



**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  
August 25, 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.**

1 **Citizens Forum**

2  
3 To: Northwood Board of Selectmen

4 Fr: Betsy Colburn

5 Dt: August 24, 2020

6 Re: Citizen’s Forum – BOS Meeting 8/25/2020

7 In reviewing tonight’s agenda, I have the following concerns and questions:

- 8
- 9 1. **The 250<sup>th</sup> Anniversary Committee Posting** – Where was this posted, I could
- 10 not find it anywhere on the Town Website, Forum, or Post Office? Transparency
- 11 please to be fair to all townspeople who want to apply.
- 12
- 13 2. **Highway Advisory Committee Posting** – same comment as above, where was
- 14 this posted? Transparency please.
- 15
- 16 3. **Sale of Town Equipment** – The town has a **“Policy for selling Town**
- 17 **Equipment”** which requires posting in public places for **“sealed bids”** to be
- 18 submitted by a date and time. I could not find it posted anywhere.
- 19
- 20 4. **Center School Building** – The Warrant Article to make improvements to this
- 21 building was voted down by a large majority. **“NO MEANS NO” ON WARRANT**
- 22 **ARTICLES** regardless of the funding source.
- 23
- 24 5. **EpiPen’s at Transfer Station** – These are a preloaded “Epinephrine Auto-
- 25 injector” device that delivers the drug epinephrine to the patient with a severe
- 26 allergic to bees, etc. These are **medically controlled by a doctor’s**
- 27 **prescription** to the patient with the severe allergy and require medical
- 28 monitoring when used. They also require monitoring of expiration date,
- 29 clarity/color, & temperature stored at. Who is medically licensed and certified to
- 30 administer this drug at the Transfer Station? Who is supplying the EpiPen’s to
- 31 the Transfer Station? Who is medically accountable for the EpiPen’s? What is the
- 32 liability to the Town of Northwood?
- 33
- 34 6. **Federal Communications Grant for Improved Internet Service** – Upgrading
- 35 Northwood’s Internet Service from Atlantic Broadband/Metrocast is **“long**
- 36 **overdue”**. The outdated equipment of 35+ years old needs to be replaced with
- 37 modern equipment that meets today’s needs and is reliable.

38  
39  
40 **Questions to the Board of Selectmen for the 8/25/20 meeting.**

41 1. **Results of posting for the 250<sup>th</sup> Anniversary Committee/Sub-Committee and**

42 **the Highway Advisory Committee.** Where and when were these postings made? I

43 have seen nothing, and I do have an interest in the 250<sup>th</sup> Committee, as well as the

44 Facilities Committee which was not mentioned.

45

46 2. **Sale of Town Equipment.** There has always been a procedure for sale of any town-

47 owned items, which required a posting and sealed bid. If this pertains to highway

1 equipment, it needs more than a recommendation from the Highway Agent/Public Works  
2 Foreman before a sale is completed.

3

4 **3. Community Center COVID Guidelines/COVID Funds for Center School**  
5 **Improvements.** This was Warrant Article #27 this past March, and the voters said  
6 NO. They did not want to finance improvements to the building this year, and as the  
7 building is unused at this time, I fail to see how COVID funds can qualify to be used for  
8 the previously requested repairs. NO MEANS NO.

9

10 **4. EpiPens for Transfer Station.** EpiPens are medication (Epinephrine) used to  
11 counter allergic reactions for a variety of reasons, usually food allergies such as peanuts  
12 and shellfish among others. They are also prescribed for severe reactions to insect bites  
13 such as bees. They REQUIRE a prescription from a medical doctor, and those who  
14 would need them already have them. I fail to see why the Town would purchase them  
15 for the transfer station. They have specific requirements for storage and usage. But  
16 more importantly, what is the perceived need to have any at the station? If it's for bee  
17 stings, have the exterminator come in and remove them, just as we have had many  
18 times over the years. Just because someone is stung, you don't inject epinephrine! Are  
19 you considering buying them in case someone is stung, and they have forgotten to carry  
20 their own Epi with them? I certainly hope you have at least called Primex to explain  
21 your plans and get their feedback as to the Town's liability if they are used. A final  
22 question...are we now going to hire transfer station attendants who also have the  
23 required medical licenses to allow them to diagnose a condition requiring the use of this  
24 medication.

