



**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 29, 2022**

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

STAFF PRESENT: Town Administrator Walter Johnson, Finance Director Cheryl Eastman.

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:

Jim Hadley presented a letter to the Board (copy attached) explaining the SAU #44 and the Northwood School Board have recently approved an ethics policy. His letter went on to ask the Board to approve ASPA's Code of Ethics and adhere to it.

Tim Jandebur spoke about 3 issues. #1. The warrant article for COLA raises included funds for an entire year and the raises should be retroactive to Jan 1, 2022. #2. He disagrees with the political signs being removed from the Park N Ride prior to the election. He added that signs have been placed there for years and years for any election and taking them down was petty and unnecessary. He asked the Board to come up with a policy addressing this issue. #3. The reason the operating budget failed is because there was a fire truck, police truck, and highway truck parked in front of the polls at the election. He felt that was very arrogant and stupid thing to do.

Minutes:

Selectperson Sanderson corrected on lines 118 and 120, the contractor's name is spelled Locke Step, not Lock Step.

Motion: "To approve the minutes of March 15, 2022, as amended."

Motion: P. Sanderson

Second: J. Guzofski

Motion carried by vote of 4/0.

45 **Consent Agenda:**

46 Payroll Manifest dated 3/23/2022: Batch 032322 for \$56,168.93.

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48 Accounts Payable Manifest dated 3/30/2022: Batch #52 for \$468,667.12. Items to
49 note in this batch are Cross Country Appraisal monthly fee of \$4,500, HealthTrust for
50 employee insurance for \$23,270, Home Repair Plus By Nate Smith for repairs to the
51 community hall for \$15,896 and plowing for \$1,040, payroll taxes to the IRS for
52 \$12,965.34, an abatement to Jennifer Bulcock for \$2,591.99, LHS Assoc for \$4,522 for
53 ballot set up and programming, Morton Salt for \$6,847.00, NH Land Consultants for
54 \$4,860, Northwood Trustees of Trust Funds for all approved articles for \$313,629,
55 Plodzick & Sanderson for \$11,000 for the audit work completed so far, Tax Exempt
56 Leasing for the backhoe for \$20,297.79, and Waste Management for \$2,546.60 for
57 tipping and disposal fees.

58
59 Abatement Recommendations:

60 Delfuoco Map 230 Lot 46 at 259 Bow Street
61 Detrude Map 221 Lot 7 at 41 Ridge Road
62 Grippo Map 123 Lot 15 at 13 Elm Street
63 May Map 230 Lot 9 at 346 First NH Turnpike
64

65 Property Tax Exemptions: Approve or Deny per Assessor's Recommendations

66 Solar Tax Exemption – Map 118 Lot 1-1 Stephen Scholz
67 Veteran's & Elderly Exemption – Map 230 Lot 82-23 Peter Morse
68 Veteran's Tax Exemption – Map 210 Lot 81 George Jabre
69 Veteran's Tax Exemption – Map 116 Lot 98 Paul Ross
70

71 T. Colby asked to take the May abatement off the consent agenda to discuss separately.
72

73 **Motion: "To approve the consent agenda as adjusted."**

74 **Motion: T. Colby**

75 **Second: P. Sanderson**

76 **Motion carried by vote of 4/0.**
77

78 May abatement – Selectperson Colby explained that they lost their veteran's exemption
79 last December off their tax bill and had to re-apply to get it back.

80 **Motion: "To abate both years 2020 and 2021 for \$250 each."**

81 **Motion: T. Colby**

82 **Second: P. Sanderson**

83 TA Johnson explained that the exemptions are handled through the assessing office.
84 This case was a result of a subdivision of a property and the exemption was accidentally
85 removed from both parcels after it was divided. He is not aware of any other issues with
86 missing exemptions.

87 **Motion carried by vote of 4/0.**
88

89 **TA Report:**

90 Staffing: We are still looking to fill the police and fire vacant positions.

91 Lighting upgrade project: All the work is done except for 3 exterior lights at the town
92 hall that need to still be replaced. The new lights are definitely an improvement. We
93 will have an app that we can use to adjust all the lights to everyone's liking. We are

94 already seeing savings in the electric bills. They are still looking for globes for the lights
95 in the meeting room, as they are not a stock size and difficult to find.

