



**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

1 expenditures and significant reductions in revenue. To reduce the impact of both reduced  
2 revenue and increased expenses, we offer the following for your consideration:

- 3 1. **Covid-19 Expenditures:** Covid-19 Expenditures could consume a large portion of the  
4 current default budget, and we have no idea of how long this will last, could be all of  
5 2020.
- 6 2. **Revenue Shortfalls:** There will be revenue shortfalls both directly into the town and  
7 through State of New Hampshire revenue sharing:
  - 8 a. Reduction in Rooms and Meals Taxes returned to the towns
  - 9 b. Reduction in Road Toll Taxes returned to the towns
  - 10 c. Reduction in Highway Grants
  - 11 d. Reduction in Local Vehicle Registration's
  - 12 e. Reduction in other block grants
  - 13 f. Reduction in collected property taxes as residents are unable to pay their  
14 taxes because of the loss of income

15  
16 Proactive action needs to be taken now to help lessen the financial impact that is coming  
17 to the residents of Northwood. It should be noted that Federal reimbursement will not be  
18 immediate and could take years to receive. Based on past experience, it could easily take up to  
19 two years, and full reimbursement is almost never guaranteed. Accurate and detailed complete  
20 documentation will be carefully reviewed before any reimbursement is completed.

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

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

30  
31 **Chairman Kreider asked the citizens forum to be more concise comments and put the**  
32 **detailed information sent in a separate email.**

33  
34 **Ginger Dole, 91 Rochester Road**

35 Hello to you all,

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

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

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

51 I am especially frustrated with the Finance Specialist's response regarding the finalization of the  
52 end of year encumbrance report...not until mid-May?? I can certainly see it will take that long

1 when she only comes in one day a week. That should have been done long ago, and I don't  
2 understand how there can be so many 2019 invoices received late (after 1/1/20) that it should  
3 take this amount of time - 3+ months to enter? The Budget Committee is accustomed to not  
4 having exact numbers for end of year when we meet in April, as has been our custom, but any  
5 changes between that report and the audit have been minimal.  
6 My understanding from a previous BOS meeting, prior to the pandemic closing everything down,  
7 was that the Finance Specialist was current with 2020 entries. Why is this not yet ready for  
8 release? As a reminder, School and Town BC reps have always informed the BC if any  
9 additional large expenditures have been made since the printing of the quarterly report, or if any  
10 unusual circumstances will create issues for the budgets. The report is simply a snapshot of  
11 what has been spent and received (shown on revenue report) as of the dates reports were run.  
12 As for the report format that the Finance Specialist is questioning, this would be absolutely no  
13 problem if Linda Smith was still the BC Administrator. She would be able to show the Finance  
14 Specialist the report format, and show her where to find it. As per the current situation, there is  
15 no way for me to give her this information. I could drop off a copy for her to see, but there is no  
16 specific time that someone is at the hall to receive it. Many times and days I have driven past  
17 the hall on my way to my mother's in Epsom, and NO ONE is at the hall working!  
18 There is no need for any public or Department Heads/employees to go into the hall. The current  
19 5 employees, building inspector, and the 5 Selectmen should be the only ones going in. The  
20 rest of us can make arrangements to bring/pickup material for the appropriate department. We  
21 can call when we arrive, leave material on the bench outside (or pickup requested material) and  
22 leave. Town hall personnel can then go out to retrieve it. But to do this, the Hall MUST be  
23 staffed Monday - Friday. This is the only way for them to get their 40 hours in, as I'm sure they  
24 are not working from home 10 hrs per day. How is mail being processed daily if no one is there  
25 daily? I saw the Water company leave a couple of weeks ago without making his delivery, as  
26 no one was home!  
27 Gentlemen, and Beth, I realize this is a very long email, but I feel it's necessary. The long and  
28 short of this is as follows:  
29 1. The 2019 expenditure report and revenue report needs to be released immediately for the  
30 BC to review. Perfection will be realized at audit.  
31 2. The 1/1/20-3/31/20 expenditure and revenue reports also need to be released immediately.  
32 3. Town Hall needs to be open for business, without the public, effective immediately, Mon-  
33 Fri. And as hard as it may be to take, if current employees refuse to come in, then they need to  
34 be replaced. There are so many issues that have fallen thru the cracks, and this must be  
35 corrected for the town's sake. We need to stop paying people for no work.  
36 4. Linda Smith must be allowed to be BC Board Administrator again. It has been a real  
37 challenge for me to get information, confirm dates for meetings, etc as I have no point person to  
38 contact. On any given day, it could be the Land Use Administrative Assistant, the Municipal  
39 Administrative Assistant, or the Town Administrator, and never the same person twice in a  
40 row. Additionally, Linda would be able to show the Finance Specialist the format for reports  
41 given to the BC, as well as answer her questions. As I have been unable to think of a logical  
42 reason for her removal from ONLY her BC duties, I'm left with it being a personal jab at the  
43 committee, and our responsibilities. If there is a logical reason, I would appreciate hearing it.  
44 I have been informed that the Town Administrator is not available as she is sick. It has been  
45 almost 8 weeks since she was last at work, which then begs the question...Who is in charge if  
46 she is unable to come to work? Town business doesn't stop because everyone is staying  
47 home. Town committees still need to function as much as possible. Residents still have issues  
48 that need to be addressed. The Budget Committee has a rescheduled meeting date of 5/20/20,  
49 and I have been requesting reports since early April for our previously scheduled meeting of  
50 4/22/20. I am now told that we can not expect them to be mailed until sometime next week!  
51 They will then be close to two months old! Do you work with numbers that outdated?

