



**TOWN OF NORTHWOOD
BOARD OF SELECTMEN**

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

**Board of Selectmen Meeting Minutes
January 05, 2021**

ROLL CALL: Chairman Hal Kreider, Vice-Chair Matt Frye, Select Board Member Beth Boudreau, Select Board Member Tim Colby, Select Board Member Pam Sanderson

ABSENT: None

STAFF PRESENT: TA Walter Johnson, Land Use Assistant Susan Austin, Finance Director Cheryl Eastman, Deputy Finance Specialist Paul Allard

6:01 P.M. Chairman Kreider opened the Northwood Board of Selectmen meeting via Zoom and led the Pledge of Allegiance

As Chair of the Northwood Board of Selectmen, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor’s Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor’s Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:

We are utilizing Zoom platform for this electronic meeting. All members of the Board of Selectmen have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through details located on our website and posted outside the Town Hall.

Land Use Administrative Assistant, Susan Austin, said to call 607-322-6232 and she will answer during the meeting if anyone is having trouble viewing the meeting.

1 **Minutes**

2
3 **Motion: “To approve the minutes of December 29, 2020, as written”**

4 **Motion: P. Sanderson**

5 **Second: M. Frye**

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7 **Motion carried by roll call vote 4/0, 1 abstained.**

8
9 **CONSENT AGENDA**

10
11 **Northwood NH Consent Agenda for January 05, 2021**

12 Accounts Payable Manifest dated January 06, 2021:

13 Batch #15240 for \$2,105,163.62

14
15 **Motion: “To approve the consent agenda dated January 05, 2021”**

16 **Motion: P. Sanderson**

17 **Second: M. Frye**

18
19 **Motion carried by roll call vote 5/0**

20
21 **TA Reports/Items for Board action**

22
23 Staffing Update

24 Mr. Johnson welcomed the new Finance Director, Cheryl Eastman, and mentioned
25 that applications for the Laborer II position for the Department of Public Works are
26 still being solicited.

27
28 Property Tax Payments

29 Mr. Johnson restated from the prior meeting that the Tax Collector has collected
30 93.4% of all second issue bills as of 12/28/2020. At the request of Select Board
31 Member Kreider from the prior meeting to find a historical comparison, Mr. Johnson
32 had reported the 2020 percentage of uncollected taxes is 2% higher than the 2019
33 uncollected.

34
35 Preservation of Records

36 Mr. Johnson stated that the Kofile Preservation company will be arriving this week to
37 begin the preservation of the Town Records, volumes 18 and 19, as was approved by
38 the board in the prior meeting.

39
40 Ambulance Delivery Date

41 Mr. Johnson stated that the delivery for the ambulance has changed to January 6th
42 instead of January 15th. All payment arrangements have been completed for this new
43 vehicle.

44
45 Fire Department Command Vehicle

46 Mr. Johnson stated that the delivery of the new command vehicle is scheduled to
47 arrive later this week and will be available within a few weeks.

48
49 Planning and Logistics Meeting

50 Mr. Johnson stated a meeting was held today with the Moderator, Select Board
51 Member Kreider, EMD Bob Young and SAU Superintendent Henson to discuss and
52 plan to hold an in person deliberative session, which may be subject to some potential

1 legislative changes being considered. There will be another meeting held next Monday,
2 January 11th, to follow up on any new information from the Legislature or from the
3 moderator's workshop on Saturday which Keith is attending.
4

5 Future Meeting Dates

6 The Board discussed on rearranging the upcoming meetings and will currently be
7 meeting on January 13th, 2021 at 5:30 pm, held just before the Budget Committee
8 Meeting which is at 6:30 pm, and the public hearing at 7:00 pm, as well as January
9 26th, 2021 at 6:00 pm. There will also be a Deliberative Session on January 30, 2021
10 at 9:00 am.
11

12 Conservation Commission

13 Mr. Johnson stated that there was a letter from Linda Smith recommending Grace
14 Mattern to be appointed to the Conservation Commission as a full member for a 3-year
15 term ending March 2023.
16

17 **Motion: To appoint Grace Mattern to the Conservation Commission as a full**
18 **member for a 3-year term starting from January 2021 until March 2023.**

19 **Motion: P. Sanderson**

20 **Second: T. Colby**
21

22 **Motion carried by roll call vote 5/0**
23

24 Land Use

25 Mr. Johnson stated that the Conservation Commission is an executive conservation
26 easement holder on the land of Carl Wallman Trust. There was a proposed change to
27 the easement language from a Board of Selectmen meeting held a year ago, where the
28 Board agreed to accept the condition that it would be reviewed by town council at the
29 owner's expense. Select Board Member Kreider mentioned that Mr. Wallman had gone
30 through this process to ensure that sufficient funds would be available to maintain the
31 land. The Conservation Commission would like to amend the document and have the
32 Board allow the chair to sign off when the documents arrive at town hall.
33

34 **Motion: To allow Select Board Member Kreider to sign all documents relating to**
35 **the Wallman easement change**

