



**TOWN OF NORTHWOOD
BOARD OF SELECTMEN**

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

**Board of Selectmen Meeting Minutes
August 9, 2022**

ROLL CALL: Chairman Hal Kreider, Vice–Chair Tim Colby, Select Board Member Beth Boudreau, Select Board Member Jim Guzofski, and Select Board Member Pamela Sanderson.

STAFF PRESENT: Finance Director Cheryl Eastman, Public Works Foreman Chris Brown, and Fire Captain Adam Schaub

6:00 P.M. Selectman Kreider opened the Northwood Board of Selectmen meeting with a roll call and led the Pledge of Allegiance.

Citizen’s Forum:

Viena Dow gave the Board a list of residents that are interested in having the community garden built. She also said the volunteers at the swap shop use the bathroom at the highway building and it needs some improvements. It needs to be painted, have the floor fixed, and the beams that are eroding due to salt need to be replaced.

Chairman Kreider stated that Jim Hadley had suggested a community power committee be established. He has agreed to serve on the committee and answer questions from anyone else that might be interested in serving. The Board asked people to volunteer to serve on this committee. B. Boudreau thanked Mr. Hadley for volunteering.

Minutes:

Motion “To approve the minutes of July 26, 2022, as presented.”

Motion: T. Colby

Second: P. Sanderson

Motion carried by vote of 5/0.

Public Works Projects:

Town Hall Message Sign:

Foreman Chris Brown spoke with the Board regarding the new message sign at the town hall. The Board agreed that the sign should be placed about 3 to 4 feet higher up on the hill to keep it away from slush splashing during winter road maintenance. They discussed running the power out of the well, having

43 the useless telephone pole removed, removing a few trees, relocating lilac bushes, repairs needed in the
44 well such as a new junction box and replace open wiring, add a transformer, and possibly moving the
45 town hall entrance sign. C. Brown will meet with TA Johnson about these items.

46 **Demo of Ledge at Recreation Fields:**

47 Keith Babs from K & B Rock Crushing gave a quote on hammering the approximately 18,000 cubic feet of
48 ledge at the recreation fields and removing the debris. The hammering will cost \$300/hour and the
49 excavator to clean up the debris will be \$200/hour. They are not charging a transportation charge to get
50 the machinery to and from the site. They will go down about 1 and a half to 2 feet below grade. The
51 material removed can be used for town road projects or sold. There was discussion about blasting
52 versus hammering. C. Brown feels the best option is to hammer it. The Board feels it is important to
53 get this project going sooner rather than later.

54 **Motion: "To spend up to \$25,000 out of the warrant article to K & B for hammering the ledge at the
55 recreation fields and to move the material.**

56 **Motion: T. Colby**

57 **Second: B. Boudreau**

58 **Motion carried by a vote of 5/0.**

59 Chairman Kreider asked C. Brown to give frequent updates while the work is ongoing. T. Colby stressed
60 that the fields will be closed while the work is being done and abutters will have to be notified.

61 **Road Reconstruction/Paving:**

62 C. Brown stated that the work done by GMI Asphalt was one of the better jobs he has ever seen. He is
63 very happy with the quality of the work done. The highway department will come out and round the
64 edges of the driveways this week and next.

65 **Transfer Station Fees:**

66 C. Brown recommended updating the following fees for items at the transfer station:

67 Appliances not containing CFC's (stoves, washers, water heaters, dryers, furnaces, water tanks...)

68 currently \$5.00 – change to \$0. The items are put in the steel bin and we received revenue from selling
69 the steel.

70 Appliances containing CRF's (freezers, refrigerators, a/c) remain at \$15.00. This just covers the cost to
71 have the CFC's removed and the labor to process the items.

72 Construction/Demo Debris (shingles, sheetrock, pressure-treated wood, plywood, particle board...)

73 currently the fee is \$4.00 per cubic yard. That should be increased to \$5.00 per cubic yard due to the
74 increase in tonnage costs.

75 Batteries – current rates are \$1.00 each. That should change to \$0 because we receive revenue from
76 them.

77 Furniture – Currently \$5.00 each piece. Should increase the fee to \$10 for each item. This is still less
78 than the average of surrounding towns of \$20 per piece. A mattress would be \$10 and the box spring a
79 separate \$10. Microwaves should be moved to the appliance category at \$5.00 each. Sleep sofas
80 would be \$20, treating it as a sofa and a separate mattress.

81 Electronics – The current fees are fine, but we need to add "laptop" to the list of items accepted.

82 Tires – Tire rates should increase to \$5.00 for each passenger car tire, and \$7.00 for each off-road tire.

83 The consensus of the board was to bring an updated list of fees to the next meeting for a second review.

84 B. Boudreau commented that it is always a pleasure going to the transfer station because the staff is so
85 kind and helpful. C. Brown agreed there is a good group of employees.