1 A final question. This past Saturday, we thought there was a major fire in our end of  
2 town. Come to find out, the two fire trucks, one ambulance, the Chief's car and approximately  
3 20 personal vehicles were heading up 202A for a birthday run, sirens blaring, and traffic on 202  
4 stopped by a fire truck blocking the intersection to allow the caravan to proceed. We had a line  
5 of 7 vehicles in front of our house. I understand that teachers have been organizing birthday  
6 parades while school is closed, but it is more than frustrating that Fire Department personnel  
7 can manage to ride in a parade, but we can't get anyone to show up for a real medical  
8 emergency! Who approved this? I would hope that by this time, you have voted to freeze the  
9 budget, as we will not be receiving the customary revenue from the state, and I would expect  
10 many in town will have trouble paying their taxes this year. And as we have had very little  
11 ambulance billing revenue due to most calls being handled by Epsom, Nottingham, Strafford or  
12 even Pittsfield, because no one shows up from Northwood, we will not have the money in the  
13 Capital Reserve account to pay for the new fire truck and ambulance. Hopefully you will see the  
14 need to put those purchases on hold until revenue picks up.  
15 There are other concerns, both mine as well as from other residents, but I'll stop with these for  
16 the moment. The town needs the Board of Selectmen to take appropriate action now, before  
17 things get so bad it will take years to recover. Thank you for taking the time to read my  
18 comments.

19  
20 **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"*

21  
22 April 3, 2020

23  
24 Board of Selectmen Town of Northwood  
25 818 First New Hampshire Turnpike Northwood, NH 03261

26  
27 Dear Members of the Board of Selectmen

28  
29 We the undersigned active members of the Northwood Fire/Rescue are writing to you to affirm  
30 our support for Fire Chief Mark Tetreault.

31  
32 Chief Tetreault was hired to lead the Northwood Fire/Rescue in January 2019 and to make  
33 improvements to move the department forward. Chief Tetreault has been in the Fire Service for  
34 38 yrs and spent 10 of those in a leadership role improving services and the department's ability  
35 to provide the essential services that people depend on. Chief Tetreault is also one of 1,435  
36 Certified Chief Fire Officers in the United States. Since his hiring he has certainly set the  
37 groundwork for that to happen. The Northwood Fire/Rescue is more progressive and much  
38 better prepared to handle any type of  
39 emergency that we face and by doing so we are serving the residents and visitors of Northwood  
40 with the type of services they not only pay for but deserve.

