



**TOWN OF NORTHWOOD  
BOARD OF SELECTMEN**

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

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**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 Trudenbach 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

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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 Lock 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 Lock 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 12<sup>th</sup> meeting as TA Johnson will be on  
198 vacation.

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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 dedeed 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. Guzowski**

308 **Motion carried: 5/0**

309

310 Minutes respectfully submitted by

311 Cheryl Eastman

312