



**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 29, 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-none

On-Going Business

CONSENT AGENDA

**Accounts Payable Manifests dated September 30, 2020:
Batch #15085 for \$423,294.00**

Motion: "to accept the consent agenda dated September 30, 2020"

Motion: P. Sanderson

Second: M. Frye

Motion carried by roll call vote 5/0

Town Administrator Reports / Items for Board Action

Mr. Scruton stated that he had a memo to read concerning the Community Center guidelines

Re: Rules for Community Center Use

1. *There will be clear consistent postings to make clear that the rules include the following meeting requirements*
 - a. *The total number of people on each level shall be limited to 10.*
 - b. *Safety masks are required of everyone all of the time in the building.*
 - c. *There will be available supplies of masks and materials to disinfect areas.*
 - d. *The Town has enhanced its cleaning efforts and there will be disinfectant wipes/spray available for people to use, especially in the bathrooms.*
 - e. *Each committee will need a plan for staff safety, meeting exit and entry, set up of the room, etc. The chairperson or the one booking the room shall be responsible for seeing the provisions of this section are done.*

- 1 f. *Everyone will need to fill out a Northwood Health Screening Form as they enter*
2 *the space if they have not filled one out earlier that same day for the Town. The*
3 *chair of the committee/convenor will be responsible to collect and securely retain*
4 *the forms for 14 days, after which they will be shredded or burned.*
- 5 2. *Only groups such as Town committees, organized nonprofits, political parties, etc. will be*
6 *allowed to use the hall. There will be no personal usage. This will be revisited around*
7 *April 1, 2021.*
- 8 3. *The locks will be changed and new keys issued only to qualified groups*
- 9 4. *The town has included the Community Center on the cleaning schedule with the Town*
10 *Hall.*
- 11 5. *Everyone who signs up for an organization, shall include the contact's name and phone*
12 *number.*

13
14 **Motion: To accept the guidelines for the use of the Community Center, to be**
15 **reconsidered in April 2021”**

16
17 **Motion: M. Frye**

18 **Second: B. Boudreau**

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

20
21 MS1

22 Mr. Scruton stated that the MS1, which is the form that the town submits to the state for total
23 assessment has been submitted. There are some documents that are missing, but those are being
24 worked on. They are in good rate to have the tax rate set on time.

25
26 GOFFER Expenditures

27 Mr. Scruton stated that he spoke with Ms. Davis, and it looks like everything will be expended

28
29 ADA Compliance re: main entrance door

30
31 **Motion: “To Authorize Mr. Scruton to sign the invoice from Northeast Door for the door**
32 **mechanism, provided the deadline of October 14 is met”**

33 **Motion: T. Colby**

34 **Second: M. Frye**

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

36
37 Recreation

38 Mr. Frye stated that if they had a recreation director, he or she would be handling this, but the
39 Recreation Commission is a non-policy setting commission, it is an advisory committee.
40 Historically, they make recommendations to what they would like the recreation director to do.
41 Taking on additional duties like approving expenditures or making changes to facilities has
42 never been something Commission has never really had to do. If they set some limits, in the
43 absence of a Rec Director, it would be helpful to have multiple people looking into these issues
44 and keep it off of the BOS's agenda. He suggests they set a very low spending cap and the
45 ability to approve things like minor changes to facilities and infrastructure, that should cover
46 anything that might happen over the next few months.

47
48 Mr. Scruton stated that the two issues that brought this to the Selectmen's meeting are that
49 the New Hampshire Thunder Youth Cross Country have been operating out of the upper field
50 at Baily Park, the program started with less than 10 kids, but has grown exponentially.
51 Selectman Frye asked them to complete a facility use form and they are forwarding proof of
52 insurance. The second item is a Coe Brown senior, Amelia Brackett, is doing her senior project.
53 She would like to put up a mini lending library at the rec field. She is asking for permission.

1 **Motion: “To allow the Recreation Commission to create and facilitate programs, to make**
2 **minor modifications to rec facilities, to allow for facility use for outside organizations**
3 **and entities, and to allow the commission to expend up to \$250”**

4 **Motion: M. Frye**

5 **Second: T. Colby**

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

7
8
9 Meeting Hall Capacity

10 **Motion: “To amend the maximum capacity of the meeting hall to 22, as long as everyone**
11 **in the room is wearing a mask the entire time they are in the room.”**

12 **Motion: P. Sanderson**

13 **Second: T. Colby**

14
15 Ballot Clerks

16 **Motion: “To appoint Daniel Clare and Teresa Cowdrey as ballot clerks”**

17 **Motion: T. Colby**

18 **Second: M. Frye**

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

20
21 Budget Plan

22 Mr. Scruton stated that he does not intend to have the entire budget ready for next week when
23 they start the budget meetings. The Library Trustees will be presenting next week, so they will
24 have the Library budget with all of that back-up information. The following week he will have
25 the information for that department, and as they go along, he will have the information for each
26 department. He stated that they need to decide if they are going to meet in the meeting room,
27 or on Zoom.

28
29 Broadcasting Meetings

30 Mr. Scruton stated that there were questions about where they were broadcasting meetings.
31 YouTube gets picked up off their site, and LRCA posts it on the cable television channel.

