



**TOWN OF NORTHWOOD
BOARD OF SELECTMEN**

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

**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

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1 Chairman Kreider suggested one consent agenda with one set of signatures for the Board. He
2 said the Board can still discuss or take off items as necessary. Selectman Colby would like to
3 table the MRI purchase order due to correspondence with the Finance Specialist that we might
4 not need him much longer. He would like Finance to be a separate report item for just the BOS.
5 Chairman Kreider said these are okay to post publicly. He trusts Katherine’s work. Selectman
6 Frye is okay with this as long as the Board sees it in advance. Chairman Kreider would like
7 them initialed to back up the work.
8

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

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

11 Accounts Payable Manifests dated March 30, 2020:

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

13 Batch #13775 (2) for \$523.17

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

15 Requisition #13118 for \$6,000

16 Company Name: David J. Allain / Services: Septage

17 Purchase Order #107126 for \$10,000

18 Company Name: Gregory A Colby / CPA Consulting Services

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

20 Company Name: Municipal Resources, Inc. / Consulting Services

21 Finance Reports:

22 Open Requisitions Report

23 Open Purchase Orders Reports – 2019 & 2020

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

25 Applications for Current Use:

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

27 Land Use Change Taxes:

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

29 Gravel Tax Levies

30 Steven Anthony; 108 Cubic Yards; Map/Lot 117-025-G; Operation 19-349-02-E; \$2.16
31

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

33
34 _____ Hal Kreider
35 _____ Matt Frye
36 _____ Beth Boudreau
37 _____ Jim Hadley
38 _____ Tim Colby
39

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

41 Motion: H. Kreider

42 Seconded: T. Colby

43 Discussion: See above.

44 **Motion Passes: 5 – Yes, 0 – No**
45

46 **COVID-19 Update**

47 Chairman Kreider thanked Bob Young for helping us through this. Bob Young spoke about the
48 ICS training and emergency preparedness with its phases: mitigation phase, preparedness
49 phase, response phase, and finally a recovery phase. Bob said we’re just in the mitigation
50 phase with trying to get people to stay home. He urges the public to call 211 with concerns and
51 to visit: www.ready.gov or www.nh.gov/covid19 for more information. We also have information
52 on our Town webpage. The newest report is that if you’re coming to NH from out of state, then
53 you need to self-quarantine for 14 days. He said people are making the efforts with social

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

25
26 **Hazard Mitigation Plan**

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

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

41 Motion: H. Kreider

42 Seconded: M. Frye

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

48 **Motion Passes: 5 – Yes, 0 – No**

49
50 James said he is in contact with FEMA and USED A about the economic recovery due to
51 COVID-19. He is going to be compiling any information qualitative/quantitative about how the
52 business community is/was affected by COVID-19. Chairman Kreider would like a COVID-19
53 tracking on the next agenda.

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1 **CITIZEN’S FORUM:** None

2
3 **MOTION: “To hire Chris Brown as the Public Works Foreman, at labor grade 19, step 10,**
4 **\$62,114/year, with up to \$3,000 for education, and he may accept calls for the Fire**
5 **Department.”**

6 Motion: M. Frye

7 Seconded: J. Hadley

8 Discussion: None

9 **Motion Passes: 5 – Yes, 0 – No**

10
11 **Transfer Station Directives**

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

17
18 **Board Committee Assignments**

19 The BOS agreed to the following assignments:

20
21 Board Calendar Year = Matt Frye, Beth Boudreau, Heather Thibodeau

22 Town Owned Properties = Jim Hadley, Linda Smith, Winnie, Heather Thibodeau, Assessor

23 Budget Committee = Jim Hadley (Matt Frye – alternate)

24 Planning Board = Hal Kreider (Beth Boudreau – alternate)

25 Economic Development = Matt Frye (Jim Hadley – alternate)

26 Highway Advisory = Tim Colby

27 Recreation = Matt Frye (Beth Boudreau – alternate)

28 TSAC = Tim Colby (Hal Kreider – alternate)

29 Town Facilities = Beth Boudreau (Tim Colby – alternate)

30 Safety Facility Exploratory = Hal Kreider

31
32 The BOS decided not to have BOS representatives for: Cemetery, Library, Police Commission,
33 Supervisors of the Checklist, Trustees of the Trust Funds, and Board of Adjustment.