25

26  
27 Ginger Dole  
28 91 Rochester Road  
29 603-608-5232

30

31

32

33 **Minutes**

34

35 **Motion: "To approve the minutes of August 11, 2020 as amended."**

36 **Motion: M. Frye**

37 **Second: T. Colby**

38

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

40

41 Northwood NH Consent Agenda for August 25, 2020

42 Payroll Manifest dated August 12, 2020:

43 Batch #15028 for \$67,183.88

44 Accounts Payable Manifests dated August 19, 2020:

45 Batch #15038 for \$23,388.89

1 Batch #15039 for \$5,441.39 (COVID-19 Expenditures)  
2 Finance Reports:  
3 Expenditure Report through end of July 2020  
4 Treasurer Reports: July  
5

6 **Motion: “To approve the consent agenda dated 8-25-2020”**

7 **Motion: T. Colby**

8 **Second: B. Boudreau**

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

10  
11 **Town Administrator Business**  
12

13 Mr. Scruton stated that they have made a few changes on the web page in response to  
14 questions. The citizens comment address is now on the home page. On the news page  
15 is both the 250<sup>th</sup> Anniversary Committee and the Highway Advisory Committee request  
16 for volunteers.  
17

18 Mr. Scruton stated he was looking for permission to send a letter of support for a  
19 grant for the New Hampshire Department of Environmental Services on behalf of  
20 Pleasant Lake Preservation Association, to help deal with Gulf Road. It is scheduled for  
21 improvements in two years. They want to apply for a Watershed Assistance grant to  
22 help make sure the improvements that are made to the road do not adversely affect  
23 the water quality.  
24

25 **Motion: “To allow Mr. Scruton to send a letter in support for the Pleasant Lake  
26 Watershed Preservation Association grant to improve Gulf Road”**

27 **Motion: P. Sanderson**

28 **Second: M. Frye**

29 **Motion carried by roll call vote 5/0.**  
30

31 Mr. Scruton stated that the Select Board was scheduled for a meeting on September  
32 8<sup>th</sup>, which is Primary Day. He would suggest that they move the meeting until  
33 September 1<sup>st</sup> and the 15<sup>th</sup>, but at least set one for the 1<sup>st</sup>, and they can discuss if they  
34 move the 22<sup>nd</sup> to the 15<sup>th</sup> on the 1<sup>st</sup>.  
35

36 Mr. Scruton stated that he has a resignation letter from Linda Smith for Ballot Clerk  
37

38 *Please accept my resignation as Ballot Clerk effective immediately. Thank you for the  
39 opportunity to serve the citizens of Northwood in this position.*  
40

41 *Linda Smith*  
42

43 Select Board Member Kreider stated that as a former moderator, Linda has been like a  
44 rock through all of the elections. Personally, she is going to really be missed. He would  
45 like to thank her from himself, and the town.  
46

47 **Motion: To accept Linda Smith’s resignation with regrets”**

48 **Motion. T. Colby**

49 **Second: B. Boudreau**

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

1 Mr. Scruton stated that there have been some problems out by Lucas Pond related to  
2 a small piece of land owned by the town on which an abutter has been encroaching on  
3 which has resulted in dispute with people who want to use that as access. He stated  
4 that Ms. Smith and Scott Lacroix have been working on the issue resolved.  
5

6 Mr. Scruton stated that he was asked about updating people on recycling. Mr. Brown's  
7 comment back was that he is relying on the word of mouth, and that everyone should  
8 be familiar with what they are collecting because it really isn't changing. What is  
9 changing is where it goes after it gets to the Transfer Station. September 1 they will be  
10 making the transition to the new vendor. Ms. Boudreau stated that she thought they  
11 were getting signs because they are changing what they were doing with certain  
12 plastics. Mr. Scruton stated that Mr. Brown said that nothing was changing. Mr.  
13 Scruton will ask him again about putting signs up for different grades of plastic.  
14

15 Mr. Scruton stated that he asked Greg Colby to do the MS 434 which is a form that  
16 needs to be filed with the state by September 1 on any revision made to revenues. He  
17 made a few revisions. The net impact of what they are projecting to receive about  
18 \$24,000 less than what was predicted by the budget committee when they did the MS  
19 737. On a projection of 1.9 million dollars it is slight.  
20

21 Mr. Scruton stated that Savannah has requested the appointment of Nancy Borman  
22 and Leisha Nelson as ballot clerks.  
23

24 **Motion: "Appoint Nancy Borman and Leisha Nelson as ballot clerks."**

25 **Motion: M. Frye**

26 **Second: B. Boudreau**

27 **Motion carried by roll call vote 5/0**  
28

29 Mr. Scruton stated that they have been working with attorneys to start eviction  
30 proceedings on the property on Sky Farm Road that the town acquired by tax deed.  
31 The building inspector was planning on citing it for junk yard violation and then he  
32 found out that the town owns it. The person from whom it was taken for tax purposes  
33 still lives there.  
34

35 **Motion: "To allow eviction proceedings on the property on Sky Farm Road"**

36 **Motion: B. Boudreau**

37 **Second: M. Frye**

38 **Motion carried by roll call vote 5/0**  
39

#### 40 **Old Business**

#### 41 Bow Lake Bridge Status 42

43  
44 Mr. Scruton stated that he was asked to give an update on the Bow Lake Bridge  
45 status. At this point, the precast drawings are expected this week for review, as long  
46 as the casting is complete by September 15, they should be on schedule. They are  
47 working on the dewatering plan, which they need to give to DES to get that approved.  
48 They will be informing anyone in the town if such delays will occur.  
49  
50  
51  
52

1 Health Officer/Deputy Health Officer Status

2  
3 Mr. Scruton stated that he'd like to ask the board to promote Scott Lacroix to as the  
4 Deputy Health Officer.

