



**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 23, 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, due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.**

**Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm 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 the Zoom platform for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through the Zoom platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting by clicking on the following website address: [www.northwoodnh.org](http://www.northwoodnh.org) and then click on the meeting notice under the calendar section on the home page.**

**b) Providing public notice of the necessary information for accessing the meeting; We previously gave notice to the public of how to access the meeting using Zoom, and instructions are provided on the Town's website at: [www.northwoodnh.org](http://www.northwoodnh.org).**

**c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access;**

**If anybody has a problem, please call 603-340-5711 or email at: [pallard@town.northwood.nh.us](mailto:pallard@town.northwood.nh.us).**

**d) Adjourning the meeting if the public is unable to access the meeting.**

**Note that all votes will be done by Roll Call.**

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2 **In the even the public is unable to access the meeting, we will adjourn the meeting**  
3 **and have it rescheduled at that time. Please note that all votes that are taken**  
4 **during this meeting shall be done by Roll Call vote.**

5  
6 **Let's start the meeting by taking a Roll Call attendance. When each member states**  
7 **their presence, also please state whether there is anyone in the room with you**  
8 **during this meeting, which is required under the Right-to-Know law.**

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12 **Minutes**

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14 **Motion: "To approve the minutes of February 09, 2021, as written"**

15 **Motion: T. Colby**

16 **Second: M. Frye**

17 **Discussion: Select Board Member Hal Kreider suggested to change the preamble**  
18 **of future minutes regarding the State of Emergency given from the Municipal**  
19 **Association and points of contact for Zoom assistance to better reflect what is**  
20 **being said during the meeting.**

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

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25 **CONSENT AGENDA**

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27 **Northwood NH Consent Agenda for February 23, 2021**

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29 Accounts Payable Manifest dated February 17, 2021:

30 Batch # 15385 for \$68,830.99

31 Batch # 15387 for \$2,325.00

32 Payroll Manifest dated February 24, 2021:

33 Batch # 15389 for \$85,284.82

34 Treasurer's Report: January

35  
36 **Motion: "To approve the consent agenda dated February 23, 2021"**

37 **Motion: M. Frye**

38 **Second: T. Colby**

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

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43 **TA Reports/Items for Board action**

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45 **Staffing Update**

46 Mr. Johnson stated that the Building Inspector/Health & Code Enforcement Officer  
47 position has been posted and has been receiving applications for this position.

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51 **Town Owned Property Sale Update**

52 Mr. Johnson continues to research a number of Town owned parcels to evaluate the  
53 status of the current tax and repurchase agreements. Finance Director Cheryl  
54 Eastman will be assisting Mr. Johnson on this project and a public sale is on schedule

1 for late spring. Select Board Member Hal Kreider asked if these properties would be  
2 sold to separate individuals or to a full audience of people and Mr. Johnson plans to  
3 sell specific properties in question to applicable abutters, then bring the sale to the  
4 public at large. Select Board Member Pam Sanderson inquired if there was a way to  
5 define the properties as town beach or forest if they are Town property of the people, if  
6 there was a nonpayment of taxes or if it is in arrears. Mr. Johnson commented that he  
7 will be looking into these properties to see if there are any permanent retentions by the  
8 Town if they are strictly tax deeded properties and will be conversing with the  
9 Recreation and Conservation Commissions to see if the Town should retain any  
10 properties in perpetuity for public use. Select Board Member Tim Colby asked if any  
11 additional services will be needed for this process to proceed and Mr. Johnson  
12 remarked that he will look into these services depending on the volume of the sale.  
13 Select Board Member Matt Frye mentioned that Wini Young has a list from the  
14 Conservation Commission already created and will present that to Mr. Johnson at a  
15 later date.

#### 16 FY20 Audit

17 Mr. Johnson reported the auditors from Plodzick & Sanderson were on site at the Town  
18 Office for two days last week and were pleased on how prepared all of those who were  
19 involved in the process. A special thank you was given to Finance Director Cheryl  
20 Eastman for assisting the auditors through their auditing process even though she  
21 was not employed with the Town in 2020. More follow up work will continue with the  
22 auditors over the next couple of months and the final report should be available in late  
23 spring.  
24

#### 25 Human Services Update

26 Mr. Johnson reported that the Town has received a small number of requests for  
27 assistance, mostly from folks impacted by the pandemic. Mr. Johnson has been  
28 handling the application process with the assistance of Deputy Financial Specialist  
29 Paul Allard and expects this to continue unless there is a significant increase in  
30 activity.  
31

