



**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 23, 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: TA Walter Johnson, PW Foreman Chris Brown

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:

An email from Evan Welch was received that wanted to give kudos to the transfer station and the employees.

Brenda Johnson informed T. Colby that she appreciates the Recreation Department leaving the porta-potties at the Northwood beach earlier and later in the season for the people that walk there.

Motion “To approve the minutes of August 9, 2022, as presented.”

Motion: T. Colby

Second: P. Sanderson

Motion carried by vote of 5/0.

Consent Agenda:

Accounts Payable Manifest dated 8/17/22, Batch #72 for \$2,035,742.14. Items of note include payment to Beauregard Equipment for \$2,558.71 for backhoe service, the IRS for employee taxes for \$11,700.85, Irving Oil \$2,823.15 for gas for police and highway, Northwood Garage for \$3,399.71 for repairs to three cruisers, Northwood School for \$2,000,000 for the August allotment, Strafford Regional Planning Commission for \$2,198.75 for their monthly services.

Payroll Manifest dated 8/24/22, Batch #082422 for \$ 49,133.75

Appointments:

David Copeland – Public Safety Facilities Evaluation Committee

Jim Hadley – Community Power Purchasing Committee

43
44 Other:
45 Reimbursement requests to the Trustees of the Trust Funds:
46 Benefits Vested Time ETF for \$3,150.55 for payouts for Shaheen and Jastremski-Austin
47 Terrestrial Invasive Species ETF for \$6,400.00 for payments to Keep It Native for Japanese Knotweed
48 spraying
49 Transfer Station ETF for \$5,000 for the storage container for the swap shop
50 Facilities Committee ETF for \$18,366 for painting of the community hall and Chesley library
51 Road Improvement ETF for \$56,514.95 a portion of the paving and road reconstruction
52 Highway Equipment CRF for \$ 65,706 for the purchase of the 2022 International dump truck chassis and
53 body
54 250th Anniversary ETF for \$2, 410.00 for the balance due on the purchase of t-shirts
55 Total Reimbursement Requests = \$157,547.50
56

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

58 **Motion: P. Sanderson**

59 **Second: T. Colby**

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

61

62 **TA Report:**

63 Staffing: Three full-time positions are open in the police department, 2 for patrol officers and 1 SRO.
64 One full-time position is open in the fire department. Ads have been posted for the vacant Land Use
65 Administrative Assistant position.

66 Public Works Projects: 2022 projects are continuing. Roadside mowing will be completed tomorrow.
67 GMI Asphalt has completed all their paving work. The asphalt cement index increases added \$9,300 to
68 the costs of the project, but less quantities were needed, so overall the projects came in under the bid
69 estimate by about \$30,000. Ledge removal at the recreation fields will begin next week.

70 Town Parade message sign: We are waiting on delivery and installation. Public works will dig the trench
71 for underground power.

72 Sale of Town Owned Property: Two bids were received for 10 Gary Road, a mobile home on a rented
73 lot. TA Johnson opened the bids and read them. The Board will discuss them later in the meeting during
74 a non-public session. The first bid was for \$11,000. The second bid was for \$27,000 with a conditional
75 approval from the park.

76 2021 Audit: All Board members have now received copies of the audit report. TA Johnson asked
77 approval to post the audit report and governance letter on the website. H. Kreider asked to also include
78 the following information from the auditor about identifying risks...from an email from Mark Campo
79 from Plodzic & Sanderson to TA Walter Johnson: “Based on our phone conversation earlier today, I
80 wanted to provide clarity on the 2nd page of the 2021 Governance Letter issued to the Town of
81 Northwood. Specifically, the topic “Significant Risks Identified”. This section is related to the
82 engagement team’s risk assessment process. In preparing for an audit, professional standards require
83 the engagement team to properly plan the audit, a key component of the audit is the assessment of risk
84 related to the entity. When assessing risk, the engagement team considers significant risks and how
85 they will impact our audit plan. The three areas identified in the Governance Letter are always
86 considered significant risks, this is true in all governmental audits my firm performs, which total over
87 200 audits annually. The reason these are always identified is due to the nature of each risk, these risks
88 cannot be overcome and always influence the audit plan to reduce the risk of a material misstatement in
89 the financial statements. That being the case, the audit did not find specific areas of concerns related to
90 the significant risk. Procedures were performed to determine if concerns existed which did not result in

91 area of concern.” H. Kreider feels it is worthwhile to let the public know there were no findings
92 reported.

