



## Northwood Board of Selectmen Minutes of September 22, 2015

Chairman Timothy Jandebaur called the meeting to order at 6:05 p.m.

The meeting opened with the pledge of allegiance.

### **Roll Call**

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

### **Absent**

Selectman Scott Bryer

### **2016 Budget Review ~ Continued**

Selectman Jandebaur explained that the selectmen are reviewing budgets and tentatively approving department's budgets; however, may review the budgets again after all departments have met with the board and presented their budgets.

### **45501 ~ Libraries**

Donna Bunker was present to address the budget for the library. She explained that notes have been provided relative to specific requests.

Selectman Jandebaur asked if the Library Aides/Assistants, line 111, increased due to new personnel. Ms. Bunker replied that she believes that the increase is due to step increases.

Ms. Garrett noted that she figured the salaries. She stated that line 111 includes step increases for four part-time personnel. She stated that the Librarian, line 110, is maxed out on steps. She added that the Tech/Teen Librarians, line 112, also increased due to step increases for two employees.

Selectman Jandebaur noted the increase of \$1,500 in line 330, Contracted Services, from \$14,023 to \$15,523. Ms. Bunker stated that she believes that the lawn care for \$1,500 is the overall increase. She explained that the lawn maintenance is in the town's budget; however there has been some additional work necessary for the lawn this year and the trustees wanted to make sure that there was funding available for next year. She stated that this year the library lawn was reseeded.

Selectman Jandebaur asked about the maintenance for the water system and if this was in last year's budget. Ms. Bunker replied yes and believed it was \$800 last year as well.

A discussion was held regarding increasing lines 410/Electricity and 411/Oil~Propane. Ms. Bunker expressed concern with the library over expending these lines and she requested that they be increased. Selectman Jandebaur stated that the heating costs should decrease as overall costs are less. Ms. Garrett added that based on usage there has been an additional 500 gallons added to the contract for the library and the amount shown in the budget includes the additional 500 gallons. She added that she believes that the proposed increase of \$700 for electricity should



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be sufficient.

Selectman Jandebaur noted an increase in line 670/Books & Periodicals. Ms. Bunker stated that this line also included CD's and DVD's. Selectman Jandebaur asked why the increase as only half of the budget has been spent and we are in the third quarter of the year. Ms. Bunker stated that the increase is so they can add more DVD's and CD's to their collection. She added that the department has spent \$12,297 and encumbered \$9,255. Ms. Garrett noted a posting issue as there were payments made in this week's vendor run that may not be included in the report the selectmen are using.

A discussion was held regarding the increase to line 690/Office Equipment. Selectman Jandebaur noted that the increase proposed is \$1,295 for a defibrillator. Ms. Bunker replied yes, and added that the library does not have one.

Selectman Jandebaur stated that the overall increase is approximately \$5,000 and is a fair budget. He noted that the only item he is concerned with is the lawn. Ms. Bunker noted that there were many complaints about the lawn. There were problems this year with crab grass, and they needed to reseed the lawn. She added that the trustees want to make sure there is funding for the lawn. Selectman Jandebaur stated that the town mows the lawn and the contractor can address these types of matters.

No changes were made to this budget at this time.

### ***42401 ~ Building/Code Enforcement***

Dale Sylvia met with the board for the building department's budget.

Selectman Jandebaur stated that the budget is straight forward. He asked about the status of a second inspector. Mr. Gunter stated that the hiring is on hold until after the budget process and when the building season begins again next spring. Ms. Garrett stated that the salary for the assistant, line 111, is based on 20 hours per week at step 13/grade 2.

Mr. Sylvia stated that he did not have any new comments to make other than what has been discussed recently.

No changes were made to this budget at this time.

### ***44111 ~ Health Department***

Dale Sylvia was present to meet with the board for the health department's budget. Selectman Jandebaur asked if Mr. Sylvia was the health inspector at this time. Mr. Sylvia replied that he has been the health officer since his employment began.



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Selectman Jandebaur asked why there is a salary line for the department, line 110. Ms. Garrett stated that some of Mr. Sylvia's hours are for the health department and some hours are under the building department.

Mr. Sylvia stated that there are currently a few issues ongoing in town.

No changes were made to this budget at this time.

