



**TOWN OF NORTHWOOD
BOARD OF SELECTMEN**

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

**Board of Selectmen Meeting Minutes
July 12, 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.

Citizen’s Forum:

Chairman Kreider read a letter from Terry Blake of 218 Old Turnpike Road saying he is opposed to re-assessing this year and urged the Board to not to do it. Chairman Kreider explained the state statute that says we must do a revaluation every five years (minimum), and when the assessments are out of the acceptable ranges set by the Department of Revenue Administration. Because our values are outside the acceptable ranges, the town has no choice but to do a reevaluation this year. He also stressed that changing the assessed values does not change the amount of money the town raises in taxes. It only changes the proportion of the total amount of taxes across all the property types. The Board will provide as much advance information as possible throughout this process so the public can be informed in advance. B. Boudreau agreed, saying people need to understand that if the assessed values are raised, the town doesn’t collect more funds in taxes. We collect the same total amount. She added that when the housing market takes a downswing, the town will have to do another revaluation also. TA Johnson said the values should be within 90% to 110% of the market values, according to the DRA. The Board’s goals are between 95% and 105% of the market value.

Winding Hill Road Upgrade Specifications:

TA Johnson reminded the Board that residents of Winding Hill Road had asked for the specifications for the road needed to be upgraded to be accepted by the town. The specs were provided to them, along with estimated traffic counts at between 50 and 200 cars per day. This estimate was based on the number of current buildable lots accessed by Winding Hill Road and eight car trips a day. That is the measurement the Planning Board uses for calculations. Resident Arthur Cabral currently does the road maintenance. He feels if the road is upgraded, there will be a lot more cars on the road using it as a way to get to Deerfield. There is also the potential for large lots to be subdivided in the future, which would add more traffic on the road. He feels the Board should require the road to be upgraded to the specs for

44 the highest level of traffic counts now. Chairman Kreider stated the Board cannot base the current
45 traffic count on what might occur in the future. If someone wants to do a subdivision in the future, they
46 will have to upgrade the road further to get approval. TA Johnson reported the Deerfield end of the road
47 is very challenging and doesn't feel it will be widely used to get through. There was discussion regarding
48 the different traffic count levels that could be used. Chairman Kreider stressed that whatever the Board
49 decides now to use for a traffic count will have to be used for the specifications and cannot be changed
50 by the Board later.

51 **Motion: "To use the traffic count estimates of between 50 and 200 per day."**

52 **Motion: T. Colby**

53 **Second: B. Boudreau**

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

55

56 **Minutes:**

57 P. Sanderson questioned the spelling of the proposed name for the Fire Department boat. She believes
58 it should be spelled Towle, not Toll. TA Johnson will confirm. Chairman Kreider wanted to add to the
59 minutes that the Board agreed he can take the Taskers to a breakfast to thank them for the donation of
60 the well drilling at the rec fields. The breakfast will be next Monday at 7:30.

61 **Motion: "To approve the minutes of June 28, 2022, as amended."**

62 **Motion: T. Colby**

63 **Second: P. Sanderson**

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

65

66 **Consent Agenda:**

67 Payroll Manifest dated 07/13/22, Batch #071322 for \$59,793.40.

68 Accounts Payable Manifest dated July 8, 2022, Batch #64 for \$118,354.70. Items of note include a
69 payment to Allegiance Trucks for \$65,706 for the new DPW truck cab and chassis, HealthTrust for
70 \$25,496 for employee health insurances, and the IRS for taxes for \$12,270.

71 Property Tax Exemptions:

72 Disability Exemption – Map 122, Lot 56 – Charles Theriault

73 Veteran's & Service-Connected Disability – Map 118, Lot 2-2 – Collin Goodale

74 Abatements:

75 Map 122, Log 56, 20 Pine St – Charles Theriault

76 Map 117, Lot 24, 51 R.E.A. Road – Daniel Fletcher

77

78 There was extended conversation clarifying the names on the exemptions and abatements and that
79 some of them had been discussed at the last non-public meeting by the Board. B. Boudreau was not
80 comfortable voting on the Theriault exemption and abatement until questions that had been brought up
81 in the last non-public meeting have been addressed. She would like them both removed from the
82 consent agenda.

83

84 **Motion: "To approve the presented consent agenda with the Theriault exemption and abatement
85 removed."**

86 **Motion: T. Colby**

87 **Second: P. Sanderson**

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

89

90

91

92

93 **Town Administrator Report:**

94 Staffing: There are two full-time positions open at the Police Department and 1 at the Fire Department.
95 The offer for the Building Inspector/Code Enforcement/Health Officer has been accepted. July 18 will be
96 his first official day, subject to completion of a background check.
97

98 DPW Projects: TA Johnson and DPW Foreman Brown have been working on several projects. The Bow
99 Street culvert was completed last week. All planned culvert replacements for this year have been
100 completed.