41

1 This road has certainly not been an easy one and we have met resistance and difficulty from not  
2 only outside the department but inside among our own members who seem to have their own  
3 agenda that does not include protecting the Citizens and Visitors of Northwood. Chief Tetreault  
4 has not only led us in the right direction but has motivated us to improve ourselves as not only a  
5 department but individually.  
6

7 There has been toxicity among several members that since their leaving of the Department, has  
8 disappeared and that Brotherhood/Sisterhood, Duty and Tradition has been restored and  
9 members that were staying away from the Department because of those toxic people have  
10 since returned with a new sense of enthusiasm and dedication.  
11

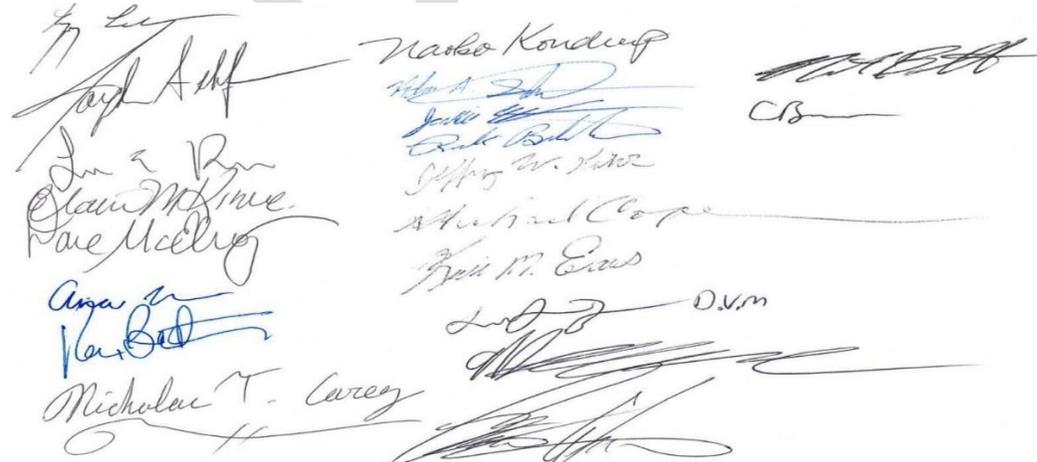
12 Under Chief Tetreault's leadership duty, brotherhood/sisterhood and sense of pride have  
13 returned and continues to grow daily. Members are banding together to work on projects such  
14 as the new Forestry Truck that was obtained putting in countless hours at no charge to the tax  
15 payers, Apparatus has been getting out on calls with full crews.  
16

17 These former toxic members have made attempts to undermine the great progress made by  
18 Chief Tetreault and the active members of the Department through giving false and untrue  
19 information to the Board of Selectmen and Tax Payers, as well giving them a false sense of  
20 security and faith that the Northwood Fire/Rescue is being led in an incompetent and unethical  
21 way. As a department we had an anonymous vote and noted overwhelming support for our  
22 Chief and our department. The truth of the matter is that this information could not be any  
23 further from the truth  
24

25 As you well know, we as a community and a nation are being faced with a Pandemic of epic  
26 proportion of which no one has ever seen or experienced. We are on the front lines every day  
27 answering the calls for help, supporting the people of Northwood and being their line in the sand  
28 and keeping them safe at not only risk to ourselves but our families as well.  
29

30 We the undersigned active members of the Northwood Fire/Rescue appeal to you the Board of  
31 Selectmen to put your trust in Chief Tetreault and the members to the Department to move  
32 forward in a professional manner and to support the Department with any and all needs,  
33 especially is these trying times, that we as a community and a nation are being faced with. We  
34 also ask that when given information to reach out to the active members of the department to  
35 assure that information is factual and truthful.  
36