5  
6 **Motion "To appoint Scott LaCroix as the Deputy Health Officer"**

7 **Motion: M. Frye**

8 **Second: B. Boudreau**

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

10  
11 Highway Advisory Committee

12 **Motion: "To appoint Jon Boudreau to the Highway Advisory Committee"**

13 **Motion: T. Colby**

14 **Second: M. Frye**

15  
16 *To the Northwood Board of Selectmen:*

17 *I humbly request that I, John Boudreau, be appointed to the Highway Advisory*  
18 *Committee. As some know, I served as Road Agent for a short time. I helped with the*  
19 *warrant to change the elected position to a full-time position. I also have over 20 years'*  
20 *experience in the highway/public works field, being a former public works foreman. I*  
21 *was responsible for road construction, drainage, snow removal and town building*  
22 *maintenance, as well as dealing with contractors and first hand with citizens. I have*  
23 *held licenses in water distribution and treatment. I feel my knowledge would best serve*  
24 *Northwood in helping to develop the future plan to continue to improve the service of the*  
25 *highway department for the people.*

26  
27 *Respectfully,*

28 *Jon Boudreau*

29  
30 **Motion carried by roll call vote 5/0**

31  
32 Appointments

33  
34 Linda Smith and Strafford Regional Planning Commission

35  
36 Linda Smith, Jen Cysz, James Burdin and Bob Strobel were present for this  
37 appointment.

38  
39 Ms. Smith explained to the board that the reason she was present along with James,  
40 Bob and Jen, was to inform the Select Board of the current situation with SRPC's  
41 status of their contract. Last year in 2019, the town had a default budget. It was  
42 originally proposed that the planning contract would be a set amount, the default  
43 budget was several thousand dollars less. They were able to work within that number.  
44 They looked at what was pending at year end and what was anticipated and it was  
45 understood that they definitely needed to increase the proposed amount under the  
46 contracted planning services was approved by the budget committee and the  
47 selectmen to move that number up. The adopted number again was a default budget.  
48 There is quite a difference between those two numbers, and because of the volume of  
49 work and the number of cases that has transpired to this point with the planner, we  
50 are at a situation where they are not going to be able to have funding for the work that  
51 needs to get done through the end of the year. She doesn't anticipate what is left will  
52 allow them to maintain a level of service that they will need for the rest of the year.

1 She stated that she has had discussions with both Jen and James and they have  
2 some ideas of how to cut the cost in some places, but the professionalism and the  
3 talent that Mr. Burdin brings to the Land Use Department is very specific and he has  
4 been a tremendous asset to the Land Use Department, and she is recommending that  
5 the board look at the shortfall, and see if there is any way that they can continue on  
6 with a number that will be closer to their contract number. The default budget allows  
7 \$26,239 for SRPC, while the contract that the BOS signed is for \$32,000.  
8

9 Jen Cysz stated that the contract with Northwood is currently \$32,000. As Ms. Smith  
10 stated, that was an increase over the prior years. Predominantly because of increased  
11 case loads as well as reserving time to do planning work. The case load has continued  
12 to increase as well. She stated that SRPC fully understands that the budget did not  
13 pass. She stated that she reached out to Ms. Smith to talk about amending the  
14 contract to reduce the total amount of the contract so it matched your default. The  
15 concern was being able to maintain the level of services. They looked at the remaining  
16 months and what they can guess will be the remaining workload in the remaining  
17 months. The directive was to make sure they could provide a consistent level of service  
18 with a little bit of belt tightening. Looking at it, they feel very confident that they could  
19 get it down to \$31,000, and maybe \$30,000. At the end of July, they were at \$19,400  
20 that has been billed against the contract. That gives a little perspective of where they  
21 are already with workload. It is her understanding that \$28,639 is what passed in the  
22 budget, minus the \$2,400 that was used for CAI and AXIS GIS. That left \$26,239. It is  
23 a budget shortfall of \$3,700 to \$4,700, In that range. To get to a total of \$31,000 they  
24 would need \$4,700. If they decide to cut a few more corners, they could get by with  
25 \$30,000. Ms. Boudreau asked how much longer do they think their money will last.  
26 Mr. Burdin stated that it depends on what comes in as new, and to what extent some  
27 of the existing cases move or not. They haven't had a whole lot of new business this  
28 year, but the business they have has been time consuming. Discussion continued  
29 about how the work load has been and how they could make better use of Mr.  
30 Burdin's time. Ms. Smith stated that she wanted to remind the board that over the  
31 years there has been occasions where the town has had to go to superior court when  
32 cases are challenged. Fortunately, in the past, the Town of Northwood has prevailed. It  
33 is getting more and more difficult, the legal aspects of planning and zoning, so this  
34 money that they are spending is an investment to keep them from having to be there.  
35

