



## Northwood Board of Selectmen Minutes of April 14, 2015

Chairman Timothy Jandebaur called the meeting to order at 6:00 p.m.

Selectman Jandebaur led the pledge of allegiance.

### **Roll Call**

Selectman Timothy Jandebaur, Selectman Scott Bryer, Selectman Rick Wolf, Interim Town Administrator/Finance Administrator Sandy Garrett.

### **Citizen's Forum**

There was no citizen's forum.

### **Appointments**

#### ***Nancy Haskell, Saddleback Campground, 41 Campground Rd. – Abatement***

Ms. Haskell stated she requested this meeting with the board relative to an abatement that they had attempted to file. She explained that they have been in litigation for the past three years with an abutter relative to the ownership of the driveway, the responsibility to maintain the driveway, as well as the responsibility of who is to pay the taxes for this portion of land. She explained that throughout the three years of litigation, she has reviewed town property files, as well as other information, within town hall, pertinent to the two parcels available. She stated that the judge requested that a value of the property in question be provided. She added that she met with the town's assessor who has stated that he would provide a value and a description of the property once an order from the courts was received. Ms. Haskell added that many orders were received and the final judgement was obtained December 8, 2014.

Ms. Haskell stated that whoever has owned the parcel known as Saddleback Campground since 1943 has paid taxes on the driveway section; it has been noted through the deeds. The judge ruled that Napoli is the fee owner and the Haskells have an easement. Ms. Haskell explained that this is noted in both deeds and because the State of NH is a race jurisdiction state it came down to who went to the courthouse first. Mr. Napoli's information was dated first so he received the ownership. She continued and explained that they asked for further clarification on how to get an abatement and removing this section off of their taxes. Ms. Haskell stated that she called the town hall many times to make sure that the process was moving forward and being addressed. She added that she has also spoken to Ms. Smith who stated that the survey plan could not be recorded with the county as the county had stated that the print was not acceptable so the plan was redone. She stated that the plan was then recorded by David Noyes and presented to the town on January 11, 2015. She added that she then contacted the assessor, a few times, to request the value amount as it was needed for the abatement. She stated that she never received a call with this information so she came in to town hall February 28 (*Saturday*) to file the abatement and the assessor was unable to meet with her. She stated that she filed the abatement March 12 and she was aware that it was 12 days late; however, she explained, that the abatement could not be filed without the amount noted in the application. She stated that the assessor has had the information since January 11 and submitting the abatement late was not her fault. She stated that on March 12 the assessor met with her and her husband and



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stated that the abatement was filed late and he had until July to determine the status of the abatement.

Mr. Bryer asked why the abatement form was not provided to the town prior to March 1, 2015. Ms. Haskell replied that she came in to the town hall on February 28 to file the form and was told by the town's window staff that until a dollar amount was added, they could not ask for an abatement. Mr. Bryer replied that a dollar amount could have been written in then the assessor makes the determination if the amount is accurate or not. Ms. Haskell replied that the assessor was not dealing with this; it was the town hall staff that was stating that she could not do anything as it was up to the assessor. She stated that she again made attempts to reach the assessor by phone, left numerous messages, and did not receive any calls back. She stated that she has still not seen any assessment on this parcel of land.

Ms. Haskell added that the planning board also reviewed the plan, as a formality. She stated that Ms. Smith explained that the planning board reviews the plan and it is then provided to the assessor who would notify them of any changes in their taxes. She stated that nothing has been received; it is a month after filing.

Ms. Garrett explained the process of changing and recording documents. She stated that the documents must be filed and recorded with the registry of deeds so the names on the property can be changed. When the documents come back to the town, then they are changed with the assessing and tax collector. She added that this can take two to five weeks depending on the registry of deeds. Ms. Haskell replied that when the information was brought into town hall on March 11, everything was included and the plan had been recorded by Mr. Noyes, which she was told by Ms. Smith. She stated that there is a plan number and it was filed on January 11.

Selectman Jandebour explained that the board will not make any decision tonight. He stated that the board will take her information and comments, and will also contact the assessor for his information.

Ms. Haskell asked if there is a timeframe for the assessor to make a decision. Selectman Bryer replied that there are specific guidelines of when an abatement needs to be filed and then the assessor verifies the amount; if it is understated or overstated. He stated that the key component is the date of the filing. He stated that the staff should have stamped the form when it was submitted and placed it in the assessor's mailbox. Ms. Garrett replied that she knew nothing of this abatement.

Mr. Haskell stated that this was all done in court and ordered by a judge. He stated that Mr. Napoli is the owner of the property, has been for 43 years, and has never paid the taxes on it.

Selectman Jandebour stated that this actually happens more often than what people are aware of. He added that he has also had experience with this. He stated that the selectmen will address this and utilize the staff to help them learn the correct processes and procedures. He added that whether this



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abatement is for 2014 or 2015 he does not believe that the Haskell's have lost anything.

Ms. Haskell continued to explain that her frustration is with the fact that the assessor has been aware of this since the litigation has been going on. She has asked many times for the measurements to be done and an assessment of the taxes to be figured; the judge wants to know.