37 Yours in Trust and Professionalism  
38 The Active Members of The Northwood Fire/Rescue

39  


1 **REGULAR BUSINESS:**

2  
3 **Minutes**

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

5 Motion: J. Hadley

6 Seconded: T. Colby

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

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

10  
11 **Northwood NH Consent Agenda for April 28, 2020**

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

13 Accounts Payable Manifests dated April 23, 2020:

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

15 Batch #14809 for \$2,160.97

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

17 Purchase Order 202786 for \$42,802

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

19 Purchase Order #202789 for \$195,296

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

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

23 Company Name: East Coast Container

24 Purchase Order #11093 for \$13,000

25 Company Name: DiCroce Prosecution Services

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

27 Company Name: Irving (for cruiser fuel)

28 Purchase Order #11094 for \$3,258.75

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

30 Finance Reports:

31 Open Purchase Orders Reports – 2019 & 2020

32 Expenditure Report – 2<sup>nd</sup> meeting of every month

33 Assessing:

34 Notice of Intent to Excavate – David Docko – 1090 1<sup>st</sup> NH Turnpike – Map 217 Lot 35

35 Veteran’s Credit – Charles Pease – 110 Bow Street

36 Veteran’s Credit – Lawrence Guptill – 115 Range Road

37 Treasurer’s Monthly Report

38  
39 Approved by a vote of **5 – Yes, 0 – No** on April 28, 2020

40 \_\_\_\_\_ Hal Kreider  
41 \_\_\_\_\_ Matt Frye  
42 \_\_\_\_\_ Beth Boudreau  
43 \_\_\_\_\_ Jim Hadley  
44 \_\_\_\_\_ Tim Colby

45  
46 **MOTION: "To add the Treasurer’s Monthly Report to the Consent Agenda."**

47 Motion: T. Colby

48 Seconded: B. Boudreau

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

51 **Motion Passes: 5 – Yes, 0 – No**

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

2 Motion: M. Frye

3 Seconded: T. Colby

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

11 **Motion Passes: 5 – Yes, 0 – No**

12  
13 **OLD BUSINESS (from previous meetings):**

14 **a. Mr. Tobbe’s request for enhanced policing of beach area: Status**

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

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

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

27 **c. Paving RFP: Status – Chris Brown**

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

39 **d. Deputy Health Officer Posting**

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

43 **e. Legal RFP: Status – Lisa Lamarche**

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

46 **MOTION: “To send the Legal RFP to select group of law firms.”**

47 Motion: T. Colby

48 Seconded: B. Boudreau

49 Discussion: None

50 **Motion Passes: 5 – Yes, 0 – No**

51  
52 **NEW BUSINESS:**

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**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, 2<sup>nd</sup> 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 38

B Per board vote (5-0) on 28-April-2020 41

44

**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**

1 a. **Septic Plan Approval Process – Linda Smith**

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

7  
8 **MOTION: “To suspend the process of requiring the Town of Northwood to review all  
9 septic design plans prior to the plans going to the State of NH Subsurface Division, until  
10 such time as the selectmen vote to approve the process to re-start. A copy of the  
11 approved motion is to be sent to Dawn Buker, Supervisor Design Review, Water Division,  
12 NH DES.”**

13 Motion: B. Boudreau

14 Seconded: T. Colby

15 Discussion: None

16 **Motion Passes: 5 – Yes, 0 – No**

17  
18 b. **Mowing Contract: Status – Chris Brown**

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

23 Mowing and trimming will occur once every ten days April 15<sup>th</sup> through October 31<sup>st</sup> at the  
24 following properties:

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

34 Mowing and trimming will occur once every seven days from April 15<sup>th</sup> to October 31<sup>st</sup> at the  
35 following properties:

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

38 Lisa said the Town has received one bid for this. Chris said he would prefer to go with this bid,  
39 as they normally do our mowing. They quoted \$11,950. Lisa said the RFP expired on March  
40 26, 2020.

