



**TOWN OF NORTHWOOD
BOARD OF SELECTMEN**

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

**Board of Selectmen Meeting Minutes
March 15, 2022**

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

STAFF PRESENT: TA Walter Johnson

6:04 P.M. Selectman Kreider opened the Northwood Board of Selectmen meeting and led the Pledge of Allegiance.

Citizen's Forum:

Tim Colby thanked Bob Young, our Emergency Management Director, for all his hard work over the past several years and his efforts to keep us safe through the Covid pandemic.

Organize Board for 2022:

Motion: "Nominate Hal Kreider as Chairman"

Motion: P. Sanderson

Second: B. Boudreau

Motion carried by vote of 5/0.

Motion: "Nominate Tim Colby as Vice-Chairman"

Motion: H. Kreider

Second: P. Sanderson

Motion carried by vote of 5/0.

Minutes:

P. Sanderson said on page 3, line 101, Carol should be capitalized and on page 4, line 151, Scott should be capitalized.

Motion: "To approve the minutes of February 22, 2022, as amended."

Motion: T. Colby

Second: B. Boudreau

Motion carried 4/0/1 with P. Sanderson abstaining.

Consent Agenda:

Payroll Manifest dated March 9, 2022; Batch #030922 for \$54,670.14.

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46 Accounts Payable Manifest dated February 28, 2022; Batch #48 for \$121,753.08.
47 Included in this batch are payments to Cross Country Appraisal for \$4,500 for their
48 monthly fees, Data Radio Management for radio replacements for the Fire Department
49 for \$10,018, East Coast Container for \$3,500 for hauling trash, Eversource for \$3,800,
50 HealthTrust for insurances for 2 months at \$50,291.24, IRS for taxes \$12,358, and
51 Irving for \$4,881 for heating fuel and propane.

52
53 Accounts Payable Manifest dated March 2, 2022; Batch #49 for \$1,803.49. Included in
54 this batch are a payment to a plow contractor who submitted a late invoice and one for
55 Colonial Life Insurance for employee life insurances.

56
57 Accounts Payable Manifest dated March 16, 2022; Batch #50 for \$601,661.46. Included
58 in this batch are payments to Home Repair by Nate for \$4,600 for plowing and re-issue
59 of a lost check, Irving Energy for \$3,648, Irving Oil for \$4,890, Morton Salt for \$8,660,
60 NH Retirement System for \$32,811.34 for employee retirement, and Northwood Schools
61 for \$500,000.

62
63 Abatement Recommendations:
64 Burgess, Map 105 Lot 2 at 383 Bow Lake Road
65 Covill, Map 106, Lot 1-6 at 36 Mill Pond Rd
66 McGranaghan, Map 228, Lot 18 at 364 Blakes Hill Rd
67 Lounsbury, Map 231, Lot 50-1 at 5 Trudembach Rd
68 Carri, Map 219, Lot 21 at 15 Carri Lane
69 Barton/Wolfe, Map 103, Lot 23 at Richardson Rd
70 Duys, Map 116, Lot 16 at Tasker Shore Dr.

71
72 Property Tax Exemptions: Approve or Deny per Assessor's Recommendations
73 Application for Current Use – Map 23, Lot 16 – Mary Jacoby
74 Veteran's Tax Exemption – Map 117, Lot 24 – Daniel Fletcher
75 Veteran's Tax Exemption – Map 230, Lot 14 – William Wormell

76
77 Other:
78 Land Use Change Tax – Map 223, Lot 1 – Wallman

79
80 Chairman Kreider suggested removing the Burgess abatement from the consent agenda
81 to be handled separately. The Board agreed.

