



**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  
April 26, 2022**

**5:00pm**

**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, Jared Shaheen, Code and Compliance Officer. Joseph Driscoll, Mitchell Law Group, Town Counsel.

Selectman Kreider called to order a special session of the Board meeting to hear a citizen, Dan Tatem of 143 Upper Deerfield Rd, presentation regarding his concerns regarding a neighbor's property 141 Upper Deerfield Rd owned by Robin Kline, and numerous code and zoning violations. Mr. Kreider explained this would be a listening session for the Board members and they will convene after this session to consult with Town Counsel. Mr. Tatem explained he and Ms. Kline have been good neighbors for several years and interacted socially over the years until a year or two ago when the use of her property changed with many animals being raised their, several lights along their property on all night and encroachment into the setback requirements of different structures. Mr. Tatem reviewed and provided copies of many notices of violation of the Town zoning ordinance from the former Compliance Officer, Charlie Smart and the current one Jared Shaheen also include some notices of compliance. Mr., Tatem also provided several photos of the excessive lighting along his driveway, the animal enclosures and piles of animal waste along the property line. Mr. Tatem noted he is currently in a lawsuit with Mr. Kline on some of these items and others which is tentatively scheduled to be heard in court in July. Mr. Tatem requested the Board take action to secure compliance with the zoning and building codes immediately. Selectman Kreider advised Mr. Tatem the Board will discuss the matter with Town Counsel regarding what if any action should be taken at this time. Mr. Tatem left the meeting at this time.

**Motion: To recess this meeting until 6:00pm to meet with Town Counsel.**

**Motion: P. Sanderson**

**Second: J. Guzofski**

**Motion Carried 5/0**

46 **6:05 P.M. Selectman Kreider re-convened the Northwood Board of Selectmen**  
47 **meeting with the Pledge of Allegiance.**

48

49 **Motion: “To approve the minutes of April 12, 2022, as presented.”**

50 **Motion: P. Sanderson**

51 **Second: J. Guzowski**

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

53

54 **Consent Agenda:**

55 **Payroll Manifest dated 4/20/2022**

56 Batch 042022 for \$55,416.66.

57

58 **Accounts Payable Manifest dated 4/27/2022**

59 Batch # 56 for \$151,461.63.

60 This batch includes payments to Axon for support for the police body cameras for  
61 \$6,747, Cross Country Appraisal for \$5,550, Energy Management Consultants for the  
62 final payment on the lighting conversion project for \$13,975, Fail Safe Testing for hose  
63 and ladder testing for \$3,838, HealthTrust for employee insurance for \$24,207, and  
64 the Internal Revenue Service for payroll taxes for \$12,602.

65

66 **Property Tax Exemptions: Approve or Deny per Assessor’s Recommendations**

67 Solar Exemption – Map 235, Lot 35 - Gilbert & Woytonik

68

69 **Other**

70 Intent to Cut – Sweet Logging, Map 220, Lot 29 & Map 231, Lots 50-2 and 50-3

71 Current Use Application – Robert Bennett Jr Revocable Trust, Map 207, Lot 38

72 **Motion: “To approve the consent agenda as read.”**

73 **Motion: T. Colby**

74 **Second: B. Boudreau**

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

76

77 **Town Administrators Report**

78 Staffing: There are full time positions open in the Fire and Police Departments. The  
79 conditional full time firefighter candidate is scheduled to take his CPAT test in May.

80

81 Tax deeded properties: TA Johnson is still pursuing one case to get it resolved. Final  
82 details of an agreement have not been worked out yet.

83

84 ARPA Funds: TA Johnson suggests a public listening session on May 24 to get input on  
85 how to spend the ARPA money. The Board agreed. Selectperson Boudreau suggested  
86 putting a survey on the Facebook page to see what people are interested in funding.

87

88 2022 Public Works Facilities Project: TA Johnson and PW Foreman Brown are working  
89 on plans for the highway projects for 2022. TA Johnson asked the Board if they wanted  
90 to waive the bidding process for the road projects and negotiate a price with the same  
91 company we have used for the last few years. This would speed up the timeline for the  
92 projects. It was the consensus of the Board to put the projects out to bid in accordance  
93 with the purchasing policy. There was a discussion regarding the type of paving to be  
94 done and the increase in costs versus the longevity of each application due to the  
95 significant increase in asphalt cement used in paving methods.

96

97 Transfer station well: We have received the test results from the old well at the transfer  
98 station. The water is good. TA Johnson suggested if the Board wants to make an  
99 agreement with the abutter to use the well for their personal and business use, they  
100 should have an agreement drafted by town counsel. The abutter will be paying all the  
101 associated costs. P. Sanderson wants to go forward with this with the understanding  
102 that this is not a permanent ownership change. T. Colby asked to have a backflow valve  
103 included to prevent any chemicals from the nursery flowing back into the well. J.  
104 Guzofski and B. Boudreau are in favor of moving forward.

