



TOWN OF NORTHWOOD BOARD OF SELECTMEN

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

Board of Selectmen Meeting Minutes April 28, 2020

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

ABSENT: None

STAFF PRESENT: Municipal Administrative Assistant Lisa Lamarche

6:00 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.

Municipal Administrative Assistant, Lisa Lamarche, said to call the main number at (603) 942-5586 and she will answer during the meeting if anyone is having trouble viewing the meeting.

Chairman Kreider thanked Bob Young for the updates and keeping us informed. He also thanked the first responders for helping during this time.

CITIZEN'S FORUM:

Jim and Betsy Colburn, 28 Catamount Road

Good evening!

Governor Sununu made a point at today's (Monday) Covid-19 update that he had spoken to several cities and towns regarding the need to address fiscal management of their budgets. Covid-19 will be presenting communities large and small with unanticipated expenditures and significant reductions in revenue. To reduce the impact of both reduced revenue and increased expenses, we offer the following for your consideration:

1. **Covid-19 Expenditures:** Covid-19 Expenditures could consume a large portion of the current default budget, and we have no idea of how long this will last, could be all of 2020.
2. **Revenue Shortfalls:** There will be revenue shortfalls both directly into the town and through State of New Hampshire revenue sharing:
 - a. Reduction in Rooms and Meals Taxes returned to the towns
 - b. Reduction in Road Toll Taxes returned to the towns
 - c. Reduction in Highway Grants
 - d. Reduction in Local Vehicle Registration's
 - e. Reduction in other block grants
 - f. Reduction in collected property taxes as residents are unable to pay their taxes because of the loss of income

Proactive action needs to be taken now to help lessen the financial impact that is coming to the residents of Northwood. It should be noted that Federal reimbursement will not be immediate and could take years to receive. Based on past experience, it could easily take up to two years, and full reimbursement is almost never guaranteed. Accurate and detailed complete documentation will be carefully reviewed before any reimbursement is completed.

The financial impact of Covid-19 on the next couple of years (2021 & 2022) budget could be huge. We need to be pro-active and fiscally responsible now to avoid a large spike in property taxes later. Borrowing is not the answer since it needs to be paid back. You should be consulting with the town's treasurer regarding the pro's and con's of borrowing. This town has NEVER borrowed money and we should not start now until we have done everything possible to reduce expenditures and conserve everywhere possible. Strong fiscal management needs to be a priority for the Board of Selectmen with the Covid-19 Pandemic.

Based on the above information we are recommending that the budget needs to be frozen now rather than later. Thank you in advance for listening.

Chairman Kreider asked the citizens forum to be more concise comments and put the detailed information sent in a separate email.

Ginger Dole, 91 Rochester Road

Hello to you all,

I realize we are experiencing unique circumstances at this time due to COVID-19, but there are some issues that I feel the Board needs to address now, rather than waiting for *normal times* to return. I would have made these comments during a previous meeting, but unable to due to ZOOM meeting.

I am very frustrated with the current situation at Town Hall regarding staffing. There is absolutely no reason why the 5 ladies currently employed cannot work their regular hours at the Hall. The Town Administrator can go in and close her door, as is her custom. The Finance Specialist should be moved to the former Finance office off the main hall, and again, she would have a door which can be closed. The Land Use and Municipal Administrative Assistants have a divider between them, as does the Land Use Specialist for the short time she is scheduled to be in the hall. I, as do others, have a real problem with paying someone for 40 hours of work, when they are not working 40 hrs.

There have been no meetings, except one planning board and one BOS meeting, therefore, there are no minutes to be typed. There is however, plenty of other work that needs to be done, that cannot be done from home.

I am especially frustrated with the Finance Specialist's response regarding the finalization of the end of year encumbrance report...not until mid-May?? I can certainly see it will take that long when she only comes in one day a week. That should have been done long ago, and I don't understand how there can be so many 2019 invoices received late (after 1/1/20) that it should take this amount of time - 3+ months to enter? The Budget Committee is accustomed to not

having exact numbers for end of year when we meet in April, as has been our custom, but any changes between that report and the audit have been minimal.

My understanding from a previous BOS meeting, prior to the pandemic closing everything down, was that the Finance Specialist was current with 2020 entries. Why is this not yet ready for release? As a reminder, School and Town BC reps have always informed the BC if any additional large expenditures have been made since the printing of the quarterly report, or if any unusual circumstances will create issues for the budgets. The report is simply a snapshot of what has been spent and received (shown on revenue report) as of the dates reports were run. As for the report format that the Finance Specialist is questioning, this would be absolutely no problem if Linda Smith was still the BC Administrator. She would be able to show the Finance Specialist the report format, and show her where to find it. As per the current situation, there is no way for me to give her this information. I could drop off a copy for her to see, but there is no specific time that someone is at the hall to receive it. Many times and days I have driven past the hall on my way to my mother's in Epsom, and NO ONE is at the hall working!

