



**TOWN OF NORTHWOOD
BOARD OF SELECTMEN**

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

**Board of Selectmen Meeting Minutes
March 09, 2021**

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

ABSENT: Select Board Member Tim Colby

STAFF PRESENT: TA Walter Johnson, Finance Director Cheryl Eastman, Deputy Financial 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 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.

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.

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

Note that all votes will be done by Roll Call.

1
2 **In the event the public is unable to access the meeting, we will adjourn the**
3 **meeting and have it rescheduled at that time. Please note that all votes that are**
4 **taken 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.**
9

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11
12 **Minutes**
13

14 **Motion: "To approve the minutes of February 23, 2021, as amended"**

15 **Motion: M. Frye**

16 **Second: P. Sanderson**

17 **Discussion: Select Board Member Matt Frye commented that on page 3, line 13 of**
18 **the minutes the name "Whitney Young" should be changed to "Wini Young".**
19

20 **Motion carried by roll call vote 3/0**
21
22

23 **CONSENT AGENDA**
24

25 **Northwood NH Consent Agenda for March 09, 2021**
26

27 Accounts Payable Manifest dated March 03, 2021:

28 Batch # 15416 for \$586,760.93

29 Payroll Manifest dated March 10, 2021:

30 Batch # 16443 for \$72,723.61

31 Purchase Order:

32 Premier Park & Play, LLC - \$86,748
33

34 **Motion: "To approve the consent agenda dated March 09, 2021"**

35 **Motion: P. Sanderson**

36 **Second: M. Frye**
37

38 **Motion carried by roll call vote 3/0**
39
40

41 **Capital Asset Policy & Administrative Rules**

42 Mr. Johnson presented the completed draft of the Capital Asset Policy and
43 Administrative Rules, stating that these documents can be changed at the Board's
44 discretion. Mr. Johnson stated that the policies are created for general guidelines
45 while the administrative rules are more specific to how they will function within the
46 office. Finance Director Cheryl Eastman continued by briefly explaining the policies
47 and rules that she had created through the use of other town policies that she was
48 able to find since there weren't any official policies set in place. These documents
49 include how to structure any assets through its classification, depreciation, etc., to
50 better strengthen the Financial Department. Cheryl also mentioned that these
51 documents, regarding the administrative rules, were created as a starting point and
52 agreed with Mr. Johnson's comment that they can be grammatically changed, as
53 needed, to better suit the Town of Northwood. Cheryl will be discussing with the
54 department heads on the proper forms to use, as needed.

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

2
3 Staffing Update

4 Mr. Johnson stated that the Building Inspector/Health & Code Enforcement Officer
5 position and Recreation Director position have been posted. Mr. Johnson has been
6 receiving applications for these positions and will be scheduling interviews for the
7 Building Inspector position soon.

8
9 Surplus Vehicles Sale

10 Mr. Johnson stated that the former Police cruiser, the Highway Department 2007 one-
11 ton truck and the Fire Department command vehicle have been posted for bids with a
12 bid submission date of March 15, 2021. The Primex insurance did provide funds from
13 the insurance claim, however, the amount is not sufficient to restore the vehicle for
14 Town operations.

15
16 Article #14 2021 Warrant

17 It has been brought to Mr. Johnson's attention that the original purpose of the
18 Bicentennial Committee Trust Fund was not specifically for funding the bicentennial
19 event, but was actually a perpetual fund to benefit the Town Parade property and
20 Town Hall. Documents provided by Betsy Coburn, Chair of the Trustees of the Trust
21 Funds, confirms the information provided by Mrs. Bailey regarding the original intent.
22 This article to dissolve the fund is not appropriate and should not be added to the
23 ballot for the Election at the Deliberative Session.

24
25 Road Weight Limit Posting

26 Mr. Johnson presented to the Board, at the request of Public Works Foreman Chris
27 Brown, to authorize the posting of all town roads to a maximum vehicle weight of six
28 tons, effective March 10, 2021 until lifted.

