



**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  
June 28, 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

**6:50 P.M. Selectman Kreider opened the Northwood Board of Selectmen meeting with a roll call and led the Pledge of Allegiance.**

**Minutes:**

**Motion “To approve the minutes of June 14, 2022, as submitted.”**

**Motion: P. Sanderson**

**Second: B. Boudreau**

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

**Consent Agenda:**

Payroll Manifest dated 6/29/22, Batch #062922, for \$53,523.85.

Accounts Payable Manifest dated 6/22/2022, Batch #62 for \$610,210.62. Items of note include the school payment of \$500,000.

Accounts Payable Manifest dated 6/22/2022, Batch #63 for \$10,975.00.

Abatements: Map 109, Lot 26-7 -15 Esther Lane – Loon Estates

Reimbursement Requests to the Trustees of the Trust Funds:

<u>FUND</u>	<u>AMOUNT</u>	<u>REASON</u>
250 <sup>th</sup> Anniversary ETF	\$2,410.00	T-shirts
Aquatic Prevention ETF	\$3,250.00	Payment to Harvey Lake Watershed Assoc & Pleasant Lake Preservation Assoc.
Lagoon Maintenance ETF	\$3,250.00	Round Pond Soil Survey – annual monitoring & report
Facilities Comm ETF	\$ 580.02	Payment to Middleton Building Supply-roof materials
<b>Total</b>	<b>\$9,490.02</b>	

P. Sanderson asked to have the abatement removed from the consent agenda and addressed separately.

**Motion: “To approve the consent agenda as presented, but not including the abatement.”**

44 **Motion: T. Colby**

45 **Second: J. Guzofski**

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

47

48 P. Sanderson asked the procedure for the abatement and how the change will be assured to be made  
49 prior to the second issue tax bill. TA Johnson said the assessor will adjust the value prior to the second  
50 issue billing. The first issue is just an estimate off the prior year's tax rate. The new building will be  
51 added prior to the second issue bill because it will be flagged from the building permit into the assessing  
52 system.

53 **Motion: "To approve the abatement per the assessor's recommendation."**

54 **Motion: P. Sanderson**

55 **Second: B. Boudreau**

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

57

58 **7:00 P.M. Public Hearing to Accept a Loan of a Retired Coast Guard Boat for the Fire Department**

59 Chairman Kreider opened the public hearing. TA Johnson explained that any unanticipated gifts or  
60 donations received need to be accepted by the Board after holding a public hearing. The Board will  
61 listen to the public comments and will disclose any costs associated with accepting the gift. The Board  
62 has been given the authority by vote of the town to accept gifts but must still hold the public hearing.  
63 Chief Tetreault announced the boat is a loan for as long as the town wants to keep it. When we no  
64 longer want it, it will have to go back to the state. It is an 18' aluminum hull former Coast Guard boat  
65 with two 50 horsepower Honda engines. It is in good working order and comes with a trailer that just  
66 needed a new jack. The cost of the jack was \$40. The boat will need to have regular radios and a  
67 marine radio installed. The cost for those will come from the warrant article approved by the town, so  
68 there will be no additional costs. An anonymous donor has donated the funds to put graphics on the  
69 boat. Chief Tetreault said the first Fire Chief in Northwood was Willie Toll and he would like to name the  
70 boat after him if there are no objections. He also has a list of needed equipment such as ropes and  
71 throw rings that will cost \$650. The town still has a smaller boat that will be kept for usage on smaller  
72 bodies of water, after it has a leak repaired. Chairman Kreider opened the hearing for public comment.  
73 Joe Lipshetz commented that Northwood has 11 bodies of water in town that include several thousand  
74 acres of water. This boat will let them put more people on the boat for potential rescue missions and  
75 will help with mutual aid in towns around us. P. Sanderson asked where the boat will be stored. Chief  
76 Tetreault said the contract requires it is stored under cover and it will fit at the Ridge Fire Station. TA  
77 Johnson asked if there was a protocol for getting the boat in the water during an emergency. Chief  
78 Tetreault said not yet, but there will be. The tow hitch on Car 1 has been upgraded to be able to tow it  
79 and it won't be towed with a private vehicle. TA Johnson suggested talking to Primex about any  
80 potential insurance risks regarding who tows the boat. At 7:12 Chairman Kreider closed the public  
81 hearing.

82 **Motion: "To accept the loan of the Coast Guard 18' boat from the state and name it Willie Toll and to  
83 fund the necessary expenditures to outfit the boat up to code."**

84 **Motion: P. Sanderson**

85 **Second: T. Colby**

86 J. Guzofski asked if ARPA funds could be used for the expenses. T. Colby asked about the expense for  
87 boat course training for the fire members that need it. Chief Tetreault said most members already have  
88 the training, but those who don't will cost \$45 each.