105  
106 J. Guzofski asked about the repairs at the boat ramps and asked them to be included  
107 in the public works projects. TA Johnson was going to suggest using the ARPA funds  
108 for the boat ramps.

109 **Motion: "To authorize Walter Johnson and Chris Brown to bid and spend up to**  
110 **\$17,000 for the Northwood Lake boat ramp, using ARPA funds.**

111 **Motion: H. Kreider**

112 **Second: J. Guzofski**

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

114 There was discussion about the Harvey Lake boat ramp, it's condition, parking area,  
115 and boundaries. P. Sanderson asked for an estimate for that work for the next meeting.

116

117 Lakes Region Public Access Agreement: This is an agreement for the town to air meetings  
118 on channels 25 and 26 for the public for the 2022 and 2023 year. The total cost is  
119 \$6,871.69. These funds will come from the Cable Franchise Fees Expendable Trust  
120 Fund.

121 **Motion: "To expend \$6,871.69 for Lakes Region Public Access agreement for 2022-**  
122 **2023 with funds to come from the Cable Franchise Fees Expendable Trust Fund.**

123 **Motion: P. Sanderson**

124 **Second: B. Boudreau**

125 Discussion ensued around the number of cable subscribers in town and how the fees  
126 are calculated. There are no tax funds used to pay for this since it is funded by people  
127 who use cable TV.

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

129

130 Town Parade Message Sign: With the assistance of Linda Smith prepared an RFP for  
131 building a sign next to Route 4 in front of the town office. Quotes will be received by  
132 May 20. The Cable Franchise Fee Expendable Trust Fund will be used to pay for the  
133 sign if the project goes forward.

134

135 Coe Brown School Resource Officer: The Police Chief, Police Commission, TA Johnson,  
136 Finance Director Cheryl Eastman, and a representative from Coe Brown are developing  
137 a new agreement for the SRO position. The current SRO is retiring at the end of the  
138 school year. This is a good opportunity to revise the structure of the agreement and tie  
139 up some issues with labor laws and supervision levels. The agreement will come to the  
140 board for final approval.

141

142 Town Hall Computer Server Upgrade: TA Johnson is working with Mainstay (the town's  
143 IT company). There are several options to look at and the Board will need to make a  
144 final decision later this year. The end of life is coming up on the existing equipment.  
145 We can stay with an in-house option or go to a cloud- based option. The Board will need  
146 to look at the different costs of each option.

147

148 Northwood Lake Association Funding Request: The Northwood Lake Association is  
149 asking for \$2,500 for aquatic invasive species prevention. This is the balance of the  
150 trust fund designed for this purpose. The Northwood Lake Association did not request  
151 these funds during the budget process, so they were not budgeted for. Last year the  
152 Board funded the Harvey Lake Association \$750 for their lake host work. This year the  
153 Harvey Lake Association asked for funds during the budget process. If the Board  
154 approves the \$2,500 request to Northwood Lake Association, the fund will go down to  
155 zero. There was a discussion around reducing the fund to zero, organizations needing  
156 to ask for funds during the budget process, and funds granted in the past when they  
157 were not budgeted.

158 **Motion: “To grant \$750 to the Northwood Lake Association for prevention of**  
159 **invasive species with the funding coming from the Aquatic Invasive Species**  
160 **Prevention Expendable Trust Fund.”**

161 **Motion: B. Boudreau**

162 **Second: T. Colby**

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

164 P. Sanderson commented that she would have liked to have given them \$1,000.

165  
166 Storage of Documents Off Site: The town has been storing documents at an off-site  
167 location for several years. We currently pay \$100 a month for storage and do not have  
168 a good list of what is there. We are going to have access to scanning equipment for two  
169 weeks this summer through the Strafford Regional Planning Commission. Now is the  
170 time to sort through the documents, purge what we can, scan what is left for  
171 preservation and cataloging. The cost to have all the documents brought back to the  
172 town office is \$4,254. We do not have any money for this process, but the ARPA funds  
173 would be money well spent. The community will benefit to have knowledge of the records  
174 and scanning them will make them more accessible.

175 **Motion: “To spend up to \$4,500 from the ARPA funds to return the stored**  
176 **documents to the town office.”**

177 **Motion: B. Boudreau**

178 **Second: P. Sanderson**

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

180  
181 B. Boudreau asked about the proposed update of the building permit fees. TA Johnson  
182 explained that Building Inspector Jared Shaheen is recommending that we don't make  
183 any changes to the fees at this time. He has been doing an analysis of fees and feels it  
184 will be more difficult to accurately figure the fees based on the assessed value of the  
185 project because we would be relying on the builders to be honest about the value and  
186 verification of the project cost will be burdensome to the CCO.

187  
188 The next meetings will be the second and fourth Tuesdays in May.

