



**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  
July 26, 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, Finance Director Cheryl Eastman

**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:**

Scott Bryer is running for State Senate for District 17. He was a Selectman here in Northwood for 21 years and now serves on the Police Commission. He knows a lot of the issues the Board faces on a daily basis. If the Board has any concerns, issues, questions he can help with if he is elected, please let him know. If elected, he is planning on retiring from his job with the state to devote full time to the senate. He also announced he is looking for volunteers to help with his campaign. District 17 covers Loudon, Canterbury, Northwood, Chichester, Pittsfield, Barnstead, Nottingham, Deerfield, Epsom, Allenstown, and Pembroke.

**Use of ARPA Funds Update:**

Matt Frye addressed the Board as the Chairman of the Recreation Commission. The rough number the Board of Selectmen had talked about using out of the ARPA funds for the recreation fields is \$25,000, which included \$5,000 for the well pump and \$4,000 for electricity. The remainder was intended for new Northwood Lake signs, picnic tables, new sand, and field & safety improvements. M. Frye stressed that water and power are the most important items needed at the fields. Updated quotes received are \$13,400 for the pump and installation and \$9,600 for electricity. The Recreation Commission is in favor of using the \$25,000 earmarked for field/safety improvements towards the power, water, and infrastructure improvements. Walter stated a quote for the well pimp installation was also received from Tasker’s Well Company for \$15,300 and asked the Board to consider accepting that quote as they did donate the well drilling. TA Johnson said the quote for the blasting for the warrant article was based on \$25,000. DPW Foreman Brown has received an estimate from D.L. Docko & Son for an excavation method down to 4 feet below grade, instead of blasting, at \$4,500 per day with an estimated 3-4 day project. Excavation would be slower, but safer and less impact to the environment. T. Colby questioned the time

43 frame and feels it will take longer than 3 days, at an additional \$4,500 per day. In either process, the  
44 resulting rock needs to be removed. P. Sanderson feels that since Docko is a local company, that should  
45 carry some weight. There was discussion around the costs of blasting at a fixed price and excavating at a  
46 per-day charge. TA Johnson suggested the Board wait to discuss the details with DPW Foreman Brown.  
47 There was further discussion comparing various quotes for running electricity and installing the well  
48 pump. M. Frye announced that someone is willing to install another pole and run the additional electrical  
49 footage for the wiring. P. Sanderson brought up a request from a citizen regarding flooding the basketball  
50 court in the winter for skating. M. Frye said that is on the list for a later phase of improvements. The  
51 Board agreed that adding the well pump and electricity is the priority now.

52 **Motion: "To spend up to \$24,000 for a well pump installed by Tasker and electricity run, paid for out of**  
53 **the ARPA funds, and any remaining amount will remain in the ARPA funds."**

54 **Motion: B. Boudreau**

55 **Second: P. Sanderson**

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

57 A discussion followed about the need for a well house or shed to put the electrical panel and controls in.  
58 M. Frye said the Recreation Commission will discuss that at their next meeting along with a  
59 recommendation regarding running the power overhead with the donation of an additional utility pole  
60 versus underground which will be about \$1600-\$2000 higher. TA Johnson has quotes for a shed kit for 8  
61 x 8 for \$1,000 or assembled and delivered for \$3,500.

62  
63 Concrete blocks that were installed at the recreation fields to keep vehicles off the fields were discussed.  
64 B. Boudreau said the Recreation Commission had voted to pay for those out of the Recreation Revolving  
65 fund, not the ARPA funds. The invoice that was paid was charged to ARPA funds. M. Frye stated that they  
66 are used to maintain the fields that generate the revenue for the recreation revolving fund and therefore  
67 he considers that an allowable expense for the revolving fund. But, if the Board desires, an adjustment  
68 can be made to move that expense to the maintenance line or equipment line in the operating budget.  
69 We have paid \$1,350 to purchase the blocks and \$500 for delivery. The Board agreed both those expenses  
70 should be charged to the Recreation Revolving fund, not the ARPA funds. TA Johnson said the transfer  
71 would be completed.

72  
73 **Approve Minutes:**

74 H. Kreider said on line 308 there needs to be a dollar sign in front of "125".

75 **Motion "To approve the minutes of July 12, 2022, as amended."**

76 **Motion: P. Sanderson**

77 **Second: T. Colby**

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

79  
80 **Consent Agenda:**

81 Payroll Manifest dated 7/27/22, Batch # 072722 for \$48,010.58.

82  
83 Accounts Payable Manifest dated 7/20/22, Batch #65, for \$195,463.734. Items of note include \$13,000  
84 to Arborcare for tree removal, Cornerstone VNA for 3,308 for their 2022 funding, monthly payment to  
85 Cross Country Appraisal of \$4,500, Hodgkins Painting & Maintenance for \$2,785.72 for lawn care, North  
86 Coast services for \$2,237.61 for hazardous materials removal from the transfer station, Primex for  
87 property/liability insurance for \$52,059.88, Purpora & Sons for \$8,500 for culvert work on Bow Street,  
88 Strafford Regional Planning Commission for \$2,964.78, and Waste Management for \$5,649.