96
97 Facilities: Hodgkins Painting and Maintenance has accepted the contract for painting at
98 the community center and the library. He is familiar with lead paint removal
99 regulations.

100 Sale of town property: TA Johnson is still working with 2 prior property owners to get
101 repayment agreements signed.

102 Form MS232: The report of appropriations is ready for the Board's signatures.

103 2022 statistical update: Jeff Earls of Cross Country Appraisal said he can make the
104 original quote amount work. The work will begin soon and will hopefully be done by
105 October 1.

106 Meadow pond update: TA Johnson drafted a letter to our representatives and senator
107 regarding the restoration of the pond for the board's review.

108 Resignation of the ZBA Chairperson: The Board needs to appoint new members and
109 move alternates into full members positions for the Zoning Board. Alternate member
110 Steve Cassanovich is recommended to be moved to a full member and Ginger Dole as
111 an alternate.

112 **Motion: "To appoint Steve Cassanovich to full member and Ginger Dole as an**
113 **alternate to the zoning board of adjustment."**

114 **Motion: P. Sanderson**

115 **Second: J. Guzofski**

116 Selectperson Sanderson stressed the need to make these appointments. There are large
117 cases coming up soon and they need a full board.

118 **Motion carried by vote of 4/0.**

119
120 Public works: TA Johnson met with DPW Foreman Chris Brown to lay out the plan for
121 road reconstruction and repairs for 2022. The price increases lately will probably not
122 allow us to complete all the projects. When the bids come in, we will have to look at
123 the funds available. There is also the road improvement fund we could use to make up
124 a shortfall.

125 Facilities: The roof replacement on the 1974 section of the town hall and the roof of the
126 garage at the police station need to be done this year. The underlayment at the PD is
127 rotting.

128 The tree trimming contract will be finalized for the roads in the reconstruction plan for
129 this year, as well as some tree work at the cemeteries that is long overdue. The Cemetery
130 Trustees will make those decisions and those funds will come from the Cemetery
131 Maintenance Expendable Trust Fund.

132 The price of the DPW truck that was approved by the voters has increased since the
133 estimate was given for the budget process. Instead of \$126,000, it is now \$132,000
134 which will require some funds for the fit-up costs to come from the operating budget.
135 TA Johnson is looking for a commitment to purchase the cab and chassis and the fit-
136 up work.

137 **Motion: "To approve the purchase of the truck at \$132,000 and authorize Walter**
138 **to sign any paperwork required."**

139 **Motion: T. Colby**

140 **Second: J. Guzofski**

141 **Motion carried by vote of 4/0.**

142 There was discussion regarding the possibility of having to shorten up the projects list
143 depending on what the bids are. The paving of the Narrows fire station will be completed

144 as a separate job. There are also culvert replacements on Bow Street, Old Pittsfield Road,
145 and Old Turnpike Road.

146 Community Hall: The west side of the building is in better condition than the east side,
147 but still could be resided. The price for that is just under \$16,000 and subject to
148 unforeseen issues. The building is intended to be painted this summer and the siding
149 should be replaced first. After this year's appropriation to the Facilities Expendable
150 Trust Fund and the expenses so far this year, we have only around \$32,000 left in the
151 fund. After discussion of priorities, the consensus of the Board is to table this until the
152 next meeting to allow time to look at the building and the scope of work needed.

153
154 Center School Building: There is no budget for repairs to the building. Some recent
155 repairs have been funded by the Recreation Revolving Fund because they are using the
156 building for some programs. The price to have an environmental assessment of the
157 building done is \$1,900. There is a quote to raise the building up and install a 4' frost
158 wall foundation and put the building back down for \$25,000. There was discussion
159 around having the assessment done and then next year ask the voters for funds for
160 repairs. The consensus of the Board was OK with doing the assessment with the
161 Recreation Revolving Fund paying the cost.

162 The Recreation Department requested the storage shed at the town hall be moved to the
163 Route 4 athletic complex to replace one of the storage pods there. That pod can then go
164 to the DPW garage for storage.