29
30 **Motion: To authorize Chris Brown to post all town roads to a maximum vehicle
31 weight of six tons, effective March 10, 2021 until lifted.**

32 **Motion: M. Frye**

33 **Second: P. Sanderson**

34
35 **Motion carried by roll call vote 4/0**

36
37 New Fire Department Tanker Purchase

38 Mr. Johnson reported the chassis for the new Fire Department tanker has arrived at
39 the 4 Guys factory, according to Fire Chief Mark Tetreault. There was an offer given to
40 pre-buy the chassis for \$267,750 and there would be a credit of \$7,233.00 that would
41 be received. Mr. Johnson mentioned that he has been presented with a similar
42 opportunity in the past that did not work in the town's favor, to the same extent that
43 the Town of Northwood has had issues in the past. Mr. Johnson stated the idea to
44 purchase the chassis for the full price now with the money that was held aside in the
45 ambulance billing account while having the title be in the Town's possession was an
46 option, but not recommended, as any issues with the company during construction of
47 the truck could prevent its completion and possibly prevent access to it for some time.
48 After some discussion, the Board agreed by consensus to not purchase the chassis
49 now but to pay the entire amount for the completed truck when delivered as originally
50 planned.

51
52 Upcoming Meetings

53 Mr. Johnson mentioned that the upcoming meetings will be March 23, 2021, April 13,
54 2021, and April 27, 2021, including the in person Deliberative Session on May 15,

1 2021 starting at 9:00 am at the Northwood Elementary School and the Election on
2 June 8, 2021.

3
4 Community Center

5 It was brought to Mr. Johnson's attention that a recent meeting was held by the
6 Northwood Republican Committee that appeared to have more than the allowed
7 number of participants in the Community Center building. This violates the policies
8 that the Board has placed for gathering restrictions due to Covid-19. It was
9 recommended by Mr. Johnson to send a notice to the person deemed responsible on
10 behalf of the organization. Select Board Member Frye suggested to be consistent with
11 our actions and send a warning notice that to not comply with the Covid-19 guidelines
12 for the facility may result in suspending their use of the building until the restrictions
13 are lifted as was done in a previous situation. After some discussion, the Board came
14 to a consensus to have Mr. Johnson send the letter as he sees fit.

15
16
17 **PUBLIC HEARING**

18
19 Amending Pole Licenses

20 Select Board Member Hal Kreider opened the public hearing by stating all existing
21 utility pole licenses, previously issued by the Town of Northwood, should be amended
22 and new licenses should be created with the language necessary regarding the
23 taxation purposes pursuant to RSA 72:23. Additionally, Mr. Johnson stated that the
24 Town of Northwood is entitled to this taxation through the license(s) regarding any and
25 all poles and/or conduits that are given to the utility companies. It is in the best
26 interest of the public to amend the pole licenses so that they are consistent with the
27 language in RSA 72:23 in order to remove possible questions as to the Town's
28 authority to assess the licensee's use of the Town's right of way. Without any further
29 comments from the public, Hal officially closed the public hearing and opened the
30 topic to the Board for discussion.

31
32 **Motion: I move that all outstanding pole licenses issued by or under the**
33 **authority of the Selectmen of Northwood or its predecessors in office acting**
34 **under the provisions of RSA 231:161 (b), or its predecessor statutes, are hereby**
35 **changed to incorporate in each such pole license as of March 10, 2021 and**
36 **effective as of such date, the following changes by inserting therein the following**
37 **language:**

38
39 **In accordance with the requirement of RSA 72:23, 1(b), this license is granted to**
40 **the licensee(s) subject to the condition that the licensee(s) and any other entity**
41 **using or occupying property of the municipality pursuant to this license shall be**
42 **responsible for the payment of, and shall pay, all properly assessed real and**
43 **personal property taxes no later than the due date. Failure of the licensee(s) to**
44 **pay duly assessed personal and real property taxes when due shall be cause to**
45 **terminate this license. In accordance with the requirements of RSA 72:23, 1(b),**
46 **the licensee(s) and any other entity using or occupying the property of the**
47 **municipality pursuant to this license shall be responsible for the payment of,**
48 **and shall pay, both current and potential real and personal property taxes when**
49 **due. Furthermore, in accordance with the requirements of RSA 72:23, 1(b), the**
50 **licensee(s) and any other entity using and/or occupying property of the**
51 **municipality pursuant to this license shall be obligated to pay real and personal**
52 **property taxes on structures or improvements added by the licensee(s) or any**
53 **other entity using or occupying the property of the licensor pursuant to this**
54 **license.**

