



Northwood Board of Selectmen Minutes of July 15, 2015

Chairman Timothy Jandebeur called the meeting to order at 6:08 p.m. noting that the selectmen and other departments were attending a site walk at Mary Waldron Beach.

Roll Call

Selectman Timothy Jandebeur, Selectman Scott Bryer, Town Administrator Joseph Gunter, and Finance Administrator Sandy Garrett.

Absent: Selectman Rick Wolf

Town Administrator Joseph Gunter led the pledge of allegiance.

Chairman Timothy Jandebeur introduced Town Administrator Joseph Gunter and stated that he began his employment on July 6.

Appointments

Fire Chief Nikolas Bassett

Central NH Forest Fire Wardens Association

Chief Bassett stated that the fire department hosted the Central NH Forest Fire Wardens Association dinner and a training session was also held. He added that it was enjoyed and there was great team work by all.

Apparatus Maintenance

Chief Bassett provided an update regarding the department apparatus. He stated that Engine 1 needed a new battery; the ambulance has new front tires and Marshalls Auto Body donated time for a minor body repair.

Deputy Fire Chief

Chief Bassett introduced Greg LeBlanc as the deputy. He stated that he is doing a fine job and the department is behind him.

Warrant Article

Chief Bassett explained that he is working diligently on the warrant article that was passed for the truck last year. He requested clarification relative to the trades. He stated that Engine 2 and the rescue are to be traded in and replaced with a new truck.

Selectman Bryer asked why these items are not being advertised for sale. Chief Bassett stated that advertising is an option. He explained that the owner of Eastern Fire Apparatus from Milton, NH, has looked at the equipment and provided estimates on each of the apparatus. Chief Bassett stated that the Rescue was valued at \$5,000. He stated that Engine 2 for a trade in value was quoted at \$45,000, which matches the quote previously received from the former chief from Lakes Region Apparatus. Chief Bassett continued to explain that if Engine 2 were sold the value would be



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between \$65,000 – \$75,000 and he believes that the former chief had an interested party in the purchase for \$70,000; however, no formal agreement was made.

Selectman Bryer stated that he had requested additional information to make sure that the town was getting some value for the apparatus. He stated that he would be okay with the sale of the engine.

Selectman Jandebaur mentioned the needs of the new truck and asked if additional funds from the sale of the old truck can be added to purchase a different truck. He explained that the equipment necessary for the new truck will be very close to exceeding the maximum weight. He added that this truck may not be exactly what is wanted and needed. Selectman Bryer commented that he does not believe that another truck can be purchased as the wording in the warrant article was specific; the amount would not exceed \$270,000.

Additional discussion was held regarding what is wanted. Chief Bassett stated that he will work on finding a vehicle that will not exceed the \$270,000 and will provide the town with an appropriate vehicle. The wording of the warrant article was discussed. Ms. Garrett noted that the warrant article indicated that the purchase was for a mini-pumper.

Selectman Bryer asked if the chief is considering holding off on the purchase of the apparatus and present a new warrant article next year. Chief Bassett replied no as there is some question as to how long the rescue will last; further delay could hinder the department's operations.

Selectman Bryer noted that a special town meeting can be held if this is deemed as an emergency situation. Chief Bassett stated that the option was mentioned. He added that the original proposal was presented to replace two pieces of equipment to reduce the maintenance costs. He stated that he is concerned with the condition of the existing truck.

Selectman Jandebaur agreed with the concern regarding the condition of the truck. He stated that the department's committee should meet again and determine what truck is needed and then determine how to get that truck.

Town Administrator commented that the committee and the fire department should make their decision and the board should go forward with that. He added that the funds should not be used if the original proposal is not adequate. Selectman Bryer agreed that the purchase should be postponed and the matter be re-evaluated. Chief Bassett stated that the board of officers and the committee has looked into this purchase. Selectman Jandebaur suggested that there be more discussions held to figure out what the town needs and then meet with the selectmen to work out the details to get that truck for the town, as a new purchase, by a special town meeting, or present a new warrant article next year.