36 **Motion: "To allow \$4,700 to be added to the SRPC budget line"**

37 **Motion: P. Sanderson**

38 **Second: M. Frye**

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

40  
41 DeBenedetto  
42

43 Mr. DeBenedetto was present to discuss his property tax abatement. He stated that he  
44 sent the board a document that he felt hit all of the points. He stated that he would  
45 take any questions that the board would have. Ms. Sanderson asked if he acquired  
46 this property in 2018? Mr. DeBenedetto stated that was correct. She asked if by 2019  
47 the official merger had been put on the books? He stated that was correct. Ms.  
48 Sanderson asked if currently the property shows up merged on the 2020 tax bill? He  
49 stated that he can't say what was included in his most recent bill. He just paid what  
50 they were asking for. Ms. Sanderson stated that would be her one question is whether  
51 that situation has been resolved at this point. Mr. DeBenedetto stated that he paid one  
52 bill, he hasn't paid the amount on this lot, he was waiting to get this straightened out.

1 Ms. Sanderson stated that she is looking at the April 15 letter from the tax clerk  
2 showing total due amounts, with interest. She stated that up to April of 2020, the  
3 taxes are \$9,117.99. With interest of \$7,331.61. Most of this was accrued prior to Mr.  
4 DeBenedetto gaining this property, but it is in arrears. Ms. Boudreau asked if this was  
5 his residence? Mr. DeBenedetto stated that Douglas Fitzgerald bought this lot in 2006  
6 to put a septic system on. Then he went bankrupt in 2011, and that is when all the  
7 taxes started accumulating. Mr. DeBenedetto stated that he bought the house and lot  
8 in 2018, found out about the problem in 2019, which brings him to where they are  
9 now. Mr. Scruton asked if there was any title insurance or anything that would make  
10 him aware of any back taxes on this property? Mr. DeBenedetto stated he was not  
11 aware, even though he had lived in the house for at least a year and a half. He found  
12 out later that Mr. Fitzgerald was still getting tax bill from the town on that lot. He had  
13 his lawyer draw up a quitclaim deed. Mr. Fitzgerald wanted to get rid of this lot also,  
14 but there was a clerical error because this lot was bought separately from when he  
15 bought the house, through the bankruptcy process they didn't include the lot in his  
16 bankruptcy. Mr. DeBenedetto stated that he got the lot through quitclaim deed in  
17 December of 2019, which meant that the back taxes came with it. Ms. Sanderson  
18 stated that the 2011 registered deed shows the history of the property and the  
19 voluntary merger that the mortgage company wasn't notified of. In Article 8, it states  
20 that the town agrees to treat the merged property as two parcels. Mr. DeBenedetto in n  
21 a tough spot because his septic system is there. Mr. Kreider stated that his question in  
22 his mind is who should deal with the surprise tax issue? Mr. DeBenedetto is  
23 essentially asking the tax payers to deal with the tax bill. Mr. Frye stated that it's clear  
24 to him that this isn't because of something the DeBenedettos did, except for some lack  
25 of action. Ms. Sanderson stated that her opinion is that the taxes accrued prior to Mr.  
26 DeBenedetto ownership, and he's offered to make a payment. She would prefer to see  
27 at least the back-tax amount paid of \$9,117. She would like to see the property  
28 brought up to date and dually legally merged. Ms. Boudreau stated that if they didn't  
29 ask for the interest and penalties, that is like giving him an interest free loan. She  
30 would be more amenable to giving Mr. DeBenedetto more time to pay the total amount  
31 due, rather than just the back taxes. Half within a few days, then a payment plan with  
32 a promise to be caught up by the end of the year so they could start the new year  
33 fresh. Mr. Frye stated that these aren't the people who created the problem. At this  
34 point he is more in line with just asking for the principle amount.

35  
36 **Motion: "To accept the payment of taxes totaling \$9,500, by certified check no**  
37 **later than the 13<sup>th</sup> of September. If this payment schedule is kept, the remaining**  
38 **interest and penalties will be abated. The owner should also work with the**  
39 **Planning Board to insure his property be merged on the books."**

40  
41 **Motion: P. Sanderson**  
42 **Second: M. Frye**

43  
44 **Motion Failed by roll call vote 2/3**  
45  
46  
47  
48  
49  
50  
51

1 **Motion: “To accept the payment of taxes totaling \$9,600 by certified check no**  
2 **later than the 14<sup>th</sup> of September, including the first half of 2020. If this payment**  
3 **schedule is kept, the remaining interest and penalties will be abated. The owner**  
4 **should also work with the Planning Board to insure his property be merged on**  
5 **the books.”**

