



## Northwood Board of Selectmen Minutes of August 11, 2015

Chairman Timothy Jandebaur called the meeting to order at 6:01 p.m.

### **Roll Call**

Selectman Timothy Jandebaur, Selectman Rick Wolf, and Town Administrator Joseph Gunter.

### **Absent**

Selectman Scott Bryer

The meeting opened with the pledge of allegiance.

### ***Citizen's Forum***

Carl Bergeron commented to Mr. Jandebaur's letter in the Suncook Valley Sun pertaining to the clergy and the parking area at St. Joseph's Church during the Bean Hole Bash.. He stated that he is not a member of the church and was offended by the choice of words used in the letter. He stated that the comments were inappropriate and he felt that there must have been another way to express their differences. He added that he was very disappointed with this action coming from one of his representatives of the Town of Northwood. He hopes that there will be some amends for these actions and he should reconnect with the church. He added that he feels that the church had a legitimate reason for not allowing the town to use the parking area due to the fact that, in years past, the parking area had not been vacated in time for the church's needs for services.

Mr. Jandebaur replied that he would not comment at this time; however, would discuss the issue out of this particular venue. He explained that he has a right as a citizen of Northwood to say what he wants. He stated that he was not speaking as a representative of the town. He explained that the Bean Hole Bash is not a town sponsored event; it is sponsored by the Bean Hole Bash Committee. He stated that he made the comments as a member of the Town of Northwood and he will stick by his comments. He stated that he is still very upset regarding this matter and he will continue to be upset. He added that he would be glad to provide copies of the vituperative emails he received.

Mr. Bergeron requested copies of the email and provided his contact information.

Joseph McCaffrey stated that he agrees with the comments expressed by Mr. Bergeron. He stated that the comments from the church may have been intemperate; however, it would not deserve the same kind of reply from a town official. He noted that Mr. Jandebaur is a town official and there is a certain capacity which must be observed.

Mr. McCaffrey also mentioned the reorganization of the highway department. He stated that there have been discussions held relative to this matter with some progress. He noted that there are some resources available that the state can provide. He also suggested that a guide book be created for building roads and for requests for proposals for road work. He believes that a separate committee should be created to assist with the reorganization of the highway department and he volunteered to be involved with this committee.



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In addition, Mr. McCaffrey addressed the issue of hiring an assistant part-time code enforcement officer/ building inspector. He stated that he believes that the current staff, who was moved up to the full-time code enforcement officer/ building inspector position from the assistant position, is more than sufficient for staffing this department. Selectman Jandebour stated that the current code enforcement officer/ building inspector position is not full-time. Selectman Wolf noted that the position is 32 hours per week.

Mr. McCaffrey stated that if the 32 hours is exceeded then the position is full-time and would be entitled to other benefits. He stated that there are only four projects going on in town; they are all small projects that do not require a lot of attention and would not be time consuming inspections. He added that he would be happy to argue this matter further with the town administrator. He noted that the current building inspector has plenty of time to do his job as most of the projects for this year have already been proposed due to the colder months approaching. He added that there will not be much work to do in the winter except to catch up on paperwork. He stated that another code enforcement officer/ building inspector is not necessary for Northwood. Should there be vacation time, then the inspections would not be done for that week; that is not a crisis. He added that last year there was nothing going on in this town and there is next to nothing going on this year. He added that neighboring towns are doing more projects than Northwood. He estimated that to not fill this position would save \$20,000. He encouraged the board to not hire another part-time code enforcement officer/ building inspector.

Betty Smith suggested that town's people attend a Bean Hole Bash Committee meeting to see what is involved and learn what is going on. She noted that the next meeting is tomorrow at 7 p.m. at the Community Center.

In addition, Ms. Smith stated that in reference to the surrounding towns doing more in regards to development, perhaps it is related to the issuance of permits or inspections needed.

### **Appointments**

#### ***Kevin Ash ~ Northwood Lake Watershed Association (NLWA)***

Kevin Ash, president of the Northwood Lake Watershed Association, met with the board along with Treasurer Helen Ash.

Mr. Ash thanked the selectmen for their continued support. He provided an update of the work done by the association, explaining that a chemical treatment was done in June with expected results. A variety of harvesting activities were conducted for 18 days and that was completed two weeks ago. He stated that these efforts have still left them short of treating the problem. He noted that an additional 12 days of harvesting could have been done in order to get the lake in a position where he would feel more confident that they would not be losing ground.

