



**TOWN OF NORTHWOOD
BOARD OF SELECTMEN**

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

**Board of Selectmen Meeting Minutes
February 18, 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

6:02 P.M. Chairman Scott Bryer opened the Northwood Board of Selectmen meeting and led the Pledge of Allegiance

CITIZEN'S FORUM: None

NEW BUSINESS:

Consent Manifest

MOTION: "To approve the Consent Manifest of February 18, 2020 with payroll dated: 2/12/2020 of \$50,769.68."

Motion: D. Ruth
Seconded: H. Kreider
Discussion: None

Motion Passes: 5 – Yes, 0 – No

MOTION: "To approve the Consent Manifest of February 18, 2020 with AP dated: 2/10/2020 of \$142,960.93."

Motion: D. Ruth
Seconded: H. Kreider
Discussion: None

Motion Passes: 5 – Yes, 0 – No

MOTION: "To approve the Consent Manifest of February 18, 2020 with AP dated: 2/18/2020 of \$33,396.83."

Motion: D. Ruth
Seconded: H. Kreider
Discussion: None

Motion Passes: 5 – Yes, 0 – No

DRAFT

Purchase Orders

MOTION: “To approve the Purchase Order #20482 for Tax Exempt Leasing in the amount of \$6,609.95.”

Motion: H. Kreider

Seconded: D. Ruth

Discussion: T.A. Thibodeau answered Selectman Kreider that it’s now a quarterly lease payment on the dump truck. Selectman Kreider suggested maybe doing a PO for the rest of the year, maybe for next time, for next year.

Motion Passes: 5 – Yes, 0 – No

Minutes

MOTION: “To approve the January 28, 2020 BOS meeting minutes.”

Motion: H. Kreider

Seconded: B. Boudreau

Discussion: None

Motion Passes: 5 – Yes, 0 – No

MOTION: “To approve the February 4, 2020 BOS work session minutes.”

Motion: H. Kreider

Seconded: D. Ruth

Discussion: None

Motion Passes: 4 – Yes, 1 – Abstained

Vienna Dow – Transfer Station

Moved to BOS Meeting on February 25, 2020

Recreation Re-appointment

MOTION: “To reappoint Ashley Martin to the Northwood Recreation Commission for three years.”

Motion: M. Frye

Seconded: D. Ruth

Discussion: None

Motion Passes: 5 – Yes, 0 – No

Finance Status

T.A. Thibodeau said Mr. Colby has worked on the following so far:

- NH Retirement update and reporting for December and January
- NH Employment Security reporting for 4th quarter
- Federal 941 reporting for 4th quarter
- 2019 Budget review and correction – verified accuracy of expenditures, corrected revenue to agree with NHDRA tax rate papers
- Preliminary policy review: Disbursements/Purchase Order & Cash Receipts
- Preliminary internal control review
- Review of 2018 ending balances to ensure 2019 at correct starting place. Corrections and adjustments identified
- Preliminary review of EOY 2019 trial balance. Troublesome areas identified and solutions are ongoing
- Interviews for Finance Specialist

She said Glen has been working on cleaning up daily operations and making sure AP is cleaned up and paid. She spoke with the auditors and it sounds like we’re working on things, moving forward, and they’re happy with where we are. Chairman Bryer asked if Mr. Colby is working on a policy & procedure. T.A. Thibodeau said yes, and he’s looking at the past 2 audits.

DRAFT

1 Selectman Kreider would like the list of things they've done in the format he requested so we
2 know where were we when he came in, where are we at now, and how long to get caught up.
3 T.A. Thibodeau said Mr. Colby's focus is to get the work done. Glen said in a few weeks we'll
4 have 2019 caught up. Chairman Bryer answered Selectman Kreider that encumbrances should
5 typically be finished by 2-3 months after the end of the year, as long as you can prove that the
6 services were provided in the said year. T.A. Thibodeau said that there were PO's that were
7 closed by mistake, and we'll have to re-open them. Chairman Bryer said the goal is to try to tie
8 the expenditure to the year it's in. T.A. Thibodeau said the big pile is gone, but there are more
9 December bills coming in. She said we have journal entries that need to be paid for final clean
10 up. She said we're targeting our audit for June. Selectman Ruth said that since we're not done
11 closing 2019, then we shouldn't be handing reports to other boards or committees, and we
12 shouldn't be rushing this.

