



**Northwood Board of Selectmen  
Minutes of May 26, 2015**

Selectman Scott Bryer called the meeting to order at 5:51 p.m.

**Roll Call**

Selectman Rick Wolf, Selectman Scott Bryer, Finance Administrator/Interim Town Administrator Sandy Garrett. Selectman Timothy Jandebeur arrived at 6:00 p.m.

**Public**

Various members of the town administrator search committee, Lucy Edwards, Joe McCaffrey.

Selectman Bryer led the pledge of allegiance.

**Non-Public Session**

**5:53 p.m. Selectman Wolf made a motion, seconded by Selectman Bryer, to go into non-public session under RSA 91-A:3,II.C.**

***Roll Call Vote:***

**Selectman Wolf – yes**

**Selectman Bryer – yes**

**Motion carried; 2/0.**

*Selectman Jandebeur arrived during the non-public session.*

**8:41 p.m. Selectman Bryer made a motion, seconded by Selectman Wolf, to come out of non-public session.**

***Roll Call Vote:***

**Selectman Bryer – yes**

**Selectman Wolf – yes**

**Selectman Jandebeur – yes**

**Motion carried; 3/0.**

**Selectman Bryer made a motion, seconded by Selectman Wolf, to seal the minutes of the non-public session.** Selectman Jandebeur stated that there is no need to seal the minutes. He explained that during the non-public session the board conducted three interviews. Selectman Bryer added that the board also discussed an ambulance billing. **Motion carried; 3/0.** Selectman Bryer stated that the majority of the non-public session was conducting interviews of candidates for the town administrator position.

**Ambulance Abatement**

**Selectman Bryer made a motion to approve an abatement of \$119.45 for an ambulance billing due to hardship, run # 165018. Selectman Wolf seconded. Motion carried; 3/0.**



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### **Employment**

#### ***Transfer Station Attendant***

Selectman Bryer made a motion, seconded by Selectman Wolf, to hire Marion Knedler as an attendant at the transfer station, at the appropriate grade and step, pending background check. Motion carried; 3/0.

#### ***Highway Laborer***

Selectman Bryer made a motion, seconded by Selectman Wolf, to hire Lucas Fisher at the minimum step and grade for the highway laborer position, which is a seasonal position and will not exceed 29 hours per week, pending background check. Motion carried; 3/0.

### **Fire Department Items**

#### ***Appointment Volunteer Call Fire Fighter***

Fire Chief Nikolas Bassett met with the board regarding a few items. He first mentioned that he would like to recommend Mercedes Murphy to be appointed as a volunteer call fire fighter.

Selectman Bryer made a motion, seconded by Selectman Wolf, to appoint Mercedes Murphy as a volunteer call fire fighter, pending background check. Motion carried; 3/0.

#### ***Hiring Part-Time Members***

Chief Bassett explained that the fire department will be hiring a few part-time EMT/FF to help fill current vacancies as well as to cover overtime. He added that he will be posting the ad tomorrow with an open period of two weeks. Selectman Wolf asked about the funding for these new employees. Chief Bassett replied that the funding is in the budget. He further explained the shifts/schedules. He added that there are a few shifts that are only being covered by one person.

#### ***Fire Updates***

Chief Bassett explained that the department is in a transition period; however, things are moving forward. He explained the job of the department is to protect the town. He updated the board on two fires that occurred simultaneously over the holiday weekend. He stated that the fires are being investigated. He added that the mutual aide departments, Northwood Fire Department, and Northwood Police Department all did a very good job.

#### ***Capital Area Fire Compact Purchase Order***

Chief Bassett provided the board with an invoice for the Capital Area Fire Compact. He explained that the invoice is for the dispatch service and mutual aide. He requested that the board sign the invoice.

Selectman Bryer asked if there have been any prices obtained from surrounding towns. Chief Bassett replied that the former chief did look into Lakes Region-Strafford. He added that it is too late to do anything this year; however, he will keep it in mind for next year. He explained that the assessment of the town has been reviewed and the costs were less this year. He added that if the department was to switch at this time there would be a delay in mutual aide responses. He stated



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that he will begin to check into other options.