93 **Motion: “To release all three audit report documents on the website”**

94 **Motion: T. Colby**

95 **Second: B. Boudreau**

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

97 Transfer Station Compactor: One of the compactors at the transfer station is leaking hydraulic fluid and
98 needs to be replaced. The unit is over 30 years old. TA Johnson is in the process of getting quotes. One
99 quote received so far is over \$22,000 for the new compactor and needed electrical upgrades, which
100 would allow both compactors to be run at the same time. The unit is still running, providing hydraulic
101 fluid is kept in it. TA Johnson said the funds will come from the Transfer Station ETF, which currently has
102 about \$80,000. He will have quotes for the next meeting.

103 **Motion: “To authorize to spend up to \$25,000 for a compactor and required electrical upgrades with
104 the funds coming from the Transfer Station ETF and to authorize TA Johnson to sign all related
105 paperwork. “**

106 **Motion: T. Colby**

107 **Second: P. Sanderson**

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

109 Land Use Admin. Assistant Job Description: TA Johnson and Land Use Specialist Linda Smith met and
110 updated the job description. TA Johnson said this is an opportunity to look at reorganizing the
111 department like we have in other departments. The Board will discuss this later in a non-public session.

112 **Motion: “To approve the Land Use Administrative Assistant job description as amended.”**

113 **Motion: P. Sanderson**

114 **Second: B. Boudreau**

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

116 Crack Sealing: We have three quotes from contractors for crack sealing on approximately 18,000 feet of
117 Jenness Pond Road. This work was part of the preservation plan for this year. Manchester Sealcoating
118 had the lowest bid at \$10,475, Fresh Coat Asphalt Services for \$13,950, and US Pavement for \$10,950. It
119 is recommended to award the work to Manchester Sealcoating.

120 **Motion: “To spend \$11,000 to Manchester Sealcoating for crack sealing on Jenness Pond Road with
121 funds coming from the Highway operating budget.**

122 **Motion: P. Sanderson**

123 **Second: T. Colby**

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

125 2023 Budget Prep: The budget process will begin with the department heads submitting their requests
126 to TA Johnson and Finance Director Eastman in September and then to the Board and ultimately the
127 Budget Committee. Training on the new software has been completed and most department heads will
128 be entering their budgets directly. This software has good features of historical look-back data.
129 Saturday, December 3 will be the presentation to the Budget Committee.

130 Town E-mail migration: The town email change will happen on the evening of September 7. Mainstay
131 Technologies will shut off Google and migrate everyone over to MS Office 365. The next day they will be
132 in the office to set up everything. Email addresses will go back to @northwood.org. This change is
133 made for security reasons and to save on newly added charges for Google email.

134 Library water filter system: There is a problem with the water filter system at the library. It will either
135 need to be repaired or replaced. TA Johnson will have estimates to talk about at the next meeting.

136 Upcoming Meetings: There will not be a Board of Selectmen meeting on September 13 due to the
137 primary election. TA Johnson suggested having a meeting on Sept 20 instead. He is concerned if we
138 wait until the 27th, it would be too long of a break between meetings. The Board agreed.

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Transfer Station Hours

PW Foreman Chris Brown requested leaving the transfer station hours the same year-round. All the lights are working at the transfer station now and it can operate after dark. He feels keeping the hours the same year-round will reduce confusion for residents. It will also help with staffing availability.

Motion: “To keep the summer hours at the transfer station year-round. Monday and Wednesdays would be 1 – 7, Saturday 8 -3, and Sunday 10-4, effective immediately.”

Motion: T. Colby

Second: B. Boudreau

Motion carried by vote of 5/0.

Transfer Station Management Policy – Fifth Review – Fees

TA Johnson asked the Board to confirm an effective date for the changes in the fee schedule so that he can properly schedule a public hearing.

Motion: “To make the new transfer station fees effective November 1, 2022, pending the results of a public hearing.”

Motion: P. Sanderson

Second: T. Colby

Motion carried by vote of 5/0.

7:00 Public Hearing to Accept and Expend Unanticipated Additional State Grant Funds:

TA Johnson explained that Senate Bill 401 authorized some state revenue surplus amounts to be shared with municipalities. We have received a little over \$87,000 in additional block grant funding. These funds are for improvements to class 4 and 5 roads, or equipment to maintain roads. We will also receive about \$67,000 in additional bridge funds. These funds are earmarked for repairs on town-owned bridges. The state will also be funding 7.5% of wages toward group 1 and 2 employees in the NH Retirement System. This will impact our current year expenditures. There is also funding for body and dash cameras. We already have the cameras, but this could cover our costs for equipment maintenance and software. This is a reimbursement of expenses paid that will have to be applied for. TA Johnson and PW Foreman Chris Brown feel the additional block grant funds should be used on Allen Farm Road. This road was scheduled for 2023 and would include reclaiming and resurfacing. The total cost would be around \$125,000. We could use the Road Improvement ETF to make up the difference of \$38,000. This would put us ahead of schedule for next year and we could either reduce next year’s expenditures or do other projects in 2023. We have quotes from R & D for \$129,000 and GMI Asphalt for \$125,000 and they can do the work in mid-September. There was discussion of the additional bridge funds could be used to re-open the High St bridge. H. Kreider opened the public hearing. Diane Anderson of Old Mountain Road thinks the town should think about sustainable energy options for the town. The Board suggested she talk to Jim Hadley about adding solar power to the Community Power Purchasing Plan. Viena Dow urged the Board to pursue all options if it is free money. H. Kreider closed the public hearing at 7:17.

