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**TOWN OF NORTHWOOD
BOARD OF SELECTMEN**

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**Board of Selectmen Meeting Minutes
January 14, 2020**

ROLL CALL: Chairman Scott Bryer, Selectwoman Beth Boudreau, Selectman Matt Frye, Selectman Hal Kreider, and Selectman Dave Ruth.

ABSENT: None

STAFF PRESENT: Town Administrator (TA) Heather Thibodeau and Municipal Administrative Assistant Lisa Lamarche

6:00 P.M. Chairman Scott Bryer opened the Northwood Board of Selectmen meeting and led the Pledge of Allegiance

CITIZEN'S FORUM:

Ginger Dole, 91 Rochester Road

Ginger spoke regarding the advertising for the Public Works Foreman position. She said it doesn't say anything in the job description about being able to read, interpret, and implement road plans. She looked at past meeting minutes and that was a big concern for the Selectmen. She said Chairman Bryer said they can't hire someone until after the election, but since they have an approved job description, they can start interviews. She said rumor has it that the position is already being promised to someone. She also said it's not posted on NHMA and indeed.com. T.A. Thibodeau said it is posted on the Town's website and NHMA, but she's working on getting the correct passwords and information for indeed. She said she has not received any applications yet. She said she didn't post the full job description but she can do a hyperlink to the job description. Chairman Bryer would like the full description as a hyperlink. Selectman Ruth said the BOS have not had any discussions or decisions about any one for this position in order to dispel that rumor. Ginger would like the Town's website amended as well, because if the correct description isn't there, then we won't get the right people for the job.

Tim Colby, 36 Bryant Road

Tim questioned where the ice-skating rink is and how much it cost? Selectmen Ruth, Bryer, and Frye said it wasn't bought with a grant, but it has holes in it, and is not salvageable, but they still have the boards. The recreation committee recommended not replacing it this year. Tim then questioned the building inspector being at the Town Hall in the ambulance. Selectmen Bryer and Selectwoman Boudreau said he has office hours, but sometimes he does both since he's already out doing the fire inspections. He goes on the ambulance call if he gets one while doing

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1 the inspections and/or at the Town Hall. Tim then questioned the box culvert on Bow Lake
2 Road, when is it starting? T.A. Thibodeau said she has half of the signed easements back but
3 she has to have them all, and she's sending someone out this weekend door-to-door to have
4 the rest of the easements signed.

NEW BUSINESS

7 **MOTION: "To approve the Consent Manifest of January 14, 2020 with payroll dated:
8 1/15/2020 of \$52,826.00."**

9 Motion: D. Ruth

10 Seconded: M. Frye

11 Discussion: Selectman Kreider was answered that this is not the last payroll of the
12 year.

13 **Motion Passes: 5 – Yes, 0 – No**

15 **MOTION: "To approve the Consent Manifest of January 14, 2020 with AP dated: 1/7/2020
16 of \$5,437.50."**

17 Motion: M. Frye

18 Seconded: D. Ruth

19 Discussion: Selectman Kreider wanted the process clarified for the new year.
20 Chairman Bryer and T.A. Thibodeau said each department puts in a purchase
21 order, the department head signs off on it, and ultimately the BOS approve it.

22 **Motion Passes: 5 – Yes, 0 – No**

24 **MOTION: "To approve the Purchase Order #11277 in the amount of \$3,737.50 for CTS
25 Landscaping (snow plowing and sanding)."**

26 Motion: D. Ruth

27 Seconded: B. Boudreau

28 Discussion: Selectwoman Boudreau answered Selectman Kreider that the time frame
29 covered 3 storms in December. T.A. Thibodeau said it would've been paid
30 earlier but we ran out of purchase order forms and the road agent waited, but has
31 been told to bring them in right away. Selectman Kreider would like this
32 purchase order moved into the December budget, if possible.