**Selectman Bryer motioned to approve the purchase order for Capital Area Fire Compact, in the amount of \$40,348. Selectman Wolf seconded the motion. Motion carried; 3/0.**

### ***Ambulance Repairs***

Chief Bassett stated that a few weeks ago, both ambulances were down on the same day. He explained that one was down for warranty work and the backup ambulance lost the power steering and serpentine belt; however, both were back up and running for the next shift. He stated that to cover any calls Epsom offered their ambulance for no charge; it is a mutual agreement between the two towns.

### ***Hydro Tanks***

Chief Bassett thanked Lieutenant West for his assistance with the testing of these SCBA bottles as they were expired. He stated that these bottles will need to be replaced within the next five years and will be done through a federal grant.

### ***Beach Knox Box***

Chief Bassett asked if a knocks box could be added to the beach gate. Selectman Wolf asked if the police department would also have a key. Chief Bassett will add the knocks box and take care of the key issue with the police department.

### ***Hands Free Law***

Chief Bassett informed the board that there are no exemptions with the new hands free law for EMS, fire, and police departments. He explained that they have the radios and he does not feel that there is a need for any cell phone usage while driving; however, he will consider blue tooth for the ambulance.

### ***Members***

Chief Bassett informed the board that many members have been in classes over the past month and keep the department updated.

### ***Deputy Chief***

Chief Bassett informed the board that the department will be recommending a deputy chief within the next week.

Chief Bassett asked what the board is expecting of him. Selectman Jandebour replied that he would like to see the chief manage the department and get the most for the least. He expressed concern with the overtime. Chief Bassett stated that he too is concerned with the overtime and added that is why he is moving quickly to hire some part-time EMT/FF.



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### *Stand-By/On-Call Pay*

Chief Bassett expressed concern with obtaining coverage for the entire day. He stated that he presented an idea to the officers and has contacted the Loudon Fire Chief who offers stand-by pay. Chief Bassett stated that he also spoke to Ms. Garrett who has indicated that this option is doable. Ms. Garrett can do it within the system.

Selectman Jandebour stated that he has contacted town counsel to see if the \$20,000 in the chief's salary line could be reduced by \$5,000 and added to the Deputy Chief's salary line. The legal response was no as the town had approved the funds specifically for the chief not the deputy. If there were to be any changes it would need to wait until next year. Selectman Bryer added that it is an appointed position. Ms. Garrett stated that she will check into this.

Selectman Jandebour requested that a financial report be provided at the next meeting. He added that the fire department's budget should be reviewed. This item was continued to the next meeting.

Chief Bassett explained that a few months ago the station went on a new schedule and during the evenings except for Wednesday night's there is only one person at the station. He stated that the stand-by option would increase the coverage to 7 days per week and 24 hours a day.

Selectman Jandebour confirmed that the total cost of the stand-by program is \$6,600 for the rest of the year. He stated that he will look over the financial report to see if this program is something that can be done.

### *Forest Fire Warden Appointment*

Chief Bassett provided the board with the necessary paperwork to change the fire warden to himself. **Selectman Bryer made a motion, seconded by Selectman Wolf, to appoint Nikolas Bassett as the Forest Fire Warden for the Town of Northwood. Motion carried; 3/0.**

### *Lakes Region Mutual Fire Aid (LRMFA)*

Chief Bassett explains that the Lakes Region Mutual Fire Aid is in the process of adding GIS mapping data into the dispatch system. He added that the release of the data must be authorized and he added that he will request that a copy of the digitized maps be sent to the town. **Selectman Bryer made a motion, seconded by Selectman Wolf, to authorize the chair to sign the GIS data release form for LRMFA. Motion carried; 3/0.**

### *Prisoners Work Release*

Selectman Jandebour stated that he and Chief Bassett have spoken about bringing in prisoners from the Rockingham jail for general road work, painting, and road crews. He stated that it would be a savings to the town. Chief Bassett explained that there are two options for the work program, an all-day for two prisoners and no supervisor or five to six prisoners with a supervisor but only for a half-day.



