



**TOWN OF NORTHWOOD
BOARD OF SELECTMEN**

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

**Board of Selectmen Meeting Minutes
April 27, 2021**

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

ABSENT: Select Board Member Beth Boudreau with prior notice.

STAFF PRESENT: TA Walter Johnson, Finance Director Cheryl Eastman, Deputy Financial Specialist Paul Allard, Public Works Foreman Chris Brown, Emergency Management Director Bob Young

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.

1 **Note that all votes will be done by Roll Call.**
2

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

6
7
8 **Citizen's Forum**
9

10 **Minutes**
11

12 **Motion: "To approve the minutes of April 13, 2021, as amended."**
13

14 **Motion: M. Frye**

15 **Second: P. Sanderson**

16 **Discussion:** On page 5, line 11, Select Board Member Pam Sanderson mentioned
17 that "batter bid" should be corrected to "barter bid". Chairman Hal Kreider
18 commented on page 2, lines 3-5, the paragraph referenced was repeating
19 information that could be found on page 1 and suggested that it should be
20 removed.
21

22 **Motion carried by roll call vote 4/0**
23

24
25 **CONSENT AGENDA**
26

27 **Northwood NH Consent Agenda for April 27, 2021**
28

29 Accounts Payable Manifest dated April 21, 2021:
30 Batch # 17538 for \$600.00

31 Accounts Payable Manifest dated April 28, 2021:
32 Batch # 17550 for \$38,529.25

33 Payroll Manifest dated April 21, 2021:
34 Batch # 17536 for \$75,562.76

35 Treasurer's Report – March

36 Abatement Recommendations: Approve or Deny per Assessor's Recommendations
37 Shirley Allen

38 Robert & Donna Beliveau

39 Michael & Kimberly Coumas

40 Anthony & Cynthia Courounis

41 Rebecca Dubois

42 Dana Reale

43 Paul Thiem

44 Michael & Susan Trudel

45 Claudia Williams

46
47 Property Tax Exemptions: Approve or Deny per Assessor's Recommendations
48 Roger Blad – Veteran Credit

49
50 Other

51 Robert Bennett – Intent to Cut

52 David Docko – Intent to Excavate

53 Paul Lennon Jr. – Cemetery Deed & Perpetual Care

1 **Motion: "To approve the consent agenda dated April 27, 2021"**
2 **Motion: T. Colby**
3 **Second: P. Sanderson**
4

5 **Motion carried by roll call vote 4/0**
6
7

8 **Proposed Cash Management Policy – First Review**
9

10 Finance Director Cheryl Eastman presented a new Cash Receipts Policy & Admin
11 Rules to the Board regarding the procedures necessary for each department to follow
12 to stay in compliance with general laws and accounting principles. Cheryl mentioned
13 that the Tax Collector's office has been granted the authority to make deposits to the
14 bank on behalf of the Treasurer in accordance with RSA 41:29, due to their high
15 volume of revenue being received in their office. Cheryl continued to state that all
16 other departments that receive income will bring their deposits to the Finance
17 Department on a weekly basis, or on a daily basis if the amount is more than \$500 to
18 be deposited, in accordance with RSA 41:29. In the event that any of these payments
19 are made in cash, the customer will receive a signed prenumbered receipt showing the
20 amount, the date and the purpose regarding the payment. Cheryl commented that the
21 Tax Collector's office will have a \$100 cash box, the Town Hall and Police Department
22 will have a \$30 cash box, and only those who are designated are allowed to access the
23 cash box for each department, respectively. These cash boxes are subject to a random
24 inspection of the Finance Director or the Town Administrator at any given time and a
25 form will be kept on file for each inspection. The Finance Director will reconcile these
26 deposits with the Treasurer on a monthly basis. Additionally, in the event a check is
27 returned to the Town Hall, the Town will charge a fee of \$25 to recover the bank
28 charges. Cheryl recommends that all checks should be subject to a penalty fee that is
29 payable only by cash, a money order or a certified check, if the check does get
30 returned to the Town. Regarding this, Cheryl also recommends that the returned
31 checks be handled by the Finance Department in place of the Treasurer to expedite
32 the process since the Finance Department is in the office full time versus the
33 Treasurer. Cheryl advised these policies will replace and supersede all prior cash
34 receipts, revenue or return checks policies that have been in place. Select Board
35 Member Pam Sanderson asked how the policies will be shown with any updates that
36 are made and Mr. Johnson clarified that these documents will be updated and given
37 the date of the change before it is redistributed. Chairman Hal Kreider asked if any of
38 the Department Head's have reviewed this and Cheryl reported that she had sent it
39 out to all departments but has only heard back from the Treasurer. Cheryl plans to
40 discuss this further with each department in the future and Mr. Johnson will put this
41 on the agenda for the next Board meeting for approval.
42