There is no need for any public or Department Heads/employees to go into the hall. The current 5 employees, building inspector, and the 5 Selectmen should be the only ones going in. The rest of us can make arrangements to bring/pickup material for the appropriate department. We can call when we arrive, leave material on the bench outside (or pickup requested material) and leave. Town hall personnel can then go out to retrieve it. But to do this, the Hall MUST be staffed Monday - Friday. This is the only way for them to get their 40 hours in, as I'm sure they are not working from home 10 hrs per day. How is mail being processed daily if no one is there daily? I saw the Water company leave a couple of weeks ago without making his delivery, as no one was home!

Gentlemen, and Beth, I realize this is a very long email, but I feel it's necessary. The long and short of this is as follows:

1. The 2019 expenditure report and revenue report needs to be released immediately for the BC to review. Perfection will be realized at audit.
2. The 1/1/20-3/31/20 expenditure and revenue reports also need to be released immediately.
3. Town Hall needs to be open for business, without the public, effective immediately, Mon-Fri. And as hard as it may be to take, if current employees refuse to come in, then they need to be replaced. There are so many issues that have fallen thru the cracks, and this must be corrected for the town's sake. We need to stop paying people for no work.
4. Linda Smith must be allowed to be BC Board Administrator again. It has been a real challenge for me to get information, confirm dates for meetings, etc as I have no point person to contact. On any given day, it could be the Land Use Administrative Assistant, the Municipal Administrative Assistant, or the Town Administrator, and never the same person twice in a row. Additionally, Linda would be able to show the Finance Specialist the format for reports given to the BC, as well as answer her questions. As I have been unable to think of a logical reason for her removal from ONLY her BC duties, I'm left with it being a personal jab at the committee, and our responsibilities. If there is a logical reason, I would appreciate hearing it. I have been informed that the Town Administrator is not available as she is sick. It has been almost 8 weeks since she was last at work, which then begs the question...Who is in charge if she is unable to come to work? Town business doesn't stop because everyone is staying home. Town committees still need to function as much as possible. Residents still have issues that need to be addressed. The Budget Committee has a rescheduled meeting date of 5/20/20, and I have been requesting reports since early April for our previously scheduled meeting of 4/22/20. I am now told that we can not expect them to be mailed until sometime next week! They will then be close to two months old! Do you work with numbers that outdated?

A final question. This past Saturday, we thought there was a major fire in our end of town. Come to find out, the two fire trucks, one ambulance, the Chief's car and approximately 20 personal vehicles were heading up 202A for a birthday run, sirens blaring, and traffic on 202 stopped by a fire truck blocking the intersection to allow the caravan to proceed. We had a line of 7 vehicles in front of our house. I understand that teachers have been organizing birthday parades while school is closed, but it is more than frustrating that Fire Department personnel

can manage to ride in a parade, but we can't get anyone to show up for a real medical emergency! Who approved this? I would hope that by this time, you have voted to freeze the budget, as we will not be receiving the customary revenue from the state, and I would expect many in town will have trouble paying their taxes this year. And as we have had very little ambulance billing revenue due to most calls being handled by Epsom, Nottingham, Strafford or even Pittsfield, because no one shows up from Northwood, we will not have the money in the Capital Reserve account to pay for the new fire truck and ambulance. Hopefully you will see the need to put those purchases on hold until revenue picks up.

There are other concerns, both mine as well as from other residents, but I'll stop with these for the moment. The town needs the Board of Selectmen to take appropriate action now, before things get so bad it will take years to recover. Thank you for taking the time to read my comments.

Fire Department Employees



NORTHWOOD FIRE-RESCUE

499 First New Hampshire Turnpike
Northwood, NH 03261
Mark W Tetreault, Fire Chief
Gregory S. LeBlanc, Deputy Chief
Business Phone (603) 942-9103, Fax (603) 942-9104
Emergency 9-1-1

"Neighbors, Forever Ready"

April 3, 2020

Board of Selectmen Town of Northwood
818 First New Hampshire Turnpike Northwood, NH 03261

Dear Members of the Board of Selectmen

We the undersigned active members of the Northwood Fire/Rescue are writing to you to affirm our support for Fire Chief Mark Tetreault.

Chief Tetreault was hired to lead the Northwood Fire/Rescue in January 2019 and to make improvements to move the department forward. Chief Tetreault has been in the Fire Service for 38 yrs and spent 10 of those in a leadership role improving services and the department's ability to provide the essential services that people depend on. Chief Tetreault is also one of 1,435 Certified Chief Fire Officers in the United States. Since his hiring he has certainly set the groundwork for that to happen. The Northwood Fire/Rescue is more progressive and much better prepared to handle any type of emergency that we face and by doing so we are serving the residents and visitors of Northwood with the type of services they not only pay for but deserve.

This road has certainly not been an easy one and we have met resistance and difficulty from not only outside the department but inside among our own members who seem to have their own agenda that does not include protecting the Citizens and Visitors of Northwood. Chief Tetreault has not only led us in the right direction but has motivated us to improve ourselves as not only a department but individually.

