



**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 24, 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, PW Foreman Chris Brown, Fire Chief Mark Tetreault

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:

Vienna Dow requested purchasing a container for the swap shop to hold furniture and larger items to keep them out of the waste stream. Funding could come from the Transfer Station Expendable Trust Fund. She presented 3 quotes, including an almost new container from S&J for \$4,600 with the option of a roll-up door for an additional \$1,700; \$1,000 for a new truck box that has no doors, plus an additional delivery fee of \$250 and the cost to install doors; \$5,000 for a new container.

Minutes:

Motion: “To accept the minutes of May 10, 2022, as written.”

Motion: P. Sanderson

Second: J. Guzofski

Motion carried by vote of 5/0.

Consent Agenda:

Payroll batch dated 5/18/22, batch #051822 for \$ 56,807.

AP manifest dated 5/25/22, Batch #59, for \$88,212.48. Items included in this batch are a payment to Arborcare for tree service work on roadsides and the recreation fields for \$4,800, payment to EJ Prescott for culverts for upcoming road construction for \$6,212, payment to the Village District for the 1st issue taxes for \$10,528, IRS tax payment for \$12,663, payment to New England Vehicle Outfitters for the upfit for the new cruisers for \$4,387, Northwood Cove district for 1st issue taxes for \$5,734, Waste

85 **Motion: “To award the roofing bid to D&C Roofing and General Construction for \$15,450, which**
86 **includes \$5,600 for the PD garage and \$9,850 for the Town Hall.**

87 **Motion: T. Colby**

88 **Second: B. Boudreau**

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

90

91 Fire Department Boat: Chief Tetreault has received a boat donation out of government surplus from the
92 Coast Guard. It will cost approximately \$1,050 to put the boat in service for the department. Since this
93 is not a purchase, but an agreement to be able to use the boat for as long as we want, provided we
94 cover all the costs, it may not require a public hearing for acceptance. TA Johnson is seeking legal advice
95 on that issue. The boat is in good shape. B. Boudreau feels it is great for a town with as many lakes as
96 we do to have a boat. P. Sanderson confirmed that if we ever give the boat back to the Coast Guard, we
97 retain any equipment we purchased for the boat. Chief Tetreault said he will plan to keep the rubber
98 raft boat for use on smaller bodies of water. Funds to outfit the boat could come from ARPA fund, or
99 from the Fire Department budget. The consensus of the board is to accept the boat, subject to a public
100 hearing if required.

101 Website Update: The Board had been looking for more accessible information on the town website for
102 volunteer opportunities. The site now has a “Find it Fast” button that brings people directly to all the
103 info needed.

104

105 Primex Conference: TA Johnson attended the recent Primex Conference dealing with risk management
106 in the municipal environment. We are constantly working on improving our systems and he brought
107 back info from Homeland Security for the staff.

108

109 State Legislature Update: There are three bills in the House and Senate set to be voted on next
110 Thursday. They include additional funding for roads and bridges, one time funding to the New
111 Hampshire Retirement System that will offset the town costs, and assistance for policy body cameras
112 and related expenses funds. These are Senate bill 401, House Bill 1221, and House Bill 1547. Please
113 encourage our local representatives and senator to pass these bills.

114

115 The next Board meetings will be on June 14 and June 28.

116

117 TA Johnson received a note and a paid invoice on the well drilling at the athletic fields. The well is 723
118 deep, 61 feet of well casing was used, and it yields 30 gallons a minute and has a static level of about
119 100 feet. The value of the invoice is \$17,596 donated to the town from the Tasker Well Co. TA Johnson
120 will draft a letter of thanks for the board to sign for this generous donation. The next piece to fitting it
121 up and getting it is service.

