



**TOWN OF NORTHWOOD
BOARD OF SELECTMEN**

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

**Board of Selectmen Meeting Minutes
May 10, 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, Finance Director Cheryl Eastman, and PW Foreman Chris Brown.

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:

Selectman Colby had a citizen ask why cash is not accepted at the Transfer Station.

Minutes:

The Board wanted to add the following comments to the minutes of April 26, 2022: Under the discussion of the Easter Egg Hunt, Select Person Boudreau had said there were over 200 kids participating.

Under the discussion of input on the use of ARPA funds, Select Person Boudreau had suggested putting a survey on Facebook to find out how residents want to use the funds and TA Johnson mentioned using Survey Monkey.

Under the discussion of approving the \$18,000 expense for the Master Plan update, Select Person Sanderson wanted to add that she would have preferred to see a hard copy, which Chairman Kreider did send to her after the meeting on the 26th. She feels it should have been brought up as part of the consent agenda instead of being sprung on everyone during the Committee Reports.

Motion: "To approve the minutes of April 26, 2022, as amended."

Motion: T. Colby

Second: P. Sanderson

Motion carried by vote of 5/0.

Consent Agenda:

Payroll Manifest dated 05/04/2022: Batch 050422 for \$53,963.85.

45 AP manifest dated 5/11/22 batch #58 for \$468,901.24. Items to note in this batch
46 include the annual payment to the Capital Area Fire Compact for \$49,441, monthly
47 payment to Cross Country Appraisal for \$4,500, payroll taxes to the IRS for \$12,187,
48 the final payment of this fiscal year to the Northwood school for \$298,542, payment to
49 NH Retirement of \$32,188, and payments to Northwood Lake Association of \$12,750
50 for aquatic invasive species management and prevention.

51

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

52 Veterans Disability Exemption – Map 212 Lot 67-2 – Roger St. Jean

53

Other

54
55
56 Tax Collector's Warrant – First Half of 2022 in the amount of \$5,399,170.00. This is
57 an estimate based on the 2021 property tax rate.

58 Seasonal Camping Permit – 43 Pine St. – Ruggiero – motion to approve.

59

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

61 **Motion: P. Sanderson**

62 **Second: J. Guzofski**

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

64

TA Report:

65
66 Staffing: Still have two open full-time positions – one for a firefighter and one for a police
67 officer.

68

69 Sale of tax deeded property: All the conditions of the agreement on the property at 177
70 Bow Lake Road have been met. There is a deed for the Board to sign to return the
71 property to the prior owner.

72

73 Public Works Projects: An RFP for the reconstruction and paving work has been sent
74 out. The bids are due back on or before May 20. The Board will award the contract at
75 their May 24th meeting. Tree work is underway at the recreation fields, along Old
76 Turnpike Road in preparation of the road work. The cemetery work will begin later in
77 the year.

78

79 Bids for the roofing on the Town Hall and the Police garage will be ready at the next
80 meeting.

81

82 Northwood Lake and Harvey Lake boat ramp improvements have been finalized. Quotes
83 have been received and the Board may need to increase the amounts if they want to get
84 the work done before boating season, or else wait until the fall. Select Person Boudreau
85 is happy with the proposed turnaround area. TA Johnson advised if they package both
86 the boat ramps and the Narrows fire station parking area together to one vendor, the
87 total cost is lower through Manchester Paving. They are quoting \$30,000 for the fire
88 station, \$7,200 for Harvey Lake ramp, and \$19,600 for Northwood Lake ramp, with a
89 total of \$56,800. R&D Paving quoted \$51,000 without including the Harvey Lake ramp,
90 closer to \$60,000 with it included. Select Person Boudreau wants to see the work get
91 done soon. She is also concerned about parking on the paved area. There was
92 discussion of installing signs stating where to park, loading and unloading only, or no
93 extended parking, or installing curbing or large rocks. Selectman Guzofski asked about
94 the gravel parking area at Harvey Lake. PW Foreman Brown stated that last year they

95 had added gravel there and will do the same this year when the paving is completed.
96 He added that the Harvey Lake improvements have more to do with erosion control than
97 anything else. Gravel will help to direct the water run-off and preserve the paving.