### ***43211 ~ Sanitation Department***

Steve Preston met with the board to present the budget for the sanitation department.

Selectman Jandebaur noted that the salary has decreased. A discussion was held regarding the amount of employees that are maxed out on the wage plan. Ms. Garrett replied there are six employees at this time. Selectman Jandebaur noted that he believed that the town was going to receive a copy of another neighboring town's compensation plan. Ms. Garrett replied that the town received a copy of the wage plan from the Town of Epsom; however, it was not comparable and not very explicit with the positions. She added that she is not aware of the information coming in from another town. Mr. Gunter added that he has a copy of the NHMA wage survey from 2014 and another survey will be done in 2016.

Mr. Preston explained that he is proposing an increase in line 493/Hazardous Waste due to the fact that everything has increased and there is more coming in.

Discussion ensued regarding the disposal of two barrels on a town property. Selectman Wolf stated that the town should be able to remove these barrels. He added that there needs to be a meeting to address the concrete pad that the dumpster sits on at the transfer station. Selectman Jandebaur explained the funding for the concrete pad would be coming from the transfer station trust fund. Further discussion was held regarding obtaining bids. Selectman Jandebaur requested that Mr. Preston have bids to the board for October 13 with work to be completed by November 15.

Selectman Jandebaur noted that the overall all increase is \$50.08.

No changes were made to this budget at this time.

### ***43243 ~ Solid Waste Disposal***

Steve Preston met with the board to present the budget for the solid waste department.

Selectman Jandebaur noted that the department's budget is a decrease and added that he anticipated an increase due to the amount of solids this year. He expressed concern with the proposed budget being less. He asked if any funds have been encumbered. Ms. Garrett replied that there is \$6,000 to \$7,000 encumbered. Mr. Preston stated that he is comfortable with the proposed



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budget. Mr. Gunter added that the Lamprey’s contract was received and it is also less. He noted that this is a 10 year contract.

No changes were made to this budget at this time.

***41509 ~ Budget Administration***

Linda Smith and Chair Ginger Dole were present to propose the budget for the budget committee. She stated that the department has proposed a level funded budget at \$675.

No changes were made to this budget at this time.

***41913 ~ Zoning Board of Adjustment***

Linda Smith presented the proposed budget for the zoning board. She stated that the zoning board has proposed a level funded budget at \$ 2,900.

***41911 ~ Planning & Development***

Linda Smith met with the board along with Chairman Robert Strobel and Vice-chair Lucy Edwards to present the budget for the planning board. Ms. Smith explained that this department’s budget was submitted into the software to meet the deadline; however, that was done prior to the board meeting and discussing the budget. She stated that there have been some changes made to the proposed budget based on the planning board’s discussions. She added that the town administrator suggested addressing these changes with the board at this meeting.

Ms. Smith stated that line 820, Training, is proposed to be increased from \$1,000 to \$1,200. She explained that the department is currently within \$75 of spending the entire training line for this year. She noted that there are a few workshops/conferences that are coming up in the next few months that members and staff will be attending. Mr. Strobel added that most of the planning board has attended a workshop or training of some sort this year. Ms. Smith stated that with this increase, the department has requested \$40,817.

Ms. Smith stated that the planning board made a change to line 820/Contracted Services. She explained that currently there is a contract for a town planner through Strafford Regional Planning Commission (SRPC). She stated that in 2014 the town went from having a part-time planner employee to a contracted service, for 10 hours per week at \$45 per hour. In addition, there were additional hours specifically for working on the Master Plan plus potential indirect costs.

**2015 Contracted Planning Consultant**

10 hours per week x 52 weeks-5200 hours x 45.00 =	\$23,400
Indirect costs: 960. (80. Per 12 months)	960
Master Plan Update: 40 hours x 45.=1800.	<u>1,800</u>
<b>Total</b>	<b>\$26,160</b>



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At this time, the planning board's recommendation is to revise the current contract for the planner with SRPC to include a broader range of services, such as Master Plan update, zoning ordinances, and Economic Development Committee (EDC) meetings, rather than have separate hours designated for the work. This will also include review of applications, plans, etc. that is currently included in the 10 hours per week.

