



Northwood Board of Selectmen Minutes of September 1, 2015

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

Roll Call

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

The meeting opened with the pledge of allegiance.

Citizen's Forum

There was no citizen's forum at this time.

Unfinished Business

Transfer Station Security System ~ 2-Way Network

Mr. Gunter stated that this item was continued from the last meeting to determine if there would be any recurring charges. He stated that there will be no recurring monthly charges. He added that this is the system the police station is currently using, 2-Way Network Division. He noted that a camera is located on top of the lock box. The cost will be \$4,728.69 and includes the installation of the cameras and networking of the equipment in conjunction with the server.

Selectman Wolf noted that he thought that there was a bid submitted that was less. Mr. Gunter replied that there was another bid that was less; however, this system was recommended by the police chief. He added that this system also feeds into the internet to allow for viewing in real time.

Selectman Bryer confirmed that the funds are coming from the transfer station trust fund. Mr. Gunter replied yes.

In addition, Mr. Gunter mentioned the policy for deleting the files. He explained that a policy has been drafted and was previously provided to the board for review. He stated that the system will begin recording over itself in a month, which will also save data storage. Mr. Gunter stated that this project began prior to his employment. He states that he feels that this is a large amount of money for security for the transfer station. He stated that if the system is being proposed to watch staff then he is uncomfortable as he feels it is micro-managing.

Selectman Bryer explained that the system being utilized for internal control purposes. He noted that the highway sheds have been significantly vandalized in the past. Discussion ensued as to the damages. Selectman Bryer stated that he supported the purchase.

Selectman Jandebaur stated that there have been many occasions where people have left items off that have fees assessed for the disposal, and there have been times where metals have been stolen, break-ins, money stolen, etc.

Additional discussion was held regarding the policy being addressed at the next meeting. Mr.



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Gunter stated that the policy will mitigate his concerns.

Selectman Jandebaur stated that some folks feel that the swap shop is not necessary. He added that he would actually like to expand the swap shop.

Selectman Wolf mentioned that there have been some items left and made available to others. He expressed concern that people taking items would be considered stealing. Selectman Jandebaur replied that if items at the transfer station are removed by residents then the town does not pay to dispose of the items. He noted that the cost for trash removal is increasing.

Selectman Jandebaur made a motion to approve the purchase of the security cameras at the transfer station from 2-Way Network Division, in the amount of \$4,728.69. Seconded by Selectman Bryer. Motion passed; 3/0.

Northwood Lake Boat Launch

Mr. Gunter stated that this item was continued from the last meeting to determine the ownership of the boat ramp. He stated that he contacted the state and NHDOT owns the boat launch; however, the town is responsible for the maintenance, which the town has been doing. He stated that he has received all of the supporting documentation and the town is obligated to do the maintenance. Selectman Jandebaur requested that the supporting documents be provided to the board for review.

Selectman Bryer stated that some repairs require permits and since it is not the town's ramp who is responsible for the permitting process. Mr. Gunter replied that there is no construction proposed at this time; however, he will contact NHDOT for further information and direction relative to obtaining permits.

Selectman Jandebaur asked about the placement and responsibility of a porta-potty at the area. Mr. Gunter replied that the town would be responsible for adding a porta-potty at this location as well as for the costs.

Jenness Pond Road/Klaubert Dr. Complaint

Mr. Gunter stated that this item was continued from the last meeting. He explained that the road agent has visited this area of concern and determined that Jenness Pond Road is not meeting up with the edge of Klaubert Drive; there are different slopes and the area is eroding away. He stated that he too has looked at the area. He added that the road agent noted that Klaubert Dr. is not a town maintained road. He stated that he has requested a quote to repair the apron because he does not want the private road owners to begin plowing the area and damage Jenness Pond Road. He noted that the cost could be approximately \$3,000.

Selectman Wolf stated that he looked at the area and stated that the road was paved and now is damaged. He explained that it appears that the damage is caused by the use and the type of driving over it. He stated that the rest of the road is smooth and solid except for this edge area.



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Selectman Bryer asked if the apron would be on the town road as the town cannot spend funds on private roads. Mr. Gunter explained that the apron would only come down on a small portion.

Selectman Jandebaur stated that Lucas Pond Road was paved and the shoulders have never been addressed and there are consequences to this. He stated that the town has not been addressing the driveway areas. He explained how the state has addressed aprons and driveways. He stated that perhaps the shoulder was not filled in correctly and this complaint may be the town's responsibility; however, we are not able to spend funds on a private road. He stated that the apron can be addressed; however, feels that \$3,000 is not accurate.