43 **Amendment for Employee Health & Dental Buy-out Policy – First Review**
44

45 Mr. Johnson presented an amendment regarding the Employee Health & Dental Buy-
46 Out Policy to the Board, stating that the last amendment was approved in 1998 and
47 found it necessary to update this policy to enhance the incentive for employees who
48 may have the option for coverage from another person, such as a spouse. Mr. Johnson
49 commented that the buy-out option will be based off of a percentage of the Towns
50 avoided cost of a single person coverage premium plan, which will avoid the need to
51 continuously amend this in the future. Based on the estimated premiums for July 1,
52 2021, the annual amount will be approximately \$5,200. The Current policy amount is
53 \$2,000 annually. Select Board Member Matt Frye asked if those who would like to
54 chose the buy-out option would only need to provide a signature stating they have
 found another insurance provider and Mr. Johnson reported that they would have to

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2 provide the Town with proof of insurance as per what is stated in the policy already.
3 Mr. Johnson will present comparisons for the Northwood School's Policy at the next
4 Board Meeting for the final reading and approval.

5

6 **Review of Covid-19 Guidelines for Town Buildings & Facilities**

7 Emergency Management Director Bob Young participated in the review of the
8 guidelines for many of the Town facilities as more of the population is getting
9 vaccinated. Bob Young stated that at least 25.7% of the population is fully vaccinated
10 and reported that the CDC has created a recommendation for those who are fully
11 vaccinated can go outdoors without a mask. The CDC also stated that the individuals
12 who are fully vaccinated can go back to the workplace, even if they have been exposed
13 to Covid-19, as long as they don't have or are showing any signs of symptoms. The
14 Town of Northwood is still in an area of substantial risk as there are one to two new
15 cases found daily. Since the population is leaving the "reaction period" and now
16 entering the "recovery period", Bob Young recommends that the Town could lift the
17 mask mandate for areas that are outdoors, such as the Transfer Station, the athletic
18 fields, etc., and wait to lift the mask mandate for indoor areas once the new guidelines
19 have been presented on May 7, 2021. After some discussion, there was a consensus to
20 not lift the mask mandates for any of the Town facilities until the new guidelines have
21 been reviewed during the next Board meeting. Mr. Johnson will work with Bob Young
22 to create recommendations for these new guidelines and present them at the next
23 Board meeting.

24

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

26 **Staffing Update**

27 Mr. Johnson continues to receive and review applications for the Building
28 Inspector/Health & Code Enforcement Officer position. At this time, interviews are
29 being scheduled for qualified applicants and potential candidates will be discussed
30 during the Non-Public session. Mr. Johnson commented that there is a conditional
31 offer that is pending for the Recreation Director position, as well.

32

33 **4 Bow Street Drainage Matter**

34 Mr. Johnson is waiting for call back from the NHDOT District office to further discuss
35 this issue.

36

37 **American Rescue Plan Update**

38 Mr. Johnson stated that the amount the Town will receive has been confirmed to be
39 \$426,594.63. Mr. Johnson is still waiting for the guidelines on the use of the funds
40 from the US Treasury Department and expects them to be available on or around May
41 15, 2021. The funds will flow through the State and may be distributed over a two-
42 year period.

