



Northwood Board of Selectmen Minutes of June 9, 2015

Chairman Timothy Jandebaur called the meeting to order at 6:02 p.m.

Selectman Jandebaur led the pledge of allegiance.

Roll Call

Selectman Timothy Jandebaur, Selectman Rick Wolf, Finance Administrator/Interim Town Administrator Sandy Garrett. Selectman Scott Bryer arrived at 6:50 p.m.

Citizen's Forum

There was no citizen's forum at this time.

Appointments

Recreation Director Kathy Coe

Online Registration Requests

Ms. Coe met with the board requesting to do online registrations. She explained that the recreation commission met on May 13, 2015 and voted to recommend to the selectmen that the recreation department begin using an online software company for program registrations. She noted that there are many reasons why the commission recommends using online registration, such as:

- The community has indicated that they would like it.
- It is more convenient to many, in turn increasing participation.
- It will reduce the amount of time needed to input registrations, keep records, manually create rosters and reports.
- It will reduce the amount of time needed to accept, record, prepare, and deposit cash and checks.
- It will reduce the number of non-sufficient funds (NSF) items.
- It will allow both financial reports to be created and downloaded with numerous variables.
- It will allow registrants to receive an immediate confirmation of program enrollment.
- It will assist the recreation director in program management by being able to electronically fill programs and create automatic waiting lists.
- It will aid in the reduction of errors at registration by having the user input personal information directly.
- It offers a team platform that will assist in the communications with the individual teams during the soccer and basketball programs.

Ms. Coe stated that the recreation commission and department chose Sportspilot as their first choice because of the low cost. She added that they are requesting the board to approve the use of Sportspilot for online registration of the town's recreation programs. She explained that the cost to the recreation department is \$2.00 per registration and is paid to Sportspilot. She added that there is a \$20.00 monthly maintenance fee paid to Merchant Services which allows



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acceptance of credit cards. She added that there is an additional cost of 2.3% of the charged dollar amount passed on to the user and \$0.23 per transaction. Ms. Coe referred to the backup provided for program.

Selectman Jandebaur stated that he read the materials provided and asked if there was an estimate for the total cost for this year and if there were funds available in the current year budget. Ms. Coe explained that the estimate for this year will be based on last year's participation and it is \$1,280, including the credit card monthly maintenance fees. She added that these funds are coming from the recreation revolving fund.

Selectman Wolf stated that he has an issue with charging more fees. Selectman Jandebaur explained that this fee gives people an option; it allows people to register on line with their credit card, which more and more people are now utilizing on line services.

Mr. Brieger noted that people can still come to town hall to register and can pay by check. He added that online payments have been an overwhelming request.

Ms. Garrett asked about the daily and monthly reporting and recordings. Ms. Coe explained that the reports can be pulled through the software in a variety of manners. A discussion was held regarding the credit card portion. Ms. Garrett and Ms. Coe would check into this further.

Discussion ensued. Ms. Coe explained that the average cost of a recreation program is \$42.50. Selectman Jandebaur stated that the cost for the registration is 2.3% or \$0.80. Ms. Coe added that people can still come to town hall and pay by cash or check, or mail the check.

Mr. Wolf expressed concern with incurring large expenses onto the tax payer. Ms. Coe stated that it will be the people's choice.

Selectman Wolf made a motion, seconded by Selectman Jandebaur, to approve using Sportspilot for online registrations of the town's recreation programs. Motion carried unanimously; 2/0.

Increasing Soccer Fees

Ms. Coe also met with the board requesting to increase soccer fees. She explained that the recreation commission met on May 13, 2015 and voted to recommend to the selectmen that the registration fees for the fall soccer program be increased. She noted that the prices have not been raised in 5 years and overall program costs have increased. The recreation commission and department have recommended that the new fees be as follows:

- Pre -K & Kindergarten ~ \$40.00 with an additional \$10.00 late fee after the published deadline.
- 1st - 6th grade ~ \$55.00 with an additional \$10.00 late fee after the published deadline.



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Ms. Garrett noted that a public hearing may be necessary relative to increasing of fees.

Selectman Jandebour reviewed the prior fees for the specific programs. He suggested deferring further discussions until it is determined if a public hearing is required.