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Selectman Bryer asked if the sale of the rescue vehicle would still be conducted. Selectman Jandebaur stated, not until another truck is purchased. Chief Bassett added that there is no agreement relative to the sale of the rescue.

Applications for Part-Time Call Firefighters – Continued from June 30

Selectman Bryer explained that at the last meeting there were applications for permanent part time firefighters presented to the selectmen. He noted that some of the applicants are not Northwood residents. Chief Bassett explained that the department is working to add part-time call fire fighters with funds that are already included in the budget. These applicants, if hired, would be filling shifts, if needed. He stated that he believes that the applicants meet the qualifications for the department, and would be beneficial to the town. He added that they are all trained. He recommended that the board approve the hiring of the applicants, as presented.

Selectman Bryer asked if these new hires would be members and attend the business meetings. Chief Bassett replied that they will not be expected to attend. He added that one applicant will be moving to Northwood.

Selectman Bryer made a motion, seconded by Selectman Jandebaur, to approve to hire Duane Marsh, Robert Cofill, and Joyce Booker-Janvrin as part-time call fire fighters, pending background checks. Motion carried; 2/0.

Inmate Program

Selectman Jandebaur explained more about the inmate work program. He stated that the inmates are able to cut brush, clean the roadsides, etc. He explained that the Town of Epsom uses this program. He noted that the highway department has also utilized this program. Selectman Jandebaur stated that the town would need to provide lunch to the inmates. He added that he supports this program. He noted that other areas that could use some attention would be along Bow Lake and Canterbury Farms.

Chief Bassett stated that the inmates are scheduled to be in Northwood on July 20th and 21st to assist in any means necessary. A corrections officer will be coming with the inmates.

Selectman Bryer asked for comments from the police chief, Chief Drolet. Chief Drolet stated that there have been some issues within other towns. He stated that the jail assigns the prisoners to the town.

Pittsfield Old Home Day

Chief Bassett stated that, as in past years, a Northwood crew was sent to Pittsfield for their town's Old Home Day.

In closing, Chief Bassett stated that the last two months have been busy and the department has



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worked together and handled the calls very well.

Police Chief Glen Drolet

Security Cameras

Police Chief Drolet met with the board regarding the use of security cameras. He explained that he did obtain quotes for four cameras, which will cover the entire property. Three cameras will cover various locations outside and one camera will be installed in the office.

Selectman Bryer stated that some residents have expressed frustration with the fact that the transfer station does not take cash anymore.

Selectman Jandebaur stated that checks are accepted at this time or people can come to town hall and pay. He added that the majority of surrounding towns do not take cash. He stated that another option could be accepting credit cards. Selectman Bryer stated that there is a compliance issue with using credit cards and there are processing fees assessed. He added that there are risks to the town as well as to the consumer. Selectman Jandebaur stated that he is not interested in taking cash at the transfer station again. Selectmen Bryer agreed.

Chief Drolet stated that transfer stickers are issued to residents. He suggested that the transfer station attendant could record the sticker number and a billing could be done. Selectman Jandebaur stated that he has covered at the transfer station and noted that there are many people that do not have stickers. He stated that this is just another policy that is not being enforced. Selectman Bryer stated that if there is no sticker then they should not be using the transfer station.

Chief Drolet explained that the camera data will be sent to the town hall. He added that the photo quality could be downgraded when sent wirelessly. He suggested that the DVR be placed at the highway department in a lockbox.

Selectman Jandebaur stated that he believes that the beginning of the discussions were to add security cameras so that there was the ability to look back at an incident, if necessary, as well as looking to make sure that the polices are being followed. Chief Drolet recommended that the DVR be placed in the office at the highway department then in an indestructible case. He will double check the prices to be specific with this request. He added that there is also a way to check what is going on through a cell phone.

Further discussion ensued regarding the gate. Selectman Jandebaur mentioned that the gate should be closed when the transfer station is not open. Chief Drolet suggested that a remote sliding gate be installed.