43

44 **NH Lakes Request**

45 Mr. Johnson provided a letter from NH Lakes requesting an additional \$500 in
46 support of 2021 Lake Host Program on Harvey Lake. The \$500 will provide an
47 additional 40 hours of locally hired individuals. After some discussion, the Board came
48 to a consensus to have Mr. Johnson find more information regarding this topic to
49 prepare for the next Board meeting.

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2 Joint Loss Management Committee Update

3 Mr. Johnson reported that the Joint Loss Management Committee held its second
4 quarter meet on April 19, 2021 and will be conducting a self-assessment inspection of
5 all Town facilities at their next meeting in July.

6 Current RFPs

7 Mr. Johnson stated that Request for Proposals are being posted for the repairs to the
8 Town Hall Extension and the Community Center, as well as for the painting of the
9 library trim and the Community Center.

10 Financial Reports Follow Up

11 Mr. Johnson stated that Finance Director Cheryl Eastman will resume posting the
12 monthly Revenue and Expenditure Reports to the Town website by the 15th of the
13 following month.

14 Former Bandstand

15 Mr. Johnson stated that the former concrete bandstand on the Community Center
16 property has been deemed unsafe and will be removed by Public Works Foreman Chris
17 Brown in the near future.

18 Memorial Day Parade and Observance

19 Mr. Johnson stated that with the anticipated relaxation of outside Covid-19
20 guidelines, the Memorial Day parade and observance plans are going forward, subject
21 to obtaining the necessary State permits.

22 Upcoming Meetings Schedule

23 Mr. Johnson mentioned that the upcoming meetings will be May 11, 2021 and May
24 25, 2021, including the in person Deliberative Session on May 15, 2021 starting at
25 9:00 am at the Northwood Elementary School and the Election on June 8, 2021,
26 which will also be held at the Northwood Elementary School.

27 **OLD BUSINESS**

28 Warrant Review & Preparations for Deliberative Session

29 Chairman Hal Kreider started the discussion for reviewing multiple Warrant Articles to
30 prepare for the Deliberative Session on May 15, 2021. After a long discussion, the
31 Board will have the Moderator read off the Warrant Articles as written and will answer
32 any questions that arise for articles that have already been made familiar to the public
33 based on similar Warrant Articles from past meetings, such as lease payments for
34 equipment and contributions to capital reserve accounts. For the articles that are not
35 as familiar to the public, the Board intends to have one Select Board Member give a
36 more in-depth explanation in order to field any questions that come up. Mr. Johnson
37 intends to have copies of the slide presentation on the Warrant Articles available for
38 any individuals that would like to follow along at the Deliberative Session, as well.

39 **NEW BUSINESS**

40 Roofing Projects Bid Results

41 Mr. Johnson reported that there were three bids that have been received for the large
42 garage of the Town Parade Building. The apparent low bidder is Lane Roofing LLC with
43 two separate bids regarding two types of shingles; The first being an IKO Cambridge
44 shingle for \$9,225 and the second being an Owens Corning shingle for \$9,840. The

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1 other companies that have presented bids were JJS Universal Construction Company
2 for \$20,000 and MGS Construction for \$20,010. Public Works Foreman Chris Brown
3 had reviewed these bids and after some discussion, gave the recommendation to
4 accept the bid from Lane Roofing LLC using the IKO Cambridge shingles in the
5 amount of \$9,225.

6
7 **Motion: To accept the bid from Lane Roofing LLC for the IKO Cambridge shingles**
8 **for \$9,225.**

9 **Motion: T. Colby**
10 **Second: F. Frye**

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

13
14 Emergency Continuation of Government Plan Update

15 Mr. Johnson stated that the Continuation of Government Plan that is currently in
16 place hasn't been updated in a few years and advised the Board to amend the plan to
17 be more current. This plan is to ensure that the hierarchy of who would continue the
18 Government in the event of an emergency situation. Mr. Johnson stated that it is
19 common to have the remaining members of the Board take up the necessary governing
20 positions, followed by the Town Administrator, the Emergency Management Director
21 and then the Deputy Emergency Management Director. After some discussion, the
22 Board came to a consensus and created a motion.