Mr. Ash explained that going into this year the NLWA had approximately \$20,000 for treatments. At this time, the funding is gone and they will begin next year with nothing; therefore, no way to even



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maintain the level of treatment that was performed this year. He stated that typically they close out a year with \$10,000 to \$20,000 in their account. He added that funding includes corporate sponsors, member's donations, municipality participation, etc.

Mr. Ash requested the remaining balance of \$3,000, which was approved by the board in the spring, be disbursed. He noted that the NLWA may cease to exist without funding and the town would then need to deal with the state and contractors or another entity would need to be created. He stated that the milfoil has grown; it is bigger than the NLWA. He added that there needs to be a dramatic increase to the municipal funding. He mentioned the current warrant article which is for all invasive species and noted that this warrant article was specific to Northwood Lake and the NLWA. There are now other lake hosts programs in town utilizing funds from the warrant article and it will be untenable. He noted that the NLWA had a 10 year plan; however, with the current economics, there is no way to adhere to the 10 year plan now. He suggested changing the way the funding is raised. He suggested one warrant article to address preventative programs and another warrant article to address the control and harvesting/removal of milfoil. He added that another option would be to rewrite the current article to earmark certain programs. He stated that the NLWA will not be able to work within this framework anymore.

Selectman Jandebour stated that he continues to see within all levels of local government, when you ask for too much you end up with nothing. He stated that he knows that more money is necessary; however, we could end up with nothing and then what. He stated that there is a marketing process that will need to be done and we need to find the right figure in order to move forward and have it approved by the taxpayers.

Mr. Ash stated that this is a two pronged approach; getting the funding and distributing the funds. He stated that this is the problem with this year; the funds were divided with Jenness Pond. He added that this is a year to year matter.

Selectman Jandebour stated that he respects the Jenness Pond Program as they are proactive and he wants to help them out. He added that he understands that the NLWA does need more money as they already have the problem. He added that he is looking for the NLWA to explain to the BOS what is really needed for 2016. Mr. Ash replied that the NLWA needs \$12,500 and he plans to attend selectmen meetings with the towns of Epsom and Deerfield also.

Further discussion ensued regarding the value of the lake, what the milfoil issue is, and how it affects the lake and the town.

Selectman Wolf stated that awareness is the key to getting the funding.

Mr. Ash suggested that all the lake associations should come to the selectmen with real numbers. Selectman Jandebour stated that Jenness Pond received \$4,000 and NLWA has already requested \$12,500. He appreciates the work from the committee. He expressed concern with the fact that there



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could be a no from the tax payers because of the jump in the amount.

**Selectman Jandebaur made a motion, to release \$3,000 to the Northwood Lake Watershed Association. Selectman Wolf seconded. Motion carried; 2/0.**

Ms. Ash stated that the account is actually overspent by \$1,000; however, they have worked out payment plans with their vendors. She added that she also wants to commend the other lake associations in their efforts with their lake host programs. She added that NLWA received a grant for \$1,250 this year from NH Lakes who administer the lake hosts programs. She explained that this grant does not need to be reimbursed if matched with volunteer hours. She noted that the portable toilet at the boat launch was previously sponsored by the NWLA and it was not available this year due to lack of funds.

Mr. Gunter stated that according to the deeds, NHDOT owns the boat launch land area. Mr. Ash stated that the land was noted as common place and was sold to the town for \$1. He added that the NLWA stated that their mission stops at the water's edge. Discussion continued regarding ownership of the boat ramp. Selectman Jandebaur stated that this item will be looked into.

### **Unfinished Business**

#### ***Transfer Station Security System ~ 2-Way Network***

Mr. Gunter stated that this item was continued from the last meeting. He explained that he has spoken with the police chief as to which system would be better. The chief spoke highly of the system the police station is currently using, 2-Way Network Division at a cost of \$4,728.69. This is the cost for the installation of the cameras and networking of the equipment in conjunction with the server. He added that the bids of the other companies were \$4,500 and \$3800.

Selectman Wolf asked where the feedback from the cameras will go to. Mr. Gunter replied that the feedback will be available on-line, by cell phone, and something will be inside the office at the transfer station. Selectman Jandebaur added that there is also a setup of a box where the feedback would not be easily accessible. He added that the design is for when there is an issue and the feedback can be reviewed.

