



**TOWN OF NORTHWOOD
BOARD OF SELECTMEN**

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

**Board of Selectmen Meeting Minutes
May 26, 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, Land Use Assistant Susan Austin, and Finance Specialist Katherine Davis

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.

Land Use Administrative Assistant, Susan Austin, said to call the main number at (603) 942-5586 extension 211 and she will answer during the meeting if anyone is having trouble viewing the meeting.

CITIZEN'S FORUM:

To the select board members

I'm writing a short email today in regards to getting Linda Smith back on the budget committee meetings. As a new committee member going into my second year. I feel that Linda's knowledge will be a great asset again to us all, As she has been in the past. And it did seem to me that things did not flow or where not readily attainable after she was taken away last year, From the committee which made our jobs harder than they had to be because a lot of things where always catching up or no one knew where the information was and needed to be looked into countless times.

Sincerely

Budget Committee Member

Steven G. Robinson

Northwood Selectmen:

I have two questions/comments. First, what is the status of the mowing contract? I live around the corner from Pine View Cemetery, and it is an embarrassment. Nothing has been done since the last mowing last summer, no clean up, nothing. I noticed a funeral there a few days ago, and saw the grass was 8-10 inches high, dandelions all over the place. Memorial Day is this coming weekend, and families should not have to cut the grass to find their family member's marker.

Secondly, I have received several calls from townspeople, and one person came to my home, thinking I would have the answer, to ask why they could not take items to the Transfer Station that required a fee. Most people have been home for the past two months due to COVID, and have been cleaning out. One person had a mattress and a TV he tried to take there 3 weeks ago. Why did you make the decision to not accept items requiring a fee, and when will that open up? We would appreciate the Board discussing this tonight.

Ginger Dole

PUBLIC HEARING:

Selectman Kreider stated that any public comment on these funds would be accepted through the citizen's forum email.

Motion: "to accept \$23,000 in unanticipated revenue from Tyler Technologies"

Motion: T. Colby

Second: M. Frye

Roll Call Vote

Selectman Hadley-yes

Selectman Frye-yes

Selectman Colby-yes
Selectman Boudreau-yes
Selectman Kreider-yes

Motion carries 5/0

COVID-19 Funds

Ms. Davis stated that pursuant to some of the new state statutes that have been issued as a direct result of Covid-19, these do not need to be accepted through a public hearing. They just need to be formally accepted at a BOS meeting. There are several grants that they are currently applying for and hoping to seek reimbursement for in the near future. She would like to ask the board to consider approving the FEMA funding, GOFFER State of NH regular COVID-19 funding which is really going to capture all of non-FEMA which is the category the expenditures. Currently FEMA is 75% reimbursable. The GOFFER funding is 25% so they will be able to capture 100% for all of those COVID 19 expenditures. In addition, the GOFFER hazard pay stipends for the first responders, which they are anticipating to disperse on June 3rd, coinciding with that payroll for the first half and the second half to be dispersed on July 1, coinciding with that payroll as well. Lastly there is a firefighter's assistance grant in which the chief has also applied for.

Motion: "to approve all of the grants Ms. Davis described above"

Motion: T. Colby
Second: M. Frye

Discussion: Selectman Frye stated that they noticed the public hearing via zoom, so they should open the meeting up to comment. Selectman Hadley stated that at the May 12 meeting, they approved a motion giving the BOS Chair the authority to sign on behalf of the board all federal grant applications including CARES act and COVID 19 and FEMA. Page 6 of those minutes are as follows:

"Motion: "To grant the Chair of the BOS, Selectman Kreider, the authority to sign on behalf of the selectmen on all federal grant applications pertaining to the CARES Act and COVID-19 and any other federal grant applications, including FEMA."

Motion: Selectman Hadley
Second: Selectman Colby

Roll Call Vote:
Selectman Kreider: Yes
Selectman Boudreau: Yes
Selectman Colby: Yes
Selectman Hadley: Yes
Selectman Frye: Yes

Motion Carried 5/0"

Selectman Hadley stated that Ms. Lamarche was working on an 18-page grant application in PDF with places for him to initial and sign. Selectman Kreider stated that he will double check on that.

There was no public input.

