



**TOWN OF NORTHWOOD  
BOARD OF SELECTMEN**

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

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**Board of Selectmen Meeting Minutes  
June 16, 2020**

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

**ABSENT:** None

**STAFF PRESENT:** Municipal Administrative Assistant Lisa Lamarche, Land Use Assistant Susan Austin, and Interim Town Administrator John Scruton

**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.**

**NON-PUBLIC**

**Motion: To enter non-public at 9:05 PM under RSA 91-A:3, II (a and c)**

Motion: M. Frye  
Second T. Colby

**Roll Call Vote**

**Selectman Frye-yes**  
**Selectman Colby-yes**  
**Selectman Boudreau-yes**  
**Selectman Kreider-yes**

**Motion carries 4/0**

**NON-PUBLIC MINUTES**

Present: Select Board Members Hal Kreider, Beth Boudreau, Timothy Colby and Matthew Frye; Interim Town Administrator John Scruton, and Road Agent Chris Brown

Chris Brown discussed candidates for the Transfer Station and compensation issues.

The Board discussed the candidates and had a number of questions which Chris will research and report back to the Select Board at the June 23 meeting.

**MOTION: “To exit non-public session at 6:27 pm.”**

Motion: M. Frye  
Seconded: B. Boudreau

**Roll Call Vote**

**Selectman Frye-yes**  
**Selectman Colby-yes**  
**Selectman Boudreau-yes**  
**Selectman Kreider-yes**

**Motion carries 4/0**

**Finance Specialist Resignation**

**Motion: “To accept the resignation of Katherine Davis as the Financial Specialist with regrets”**

Motion: M. Frye  
Second: T. Colby

**Motion carries by roll call vote 4/0**

**Selectman Vacancy Process**

The Board discussed the process that they would follow to appoint a new selectman. They agreed on the following process:

All candidates are required to answer the following questions:

1. Discuss why you think you are a good candidate to fill this position.
2. Discuss the role of an individual Select Board Member and the Board, including how to handle it when the decisions go against you.
3. Discuss the balance between spending and taxes including the following two scenarios: the town receives an unexpected windfall of \$1,000,000 without any strings attached and secondly the town experiences a sudden unexpected expenditure of \$250,000 in May.

Candidate Questions are due by noon on June 23, 2020

The Board will deliberate on June 26, 2020 and try to narrow down to a top 3. If a candidate is not selected on this day, then the Board will decide on July 7, 2020.

**Motion: “To accept the questions to use during the selectman appointment process”**

Motion: T. Colby

Second B. Boudreau

**Motion carries by roll call vote 4/0**

**Internal Business**

**Motion” To authorize Selectman Kreider to sign all documents related to finishing the Bow Lake Bridge project, including change orders”**

Motion: B. Boudreau

Second: T. Colby

**Motion carried by roll call vote 4/0**

**Reopening of Town Hall**

Selectman Kreider stated that there have been requests to use Town Hall for the purpose of meeting. He stated that he would like to get feedback from the board to see if they are ready to make this kind of decision. Should they let the committee meet before they make a decision? Selectman Boudreau stated that the committee is meeting on the 17th, so they should wait until after that meeting to make any decisions.

**Occupancy Permits**

Selectman Kreider stated that he has gotten some notes from people asking about occupancy permits. He'd like to ask the board how they would like to handle requests like this. There are state guidelines they could follow. Mr. Scruton stated that the executive order as it relates to building allows the builder to build at his own risk and

proceed. It isn't clear, however, what happens with the occupancy permits. They would have to indicate to the mortgage holders to refer to the executive order.

## **NON-PUBLIC**

### **Motion: To enter non-public at 8:03 PM under RSA 91-A:3, II (a and c)**

Motion: M. Frye  
Second T. Colby

### **Roll Call Vote**

**Selectman Frye-yes**  
**Selectman Colby-yes**  
**Selectman Boudreau-yes**  
**Selectman Kreider-yes**

**Motion carries 4/0**

## **NON-PUBLIC MINUTES**

Select Board Member Colby moved, Select Board Member Boudreau seconded to approve the sealed nonpublic minutes of June 9. Roll Call vote Boudreau-Aye, Frye-Aye, Colby-Aye, Kreider-Aye. Passed 4-0

The Board discussed the responsibilities and compensation of those in the Administrative office including the additional workload occasioned by recent vacancies and changes.

Select Board member Frye moved, Select Board Member Colby seconded to approve an increase in Linda Smith's wage from \$22.99 to \$24.39. Roll Call vote Boudreau-Aye, Frye-Aye, Colby-Aye, Kreider-Aye. Passed 4-0.

Board discussed the Building Inspector position and current fill-in for the position. Board wanted to make sure the job had been posted on the Website. They also noted that if the position is filled by someone working part time elsewhere in the town the total hours worked per week could not exceed 29.5 and when working as a Building Inspector, that job would take priority.

John Scruton discussed the various law firms that had responded to the RFP and his experience with them. He asked the Board to focus their review in the coming week on a recommendation for a Human Resource-Labor Attorney for the next meeting.

Board continued discussion on shift in workload onto employees and what to do to help existing staff in the Town Office.

Select Board member Frye moved, Select Board member Boudreau seconded to authorize the Interim Town Administrator to advertise for a 20 hour/week position for an Administrative Assistant on Grade 8. Roll Call vote Boudreau-Aye, Frye-Aye, Colby-Aye, Kreider-Aye. Passed 4-0

Select Board member Colby moved, Select Board member Boudreau seconded to create a Deputy Finance Specialist position job description to post for internal candidates per the personnel policy at Grade 18. Roll Call vote Boudreau-Aye, Frye-Aye, Colby-Aye, Kreider-Aye. Passed 4-0

There was discussion that this vote should occur in public session.

Discussion continued on personnel issues.

**MOTION: “To exit non-public session at 9:56 pm.”**

Motion: M. Frye

Seconded: B. Boudreau

**Roll Call Vote**

**Selectman Frye-yes**

**Selectman Colby-yes**

**Selectman Boudreau-yes**

**Selectman Kreider-yes**

**Motion carries 4/0**

**Motion “to create a Deputy Finance Specialist position job description to post for internal candidates per the personnel policy at Grade 18.”**

Motion: M. Frye

Second: T. Colby

**Roll Call Vote**

**Selectman Frye-yes**

**Selectman Colby-yes**

**Selectman Boudreau-yes**

**Selectman Kreider-yes**

**Motion: “To adjourn at 9:59 PM”**

Motion: M. Frye

Seconded: B. Boudreau

**Roll Call Vote**

**Selectman Frye-yes**

**Selectman Colby-yes**

**Selectman Boudreau-yes**

**Selectman Kreider-yes**

**Motion carries 4/0**

*Respectfully Submitted  
Susan Austin, Land Use Assistant*

**NON PUBLIC MINUTES**