89 **Motion: "To use the ARPA funds to equip the boat we just accepted and to spend up to \$1,000 to  
90 outfit it and pay for staff training."**

91 **Motion: J. Guzofski**

92 **Second: T. Colby**

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

94 The Board thanked the anonymous donor for the graphics.

95

96 **TA Report/Items for Board Action**

97 Staffing: There are still two fulltime positions open in the police department, plus a School Resource  
98 Officer and one fulltime position at the fire department. The Code Enforcement/Building  
99 Inspector/Health Officer is leaving for a fulltime position in North Hampton. His last day will be  
100 Thursday. TA Johnson has received a couple applications that he will discuss later in a non-public  
101 session. He is sad to see Jared Shaheen go but understands the opportunity for him. Jared is willing to  
102 come back and help train when there is a successor.

103 Public Works/Facilities Projects: TA Johnson and DPW Foreman Chris Brown continue working on the  
104 highway and facility projects. The Bow Street culvert replacement will take place tomorrow. The roofs  
105 on the town hall additions and the police station garage have been completed. The garage roof had  
106 more rotted underlayment than thought so there were additional costs of under \$600 to replace the  
107 bad underlayment. Trees on Ridge Road will be removed during the second week in July. A bond has  
108 been received from GMI Asphalt so they will be awarded a notice to proceed. Paving work will start at  
109 the end of July.

110 Assessments update: The letter to all taxpayers regarding the statistical update will be going out in the  
111 mail tomorrow.

112 Message sign: On Monday there was a demonstration of signs at the town hall. There was discussion  
113 regarding the number of pixels in the displays and what would be the best option. P. Sanderson said she  
114 is not a fan of the idea of an electronic sign, but she feels Barlo Signs made a well manufactured, quality  
115 product. She wants more information regarding the maintenance plan costs going forward. There was  
116 discussion comparing the visual quality of the sign at Coe Brown with this one. TA Johnson will get the  
117 details and specs for the next meeting to compare. P. Sanderson also wanted to know if the State or  
118 D.O.T. has any statistics on road distractions from moving, lighted signs.

119 Volunteer Application: An application from Vincent Ruggieri has been received. He is a seasonal  
120 resident and wants to help the town. Chairman Kreider suggested he be referred to Recreation Director  
121 Scott Blewitt to possibly work on cleaning up the ball fields.

122 2021 DRA Cyclical Monitoring Report: The Department of Revenue performs tests to check the quality of  
123 the work done by the assessors in the field. They did a random sampling in 2021 and the scoring was  
124 very good.

125 Center School Assessment Report: TA Johnson has asked Recreation Director Blewitt to seek quotes to  
126 address the items noted on the report regarding asbestos and lead content in the building. J. Guzofski  
127 asked if we are stopping all activity in the building given the report findings. TA Johnson reported there  
128 is nothing scheduled in that building right now anyway.

129 ARPA funds: Recreation Director Blewitt and DPW Foreman Chris Brown are reviewing the recreation  
130 fields regarding the list of safety improvements. They will have a more comprehensive list and costs at  
131 the next meeting. They are looking into a permit to add beach sand and the costs estimates for all the  
132 other items on the list.

133 Transfer Station: The new storage container has been installed at the swap shop at the transfer station.  
134 There are ongoing discussions with the abutting garden center next door to the transfer station  
135 regarding access to the town well and getting it going.

136 Document Scanning Project: Strafford Regional Planning Commission delivered the scanning equipment  
137 today. Documents have been prepared for scanning. Plans up to 44" wide can be scanned. It is hoped  
138 that this will be an ongoing project to get everything scanned. They will train our staff how to run the  
139 equipment for when they don't have personnel available.

140 Building Dept Vehicle Repairs: The truck needs approximately \$2,000 of repairs to pass inspection in  
141 September. It currently has 50,000 miles on it. DPW Foreman Brown looked at the truck and will seek

142 quotes elsewhere. He can do some of the repairs himself at the highway garage. He feels putting  
143 \$2,000 into the vehicle now will get 5 or 6 more years out of it. The consensus of the board is to spend  
144 up to \$2,000 on the Ranger truck.

145 Thank you to Taskers: The Board sent a thank you letter to the Taskers for their donation of drilling a  
146 well at the recreation field, but H. Kreider feels we should do more. He would like to meet the Taskers  
147 for breakfast to thank them and is asking if other board members want to join him. B. Boudreau  
148 suggested putting a thank you for the contribution on the sign or on the recreation sign.

149 Boston Post Cane Request: Chairman Kreider received a request from a citizen to be allowed to hold  
150 the Boston Post Cane. It is currently in a locked display case in the town hall. The consensus of the  
151 Board was to not allow it, citing concerns about the condition of the cane.

152  
153 The next meetings will be July 12 and July 26. The 12<sup>th</sup> will be the joint meeting with the school board.  
154

155 At 7:58 the board took a five-minute recess.  
156

### 157 **Transfer Station Policy Amendments – First Review**

158 TA Johnson said new language for the rules at the swap shop have been added to the policy, along with  
159 all the information that is included in the swap shop flyer. He asked the Board members to review the  
160 entire policy over the next couple meetings. P. Sanderson pointed out a typo. T. Colby asked about the  
161 limit of two stickers per household. DPW Foreman Chris Brown informed the board that the limit is now  
162 3 stickers per household. There are also seasonal passes for owners who rent out their property for  
163 short-term rentals. The passes can be transferred to the next renter. J. Guzofski asked to have the  
164 regulations posted on the website. B. Boudreau suggested the policy state where the stickers should be  
165 affixed to vehicles. C. Brown and Town Clerk/Tax Collector Russo have created forms for each type of  
166 sticker. C. Brown also explained that owners of land with no dwelling can get a day permit for the  
167 beaches and trash facility. They can dispose of brush, but no household waste. Any furniture items  
168 accepted at the swap shop will have a fee to be paid prior to being dropped off, in case no one takes it  
169 and it has to be disposed of. J. Guzofski suggested not including the price list in the policy, but as a  
170 separate document to make any needed changes easier.

