



TOWN OF NORTHWOOD BOARD OF SELECTMEN

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

Board of Selectmen Meeting Minutes January 28, 2020

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

ABSENT: None

STAFF PRESENT: Municipal Administrative Assistant Lisa Lamarche

6:02 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 said that she and other residents noticed a new ambulance in town. Is it for residents to see what the new ambulance will look like or is it a long-term rental, and what is the cost, when was this discussed with the board? She said she would appreciate answers.

Ted Wilkinson, 239 Blakes Hill Road

Ted encouraged the BOS to be prepared to explain to the residents at the deliberative session about the disfunction in the town hall listed in the management letter, even though the BOS said it was a clean audit. He said the letter clearly spells out all of the many ways the town is lacking in policies and procedures including not reconciling purchase orders and encumbrances. He said this is why nobody knew what the cash balance was for the end of the year. He said the budget committee has been trying to raise this flag for a while. He said the good news is and the auditors say it in the letter, that it's all fixable and the letter tells the town what we need to do. He said it needs to be followed through and he thinks the town deserves an explanation for the dramatic underspending of available funds. He said this information was for 2018 and he does annual contract work for the US treasury and he called this casual ineptitude that has been going on for years.

Tom Chase, 306 Catamount Road

Tom came as a member of the Conservation Commission, and they will be having a display on the Emerald Ash Borer for the residents at the deliberative session for both town and school, and also holding a presentation at the town hall after the elections.

NEW BUSINESS

MOTION: "To ratify the vote taken on 1/17/2020 for Article 20 – Expendable Trust Fund Deposits which passed 4/0."

Motion: M. Frye
Seconded: D. Ruth
Discussion: None
Motion Passes: 4 – Yes, 1 – Abstained

MOTION: “To ratify the vote taken on 1/17/2020 for Article 25 – Lagoon Maintenance and Repair Expendable Trust Fund which passed 4/0.”

Motion: M. Frye
Seconded: D. Ruth
Discussion: None
Motion Passes: 4 – Yes, 1 – Abstained

MOTION: “To approve the Consent Manifest of January 28, 2020 with payroll dated: 1/29/2020 of \$77,813.03.”

Motion: D. Ruth
Seconded: H. Kreider
Discussion: None
Motion Passes: 5 – Yes, 0 – No

MOTION: “To approve the Purchase Order #20477 for Primex in the amount of \$4,208.25.”

Motion: H. Kreider
Seconded: D. Ruth
Discussion: None
Motion Passes: 5 – Yes, 0 – No

Selectman Kreider did a point of order and Chairman Bryer confirmed the following:
Department Heads have approval for purchases under \$500
Town Administrator has approval for purchases between \$500 and \$2,500
BOS have approval for purchases over \$2,500

MOTION: “To approve the January 14, 2020 BOS meeting minutes.”

Motion: D. Ruth
Seconded: H. Kreider
Discussion: Selectman Kreider made 2 corrections: page 3, line 24 the word is “tighter”
and on page 5, line 7 the line is “invoice”.
Motion Passes as amended: 5 – Yes, 0 – No

MOTION: “To approve the January 17, 2020 BOS work session minutes.”

Motion: D. Ruth
Seconded: H. Kreider
Discussion: None
Motion Passes: 4 – Yes, 1 – Abstained

BALLOT CLERKS

Municipal Administrative Assistant Lisa Lamarche said we need ballot clerks. Selectman Kreider said we need both parties. Chairman Bryer stated for the record that he will be out of state from February 9-15, 2020. He spoke with Bob Young and Bob recommended that he needs an alternative for his position since he won't be at the primary. Selectman Kreider said he got legal review that said you must only have a quorum of selectmen there. He thinks the requirement is 3. He wants to support Bob, but legal said only requires a quorum. Chairman Bryer asked the BOS for suggestions for someone to cover him, he recommended that the BOS not have a meeting on February 11 primary night, and he suggested that Selectman Kreider reach out to Bob Young to find out if 3 selectmen will be okay. Selectman Kreider believes we need 4 of each party. Tom Chase was recognized by Chairman Bryer and Tom said we do need both parties.

Selectman Kreider suggested we get a list from the Town Clerk. Chairman Bryer scheduled a meeting for next Tuesday, February 4th at 5:30 pm with the agenda to appoint Ballot Clerks and any further pending items.