122

123 **Appointments to Zoning Board of Adjustment & Rt 4 Safety Committee:**

124 Mr. Lee Carver volunteered to serve on the Route 4 Safety Committee.

125 **Motion: “To appoint Lee Carver to the Route 4 Safety Committee.”**

126 **Motion: T. Colby**

127 **Second: B. Boudreau**

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

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Currently there is one full member position on the ZBA open and two alternate members. Applications were received from Wade Sauls, Robin Guzofski, and Ginger Dole. Selectman Guzofski recused himself from the vote due to his relationship with Robin Guzofski.

Motion: “To move Ginger Dole from her alternate position into the full member position.”

Motion: T. Colby

Second: B. Boudreau

Motion carried by vote of 4/0/1.

B. Boudreau thanked everyone who volunteered, saying it is not often we have multiple people to pick from.

Motion: “To appoint Wade Sauls and Robin Guzofski to the open alternate positions.

Motion: T. Colby

Second: B. Boudreau

Motion carried by vote of 4/0/1.

Results of Paving Bids:

Four bids were received for the paving project. On Ye Old Canterbury Road the low bidder was GMI Asphalt for \$42,973.75. The low bidder on Bow Street was GMI Asphalt for \$123,235.50. Low bidder on Old Turnpike Road was GMI Asphalt for \$139,696.25. The low bid for Old Pittsfield Road was Brox Industries, but they did not include the work that was added as an addendum, so it was not a complete bid. The next lowest bidder was GMI Asphalt for \$80,107.50. The total low bid was \$386,013. PW Foreman Brown stated he doesn’t know GMI Asphalt, but in the past, they had been removed from a paving job in town. The next lowest bidder was R&D Paving at \$422,547.65. R&D Paving has serviced Northwood for several years and has done a very good job. Any issues with their work have been fully resolved. TA Johnson has worked with GMI in the past and is comfortable with them. PW Foreman Brown stated he has checked their references and they all reported no issues that were not resolved. J. Guzofski wants to go with GMI. T. Colby would rather go with R&D because we know the quality of their work.

Motion: “To award the paving bid to GMI Asphalt.”

Motion: B. Boudreau

Second: P. Sanderson

P. Sanderson feels the \$36,000 price difference is too large to ignore. B. Boudreau feels that PW Foreman Brown will keep a close eye on the projects as they go along.

Motion carried by vote of 4/1, with T. Colby voting No.

Results of Town Parade Sign Bids:

The RFP was proposed as a design and build proposal since we didn’t know specifically what we wanted. We were looking for creative input. The design is open to further discussion and agreement on what the final product ends up looking like. Four bids were received, with a price range of \$32,390.36 to \$41,528. The two lowest bidders are companies from different parts of the country and none of their references included any projects in New England. B. Boudreau suggesting using a company from New Hampshire. H. Kreider stated Barlo Signs has a wonderful reputation and he liked their design ideas. Linda Smith has reviewed the bids and noticed that the out of state company’s size and quality of materials was less than we were looking for on the message portion of the sign. B. Boudreau, H. Kreider, and J. Guzofski want to go with Barlo Signs. P. Sanderson is not in favor of an electronic sign at all. T. Colby is on the fence.

174 **Motion: “To accept the Barlo Signs bid to design and build a sign for \$41,260 and to authorize Walter**
175 **Johnson to negotiate the details.”**

176 **Motion: B. Boudreau**

177 **Second: J. Guzofski**

178 It was stated that the money for the sign and the trenching and electrical work will come from the Cable
179 Franchise Fees Fund.

180 **Motion carried by vote of 3/2, with P. Sanderson and T. Colby voting NO.**

181

182 The Board took a two-minute break.

183 **7:00 PM: American Recovery Plan Act (ARPA) Funds Public Suggestions Session:**

184 Northwood is receiving about \$450,000 in American Recovery Plan Act funds. The Board is looking for
185 input on how to spend the funds. Approximately \$150,000 has already been committed by the Board
186 for the purchase of new defibrillators, improvements to boat ramps to lessen the contaminants entering
187 the lakes, and road improvements to Gulf Road for the road itself and to help protect Pleasant Lake.

