



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

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### **Board of Selectmen Meeting Minutes March 17, 2020**

**ROLL CALL:** Chairman Hal Kreider, Selectwoman Beth Boudreau, Selectman Tim Colby, Selectman Matt Frye, Selectman Jim Hadley

**ABSENT:** Town Administrator (TA) Heather Thibodeau (present via telephone)

**STAFF PRESENT:** Municipal Administrative Assistant Lisa Lamarche

**6:00 P.M. Selectwoman Boudreau opened the Northwood Board of Selectmen meeting and led the Pledge of Allegiance**

#### **CITIZEN'S FORUM:**

##### **Tom Chase – 306 Catamount Road**

Tom said he has supported all candidates both this year and in the past and he thanked the previous Selectmen Scott Bryer and Dave Ruth, and Hal Kreider for being the Budget Committee BOS representative. He said he hopes 2020 is not a repeat of 2019. He urged the BOS to think about how this virus is going to affect the town with an update from Bob Young, because from Monday to Tuesday the cases went from 17 to 26, and it's better to do something sooner rather than later.

##### **Tim Jandebeur – 33 Welsh Road**

Tim wanted to the BOS to know that there are problems in town. He said the Town Administrator worked for 3 other towns last year. In Tilton she made \$36,985 and in Newmarket she made \$15,226 both being the welfare director. She also worked in Milton and made \$10,278 on top of her full-time job here. That totals \$62,489 in the other towns. He said he has more information and is happy to discuss it in non-public, but not where using names can get people into trouble. He feels the town is being run into the ground. In his opinion, he thinks staff thought she was going to Concord but really going to Tilton to work. He questioned why she would leave those towns because in 2017 for Milton she earned \$104,426 and in 2018 \$107,882. So why would she come here and work for \$72,000. It raises a lot of questions. He said that she said publicly that she's very scared that she lost her protection of Scott Bryer. But he won't say who said it in public. Tim said that there's a conflict of interest for Tim Colby being on the board. He voted for Tim and he's happy that he's on the board, but Tim works for a company in town that does business for the town. He thinks the board needs to look at a conflict of interest. In addition to this conflict of interest, our budget committee chairman has approved the school board's budget for 7 years in a row to the penny and now works for the SAU. This is wrong in his opinion. He said politicians only tend to listen to people in their circle, he knows because he's been there. Tim said if we still have a Fire Chief again next year that can't do his job so much that his job description had to be

changed, then we'll get the default budget again. He said there's only \$10,000 in the default budget for the Fire Chief but we're probably spending over \$115,000 for the position. He said we're over budget and not just for him, also for the new hire in the recreation department, and he'll find out what she gets paid too. He said this is going to be a tough year, and he's so glad he's not one of us. He said we need to save every penny we have and we also need to bring back Mr. Balian back in to the office before we lose him. He asked if we really looked and posted for someone for the Road Agent position, or are we really going to hire someone that has absolutely no experience with roads. He doesn't understand the thinking on this for all these jobs, not from Northwood and not properly qualified.

## **NEW BUSINESS:**

### **Consent Manifest**

**MOTION: "To approve the Consent Manifest of March 17, 2020 with payroll dated: 3/11/2020 of \$51,684.11."**

Motion: H. Kreider  
Seconded: M. Frye  
Discussion: None  
**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To approve the Consent Manifest of March 17, 2020 with payroll dated: 3/11/2020 of \$2,965.77."**

Motion: H. Kreider  
Seconded: M. Frye  
Discussion: Selectman Hadley questioned the supplemental payrolls and T.A. Thibodeau said that there were some payrolls left out and also some final pays.  
**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To approve the Consent Manifest of March 17, 2020 with payroll dated: 3/16/2020 of \$662.34."**

Motion: J. Hadley  
Seconded: H. Kreider  
Discussion: None  
**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To approve the Consent Manifest of March 17, 2020 with payroll dated: 3/16/2020 of \$3,142.14."**

Motion: T. Colby  
Seconded: J. Hadley  
Discussion: None  
**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To approve the Consent Manifest of March 17, 2020 with AP dated: 3/18/2020 of \$8,474.59."**