1 **Motion: P. Sanderson**

2 **Second: M. Frye**

3
4 **Motion carried by roll call vote 4/0**

5
6 **Motion: I move to adopt the new petition for license utility poles and conduit form as presented.**

7
8 **Motion: P. Sanderson**

9 **Second: M. Frye**

10
11 **Motion carried by roll call vote 4/0**

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15 **OLD BUSINESS**

16
17 Board Rules & Code of Ethics Review

18 Mr. Johnson discussed with the Board if there are any further changes that are
19 needed for the Board of Selectmen Job Description and Bylaws. After some discussion,
20 a few minor changes were made to better represent the position. This will be tabled for
21 the next meeting to finalize with a Board vote.

22
23 Update Building Permit Fees

24 Mr. Johnson reported his research on the department operating cost versus fee
25 revenue relating to permit fees. He continued by stating that the change of the permit
26 fee amounts will help redistribute the equity among other permits that are being
27 issued. This will effectively be based upon the value of the ongoing project versus the
28 standard flat fee and cost per square foot model that is currently in use. After some
29 discussion, the Board came to a consensus to hold a public hearing that will be
30 determined at a later date on the proposed change and will consider the effective date
31 of the new fee schedule of September 1, 2021 if adopted.

32
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34 **NEW BUSINESS**

35
36 5 Year Fund Balance Management Plan

37 Mr. Johnson presented a spreadsheet with a 5-year fund balance management plan to
38 the Board starting with the year 2021, as the Town has just finished its audit which
39 determined to unrestricted fund balance as of December 31, 2021. By utilizing this
40 plan, Mr. Johnson explained how the town would benefit from a more stable property
41 tax rate by utilizing a portion of excess fund balance over a 5-year period versus in one
42 or two large sums which typically result in a series of property tax rate spikes up and
43 down, year after year. If the Town meeting approves utilizing fund balance funds for
44 the new road capital reserve account and the new IT CRF and the public safety land
45 fund this would use approximately \$477,000 in 2021, which would leave a balance of
46 approximately \$1.2mil to be spread over the remaining 5 years of the plan. Mr.
47 Johnson intends to inform the Board of any updates made to this spreadsheet from its
48 estimated amounts as time moves forward.

49
50
51 **BOARD COMMITTEE REPORTS**

52
53 250th Committee

1 Select Board Member Beth Boudreau reported that she and Select Board Member Tim
2 Colby had spoken with Gary Tasker about the historical pictures that he has in
3 abundance. Beth mentioned that some of these items will be displayed in the Town
4 Hall and others will be passed on to the 250th Committee to see about creating a new
5 poster and photo album before the 2023 celebration.
6
7

8 **NON-PUBLIC SESSION**

9 **Motion: To enter non-public at 7:59 PM under RSA 91-A:3, II (c)**

10 **Motion: M. Frye**

11 **Second: B. Boudreau**

12 **Motion carried by roll call vote 4/0**
13

14 ***The Select Board Member entered non-public at 8:00 PM.***
15
16
17

18 **Public Session Reconvened at 8:15 PM**

19
20 **Chairman Kreider announced that during the non-public session the following**
21 **vote was taken:**
22

23 **Motion: "To sell the Town owned property located at 1 Pheasant Lane to Carrie**
24 **Hathaway for the sum of \$4,752 which is the estimated total of three years taxes**
25 **and interest from 2018-2020."**

26 **Motion: M. Frye**

27 **Second B. Boudreau**
28

29 **Motion carried by Roll Call Vote 4/0**
30

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

34 **Motion: M. Frye**

35 **Second: P. Sanderson**
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37 **Motion carried by Roll Call Vote 4/0**
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39 **Motion: "To adjourn at 8:20 PM"**

40 **Motion: M. Frye**

41 **Second: P. Sanderson**
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43 **Motion carried by Roll Call Vote 4/0**
44
45

46 ***Respectfully Submitted***

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