There has been toxicity among several members that since their leaving of the Department, has disappeared and that Brotherhood/Sisterhood, Duty and Tradition has been restored and members that were staying away from the Department because of those toxic people have since returned with a new sense of enthusiasm and dedication.

Under Chief Tetreault's leadership duty, brotherhood/sisterhood and sense of pride have returned and continues to grow daily. Members are banding together to work on projects such as the new Forestry Truck that was obtained putting in countless hours at no charge to the tax payers, Apparatus has been getting out on calls with full crews.

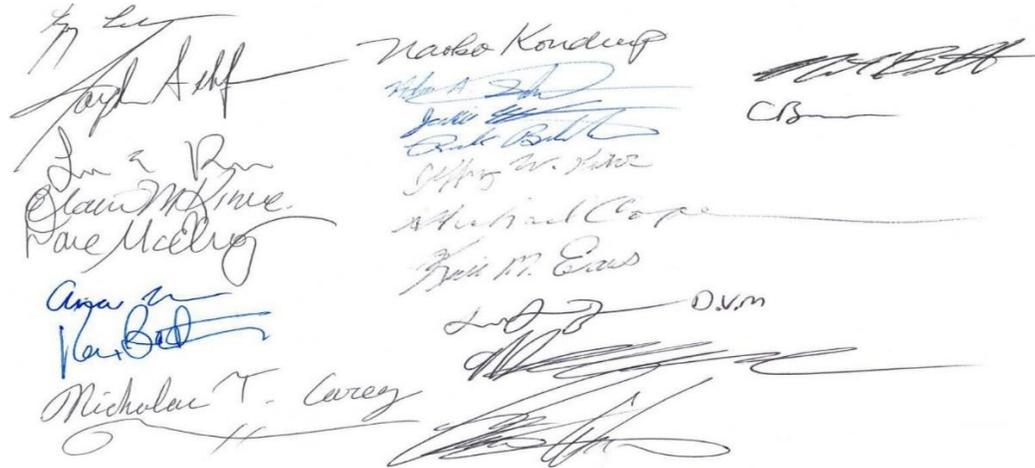
These former toxic members have made attempts to undermine the great progress made by Chief Tetreault and the active members of the Department through giving false and untrue information to the Board of Selectmen and Tax Payers, as well giving them a false sense of security and faith that the Northwood Fire/Rescue is being led in an incompetent and unethical way. As a department we had an anonymous vote and noted overwhelming support for our Chief and our department. The truth of the matter is that this information could not be any further from the truth

As you well know, we as a community and a nation are being faced with a Pandemic of epic proportion of which no one has ever seen or experienced. We are on the front lines every day answering the calls for help, supporting the people of Northwood and being their line in the sand and keeping them safe at not only risk to ourselves but our families as well.

We the undersigned active members of the Northwood Fire/Rescue appeal to you the Board of Selectmen to put your trust in Chief Tetreault and the members to the Department to move forward in a professional manner and to support the Department with any and all needs, especially in these trying times, that we as a community and a nation are being faced with. We also ask that when given information to reach out to the active members of the department to assure that information is factual and truthful.

Yours in Trust and Professionalism

The Active Members of The Northwood Fire/Rescue



A collection of handwritten signatures in blue ink, arranged in three columns. The signatures are: Top row: [unclear], Nadeo Koudung, [unclear]; Middle row: [unclear], [unclear], [unclear]; Bottom row: [unclear], [unclear], [unclear].

REGULAR BUSINESS:

Minutes

MOTION: "To approve the April 14, 2020 BOS meeting minutes."

Motion: J. Hadley

Seconded: T. Colby

Discussion: Chairman Kreider had one correction on page 3, line 31, the name should be Michael Moore.

Motion with amendments Passes: 4 – Yes, 1 – Abstained (T. Colby)

Northwood NH Consent Agenda for April 28, 2020

Payroll Manifest dated April 22, 2020 for \$84,591.82

Accounts Payable Manifests dated April 23, 2020:

Batch #14805 for \$189,597.41 + ACH Voucher for \$2,500

Batch #14809 for \$2,160.97

Batch #14804 for \$1,260.97 (COVID-19 Expenditures)

Purchase Order 202786 for \$42,802

Company Name: Capital Area Fire Compact Mutual Aide (for dispatching services)

Purchase Order #202789 for \$195,296

Company Name: Firematic Supply (air packs from Assistance to Firefighters Grant program)

Purchase Order #20270 for \$10,000 (blanket PO)

Company Name: East Coast Container

Purchase Order #11093 for \$13,000

Company Name: DiCroce Prosecution Services

Purchase Order #11095 for \$13,500 (blanket PO)

Company Name: Irving (for cruiser fuel)

Purchase Order #11094 for \$3,258.75

Company Name: Trittech Software Systems (Annual records management system)

Finance Reports:

Open Purchase Orders Reports – 2019 & 2020

Expenditure Report – 2nd meeting of every month

Assessing:

Notice of Intent to Excavate – David Docko – 1090 1st NH Turnpike – Map 217 Lot 35

Veteran’s Credit – Charles Pease – 110 Bow Street

Veteran’s Credit – Lawrence Guptill – 115 Range Road

Treasurer’s Monthly Report

Approved by a vote of **5 – Yes, 0 – No** on April 28, 2020

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

MOTION: “To add the Treasurer’s Monthly Report to the Consent Agenda.”