Selectman Jandebour stated that the Haskell's now own 4.754 acres, 0.16 less than what they did own. Mr. and Mrs. Haskell agreed. Selectman Jandebour stated that the board needs to determine with the assessor if the process worked right, and to determine what the value is of the 0.16 acre, which will then be the reduction of the taxable value.

Ms. Haskell stated that they wanted to meet with the board to explain why they filed the form on March 12.

Selectman Bryer asked what the date of the court order is. Ms. Haskell replied December 8, 2014. Selectman Bryer referred to a commentary provided by the assessor. Selectman Jandebour read a statement from the assessor indicating that the acreage is 4.754 acres, which is 0.16 acres less than the 2014 assessment.

Selectman Bryer suggested that this item be tabled and the board speak to the assessor.

Selectman Jandebour stated that the board's next meeting is in two weeks. During that time, the board will further review the materials for this case and will determine what the correct form of action is.

### **Unfinished Business**

#### ***Boundary Survey ~ Transfer Station Map 222; Lot 39***

Selectman Jandebour explained that discussions have been held this week with himself, Ms. Garrett, Ms. Smith, and Mr. Wilson regarding the survey of the transfer station to be done by Bill Wormell. He stated that there was some confusion as to what was to be surveyed as well as what the town actually owns. He explained that Dave Allain, Round Pond Soil Survey, believes that the town owns beyond where the testing wells exist. Mr. Jandebour stated that a new quote will be needed to be obtained for the additional area to be included in the survey.

This item was continued to the next meeting, April 28, 2015.

### ***Town Owned Property***

Selectman Jandebour stated that the board needs to begin looking into the town owned properties and should start surveying the parcels. He suggested just doing a few per year. Selectman Bryer suggested adding this into the budget for 2016.



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***NHDOT letter ~ Route 4***

Ms. Garrett explained that a new letter has been drafted for the board's review and signature to NHDOT regarding traffic patterns along Rte. 4, addressed to Mr. Lambert. Selectman Bryer suggested a few amendments be made to the letter.

**New Business**

***Acceptance of Minutes***

***February 24, 2015***

**Selectman Bryer made a motion, second by Selectman Jandebour, to approve the February 24, 2015, minutes, as amended, as follows:**

Page 2: Add: *Selectman Jandebour recused himself.*; Delete: ...and...; Add: ...*remaining*...

Page 3: Add: ...*the*...

**Motion passed; 2/0/1.** Selectman Wolf abstained as he was not a selectman at this time.

***March 12, 2015***

**Selectman Bryer made a motion, second by Selectman Wolf, to approve the March 12, 2015, as amended, as follows:**

Page 1: Delete: ...asked...

Page 2: Add: ... *since there is an agreement*...; Add: ...the committee...;

Page 3: Change: ...Jandebour... to ...*Bryer*...

**Motion passed unanimously; 3/0.**

***March 24, 2015***

**Selectman Bryer made a motion, second by Selectman Wolf, to approve the March 12, 2015, as amended, as follows:**

Page 3: Add: ...*in his opinion*,...

Page 9: Add: ...*is*...; *spelling error*; Change: ...committee... to ...*committees*...

**Motion carried; 3/0**

***Process Assessing Forms and Applications***

Selectman Bryer suggested that the assessor provide two separate letters to the board; one with recommendations of approval and another noting the denials. Other board members agree.

ITEM	NAME	MAP/LOT
1. ELDERLY EXEMPTION	FERN D. ELDRIDGE 800 FIRST NH TURNPIKE	222/2

(Assessor recommends denial. The value of assets exceeds the town's stated limits.)

**Selectman Bryer made a motion, seconded by Selectman Wolf, to deny the elderly exemption for Map 222; Lot 2, as recommended by the assessor. Motion carried; 3/0.**



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2. ELDERLY EXEMPTION CAROL FRAZIER 230/82:51  
19 MOUNTAIN VIEW  
(Assessor recommends approval. \$87,400 Exemption; \$790 Tax Reduction. If approved, exemption will take effect starting tax year 2015.)

**Selectman Bryer made a motion, seconded by Selectman Wolf, to approve the elderly exemption for Map 230; Lot 82; Sublot 51, as recommended by the assessor. Motion carried; 3/0.**

3. ELDERLY EXEMPTION NORMAN GELINAS 222/22:10  
617 FIRST NH TURNPIKE, UNIT 10  
(Assessor recommends approval. \$162,400 Exemption; \$3,880 Tax Reduction. If approved, exemption will take effect starting tax year 2015.)

**Selectman Bryer made a motion, seconded by Selectman Wolf, to approve the elderly exemption for Map 222; Lot 22; Sublot 10, as recommended by the assessor. Motion carried; 3/0.**

(Mr. Gelinas also requested a standard veteran's credit but did not provide any supporting documentation. Assessor recommends veteran's credit be denied.)

**Selectman Bryer made a motion, seconded by Selectman Wolf, to deny the veteran's credit for Map 222; Lot 22; Sublot 10, as recommended by the assessor due to the fact no supporting documentation was provided. Motion carried; 3/0.**

4. VETERAN'S CREDIT ROBERT BOISVERT 222/28:12  
617 FIRST NH TURNPIKE, UNIT 12  
(Assessor recommends approval for standard veterans credit: \$250. If approved, exemption will take effect starting tax year 2015.)