98 **Motion: “To award Manchester Paving the three paving jobs combined. The**
99 **Narrows Fire Station to be funded through the warrant article and the boat ramps**
100 **through the ARPA funds.**

101 **Motion: T. Colby**

102 **Second: B. Boudreau**

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

104

105 Capital Improvement Plan Committee Appointment: There needs to be a Board
106 representative on the committee. Selectman Kreider said he would be happy to do it,
107 but if anyone else wanted to that would be fine too. No one else volunteered.

108 **Motion: “Nominate Hal Kreider as the Board of Selectmen representative to the**
109 **CIP Committee.”**

110 **Motion: J. Guzowski**

111 **Second: T. Colby**

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

113

114 Town owned property subdivision: The Tasker Shore subdivision has been approved by
115 the Planning Board. The transfer of the property will take place soon, once all the
116 conditions are met.

117

118 Meadow Dam: TA Johnson shared an email from DES regarding the work schedule,
119 engineering, and consulting work that needs to be done. The process is moving forward
120 but the dam will not be repaired this year. It could be done in 2023 at the earliest. The
121 Board stated they will keep after DES to keep the project moving forward.

122

123 Gulf Road Project: TA Johnson, PW Foremen Brown, and Ann Schultz met at Gulf Road.
124 The Lake Shore Association will receive funding in 2023 from a grant from the state.
125 The town will be doing some work prior to the road work to end the erosion issues. PW
126 Foreman Brown stated there are a few areas with substantial loss from erosion and
127 where the roadside banking is 18” to 2’ into the road, covering the asphalt. He will be
128 doing work to channel the water away and stabilize it until the permanent fix can be
129 done and he will cut back the bank. The estimated cost to the town is \$63,000, which
130 the Board had talked about using the ARPA funds for.

131

132 DRA MS-535 report: The final audited report for 2021 has been completed by the
133 auditors and is awaiting the signature of the Board.

134

135 Offsite stored documents: All documents have been retrieved. Staff is going through
136 them to purge as needed and prepare for scanning the remaining documents when we
137 have access to scanning equipment in July. There may not be a need for future off-site
138 storage at all.

139

140 The Recreation Director is applying for a grant through the Moose Plate grant program
141 for improvements to stabilize the Center School building. The letter of intent has been
142 filed and the Board will need to complete and submit the application. Selectman
143 Guzowski is concerned that the last time the voters were asked to fund repairs to that
144 building, it failed. Chairman Kreider is reluctant to put money into the building if they

145 don't know the total cost or have a plan for the building. Select Person Boudreau agreed
146 that we need to have a plan. If we get the grant, it will fix the foundation, but there will
147 still need to be money spent to finish the project. She feels if we know what the total
148 costs will be, we can look at options for getting the revenue besides through taxation,
149 such as fund-raisers or donations. Selectman Colby said the Board already authorized
150 spending \$1,900 for a hazardous substance evaluation, but that has not been done yet.
151 TA Johnson said they can apply for the grant and work on the details. We can always
152 refuse to accept the grant later. The consensus of the Board is to apply for the grant
153 and have Recreation Scott Blewitt get a list together of what needs to be done and
154 estimates for the work to come up with a plan. The Board agreed to authorize TA
155 Johnson to sign the grant application.

156
157 Nominate member to the ZBA: TA Johnson has received one application from Wade
158 Sauls to serve on the ZBA. There is also a person interested in the member position and
159 2 interested in the alternate positions. Select Person Sanderson asked to hold this item
160 for a non-public session, when Selectman Colby shares some information with the
161 Board.

162
163 At 6:51, the Board took a 3- minute recess.