188 **Norm Royce** of Baker Ave on Northwood Lake spoke. He appreciates the improvements to the boat
189 ramps on Northwood and Harvey Lakes and asked if any improvements could be made in the lake itself
190 so when a truck is backing a boat in, they don't go from the paving directly into the mud. PW Foreman
191 Brown said there has not been any dredging done yet. He is planning on putting a gravel shoulder there
192 to transition from pavement into the water. Mr. Royce asked to have funds set aside for both lakes for
193 concrete blocks like the NH Fish & Game uses on their boat ramps. It allows boaters to back the boat up
194 and not sink down into the mud. Without them, when they pull the boat out, the front of the paving will
195 get all torn up and end up being a problem. Mr. Royce is also President of the Northwood Lake
196 Watershed Association and is very interested in preserving the lake.

197 **Scott Blewitt**, Recreation Director spoke about the following improvements to recreation facilities:

198 The Center School Building is a major piece of history for Northwood as it is over 100 years old. It could
199 be a greater asset to the town and a revenue producing asset if it is used as a place to hold programs to
200 cover the costs of continued maintenance and improvements to the building. The athletic fields are a
201 major contribution to the town done by the Friends of Recreation and Vienna Dow with the playgrounds
202 and fields. They need to be taken to a higher level. It is getting there with great momentum and lots of
203 usage but there is more to be done. We recently had to go back to locking the gate at night due to
204 damage. There should be improvements to the fencing, the parking lot, finishing touches on the
205 pavilion, and expanded parking. New signs at Northwood Beach are also needed. The signs there were
206 an Eagle Scout project 10 years ago and have seen better days. Sand needs to be replenished at all
207 three beaches as well.

208 **Betty Smith** spoke requesting a stand-by generator for the library. With one, the library can be used as
209 a cooling place in the summer and a warming place in the winter. If people don't have power, they can
210 use the computers and printers. The library is also a public information center with the sign out front, a
211 website, and when the library is open there is always someone there to greet you and answer questions
212 and help you.

213 **Donna Bunker**, Library Director. In the emergency operations plan, the library has two support
214 functions: #14- Volunteers and Donations, and #15 - Public Information. With a generator we can be the
215 place to gather volunteers and donations and to provide public information in an emergency. They have
216 tried to get a generator through the CIP plan, but this might be a way to get one without taxpayer
217 money. They are looking at about \$27,000 plus the cost of adding propane tanks.

218 **Valerie Akers** spoke about the value of the library for people to meet and to stay connected during the
219 pandemic and other emergencies. She wants to support the request for the generator.

220 **Nancy Johnson**, Friends of the Library, spoke to the services the library provides. They have computer
221 and printer access, books online, and notary services. It would be useful if the library can be used as a
222 central locating center during storms.

223 **Tom Johnson** with the Crankpullers Snowmobile Club. He submitted a request via email which is
224 attached to these minutes. They are an all-volunteer club that maintains the trails throughout
225 Northwood. They are requesting funding for gravel and lumber to continue to fix the trails.

226 **Ashley Martin**, Friends of Rec are hoping to have a walking path around the recreation fields that would
227 be level and easy for all ages to navigate, a half-court basketball court (\$8,000 est.), and skateboard
228 ramps for use on the half court.

229 **Vienna Dow** – The 24 acres at ball fields can become a wonderful asset to Northwood. If we do nothing
230 to continue to improve the facility, we will be doing an injustice to our town and people. Through
231 Friends of Recreation, we now have two playgrounds for the younger children and the Serenity Gardens
232 for all of us to enjoy. We need to keep moving forward. Vienna is suggesting a community garden on
233 the far left of the property that will be 100 x 50 feet with room for 20 raised beds for community
234 members to use. This will be especially helpful in these times when grocery bills climb. One idea is to
235 partner with Coe Brown and have a group of their juniors and seniors to run the day-to day operations
236 with a couple adults to supervise. This would give the students a sense of ownership and pride, while
237 also providing options for community service that is required for graduation. Money should not be the
238 only consideration when making your decision. \$21,000 is just the first round of quotes and more
239 quotes will be sought.