6  
7 **Motion: M. Frye**

8 **Second: P. Sanderson**

9  
10 **Motion failed by roll call vote 2/3**

11  
12 **Motion: “To reconsider the vote of the Mr. Frye’s motion”**

13 **Motion: H. Kreider**

14 **Second: P. Sanderson**

15  
16 **Motion carried by roll call vote 5/0**

17  
18 **Motion: “To accept the payment of taxes totaling \$10,500 by certified check no**  
19 **later than the 14<sup>th</sup> of September, including the first half of 2020 and the interest**  
20 **and penalties from 2019 and 2020. If this payment schedule is kept, the**  
21 **remaining interest and penalties will be abated. The owner should also work with**  
22 **the Planning Board to insure his property be merged on the books.”**

23  
24 **Motion: B. Boudreau**

25 **Second: T. Colby**

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

27  
28 Chief Tetreault

29 Chief Tetreault was present to request that the board authorize him to take funds from  
30 his operating budget for new radios. The warrant article was for \$33,000 and the price  
31 for the radios came to \$33,250.

32  
33 **Motion: “To allow Chief Tetreault to use \$250 from his operating budget to**  
34 **supplement the warrant for equipment”**

35 **Motion: P. Sanderson**

36 **Second: M. Frye**

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

38  
39 Mr. Colby asked for an update on the new Ambulance. Chief Tetreault stated that he  
40 has been dealing with the factory directly and they are all set to take delivery by  
41 September 15. He stated that they have posted for a full-time position and that closes  
42 on September 7<sup>th</sup>. They have several applications for that position. Mr. Frye stated that  
43 the Chief has been extraordinarily helpful to the Recreation Commission. They have  
44 been without a Rec Director and they are trying to continue with Fall programs. Chief  
45 helped them secure thermometers and cleaning supplies so they could go forward with  
46 some of the programs. He wanted to say thank you to the Chief on the record.

47  
48  
49 Budget Process Schedule

50  
51 Mr. Kreider stated that Mr. Scruton is working with department heads to start  
52 preparing the budget. He would encourage the Budget Committee members to listen in

1 on the meetings and view the budget deliberations that they have with the hope that  
2 the department heads only have to give one presentation, rather than one to the BOS  
3 and then one to the Budget Committee. It will also give the committee a chance to  
4 hear some things in advance.

5  
6 Epi Pens for Transfer Station  
7

8 Mr. Frye stated that his intent in bringing this to the board tonight is to either get the  
9 board's blessing or not but to instruct the Chief to look into this further. It comes from  
10 a request from staff at the Transfer Station who have allergies to bee stings. Staff with  
11 severe bee sting allergies who had asked if they could keep an epi pen on site. Chief  
12 already did a little bit of leg work and it is not an easy thing to just go and buy an epi  
13 pen. His hope was to get the go ahead to have the Chief do a little more research. The  
14 citizens forum letter asked if it's a matter of having bees on site perhaps they should  
15 get them exterminated. There will always be bees in a pit full of empty cans. Seeing as  
16 that will be an inherent hazard to that work place, he would want to address the  
17 concerns of that staff member by having the chief look into it a bit more. Mr. Colby  
18 stated that it's his experience that people who are allergic carry their own Epi Pens. If  
19 they don't have their own and the chief is only a phone call away, why should they  
20 need them? It's your responsibility to protect yourself. If the next situation is that  
21 someone is allergic to pollen? Where does it end? Ms. Sanderson stated that it is a  
22 workplace hazard. Mr. Colby stated that the employee should carry one in his pocket  
23 for his own protection. How will they manage this? Who will maintain these? Ms.  
24 Boudreau stated that the qualifications to administer an Epi Pen is a three-minute  
25 training. That being said, if you have a bee allergy, then you should have your own Epi  
26 Pen. Mr. Frye stated that the difference is that the bees are sort of part and parcel of  
27 the work place that we are asking the folks to work in. None of whom we are offering  
28 health benefits, and then to turn around and say go buy a \$700 Epi Pen and carry it  
29 around on you own so you can come to your job. That seems like an unfair request.  
30 It's up to the board to address the requests of their staff who have concerns about  
31 workplace safety. If the answer is no, that's fine. All he is asking for is for the board to  
32 instruct the Chief to do a little more research, and then they can decide if they want to  
33 do it. Mr. Colby stated that they are always stressing to follow the chain of command.  
34 Where is the Public Works Director in all of this? Mr. Frye stated that his  
35 understanding was that it was brought up to Mr. Brown, Mr. Brown stated that it  
36 wasn't doable, so the Staff followed up with him. Mr. Kreider stated that he suggests  
37 that they take Mr. Frye's request to the Chief and ask that the Chief discuss that with  
38 Mr. Scruton and Mr. Brown about how they might go about this and also to  
39 reemphasize the chain of command. Mr. Kreider stated that he felt maybe it was a good  
40 idea to discuss this with Primex and the lawyers about what the best way to handle  
41 this would be. Mr. Scruton stated he was looking up in the personnel file what an  
42 employee's option would be if they were dissatisfied with their Department Head's  
43 answer to a concern, who is the next appeal to. He stated that he wasn't able to get a  
44 fast answer, he would have to look further. Chief Tetreault stated that all of the issues  
45 brought up in the citizens forum are all valid concerns. His preliminary investigation is  
46 showing that it can be done, but it is a little complicated as far as where they are  
47 stored, and who has training, etc. It's a lot of legwork, and that's why he asked Mr.  
48 Frye to check with the board before he spent a lot of time on it. Ms. Sanderson asked  
49 that since this is a workplace hazard, should staff receive preliminary training on  
50 administering an Epi Pen? Mr. Kreider stated that was one of the things he wanted the  
51 Chief to find out, and would the rest of the board consider having Chief put some more  
52 time into this? Ms. Boudreau stated that she feels that the department head should

