



**TOWN OF NORTHWOOD
BOARD OF SELECTMEN**

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

**Board of Selectmen Meeting Minutes
June 14, 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

6:00 P.M. Selectman Kreider opened the Northwood Board of Selectmen meeting with a roll call and led the Pledge of Allegiance.

Non-public session per RSA 91-A:3 II (c)

The Board resumed the public meeting at 6:30.

Citizen’s Forum:

Viena Dow, 97 Rochester Road asked if the Board has reached a decision on the storage container for the swap shop. Chairman Kreider informed her the issue will be discussed tonight. She also asked if it is too late to make suggestions for the use of the ARPA funds. Chairman Kreider said ideas would still be accepted, with no guarantees if or when the funds will be spent. Viena suggested installing a right-turn lane coming out of the transfer station. It would help with traffic congestion. She also asked for \$1,000 for a brush hog to clean up the overgrowth at the community center.

Chairman Kreider suggested, and the Board had no issue with, moving up the discussion of the Transfer station policy and new storage unit on the agenda.

Transfer Station Swap Shop Policy and New Storage Unit

TA Johnson asked if there are any existing rules and regulations pertaining to the swap shop that can and should be incorporated into the rules of the Transfer Station, especially if the Board is planning to add to the storage capacity. B. Boudreau stated that we have a department head in charge of the transfer station and all facilities, and we should be getting his input on this. TA Johnson stated he had spoken with PW Foreman Chris Brown and he supports getting a bigger container and having written rules for the facility. T. Colby said since the swap shop is on town property, we need to have rules and regulations. The consensus of the Board is that we need to update the policy and should get the department heads

43 involvement in decisions in their departments. TA Johnson went on to say that PW Foreman Brown does
44 not suggest getting a container with a roll-up door. He recommended going with the proposal for the
45 used \$4,500 container from S & J. Viena Dow reminded the board they could get a new container for
46 \$5,000 from another vendor.

47 **Motion: “To authorize up to \$5,000 out of the Transfer Station Expendable Trust Fund to purchase a**
48 **container that PW Foreman Brown feels is the best option, in consultation with Viena Dow, with no**
49 **roll-up door.”**

50 **Motion: B. Boudreau**

51 **Second: P. Sanderson**

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

53

54 The Board decided to move the discussion of Winding Hill Road up in the agenda.

55 **Citizen’s Request for Road Standards for Improvements to Winding Hill Road**

56 Susan Romano of 330 Winding Hill Road spoke as a representative of the residents of Winding Hill Road.
57 They would like to consider a petition to change the road from Class 6 to a Class 5 status. To do that they
58 will need an estimated cost of upgrading the road, and to do that they need to know what standards the
59 road would need to be brought up to. If the road is brought up to Class 5 standards, it could be taken over
60 by the town. She also suggested the town could use the betterment process to allocate the costs to all
61 the residents of the road and be allocated over a maximum of a 10 year period. The road is 1.2 miles long
62 from the mailboxes to the Deerfield town line. TA Johnson clarified that under the betterment process,
63 the town manages the improvements, and the assessments are given to each of the property owners as
64 a tax. The road standards are included in the town’s regulations. A copy was given to Susan. The
65 residents could propose options other than the ones in the town’s regulations, but to do that they need
66 to develop the standards and bring them to the Board for consideration. At this point, the Board should
67 not be saying what they will or will not accept outside the regulations. H. Krieder said the NH DOT has
68 standards for roads based on the number of vehicles per day. In Northwood the Planning Board used a
69 figure of 8 trips per household per day, based on the number of residences and the potential for future
70 development. The residents can propose specs that are less than the minimum standards and the Board
71 would need to consider the existing conditions since it is an already existing road.

72

73 The Board took a 5-minute recess.

74

75 **Minutes of 5/24/22**

76 J. Guzofski clarified that lines 131-135 should read that P. Sanderson recused herself from this discussion
77 and suggested J. Guzofski do the same. Votes on this topic on lines 132 and 142 should be changed to
78 3/0/2.

79 H. Kreider wants to clarify on line 85 that the money for the roof replacement on the addition at the town
80 hall and the police garage will be funded with the ARPA funds. It was not specified in the motion on the
81 24th, but that was the intent of the Board.