Motion: T. Colby

Seconded: B. Boudreau

Discussion: Selectman Frye pointed out that we’re using the updated Consent Agenda’s numbers.

Motion Passes: 5 – Yes, 0 – No

MOTION: “To accept the Consent Agenda of April 28, 2020 as amended.”

Motion: M. Frye

Seconded: T. Colby

Discussion: Selectman Colby asked if the board needs to sign each document or just the Consent Agenda. Chairman Kreider said in some cases it’s okay to only sign the Consent Agenda, but some forms for the state require signatures on their actual forms. He said we now have Adobe to sign and it will be much easier for signing. Selectman Colby asked if this is available to the public. Municipal Administrative Assistant Lisa Lamarche said she puts them online after they’re approved by the BOS. Chairman Kreider asked that it be posted before the meeting also.

Motion Passes: 5 – Yes, 0 – No

OLD BUSINESS (from previous meetings):

a. Mr. Tobbe's request for enhanced policing of beach area: Status

Chairman Kreider followed up on Mr. Tobbe's citizen's forum request and said that the BOS don't have jurisdiction over this topic, so he had the Town Administrator send Mr. Tobbe a letter saying that, and also to direct him to contact the Police Department.

b. Bow Lake Bridge Work: Milestone Schedule – Chris Brown

Chris said all the easements have been signed and are being recorded with the state. The bid letter from McFarland & Johnson has been advertised in NHMA, our Town website, and in the paper, which will put us on track for Columbus Day this year. Selectman Colby asked who's making the structure. Chris said McFarland & Johnson knows and he will get that information for the next meeting. Chris said the grant expires this year, but there are applications for extensions if needed. Chris said there's no cost out of the town's pocket, the state guaranteed the funds 2 years ago. Chairman Kreider believes it was a large number around \$728,000 and the town did not have to match it.

c. Paving RFP: Status – Chris Brown

Chris said he was concentrating on Bow Lake Bridge first, but he has the RFP written and he'll have it ready for the next BOS meeting packet for them to approve before he can have it posted. Selectman Colby questioned if this was a warrant article then don't we need to spend it. Chris said if it's not encumbered then we can't use it. Selectman Hadley wanted to make sure the RFP has a boiler plate statement saying that the BOS have the right to accept or reject any bid they don't feel meets the best interest of the town. Chris said yes that's in there. Chris said they're bid at an AC rate. He said the state given rate for paving is at 552.50 right now. To keep it that way is based on accrued oil. Because oil just dropped, we could save by doing paving when the rate goes down. He said most company's keep whatever was bid, but R&D sent us a check back because the AC dropped. Chairman Kreider asked Chris to check with legal to see if we can put that in the RFP contract.

d. Deputy Health Officer Posting

Municipal Administrative Assistant, Lisa Lamarche said she posted it on the NHMA website, the town's website, and outside the Town Hall. Selectman Colby suggested posting it on the Forum. Chairman Kreider asked Lisa to research putting it in the Forum.

e. Legal RFP: Status – Lisa Lamarche

Municipal Administrative Assistant, Lisa Lamarche said she posted it on the NHMA website and on the town's website.

MOTION: "To send the Legal RFP to select group of law firms."

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

Motion Passes: 5 – Yes, 0 – No

NEW BUSINESS:

Daniel Barnhart – Commander of the VFW Post, RE: Memorial Day Parade

Daniel questioned if we could still have the Memorial Day Parade. He said it takes time to plan, and an application needs to be done. Kreider thinks it would be nice to have as long as we keep the social distancing. Selectwoman Boudreau questioned not only the crowds but the scouts marching. Selectman Frye said the 21-day extension would bring it right to Memorial Day. Bob Young said he'll look into when the stay home order will be done. Daniel said it's hard to keep social distancing while marching and at the memorial because it would be hard to hear him there. Selectman Colby said we might be able to get input from other towns. Bob Young suggested Daniel get the permission from the state to do the parade and we can always cancel, but it will give him the time to plan. Selectman Colby said he can coordinate with Daniel to sign the application/state permit needed. Daniel said regardless of the decision, they'll still place flags. Chairman Kreider thought it was great to still honor.

Library Letter

Community Preservation Coordinator NH
Division of Historical Resources
Conservation License Plate Grant Program 19 Pillsbury
Street, 2nd Floor
Concord, NH 03301-3570

April 24, 2020

To Whom It May Concern;

Please accept this letter as confirmation that the Town of Northwood, New Hampshire is the owner of the Chelsey Memorial Library building that is located at 8 Mountain Avenue, Northwood, New Hampshire. (A)

The Board of Selectmen has given our support to the Library Trustees to apply for a Conservation License Plate Grant through the New Hampshire Division of Historical Resources to repair and preserve the front entry to the Library. (B)

Sincerely,



Hal Kreider
Board of Selectmen Chair

(A) *Confirmed via Assessment Records on 28-April-2020*

(B) *Per board vote (5-0) on 28-April-2020*

MOTION: “To have Chairman Kreider sign this Library letter that shows the BOS support the Library’s project.”

