



**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 9, 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 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:**

*Hi my name is Justin Miller and I live at 101 School Street. I recently heard by word of mouth and read on Facebook, that there is an open position on the Board of Selectman. Someone told me that the posting is on the Town of Northwood's website, but i could not find it. I would like for you to extend the deadline for the selection of the open position of BOS for at-least another week (1 week).*

*My second concern is that I would like for the town to look into the options of a better website. There are many options out there that are cheap to the tax payers and user friendly for the town to keep updated.*

*Thank you for your time and consideration.*

*Justin Miller  
508-341-2045*

*Dear Selectmen:*

*As a citizen here in town I must say I am disappointed in your lack of leadership during this pandemic. Like many other business owners, residents, and municipal departments we have made adaptations to continue operating safely during the pandemic. As the forefront of our tiny town office, I would expect that you would make policy changes so that town services can continue to operate at full capacity with the "new normal". There is no excuse for not instituting electronic processes for payment, document submissions, and signatures for ALL processes. Additionally, the transfer station should be able to operate with receiving anything requiring a fee if you simply instituted basic sanitation procedures to protect both citizens and town employees. There are many other municipalities that have established safe ways to continue operating.*

*You are supposed to be keeping us at the front of the pack, not the rear...*

*Thank you,  
Joel Pickering  
10 Pleasant View Ave, Northwood, NH 03261*

## **MINUTES**

**Motion: "To approve the minutes of May 15, 2020"**

**Motion: T. Colby**

**Second: B. Boudreau**

**Motion carries 4/0**

**Motion: "To approve the minutes of May 19, 2020"**

**Motion: M. Frye**

**Second: B. Boudreau**

**Motion carries 4/0**

**Motion: "To approve the minutes of May 26, 2020"**

**Motion: T. Colby**

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**Second: B. Boudreau**  
**Motion carries by roll call vote 4/0**

**Motion: “To approve the minutes of May 29, 2020”**

**Motion: T. Colby**  
**Second: B. Boudreau**  
**Motion carries by roll call vote 4/0**

Selectman Kreider stated that he would like to move Chief Drolet’s discussion to the front of the agenda rather than making him wait.

**Motion: “To move the Chief to the front of the agenda”**

**Motion: B. Boudreau**  
**Second: T. Colby**  
**Motion carries by roll call vote 4/0**

### **Police Cruisers-Chief Drolet**

Chief Drolet was present to speak about the purchase of two new police vehicles. Last year they did not purchase a cruiser, he was told to hold off due to the financial uncertainty they had throughout the year. He sent the board a proposal to purchase two cruisers this year, one out of the budget line for \$43,000. The other would come from the Special Duty Capital Reserve Fund, of which the board is the agent to expend. He sent the board two quotes, he tried to get a third but he hasn’t had any luck. It is a state bid process, so the prices will be fairly close to each other anyway.

**Motion: “To approve the purchase of a police cruiser (2021 Ford Explorer) for \$43,000 out of the budget line”**

**Motion: M. Frye**  
**Second: T. Colby**  
**Motion carried by roll call vote 4/0**

**Motion: “To approve the purchase of a police vehicle (2021 Ford pickup) for up to \$46,000, to be expended out of the Special Duty Capital Reserve Fund.**

**Motion: T. Colby**  
**Second: M. Frye**

### **Northwood NH Consent Agenda for June 9, 2020**

**Motion: “to remove the request for funds from the consent agenda”**

**Motion: T. Colby**  
**Second: B. Boudreau**  
**Motion carried by roll call vote 4/0**

Payroll Manifest dated June 4, 2020:

Batch #14902 for \$61,038.33

Batch #14903 for \$22,282.41 for COVID-19 Hazard Stipend Pay

Accounts Payable Manifests dated May 29, 2020:

Batch #14897 for \$53,636.38

Batch #14898 for \$397.36 (COVID-19 Expenditures)

