



**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 11, 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: Town Administrator Walter Johnson

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

Citizen’s Forum:

Jim Hadley, Community Power Committee: Mr. Hadley stated he had asked the Board on May 24 to join the Community Power Coalition of NH for \$250. He is planning on attending upcoming workshops on this topic, along with NH Municipal Association workshops regarding community power. He also asked for a budget to be included in the FY23 budget for this committee to include funds for printing, postage, and annual dues to Clean Energy NH. He added there may also be contracted services needed through Clean Energy NH.

Minutes of September 20, 2022:

Motion: “To accept the minutes of September 20, 2022, as written. “

Motion: T. Colby

Second: P. Sanderson

Motion carried by vote of 5-0.

Consent Agenda:

Accounts Payable manifest dated 9/28/22, Batch #77 for \$194,951.35. This includes payments to CWS Fence & Guardrail for \$11,950 for rails on Olde Canterbury Road bridge, GMI Asphalt for \$114,989.52 for paving on Bow Street, HealthTrust for employee insurances for \$22,441.44, the IRS for employee taxes for \$11,544.19, Mainstay Tech for \$3,406 for the email changeover project, Strafford Regional Planning for \$2,912.88, Summit Construction for \$5,500 for roadside mowing, the Traffic Signs Store for \$6,773 for the safety package for the police department, and Waste Management for \$3,081.27 for trash hauling.
Payroll Manifest dated 10/5/22, Batch # 10052022 for \$44,646.74.

42 Accounts Payable manifest dated 10-12-22, Batch #78, for \$555,637.10. This includes Irving Oil for
43 \$2,426.61 for gas for the police and highway departments, Mainstay Tech for \$2,635 for monthly IT
44 services, NH Retirement System for \$28,131.76 for employee retirement benefits, Northwood School for
45 \$500,000, Ponderosa Dumpsters for \$7,522 for several months-worth of transport fees from the transfer
46 station, and Radford Messenger for \$2,908 for gravel and grading of dirt roads.

47 Reimbursement Requests to the Trustees of the Trust Funds:

48 Red Listed Bridges CRF for \$11,950 for payment to CWS Fence & Guardrail.

49 Cable Franchise Fees ETF for \$11,535.34 for payment to Barlo Signs for the deposit on the message sign.
50 Information Technology ETF for \$5,340.50 for payments to Mainstay Tech for the Office 365 migration
51 project.

52 Road Improvement ETF for \$44,092.58 for payments to GMI Asphalt for work on Allen Farm Road and a
53 portion of the Bow St. project.

54 Highway Equipment CRF for \$60,294.00 for payment to Viking-Cives for the wing, sander, plow for the
55 new 2022 International truck.

56 Total reimbursements = \$133,212.42

57 Chairman Kreider asked if payments are made by check or electronic transfers. TA Johnson said that the
58 only payments made by ACH is to NH Retirement System and the IRS. Everything else is paid by check.

59 **Motion: "To approve the consent agenda as presented."**

60 **Motion: T. Colby**

61 **Second: B. Boudreau**

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

63

64 **Town Administrator's Report:**

65 Staffing: There are still 3 full-time positions in the police department, one of which is the school resource
66 officer at CBNA, and one full-time position in the fire department. Tomorrow Lisa Fellows-Weaver will
67 start as the new Land Use Administrative Assistant. She worked here five years ago and is coming back.

68 Public Works/Facilities Projects: TA Johnson continues to work with PW Foreman Chris Brown on the
69 plan. Ledge removal at the recreation fields was completed last week. The ledge will be crushed and
70 stockpiled for future road projects. The utility shed at the recreation fields is done. DPW will ditch for the
71 electrical and water lines for the well. The electrical upgrade at the transfer station for the new compactor
72 is scheduled for some time this week, along with the electrical for the message sign at the town hall.
73 Quotes have been received for repairs to the clapboards and framing on the back and on the east side of
74 the town hall and where the 1974 addition meets the original building. Those issues will be addressed
75 in the upcoming budget preparations for the Government Buildings. We also have quotes for painting the
76 center school and town hall buildings which are \$6,500 and \$9,500, respectively. With the 250th
77 celebration coming up next year, those buildings should be re-painted. The lobby at the upper level of
78 the town hall is too tight a space to effectively service the public. The wall can be moved back and create
79 about 4 more feet of space and two service windows which will enable assisting two people at the same
80 time. The cost for that is around \$4,000. The wall was installed because of COVID restrictions and possibly
81 ARPA funds could be used to correct the lack of space. B. Boudreau asked about the price to crush the
82 ledge at the recreation fields. The estimate to crush is around \$20,000. The retail cost of that much
83 material is about \$50,000, so that is a savings over time of approximately \$30,000. We are still waiting on
84 the delivery of the message sign. TA Johnson attended a webinar on how to program the sign. East Coast
85 Container supplied the low bid on the compactor for the transfer station. There is about a 12 to 14-week
86 delivery time. We are still operating with the old one, although it uses a lot of hydraulic fluid. Crack
87 sealing on Jenness Pond Road was scheduled, but TA Johnson doesn't have a report that is it completed
88 yet.

