



**TOWN OF NORTHWOOD
BOARD OF SELECTMEN**

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

**Board of Selectmen Meeting Minutes
September 1, 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, and Public Works Foreman Chris Brown.

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 *Hello,*

4
5 *As you will note, this submission for public comments is being received by you after the*
6 *12:00 noon deadline on Monday, 8/31/20, as the agenda was not posted online until*
7 *sometime after 12:30 pm. I would hope this will be read just the same.*

8
9 *I see use of COVID Funds for Center School is back on the agenda. I again raise my*
10 *concerns. The building is not being used at this time, so how can you justify using COVID*
11 *money for renovations? In March, the town voted NO to spending any money at this time*
12 *to renovate this building. To attempt to justify spending COVID money for renovations to*
13 *a building not in use, and one which the voters rejected, is in my mind a miss-use of funds.*

14
15 *I noted over the weekend that a contractor was working at Town Hall, so I stopped in to*
16 *look thru the front doors. My (and others) understanding was that this wall would be*
17 *placed further into the "foyer area" and would still allow access to the lower conference*
18 *room. Instead, it has been erected in the archway, before you get into the foyer. There*
19 *are two major problems with this location. First, the bulletin Board is no longer accessible*
20 *to the public, nor is the Assessing computer. Of greater importance, the Town Hall is no*
21 *longer Handicap Accessible! ADA Maneuvering Clearance requirements state doorways*
22 *must have a minimum of 48 inches once inside the doorway. You can plainly see someone*
23 *in a wheelchair would not be able to enter the building and turn toward the hall. If the*
24 *leg extensions were used, they couldn't even get into the building! Neither would an*
25 *ambulance gurney!*

26
27 *My final comment is again regarding opening Town Hall for Committee/Board meetings.*
28 *I was informed that last week a Safety Facility Strategy Meeting was held in the hall with*
29 *12 members present! During a BOS meeting, there would be 6, perhaps 7 of you, leaving*
30 *room for a few townspeople to attend. The School Board has managed to have in-person*
31 *meetings for over a month, and allow members of the public to attend or call in and speak*
32 *during opening and closing public comments. Residents are very frustrated with the*
33 *current situation. Perhaps you should all take a look at the Northwood Face Book sites*
34 *and see what is being said.*

35
36 *Ginger Dole*
37 *603-608-5232*

38
39 *Good evening!*

40
41
42
43 *I wish to offer the following comments (written on Monday, 8/31/2020 prior to noon*
44 *deadline) for the inclusion as part of the opening public comments for tonight's agenda of*
45 *the BOS Meeting, 9/1/2020:*

46
47
48
49 *The agenda was not posted on your website as of 11:35 AM on Monday, August 31, 2020,*
50 *making it nearly impossible for citizens to offer comments prior to 12:00 PM noon on*
51 *Monday as you require. Discussion at your meeting last Tuesday, August 25, 2020 led*
52 *me to believe that the agenda would be posted on Friday prior to a meeting so that the*

1 *public has access to comment. You are making it impossible and/or impossible for the*
2 *public to comment on agenda items which is their right as taxpayers of this town.*
3
4

5 *The BOS need to immediately return to holding their meetings at the Northwood Town Hall*
6 *with public access, both in person and remotely, as the Northwood School Board is*
7 *currently doing successfully. Your current process precludes the public from being able to*
8 *provide timely and appropriate access which needs to change immediately. If two of you*
9 *can attend a Safety Committee Meeting that was held on Wednesday, August 26, 2020*
10 *at the Northwood Town Hall with 12 people socially distanced with masks on, there is no*
11 *reason not to return to Town Hall for your meetings in public.*
12
13

14 *A new wall was constructed this past weekend in the entrance to the Northwood Town*
15 *Hall. It appears that this new wall does not meet ADA requirements for proper clearance*
16 *measurements upon entering the building. It was my understanding that the wall was*
17 *going to be constructed further into the entryway front side to the basement door and right*
18 *side office door which would give more space for wheelchair access to meet ADA*
19 *requirements. The current narrow clearance makes it impossible for the public to social*
20 *distance from each other when doing business at the Town Hall.*
21
22