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Selectman Jandebour and Selectman Wolf offered to go to the jail with Chief Bassett to obtain more information.

Chief Bassett thanked the members of the fire department for their work this week, being involved with the Memorial Day Parade, the baccalaureate service, and graduation at CBNA.

Selectman Jandebour thanked the chief for coming in and updating the board.

### **New Business**

#### **Approval of Manifest(s)**

##### ***Payroll Manifest - #11***

**Selectman Bryer motioned to approve the payroll manifest P2015 #11, in the amount of \$74,569.73, seconded by Selectman Wolf. Motion carried; 3/0.**

#### **Approval of Purchase Orders**

##### ***Hodgdon & Sons ~ \$2,592.50***

**Selectman Bryer motioned to approve the purchase order for Hodgdon & Son, in the amount of \$2,592.50, for grading and graveling the roads. Selectman Wolf seconded the motion. Selectman Wolf stated that he believes all dirt roads have been graded.**

**Motion carried; 3/0.**

##### ***Physio Control ~ \$2,723.28***

**Selectman Bryer motioned to approve the purchase order for the fire department for Physio Control, in the amount of \$2,723.28, for the defibrillators and the annual service contract for maintenance. Selectman Wolf seconded the motion. Selectman Wolf stated that he believes all dirt roads have been graded.**

**Motion carried; 3/0.**

#### **Miscellaneous Signature & Approvals**

##### ***MS~2***

Ms. Garrett presented the board with the MS~2 for signature, in the amount of \$3,929,214.

**Selectman Bryer motioned to approve the MS~2, in the amount of \$3,929,214, as voted by the town. Selectman Wolf seconded the motion. Motion carried; 3/0.**

##### ***Healthtrust Membership Agreement***

Ms. Garrett presented the board with the Healthtrust Membership agreement, for signature.

**Selectman Bryer motioned to authorize the chair to sign the Healthtrust Membership agreement, on behalf of the town. Selectman Wolf seconded the motion. Motion carried; 3/0.**

##### ***Appointments Form ~ Patey***

Ms. Garrett presented the board with the appointment form for Library Trustee Lorna Patey for signature.



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### ***Process Assessing Forms and Applications***

All assessing items were postponed to the next meeting.

### ***Acceptance of Minutes***

***May 12, 2015***

**Selectman Jandebaur made a motion, second by Selectman Wolf, to approve the May 12, 2015, minutes, as written. Motion passed; 3/0.**

### **Unfinished Business**

#### ***Sherburne Hill Road Trees***

A discussion was held regarding the trees along Sherburne Hill Road. Selectman Jandebaur explained that Sherburne Hill Road is a scenic by-way and in order to remove the trees there must be two public hearings scheduled. The first public hearing will be scheduled for the next meeting, June 9 at 6:00 p.m. Further discussion was held regarding the posting requirements and the process. Ms. Garrett stated that she will contact Board Administrator Linda Smith for additional information and to ask if it is necessary for the planning board to be involved.

### **Selectmen's Comments**

#### ***Selectman Jandebaur***

##### ***Various Transfer Station Items***

##### ***Locks***

Selectman Jandebaur mentioned an issue at the transfer station with the gates being unlocked when the transfer station is closed. He suggested that the transfer station gates be locked at all times unless the transfer station is open. He requested an email be sent out to the staff involved and new locks be purchased.

##### ***Credit Card Machine***

Selectman Jandebaur requested that Ms. Garrett research options to obtain a credit card machine for the transfer station since cash is no longer accepted. He explained that there were some people that did not have cash over the weekend and had to leave the transfer station and then come back. Ms. Garrett stated that the town will be assessed fees for every transaction with a card. She asked if the transfer station supervisor would be balancing out the reports on a daily basis and submitting the information to the finance office. She added that the transfer station may need to look into re-evaluating the fee schedule.

Selectman Bryer requested additional discussion regarding this item. This item was added to the tickler file.

##### ***Compactor***

Selectman Jandebaur stated that the compactor at the transfer station is a very antiquated machine. He explained the process of using the current compactor and added that it is very labor intensive. He stated that he will be asking the supervisor to look into a new, updated, and more efficient



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compactor.