41  
42 **MOTION: “To accept the mowing contract bid of \$11,950 to Hodgkins.”**

43 Motion: T. Colby

44 Seconded: B. Boudreau

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

48 **Motion Passes: 5 – Yes, 0 – No**

49  
50 c. **Ambulance Order – Mark Tetreault**

51 Mark said we were supposed to purchase this last year, and ambulance 1 just turned over  
52 100,000 miles and ambulance 2 is out of service, which is why we have a loaner ambulance.

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

- 7 1. We specified the chassis as a RAM D5500 4X4 with a cummings diesel engine
- 8 2. We specified a slightly smaller box so the ambulance would fit in either station
- 9 3. We added an ultraviolet sanitation system in the air handling system of the

10 ambulance. This system will kill all airborne germs viruses and bacteria.

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

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

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

- 20 Lifetime Structural Warrantee
- 21 Lifetime Electrical Warrantee
- 22 3-year Conversion Warrantee
- 23 100,000-mile Paint Warrantee
- 24 80,000-mile Corrosion Warrantee.

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

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

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

37  
38 **MOTION: "To purchase the proposed ambulance for no more than \$265,000."**

39 Motion: T. Colby

40 Seconded: B. Boudreau

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

45 **Motion Passes: 5 – Yes, 0 – No**

46  
47 **d. Fire Truck: Order – Mark Tetreault**

48 Marked highlighted the following letter from the Fire Truck committee:

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

51

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

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

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

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

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

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

17 Mark said 4 Guys is a family owned company and numerous Fire Chiefs highly recommended  
18 them. He said we're proposing a: 3,000-gallon tanker, 10-wheeler, custom cab, 1,500  
19 gallon/minute pump, 20-gallon foam tank, pumper or tanker function, and it will fit into Narrows  
20 Fire Station. He said we have enough for the down payment now, and because of COVID we  
21 won't see this for 440 days, with no payment until then; which will allow us more time to save.  
22 He said the warrant voted for \$552,000 and the truck is \$550,000 not including the trade in of  
23 the old truck. They suggested us selling it out right because it will be worth more at about \$20-  
24 30,000 which would go back in the revenue account. Selectman Colby questioned the big tank,  
25 but smaller engine in the terrain in Northwood. Mark said they talked to Lee with the same size  
26 engine and some other people that have that size engine and the research committee thinks it'll  
27 work okay for Northwood. It also has a data system that tells what was happening during a  
28 crash etc. He also said the water shouldn't move around a lot because the baffles are a lot  
29 more restrictive. He said it's getting built in Pennsylvania so it's not that far to go for the pre-  
30 inspection and for the final inspection. We're not obligated to finance with them. PL said right  
31 now it's about 4% interest rate, so we might be able to go with our own bank.

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

34 Motion: M. Frye  
35 Seconded: T. Colby  
36 Discussion: None

37 **M. Frye and T. Colby withdrew their motions**

38  
39 **MOTION: "To purchase the proposed fire truck for \$551,230 with the first payment due on**  
40 **the lease when the truck is delivered."**

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

45 **Motion Passes: 5 – Yes, 0 – No**

46  
47 **MOTION: "To allow the Chairman of the BOS sign the purchase & sales agreement for**  
48 **both the ambulance and fire truck."**

1 Motion: T. Colby  
2 Seconded: M. Frye  
3 Discussion: None  
4 **Motion Passes: 5 – Yes, 0 – No**

5  
6 **911 Issues: Status – Mark Tetreault**

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

13  
14 **MOU's for Library, et al**

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

17  
18 **Property Assessments: Status**

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

23  
24 **Approval of Deputy Treasurer – Sandy Priolo**

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

27  
28 **MOTION: “For the BOS to approve Judy Anthony as Deputy Treasurer for the Town of  
29 Northwood.”**

30 Motion: T. Colby  
31 Seconded: B. Boudreau  
32 Discussion: None  
33 **Motion Passes: 5 – Yes, 0 – No**

34  
35 **Finance Report Timing**

36 Chairman Kreider said him and Selectman Hadley will look into the side by side comparisons  
37 that the Treasurer submitted in their budget/finance meetings.  
38 The BOS would like the month end finance reports on the 15<sup>th</sup> of each month for the beginning  
39 of the year to the end of the previous month and then to be put on the consent agenda and  
40 presented at the closest BOS meeting. Chairman Kreider is continued to be impressed with the  
41 new Finance Specialist's work.

