



**TOWN OF NORTHWOOD
BOARD OF SELECTMEN**

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

**Board of Selectmen Meeting Summary
September 22, 2020**

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

ABSENT: None

6:00 pm Call to Order, Roll Call, Pledge of Allegiance

Citizen's Forum

Good Evening.

I have concerns regarding the replacement of Bow Lake Rd bridge. Is this still scheduled for Columbus Day Weekend? If so, that is just over two weeks away. Where are the signs notifying the public that the road will be closed for whatever the time frame is? They should have been up before now. I have friends who live beyond the bridge, how are they to get out of the area? Are you aware that last year there were two Strafford School buses using that road to get to Coe-Brown? I'm assuming they still are currently, as CBNA is fully open. Have they been notified of the closure?

I recall hearing at one time the plan was to use Bennett Bridge Rd, coming out at Ridge Rd/Sherburne Hill corner. If that's still the plan, have any of you gone that way? The road needs major improvements, as without a 4-wheel drive vehicle, you may make it down, but you will never make it up due to long years of washouts and neglect. Additionally, I'm not sure a bus will make it over Bennett Bridge - too narrow. School is open Friday 10/9, and closed Monday 10/12; do you have a guarantee that the work will be completed over a three-day weekend? In short, is there a plan? If so, you need to let the public know now so the public can make their plans.

My second concern is re-opening of Town Hall, which I note is on the agenda tonight. The building has been closed for more than 6 months, while other towns and cities have been open to at least staff, who have been able to keep their town's business functioning. With rare exceptions, our staff has worked from home...phones go unanswered, messages not retrieved and responded to. Our Town Clerk/Tax Collector has been able to open normal hours to answer phones and conduct business, meeting with public by appointment if necessary. What are you waiting for? A vaccine? The Governor to announce the all-clear - no more COVID? Much has fallen through the cracks and budget season is rapidly approaching. The Hall can remain closed to the public, except for necessary appointments, and that includes Department Heads, but employees need to be there normal business hours as before, 8am - 4:30pm, Mon - Fri to serve the town. Town Boards/Committees need to meet in person, especially as end of year is almost here.

1 Request for purchase of Mechanical CPR device

2
3 **Treasurer Report:** August

4
5 *Select Board Member Sanderson requested that the last two requests for purchase be*
6 *voted on separately.*

7
8 **Motion: “to accept the consent agenda dated September 22, 2020”**

9 **Motion: P. Sanderson**

10 **Second: M. Frye**

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

12
13 **Motion: To approve the request for purchase of Thermal Image Camera for \$5,998 with**
14 **trade”**

15 **Motion: P. Sanderson**

16 **Second: M. Frye**

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

18
19 **Motion: “to approve the request for purchase of the mechanical CPR device for \$14,308”**

20 **Motion: M. Frye**

21 **Second: P. Sanderson**

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

23
24
25 **Town Administrator Reports / Items for Board Action**

26
27 **New Phone System**

28 Mr. Scruton stated that the down has new phones extension number, and they are planning on
29 updating the greeting with the new meeting hours that will be discussed later in this meeting.
30 They do answer the questions that are left on the voicemails, when messages are left an email
31 is sent to the employee’s email and they can listen to it through the email.

32
33 **Community Center**

34 Concern was raised because a person held a baby shower and greatly exceeded the number of
35 people allowed in the Community Center. They had been told they could not exceed 10, there
36 were 19 cars in the parking lot. There are three options here. 1. Continue with voluntary
37 attempts at compliance. 2. Close the building completely. 3. There could be a fee involved to
38 cover the cost of having staff present to monitor compliance when the building is being used.
39 Discussion ensued about the options.

40
41 **Motion: “To table any action until next week, and then make a decision”**

42 **Motion: P. Sanderson**

43 **Second: B. Boudreau**

44 **Motion carried by roll call vote 3/2 (Selectman Kreider and Selectman Frye voted no.)**

45
46 **Lakes Region Cable Access Agreement**

47 Mr. Scruton stated that the LRPA access agreement needed to be signed and paid for through
48 the Cable Access Expendable Trust Fund.

49
50 **Motion: “to request that the Trustees expend \$5,906 from the Cable Trust Fund for the**
51 **Cable Access service, and to authorize the Chair or the Interim TA to sign the**
52 **agreement”**

53 **Motion: M. Frye**

54 **Second: T. Colby**

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

1 **Tax Deeding**

2 Mr. Scruton stated that tax deeding was going to be taking place the next day at 1:00 PM. They
3 have received one deed waiver that the board has approved. Map 221/56. They have a payment
4 agreement with the town.
5

6 **Tax Deeded Property**

7 Mr. Scruton stated that there have been inquiries about buying tax deeded properties. He
8 suggests that they board put together a package of all of the tax deeded property and have an
9 auction or find some method where they are all sold at the same time.
10

11 **New Hampshire Municipal Association Legislative Policy**

12 Mr. Scruton stated that there is a meeting about this in Concord on October 2, 2020 from 9-
13 12PM. The BOS Chair usually attends this meeting. Selectman Kreider stated that he would
14 attend.
15