Ms. Smith explained that the current person designated to working in the town went from a regional planner to a senior planner. She explained with this change the billing rate changed so there is an increase in costs totaling \$5,040. An estimate is for up to 10 hours per week at \$60 per hour. She added that the schedule of work fluctuates each week/month based on applications, and current work of the planning board. She stated that any hours for attendance at Economic Development meetings are not charged as this was an agreement with SRPC to provide as a dues benefit.

Ms. Smith referred to a packet she provided with additional information relative to the planner position. She noted a multiyear expenditure report and stated that in 2006 the adopted amount for the salary for the part-time planner was \$35,000, based on what was determined in 2005 to be the costs for the service of the town's planner. She added that although that threshold was not reached, it says that the town is still within that range. She stated that the planning board voted unanimously in favor to continue along as it has been.

Selectman Jandebaur stated that the services will stay the same; however, there is an increase in the hourly rate from \$45 to \$60 per hour. Ms. Smith explained that the increase is due to the person's qualification, education, and expertise has changed and SRPC promoted this person to a different level of planner. She added that had the person not received the promotion, he would have been classified as a Regional Planner-A, which is at a rate of \$55 per hour. Therefore, if things had remained the same, the rate increased by \$5 as SRPC's billing rates changed. Selectman Jandebaur stated that the town has had a regional planner in 2015 for \$45 per hour. Ms. Smith stated yes and noted that there are two different regional planner classifications and the 2016 rates have increased for a regional planner from \$45 to \$55 per hour.

Ms. Smith stated that the town currently has a person who has invested a year, learned the town's regulations and ordinances, etc. Selectman Jandebaur stated this hourly rate is a 33% increase and the person could move on at any time. He stated a decision was made to go with SRPC and use one of their planners based on 10 hours per week at \$45 per hour and now this increase causes the cost to increase 33%. He stated that he has appreciated the service and the quality of the current planner.

Mr. Strobel stated that when the planning board advertised for planning services one year ago there were other bids received. Ms. Smith stated that there were three bids received, one was SRPC at \$45 per hour, along with three private planning consultants ranging between \$50 and \$70 per hour.



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Selectman Jandebaur asked if it is time that the town hires their own planner. Ms. Smith referred to a sheet she provided noting potential options for the town; either as an employee, in-house consultant, or as contracted services. She added that as far as planning services specific to application reviews, the fees can be passed on to the applicants, which is similar to the process used for the town's engineer.

Selectman Jandebaur stated that the former planner was working 20 hours per week and when the change was made to go to contracted services with SRPC the hours changed to be only 10 hours per week. He suggested a discussion be held regarding the town's options. Ms. Smith noted that with an employee there is sick time, vacation time, and holiday time that adds to the costs. Selectman Jandebaur stated that originally this contract was on a trial basis and last year the board agreed to make it a more permanent relationship. He expressed concern with the proposed increase and asked if there is any negotiating with SRPC. Mr. Gunter noted that he did speak with SRPC as it was proposed for the costs to increase for 2015 and that was changed. However, his negotiating for 2016 was not successful, at this time.

Ms. Smith stated that the billing rates are created by SRPC executive committee not the executive director. She understands the concern. She added that the current planner is very conscientious with his time and has completed the work load within a very concise time and has the respect of the planning board and EDC. She stated that SRPC did work to find a good fit for the town.

Selectman Wolf commented that the planner has done an excellent job and there has never been a time where the planner has not been prepared. He noted that the increase for the planner is small compared to the raise that the superintendent just received. Selectman Jandebaur commented that the joint school board of 15 people addressed the raise for the superintendent.

Lucy Edwards commented regarding economic development and what it can mean to the town. She stated that having a person who has been working in economic development at Strafford Regional Planning Commission can help immensely as the town moves forward. Discussions have been held regarding the need for expertise to fill these vacant properties, etc. She stated that should the selectman decide to not support the planner and the increase, she would like to have the opportunity to make the argument to the town that this is an investment in Northwood and investments in the future are important.

Mr. Gunter stated that he feels that the planner is doing a great job; however, the price point is maxing out. He suggested to try this again for another year to see if there is any benefit and if not the town will need to look into other options. Selectman Wolf noted the salary and benefits for staff and the current planner is not that different. Selectman Jandebaur stated that the town only gets half the hours for the same amount of money now. Ms. Smith stated that out of the 20 hours per week the former planner worked, if there was a holiday then the hours worked were only 12, not 20. Also if vacation time was used then there was no one working at that time either.



