



**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 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.**

1 **Minutes**

2  
3 **Motion: “To approve the minutes of June 16, 2020”**

4 **Motion: M. Frye**

5 **Second: T. Colby**

6  
7 **Motion carried by roll call vote 4/0.**

8  
9 **Paving Bids**

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

16  
17 **Approving the Deputy Finance job description**

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

28  
29 **Motion: “To approve the amended job description for the Administrative**  
30 **Assistant/Deputy Finance Specialist”**

31  
32 **Motion: M. Frye**

33 **Second: T. Colby**

34  
35 **Motion carried by roll call vote 4/0.**

36  
37 **High Street**

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

40  
41 **Paving Bids**

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

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

2 **Motion: T. Colby**

3 **Second: M. Frye**

4

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

6

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

8

9 **Motion: T. Colby**

10 **Second: M. Frye**

11

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

13

14 **Motion: T. Colby**

15 **Second: B. Boudreau**

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17 **Motion carried by Roll Call Vote 4/0.**

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**BOS Vacant Position Decision**

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**Choices:**

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**Totals**

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**Run Off Vote between Pam and Judy**

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

2 **Motion: M. Frye**

3 **Second: T. Colby**

4

5 **Motion Carries by roll call vote 4/0**

6

7 **Internal Business**

8

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

11

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

14

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

20

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

23 **Motion: T. Colby**

24 **Second: H. Kreider**

25

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

27

28 **Non-Public Session**

29

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

32

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

34 Motion: M. Frye

35 Second T. Colby

36

37 **Roll Call Vote**

38

39 **Selectman Frye-yes**

40 **Selectman Colby-yes**

41 **Selectman Boudreau-yes**

42 **Selectman Kreider-yes**

43

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

45

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

47 Motion: M. Frye

48 Second T. Colby

49

50 **Roll Call Vote**

51

52 **Selectman Frye-yes**

1 **Selectman Colby-yes**

2 **Selectman Boudreau-yes**

3 **Selectman Kreider-yes**

4

5 **Motion: “To seal the minutes for reputation”**

6 Motion: M. Frye

7 Second T. Colby

8

9 **Roll Call Vote**

10

11 **Selectman Frye-yes**

12 **Selectman Colby-yes**

13 **Selectman Boudreau-yes**

14 **Selectman Kreider-yes**

15

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

18 Motion: M. Frye

19 Second T. Colby

20

21 **Roll Call Vote**

22

23 **Selectman Frye-yes**

24 **Selectman Colby-yes**

25 **Selectman Boudreau-yes**

26 **Selectman Kreider-yes**

27

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

29 Motion: M. Frye

30 Second B. Boudreau

31

32 **Roll Call Vote**

33

34 **Selectman Frye-yes**

35 **Selectman Colby-yes**

36 **Selectman Boudreau-yes**

37 **Selectman Kreider-yes**

38

39 **Motion: “To adjourn at 8:55”**

40 Motion: M. Frye

41 Second T. Colby

42

43 **Roll Call Vote**

44

45 **Selectman Frye-yes**

46 **Selectman Colby-yes**

47 **Selectman Boudreau-yes**

48 **Selectman Kreider-yes**

49

50 ***Respectfully Submitted***

51 ***Susan Austin, Land Use Assistant***