



**TOWN OF NORTHWOOD
BOARD OF SELECTMEN**

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

**Board of Selectmen Meeting Minutes
August 11, 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, Land Use Assistant Susan Austin, Deputy Finance Specialist Paul Allard

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 607-322-6232 and she will answer during the meeting if anyone is having trouble viewing the meeting.

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Minutes

Motion: “To approve the minutes of July 28, 2020 with the amendment to change Selectman to Select Board Member”

Motion: M. Frye
Second: T. Colby

Motion carried by roll call vote 5/0.

Motion: “To approve the minutes of July 31, 2020 with the amendment to change Selectman to Select Board Member”

Motion: P. Sanderson
Second: M. Frye

Motion carried by roll call vote 4/0/1 Mr. Colby abstained

Northwood NH Consent Agenda for August 11, 2020

- Payroll Manifest dated August 12, 2020 for \$13,879.18
- Accounts Payable Manifests dated July 28, 2020 for \$821.60
- August 07, 2020 for \$12,219.13
- Intent to cut from map 207 lot 38
- Cemetery deed d 243-4
- Gravel yield tax levy 211-2, 14, 15, 16, 17; 217-34, 35, 36
- Yield Certification 211-2, 14, 15, 16, 17; 217-34, 35, 36
- Ground tax levy 217-35
- Yield to cash levy
- DRA-PA28
- Intent to cut 106-35
- Intent to cut 201-8

Motion: “To approve the consent agenda dated 8-11-2020”

Motion: T. Colby
Second: B. Boudreau
Motion carried by roll call vote 5/0

REGULAR BUSINESS

Mr. Scruton stated that he had a few items to go over with the board. He stated that ambulance revenue is at \$13,286 for the month. That would put the town over \$150,000 for the year if it continues at this rate, which is more than enough to cover the lease payment, which is what it was intended to cover.

Tax receipt went well the last 3 months, the town billed 5.4 million, and there is only \$359,000 unpaid. The welfare director informed him that welfare requests are currently down. That is a general experience because of all if the federal money that has been coming in. It would be expected to change dramatically if federal money stops coming in.

They will likely have to borrow a tax anticipation note in November. The reason is that the assessor has indicated that he is running substantially behind in schedule on the evaluation of the town. There is a large payment due to the county on December 17,

1 and ongoing school payments, so even though they have done well collecting, if they
2 don't get the next bill out in time, they will probably have to borrow a T.A.N.
3 There have been a few phone complaints coming in, they changed the extension
4 numbers, so there are no longer three-digit extension numbers, they are now four
5 digits. They are going to try and change the opening message to include a message
6 telling the caller to listen carefully as the extensions have all changed. The website has
7 been updated to reflect that. Email is often the best way to reach people.

8
9 There was concern about how many people were in the building, he stated that there
10 are at least 40 hours a week where there is at least two people at a time. People are
11 working and covering most of the hours. Some people are doing most of their work
12 from home, and some people are only working from home.

13
14 Mr. Scruton stated that Mr. Kreider has requested a 180-degree review of the role of
15 Chair. He requests that the board let him know three things they like, and three
16 things they might want to change. He stated that he would gather the opinions from
17 the board and they would be anonymous, and following that they could have a
18 discussion on that subject.

19
20 Exit interviews in the personnel plan has the exit interview being conducted by the TA
21 and a department head. He'd like the board to think about how they would like to
22 proceed going forward.

23
24 Ms. Boudreau asked about the T.A.N. Mr. Scruton stated that the rates are really low
25 for borrowing right now. It is a fairly complex process, it takes several weeks to put the
26 information together, it's a burden on the treasurer more than anyone. The problem is
27 one of cash flow. It's not that the budget is out of balance, it is that the tax bills won't
28 be sent out in time to have the cash for paying the county bill. It's not unusual when
29 the taxes are delayed in the second billing to have to borrow a T.A.N. The assessor
30 said he wouldn't be done until November. Mr. Kreider stated that he would like to keep
31 this on the agenda so they know where they stand moving forward.

32
33 Ms. Boudreau stated that they used to get a schedule of who was working in the
34 building when. Could they start doing that again? Mr. Scruton stated that he would
35 start that again.

36
37 **OLD BUSINESS**

38
39 **Bow Lake Road Bridge/Paving**

40
41 Chris Brown was present to give an update. He stated that Bow Lake Bridge was on
42 track. They received a letter from Northeast Earth Mechanics confirming the
43 timeframe and the price of the job. Mr. Brown stated that the paving is continuing,
44 he's learned from this experience and will do a few things differently next time. The
45 asphalt is sitting for a week and then the gravel will be put down.