165
166 Vienna Dow presented a proposal from Dan Tasker. He is willing to drill a well at the
167 Route 4 athletic complex, if the Board agrees to let him test the old well at the DPW
168 complex near the sand/salt barn. If the test is OK, Cavaretta wants to use the well.
169 Cavaretta will pay up to \$300 to test the water and cover the electricity for the well pump
170 in the future. Their use of the well would need a signed sharing agreement. Board
171 members felt this could be a win-win for everyone. Consensus of the board is to allow
172 the testing of the well.

173
174 Upcoming meetings on April 12 and 26. Cheryl will be here on the 12th filling in while
175 Walter is on vacation.

176
177 **2022 Operating Budget – Recount Results:**
178 The result of the budget still holds. This process demonstrated that the voting machine
179 works exactly as it should have.

180
181 **2022 Employee COLA and Merit Steps:**
182 TA Johnson explained the warrant article amount for the COLA was calculated for a full
183 year. It is the discretion of the board as to when to apply it or what retro date to use.
184 The calculation included all the full and part time employees and includes the library
185 employees as well. He added that once these increases are implemented, they will have
186 to be absorbed in future budgets. It carries through into every year coming.

187 **Motion: “To include the COLA in the next payroll and have it effective 1-1-22.”**

188 **Motion: T. Colby**

189 **Second: P. Sanderson**

190 **Motion carried by vote of 4/0.**

191
192 Merit Step increases: TA Johnson said wage adjustments took place in 2020 and 2021,
193 but there were none in 2019. It is always up to the Board to determine wage

194 adjustments for all town employees. Employees understand there is an annual
195 evaluation and, if merited, they may be granted a step increase. The cost of all
196 employees receiving a step increase on their anniversary date in 2022 is \$25,000. This
197 does not include contracted employees. Chairman Kreider asked if we can fit this into
198 the budget. TA Johnson said the cost of losing an employee is too great. Showing
199 gratitude and appreciation to the employees is important. He feels the increases should
200 be put in to try to stay competitive in the market and we will make it work. Selectman
201 Kreider feels strongly about this and wants to avoid having to go through the turmoil of
202 a lot of turnover again. He also doesn't want to balance the budget on the backs of the
203 employees. Selectperson Sanderson said these increases should occur to help keep the
204 good employees we have in this competitive market. Selectman Guzofski agreed.
205 Selectman Colby said we have a lot of employees that have been on the payroll for a long
206 time. The voters that beat the budget down voted to put the COLA in and hopefully next
207 year they might see the money we ask for in the budget is what we need to keep the
208 employees.

209 **Motion: "To authorize the award of the step wage adjustments for all qualified**
210 **employees."**

211 **Motion: P. Sanderson**

212 **Second: J. Guzofski**

213 Any step increases that were due between Jan, 1, 2022 and today will be paid retro-
214 actively in the next payroll after the COLA increases are paid.

215 Motion carried by vote of 4/0.

216

217 **Year to Date Expenditure Report as of 3/24/2022:**

218 Finance Director Eastman presented the board with an updated expenditure report. She
219 explained the column for encumbrances is not showing because of an issue with the
220 new software recording the carry-forward amounts from 2021. Once the programmers
221 get the glitch fixed, the encumbrance column will show in future reports. The operating
222 budget is currently 23.36% expended, which is under the 25% for the quarter.

223

224 The preliminary audit report was given to the board. All deficiencies from prior years
225 have been corrected. There was a new one noted that when reimbursements are
226 requested from the Trust Funds, a formal vote of the Board of Selectmen should be
227 made to request the funds. This will be done moving forward.

228 **Renewal of Temporary Outside Dining Policy:**

229 In 2020, the Board of Selectmen adopted the outside dining policy to accommodate
230 businesses with outdoor seating due to Covid and social distancing requirements. Since
231 there is still a health emergency with Covid, although not the same as back in 2020, the
232 Land Use department wants the Board to review this policy. Some businesses wish to
233 continue with outside dining, but if this policy is rescinded, they will have to go through
234 the Planning Board site plan review process, which takes time and money. TA Johnson
235 has not received any complaints relative to outside dining. The consensus of the board
236 is to make it easier for these businesses to continue to do outside dining to help mitigate
237 the spread of Covid and ease the public's mind.