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Selectman Jandebaur stated that the request is not for more hours; it is for additional money per hour. He noted that he appreciates the work that the planer has been doing. He stated that he would like to continue the discussion when Selectman Bryer can be involved and have Ms. Smith and Mr. Strobel attend. This discussion was continued to October 13.

### ***46111 ~ Conservation***

Linda Smith met with the board to present the budget for the conservation commission. She explained that this department's budget was submitted into the software to meet the deadline; however, that was done prior to the commission meeting and discussing the budget. She stated that there have been some changes made to the proposed budget based on the commission's discussions and the town administrator suggested addressing these changes with the board at this meeting.

Ms. Smith noted the commission's recommended changes were to line 622, Special Day Conservation. She explained that the commission would like to have funds for one special event similar to Discover Day or Leopold Day. She stated that it is anticipated that a larger event will take place this year based on NALMC 10 year anniversary and the upcoming distribution of multi-property land management report.

Ms. Smith stated that the commission requested an increase in line 550/Printing and Education as the commission would like to increase awareness relative to invasive species. She noted that a number of years ago the commission installed sign information boards at various locations and the commission has discussed refreshing the materials at these information boards.

Ms. Smith stated that the commission's dues have increased, line 560, from \$425 to \$500. She noted that the dues are for NH Association of Conservation Commissions, Bear Paw Regional Greenways; and Lamprey River Watershed Association.

Ms. Smith stated that Maps, line 621, has decreased from \$300 to \$200.

Ms. Smith stated that Training, line 820, has also been proposed to be increased from \$150 to \$300. She stated that there are trainings and workshop available for members and staff and the increase is due to the interest of new and existing members.

Selectman Jandebaur stated that in 2014 the budget was \$4,500 and only \$716 was spent. In 2015, the budget is \$4,752 and year to date the commission has only spent \$567. He stated that there may be another \$500 spent from the 2015 budget.

Ms. Smith stated that there were funds spent from 2014 under the contracted services line and it does not appear to be shown paid out. Selectman Jandebaur stated that if the contracted services line was spent, then that was still only half of the budget spent in 2014 and he does not feel that the 2015 will be spent. Ms. Smith added that the commission is also currently working on a



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contract with the town's forester relative to doing a blazing of the property lines on the Low property. The cost of that could be up to \$2,000. Selectman Jandebaur stated that he is surprised that the budget is being proposed to be increased.

Ms. Smith explained that Equipment, line 690, is cost shared with the four departments. She stated that this would cover any computer supplies/replacement-keyboards, camera, small office equipment; GPS related software.

Ms. Frost, member of the commission, explained that the costs were proposed to be increased in hopes to increase the education and intend to have some work done with the forester. She noted that the commission also discussed the potential of adding land to the conservation lands in Northwood and there will be a cost for that. She stated that she was not authorized to speak by the commission; however, this is her understanding of the discussions that were held in preparing the budget for 2016.

Ms. Smith explained that the \$1,000 in line 491 for Town Forest Land Management is to cover various charges that may be relative to cutting that would not be covered by a forester or the out of pocket expenses such as equipment rental.

Selectman Jandebaur stated that it appears that only 20% of the budget will be spent. He stated that if the 2016 budget was level funded there would still be ample funding for the commission. Ms. Smith agreed and stated that it is her job to present the budget as desired by the department. Selectman Jandebaur stated that he would recommend level funding the conservation commission's budget for 2016 based on the past two years of expenditures. Selectman Wolf agreed.

### ***41940 ~ Community Hall***

Selectman Jandebaur stated that the budget for the community hall has increased. He asked how the heating line has increased as the costs of fuel has decreased. Ms. Garrett replied that the community hall is now using more gallons of fuel as the facility is being used more. She stated that she is budgeting for more gallons now.

### ***41941 ~ Town Parade Buildings***

Selectman Jandebaur noted that the overall budget is proposed to be less. He asked about the \$6,000 proposed increase for Contracted Services, line 330. Ms. Garrett explained that the increase is due to the survey of two town buildings, town hall and the other half of the transfer station property.