89 FY23 Budget Prep: TA Johnson and Finance Director Cheryl Eastman have met with all department heads
90 to review budgets. A draft of the department head budgets will go to the Board of Selectmen on October
91 13. They will hold a work session on October 18 and continued into their regular meeting on October 25.
92 The budget will go to the Budget Committee on or before November 18. The town budget is scheduled
93 to be reviewed by the Budget Committee on Saturday, December 3 at the town hall.

94 Health Officer: The state has approved Will Dinsmore as the Health Officer.

95 MS-1 Form: The Summary of Inventory Valuation (MS-1 form) is ready for signatures. It shows an added
96 \$240,000,000 in value from 2021 to 2022. Once it is signed it will go to the DRA and then we are in the
97 queue for a tax rate setting. TA Johnson said the school has provided the amount they estimate will be
98 returned as of the end of June 30, 2022. They cannot provide any other information on estimating the
99 tax rate at this time. Chairman Kreider asked TA Johnson to continue to push on that.

100 Lamprey Cooperative Landfill: There will be increases in tipping fees at the Lamprey Cooperative Landfill
101 by \$2.85/ton effective November 1, 2022. This will increase our average tipping fees by \$2,700.

102 Meetings: The Board will be having a budget workshop on 10/18 at 6:00, a regular meeting on 10/25. If
103 extra budget discussions are needed, they will be November 1 and 15.

104 Expense report: The Board has expense reports as of September 30, 2022, including projected expenses
105 through the year end. The challenge is around the unknowns and winter conditions coming up.

106

107 **250th Celebration Committee Report:**

108 Sandy Priolo, Chairman of the 250th committee said they meet the 3rd Monday of every month at 6:30 at
109 the community hall. They currently have 14 members. They are planning for the main event of the 250th
110 to be July 28 and 29. The sale of merchandise has been going well with more hats and t-shirts being
111 ordered. The committee is working on the following ideas: a birthday cake at the Deliberative Session
112 meeting in February, an old-fashioned field day run by the recreation department, softball tournament,
113 antique appraisals, antique car show, historical scavenger hunt working with the library for the research
114 needed on that, a time capsule, cemetery tour by the Historical Society, presentation by the Penacook
115 Abenaki, raffles for items such as an afghan blanket and braided rug, and a bean whole bash. Chairman
116 Kreider said if anyone has ideas, suggestions, or wants to help, to attend the committee meetings. T.
117 Colby showed some of the old postcards that Gary Tasker has copied to have hung in the meeting room
118 of the town hall. Sandy Priolo also said the funds currently in the 250th Committee fund is \$16,275.53.

119

120 **Library Water System Repair/Replacement Update:**

121 Two quotes were received to replace the water system at the library. McBride's quoted \$8,485 and Allied
122 Clearwater quoted \$8,790. One vendor said they may be able to repair the existing system. Either way
123 the water will not be drinkable. TA Johnson can't make a recommendation at this time without additional
124 info from the vendor that feels they can repair the system. J. Guzofski feels it is better to just replace the
125 system since it is already 8 years old. H. Kreider thinks it is better to go with a new system with a
126 guarantee. T. Colby suggesting looking into drilling the well deeper.

127 **Motion: "To accept the McBride bid for \$8,485 for replacement of the water system at the library."**

128 **Motion by P. Sanderson**

129 **Second by J. Guzofski**

130 TA Johnson asked where the funds are coming from to pay for this. The MOU with the library states it is
131 the town's responsibility.

132 **Motion failed by vote of 2/3.**

133 Library Trustee Betty Smith said something needs to be done because it is getting progressively worse. P.
134 Sanderson asked if this is something the ARPA funds would qualify for. TA Johnson said it is.

135

136

137 **Use of Cable Franchise Fees Fund by Public Safety Facilities Evaluation Committee:**

138 The Committee has a proposal from the same consultants that did the work for the Master Plan for the
139 Planning Board. They want to use them to keep the information in the forefront and to get input from
140 the public. The Committee has 4 or 5 options for essentially the same costs. They need to understand
141 what the public feels. The price of \$9,000 would cover the consultants setting up a website, running a
142 survey, holding listening sessions with the public, and compiling the results for a recommendation to the
143 committee.

