



**TOWN OF NORTHWOOD
BOARD OF SELECTMEN**

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

**Board of Selectmen Meeting Minutes
July 14, 2020**

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

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 **Citizens Forum**

2
3 *Hi,*

4
5 *I was hoping that the town could move forward with lake water testing for*
6 *bacteria this year, since the state is not able. I know that several beaches in the*
7 *past few years have had to close to swimming, and am worried about bacteria*
8 *levels becoming elevated, without families being aware.*

9
10 *Thanks,*

11
12 *Ashley Martin*

13
14
15 **Minutes**

16
17 **Motion: “To approve the minutes of June 23, 2020”**

18 **Motion: M. Frye**

19 **Second: T. Colby**

20
21 **Motion carried by roll call vote 5/0.**

22
23 **Motion: “To approve the minutes of June 26, 2020”**

24 **Motion: M. Frye**

25 **Second: T. Colby**

26
27 **Motion carried by roll call vote 5/0.**

28
29 **Consent Agenda**

30 **Northwood NH Consent Agenda for July 14, 2020**

31 Payroll Manifest dated July 1, 2020:

32 Batch #14963 for \$61,589.87

33 Batch #14964 for \$24,126.23 for Hazard Pay Stipends

34 Batch #14966 for \$2,264.24 Supplemental Payroll (forgot a timesheet)

35
36 Accounts Payable Manifests dated June 26, 2020:

37 Batch #14961 for \$43,816.23

38 Batch #14962 for \$353.34 (COVID-19 Expenditures)

39
40 Requisition #13329 for \$7,316.59

Company Name: Tyler Technologies

41 Requisition #13344 for \$22,337.88

Company Name: Health Trust

42 Requisition #13348 for \$3,700

Company Name: Cross Country Appraisal

43 (June services)

44 Requisition #13352 for \$2,567.84

Company Name: Mainstay

45 Requisition #13354 for 7,336

Company Name: Greg Colby (services for May

46 and June 2020)

47 Requisition #13355 for \$2,607.84

Company Name: Mainstay

48 Requisition #13357 for \$8,558.40

Company Name: MRI (Interim T.A. services)

49 Requisition #13347: Release of FY2020 appropriated funds for Seacoast Mental Health
50 \$1,500.00

1 Requisition #13346: Release of FY2020 appropriated funds for Rockingham Nutrition
2 & Meals on Wheels \$1,825.00
3 Approve the SAU44 Estimated FY2021 Annual Appropriation due \$8,105,000
4

5 Finance Reports:

6 Open Purchase Orders Reports – 2019 & 2020

7 Assessing:

8 Intent to Cut for: Map 118 Lot 2, Map 201 Lot 8, and Map 217 Lot 35

9 Yield Tax Levy for: Map 211 Lots 2,14,15,16,17 and Map 217 Lots 34,35,36

10 Gravel Tax Levy for: Map 217 Lot 35

11 Treasurer: June Report
12

13 **Motion: “To approve the consent agenda dated 7-14-2020”**

14 **Motion: T.Colby**

15 **Second: B. Boudreau**

16 **Motion carried by roll call vote 5/0**
17

18 **OLD BUSINESS**

19 **Bow Lake Road Bridge**

20 Selectman Kreider stated that leading up to this, the board had authorized him to sign
21 on their behalf. He did review some documents and signed a few things. At this point
22 it’s Chris and John’s project. Mr. Brown stated that he met with Steve Ireland and gave
23 him the contracts to be signed and notarized. There is a 2PM walk on July 15 at the
24 project location. They won’t know until the following day when they will have the
25 concrete form back from that company.
26
27

28 **NEW BUSINESS**

29 **Library Paving PO**

30 Mr. Brown stated that the plan is to do a two-inch overlay with riser. There won’t be any
31 grinding involved. The estimate that came back from Manchester Paving and Sealcoating
32 is \$12,000. Selectman Kreider stated that the library trustees thought that there was
33 going to be grinding involved, and that maybe they should communicate with them the
34 reasons why they were not going to be grinding.
35
36

37 **Recycling Proposal from Waste Management**

38 Mr. Brown stated that he found that the town was paying large amounts for recycling.
39 One of the first things he did when he started as Public Works Foreman was to distance
40 himself from NRRRA, because he didn’t feel they were looking out for the Town’s best
41 interest. He found that they are paying anywhere from \$146 to \$152.50 per ton to
42 recycle cardboard and plastic with NRRRA. He did some research and found that Waste
43 Management was much cheaper, at \$29.76 per ton. He had WM draw up a contract,
44 which he is asking for them to sign tonight.
45

46 **Motion: “to allow Chris Brown to sign the contract with Waste Management”**

47 **Motion: Ms. Sanderson**

48 **Second: Mr. Frye**
49

50 **Motion carried by roll call vote 5/0**
51
52

1 **Motion “to start a collection date of September 3, 2020, to allow for the time to**
2 **educate the public”**

3 **Motion: M. Frye**

4 **Second: B. Boudreau**

5

6 **Motion carried by roll call vote 5/0**

7

8 **Update on tree removal**

9 Mr. Brown stated that he has 4 tree removal companies that are supposed to be getting
10 back to him with estimates on Friday. The end of August they will begin grinding and
11 then paving right after that. This should be done before October 15th.