33 **Motion Passes: 5 – Yes, 0 – No**

35 **MOTION: "To approve the Purchase Order #10560 in the amount of \$3,470.00 for Avitar
36 Associates of N.E. (Town Clerk/Tax Collector software support)."**

37 Motion: M. Frye

38 Seconded: D. Ruth

39 Discussion: T.A. Thibodeau answered Selectman Frye that this is for the entire year
40 of 2020, not monthly.

41 **Motion Passes: 5 – Yes, 0 – No**

43 **MOTION: "To approve the Purchase Order #10559 in the amount of \$6,299.650 for
44 Interware Development (Town Clerk/Tax Collector software support)."**

45 Motion: D. Ruth

46 Seconded: H. Kreider

47 Discussion: None

48 **Motion Passes: 5 – Yes, 0 – No**

50 **MOTION: "To approve the BOS Meeting Minutes of December 16, 2019."**

51 Motion: M. Frye

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1 Seconded: D. Ruth
2 Discussion: None
3 **Motion Passes: 5 – Yes, 0 – No**

5 **MOTION: “To approve the BOS Meeting Minutes of December 17, 2019.”**

6 Motion: H. Kreider
7 Seconded: M. Frye
8 Discussion: Selectman Kreider was present not absent. Page 3, line 43, Chairman
9 Bryer abstained but was not against.
10 **Motion Passes: 5 – Yes, 0 – No**

12 **RECYCLING ANALYSIS**

13 Selectman Kreider said Viena Dow spent a lot of time preparing the information for this. He said
14 they composed the data from 2019 showing the tons, the cost per ton, and the cost to haul it
15 away. The total cost for the year is \$14,329. After repeated requests from the community
16 asking for actual recycling rather than disposing, they did a proposed estimate and it would be
17 an additional approximate \$5,000.

18 **MOTION: “To implement the recycling, to support the citizen’s repeated requests, 19 knowing it’s an additional \$5,000 to what we’re paying now.”**

20 Motion: H. Kreider
21 Seconded: D. Ruth
22 Discussion: Selectman Ruth said he will be volunteering for TSAC, and he thinks
23 there might be less trips. Selectman Kreider said by mixing them, it might be
24 lighter and might save. He said it’s all plastics 1-7. He said he’s not sure if it’s a
25 commitment or if you can stop whenever you want. He will find out. Selectman
26 Frye likes the idea of the common good of recycling, but if it ends up costing
27 more money to haul it, things might shift with hauling pricing, so he’s ready to
28 vote tonight. Selectman Kreider said there’s been lots of complaints for us not
29 recycling. He said this might be the starting of a trend and if we start now, then
30 maybe we’ll have an advantage, but that’s just a maybe.

31 Selectman Kreider and Ruth amended their motions:

32 **MOTION: “To implement the recycling plan, to support the citizen’s repeated requests, 33 knowing it’s an additional \$5,000 to what we’re paying now, as long as we’re not locked 34 in for more than a year.”**

35 Motion: H. Kreider
36 Seconded: D. Ruth
37 Discussion: None
38 **Motion Passes as amended: 4 – Yes, 1 – No**

40 **BOSTON POST CANE – Deborah Holmes**

41 Deborah Holmes asked who the Boston Post Cane has been awarded to, because they told her
42 it would be awarded by January 1, 2020. Selectman Frye said he told her he would’ve liked to
43 have it awarded by then, but it honestly hasn’t been the top of the list. Deborah said people are
44 dying and life goes on beyond the budget. She asked if the recipient’s have been approached
45 yet. Selectman Frye said no.

46 **MOTION: “To create a Boston Post Cane Committee with one BOS representative.”**

47 Motion: H. Kreider
48 Seconded: M. Frye
49 Discussion: Selectman Frye answered Chairman Bryer that the Town Clerk shared
50 the names and ages of the oldest members in Northwood, however the records are less than
51 perfect and it’s taking more time than anticipated. The list is down to 4 names, he believes.

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1 Chairman Bryer said he thought it was under the Town Clerk’s purview to determine the oldest
2 of the 4 people. Deborah said we should get the name, ask that person if they want the award,
3 and give them a certificate awarded at the next BOS meeting.