82 **Motion: “A clarifying motion in this meeting to include that the funding for the roof work will come**
83 **from ARPA funds.”**

84 **Motion: T. Colby**

85 **Second: J. Guzofski**

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

87

88 **Motion: “To accept the minutes of May 24, 2022, as amended.”**

89 **Motion: T. Colby**

90 **Second: J. Guzofski**

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

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93 **Consent Agenda:**

94 Payroll Manifest dated 06/01/2022, Batch 060122, for \$49,425.07.

95 Payroll Manifest dated 06/16/2022, Batch 061522, for \$52,072.05.

96 Accounts Payable Manifest dated 5/25/2022, Batch #60, for \$2,410.00. This is a single item payment to
97 Shirtmasters for the 250th.

98 Accounts Payable Manifest dated 6/08/2022, Batch #61, for \$132,847.83. Items of note are payments
99 to D&C Roofing for \$7,785.98, which is a deposit for the roofing work; Cross Country Appraisal for
100 \$6,500 for monthly assessing work; Equipment East for \$3,200 for excavator rental; Healthtrust for
101 \$24,207.85 for health insurance; the IRS for \$11,027.64 for withholding taxes; Manchester Paving for
102 \$26,800 for the paving at the boat ramps at Northwood Lake and Harvey Lake; and New Hampshire
103 Retirement System for \$30,705 for employee retirement.

104

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

106 Solar Exemption – Map 122 Lot 108 – George Goodwin

107 Veterans Exemption – Map 212 Lot 30-2 Mark Lambert

108 Abatements:

109 Abatement – Map 219 Lot 23 - Pontacoloni

110 Abatement – Map 217 Lot 45 – All Purpose Storage

111

112 Other:

113 Land Use Change Tax – Map 220 Lot 29 – Chestnut & Cape

114 Land Use Change Tax – Map 231 Lot 50-2 – Chestnut & Cape

115 Land Use Change Tax – Map 231 Lot 50-3 – Chestnut & Cape

116 Seasonal Camping Permit – Map 125 Lot 31 – Big Buck Rd – Eric Hardy

117

118 P. Sanderson asked to remove the All Purpose Storage abatement because there is no recommendation
119 on it from the assessor.

120 **Motion: “To accept the Consent Agenda as amended.”**

121 **Motion: T. Colby**

122 **Second: P. Sanderson**

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

124

125 Map 217- Lot 45 – All Purpose Storage abatement: TA Johnson stated the assessor has recommended
126 that this abatement be denied. All Board members acknowledged the denial recommendation is on the
127 form.

128

129 **Motion: “To accept the assessor's recommendation to deny the abatement.”**

130 **Motion: T. Colby**

131 **Second: B. Boudreau**

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

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

137 Staffing: There are still two full-time positions open at the Police Department and one full-time at the
138 Fire Department.

139
140 PW Projects: TA Johnson has been working with PW Foreman Brown. A contract was sent out for the
141 road construction and paving to GMI Asphalt. They will be ready by the end of July for the work to
142 begin. The four-foot culvert replacement on Bow St will be done this week. The roof replacements on
143 the addition of the town hall and the police garage were completed last weekend. The garage roof had
144 more areas of rot than expected and some additional money was needed for plywood costs. That bill
145 has not come in yet. Those funds will come from the ARPA funds as well.

146
147 Tree removal on Ridge Road is scheduled for July 13 and 14, subject to weather conditions.

148
149 Due to redistricting, there is a new County Commissioner for Northwood, Thomas Tombarello. He has
150 asked to come before the Board and introduce himself. The Board is agreeable.

151
152 2022 Property assessment updates: A draft letter needs Board approval to go out to all taxpayers
153 regarding the update that is now underway, to communicate the process as much as possible. The
154 values will most likely change from the 2020 values in most sectors. The assessor has a timeline for the
155 work to be completed to set the tax rate on time in the fall, which includes taxpayer hearings, if desired,
156 before the tax bill is sent out. The Board is still committed to using unreserved fund balance to smooth
157 out any tax rate increases that may come out of this. The intent is for the letter to be mailed to every
158 taxpayer.