Roll Call Vote

Selectman Hadley-yes
Selectman Frye-yes
Selectman Colby-yes
Selectman Boudreau-yes
Selectman Kreider-yes

Motion carries 5/0

Minutes of May 12, 2020

Motion: Approve the minutes of May 12, 2020, as amended”

Motion: T. Colby
Second: M. Frye

Roll Call Vote

Selectman Hadley-yes
Selectman Frye-yes
Selectman Colby-yes
Selectman Boudreau-yes
Selectman Kreider-yes

Motion carries 5/0

Approval of the Consent agenda

Northwood NH Consent Agenda for May 26, 2020

Payroll Manifest dated May 20, 2020 for \$80,928.51

Accounts Payable Manifests dated May 13, 2020:

Batch #14867 for \$65,148.91 + ACH Voucher for \$2,514.00

Batch #14866 for \$547.39 (COVID-19 Expenditures)

Purchase Order #XX for \$6,609.65

Company Name: Tax Exempt Leasing Corp

Purchase Order #XX for \$12,709.26

Company Name: Waste Management

Purchase Order #107136 for \$3,282.75

Company Name: LHS Associates

Purchase Order #XX for \$4,511.25

Company Name: Northeast Resource Recovery Association

Finance Reports:

Open Purchase Orders Reports – 2019 & 2020

Expenditure Report – through April 30, 2020

To clarify the intent of the Consent Agenda Dated 5/12/20 The Board of Selectmen, as agents to expend from the Aquatic Invasive Species Expendable Trust Fund, authorize the Trustees of Trust Funds to issue payment to the Lake Host Program for Pleasant Lake in Deerfield in the amount of \$2,500.

The Board of Selectmen, as agents to expend from the Aquatic Invasive Species Treatment and Control Expendable Trust Fund, and pursuant to the intent of the 2020 warrant article #32 to authorize the Trustees of Trust Funds to issue payment to the Northwood Lake Watershed Association in the amount of \$12,000 as per requested in a letter dated April 11, 2020. (see letter included in packet)

Treasurer Reports - April 2020

Assessing: Application for Current Use – 202 Sherburne Hill Road

Motion: Approve the consent agenda of May 26, 2020”

Motion: T. Colby

Second: M. Frye

Roll Call Vote

Selectman Hadley-yes

Selectman Frye-yes

Selectman Colby-yes

Selectman Boudreau-yes

Selectman Kreider-yes

Motion carries 5/0

May 12 votes

Motion: “Reconfirm all votes from the May 12 Meeting”

Selectman Kreider stated that because the May 12 meeting ended unexpectedly, they need to reconfirm all of the vote that occurred during that meeting.

Motion: B. Boudreau
Second: M. Frye

Roll Call Vote

Selectman Hadley-yes
Selectman Frye-yes
Selectman Colby-yes
Selectman Boudreau-yes
Selectman Kreider-yes

Motion carries 5/0

OLD BUSINESS

COVID 19 Food Pantry disbursement:

Selectman Hadley read a portion of an email from the food pantry into the record.

That is very thoughtful of you and the selectmen to increase the donation to \$1,000. That is incredible and we are so appreciative of your thoughtfulness. My sincerest thank you to you and the other selectmen for your generosity and all that you do to help support us in our endeavors and to help support the Northwood residents. Thank you so very much.

Julie Roberts, Northwood Emergency Food Pantry

LEGAL RFP BID OPENING

The following bids were opened:

Drummond Woodsum, 670 N Commercial Street Suite 107 Manchester NH

Upton and Hatfield, 10 Center Street Concord

Mitchel Municipal Law 25 Beacon Street E. Laconia

DTC (Donahue Tucker & Ciandella) 16 Acadia Drive, Exeter.

Deputy Health Officer posting status

Selectman Kreider stated that at the last meeting they heard from Ms. Thibodeau indicating that they had an application but that person needed to be interviewed. So that will be put on hold. He stated that Jackie Lambert was going to join the meeting

to talk to the board about what she's doing as the health officer. Chief Tetreault stated that he knew she was planning on coming to the meeting but there is a 2nd alarm brush fire in Deerfield that she is at now. He stated that he has a little bit of information that he can pass along. Chief stated that there was a question as to whether or not she has been appointed by the state yet, and she is getting email from the state, so that would indicate that she has been appointed. There are a number of inspections that she needs to schedule with restaurants and service places, hair dressers and barber shops, etc. She's working to get those done.