23 *Sale of Town Owned Equipment – I have not been able to find any “postings for sealed*
24 *bids” of town owned property, the two trucks per town policy for selling equipment. What*
25 *trucks are proposed to be sold, where are the legal postings for sealed bids, and have any*
26 *unofficial bids been received. This is another example of lack of transparency and*
27 *following town policies.*
28
29

30 *Use of Community Center – Based on the continuing COVID-19 pandemic, the Community*
31 *Center should not be opened to the public for “PERSONAL USE”. The building should be*
32 *maintained under the COVID-19 guidelines for Town of Northwood official department and*
33 *committee use only at this time and be restricted to a set number of attendees with masks*
34 *required only.*
35
36

37 *Epi-Pens – What is the written opinion from the attorney and also the insurance company*
38 *as to the liability to the town for dispensing a drug that is not prescribed to the individual*
39 *receiving it?*
40
41

42 *Thank you,*

43
44 *Betsy Colburn*

45
46 *Taxpayer, resident*
47
48
49
50
51
52

1
2 VOTING
3

4 Mr. Frye stated that they went before the school board a few weeks ago to request the
5 use of the school gymnasium for the upcoming elections. Unfortunately, the Primary is
6 on the first day of school, so the Primary will be at St. Joseph's, and the general election
7 will be at the Elementary School gym. They have some really good plans in place. They
8 did ask for a long-term swap to start scheduling all of the elections at the elementary
9 school, as opposed to relying on a non-municipal entity to provide space. When the
10 School Board gets to planning their calendar for the next year, they will try to remind
11 them of the request. Keith McGuigan was present to discuss the specifics on the day of
12 the election. He explained to the Board how election day would be held and the
13 precautions in place in order to keep everyone safe and healthy.
14
15

16 Northwood NH Consent Agenda for September 1, 2020
17 Accounts Payable Manifests dated September 2, 2020:

18 Batch #15057 for \$409,858.58

19 Batch #15058 for \$6,096.60 (COVID-19 Expenditures)

20 **Motion: "To approve the consent agenda dated 9-1-2020"**

21 **Motion: T. Colby**

22 **Second: B. Boudreau**

23 **Motion carried by roll call vote 5/0**
24
25

26 **Town Administrator Business**
27

28 Next Scheduled Meeting

29 Mr. Scruton asked the board if they would like to have their next scheduled meeting
30 on September 22, which is the original scheduled meeting, or would they like to hold it
31 on the 15th, to avoid going 3 weeks between meetings. The board opted for the 22nd.
32

33 250th Anniversary Committee Update

34 Mr. Scruton stated that he's received a number of requests from people who would like
35 to join this committee. They are as follows: Veina Dow, Sandra Priolo, Deborah Holmes
36 and Taryn Bassett. The board decided to leave the notice up for another few weeks to
37 see if anyone else was interested.
38

39 Deputy Health Officer

40 Mr. Scruton stated that he submitted Scott LaCroix's name for Deputy Health officer
41 to the state. They have not heard back yet.
42

43 Dewatering Plan

44 The permit had been granted for the bridge on Bow Lake Road, and the dewatering
45 plan has been approved. It's not a permit, it is just an approval as part of the permit.
46

47 Audit

48 The town is required to conduct an audit whenever it changes tax collectors, according
49 to state law. He stated that he and Selectman Kreider signed with Plodzik &
50 Sanderson P. A. Certified Public Accountants, to proceed with an audit. Part of that

1 audit also involves recommitting what is left on all of the taxes so that the new tax
2 collector is now responsible in place of Ms. Audet who is leaving on September 10. The
3 audit needs to be done to determine exactly what that amount is.
4