Purchase Order #20492 for \$2,650.00

Company Name: Round Pond Soil Survey (septage facility semi-annual monitoring of ground water wells)  
Purchase Order #107148 for \$10,000  
Company Name: MRI for Glen Waring  
Purchase Order #107149 for \$5,000  
Company Name: MRI for John Scruton  
Purchase Order #107147 for \$10,000  
Company Name: Gregory Colby  
Finance Reports:  
Open Purchase Orders Reports – 2019 & 2020  
Grant Expenditure Report through 6/5/2020  
Acceptance of \$35 fee for Annual Renewal of junkyard license for Harding Metals  
Release of FY2020 appropriated funds for Friends Retired and Senior Volunteer Program (RSVP) \$100.00  
Acceptance of first payment from the State of NH for First Responders Hazard Pay of \$22,785.76

**Motion: “to approve the consent agenda dated June 9, 2020”**

**Motion: T. Colby**

**Second: B. Boudreau**

**Motion “to see if the town will expend \$4,500 for the prevention of aquatic invasive species, and to request that the Trustees of the Trust Fund reimburse the town that \$4,500 from the Aquatic Invasive Species Expendable Trust Fund”**

**Motion: T. Colby**

**Second: B. Boudreau**

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

Selectman Kreider introduced John Scruton, Interim TA.

### **Property Revaluation Contract**

Mr. Scruton stated that it is required of the town that they do a regular update of their property valuation every 5 years. What’s normally done is to update the physical property of the number of bedrooms, the size of the house, lot, those factors are part of what they call a rolling reval, which means they go around and make those adjustments to properties until you have covered the entire town over the years leading up to the certification year. During the certification year, based on sales, do a statistical update of the values. That’s required by the state, the town was supposed to have a contract in place by June 1. He stated that he has talked to the town’s assessor and he has a contract for Cross Country Appraisals to do the work. There was one decision that had to be made, and based upon the shortage of time, Mr. Scruton suggested that they will not mail the new values to everyone, and they will not have the hearings before the tax bills go out, they will do them after because they don’t want to delay the tax rate setting. Based upon that, the price that Cross Country Appraisal is requesting is within the budget and he won’t do a formal review, but he will do a defense audit of the value and indemnify the town. It’s a fairly standard contract. The price is \$36,000.

**Motion: “motion to approve the contract with Cross Country Appraisal Group, LLC for \$36,000”**

**Motion: M. Frye**

**Second: B. Boudreau**

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

### **Online Assessing Cards**

Mr. Scruton stated that the current location of the assessing cards on the website is difficult to locate when you first go on to the website. He thinks something could be done to make access to those cards easier. With the reval coming, it might be a good idea to make them more accessible. He suggests they move the button to the front page, and make it more visible. He also stated that Strafford Regional Planning Commission is willing to do work with Northwood's assessing data base and their GIS and put that online to add additional layers to assist people with additional layers. Linda Smith joined the meeting and stated that she can contact Mr. Scruton and follow up with him.

### **Paving RFP**

Selectman Kreider stated that he is concerned that they don't ask specifically for each road to be broken out by cost. He discussed with Mr. Scruton, who said in most of the cases, they are going to do the cost on a per unit measure anyway, so they should be able to do parts or sub components and still accurately keep within the costs. This RFP will be funded by two different components, if they do it all as one, meaning that there is approximately \$100,000 designated for Harvey Lake Road, and additional other miscellaneous projects, and the other big projects were part of a warrant article. Selectman Boudreau asked if the library was going to get a bid as well? Mr. Scruton stated that he asked the Public Works Forman to make sure he asked for an estimate for the library as well. The problem he thinks they might run into is that this is about to months too late to be going out for bids on paving. They may not get as wide a response as you would had they sent it out to bid during the winter.