**Selectman Bryer made a motion, seconded by Selectman Wolf, to approve the standard veteran's credit of \$250. for Map 222; Lot 28; Sublot 12, as recommended by the assessor. Motion carried; 3/0.**

(Mr. Boisvert also applied for a disabled veteran's credit. No documentation received. Assessor recommends denial.)

**Selectman Bryer made a motion, seconded by Selectman Wolf, to deny the disable veteran's credit for Map 222; Lot 28; Sublot 12, as recommended by the assessor due to the fact that supporting documentation was not included. Motion carried; 3/0.**



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5. 2014 ABATEMENT LES & NANCY HASKELL 243/29  
41 CAMPGROUND ROAD

**(Assessor recommends denial.** As of April 1, 2014, the assessment was based on a survey dated May 1993 (4.914 acres). The ongoing boundary dispute with the abutting property owner went to Superior Court and the ruling, dated Dec. 8, 2014 states that the campground property is 4.754 acres, 0.16 acres less than in the 2014 assessment. Mrs. Haskell requests a \$1,000 assessment reduction for 2014. Court decision occurred after April 1; therefore, the 2014 assessment correctly describes the property as of Apr. 1, 2014.)

**Selectman Bryer made a motion, seconded by Selectman Wolf, to table this abatement request until the board can speak with the assessor. Motion carried; 3/0.**

6. 2014 ABATEMENT GADD PROPERTIES, LLC 234/51  
133 FIRST NH TURNPIKE

**(Assessor recommends denial.)** Town of Northwood currently owns property by tax deed Nov. 2014. Petitioner (former owner) claims town's 2014 assessment incorrectly notes physical description of property. No payments made for 2014 tax year so no refund would be warranted even if the assessment were to be reduced. Materials provided do not prove over assessment of the property. If petitioner makes arrangements to pay all back taxes, amount due for 2014 could be re-examined.)

**Selectman Bryer made a motion, seconded by Selectman Wolf, to deny the abatement request for Map 234; Lot 51, as recommended by the assessor. Motion carried; 3/0.**

7. 2014 ABATEMENT DONALD DAUGHERTY 222/47:1  
FIRST NH TURNPIKE

**(Assessor recommends approval.)**The owner claims the town's 2014 assessment incorrectly describes the physical description of the property. 2014 assessment made adjustments for the physical condition of the property with a reduction in site value of 44%. After reviewing, assessor feels the steep topography and area of wet land warrants a site condition of 50%. (Change in assessment: -\$6,300. Estimated refund: \$151.)

**Selectman Bryer made a motion, seconded by Selectman Wolf, to grant the abatement request for Map 222; Lot 47; Sublot 1, as recommended by the assessor. Motion carried; 3/0.**

8. 2014 ABATEMENT DANIEL BRIGGS 119/17  
20 SANBORN ROAD

**(Assessor recommends approval.)**The owner claims the town's 2014 assessment incorrectly describes the physical description of the property. Waterfront listed as 300 linear feet but recent survey shows a length of 213 feet. Access and use of the waterfront is limited due to dominating high ledge. Correction of the description of waterfront is warranted. No adjustment for access to waterfront is deemed necessary as 2014



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assessment took this factor into consideration. (Change in assessment: -\$37,000. Estimated refund: \$884.)

**Selectman Bryer made a motion, seconded by Selectman Wolf, to grant the abatement request for Map 119; Lot 17, as recommended by the assessor. Motion carried; 3/0.**

9. 2014 ABATEMENT WILLIAM FAHEY 231/43,43:1 & 43:2  
11 STRAFFORD ROAD

(Assessor recommends denial.) Owner purchased the property in June 2014 as three separate lots. Voluntary merger into one lot done in August 2014. The 2014 assessment does consider the building in poor repair with 48% depreciation. The number of bathrooms has been corrected but does not alter the value of the property. As of April 1, 2014, the property consisted of three separate lots that were eligible for construction on each lot. Changes made after April 1, are made in the following tax year.

**Selectman Bryer made a motion, seconded by Selectman Wolf, to deny the abatement for Map 231; Lots 43, 43:1 and 43:2, as recommended by the assessor. Motion carried; 3/0.**

10. ADMINISTRATIVE CAROL FRAZIER 230/82:51  
ABATEMENT 19 MOUNTAIN VIEW LANE

(The 2014 first period billing was paid as part of a tax agreement between Ms. Frazier and the finance office as part of the release from a tax lien. Abatement is necessary to acknowledge the payment and clear the tax collector's records.) (Abated tax: \$402.17)

**Selectman Bryer made a motion, seconded by Selectman Wolf, to grant the administrative abatement request for Map 230; Lot 82; Sublot 51, as recommended by the assessor. Motion carried; 3/0.**

11. INTENT TO EXCAVATE STEVEN F. ANTHONY 117/25G  
1076 FIRST NH TURNPIKE

(GRAVEL PIT LOCATED ON GULF ROAD) (Property taxes have been paid.)

**Selectman Bryer made a motion, seconded by Selectman Wolf, to approve the intent to excavate for Map 117; Lot 25G.** Selectman Bryer explained that this is an approval for activity and the owner is responsible to pay the taxes for the removal of the material. Additional discussion was held regarding the intent to excavate and if this is an existing gravel pit. Selectman Bryer asked when any excavation would go to the planning board. Ms. Garrett replied that excavating on your own property does not require any permits through the planning board.