Selectman Wolf asked who will have access to edit and delete the information. He explained that the police chief is the only person that can delete the information from the police cameras and it is done without notifying any of the commissioners. Mr. Gunter replied that this person can be determined by the board and he suggested that it be one person. Selectman Wolf stated that he would like to be notified of anything that will be edited and deleted. He added that he believes that the other selectmen and town administrator should also be made aware.

Selectman Jandebaur asked for additional information relative to any annual maintenance costs.

Mr. Gunter suggested he create a draft policy for deleting and/or editing of any material.



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This item was continued to the next meeting.

### ***Sale of Tax Deeded Properties***

Mr. Gunter stated that this item was continued from the last meeting. He stated that he provided a listing of the six smaller properties that are unbuildable due to the size constraints. He noted that the assessor suggested that these properties be sold to the abutters. Mr. Gunter stated that at this time, he is proposing to contact the abutters of these parcels to initiate discussions of purchasing.

Selectman Wolf agreed to the proposal at fair market price.

The board agreed to allow the town administrator to reach out to the abutters to begin the process of selling six parcels.

### ***Road Bonds***

Selectman Jandebaur explained that there is a four to six week period where the roads can be significantly damaged when large trucks pass over them as the frost is heaving out of the roads. He explained that there should be a bond posted for the roads when the heavy trucks pass.

Selectman Wolf stated that the board should stand by the policy that the town currently has if it is sufficient and have the damage covered by the bonds. He stated that the town should not be responsible for any damages caused to the roads by these heavy trucks.

Mr. Gunter stated that the original discussion was to have the policy amended to follow the town and state regulations. He stated that the original wording was specific to logging trucks only. He reviewed the proposed changes, noting that the wording will now address the weight of the trucks rather than the types of materials being transported.

**Selectman Jandebaur made a motion, to approve the new bond language as written. Selectman Wolf seconded. Motion carried; 2/0.**

Selectman Jandebaur requested that the update policy be forwarded to the police department.

### **New Business**

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

#### ***July 28, 2015***

**Selectman Jandebaur made a motion, second by Selectman Wolf, to approve the July 28, 2015, minutes, as written. Motion passed; 2/0.**

#### ***Approval Vendor Manifest - #16***

**Selectman Jandebaur motioned to approve manifest V-2015 #16, in the amount of \$2,033,799.09. Seconded by Selectman Wolf. Mr. Gunter noted that there was a payment to the school in the amount of \$2,000,000. Motion carried; 2/0.**



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### ***Approval of Economic Revitalization Zone (ERZ)***

Mr. Gunter explained the proposal of an Economic Revitalization Zone (ERZ) and the benefits of this program. He stated that the adoption of this zone will help businesses along Route 4. The creation of an ERZ grants businesses along Rte. 4 a tax credit for each full-time employee they have. He noted that there are two new businesses coming into town. He requested the board approve creating the ERZ.

Selectman Jandebaur asked if there will be a cost to the town. Mr. Gunter replied that there is no cost associated with this application; this is all done through the state.

**A motion was made by Selectman Jandebaur to approve signing the ERZ application to create an Economic Redevelopment Zone along Route 4 in Northwood. Seconded by Selectman Wolf. Motion passed; 2/0.**

### **Miscellaneous Signatures/Approvals**

#### ***Seasonal Camper Permit ~ Waitt, 26 Oak Street***

Mr. Gunter submitted a seasonal camping permit for Cheryl Waitt, 26 Oak Street. He noted that the \$35 fee has been paid. **A motion was made by Selectman Jandebaur to approve signing the camping permit for Cheryl Waitt, 26 Oak Street. Seconded by Selectman Wolf. Motion passed; 2/0.**

#### ***NHDOT Application***

Mr. Gunter explained that he has been working on the bridge repair for Bow Lake Road. He stated that an engineer did come to the site and spoke to him about the bridge aid program. An application must be filled out for Bow Lake Rd. and Old Canterbury Rd. and will be for a preliminary estimate. Mr. Gunter further explained the process for getting NHDOT to help pay for the bridge repairs. He noted that the time frame is about seven years and at that time they will pay for 70% of the bridge replacement. He added that both bridges are currently on the red list.

Mr. Jandebaur stated that Mr. Gunter should proceed with the application process. He added that the highway advisory committee should look at other bridges in anticipation for repairs that may be on the horizon.

Mr. Jandebaur asked if there are any costs associated with this project. Mr. Gunter replied that there are no costs attributed to this application. He noted that he anticipates that the engineer will be out here within the next few weeks.