TOWN ADMINISTRATOR'S REPORT

Chairman Bryer read from T.A. Thibodeau's report that the deliberative session is covered with regards to training employees to livestream record the session. DRA reviewed our budget with green approvals after a few minor changes, none being on the default budget, just the warrant articles: warrant article 35 to change to a 2/3 vote, warrant article 22 needed to specify dump truck in the article, warrant article 30 we were advised to switch appropriation funding from one to another, and this all was corrected. We hired a consultant he's a CPA recommended by our lawyers and he will look over our internal controls and policies and procedures, and we contracted with Municipal Resources Inc to do internal finance until we find a full-time accountant. We are addressing some of the financial issues that were pointed out in the audit. Chairman Bryer read the following note from T.A. Thibodeau: "I would like to thank all the department heads for pulling together during this long budget process!! I would like to thank Savannah the Town Clerk for putting in extra efforts during budget time, getting ready for voting to be available to assist with extra projects, and that as an elected official it is appreciated that she always makes the effort to function as a Team. I would like to thank Chris Brown for going over and above as the Road Agent, in taking on extra projects (like working on the weekend to knock on the doors to secure the Bow Lake Bridge Easements), he is dedicated to this Town and always being available to assist. I would like to offer my deep appreciation to both Linda and Susan who have put in extra time to help during the past few weeks as we have been short staffed, I would sincerely like to thank Lisa our newest employee who has demonstrated her commitment to take on new assignments, she has shown the initiative to seek out training when needed, she has delivered on short deadlines and proven herself to be an asset to all. We have a committed team that is focused on following the RSA's, providing superior services, being responsive to resident needs and not afraid to stand their ground to defend a position in the drive to bring progress to the Town of Northwood. I am appreciative of all their efforts and all of the employees who have worked together this year and in particular these past few months."

SELECTMEN'S REPORTS

Chairman Bryer said he liked what Selectman Frye wrote for the BOS report for the annual town report and thanked him for writing it. Selectman Kreider thought the town's taxes might be lowered because of underspending. Chairman Bryer said the amount remaining isn't unusually high and he doesn't suggest making those promises until the audit because there's lots to wrap up from 2019. Selectman Kreider suggested the report say we tried to accommodate and work with the budget committee to include the notes and details on the budgeting process and a spreadsheet this year to get more information out. It was a long process but it helped us. Selectwoman Boudreau, Selectman Ruth, and Chairman Bryer like the report as it's written.

Municipal Administrative Assistant Lisa Lamarche needed information for the town report, if the transfer station will be open on December 26, and Chairman Bryer said yes, but not on December 25.

Selectman Kreider would like the box on the BOS agenda to be on a separate sheet.

Selectwoman Boudreau likes it there but with dates. Selectman Ruth wants it on the back and larger. Chairman Bryer wants target dates. Selectman Frye wants to address things on the list if time prevails. Chairman Bryer asked for the box to be moved to the back for the future.

Municipal Administrative Assistant Lisa Lamarche said that with some of the deadlines this week, we couldn't get them on this agenda, but she understands moving the future items to the back.

Selectman Kreider would like to get going on the safety complex.

MOTION: "To form a Safety Facility Strategy Committee with the charge to make a high-level evaluation of options for meeting the police and fire department facility related needs; recommend and implementation strategy; and present findings to the BOS in time

to support funding for next steps. Committee composition: selectmen rep, 2 budget committee reps, 3-5 citizens. Have the moderator include this announcement in the deliberative session.”

Chairman Bryer thinks we need the input of department heads. He said in the past citizens had said that department heads tried to run the committee and some citizens would like police and fire to stay separate. Selectman Kreider said it's a strategy committee to decide what's best for the town, it's not an implementation committee. Chairman Bryer suggested adding a planning board member, one not two budget committee member, one individual from each committee in town, and more general public joining with their ideas, but with not more than 7 people total. Selectman Ruth would like to discuss this when we have more notes. Selectman Kreider summarized: BOS rep, budget committee rep, planning board rep, and 4 citizens with interest. He said he will write something more formally for the next meeting.

Selectman Kreider said the conservation commission supports conserving Johnson's field that's for sale. Chairman Bryer said we need to create a committee and if we already have a conservation committee, then why not charge them with this request. Selectman Kreider said the current committee did voice support of this but he thinks we need to show community support. Selectman Frye doesn't think this falls under the BOS purview, but he supports a group getting together to form this committee.

Selectman Kreider would like to start working on the plan for the budget process. Chairman Bryer doesn't disagree with the plan however we just hired a CPA consultant and an interim finance person from Municipal Resources Inc, so maybe we should tackle this in April. He commends Hal for the idea but thinks we should prioritize what we're currently doing. Selectman Frye suggested the idea of creating a sub committee of a BOS rep, budget chair or her designee, and the new finance person once we have one. He thinks a sub committee makes sense but wants to know if Selectman Kreider is comfortable waiting until a finance person is hired. Selectwoman Boudreau, and Selectmen Kreider and Frye said they agree that it's a great idea to wait until the new person gets acclimated to the position. Selectman Ruth suggested we have an overall year schedule first. Chairman Bryer prefers to hold off until we can get feedback from the Town Administrator. Selectwoman Boudreau would like each to-do list is by month. Selectman Frye suggested meeting on a Saturday in April for a work session to set up the to-do list on a calendar and an overall year financial calendar set. Chairman Bryer said to put on the agenda for 2/25 set up a subcommittee.

Selectman Kreider wants to form a separate finance subcommittee consisting of 2 BOS members, the Town Administrator, and the 2 interim/consultant finance people.