82
83 **Motion: "To approve the remaining consent agenda as presented."**

84 **Motion: T. Colby**

85 **Second: P. Sanderson**

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

87
88 **Motion: "To approve the abatement application for Burgess"**

89 **Motion: H. Kreider**

90 **Second: T. Colby**

91 Walter explained that the Burgess's purchased a ¼ acre tax owned vacant property with
92 the understanding that the property needed to be merged with the Burgess's other
93 abutting property. There was confusion over the date of the merger, date of the
94 recording, and date of purchase over the span of a couple years. In the meantime, they
95 were assessed for a buildable lot with a mobile home on it, even though the mobile had
96 been removed prior to sale. The assessor recommends abating the value of the mobile

97 home and revising the assessment down to the value for a vacant, unbuildable lot and
98 return the payment the Burgess's made on the taxes that were billed.

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

100

101 **TA Report:**

102 Staffing: There is one full time position open in both the fire and police departments.

103

104 Lighting upgrade: We are moving forward with the lighting upgrade. Most the buildings
105 are done at this point. The town hall will be completed on Friday and then the library
106 will be done.

107

108 Facilities Improvement Plan: The painting bids deadline was yesterday. We have
109 received 2 bids for the painting of the Community Hall and trim at the library. Per the
110 bid specs, bidders are responsible for conforming to all federal and state laws in effect
111 as to lead paint procedures if applicable. Hodgkins Painting and Maintenance bid a
112 total of \$20,846; \$14,754 for the community hall and \$6,082 for the library. The bid
113 includes both priming and painting as per the specs. They noted that Duration paint
114 by Sherwin Williams is designed with a primer and paint in one and using it could save
115 \$2,460 on materials if we don't require priming. In that case the bid would be reduced
116 to \$18,400.

117

118 The second bid was from Locke Step Painting and Property Management out of Dover.
119 Their bid was \$17,125 and included all the specs required. Their breakdown is \$12,475
120 for the community hall and \$5,650 for the library. The low bidder is Locke Step. The
121 Board discussed the merits of going without primer if using paint with primer included.
122 B. Boudreau and T. Colby said they would prefer to go with Hodgkins since they are a
123 local company and they did such a good job on the town hall meeting room.

124

125 **Motion: "To award the bid to Hodgkins Painting and Maintenance for the lower
126 cost option with two coats of paint using the primer and paint included and to
127 authorize Walter to sign all contracts."**

128 **Motion: B. Boudreau**

129 **Second: J. Guzofski**

130 Walter added the work will be completed on or before September 30, 2022.

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

132

133 Sale of town property: There are two former owners of tax deeded properties that have
134 repurchase proposals for the Board to consider in a non-public session tonight.

135

136 Route 4 Safety Study: The Board was provided information from NH DOT regarding
137 topics brought up at a 2014 meeting regarding safety improvements to Route 4. The
138 meeting did not result in much action by the DOT. A copy of the meeting minutes was
139 also provide in the Board's packet. H. Kreider said he has a general interest in this topic
140 and would like to pursue it. TA Johnson suggested a committee is a good idea and
141 should include the Police and Fire Chiefs and a couple board members. H. Kreider
142 suggested they table this discussion until they go through the rest of the assignments
143 for all the committees.

144

145 2022 Facilities/Cemetery Mowing Contract: Hodgkins Painting and Maintenance has
146 agreed to do the work again this year for the same price as last year of \$19,500. The
147 contract last year has a provision to extend the contract for one more year.

148 **Motion: “To award the mowing contract to Hodgkins Painting and Maintenance**
149 **for \$19,500.”**

150 **Motion: T. Colby**

151 **Second: P. Sanderson**

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

153

154 2022 Property Revaluation Statistical Update Project: \$21,600 was budgeted for the
155 project for 2022. TA Johnson was informed that Cross Country Appraisal can no longer
156 agree to that number. The new number will be \$30,000. TA Johnson suggested the
157 topic be tabled until the next meeting to allow him time to look at other options. He
158 advised at this point we have three options: 1 – pay the \$30,000; 2 – postpone the project
159 for a year (not recommended by TA Johnson given the continued rise in property values);
160 or 3 – look for another appraiser to take over the project. Consensus was to wait until
161 the next meeting.