Selectman Jandebour requested that the land use department be contacted relative to the existence of the gravel pit.

**Motion carried; 3/0.**



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***Approval of Manifest(s)  
Payroll Manifest - #8***

**Selectman Bryer motioned to approve the payroll manifest P2015 #8, in the amount of \$51,934.32, seconded by Selectman Wolf. Motion carried; 3/0.**

***Approval of Purchase Orders  
D.L. Docko - \$3,545. Plowing/Sanding***

**Selectman Bryer motioned to approve the purchase order for D.L. Docko, in the amount of \$3,545., for plowing and sanding. Selectman Wolf seconded the motion.** Selectman Wolf asked why this is the only purchase order submitted for plowing and sanding services. Ms. Garrett replied that blanket purchase orders are filled out for the contractors for plowing and sanding. She stated that if the amount of the purchase order is used then a new purchase order is done for the outstanding amount. She noted that some invoices for services have not come in yet from the last storm. She explained that purchase orders are paid down as the invoices come in.

Selectman Jandebaur stated that it appears that the services are almost exclusive for D.L. Docko. Ms. Garrett replied that the town uses D.L. Docko for sanding and gravel as it is less per ton to use the company as the town is then not paying someone to haul the sand/gravel either.

Selectman Jandebaur stated that there have been complaints made recently about Old Barnstead Rd. He stated that the gravel used on this road has crushed up granite countertops in it and has caused some deflation and flat tires. He stated that he spoke to the road agent today and noted that there is money within the department's budgets for this issue. He stated that the town needs to use clean gravel. He added that the road agent will be looking into pricing for sand and gravel from surrounding gravel pits to make sure that the town is getting the best pricing for Northwood no matter where it is coming from.

**Motion passed unanimously; 3/0.**

***Grappone – \$44,960.***

**Selectman Bryer motioned to approve the purchase order for Grappone Auto, in the amount of \$44,960., which is part of the Capital Outlay for Highway Vehicles per warrant article #7. Selectman Wolf seconded the motion.** Selectman Wolf asked if this is a lease or purchase. Ms. Garrett explained that this is a purchase for the highway truck. **Motion passed unanimously; 3/0.**

***H.P. Fairfield – \$50,366.***

**Selectman Bryer motioned to approve the purchase order for H.P. Fairfield, in the amount of \$50,366., which is part of the Capital Outlay for Highway Vehicles for equipment per warrant article #7. Selectman Wolf seconded the motion.** Selectman Jandebaur stated that the warrant article was for a 2014 truck; however, the town was not able to get a 2014. He added that Ms. Garrett worked with H.P. Fairfield and Grappone and was able to get a 2015 truck ordered within



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the warrant article's proposed figure and with all of the same equipment that was included in the original bid. Ms. Garrett stated that it was a 2016 truck. **Motion passed unanimously; 3/0.**

***Atlantic Recycling Equipment***

Selectman Bryer stated that he has spoken to the transfer station foreman Steve Preston regarding two containers; a 40 yard open top and a 50 yard open top. He explained that these two containers will be replacing two existing containers.

Selectman Jandebaur noted that the two containers being replaced are the furniture container and the building/construction refuse container.

**Selectman Bryer motioned to approve the purchase order for Atlantic Recycling Equipment in the amount of \$5,600., for a 50 yard container. Selectman Wolf seconded the motion.**

Selectman Jandebaur noted that the existing two containers are in rough shape and belong to the town. He explained that the containers have some value because of the metal. He added that the containers can be filled with metal and sold full to Harding Metals. He noted the figures provided do not include the trade value.

Ms. Garrett noted that the funds for the purchasing of the containers will be coming out of the trust fund.

Selectman Wolf noted that there are a few companies that purchase used containers and refurbish and/or rebuild them.

**Motion passed unanimously; 3/0.**

**Selectman Bryer motioned to approve the purchase order for Atlantic Recycling Equipment in the amount of \$5,400., for a 40 yard container, which includes the freight charges for both containers. Selectman Wolf seconded the motion. Motion passed unanimously; 3/0.**

**Retired/Outdated**

Selectman Jandebaur noted that there are three junk sanders at the highway garage. He suggested having Lamberts take them for junk. Selectman Bryer asked if there would be any interest in putting them out to bid and would prefer to follow that process. Discussion ensued. Selectman Jandebaur stated that the value is in the metal and the full value would be received if they are picked up and sold per ton. Selectman Wolf noted that there may be a hauling fee.

Selectman Bryer asked if the road agent has provided a recommendation. Selectman Jandebaur replied that the road agent indicated that Lamberts could remove them, weigh them, and give the town what they are worth. He added that these items weigh several tons and the rate is approximately \$155 per ton. He believes that the town will make out better this way rather than



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going out to bid.

Selectman Wolf suggested going out to bid first to see what the town can get. Selectman Bryer noted that in order for something to be put out for bid an advertisement would need to be done. Additional discussion was held regarding associated costs and liability.

The board agreed to have the road agent contact Lamberts and Lamberts will take them.