#### 32 Driver Drug & Alcohol Testing Program

33 Mr. Johnson stated that he has been working with the NH Motor Transportation  
34 Association and has brought the Town into compliance for the Town's CDL drivers,  
35 including the new Federal Motor Carrier Clearinghouse requirements for 2021.  
36

#### 37 Surplus Vehicles Sale

38 Mr. Johnson stated that the former Police cruiser, Highway Department pickup truck  
39 and Fire Department command vehicle have been posted for bids with a bid  
40 submission date of March 15, 2021.  
41

#### 42 Atlantic Broadband Franchise Agreement Renewal

43 Mr. Johnson has confirmed that the Town of Northwood can join the Lakes Region  
44 Consortium to negotiate the expiring agreement with the Town in 2023. A meeting of  
45 the group will be scheduled in the near future to discuss the process.  
46

#### 47 Legislative Update

48 Mr. Johnson reported that the House Bill 274 is scheduled for a vote on Wednesday,  
49 February 24, 2021. This bill entails the State resuming its contribution to the New  
50 Hampshire Retirement System at a rate of 5%. In addition, House Bill 459 limits any  
51 budget transfers in the operating budget with a \$0 amount and makes public officials  
52 personally liable for violating this law. This could severely tie the hands of the Board,  
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1 especially in an unanticipated emergency. A new Constitutional Amendment is being  
2 considered for the House which would amend the Constitution to prohibit any  
3 municipality from “raising property taxes more than two percent per year . . . based  
4 on the actual tax of the previous year.” This would create complications to manage the  
5 fiscal years to come and provide no incentive to reduce budgets because of the limit it  
6 would put on the following year. This Constitutional Amendment will go to the House  
7 floor in early March. It is highly encouraged to urge your representatives to vote down  
8 the committee report and support a subsequent motion of Inexpedient to Legislate.  
9

10 Upcoming Meetings

11 Mr. Johnson mentioned that the upcoming meetings will be March 9, 2021 and March  
12 23, 2021, including the in person Deliberative Session on May 15, 2021 starting at  
13 9:00 am at the Northwood Elementary School and the Election on June 8, 2021.  
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16 **OLD BUSINESS**

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18 Board Rules & Code of Ethics Review

19 Mr. Johnson presented to the Board an updated version of the Board of Selectmen  
20 Bylaws and discussed in length all changes that had been made to confirm what had  
21 been discussed in the prior meeting. After some discussion, it was understood that  
22 this will be tabled for the next meeting due to not having a complete set of documents.  
23

24 Review Board Task Manager

25 Mr. Johnson reported that the update for IT continuity recovery plan with Mainstay is  
26 almost completed. In addition, there have been some new items to add to the Task  
27 Manager list, including a renovation for the center school and to begin reviewing the  
28 voter guide & deliberative session information on April 27, 2021.  
29

30 Amendment to Pole License Process

31 Mr. Johnson reviewed with the Board regarding the Amendment process for the pole  
32 license that will be discussed during the public hearing held at 7:00 pm during the  
33 next Board meeting on March 9, 2021. The utility companies have been notified and a  
34 notice has been placed in the local newspaper to help advertise for this public hearing.  
35 The Board will discuss the guidelines regarding the impact of the pole tax and will  
36 follow the State Statute to correctly tax the entities that take up the Town’s right of  
37 way. The Board will then formally make a motion to amend the existing license and to  
38 create a new license for the necessary utilities to complete, which will be ready to  
39 adopt by resolution. The utility companies will be given a chance to respond to this,  
40 however, Mr. Johnson doesn’t expect many to participate in this hearing as he has yet  
41 to hear any comments from the utility companies in question. Mr. Johnson will have  
42 everything prepared for the Board and intends for this amendment to take effect  
43 starting on April 1, 2021.  
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47 **NEW BUSINESS**

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49 Building Permit Fees Change

50 Mr. Johnson started a discussion with the Board regarding the fees of building  
51 permits for the Town of Northwood compared to other surrounding communities.  
52 Interim Building Inspector Charlie Smart advised that the current rate for the Town of  
53 Northwood’s permit fees is significantly lower than some other towns. It was further  
54 advised to increase the fees as well as adopt a new structure to calculate these fees.