13

14 **Status of Bow Lake Bridge Easements**

15 Road Agent, Chris Brown said we have 4 more to be signed. T.A. Thibodeau thanked him for
16 all his help. She said she talked with McFarland & Johnson and they said we need those 4.
17 Chris Brown said one man wanted a \$500 check, but he apologized and signed. He said the
18 assessed value would be \$258 divided by 17, which is \$15.18 per house. T.A. Thibodeau
19 answered the BOS that the attorney said we have to get all signatures. Chris Brown said the
20 association for Mill Pond was never dissolved, so they can reopen the association and they can
21 sign off on it. He said he talked to the state, the DOT inspector, and the actual place to set up
22 the association. Chairman Bryer would like us to check with our attorney to see if that's legal.
23 T.A. Thibodeau read the following: Bow Lake Road would be closed October 8-14, 2020, final
24 conclusion date of November 13, 2020, contractors can start September 8, 2020 and have 66
25 days until November 13, 2020, and advertising dates are from March 3-24, 2020. On March 24,
26 2020 at 2:00 pm, McFarland & Johnson will open and read the bids, and then advise the BOS
27 on their best results. T.A. Thibodeau and Chris Brown said the critical timing for getting the
28 easements signed is so that contractors have time to look at the plans. We need the
29 easements signed by the end of April, 2020. It's best to get the bid out early because
30 contractors get busy.

31

32 **Legal Counsel**

33 Selectman Kreider said we had issues at deliberative session and the way the warrants were
34 written. Chairman Bryer said the BOS should talk about the RFQ not the firm. He answered
35 Selectman Ruth that we've been with our current firm for 18-19 years. Selectman Frye
36 suggested that it's in best practice to compare rates and occasionally review our options.
37 Chairman Bryer said it's okay to put out RFQ. T.A. Thibodeau said she needs specifics from
38 the BOS of what they want in the proposal and then she will put the ad in NHMA, send it to
39 attorneys that specialize in Municipal Law, and to our current attorney.

40

41 **Budget Review**

42 Selectman Kreider wanted to know if we will be caught up by March. T.A. Thibodeau thinks we
43 will as long as we continue on this path. Chairman Bryer said typically we do payroll and we
44 have to pay AP until the town vote when the budget is ratified, and along the way we might have
45 variances due to weather, safety emergencies, and natural disasters. T.A. Thibodeau said it's
46 like we're on a spending freeze much like last year, until we know what budget we have.
47 Chairman Bryer and T.A. Thibodeau said they think by mid-March, we should be up to where
48 we need to be with spending and on track, etc., so we should have the 15/30th reports that
49 Selectman Kreider had asked for. Selectman Ruth would like the expenditure report, just totals,
50 on one page, if possible.

51 **MOTION:” To have the expenditure report, just totals by department, on one page.”**

52 Motion: D. Ruth

53 Seconded: B. Boudreau

DRAFT

1 Discussion: Selectman Frye asked Municipal Administrative Assistant Lisa Lamarche
2 how long it would take to do this. Lisa said she thinks it's in the settings, so she
3 will look into this and call the company for advice if necessary. Both Chairman
4 Bryer and Selectman Frye still think the BOS need the detail to see variances.

5 **Motion Passes: 4 – Yes, 1 – No**

6
7 **Bow Lake Road Gravel**

8 Road Agent, Chris Brown said there are 118 houses affected by the closure of Bow Lake Road,
9 he asked if he can bring in a couple loads of gravel to fix the Bennett Bridge extension. The
10 BOS conceptually agree to have Chris come in when he does the work, before buying the
11 gravel and bring in the POs.