Selectman Bryer stated that the funds for a new compactor could come from the revolving fund.

### **Unfinished Business**

#### ***Trees***

Selectman Jandebour explained that there are three trees that need to be taken down, one on Green Street and two on Sunset Drive. He stated that a bid was submitted for \$2,000. He added that he also contacted Arbor Care who quoted \$1,175 for the project. The project will be done next Monday.

Selectman Bryer stated that three bids are needed. Selectman Jandebour replied that this is under the threshold for three bids; however, it still should be done.

Selectman Jandebour stated that there are five trees around town hall that need to be removed and bids are being obtained, as well as the trees along Sherburne Hill Road.

Ms. Garrett explained that a person representing the neighbor next door came to town hall today regarding the trees behind the barn. They believe that three of the trees do not belong to town hall and if that is the case the town cannot cut the trees as the town cannot expend funds on private property. She stated that the property boundary needs to be determined.

Selectman Wolf stated there are other trees around town that also need attention. Selectman Jandebour stated that the others can be looked at as well. A discussion was held regarding the wood should be left on the owner's property.

#### ***Sealed Bids for SUV and Plow Truck***

Selectman Jandebour opened the bids for the vehicles. He stated that a bid for \$1,234.56 has been received for the 2006 Ford Explorer from Asian Auto and a bid for \$6543.21 has been received from Asian Auto for the 2001 International Plow Truck.

**Selectman Bryer made a motion, seconded by Selectman Wolf, to sell the 2006 Ford Explorer to Asian Auto for \$1,234.56 and to sell the 2001 International 6 wheel plow truck to Asian Auto, in the amount of \$6,543.21. Motion carried; 3/0.**

### **Selectman's Comments**

#### ***Selectman Wolf***

Selectman Wolf mentioned the culvert of Bow Lake Road. He stated that he has been receiving calls on the projects. He stated that the board has not approved any work to be done and he asked what the delay is. He added that the road agent has told him that the project must be put out to bid and he is waiting for that to occur. Ms. Garrett stated that the specifications need to be provided to her in order for the project to be bid out. Selectman Wolf stated that the culverts have been



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purchased and were delivered two weeks ago.

Discussion ensued regarding town staff doing the work. Selectman Wolf stated that one person cannot do this task alone. Selectman Jandebaur stated that he would contact Mr. MacElman regarding this project as well as contacting the highway laborer.

### *Selectman Bryer*

Selectman Bryer mentioned that town hall parking lot and asked if there was any warranty relative to the work. Ms. Garrett replied that the road agent did check into this and there is no warranty.

Selectman Jandebaur asked if there is any warranty for Lucas Pond Rd. and Ms. Garrett replied no.

Discussion ensued. Selectman Bryer stated that he is more concerned with the parking lot because of the amount of money that was spent. He added that the board took all of their recommendations and did the additional ground work. A lot of additional costs were incurred for the driveway and parking lot so that it would not fall apart and it appears that it is collapsing. Selectman Jandebaur stated that he understands Selectman Bryer's concerns; however, he feels that Lucas Pond is important because the town administrator, at that time, went with the current road agent and Wolcott, and they all agreed that there were some problems on the road. He added that Wolcott agreed to repair those in the spring. Selectman Wolf stated that there was a lot of gravel added but there was still clay. He added that he feels that the project was rushed.

Ms. Garrett asked if the board would like her to contact Wolcott. Selectman Jandebaur replied yes.

Selectman Bryer stated that the board still needs to address the re-organization of the highway department.

### **Citizen's Forum**

Joe McCaffrey asked if there is a schedule for hiring the town administrator. Selectman Bryer replied that the board will be meeting again next Wednesday, June 3, 2015, at 6 p.m. Selectman Jandebaur stated that the board interviewed three candidates tonight and will meet again with the intention of making a decision on one of the three.

### **Adjournment**

**Selectman Bryer motioned to adjourn at 9:56 p.m. Selectman Wolf seconded. Motion carried; 3/0.**

Respectfully submitted,

Lisa Fellows-Weaver  
Board Secretary