1 have a talk with the board before they have Chief look into anything. She is assuming  
2 every department has a fully stocked first aid kit. If they are going to consider Epi  
3 Pens, she would like that the employees have some sort of first aid training. Mr.  
4 Scruton stated that this is something that the Joint Loss Management Committee  
5 should be looking into. One thing they should do every year is to check the first aid  
6 kit, do a building inspection, etc. Mr. Kreider stated that he isn't sure when the  
7 committee last met. Mr. Scruton stated that by law they are supposed to meet every  
8 quarter. Mr. Kreider asked if the board was comfortable with Chief looking into this  
9 any further? Ms. Boudreau stated that she is just uncomfortable with a department  
10 head looking into something for another department. There is a reason the Mr. Brown  
11 said no. Mr. Colby stated that he would like to hear Mr. Brown's opinion. He needs to  
12 be addressed in front of the board. Mr. Frye stated that he wanted to clarify that if it in  
13 fact happened the way the employee stated where Mr. Brown told him they couldn't  
14 have an Epi Pen available; it may have been out of a lack of information or  
15 misinformation on Mr. Brown's part. Whereas this is the Chief's specialty area, it does  
16 make sense for Chief to be doing the research on this, but Mr. Brown should also be a  
17 part of the conversation. Mr. Kreider suggested that maybe there should be a meeting  
18 with Mr. Brown, Mr. Scruton and Chief Tetreault. Mr. Kreider stated that he would put  
19 this back on the agenda for a future meeting.  
20

#### 21 TA Recruiting Status

22 Mr. Kreider stated that they were up to 34 applicants. He sent in the comments that  
23 he has received and the adjustments to the essay questions were made.  
24

#### 25 Library HVAC award

26 Mr. Scruton stated that the documentation is stale because it came out a while ago.  
27 He'd like to put the three quotes that are under consideration together with the  
28 recommendation from Chris and why he recommends what he did.  
29

#### 30 Playground Grant

31 Mr. Frye stated that the Town of Northwood received a grant from the National Parks  
32 Service for Land and Water Conservation Fund Assistance. The grant amount is  
33 \$88,810 to go towards development of a new playground for the town. The Friends Of  
34 Northwood have been doing some amazing fund raising efforts as well, so the grant  
35 award plus some of what has been raised will allow them to build a really nice play  
36 ground next to the pavilion at the rec fields. There is substantial amount of paperwork  
37 that needs to be done and the board needs to look at the pros and cons of entering  
38 this agreement, but he would hope that the board understands that this is a good  
39 thing and they will address it at next weeks meeting. It will be unanticipated revenue,  
40 so they will need a public hearing.  
41  
42

### 43 **New Business**

#### 44 Community Support Budget VS. Expenditures

45 Mr. Kreider stated that this goes hand and hand with the Lamprey River letter that  
46 was in the selectmen packets asking for the funds that they had approved in the  
47 budget. They are asking that the funds go to the Rockingham Meals on Wheels as  
48 their follow-on organization for this type of work. This is just one of the community  
49 support agencies that they put into their budget every year. Some of them have  
50 requested the money, and some of them wait for prompting. He'd like to ask the board  
51 if anyone has a problem if Mr. Scruton sends out a note to these organizations asking

1 if they are interested in the funding, could they send a letter of interest or a formal  
2 request.

3  
4 **Motion: “to appropriate the full \$4,500 for the Lamprey River request, option 3**  
5 **Rockingham Nutrition”**

6 **Motion: B. Boudreau**

7 **Second: M. Frye**

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

9

10 Community Center COVID Guidelines

11 Mr. Kreider stated that they approved a certain number of people could meet at town  
12 hall, they would like to do the same for the Community Center. Mr. Frye stated that he  
13 hadn't gotten a chance to measure the room, so he would like to table this until the  
14 next meeting.