Mr. Gunter stated that he has put out requests for bids for this project and has not received any information to date.

The board agreed to address the road issue and repair the town's portion only.

This item was continued to allow additional information to be received.

New Business

Acceptance of Minutes

July 15, 2015 ~ Site Walk

Selectman Bryer made a motion, second by Selectman Jandebaur, to approve the July 15, 2015, site walk minutes, as written. Motion passed; 2/0/1. Selectman Wolf abstained as he did not attend the site walk.

August 11, 2015

Selectman Jandebaur made a motion, second by Selectman Wolf, to approve the August 11, 2015, as written. Motion passed; 2/0/1. Selectman Bryer abstained as he was not at the meeting.

Process Assessing Forms and Applications

ITEM	NAME	MAP/LOT
Intent to Cut Wood Or Timber	Carol & James Pitman 588 First NH Turnpike Northwood, NH	221/1

Property taxes have been paid.

Selectman Bryer made a motion, seconded by Selectman Jandebaur, to approve the intent to cut for Map 221; Lot 1. Motion passes unanimously; 3/0.

Approval Vendor Manifest - #19

Selectman Bryer motioned to approve manifest V-2015 #19, in the amount of \$1,300. Seconded by Selectman Wolf. Motion carried; 3/0.

Approval Payroll Manifest - #18



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Selectman Bryer motioned to approve manifest V-2015 #18, in the amount of \$53,090.07. Seconded by Selectman Jandebaur. Motion carried; 3/0.

Approval of Purchase Orders

Strafford Regional Planning Commission ~ Dues

Selectman Bryer motioned to approve the purchase order for Strafford Regional Planning Commission, in the amount of \$4,816, which is the payment for the annual dues. Seconded by Selectman Jandebaur. Motion carried; 3/0.

Strafford Regional Planning Commission ~ Planning Services

Selectman Bryer motioned to approve the purchase order for Strafford Regional Planning Commission, in the amount of \$10,000, which is for planning services. Seconded by Selectman Wolf. Mr. Wolf asked if the amount is for one month. Mr. Gunter explained that this is a blanket purchase order to cover for the planner's ongoing services. Motion carried; 3/0.

Lakes Region Fire Apparatus ~ Repairs

A brief discussion was held regarding the necessary repairs. **Selectman Bryer motioned to approve the purchase order for Lakes Region Fire Apparatus, in the amount of \$4,363.81, for numerous repairs. Seconded by Selectman Jandebaur. Motion carried; 3/0.**

Miscellaneous Signatures/Approvals

Mr. Gunter stated that the assessor has completed the town's assessment, which is a state statute and is required to be done every five years. He provided the final assessment letter to the board for review and signature. Selectman Bryer asked if the overall inventory value increased or decreased. Mr. Gunter replied that the town lost approximately 3% or \$20,000,000.

Selectman Jandebaur stated that he received phone calls from a few residents regarding their assessments. Selectman Wolf stated that he too was contacted by a few residents. Discussion ensued relative to the assessment process.

Selectman Bryer requested that the assessor come in and provide an overview of the town's assessments and explain the assessment process.

Selectman Bryer motioned to approve and sign the MS~1. Seconded by Selectman Wolf. Motion carried; 3/0.

Application to Build on a Class VI Road

Mr. Gunter presented the board with an application to build on a private road or Class VI road. Selectman Bryer requested to view the agreement and release signed by the property owner. Mr. Gunter noted that the form is not attached.

Selectman Wolf stated that he viewed the area. He stated that this is in the Gulf area and feels that



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there is more going on than just the garage. He expressed concern with the area and the one access. He noted that there is a 75 acre parcel for sale. He stated that the town really needs to address this area.

Selectman Jandebaur agreed that the area is any issue that should be look into.

Selectman Bryer mentioned that there was interest in the past to build a road in the Gulf area; however, it was cost prohibited. He noted comments from the planning board on the back of the permit.

Discussion ensued regarding access in the area and safety factors.

Selectman Jandebaur asked if there was another access road at some point. Selectman Bryer replied that he believed that there was a Class VI road that is now a snowmobile trail.

Selectman Bryer noted that the proposal is to build a garage. Selectman Wolf stated that the lot has been cleared.