12
13 **TOWN ADMINISTRATOR'S REPORT**

14 T.A. Thibodeau said she created a Northwood Request Form (building use form) to create and
15 facilitate some order and processes with other departments, to open the door to communication.
16 To reserve rooms, to request documents, to request use of livestream/training of livestream, etc.
17 Selectman Kreider suggested it be available via email and online. Chairman Bryer suggested
18 maybe setting up an email specifically for it. Selectman Ruth suggested adding for town facilities
19 to the title. Selectman Frye thinks that recreation requests should go to recreation, and would
20 like Steve Bailey's input on it too for the community center.

21 T.A. Thibodeau said she included survey information she did from other town's end of year surplus
22 versus ours for 2018. This shows that we're comparable to other towns.

23 T.A. Thibodeau had a request from our Land Use Specialist, and Chairman Bryer gave permission
24 to conservation commission to have the file from the damage 10 years ago to old Pittsfield Road,
25 but not the whole file, and the BOS want legal opinion first.

26 T.A. Thibodeau said she would like to do an RFP for mowing, and once the BOS have the
27 proposal from her, she is going to put an ad out and on the website.

28 T.A. Thibodeau said the new server is being installed on Friday, February 21, 2020, so we might
29 not be available during the process. She also said we're working with Atlantic Broadband on our
30 new phone system which will include new extensions, and it's a big improvement for the town.

31 T.A. Thibodeau congratulated Chairman Bryer on being named President of the International Fuel
32 Tax Association.

33 **MOTION: "To post the RFP for the mowing contract with the cemeteries as part of this if
34 the cemetery trustees so desire."**

35 Motion: M. Frye

36 Seconded: D. Ruth

37 Discussion: None

38 **Motion Passes: 5 – Yes, 0 – No**

39
40 **SELECTMEN'S REPORTS**

41 **Selectman Kreider** said that T.A. Thibodeau showed the BOS the form that the auditors
42 worked out in terms of the treasurer's report and at the January 28th meeting, Chairman Bryer
43 asked for the bank reconciliations. T.A. Thibodeau said because she's elected, she's not
44 required to provide it, but the BOS can request it.

45 **MOTION: "To request a report from the Treasurer, monthly, that shows the variance
46 between the Treasurer and Bank reconciliation, and all the Trust Fund balances."**

47 Motion: S. Bryer

48 Seconded: H. Kreider

49 Discussion: None

50 **Motion Passes: 5 – Yes, 0 – No**

51
52 **Selectman Kreider** started a MOTION: "To create a Safety Facility Strategy Committee, with the
53 charge: Make a High-Level evaluation of options for meeting the police and fire department

1 facility-related needs, Recommend an implementation strategy, and Present findings to BOS in
2 time to support funding for next steps in the annual budget/warrant process. The Committee
3 Composition: BOS rep, Budget Committee rep, Planning Board rep, and 4 citizens. Committee
4 Resources: Police Department rep and Fire Department rep.” Chairman Bryer agrees but thinks
5 it should be the Police Chief and the Fire Chief or their designee. Selectman Kreider said this will
6 be a proposal to spend money on the next steps.

7 **MOTION: “To create a Safety Facility Strategy Committee, with the charge: Make a High-**
8 **Level evaluation of options for meeting the police and fire department facility-related**
9 **needs, Recommend an implementation strategy, and Present findings to BOS in time to**
10 **support funding for next steps in the annual budget/warrant process. The Committee**
11 **Composition: BOS rep, Budget Committee rep, Planning Board rep, and 4 citizens.**
12 **Committee Resources: Police Chief or his designee and Fire Chief or his designee.”**