MOTION: “To create a finance subcommittee consisting of 2 BOS members, the Town Administrator, and the 2 interim/consultant finance people.”

Motion: H. Kreider

Seconded: D. Ruth

Discussion: Selectwoman Boudreau said if it's a weekly meeting, it will cost a lot due to their rate. She thinks we should wait for a new finance person. Selectman Kreider thinks this needs more attention because it will cost more in the end run. Selectman Frye wants to know what we would get different at the weekly meeting than a report of what they did at the end. Chairman Bryer thinks we should let the hired consultant Mr. Colby develop our procedures. Selectman Ruth doesn't think we should take time from the newly hired people's time with all they have to do.

Motion Fails: 1 – Yes, 4 – No

Selectman Ruth passed out new transfer station trifold information. We'll keep coming up with ideas for the transfer station.

MOTION: “To set up the calendar for our bimonthly meetings for 2020 right now.”

Motion: D. Ruth

Seconded: H. Kreider

Discussion: Meetings will be: February 4, 18, & 25, March 17 & 31, April 14 & 28, May 12 & 26, June 9 & 23, July 14 & 28, August 11 & 25, September 8 & 22, October 13 & 27, November 10 & 24, December 8 & 22

Motion Passes: 5 – Yes, 0 – No

Selectman Frye said the rec department received the permit for the ice fishing derby on February 22. He asked if the BOS are okay with the rec commission working on rec programming while there's a rec director vacancy. The BOS said yes.

Selectman Frye publicly thanked the Town Clerk's office for all their help with the Boston Post Cane and for going above and beyond with the process. He apologized for poor wording choice at the last meeting. A candidate has been chosen and accepted and excited for the presentation.

Selectman Frye received an email from Representative Corson about house bill #1129 that will be introduced in this legislative session and it's about posting requirements for municipalities. It's not on the legislative calendar yet because it has to go to committee yet.

MOTION: "To nominate Matt Frye to represent Northwood at the hearing on house bill #1129."

Motion: H. Kreider
Seconded: B. Boudreau
Discussion: None

Motion Passes: 5 – Yes, 0 – No

Selectman Frye doesn't think **Selectman Kreider's** weekly finance report makes sense to use staff's time when the BOS meet bi-weekly, he thinks it should be bi-weekly.

MOTION: "To amend the weekly finance report for the BOS to a bi-weekly report."

Motion: M. Frye
Seconded: D. Ruth

Discussion: **Selectman Kreider** said in his experience, bi-weekly is too far out to reconcile problems that arise. He thinks printing a report takes 2 seconds, but the reconciliation takes time about 5 minutes. **Selectman Frye** thinks a better use of time and resources to make it bi-weekly, every 14 days, not necessarily for each BOS meeting. Chairman **Bryer** said at the state the report is run on the 1st of every month. He suggests the 14/15th and 30/31st and he wants an update on the bank reconciliations too.

Motion Passes: 5 – Yes, 0 – No

CITIZEN'S FORUM: None

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

MOTION: "To enter into non-public session under RSA 91-A: 3, II (a and c) at 8:06 pm."

Motion: H. Kreider
Seconded: M. Frye
Roll Call: Hal Kreider – Yes, David Ruth – Yes, Beth Boudreau – Yes, Matt Frye – Yes, Scott Bryer – Yes

MOTION: "To exit non-public session at 8:55 pm."

Motion: H. Kreider
Seconded: D. Ruth
Roll Call: Hal Kreider – Yes, David Ruth – Yes, Beth Boudreau – Yes, Matt Frye – Yes, Scott Bryer – Yes

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

Motion: M. Frye

Seconded: D. Ruth

Discussion: The Board had a hiring decision to hire Steven Beck at labor grade 10, step 13 with hiring to start immediately but he still has to complete a background check, driving record, and drug test. If anything is unsuccessful, then he can't keep the job.

Motion Passes: 5 – Yes, 0 – No

MOTION: “To create 3 blanket Purchase Orders for \$20,000 each for Docko, Cote, and CTS Landscaping.”

Motion: H. Kreider

Seconded: B. Boudreau

Discussion: None

Motion Passes: 5 – Yes, 0 – No

MOTION: “To sell 2 containers to East Coast Compactor for \$1,500 each.”

Motion: M. Frye

Seconded: H. Kreider

Discussion: Road Agent Chris Brown said he has 2 cans/containers that are not fixable and he has a contractor interested in purchasing them. Chairman Bryer said we normally put them out to bid. Chris said he researched and got a very reasonable bid of \$1,500 each. Chairman Bryer answered Selectman Ruth that the money will be deposited into the recycling revolving fund to pay for equipment.

Motion Passes: 5 – Yes, 0 – No

MOTION: “To adjourn at 9:04 pm.”

Motion: H. Kreider

Seconded: M. Frye

Discussion: None

Motion Passes: 5 – Yes, 0 – No

Respectfully submitted,

Lisa Lamarche
Municipal Administrative Assistant