12

13 **Motion “To award the bid for the Library paving to Manchester Paving for \$12,000,**
14 **and to allow Chris Brown to sign the contract”**

15 **Motion: P. Sanderson**

16 **Second: T. Colby**

17

18 **Motion carried by roll call vote 5/0**

19

20 **Forum Guidelines**

21 Selectman Kreider stated that they have come up with draft text of guidelines as far as
22 Forum letters that they receive. It is as follows:

23

24 “When the Board is meeting electronically without access for the public to verbally
25 address the Board, the Board may accept written comments from residents to be read
26 into the record during the electronic meeting. The letters must be sent to the Board via
27 the Citizen’s Forum email address posted on the town web site. Alternatively, they can
28 be sent via the USPS, ATTENTION BOS: Citizens Forum. Submissions must identify
29 the resident by name and be received by noon the day before the meeting to allow time
30 to verify that it is in fact from the resident. Consequently, contact information must be
31 included with the letter. If the Town cannot verify the identity of the person, the letter
32 will not be read. The reading will be limited to the first 400 words of the email. The
33 reader is not required to read aloud any vulgarities or swearing in the reading of the
34 letter and will make clear that what is being read are the opinions of the author of the
35 letter/email and not those of the one reading the text or the Board.

36

37 **Motion: “to adopt the new citizen’s forum guidelines.”**

38 **Motion: T. Colby**

39 **Second: P. Sanderson**

40

41 **Motion carried by roll call vote 5/0**

42

43 **Appoint Bob Strobel to the Highway Advisory Committee**

44

45 **Motion: to appoint Bob Strobel to the Highway Advisory Committee”**

46 **Motion: P. Sanderson**

47 **Second: B. Boudreau**

48

49 **Motion carried by roll call vote 5/0**

50

51

52

1 **Revisit Board Committee Assignments**

2 After discussion, the board decided on the following committee assignments:

3 Budget: Selectman Sanderson/Selectman Frye

4 Planning: Selectman Kreider/Selectman Sanderson

5 Safety Complex: Selectman Boudreau/Selectman Frye

6 Recreation: Selectman Frye/Selectman Boudreau

7 Highway: Selectman Colby/Selectman Boudreau

8 Budget/Finance: Selectman Sanderson/Selectman Kreider

9
10 **Northwood Masonic Temple**

11 Selectman Kreider stated that the Masons have asked about their tax status and
12 rebuilding. There has been some discussion and they have received some legal opinions.
13 He stated that he and Selectman Frye will need to discuss it with Mr. Tuttle and come
14 back to the board with some recommendations. The second component was that they
15 asked to hold their annual craft fair in August.

16
17 **Motion: “to allow the Masons to hold their annual craft fair, and note that some
18 of the vendors will be setting up on town property, with the stipulation that the
19 town is provided with an insurance waiver.”**

20 **Motion: M. Frye**

21 **Second: B. Boudreau**

22
23 **Motion carried by roll call vote 4/0 (P. Sanderson recused herself)**

24
25 **Town Administrator: Next steps**

26 Selectman Kreider stated that Mr. Scruton sent out an example of a contract that could
27 be used to search for a new TA. The search would be done by the same company that
28 Mr. Scruton works for, MRI. They have an extensive network. That would allow the town
29 to use other resources rather than Mr. Scruton to do the work associated with searching
30 for a TA. The second part is when they might want to start the process. Selectman Frye
31 stated that he agrees that allowing MRI would make the process easier for the town.
32 Selectman Boudreau agreed. Selectman Colby stated he agrees as well. Selectman
33 Sanderson stated that she agreed as well. Selectman Kreider stated that his next
34 question was when should they start this process? Selectman Sanderson stated that
35 she feels they should start now; people are in transition. There may be people out there
36 that are looking now. If they wait too long, other towns will be snatching up the good
37 people. Selectman Frye stated that he felt they should start now as well. Selectman
38 Colby stated that they should start now. Selectman Kreider stated that it sounds like
39 the consensus is to start now.

40
41 **Motion: “To hire MRI to start the TA search per the contract terms outlined in
42 agreement”**

43 **Motion: M. Frye**

44 **Second: P. Sanderson**

45
46 **Motion Carried by roll call vote 5/0**

47
48 **Town Meeting Room Policy**

49
50 **Motion: “The meeting room is open to the boards and committees with a maximum
51 of 12 total people allowed in the room, provided they follow the state and local
52 guidelines (listed below, subject to change), each participant in the meeting shall**

1 **fill out a health questionnaire, and the committee chairs are responsible for**
2 **making sure the guidelines are met.**

3
4 Until further notice, and in response to the COVID-19 pandemic, the Board of Selectmen
5 has placed the following restrictions upon the large meeting room. The Town requires
6 everyone to follow State and Federal health recommendations in addition to the following
7 local requirements.