13 Motion: H. Kreider

14 Seconded: D. Ruth

15 Discussion: Selectman Ruth would like to amend the original motion including siting
16 and acquisition of land.

17 **MOTION: “To add “siting and acquisition of land” to the original motion.”**

18 Motion: D. Ruth

19 Seconded: M. Frye

20 Discussion: None

21 **Motion Passes: 5 – Yes, 0 – No**

22 **MOTION: “To create a Safety Facility Strategy Committee, with the charge: Make a High-**
23 **Level evaluation of options for meeting the police and fire department facility-related**
24 **needs including siting and acquisition of land, Recommend an implementation**
25 **strategy, and Present findings to BOS in time to support funding for next steps in the**
26 **annual budget/warrant process. The Committee Composition: BOS rep, Budget**
27 **Committee rep, Planning Board rep, and 4 citizens. Committee Resources: Police Chief**
28 **or his designee and Fire Chief or his designee.”**

29 **Motion Passes as amended: 5 – Yes, 0 – No**

30
31 **Selectman Ruth** would like that no employees are on vacation or away for deliberative session
32 next year, so we’re more prepared.

33 He would like election set up to be better coordinated. Chairman Bryer said he thought a quorum
34 of the BOS was okay, but T.A. Thibodeau will get legal opinion.

35 He would like a voting guide. Chairman Bryer said as long as it’s not biased. He said he heard
36 from someone that the first 15 are already approved so just vote yes, but that’s not the case, it’s
37 only approved if they pass, and if it doesn’t pass then we have a problem. Selectman Kreider
38 said it needs to be known that we already took action based on these regulations, and if they don’t
39 pass, then we have problems. He thinks that the BOS should draft up something about the
40 operating budget but he thinks the Budget Committee should weigh in too because it’s their
41 budget. Chairman Bryer thinks it should be neutral because we just don’t have the time. He also
42 thinks we should put the voter’s guide on the website with hard copies at the Library, Post Office,
43 and at voting. Selectman Ruth thinks we should put hard copies on colored paper at Hannaford
44 and the Heritage Store. Chairman Bryer would like to check with legal about the correct way to
45 distribute the voter’s guide without a mass mailing. Selectman Frye thinks we should be a stack
46 here, the Library, the Post Office, and the website and we’ll reach plenty of people.

47 He would like the Future Items-to-do moved up because the dates are too late in the year. He
48 would like the video sound worked on. He would like the fees for the dump and code department
49 to be on the agenda for March 31, 2020.

50
51 **Selectwoman Boudreau** asked for the new Fire Chief to come in during one of their March
52 meetings with an update on changes throughout the year. She also mentioned needing to do
53 evaluations for both the Fire Chief and the Town Administrator.

1
2 **Selectman Frye** said this Saturday is the kids ice fishing derby from 8-11:00 am and it will be
3 roughly 38 degrees out so it will be nice weather.
4 He said house bill #1129 had a committee meeting but he didn't get the information about the
5 meeting in time to attend it, but they're moving forward with the posting requirements for
6 municipalities.
7 He said next week at the BOS meeting on February 25, 2020 the BOS will be presenting the
8 Boston Post Cane.
9 He said the BOS only appointed the ballot clerks for one year, but he believes it should've been
10 for 3 years. We'll check with the Town Clerk and then correct it if we need to.

11
12 **CITIZEN'S FORUM:** None

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 7:50 pm."**

17 Motion: D. Ruth
18 Seconded: H. Kreider
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 8:40 pm."**

23 Motion: H. Kreider
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 February 18, 2020 indefinitely under RSA 91-
29 A: 3, II (a and c)."**

30 Motion: H. Kreider
31 Seconded: D. Ruth
32 Discussion: The BOS gave T.A. Thibodeau authorization to go into negotiations for
33 hiring the candidates for Rec Director and Finance Specialist, and will be disclosed
34 at a later meeting.

35 **Motion Passes: 5 – Yes, 0 – No**

36
37 **MOTION: "To adjourn at 8:45 pm."**

38 Motion: H. Kreider
39 Seconded: D. Ruth
40 Discussion: None
41 **Motion Passes: 5 – Yes, 0 – No**

42
43
44 Respectfully submitted,
45
46 Lisa Lamarche
47 Municipal Administrative Assistant
48