



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

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

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### **Board of Selectmen Meeting Minutes March 31, 2020**

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

**ABSENT:** None

**STAFF PRESENT:** Town Administrator (TA) Heather Thibodeau and Municipal Administrative Assistant Lisa Lamarche

**6:02 P.M. Chairman Kreider opened the Northwood Board of Selectmen meeting via Zoom and led the Pledge of Allegiance**

As Chair of the Northwood Board of Selectmen, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

*a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:*

We are utilizing Zoom platform for this electronic meeting. All members of the Board of Selectmen have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through details located on our website and posted outside the Town Hall.

### **NEW BUSINESS:**

#### **Minutes**

**MOTION:** "To approve the March 17, 2020 BOS meeting minutes."

Motion: M. Frye

Seconded: T. Colby

Discussion: None

**Motion Passes:** 5 – Yes, 0 – No

#### **Consent Manifest**

Chairman Kreider suggested one consent agenda with one set of signatures for the Board. He said the Board can still discuss or take off items as necessary. Selectman Hadley would like to

table the MRI purchase order due to correspondence with the Finance Specialist that we might not need him much longer. He would like Finance to be a separate report item for just the BOS. Chairman Kreider said these are okay to post publicly. He trusts Katherine's work. Selectman Frye is okay with this as long as the Board sees it in advance. Chairman Kreider would like them initialed to back up the work.

**Northwood NH Consent Agenda for March 31, 2020**

Payroll Manifest dated March 25, 2020 for \$80,196.41

Accounts Payable Manifests dated March 30, 2020:

Batch #13775 (1) for \$15,581.72 + ACH Voucher for \$1,200.00

Batch #13775 (2) for \$523.17

Batch #13776 for \$265.61 (COVID-19 Expenditures)

Requisition #13118 for \$6,000

Company Name: David J. Allain / Services: Septage

Purchase Order #107126 for \$10,000

Company Name: Gregory A Colby / CPA Consulting Services

Purchase Order #107127 for \$10,000 - TABLED

Company Name: Municipal Resources, Inc. / Consulting Services

Finance Reports:

Open Requisitions Report

Open Purchase Orders Reports – 2019 & 2020

Budget vs. Actual Expenditure Report as of March 31, 2020

Applications for Current Use:

Heigis Family Revocable Trust; 202 Sherburne Hill Road; Map/Lot 218-031

Land Use Change Taxes:

BMT Construction LLC, Harmony Road; Map/Lot 123 005-003; \$6,867

Gravel Tax Levies

Steven Anthony; 108 Cubic Yards; Map/Lot 117-025-G; Operation 19-349-02-E; \$2.16

**Approved by a vote of 5 – Yes, 0 – No on March 31, 2020**

_____	Hal Kreider
_____	Matt Frye
_____	Beth Boudreau
_____	Jim Hadley
_____	Tim Colby

**MOTION: “To accept the Consent Manifest of March 31, 2020 as amended.”**

Motion: H. Kreider

Seconded: T. Colby

Discussion: See above.

**Motion Passes: 5 – Yes, 0 – No**

**COVID-19 Update**

Chairman Kreider thanked Bob Young for helping us through this. Bob Young spoke about the ICS training and emergency preparedness with its phases: mitigation phase, preparedness phase, response phase, and finally a recovery phase. Bob said we're just in the mitigation phase with trying to get people to stay home. He urges the public to call 211 with concerns and to visit: [www.ready.gov](http://www.ready.gov) or [www.nh.gov/covid19](http://www.nh.gov/covid19) for more information. We also have information on our Town webpage. The newest report is that if you're coming to NH from out of state, then you need to self-quarantine for 14 days. He said people are making the efforts with social distancing and washing hands. T.A. Thibodeau said we are fortunate to have Bob Young. She said that we are trying to keep people out of the Town Hall. We're trying to respond to all calls and messages. We have a part time building inspector and he's trying to get to all the

messages. He's trying to figure out what he can and can't do. She said other towns are stopping inspections so they're not entering homes. She said the Welfare officer had 6 calls last week and he's concerned about how to meet with people. She also said we're working on tracking COVID-19 expenditures. Chairman Kreider would like to set up a COVID subcommittee. Selectman Frye said we already did that where T.A. Thibodeau can authorize spending up to \$2,500 and we put \$20,000 into the fund. Chairman Kreider said that Selectman Hadley asked about an Easter Parade and he thinks the two departments: Recreation and Fire can work together for that, so he doesn't think the BOS need to make decisions for it. Selectwoman Boudreau said it's like the Santa Parade which coordinated with the rec and police department. She said you're in your cars so there should be no contact to have a concern with COVID-19. Selectman Frye said he's very comfortable with those departments making the decisions. Selectman Hadley was concerned about throwing candy and then people getting out and touching it, passing the virus. Selectman Frye said it's a drive and wave and people need this right now to have hope and fun but with social distancing. Selectman Frye said we haven't tackled continuity of government yet. The likelihood that one or all get sick. Bob Young thinks we should tackle this sooner than later. Chairman Kreider motioned that in the event the BOS are incapacitated, the remaining members may make decisions with those still present. Bob and the T.A. wanted to check with legal first. Bob said he knows something is going to come out about how to run governmental procedures during COVID-19. The board agreed that we should wait for legal advice and for the information that Bob spoke about to come out.