86 **Highway garage bathroom:**

87 P. Sanderson asked about the condition of the bathroom at the highway garage. C. Brown said the worst
88 quality water in Northwood is at the transfer station. The water filtration system is no longer in service.
89 He has tried to get quotes for repairs and have not been able to get any. In the bathroom itself, there
90 are several missing or stained ceiling tiles, it needs to be painted, and the metal around the doorframe is

91 eroding due to contact with salt. There is no structural damage. The concrete floor has many divots in it
92 from salt. The fixtures are ok, just stained from the water. The emergency shower also needs to be
93 replaced. The consensus of the Board was to have C. Brown submit recommendations and prices for
94 what work needs to be done.

95 **Surplus equipment:**

96 T. Colby requested the brand-new bucket purchased for the backhoe, which is too large for the machine
97 and has never been used, be sold. C. Brown said after the new truck is delivered this week, there will be
98 several surplus items that can be put out for public auction. He will work with Walter.

99 **Taking cash at the transfer station:**

100 J. Guzofski asked if we could accept cash at the transfer station. C. Brown stated that he trusts his staff,
101 but personally doesn't want to get into handling cash. He feels it is just not worth it.

102

103 **Use of ARPA Funds Update – Rec Fields Projects**

104 This was tabled for a coming meeting.

105

106 **2nd Quarter Financials Review – Finance Director**

107 Chairman Kreider is pleased with the report format and having the encumbrances and projects on the
108 report. FD Eastman reported revenue is at 48.02% of revenue received vs the estimates. The largest
109 single revenue we receive is the Rooms and Meals tax from the state and that we receive in December.
110 Revenues are up partly because of the second ARPA fund payment, income from departments,
111 recycling, and dump fees. Expenditures show all the known expenses through the year end. Just like
112 last year, the unknown items are what could surprise us. Like last year we will continue to monitor
113 expenses. Chairman Kreider feels we have gotten good at projecting expenses through the year end and
114 finds that very helpful. P. Sanderson asked about the elections line already being spent to 76%. FD
115 Eastman explained that the budget is a five-year-old budget at this point and doesn't reflect actual costs
116 we will be incurring this year. The budget from five years ago may not even have been the figure for a
117 year with three elections. It could have only included one that year. Most of the line items will not make
118 sense when compared to the default budget.

119 There was discussion around the pending \$50,000 grant for fire fighter's assistance and backing those
120 funds out of the ARPA funds. FD Eastman said that accounting adjustment has already been made and
121 we are just waiting on actual receipt of the grant funds.

122

123 **Personal Vehicle Mileage and travel Reimbursement Policy – First Review**

124 FD Eastman explained there is currently no policy regarding reimbursing employees for mileage and
125 travel expenses. The draft policy states mileage will be reimbursed at the current IRS rate, so that when
126 the IRS changes the rates, the policy will not have to be readjusted.

127

128 **Consent Agenda:**

129 Payroll Manifest dated 8/10/22, Batch #081022 \$50,618.83.

130

131 Accounts Payable Manifest dated 8/3/22, Batch #70 for \$115,628.47. Items of note include payment to
132 Axon for body cameras for \$7,200, deposit to Barlo Signs for the message sign for \$11,535.34, payment
133 to Cross Country Appraisal for July assessing services for \$4,500, HealthTrust for the employee
134 insurances for \$ 21,444.45, Keep It Native for the Knotweed spraying for \$6,400, payment to Mainstay
135 for IT services and a deposit on the transfer of the email system to the new one for \$3,247.31, payment
136 to NH Retirement System for \$34,945.65, payment to RecDesk for annual software licensing and support
137 for \$ 2,950.00, payment to Tax Exempt Leasing for the payment on the dump truck for \$6,609.65, and
138 Waste Management for hauling trash for \$3,044.30.

139
140 Accounts Payable Manifest dated 8/10/22, Batch #71, for \$276,396.75 consisting of a payment to GMI
141 Asphalt for \$241,994.95 for paving, payment to Hodgkins Painting and Maintenance for painting the
142 community hall and the library for \$ 18,366, and a payment to Tom Morgan for work on the master plan
143 for \$2,837.68.