Motion: H. Kreider  
Seconded: T. Colby  
Discussion: None  
**Motion Passes: 5 – Yes, 0 – No**

### Purchase Orders

**MOTION: “To approve the Purchase Order #20203 for Strafford Regional Planning Contract in the amount of \$10,000.00.”**

Motion: T. Colby

Seconded: M. Frye

Discussion: Selectman Kreider said this is for a partial year blanket PO. He spoke with the new Finance Specialist, Katherine, and she was reluctant to put in the entire PO, so she recommended this much, instead of doing the whole year because things could change.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: “To approve the Purchase Order #20489 for Tax-Exempt Leasing Corp for 2018 Case 580 Loader/Backhoe Lease in the amount of \$20,297.79.”**

Motion: J. Hadley

Seconded: M. Frye

Discussion: None

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: “To approve the Purchase Order #20490 for Fire Tech & Safety of N.E. for Bauer Compressor in the amount of \$47,359.00.”**

Motion: H. Kreider

Seconded: M. Frye

Discussion: Fire Chief, Mark Tetreault said it's for the cascade compressor to pay and then get reimbursed, hopefully this year. He said it's not in the default budget because it just gets paid out of a certain line, but there's no money there, because we get reimbursed.

**Motion Passes: 5 – Yes, 0 – No**

### Minutes

**MOTION: “To approve the February 25, 2020 BOS meeting minutes.”**

Motion: H. Kreider

Seconded: M. Frye

Discussion: Selectman Kreider corrected page 4, line 37 to say planning board/zba instead of front part.

**Motion Passes: 3 – Yes, 2 – Abstained**

### Organizational Meeting – Assign Chair & Vice Chair

**MOTION: “To nominate Matt Frye as Chairman of the BOS.”**

Motion: J. Hadley

Seconded: B. Boudreau

Discussion: Selectman Frye said he would like to continue the momentum from last year through this year and continue to improve the policies and procedures. He wants to make a positive work environment for all staff and volunteers, and he thinks he could help the board stay on track with the agenda and leadership. Selectman Kreider had a written statement: Qualifications: considerable experience running public meetings and committees, town moderator and school moderator since 2012, member and/or chair of EDC, TSAC, Budget, Planning, and other town groups, have a good sense of the town processes (budget, warrants, etc.), understand meeting dynamics, and can run an effective meeting. He said he knows how to effectively lead organizations by delegating: view delegations to committee/sub-committees as one of the keys to our success, currently chairman of a 12 member non-profit board; facilitated major shift to organizational model where accomplishments are driven by committees, managed large, multi-national projects for over 20 years; extensive experience delegating to internal and external teams/sub-groups, and experience managing

the changes necessary for us to make this transition. What to expect from him as a Board Chair: meetings will be conducted openly, honestly, and respectfully, info shared in advance, ask that you come to the meeting prepared to act on that information. Shift detailed work to committees and sub-committees, meeting time will be spent focusing on final decisions/overarching concerns. Strive to be proactive rather than reactive, focus on planning and strategy.

**Motion Fails: 2 – Yes, 3 – No**

**MOTION: “To nominate Hal Kreider as Chairman of the BOS.”**

Motion: T. Colby  
Seconded: J. Hadley  
Discussion: See part of above

**Motion Passes: 4 – Yes, 1 – No**

**MOTION: “To nominate Matt Frye as Vice-Chair for the BOS.”**

Motion: J. Hadley  
Seconded: T. Colby  
Discussion: None

**Motion Passes: 5 – Yes, 0 – No**

Chairman Kreider asked for a change in agenda to welcome Emergency Management, Bob Young, to speak first about the coronavirus.

#### **COVID-19 Discussion**

Bob Young, Emergency Management

Bob said the town has been working on the continuity of operating plan since 2011. He put together a short list:

Coop planning.... Considerations beyond the COOP or COG check lists.