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

Motion Passes: 5 – Yes, 0 – No

a. Septic Plan Approval Process – Linda Smith

Chairman Kreider shared a letter from Land Use Specialist, Linda Smith and Interim Building Inspector, Charlie Smart who have asked Dawn Buker, Supervisor Design Review, Water Division of NH DES if the town can temporarily suspend their requirements to approve septic design plans prior to them going to the State. Dawn said it’s ok as long as she receives a letter from the BOS.

MOTION: “To suspend the process of requiring the Town of Northwood to review all septic design plans prior to the plans going to the State of NH Subsurface Division, until such time as the selectmen vote to approve the process to re-start. A copy of the approved motion is to be sent to Dawn Buker, Supervisor Design Review, Water Division, NH DES.”

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

Motion Passes: 5 – Yes, 0 – No

b. Mowing Contract: Status – Chris Brown

Chris Brown said there are 2 different mowings needed. One for cemetery paid out of the Trustees of the Trust Fund, which doesn't have to do with the BOS, and one for Town Facilities, which is the Mowing RFP. Municipal Administrative Assistant, Lisa Lamarche said the BOS approved a mowing RFP and it included these areas of town:

Mowing and trimming will occur once every ten days April 15th through October 31st at the following properties:

1. Town Hall, 818 First NH Turnpike
2. Narrows Fire Station, 85 Main Street
3. Bryant Library, 76 School Street
4. Community Hall, 135 Main Street
5. Chesley Memorial Library, 8 Mountain Avenue
6. Park & Ride
7. Northwood Beach, Mary Waldron Beach and Bennett Bridge Beach areas
8. The Transfer Station and Town Works way
9. Police Station

Mowing and trimming will occur once every seven days from April 15th to October 31st at the following properties:

1. Soccer Fields, Bow Lake Road
2. Athletic Fields including Baseball diamond, First NH Turnpike

Lisa said the Town has received one bid for this. Chris said he would prefer to go with this bid, as they normally do our mowing. They quoted \$11,950. Lisa said the RFP expired on March 26, 2020.

MOTION: “To accept the mowing contract bid of \$11,950 to Hodgkins.”

Motion: T. Colby

Seconded: B. Boudreau

Discussion: Selectman Colby questioned if the cemetery committee needed the BOS approval for over \$10,000 and Chairman Kreider said no, they're a separate entity.

Motion Passes: 5 – Yes, 0 – No

c. Ambulance Order – Mark Tetreault

Mark said we were supposed to purchase this last year, and ambulance 1 just turned over 100,000 miles and ambulance 2 is out of service, which is why we have a loaner ambulance.

Mark highlighted the following letter from the ambulance committee:

As you may be aware the ambulance committee has been working hard for two years to find the most practical and durable ambulance for the Town of Northwood. As we were prepared to move forward last year the committee simply updated the quotes from last year. We requested quotes utilizing the HGAC Bidding system. We made a few modifications to the specification this year as follows.

1. We specified the chassis as a RAM D5500 4X4 with a cummings diesel engine
2. We specified a slightly smaller box so the ambulance would fit in either station
3. We added an ultraviolet sanitation system in the air handling system of the ambulance. This system will kill all airborne germs viruses and bacteria.

Unlike the tanker our only option was an aluminum body, stainless steel has not been made an option for ambulances.

The committee is proud to present our recommendation to the Board of Selectmen. It is our recommendation that we purchase an ambulance manufactured by PL Custom. PL custom has been family owned and operated since 1970. Several departments in this area are PL Custom customers. These communities include the City of Concord, Barnstead, Loudon, Franklin, Hooksett, Exeter, Hillsborough, Sandown, Alton, Dover, Kingston, Frisbie Hospital, Sanbornton, New Durham, McGregor EMS, Epping and Newington.

PL offers some of the best warranties in the business including the following:

Lifetime Structural Warrantee
Lifetime Electrical Warrantee
3-year Conversion Warrantee
100,000-mile Paint Warrantee
80,000-mile Corrosion Warrantee.

We also followed up with several Departments we have purchased PL Custom Products and we told the product is solid and the customer service from the local dealer (Sugar Loaf Ambulance) is outstanding.

We feel the PL Custom Ambulance we are recommending is the best value for the community will provide a long service life and is priced under budget.

Mark said they wanted a gasoline engine but that's 6 months out, so there's a diesel engine they can start working as soon as the factory reopens. He said he thinks it was very short term because of COVID-19 that calls were down, but he thinks calls will open again to get revenue up. He said we probably won't get the ambulance until the start of the next year, so we have time to build revenue and we have the down payment already. He said we have 2 new paramedics on that will help with revenue too. He said he thinks they'll be all set based off their revenue projected, and they're better able to take more calls with the staff they have.