144
145 Intent to Cut Supplemental – Map 219, Lot 23 – Pontacoloni
146 Yield Tax on Timber cut – Map 217, Lot 44 – Coe Brown Academy
147 Yield Tax on Timber cut – Map 216, Lot 81 – Coe Brown Academy
148 Yield Tax on Timber cut – Map 216, Lot 78 – Coe Brown Academy

149
150 **Motion: “To approve the consent agenda as presented.”**

151 **Motion: P. Sanderson**

152 **Second: B. Boudreau**

153 **Motion carried by vote of 5/0.**

154

155 **Town Administrators Report:**

156 Staffing: Three positions are open in the police department, two for full-time patrol officers and one for
157 an SRO. One full-time position is open in the fire department.

158 Public Works and Facility Projects: Work continues on the 2022 projects. Roadside mowing will be done
159 in early August on the half of the town roads that were not done in 2021. GMI Asphalt has completed
160 all work. Painting projects at the community hall and library are completed.

161 Town Parade Message Sign: The location of the sign has been staked out.

162 Sale of Town Owned Property: Bids are due by 4:00 p.m. on August 18th, 2022 for #10 Gary Road, a
163 mobile home on a rented lot that the Town took for nonpayment of taxes in September of 2019.

164 2021 Financial Audit: A copy of the 2021 management letter and audit was forwarded to the Board last
165 week via email. If anyone would like a hard copy, let TA Johnson know. Would the board like to
166 schedule a review of the audit with our lead auditor from Plodzik & Sanderson for a future meeting?

167 Chairman Kreider felt the audit was clean and there were no significant issues brought up by the
168 auditors. He feels there is no need to arrange a meeting. The rest of the Board was in agreement.

169 Property Assessments Revaluation: Work continues on the updated of property values in town. The
170 effective date of the new assessments is April 1, 2022. Sales between April 1, 2021 and March 31, 2022
171 will be used to establish the new values. Preliminary values will be completed at the end of August and
172 property owners will be notified of their value by mail the first week of September. Telephone and in-
173 person hearing with property owners will be scheduled with the town assessors the second and third
174 weeks of September and all values will be finalized by September 30. Chairman Kreider stressed that
175 the Board will give as much information to owners as possible about what the changes mean for them.
176 He also added that the Board is fully committed to using available fund balance to offset increases to
177 maintain a stable tax rate.

178 Patriot Holdings LLC: In June there was a request to issue a letter related to their new DOT driveway
179 permit to allow access to the storage rental business at 1060 1st NH Turnpike to continue over a portion
180 of the class VI section of Old Canterbury Road. The matter was tabled by the Board subject to moving
181 the units out of the setback, which has been done temporarily until the final site plan is approved and
182 they can be moved to their permanent location. Chairman Kreider feels the letter that TA Johnson
183 drafted is well written and protects the interests of the town. He stated Patriot Holdings made a good
184 faith effort to fix the violations and the Board should move this request along for them.

185 **Motion: “To continue to allow the property owners of 1060 1st NH Turnpike to use a small portion of**
186 **the Class VI section of Canterbury Road where it intersects US Route 4 to access their property and to**
187 **authorize the Town Administrator to issue a letter reflecting the permission.”**

188 **Motion: P. Sanderson**

189 **Second: B. Boudreau**

190 **Motion carried by vote of 5/0.**

191

192 Primary election: The primary election is September 13. Polls are open from 7:00 a.m. to 7:00 p.m. All
193 Board members are expected to be present during voting hours to manage the polling area. The
194 election will be held at the St. Joseph parish building, not at the elementary school.

195 Upcoming Meeting Schedule: The next Board meeting is August 23. Since September 13 is a regularly
196 scheduled meeting night, but also the primary election, Chairman Kreider asked the Board if everyone
197 agreed to not reschedule the meeting that night, if possible, and just go with the 4th Tuesday in
198 September. If a meeting is necessary, it could be held on September 6. The Board concurred.

199

200 Fire Captain Adam Schaub announced that Addie Challinor has passed her paramedic tests. She and the
201 Chief are at Addie’s graduation ceremony tonight.

202

203 **Board Committee Reports**

204 B. Boudreau asked about the costs of signs purchased by the Recreation Department. Cheryl will have
205 this information available as part of the TA Report.

206

207 The Safety Facilities Evaluation Committee will meet for the first time on the 16th at 6:30.

208

209 **At 7:50 - Motion: “To go into a non-public session under RSA 91A:3 II (a) “personnel”.**

210 **Motion: P. Sanderson**

211 **Second: T. Colby**

212 **Motion carried by roll call vote: T. Colby-yes; P. Sanderson-yes; B. Boudreau- yes, J. Guzofski – yes; H.**
213 **Kreider – yes.**

214

215 The Board announced they would be adjourning the meeting immediately following the non-public
216 session.

217

218 At 8:07, the Board came out of non-public session.

219 The meeting adjourned.

220

221 Minutes respectfully submitted by

222 Cheryl Eastman

223