Emergency Phones at the Beaches

Ms. Coe also met with the board regarding emergency phones at the town's beaches. She explained that the recreation commission also discussed the emergency phones at their May 13, 2015 and voted to recommend having emergency phones installed at each of the town's beaches. She stated that currently cell phones are issued to each lifeguard on the beach. She stated that if there were no lifeguards on duty at the beach and there were to be an emergency the only emergency phone would be if the people on the beach had a cell. She explained the liability factor. She stated that the cell service is sparse at best and service is accessed by standing in the middle of the road. She stated that the recreation department is requesting that the selectmen approve the following:

1. 3 Call box purchases = \$957.00
2. Connection of all lines = \$180.00
3. Installation of all jacks = estimated \$230.00
4. Monthly maintenance charge to Fairpoint Communications for 3 land line connections = \$546.55/year

Selectman Jandebour asked where the funds will be coming from. Ms. Coe replied that the actual monthly maintenance charge would reduce the overall expenses. She stated that the purchase of the call boxes could come from the equipment line; however, it would cause the line to be over expended. She added that she believes that she could cover that overage within the regular budget.

Selectman Jandebour asked how many cell phones are currently being used by the department. Ms. Garrett replied four, one for all beaches and the director. Selectman Jandebour stated that if the call boxes were purchased, then the cell phones would not be necessary and there would be a savings of \$546.55. Ms. Coe stated that is the total for the remainder of this year, the annual cost is \$1,303.44. She added that she really does not utilize the department cell phone.

Ms. Garrett referred to the update budget provided in the packets for tonight's meeting. She added that the cell phones can be cancelled since no upgrades have been done within the past year.

Further discussion was held regarding a phone suspension service utilized throughout the winter months in order to maintain the numbers. The figures were also reviewed.



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Selectman Jandebaur asked if other towns in the area have a call box and noted vandalism issues. Ms. Coe stated that she did not check with other towns relative to this matter.

Selectman Jandebaur stated that he is inclined to support the proposal; however, requested town counsel be contacted regarding the liability.

Selectman Wolf stated that the phone will not last if there is no lock on it and there will be many prank calls made. He added that there are no poles to hook the wires and the phones too. Ms. Coe stated that the phone should not be locked and she added that she did speak with the police chief and he would prefer to have crank calls than not have someone be able to access the phone when they need it.

Ms. Garrett noted that the lifeguards are off at 4 p.m. and what the difference is as they still swim at their own risk. Mr. Brieger stated that this is an emergency service being provided.

Ms. Coe noted that during the winter months the phones would be turned off and removed. She stated that the liability would be more if the phones remained.

This item was continued to the next meeting.

Mowing

Ms. Coe expressed concern with the proposed mowing contract for this year. She explained that the contract that was put in place was the 2013 contract without any modifications. During the course of 2013 and 2014 things were learned such as: it is beneficial to mow more than every 10 days in the fall. She stated that mowing occurs now once every seven days and August through October is every 10 days. Discussion ensued relative to the mowing schedule.

Selectman Jandebaur stated that if there is additional impute as to how the mowing should be done based on the prior year it should be provided to the person that is doing the contracts. He added that the board tried to find people to mow to no avail. Ms. Garrett stated that there are changes that will need to be made to the contract.

Discussion ensued as to the need for better communication and the need for appropriate and accurate budgeting. Ms. Coe stated that she had been providing suggested changes and feedback to the former administrator; however, with changes the work and communications did not get changed or had no effect.

Selectman Jandebaur requested that Mr. Brieger and Ms. Coe work with Ms. Garrett, determine what is needed for the mowing and what it will cost. Ms. Coe asks if the highway department can trailer the equipment over to the fields and have someone mow with the town's equipment. Selectman Jandebaur stated that the town has the machinery and has hired someone for the



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highway department. Selectman Wolf stated he feels that there will be issues if there are two people mowing.