34
35 **MOTION: “To create a Governance Committee.”**

36 Motion: J. Hadley

37 Seconded: B. Boudreau

38 Discussion: Selectman Hadley thinks the BOS Chairman, Vice-Chair, and T.A.

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

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

47 Motion: B. Boudreau

48 Seconded: T. Colby

49 Discussion: None

50 **Motion Passes: 5 – Yes, 0 – No**

51
52 **Budget/Spending Strategy**

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

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

11 **Motion Passes: 5 – Yes, 0 – No**

12
13 Budget/Spending Strategy Committee = Jim Hadley & Hal Kreider (BOS representatives)

14
15 **MOTION: “To create a Town-wide Communication Committee.”**

16 Motion: T. Colby
17 Seconded: B. Boudreau
18 Discussion: Selectwoman Boudreau questioned if we have the funds to do a sign.
19 Chairman Kreider questioned doing a weekly newsletter. The board questioned
20 where the funds would come from and thought maybe we could deal with issues
21 as needed. Selectman Frye thinks if we do this, we should get citizen's
22 engagement.

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

24 Motion: T. Colby
25 Seconded: B. Boudreau
26 Discussion: None

27 **Motion Passes: 5 – Yes, 0 – No**

28
29 **MOTION: “To accept the BOS representatives for the committees as presented.”**

30 Motion: M. Frye
31 Seconded: J. Hadley
32 Discussion: None

33 **Motion Passes: 5 – Yes, 0 – No**

34
35 **Election Pay**

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

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

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

47 **Motion Passes: 5 – Yes, 0 – No**

48
49 **Audit Reports**

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

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

53 Motion: J. Hadley

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1 Seconded: H. Kreider
2 Discussion: Selectman Frye thinks they should just be 2017 and 2018 for now.
3 **J. Hadley and H. Kreider withdrew their motions.**
4

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

6 Motion: J. Hadley
7 Seconded: M. Frye
8 Discussion: None

9 **Motion Passes: 5 – Yes, 0 – No**

10
11 **Legal Request For Proposals (RFP)**

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

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

15 Motion: J. Hadley
16 Seconded: M. Frye
17 Discussion: Selectman Colby asked how many people, 3, 5, 10? T.A. Thibodeau said
18 we'll put in on the NHMA website, send it to targeted firms as well as our current
19 firm, and those that specialize in municipal law, etc. In the past, we've looked at
20 billable hours versus lump sum each month. We bring back all the information
21 back to the BOS. Selectman Hadley suggested we look at the value of their work
22 and not just who's the cheaper price. T.A. Thibodeau said we could look at using
23 different firms for different matters, like one for personnel and one for all other
24 business. Our RFP covers that option. The board decided on the date May 15,
25 2020 for returning of the RFPs.

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

27 Motion: M. Frye
28 Seconded: B. Boudreau
29 Discussion: See above.

30 **Motion Passes: 5 – Yes, 0 – No**

31
32 T.A. Thibodeau said Vienna Dow was invited but she said she'll attend the next meeting and
33 Chris Brown said he'd like to wait for Vienna to address the Transfer Station.

34
35 **Citizen's Forum: None**

36
37 **Individual Selectmen's Reports**

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

41
42 **Town Administrator's Report**

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

45
46 **Non-public pursuant to RSA 91-A: 3, II (a- personnel, c- reputation)**

47
48 **MOTION: “To enter into non-public session under RSA 91-A: 3, II (a and c) at 8:15 pm.”**

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

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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