240 **Shelly Frost** – Jenness Pond Road – Supports Vienna’s recommendation.

241 **Pat Savage** – Lower Deerfield Road – Also supports Vienna’s idea. She works at Coe Brown and is
242 already committed to this idea. She can be a connection with Coe Brown.

243 **Joe Lipshetz**, Ye Old Canterbury Road. Joe suggested an inside-the-room locking device at the schools
244 in every classroom that the teacher can lock if there is an active shooter on the grounds. The police do
245 an excellent job and there is a Resource Officer at the high school. But not at the elementary school.
246 For about \$10,000, they could buy the locks and to train all the school personnel by the fire department
247 for trauma such as “stop the bleed”, “tourniquet use”. He added that the Police need new vests, Fire
248 Department needs new hoses, and the Highway Department needs new equipment. He feels the Board
249 should give some funds to all the different agencies.

250 TA Johnson said the school receives ARPA funds as well. The suggestion should be made to the School
251 Board for the locks and training.

252 **Jim Hadley** presented handouts to the Board – copies attached. He would like the town to create a
253 Community Power Committee appointed by the Board of Selectmen. The ability of a municipality to
254 procure power from third party suppliers for its residents became a law 33 months ago. The first step is
255 for the municipality to form an electric application committee. If one is formed, Jim would volunteer to
256 serve. There are also energy grants available to help with feasibility study costs.

257 The voters approved a Tax Increment Finance district in March 2017, which has been dormant for five
258 years. RSA 162K:14 requires the Board to create an advisory board. Jim asked the Board to reconsider a
259 TIF district, advising that these funds need to be spent by December 31, 2024.

260 Jim would also like the Board to create a Gulf Road Advisory Committee, appointed by the Board of
261 Selectmen. The 2004 Master Plan advised looking into that idea and not allowing any more building

262 permits on Gulf Road. There is a lot of land on the Deerfield side and there is no exit route out there. A
263 study could be done to plan the construction of an exit road.

264 Jim would like the Board to form a committee with the water district to look into the cost benefits of the
265 village district transferring management of the water district to the town, as the district will likely
266 expand in the future, as recommended in the 2004 Master Plan. Water districts are a part of many
267 towns so there is not a separate water district.

268 Jim also asked to have a turn-around installed on Upper Deerfield Road so that the school bus can come
269 up the road to pick kids up instead of just picking them up at the end of the road and not make the kids
270 walk so far.

271 **Ginger Dole** has concerns about spending money on the center school at this time. A warrant article a
272 few years ago was voted down to spend any money on it. It would be nice to update and upgrade the
273 building, but there has not been an adequate study of the condition of the building from the sills
274 upwards. A lot of other more immediate needs have been talked about tonight and she hopes the
275 Board would consider those other options before spending money on the center school at this time. It
276 may be a worthwhile project and a pet project for Recreation and there are lots of things the building
277 can be used for if it is in sufficient shape, but she is really concerned that there has not been an
278 adequate engineering study done to determine what needs to be done and if it is financially feasible.

279
280 Hal closed the public hearing at 7:50. Ideas and input will continue to be accepted by the Board. The
281 Board will start working through the process of prioritizing these issues. Citizens are welcome to bring
282 other ideas during citizens forums at meetings, or through email. A complete list will be compiled
283 including everything received and will be put on the website. It may spark some more ideas. All emails
284 received so far will be attached to the official minutes.

285

286 **Board Task Manager:**

287 J. Guzofski said he appreciated TA Johnson's fast action putting the volunteer info on the website so
288 quickly after his request.

289

290 **Board Committee Reports**

291 J. Guzofski wanted to comment that when the Board appoints people to serve on committees, we should
292 look at diversity. Some committees have some of same people that serve on multiple committees. Some
293 people think they won't be appointed because they don't fit the mold. A diverse group of people leads
294 to a broader thought process and better decisions. As we move forward and appoint members to
295 committees it is important to keep that in mind.

