



**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  
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 1<sup>st</sup> 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 1<sup>st</sup> issue taxes for \$5,734, Waste

41 Management for \$4,942.70 for disposal of trash, Strafford Regional Planning Commission for the annual  
42 dues of \$5,000 and contracted planning services for \$1,502.

43

44 A veteran's exemption application for Map 215, Lot 24-1 for Anthony Brown

45 An Intent to Cut for Map 219, Lot 23 for Pontacoloni

46 A junkyard dealers license for Harding Metals

47 A request from the Finance Department for a reimbursement of expenses from the following Trust

48 Funds: Vested Benefit Fund for \$10,201.99 for pay out of accrued times for two employees, Aquatic

49 Invasive Species Prevention Fund for \$5,250 for payments to Jenness Pond Shore Owners Assoc and

50 Northwood Lake Watershed Assoc, Aquatic Invasive Species Treatment Fund for \$12,000 to Northwood

51 Lake Watershed Assoc, 250<sup>th</sup> Anniversary Fund for \$3,113.75 for coins and hats, Cable Franchise Fees

52 Fund for \$6,871.69 for the annual dues to the Lakes Region Public Access Channel. The total

53 reimbursement requested is \$37,437.43.

54 **Motion: "To accept the Consent Agenda as presented."**

55 **Motion: T. Colby**

56 **Second: P. Sanderson**

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

58

59 **Town Administrator Report/Items for Board Action:**

60 Staffing: We have two full-time positions open in the police department and still have 1 full-time open  
61 in the fire department.

62

63 Tax Deeded Properties: Still working on the sale of two tax deeded properties. One is progressing well.

64 The other may end up going through the eviction process. If so, this will be brought to the board for a

65 vote at a following meeting.

66

67 DPW: TA Johnson and PW Foremen Chris Brown have been working on the highway plans and facilities

68 projects. Road bid and paving quotes have been received. The Board will review and discuss them later

69 tonight. Tree work has been done on Old Turnpike Road. Additional tree work is being proposed. The

70 tree work in the cemeteries will be done later in the season. We received two quotes for the roofing

71 projects at the town hall and the police garage. The low bidder was PW Foreman Chris Brown's

72 company, which will require approval to have him do this work, which will be done on his time and

73 under his own insurance. The boat ramp improvements at Northwood and Harvey Lakes were

74 completed with paving. Additional work on the edges still needs to be done.

75

76 Roofing Bids: The roofing bids received are as follows:

77 Steven Conway Town Hall \$13,200 + PD garage \$7,700 = Total \$ 20,900

78 D&C Roofing and General Construction Town Hall \$ 9,850 + PD garage \$5,600 = Total \$ 15,450

79

80 Chris Brown quoted Owens Corning "Duration", which is an architectural shingle with a 50 year

81 manufacturers warrantee. Steven Conway quoted a DAF shingle, which has a 35 year warrantee. A

82 third quote was received prior to the meeting tonight from Pro Winner Roofing out of Lowell, Mass for a

83 total of \$20,400. All quotes include disposal costs of the old shingles. B. Boudreau wanted to stress that

84 all bids were received fairly.

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 in 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.**

129

130 Currently there is one full member position on the ZBA open and two alternate members. Applications  
131 were received from Wade Sauls, Robin Guzofski, and Ginger Dole. Selectperson Sanderson recused  
132 herself from the discussion and vote and suggested Selectman Guzofski recuse himself from the vote  
133 due to his relationship with Robin Guzofski.

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

135 **Motion: T. Colby**

136 **Second: B. Boudreau**

137 **Motion carried by vote of 3/0/2.**

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

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

141 **Motion: T. Colby**

142 **Second: B. Boudreau**

143 **Motion carried by vote of 3/0/2.**

144

145 **Results of Paving Bids:**

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

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

159 **Motion: B. Boudreau**

160 **Second: P. Sanderson**

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

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

164

165 **Results of Town Parade Sign Bids:**

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

173 we were looking for on the message portion of the sign. B. Boudreau, H. Kreider, and J. Guzofski want to  
174 go with Barlo Signs. P. Sanderson is not in favor of an electronic sign at all. T. Colby is on the fence.

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

177 **Motion: B. Boudreau**

178 **Second: J. Guzofski**

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

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

182

183 The Board took a two-minute break.

184 **7:00 PM: American Recovery Plan Act (ARPA) Funds Public Suggestions Session:**

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

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

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

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

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

214 **Donna Bunker**, Library Director. In the emergency operations plan, the library has two support  
215 functions: #14- Volunteers and Donations, and #15 - Public Information. With a generator we can be the  
216 place to gather volunteers and donations and to provide public information in an emergency. They have

217 tried to get a generator through the CIP plan, but this might be a way to get one without taxpayer  
218 money. They are looking at about \$27,000 plus the cost of adding propane tanks.

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

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

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

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

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

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

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

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

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

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

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

261 Jim would also like the Board to create a Gulf Road Advisory Committee, appointed by the Board of  
262 Selectmen. The 2004 Master Plan advised looking into that idea and not allowing any more building  
263 permits on Gulf Road. There is a lot of land on the Deerfield side and there is no exit route out there. A  
264 study could be done to plan the construction of an exit road.

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

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

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

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

286  
287 **Board Task Manager:**  
288 J. Guzofski said he appreciated TA Johnson's fast action putting the volunteer info on the website so  
289 quickly after his request.

290  
291 **Board Committee Reports**  
292 J. Guzofski wanted to comment that when the Board appoints people to serve on committees, we should  
293 look at diversity. Some committees have some of same people that serve on multiple committees. Some  
294 people think they won't be appointed because they don't fit the mold. A diverse group of people leads  
295 to a broader thought process and better decisions. As we move forward and appoint members to  
296 committees it is important to keep that in mind.

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

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

305 H. Kreider is looking for input into the format of the Safety Complex Committee. He would like to continue  
306 the work B. Boudreau did, but with a smaller group with a different composition. He would like to have a  
307 Police Commission member, a Board of Selectmen Representative for the Fire Department, and three

308 citizens at large. They would not have a recommendation for the next town meeting, but possibly the one  
309 following. There was a discussion of the prior votes failing for the safety complex articles. T. Colby and B.  
310 Boudreau feel the Safety Committee should be put on hold for a couple years. TA Johnson stressed that  
311 he understands the economics right now, but out of respect for public safety departments, you need to  
312 keep pushing this idea, especially for the police whose facility is in a deplorable situation. They need to  
313 see some activity, not necessarily for the next town meeting, but looking at some other options than a  
314 Safety Complex. Maybe, a new police building alone, and then several years later an upgrade for the fire  
315 department. The last request for 6 million dollars for a safety complex failed, but it could have a better  
316 chance if we do it a piece at a time. J. Guzofski is OK with looking at separate buildings. P. Sanderson was  
317 struggling with a safety complex and wouldn't want to make the chiefs sit through all the meetings it will  
318 take to do this. Chief Tetreault stated the facilities have to be the top priority and he has no problem with  
319 spending however much time is needed. P. Sanderson added that the voters might be more for it if there  
320 was other funding available for the buildings instead of all tax money.  
321 T. Colby asked how the number of members of boards is determined. TA Johnson said they are defined  
322 by state statutes.

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

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

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

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

346  
347 **Public Session Resumed at        pm**

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

351  
352 **Adjourned at**

353  
354 Minutes respectfully submitted by  
355 Cheryl Eastman

OFFICIAL

356