



**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 25, 2020**

ROLL CALL: Chairman Scott Bryer, Selectman Hal Kreider, and Selectman Dave Ruth.

ABSENT: Selectwoman Beth Boudreau and Selectman Matt Frye

STAFF PRESENT: Town Administrator (TA) Heather Thibodeau and Land Use Specialist Linda Smith

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

The Board of Selectmen awarded the Boston Post Cane to the oldest citizen in Northwood, Concetta Caron.

CITIZEN'S FORUM: None

NEW BUSINESS:

Vienna Dow – Transfer Station

Vienna Dow presented the tonnage for the transfer station: (as of December 31, 2019)

Trash: 792 tons, \$54,247, 18 hauls, \$4,500

Demo: 216.40 tons, \$14,826.16, 12 hauls, \$3,000

Paper: 103.4 tons, \$8,936.53, 13 hauls, \$3,250

Furniture: 132 tons, \$9,042.00, 13 hauls, \$3,250

Plastic: 11.2 tons, \$767.20, 3 hauls, \$750

Total: 1,282 tons, \$87,791.50, 59 hauls, \$14,750: TOTAL: \$102,541.50

Vienna said the plastic and paper are the ones we need to concentrate on at the moment. The plastic program started Saturday. She said the contract with Lamprey runs out in 2026 and we need to pay attention to the transfer station before the costs double. T.A. Thibodeau said that Vienna is a great volunteer and she caught a billing error, saving the town money. We're very fortunate to have her. Vienna proposed a new form to use at the transfer station which would separate items and the Road Agent signed off on the new form, it's clearer and concise. Chairman Bryer said the Road Agent can approve the new form and run through the T.A. Vienna said there are only a few stickers left at the Town Clerk's office and at the Transfer Station but she doesn't want to order more because they want to adopt a new policy and new stickers. Chairman Bryer read the new policy:

Proposed Process for issuing Transfer Station (TS) stickers (permit)

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- 1 1. The TS stickers should not be handled by one of our busiest employees, she has better
- 2 things to do, shall be done by the TSAC on a volunteer basis.
- 3 2. Shall be issued at the Highway department building in the month of August during TS
- 4 operating hours.
- 5 3. Shall be issued every two years with a change of sticker color.
- 6 4. Proof of residency must be provided and reg # must be noted in tax map and registration
- 7 # of vehicle sticker will be issued to, must be written on permit.
- 8 5. Limit to three per household.
- 9 6. Information packet will be provided with issuance of stickers.
- 10 • The TSAC shall issue notices as to why, when, and where new stickers will be issued and the
- 11 consequences of not acquiring a sticker at the time of issue, which will be “no new permit, no
- 12 dumping.”
- 13 • After August, TS stickers will be issued at the front desk of the town hall with information
- 14 (registration #) put in tax book (again three stickers per household, registration # on permit).
- 15 • This will be strongly enforced by TS employees and the Board of Selectmen.
- 16 • Any extenuating circumstances shall be addressed at the town hall, by filling out a form with
- 17 resident name, address, phone number, brief reason, and name of person acting on behalf of
- 18 resident. One day permit must be shown to attendant. Form attached.
- 19 • Owners of summer rental property shall be issued a TS sticker hang-tag to be left at property
- 20 and used by renter of property. Property owners name, address, and phone # instead of
- 21 registration # (must be on hang-tag). One hang tag per property.

MOTION: “To approve the proposed Transfer Station sticker policy.”

23 Motion: H. Kreider

24 Seconded: D. Ruth

25 Discussion: Vienna will put something in about the beach in the proposal and it will say
26 something about being a fixed, permanent sticker. Vienna said the stickers will
27 cost \$472.53 for 2,000 stickers. Chris Brown can approve that amount.

Motion Passes: 3 – Yes, 0 – No

29 Vienna said there’s a cement section at the Transfer Station that needs to be replaced. She will
30 see if it’s more than \$10,000, and if so, then she will bring it to the Road Agent and Town
31 Administrator for a formal bid process.

32 Vienna had a comparison of fees from other towns. The board said it has to wait until after the
33 town vote and that’s it’s on the future agenda items. She gave the board the suggestions on fees.
34 Vienna said in another month, they would like to start a new metal program and put a 40-foot
35 storage container for tv’s, these are progressive ideas. She will have quotes and information for
36 the next meeting. Vienna said they would like to pave the Transfer Station from the aluminum
37 can area down to electronics, and that’s down the line. The BOS will include that with the other
38 quoting for paving the Town needs, so Chris needs to bring in the information needed for the
39 Transfer Station. The BOS said she can start with the tin cans now.