Motion: “To accept \$87,569.72 from SB401 funds for highway maintenance expenses on Class 4 and Class 5 roads.”

Motion: P. Sanderson

Second: B. Boudreau

Motion carried by vote of 5/0.

Motion: “To accept \$66,339 from SB401 funds for bridge repair work.”

Motion: T. Colby

187 **Second: P. Sanderson**
188 **Motion carried by vote of 5/0.**

189
190 **Motion: “To accept up to \$50,000 from SB401 funds for police body and dash cameras and**
191 **maintenance of related equipment.”**

192 **Motion: P. Sanderson**
193 **Second: B. Boudreau**
194 **Motion carried by vote of 5/0.**

195
196 **Motion: “To expend \$126,172.50 to GMI Asphalt, to be funded from the State SB401 highway block**
197 **grant funds to reclaim and resurface Allen Farm Road, and the balance to come from the Road**
198 **Improvement ETF.”**

199 **Motion: B. Boudreau**
200 **Second: T. Colby**
201 **Motion carried by vote of 5/0.**

202
203 There was discussion if the Board is interested in pursuing bridge repairs for the High Street bridge and
204 getting quotes on the engineering costs.

205
206 **Use of ARPA Funds Update:**

207 TA Johnson presented an updated ARPA funds spreadsheet. A second opinion was sought on the mini-
208 split units at the town hall and it may be just a problem with a control board. The part has been
209 ordered. This could save about \$10,000. TA Johnson suggested removing items from the ARPA request
210 list if they are not a priority item. H. Kreider and B. Boudreau want to leave the list as it is now and wait
211 to see what the budget season brings. There may be items requested we are not aware of right now. P.
212 Sanderson wants to make sure the community garden idea is looked at thoroughly. She added that the
213 Crankpullers have requested more funds to repair trails. H. Kreider feels they should ask the recreation
214 department and recreation commission to weigh in on the community garden idea, based on the level of
215 interest from the public.

216
217 **Personal Vehicle Mileage and Travel Reimbursement Policy – Final Review**

218 There were no additional comments or questions on this policy.
219 **Motion: “To approve the personal vehicle and travel reimbursement policy as amended.”**

220 **Motion: P. Sanderson**
221 **Second: B. Boudreau**
222 **Motion carried by vote of 5/0.**

223
224 **Candidate Signs on Town Property:**

225 J. Guzofski spoke about allowing political signs on town property. His remarks are attached to the
226 minutes. P. Sanderson feels that without names of who he spoke with at the Attorney General’s office
227 or the Secretary of State’s office, the Board should not vote in contrary to a law. She feels as a
228 governing body, the Board needs to uphold the law. T. Colby agreed and said that political candidates
229 can find private property to put their signs. He added that the RSA states no political signs on town
230 properties – that is pretty clear with no grey areas. B. Boudreau feels every town has political signs all
231 over the place. Since there is no longer a local newspaper, candidates need a way to get their name out
232 there. H. Kreider said the issue is left up to the individual towns to decide. He received two emails in
233 favor of signs on town property, but much more asking to not have political signs allowed anywhere on
234 town owned property. He also suggested this issue could go on the next ballot for the town to vote on.

235 J. Guzofski is also concerned because he feels the town is not allowed to remove any signs. All
236 complaints about political signs need to go through the Attorney General's office. TA Johnson said a
237 private citizen with a complaint needs to go through the AG's office, but the town has the authority to
238 remove signs. P. Sanderson recommended TA Johnson contact the AG's office, or Secretary of State's
239 office, or town counsel for clarification and contact info.

240 **Motion: "To ask Walter to contact the Secretary of State's office for clarity of the RSA and the**
241 **Attorney General's office about a process of complaints, and to confirm if the town can remove**
242 **signs."**

243 **Motion: J. Guzofski**

244 **Second: B. Boudreau**

245 **Motion carried by vote of 4/1 with T. Colby against.**

246

247 **NHMA Legislative Policies and Principals for 2023 – 2024 Legislative Session:**

248 NH Municipal Association reviews upcoming legislation and their committee of conference members
249 meet and put together recommendations for providing direction to NHMA for the legislative session.
250 Town reps can vote on the recommendations, either for or against, and NHMA will lobby for those sides
251 on behalf of the towns. There was a discussion about if the Board wanted to vote to support or oppose
252 each policy, and if there were any that the Board felt Walter should vote against.