The town administrator will obtain a quote for a remote gate.



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Discussion continued regarding the security of using credit cards. Ms. Garrett stated that she and the treasurer met with the bank today regarding the town using credit cards. She stated that per RSA a municipality cannot be responsible for any fees; the fees must be passed on to the customer. Discussion continued.

Cruiser Accident

Selectman Jandebour asked about the accident containing a cruiser. Chief Drolet stated that an accident occurred with an officer. There were no injuries and the state police is investigating the accident. He added that the cruiser is at the body shop. He noted that the deductible is \$1,000 and the repair estimate is \$6,400, which could increase.

Correspondence

Chief Drolet noted that a letter was received from a citizen thanking Officer Wharem for his assistance helping to access keys locked in a car.

Unfinished Business

Winding Hill Road Complaint ~ Continued from June 30

Ms. Garrett stated that per the board's request, she followed up on the complaint received from a resident on Winding Hill Road regarding large boulders being placed into the road reducing the road into one lane. She stated that she contacted the fire chief who provided an email noting the road is clear. She added that she received a call from the road agent and from the highway department indicating that they can access the road. She added that she has not received any correspondence from the police department. She stated that all comments received have stated that safety apparatus would be able to access the area.

Selectman Jandebour stated that Winding Hill Road is a Class VI road.

Selectman Jandebour stated that a sign was placed in that area a few weeks ago indicating that the road is not a maintained road and within a few days the sign was gone. He asked if the town has a deer camera that could be placed in the area. Chief Drolet replied that they do not have one at this time; however, he would like to purchase a few. He noted that there have been other issues in this area. Selectman Jandebour stated that he would not recommend placing another sign there until there is a camera available to be set up.

Shredder ~ Continued from June 30

Town Administrator Gunter explained that the board had requested that prices for a large commercial shredder for the town hall be obtained. Chief Drolet explained the police department's shredding process. He stated that there are regular shredders within the department; however, they use a commercial company that drives to their site, shreds the documents on site, provides a certificate of the amount destroyed, and charges by the banker box. He added that the department probably uses the company once a year. He will provide the information.



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The town administrator stated that the shredder prices are between \$700 to \$2,200.

This item is continued pending additional information from the police chief.

Continuation of Government Form ~ Continued from June 30

The Continuation of Government form was updated with the following people/staff added to the form:

1. Selectman Bryer
2. Town Administrator Joseph Gunter
3. Robert Young, Emergency Management Director
4. Glen Drolet, Emergency Management Deputy Director

Selectman Bryer made a motion, seconded by Selectman Jandebour, to approve the Continuation of Government form, as presented. Motion carried; 2/0.

New Business

Acceptance of Minutes

June 30, 2015

The minutes of June 30 were postponed to the next meeting.

Process Assessing Forms and Applications

	ITEM	NAME	MAP/LOT
1.	INTENT TO CUT WOOD OR TIMBER	PETER & THOMAS JOHNSON ABBY METCALF PO BOX 115 PIERMONT, NH 03779	215/24

Acreage of Lot: 16

Acreage of Cut: 16

Access Road: Canterbury Road and Old Turnpike Road

Property taxes have been paid.

Selectman Bryer made a motion, seconded by Selectman Jandebour, to approve the intent to cut for Map 215; Lot 24. Motion passes unanimously; 2/0.

2.	INTENT TO CUT WOOD OR TIMBER	PETER & THOMAS JOHNSON ABBY METCALF PO BOX 115 PIERMONT, NH 03779	201/2
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Acreage of Lot: 59

Acreage of Cut: 59

Access Road: Old Barnstead Rd.

Property taxes have been paid.



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Selectman Bryer made a motion, seconded by Selectman Jandebaur, to approve the intent to cut for Map 201; Lot 2. Motion passes unanimously; 2/0.

Winding Hill Road Logging

Selectman Jandebaur noted that at the last meeting it was mentioned that there may be some logging occurring on Winding Hill Road. He requested that the code enforcement officer check into this logging activity.

