



**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  
February 09, 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, Public Works Foreman 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 26, 2021, as written”**

**Motion: T. Colby**

**Second: M. Frye**

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

**CONSENT AGENDA**

**Northwood NH Consent Agenda for February 09, 2021**

Accounts Payable Manifest dated February 03, 2021:

Batch # 15332 for \$1,089,338.01

Accounts Payable Manifest dated February 04, 2021:

Batch # 15344 for \$7,143.57

Payroll Manifest dated January 27, 2021:

Batch # 15310 for \$3,512.31

Payroll Manifest dated February 10, 2021:

Batch # 15355 for \$74,313.63

Batch # 15356 for \$1,377.77

**Motion: “To approve the consent agenda dated February 09, 2021”**

**Motion: M. Frye**

**Second: P. Sanderson**

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

**TA Reports/Items for Board action**

Staffing Update

Mr. Johnson stated that Jeff Call has been fulfilling his role as the new Laborer II position for the Department of Public Works. In addition, Scott Lacroix has resigned as Building Inspector/Code Enforcement Officer. Former BI/Health Officer and CEO, Charlie Smart has agreed to fill the position on an interim basis until a permanent replacement can be found. The Town website will be updated with more information regarding this position once the Board has approved. After some discussion, the Board came to a consensus to post the position. Part-time paramedic, Elaine Kirouac, has resigned as well.

DPW Pickup

Mr. Johnson reported the new DPW vehicle has been delivered and is in service. Mr. Johnson asked the Board as to what should be done with the older vehicle and in response, Select Board Member Beth Boudreau had inquired why it was not traded in for the new vehicle. After some discussion with Public Works Foreman Chris Brown, it was noted that the vehicle didn't have enough worth for a trade in with the newer vehicle and the Board came to an agreement to put the older DPW vehicle up for sale on the Town website.

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Atlantic Broadband Notice

Mr. Johnson stated that the Town of Northwood has been notified by Atlantic Broadband of their desire to negotiate a new franchise agreement for cable TV with the Town as the current agreement expires in 2023, in accordance with the federal Cable Act. Mr. Johnson has been in contact with other cities and towns in the Lakes Region that also have a similar expiration date with Atlantic Broadband and will join them in a consortium, which will save the Town on legal fees that will be shared by the group. Any unique or specific items to be negotiated for is billed separately and directly to each city or town.

**Motion: To authorize the Town Administrator to pursue joining a group of Lakes Region cities and towns known as the Lakes Region Cable TV Consortium for the purpose of collectively negotiating a new franchise agreement with Atlantic Broadband set to expire on December 31, 2023.**

**Motion: B. Boudreau**

**Second: P. Sanderson**

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

NHDOT Notice of 01/15/2021

Mr. Johnson stated that the NHDOT is planning a bridge maintenance project which carries Rt. 107 over the Narrows Brook, which may impact the brook or wetlands and require some mitigation. The NHDOT are requesting a list of any preferred or priority mitigation efforts the Town may have. The Planning Board, Conservation Commission and other departments have also received copies of this notice. Land Use Specialist Linda Smith has advised the Conservation Commission has already brought up some suggestions for the NHDOT.

Meals & Rooms Revenue

Mr. Johnson stated that a Committee has taken up this bill regarding the Meals & Rooms Revenue. This Senate Bill is coming forward dealing with the distribution of meals & rooms revenue to cities and towns, which has caused the Town of Northwood specifically to lose out on approximately \$1.6 million over the past 10 years. This is due to the State freezing its contributions to the Town since 2011. Mr. Johnson intends to update the Board with the status of this bill in the future. Mr. Johnson also mentioned that the public has the capability to show their support for this bill by entering in an online submission.

**Motion: To authorize the Town Administrator to provide in person testimony in place of a Select Board Member if they are unable to give their own testimony.**

**Motion: M. Frye**

**Second: P. Sanderson**

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

2019 DRA Cyclical Monitoring Report

Mr. Johnson stated that the DRA monitors the work of contract assessors in the State of NH Depart of Revenue. There was a random selection of property cards that were looked at by means of a site visit for the accuracy of the properties record card information. Mr. Johnson mentioned that the report from DRA showed minimal impact errors on the four samples that were reported on.

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Trustee of Trust Funds Request

Mr. Johnson was advised by the Trustee’s Chair that the reimbursement request that was approved at the 1/26/21 Board meeting will not be made. It was noted that this amount listed for the invoice covers the town cemeteries not covered by Perpetual Care Funds and is a Town operating budget expense. After some discussion, Select Board Member Hal Kreider mentioned that in the future, the Trustees have requested the Town pay all incoming bills for cemetery maintenance then request reimbursement. Mr. Johnson intends to clarify this further in future mowing contracts.

Upcoming Meetings Schedule

Mr. Johnson stated that the upcoming meetings will be held on February 23, 2021, including the in person Deliberative Session on May 15, 2021 being held at 9:00am at the Northwood Elementary School and the Election on June 8, 2021.