### **Miscellaneous Reports**

Ms. Garrett noted that the board received copies of the ambulance receivable report and the treasurer's report. No discussion was held.

### **Miscellaneous Signatures/Approvals**

#### ***Strafford Regional Planning Commission (SRPC)***

Ms. Garrett presented the board with a recommendation from the planning board requesting that Victoria Parmele be reappointed as the planning board's representative to SRPC.

**Selectman Bryer motioned to reappoint Victoria Parmele as the planning board's representative to Strafford Regional Planning Commission (SRPC), with a term to expire March 2019. Selectman Wolf seconded the motion. Motion passed unanimously; 3/0.**

#### ***HealthTrust***

Ms. Garrett presented the board with information relative to the HealthTrust medical benefit renewal. She explained that there is a decrease of .8% from last years. **Selectman Bryer motioned to authorize the chairman to sign the renewal on behalf of the board. Selectman Wolf seconded the motion. Motion passed unanimously; 3/0.**

#### ***Town Administrator Search Committee***

Ms. Garrett presented the board with the letters of interest for the town administrator search committee. Letters were received from the following:

- Heather Heigis
- Hal Kreider
- Susan Carr
- Karen Breiger

Ms. Garrett stated that an additional letter of interest was received via email today from Robert Strobel; however, it was received after the deadline. She asked if the board would like to accept Mr. Strobel's letter.

Selectman Jandebour stated that the board already agreed to Linda Smith, Sandy Garrett, and Judy Pease being the employees on the committee. He added that Susan Carr is also an employee as she works at the library. He stated that he would like a committee of five people or seven and would prefer to have the committee smaller rather than larger. He stated that the principal search



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committee consisted of seven people. Selectman Bryer stated that a committee of seven allows for more participation. He suggested Ms. Breiger based on her background. He added that Ms. Carr is a library trustee, which is not an employee. Selectman Jandebaur suggested Ms. Heigis as she expressed a great interest in being a part of the committee. Selectman Wolf stated that the letter that was not submitted within the timeframe should not be considered due to fairness for the other people that did submit timely. Selectman Bryer stated that the planning board is a key board in town that has a lot of participation. Selectman Jandebaur stated that Linda Smith is an employee that is already on the committee and he feels that she will be looking at the planning issues/items and by having Mr. Strobel on the committee would be two members on the committee for the planning department.

**Selectman Bryer motioned to select Karen Breiger, Heather Heigis, Susan Carr, and Hal Kreider, to the Town Administrator Search Committee. Selectman Wolf seconded the motion. Motion passed unanimously; 3/0.**

Selectman Jandebaur stated that the applications should go to the committee first and a meeting should be scheduled as soon as possible. He stated that the committee can then interview the candidates. He stated that he would prefer that the selectmen not be involved at this point. The committee will then recommend two or three candidates and the selectmen will re-interview. Selectman Bryer requested three candidates be selected for interviews by the selectmen. Selectman Wolf requested to be notified of the committee meeting.

Selectman Wolf asked when the selectmen will be discussing the salary for the town administrator. Selectman Bryer asked if the salary was noted in the ad. Selectman Wolf replied that he requested that the salary not be advertised. Ms. Garrett noted that a wage chart was provided in the board's packets. She stated that the position is a Grade 19 with a step range of \$22.89 to \$34.62 per hour or a yearly salary of \$47,605-\$72,007. Selectman Jandebaur stated that Ms. Garrett has requested that this person be placed on a grade/step due to receiving raises. Ms. Garrett stated that the position was on the wage plan in the past and it creates continuity. Selectman Bryer stated that the board can try to do that; however, it is negotiations.

Selectman Wolf stated that he is not sure if the town needs a full-time town administrator and he would like to look into the options. He stated that this was mentioned to him by various citizens and he feels that it is something to consider before hiring anyone. Selectman Jandebaur added that he has heard the same comments, as well as, that the person hired should have a master's degree. Selectman Bryer stated that the ad noted that a master's degree was preferred; however, was not required. He added that with the many statutory requirements and the budgetary items the town administrator position should be a fulltime position. He cautioned the board with hiring someone part-time as we may not get the quality needed.

Selectman Jandebaur stated that over the past few weeks he has been working with Ms. Garrett and he has noticed the amount of work that does not get done in the town. Lengthy discussion ensued



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regarding hiring the next administrator and the salary. Selectman Bryer stated that it is hard to address the salary as we are not aware of the candidates yet. Selectman Wolf stated that he wants to make sure that the board has a discussion on the salary and not at the last minute. He added that the board needs to address vacation time for a new employee as compared to the seasoned employees; it needs to be fair.

Selectman Jandebour stated that he would like Mr. Wolf to provide suggestions relative to the contract and what he feels is fair. He stated that he will be providing suggestions as well. He added that he feels that vacation time should be prorated. This item will be addressed at another meeting.

### ***MS-535***

Ms. Garrett presented the board with a copy of the MS-535, formally the MS-5. She explained that the forms are now being filed electronically and signatures are required from the board prior to sending off to DRA.

### ***Vachon Clukay & Co. PC – Independent Accountant’s Comp. Report.***

Ms. Garrett stated that the audit report should be received by April 16. She will have the MDNA report completed soon.

