



**TOWN OF NORTHWOOD
BOARD OF SELECTMEN**

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

**Board of Selectmen Meeting Summary
October 6, 2020**

ROLL CALL: Chairman Hal Kreider, Vice-Chair Matt Frye, Selectwoman Beth Boudreau, Selectman Tim Colby, Selectwoman Pam Sanderson (participating electronically)

ABSENT: None

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, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that they are in a physical location, which is town hall, as well as one select board member who has joined the meeting via Zoom. The public access to observe and listen contemporaneously to this meeting is one of three options, Zoom, Live Stream or in person which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means, as well as in person.

Land Use Administrative Assistant, Susan Austin, said to call 607-322-6232 and she will answer during the meeting if anyone is having trouble viewing the meeting.

PUBLIC HEARING:

Chair Kreider opened the public hearing for the acceptance of the Moose Plate Grant in the amount of \$6,491. There was no public comment. Chair Kreider closed public comment.

Motion: To accept and expend, and to authorize the Chair of the Library Trustees, Gail Tobbe, to sign for, the Moose Plate Grant for \$6,491.

DRAFT

1 **Motion: M. Frye**
2 **Second: B. Boudreau**
3 **Motion carried by roll call vote 5/0**

4
5 **Budget: Library**

6
7 **Donna Bunker read the following:**
8

9 *Good evening. My name is Donna Bunker and I am the Library Director of the Chesley*
10 *Memorial Library. I would like to start by introducing our library trustees:*

11 *Gale Tobbe, Chair*

12 *Pat Vaillancourt, Secretary*

13 *Betty Smith, Treasurer*

14 *Norma Heroux, Alternate*

15 *Irene Kreider, Alternate*

16 *Margaret Walker, Alternate*

17 *Next, I would like to share this statement from the March 31 issue of The Atlantic:*

18 *“America’s public libraries have led the ranks of “second responders.” They pivoted*
19 *quickly to new ways of offering services to the public—the core of their mission. When*
20 *libraries closed their doors abruptly, they immediately opened their digital*
21 *communications, collaborations, and creative activity to reach their public in ways as*
22 *novel as the virus that forced them into it.”*

23 *We have shared the following online resources:*

24 *Author Performances*

25 *Book Awards*

26 *Book Discussions*

27 *Census Information*

28 *COVID-19 Resources*

29 *Crafts*

30 *Legal Assistance Information*

31 *Musical Performances*

32 *Online Book Resources*

33 *Online Video Resources*

34 *Reading Quests*

35 *Sing-a-Longs*

36 *Story Time*

37 *Summer Reading Programs*

38 *Virtual Field Trips*

1 *We started offering curbside pickup and outside document and notary services after*
2 *library staff came back to work in the building on June 15. We opened to the public by*
3 *appointment on September 23. The library and its services have remained valuable to*
4 *the Northwood community throughout this pandemic and we welcome this opportunity to*
5 *share our 2021 budget requests.*

6 Ms. Bunker and the Library Trustees discussed the Library 2021 budget requests with
7 the board.

8

9 **Ongoing Business**

10

11 **Minutes**

12

13 September 22, 2020

14

15 **Motion: “to approve the minutes of September 22, 2020, as amended”**

16 **Motion: M. Frye**

17 **Second: B. Boudreau**

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

19

20 **Northwood NH Consent Agenda for October 06, 2020**

21 **Payroll Manifests dated October 07, 2020:**

22 Batch #15097 for \$61,470.94

23 **Accounts Payable Manifests dated October 07, 2020:**

24 Batch #15096 for \$432,829.24

25 **Other:** Expenditure Report - September

26

27 **Motion: “to accept the consent agenda dated October 6, 2020”**

28 **Motion: P. Sanderson**

29 **Second: M. Frye**

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

31

32

33 **Town Administrator Reports / Items for Board Action**

34

35 **Swap Shop**

36 The Select Board discussed how to best proceed with opening the swap shop safely.

37

38 **Motion: “To limit the capacity in the Swap Shop to 2, including attendant, 3 if**
39 **the two customers are from the same household”**

40 **Motion: B. Boudreau**

41 **Second: T. Colby**

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

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44

45

46

1 **Trick or Treat**

2
3 Chief Drolet has set Trick or Treat for October 31st from 4-7 with the following
4 recommendations:
5 Follow all CDC recommendations
6 Include a cloth mask along with your child's costume
7 Hand out candy, instead of having kids reach into the bowl or create a fun way to
8 distribute the candy
9 Wipe candy wrappers with Lysol wipes or leave candy untouched for two days
10 Bring hand sanitizer with you and clean hands frequently
11 Avoid going trick or treating in large groups
12 If you or anyone in your family is not feeling well, stay at home.
13 If you would prefer trick or treaters not visit, please consider leaving your exterior
14 lights off to let them know you are not participating.

