



## **TOWN OF NORTHWOOD BOARD OF SELECTMEN**

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### **Board of Selectmen Work session Minutes February 4, 2020**

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

**ABSENT:** Selectwoman Beth Boudreau

**STAFF PRESENT:** Town Administrator Heather Thibodeau

**5:30 P.M. Chairman Scott Bryer opened the Northwood Board of Selectmen work session and led the Pledge of Allegiance.**

#### **BALLOT CLERKS**

**MOTION: "To appoint the following as Ballot Clerks: Keith McGuigan – Undeclared, Penny Hampl – Republican, Alan "Ted" Wilkinson – Democrat, Joanna Chase – Democrat, Gale Tobbe – Undeclared, Frederick Tobbe – Undeclared, Susan Carr – Republican."**

Motion: M. Frye

Seconded: H. Kreider

Discussion: Selectman Kreider questioned if they can be undeclared. Chairman Bryer said he hasn't seen a history of such emphasis on the party. T.A. Thibodeau said she believes it's okay and she believes it comes from who recommended them. Selectman Ruth would like to amend the motion to say until December 31, 2020. M. Frye and H. Kreider agreed to the amendment. The vote for the amendment passed 4/0.

**Motion with amendment Passes: 4 – Yes, 0 – No**

**MOTION: "To approve the payroll dated 1/29/2020 in the amount of \$784.76."**

Motion: D. Ruth

Seconded: H. Kreider

Discussion: It's the BOS that didn't get paid in the last payroll.

**Motion Passes: 4 – Yes, 0 – No**

**MOTION: "To appoint Steven Beck for the Laborer II position, labor grade 10, step 13, pending a background check, driving record, and drug test."**

Motion: H. Kreider

Seconded: D. Ruth

Discussion: Chairman Bryer amended it that it's not pending a background check,

driving record, and drug test, he can start but if he doesn't pass any of those, then he will be released immediately.

**Motion Passes: 4 – Yes, 0 – No**

**MOTION: “To approve the AP dated 1/30/2020 in the amount of \$436,283.61.”**

Motion: H. Kreider

Seconded: D. Ruth

Discussion: Electronic check for \$400,000 for the school and the rest was the plowing contracts to get up to date.

**Motion Passes: 4 – Yes, 0 – No**

**MOTION: “To hire a contracted bookkeeper to be hired asap.”**

Motion: H. Kreider

Seconded: D. Ruth

Discussion: Selectman Kreider didn't realize we only have Glen for a few hours a week and he feels we're about 2 months or 320 hours behind. He feels hiring a bookkeeper won't be as expensive. He said Glen is here from MRI to do AP, and Greg is a CPA here to do a check and balance of our accounts after the exit of the last finance person. Selectman Ruth asked if we already have someone in the building that can do the work. T.A. Thibodeau said Lisa is already doing the payroll and said she will take on the payroll for now, and T.A. Thibodeau said she can be a back up to Lisa. T.A. Thibodeau said the CPA, Greg, said if we bring on a third person, it will get too confusing. Chairman Bryer asked T.A. Thibodeau to see if MRI can give us any more hours. Selectman Kreider said he already spoke with Glen from MRI and he's putting in 3 days a week with the school. Selectman Ruth said we have one person that applied for finance and Glen will have to train that person, so training 2 people would be too much. Selectman Kreider thinks we need to act soon, because hiring someone will take a few months. T.A. Thibodeau said the consultant CPA, Greg, is working on many things to get the finance office in order, not just the audit, and he said the reconciliations for the interim finance director were in the cabinet the whole time. Selectman Kreider said MRI doesn't have the bookkeepers we want. Chairman Bryer would like to table this until non-public. T.A. Thibodeau said it's also the software that's an issue. Chairman Bryer said we need to do research and get recommendations before moving forward with new software. Selectman Kreider said that Glen said all the systems are the same, just some are easier to use, but Glen came in on Thursday and found everything he needed within 15 minutes. Both Selectman Kreider and Ruth pulled back their motions.

Selectman Kreider said he spoke with the Treasurer, and she doesn't feel she's getting the reports she needs. He advised her to work with T.A. Thibodeau and the consultant to get a memo together of what she needs and when, so that it's documented.

**Motion: “To make a memo of understanding between the Treasurer, the Town Administrator, and the consultant.”**

Motion: H. Kreider

Seconded: M. Frye

Discussion: Selectman Frye asked if the reports she wants are going to change with the potential of new people in the roles with the upcoming election and hiring. Selectman Kreider said that's why he's including the outside person to be included. T.A. Thibodeau said she agrees that we need to get some reports in, but she hasn't seen any reports since she's been here. Chairman Bryer said he called our auditors/CPA firm and got the recommendation of Greg Colby, so he doesn't want to do a memorandum right now. T.A. Thibodeau spoke about some reports given from the tax collector to both the treasurer and finance. But nothing can be found

in finance. Selectman Kreider just wants a list of who gets what and when. Chairman Bryer said it's three parts: bank statement, receipts, and expenditures. Selectman Frye said he thinks instead of memo it should be a list. Chairman Bryer asked the Town Administrator to put together a list with her, the treasurer, Savannah, and Mr. Colby. Selectman Ruth would like to know if the treasurer needs to seek out the reports or if the reports will be brought to her. Chairman Bryer said typically it should be that once a month, the accountant will print the reports and give it to the treasurer so she doesn't have to go searching. He asked for the hired consultant to put together a policy and procedure for the monthly bank reconciliation process and when it's ready, it will come before the BOS to be approved. So, we don't need a vote right now. He asked T.A. Thibodeau to ask the consultant for this. Selectman Kreider asked if this is his second or first priority because he thought his first priority was checking to make sure there is no money missing. Chairman Bryer said he firmly doesn't believe there is money missing, he believes the consultant was hired to fix the deficiencies in our audit report and from those deficiencies he was going to develop policies and procedures to move forward.

**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 6:26 pm."**

Motion: S. Bryer

Seconded: M. Frye

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

**MOTION: "To exit non-public session at 6:52 pm."**

Motion: D. Ruth

Seconded: M. Frye

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

**MOTION: "To seal the non-public minutes of February 4, 2020 indefinitely under RSA 91-A: 3, II (a and c)."**

Motion: M. Frye

Seconded: D. Ruth

Discussion: The Board discussed matters that would affect a person's reputation.

**Motion Passes: 4 – Yes, 0 – No**

**MOTION: "To allow T.A. Thibodeau to contact Greg Colby to begin interviews for the Finance Specialist."**

Motion: D. Ruth

Seconded: M. Frye

Discussion: None

**Motion Passes: 4 – Yes, 0 – No**

**MOTION: "To have a list of BOS meetings on one page with a BOS to-do list."**

Motion: D. Ruth

Seconded: H. Kreider

Discussion: None

**Motion Passes: 4 – Yes, 0 – No**

**MOTION: "To adjourn at 7:00 pm."**

Motion: D. Ruth

Seconded: M. Frye

Discussion: None

**Motion Passes: 4 – Yes, 0 – No**

Respectfully submitted,  
Lisa Lamarche  
Municipal Administrative Assistant