**Motion: "To post the bid package as presented, with a deadline of June 23 at noon"**

**Motion: M. Frye**

**Second: B. Boudreau**

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

### **Bow Lake Bridge Status**

Selectman Kreider stated that they still need state DOT approval. He has been asking weekly where that approval is. He will continue to send out a weekly email.

### **Katherine Davis – Finance Update**

Audit Preparation Status: The 2019 audit is scheduled for the week of 6/15/20.

2019 financial statements are nearly finalized for the audit, pending some minor adjustments for final reconciliation. The auditors have sent out the audit document package with the list of documentation requested for the audit. She stated that she has disseminated the documentation requests to each corresponding department at the beginning of the week (Tax Collector/Town Clerk; Treasurer; Library, Trustees of Trust Funds) for the audit. The auditors have inquired if they will be allowed on-site to conduct the audit. They will be working remotely Monday, and likely Tuesday. They would like to have a small team on-site on Wednesday and/or Thursday. The auditors have requested the Interim TA fill out a COVID-19 fieldwork survey which essentially authorizes them to come on-site and inquires of any parameters they must abide by allowing them to work in the Town Hall.

COVID-19 Grants: Current grants that we have applied for: FEMA, GOFERR, GOFERR hazard pay, & Firefighters' Assistance Grant. The total COVID-19 expenditures year-to-date equal \$37,928.71, which is subject to future adjustments. The majority of these expenditures are in relation to payroll, most of which are in relation to the hazard pay stipends, as previously mentioned. She has prepared a COVID-19 grants expenditure spreadsheet allocating expenditures to all available grants which has been provided to the Board. Total current allocation to grants for COVID-19 expenditures is as follows: FEMA - \$2,257 Note: FEMA reimburses COVID-19 expenditures at 75%. The remaining 25% can be absorbed by the GOFERR grant, for any expenditures incurred between March 1st and August 31st, which is the grant period for GOFERR. Any expenditures prior to March 1st or subsequent to August 31st currently will need to be absorbed locally, meaning a Town General Fund expenditure. Additionally, there is a minimum expenditure requirement for FEMA grant funding of \$3,300. She thinks there is a likelihood that this threshold will be met. In the case that it is not, the expenditures incurred for the period 3/1/20-8/31/20 would be eligible for GOFERR reimbursement. GOFERR total grant award is \$101,054. With current expenditures, they can forecast that additional eligible expenditures will be roughly \$20k. This leaves roughly \$70k of available funding to be used. Some ideas for how these funds could be used: re-opening town hall and all town buildings to employees and eventually the public. She noted the total GOFERR hazard pay stipends are for the first four weeks of the eligible period. The Fire Department reimbursement has been received so far for the first half. They are still waiting for the police department reimbursement. The second half of the stipend will be paid out to eligible employees on the July 3rd payroll. Firefighters Assistance grant has been applied for by the Fire Chief. This will be for future purchases, not for any costs which have already been incurred. Unallocated costs represent the 25% of FEMA eligible costs that won't be eligible under GOFERR. Fortunately, these costs are minimal.

**Motion "to raise the reporting parameter for COVID-19 spending to \$20,000"**

**Motion: M. Frye**

**Second: T. Colby**

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

**Clarify votes from May26, 2020**

**Motion: "clarify the vote from May 26, and indicate that the Board of Selectmen will send \$2,500 for the Lake Host program in Deerfield and in Northwood and request that the Trustees of the Trust Fund reimburse the board from the Aquatic Invasive Species Prevention Expendable Trust Fund"**

**Motion: B. Boudreau**

**Second: M. Frye**

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

**Motion: "clarify the vote from May 26, and indicate that the Board of Selectmen will send \$12,000 Northwood Lake Watershed Association and request that the Trustees of the Trust Fund reimburse the board from the Aquatic Invasive Species Treatment and Control Expendable Trust Fund"**