15
16 **Trunk or Treat**

17 Selectman Frye stated that the Rec Commission would be meeting on October 8 to
18 discuss Trunk or Treat.

19
20 **Ballot Clerk Appointments**

21
22 **Motion: “to appoint Ken Curley and Joanna Chase as Ballot Clerks”**

23 **Motion: B. Boudreau**

24 **Second: T. Colby**

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

26
27 **Deputy Town Clerk**

28 Mr. Scruton stated that they have hired Melissa Roe as the Deputy Town Clerk at the
29 rate of \$20.36, grade 16 step 2.

30
31 **Motion: “to appoint Melissa Roe as Deputy Town Clerk/Tax Collector”**

32 **Motion: M. Frye**

33 **Second: B. Boudreau**

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

35
36 **Epi Pens**

37 Mr. Scruton stated that his recommendation is that they continue as they have been,
38 which is not providing the Epi Pens to the employees. They will provide advanced pest
39 control, but there is no liability if they do not provide the Epi Pens.

40
41 **Old Business**

42
43 **Electric Savings Program**

44 Selectman Kreider stated that at the end of 2019, they approved this project and
45 encumbered funds for this in 2019, \$28,000. The total project cost is \$53,000, which
46 the energy program covers the balance. The projected savings is \$13,000-\$14,000.
47 When they approved it last year, they were put onto a waiting list, and they just now
48 made it to the head of the list. They can still use the encumbered funds from 2019,
49 even though it's been so long. Tonight they will need to authorize Mr. Scruton to move
50 forward with the project.

1 **Motion: “to move the Electric Savings project forward”**

2 **Motion: B. Boudreau**

3 **Second: M. Frye**

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

5
6

7 Electric Pole Assessment

8 Mr. Scruton stated that the town has been taken to court over its assessment of the
9 Consolidated Communications electric pole assessment. What the town should have
10 done two years ago, is licensed all the poles and with a phrase that contained taxation
11 language so that they could tax the poles. Since they can't do it any sooner, they
12 should get it done before April 1, 2021. They will have to defend the current suit. They
13 will have to identify all of the pole license holders within the community. Once they
14 identify those, they will send a notice of when the public hearing will be. After the
15 public hearing, the board will need to make a resolution that states in accordance with
16 RSA 231:63, this license is granted subject to the condition...with property tax
17 language after that. That process will fix the problem for next year, and this year they
18 will defend the court case as best they can.

19

20 **Motion: “To authorize Mr. Scruton to set up a public hearing regarding the**
21 **licensing of the utility poles in the Town of Northwood having the licenses**
22 **amended to include taxation language”**

23 **Motion: M. Frye**

24 **Second: B. Boudreau**

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

26

27 Winter Prep

28 Mr. Brown stated that they have winterized the trucks, sand and salt is ordered, and
29 they are in the process of obtaining new contracts for sand and salt. He has two more
30 contractors that are coming on board this season.

31

32 **Citizen’s Forum**

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34 **Ginger Dole**

35 Ms. Dole stated that she would like to remind the board as far as the library salaries
36 are concerned, they are proposing roughly \$.50 to \$.82 over what they are making
37 now. It seems that they need a common wage scale. There is a lot of confusion over
38 steps and grades.

39

40 She also stated that she would like to know when the selectmen reviewed the financial
41 statement? At the last few meetings, it's just been a Consent Agenda item. Are they
42 discussing the status at all? It might be a good idea at this point to know exactly
43 where they are financially.

44

45 Can the funds that were encumbered in 2019 for the electric overhaul be used in
46 2020? She questions whether they can be re encumbered for 2021.

47

48

49 **Non-Public Session: RSA 91A: 3 II (a, b, c)**

50

51 **Motion: “To enter nonpublic at 7:40: PM”**

52 **Motion: B. Boudreau**

DRAFT

1 **Second: M. Frye**
2 **Motion carried by roll call vote 5/0**

3
4 **Motion: “to come out of nonpublic at 8:57 PM”**

5 **Motion: M. Frye**
6 **Second: B. Boudreau**
7 **Motion carried by roll call vote 5/0**

8
9 **Motion: “to seal the minutes for reputation”**

10 **Motion: M. Frye**
11 **Second: B. Boudreau**
12 **Motion carried by roll call vote 5/0.**

13
14 Mr. Scruton stated that they have hired Holly Arochmal as the Health Officer

15
16 **Adjournment**

17
18 **Motion: “to adjourn at 9:05 PM”**
19 **Motion: B. Boudreau**
20 **Second: M. Frye**
21 **Motion carried by roll call vote 5/0**

22
23 ***Respectfully Submitted***
24 ***Susan Austin, Land Use Assistant***