162

163 The recent court case of Jandebur vs Town of Northwood (a Right-To-Know case) was
164 dismissed by the court based on the town’s legal presentation at the hearing. The court
165 agreed 100% with the town’s position. The cost to the town was \$2,000 to defend the
166 case. The final decision was made in December, but the town was only notified last
167 week due to a hang-up in the court.

168

169 Meadow Pond Dam failure: TA Johnson was told by NH Parks Director Phil Bryce money
170 is not available to replace the dam, if that is what is required. An engineering
171 assessment will be completed and possible repair options explored instead of
172 replacement. Federal funds have been granted to the state for things under this
173 category. It may help to seek assistance from our State Representatives to access these
174 funds. Total replacement cost for the dam is over \$1,000,000 and depends on engineers
175 and passing DES requirements. B. Boudreau suggested the Board send a letter to our
176 State Reps asking for assistance. P. Sanderson wants to include in the letter that having
177 stagnant water sitting there is a public health hazard for mosquito-borne illnesses. B.
178 Boudreau also suggested providing a template letter for residents to send as well. TA
179 Johnson will draft a letter.

180

181 Employee Wage Scale Adjustment: Voters approved Warrant Article #27 for a 2% cost
182 of living adjustment (COLA). TA Johnson is looking for direction how the Board wants
183 to handle this increase. If the 2% increase is applied to the wage scale now, some
184 employees will not receive the increase until their anniversary date, which could be
185 much later in the year. The other option is to grant everyone the 2% increase now and
186 wait to add the 2% to the wage scale until the end of 2022. The calculation for the
187 warrant article was based on 2% for everyone not contracted for the full year. This is a
188 one-time adjustment. All employees would still receive their step increase on their
189 anniversary date moving forward. There was a lengthy discussion of making the
190 increase effective as of Jan 1, 2022, or a date in April, or another date to be determined
191 and when it would be payable. B. Boudreau, T. Colby, and J. Guzofski felt the increase
192 should be effective as of Jan 1 because the article was calculated for the full fiscal year.

193

194 Road Posting: All town roads have been posted to 6 tons maximum vehicle weight until
195 further notice.

196 Board of Selectmen Upcoming Meetings: March 29, then April 12. Finance Director
197 Cheryl Eastman will be attending the April 12th meeting as TA Johnson will be on
198 vacation.

199

200 **Request to Rescind Mask Recommendation for Unvaccinated Persons in Town**
201 **Facilities:**

202 J. Guzofski asked if it would be appropriate to make a change now with all the new
203 guidelines from the CDC and many mask requirements being dropped. He would like
204 to remove all the mask signs from all town facilities.

205 **Motion: “To remove all masking signs from all town facilities”.**

206 **Motion: J. Guzofski**

207 **Second: B. Boudreau**

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

209
210 **Board Ex-officio and Committee Liaison Assignments:**

211 The Board decided on the following assignments to boards and committees:

212

213 Planning Board: H. Kreider with J. Guzofski alternate

214 Budget Committee: P. Sanderson with T. Colby alternate

215 Recreation Commission: B. Boudreau

216 Route 4 Safety Study: T. Colby

217 Public Safety Complex: H. Kreider

218 Police liaison: B. Boudreau

219 Library liaison: B. Boudreau

220 Conservation liaison: J. Guzofski

221 Zoning liaison: P. Sanderson

222 Highway Facilities: Not filled

223 Transfer Station/Recycling: Not filled

224

225 **Town Meeting Results – 2022 Operating Budget:**

226 There was a lengthy discussion about the options for a sign paid for out of the Cable
227 Franchise Fee Fund. There will be a recount on the budget article. The default budget
228 has been entered into the financial system and can be tweaked if needed. Prices will
229 dictate how much we can do on the road projects this year. We will be working on the
230 improvement plans again. The failure of the budget was disappointing, but the voters
231 approved everything else that was asked for. The budget will have to be managed closely
232 again throughout the year. The salt line has already been completely spent and fuel
233 prices are having an impact now. H. Kreider stated that the school is interested in
234 holding a joint listening session with the town about budgets and spending. B.
235 Boudreau is concerned it would not be well attended but suggested allowing people to
236 submit questions in advance.