MOTION: "To purchase the proposed ambulance for no more than \$265,000."

Motion: T. Colby

Seconded: B. Boudreau

Discussion: Mark said the purchase price is around \$259k, but he needs to add a mounting bracket for the defibrillator and a narcotics locker which will total around \$3,000 more. He said this ambulance is almost \$10,000 under budget from what was proposed in the warrant article. The price includes the trade in of the old ambulance for around \$3,500.

Motion Passes: 5 – Yes, 0 – No

d. Fire Truck: Order – Mark Tetreault

Mark highlighted the following letter from the Fire Truck committee:

As you are aware, we the truck committee have been working hard since October to find the best most practical value for the town of Northwood in regards to a new purchase of a fire tanker.

With this search we have spent countless hours meeting with most of the truck builders in New England and were able to narrow it down to 2 manufacturers, after much time going in depth on the 2, we have settled unanimously and furthermore recommend the purchase of a Spartan tanker through 4 guys builders.

This tanker meets our current needs the best and we all believe it to be the best value to the town while also being the lowest bid received back.

What separates this from the other competition would be having a stainless-steel body while others are building off aluminum which is commonly known to have white rust or corrosion after only several years of use.

They have a lifetime frame warranty and one of the best body paint perforation warranties on the market currently.

The dealership is the closest to Northwood being in PA which would allow members to go to the factory more often and check in on the progress.

Lastly, we followed up with a couple fire departments in New England that have purchased a 4 Guys product and were told it was a great experience in working with the building throughout the entirety of the process and would absolutely do it again in the future.

Mark said 4 Guys is a family owned company and numerous Fire Chiefs highly recommended them. He said we're proposing a: 3,000-gallon tanker, 10-wheeler, custom cab, 1,500

gallon/minute pump, 20-gallon foam tank, pumper or tanker function, and it will fit into Narrows Fire Station. He said we have enough for the down payment now, and because of COVID we won't see this for 440 days, with no payment until then; which will allow us more time to save. He said the warrant voted for \$552,000 and the truck is \$550,000 not including the trade in of the old truck. They suggested us selling it out right because it will be worth more at about \$20-30,000 which would go back in the revenue account. Selectman Colby questioned the big tank, but smaller engine in the terrain in Northwood. Mark said they talked to Lee with the same size engine and some other people that have that size engine and the research committee thinks it'll work okay for Northwood. It also has a data system that tells what was happening during a crash etc. He also said the water shouldn't move around a lot because the baffles are a lot more restrictive. He said it's getting built in Pennsylvania so it's not that far to go for the pre-inspection and for the final inspection. We're not obligated to finance with them. PL said right now it's about 4% interest rate, so we might be able to go with our own bank.

MOTION: "To purchase the proposed fire truck for \$552,000 with the first payment due on the lease when the truck is delivered."

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

M. Frye and T. Colby withdrew their motions

MOTION: "To purchase the proposed fire truck for \$551,230 with the first payment due on the lease when the truck is delivered."

Motion: T. Colby
Seconded: M. Frye
Discussion: Chairman Kreider said this doesn't include the financing but the warrant article did address the financing with the payments.

Motion Passes: 5 – Yes, 0 – No

MOTION: "To allow the Chairman of the BOS sign the purchase & sales agreement for both the ambulance and fire truck."

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

Motion Passes: 5 – Yes, 0 – No

911 Issues: Status – Mark Tetreault

Mark said they had a call and the woman said the tax mapping didn't match her address. 911 had the correct address, but it never made it into the tax map after a certificate of occupancy was updated. 911 never did their GPS mapping of the house. On some mapping websites like google if you type in just her address without the town, it auto populates to another town, but these websites update their own information. Selectman Colby thought maybe it could go on the application. Mark said it was 911 not updating their mapping with new building inspections.

MOU's for Library, et al

Chairman Kreider asked to table this memo of understanding until Chris Brown and T.A. Thibodeau can work on the list in the MOU.

Property Assessments: Status

Chairman Kreider said he will look into this but the assessing person we had is no longer with us. The company is still responsible for their contract. Selectman Hadley said the town is due for a full revaluation this year. Our current contract is with Cross Country Appraisal. Chairman Kreider said he and Selectman Hadley will work on this with their budget/finance meetings.

Approval of Deputy Treasurer – Sandy Priolo

Chairman Kreider said our Treasurer, Sandy Priolo, asked for the BOS to approve Judy Anthony as Deputy Treasurer.

MOTION: “For the BOS to approve Judy Anthony as Deputy Treasurer for the Town of Northwood.”

Motion: T. Colby

Seconded: B. Boudreau

Discussion: None

Motion Passes: 5 – Yes, 0 – No

Finance Report Timing

Chairman Kreider said him and Selectman Hadley will look into the side by side comparisons that the Treasurer submitted in their budget/finance meetings.

The BOS would like the month end finance reports on the 15th of each month for the beginning of the year to the end of the previous month and then to be put on the consent agenda and presented at the closest BOS meeting. Chairman Kreider is continued to be impressed with the new Finance Specialist's work.