Ms. Edwards stated that there is almost a connection with the road that is off of Gulf Rd., south of Pleasant Lake, into Deerfield. She stated that there is a house where these two roads meet. She stated that there have been some discussions to see if the property owner would allow for emergency access coming in from Deerfield, which would be faster. As far as options, this is a road issue, which is the purview of the selectmen unless it is a new development. She added that if there are properties in Deerfield then the board should discuss access with the selectmen in Deerfield.

Selectman Bryer stated that the board could deny this application. Selectman Wolf stated that the board should discuss whether or not to continue to allow building in the area or if there is something else that can be done. Selectman Jandebaur stated that if the board wanted to stop building in the Gulf area then there would need to be notice with awareness made to people that are purchasing property that they are not thinking that they will be able to build. He expressed concern with emergency access and egress and the difficulty with the passing of two cars in areas. Selectman Wolf agreed.

This item was continued to the September 8 meeting.

Recreation Revolving Fund

Mr. Gunter presented the board a request to withdraw funds from the recreation revolving fund. He explained that a child was registered for fall soccer and will not be attending and the family is requesting a refund of the registration fees. He added that the board must sign a release form because the funds are in the recreation revolving fund.

Selectman Bryer motioned to approve the reimbursement of the soccer registration fees from



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the recreation revolving fund. Seconded by Selectman Wolf. Motion carried; 3/0.

Mr. Gunter requested that the board grant him the authority to sign these types of requests from the recreation revolving fund, up to \$2,500. Selectman Bryer stated that he believes that the selectmen must approve withdrawals from the recreation revolving fund and requested to see the RSA. Mr. Gunter will provide the RSA's relative to authorizations for recreation revolving fund.

Emergency Management Committee Oath of Office

Mr. Gunter requested to be appointed to the town's emergency management committee.

Selectman Bryer motioned to appoint Joseph Gunter to the Emergency Management Committee. Seconded by Selectman Wolf. Motion carried; 3/0.

Staff Review and Step Increase in April

Finance Administrator Sandy Garrett met with the board regarding employee step increases. She explained that in 2011 the selectmen, at that time, voted to move the step increases for town staff from April 1 to be effective at the employee's anniversary date, except for the police department. She requested that this process be changed and suggested to have all steps effective April 1 or at the very least, adjust the steps for employees with anniversary dates between January 1 to April 7 as these employees are actually one year behind.

She explained that there are employees that are being paid a 2014 wage and will be getting their 2015 step in 2016. Selectman Bryer commented that the employees with the anniversary dates within that time frame should have received that increase when the vote was passed and it should have been retroactive. Ms. Garrett agreed. She explained that she met with the town administrator at that time who told her that what had been voted was that these employees would wait for their step increases until the following year. Ms. Garrett further explained that these employees went one whole year without a step. She stated that what has occurred is not correct and is the wrong way to do the budget. She stated that it is very difficult for her for budgeting purposes. She requested that the board correct this matter and she explained that what the board could do to correct this is to give these employees two steps this year.

Selectman Bryer stated that he does not recall that there was a discussion regarding the wages for employees with these anniversary dates. Ms. Garrett replied that she did not have a discussion regarding this matter with the board of selectmen; it was a discussion with the town administrator regarding the proper procedure for issuing these increases. She continued to state that administration told her to not issue the increases and retro pay to these employees because it was effective from the date of the vote forward, April 7 to April 6.

Selectman Bryer asked how many employees that this effects. Ms. Garrett replied six; however, three are maxed out. He asked why this is coming up now. Ms. Garrett replied that there is new administration now and she had been told that it was correct. She added that it is wrong and has



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been four years.

Selectman Jandebaur suggested taking the three employees that are involved and give them their steps. Ms. Garrett stated that these three employees should be paid their 2015 step.

Selectman Jandebaur requested a breakdown of how much it will cost to fix this. Selectman Bryer stated that he understood that those people were to get their increase immediately not wait for a year and then be behind.

Selectman Jandebaur stated that the consensus of the board is to approve this action; however, they would like to know the total cost involved. Ms. Garrett stated that she will provide the breakdown to Mr. Gunter by the end of the week.

Town Hall Sign

Mr. Gunter stated that he has received four bids for the town's electronic sign. The bid information was provided in the packets.