### **Hazard Mitigation Plan**

James Burdin, our contracted Town Planner and he also works for the Strafford Regional Planning Commission spoke about the Hazard Mitigation Plan. He said this plan is paid by grant to SRPC from NH Homeland Security & Emergency Management. The plan finds ways to mitigate hazards that may attack the town, and also if they attack the town, ways to decrease the loss of life, property, etc. Having a Hazard Mitigation Plan makes the town eligible for funding through FEMA and NH Homeland Security & Emergency Management. The plan must be updated once every 5 years and we're up for our 5-year renewal. The plan needed to update old hazards and be consistent with the NH Homeland Security hazard plans also. We're currently in the adoption process with 3 steps. James will submit the draft he currently has once the BOS sign it and return to him the Certificate of Adoption. He said the final approval from the State is quick and we will receive a letter from FEMA approving our Hazard Mitigation Plan. He said the draft at any point is public.

### **MOTION: "To adopt the Hazard Mitigation Plan draft presented by James Burdin as written."**

Motion: H. Kreider

Seconded: M. Frye

Discussion: Selectman Colby questioned correcting the old BOS names. James said that this has to be recorded this way because of when it was written and there will be more turnover in the next 5 years, so the names are correct for when it was written. This will be good for 5 years. James says it's okay to sign separately and send to both Bob and James.

**Motion Passes: 5 – Yes, 0 – No**

James said he is in contact with FEMA and USEDA about the economic recovery due to COVID-19. He is going to be compiling any information qualitative/quantitative about how the business community is/was affected by COVID-19. Chairman Kreider would like a COVID-19 tracking on the next agenda.

**CITIZEN'S FORUM:** None

**MOTION: “To hire Chris Brown as the Public Works Foreman, at labor grade 19, step 10, \$62,114/year, with up to \$3,000 for education, and he may accept calls for the Fire Department.”**

Motion: M. Frye  
Seconded: J. Hadley  
Discussion: None

**Motion Passes: 5 – Yes, 0 – No**

### **Transfer Station Directives**

Chris Brown, Public Works Foreman, reported that the Transfer Station is going well. He’s had a few angry people because they can’t drop off items that needs to be paid for, but it’s been okay otherwise. He and Jim Wilson have been keeping track of anyone that is causing an issue, or if they have a truck full, in case the trash is dumped elsewhere in town. The board was okay waiting for more information about the Transfer Station from Vienna.

### **Board Committee Assignments**

The BOS agreed to the following assignments:

Board Calendar Year = Matt Frye, Beth Boudreau, Heather Thibodeau  
Town Owned Properties = Jim Hadley, Linda Smith, Winnie, Heather Thibodeau, Assessor  
Budget Committee = Jim Hadley (Matt Frye – alternate)  
Planning Board = Hal Kreider (Beth Boudreau – alternate)  
Economic Development = Matt Frye (Jim Hadley – alternate)  
Highway Advisory = Tim Colby  
Recreation = Matt Frye (Beth Boudreau – alternate)  
TSAC = Tim Colby (Hal Kreider – alternate)  
Town Facilities = Beth Boudreau (Tim Colby – alternate)  
Safety Facility Exploratory = Hal Kreider

The BOS decided not to have BOS representatives for: Cemetery, Library, Police Commission, Supervisors of the Checklist, Trustees of the Trust Funds, and Board of Adjustment.

**MOTION: “To create a Governance Committee.”**

Motion: J. Hadley  
Seconded: B. Boudreau  
Discussion: Selectman Hadley thinks the BOS Chairman, Vice-Chair, and T.A.

Thibodeau can meet as needed. Selectman Frye wants to know if this is necessary, and if there’s any benefits. He thinks we can just handle issues as they arise. Chairman Kreider and Selectman Frye agreed to just handle issues as they arise. Selectman Hadley asked to table this topic. T.A. Thibodeau suggested creating an ethics policy and conflict of interest policy. But the BOS would need to adopt it. Chairman Kreider said he’s more concerned with ‘who’ takes care of it.

**MOTION: “To table the discussion on creating a Governance Committee.”**

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

**Motion Passes: 5 – Yes, 0 – No**

### **Budget/Spending Strategy**

#### **MOTION: “To create a Budget/Spending Strategy Committee.”**

Motion: J. Hadley

Seconded: H. Kreider

Discussion: Selectman Frye asked if this would cover our current procedures with P.O.'s etc. Selectman Hadley said he attended a webinar about the revenue impact of COVID-19 on local governments and how to prepare for what's next. They estimate that governments are going to spend 20 billion dollars just to get through the COVID-19 process. Since we don't know what the economy is going to look like, this is something that could be a temporary committee to get us through this year with T.A.N.s etc. He said he would like to see the Town of Northwood be proactive rather than reactive.