15

16 BOS Meeting Venue

17 Mr. Kreider stated that he would ask the board if they would like to consider any other  
18 options for the BOS meeting venues. Such as meeting in person in Town Hall, and  
19 offering options such as Live Stream or a Zoom option for the public. Ms. Boudreau  
20 asked when they would be opening town hall so all of the workers are there Monday  
21 through Friday. Until they answer that question, she can't say if they should be  
22 meeting in person. Since they aren't going to be building offices, when will the building  
23 be open for staff and public? It's not just one thing. Mr. Scruton stated that they need  
24 to get at least the wall in the entry way first. It's a simple project but hard to find  
25 anyone to do a simple project. As far as staff, there is staff there five days a week.  
26 There are only two staff members at this point that are really working mostly remotely.  
27 Ms. Boudreau asked if those staff members have doctors' notes to show they need to  
28 be remotely? Mr. Scruton stated no, he is relying on those employees to be honest in  
29 explaining their situations and their concerns. Mr. Colby stated that he would like to  
30 see them come back at least two or three days a week. Mr. Kreider asked if the board  
31 wants to get involved at this point, or let the TA handle it? Ms. Sanderson stated that  
32 she would like the TA to handle that. Mr. Kreider stated that they pay the TA to sort  
33 out this type of thing. He knows the employees better than one of the BOS. It's his job  
34 to understand what the issues, rules, regulations and constraints are. His position is  
35 that they ask Mr. Scruton to push on this, because it's important to some of the board  
36 members that they get the employees back in the building, but it's his decision. If the  
37 board wants to take that decision out of his hands, it's within their right to do that.  
38 Ms. Boudreau stated that she would like to have a plan so she can say to people that  
39 they have a plan. Mr. Kreider stated that Mr. Scruton brought them plans to renovate  
40 and said that when we can get these renovations done, he thinks the employees would  
41 feel comfortable working in the office full time. Mr. Colby stated that since they are not  
42 going to be completed the way that they wanted, what is Plan B? Mr. Kreider stated  
43 that if the board would like Mr. Scruton to do a Plan B, then they would have to direct  
44 him to do so. Ms. Boudreau stated that she would like to have a plan so that when the  
45 new TA starts it won't be another 6 months. Mr. Kreider stated that if they could get  
46 the office redone, they can be able to come back in and they can work safely. The office  
47 is being redone so the employees can work safely without coming into direct contact  
48 with each other. Ms. Boudreau stated that there were two things then, opening the  
49 town hall for meetings, having the employees come to work and having the town hall  
50 open to the public. He doesn't foresee allowing the public into the offices any time  
51 soon. For the next year or more than a year. He could see the public meeting in front  
52 of a that barrier that they need to build, and if the building inspector needs to meet

1 with someone, they would go into the meeting room. Once that main wall is up,  
2 visitors can come into the building, but they cannot come beyond that wall. Ms.  
3 Boudreau asked what the other two parts of the plan? The employees all working back  
4 at town hall full time and meetings being conducted at town hall. Mr. Kreider stated  
5 that they are already conducting meetings at town hall. Mr. Kreider stated that today  
6 they had the Bud Fin meeting. There were 5 of them sitting at the table. The wide-  
7 angle camera didn't work, but if they can get the live streaming running, along with  
8 the wide-angle camera, they could have a meeting that meets all of the meeting  
9 requirements. He brought this topic up because he would like to know if the board is  
10 interested in doing anything like that? He asks the same question of the Planning  
11 Board and the Bud Fin Committee. The Bud Fin Committee said they were okay with  
12 it, the Planning Board said they weren't ready. He would like to know what the Select  
13 Board would like to do in terms of their meetings. He stated that Ms. Boudreau  
14 brought up a good point, there are other aspects that they need to deal with, they have  
15 dealt with the one, the first wall goes up, then they can deal with the public. The  
16 second one, in terms of what Mr. Scruton works out with the employees what the plan  
17 is for that. He personally feels that it should be up to Mr. Scruton. Ms. Boudreau  
18 stated that she understands the wall for the public, but there are enough cubicle walls  
19 to put up. Mr. Kreider asked if Ms. Boudreau wanted to revisit that with Mr. Scruton  
20 and possibly another board member? Ms. Boudreau stated that she just wants to  
21 know what the plan is. Mr. Kreider stated that in terms of bringing people back to  
22 town hall full time, right now it is binary. When the major renovations are done, the  
23 employees are willing to come back and be in the office full time. Ms. Boudreau stated  
24 that she would be okay with that if there were doctor's notes. If they want to change  
25 that, they have two options, they can either direct Mr. Scruton to do something like  
26 ask employees to come back 2 days a week, 3 days a week, etc. If that is what the  
27 board wants to do, they can make a motion and do it. The second option is to ask Mr.  
28 Scruton to make that decision. Ms. Sanderson stated that step one to her is to get that  
29 first wall installed. If that is the road block, have they put the ad out on the town web  
30 page or the community page? Mr. Scruton stated that if they get that wall built, then  
31 they can allow the public into the building, and it will be one step towards protecting  
32 the staff. It's not as far as they would like to go, but it will be an initial step in the  
33 right direction. Mr. Kreider stated that they don't allow the public in now, so he isn't  
34 sure how the wall would change the public not coming in. Ms. Sanderson stated that if  
35 they want to get town hall open with all the employees in the building, step one would  
36 be ensuring some safety for them. Ms. Smith stated through chat that the public is  
37 coming in now. Mr. Colby asked how the public is getting in if the door is locked? Ms.  
38 Smith stated that she was in there one day this past week, and all of the sudden  
39 someone was at the window talking to her. Because the door gets left open, there are  
40 meetings going on, so they come into that hallway right by the window is the area of  
41 concern. Having that new wall in place will protect the people that are in the town hall  
42 working. Ms. Austin stated that people are walking right in to the building inspector's  
43 office. She stated that the last time she was in the office on a Monday, the same day  
44 that Linda was speaking of, it was so crowded in town hall that she just left. Mr. Colby  
45 asked if she notified her supervisor that she was leaving, she stated that she told  
46 Linda she was leaving. Mr. Kreider stated that what he is understanding that the wall  
47 may not solve all of the problems, but it is a step in the right direction, and maybe it  
48 might make the staff feel more comfortable coming in. Ms. Boudreau stated that if  
49 someone is letting people in, that person should be spoken to. She envisions the wall  
50 being there for the public, plexiglass walls for the staff. What is the step to get the staff  
51 back safely? Mr. Colby asked what other towns were doing? He stated that Deerfield is  
52 open back up. He knows they have a smaller building but there must be other towns