253 **Motion: "To authorize Walter to support the 2023-2024 proposed legislative policies positions by the**
254 **NHMA."**

255 **Motion: P. Sanderson**

256 **Second: T. Colby**

257 **Motion carried by vote of 4/1, with J. Guzofski against.**

258

259 **Motion: "To endorse the principals recommended by NHMA."**

260 **Motion: T. Colby**

261 **Second: P. Sanderson**

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

263

264 **Motion: "To authorize Walter to be designated to represent the Town of Northwood at the NHMA**
265 **conference and vote on behalf of the Town of Northwood."**

266 **Motion: B. Boudreau**

267 **Second: T. Colby**

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

269

270 **Board Task Manager:**

271 TA Johnson explained the community garden was marked as low in priority because of the time of year.
272 A community garden will not be started in the fall, but this gives us time to get input from the recreation
273 department and commission and to look at models from other towns.

274

275 **Board Committee reports:**

276 The town received a thank you from Richie McFarland for the donation.

277

278 Zoning: P. Sanderson announced the Zoning Board still has two alternate positions open. House Bill
279 #1661 is in effect today, that states all land use board decisions must be fact based and cited as such
280 clearly. The appeal filing dates have also changed.

281

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282 H. Kreider said that House Bill 1661 states if the town does nothing in terms of its ordinances, next year
283 all requirements and ordinances for elderly housing will also apply to work force housing. The Planning
284 Board is discussing if they want to recommend some amendments or not.

285
286 T. Colby said the Route 4 Safety Committee will shortly receive road data from the State DOT. Then
287 they will hold a meeting. Nottingham is asking towns to join them on a corridor study for Route 4 from
288 the Lee circle to the Epsom circle.

289
290 B. Boudreau said the Town Clerk has about \$181,000 in taxes not collected. The Board will have 10
291 individuals to look at the next meeting to think about what to do with the back taxes. Deeding is done
292 in September.

293
294 H. Kreider said the CIP subcommittee is making progress.

295
296 Safety Facility Evaluations Committee met last week for the first time. They are looking for any ideas to
297 consider. They want to keep putting the issue in front of the voters to let them know we are still
298 thinking about it. They may possibly do a survey or public listening session.

299
300 J. Guzofski reminded everyone of Addie Challinor’s party at the fire station tomorrow night at 6:00 to
301 celebrate her achieving Paramedic status.

302
303 J. Guzofski asked for clarification about the assessment review and what it means as far as the religious
304 and charitable organizations. TA Johnson explained that the review was an audit of our records for
305 property exemptions and our records did not meet standards prior to Carol Manter being hired. Carol
306 worked closely with the DRA auditors and has worked to bring our files into compliance. A lot of the
307 issues have been addressed and we should get a much better report at the next audit. H. Kreider
308 advised J. Guzofski to see Walter if he has specific questions on individual properties exemptions.

309
310 **At 8:40 – Motion: “To go into a non-public session under RSA 91A:3 II (a) “personnel”, (b) “hiring” and**
311 **(d) “bids on sale of town property”.**

312 **Motion: T. Colby**

313 **Second: P. Sanderson**

314 **Motion carried by roll call vote: T. Colby – yes; P. Sanderson – yes; B. Boudreau – yes; J. Guzofski –**
315 **yes; H. Kreider – yes.**

316

317 **RESUMED PUBLIC SESSION AT 9:20.**

318

319 **Motion: “To seal the non-public minutes because it is determined that divulgence of this information**
320 **likely would render a proposed action ineffective”.**

321 **Motion: T. Colby**

322 **Second: B. Boudreau**

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

324

325 **H. Kreider announced a bid in the amount of \$11,000 was accepted for the Town owned property at 10**
326 **Gary Rd. from Tammy Mewkill.**

327

328 **At 8:40 – Motion: “To go into a non-public session under RSA 91A:3 II (**

329 **Motion: T. Colby**

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330 **Second: P. Sanderson**
331 **Motion carried by roll call vote: T. Colby – yes; P. Sanderson – yes; ~~B. Boudreau~~ – yes; J. Guzofski –**
332 **yes; H. Kreider – yes. B. Boudreau recused herself from this session and left the meeting.**

333

334 **RESUMED PUBLIC SESSION AT 9:30PM**

335

336 **Motion: “To seal the non-public minutes because it is determined that divulgence of this information**
337 **likely would render a proposed action ineffective”.**

338 **Motion: T. Colby**

339 **Second: P. Sanderson**

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

341

342 **Motion: “To adjourn”**

343 **Motion: J. Guzofski**

344 **Second: T. Colby**

345 **Motion carried 5/0 at 9:32PM.**

346

347 Minutes respectfully submitted by

348 Cheryl Eastman

349