- Paradise Signs ~ \$\$
- Portsmouth Signs ~ \$\$

Selectman Bryer stated that he would like the sign presented as a warrant article. Mr. Gunter replied that was the intention, to present the sign as a warrant article. Selectman Wolf agreed that it should be presented as a warrant article. He expressed concern with the regulations for electronic signs. Selectman Jandebaur stated that he would just like a sign out front. He added that Coe Brown's sign was around \$40,000. General discussion ensued.

The general consensus of the board is in favor of presenting a warrant article for a sign for the front of town hall. Mr. Gunter stated that he will draft wording for a warrant article.

Selectman Jandebaur noted one design specifically and stated that a quote must be submitted with a price that is effective April 1, 2016.

Non-Public Session

7:45 p.m. Selectman Bryer made a motion, seconded by Selectman Jandebaur, to go into non-public session under RSA 91-A:3, II A & C.

Roll Call Vote:

Selectman Wolf – yes

Selectman Jandebaur – yes

Selectman Bryer – yes

Motion carried; 3/0.



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8:30 p.m. Selectman Bryer made a motion, seconded by Selectman Wolf, to come out of non-public session.

Roll Call Vote:

Selectman Wolf – yes

Selectman Bryer – yes

Selectman Jandebaur – yes

Motion carried, 3/0.

Selectman Bryer made a motion, seconded by Selectman Wolf, to seal the minutes of the non-public session. Selectman Jandebaur noted that he does not feel that there is no need to seal the minutes. Selectman Bryer felt that there was a need due to a hardship. **Motion carried, 3/0.**

Selectman Jandebaur stated that the board should go back and review to seal if some of these sealed minutes can be unsealed. He reviewed reasons to seal minutes. General discussion ensued.

Reports

Town Administrator's Report

Town Held Properties

Mr. Gunter stated that notices went out to abutters of Map 234; Lot 32 and Map 123; Lot 29. Mr. Gunter stated that the lots are all empty. He stated that he has the assessed values from the assessor and requested that the board give him a sales price.

Selectman Bryer stated that this discussion and property sales should be held in a non-public session. Selectman Jandebaur stated that negotiations are always in a non-public session due to the sales values.

Mr. Gunter stated that one lot is assessed for \$1,100 and the lot is 0.02 acres. Further discussion was held regarding the sales of these lots and the process of negotiations. The consensus of the board was that any additional discussion relative to property sales would be held in non-public.

NHDOT ~ Block Grant

Selectman Jandebaur read a letter regarding the block grant noting the various amounts of funds that will be forthcoming to the town now through the beginning of 2016. He stated that the total will be \$98,678. He added that the block grant did increase approximately \$10,000 from last year to this year for highway funds.

Road Agent

Mr. Gunter referred to a list of potential roads for tree trimming and crack sealing received from the road agent. A discussion was held regarding the proposed road work. Selectman Jandebaur stated that this list is not prioritized and the roads listed will not all be done. He stated that the following four need to be addressed: Lucas Pond Road, Jenness Pond Road, Old Mountain Road, and the



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sections of Bow Lake Road that have been done.

Mr. Gunter replied that these roads are the priority. He added that Blakes Hill Road, Denmark Drive are also priorities along with Kelsey Mill Road, if funding allows.

Selectman Jandebaur stated that bids will need to be submitted. He stated that the roads to address would be the roads that have had work done within the past five years. Mr. Gunter agreed.

Road Bids

Mr. Gunter stated that two bids have been received for road work on Bow Lake Road.

- Busby Construction, Inc. ~ \$147,755
- GMI Asphalt ~ \$150,695

Mr. Gunter stated that it is stated in the contract that the work must be done by the end of September. He noted that references were provided, which he has checked, and received positive feedback for each company.

Selectman Jandebaur expressed concern with the work that has been completed with Wolcott. Discussion ensued regarding the former contracts and details.

Selectman Jandebaur made a motion, seconded by Selectman Wolf, to approve the RFP for GMI Asphalt, not to exceed the amount of \$150,695; all work to be done per schedule as noted in the RFP.

Selectman Bryer stated that he supports the motion; however, adds that typically the process is to open the sealed bids at a meeting and the information is then provided to the highway advisory committee for their input. Selectman Jandebaur stated that there is a time constraint at this point and the project needs to proceed. Discussion ensued regarding the bids and the work noted within the bid.

Mr. Gunter noted that additional information was noted in the bid for GMI that the work excludes handwork. He added that the police chief indicated that he would be able to handle the traffic control for this project.