5 Per Diem Employees

6 Mr. Scruton stated that he wanted to state for the record that the town has some per
7 diem employees. They have had two employees leave and a third that is leaving, that
8 have agreed to continue doing per diem work. Katherine Davis has been doing all of
9 the COVID billing, and Lisa Lamarche has been helping with the transition for both
10 Ms. Austin and Paul Allard. Ms. Audet has agreed to continue on to help Ms. Russo
11 after she leaves.
12

13 Library HVAC system

14 Mr. Scruton stated that he sent the board three proposals. They have been reviewed,
15 and because one of the companies, Lockhart, is related to Mr. Brown, he wanted to get
16 a second opinion as to which way to go, so he had Scott LaCroix, the Building
17 Inspector, also evaluate the bids. Both of them agreed they shouldn't go with the low
18 end. Mr. LaCroix felt that they should go with Key, for \$16,000 quote. He feels they are
19 a good company that installs a high-quality product. Mr. Brown recommended that
20 they go with Lockhart, that is because Mr. Brown feels it is quality unit, and the price
21 is about \$4,000 less than Key.
22

23 **Motion: "To have Key Heating and Cooling do the HVAC work for the Library,**
24 **based on Scott LaCroix's recommendation"**

25 **Motion: B. Boudreau**

26 **Second: P. Sanderson**
27

28 Mr. Frye stated that it seemed the Ms. Boudreau had some concerns about the other
29 bids that maybe they should discuss in non-public session. Discussion tabled until
30 the non-public session.
31

32 Election Cares Grant

33 Mr. Scruton stated that it has been discussed, and they want to make sure that there
34 is in the record an authorization to apply and for Mr. Kreider to sign for it. The
35 amount is \$12,766 and will go towards election expenses. It is awarded on the basis of
36 how many absentee ballots you have for the primary and the general election. It's
37 being distributed on a per absentee ballot basis, the formula to be determined later.
38 It's basically money that is allocated for help with elections. Some of the spring COVID
39 money that came from congress was in a block to the state, and the Governor has
40 been distributing that for various purposes as have been determined to be best. At the
41 next meeting, they will be voting to accept and expend this money, as well as the rec
42 grant money for \$188,000.
43

44 **Motion: "To confirm the application of the grant for \$12,766.97 with the Chair**
45 **authorized to sign.**

46 **Motion: T. Colby**

47 **Second: B. Boudreau**

48 **Motion carried by roll call vote 5/0**
49
50
51
52

1 Response to Citizens Forum from 8/25/2020 meeting

2
3 *Epi Pens at the Transfer Station*

4 Mr. Scruton stated that it was his understanding that on the Epi Pen issue, they are
5 going to leave it to the individuals who work at the transfer station will need to have a
6 prescription and have it filled and have their own Epi Pen. The town will not provide
7 one for use. Mr. Frye stated that it was his recollection that the Chief was going to be
8 looking into it. Mr. Scruton stated that if that was his recollection, he would put the
9 issue back to the Chief.

10
11 *Sale of Town Owned Equipment*

12 Mr. Scruton stated that it was advertised a while back. He would suggest to the board
13 that they put it out and advertise it again. The market may have changed, so his
14 suggestion is that the rebid it. Mr. Brown stated that he agrees with Mr. Scruton. They
15 are bidding out the International six-wheeler dump truck, complete with a front plow
16 wing and sander. The other is a 2006 GMC One Ton that is in complete disarray.

17
18 *The lobby wall in Town Hall*

19 Mr. Scruton stated that the plan is to move the bulletin board out to the outer hall. As
20 far as the ADA issue is concerned, there are numerous ADA code issues in the
21 building, one of which is that the front doors do not meet code for ADA. The building
22 of the wall just emphasized that they need to get the front door fixed for code, and if
23 they get the front door fixed, then there is no code problem. The Building Inspector
24 reviewed it, and he is ADA certified. The main issue is that the front doors need to be
25 opened with the push of a button. They need to install a little post with a handicap
26 button on it to open the door. They are looking into how they can install it.