237

238 **Employer 457 Plan (Optional Deferred Compensation Plan) Updates/Amendments:**

239 The town created a 457 retirement plan (like a 401K for government employees) in 2001.
240 This is a voluntary plan and no contributions from the town are added. There have
241 been many changes over the past 21 years and these should be incorporated into the
242 plan documents. TA Johnson asked the Board to adopt the changes outlined in the
243 documents in the Board’s packet to keep the plan current.

244 **Motion: “To approve the updates to the 457 plan and authorize TA Johnson to**
245 **execute all the required paperwork to do this.”**

246 **Motion: B. Boudreau**

247 **Second: P. Sanderson**

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

249

250

251

252 **Appointments to Boards and Committee Requests:**

253 **Motion: “To appoint the following people to the following boards or committees:**

254 **Thomas Chase to Conservation Commission - Appointed**

255 **Virginia “Ginger” Dole to Supervisor of the Checklist - Elected**

256 **Keith McGuigan as Moderator - Elected**

257 **Betsy Colburn to Trustee of the Trust Funds - Elected**

258 **David Ruth to Recreation Commission - Appointed**

259 **Janet Story Clark to Library Trustees - Elected**

260 **Grace Levergood to Conservation Commission - Appointed**

261 **Matthew Frye to Recreation Commission - Appointed**

262 **Susan Romano to Conservation Commission - Appointed**

263 **Alan “Ted” Wilkinson to Zoning Board of Adjustment - Appointed**

264 **Motion: B. Boudreau**

265 **Second: P. Sanderson**

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

267

268 TA Johnson announced that since there was no one running for either Cemetery Trustee
269 positions, former members Charlie Pease and Taryn Bassett were written in and they
270 are both willing to serve.

271 **Motion: “To appoint Charlie Pease to the Cemetery Trustees for a 3-year term and**
272 **Taryne Bassett to the Cemetery Trustees for a 2-year term.”**

273 **Motion: H. Kreider**

274 **Second: B. Boudreau**

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

276

277 **Review Board Tasker Manager:**

278 TA Johnson was asked to add investigating sign options to the list. B. Boudreau also
279 wanted a separate task of setting up an email newsletter. TA Johnson would like to
280 look at a communications plan to include many different mediums. He also added that
281 the facilities assessment for long term planning and budgeting is still on the list, as is
282 updating the personnel handbook. This document is at the town attorney’s and will be
283 coming back soon. We also need to look at cash flow requirements and fund balance
284 goals.

285

286 **Board Committee reports:**

287 No reports as representatives were just selected tonight.

288

289 At 7:58,

290 **Motion: “To go into a non-public session under RSA 91:A,3,II (a- personnel and**
291 **compensation) and (c – repurchase proposals for tax deeded properties).”**

292 **Motion: T. Colby**

293 **Second: J. Guzofski**

294 **Roll call vote: T. Colby-yes; P. Sanderson-yes; B. Boudreau – yes; J. Guzofski – yes;**
295 **H. Kreider – yes.**

296

297 **Resumed Public Session at 8:40PM**

298

299 **Motion: “To seal the non-public minutes because it is determined that divulgence**
300 **of this information likely would render a proposed action ineffective and adversely**
301 **affect the reputation of any person other than a member of this Board”.**

302 **Motion: T. Colby**

303 **Second: P. Sanderson**

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

305

306 **Motion to adjourn @ 8:45: Tim Colby**

307 **Second: J. Guzofski**

308 **Motion carried: 5/0**

309

310 Minutes respectfully submitted by

311 Cheryl Eastman

312