89

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90 Accounts Payable Manifest dated 7/20/22, Batch #66, for \$47,132.74. This is a replacement of checks  
91 cut to NH Retirement System and the IRS in the prior manifest that were voided so they could be  
92 processed as an ACH payment.

93  
94 Accounts Payable Manifest dated 7/27/22, Batch #67 for \$11,027.54. This is IRS taxes for this current  
95 payroll.

96  
97 Accounts Payable Manifest dated 7/26/22, Batch #68 for \$5,420.00. This is a payment to iHeartmedia  
98 for radio ads for police officers for the 3 current vacancies. No cruiser will be purchased this year and  
99 funds will be transferred from the cruiser line into the advertising line for this. This purchase has been  
100 approved by the Police Commission.

101  
102 Property Tax Exemptions: Approve or Deny Per Assessor's Recommendations  
103 Veteran's – Map 232, Lot 32 – Frederick Koenig

104  
105 Abatements:  
106 1060 First NH Turnpike – Map 217, Lot 45 – All Purpose Storage

107  
108 Other:  
109 Seasonal Camping Permit – Map 115, Lot 2 – 79 Gulf Road – Brenda Gaski

110  
111 A discussion ensued regarding the application for tax exemptions and if it asks if the applicant is a  
112 resident of Northwood. TA Johnson assured the Board that all requirements are researched and  
113 confirmed by the assessor prior to making his recommendation. He also confirmed that the assessor has  
114 confirmed the number of storage units at All Purpose Storage, which prompted the recommendation for  
115 the abatement as the original number of units was overstated.

116  
117 **Motion: "To approve the consent agenda as presented."**

118 **Motion: T. Colby**

119 **Second: P. Sanderson**

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

121  
122 **TA Report**

123 Staffing: The police still have 3 full-time openings, one for an SRO and 2 patrol officers. There is still one  
124 full-time position open in Fire. Will Dinsmore, the new Building Inspector/Code Enforcement  
125 Officer/Health Officer, began on July 18. He hit the ground running and is fitting in well in the office.  
126 Addie Challinor has received her paramedic level certification. This was a huge accomplishment for her  
127 and a great asset to our department. B. Boudreau asked for the Board's congratulations to be sent to  
128 Addie. J. Guzofski asked about the process of appointing Will Dinsmore as the new Health Officer. TA  
129 Johnson said the Health Officer duties are listed under his job description and the Board will make a  
130 recommendation to the State to appoint Will as the Health Officer and they will officially appoint him.  
131 The paperwork is in the sign folder.

132  
133 DPW Projects: These projects are continuing. The tree removal on Ridge Road is done, as well as Old  
134 Turnpike Road. The Japanese Knotweed treatment is done. They treated the same sites as last year and  
135 expanded to other roadside sites and at the transfer station as well. Roadside mowing is being done on  
136 the half of town not done last year. GMI Asphalt began on July 18 and will complete the projects by the

137 week after next, weather permitting. The back-up work (shoulder work) on the new pavement areas  
138 will being tomorrow.

139  
140 Message sign: The agreement for the sign has been signed and submitted. There is a 9 to 10-week lead  
141 time on the sign. Barlo Signs will be here next week to pinpoint the site location. TA Johnson confirmed  
142 with the Board that they are planning on locating it outside the right of way at the lower slope of the  
143 front yard, to the right (as you face the road) of the paved walkway. There was discussion regarding the  
144 electric installation for the sign. P. Sanderson stressed the importance of setting a good example for the  
145 town by adhering to the town's electronic sign ordinances, specifically to the rate of change of the  
146 images. She also questioned the enforcement aspect of other electronic signs in Northwood that are  
147 not adhering to the ordinance. Chairman Kreider stated that enforcement issues can be an item of  
148 discussion on a later agenda, not tonight. TA Johnson said it is our intention to comply with the  
149 ordinance in the operation of the sign. J. Guzofski confirmed that all costs for the sign and installation  
150 will be coming from the Cable Fund.

151  
152 Police Expenditure Request: The Board has approved the purchase of a sign package for emergency  
153 traffic control for the police department. Since then, the costs have increased by \$1,100. The police  
154 department is requesting approval of an additional \$1,100 out of the revolving fund to purchase the  
155 signs. The Board is fully in agreement to do so.

156  
157 Election Venue: TA Johnson announced that elections can be held at the St. Joseph parish center. There  
158 is a day care center running there during the day and would be in place during elections. This would limit  
159 the public rest rooms to only one.