### ***List of Appointments/Reappointments***

**Selectman Bryer made a motion, second by Selectman Wolf, to appoint/re-appoint the following, as noted:**

#### **Deputy Town Clerk/Tax Collector**

*Sharon Olsson – 3 year(s) expires March 31, 2018*

#### **Ballot Clerk**

*Althea Behm – 3 year(s) expires March 31, 2018*

*Sandy Garrett – 3 year(s) expires March 31, 2018*

*Sandy Priolo – 3 year(s) expires March 31, 2018*

*Eleanor Dudley – 3 year(s) expires March 31, 2018*

*Linda Smith – 3 year(s) expires March 31, 2018*

*Susan Robinson – 3 year(s) expires March 31, 2018*

*Robert Robinson – 3 year(s) expires March 31, 2018*

*Linda White – 3 year(s) expires March 31, 2018*

*Susan Carr – 3 year(s) expires March 31, 2018*

*Ken Rick – 3 year(s) expires March 31, 2018*

#### **Emergency Management**

*Robert Young – 3 year(s) expires March 31, 2018 Director*

*Jim Lindquist – 3 year(s) expires March 31, 2018 Deputy Director*

*Kevin Madison – 3 year(s) expires March 31, 2018 Fire Department*



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*Sandy Garrett – 3 year(s) expires March 31, 2018 Finance*  
*Charles Smart – 3 year(s) expires March 31, 2018 Building Dept./Health/Code Enforcement*  
*Dale Sylvia – 3 years (s) expires March 31, 2018 Building Department/Health/Code Enforcement*  
*David Balian – 3 year(s) expires March 31, 2018 Human Services*

**Highway Advisory Committee**

*Greg Bane – 3 year(s) expires March 31, 2018*  
*Robert Knowlton - 3 year(s) expires March 31, 2018*  
*Robert Strobel – Alternate 1 year(s) expires March 31, 2016*  
*Robert Bailey – Alternate 1 year(s) expires March 31, 2016*

**Town Facilities**

*Bruce Hodgdon – 3 year(s) expires March 31, 2016*

**Recreation Committee**

*Destiny Felch – 1 year(s) expires March 31, 2016*  
*Heather Heigis – 1 year(s) expires March 31, 2016*  
*Robert Rodler – 2 year(s) expires March 31, 2017*

**Motion carried; 3/0.**

***Deed***

Ms. Garrett presented the board with a deed for signature, previously approved. The board signed the deed and Ms. Garrett will now forward along to the registry of deeds for recording.

***Recreation Turf Care Contract Proposal***

Ms. Garrett presented the board with a proposal from the Northwood Recreation Director for a lawn care program for the Northwood Athletic Fields for the 2015 season along with a purchase order, in the amount of \$2,195. The contract was reviewed. Selectman Bryer noted what is included in the contract and the number of applications that will be applied to the field throughout the season.

**Selectman Bryer motioned to approve the lawn care contract for the Northwood Athletic Fields for the 2015 season, in the amount of \$2,195. Selectman Wolf seconded the motion. Motion passed unanimously; 3/0.** The contract and purchase order were signed by the board.

**Discussion Items/Informational Items**

***Round Pond Soil Survey***

Ms. Garrett referred to a letter from David Allain of Round Pond Soil Survey, noting that the monitoring of the lagoon was completed in March with all required parameters testing within acceptable limits.



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### ***Board of Tax and Land Appeals (BTLA)***

Ms. Garrett noted that the tax collector has notified the BTLA, as required by RSA 76:13, that final tax bills were sent out along with three supplemental warrants in 2014.

### ***State of NH ~ District 6***

Ms. Garrett noted that a memo has been received from the State of NH, District 6, notifying the BOS of a construction conference regarding the proposed resurfacing project. General discussion ensued.

### ***2004 SUV***

Ms. Garrett explained that the SUV has been having some computer issues. She stated that an estimate has been received in the amount of \$2,184.

Selectman Jandebour stated that the SUV has had work done originally by the Nashua Community College, J&B Auto, and Chuck's Alignment. He provided a brief history relative to the issues with the computer. He stated that the computer has had diagnostic testing done and the coil packs need to be replaced along with the alternate; however, he added that the work may not resolve the issues.

Discussion ensued regarding putting the SUV out to bid. Selectman Jandebour stated that he would like to put the vehicle out to bid as he does not feel any more money should be put into the SUV. Selectman Bryer agreed. Selectman Wolf requested to postpone the discussion relative to the SUV to the next meeting to allow him more time to look into the vehicle.

This item will be added to the April 28 meeting agenda.

### ***Northwood Lake Watershed Association Report***

Ms. Garrett presented the board with the Aquatic Control Technology report from the Northwood Lake Watershed Association (NLWA). She explained that this is information only to notify the selectmen that the NLWA applied for a permit to begin treating portions of Northwood Lake for milfoil weed.

### ***Engineering and Construction Services***

Ms. Garrett presented the board with a contractor's information for consideration for future work with the town relative to engineering and construction services.

### ***Northwood Cove Village District Warrant***

Ms. Garrett noted that the town has received the Northwood Cove Village District Annual Warrant. Copies will be provided in the board's packets for the next meeting.