1 out there that. Mr. Scruton stated that some were open, some were closed. Tamworth  
2 is totally closed except for the town clerk; they can come into an entry way that is  
3 closed off that doesn't access the rest of the building. It varies from town to town. Ms.  
4 Boudreau asked if there was a doorbell, they could install to tell them if someone is  
5 there for an appointment. How was it so crowded that Ms. Austin felt so  
6 uncomfortable that she had to leave? Mr. Scruton stated that the wall is not that big of  
7 a project, it doesn't involve electrical or plumbing, just construction of a door and a  
8 window. Mr. Kreider asked if there was a way to expedite this? Mr. Scruton stated that  
9 he has spoken to several contractors about the whole project, and he has asked if they  
10 could separate this part of the project, and all the answers are that it's quite a way  
11 out. Mr. Kreider asked every board member to send Mr. Scruton at least two names of  
12 people who could do this work.

13

14 Federal Communications Grant for Improved Internet Service

15 Mr. Scruton stated that what he understands about this grant is that the time frames  
16 are so short, it's difficult to get someone to do it. What they are really focusing on is  
17 getting internet to people who do not have any, such as Coos County and Belknap and  
18 up in that direction. They are trying to get broadband spread out further. Ms.  
19 Sanderson stated that Northwood is a town where they have Consolidated  
20 Communication providing internet service as well as Atlantic Broadband. The  
21 residents are faced with a myriad of losing internet connection. Many of the streets  
22 and back roads are still on copper. They are unable to get any upgrades or anything  
23 possible, because neither company is putting any money into the community because  
24 they are small. Having poor internet service in town, is a deterrent to the town growth.  
25 Good internet service is a boon for the town economy and attracts people to move  
26 there. There is a substation that needs an upgrade. She was hoping that this dialogue  
27 would allow them to do some research to find out to see where they stand in the town.  
28 If it's only 10% of the town that has poor service, that's one thing, but if 50% is  
29 unhappy with the service because there is nothing better, then that's an issue that  
30 they should look into.

31

32 **Focus topic**

33 Year-End Expenditure Projections

34

35 Mr. Kreider stated that he sent out a spreadsheet to the board, they are running about  
36 3% of the budget, that they will be 3% in the favorable by the end of the year. That's a  
37 bit low, and he would like them to think about whether or not it is time to implement  
38 spending controls. He would like one more meeting with this and then they will have a  
39 discussion on this relative to the budget projections.

40

41

42

43 **NON-PUBLIC SESSION**

44 **Motion: To enter non-public at 10:20 PM under RSA 91-A:3, II (a)**

45 **Motion: M. Frye**

46 **Second: P. Sanderson**

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

48

49

50 ***The selectman entered non-public at 10:45 PM.***

51

52 **Motion: "To exit non-public at 11:57 PM"**

DRAFT

1 Motion: M. Frye  
2 Second T. Colby

3  
4 **Motion carried by Roll Call Vote 5/0**

5  
6 **Motion: “to seal the minutes indefinitely to protect the reputation of a person  
7 not a member of the Board”**

8 Motion: M. Frye  
9 Second T. Colby

10  
11 **Motion carried by Roll Call Vote 5/0**

12  
13  
14 **Motion: “To adjourn at 11:58 PM”**

15 Motion: M. Frye  
16 Second T. Colby

17  
18 **Motion carried by Roll Call Vote 5/0**

19  
20  
21 ***Respectfully Submitted***  
22 ***Susan Austin, Land Use Assistant***

23  
24