



**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 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 th 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	<u>\$ 580.02</u>	Payment to Middleton Building Supply-roof materials
Total	\$9,490.02	

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 Towle and he would like to name
70 the 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. The Board agreed to
148 H. Kreider inviting the Taskers to breakfast to thank them. B. Boudreau suggested putting a thank you
149 for the contribution on the sign or on the recreation sign.

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

153
154 The next meetings will be July 12 and July 26. The 12th will be the joint meeting with the school board.

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

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

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

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

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

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

176 **Motion: T. Colby**

177 **Second: B. Boudreau**

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

179
180 **Charge for the Public Safety Facilities Evaluation Committee**

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

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

185 **Motion: P. Sanderson**

186 **Second: B. Boudreau**

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

188
189 **Political Signs in Town**

190 J. Guzofski stated in the past political signs were allowed to be posted on public property in Northwood.
191 Last March some of the signs were removed by the town. He feels the board needs to have a consensus
192 on this issue before the next election cycle. TA Johnson reported that RSA 664:17 addressing this issue
193 is a state law, not a town ordinance and the town has no authority to amend or waive the law. The
194 town can remain silent on the issue, but if anyone feels the town is allowing something contrary to state
195 law, they can take the concern to the Attorney General's office and the town would be forced to remove
196 the signs. B. Boudreau is fine with signs being allowed. P. Sanderson said she is ok with it if there are
197 size restrictions. TA Johnson reminded the board that the town cannot regulate illegal signs and this law
198 is directed at the candidates, not the town. P. Sanderson said the town should not be in violation of
199 state law. T. Colby feels candidates need to find private property on which to place their political signs.
200 He does not want to see any more political signs on public property. There was discussion of the
201 difference between a sign affixed to a property and someone standing and holding a sign. TA Johnson
202 also asked if the town would be removing signs that are placed on public property. T. Colby doesn't
203 think the town should have to spend taxpayer funds to go around and clean up signs. Candidates should
204 be notified if their signs need to be removed. B. Boudreau suggested when someone signs up to run for
205 a position, they should be given a written notice of the rules of where signs can go or not go. TA
206 Johnson said again RSA 664:17 says "No signs on town owned property." H. Kreider said we need to try
207 to bring everything into compliance.
208

209 **Board Task Manager**

210 Lower Bow Street issue – TA Johnson is still working on it to resolve the previous drainage path. There is
211 nothing new to report regarding the Meadows Dam. B. Boudreau asked if the funds from the
212 Bicentennial Fund could be used to put up historic photos and do improvements to the town hall such as
213 landscaping and refinishing the floors. TA Johnson said only the interest in the fund can be spent, not
214 the principle. B. Boudreau suggested using it for sprucing up the town hall, remove unwanted furniture
215 in the building, purchase globes for the lights, trench for the electrical to the new sign, and gravel.
216

217 **Board Committee Reports**

218 H. Kreider reported the Friends of Recreation had a workday with good turnout of volunteers. They
219 installed the foundations for 3 or 4 new items on the lower playground. He also thanked Wade Sauls for
220 supplying the frontend loader and other equipment. The Planning Board master plan work is moving
221 along. The Recreation department sent out a mass e-mail stressing the master plan survey. The people
222 working on the master plan are doing a very good job with good outreach, planning, and surveying. The
223 more information they collect, the better. We need to know where people want the town to go in the
224 future. He reminded everyone to log into the survey and provide feedback.
225

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

228 **Motion: T. Colby**

229 **Second: P. Sanderson**

230

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

233

234 **Public Session Resumed at 9:20pm**

235

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

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239

240 **Motion: T. Colby**

241 **Second: P. Sanderson**

242

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

244 **Second: P. Sanderson**

245

246 **Adjourned at 9:22pm**

247

248 Minutes respectfully submitted by

249 Cheryl Eastman

250