296 P. Sanderson doesn't quite agree with that. She feels the boards she has served on are very diverse. She
297 doesn't feel the boards are trying to homogenize everyone into the same thinking. It is rare for volunteers
298 to step forward and they shouldn't feel they won't be appointed if they don't fit a mold, because we don't
299 have a mold.

300 H. Kreider reported the master plan update is moving forward. They had a great meeting this morning.
301 The contractors will move things along. They will schedule public sessions in the last week of August to
302 hopefully catch opinions of the seasonal and year-round residents. There will be lots of communication
303 about these sessions. The process should be done in time for the next town meeting.

304 H. Kreider is looking for input into the format of the Safety Complex Committee. He would like to continue
305 the work B. Boudreau did, but with a smaller group with a different composition. He would like to have a
306 Police Commission member, a Board of Selectmen Representative for the Fire Department, and three
307 citizens at large. They would not have a recommendation for the next town meeting, but possibly the one
308 following. There was a discussion of the prior votes failing for the safety complex articles. T. Colby and B.
309 Boudreau feel the Safety Committee should be put on hold for a couple years. TA Johnson stressed that

310 he understands the economics right now, but out of respect for public safety departments, you need to
311 keep pushing this idea, especially for the police whose facility is in a deplorable situation. They need to
312 see some activity, not necessarily for the next town meeting, but looking at some other options than a
313 Safety Complex. Maybe, a new police building alone, and then several years later an upgrade for the fire
314 department. The last request for 6 million dollars for a safety complex failed, but it could have a better
315 chance if we do it a piece at a time. J. Guzofski is OK with looking at separate buildings. P. Sanderson was
316 struggling with a safety complex and wouldn't want to make the chiefs sit through all the meetings it will
317 take to do this. Chief Tetreault stated the facilities have to be the top priority and he has no problem with
318 spending however much time is needed. P. Sanderson added that the voters might be more for it if there
319 was other funding available for the buildings instead of all tax money.

320 T. Colby asked how the number of members of boards is determined. TA Johnson said they are defined
321 by state statutes.

322
323 B.Boudreau said the Recreation Committee met and has a list of things to add to the ARPA list. She will
324 email them to TA Johnson.

325
326 H. Kreider announced all the Board members received a note from Dan Tatum requesting a meeting. He
327 responded in the affirmative because the board always wants to hear from the public. Then he talked
328 with TA Johnson and the attorney. The attorney said the Board can meet, but it should be a board
329 decision, not just the Chairman's. If they do meet, they should only receive information, such as this
330 listening session tonight, then later the board can deliberate separately after talking to town counsel.
331 Some items are related to personnel conduct and that will be dealt with in a non-public session. The last
332 time the meeting with Mr. Tatum cost about \$500 for legal counsel. The consensus of the Board is to
333 meet with Mr. Tatum in a non-public meeting with no lawyer present.

334
335 TA Johnson informed the Board that he had provided his recommendations regarding where the funding
336 for the paving projects should come from. He feels we can accomplish the projects between the warrant
337 article, the budget, and the reserve funds. He explained that the price of asphalt has gone up dramatically
338 since the plan was vote on at town meeting.

339
340 **At 8:35 - Motion: "To go into a non-public session under RSA 91A:3 II (a) and (c)."**
341 **Motion: P. Sanderson**
342 **Second: B. Boudreau**
343 **Motion carried by roll call vote: T. Colby-yes; P. Sanderson-yes; B. Boudreau, J. Guzofski – yes; H. Kreider**
344 **– yes.**

345
346 **Public Session Resumed at pm**

347
348 **Motion to adjourn:**
349 **Second:**

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351 **Adjourned at**

352
353 Minutes respectfully submitted by
354 Cheryl Eastman

355