171

### 172 **Final Amended Personnel Policy for Approval**

173 This is the third review of this amended policy after the final clean-up of the table of content.

174 **Motion: “To accept the updated personnel policy handbook effective July 1, 2022.**

175 **Motion: T. Colby**

176 **Second: B. Boudreau**

177 **Motion carried by vote of 5/0.**  
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### 179 **Charge for the Public Safety Facilities Evaluation Committee**

180 H. Kreider feels it is important to keep all options for a new safety facility under discussion and keep it in  
181 the forefront. He is willing to serve, along with a member of the Police Commission and they are  
182 looking for three citizens at large. The Board reviewed the charge for the committee.

183 **Motion: “To adopt the charge for the Northwood Public Safety Facilities Committee.”**

184 **Motion: P. Sanderson**

185 **Second: B. Boudreau**

186 **Motion carried by vote of 5/0.**  
187

187

### 188 **Political Signs in Town**

189 J. Guzofski stated in the past political signs were allowed to be posted on public property in Northwood.  
190 Last March some of the signs were removed by the town. He feels the board needs to have a consensus

191 on this issue before the next election cycle. TA Johnson reported that RSA 664:17 addressing this issue  
192 is a state law, not a town ordinance and the town has no authority to amend or waive the law. The  
193 town can remain silent on the issue, but if anyone feels the town is allowing something contrary to state  
194 law, they can take the concern to the Attorney General's office and the town would be forced to remove  
195 the signs. B. Boudreau is fine with signs being allowed. P. Sanderson said she is ok with it if there are  
196 size restrictions. TA Johnson reminded the board that the town cannot regulate illegal signs and this law  
197 is directed at the candidates, not the town. P. Sanderson said the town should not be in violation of  
198 state law. T. Colby feels candidates need to find private property on which to place their political signs.  
199 He does not want to see any more political signs on public property. There was discussion of the  
200 difference between a sign affixed to a property and someone standing and holding a sign. TA Johnson  
201 also asked if the town would be removing signs that are placed on public property. T. Colby doesn't  
202 think the town should have to spend taxpayer funds to go around and clean up signs. Candidates should  
203 be notified if their signs need to be removed. B. Boudreau suggested when someone signs up to run for  
204 a position, they should be given a written notice of the rules of where signs can go or not go. TA  
205 Johnson said again RSA 664:17 says "No signs on town owned property." H. Kreider said we need to try  
206 to bring everything into compliance.

207

#### 208 **Board Task Manager**

209 Lower Bow Street issue – TA Johnson is still working on it to resolve the previous drainage path. There is  
210 nothing new to report regarding the Meadows Dam. B. Boudreau asked if the funds from the  
211 Bicentennial Fund could be used to put up historic photos and do improvements to the town hall such as  
212 landscaping and refinishing the floors. TA Johnson said only the interest in the fund can be spent, not  
213 the principle. B. Boudreau suggested using it for sprucing up the town hall, remove unwanted furniture  
214 in the building, purchase globes for the lights, trench for the electrical to the new sign, and gravel.

215

#### 216 **Board Committee Reports**

217 H. Kreider reported the Friends of Recreation had a workday with good turnout of volunteers. They  
218 installed the foundations for 3 or 4 new items on the lower playground. He also thanked Wade Sauls for  
219 supplying the frontend loader and other equipment. The Planning Board master plan work is moving  
220 along. The Recreation department sent out a mass e-mail stressing the master plan survey. The people  
221 working on the master plan are doing a very good job with good outreach, planning, and surveying. The  
222 more information they collect, the better. We need to know where people want the town to go in the  
223 future. He reminded everyone to log into the survey and provide feedback.

224

225 **At 8:50 - Motion: "To go into a non-public session under RSA 91A:3 II (a) and (b) and (c)." (personnel,**  
226 **hiring, reputation).**

227 **Motion: T. Colby**

228 **Second: P. Sanderson**

229

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

232

#### 233 **Public Session Resumed at 9:20pm**

234

235 **Motion: "To seal the non-public minutes because it is determined that divulgence of this information**  
236 **likely would adversely affect the reputation of any person other than a member of this Board and render**  
237 **the proposed action ineffective".**

238

239 **Motion: T. Colby**

DRAFT

240 **Second: P. Sanderson**

241

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

243 **Second: P. Sanderson**

244

245 **Adjourned at 9:22pm**

246

247 Minutes respectfully submitted by

248 Cheryl Eastman

249