Approval of Manifest(s)

Vendor Manifest - #15

Selectman Bryer motioned to approve manifest V-2015 #15, in the amount of \$648,250.46. Seconded by Selectman Jandebaur. Motion carried; 2/0.

Approval of Purchase Orders

Vachon Clukay PC ~ \$3,127.91

Selectman Bryer motioned to approve the purchase order for Vachon Clukay PC, in the amount of \$3,127.91. Seconded by Selectman Jandebaur. Selectman Jandebaur noted that he did point out a few items in the manifest that he would like the town administrator to check into regarding package pricing. Ms. Garrett sated that this is the final billing for the 2014 audit.
Motion carried; 2/0.

Lamprey Health Care ~ \$4,500.00

Selectman Bryer stated that this is the 2015 donation, as approved at town meeting. **Selectman Bryer motioned to approve the purchase order for the donation for the Lamprey Health Care, in the amount of \$4,500. Seconded by Selectman Jandebaur. Motion carried; 2/0.**

Miscellaneous Reports

911 Deficiencies at Coe Brown Northwood Academy (CBNA)

The town administrator explained that a test was performed at CBNA, which indicated that when 911 calls were coming in the call was not being received correctly noting the specific location at the campus. He added that a solution was provided, which was to contact the telephone company who will correct it. It was recommended to have the police chief contact the phone company to correct the matter.

Miscellaneous Signatures/Approvals

Metrocast Cable Franchise Document ~ Continued from June 30

Ms. Garrett explained that she obtained additional information regarding destroying records from the Metrocast cable consortium negotiations. She stated the chair would need to sign this document for these records to be destroyed. She added that they are required to hold on to the records for 10 years unless we, the client, request they destroy them at this time. If the board chooses to not sign



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now, they will keep the records for 10 years and they will automatically destroy the documents in 10 years.

The board agreed to take no action at this time.

Liquor License Approval ~ Cooper Hill Road

Ms. Garrett explained that this request is for approval for liquor to be served in the former Cooper Hill Restaurant location. She noted that a letter was included within the board's packets indicating that this property did, at one time, have an approval to sell liquor. She stated that in order for the state to sign off on this permit the town must be made aware and approve that there will be liquor on the premises. A letter must be sent to the property owner noting that the town is aware of the liquor sales on site; the property owner is responsible to take the letter to the state's liquor commissioner.

Selectman Bryer asked if the police chief has signed off on this permit. Ms. Garrett replied that the selectmen are the agents that sign off on this form. Selectman Bryer asked if the police chief should be notified. Ms. Garrett replied that after the state's approval, the police department and town receive a letter noting the approval.

Selectman Bryer motioned to approve the liquor license for business ID# 725023 at 2 Cooper Hill Road. Seconded by Selectman Jandebaur. Motion carried; 2/0.

Dogs

Selectman Jandebaur stated that a volunteer wishes to be a member of the conservation commission and has requested that she be able to bring her dog to the meetings. The conservation commission has submitted this request to the selectmen to discuss. Selectman Jandebaur stated that he does not believe that the town has a set policy. Selectman Bryer asked if the dog is a service dog and Selectman Jandebaur replied no, it is not a service dog. He explained that this person works during the day and the dog is alone and attending meetings would require the dog to be alone at night as well.

Selectman Bryer asked if the town would be liable if there was a problem with the dog. Ms. Garrett replied yes. Selectman Jandebaur noted that the dog could get hurt and the town would be liable. Selectman Bryer stated that if this were a service dog it would be a different circumstance.

The town administrator suggested establishing a policy for the town.

The board agreed to not allow dogs at any meetings in the town hall.

Selectman Bryer asked for public comment. Ms. Coe stated that she is afraid of dogs and would not want a member of her commission bringing a dog to a meeting.



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Non-Public Session

7:25 p.m. Selectman Jandebaur made a motion, seconded by Selectman Bryer, to go into non-public session under RSA 91-A:3,IIA, for personnel issues.