Appoint Assistant Welfare Director

Selectman Kreider stated that this was discussed in nonpublic. They have a recommendation and it was discussed.

Motion: "To appoint Diana Brown as Assistant Welfare Director"

Motion: M. Frye
Second: T. Colby

Discussion:

Selectman Colby asked if this was temporary until Recreation gets back up to normal, or is this permanent? Selectman Boudreau stated that they have a Welfare Director. This was brought up because he is supposedly too busy now. Selectman Frye stated that he felt that it would level out. Selectman Boudreau stated that she spoke with Dave Balian, our current Welfare Director and he has it under control. She thought they were just making her an assistant in case he gets too busy and she would be closer to town hall.

Roll Call Vote

Selectman Hadley-yes
Selectman Frye-yes
Selectman Colby-yes
Selectman Boudreau-yes
Selectman Kreider-yes

Motion carries 5/0

Bow Lake Bridge Work Status

Selectman Kreider thanked Selectman Boudreau for attending the bid opening in Concord. Selectman Kreider read the bid review letter to the board:

The bids were opened publicly, the bids ranged from \$588,000 to \$797,000. They attached two bid summaries; one compares the bids to each other in all of the specific components of the bid. The second compares the lowest bid to the to the engineering estimate. What that says is that when they do that detailed comparison, they found a few items that were different from their estimate, but they feel that those changes that the firm has made are still reasonable in their ability to properly do the job. Therefore, from an overall perspective, even though the low bid is \$588,000 compared to \$760,000 they feel that it's justified to go with the lower bid based on where the

differences were. What they are asking the selectmen to do is to make a motion that authorizes Selectman Kreider as chair of the select board to enter in a contract with North East Earth Mechanics, for the replacement of the Bow Lake Bridge over Sherburne Brook, for the bid price of \$588,425.00 upon the approval of NH DOT.

Motion: “to authorizes Selectman Kreider as chair of the select board to enter in a contract with North East Earth Mechanics, for the replacement of the Bow Lake Bridge over Sherburne Brook, for the bid price of \$588,425.00 upon the approval of NH DOT.”

Motion: T. Colby
Second: J. Hadley

Roll Call Vote

Selectman Hadley-yes
Selectman Frye-yes
Selectman Colby-yes
Selectman Boudreau-yes
Selectman Kreider-yes

Motion carries 5/0

Paving RFP Status

Chris Brown stated that the RFP was done and sent to legal. He thought it was supposed to be on there tonight. Selectman Kreider stated that he would add it to the To Do list. Related, once they track it down, could Selectman Colby take a look and see what members of the Highway Advisory Committee could get together and give it a look. It is really important to get that additional input.

Mowing Budget

Selectman Kreider stated that they got the mowing contract which is approximately \$12,000. Previously Lisa sent out the budget detail from the 2020 budget, so you could see where the mowing fell in. He thinks there was \$9,000 in that line. So, there is a \$3,000 deficit. Mr. Brown stated that he thought it was coming out of the roadside mowing line, which was \$16,000.

Appointment of Library Trustee Alternates

Selectman Kreider stated that there were three letters from Donna Bunker requesting that they approve these alternates. It was Irene Kreider, Margaret Walker and Norma Heroux.

Motion: “Appoint Irene Kreider, Margaret Walker and Norma Heroux as alternates to the Library Board of Trustees”

Motion: T. Colby
Second: M. Frye

Roll Call Vote

Selectman Hadley-yes
Selectman Frye-yes
Selectman Colby-yes
Selectman Boudreau-yes
Selectman Kreider-yes

Motion carries 5/0

MOU's for Library

Selectman Kreider stated that there were questions about how they handled the emergency lights within the building at the library. There was discussion as to who is responsible for what and how to handle it. They then produced this document that detailed who was responsible for what in the library. It's basically a document that explains how funds are applied and who is responsible for what. Selectman Kreider stated that they have had this question come up n a variety of things like this, what he would like to do is refer thee MOU's to the facilities committee and make recommendations for changes. It might be an opportunity for them to revisit existing MOU's in the town. Selectman Colby stated that he felt they should come up with lists for both the Highway and facilities committee, since both of these committees have seemed to be disbanded. Selectman Kreider stated that maybe they can get stated and as they find other people that might be interested, they can appoint them.