Town Wide Communications

a. Sign – Beth Boudreau

Selectwoman Boudreau said this has been on the agenda and she wondered if there's any quotes/ideas. Chairman Kreider said during budget season the BOS asked the town to switch the cable funds to this and it did not pass, so he doesn't feel comfortable using that funding. Selectman Frye believes the school passed for a new sign, so maybe the Town Hall can get the old school sign, knowing that it needs to be fixed. He would like to increase citizen participation on this topic. Chairman Kreider thinks it's not as easy, but we could look into it. Selectman Colby said there is also a sign behind the Coe Brown School. Chairman Kreider asked Selectman Colby to please investigate and get back to the board.

b. Newsletter – Jim Hadley

Selectman Hadley said the Town of Nottingham has a group of volunteers that send out a quarterly or semi-annual newsletter, and during COVID-19 the BOS sent out information about it. He questioned some of the complaints that our town's phone system isn't working. Chairman Kreider said he'd like to send out the examples he has about what Durham has been doing.

MOTION: “To have town staff research what it takes to send out a newsletter via email.”

Motion: T. Colby

Seconded: B. Boudreau

Discussion: Selectman Frye said he's happy to help the staff. Selectman Hadley said the Nottingham newsletter is funded by local community businesses advertising. Chairman Kreider said that's something to think about, because it might need to be a separate entity from the town. Selectman Colby said email doesn't cost anything and the forum, but stamps and envelopes cost money. Selectman Frye said the schools use a fee-based service, our town uses google email and we could create groups to mail to, it would mean in putting all the email addresses.

Motion Passes: 5- Yes, 0 – No

Town Hall Staffing (Citizen Forum Item)

Chairman Kreider asked the board their opinions on staffing right now. Municipal Administrative Assistant Lisa Lamarche said she has a weekly schedule, there is someone in the office every day, mail is opened and scanned every day, mail is sent out daily, and we try to only have 2 people working in the office at a time. She said most phones are forwarded to home phones. She's not aware of voicemail boxes being full. Selectman Colby asked for the schedule to be

sent to the board. Selectman Colby and Selectwoman Boudreau would like to increase the schedule to 2 days in the office. Chairman Kreider would like to wait to discuss this with the Town Administrator.

BC Administration (Citizen Forum Item)

Chairman Kreider said that Ginger Dole was asking for Linda to participate in Budget Committee meetings. He said he doesn't see anything that Susan can't address, and he's comfortable with the way it is now. Selectman Hadley said Linda knew a lot about reports that were needed/not needed and she was able to add a lot to the process and smooth the operations. He said Susan can still do the minutes and not have to be at the meeting. He also said he doesn't want Katherine to feel like he's taking time from her when it comes to getting the reports for the BC. Selectwoman Boudreau said the BC is asking for their BC administrative representative back, they want both Susan and Linda, and she's fine voting on this. Selectman Frye said it wasn't that Linda was taken off the BC, he thinks it was a distribution of work hours. Selectwoman Boudreau thinks if Linda can fit it into her hours of work, then it will help her share her experience with Susan. Chairman Kreider still doesn't see anything that Susan wasn't doing correctly. Selectman Hadley would like to see Linda move some of her other committees' hours to the BC. The board agreed to table this topic until it can be discussed between the parties involved including the Town Administrator.

Transfer Station Fee Proposal: Status – Chris Brown

Chris Brown said it was submitted but never voted on. He said he's not happy with the NRRA invoicing. He asked to table this topic in order to present it better. Selectwoman Boudreau said the fee proposal was presented in February but the board waited for the new Public Works Foreman before voting on it.

Cost per Snow Storm: Guidance to Chris on parameters

Chairman Kreider suggested an excel sheet of the storms. Chris Brown said he will have it and can provide it for the next meeting. Chairman Kreider asked for the information to be supplied for each individual storm.

COMMITTEE REPORTS:

a. Committee Member Postings

Chris Brown said he talked to some of the old highway committee members and they'd come back if the BOS don't micromanage them. Chairman Kreider would like to post for this committee and ask the old members to return also. Selectman Hadley said it's in the town report and it says some terms don't expire until 2022, etc. The board discussed some names of people who have moved, etc. Chairman Kreider asked Lisa Lamarche to post the openings for the committees on the town's website.

b. Individual Committee Requests for Action

• Budget/Finance Strategy Committee

Selectman Hadley outlined the Budget/Finance Strategy Committee's notes:

1. The BFSC discussed the 2020 Default Budget which was approved by voters. It is about \$160,000 less than the recommended budget committee amount. On 4/16 an email was sent to all BOS members from Jim on an excellent article by the NHMA on the "Default Budget in SB2 Towns". It would allow us to re-budget line items in the default budget to more appropriate line items that reflect actual spending levels by departments in 2019. We would like approval of the BOS to make recommendations to change the 2020 Default Budget line items and to bring them back to the BOS for their review and approval. This will allow department heads to know what their level of spending actually is. Since some municipalities have already begun furloughs and layoffs, we wanted to bring this topic to the table. Since we do not know how long the COVID-19 crisis will last, we need to stay vigilant.