Further discussion was held regarding the use of the fields and the amount of trash left on the site. Ms. Garrett noted that she contacted town counsel regarding the use of the fields. She explained that unless the private teams have written permission they are not to be on the field. In order to use the field there should be a contract put in place. Mr. Brieger noted that there are no soccer programs through the recreation department at this time. He stated that there is a lacrosse program using the field. He stated that it is his job to maintain these fields all year round and it is challenging. Selectman Wolf stated that the area really needs to be watched. Ms. Garrett noted that the recreation commission members are supposed to be involved so that the fields are maintained and picked up. She suggested that Ms. Coe speak to the members regarding the participation or lack thereof. Mr. Brieger stated that the training for the coaches discusses all of these matters, cleanliness, maintenance, preparedness, etc. He stated that the areas are consistently being used by the public regardless if there is a program going on or not.

Selectman Jandebour suggested that Carry In/Carry Out signs be obtained from the prison for the recreation fields. He also suggested that a notice be placed in the Suncook Sun regarding the trash, maintenance, and upkeep required to maintain the town's fields.

Selectman Bryer arrived at 6:50 p.m.

Mary Waldron Beach

Ms. Coe mentioned that there is an area at the Mary Waldron Beach that has washed away. She explained that this area is getting worse, specifically in the area of the shed. She stated that she has met with NHDES, the former road agent, town's engineer, and Selectman Bryer. The conclusion was that with the road repairs made to Bow Lake Road the drainage ditches would be brought back to where they should be and the road repair would regrade so water would drain correctly.

Selectman Bryer stated that he believed that the road agent has a plan to address the parking lot at the beach area. Also, while working in the area, the boat ramp was to be addressed as well as the retaining wall.

Selectman Jandebour stated that a bridge needs to be replaced and it will be a large box culvert with a large expense. Selectman Bryer noted that this matter was discussed last year too. Discussion ensued regarding if this is a bridge. Selectman Jandebour stated that this is a red listed bridge with issues that need to be addressed. Selectman Bryer suggested a warrant article for Mary Waldron Beach parking lot, repairs to the boat ramp, and retaining wall. Selectman Jandebour stated that estimates still need to be done from the repair as the water runs over the road. He suggested that a meeting be scheduled with the selectmen, town administrator, road



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agent, and facilities committee members. Ms. Coe stated that a meeting was held and the answer for repairs being done to this section of Bow Lake Road was no. Selectman Jandebaur stated that once the new town administrator is hired things will begin to get done.

Selectman Bryer stated that he did suggest a warrant article last year and will suggest that option again. He stated that he does not believe that this section will be addressed this year.

Selectman Jandebaur stated that the culvert/bridge is a huge expense and is not in the budget. He added that this will be an item that needs to be added to the budget. He stated that there are options for the board to look into. He stated that the weather is changing and there have been many storms that created problems for the town because of the existing small culverts. He stated that in going forward we are trying to plan ahead, do what is best, and do what will last longer.

Increasing Soccer Fees

Ms. Coe requested to readdress the increase to the soccer fees now that Mr. Bryer has arrived, specifically if a public hearing is necessary. Selectman Bryer stated that any fees assessed by the town must have a public hearing before the board can approve to assess the fees. He added that the board can contact the NH Municipal Association for a free legal opinion. Ms. Garrett will contact NHMA for an opinion.

Unfinished Business

Boundary Survey - Proposals

Ms. Garrett provided the board with the sealed proposals for the boundary survey of the easterly boundary of the transfer station.

Selectman Bryer asked if this project was in the budget. Ms. Garrett replied no as we were not aware that this needed to be done. She added that there is funding available in the contracted services line.

Selectman Jandebaur reviewed the bids as follows:

- Jones and Beach Engineers ~ \$10,500
- William Wormell ~ \$4,200
- James Franklin, LLS ~ \$7,500
- James Franklin, LLS (*Alternative Plan*) ~ \$3,950
- Denis Pollock, LLS ~ \$7,900
- Holden Engineering & Surveying ~ \$7,490
- Eckman Engineering ~ \$4,200 (*billing based on hourly rate*)

Discussion ensued relative to the bids received. Selectman Bryer noted that the alternative plan provided does not meet the specifications required. Selectman Jandebaur stated that Mr. Wormell has done excellent work for the town in the past. Selectman Bryer suggested that the board



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review the information submitted and finalize at the next meeting. Ms. Garrett suggested that Ms. Smith review the information provided in the proposals as she has the knowledge reallative to the surveying specifications.