### ***Conduct of Town Officials***

Ms. Garrett noted that a copy of the Conduct of Town Officials was provided in the board's packets.



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Selectman Jandebaur provide a copy of a policy passed by the Timberlane School Board indicating that no board member was allowed to talk to the media other than the chair. He read a portion of the policy. He explained that the end result was that it was found unconstitutional and the policy was rescinded. He stated that the Northwood School Board has since redone their policy. He added that he believes that the media is referred to the chair of the selectmen and if they were to contact him he would not be speaking with them and would refer the media to the legal staff.

### ***Use of Town Vehicle Policy***

Ms. Garrett stated that a copy of the town's vehicle policy was provided in the packets. Selectman Jandebaur stated that he has supplied copies of four other towns' vehicle policies for the board to review. He stated that he would like this item added to the May 12 meeting. He

### ***White's Farm Purchase Agreement***

Ms. Garrett provided an updated agreement for White's Farm for signature. Selectman Bryer stated that the agreement is permission allowing town employees to make purchases. Discussion ensued relative to general purchases by municipalities and the auctions.

### ***Sale of Plow Truck***

Ms. Garrett stated that there have been discussions held regarding selling the older plow truck. She explained that Grappone was to provide a quote for a trade value; however, she has not heard from the road agent to date.

Selectman Jandebaur stated that he has spoken to the road agent and Grappone has looked at the truck; however, a quote has not been provided to date. He stated that Mr. Wilson has someone interested in the purchase as well. He stated that once we know what the trade value is then the board can decide how to proceed. Selectman Wolf noted that he would like to look at the truck.

### **Other Business**

#### ***Bond for Posting Roads***

Selectman Jandebaur provided follow up on the bonding and posting of roads. He stated that the road agent contacted the company requesting to access Bennett's Bridge Rd. and explained that the selectmen motioned to post a bond in the amount of \$3,000. They have agreed to wait until the postings are removed. Selectman Jandebaur stated that he would still like to have a policy created and addressed prior to next year. This item was continued to May 12.

#### ***Appointments for Police Commission***

Selectman Jandebaur stated that he is aware that there are two candidates seeking to be appointed for the available commissioner seat. He stated that the police commission should review the applications and then recommend a person. The selectmen will then make the final decision. This item was continued to May 12.



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### ***Mowing***

This item was continued from April 7, 2015. Selectman Jandebaur stated that there is \$7,000 in the budget for mowing. A discussion was held regarding contracting the mowing out this year. Selectman Jandebaur stated that he does not want to contract the mowing out this year. He stated that the town has two lawn mowers and a trailer than can haul both. He believes that the \$7,000 is a sufficient amount of money for two part-time employees including, FICA, etc. He stated that if this does not work this year, then next year we can discuss other options.

Selectman Wolf expressed concern with hiring people to do the mowing and using the town's equipment. He stated that there is no recourse if something goes wrong with the equipment. He stated that the persons hired should have some background and experience.

Selectman Jandebaur suggested the position not exceed 29 hours per week, part time only, approximately \$10. per hour, and must be over 18. He stated that the equipment is relatively new and if there was a problem then the board would need to address it.

Ms. Garrett mentioned that there is only one truck and there may be some transportation issues. Selectman Bryer stated that the workers would be dropped off to do the mowing. Discussion ensued relative to the highway department's fleet of vehicles.

Selectman Wolf asked how the hiring process is done. Selectman Jandebaur stated that the responsibility should be that of the road agent. Ms. Garrett stated that the selectmen will be the entity to hire the two people.

Discussion ensued regarding the advertisement. Selectman Jandebaur suggested \$8-\$12 per hour, experienced, part time, posting within house for five days, then placed in the Suncook Valley Sun, and added to town's website.

### **Selectmen's Comments**

*Selectman Wolf* mentioned a few complaints he has received relative to the roads. Selectman Jandebaur stated that the road crew will begin addressing the potholes immediately. He adds that the highway advisory committee will be providing their recommendations to the board at the end of the month. The board will discuss the recommendations and then put the projects out to bid; Sherburne Hill and Bow Lake Rd. Selectman Wolf noted that there are some water issues that should be addressed on Bow Lake Rd. and it should be a priority. Selectman Jandebaur mentioned that there is a blocked culvert on Sherburne Hill Rd. He noted that all of the frost is not out of the roads yet either. He mentioned that there will be work done on Old Barnstead Rd. tomorrow.

*Selectman Bryer* mentioned the driveway at the town hall and that he has noticed some issues with the work. Selectman Jandebaur agreed and added that there were some concerns noted to the contractor with the paving that occurred on Lucas Pond Rd. and that was to be addressed. He



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suggested a letter be sent noting the issues with the town hall driveway and along Lucas Pond Rd., as previously noted by the former town administrator. The board agreed.

*Selectman Bryer* mentioned the structure of highway department with the road agent and laborer positions. He stated that with the recent retiring of Mr. Wilson, this could be an appropriate time for the board to look into the structure of the department. Discussion ensued regarding the two positions. The board agreed to look into this.