Dennis Tuttle (re: rebuilding Masonic Temple)

Dennis Tuttle was present to discuss the tax-exempt status of the new Masonic Temple. Selectman Kreider stated that he had emailed with the last assessor, Robb Jutton. Mr. Jutton had indicated that the tax-exempt status goes with the es on to say that organization, that said there have been court rulings that state the selectmen can challenge that if they so choose to. It also goes on to say that the selectmen can grant tax exempt status, but that it might be challenged by a future board. Those are some of the considerations. Mr. Tuttle stated that he was the president of the association that owned the building, and now the empty lot. They have settled with the insurance company; they aren't in bad shape as far as that is concerned. They want to move forward and become a bigger part of the community. The previous building had become somewhat run down in the last few years; it is hard maintaining such an old building with the aging status of the membership. They are looking forward to having a newer building that will be easier to maintain and more accessible for the community. In the past, the library used the old building for shows and events. They would like to open it up for weddings and bridal showers and town voting. They would like it to be a place for emergency situations, they could open it up as a shelter. If they build a nice new building and it shows more tax possibilities there, they can't afford it. Selectman Colby asked what the new building would be like. Mr. Tuttle stated that they have to stay in the footprint because of the lot, they can go three stories. The first floor would be open, to have events and such. The second floor would be a museum of sorts to honor the grange building and the Masonic building. The third floor would be the Masonic rooms like what they had before. These are all ideas; nothing is for sure yet. Selectman Kreider stated that he understands that really what he is asking is some way to ensure that they keep their current tax-exempt status on a ongoing basis, not subject to any changes by future boards. Mr. Tuttle stated that some towns have actually changed their status and have started taxing the granges. So, they are worried about that. He would like to find out what their options are. Selectman Kreider stated that he would like to investigate this further and find out what the options are. Selectman Frye stated that he was pretty upset when the warrant article on the Center

School was voted down. He feels that they have a real need for more programming space in this town. They don't have anywhere to provide space for adults or anywhere where they can do non-sports programs for youth either. He would love to see them set up an MOU between the Masons and the town which says "here's what each of us are offering" Which then if the question gets back to a future select board, it would be laid out. It's definitely something they should explore. Selectman Hadley asked if Mr. Tuttle had talked to the Charitable unit at the AG's office regarding 501c3 and other charitable organizations are going through as far as tax exemption? Mr. Tuttle stated that they are dealing with the state level, the Masonic state level. They are not a 501c3, they are a 501c8. The building is held by a 501c2, so they are a 501c10. It is left up to the discretion of the towns. In the state constitution there is a rule for the grange hall, they are tax exempt. Selectman Hadley asked if he had to file annual reports? Mr. Tuttle stated that they file 99n every year with the IRS and they file with the state every five years. Selectman Hadley suggested the Mr. Tuttle have a conversation with the Charitable Unit, because they cover more than just 501c3. They cover voluntary organizations and non profit groups. Selectman Kreider stated that there was a court ruling where they reversed the tax-exempt status. Selectman Boudreau stated that the Masonic Hall is a benefit to the town. She would certainly be in favor of supporting them, Selectman Kreider stated that he would like to find a full proof way that the support would continue for the Masons. Ms. Davis stated that she runs into this with a nonprofit board that she is a treasurer of. She files a form with the town every year to receive tax exempt status. Selectman Kreider stated that they understand that, but the problem is that a year after they build, some other board could start taxing them. Selectman Frye stated that if they create something that doesn't have the ability to change, there is no incentive for the organization maintaining that good relationship with the town. He understands Mr. Tuttle's concern, but if they go too far, they have given up the opportunity to circle back around if circumstances change. Selectman Kreider stated that he would like to figure this out outside of the meeting.