27
28 *Town Clerk Staffing/ Office Space*

29 There has been discussion about how the clerk's office needs more staff. With more
30 staff there will be a need for more office space. He'd like the board to think about the
31 possibility of turning the Rec office out in the big hall, and turning that into a
32 conference room. In the conference room downstairs, they could turn that into an
33 office for the extra staff into the town clerk's office. It would be to their advantage in
34 this time of Covid, even if it was only temporary. It would keep the public out of the
35 entire staff area. It's something to consider as they are trying to open up the building
36 more.

37
38 *Comments for the role of Chair*

39 Mr. Scruton stated he was still waiting for feedback.

40
41 *Interim TA hours*

42 Mr. Scruton stated that he has completed his time at Tamworth. He does have more available
43 hours, but he doesn't want to increase the hours in Northwood, unless the board is interested in
44 that. Mr. Kreider stated that he has been looking at the TA line in the budget. There is currently
45 \$35,000 left. There are 17 weeks left between now and the end of the year. If they can't hire a
46 new TA before the end of the year, and Mr. Scruton continues through the end of the year, they
47 could afford to spend a little over \$2,000 a week and break even. That equates to 26 hours a
48 week. He feels they have enough in the budget to have Mr. Scruton work 25 hours a week. It's
49 about double what he had originally said he would be able to provide, which was 12-15 hours a
50 week. They would need a formal decision.

1 **Motion: “To have Mr. Scruton work 25 hours per week”**

2 **Motion: T. Colby**

3 **Second: M. Frye**

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

5

6 **Old Business**

7

8 COVID Funds for Center School

9 Mr. Frye stated that on this year’s warrant, there was a question to allocate \$40,000 to make
10 renovations to the Center School Building. It has been sitting vacant for years. The thought came
11 from a recommendation from the Rec Commission that it would be a great space for Recreation
12 programming, before and after school care programs and generate some revenue and have some
13 space. They got a quote for renovations and put it on the warrant and the article failed. At the
14 Deliberative session there were zero people who spoke against it. There were several who spoke
15 in favor and the vote was very close to unanimous. The reason that is important is when you look
16 at some of RSAs about use of unanticipated funds like grant funding, it allows them to ignore
17 that vote if they chose to. If they wanted to use Covid money to make renovations to that
18 building, especially considering the concerns that Mr. Scruton brought up about turning the rec
19 office into a conference room. Having space for recreation staff and programming is a fairly easy
20 tie to Covid if they are going to make changes to the offices relating to the ability to social
21 distance in the workplace. Ms. Boudreau stated that it’s a beautiful old building, and if they
22 could just get a little bit of money to fix it, they can reuse it. The longer it sits it will go into
23 disrepair. Mr. Colby asked what the \$40,000 was going to cover. Mr. Kreider stated that he
24 would like to find the quote and see what it was going to cover. Mr. Frye stated that the total
25 estimate was for \$36,500. It included demolishing the old bathroom area and storage area.
26 Construct new accessible bathrooms and small utility closet, drywall ceiling and wall in old
27 storage area for ADA entry. Remove all plaster walls and re drywall with ¼ inch drywall, update
28 electrical in school house, replace lighting, install three new entry doors, repair shed roof in
29 back, install interior support beams in the center of the building. Install rough and finished
30 plumbing for bathroom, paint all new drywall. Mr. Kreider asked if the board would be okay if
31 they resent out the quote and that they look into the installation issue and the paint issue and try
32 to have answers for that by the next meeting. Mr. Scruton stated that he could ask the Building
33 Inspector if he could test the paint. A bigger issue is one that he’s asked Ms. Davis about how
34 much money is left in the \$100,000 allocation, and she will know better after the 15th of
35 September. Mr. Scruton stated that he would be able to let the board know at the next meeting.

36

37 **New Business**

38

39 Public Works Items requiring BOS Attention

40 Mr. Brown stated that prior to him starting when they had the plastic recycling program already
41 established, plastics 1-7 were the ones being recycled. Plastics 3, 4, and 5, such as gas cans and
42 large heavy totes. They have been doing recycling required by Waste Management all along. Ms.
43 Boudreau stated that they need to get some decent signs that explain what numbers can and
44 cannot go in. Through NRRRA, they have so much money allotted to them for signage, so he will
45 talk to them and have them produce a sign for them.