4 **MOTION: “To appoint Selectman Frye, Selectwoman Boudreau, and Deborah Holmes as
5 the Boston Post Cane Committee to decide the recipient at the first possible BOS
6 meeting.”**

7 Motion: D. Ruth

8 Seconded: S. Bryer

9 Discussion: Selectwoman Boudreau doesn’t think it’s up to them, she thinks it’s up to
10 the Town Clerk.

11 **Motion Passes: 5 – Yes, 0 – No**

12 **DEFAULT BUDGET**

13 Selectman Kreider clarified the procedure as follows: T.A. Thibodeau put the default budget
14 numbers into the DRA website and it generated this report; after the BOS approve this report, it
15 is signed and uploaded to the DRA; the DRA approves the report, and that’s it, it goes on the
16 warrant article. If a member of the community has questions about the default budget, they can
17 ask at the deliberative session, but they would need to seek legal counsel on what to do with a
18 disagreement.

19 **MOTION: “To accept the 2020 Default Budget MS-DTB of \$3,681,392.”**

20 Motion: H. Kreider

21 Seconded: M. Frye

22 Discussion: Selectman Kreider said the biggest changes were moving the health
23 information per counsel, putting in the percent increases for health/dental, and
24 the second year of the contract for assessing.

25 **Motion Passes: 5 – Yes, 0 – No**

26 **EXPENDITURE REPORT**

27 Chairman Bryer and T.A. Thibodeau said there’s not much to compare because it’s last year’s
28 expenditure report. Selectman Kreider said he’s happy that we didn’t go over budget, but he’s
29 not happy that there was a lot left on the table that could’ve been done to improve the town,
30 including: the paving, the police cruiser, the electronic sign, the Center School, could’ve started
31 on the wage scale study, and the record archiving. He feels we hurt the town. He’d like to see
32 us get better at that.

33 **MOTION: “To implement purchasing / finance procedures as follows:**

34 **Purchase order is created and approved before any purchase or commitment to**
35 **spend money is made. There must be documentation to show that there were the**
36 **appropriate levels of approvals on all PO’s. Timely entry of all purchase orders into**
37 **the accounting system. For example: ensure that the backlog is less than 3 business**
38 **days from date of PO approval. Timely creation of encumbrances on all PO’s. For**
39 **example: ensure that the backlog is less than 1 business day from PO entry into**
40 **accounting system. Approval of all invoices by the appropriate responsible person**
41 **before the invoice is paid. There must be documentation to show that there were the**
42 **appropriate levels of approvals on all invoices. Timely payment of all approved**
43 **invoices. For example: ensure that the backlog less than 3 business days from date**
44 **of invoice approval. Weekly compliance reporting (the day of week the reports are**
45 **generated to be set by the TA)**

46 **A. Report that shows the year-to-date total of all PO’s**

47 **B. Report that shows the year-to-date total of all Encumbrances**

48 **C. Report that shows the year-to-date total of All Invoices Paid**

49 **D. Reconciliation report if A-(B+C) does NOT equal \$0**

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1 **No changes to any part of this process without a formal vote by the Board of**

2 **Selectmen**

3 Motion: H. Kreider

4 Seconded: B. Boudreau

5 Discussion: Selectman Ruth would like copies for the Board. Chairman Bryer
6 questioned how to make the department heads follow through with this.
7 Selectman Kreider said they will figure it out when their second P.O. doesn't get
8 paid. We need to be consistent and firm.

9 **MOTION: "To table this topic until the next meeting."**

10 Motion: S. Bryer

11 Seconded: M. Frye

12 Discussion: Chairman Bryer thinks we need more feedback from the
13 Town Administrator. Selectman Frye said we trust our department
14 heads and when we micro manage, we go down a slippery slope.
15 Both Chairman Bryer and Selectman Frye support the motion but
16 think it needs more time for discussion. Selectman Kreider
17 doesn't think he's micro managing. He would vote to table it as
18 long as it catches back up to January 1, 2020.