Selectman Jandebaur asked the status of the boundary survey of the transfer station. Mr. Gunter stated that Mr. Wormell has completed the survey. He will bring the plan to a future meeting for review.



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Selectman Jandebaur noted that line 650, Maintenance & Repair, is less. He noted that line 650, Ground Care has also been reduced. Ms. Garrett noted that the grounds care line has been moved into the highway department.

Selectman Jandebaur recapped the progress of the board, as follows:

Planning & Development, *continued*

Conservation reduced to level fund

All other departments were tentatively approved.

### **New Business**

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

***September 8, 2015***

**Selectman Jandebaur made a motion, second by Selectman Wolf, to approve the September 8, 2015, as written. Motion passed; 2/0.**

### **Miscellaneous Signatures/Approvals**

#### ***Agreement and Release 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, St. Hilaire, Cheryl Lane, Map 116, Lot 17. The board reviewed the materials provided and requested additional information regarding the structure proposed and the access to the area.

Discussion ensued regarding the safety concerns of Gulf Rd. Board members will drive by the area before the next meeting. This item was continued to the next meeting.

#### ***Holiday Policy 2016***

Mr. Gunter presented the board with the proposed 2016 holiday schedule for signature. Selectman Jandebaur noted the day after Thanksgiving is listed as a paid holiday for the employees and he does not believe that this is correct. He requested that this be checked into and addressed at the next meeting.

Mr. Gunter informed the board that the day after Thanksgiving is a paid holiday for staff as noted in the town's personnel policy.

**Selectman Jandebaur made a motion, second by Selectman Wolf, to approve the 2016 Holiday Schedule. Motion passed; 2/0.**

### **Approval of Purchase Orders**

#### ***Transfer Station Security System ~ \$4728.69***

Mr. Gunter presented the board with the purchase order for 2-Way Network Division, in the amount of \$4,728.69 for the security system at the transfer station. He stated that the funding is coming from the trust fund. A discussion was held regarding completion of the policy. Mr. Gunter stated that the policy has been written and needs to be approved by the board. Selectman Wolf



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expressed concern signing a purchase order to purchase the equipment before the policy is approved.

The purchase order was signed by the board.

### ***GMI Construction, Bow Lake Road ~ \$100,000***

Mr. Gunter presented the board with the purchase order for GMI Construction for the work on Bow Lake Road. Selectman Wolf expressed concern with the progress of the road as far as the ditches and the grading. Selectman Jandebaur stated that the vendor will not be paid until the work is completed.

The purchase order was signed by the board.

### ***Recreation Escrow Withdrawal Request***

Selectman Jandebaur read a request to withdraw \$43 from the recreation escrow account to purchase recreation stickers. **Selectman Jandebaur made a motion, second by Selectman Wolf, to approve the withdrawal request of \$43 from the Recreation Revolving Fund. Motion passed; 2/0.**

Selectman Jandebaur read a request to withdraw \$1,222 from the recreation escrow account for soccer jerseys. **Selectman Jandebaur made a motion, second by Selectman Wolf, to approve the withdrawal request of \$1,222 from the recreation escrow fund. Motion passed; 2/0.**

Selectman Jandebaur read a request to withdraw \$56 from the recreation escrow account to purchase additional soccer jerseys as more kids have enrolled in the programs. **Selectman Jandebaur made a motion, second by Selectman Wolf, to approve the withdrawal request of \$56 from the recreation escrow fund. Motion passed; 2/0.**

Selectman Jandebaur read a request to withdraw \$400 from the recreation escrow account to purchase additional soccer jerseys. **Selectman Jandebaur made a motion, second by Selectman Wolf, to approve the withdrawal request of \$400 from the recreation escrow fund. Motion passed; 2/0.**

Selectman Jandebaur read a request to withdraw \$26 from the recreation escrow account for the purchase of additional soccer jerseys. **Selectman Jandebaur made a motion, second by Selectman Wolf, to approve the withdrawal request of \$26 from the recreation escrow fund. Motion passed; 2/0.**

### ***Lamprey Contract***

Mr. Gunter provided the board with a new contract for disposal fees at \$64 ton. Selectman Jandebaur noted that the fees were \$72 per ton for oversized bulk waste and \$69 per ton for solid waste. He noted that the fee for municipal waste has been reduced to \$64 per ton. **Selectman Jandebaur made a motion, second by Selectman Wolf, to approve the Lamprey contract for waste disposal noting a reduction in the cost from \$69 to \$64 per ton. Motion passed; 2/0.**



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### *Approval Vendor Manifest*

Selectman Jandebaur motioned to approve manifest, in the amount of \$462,584.23.