Mark Tetreault, Fire Chief – Fire Department Update

42 Mark said they hired 10 new people. Some with experience and some without, but those without
43 are in training. One of the new part time employees, Elaine who lives in Belmont, is our
44 paramedic. She is working one day a week and relicensing the ambulance at the paramedic level
45 has proved more challenging than expected, but it’s better to do it right, than fast. Mark said we
46 have a loaner ambulance, but it will go back if the new ambulance gets approved. He said we’ll
47 sell it back for a \$1 when we’re done, and we cover basic maintenance on it, and only \$500
48 towards a blown engine, etc. The plan is to get the bids from the Houston/Galveston company
49 because they have mass bidding and we’ll get the best price. Mark said the committee is working
50 on the tanker and has it narrowed down to 3 proposals, trying to find the best options for the
51 community. Mark said they accepted the money for the air pact grant with the symbolic check.
52 We have the equipment and the fill station has been filled at the Narrow Station. If there’s an

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1 explosion, it will be contained. Mark said it's grant season, and they're going to apply to upgrade
2 the fire alarm system, an exhaust system at the Narrow Station, and for a Forestry truck. He said
3 they're working on their new to us forestry truck – it's painted red, and they got a tank for it which
4 would've cost \$6-8,000, but they got one for \$450 from Craigslist. He said he got the EMS bills
5 and if we do as good in January, when they get the new part time employees running regularly,
6 then we'll be over what was projected for the warrant articles. The board would like the monthly
7 report of the revenue from the ambulance runs. Mark said they're going to go to a computerized
8 instant reporting system to better document medical, with patient signatures on their tablets to
9 help expedite the billing process. Mark said he put together a promotional process to test the
10 employees who are eligible for promotions. It established a standard, and an incentive for training.

11
12 **Consent Manifest**

13 **MOTION: "To hire Katherine Davis as the full time Finance Specialist at labor grade 18,**
14 **step 12, effective February 26, 2020, annual salary is \$62,758.00"**

15 Motion: H. Kreider

16 Seconded: D. Ruth

17 Discussion: None

18 **Motion Passes: 3 – Yes, 0 – No**

19
20 **MOTION: "To hire Diana Brown as the part time Recreation Coordinator at labor grade 11,**
21 **step 12, effective March 9, 2020, \$21.44/hour."**

22 Motion: H. Kreider

23 Seconded: D. Ruth

24 Discussion: None

25 **Motion Passes: 3 – Yes, 0 – No**

26
27 **MOTION: "To approve the Consent Manifest of February 25, 2020 with payroll dated:**
28 **2/26/2020 of \$78,767.79."**

29 Motion: H. Kreider

30 Seconded: D. Ruth

31 Discussion: None

32 **Motion Passes: 3 – Yes, 0 – No**

33
34 **MOTION: "To approve the Consent Manifest of February 25, 2020 with AP dated: 2/26/2020**
35 **of \$34,510.73."**

36 Motion: H. Kreider

37 Seconded: D. Ruth

38 Discussion: None

39 **Motion Passes: 3 – Yes, 0 – No**

40
41 **Purchase Orders**

42 **MOTION: "To approve the Purchase Order #20260 for East Coast Container in the amount**
43 **of \$3,000.00."**

44 Motion: H. Kreider

45 Seconded: D. Ruth

46 Discussion: None

47 **Motion Passes: 3 – Yes, 0 – No**

48
49 **MOTION: "To approve the Purchase Order #20261 for Waste Management in the amount of**
50 **\$10,000.00."**

51 Motion: H. Kreider

52 Seconded: D. Ruth

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1 Discussion: Chairman Bryer said it's for tipping fees for turn key land fill. Selectman
2 Kreider questioned the amount being too low based off previous spending. T.A.
3 Thibodeau said this is a blanket PO for approximately 6 weeks. Selectman Kreider
4 thinks it should be \$30-40,000. Chairman Bryer said the PO is already filled out,
5 but maybe for next time. He also requested someone call Waste Management
6 and correct the name on the bill.

7 **Motion Passes: 3 – Yes, 0 – No**

8
9 **MOTION: “To approve the Purchase Order #20259 for Waste Management in the amount of**
10 **\$2,862.16.”**

11 Motion: H. Kreider

12 Seconded: D. Ruth

13 Discussion: Chairman Bryer said it's for tipping fees for turn key land fill. T.A.
14 Thibodeau said this is previous bills from 2019.

15 **Motion Passes: 3 – Yes, 0 – No**

16
17 **Minutes**

18 **MOTION: “To approve the February 18, 2020 BOS meeting minutes.”**

19 Motion: H. Kreider

20 Seconded: D. Ruth

21 Discussion: Selectman Ruth said page 5, lines 17 & 24 should be siteing, and line 31
22 should be suggested. Chairman Bryer and Selectman Kreider said the wording is
23 fine as written.