101 Tree removal on Old Turnpike Road and Bow Street started today. Ridge Road tree work will begin
102 tomorrow.

103 Japanese Knotweed spraying will be done in late July or early August.

104 Roadside mowing will be done in late July or early August on the half of the town that was not done last
105 year.

106 GMI Asphalt will begin reconstruction and paving on Old Turnpike Road on July 18.
107

108 The message sign board information regarding the sign options is that Coe Brown installed their sign in
109 2014 and it is 16 millimeters. The "demo" sign here a few weeks ago was a 10 millimeter on the
110 roadside. The quote on the 10mm sign is \$52,977. The Barlo Sign representative is not recommending
111 the 10mm for our location due to the distance from the road and the speed of travel. The 12mm from
112 Optic quoted at \$46,141 should be fine. There will be no service contract with Barlo while it is under
113 warranty for three years. The warranty on the Optics display will be for five years on their equipment.
114 The sign will not require a permit from the State under our planned use.
115

116 ARPA Funds: TA Johnson, Chris Brown, and Rec Director Scott Blewitt met to review details for the
117 safety improvements at the recreation fields and the additional rock ledge removal. They are still
118 looking to get quotes for the next Board meeting.
119

120 Scanning Project: Hundreds of documents and plans have been scanned over the last two weeks. We
121 will get use of the scanning equipment again in the fall. All plans from Land Use and some maps are
122 done and protected from damage and deterioration. Any information we currently have on the server
123 will be converted into a "PDF/A" format for archiving. The Planning Board is working to have all plans
124 submitted in digital format in the future.
125

126 The Board took a five-minute recess.
127

128 **250th Committee Recognition:**

129 Sandy Priolo, Chairman of the 250th Committee, announced that one and a half years ago the committee
130 asked for student ideas for logos for the 250th celebration. They received 45 entries and narrowed them
131 down to two. Sandy presented the winning artists with clothing items with their design on them prior to
132 them going out to the public. She presented Brayden Yeo with a hat with his design on it and Emili
133 Sheldon with a T-shirt with her design on it. The Board thanked them both for getting involved in the
134 community early in life and urged them to continue and to set examples for others to be involved. The
135 Board presented certificates to each artist.
136

137 **7:00 P.M. Joint Public Listening Session with School Board followed by a joint meeting between the**
138 **two Boards:**

139 The following school officials joined the Board at the tables: Brian Winslow, School Board Chair, Melissa
140 Sauls, School Board member, Brandon Albert, School Board Member, and Superintendent Nate Byrne.
141 The floor was opened for public comment. Ginger Dole feels the school buildings should not be used

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142 for elections because to do so the school must rearrange the school calendar. In the past the town has
143 used the catholic church parish. Voting there is easy because there is lots of parking and it is easy to get
144 in and out. As far as the tax rate setting, she wants to confirm that if the school returns unused funds
145 at the end of the fiscal year that those funds offset the school tax rate and not the towns.

146

147 Discussion Between Boards:

148 Use of school buildings for voting: Brian Winslow reported the School Board feels the same way as
149 Ginger. When remote learning was being done it was not an issue to use the school buildings. It is a lot
150 harder to have to rearrange the schedule when the kids are in school. Parking is less of an issue at the
151 church also. There were questions about if the church would allow the town to use the parish. The
152 Board of Selectmen asked TA Johnson to check into that. The consensus of the Board was to explore the
153 ability to use the church going forward. P. Sanderson felt for high-volume turnout elections, the school
154 might be better, particularly if Covid is still an issue because people can spread out more at the school.
155 The School Board said they would be willing to work with the town in that case.

156

157 Use of schools for community groups: The School Board supplied their policy for use of the school
158 buildings. The school is open for public use, provided it does not disrupt the school day. During Covid,
159 the gym had been requested to be used for basketball but was refused because the gym is also the
160 cafeteria and needed to be converted back and forth within a small timeframe and was not possible.
161 The request form for the use of school buildings is on the school website.