New Business

Acceptance of Minutes

May 26, 2015

Selectman Bryer made a motion, second by Selectman Wolf, to approve the May 26, 2015, minutes, as written. Motion passed; 3/0.

Process Assessing Forms and Applications ~ June 9, 2015

| ITEM | NAME | MAP/LOT |
|--|---|---------|
| 1. INTENT TO CUT WOOD OR TIMBER (Property taxes have been paid.) | BARBARA J. HAMM JENNESS POND RD./LONG POND ESTATES | 212/65 |

Selectman Bryer made a motion, seconded by Selectman Wolf, to approve the intent to cut for Map 212; Lot 65. Motion passed unanimously; 3/0.

2. MEMO FROM ASSESSOR RE: LETTER FROM PROPERTY OWNER REQUESTING RELIEF FROM TAXES DUE TO HARDSHIP.
Selectman Bryer read the letter from Assessor Fred Smith. No action was required.

Process Assessing Forms and Applications ~ May 26, 2015

| ITEM | NAME | MAP/LOT |
|---|---------------------------------|-------------------|
| 1. CHARITABLE EXEMPTION REQUEST (Qualifies as a charitable agency to receive requested exemption. Primary camp 124/15 has received the exemption. Camp Yavneh purchased 125/1 which has a residential structure on the property to be used as part of their camping experience for children. Assessor recommends approval of 124/15 continuing to receive the charitable exempt status and 125/1 being granted the same status for 2015.) Camp Yavneh has also asked that their abatement request for 2014 be again considered. The application was denied at the 2/24/15 BOS meeting. Property is not owned by Camp Yavneh as of 4/1/2014. | CAMP YAVNEH 18 LUCAS POND RD | 124/15 & 125/1 |

Selectman Bryer made a motion, seconded by Selectman Jandebaur, to approve the intent to cut for Map 212; Lot 65. Selectman Wolf stated that this is a residential property and by the



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Selectman Jandebaur. Selectman Wolf asked about the hours of operation. Ms. Garrett noted that the hours of operation are not relevant to the licensing. **Motion carried; 3/0.**

Selectman Bryer motioned to approve the junk yard license for Northwood Auto Salvage, license #NAS2015. Seconded by Selectman Jandebaur. Motion carried; 3/0.

Berger HVAC, LLC

Ms. Garrett provided the board with a quote from Berger HVAC. She explained that there is an issue with the compressor at the highway garage. A discussion was held regarding the policy for obtaining quotes. Selectman Bryer stated that he would like to have some more information as well as to obtain three quotes for this project. Selectman Jandebaur agreed. Ms. Garrett will add this item to the tickler file for the next meeting and request additional information and the bids from the department.

Municipal Public Access Agreement

Ms. Garrett provided the board with the public access contract. Ken Curley was present relative to the agreement with Lakes Region Public Access. He explained that the contract will be less than the last bill, which was over \$8,000. Selectman Bryer indicated that the bill will be \$4,798.50, for fiscal year July 1, 2015 through June 30, 2016.

Selectman Bryer motioned to approve the Municipal Public Access Agreement, in accordance with Article 3, the fee for fiscal year July 1, 2015 through June 30, 201, in the amount of \$7,798.50, and to authorize the chair to execute the agreement on behalf of the town. Seconded by Selectman Wolf. Motion carried; 3/0. The board thanked Mr. Curley for his continued work with the public access programs.

Harding Metals ~ Hours of Operation

Ms. Garrett provided the board with a letter from Harding Metals requesting approval of their hours of operation. Selectman Bryer read the letter regarding the hours of operation to continue operating Monday through Friday from 6:00 a.m. to 2:00 p.m. Selectman Bryer asked if these hours are what has been approved by the planning board as any changes would require review by the planning board.

Selectman Bryer motioned to forward this letter requesting approval of the hours of operation to the planning board. Seconded by Selectman Wolf. Motion carried; 3/0.

Sewall Enterprises Estimate

Ms. Garrett provided the board with an estimate for road side trimming, which was received from Sewall Enterprises, in the amount of \$6,800. The board agreed to obtain three quotes for this project. This will be continued to the next meeting. Selectman Wolf noted that this particular vendor has different equipment that will allow for a further area to be mowed rather than 4 ft. along the road. He stated that the bids need to be comparable with the equipment and service



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provided. Discussion ensued and the board suggested to request up to a 12 ft. reach, which in turn may increase the costs.