### 189 **Topics and Date for Joint Listening Session and Meeting with School Board**

191 H. Kreider would like a joint meeting of the Board of Selectmen and School Board with  
192 a citizen's forum or joint listening session at the beginning of the meeting. Topics that  
193 the board members want to discuss include use of school buildings for elections and  
194 community events, generator status for the school, how to get the school tax rate info  
195 sooner to help in planning the use of fund balance to offset taxes, long term CIP projects.  
196 The consensus of the board was to have a separate meeting for this and not try to add  
197 it to a regular board meeting. H. Kreider will contact Brian Wilson and arrange a date  
198 for the meeting.

199

**200 Revised Parks & Recreation Area Regulations – Final Version**

201 TA Johnson has incorporated some recommended changes from the Recreation Director  
202 and Recreation Commission into the regulations. They have addressed the issue of not  
203 having lifeguards by renaming them as Recreation Staff, dealt with dogs at the new  
204 playground, and kindling of fires needing a proper permit.

205 **Motion: “To accept the revision of the Parks & Recreation Area Regulations with  
206 amendments.”**

207 **Motion: P. Sanderson**

208 **Second: B. Boudreau**

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

210

**211 DRA Municipal Assessment Data Certificate**

212 The Board needs to certify the results of the assessment ratio study. Qualified sales  
213 were analyzed between 10/1/20 and 9/30/21 and compare the ratio of the sale prices  
214 and the assessed values. The ratio should be between 95% and 105%. We are out of  
215 compliance in all strata except manufactured homes in a park. We have exceeded the  
216 105% limit. The property values have continued to go up significantly. This confirms the  
217 need for the statistical update this year so we will be closer to the range we need to be  
218 within. The update should bring us to the goal of 98% of sales values. The other  
219 document the board needs to review is informational only. It is the town’s equalization  
220 ratio for comparison to other communities in the state for distribution of state funding.

221

**222 First Review of Town Personnel Policy Handbook**

223 TA Johnson presented the first draft of the updated personnel policy. He asked the  
224 Board to review this and suggest any changes or updates. This will be on the agenda  
225 for the next meeting to revisit.

226

**227 Elected Officials Conduct and Ethics Policy**

228 Recently a citizen recommended an ethics policy for town officials. The current policy is  
229 part of the town ordinances. It covers a lot of the typical pitfalls such as conflict of  
230 interest and ethics while performing as a public official. Since this policy was adopted  
231 by the town, any amendments need to go back to town meeting. TA Johnson feels this  
232 document is adequate as written. H. Kreider asked board members to review it and  
233 come back at the next meeting with recommendations to accept, change, or any  
234 proposed alterations.

235

**236 NHDES Waste Oil Grant Acceptance and Authorization to Sign**

237 The waste oil grant is a program through NH DES to fund the acquisition and  
238 maintenance of waste oil burner systems. TA Johnson had applied for this grant  
239 previously and when now that it is granted, the state will pay back the town for the  
240 purchase of the waste oil burner. This grant is unanticipated revenue, so the Board  
241 needs to vote to accept the grant funds and authorize Walter Johnson to sign the  
242 documents on behalf of the town.

243 **Motion: “To accept the \$2,500 grant for waste oil processing system and authorize  
244 Walter to sign for the grant.”**

245 **Motion: P. Sanderson**

246 **Second: B. Boudreau**

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

248

**249 Board Committee Reports**

250 P. Sanderson reported on the recent Budget Committee meeting. The committee had  
251 all their paperwork on time. There was an issue with the new software not showing  
252 encumbrances causing the expenditure totals to be off. Corrected reports were sent out  
253 the next day to the board members. The new Chairman is Keith McGuigan and the  
254 Vice-Chair is Tom Chase.

255  
256 H. Kreider helped at the Easter egg hunt last weekend. It was a great town event with  
257 good turnout and lots of volunteer help. B. Boudreau agreed and said there were over  
258 200 children participating.

259 A Planning Board subcommittee to review the master plan chapter updates met twice  
260 so far to go over the bids submitted. They interviewed the two companies. No decision  
261 has been made yet. H. Kreider asked the Board if they would authorize spending the  
262 \$18,000 voted at town meeting on the Master Plan Chapter update to save time when  
263 the Planning Board announces who won the bid. P. Sanderson wanted to see a hard  
264 copy of the bid prior to authorizing the payment. She felt this should have been brought  
265 up as part of the consent agenda instead of sprung on the Board as a part of the  
266 Committee Reports.

267 **Motion: "To approve the expenditure of up to \$18,000 for the winning bidder."**

268 **Motion: T. Colby**

269 **Second: J. Guzofski**

270 **Motion carried by vote of 4/0/1 with P. Sanderson abstaining due to lack of**  
271 **information.**

272

273 **At 8:19, "Motion to adjourn."**

274 **Motion: J. Guzofski**

275 **Second: T. Colby**

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

277

278 Minutes respectfully submitted by  
279 Cheryl Eastman