1. **Providing information to all selectmen via e-mail.** Either allow updates to be sent to all selectmen or establish a mechanism to assure the entire BOS is notified. Currently Hal and Matt are on our emergency communications email list. This had been done for RSA 91a concerns, but no decisions are being made, just a transfer of information.
2. **What will constitute a quorum?** The Governor's Memorandum of March 16, 2020 address how that might be handled with an electronic meeting.
3. In the past, following an **Emergency Declaration, a single selectman** could make an emergency decision, authorize spending over the Department limit, utilize town facilities or equipment, or reassign personnel. That had been a three-member board, will the same be true for the five-member board? It could be difficult to get authorization from several members of the BOS in a timely manor.
4. Selectmen Frye has been reviewing the **emergency provisions of RSA 91a** as it applies to electronic meetings. Here again I refer to the Governor's Memorandum of March 16, 2020.
5. **There are questions of succession.** Some are defined, others are not. For example, the line of succession for my position is clearly spelled out in the town's EOP. Emergency Management Director (me), Deputy EMD (Chief of Police Glen Drolet), Chairman of the Board of Selectmen, Town Administrator, Police Chief. (back in 2011, the Deputy EMD had been the Fire Captain.) Succession was never developed for Selectmen, Town Clerk, Town Administrator or Road Agent, now the DPW Director as our Road Agent position disappeared as of last Tuesday. Remember, in the absence of a selectman, a majority of the Board may appoint. If you all die, someone would need to petition the Superior Court.
6. With reliance on electronic messaging, for example the town web site for public information, on-site and off-site record keeping and maintaining tax information, purchase orders or payroll, a potential for work force shortages could impact postings, maintenance or repair of the **electronic infrastructure**. Plans should have some level of redundancy in addition to spelling out responsibilities and contact information. **Cyber security plans** should also be reviewed
7. Planning for the likelihood of **extended absences** of key personnel at town hall, Fire, Police or DPW.
8. **Lines of Authority in an emergency...** for example, the EOP flow chart has the EMD reporting to the Town Administrator, yet the text and earlier graphics show the EMD reporting to the CEO, which would be the BOS in a town without a Town Manger. For the duration of this event, I would suggest that I report to the BOS and be a liaison to the Town Administrator. The reporting structure would revert back when the event is over.
9. Once a **BOS Chair** has been chosen, the town will need to update its Municipal Authorization Agreement with our Regional Public Health Network, CAPHN.

He said that Matt and Hal are already on his emails chain, and he will include all the board as long as they don't reply all, or else it's a meeting. Selectman Frye said the guidance from the state is that the chair can suspend requirements for meetings and they currently you need a physical quorum, but the chair can suspend those requirements and the board can attend via electronic means, but still need to have something for the public via zoom or something else. Bob said for number 3 on the list, for the board to think about maybe 1 BOS necessary for acting on expenditures beyond the \$500 limit. Number 4 has already been addressed. See the document for number 5, 6, 7, 8, and 9. For number 9, the BOS chair needs to update the Municipal Authority Agreement. Municipal Administrative Assistant, Lisa Lamarche, said she gave the board a few examples of policies that surrounding towns are doing, as well as a

statement from the Town Clerk because she wants to be consistent with what the town is doing for closing to the public etc., and also she said that we're working with our IT contractors to get our computers able to work from home. Chairman Kreider wants to create a subcommittee for this, consisting of possibly: BOS Vice Chair, Matt Frye, one more BOS rep, Bob Young, and the Town Administrator. Selectman Frye think we need to take action now, since surrounding town halls are closed and are maintaining social distancing with staggered schedules. The Town Clerk/Tax Collector said the online fees have been waived, so people can pay that way. There will be no evictions and no shut offs per the government. Day to day can wait.

**MOTION: "To close the Northwood Town Hall to the public with restricted access to town hall effective March 18, 2020 until further notice due to the COVID-19 virus."**

Motion: M. Frye

Seconded: B. Boudreau

Discussion: None

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "For the Town Administrator to manage her staff and let them work via telecommunication etc."**

Motion: M. Frye

Seconded: J. Hadley

Discussion: None

**Motion Passes: 5 – Yes, 0 – No**

Selectman Frye said we'll be getting funding at about 75% back for anything related to the COVID-19 virus. Chairman Kreider discussed ways of tagging the purchases so they are directly related to the virus. We need to keep track up expenditures, so if there's a possibility of funding, then we will have a good track of spending.