1 After some discussion, the Board came to a consensus to change the structure to what  
2 was recommend for a per dollar and/or per value calculation. Select Board Member  
3 Beth Boudreau asked when the last increase was made for these fees so the Board can  
4 be prepared to answer at a hearing. Mr. Johnson will investigate this through the  
5 minutes of prior meetings and try to determine when the last changes was made. He  
6 will also provide an accounting of department operating cost versus fee revenue.  
7 Discussion on this subject will continue at the next meeting and a public hearing will  
8 be held before any fees are changed.

9 Rec Department Director Job Description

10 Mr. Johnson stated that with the assistance of Select Board Member Matt Frye, they  
11 were able to combine the League Coordinator job description into the Recreation  
12 Director's job description. After some discussion, the Board approved of the newly  
13 written job description for the Recreation Director to be posted.  
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15 **Motion: To approve the Recreation Director job description as written**

16 **Motion: M. Frye**

17 **Second: T. Colby**

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19 **Motion carried by roll call vote 5/0**  
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22 **BOARD COMMITTEE REPORTS**

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24 Recreation Commission

25 Select Board Member Matt Frye was pleased to announce that the Recreation Director  
26 will be posted. Matt continued his report by stating that the Fishing Derby was a  
27 success with nearly a hundred kids checking in for the event. Special thanks were  
28 given to all volunteers, including Public Works Forman Chris Brown for donating all  
29 the bait used for the day. The playground will be breaking ground in the spring and  
30 will be looking for any volunteers to assist building for the community. There will be  
31 fencing and signage, which was mostly covered from fundraising, to go along with the  
32 playground as well. As a final note, Matt included that the Recreation Commission will  
33 be starting up a low-key soccer event in the spring.  
34

35 Safety Facility Strategy Committee

36 Select Board Member Beth Boudreau reported that the video for the committee  
37 depicting the current condition of the police and fire department facilities has been  
38 completed at cost approximately \$300. The videographer went to the facilities of the  
39 Fire Department, Police Department and the Town Office to create this video. The  
40 committee will meet again in three weeks' time to send the video out to the public.  
41

42 Zoning Board

43 Select Board Member Pam Sanderson reported that the Zoning Board is actively  
44 looking for a regular member. There currently are four regular members of the Board  
45 and one alternate. The Zoning Board meets every fourth Monday of the month if any  
46 are interested in joining.  
47

48 Finance Report

49 Finance Director Cheryl Eastman reported the Expenditure Report, even though there  
50 was no official budget to report on yet, was provided yesterday. Cheryl continued by  
51 comparing this report with that of last year and was pleased to report that the  
52 expenses appear to be lower by an estimated \$30,000 compared to what was spent  
53 last year. Cheryl also mentioned that within the audit that was recently completed last  
54 week, the auditors had found six items that had issues with last years report. Three of

1 the six items have been resolved which will not appear for the 2020 audit and Cheryl  
2 will be working with Mr. Johnson to discuss the remaining three regarding some tax  
3 deeded properties. Cheryl has also been working on updating some policies and will be  
4 presenting her draft to the Board once it has been reviewed by Mr. Johnson.  
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7 Final Comments

8 Mr. Johnson wanted to give a special thank you to Public Works Forman Chris Brown  
9 and his Department for maintaining the roads during the continuous snowstorm that  
10 recently enveloped the Town of Northwood. Select Board Member Matt Frye had  
11 inquired on how much salt and sand the Town currently has, and Chris mentioned  
12 that there will be roughly eight loads delivered by the end of the week.  
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15 **NON-PUBLIC SESSION**

16 **Motion: To enter non-public at 7:24 PM under RSA 91-A:3, II (a+c)**

17 **Motion: M. Frye**

18 **Second: T. Colby**

19 **Motion carried by roll call vote 5/0**  
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21 ***The Select Board Member entered non-public at 7:25 PM.***  
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25 **Public Session Reconvened at 8:20 PM**  
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28 **Motion: “To seal the minutes because it is determined that divulgence of this  
29 information likely would affect adversely the reputation of any person other  
30 than a member of this board and render a proposed action ineffective.”**

31 **Motion: M. Frye**

32 **Second T. Colby**  
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34 **Motion carried by Roll Call Vote 5/0**  
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36 **Motion: “To adjourn at 8:21 PM”**

37 **Motion: M. Frye**

38 **Second T. Colby**  
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40 **Motion carried by Roll Call Vote 5/0**  
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43 ***Respectfully Submitted***

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