46

47

48

1 Health Officer Job Description

2 Mr. Scruton stated that his plan was to edit the existing job description to remove the building
3 inspector duties. In the knowledge part, he will take out the zoning knowledge and keep the
4 health officer knowledge.

6 Process for Posting Town Employment Opportunities

7 Mr. Scruton stated that he could not find in the employee handbook a set amount of time for
8 which an internal candidate is given the only consideration for town employment. The way the
9 policy reads that there are 10 days where the position is open to both internal and external
10 candidates, the board could then from those candidates, prioritize the internal candidate. There is
11 no process that differentiates between the internal and external. Mr. Kreider stated that he would
12 like the board to think about this, and if there is something the board would like to change, the
13 board could add it to a future agenda to bring up for discussion.

15 Community Center Meeting guidelines

16 Mr. Frye stated that he and Mr. Bailey measured the room in the Community Center. He stated
17 that the room measures 24X30 feet without the stage included in that. It would be pretty easy to
18 put 9 people spaced with a 6-foot separation in that room, and maybe adding another two on the
19 stage. He suggests making the limit 10 people in that room at time and the same at parameters
20 for the top floor. He would also like to bring up the rotation for cleaning, the cleaning company
21 still needs a key for that building. It should be cleaned once a week. Mr. Frye stated that he feels
22 it would be a good idea to invite Steve Baily into a meeting in the future so he can discuss some
23 of the systems are in place for how the community groups reserve that meeting space. It would
24 be a chance for the board to take a fresh look at that process, and perhaps take some of that off of
25 Mr. Bailey's shoulders.

27 **Motion: "To set the limit of 10 people per floor for the community center activities, with
28 the understanding that the groups that are meeting follow the guidelines set by the Board
29 of Selectmen"**

30 **Motion: B. Boudreau**

31 **Second: P. Sanderson**

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

35 Board of Selectmen Meeting Venue

36 Mr. Colby stated that he would like to have the meetings in the meeting hall again, instead of
37 electronically. Mr. Kreider stated that Paul has fixed the problem with the Live Stream. He feels
38 that they could have a meeting in Town Hall utilizing Live Stream and Zoom as well. They have
39 a wide-angle camera that will run off of a laptop. Ms. Sanderson stated that she will be back in
40 school with students that are of a higher age. She might want to continue to be remote. Ms.
41 Boudreau stated that she will be around students as well as Mr. Frye. Mr. Kreider stated that he
42 will put this on the agenda for the 22nd.

44 Process for Accepting Playground Funds

45 Mr. Scruton stated that they will need to post a public hearing notice in the newspaper
46 for a week if they were having it tonight, if they have it on the 22nd, they will not have
47 to because the rules change between now and then. At the 22nd meeting, they will be
48 voting to accept the election funds, as well as the playground funds. There will be
49 public input allowed.

1 **NON-PUBLIC SESSION**

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

3 **Motion: M. Frye**

4 **Second: P. Sanderson**

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

6

7

8 ***The selectman entered non-public at 8:30 PM.***

9

10 **Motion: “To exit non-public at 9:18 PM”**

11 Motion: M. Frye

12 Second T. Colby

13

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

15

16 **Motion: “to seal the minutes indefinitely to protect the reputation of a person
17 not a member of the Board”**

18 Motion: M. Frye

19 Second T. Colby

20

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

22

23 **Motion: “To accept the bid from Key Heating and Cooling for the Library HVAC
24 for \$16,686. 95.”**

25 **Motion: P. Sanderson**

26 **Second: M. Frye**

27 **Motion carried by roll call vote 4/1 Mr. Frye voted no**

28

29 **Motion: “To adjourn at 9:23 PM”**

30 Motion: M. Frye

31 Second T. Colby

32

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

34

35

36 ***Respectfully Submitted***

37 ***Susan Austin, Land Use Assistant***

38

39