**MOTION: "To have Selectman Hadley meet with Finance Specialist, Katherine Davis, to work out the accounting details on emergency funding."**

Motion: M. Frye

Seconded: T. Colby

Discussion: None

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To put \$10,000 into the emergency fund for the COVID-19 virus."**

Motion: T. Colby

Seconded: B. Boudreau

Discussion: Selectman Frye would like \$20,000 put into the fund. Selectwoman Boudreau would like to know when we've spent anything over \$2,500. Selectman Kreider would like to raise the Town Administrator's spending authority to \$5,000 for this virus spending. He would also like the Town Administrator to give the BOS reports after spending \$5,000, \$10,000, and \$15,000.

**Selectman Colby retracted his motion.**

**MOTION: "To create a special revenue/grant funds line with \$20,000 and the Town Administrator has a \$5,000 spending authority, with the Town Administrator giving the BOS reports at \$5,000, \$10,000, \$15,000, and \$19,000 spending."**

Motion: B. Boudreau

Seconded: T. Colby

Discussion: None

**Motion Passes: 5- Yes, 0 – No**

**MOTION: “To amend the above motion to include the word COVID.”**

Motion: J. Hadley  
Seconded: B. Boudreau  
Discussion: None

**Motion Passes: 5 – Yes, 0 – No**

Chris Brown, the Road Agent, spoke about the Transfer Station and he advised not shutting it down because it will cause more health issues. The Deputy Fire Chief suggested limiting it to only household trash. Selectman Frye agreed.

**MOTION: “The Transfer Station will accept household trash, cardboard, plastic, tin cans, etc., but nothing with a fee, and the swap shop is closed, all until further notice.”**

Motion: T. Colby  
Seconded: B. Boudreau  
Discussion: Selectman Hadley clarified that the Transfer Station is not closed, it’s only open to the trash specified above.

**Motion Passes: 5 – Yes, 0 – No**

Bob Young asked for the plan for other board’s meetings. Selectman Frye said that boards that have statutorily authority can be encouraged to close meetings. Those that are appointed like: TSAC, Rec, ZBA, Conservation, Highway, and Facilities.

**MOTION: “To recommend the Board Chairs to follow the policies the BOS are following with regards to distancing from others at the meetings.”**

Motion: J. Hadley  
Seconded: B. Boudreau  
Discussion: None

**Motion Passes: 5 – Yes, 0 – No**

Selectman Frye urges everyone to follow the CDC guidelines. Chairman Kreider said the Town Administrator can make delegation of staff but the staff will keep their 40 hours with pay.

**MOTION: “For Bob Young to direct the town hall staff on all COVID procedures.”**

Motion: M. Frye  
Seconded: T. Colby  
Discussion: None

**Motion Passes: 5 – Yes, 0 – No**

Selectman Frye said an email address was created for citizen’s forum to help encourage them to stay home if they are sick, but also so they can participate. The email address is citizensforum@town.northwood.nh.us. We will read the comments during citizen’s forum.

**MOTION: “To accept citizen’s input via the citizensforum@town.northwood.nh.us email address.”**

Motion: T. Colby  
Seconded: B. Boudreau  
Discussion: None

**Motion Passes: 5- Yes, 0 – No**

**Safety Complex Committee**

Chairman Kreider asked for a name change of this committee. Selectman Frye suggested the name and the BOS agreed with: Safety Facility Exploratory Committee. Chairman Kreider said the idea of the committee is to make the best strategy for decisions for this idea/concept/best general direction for the town.

**MOTION: “To table the Safety Facility Exploratory Committee set up.”**

Motion: J. Hadley

Seconded: T. Colby

Discussion: Chairman Kreider asked for the board set up to be sent to those committees asking for approval for those that signed up for the committee, to be on the committee.

**Motion Passes: 5 – Yes, 0 – No**

**CITIZEN’S FORUM:**

**Joe McCaffrey – 280 Harmony Road**

Joe asked if the BOS will be having meetings. Chairman Kreider said the board will meet like this, with distance and if the BOS need an emergency meeting then they may need to call in. Selectwoman Boudreau asked the residents to please not come in, if they are sick. Chairman Kreider said it’s up to the other board’s chairs to make the decision to meet or not.

