



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

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. Selectman Kreider would like the list of things they’ve done in the format he requested so we

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

Status of Bow Lake Bridge Easements

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

Legal Counsel

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

Budget Review

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

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

Motion: D. Ruth

Seconded: B. Boudreau

Discussion: Selectman Frye asked Municipal Administrative Assistant Lisa Lamarche how long it would take to do this. Lisa said she thinks it's in the settings, so she

will look into this and call the company for advice if necessary. Both Chairman Bryer and Selectman Frye still think the BOS need the detail to see variances.

Motion Passes: 4 – Yes, 1 – No

Bow Lake Road Gravel

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

TOWN ADMINISTRATOR'S REPORT

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

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

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

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

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

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

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

Motion: M. Frye

Seconded: D. Ruth

Discussion: None

Motion Passes: 5 – Yes, 0 – No

SELECTMEN'S REPORTS

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

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

Motion: S. Bryer

Seconded: H. Kreider

Discussion: None

Motion Passes: 5 – Yes, 0 – No

Selectman Kreider started a MOTION: "To create a Safety Facility Strategy Committee, with the charge: Make a High-Level evaluation of options for meeting the police and fire department facility-related needs, Recommend an implementation strategy, and Present findings to BOS in time to support funding for next steps in the annual budget/warrant process. The Committee Composition: BOS rep, Budget Committee rep, Planning Board rep, and 4 citizens. Committee

Resources: Police Department rep and Fire Department rep.” Chairman Bryer agrees but thinks it should be the Police Chief and the Fire Chief or their designee. Selectman Kreider said this will be a proposal to spend money on the next steps.

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

Motion: H. Kreider

Seconded: D. Ruth

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

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

Motion: D. Ruth

Seconded: M. Frye

Discussion: None

Motion Passes: 5 – Yes, 0 – No

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

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

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

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

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

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

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

Selectman Frye said this Saturday is the kids ice fishing derby from 8-11:00 am and it will be roughly 38 degrees out so it will be nice weather.

He said house bill #1129 had a committee meeting but he didn't get the information about the meeting in time to attend it, but they're moving forward with the posting requirements for municipalities.

He said next week at the BOS meeting on February 25, 2020 the BOS will be presenting the Boston Post Cane.

He said the BOS only appointed the ballot clerks for one year, but he believes it should've been for 3 years. We'll check with the Town Clerk and then correct it if we need to.

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 7:50 pm."

Motion: D. Ruth

Seconded: H. Kreider

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

MOTION: "To exit non-public session at 8:40 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 February 18, 2020 indefinitely under RSA 91-A: 3, II (a and c)."

Motion: H. Kreider

Seconded: D. Ruth

Discussion: The BOS gave T.A. Thibodeau authorization to go into negotiations for hiring the candidates for Rec Director and Finance Specialist, and will be disclosed at a later meeting.

Motion Passes: 5 – Yes, 0 – No

MOTION: "To adjourn at 8:45 pm."

Motion: H. Kreider

Seconded: D. Ruth

Discussion: None

Motion Passes: 5 – Yes, 0 – No

Respectfully submitted,

Lisa Lamarche
Municipal Administrative Assistant