23
24 **Motion: As an amendment to the Town's Continuation of Governance Plan, I**
25 **move to allow current Board Chairman Hal Kreider, if he is not incapacitated or**
26 **unavailable, to govern the Town of Northwood, in the event there is no quorum**
27 **of the Board members available in an emergency.**

28 **Motion: T. Colby**
29 **Second: P. Sanderson**

30
31 **Motion carried by roll call vote 4/0**

32
33 **Motion: To allow Mr. Johnson, Emergency Management Director Bob Young and**
34 **Deputy Emergency Management Director Glen Drolet, if they are not**
35 **incapacitated or unavailable, to govern the Town of Northwood in that order, in**
36 **the event there is no quorum of the Board members available in an emergency.**

37 **Motion: T. Colby**
38 **Second: P. Sanderson**

39
40 **Motion carried by roll call vote 4/0**

41
42 **BOARD COMMITTEE REPORTS**

43
44 **Recreation**

45 Select Board Member Matt Frye reported that there was an issue with parking on both
46 sides of Bow Lake Road by the Bow Lake Road recreation fields. Matt Frye has had
47 several conversations with multiple individuals on how other people from out of town
48 are parking on both sides of the road when the parking lot begins to overflow. Matt
49 Frye suggested that the Board should post one side of the road as a no parking zone to
50 help alleviate any traffic issues. After some discussion, the Board came to a consensus
51 and created a motion.

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Motion: To post the side of Bow Lake Road opposite the recreation fields as no parking from the intersection of Sherburne Hill Road to 100 yards past the gate heading towards Route 4.

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

Motion carried by roll call vote 4/0

Budget Committee

Select Board Member Pam Sanderson reported that the committee has received the 2019 year-end budget report and auditor's letter, however they haven't been able to review them at this time. Included in her report, she noted0 that the Chair and Vice-Chair will be meeting with Mr. Johnson and Finance Director Cheryl Eastman later in the week to review these reports in depth and review the Committee's procedures. Pam Sanderson also reported that the Budget Committee has been reviewing and understanding the terminology for expenditures, encumbrances, etc. to ensure all are familiar to prevent confusion.

School Deliberative Session

Chairman Hal Kreider reported that as Moderator of the School District, the Deliberative Session that had been held was flawless and had mentioned that the procedures used would be incorporated into the Town's Deliberative Session. Hal Kreider also reported that since the Election on June 8, 2021 will be held at the school, the school will be taking a day off to accommodate for the Elections.

NON-PUBLIC SESSION

Motion: To enter non-public at 8:15 PM under RSA 91-A:3, II (b+c)

Motion: T. Colby

Second: M. Frye

Motion carried by roll call vote 4/0

The Select Board Member entered non-public at 8:16 PM.

Public Session Reconvened at 9:09 PM

Motion: To exit non-public.

Motion: M. Frye

Second: P. Sanderson

Motion carried by roll call vote 4/0

During the non-public session, the Board voted on several abatements that were related to hardship. The individuals that were discussed regarding these hardships are as follows:

Andrea Angwin & Douglas Dugway

Charles Blanchard

Catherine Cannizzaro

TERMINALS

TOM CARON

Flora Gardner

Flora Gardner

Andrew Carnegie

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1 **Lionel Saunders**
2 **Charles Theriault**

3
4 **Motion:** “To seal the balance of the session minutes because it is determined
5 that divulgence of this information likely would affect adversely the reputation
6 of any person other than a member of this board and render a proposed action
7 ineffective.”

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

10
11 **Motion carried by Roll Call Vote 4/0**

12
13 **Motion:** “To adjourn at 9:12 PM”

14 **Motion:** M. Frye
15 **Second:** P. Sanderson

16
17 **Motion carried by Roll Call Vote 4/0**

18
19
20 **Respectfully Submitted**
21 *Paul Allard, Deputy Financial Specialist/BOS Admin Assistant*