19 **Motion Fails: 2 – Yes, 3 – No**

20 **Motion Passes: 5 – Yes, 0 – No**

21 **TOWN ADMINISTRATOR'S REPORT**

22 T.A. Thibodeau said she will be meeting with Tyler Tech on Thursday about Incode 10, a
23 software that the Town purchased a few years ago. She said we got the insurance binder and
24 information from NH Fish & Game, and information from Lion's Club about the activity they'd like
25 to have on the lake and she got proof that they are totally covered. She would like permission
26 to send them a letter, wishing them well on their fishing event.

27 **MOTION: "To give permission to T.A. Thibodeau to send a letter to the Lion's Club**
28 **wishing them well on their fishing event."**

29 Motion: H. Kreider

30 Seconded: B. Boudreau

31 Discussion: None

32 **Motion Passes: 5 – Yes, 0 – No**

33 **SELECTMEN'S REPORTS**

34 **Selectman Kreider** said he'd like us to be ready to hire the new Road Agent after the election.
35 T.A. Thibodeau clarified that the job was posted on NHMA on December 9, 2019. Selectman
36 Kreider wanted to make sure the BOS are ready for the Budget Committee meeting tomorrow
37 and he doesn't like that it's so close to the timeline this year. He would like an overall schedule
38 for next year and he would like a draft of this overall schedule for the BOS 28th meeting. He
39 would like to make sure we're ready for deliberative session on February 1 & 2, 2020. T.A.
40 Thibodeau said she will contact the moderator and who does the live stream. She also told
41 Selectman Kreider that the cable franchise warrant article is number 35.

42 **MOTION: "To have the Town Administrator start advertising for the Safety Complex**
43 **committee members, 250th anniversary committee members, and the Facilities committee**
44 **members."**

45 Motion: H. Kreider

46 Seconded: B. Boudreau

47 Discussion: None

48 **Motion Passes: 5 – Yes, 0 – No**

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1 **MOTION: “To relieve Selectman Kreider of his duties on the Transfer Station Advisory**
2 **Committee and appoint David Ruth.”**

3 Motion: S. Bryer

4 Seconded: M. Frye

5 Discussion: None

6 **Motion Passes: 4 – Yes, D. Ruth abstained**

7
8 **Selectman Ruth** asked for the things he suggested at the last meeting and Selectman Kreider’s
9 items on the agenda for the next meeting.

10
11 **Selectman Frye** wanted to publicly say he’s sorry for the loss of Katie Cleary, her and her
12 family have done a lot for the community with youth sports, and invested lots of time in the
13 community. He said there’s an open position for the recreation director, and he would like to
14 have a discussion about the hiring committee and he’d like to be on the committee if the board
15 agreed.

16 **MOTION: “To appoint Matt Frye to the hiring committee for the Recreation Director**
17 **position.”**

18 Motion: S. Bryer

19 Seconded: D. Ruth

20 Discussion: None

21 **Motion Passes: 5 – Yes, 0 – No**

22 **Selectman Frye** also said he wants to review the town owned properties and see about selling
23 them back. Selectman Kreider asked how many properties. Selectman Frye said roughly
24 between 20-30 town owned properties. T.A. Thibodeau said it’s a goal for the spring. Chairman
25 Bryer said we have options of listing with a realtor or public auction. Selectman Ruth would like
26 a report from the Assessor with an update.

27
28 **Chairman Bryer** would not like to micro manage but he would like the Public Works Foreman
29 (road agent) advertisement to say read, interpret, and implement road plans. He said that is key
30 and shouldn’t be abbreviated. He would also like going forward to listen to the public’s
31 comments and encourage them, however not to give answers unless we definitely know the
32 answer, instead comment that we’ll get back to you, when we have the correct information.
33 Selectman Kreider suggested maybe the Town Administrator send a letter with a follow up to
34 the questions. Chairman Bryer said it’s the Board’s decision that’s why there’s 5 people to have
35 their opinions. Selectman Ruth and Selectwoman Boudreau agree that reading/interpreting
36 road plans is important, but that’s not the only thing that’s important. It’s not a desk job, it’s a
37 working job too.

