



**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 31, 2020**

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

*Selectman Tim Colby noted he had to leave for an emergency and left the meeting during roll call.

STAFF PRESENT: Interim Town Administrator John Scruton, Highway Foreman Chris Brown (who left and later returned) and Land Use Administrative 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.

If anyone has any trouble accessing this meeting, please call 603 340-0030.

STAFF PRESENT:

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Town Administrator Salary.

Board discussed where to set the Salary for the search ad for the Town Administrator. Select Board Member Boudreau indicated she had talked to Alan Gould. She felt comfortable that the Board might not have to pay out all the benefits and salary depending upon the candidate. Select Board Member Sanderson reviewed a lot of information, educational levels of other Town Administrators. She had a long discussion with Alan Gould. Northwood is a good community. The field is turning over, so the Town should attract a good field. She discussed with him what level the Town would advertise the position. She noted a lot of the neighboring communities have administrators with regional roots. In looking at other scales she is comfortable as going to \$84,500 as the top for 3-5 years of experience in the town they are in now. Select Board Member Frye noted he felt it needed to be from the low 90's to 95 as the upper limit. If we get someone with less experience it would be lower. Hal felt the town needed someone with at least 15 years of experience and for that we would have to pay \$85,000 to \$95,000. John Scruton asked if Select Board Member Sanderson number is the top of the range or starting salary. Select Board member Sanderson indicated that was her highest starting salary. She replied if the person had a lot of experience the starting salary would be higher. Selectman Kreider again asked top number as that is what MRI wants for the ad. Select Board member Boudreau said \$95,000. Select Board member Sanderson said \$84,500, but might agree higher to start and range go higher after been here longer.

Select Board member Frye moved Select Board member Boudreau seconded to set the upper limit at \$92,500. Select Board member Sanderson asked if it needed to be unanimous and was told it required 3 affirmative votes Select Board member Frye indicated he based it on comparison with other communities and adding some percentage for the job listing. If he wants 50 things and the person can check all 50 boxes, they get \$92,500. If they don't it would be lower to start. Select Board member Boudreau indicated it would have to be a person with a lot of experience. The ones we want are likely already making in the 80's. Select Board member Kreider indicated the ideal candidate he is willing to pay \$95,000 but not sure we can find that ideal candidate in this market. He is worried we might miss a good candidate not going to \$95,000 but he will go with \$92,500.

Roll Call Vote: 4-0 Passed.

Polling Location for 2020 elections

Polling venue was discussed for November 3. Options were discussed. Parking at the schools is a problem. The church is unavailable. Board discussed a group including the Moderator, Chairman Kreider, Select Board member Frye, Emergency Management Director and Town Clerk Savannah Audet.

Select Board Member Sanderson moved, Select Board Member Sanderson seconded to appoint Select Board members Kreider and Frye to the committee. Roll Call vote 4-0.

1 **Tree Cutting Update**

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3 The roads have been ground and are scheduled for paving. The grinding went down a
4 foot and half, which is deep enough to break up the impact from the roots. He had
5 also recently ditched the roads. His final question was about the tree stumps. Town
6 Administrator indicated his recollection was the stumps were staying which stabilizes
7 the road and removal would disrupt a lot of the area, given how big they were.
8 The next question is how comfortable does the Board feel about moving forward with
9 paving and then later cutting the trees. Select Board Chair Kreider is concerned with
10 damaging the new pavement when cutting the trees. Select Board Member Sanderson
11 indicated even a 90-day delay would not give time to get a tree company given how
12 busy they are. Select Board member Kreider was also concerned the cost was quite a
13 bit higher than planned. He does not feel an additional vote is needed unless the
14 Board wants to stop the paving. Select Board Member Frye indicates we could have
15 handled the process better. He does not think it fair to stop the process to the vendor.
16 Interim Town Administrator Scruton indicated it does not matter now if you wait a
17 year or two or even before a later overlay since the roots are not an immediate danger
18 anymore. He made a recommendation that the year before paving the prep work
19 should be done, cutting trees, ditching, culverts, etc. Then the next year do the
20 paving. Select Board Member Frye indicated that was another reason to look carefully
21 at the Road Plan. Select Board Member Boudreau indicated her Uncle who does this
22 kind of work in Massachusetts, recommends waiting until after winter. Select Board
23 Member Sanderson agrees we could do things better in the future. She liked waiting
24 until Spring to cut the trees.

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26 Interim Town Administrator John Scruton suggested bid the project in November-
27 December and then decide whether to award and encumber in 2020 or award in 2021.
28 Chris Brown rejoined the meeting. He was updated on what the Board had decided.
29 The salesman from R&D indicated with the grinding he does not believe the tree roots
30 will be any issue. He also recommended waiting until November or December to put
31 the heavy crane on the road.

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33 The coming storm might change the road paving schedule next week. He put up a
34 weight sign for a week on Harvey Lake Road while the pavement sets.

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36 **Select Board member Frye moved Select Board Member Boudreau seconded to**
37 **adjourn. Roll Call vote 4-0.**

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39
40 ***Respectfully Submitted***

41
42 ***Susan Austin, Land Use Assistant***

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44 ***(Written by Interim TA John Scruton)***