Motion: "to authorize the town to create a subcommittee to investigate what the options are for conferring ongoing, uninterrupted tax-exempt status, consisting of two board members and Mr. Tuttle"

Motion: B. Boudreau
Second: T. Colby

Roll Call Vote

Selectman Hadley-yes
Selectman Frye-yes
Selectman Colby-yes
Selectman Boudreau-yes
Selectman Kreider-yes

Selectman Frye stated that he would like to be on the committee, Selectman Kreider stated that he would be on the committee as well. Selectman Frye stated that he would organize the first meeting.

Property Revaluations: Status

Selectman Hadley stated that as of today (May26, 2020) they have a general assessing and data verification contract approved with the current assessor, DRA has signed off

on it. What they don't have is an approved revaluation contract. The current assessor is asking when they plan to send out the RFP. He talked to DRA, and they have provided guidance regarding 2020 revaluation requirements during COVID 19. They have relaxed the requirements a little bit, but because our assessor has been doing cynical inspections every year, they don't have to have a full revaluation done, only a cynical revaluation done. Which is quicker. There are about 6 other towns in this situation. He feels that they have plenty of time. As long as they do an RFP in the month of June and award a contract in July, they should be in good shape. Selectman Hadley stated he can draft an RFP by early next week. It should go to legal review, and once they send it out and sign a contract, then it would need to go back to DRA, and then DRA has 10 days to make changes or suggestions. Selectman Hadley stated he would work with Lisa on it. Selectman Hadley stated that on the Consent Agenda there is a 2020 PO for \$40,000 for assessing, that money could be reassigned to whoever it is that the successful bidder is. Selectman Kreider asked if Katherine could check into that line item, and how much do they have left to apply towards the reassessment.

Transfer Station Fee Proposal

Selectman Kreider stated that they have an email from Chris about some changes, not fee proposals per say, but some changes that he would like to recommend. Mr. Brown stated that at the Transfer Station, when the COVID 19 started, they weren't accepting any fee-based items to limit exposure to it. After quite a bit of pushback from the public, he feels it's now better now that the risk isn't as high to start accepting fee-based items again. He would like to overturn the decision from two months ago. Selectman Colby stated that he was okay with it, as long as the employees were okay with it. Mr. Brown stated that they were still keeping the swap shop closed.

Motion: "To accept fee-based items again at the transfer station, credit cards and checks only, as outlined in Chris Brown's memo"

Motion: T. Colby

Second: M. Frye

Roll Call Vote

Selectman Hadley-yes

Selectman Frye-yes

Selectman Colby-yes

Selectman Boudreau-yes

Selectman Kreider-yes

Committee Reports

Selectman Hadley stated that he and Selectman Kreider met to discuss the Budget/Financials of the town. The current unrestricted fund balance policy that the selectman adopted several years ago, requires the town to have at least 6% of the total budget in unrestricted fund balance. DRA looks at the total budget, the school and the town. Right now, they are at 10% of the total budget. The current situation, with so many unknowns now due to Corvid 19, they have the room to maneuver, the room to react and the time to request a tax anticipation note over the summer, if the situation warrants. He stated that they still need to sit down with department heads and see which departments have budgets either too high or too low and maybe adjust that in July.

Calendar Committee

Selectman Kreider stated that he would like to encourage the calendar committee to get together. Having an overall annual calendar committee is beneficial.

Motion: to go into nonpublic under RSA 91A: 3 II (a, c, or other) at 8:15 PM”

Motion: J. Hadley
Second: T. Colby

Roll Call Vote

Selectman Hadley-yes
Selectman Frye-yes
Selectman Colby-yes
Selectman Boudreau-yes
Selectman Kreider-yes

Motion carries 5/0

The selectman entered nonpublic at 8:15 PM.

MOTION: “To exit non-public session at 10:32 pm.”

Motion: M. Frye
Seconded: B. Boudreau

Roll Call Vote

Selectman Hadley-yes
Selectman Frye-yes
Selectman Colby-yes
Selectman Boudreau-yes
Selectman Kreider-yes

Motion carries 5/0

MOTION: “To adjourn at 10:33 pm.”

Motion: B. Boudreau
Seconded: M. Frye

Roll Call Vote

Selectman Hadley-yes
Selectman Frye-yes
Selectman Colby-yes
Selectman Boudreau-yes
Selectman Kreider-yes

Motion carries 5/0

Respectfully Submitted
Susan Austin, Land Use Assistant