38 **CITIZEN’S FORUM:**

39 **Tom Chase**, 306 Catamount Road

40 Tom said that the conservation committee led by Winnie Young, last year told the BOS that
41 certain properties were of conservation value to the town and he thinks the letter was drafted
42 and he thinks they went through all the properties on the list and some might think it’s a gold
43 mine but in some cases that nobody in their right mind will buy. He wanted to thank Hal and
44 appreciate his comments for his honesty and assessment of how the town spends money out of
45 the default budget. He thinks it’s unfortunate for the town for the things that were left out and he
46 appreciates Hal’s honest assessment.

47
48
49 **Ginger Dole**, 91 Rochester Road

50 Ginger seconded what Tom Chase just said about Hal’s assessment of the town’s money and
51 she appreciates him trying to get the accounting under control. Ginger asked T.A. Thibodeau

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1 for the job title on NHMA, Heather said it's Public Works Foreman, Road Laborer II, and
2 Recreation Director.

3
4 **Tim Colby, 36 Bryant Road**

5 Tim had questions about the recycling that was voted in, but there's still questions about where
6 the recycling is going, if the cost to haul it is changing and taken into consideration in the
7 \$5,000, and if it's a different hauler. Selectman Kreider said Viena Dow knows the answers and
8 we'll get back to him. Tim also asked about the road agent, he said he has called him but
9 gotten no response, it goes straight to voicemail, about the culvert down by Matt Sweet's getting
10 backed up, if we could give him a note to put up a sign about the big dips. Chairman Bryer said
11 we'll get back to him about the Ridge Road culvert and T.A. Thibodeau said the Road Agent is
12 aware of it and working on it, she will get back to Tim with more details.

13
14 **Non-public pursuant to RSA 91-A: 3, II (a- personnel, c- reputation)**

15
16 **MOTION: "To enter into non-public session under RSA 91-A: 3, II (a and c) at 7:55 pm."**

17 Motion: H. Kreider

18 Seconded: D. Ruth

19 Roll Call: Hal Kreider – Yes, David Ruth – Yes, Beth Boudreau – Yes, Matt Frye –
20 Yes, Scott Bryer – Yes

21
22 **MOTION: "To exit non-public session at 8:50 pm."**

23 Motion: M. Frye

24 Seconded: D. Ruth

25 Roll Call: Hal Kreider – Yes, David Ruth – Yes, Beth Boudreau – Yes, Matt Frye –
26 Yes, Scott Bryer – Yes

27
28 **MOTION: "To seal the non-public minutes of January 14, 2020 indefinitely under RSA
29 RSA 91-A: 3, II (a and c)."**

30 Motion: M. Frye

31 Seconded: D. Ruth

32 Discussion: The Board discussed a matter of personnel.

33 **Motion Passes: 5 – Yes, 0 – No**

34
35 **MOTION: "To appoint Bryan Comeau as Town Forester."**

36 Motion: M. Frye

37 Seconded: D. Ruth

38 Discussion: None

39 **Motion Passes: 5 – Yes, 0 – No**

40
41 **MOTION: "To accept the resignation of Betty Smith, in the Finance Department with
42 regret, last day of work January 24, 2020"**

43 Motion: B. Boudreau

44 Seconded: D. Ruth

45 Discussion: None

46 **Motion Passes: 5 – Yes, 0 – No**

47
48 **MOTION: "To approve MRI (Municipal Resources Incorporated) to temporarily fill our
49 Finance Department until someone is hired."**

50 Motion: D. Ruth

51 Seconded: M. Frye

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1 Discussion: None
2 **Motion Passes: 5 – Yes, 0 – No**

3
4 **MOTION: “To adjourn at 8:55 pm.”**

5 Motion: H. Kreider

6 Seconded: M. Frye

7 Discussion: None

8 **Motion Passes: 5 – Yes, 0 – No**

9

10

11 Respectfully submitted,

12

13 Lisa Lamarche

14 Municipal Administrative Assistant

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