- 8
- 9 1. The total number of people in the room shall be limited to 12.
- 10
- 11 2. Safety masks are required of everyone. There will be available supplies of masks and
12 materials to disinfect areas.
- 13
- 14 3. Even if all the members of a board are in the room, meetings will continue to be
15 available for the public to view. There must be provision for members to meet remotely
16 as allowed by the Governor's Executive orders (e.g. EO 12, EO 23) and recent changes
17 to state law.
- 18
- 19 4. The Town has enhanced its cleaning efforts and there will be disinfectant wipes/spray
20 available for people to use, especially in the bathrooms.
- 21
- 22 5. Each committee will need a plan for staff safety, meeting exit and entry, set up of the
23 room, etc.
- 24
- 25 6. When there are plans, maps, etc. such as during Planning Board Hearings, there will
26 need to be a way to make those plans visible to those using remote access.
- 27
- 28 7. Offices will be off-limits to public
- 29
- 30 8. Good consistent signage will be needed.
- 31
- 32 9. Everyone will need to fill out a Northwood Health Screening Form as they enter the
33 space if they have not filled one out before that day for the Town.
- 34

35 **Motion: M. Frye**

36 **Second: B. Boudreau**

37
38 **Motion carried by roll call vote 5/0**

39
40 **Allow the building inspector to review septic designs**

41 **Motion: "To allow the building inspector to resume reviewing septic designs"**

42 **Motion: T. Colby**

43 **Second: M. Frye**

44
45 **Motion carried by roll call vote 5/0**

46 **TOWN ADMINISTRATOR AND DEPARTMENT REPORTS**

47 **Lakes Region Public Access**

48
49 Mr. Scruton stated that he doesn't get the public access for Northwood, but Ms.
50 Lamarche stated that she fixed it, so it should be okay now.

1 **Office Reconfiguration Update**

2 Mr. Scruton shared the new layout with the board, and stated that they had a builder
3 look at the plans and he stated that they were very reasonable. The one change Mr.
4 Scruton would like to make for now is to move finance out to the room off of the meeting
5 room, for security purposes.

6
7 **Property Tax Receipts**

8 Mr. Scruton stated they were doing well as far as percent collected for this first billing
9 compared to past years. They will have to see how the second billing looks.

10
11 **Comp Time for Salaried Employees**

12 Mr. Scruton stated that salaried employees don't get comp time. They gate flex time,
13 which they can flex their hours somewhat, but a salaried employee has a responsibility
14 to do the work that needs to be done. The question was raised about highway in
15 particular, so they need to address that in some way. Selectman Kreider stated that it's
16 up to the person's supervisor that if someone works extra hours, how are they going to
17 deal with that.

18
19 **Processes and Procedures Documentation Plan**

20 Selectman Kreider stated that there is a lot of other things going on and they are short
21 on resources. They are just going to have to wait on this. Mr. Scruton stated that he
22 would like to add the audit to the agenda for the next meeting.

23
24 **Water Testing**

25 Mr. Scruton stated that it was his understanding that they have not budgeted for any
26 water testing this year.

27
28 **NON-PUBLIC SESSION**

29
30 **Motion: To enter non-public at 8:44 PM under RSA 91-A:3, II (a&b)**

31 Motion: M. Frye
32 Second T. Colby

33
34 **Roll Call Vote**

35
36 **Selectman Frye-yes**
37 **Selectman Colby-yes**
38 **Selectman Sanderson-yes**
39 **Selectman Boudreau-yes**
40 **Selectman Kreider-yes**

41
42 ***The selectman entered non-public at 8:44 PM.***

43
44 **Motion: "To exit non-public at 9:13 PM"**

45 Motion: M. Frye
46 Second T. Colby

47
48 **Roll Call Vote**

49
50 **Selectman Frye-yes**
51 **Selectman Colby-yes**
52 **Selectman Sanderson-yes**

1 **Selectman Boudreau-yes**

2 **Selectman Kreider-yes**

3

4 **Motion: “To seal the minutes because unsealing them would render the proposed**
5 **action ineffective”**

6 Motion: M. Frye

7 Second T. Colby

8

9 **Roll Call Vote**

10

11 **Selectman Frye-yes**

12 **Selectman Colby-yes**

13 **Selectman Sanderson-yes**

14 **Selectman Boudreau-yes**

15 **Selectman Kreider-yes**

16

17 **Motion: “To hire Carol Manter as Administrative Assistant at grade 8 step 5 at**
18 **\$15.06 an hour**

19 Motion: M. Frye

20 Second T. Colby

21

22 **Roll Call Vote**

23

24 **Selectman Frye-yes**

25 **Selectman Colby-yes**

26 **Selectman Sanderson-yes**

27 **Selectman Boudreau-yes**

28 **Selectman Kreider-yes**

29

30

31 **Motion: “To adjourn at 9:15”**

32 Motion: M. Frye

33 Second T. Colby

34

35 **Roll Call Vote**

36

37 **Selectman Frye-yes**

38 **Selectman Sanderson-yes**

39 **Selectman Colby-yes**

40 **Selectman Boudreau-yes**

41 **Selectman Kreider-yes**

42

43 ***Respectfully Submitted***

44 ***Susan Austin, Land Use Assistant***