46
47 **Motions to accept and expend funds**

48
49 **Motion: "Accept and Expend \$230, 810 for breathing apparatus as approved
50 September 24, 2019"**

51 **Motion: T. Colby**

52 **Second: M. Frye**

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

2
3 **Motion: “Accept and expend \$7,976.74 Covid funds as approved for application**
4 **May 12, 2020”**

5 **Motion: M. Frye**

6 **Second: T. Colby**

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

8
9 **Motion: Accept and expend \$9,142.29 Covid funds as approved for application**
10 **May 12, 2020**

11 **Motion: M. Frye**

12 **Second: Colby**

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

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15 **NEW BUSINESS**

16
17 250th Anniversary Committee

18 Mr. Kreider stated that several people had inquired about starting a 250th Anniversary
19 Committee. Mr. Scruton stated that it is important to plan well ahead of the
20 anniversary. There are funding issues, who is going to compose the committee, are the
21 schools involved, the Historical Society and museums, etc. Mr. Kreider stated that
22 they have been setting money aside for this for several years. There is also a
23 Bicentennial Fund that has about \$8,000 in it that they need to put on a warrant in
24 order to change the name to allow them to spend it on this. Mr. Scruton stated that
25 they need to advertise for members and go from there.

26
27 Committee Approach

28 Mr. Kreider stated that he would like the Highway Advisory Committee members,
29 along with Chris Brown and Select Board Members Boudreau and Colby to discuss
30 what is the best way to get them through budget process, and what roads to include
31 on the warrants. He would also like to think about if the roads would need tree work.

32
33 **OLD BUSINESS REVISITED**

34 Mr. Brown stated that they had put two town trucks up for sale, and he has received
35 some bids back. Mr. Kreider stated that the information could go to Mr. Scruton and
36 the bids could be put on the next agenda.

37
38 TA Priorities

39 Mr. Kreider stated that he wanted to recognize that Mr. Scruton is doing a lot of work,
40 but he is not full time, he only works 20 hours a week for the town. There are some
41 things that Mr. Scruton cannot get to. They have some help, but they are still short
42 staffed. If there is something that comes up and it isn't something that Mr. Scruton is
43 having a hard time deciding what its priority is, he would ask that he bring it to the
44 board.

45
46 Appoint Judy Burke as Ballot Clerk

47 **”Motion” To appoint Judy Burke as Ballot Clerk”**

48 **Motion: T. Colby**

49 **Second: B. Boudreau**

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

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Focus Topic: Year-end financial projections

The Bud-Fin Committee took the July expenditure report and used that to try to project what would happen by year end. For example, The TA salary compared to what the Interim TA was actually working. These are projections, so they could be wrong. But the overall calculations show that they will be \$100,000 in the favorable. Mr. Scruton had indicated that it may not be as much of a cushion that the town might need, in case of unexpected expenses. The Committee will meet again, hopefully between now and the next meeting. He wants the board to start thinking about if they want to put spending controls in place.

NON-PUBLIC SESSION

Motion: To enter non-public at 7:53 PM under RSA 91-A:3, II (a)

Motion: M. Frye

Second: P. Sanderson

Motion carried by roll call vote 5/0

The selectman entered non-public at 7:53 PM.

Motion: “To exit non-public at 8:35 PM”

Motion: M. Frye

Second T. Colby

Motion carried by Roll Call Vote 5/0

Motion: “To seal the minutes due to reputation”

Motion: M. Frye

Second T. Colby

Motion carried by Roll Call Vote 5/0

Mr. Scruton read a letter from Savannah Audet, Town Clerk.

Dear Selectmen

Please accept this letter as notice of resignation from my position as Town Clerk/Tax Collector. My last day as an elected official will be September 10, 2020. It is with the utmost regret that I must resign, I am currently working 60+ hours a week and climbing, which is becoming impossible to maintain a healthy work and life balance. I have always put my career before my family in order to provide the Northwood residents the level of care and service that they deserve. I will no longer be able to achieve that level of service due to the high demands that Covid-19 has brought to the town clerk/tax collector’s office and to my family. I have overcome more obstacles than I ever could imagine during my 2 ½ year tenure as Town Clerk Tax Collector, and while it has been a challenging role to navigate, I have gained the confidence to realize I can do anything I put my mind to, and for that Northwood, I thank you.

Sincerely

Savannah Audet, Town Clerk/Tax Collector

DRAFT

1 **Motion: “To adjourn at 8:38”**

2 Motion: M. Frye

3 Second T. Colby

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5 **Motion carried by Roll Call Vote 5/0**

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7

8 ***Respectfully Submitted***

9 ***Susan Austin, Land Use Assistant***