159
160 Town Parade Message Sign: TA Johnson and Linda Smith met with Barlo Signs to discuss the final
161 options for the sign. On June 27, Barlo Signs will have a mock-up of the sign to look at. The idea of
162 having color options was discussed because the cost difference between monochrome and color is less
163 than anticipated.

164
165 Town AV Equipment: Steve Robert, the Technical Director at the elementary school has looked through
166 the collected AV equipment here at the town hall. He will put together recommendations on if it is
167 useful, should be sold, or should be trashed. He also spoke to TA Johnson regarding upgrading the
168 audio/video system at the elementary school in the gym with a real screen and projector and audio
169 system. He asked if the town might be able to contribute to the costs. H. Krieder asked to have this
170 item added to the agenda for the joint listening system.

171
172 TA Johnson will be out for the rest of the week at a conference.

173
174 The next Board meetings will be held on June 28, July 12, and July 26.

175
176 J. Guzofski asked if the open position at the fire department is due to the candidate not passing their
177 testing or is this a newly open position. TA Johnson explained the candidate tried to take the test again
178 but cannot do so in NH again. He is scheduled to take the test in Connecticut in the first week in August.
179 It is not a new opening.

180
181 Retrieved Storage Boxes: The information from the stored boxes has almost all been reviewed. Info
182 that needed to be retained has been saved. The rest has been destroyed. Scanning of documents will
183 start in the first week in July.

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Patriots Holding LLC – the storage facility at 1060 1st NH Turnpike is going through the Planning Board process with a new site plan. The Planning Board approved a site plan amendment for changes in their facility. The entrance crosses a Class 6 section of Olde Canterbury Road. In the past the Board of Selectmen granted permission. The Board needs to reconfirm that decision due to the changes proposed. State DOT wants a letter from the town stating it is OK.

Motion: “The Board of Selectmen is granting permission to access Canterbury Road.”

Motion: B. Boudreau

Second: T. Colby

H. Krieder would like to grant the permission contingent on Patriot Holding LLC moving the storage units that are within the 20-foot setback, which is a violation of the zoning ordinance. P. Sanderson said she would not vote on this issue until they come into compliance with the zoning ordinance.

Motion: “To table this item until they come into compliance.”

Motion: B. Boudreau

Second: P. Sanderson

Motion carried by vote of 5/0.

Joint Select Board and School Board Listening Session Date and Time

The Board discussed topics to be on the agenda for the joint listening session to include:

- use of the school buildings for voting
- use of school buildings for community groups
- tax rate setting info provided in a timely manner
- emergency center need for generator
- CIP long range/bigger projects
- AV equipment upgrade
- bus stop issues raised at the ARPA listening session

The meeting is scheduled for July 12 from 7:00 to 8:30 p.m.

American Recovery Plan Act (ARPA) Funds Public Suggestions Session

P. Sanderson mentioned that several clubs and organizations in town are asking about having a community calendar on the town website. This would require someone to act as the administrator and should come with a stipend. TA Johnson felt this would be an on-going thing, not a one-time expense and the funds for this should come from the Cable Franchise Fees fund, not the ARPA funds. T. Colby felt it is not the town’s responsibility to promote events for private groups. TA Johnson will poll other towns to see how they handle this information.

The Board discussed the varied list of ideas for the ARPA funds. H. Kreider wants to consider keeping about \$150,000 of the funds in reserve by funding half the requested amounts and looking at the projects again later. He is concerned that we haven’t gotten to the CIP process yet and we may need some funds for some of those items. The funds from the first disbursement need to be spent by 2024 and the second disbursement by 2026, so there is plenty of time. B. Boudreau brought forward the Recreation Commissions list of their top 5 priorities out of their proposed ideas:

1. Install electricity at the athletic fields \$4,000
2. Picnic tables purchase \$3,000
3. Beach sand replenishment \$2,000
4. New sign at Northwood Beach \$1,500
5. Athletic fields safety improvements \$25,000 to \$50,000. B. Boudreau did not have a list of what items make up the safety improvements but said it would include fencing.

231 B. Boudreau added that the Recreation Commission tabled the improvements to the Center School and
232 constructing a community garden. H. Krieder stressed that the new well at the fields still needs a pump
233 to be operational. TA Johnson reported that the electric poles have already been set at the athletic
234 fields at a cost of \$2,500.