**Motion: B. Boudreau**

**Second: M. Frye**

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

**Town Hall Office Configuration**

Mr. Scruton stated that when he arrived, one thing that was stated was that there was a plan to make the moves as soon as he arrived. He asked to put the brakes on this,

he believes that they need to have a more thorough discussion and to look at the picture from a broader perspective and involving staff more fully in the discussions. If you notice Bob Young, the Emergency Management Director, sent out one plan that is different than what was currently out there from a Covid-19 standpoint. He does feel that they need to do something, but he'd rather wait before they do it. He is particularly concerned because they would need to have experts moving the copier and there was going to be a walkthrough for the finance office but he feels they would need something more secure for the finance office. Selectman Frye asked if they could reconfigure the office in a way that is going to be effective as well as maintaining appropriate distance, and file what ever costs incurred towards the Covid-19 reimbursement? Mr. Scruton stated that he had that same thought. He thinks the solution will involve one or maybe two walls.

**Motion” To have the Interim TA explore the options for the whole office configuration, instead of only moving the finance office”**

**Motion: M. Frye**

**Second B. Boudreau**

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

**Budget season planning**

Selectman Kreider stated that he had indicated to Mr. Scruton some of the issues and problems that they had in the last year. Mr. Scruton stated that he would like to help out, and Selectman Kreider would like to ask the calendar subcommittee if they would be willing to let Mr. Scruton take on that portion of the calendar? There were no objections from the board.

**Budget/Finance Subcommittee**

Selectman Kreider stated that he and Jim Hadley were on this committee. He wanted to note that Jim had a lot of good points that he made, but one of the most important was recasting of the default budget so it realistically reflects what they are doing. Northwood has been in a default budget now for several years. For example, the fire chief's salary is still listed as a stipend. It would help the budgeting process if they cleaned it up first, before they get into the season. Selectman Kreider stated he would be willing to help with this project. Selectman Frye stated that once they fill the vacancy on the board, he thought it might be a good time to take a fresh look at their committee assignments.

**Recreation: Removal of the old playground structure**

Selectman Kreider stated that he felt that this was an item that probably could have been on the consent agenda. He asked the board how they would have felt about it had he done that. Selectman Frye stated that they always have the option of taking it off if they would rather it not be on it. Selectman Kreider stated that in the future he would like to see more like this on the consent agenda.

Selectman Frye stated that there was a piece of playground equipment that was donated to the town from the Center School, with the intention of putting it up at the future playground site. Since the donation, the site plan changed, the fundraising went over to Friends of Northwood Recreation and it sat unused for quite a while. The legs for the center piece of equipment were cut, so there was discussion at the Rec Commission meeting as to whether it could even be safely installed. The slide is in

need of replacement as well. It was suggested that they were better off scrapping it. When the funds are raised through the non-profit, through fund raising or grant proposal, they won't need this piece of equipment. They are just looking for permission to recycle the recyclable parts and throw away the rest. Selectman Boudreau stated that new legs were purchased for the center piece. She would rather donate it if they could. Selectman Colby asked what the liability claim if they give it away to a school? Selectman Frye stated that the town's liability is part of the reason for wanting to get rid of it. Mr. Scruton stated that before they donate it, they should check with Primex.

**Motion: "that the recreation director is authorized to make attempts to rehome the equipment, pending approval from Primex, barring that, dispose of it"**

**Motion: M. Frye**

**Second: T. Colby**

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

### **Keith Corson, Old Pittsfield Road**

Mr. Scruton stated that this is something that is done regularly in which the owner of a home that is on a Class VI road wants to make improvements to get to their home and regularly goes out and puts down some gravel. Mr. Corson had a proposal that Chris Brown looked at and Mr. Brown seemed to think it was okay. Mr. Scruton stated that there had been some land use issues and he's not sure if they relate to this property or someone else. Selectman Boudreau asked about twelve trees that were coming down, who do they belong to? Mr. Scruton stated they belonged to the abutter. If he's the abutter then they are his own trees, if not he would have to have permission. Selectman Colby stated that based on the history of this road, they should get some more information before they give permission. Ms. Smith stated that there are wetlands on that road that have been impacted before. If it happened again, DES would cite the Town of Northwood. Selectman Kreider asked Ms. Smith to talk with Selectman Colby and Mr. Scruton about this matter.