42  
43 **Town Wide Communications**

44 **a. Sign – Beth Boudreau**

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

1       **b. Newsletter – Jim Hadley**

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

7  
8       **MOTION: “To have town staff research what it takes to send out a newsletter via email.”**

9             Motion:        T. Colby

10            Seconded:    B. Boudreau

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

18            **Motion Passes: 5- Yes, 0 – No**

19  
20       **Town Hall Staffing (Citizen Forum Item)**

21       Chairman Kreider asked the board their opinions on staffing right now. Municipal Administrative  
22       Assistant Lisa Lamarche said she has a weekly schedule, there is someone in the office every  
23       day, mail is opened and scanned every day, mail is sent out daily, and we try to only have 2  
24       people working in the office at a time. She said most phones are forwarded to home phones.  
25       She’s not aware of voicemail boxes being full. Selectman Colby asked for the schedule to be  
26       sent to the board. Selectman Colby and Selectwoman Boudreau would like to increase the  
27       schedule to 2 days in the office. Chairman Kreider would like to wait to discuss this with the  
28       Town Administrator.

29  
30       **BC Administration (Citizen Forum Item)**

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

45  
46       **Transfer Station Fee Proposal: Status – Chris Brown**

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

1 **Cost per Snow Storm: Guidance to Chris on parameters**

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

5  
6 **COMMITTEE REPORTS:**

7 **a. Committee Member Postings**

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

14 **b. Individual Committee Requests for Action**

15 • **Budget/Finance Strategy Committee**

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

- 17 1. The BFSC discussed the 2020 Default Budget which was approved by voters. It is  
18 about \$160,000 less than the recommended budget committee amount. On 4/16 an  
19 email was sent to all BOS members from Jim on an excellent article by the NHMA on the  
20 "Default Budget in SB2 Towns". It would allow us to re-budget line items in the default  
21 budget to more appropriate line items that reflect actual spending levels by departments  
22 in 2019. We would like approval of the BOS to make recommendations to change the  
23 2020 Default Budget line items and to bring them back to the BOS for their review and  
24 approval. This will allow department heads to know what their level of spending actually  
25 is. Since some municipalities have already begun furloughs and layoffs, we wanted to  
26 bring this topic to the table. Since we do not know how long the COVID-19 crisis will  
27 last, we need to stay vigilant.
- 28 2. Cash Flow Situation and possible Tax Anticipation Notes (TAN) in July. TD Bank has  
29 provided us with the form and documents that are required in order for the town to apply  
30 for a TAN. This action may be necessary if revenues from property tax payments come  
31 in a reduced rate due to COVID-19.
- 32 3. The BFSC would like to have the Superintendent of Schools included in the coordination  
33 of financial activities as it relates to COVID-19 and the impact to school revenues in  
34 FY20. We want to send an email to the Superintendent requesting this.
- 35 4. Since Katherine is working directly with the financial consultants (Greg and Glen from  
36 MRI) we are requesting that she be the point person as far as status reports (i.e. what  
37 they are working on; timelines, etc.) are concerned. It would also include Purchase  
38 Order policies and procedures; status of the list from the 2018 management audit letter;  
39 internal controls; and other procedures. We would also receive regular updates from  
40 Katherine on an as-needed basis.

