



**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 26, 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, Finance Director Cheryl Eastman, Deputy Finance Specialist Paul Allard, Health Officer Colleen Krochmal, Public Works Forman Chris Brown

6:00 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.

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Minutes

Motion: “To approve the minutes of January 13, 2021, as written”

Motion: M. Frye

Second: P. Sanderson

Motion carried by roll call vote 4/0, 1 Abstained

CONSENT AGENDA

Northwood NH Consent Agenda for January 26, 2021

Accounts Payable Manifest dated January 20, 2021:

Batch #15266 for \$62,433.35

Accounts Payable Manifest dated January 27, 2021:

Batch #15303 for \$99,306.45

Payroll Manifest dated January 27, 2021:

Batch #15301 for \$111,707.11

Batch #15305 for \$232.50

General Assessing Services Agreement

Motion: “To approve the consent agenda dated January 26, 2021”

Motion: P. Sanderson

Second: M. Frye

Motion carried by roll call vote 5/0

TA Reports/Items for Board action

Staffing Update

Mr. Johnson stated that the Laborer II position for the Department of Public Works is still being advertised and mentioned that more applications have been submitted. Mr. Johnson and the Board will discuss potential candidates during the nonpublic session.

2019 Audit Findings

Mr. Johnson stated that most of the findings since 2019 have already been addressed, however, both Mr. Johnson and Cheryl Eastman have been reviewing and updating policies and practices to be sure all are addressed for FY21.

New Ambulance

Mr. Johnson stated that the new ambulance has arrived, has been inspected and will be in service this week once the official registration tags have arrived.

Fire Command Vehicle

Mr. Johnson stated that the command vehicle has been delivered and is currently awaiting additional items to be delivered before it can go into service.

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DPW Pickup

Mr. Johnson stated that the DPW vehicle is scheduled for delivery on January 27, 2020 and will be sent out for the plow and sander installation within the following week.

Community Center Use Policy for Covid-19

Mr. Johnson stated that there have been recent reports that some individuals were not complying with the Board's Covid-19 safety rules for the Community Center and suggested to send letters out to those individuals that are not complying with the rules that have been put in place. After some discussion, the Board came to a consensus to have Mr. Johnson look into this matter and send out emails related to those individuals who disregarded the rules, as seen fit.

Northwood 250th Steering Committee

Mr. Johnson mentioned that the committee is looking for group sponsored events and activities for the celebration. There will be a form placed on the Town of Northwood website to respond to this event.

Town Credit Card Request

Mr. Johnson recommended to the Board a town credit card be secured in the name of Cheryl Eastman, Finance Director, with a maximum limit of \$5,000. This new credit card will be replacing the credit card that was given to Deputy Financial Specialist Paul Allard earlier in 2020.

Motion: To authorize the Town Treasurer to request a Town credit card in the name of Cheryl Eastman, Finance Director, with a limit of \$5,000

Motion: M. Frye

Second: B. Boudreau

Motion carried by roll call vote 5/0

Correction to December 15, 2020 Minutes

Mr. Johnson brought to the Board's attention that the minutes of the December 15, 2020 Board meeting incorrectly recorded the Board's vote on the purchase of the DPW vehicle. Mr. Johnson recommended the Board amend the minutes regarding the vote to read 4-1 in favor, instead of 5-0 in favor as Select Board Member Beth Boudreau did not vote in favor of the motion.

Motion: To amend the minutes of the December 15, 2020 Board meeting regarding the vote for the DPW vehicle to 4-1 in favor instead of 5-0 in favor

Motion: B. Boudreau

Second: M. Frye

Motion carried by roll call vote 5/0

2021 Holiday Schedule Update

Mr. Johnson stated he found no information regarding Christmas Eve being added as an official paid employee holiday as of August 1, 2019. After some discussion, Mr. Johnson suggested that for 2021 a floating employee holiday should replace the Christmas Eve employee holiday, since the Christmas employee holiday will be

1 observed on Friday, December 24, 2021. The Board will revisit this topic again to
2 create a more conclusive schedule when the Personnel Policy is reviewed.

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4 **Motion: To amend the employee holiday schedule to include a floating holiday in
5 place of the Christmas Eve employee holiday for 2021**

6 **Motion: M. Frye**

7 **Second: B. Boudreau**

8 **Discussion: After some discussion, the Board decided to review this topic in depth
9 when the Personnel Policy is reviewed to alleviate further confusion.**

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11 **Motion carried by roll call vote 5/0**

12
13 Lamprey Regional Cooperative Quarterly Meeting

14 Mr. Johnson attended the first quarter meeting for the Cooperative on January 15,
15 2021 and mentioned to the Board that both the FY21 Operating Budget and Closure
16 Budget were approved.

17
18 Town Assessor's Hearings Report

19 Mr. Johnson stated that the Town Assessor Jeff Earls has provided a summary report
20 of the property assessment hearings, handling approximately 125 hearings that were
21 done over the phone. Abatement applications are still being reviewed and will be
22 recommended to the Board throughout the upcoming month.

23
24 Upcoming Meetings

25 Mr. Johnson stated that the next upcoming meetings are scheduled for February 9,
26 2021 and February 23, 2021, including the Deliberative Session on January 30, 2021
27 being held at the Northwood Elementary School.

28
29 Inspection of Town Property

30 Mr. Johnson stated that there was an inspection done by the Building Inspector of the
31 Town owned property at 55 Main Street. The Public Works Forman and a
32 representative from the Police Department was there as well to secure the building,
33 and it was found that there was no recent occupancy or evidence that people were
34 utilizing the property.