**Motion Passes: 5 – Yes, 0 – No**

Budget/Spending Strategy Committee = Jim Hadley & Hal Kreider (BOS representatives)

#### **MOTION: “To create a Town-wide Communication Committee.”**

Motion: T. Colby

Seconded: B. Boudreau

Discussion: Selectwoman Boudreau questioned if we have the funds to do a sign. Chairman Kreider questioned doing a weekly newsletter. The board questioned where the funds would come from and thought maybe we could deal with issues as needed. Selectman Frye thinks if we do this, we should get citizen's engagement.

#### **MOTION: “To table the conversation on this Town-wide Communication Committee.”**

Motion: T. Colby

Seconded: B. Boudreau

Discussion: None

**Motion Passes: 5 – Yes, 0 – No**

#### **MOTION: “To accept the BOS representatives for the committees as presented.”**

Motion: M. Frye

Seconded: J. Hadley

Discussion: None

**Motion Passes: 5 – Yes, 0 – No**

### **Election Pay**

The board discussed how the Election workers pay was discussed but a motion was never made.

#### **MOTION: “To increase all election related officials to \$12/hour with retro back to 1/1/2020.”**

Motion: J. Hadley

Seconded: M. Frye

Discussion: T.A. Thibodeau said she will do wage change forms for them. The board decided that the forms need to be signed by the employee, the supervisor (in this case Savannah), T.A. Thibodeau, and Finance. Selectman Frye suggested we look into a signing application. Chairman Kreider would like T.A. Thibodeau to look into this for the next meeting. T.A. Thibodeau said she will reach out to Savannah for a list of those election workers. Finance Specialist, Katherine said it's okay to pay them because we have the motion from the BOS.

**Motion Passes: 5 – Yes, 0 – No**

## **Audit Reports**

Chairman Kreider said the town citizens paid for the audit reports, so he feels we should release them, and he thought maybe preemptively including 2019 as well.

### **MOTION: “To release the 2017, 2018, and 2019 audit reports to the public.”**

Motion: J. Hadley  
Seconded: H. Kreider  
Discussion: Selectman Frye thinks they should just be 2017 and 2018 for now.  
**J. Hadley and H. Kreider withdrew their motions.**

### **MOTION: “To release the 2017 and 2018 audit reports to the public.”**

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

## **Legal Request For Proposals (RFP)**

Chairman Kreider said this doesn't mean we're getting rid of our current legal firm, we're just putting out a proposal to bid for our legal work to see what's going on in the market.

### **MOTION: “To send out RFP for Legal.”**

Motion: J. Hadley  
Seconded: M. Frye  
Discussion: Selectman Colby asked how many people, 3, 5, 10? T.A. Thibodeau said we'll put in on the NHMA website, send it to targeted firms as well as our current firm, and those that specialize in municipal law, etc. In the past, we've looked at billable hours versus lump sum each month. We bring back all the information back to the BOS. Selectman Hadley suggested we look at the value of their work and not just who's the cheaper price. T.A. Thibodeau said we could look at using different firms for different matters, like one for personnel and one for all other business. Our RFP covers that option. The board decided on the date May 15, 2020 for returning of the RFPs.

### **MOTION: “To send out RFP for Legal with a return date of May 15, 2020.”**

Motion: M. Frye  
Seconded: B. Boudreau  
Discussion: See above.  
**Motion Passes: 5 – Yes, 0 – No**

T.A. Thibodeau said Vienna Dow was invited but she said she'll attend the next meeting and Chris Brown said he'd like to wait for Vienna to address the Transfer Station.

**Citizen's Forum:** None

## **Individual Selectmen's Reports**

Chairman Kreider said he handled it differently this time, and asked for each Selectman's reports ahead of time to include in the agenda. So, there's no individual BOS reports this meeting.

## **Town Administrator's Report**

T.A. Thibodeau said we're all working the best we can, given the COVID-19 situation. It's very challenging.

**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 8:15 pm.”**

Motion: B. Boudreau  
Seconded: J. Hadley  
Discussion: None  
Roll Call: Jim Hadley – Yes, Tim Colby – Yes, Matt Frye – Yes, Beth Boudreau – Yes, Hal Kreider – Yes

**MOTION: “To exit non-public session at 10:08 pm.”**

Motion: T. Colby  
Seconded: J. Hadley  
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 31, 2020 indefinitely under RSA 91-A: 3, II (a and c).”**

Motion: B. Boudreau  
Seconded: J. Hadley  
Discussion: Chairman Kreider said the board discussed personnel issues.  
**Motion Passes: 5 – Yes, 0 – No**

**MOTION: “To adjourn at 10:10 pm.”**

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

Respectfully submitted,

Lisa Lamarche  
Municipal Administrative Assistant