32
33 Bridge Update

34 Mr. Scruton stated that there was a question on the breakdown. In 2018 the town paid
35 \$32,955.94 in design fees. In 2019, the town paid another \$112,517.17 in design fees. This
36 year, the town has paid \$10,354.15 as the final payment on the design fees. Right now, the
37 town has contracts out for \$84,227.04 to McJohnson Farland for construction administration
38 fees, and \$588,425 for construction costs to Earth.

39
40 Center School

41 The building inspector looked at the building, and his first recommendation is to jack the
42 building up and put a solid foundation under it. It's sitting on blocks.

43
44 Recreation Grant

45 **Motion: To allow Selectman Frye to sign all documents related to the Recreation Grant”**

46 **Motion: T. Colby**

47 **Second: P. Sanderson**

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

49
50 Elections

51 There were some issues about what Highway was to do as far as the tearing down after the
52 election on September 8. They should have everything in writing for the next time, so it doesn't
53 depend upon last minute communication.

54
55 Tax Bills

56 Mr. Scruton stated that he plans to use a billing service for the tax bills this fall, rather than
57 using the staff for the labor.

1 Facility Committee Request

2 Mr. Scruton stated that the Facilities Committee had a request for anyone who may like to
3 donate or sell land along Route 4 near the center of town for a Safety Complex, they would be
4 interested in hearing from them.

5
6 **Old Business**

7
8 Health Officer Job Description

9 **Motion: “To adopt the Health Officer Job Description”**

10 **Motion: M. Frye**

11 **Second: T. Colby**

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

13
14 Board Chair role changes

15 Selectman Kreider stated that he wanted to thank the members for their comments. He stated
16 that based on the comments he was going to do the following:

17
18 Agenda Topics: He will continue to bring up the proposed budget as early as he can in the
19 process and if the members don't see something that they want covered, he asks that they
20 respond back. Even after the agenda is finalized, it doesn't mean they can't add something. The
21 only thing he would ask in that case is to please be cognizant of the other select board
22 members. They would like information in advance. If it's something relatively straightforward
23 that they can address, without preparation or backup, otherwise he would move it to the next
24 meeting.

25
26 Meetings wrapping up by 9PM: They have started to split up meeting topics, so it may just be
27 that they do that going forward. He will move on to the nonpublic if it looks like it is getting
28 very late. If they have time when they come out of nonpublic, they can take up the remaining
29 items, otherwise they will move it to the next meeting.

30
31 Unilateral action/working directly with employees: That was the case, especially exacerbated
32 by the former TA not being in the office or not working her full schedule. He did receive emails
33 from employees asking questions. Now that they have an interim, he feels that the chain of
34 command is back in place.

35
36 Chairing the meetings: He hopes that they can see that he is taking a more moderator type
37 approach to the meetings. He asks for discussion, then the motion, and then the final
38 discussion. He would ask that if anyone feels that he is leading the board on some items
39 inappropriately, he would appreciate it if they would speak up.

40
41 Committee Appointments

42
43 **Motion: “To appoint Betty Smith and Joe McCaffrey to the Highway Advisory/Facilities
44 Committee”**

45 **Motion: M. Frye**

46 **Second: P. Sanderson**

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

48
49 **Motion: “To appoint Viena Dow, Sandy Priolo, Debera Holmes, and Tayran Bassett to the
50 250th Celebration Committee”**

51 **Motion: M. Frye**

52 **Second: B. Boudreau**

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

1 EPI pens at transfer station

2
3 **Motion: “To spend up to \$500 on legal opinion for this subject”**

4 **Motion: M. Frye**

5 **Second: T. Colby**

6 **Motion carried by roll call vote 3/2 (B. Boudreau and T. Colby Voted No)**

7
8 **New Business**

9
10 Select Board / School Board Joint topics for joint Meeting

- 11 1. Consideration of the school venue for future voting, beyond the upcoming presidential
12 election.
13 2. Consideration for using school facilities for other events, for example the larger Budget
14 Committee Meeting.

15 Selectman Kreider stated that he'd like the board to consider if they would like a joint meeting,
16 or to appoint a member to attend the School Board Meeting on the Select Board Meeting's
17 behalf.

18
19 Ms. Boudreau stated that it was practice to have a joint BOS/School Board meeting at least
20 once a year. She would like to see this again. Ms. Sanderson stated she would like to see if they
21 even want to meet with them, maybe they ae too busy now, and they could answer these
22 questions, and possibly schedule a meeting after budget season. Mr. Colby stated that he
23 agrees.

24
25 Review CIP

26 Selectman Kreider stated that he wanted to point out that the CIP is developed by the Planning
27 Board, and then approved by the Planning Board and is sent to the Select Board for the
28 Board's information.

29
30 **Non-Public Session: RSA 91A: 3 II (a, b)**

31
32 **Motion: “To enter nonpublic at 8:22: PM”**

33 **Motion: B. Boudreau**

34 **Second: M. Frye**

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

36
37 **Motion: “to come out of nonpublic at 9:17 PM”**

38 **Motion: M. Frye**

39 **Second: B. Boudreau**

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

41
42 **Motion: “to seal the minutes as their release would render the action ineffective”**

43 **Motion: M. Frye**

44 **Second: B. Boudreau**

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

46
47
48 **Adjournment**

49
50 **Motion: “to adjourn at 10:16 PM”**

51 **Motion: B. Boudreau**

52 **Second: M. Frye**

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

54
55 ***Respectfully Submitted***

56 ***Susan Austin, Land Use Assistant***