238 **Motion: "To extend the policy for outside dining until December 1, 2022."**

239 **Motion: T. Colby**

240 **Second: P. Sanderson**

241 **Motion carried by vote of 4/0.**

242

243 **Update on ARPA (American Recovery Plan Act) Funds and CIP Review:**

244 TA Johnson is asking for a sense of the Board with the new regulations from the
245 Treasury Department that become effective this Friday. The ARPA funds are now
246 available for a wider range of purposes, such as funding infrastructure projects, road
247 rebuilding and construction, health services, general government administration, staff
248 and administration costs, environmental remediation, and purchase of fire and police
249 vehicles. The funds cannot be used for payments to elected officials, paying down debt
250 service, settle lawsuits against the town, a project that conflicts with any of the purposes
251 of the ARPA, or deposited into trust funds or pension funds. There are some items on
252 the CIP that could be taken care of with these grant funds and then removed from the
253 CIP. Some items mentioned were a stair chair for the Fire Department, covering
254 shortage of funds for the 2022 road improvement plan items, repairs at the community
255 center building, repaired concrete pads at the Transfer Station, boat ramp
256 improvements, and roofing repairs on town buildings. TA Johnson will have a list ready
257 for the second meeting in April and plan a public hearing in May.

258

259 **Library Alternate Appointments:**

260 The Board has been asked to appoint Irene Kreider as an alternate to the Library
261 Trustees. Chairman Krieder recused himself from the discussion. Vice-Chair Colby took
262 over the meeting.

263 **Motion: “To appoint Irene Krieder as an alternate Library Trustee for one year.”**

264 **Motion: P. Sanderson**

265 **Second: J. Guzofski**

266 **Motion carried by vote of 3/0/1.**

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268 **Motion: “To appoint Karen Riley as an alternate Library Trustee for one year.”**

269 **Motion: P. Sanderson**

270 **Second: J. Guzofski**

271 **Motion carried by vote of 3/0/1 with Chairman Kreider recusing himself because**
272 **Ms Riley is his neighbor.**

273

274 **Motion: “To appoint Margaret Walker as an alternate Library Trustee for one year.”**

275 **Motion: P. Sanderson**

276 **Second: J. Guzofski**

277 **Motion carried by vote of 4/0.**

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279 **Planning Board Appointment – Judy Anthony (Write-in Votes):**

280 **Motion: “To appoint Judy Anthony to the Planning Board for one year.”**

281 **Motion: T. Colby**

282 **Second: P. Sanderson**

283 **Motion carried by vote of 4/0.**

284

285 **250th Committee Appointments:**

286 The Board has been asked to appoint people to the 250th Committee. Chairman Kreider
287 feels that since this committee will be using town funds, they need to be more formally
288 recognized and appointed. This is tabled until the next meeting.

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290 **Review Board Tasker Manager:**

291 The Board is comfortable with the list. Selectperson Sanderson stressed the need for the
292 encumbrance column to be on the expenditure report in time for the quarterly Budget
293 Committee meeting.

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Board Committee reports:

Selectperson Sanderson said the next Budget Committee meeting is on April 19 at 7:00, the ZBA is active and still looking for alternates to serve on the board. They meet once a month and are a quasi-judicial board who listens to people seeking to get permission to do something the town ordinances don't allow.

Selectmen Colby said the Route 4 Safety Committee is looking to get people on board.

Chairman Kreider said the CIP process will be discussed at the 2nd April meeting of the Planning Board and a committee will be set up. He is also looking into the charter of the safety complex committee and reviewing their old minutes. At the upcoming quarterly Budget Committee meeting, Hal Kreider will be presented a bowl to Dan McNally for Kate McNally as Citizen of the Year.

At 8:22,

Motion: "To go into a non-public session under RSA 91:A,3 II (a),(b), and (c)."

Motion: T. Colby

Second: J. Guzofski

Motion carried by roll call vote: T. Colby-yes; P. Sanderson-yes; J. Guzofski – yes; H. Kreider – yes.

Public Session Resumed at 8:55pm

Motion to adjourn: T. Colby

Second: P. Sanderson

Adjourned at 9:00pm

Minutes respectfully submitted by
Cheryl Eastman