



**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 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. 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-day project. Excavation would be slower, but safer and less impact to the environment. T. Colby questioned the time frame and feels it will take longer than 3 days, at an additional \$4,500 per day. In either process, the resulting rock needs to be removed. P. Sanderson feels that since Docko is a local company, that

43 should carry some weight. There was discussion around the costs of blasting at a fixed price and
44 excavating at a per-day charge. TA Johnson suggested the Board wait to discuss the details with DPW
45 Foreman Brown. There was further discussion comparing various quotes for running electricity and
46 installing the well pump. M. Frye announced that someone is willing to install another pole and run the
47 additional electrical footage for the wiring. P. Sanderson brought up a request from a citizen regarding
48 flooding the basketball court in the winter for skating. M. Frye said that is on the list for a later phase of
49 improvements. The Board agreed that adding the well pump and electricity is the priority now.

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

52 **Motion: B. Boudreau**

53 **Second: P. Sanderson**

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

55 A discussion followed about the need for a well house or shed to put the electrical panel and controls in.
56 M. Frye said the Recreation Commission will discuss that at their next meeting. TA Johnson has quotes for
57 a shed kit for 8 x 8 for \$1,000 or assembled and delivered for \$3,500.

58
59 Concrete blocks that were installed at the recreation fields to keep vehicles off the fields were discussed.
60 B. Boudreau said the Recreation Commission had voted to pay for those out of the Recreation Revolving
61 fund, not the ARPA funds. The invoice that was paid was charged to ARPA funds. M. Frye stated that they
62 are used to maintain the fields that generate the revenue for the recreation revolving fund and therefore
63 he considers that an allowable expense for the revolving fund. But, if the Board desires, an adjustment
64 can be made to move that expense to the maintenance line or equipment line in the operating budget.
65 We have paid \$1,350 to purchase the blocks and \$500 for delivery. The Board agreed both those expenses
66 should be charged to the Recreation Revolving fund, not the ARPA funds. TA Johnson said the transfer
67 would be completed.

68

69 **Approve Minutes:**

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

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

72 **Motion: P. Sanderson**

73 **Second: T. Colby**

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

75

76 **Consent Agenda:**

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

78
79 Accounts Payable Manifest dated 7/20/22, Batch #65, for \$195,463.734. Items of note include \$13,000
80 to Arborcare for tree removal, Cornerstone VNA for 3,308 for their 2022 funding, monthly payment to
81 Cross Country Appraisal of \$4,500, Hodgkins Painting & Maintenance for \$2,785.72 for lawn care, North
82 Coast services for \$2,237.61 for hazardous materials removal from the transfer station, Primex for
83 property/liability insurance for \$52,059.88, Purpora & Sons for \$8,500 for culvert work on Bow Street,
84 Strafford Regional Planning Commission for \$2,964.78, and Waste Management for \$5,649.

85
86 Accounts Payable Manifest dated 7/20/22, Batch #66, for \$47,132.74. This is a replacement of checks
87 cut to NH Retirement System and the IRS in the prior manifest that were voided so they could be
88 processed as an ACH payment.

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

92
93 Accounts Payable Manifest dated 7/26/22, Batch #68 for \$5,420.00. This is a payment to iHeartmedia
94 for radio ads for police officers for the 3 current vacancies. No cruiser will be purchased this year and
95 funds will be transferred from the cruiser line into the advertising line for this. This purchase has been
96 approved by the Police Commission.

97
98 Property Tax Exemptions: Approve or Deny Per Assessor's Recommendations
99 Veteran's – Map 232, Lot 32 – Frederick Koenig

100
101 Abatements:
102 1060 First NH Turnpike – Map 217, Lot 45 – All Purpose Storage

103
104 Other:
105 Seasonal Camping Permit – Map 115, Lot 2 – 79 Gulf Road – Brenda Gaski

106
107 A discussion ensued regarding the application for tax exemptions and if it asks if the applicant is a
108 resident of Northwood. TA Johnson assured the Board that all requirements are researched and
109 confirmed by the assessor prior to making his recommendation. He also confirmed that the assessor has
110 confirmed the number of storage units at All Purpose Storage, which prompted the recommendation for
111 the abatement as the original number of units was overstated.

112
113 **Motion: "To approve the consent agenda as presented."**

114 **Motion: T. Colby**

115 **Second: P. Sanderson**

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

117
118 **TA Report**

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

128
129 DPW Projects: These projects are continuing. The tree removal on Ridge Road is done, as well as Old
130 Turnpike Road. The Japanese Knotweed treatment is done. They treated the same sites as last year and
131 expanded to other sites at the transfer station as well. Roadside mowing is being done on the half of
132 town not done last year. GMI Asphalt began on July 18 and will complete the projects by the week
133 after next, weather permitting. The back-up work (shoulder work) on the new pavement areas will
134 being tomorrow.

135
136 Message sign: The agreement for the sign has been signed and submitted. There is a 9 to 10-week lead
137 time on the sign. Barlo Signs will be here next week to pinpoint the site location. TA Johnson confirmed

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

147

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

152

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

156

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

158

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

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

168 **Motion: T. Colby**

169 **Second: P. Sanderson**

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

171

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

174

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

179

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

185 **Motion: “To sign the Primex CAP agreement for Workman’s Comp and unemployment insurances for**
186 **2023 through 2025 and Property Liability insurance for 2024 through 2026, and to authorize the**
187 **Chairman to sign the agreements.**

188 **Motion: P. Sanderson**

189 **Second: B. Boudreau**

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

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

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

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

199 **Motion: T. Colby**

200 **Second: B. Boudreau**

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

202

203 Appointment to Public Safety Building Evaluation Committee:

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

206 **Motion: T. Colby**

207 **Second: P. Sanderson**

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

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

210 B.Boudreau thanked them both for volunteering.

211

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

214

215 **Public Hearing for Comments on Accepting ARPA/GOFERR Local Equipment Grant Funds Up To**
216 **\$50,000**

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

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

228 **Motion: B. Boudreau**

229 **Second: T. Colby**

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

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

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Transfer Station Management Policy – Third Review:

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

Accounts Payable Approval Process:

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

Establishing a Community Power Committee:

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

Board Task Manager:

B. Boudreau asked about using the town hall beautification funds to replace the floor tiles in the bathrooms. TA Johnson will look at that idea. P. Sanderson also commented that the bathroom at the transfer station that the highway and transfer station employees and transfer station volunteers use should be replaced. She reported it is in deplorable condition. It was added that the water system at the transfer station has not had the filter system updated in many years. TA Johnson will seek DPW Foreman Brown’s recommendations.

Board Committee Reports:

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

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

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

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

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

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

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

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

293

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

296 **Motion: T. Colby**

297 **Second: P. Sanderson**

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

301

302

303 Minutes respectfully submitted by

304 Cheryl Eastman

305