Motion carried, 3/0.

Winter Preparations

Mr. Gunter stated that he is working on winter preparations. He stated that there are three full-time plow contractors with one outstanding contract. He stated that he plans to bring these contracts to the next meeting for review and signature.

Mr. Gunter stated that he has 150 tons of road salt ready to be delivered from Granite State Minerals, \$51.73 per ton. He added that he did check other prices with Morton Salt for \$54.00 per



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ton as well as New England Salt, who did not reply. He explained that trucking has been problem in the past with Granite State Minerals; therefore, he would like to get another 150 ton from Morton Salt on an as needed basis.

Selectman Jandebaur asked where the funds are coming from for the salt. Mr. Gunter explained that there is approximate \$8,000 left in the salt line.

Selectman Bryer made a motion, seconded by Selectman Wolf, to approve the purchase of 150 ton of road salt from Granite State Minerals at \$51.73 per ton, a total of \$7,759.50. Motion passed unanimously; 3/0.

Cable Equipment Purchase

Gary Garnett, Cable Coordinator, met with the board regarding placing an order for equipment. He provided a packet of information for the board to review and explained the necessity of some supplies. He requested approval to spend \$2,500.

Selectman Bryer asked for price comparisons for supplies. Selectman Jandebaur stated that the costs come from the Cable Expendable Trust Fund. Further discussion was held regarding the distribution of the funds. Selectman Jandebaur stated that it is important that there is research done for comparisons to get the best price for the product.

Selectmen's Comments

Selectman Wolf

Lights at Intersection of Rte. 43

Selectman Wolf asked about the updates to the lights that were to be addressed by NHDOT.

Selectman Jandebaur provided an overview of the meeting that was held with NHDOT and noted receipt of a letter that was sent stating that the light was to be re-programmed; nothing has happened.

Ms. Edwards explained the light pattern was to change for left hand turning. Discussion ensued.

Mr. Gunter will follow up with NHDOT as to the progress of this project.

Roadside Mowing

Selectman Wolf stated that the roadside mowing has been completed and he is pleased with the work. He stated that he hopes that there will be more cutting and clearing done next year.

Selectman Jandebaur stated that this is one of the items that the town needs to do a better job with to avoid issues like what has occurred on Sherburne Hill Road.

Mr. Gunter stated that the invoice has been submitted and it was more than what was anticipated. The minutes will be reviewed to determine what was approved in the contract.



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Selectman Bryer ***Sherburne Hill Road***

Selectman Bryer stated that he has been contacted regarding the tree cutting project on Sherburne Hill Road. He stated that there are some people that would like the trees cut and asked if the project could be proposed again to address the matter.

Selectman Jandebaur stated that the board can propose the project again next year or a warrant article could be presented to remove the scenic by-way. He stated that until permission is granted to do the road correctly he would not support spending funds to shim coat the road; ditches are necessary.

Selectman Jandebaur ***Town Owned Property***

Selectman Jandebaur stated that he would like to know the specifics of what the town can and cannot do to property that the town has taken for taxes relative to clean up and buildings.

Selectman Bryer stated that he understood that if the town owns a property, the town can board up the properties.

Further discussion was held regarding the process of the property owner redeeming the property.

Mr. Gunter stated that the town can sell a property if the owner submits a letter stating that they release the interest in the property. He will provide additional information to the board for the next meeting.

Town Vehicle Policy

Selectman Jandebaur provided a revised town vehicle policy to the board for review. He stated that he used other town's examples and created this policy. He stated that there are items that are not being followed and he would like the policy to be revised.

This item was continued to October 13, 2015

Non-Public Session

8:45 p.m. Selectman Bryer made a motion, seconded by Selectman Jandebaur, to go into non-public session under RSA 91-A:3,II D.

Roll Call Vote:

Selectman Wolf – yes

Selectman Bryer – yes

Selectman Jandebaur – yes

Motion carried; 3/0.



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9:12 p.m. Selectman Bryer made a motion, seconded by Selectman Wolf, to come out of non-public session.

Roll Call Vote:

Selectman Wolf – yes

Selectman Bryer – yes

Selectman Jandebour – yes

Motion carried, 3/0.

Adjournment

Selectman Bryer motioned to adjourn at 9:14 p.m. Selectman Wolf seconded. Motion carried; 3/0.

Respectfully submitted,

Lisa Fellows-Weaver
Board Secretary