**Selectman Jandebaur made a motion to approve applying for a preliminary estimate for the Bow Lake Rd. and Old Canterbury Rd. bridges. Seconded by Selectman Wolf. Motion passed; 2/0.**



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### Reports

#### Town Administrator's Report

##### *Tough Mudder*

Mr. Gunter explained that he has been approached by race organizers to bring the Tough Mudder foot race to Northwood. He stated that approximately 350 acres of empty land is required and a proposal will need to be created. He requested the board grant him approval to follow up on this event and request assistance from the Economic Development Committee to develop a package for the organization.

Additional discussion ensued regarding the land required. Mr. Gunter explained that the state does have one parcel about 400 acres and there are also two other properties in town that meet the requirements.

Mr. Jandebeur asked if there are any costs to the town for this project. Mr. Gunter replied that there is no cost for him to continue to work on the project except for his time.

##### *Email from Ms. Scofield*

*To: Tim Jandebeur, Selectman*

*I have read your weekly Letter to the Editor in the August 5, 2015 Sun. Regarding your comment "I have no intention of allowing one jerk to ruin what was a lot of fun for me.", I must comment on your use of name calling.*

*As an elected official on the Board of Selectmen and on the School Board, you are in office to represent the Town of Northwood in a professional capacity at all times. Name calling, under any circumstances, is unacceptable. It shows poor judgement and poor character.*

*With that said, calling someone "a jerk" may be expected from a schoolyard bully but not from an adult in a leadership position as Chairman of the Board of Selectmen and a School Board Representative.*

*Barbara Scofield*

##### *Road Complaint ~ Klaubert Drive*

Mr. Gunter stated that he received a complaint regarding an area on Klaubert Drive not meeting up with the edge of Jenness Pond Road because of the different slopes of the road. He stated that the road agent has looked at the road and the problem is that the area is eroding away due to how it has been plowed. The road agent noted that Klaubert Dr. is not a town road and will need to be addressed by the residents on that road.

Selectman Wolf stated that the road was paved and the problem could be due to how the road was raised.



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Selectman Jandebaur stated that he would look into the problem area.

The item was continued to the next meeting.

### ***Lucas Pond Road***

Additional discussion was held regarding the paving on Lucas Pond Road and how past paving has caused a problem for home owners. Selectman Jandebaur noted the grade of the road was repaired.

Additional discussion was held regarding repairing the shoulder work on Mountain Rd., Jenness Pond Rd., and Lucas Pond Rd.

Selectman Jandebaur stated that the town is not protecting the work that is being done by not doing the required shoulder work. He added that the deterioration of the roads will cost more over time. He stated that the cracks need to be filled and there is shoulder work that needs to be done too.

### ***Northwood Lake Boat Launch***

A discussion was held about the Northwood Lake boat ramp and it was agreed that the town needs to send a letter to the state to inform them about the many issues occurring there.

Ms. Edwards commented that she heard that the town is responsible for the maintenance of the boat ramp as the state had the town agree to do the maintenance; however, no deed was ever received.

Mr. Gunter will contact the state relative to the ownership of the boat ramp.

### ***NHDOT Items on Rte. 43***

Selectman Jandebaur stated that a letter was sent to NHDOT about eliminating the passing lane on the Rte. 43. He stated that this has not been addressed. In addition, Selectmen Wolf mentioned that the lights were to be changed at the intersection of Rte. 43 and this too has not been addressed.

### ***Request from Dan Schroth's***

Mr. Gunter stated that Mr. Schroth has requested that the town move some boulders for him so he and his crew could use the stone for the volunteer wall project they are doing in front of the state park.

Selectman Jandebaur noted that Mr. Schroth has done a great deal of work for the town at no cost and he feels that the town should help him with his projects around the town when it is feasible. He noted that the walls that Mr. Schroth builds are beautiful.

Selectman Wolf supported the town helping out Mr. Schroth.

Mr. Gunter will coordinate the efforts for this work to be done.



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### ***Recreation Director Update***

Mr. Gunter stated that he has received two applications for the recreation director position.

### ***Plowing Contracts***

Mr. Gunter suggested extending the contracts for plowing through the end of May, which will avoid the contracts expiring when winter begins. He stated that he spoke to Dave Docko, who is currently a contractor for plowing, and he has offered to hold his prices to the same price that he has had for the last several years.

**Selectman Jandebaur made a motion, to approve extending the snow plowing bid through May 2016 for D.L. Docko & Sons, remaining at the current price from the past few years.**  
No second was provided.