*Selectman Jandebour* mentioned the street lights. He explained that there are 14 street lights and NHDOT is proposing to remove 12. He stated that one light will be left at the far corner of Rte. 4/9/202 interchange and the other light at the Rte. 202/9 interchange. He stated that there are two options available to the board, send a letter suggesting the lights that the town would like to keep and/or the town can take any lights at the town's expense of approximately \$300. He suggested that the board ask NHDOT to keep at least two lights on at the intersection of Rte. 4 & 202, on opposing corners, at the expense of the state. Chair to sign the letter. The board was in agreement.

*Selectman Jandebour* referred to the storage room in town hall and stated that the area needs to be addressed. He explained that there are old files. He asked the board to allow 40 hours for Ms. Smith and Ms. Garrett to clean this area out. He offered to make trips to the transfer station, as needed. He suggested that Marion Knox also help out as her knowledge of the materials would be helpful. Additional discussion was held regarding the amount of old computers onsite. He requested permission from the board for this work to occur and suggested that the work could be done on a Saturday, with no overtime to be given. The board agreed. Selectman Wolf offered to help out as well.

*Selectman Jandebour* explained that surrounding towns hold town wide yard sales one weekend per year. A map is made of showing the addresses of the yard sales and the yard sale permit fee is waived. He stated that this would be another community event and the advertising cost would be minimal. The board agreed to the idea. Selectman Bryer requested additional information regarding costs. Selectman Jandebour will contact the committee that coordinates this event in Pittsfield.

*Selectman Jandebour* stated that there is currently a town policy that the bid/contractor list is updated every April by advertising out for companies to provide their interest to the board. He asked if the board would consider advertising in the Suncook Valley Sun for updates to the bid file and maybe on the town's website. Selectman Bryer stated that he would still like to see the bid process be upheld for projects. Selectman Wolf stated that the cheapest bid is not always the best bid and he would like to see that the work be kept local.

*Selectman Jandebour* asked who is authorized to contact legal. Ms. Garrett replied the BOS as a whole, town administrator, Ms. Garrett and Ms. Smith. Selectman Jandebour asked about the police chief and fire chief. Ms. Garrett explained that the police have their own attorney. Selectman Bryer



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stated that the fire chief must go through the town. Selectman Jandebaur stated that he would like to discuss this item further at another meeting.

*Selectman Jandebaur* requested that staff create an inventory of town owned properties that the selectmen may use to determine which ones will be auctioned.

### **Citizen's Forum**

Joe McCaffrey stated that he thought there were good things mentioned tonight and the board covered a lot of material tonight. He stated that he liked the point of considering looking into the positions of the road agent and laborer and that neighboring towns should be used as examples. He stated that there needs to be a guide book relative to potholes that stipulates the way the bids will be issued, which will be followed on a consistent basis, by the road agent, selectmen, and highway advisory committee so there are minimum standards to follow when filling potholes.

In addition, Mr. McCaffrey suggested that the board consider contracting the mowing and added that the ditching is also in dire need. He commented that hired staff will not take care of the town's equipment in the same manner as if the work were done by a contractor. He noted that moving the equipment around also sounded like it could be an issue.

Selectman Jandebaur stated that the town has a bid policy and the board will choose to follow the policy or ask if changes need to be made. He stated that there is some additional funding in the budget this year.

### **Non-Public Session**

**9:12 p.m. Selectman Bryer made a motion, seconded by Selectman Wolf, to go into non-public session under RSA 91-A:3,IIIC.**

***Roll Call Vote:***

**Selectman Wolf – yes**

**Selectman Bryer – yes**

**Selectman Jandebaur – yes**

**Motion carried; 3/0.**

**10:25 p.m. Selectman Bryer made a motion, seconded by Selectman Wolf, to come out of non-public session.**

***Roll Call Vote:***

**Selectman Wolf – yes**

**Selectman Bryer – yes**

**Selectman Jandebaur – yes**

**Motion carried; 3/0.**

**Selectman Bryer made a motion, seconded by Selectman Wolf, to seal the minutes of the non-public session.**



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***Roll Call Vote:***

**Selectman Wolf – yes**

**Selectman Bryer – yes**

**Selectman Jandebour – yes**

**Motion carried; 3/0.**

**Selectman Bryer made a motion, seconded by Selectman Wolf, to waive the co-pay of \$100. on an ambulance bill. Motion carried; 3/0.**

**Selectman Bryer made a motion, seconded by Selectman Wolf, for Ms. Garrett to contact the police chief regarding the cost of cameras for the transfer station. Motion carried; 3/0.**

**Selectman Bryer made a motion, seconded by Selectman Wolf, that all transfer station employees must use the time clock to clock in and out daily; effective May 20, 2015, the transfer station will no longer be taking cash; all payments must be made via check or pay at the town hall and show a receipt at the transfer station. This change will be noticed in the Suncook Valley Sun, placed on the town's website, and a sign will be added at the transfer station. Motion carried; 3/0.**

**Selectman Bryer made a motion, seconded by Selectman Wolf, to remove the job posting for the highway position and to seek an opinion from the highway advisory committee who will work together with the BOS to look into re-organizing the highway department. Motion carried; 3/0.**

**Adjournment**

**Selectman Bryer motioned to adjourn at 10:30 p.m. Selectman Wolf seconded. Motion carried; 3/0.**

Respectfully submitted,

Lisa Fellows-Weaver  
Board Secretary