162

163 Tax Rate Setting: Chairman Kreider stated that people are concerned about the tax bills this year,
164 compounded by the reassessment. He stressed that the Board will take into consideration the ARPA
165 funds received and the unassigned fund balance, which the Board has a plan to work through gradually
166 over multiple years to offset the town tax rate. He advised the School Board that as much advance
167 warning they can give the town as far as the school financial information would be greatly appreciated.
168 The School Board members said they should have a good idea of numbers by September 1. The special
169 education state aid comes in after the close of the fiscal year on June 30, but prior to the closing of the
170 books. Adequacy grants are all done by May or June and will be included in the calculation. They
171 reminded the Board of Selectmen that they have not had a full-time Business Administrator for the last
172 couple years and when they did, their responsibilities also included the whole district. Now it is only
173 Northwood. Superintendent Byrne said they are looking at an estimate of around \$750,000 in surplus.
174 TA Johnson clarified that any surplus from the school is used to offset the school portion of the tax rate
175 only, not the town, state, or county portions. The School Board said they would get the numbers to the
176 town as soon as possible.

177

178 Emergency Generator: The Board of Selectmen discussed the library wanting an emergency generator
179 or possibly one at the school for use as a shelter. School Board Chairman Winslow said the school board
180 would support looking at a generator for the school and are open to whatever the Emergency
181 Management people advise. TA Johnson said if it is for use as an emergency shelter, there may be
182 funding available. In looking into generator options, the school board learned that it is better to power
183 the whole school building due to the way the wiring is in the building. They had a quote for just over
184 \$200,000 a couple years ago that included the unit and all the wiring to hook it up. This was based on a
185 diesel generator because the maintenance is easier than a propane unit. There was discussion of which
186 entity would take care of the funding and the ongoing annual maintenance costs, with both boards
187 agreeing to work together. Chairman Kreider asked if generators should be sought for the school, or the
188 library, or both? TA Johnson said from an emergency management standpoint, the library would not be
189 as useful as the school for a long-term shelter because the school has the kitchen, gym, more

190 bathrooms, and can hold more people. The library is a good option for a shelter for a localized event,
191 during which school would still be in session.

192
193 Long-Range CIP Projects: The School Board has a capital improvement plan that will be reviewed during
194 this budget cycle. They need new boilers and a new roof within the next two years. They have been
195 invited to be included in the full CIP plan through the town. They will be submitting their requests to the
196 CIP sub-committee. They are looking at a propane boiler because it is more efficient, but they will need
197 to cut some trees and level the area for the tanks to be installed. The old oil tanks will need to be
198 removed also. B. Boudreau asked if they should be looking at a propane generator in that case. The
199 school board said the boiler can start with oil and then switch out the burner later to propane. They will
200 be doing more research on the options for switching over from oil to propane. When they have
201 numbers, they will share them with the Select Board to help them make decisions on a generator for the
202 library.

203
204 AV Equipment: The School Board is looking for new equipment to help with the town meetings for
205 better visual and audio results, consisting of a permanent 20-foot screen on the back wall of the stage
206 and a hardwired projector hooked into the audio system in the gym. They would be open to
207 contributions from the town on the purchase. Both H. Kreider and P. Sanderson stated they would be in
208 favor of that.

209
210 School Safety Issues: The Board of Selectmen received a lot of suggestions during the ARPA listening
211 session relating to safety improvements at the school. The School Board members said they take safety
212 very seriously and do not publicize their safety precautions and procedures. They have a lot of safety-
213 related policies and conduct practices regularly. They are also always open to suggestions.

214
215 Bus Routes: The School Board said that proposed bus routes are released to the public in the summer
216 by the end of July and requests are taken and the routes are finalized by the end of August. Anyone can
217 make suggestions. Some of the bus routes depend on where busses can turn around and how far they
218 need to go to add a new stop.

219
220 J. Guzofski asked the School Board if there are any plans to move the SAU into the school buildings. The
221 School Board said the SAU has a four-year lease with the current landlord at a reasonable rate. When
222 they looked at the construction costs for a retrofit of a couple classrooms, they discovered it would be
223 cost prohibitive at this time. If something changes, they will reassess the situation. The trend in student
224 enrollment right now is increasing and they need all the student space available in the building now.

225
226 School Board Chairman B. Winslow thanked the Board of Selectmen for inviting them to meet.

227
228 8:14, the Board took a five-minute recess.

229
230 **TA Report Continuation:**

231 There have been many iterations of proposed easement agreements on Map 108, Lots 102 & 103, a
232 subdivision for Rachel and Jeffrey Eames on the property known as 168 Granite Street Properties
233 regarding the drainage easements and maintenance of the fire suppression cistern. Our Town Planner,
234 Land Use Specialist Linda Smith, Chief Tetreault, DPW Foreman Chris Brown, TA Johnson, and town
235 counsel have tried to work out an agreement so that the town would not be in a position to maintain
236 drainage systems located on private property. This is being done so that State has some assurances
237 that if the town takes over the roads the drainage will be maintained. If the drainage systems need
238 maintenance by the town on private property there are easements that allow that, but do not require it.