2015 Dog Warrant

Ms. Garrett stated that she received the dog warrant for 2015 from the town clerk/tax collector. **Selectman Bryer motioned to approve the dog warrant. Seconded by Selectman Wolf. Motion carried; 3/0.**

Beach Coordinator

Ms. Garrett provided the board with a letter from the recreation director requesting a step increase for the beach coordinator, an increase from step 1 to step 2. In addition, the recreation director is requesting the new amount be retroactive for the past two pay periods. **Selectman Bryer motioned to approve the step increase for Joshua Gustafson, the beach coordinator, from step 1 to step 2 and be retroactive to the first pay period of the season. Seconded by Selectman Jandebour. Motion carried; 3/0.**

Deputy Fire Chief

Selectman Bryer motioned to appoint Greg LeBlanc as deputy fire chief. Seconded by Selectman Wolf. Motion carried; 3/0.

Representation Letter

Ms. Garrett presented the board with the representation letter from Vachon Clukay. She explained that the audit, financials, MDNA, and MS-5 are all completed. **Selectman Bryer motioned to authorize the chair to sign the letter, after reviewed. Seconded by Selectman Wolf. Motion carried; 3/0.**

Other Business/Follow-Up June 23, 2015 Meeting

Ms. Garrett informed the board that Chief Drolet will be in attendance at the June 23 meeting regarding the security cameras.

Selectman Jandebour read a letter received from the state notifying the town of the receipt of federal funds for the enforcement grant for the police department for Rte. 4 and Rte. 28.

Street Lights

Ms. Garrett informed the board that she did receive notification from NHDOT regarding the town's street lights. She explained that NHDOT has agreed to leave the light on in front of the credit union and any other lights that the board would like to remain on will need to be paid for.

8:06 p.m. Selectman Jandebour made a motion, seconded by Selectman Bryer, to enter into a non-public session, per RSA 91-A:3, IIB&C.



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Roll Call Vote:

**Selectman Bryer – yes
Selectman Wolf – yes
Selectman Jandebeur – yes
Motion carried; 3/0.**

8:40 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. Motion carried; 3/0.

Town Administrator

Selectman Bryer stated that the board has offered Joseph Gunter the town administrator position. **Selectman Bryer made a motion to hire Joseph Gunter as the town administrator, with a three year contract, at a salary of \$65,896, pending background check. Seconded by Selectman Jandebeur.** Selectman Bryer requested that the contract be sent to town counsel for review and not sent to Mr. Gunter until counsel's approval. He added that he would also like to review the background check. Selectman Jandebeur added that the tentative start date is July 6. **Motion carried; 2/1.** Selectman Wolf was opposed.

Building Inspector/Code Enforcement Officer

Selectman Bryer stated that an application has come in for the building inspector and code enforcement officer position. **Selectman Bryer made a motion, second by Selectman Jandebeur, to schedule an interview for June 30. Motion carried; 3/0.**

Other Business

Next Meeting

Selectman Bryer made a motion, second by Selectman Wolf, to request to reschedule the June 23 meeting to June 30. Motion carried; 3/0.

Selectmen's Comments

Selectman Wolf

Transfer Station Attendant

Selectman Wolf asked for an update as to the hiring of an attendant at the transfer station. Ms. Garrett replied that the background check has not come back yet. She added that it is the same



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circumstance with the highway department laborer, waiting on the background check.

Selectman Bryer

Mary Waldron Beach

Selectman Bryer expressed concern with the issues previously mentioned regarding the boat launch area at Mary Waldron Beach. Selectman Jandebour suggested that the board meet at the beach one night to really look at the area. He added that the following people should also be invited Kathy Coe, road agent, and facilities committee. Discussion ensued regarding the option of proposing a warrant article to recommend the repairs to the boat launch. Selectman Jandebour stated that he thought that this was a good idea. The date of this meeting will be determined.

Adjournment

Selectman Bryer motioned to adjourn at 8:56 p.m. Selectman Wolf seconded. Motion carried; 3/0.

Respectfully submitted,

Lisa Fellows-Weaver
Board Secretary