Selectman Jandebaur explained that this action is to extend the plowing contracts through May 2016, at which time the new plowing contracts will be done. Selectman Jandebaur agreed to the extension. Selectman Wolf felt that all of the contractors should be extended for plowing, not just this one.

Mr. Gunter will look into the other plowing contracts and extend all contracts through May 2016.

Selectman Jandebaur requests an RFP be done for the snow plowing. Mr. Gunter agrees and will post an RFP next May for the following winter.

Discussion ensued regarding the rates.

### ***Public Hearing ~ Sherburne Hill Road***

Mr. Gunter stated that he has received documentation from the planning board relative to the public hearing results for the cutting of the trees along Sherburne Hill Road. He stated that the planning board has voted to not support the proposal to cut the trees along Sherburne Hill Road.

### ***Bow Lake Road RFP***

Selectman Jandebaur asked if any bids have been received for the work on Bow Lake Road. Mr. Gunter replied that the deadline is at the end of this month with the stipulation that the work would be completed by the end of September.

### ***Assessor Request***

Mr. Gunter stated that the town's assessor has requested \$924 be released to him to mail out the new assessments. A discussion was held relative to the mailings and the request for \$924. Selectman Jandebaur stated that all properties are re-assessed every five years and he believes that the new assessment is completed. This is a mailing of the new values that must be mailed out to all property owners.



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Selectman Wolf recalled that this was previously mailed out in a booklet format.

**Selectman Jandebaur made a motion to approve \$924 for mailings of the updated property assessment values. Seconded by Selectman Wolf. Motion passed; 2/0.**

### ***Ball Fields Work Day***

Mr. Gunter thanked the many volunteers who came out on August 8 to help clean up the ball fields on Route 4. He stated that it was greatly appreciated. He further explained the work done and the additional work to be done.

A discussion was held regarding the need for 2,000 yards of loam for the ball fields. Mr. Gunter noted that the ball fields committee is looking to complete one field this year. He added that he has contacted some people and companies but has not had any luck. The average cost is approximately \$20 per yard. He noted that this is the prime time of the year for these types of products and it is difficult to get the materials now.

Selectman Jandebaur suggested posting it on the website. Mr. Gunter stated that he will place an ad on Craig's List and Uncle Henry's website.

### **Selectmen's Comments**

#### **Selectman Wolf**

##### ***Roadside Mowing***

Selectman Wolf stated that there was some confusion relative to the roadside mowing. He suggested that Selectman Jandebaur look at what is being done and the extent to which the mower is cutting the brush back.

Mr. Gunter stated that the contractor is cutting back as far as he can without harming the walls or trees. He added that he is doing a good job.

Selectman Jandebaur will check into this issue tomorrow.

#### **Selectman Jandebaur**

No comments.

#### ***Citizen's Forum***

Joe McCaffrey provided comments relative to paving specific areas in town. He stated that it is important to keep up the roads in town. He discussed the need for filling road cracks and reminded the selectmen that it is important to blow out the cracks in the road before sealing them. He stated that the roads need to be addressed as heavy as possible as it will stop the deterioration of the town's roads.



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**Non-Public Session**

**7:35 p.m. Selectman Jandebaur made a motion, seconded by Selectman Wolf, to go into non-public session under RSA 91-A:3,IIA, for personnel issues.**

***Roll Call Vote:***

**Selectman Wolf – yes**

**Selectman Jandebaur – yes**

**Motion carried; 2/0.**

**8:14 p.m. Selectman Jandebaur made a motion, seconded by Selectman Wolf, to come out of non-public session.**

***Roll Call Vote:***

**Selectman Wolf – yes**

**Selectman Jandebaur – yes**

**Motion carried 2/0.**

**Selectman Jandebaur made a motion, seconded by Selectman Wolf, to promote Charles Pease to the supervisor of the highway department, at a labor grade 10; step 8, which is \$18.14 per hour.**

Selectman Jandebaur stated that the board will begin looking into hiring a person to fill Mr. Pease's position.

**Motion passed; 2/0.**

Selectman Jandebaur stated that Mr. Gunter is doing a very good job as the town administrator.

**Adjournment**

**Selectman Jandebaur motioned to adjourn at 8:30 p.m. Selectman Wolf seconded. Motion carried; 2/0.**

Respectfully submitted,

Lisa Fellows-Weaver  
Board Secretary