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239 The current version is being recommended for approval and once it is accepted on the behalf of the
240 developer, they can move forward. P. Sanderson recused herself as an abutter to the property.
241 **Motion: "To accept, upon the signature of the developer, the easement documents as proposed."**

242 **Motion: T. Colby**

243 **Second: B. Boudreau**

244 **Motion carried by vote of 4/0/1 with P. Sanderson recused.**

245

246 Bicentennial Fund: There were approximately \$5,000 in funds left over in the Bicentennial Fund. Only
247 the interest can be spent on items specific to the town hall property, which is currently \$3,374. The
248 Board wants to clean up the meeting room by removing the screen and conduit, mounting and framing
249 of historic pictures with track lighting, and remove the panels on the stage. These funds could be
250 utilized for these items.

251

252 Police Expenditure Request: The Chief has requested approval to spend up to \$5,700 from the Police
253 Special Detail Revolving Fund for emergency traffic control system items such as portable signage, traffic
254 cones, etc.

255 **Motion: "To approve up to \$5700 for an emergency traffic control system package from the Special
256 Detail Revolving Fund. "**

257 **Motion: P. Sanderson**

258 **Second: B. Boudreau**

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

260

261 Appointment to Route 4 Safety Committee: Steve Ireland applied to become a member of the Route 4
262 Safety Committee. He is a project engineer with 25 years of experience. He holds a BS in Civil
263 Engineering and was recommended by Tim Colby.

264 **Motion: "To appoint Steve Ireland to the Route 4 Safety Committee."**

265 **Motion: T. Colby**

266 **Second: B. Boudreau**

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

268

269 The next Board of Selectmen meetings will be July 25, and August 9 and 23.

270

271 **Town Parade Message Sign Continued Discussion:**

272 The Coe Brown sign is a 16mm. The smaller the millimeter number means more clarity of the picture. A
273 12 mm sign will be slightly better picture quality than the Coe Brown sign. The screen part of the sign
274 will be 3 X 8. No permit is required by the state as long as we don't commercially advertise anything on
275 it. It will be limited to public service announcements and town business and announcements. A quote
276 will be supplied by an electrician for the electric needed for the sign

277 **Motion: "To spend \$46,141 on the revised full-color sign with 12 mm pixels from Barlo Signs with the
278 funds to come out of the Cable Fund."**

279 **Motion: J. Guzofski**

280 **Second: B. Boudreau**

281 **Motion carried by vote of 3/2 with P. Sanderson and T. Colby voting against.**

282

283 **Board Task Manager**

284 TA Johnson said he will continue working on policy updates. Currently he is working on the Transfer
285 Station policy. He will be meeting with DPW Foreman Chris Brown and Town Clerk /Tax Collector Marisa
286 Russo to discuss the policy for transfer station stickers. They will also be reviewing the fee structure.

287

288 **Board Committee Reports:**

289 T. Colby, Mr. Carver, and Mr. Ireland met and discussed concerns with Route 4. They have requested
290 crash data for the last 10 years.

291

292 **At 8:52 - Motion: "To go into a non-public session under RSA 91A:3 II (c)." (reputation).**

293 **Motion: T. Colby**

294 **Second: B. Boudreau**

295

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

298

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

300

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

303

304 **Motion: T. Colby**

305 **Second: P. Sanderson**

306 **Motion carried 5/0**

307

308 **Motion: To approve the abatement request for \$125 administration abatement and a property tax
309 disability exemption for property taxes for Charels Theriault.**

310

311 **Motion: B. Boudreau**

312 **Second: P. Sanderson**

313 **Motion Carried 5/0**

314

315 **H. Kreider announced the conditional hiring of William Dinsmore as the new Code, Compliance and
316 Health Officer hired at Grade 14 Step 15 and starting on 7/18.**

317

318 **At 9:20 - Motion: "To go into a non-public session under RSA 91A:3 II (c)." (reputation).**

319 **Motion: T. Colby**

320 **Second: P. Sanderson**

321

322 **Motion carried by roll call vote: T. Colby-yes; P. Sanderson-yes; J. Guzofski – yes; H. Kreider – yes. B.
323 Boudreau recused herself from the session and left the meeting.**

324

325 **Public Session Resumed at 9:30pm**

326

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

329 **Motion Carried 4/0.**

330

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

332 **Second: P. Sanderson**

333

334 **Minutes respectfully submitted by**

335 **Cheryl Eastman**

336