235 H. Kreider's list of priorities include:

236 - residing the parking lot side of the community hall \$17,000

237 - computer server upgrade \$20,000

238 - add or replace Fire Department equipment we used in excess due to Covid \$10,000. B. Boudreau felt
239 the fire department already received new defibrillators and ventilators out of the ARPA funds.

240 TA Johnson answered B. Boudreau's question about the increase in the cost estimates for a generator at
241 the library. He said the original quote of \$10,000 was from 2017 and was for a generator half the size
242 they now want. The price also didn't include the propane fuel for it, which brings the total package up
243 to \$32,000. TA Johnson also said the warranty on the current computer server has been extended for a
244 year. That project could wait for the second funding session. Before a server is purchased, we need to
245 do the email change-over anyway. H. Kreider is interested in doing more painting of various town
246 buildings and improved landscaping around town hall. TA Johnson said the DPW can do most of the
247 landscaping but may need materials purchased. The request earlier tonight to clean up around the
248 Community Center is a maintenance issue and TA Johnson will look into it. The Northwood Crankpullers
249 snowmobile club had asked for \$3,500 for materials to repair trails. Suggestions to install concrete
250 structures at the boat ramps will be too expensive to accomplish. A feasibility study could be done, but
251 the consensus of the Board was to not pay for a study since the boat ramps get so much use already.

252 The list of priorities was reviewed:

253 - Residing the parking lot side of the community hall \$17,000

254 - Computer server \$20,000

255 - Painting town buildings \$25,000

256 - Town signs updated \$3,000

257 - Crank pullers donation \$3,500

258 - Well pump at Rec Field \$5,000

259 - Electricity at Rec Field \$4,000

260 - Northwood Lake sign \$1,500

261 - Picnic Tables \$3,000

262 - Sand for beaches \$2,000

263 - Field/safety improvements up to \$25,000

264 Total of \$109,000

265 The consensus of the Board is to get a better estimate of prices for these items to discuss further. The
266 Board asked for ideas, which they received. Now they need to narrow down the costs for these projects
267 selected.

268 **Motion: "To authorize TA Johnson to send \$3,500 to the Northwood Crankpullers Snowmobile Club
269 out of the ARPA funds."**

270 **Motion: B. Boudreau**

271 **Second: P. Sanderson**

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

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274 Additional ideas brought forward are to purchase Chromebooks for the use of the Planning and Zoning
275 Board members. This would reduce the amount of paper used, time to prepare and copy the packets,
276 and postage to mail them out.

277

278

279 **Board Task Manager**

280 J. Guzofski asked about the status of the new personnel policy. TA Johnson said it is almost done. He
281 just needs to re-organize the content and correct the index.

282

283 **Board Committee Reports**

284 H. Kreider spoke to the Police Commission of the concept of a Safety Facilities study to keep the idea in
285 front of the public's eye for the Police facility. He is suggesting a Board of Selectman rep, Fire
286 Department rep, Police Commission rep, and three citizens at large to serve on the committee. The
287 Board was OK with having TA Johnson post for volunteers. The intent of the committee is to look at
288 other options and see what the costs would be and come up with suggestions for alternatives to the big
289 safety complex that failed in the past.

290

291 **At 9:05 - Motion: "To go into a non-public session under RSA 91A:3 II (a) and (c) reputation."**

292 **Motion: P. Sandeson**

293 **Second: J. Guzofski**

294 **Motion carried by roll call vote: T. Colby-yes; P. Sanderson-yes; B. Boudreau, J. Guzofski – yes; H. Kreider**
295 **– yes.**

296

297 **Public Session Resumed at 9:55 pm**

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299 **Motion: "To seal the non-public minutes because it is determined that divulgence of this information**
300 **likely would adversely affect the reputation of any person other than a member of this Board".**

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302 **Motion: T. Colby**

303 **Second: P. Sanderson**

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306 **Motion to adjourn: T. Colby**

307 **Second: J. Guzofski**

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309 **Adjourned at 10:00pm**

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311 Minutes respectfully submitted by

312 Cheryl Eastman

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