



**TOWN OF NORTHWOOD
BOARD OF SELECTMEN**

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

**Board of Selectmen Meeting Minutes
June 26, 2020**

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

ABSENT: None

STAFF PRESENT: Interim TA John Scruton, Municipal Administrative Assistant Lisa Lamarche, Land Use Assistant Susan Austin

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.

Minutes

Motion: “To approve the minutes of June 16, 2020”

Motion: M. Frye

Second: T. Colby

Motion carried by roll call vote 4/0.

Paving Bids

Mr. Scruton stated that after they had opened the bids, a vendor claimed he had submitted a bid but it was not opened during the bid opening process. What had happened was that the person sorting the mail that day did not put it in the TA’s mail box, but rather put it in the Public Works Foreman’s mailbox. It was from GMI. Mr. Brown stated that he had the bid, but he had to go back to the Transfer Station to get it, so he requested that the board come back to this topic.

Approving the Deputy Finance job description

Selectman Kreider stated that his comments were that he recommends that there is text associated with preparing, executing and organizing FEMA recovery costs and grants related to COVID. His suggestion was that these may not be the only things and that maybe they should make that a bit more generic. The second comment he had was to amend the title to reflect that it includes fairly significant administration duties. Scruton suggested changing the title to Deputy Finance/Admin Assistant. Selectman Kreider stated that his other suggestion was that this position appeared to be a position that would get involved with the preparation of the budget. Mr. Scruton stated that he wanted it to be clear that this isn’t the person who represents to the Budget Committee. She might prepare backup material for whomever is presenting to the Budget Committee.

Motion: “To approve the amended job description for the Administrative Assistant/Deputy Finance Specialist”

Motion: M. Frye

Second: T. Colby

Motion carried by roll call vote 4/0.

High Street

Selectman Kreider stated that he was looking for an update. Mr. Brown stated that they placed blockades and barriers on both sides, with access for foot traffic only.

Paving Bids

Mr. Brown stated that the missing bid was from GMI Asphalt Corp, for \$534,811.20. Mr. Scruton asked that since they are recommending on what was on schedule A, what was GMI proposing for schedule A? Mr. Brown stated that they proposed \$351,135.20. The next lowest bidder was R&D at \$385,403.00. Mr. Colby stated that he would prefer they not use GMI, because in the past they haven’t done a good job at sealing the middle lanes. Selectman Boudreau stated that she agrees with Selectman Colby. Discussion continued on how to complete the paving this year, along with discussion on tree removal.

Motion “to award the subtotal A (\$385,403.00) of the paving bid to R&D Paving”

Motion: T. Colby

Second: M. Frye

Motion carried by roll call vote 4/0.

Motion: To hire Urban Tree to do tree work on Ridge Road and as needed on Tasker Hill Road, up to \$22,000.”

Motion: T. Colby

Second: M. Frye

Motion amended to “Authorize Mr. Brown to spend \$22,000 on the tree service that he deems the best”

Motion: T. Colby

Second: B. Boudreau

Motion carried by Roll Call Vote 4/0.

BOS Vacant Position Decision

Selectman Kreider stated that the board had decided to choose the new select board member by a weighted choice process. The board will send their three choices to Mr. Scruton through the chat feature on Zoom. Mr. Scruton will read each member choices and give them points. First choice is 5 points, second choice is 3 points, and the third choice is 2 points.

Choices:

Selectman Boudreau: Pam (5) Judy (3) Jamie (2)

Selectman Frye: Wade (5) Judith (3) Pam (2)

Selectman Kreider Wade (5) Pam (3) Judy (2)

Selectman Colby: Pam (5) Judy (3) Jamie (2)

Totals

Pam: 15

Judy: 11

Wade:10

Jamie: 4

Run Off Vote between Pam and Judy

Selectman Boudreau: Pam

Selectman Kreider: Pam

Selectman Frye: Judy

Selectman Colby: Pam

Motion: “To appoint Pam Sanderson to the Northwood Select Board.”

Motion: M. Frye

Second: T. Colby

Motion Carries by roll call vote 4/0

Internal Business

Mr. Scruton stated that they have received a resignation from the Recreation Director, effective July 10.

Mr. Scruton stated that he did get the extra cleaning services set up. The building will be cleaned one extra time per week.

Selectman Colby asked where they were as far as the Masonic Temple was concerned. Selectman Frye stated that he let Mr. Tuttle know that they were looking into a different law firm, so he felt that they might need to wait until they have decided on that. Mr. Scruton stated that they could still work with Mitchell, and if they were to change law firms, Mitchell would finish up with whatever they had pending.

Motion: “To have Mr. Scruton and Selectman Frye collaboratively call the lawyers to sort this out”

Motion: T. Colby

Second: H. Kreider

Motion carried by roll call vote 4/0

Non-Public Session

Selectman Kreider stated that he wanted the public to know that it is unlikely that they will have anything else to vote on coming out of non-public.

Motion: To enter non-public at 7:40 PM under RSA 91-A:3, II (a)

Motion: M. Frye

Second T. Colby

Roll Call Vote

Selectman Frye-yes

Selectman Colby-yes

Selectman Boudreau-yes

Selectman Kreider-yes

The selectman entered non-public at 7:40 PM.

Motion: “To exit non-public at 8:45 PM”

Motion: M. Frye

Second T. Colby

Roll Call Vote

Selectman Frye-yes

Selectman Colby-yes

Selectman Boudreau-yes

Selectman Kreider-yes

Motion: “To seal the minutes for reputation”

Motion: M. Frye
Second T. Colby

Roll Call Vote

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

Motion: “To promote Lisa Lamarche to Admin Assistant/Deputy Finance at Grade 16 Step 11”

Motion: M. Frye
Second T. Colby

Roll Call Vote

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

Motion: “To accept Dianna Brown’s resignation with regret”

Motion: M. Frye
Second B. Boudreau

Roll Call Vote

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

Motion: “To adjourn at 8:55”

Motion: M. Frye
Second T. Colby

Roll Call Vote

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

Respectfully Submitted
Susan Austin, Land Use Assistant