**Tim Jandebeur – 33 Welsh Road**

Tim encouraged the BOS to talk to Farmington for what they did to include the community for funding. Tim questioned where the money for the funding was coming from. He said employee pay is appropriated so don’t take it from there. Tim said that Ridge Road has had more funding over the years than any other road in town. He asked for other roads such as Bigelow to be explored for review. Tim said that if the Transfer Station is limited to the number of people in there and limited to what they can dump, that they’ll dump it elsewhere, like for instance, his road. Chairman Kreider asked if he would be on the Highway Committee, and Tim said to go back a year and find out what really happened.

Selectman Frye said we will try to post all this new information on all social media possible to get this information out and posted.

**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 8:03 pm.”**

Motion: B. Boudreau

Seconded: T. Colby

Discussion: Selectman Frye asked if it was okay to go into non-public without T.A. Thibodeau, who is the HR Rep. T.A. Thibodeau said she is okay with being in the meeting via the phone.

Roll Call: Jim Hadley – Yes, Tim Colby – Yes, Matt Frye – Yes, Beth Boudreau – Yes, Hal Kreider – Yes

**MOTION: “To exit non-public session at 10:40 pm.”**

Motion: M. Frye

Seconded: B. Boudreau

Roll Call: Jim Hadley – Yes, Tim Colby – Yes, Matt Frye – Yes, Beth Boudreau – Yes, Hal Kreider – Yes

**MOTION: “To seal the non-public minutes of March 17, 2020 indefinitely under RSA 91-A: 3, II (a and c).”**

Motion: J. Hadley

Seconded: M. Frye

Discussion: Chairman Kreider said there were 2 personnel issues.

**Motion Passes: 5 – Yes, 0 – No**

**Calendar Year Schedule Sub Committee**

**MOTION: “To create a Calendar Year Schedule Sub Committee.”**

Motion: M. Frye  
Seconded: J. Hadley  
Discussion: None  
**Motion Passes: 5 – Yes, 0 – No**

Chairman Kreider asked for volunteers. Selectwoman Boudreau and Vice-Chair Frye volunteered to work with the Town Administrator.

**MOTION: “For the Calendar Year Schedule Sub Committee to consist of Selectwoman Boudreau, Vice-Chair Frye, and the Town Administrator.”**

Motion: J. Hadley  
Seconded: T. Colby  
Discussion: None  
**Motion Passes: 5- Yes, 0 – No**

**Town Owned Properties Sub Committee**

**MOTION: “To create a Town Owned Properties Sub Committee.”**

Motion: J. Hadley  
Seconded: M. Frye  
Discussion: None  
**Motion Passes: 5 – Yes, 0 – No**

**MOTION: “For the Town Owned Properties Sub Committee to consist of the Town Assessor, the Land Use Specialist, a Conservation Representative, and Jim Hadley as the BOS Representative.”**

Motion: M. Frye  
Seconded: T. Colby  
Discussion: None  
**Motion Passes: 5- Yes, 0 – No**

**Recreation Sub Committee**

Selectman Frye said he thinks this may have been something that the previous Selectman Ruth suggested, but he’d rather see the current Recreation Commission handle it.

**Reconciliation report 15th/30th**

Chairman Kreider said the report doesn’t look like what they want because the default budget hasn’t been entered yet. He asked Katherine to put the default budget in to the system, but he can see that the encumbrances are there because they committed to spend that money. 2019 is not fully cleaned up yet.

Selectman Frye commented that the Planning Board has a meeting on the 26th, so the BOS decided it was okay to serve on the boards they currently have until new assignments are given at the next BOS meeting.

**MOTION: “To reappoint Hal Kreider as the BOS representative for the Planning Board on an interim basis.”**

Motion: J. Hadley  
Seconded: M. Frye  
Discussion: None  
**Motion Passes: 5 – Yes, 0 – No**

Selectman Hadley and Colby thanked for the voters for electing them to the BOS. Selectman Frye thanked previous Selectman Byer and Ruth for their years of service.

**MOTION: “To adjourn at 11:00 pm.”**

Motion: M. Frye

Seconded: B. Boudreau

Discussion: None

**Motion Passes: 5 – Yes, 0 – No**

Respectfully submitted,

Lisa Lamarche  
Municipal Administrative Assistant