Roll Call Vote:

Selectman Bryer – yes

Selectman Jandebaur - yes

Motion carried; 2/0.

7:45 p.m. Selectman Bryer made a motion, seconded by Selectman Jandebaur, to come out of non-public session.

Roll Call Vote:

Selectman Bryer – yes

Selectman Jandebaur – yes

Motion carried; 2/0.

Selectman Bryer made a motion, seconded by Selectman Jandebaur, to seal the minutes of the non-public session. Motion passed; 2/0.

Tickler File

Reorganize Highway Department

Selectman Bryer stated that the board needs to make a decision regarding reorganizing the highway department. He stated that there is an elected road agent, a seasonal part-time employee, a full-time employee, and one vacancy. He suggested that the town administrator begin looking into the highway department and the positions.

Selectman Jandebaur stated that he would prefer to wait until all selectmen are present. He noted that he has had a discussion with the town administrator. He mentioned the various structures of highway departments in surrounding towns.

Selectman Jandebaur stated that there is a need for employees in the highway department and these positions need to be filled. He noted that the assistant building inspector/code enforcement officer position also needs to be advertised and filled.

Selectman Bryer requested that a report be provided showing the building department's current statistics of the activity. Mr. Gunter replied that the building inspector is compiling a report of permits and the busiest times. He added that the building inspector has indicated that he is much busier than what he has been in the past.

Selectman Jandebaur mentioned a schedule for the building department so that there would be



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someone in that department all day and every day.

Discussion ensued regarding advertising for the highway position. Selectman Bryer stated that he would prefer that the board determine how to move forward before advertising. Selectman Jandebaur expressed concern with the hiring process, specifically the amount of time it takes to hire personnel. He would prefer to begin the process now and added that any type of momentous changes within the department would not occur this year.

Selectman Jandebaur stated that the building inspector will be out on vacation at the end of July. He suggested contacting the former building inspector to see if he would cover. Selectman Bryer agreed.

Further discussion was held regarding advertising for the highway position. Selectman Bryer agreed to begin the process.

Other Business

Cemetery Lots

Ms. Garrett explained that at a prior meeting the board requested she research if the town is selling cemetery lots to non-residents. She provided a document from the cemetery trustees, which does not state that the lots can or cannot be sold to non-residents. She stated that nothing is currently in writing within the town; however, it could be created.

Selectman Bryer stated that he was told by a cemetery trustee that the lots could not be sold to non-residents. Selectman Jandebaur stated that he contacted the chairman of the trustees who stated that he believes the policy is that you must be a resident to purchase a lot but you do not have to be a resident to be buried in a Northwood cemetery.

Ms. Garrett noted that the written response provided by another trustee is different. Selectman Jandebaur requested that Mr. Bailey come in to a meeting and a discussion be held regarding creating a policy.

Selectman Bryer noted that many of the town's cemeteries lots are sold out. Selectman Jandebaur stated that Pine Grove Cemetery has lots available.

Complaint ~ Bigelow Road

A complaint was received relative to the possibility of a violation due to trash on Bigelow Road. The town administrator presented the board with a letter to be sent to the property owner and it was signed by the board.

Recreation Escrow Account

Ms. Garrett stated that a request has been received from the recreation director to remove funds



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from the recreation escrow account to pay an invoice. Mr. Gunter stated that the board could make the town administrator the designee to sign off on these types of requests on the selectmen's behalf. No decision was made. The board signed the request to release the funds from the escrow account, as requested.

Payroll Manifest - #14B

Ms. Garrett presented the board with an additional payroll manifest as an adjustment needed to be made. **Selectman Bryer motioned to approve manifest P-2015 #14B, in the amount of \$522.00. Seconded by Selectman Jandebaur. Motion carried; 2/0.**

Oath of Office

Victoria Parmele ~ Strafford Regional Planning Commissions

The oath of office was provided for this appointment, which was previously approved. The board signed the oath of office.