2. Cash Flow Situation and possible Tax Anticipation Notes (TAN) in July. TD Bank has provided us with the form and documents that are required in order for the town to apply for a TAN. This action may be necessary if revenues from property tax payments come in a reduced rate due to COVID-19.
3. The BFSC would like to have the Superintendent of Schools included in the coordination of financial activities as it relates to COVID-19 and the impact to school revenues in FY20. We want to send an email to the Superintendent requesting this.
4. Since Katherine is working directly with the financial consultants (Greg and Glen from MRI) we are requesting that she be the point person as far as status reports (i.e. what they are working on; timelines, etc.) are concerned. It would also include Purchase Order policies and procedures; status of the list from the 2018 management audit letter; internal controls; and other procedures. We would also receive regular updates from Katherine on an as-needed basis.

Katherine added that she would like the Town Administrator to be looped into the discussions as well. She said as soon as the 2019 audit is finished, they can really focus on the policies and procedures.

5. Purchase Order Status – Any goods or services with a value \$500 and over to be procured by a town employee, elected or appointed town official, the PO must be completed and approved by the supervisor before the transaction can be completed. Absent said approval, the payment of such will be the responsibility of said person and not the Town.
6. Paving of roads (\$450,000 in budget). \$350,000 in warrant article and \$100,000 in default budget. The state highway block grant would reimburse us for about \$100,000 which would leave \$350,000 which would have to be raised through local taxation. It would be 73 cents on the tax rate. We received an email from NHMA legal counsel regarding what authority the BOS have when it comes to spending money from approved warrant articles and whether we can freeze spending. We discussed the need to update our outdated Road Plan in 2020. We also discussed several options. (a) Take out a road bond in 2021 for the \$350,000 and have the state pay for it with their annual highway block grant. (b) If many property taxpayers are not able to pay at least a portion or all of their semi-tax bill which will be due in July (due to COVID-19), then the town may have to borrow funds (as described in # 2 above) or (c) Use a portion of the town's undesignated – unreserved surplus to pay for the roads.

Selectman Hadley said Katherine Davis, Northwood's Finance Specialist, Bob Young, Northwood's Emergency Management, and himself attended a webinar about COVID-19, FEMA, and the state of NH. The grant will be 75% and the town covers 25%, and it will allow for donated resources including volunteers (for example our emergency management). He also said the average pay in the State of NH for volunteers is \$20.76/hour. He said the COVID tracking began on January 20, 2020. The board discussed how tracking of the expenditures is most important. Katherine Davis reported that the AP side is not over \$5,000 in expenses yet, but the payroll is trickier because we have to give sick time to those that might not normally have sick time. She is tracking all the payroll COVID expenditures.

Citizen's Forum: None

Chris Brown, Public Works Foreman

- a. Chris said he has an old trailer in disrepair. Is it ok with the BOS to get rid of it?

MOTION: "To approve the Public Works Foreman to get rid of the aforementioned trailer."

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

Motion Passes: 5 – Yes, 0 – No

- b. Chris said he's researching trucks to replace the one he has now, the 2-wheel drive pickup truck. He would like to give this truck to the Transfer Station and to buy a new one for around \$47,000. He looked into trucks and only got a quote for a 2017 Dodge with a plow and a sander. Selectwoman Boudreau said she thinks it was in the CIP plan for this year. Chris said he will get more information for the board this week. He thinks there's \$89,000 in the highway expendable trust fund right now. Chairman Kreider would like to see the overall plan so it can reassure they're doing the right thing. Selectman Hadley asked if the BOS are agents to expend on that account. Katherine Davis said yes, the BOS are agents to expend for all expendable trust funds. Chris said it would be a lump sum payment. Selectman Hadley would like to table this conversation because he doesn't think it's financially responsible to vote on this tonight. Selectman Frye said if we vote to approve tonight and find out that the BOS aren't agents to expend, then it just makes it null and void. The board agreed to table this.

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 9:41 pm."

Motion: T. Colby
Seconded: B. Boudreau
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 10:57 pm."

Motion: M. Frye
Seconded: T. Colby
Roll Call: Jim Hadley – Yes, Tim Colby – Yes, Matt Frye – Yes, Beth Boudreau – Yes, Hal Kreider – Yes

The BOS discussed the following:

Approve minutes from previous non-public meetings – Hal
Tabled to the next meeting
Legal Opinions on HR Files – Hal
Discussed content of legal brief
No additional questions for legal council
Select Board Handbook – Hal
Discussed the need to develop one
Resignations / Terminations: Status Reports – Hal
Discussed need to have standard report format
Also discussed sharing exit interviews with the full board
Fire Department Operations
Scheduled review session for 19 May 2020 @ 6 PM
TA Office Hours and Work for Other Towns
Tabled to next meeting
Determined that none of the above was non-public
Motion to seal the minutes was withdrawn

MOTION: "To adjourn at 10:59 pm."

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

Respectfully submitted, Lisa Lamarche, Municipal Administrative Assistant