144 **Motion: “To spend up to \$9,000 on community outreach for the Safety Facility Evaluation Committee**
145 **from the Cable Franchise Fee fund.”**

146 **Motion: H. Kreider**

147 TA Johnson said there is approximately \$45,000-\$50,000 left in that fund after the sign expenses.

148 **Second: B. Boudreau**

149 Discussion ensued surrounding the legality of using the cable fund for this expense. TA Johnson said it fits
150 the amended purpose of the capital reserve fund, which is to “enhance communications with the public.”
151 P. Sanderson objects to hiring a consultant to “sell” an idea to the public. H. Kreider clarified the
152 consultants would not be selling a particular solution but would be gathering info from the public to decide
153 what is the best option for the town. TA Johnson said it is similar to what the planning board engaged
154 them for in the master plan work. They were very successful in getting the public engaged. There was
155 discussion of the best timing for this to take place. H. Kreider stated the committee has done what they
156 were tasked to do. They came up with viable options, but none of them stand out above the rest.

157 **Motion carried by vote of 3/2 (J. Guzofski, B. Boudreau, and H. Kreider in favor and P. Sanderson and T.**
158 **Colby against.)**

159

160 **Ridge Road Traffic Issues – Nicole Bennet:**

161 Nicole Bennet of 341 Ridge Road and Jen Morgan of 352 Ridge Road addressed the board. Nicole said
162 that speeding on their road is a huge issue. They see a police presence from time to time, but not often
163 see people pulled over. The problem is worse in the summer and during school bus hours. They have
164 concerns for their safety when walking up and down the road. There have been drag races in the road at
165 1 or 2 in the morning. They suggested having speed monitors put up or adding some stop signs at
166 intersections. TA Johnson said the Board of Selectmen have authority over installing signs. The Police
167 Commission has jurisdiction over the police department itself. The Board suggested they speak to the
168 Police Chief and if they are not satisfied with the response, they should go to the Police Commission. The
169 Board also stressed that the department has been short three officers for a long time and that affects
170 patrol ability. P. Sanderson suggested we have the DPW re-install any missing signs and get Chris Brown’s
171 opinion on installing a three way stop. T. Colby commented that this same issue was brought up several
172 years ago as well.

173

174 **Tax Deeding:**

175 The Board has a list of properties that have missed the deadline for payment of 2019 taxes and are due
176 for deeding.

- 177 1. William Bartlett and Wendy Pierdomenico – 46 Green St – a repayment agreement is in place and
178 has been extended by the Board until December 31, 2022. Recommended to waive the deed at
179 this time.
- 180 2. Thomas Chan – Pine St – Map 122/Lot 72 – this is a non-conforming lot. It could be sold to an
181 abutter. Recommended to deed.
- 182 3. Randy Hitchcock – private roads in a subdivision – Recommended to waive the deed due to
183 potential liability issues for the town for maintenance and accidents on the roads.

- 184 4. Paul Ho Sue – 1 Deer Run Lane – Map 230/Lot 82-13 – this is a mobile home on a rented lot. TA
185 Johnson attempted to engage the owner in a discussion of a payment plan with no response. The
186 town would be liable for the lot rent if it deeds the property, evict the occupants in the future and
187 possibly additional relocation costs. Recommended to waive the deed and continue to attempt
188 to make a payment plan with them.
- 189 5. Dennis Jobin – 15 Wood Terrace – a single family home on 1/3 acres. Recommended to deed.
- 190 6. Ronald Locke – 213 Ridge Road – single family home – recommended to deed.
- 191 7. Robert Markarian – Spruce Cove Road – Map 214/lot 1 – vacant, unbuildable land. May be able
192 to sell to an abutter. Recommended to deed.
- 193 8. Paul Vrusho – 98 Blakes Hill Road – Map 224/Lot 25 – a bankruptcy is pending. This property will
194 have to be waived pending the outcome of the bankruptcy case. The Town has engaged the
195 bankruptcy lawyer to represent the town and file an objection. This property is owner-occupied
196 and is subject to substantial property maintenance.