164
165 **Elected Officials Conduct and Ethics Policy**
166 The Board is taking a second look at the policy that is currently in place and had been
167 approved by the voters in 2007. TA Johnson feels this policy is more comprehensive
168 than the one suggested recently by a citizen. The Board is OK with staying with the
169 policy that is already in place.

170
171 **Second Review of Town Personnel Policy Handbook**
172 The Board is taking a second look at the proposed Personnel Policy Handbook. TA
173 Johnson asked them to focus on any changes, deletions, or additions in the policies that
174 are in the handbook now. An outside consultant, town counsel, Finance Director
175 Eastman, and TA Johnson have all reviewed the document. From a legal and HR
176 standpoint, everyone is happy with it. Selectman Guzofski confirmed that all the side
177 notes have been addressed. There were no changes proposed. TA Johnson will do a
178 final draft for approval by the Board.

179
180 **American Recovery Plan Act (ARPA) Funds Public Suggestions Session**
181 At the next Board meeting there will be a public suggestions session for input into what
182 the ARPA funds should be used for. Select Person Boudreau stated that the total
183 amount of funds to be received, along with a list of what the Board has already
184 committed to spend, should be available on the website prior to the meeting and
185 included in handouts at the meeting. This should also include what the funds are
186 allowed to be used for. The Board wants to keep everything transparent and clear.
187 Depending on how many ideas are presented, the Board may decide to conduct a survey
188 after the public suggestion session.

189
190 **Town Employee Hiring Procedures**
191 TA Johnson wanted to acknowledge that this is now a separate procedure and no longer
192 part of the handbook. Selectman Guzofski had some concerns regarding when the
193 Board would fill a position without posting it first and the wording regarding an
194 applicant found to have falsified information being terminated. TA Johnson said the

195 way it is worded right now, the Board of Selectmen can decide to not post a position,
196 such as if it was an in-house promotion as part of a succession plan. The wording
197 regarding falsifying information is a legal protection because the town doesn't do an
198 external investigation for every hire, so this protects the town if something comes up
199 after someone is hired. Chairman Kreider asked Selectman Guzofski to forward his
200 issues and questions to TA Johnson.

201

202 **Board Task Manager**

203 Selectman Guzofski asked about the progress of organizing a conference of committees.
204 TA Johnson said there has not been a lot of progress on this yet, but he is still working
205 on it. Select Person Boudreau asked if the sign information would be available at the
206 next meeting. It will be. She also asked to have the change in building permit fees
207 removed from the list.

208

209 **Board Committee Reports**

210 Chairman Kreider stated he is still trying to schedule the joint BOS and School Board
211 meeting. It will probably be the 3rd week in June.

212 Selectman Guzofski stated the Conservation Commission is setting up a forest
213 management plan. The Town Forester will develop a plan and will be paid from the
214 proceeds of the sale of the cut timber after it is done. There are also some parcels being
215 put into conservation easements.

216 Selectman Colby asked anyone who is interested in serving on the Route 4 Safety
217 Committee to email him.

218

219 At 7:24, the Board went into a non-public session.

220

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

222 **Motion: T. Colby**

223 **Second: P. Sanderson**

224 **Motion carried by roll call vote: P. Sanderson- yes, B. Boudreau-yes, J. Guzofski-**
225 **yes, T. Colby-yes, H. Kreider- yes.**

226

227 **Resumed Public Session at 7:54PM**

228

229 **Motion: "To seal the non-public minutes because it is determined that divulgence**
230 **of this information would adversely affect the reputation of a person other than a**
231 **member of the public body itself."**

232

233 **Motion: T. Colby**

234 **Second: B. Boudreau**

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

236

237 **Motion: "To adjourn"**

238 **Motion: J. Guzofski**

239 **Second: T. Colby**

240 **Motion carried 5/0 at 7:55M.**

241

242

243 Minutes respectfully submitted by

244 Cheryl Eastman

DRAFT

245