16 **Budget for 2021-raises**

17 Mr. Scruton stated that his plan is to put the increase that relates to payroll in one place, in
18 personnel administration as a lump sum that the board then divides up between the
19 departments. The total payroll from last year \$1.5 Million. If they are looking at a step and a
20 1% COLA and 20% roll up costs, that would be \$74,000 added. He is looking for the board for
21 guidance as to what they want to do for raises next year. Ms. Boudreau stated that her concern
22 is that if they make it too high, the budget will not pass. She would be okay with doing a step.
23 Mr. Scruton stated that a step would be \$55,000. If they don't continue with steps, it ruins the
24 idea of a step and grade system. Selectman Frye asked what the inflation projections looked
25 like. Mr. Scruton stated that the All Urban Consumer Index was running just under 1%. The
26 feds have targeted 2%. Selectman Colby stated that he would agree with Ms. Boudreau, give
27 them the step, but nothing extra. Mr. Frye stated that as a reminder, that although some town
28 employees received raises, the Fire Department hasn't gotten a raise in quite a while. He'd be
29 more open to a step and 1% COLA. Ms. Sanderson stated that she is definitely with the step
30 increase. Mr. Scruton stated that this can be revisited once the Budget Process is further
31 along.
32

33 **Economic Recovery Zone**

34 Mr. Scruton asked the board if they were interested in having the Land Use Department look
35 into this project. An Economic Recovery Zone gives certain tax advantages for locating areas of
36 the community where they would target economic growth. Discussion ensued about the
37 advantages of this project.
38

39 **Motion: To spend up to \$604 for work on the Economic Recovery Zone project"**

40 **Motion: M. Frye**

41 **Second: P. Sanderson**

42 **Motion carried by roll call vote 5/0**
43

44 **Road Laborer**

45 Mr. Scruton stated that this position has remained vacant. They are having trouble filling it. He
46 would like to know if the board would reconsider the pay scale or some other way of trying to
47 fill that position. It's advertised at \$14-\$21 per hour. The board agreed to advertise at \$19-\$22
48 and hour, up to Step 8, Grade 9.
49

50 **Request for Appointment**

51
52 **Motion: "to appoint Betsy Colburn to the Joint Facilities/Highway Committee"**

53 **Motion: T. Colby**

54 **Second: B. Boudreau**

55 **Motion carried by roll call vote 5/0**
56
57

1 **Bow Lake Bridge Project**

2 Mr. Scruton stated that the message boards about the closures will be installed from October
3 9-14. Mr. Scruton stated that he needed a vote from the board to sign for the disbursement of
4 funds.

5
6 **Motion: “To authorize John Scruton to sign for the request for disbursement of the
7 NHDOT for the Bow Lake Bridge Project”**

8 **Motion: T. Colby**

9 **Second: B. Boudreau**

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

11
12 **Generator for the Police Department**

13
14 Motion: “to purchase and install a new generator, the money for such purchase to come out of
15 the Capital Reserve Trust Fund”

16 Motion: T. Colby

17 Second: B. Boudreau

18 Motion carried by roll call vote 5/0

19
20
21 **Old Business**

- 22 • Meeting Hall meeting parameters – tabled until the next meeting
- 23 • Town Hall Open Hours: Monday through Thursday 9AM to 1PM

24
25 **New Business**

- 26 • **Operating Guideline Amendment for Fire Department**

27
28 Motion: “To approve the Operating Guideline Amendment for the Fire Department”

29 Motion: M. Frye

30 Second: T. Colby

31 Motion Carried by roll call vote 5/0

32
33 **Non-Public Session: RSA 91A: 3 II (a, c or other) If Needed – 7:30 pm**

34 **Motion: “To enter nonpublic at 9:00 PM”**

35 **Motion: Colby**

36 **Second: M. Frye**

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

38
39
40 **Motion: “to come out of nonpublic at 10:12 PM”**

41 **Motion: M. Frye**

42 **Second: B. Boudreau**

43 **Motion carried 4/0/1 Selectman Colby abstained.**

44
45 Motion: “to seal the minutes as their release could adversely impact the reputation of a
46 person not a member of the board.”

47 Motion: M. Frye

48 Second: B. Boudreau

49 Motion carried by roll call vote 5/0.

50
51
52 Town Administrator Scruton announced the following:

53
54 Reverend Steven Kasanovich was hired as a call Fire Chaplain.

55
56 Adinara Challinor was hired to begin as a career Fire Fighter

DRAFT

1 Nicholas Carey was conditionally hired as a Fire fighter once conditions are met including
2 CPAT certifications and the state physical.

3
4 Deputy Town Clerk/Tax Collector Marisa Russo was promoted to fill the Town Clerk/Tax
5 Collector position until the next election.

6
7 “Interim” was removed from Paul Allard, who is Administrative Assistant/Deputy Finance
8 Specialist. He was authorized to have his name on the Town’s Credit Card.

9
10 **Adjournment**

11
12 **Motion: “to adjourn at 10:16 PM”**

13 **Motion: B. Boudreau**

14 **Second: M. Frye**

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

16
17 ***Respectfully Submitted***

18 ***Susan Austin, Land Use Assistant***