24 **Motion Passes: 3 – Yes, 0 – No**

25
26 **Set Up Calendar Year Schedule Sub Committee**

27 Selectman Kreider thought the board was going to form a committee to meet on a Saturday and
28 do the whole year for the BOS agenda, so that we're prepared for each meeting. Chairman Bryer
29 suggested the board wait until after elections at the March 17 meeting. Selectman Ruth
30 suggested creating a sub committee for town owned properties at the March 17 meeting. He also
31 suggested setting up a sub committee for recreation for the ball fields and other projects at the
32 March 17 meeting. Chairman Bryer said the March 17 meeting is full. Selectman Kreider would
33 like the topic of memo of understanding (MOU) for the Library, Treasurer, Police Commission,
34 and anyone else, for the March 31 meeting.

35
36 **Voting Guide Discussion**

37 Selectman Kreider gave T.A. Thibodeau a few edits, and he thanked Linda Smith for the front
38 part because it outlines why the BOS are doing this. He said it's clear and people will feel
39 comfortable voting given how well this explains the warrants. He suggested article 16 have the
40 age of the vehicle, which he believes is 26-year-old, and instead of standard, he thinks it should
41 say guidelines for holding capacity. Chairman Bryer discussed that article 30 says all town roads
42 including Tasker and Ridge, but didn't think the wording was right, and Selectman Kreider said
43 we can't change how the wording for the article is written now. Chairman Bryer suggesting adding
44 something that says that Harvey Lake Road will be paid out of the operating budget. Selectman
45 Ruth suggested putting all the open positions at the end, but it was discussed that that's never
46 been done, and it's in the town report.

47 **MOTION: “To approve the Northwood's Voting Guide for 2020 as amended.”**

48 Motion: H. Kreider

49 Seconded: D. Ruth

50 Discussion: T.A. Thibodeau said we'll put some at the Library, Town Hall, Post Office,
51 Schools, and the town's website.

52 **Motion Passes: 3 – Yes, 0 – No**

TOWN ADMINISTRATOR’S REPORT

T.A. Thibodeau said Atlantic Broadband has been in working on our new phone lines, new computers were brought in and upgraded, the town report is ready (1 per household) and available on the town’s website, there’s a few absent tonight due to sickness and she wishes them well, and the finance consultants are happy with the people coming on board, and things are looking up.

SELECTMEN’S REPORTS

Selectman Ruth pointed out in the Town Report on page 5 that the BOS dedicated the Town Report to Mr. Bob Bailey who passed away this year.

Selectman Kreider recommended adding Bob Young from Emergency Management or his designee as a resource to the Safety Complex Strategy Committee based off suggestions he has received.

MOTION: “To add Bob Young, Emergency Management or his designee as a resource to the Safety Complex Strategy Committee.”

Motion: H. Kreider

Seconded: D. Ruth

Discussion: None

Motion Passes: 3 – Yes, 0 – No

Selectman Kreider thanked our Finance consultants for their hard work and efforts, everything is moving in the right direction with coding, signatures, etc. and he encourages Greg to keep working with our internal controls.

Selectman Kreider said that he was clear with the Budget Committee at the last meeting, that when we’re more clear and solid on numbers, that we’ll get them that information.

Selectman Ruth had no comments because Vienna was there to report on the Transfer Station.

Chairman Bryer thanked his fellow board members and town employees for a great year. He hopes for another year on the board but wishes all candidates luck.

CITIZEN’S FORUM:

Tim Colby – Bryant Road

Tim questioned the transfer station stickers. Chairman Bryer answered that he believes if you own property in Northwood, for instance if you live in MA but have a summer house in Northwood, then you can get a sticker. Tim said he is on the Highway Advisory Committee and they haven’t met in a year, so he suggested taking them off the voting guide because it sends the wrong message to the residents. The BOS said they have been corrected and they’re not on the new voting guide for 2020.

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: H. Kreider

Seconded: D. Ruth

Roll Call: Hal Kreider – Yes, David Ruth – Yes, Scott Bryer – Yes

MOTION: “To exit non-public session at 8:20 pm.”

Motion: H. Kreider

Seconded: D. Ruth

Roll Call: Hal Kreider – Yes, David Ruth – Yes, Scott Bryer – Yes

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1 **MOTION: “To seal the non-public minutes of February 25, 2020 indefinitely under RSA 91-**
2 **A: 3, II (a and c).”**

3 Motion: H. Kreider

4 Seconded: D. Ruth

5 Discussion: The BOS discussed a matter of reputation.

6 **Motion Passes: 3 – Yes, 0 – No**

7
8 **MOTION: “To adjourn at 8:21 pm.”**

9 Motion: H. Kreider

10 Seconded: D. Ruth

11 Discussion: None

12 **Motion Passes: 3 – Yes, 0 – No**

13

14

15 Respectfully submitted,

16

17 Lisa Lamarche

18 Municipal Administrative Assistant

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