Recreation Committee Request

Mr. Johnson stated that the Recreation Committee had requested to begin searching for a Recreation Director. Select Board Member Matt Frye added that the Recreation Committee felt it best to find an individual to fill this position now, as Springtime tends to be the best time frame to hire for a Recreation Director. The Recreation Committee also felt this was the best direction to go to manage more summer programs and other opportunities as well. The intent is to find an individual for part time and then transition to full time if the budget is approved in June. After some discussion, the Board came to a consensus to fill this position.

**OLD BUSINESS**

Board Rules & Code of Ethics Review

The Board discussed the different rules and policies that are currently in place that are needing review. It was discussed in depth about changing the Board of Selectmen’s bylaws to require a larger majority vote as the current bylaws address a three-person Board versus five, to involve the informal parliamentary procedure with some aspects of Roberts Rules, to create an Organization Day much like the Congress has, etc. After some discussion, it was decided by the Board to task Mr. Johnson with creating a new format for the Board Rules & Code of Ethics that will capture all of the ideas that were discussed.

Review Board Task Manager

Mr. Johnson reported there have been some new items to add to the Task Manager list. Including a review and update of the internal control policies for the Finance Department to address the concerns from the 2019 audit, to hire a new Building Inspector/Code Enforcement Officer, and to complete the Road Surface Management System with the Regional Planning Commission. Select Board Member Pam Sanderson asked to include a task regarding providing information on the 2019 and 2020 audits for the Budget Committee to discuss for their upcoming meeting. Select Board Member Beth Boudreau asked if the selling of Town owned property was included on the list and Mr. Johnson confirmed that he has recently been familiarizing himself within this topic. It was mentioned by Mr. Johnson that an abutter sale could be an option for some of these properties, however more time is needed to investigate the history of these properties before going forward.

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**NEW BUSINESS**

FY20 Final Year to Date Expenditure Report Pre-audit

Mr. Johnson reported the Expenditure Report reflects the final pre-audit adjustments numbers. Select Board Member Hal Kreider asked the Finance Director Cheryl Eastman about the encumbrances. Cheryl reported these encumbrances that total to roughly \$500 shouldn't be an issue. Cheryl has been working with Greg Colby to get a better understanding of these encumbrances, but it is believed that the way they are recorded versus how they are shown in Profund may differ. Cheryl will investigate this more in depth with Greg Colby.

Reimbursement Request to Trustees of Trust Fund

Mr. Johnson requested the Board approve a reimbursement from the Trustees of Trust Fund from the Transfer Station Expendable Trust Fund for \$18,900 and the Red Listed Bridge Capital Reserve Fund for \$112,610.78, for a grand total of \$131,510.78. Mr. Johnson added that the amount for the Transfer Station include two new containers and a bucket plow for the backhoe, and the amount for the Red Listed Bridge Capital Reserve Fund was regarding the Bow Lake Road bridge reconstruction.

**Motion: To request reimbursement to the Trustees of Trust Fund regarding the Transfer Station Expendable Trust Fund for \$18,900 and the Red Listed Bridge Capital Reserve Fund for \$112,610.78, for a grand total of \$131,510.78**

**Motion: T. Colby**

**Second: P. Sanderson**

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

Amendment to Pole License Process

Mr. Johnson mentioned that the town has a right to tax utilities for the space that they occupy with poles and conduits in the Town's right of way. Recent legislation allows for towns to notify and tax these utilities as needed; However, the licenses that exist for the Town of Northwood were never updated regarding this stipulation. All utility companies will be sent notices regarding this proposed license amendment and can attend and comment at the public hearing that will be a part of the Board's regular meeting on March 9, 2021.

Zoning Board Temporary Member Appointment

Mr. Johnson stated that several members of the Zoning Board have some conflicts of interest on a specific case and unless there is a temporary appointment for Thomas Johnson there won't be a quorum for this case. The request from the Zoning Board is that Thomas Johnson be appointed temporarily for Case 20-1 Kulakowski and to remove Ms. Dimatteo from a full member to a permanent alternate member of the Zoning Board. After some discussion, it was understood that once Thomas Johnson has finished his roles as a member of the Zoning Board for Case 20-1, this position will be vacant.

**Motion: To move Ms. Dimatteo from a full member to an alternate of the Zoning Board.**

**Motion: M. Frye**

**Second: T. Colby**

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

**Motion: To appoint Thomas Johnson as a full temporary member of the Zoning Board for the purposes of Case 20-1, with his term to expire at the end of the case.**

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

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

**NON-PUBLIC SESSION**

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

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

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

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

**Public Session Reconvened at 8:25pm**

**Motion: “To seal the minutes because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board and render a proposed action ineffective.”**

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

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

**Motion: “To adjourn at 8:27 PM”**

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

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

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