35
36 House & Senate Critical Bill

37 Mr. Johnson stated that a critical bill will be going to the New Hampshire House of
38 Representatives and the Senate regarding the State resuming a portion of their former
39 contribution to the New Hampshire Retirement System that had been suspended
40 several years ago. Mr. Johnson mentioned that these will have a positive impact for
41 the Town. The hearings for these bills are Wednesday, January 27, 2021 and
42 Thursday, January 28, 2021 for the House of Representatives and the Senate,
43 respectively and urged Board members to contact their Representatives and Senator to
44 support these bills.

45
46 **Motion: To allow Select Board Member Matt Frye to communicate for the Board
47 regarding the Board is in favor of this legislation**

48 **Motion: B. Boudreau**

49 **Second: T. Colby**

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51 **Motion carried by roll call vote 5/0**

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BOARD OF SELECTMEN & SCHOOL BOARD DISCUSSION

Board Chair Kreider invited members of the Northwood School Board and the Town Moderator to participate in a discussion regarding postponing the upcoming deliberative sessions and voting day. Select Board Members Hal Kreider and Matt Frye inquired to both the Board of Selectmen members and to the School Board members if they support a joint schedule for the Deliberative Session and the Election versus holding one now and the other in the spring. By consensus both Boards agreed it would be best to stay together on any decision to reschedule these two items. Northwood Emergency Management Director Bob Young reported many towns surrounding Northwood have delayed their Deliberative Sessions due to new cases of Covid-19 that have been on the rise recently and recommended the delay of Northwood’s Deliberative Session as well. After some discussion, the School Board came to an agreement with the Board of Selectmen and voted 3/0 in favor of postponing their Deliberative Session and the Election to May 13, 2021 and June 8, 2021, respectively.

Motion: To postpone the Board of Selectmen’s Deliberative Session and Election to May 15, 2021 and June 8, 2021, respectively due to the ongoing pandemic

Motion: T. Colby

Second: M. Frye

Motion carried by roll call vote 5/0

OLD BUSINESS

Review Deliberative Session Guidelines

Select Board Member Hal Kreider mentioned that through prior discussions with Mr. Johnson, the meeting for the Deliberative Session is being held at a later date and will be held to the same concepts that were already planned upon.

Revised FY20 Encumbrances

Mr. Johnson mentioned that many of the bills remaining from 2020 have been paid and the remaining list of encumbrances is as follows: The DPW vehicle for \$53,000, Miscellaneous Expenses from the Land Use Department for \$8,856.70, the remaining fit up for the new cruiser for \$5,500, and the restoration of records for \$3,930 and \$10,512. These expenses reduce the encumbrances to a total of \$81,798.70. Finance Director Cheryl Eastman will have new reports for the Board once these encumbrances have been reduced further.

Correction to November 10, 2020 Minutes

Mr. Johnson stated that the minutes for November 10, 2020 do not clearly reflect at the purpose of the public hearing regarding the revisions to the Selectmen’s Guidelines for Building Permits in Class VI and Private Roads. Land Use Administrator Linda Smith had asked of the Board to amend the minutes to further clarify the purpose of the hearing and vote at the meeting. Mr. Johnson recommended an amendment be made to reflect these changes for the minutes.

1 **Motion: To amend the Selectmen's the minutes of the November 10, 2020 Board**
2 **meeting as follows: To accept the proposed changes to the Selectmen's**
3 **Guidelines for Building on Class VI and Private Roads.**

4 **Motion: P. Sanderson**

5 **Second: M. Frye**

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7 **Motion carried by roll call vote 5/0**

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9 Board Rules & Code of Ethics Review

10 After some discussion, the Board decided to postpone this topic for another meeting to
11 allow time for Board members to review the recently distributed Selectman job
12 description.

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15 **NEW BUSINESS**

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17 Task Manager Introduction

18 Mr. Johnson presented the idea of a Task Manager, a spreadsheet that was created to
19 help keep the Board and himself on track with handling and completing tasks for
20 future Board meetings. Mr. Johnson mentioned that this will have a list of items with
21 varied priorities that will help keep a record of who will be handling the task(s) and
22 when they have been completed.

23
24 Reimbursement Request for Trustee of Trust Fund

25 Mr. Johnson stated that there was a bill for La Valley Northern Services that was paid
26 through the General Fund instead of the Trustee of Trust Fund's for an August invoice
27 regarding cemetery mowing, totaling \$1,833.34. Mr. Johnson recommended that a
28 request for reimbursement be sent to the Trustee of Trust Fund's to reimburse the
29 General Fund from the Perpetual Care Fund.

30
31 **Motion: To reimbursement from the Trustee of Trust Funds for \$1,833.34 for**
32 **cemetery mowing**

33 **Motion: P. Sanderson**

34 **Second: M. Frye**

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36 **Motion carried by roll call vote 5/0**

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39 **NON-PUBLIC SESSION**

40 **Motion: To enter non-public at 7:44 PM under RSA 91-A:3, II (a+b)**

41 **Motion: B. Boudreau**

42 **Second: M. Frye**

43 **Motion carried by roll call vote 5/0**

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45 ***The Select Board Member entered non-public at 7:45 PM.***

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49 **Public Session Reconvened at 8:57pm**

OFFICIAL

1 **Motion: “To seal the minutes because it is determined that divulgence of this**
2 **information likely would affect adversely the reputation of any person other**
3 **than a member of this board.”**

4 **Motion: M. Frye**
5 **Second T. Colby**

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

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9 **Motion: “To adjourn at 8:59 PM”**

10 **Motion: M. Frye**
11 **Second T. Colby**

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

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16 ***Respectfully Submitted***
17 ***Paul Allard, Deputy Financial Specialist/BOS Admin Assistant***