36 **Motion: T. Colby**

37 **Second: M. Frye**

38 **Discussion: Select Board Member Frye asked if these documents in question**
39 **would need to be sent to the Registry of Deeds and Select Board Member Kreider**
40 **mentioned that it was being handled by Southeast Land Trust.**
41

42 **Motion carried by roll call vote 5/0**
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44 Public Safety Building Committee

45 Mr. Johnson stated that Select Board Member Beth Boudreau brought up the topic of
46 presenting a video to the community about the existing conditions for both the Police
47 and Fire Departments facilities. There is confirmation that a videographer from Primex
48 has been found to help create a short video for a fee of \$300.
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51 **OLD BUSINESS**
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Changes to Elderly Exemptions

Select Board Member Kreider continued the discussion for the elderly exemptions from the prior meeting. Mr. Johnson provided the necessary documentation to show the potential increases for the elderly tax exemptions, indicating as high as a 40% increase. After some discussion, the Board agreed to increasing the elderly tax exemptions by 30% through the use of a warrant article that the Board tasked Mr. Johnson to create.

Motion: To create a warrant for a 30% increase for all areas of the elderly tax exemptions

Motion: B. Boudreau

Second: M. Frye

Motion carried by roll call vote 5/0

NEW BUSINESS

Road Improvements Revision

Mr. Johnson stated a revised warrant article that addressed the concerns of the Board that had been brought up at the prior meeting regarding the proposed road improvements capital reserve fund warrant article. After some discussion, the Board felt that the wording that Mr. Johnson included for the revised warrant article targeted all necessary items that had been discussed.

Motion: To approve placing the following warrant article on the 2021 Warrant: “To establish a road Improvements expendable trust fund for Improvements to Town roads including but not limited to paving, installing and replacing culverts, ditching, grading, and full reconstruction, etc. and to raise and appropriate the sum of One Hundred and Fifty Thousand Dollars to be placed in said fund and further to name the Board of Selectmen as agents to expend from said fund without further authorization, Said amount to come from the unassigned fund balance as of December 31, 2020, Said funds will be used for road improvement projects as outlined in the Town's Road Surface Management Plan and for emergency road repairs as they arise.”

Motion: M. Frye

Second: T. Colby

Motion carried by roll call vote 5/0

FY 2020 Encumbrances Update

Mr. Johnson stated that the expenditure report presented is accurately showing the financial status of the town. The next payroll will be partially accrued in 2020 and partially attributed to 2021, which should not have a dramatic effect on the reports, once the encumbrances have been taken into consideration.

Cable Franchise Trust Fund Revision

Mr. Johnson presents to the board two rewritten warrant articles, both from Select Board Member Frye and himself, to utilize for the purpose of revising the warrant article for the Cable Franchise Trust Fund. After some discussion, the Board agreed to

1 use the wording that was presented by Mr. Johnson to better utilize the flexibility of
2 the warrant article.
3
4

5 **Motion: To use article 23, first option, cable franchise general trust fund as**
6 **written by Mr. Johnson; To see if the Town will vote to expand the purposes of**
7 **the Cable Franchise General Trust Fund established in 2000 from "creating,**
8 **maintaining, and upgrading a broadcast system" to include paying costs for**
9 **improving the communications to Town citizens by the Town's Boards,**
10 **Committees and Departments. Said improvements to include but not limited to:**
11 **e-mail communications, message signage, newsletters, etc.**

12 **Motion: P. Sanderson**

13 **Second: M. Frye**
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15 **Motion carried by roll call vote 5/0**
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17 Board Rules and Ethics Review

18 Select Board Member Kreider discusses with Mr. Johnson and the Board on how best
19 to handle the many policies that may be outdated. After some discussion, the Board
20 tasked Mr. Johnson along with Select Board Member Kreider to have a discussion
21 after the deliberative, regarding this topic. The Select Board Members will send their
22 comments on the code of ethics to Mr. Johnson by the end of the week.
23

24 Amended 2021 Town Holidays

25 Mr. Johnson stated that the list of holidays should be looked at for the year of 2021,
26 however, there seems to have been some confusion about how many holidays are to be
27 observed for the Town Hall. After some discussion, Mr. Johnson was tasked with
28 researching more information to correct this matter for the Board at the next meeting.
29

30 **NON-PUBLIC SESSION**

31 **Motion: To enter non-public at 7:44 PM under RSA 91-A:3, II (c)**

32 **Motion: M. Frye**

33 **Second: P. Sanderson**

34 **Motion carried by roll call vote 5/0**
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36 ***The Select Board Member entered non-public at 7:45 PM.***
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40 **Public Session Reconvened at 8:30pm**
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42

43 **Motion: "To seal the minutes because it is determined that divulgence of this**
44 **information likely would affect adversely the reputation of any person other**
45 **than a member of this board."**

46 **Motion: M. Frye**

47 **Second T. Colby**
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49 **Motion carried by Roll Call Vote 5/0**
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51 **Motion: "To adjourn at 8:45 PM"**

52 **Motion: M. Frye**

DRAFT

1 **Second T. Colby**

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3 **Motion carried by Roll Call Vote 5/0**

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6 ***Respectfully Submitted***

7 ***Paul Allard, Deputy Financial Specialist/BOS Admin Assistant***