



**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 28, 2020**

ROLL CALL: Chairman Hal Kreider, Vice-Chair Matt Frye, Select Board Member Beth Boudreau, Select Board Member Tim Colby, and Select Board Member Pam Sanderson

ABSENT: None

STAFF PRESENT: Interim TA John Scruton, Deputy Finance Specialist Paul Allard, and 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 (603)340-0030 and she will answer during the meeting if anyone is having trouble viewing the meeting.

Minutes

Motion: “To approve the minutes of July 7, 2020”

Motion: M. Frye

Second: T. Colby

Motion carried by roll call vote 5/0.

Motion: “To approve the minutes of July 14, 2020”

Motion: M. Frye

Second: T. Colby

Motion carried by roll call vote 5/0.

Consent Agenda

Northwood NH Consent Agenda for July 28, 2020

Payroll Manifest dated July 29, 2020:

Batch #15006 for \$101,202.55

Accounts Payable Manifests dated July 20, 2020:

Batch #15002 for \$870,944.44 (School Payment)

Batch #15003 for \$249.99 (COVID-19 Expenditures)

Accounts Payable Manifest dated July 28, 2020:

Batch #15005 for \$821.60

Requisition #XX for \$40,002.33 Company Name: Health Trust

Finance Reports:

Assessing:

Intent to cut

Yield Tax Levy

Gravel Tax Levy

Motion: “To exclude the open purchase order from the consent agenda”

Motion: P. Sanderson

Second: T. Colby

Motion carried by roll call vote 5/0

Motion: “To approve the consent agenda for July 28, 2020”

Motion: P. Sanderson

Second: T. Colby

Motion carried by roll call vote 5/0

Town Administrator items

Mr. Scruton stated that an item was discovered while payroll was being processed last week. In the minutes that were approved for June 23, the new transfer station attendant was hired, it was recorded as Grade 11, Step 2, when it should have been Grade 2, Step 11. The dollar amount is correct for the rate of pay.

He would request of the board to take a vote to request of the Board of Trustees \$12,000 for the Facilities Committee Expendable Trust. The town will be paying Manchester Paving and they would need to be reimbursed for that payment.

Motion: “To request \$12,000 from the Board of Trustees for the payment to Manchester Paving”

Motion: M. Frye

Second: B. Boudreau

Motion carried by roll call vote 5/0

Mr. Scruton stated that the candidate for the Finance Administrator opted not to accept the position after careful consideration and research. That position has not been filled and they will need to make decisions going forward.

He presented the board with an application for a tax abatement for a property. The deadline is March 1st, so he will be sending it out for the board to reject.

Mr. Scruton stated that he had not heard what was going to happen with TSAC and the Highway Committee as far as scheduling meetings is concerned. Select Board Member Kreider stated that he spoke to Viena Dow and asked if she in fact had resigned, and she confirmed that she had. Select Board Member Kreider asked if Chris could look into the possibilities of how they could reopen the swap shop. He would like to propose that Tim and Beth contact the members of the TSAC/Highway committees and see if they are willing to meet.

Old Business

Bow Lake Road Bridge: Status

Mr. Brown stated that everything is still on track. They had the onsite meeting the other day. It should be on schedule.

Tree Cutting / Paving: Status

Mr. Brown stated that the paving started a day early. Select Board Member Colby stated that the trees are still standing. Mr. Brown stated that he has contacted 9 different tree services and has had bids ranging from \$38,000 to \$50,000, and the availability ranges from the end of August through September. This subject was moved to the July 31 meeting for further discussion.

Fire Department COVID-19 Grant: Status

Chief Tetreault stated that they had received a grant totaling \$9,387, the federal share being \$8,940, with the town's share being \$447. It's to be used to buy PPE, including 15 breathing apparatus adaptors, 50 pacra filters, 300 N95 Masks, head covers, shoe covers, 10 cases of medical gloves, 300 face shields, isolation gowns, 12 hand sanitizer refills, 30 goggles 110 tyvek suits, 300 enviro masks/filters.

Motion: “to accept and expend the FEMA ASSIST Firefighter Covid-19 PPE Grant totaling \$8,940”

Motion: P. Sanderson

Second: M. Frye

Motion carried by roll call vote 5/0

Chief Tetreault stated that he had another grant that needs to be accepted. It’s a forestry grant, the VFA grant, it’s a state matching grant for forestry firefighting equipment. It’s a 50/50 match, \$2,000 for \$2,000.

