committees, and departments  
196 with the town’s residents. In 2000, the principle means of communication between the  
197 town and its residents was through a community bulletin board on a cable channel.  
198 Voting for this article would allow the Town to use this fund for other means of  
199 communication between the Town and its residents such as but not limited to: email  
200 communications, a sign at Town Hall, electronic newsletters, etc. The Board of  
201 Selectmen will remain the agents to expend such funds, as stated in the original warrant  
202 article. (2/3 vote required) (Recommended by the Board of Selectmen 5/0)

203

204 **Motion: “Strike ’21 years ago’ from the wording.”**

205 **Motion: M. Frye**

206 **Second:**

207 **Motion carried 5/0.**

208

209 Recreation Field Improvements Article: Selectmen Frye has received more quotes on the  
210 work needed at the Recreation Fields. There is more prep work that needs to be done  
211 and therefore the funds won’t go as far as thought. Selectmen Frye recommends leaving  
212 the article at “not to exceed \$27,000” and come back next year to continue the work.

213

214 Library Generator: Chairman Kreider asked if anyone on the Board wanted to reconsider  
215 last week’s decision to not include the library generator request on the warrant. There  
216 was no motion.

217

218 Operating Budget Update: TA Johnson stated there were a couple changes to the  
219 Community Support Vendors budget. There was a duplication for funding Rockingham  
220 County programs. Rockingham County Meals on Wheels should be \$1,825, Rockingham  
221 County Transportation should be \$1,000. There is also a new request from One Sky  
222 Community Services for \$2,000. The net impact of all these changes is adding \$175.

223 **Motion: “To adjust the Community Support budget as stated.”**

224 **Motion: M. Frye**

225 **Second: B. Boudreau**

226 **Motion carried 5/0.**

227

228 **Assessor’s Sales Analysis Results as of 11/10/21:**

229 The sales analysis report shows that property values continue to rise. Our assessed  
230 values should be within 10% of 100%. Of the 96 sales studied, 23 of them were greater  
231 than 70% under market value. Only 1 was over assessed. There are funds in the  
232 proposed 2022 budget to address this and make adjustments. We need to keep  
233 adjusting values as we go along to prevent a large hit when we do the next full  
234 revaluation. TA Johnson wanted people to know we are aware of and watching the  
235 issue.

236

237 **Review Board Tasker Manager:**

238 TA Johnson said he is going to be focusing on the personnel handbook update, reviewing  
239 other policies for adjustments, and recommending new policies. He would like to have  
240 a policy of Community Support agencies criteria for submitting requests.  
241

242 **Board Committee Reports:**

243 Selectmen Frye reported the Rec Dept has a tree lighting planned in early December, a  
244 parade with Santa, basketball is running for the winter at the elementary school, thanks  
245 to parent volunteers to tear down and reset the cafeteria for every game. Ken Seymour  
246 has submitted his resignation as League Coordinator.

247 **Motion: "To accept Ken Seymour's resignation with regret."**

248 **Motion: M. Frye**

249 **Second: T. Colby**

250 **Motion carried 5/0.**

251

252 **Citizen's Forum:**

253 None.

254

255 **Nonpublic session if needed RSA 91-A:3ii (b):**

256 **Motion: "To go into a non-public to approve non-public minutes at 8:05pm."**

257 **Motion: M. Frye**

258 **Second: B. Boudreau**

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

260

261 **Public Session reconvened at 8:08pm**

262

263 **Adjournment:**

264 8:09 p.m.

265

266 Minutes respectfully submitted by

267 Cheryl Eastman

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