160  
161 A report of the year-to-date permits issued by the building department has been included in the packet.

162  
163 One of the three town hall A/C and heating units is not working and one is working only slightly.  
164 Diagnostic work has been done and it will cost between \$9,500 to replace the condenser and the lines  
165 that go to the three units or \$13,500 to replace all three units. The \$9,500 option should be sufficient.  
166 Since these are used for heat also, it will need to be fixed before winter. There are no budget funds for  
167 this. There was discussion about using ARPA funds or the Facilities Maintenance Expendable Trust Fund  
168 to make this purchase.

169 **Motion: "To spend up to \$10,000 out of the ARPA funds to fix the A/C and heat system at the town  
170 hall. If more is required, the balance to come from the Facilities ETF, and to authorize Walter to act  
171 for the Board in this matter."**

172 **Motion: T. Colby**

173 **Second: P. Sanderson**

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

175  
176 Sale of Tax Deeded Property: Sealed bids for the sale of 10 Gary Road are due on August 18. This is a  
177 mobile home that was taken for back taxes in 2019 and is currently in rough shape.

178  
179 TA Johnson has been working with the prior owners of 11 Gary Road, which is also a mobile home that  
180 had been taken for back taxes in 2019. It is still under the time frame for the prior owner to have  
181 repurchase rights. The back taxes were paid in full and there is a deed in the sign folder to deed it back  
182 to the prior owner.

183

184 We have been under CAP agreements (contribution assurance program) with Primex for the past several  
185 years for the property/liability, workman’s compensation, and unemployment insurances. We receive a  
186 cap on premiums if we commit to a three-year agreement. This plan provides good discounts and caps  
187 the rate in case of volatility in the market. There is no cost to the town other than committing for three  
188 years. Our agreements have or will soon expire.

189 **Motion: “To sign the Primex CAP agreement for Workman’s Comp and unemployment insurances for**  
190 **2023 through 2025 and Property Liability insurance for 2024 through 2026, and to authorize the**  
191 **Chairman to sign the agreements.**

192 **Motion: P. Sanderson**

193 **Second: B. Boudreau**

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

195

196 The next Board meetings will be August 9 and 23.

197

198 Mileage Reimbursement Rate: Effective July 1, 2022, the IRS increased the mileage reimbursement rate  
199 to 62.5 cents per mile. There is no policy currently regarding reimbursing employees for the use of  
200 private vehicles for town work. TA Johnson suggests creating a policy for this that reimburses the  
201 employee at the IRS rate at the time of the reimbursement.

202 **Motion: “To increase the mileage reimbursement rate to 62.5 cents per mile.**

203 **Motion: T. Colby**

204 **Second: B. Boudreau**

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

206

207 Appointment to Public Safety Building Evaluation Committee:

208 **Motion: “To appoint Elaine St. Jean and Michael Moore to the Public Safety Building Evaluation**  
209 **Committee.”**

210 **Motion: T. Colby**

211 **Second: P. Sanderson**

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

213 H. Kreider feels there is a good mix of former committee members and new members.

214 B.Boudreau thanked them both for volunteering.

215

216 The DPW crew was in Maine inspecting the progress on the fit-up of the new truck. They were very  
217 pleased with the company and the work. They should have the new truck next week.

218

219 **Public Hearing for Comments on Accepting ARPA/GOFERR Local Equipment Grant Funds Up To**  
220 **\$50,000**

221 At 7:44 P.M., Chairman Kreider opened the public hearing. TA Johnson explained that the Town  
222 previously purchased new defibrillators hoping to receive grant funds from the ARPA/GOFERR Local  
223 Equipment Grant. This grant is designed for medical equipment as part of the medical relief funding. It  
224 is to help replenish or revitalize equipment used during a major part of the pandemic and into the  
225 future. The town has been approved for this grant for \$50,000. The Board wants to apply those funds  
226 towards the \$55,000 purchase price of the defibrillators. The funds to purchase them originally came  
227 from the ARPA funds, temporarily, until the grant could be approved. There was no public in  
228 attendance to give comments. Chairman Kreider closed the public hearing.

229 **Motion: “To accept the \$50,000 grant from the Local Equipment Grant, have it applied to the purchase**  
230 **of the defibrillators we purchased with ARPA funds to replenish that fund, and to use \$5,000 out of**  
231 **the Fire Department equipment operating budget as a match.”**

232 **Motion: B. Boudreau**  
233 **Second: T. Colby**  
234 **Motion carried by vote of 5/0.**

235  
236 At 7:48, a three-minute recess was called.