Motion “To accept and expend the VFA forestry grant for state matching funds of \$2,000, to cover an expenditure of an additional town \$2,000 for the purchase of 24 fire resistant forestry shirts, and hose adaptors and fittings”

Motion: P. Sanderson

Second: M. Frye

Motion carried by roll call vote 5/0

Fire Department Paramedic License: Status

Chief Tetreault stated that the state ambulance inspector came out and did a state inspection on the ambulance. They granted a permanent paramedic license to Ambulance 1. They are in the process of equipping and licensing Ambulance 2.

Masons - Tax Status

Select Board Member Frye stated that the board had been asked about the Masons to look at the possibility of doing a longer-term tax exemption for property taxes as they prepare to rebuild the temple. They are concerned that they will not be able to sustain if the town were to reverse its decision to allow them tax-exempt status. New Hampshire RSA doesn’t allow them to do anything other than year by year situation. Select Board Member Frye drafted a letter and would like any feedback the board might have. Select Board Member Kreider stated that if they had any comments for Mr. Frye, he would ask that they get them to him by Friday the 31st, and Mr. Scruton will send the letter to Mr. Tuttle.

New Business

Recently passed legislation

Select Board Member Frye stated that the bill that they had asked Representative Coursin to work on regarding the rules pertaining to public notice for public hearings has been passed. It will go in effect in September of 2020, after that date, they will no longer need to publish notices of public hearings in a newspaper of general circulation. It will allow them to use the website and two public places such as the post office and town hall.

Request from Savannah to Appoint Ballot Clerks

Select Board Member Kreider stated that they had a request from Savannah to appoint new ballot clerks.

Motion: “To appoint Nancy Borman, Ann Albert, Deborah Ward, Kurt Schreiber, Dana Hochgraf, and Ken Curley as ballot clerks”

Motion: M. Frye

Second: T. Colby

Motion carried by roll call vote 5/0

Advertisement / TA Salary

This subject was moved to the meeting of July 31, 2020, to allow some more of the board to speak to Alan Gould at MRI.

Reappointment of Conservation Commission member

Motion: “to reappoint Fred Borman to the Conservation Commission for a 3-year term.”

Motion: M. Frye

Second: B. Boudreau

Motion carried by roll call vote 5/0

Reappointment of a member of the Zoning Board

Motion: “To reappoint Pamela Sanderson to the Zoning Board for a 3-year term”

Motion: B. Boudreau

Second: M. Frye

Motion carried by roll call vote 5/0

Acceptance of resignation of Matt Fowler from the Zoning Board.

Motion: “To accept the resignation of Matt Fowler from the Zoning Board with regret”

Motion: P. Sanderson

Second: M. Frye

Motion carried by roll call vote 5/0

Focus Topic

June Expenditure Report and Year- End Spending Projections

Select Board Member Kreider stated that he, Mr. Scruton, Ms. Dole (Chair of the Budget Committee), and Selectwoman Sanderson had been meeting as the Bud Fin Committee. One of the goals is to make sure they understand where they are as far as the budget is concerned, and reporting things in a way that everyone understands. To that point, they had been discussing with Ms. Dole how they were reporting expenditures. The agreement is that they will always print the monthly expenditure report based on the actual end of the month as the transaction date, in order to be consistent.

Non-Public Session

Select Board Member 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

Select Board Member Frye-yes

Select Board Member Colby-yes

Select Board Member Boudreau-yes

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Select Board Member Kreider-yes
Select Board Member Sanderson-yes

The Select Board Member 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

Select Board Member Frye-yes
Select Board Member Colby-yes
Select Board Member Boudreau-yes
Select Board Member Kreider-yes
Select Board Member Sanderson-yes

Motion: “To seal the minutes for reputation”

Motion: M. Frye
Second T. Colby

Roll Call Vote

Select Board Member Frye-yes
Select Board Member Colby-yes
Select Board Member Boudreau-yes
Select Board Member Kreider-yes
Select Board Member Sanderson-yes

Select Board Member Kreider stated that it was brought up during non-public that the polling place that the town has used in the past will not be available this year, so they will have to come up with alternatives. This subject was added to the agenda for July 31, 2020.

Motion: “To adjourn at 8:55”

Motion: M. Frye
Second T. Colby

Roll Call Vote

Select Board Member Frye-yes
Select Board Member Colby-yes
Select Board Member Boudreau-yes
Select Board Member Kreider-yes
Select Board Member Sanderson-yes

Respectfully Submitted
Susan Austin, Land Use Assistant