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

- 44 5. Purchase Order Status – Any goods or services with a value \$500 and over to be  
45 procured by a town employee, elected or appointed town official, the PO must be  
46 completed and approved by the supervisor before the transaction can be completed.  
47 Absent said approval, the payment of such will be the responsibility of said person and  
48 not the Town.
- 49 6. Paving of roads (\$450,000 in budget). \$350,000 in warrant article and \$100,000 in  
50 default budget. The state highway block grant would reimburse us for about \$100,000  
51 which would leave \$350,000 which would have to be raised through local taxation. It  
52 would be 73 cents on the tax rate. We received an email from NHMA legal counsel

1 regarding what authority the BOS have when it comes to spending money from  
2 approved warrant articles and whether we can freeze spending. We discussed the need  
3 to update our outdated Road Plan in 2020. We also discussed several options. (a) Take  
4 out a road bond in 2021 for the \$350,000 and have the state pay for it with their annual  
5 highway block grant. (b) If many property taxpayers are not able to pay at least a portion  
6 or all of their semi-tax bill which will be due in July (due to COVID-19), then the town  
7 may have to borrow funds (as described in # 2 above) or (c) Use a portion of the town's  
8 undesignated – unreserved surplus to pay for the roads.

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

18  
19 **Citizen's Forum:** None

20  
21 **Chris Brown, Public Works Foreman**

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

23  
24 **MOTION: "To approve the Public Works Foreman to get rid of the aforementioned**  
25 **trailer."**

26 Motion: T. Colby  
27 Seconded: B. Boudreau  
28 Discussion: None

29 **Motion Passes: 5 – Yes, 0 – No**

- 30  
31 b. Chris said he's researching trucks to replace the one he has now, the 2-wheel drive  
32 pickup truck. He would like to give this truck to the Transfer Station and to buy a new  
33 one for around \$47,000. He looked into trucks and only got a quote for a 2017 Dodge  
34 with a plow and a sander. Selectwoman Boudreau said she thinks it was in the CIP plan  
35 for this year. Chris said he will get more information for the board this week. He thinks  
36 there's \$89,000 in the highway expendable trust fund right now. Chairman Kreider  
37 would like to see the overall plan so it can reassure they're doing the right thing.  
38 Selectman Hadley asked if the BOS are agents to expend on that account. Katherine  
39 Davis said yes, the BOS are agents to expend for all expendable trust funds. Chris said  
40 it would be a lump sum payment. Selectman Hadley would like to table this  
41 conversation because he doesn't think it's financially responsible to vote on this tonight.  
42 Selectman Frye said if we vote to approve tonight and find out that the BOS aren't  
43 agents to expend, then it just makes it null and void. The board agreed to table this.

44  
45 **Non-public pursuant to RSA 91-A: 3, II (a- personnel, c- reputation)**

46  
47 **MOTION: "To enter into non-public session under RSA 91-A: 3, II (a and c) at 9:41 pm."**

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

1 **MOTION: “To exit non-public session at 10:57 pm.”**

2 Motion: M. Frye

3 Seconded: T. Colby

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

5 Yes, Hal Kreider – Yes

6  
7 The BOS discussed the following:

8  
9 Approve minutes from previous non-public meetings – Hal

10 Tabled to the next meeting

11 Legal Opinions on HR Files – Hal

12 Discussed content of legal brief

13 No additional questions for legal council

14 Select Board Handbook – Hal

15 Discussed the need to develop one

16 Resignations / Terminations: Status Reports – Hal

17 Discussed need to have standard report format

18 Also discussed sharing exit interviews with the full board

19 Fire Department Operations

20 Scheduled review session for 19 May 2020 @ 6 PM

21 TA Office Hours and Work for Other Towns

22 Tabled to next meeting

23 Determined that none of the above was non-public

24 Motion to seal the minutes was withdrawn

25  
26 **MOTION: “To adjourn at 10:59 pm.”**

27 Motion: T. Colby

28 Seconded: M. Frye

29 Discussion: None

30 **Motion Passes: 5 – Yes, 0 – No**

31  
32 Respectfully submitted,

33  
34 Lisa Lamarche

35 Municipal Administrative Assistant

36