Raffle Permit

A raffle permit request has been submitted by Yvonne Dean-Bailey for the Northwood GOP. **Selectman Bryer motioned to approve the raffle permit for the Northwood GOP. Seconded by Selectman Jandebaur. Motion carried; 2/0.**

Informational Items ~ In Packets

Budget Expense Report

Selectman Jandebaur referred to the budget expense report and requested the percentage of June 2014 be provided along with the percentage compared to June 2015.

Selectman Bryer noted that there have been discussions about making purchases that were not budgeted for.

Ms. Garrett explained that during the budget process she updates the reports for the board for their by-weekly meetings, which shows a year to date total with the updated budget numbers approved and changed rather than waiting until the end of the process. She suggested sending out a budget email this week to all department heads with a deadline for their budgets to be submitted by the end of August.

Selectman Jandebaur stated that he struggled with the budget process this past year and requested that Ms. Garrett create a document of the budget process.

Correspondence

Mr. Gunter noted a letter received from Senator Reagan relative to recent votes passed. Copies were provided in the packets.



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Mr. Gunter noted a letter received from Mr. Hamell on Ridge Rd. requesting to keep any of the wood from any trees that are cut along his property. Selectman Jandebaur explained that per RSA, residents own trees to the middle of the road and the town has a right of way. If the town cuts trees on the roads the property owner owns the trees. He stated that the town can dispose of the brush if the property owner would like. It is noted that no trees are being cut along Ridge Rd. The town administrator will contact Mr. Hamell to notify him that any trees cut on his property will be left for him; however, there is currently no intention to cut any trees along Ridge Road.

Selectmen's Comments

Selectman Bryer

Selectman Bryer welcomed Joseph Gunter as the town administrator.

Road Projects

Selectman Bryer noted that the board did briefly discuss the highway department tonight. He expressed concern with the need to begin the road work. Selectman Jandebaur stated that will be determined Thursday night at the public hearing. He explained the work to be done on Bow Lake Rd. and added that the bridge will need to be addressed next year due to funding. Further discussion was held regarding options for the bridge as well as for Sherburne Hill Road.

Mr. Gunter noted that he has contacted NHDOT who will be sending out an engineer to look at the Bow Lake Bridge next week.

Mary Waldron Beach

Selectman Bryer mentioned the site walk that occurred at Mary Waldron Beach prior to the meeting. He stated that there are issues with the way the water is moving across the road. He suggested contacting an engineer for assistance with this matter.

Selectman Jandebaur

Public Hearing

Selectman Jandebaur noted that the planning board has scheduled a public hearing for July 23 relative to the cutting of trees along Sherburne Hill Road. He stated that there are 99 trees that need to be addressed if there are to be ditches and if there are no ditches then there is no point to put any money into Sherburne Hill Road.

Fire Truck

Selectman Jandebaur noted that the board did discuss the fire truck tonight. He stated that this is another item that needs to be addressed.

Canterbury Farms

Selectman Jandebaur noted that he and the town administrator visited the property and discussed some possibilities. Ms. Garrett stated that the town cannot do anything with this property until July



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2016, as there is a process where the former property owner has a three year right to cure. Selectman Jandebaur expressed concern with safety issues on this property. He added that if the town cleans this property up and the owner wants the property back, the cleanup is added on to the taxes that are owed.

Safety Complex

Selectman Jandebaur stated that the warrant article did not pass for the safety complex. He stated that he would like to have one more safety complex committee meeting and address some items again. He added that he would like the input from the town administrator as well. He added that there are some real issues at the police and fire stations that should be addressed.

Ms. Garrett thanked Mr. Gunter for his dedication thus far; it is noted and appreciated. Selectman Jandebaur also thanked him and added that he believes that he is exactly what a town administrator should be.

Selectman Bryer motioned to adjourn at 8:33 p.m. Selectman Jandebaur seconded. Motion carried; 2/0.

Respectfully submitted,

Lisa Fellows-Weaver
Board Secretary