197 **Motion: “To waive the deed on property #1 until the first meeting in January.”**

198 **Motion: P. Sanderson**

199 **Second: T. Colby**

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

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202 **Motion: “To deed the Chan property on Pine St.”**

203 **Motion: P. Sanderson**

204 **Second: T. Colby**

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

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207 **Motion: “To waive the deed on property #3, Map 210/lot 46.”**

208 **Motion: P. Sanderson**

209 **Second: T. Colby**

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

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212 **Motion: “To waive the deed on property #4, Map 230/Lot 82 as recommended.”**

213 **Motion: P. Sanderson**

214 **Second: J. Guzofski**

215 H. Kreider does not want to hold this property for the three years per current policy. He suggests making
216 an exception to the holding time policy and deed the property. **J. Guzofski withdrew his second. P.
217 Sanderson withdrew her motion.**

218 **Motion: “To deed this property as quick as we can.”**

219 **Motion: T. Colby**

220 **Second: B. Boudreau**

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

222

223 **Motion: “To deed property # 5, 15 Wood Terrace.”**

224 **Motion: P. Sanderson**

225 **Second: J. Guzofski**

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

227

228 **Motion: “To deed property # 6, Ronald Locke”**

229 **Motion: P. Sanderson**

230 **Second: J. Guzofski**

231 **Motion carried by vote of 4/0/1 with T. Colby abstaining.**

232

233 **Motion: "To deed property # 7, Robert Markarian"**

234 **Motion: P. Sanderson**

235 **Second: T. Colby**

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

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238 **Motion: "To waive the deed on property #7, 98 Blakes Hill Road, pending the bankruptcy court decision."**

239 **Motion: P. Sanderson**

240 **Second: J. Guzofski**

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

242

243 **Surplus Equipment Auction Results:**

244 The minimum bid for the 2006 International Truck was \$8,000. The only bid received was \$6,800. The bid can be rejected, and the town can attempt to sell it another way, or they can accept the bid.

245 **Motion: "To accept the bid of \$6,800 for the 2006 truck."**

246 **Motion: P. Sanderson**

247 **Second: J. Guzofski**

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

249

250 2013 Ford Explorer SUV cruiser with a minimum bid of \$600 received several bids. The highest was \$1,813.

251 **Motion: "To accept the bid on the Ford Explorer SUV for \$1,813."**

252 **Motion: P. Sanderson**

253 **Second: T. Colby**

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

255

256 The swim raft received a bid of \$525.

257 **Motion: "To accept the bid for the swim raft of \$525."**

258 **Motion: P. Sanderson**

259 **Second: J. Guzofski**

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

261

262 The auction on the grading bucket has been extended to October 13.

263 There were no bids on the sanders.

264

265 **Membership to Community Power Coalition:**

266 **Motion: "To spend \$250 for membership dues to the Community Power Coalition of NH and take the funds from the executive budget."**

267 **Motion: P. Sanderson**

268 **Second: B. Boudreau**

269 TA Johnson said the Board had agreed to explore if anyone is interested in this service. So far, we only have two members for the committee. This idea will also have to go to the town meeting for approval.

270 **Motion passed by vote of 3/2 with H. Kreider, P. Sanderson and B. Boudreau in favor and T. Colby and J. Guzofski against.**

271

272 **Charitable, Religious and Educational Exemptions:**

273 When an organization owns property in town and they want to receive a tax exemption, they need to fill out an application, which is reviewed by the assessor and the assessor makes a recommendation to the

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280 Board to approve the exemption or not. The property, or a portion of the property, must qualify for the
281 exemption. They must also fill out Form A9 each year in order to remain qualified for the exemption.
282 Every year these get reviewed by the assessor. When the DRA did an audit of the town, they reported
283 that we didn't have the right forms for the organizations. In fact, we did have all the forms, but they were
284 not noted in the file that they had been received. This notation error has been corrected. J. Guzofski
285 asked if the procedure could be changed to have the Board approve them each year, to ensure they are
286 eligible and that they have all filed their required information for whichever type of exemption they are
287 applying for. There should be a vote on these just like on the consent agenda. TA Johnson said he will put
288 the new process in place starting next year.

289

290 **Old Mountain Road**

291 P. Sanderson wants to have the Old Mountain Road issue put on the next agenda. She is requesting Chris
292 Brown's input on the condition of the road. TA Johnson said he and Chris walked the road the other day.
293 It is currently passable by some emergency vehicles the town has. The condition is not ideal, but it is
294 passable. The Board has information in their packet of the pros and cons of the various options for the
295 road. T. Colby asked about the access of Bennet Bridge also. That portion of the road is a class VI road as
296 well and has the same issue that no funds can be spent on maintenance of those roads.

297

298 **Board Committee Reports:**

299 T. Colby submitted an invoice for \$255.99 for the first 10 of the 30 postcard pictures reproductions.
300 H. Kreider said that TA Johnson's employment anniversary is coming up. Just like last year, he would like
301 all Board members complete an evaluation form for Walter. H. Kreider will compile them, and the Board
302 will have a non-public meeting with Walter to go over it. Walter will also submit his own evaluation.

303

304 At 9:04:

305 **Motion: "To adjourn."**

306 **Motion: P. Sanderson**

307 **Second: T. Colby**

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

309

310

311 Minutes respectfully submitted by

312 Cheryl Eastman

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