### **Appointment of Ballot Clerk**

**Motion: "to appoint Judy Burke as Ballot Clerk"**

**Motion: M. Frye**

**Second: T. Colby**

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

### **Appointment of Select Board Member Process**

Selectman Kreider stated that he wanted to figure out the process of how to fill the vacant position. He stated he felt they needed to consider a couple of things, including whether or not they extend the posting period. They need to consider whether or not they have an interview process. He'd like to come up with a timeline. He asked if the board could decide if they were going to extend the application period, and if so, how long, or if they were going to extend it. Selectman Colby asked to extend because he did not have all of the information from all of the people who were applying. He would like more time. He stated that he got an email from someone asking if the selectmen had received his email. Selectman Kreider stated that he was forwarding emails to Lisa as he got them. Selectman Colby stated that he hasn't seen all of the applications as of today because he doesn't get his email until right before the meeting. Selectman Colby suggested to extend the deadline until the end of the month. Select

**Motion: “to extend the deadline to June 30th for the vacant position”**

Discussion: Selectman Frye stated that it was open long enough to get 8 really solid candidates, and by extending the deadline they are effectively reducing their chance of being selected. They have qualified candidates who were able to make the deadline. Selectman Colby stated that they might have qualified candidates who haven't heard about it yet. Selectman Frye stated that he went straight to the people who he felt would do a great job. Selectman Boudreau stated that she received comments from some people that they were keeping it hush so they would only pick friends of the board. She would rather it doesn't seem that way. Selectman Kreider stated that they do not have a good way of communicating things to the town. They need to fix that. They need a newsletter.

**Amended motion: “to extend the deadline until June 23rd for the vacant position, and post the vacancy on the website, the rec board, The Library sign, the Post Office, and Town Hall.”**

**Motion: T. Colby**

**Second: B. Boudreau**

**Motion carries by roll call vote 3/1 (M. Frye voted no)**

**Motion: “To meet on June 16th to discuss process”**

**Motion: M. Frye**

**Second: T. Colby**

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

**Process for reopening when conditions allow**

Mr. Scruton stated that he believes the committee should consist of the Health Officer, the Emergency Management Director, and Selectman Boudreau. They will meet via Zoom. This would be about opening up town hall and when employees will return to work. Selectman Kreider asked if the committee could discuss ways that the Board could return to having in person meetings as well.

**TSAC**

Selectman Colby stated that he went to a TSAC meeting. He stated that there were several items that the board voted in before he came on board. There were a few meetings from right around election time that he hasn't seen the minutes of. He stated that the previous board had voted to implement some things, and he would like to see what was discussed. Some questions were brought up about what vendors were being used. Mr. Scruton stated that the selectmen can delegate things, but they ultimately hold responsibility for the work to be done. What they need to do is to set parameters as to what you allow staff to make decisions about. Recycling has been a real problem ever since China stopped taking it. There isn't much money in recycling. Discussion continued about recycling and the vendors.

**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**

*The selectman entered non-public at 9:05 PM.*

**MOTION: “To exit non-public session at 10:39 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 seal the non-public minutes of June 9, 2020 indefinitely under RSA 91-A: 3, II (a and c).”**

Motion: M. Frye

Seconded: T. Colby

**Roll Call Vote**

**Selectman Frye-yes**

**Selectman Colby-yes**

**Selectman Boudreau-yes**

**Selectman Kreider-yes**

**Motion carries 4/0**

**MOTION: “To adjourn at 10:41 pm.”**

Motion: B. Boudreau

Seconded: M. Frye

**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*