237  
238 **Transfer Station Management Policy – Third Review:**

239 A survey of area towns transfer station fees was provided for informational use. TA Johnson asked the  
240 Board if they want to look at making any adjustments in the fee schedule in conjunction with the  
241 updates to the Transfer Station policy. There was discussion of a user-based or tax-based system for  
242 disposal costs. It was also discussed that if rates increase, there is more likelihood of people dumping  
243 stuff by the side of the road instead. It was questioned if there is consistency in the charging of disposal  
244 fees now or if it is arbitrary. T. Colby also questioned why cash is not accepted at the transfer station.  
245 The Board asked to seek feedback from DPW Foreman Brown.

246  
247 **Accounts Payable Approval Process:**

248 There was an issue this past week of some Select Board members not wanting to sign the A/P check  
249 register because of a question on one payment, which held up payments to every vendor. TA Johnson  
250 proposed a process to alleviate this issue. If any Board member has an issue or question with a  
251 payment, they can make note of “No” next to the payment and still sign the check register. The  
252 payment in question will be held out until the next Board meeting when it can be discussed by the full  
253 board. The rest of the vendor payments can be issued. A single board member cannot insist on a  
254 change without bringing it up at a public meeting. J. Guzofski questioned why we are ever possibly close  
255 to having late fees charged on payments, stating it shouldn’t happen. Finance Director Eastman  
256 explained that we pay A/P every other week. If invoices are received at the town hall right after a pay  
257 run is completed, they go to a department head for approval, and if they don’t come back with an  
258 approval prior to the next pay run, there is a possibility it could result in a late payment. Some vendors  
259 also have less than 30-day terms.  
260 The consensus of the Board is this will be the new process if there are questions on payments.

261  
262 **Establishing a Community Power Committee:**

263 Resident Jim Hadley has requested creating a Community Power Committee and comparing different  
264 energy supplier’s rates. TA Johnson explained that a Community Power program includes all the power  
265 users in the community and bids out for prices for that amount of power, hopefully to get better pricing.  
266 Participation would be optional. Every power user also has the right to go to another energy supplier  
267 individually. To create a Community Power program, there needs to be an official committee, a process  
268 of public hearings, it needs to go to town meeting to be approved, and there is a cost of hiring a broker  
269 to do the bidding work. If there is no community support, it cannot happen. The Board will post on the  
270 website looking for volunteers for the committee and ask Jim Hadley if he wants to serve on the  
271 committee and field questions. TA Johnson explained that the town already uses energy suppliers other  
272 than Eversource for all its town electricity needs, except for the outside lights at the town parade  
273 buildings because they are not eligible to be switched.

274  
275 **Board Task Manager:**

276 B. Boudreau asked about using the town hall beautification funds to replace the floor tiles in the  
277 bathrooms. TA Johnson will look at that idea. P. Sanderson also commented that the bathroom at the  
278 transfer station that the highway and transfer station employees and transfer station volunteers use  
279 should be replaced. She reported it is in deplorable condition. It was added that the water system at

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280 the transfer station has not had the filter system updated in many years. TA Johnson will seek DPW  
281 Foreman Brown's recommendations.

282

283 **Board Committee Reports:**

284 B. Boudreau said the July Recreation Commission meeting was cancelled. The next meeting will be next  
285 week.

286 P. Sanderson said the Zoning Board is down two alternates. Anyone looking to volunteer can speak to  
287 Linda Smith.

288 T. Colby said the Route 4 Safety Committee has not received crash data back from the state yet. They  
289 will schedule another meeting when the information is received.

290 T. Colby also said a supplier for creating canvas photos for the town hall is being sought.

291 B. Boudreau asked if the ambulance fund is receiving revenue over the estimated amounts, can we pay  
292 more on the ambulance lease to try to pay it down faster? It depends on the wording in the lease. TA  
293 Johnson will investigate.

294 B. Boudreau would like a letter sent to Addie Challinor with congratulations from the Board for her  
295 paramedic status.

296 J. Guzofski asked for an updated ARPA funds spreadsheet.

297 H. Kreider and P. Sanderson reported the breakfast with the Taskers went very well.

298

299 **At 8:43 - Motion: "To go into a non-public session under RSA 91A:3 II (a) and (c) (personnel and  
300 reputation)."**

301 **Motion: T. Colby**

302 **Second: P. Sanderson**

303

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

306

307 **Public Session Resumed at 9:15pm**

308

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

311

312 **Motion: T. Colby**

313 **Second: P. Sanderson**

314 **Motion carried 5/0**

315

316 **Motion: To approve the abatement request for \$550 hardship abatement for Map 122 Lot 56.**

317

318 **Motion: B. Boudreau**

319 **Second: P. Sanderson**

320 **Motion Carried 5/0**

321

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

323 **Motion: T. Colby**

324 **Second: P. Sanderson**

325

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

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328

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

330

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

333 **Motion Carried 4/0.**

334

335 **Motion to adjourn at 9:25pm: T. Colby**

336 **Second: P. Sanderson**

337

338 Minutes respectfully submitted by

339 Cheryl Eastman

340