**Seconded by Selectman Wolf.** Selectman Jandebaur noted that there is a school payment included in the amount of \$400,000. **Motion carried; 2/0.**

### **Other**

#### *Blasting*

Mr. Gunter stated that he sent out emails requesting bids to blast the stone ledge in the ball fields. He stated that the following bids were submitted:

Hodgdon - \$210,000 ~ entire field

Docko - \$31,000 ~ ledge only

Maine Blasting - \$51,000 ~ ledge only

Selectman Wolf noted that all of the bids should be for the same work. Selectman Jandebaur expressed concern with the fact that the bids are not all bidding on the same work. Discussion ensued relative to what the bids included and where the money would be coming from.

Mr. Gunter stated that the funds were to come from the highway department and the extra materials would be ground and used for the roads. Selectman Jandebaur stated that the original plan called for the material to be blasted and then pushed over the edge of the field to expand the field depth. Discussion continued regarding the benefit of the material.

Selectman Wolf stated that if that is the case then the recreation department should be funding this project as the benefit is for the recreation fields. Selectman Jandebaur stated that this issue needs to be discussed further. He also asked if this project would be funded with any of the funds from the warrant article this year. Mr. Gunter replied no and added that a grant was written and submitted and the money can be used as a construction match to build the fields.

#### *Voting*

Mr. Gunter stated that voting time is approaching. He stated that he has spoken to the fire department as well as using the congregational church for voting; both facilities will be at no charge to use. Selectman Jandebaur stated that he would prefer to use the church as it is on Route 4. Selectman Wolf mentioned parking during the day. Ms. Edwards noted that the Coe Brown owns a portion of the church parking lot. Mr. Gunter will look into more details for the parking area.

Selectman Jandebaur suggested that the board look into a donation for the church.

#### *Road Repair Proposals ~ Old Mountain Road & Lucas Pond Road*

Proposals were submitted and opened by Selectman Jandebaur for repairs to Old Mountain Road and Lucas Pond Road. Bids were received as follows:



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### *Old Mountain Road*

- GMI Construction - \$186,803
- Brox Industries - \$216,783

### *Lucas Pond Road*

- GMI Construction - \$309,099
- Brox Industries - \$362,690

General discussion ensued as the proposal specifics were reviewed. Mr. Gunter stated that there is \$120,000 available. Selectman Jandebaur stated that he would like to do at least one road this year and the other next year.

Discussion ensued regarding negotiating costs and Mr. Gunter will contact the companies.

### **Tickler File**

Reorganize Highway Department - Continued

Vehicle Policy – Continued to October 13.

Jeness Rd. / Klaubert Dr. Complaint – Mr. Gunter stated that Mr. Hodgdon will be able to address this issue for \$1,200.

### **Non-Public Session**

**8:20 p.m. Selectman Jandebaur made a motion, seconded by Selectman Wolf, to go into non-public session under RSA 91-A:3,II A&C.**

#### *Roll Call Vote:*

Selectman Wolf – yes

Selectman Jandebaur – yes

**Motion carried; 2/0.**

**9:20 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 stated that no decisions were made in non-public.

**Selectman Jandebaur made a motion, seconded by Selectman Wolf, to waive the tax deeding of Map 216; Lot 64, and require the owner to pay \$800 on September 23, 2015 and continue to make payments of \$400 per month until the balance is paid in full. Motion carried, 2/0.**



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**Selectman Jandebaur made a motion, seconded by Selectman Wolf, to hold the tax deeding of Map 120; Lot 17, and require the owner to pay the remaining \$300 in back taxes by November 15, 2015. Motion carried, 2/0.**

**Selectman Jandebaur made a motion, seconded by Selectman Wolf, to waive the ambulance fee of \$383.29 as requested by a Northwood resident. Motion carried, 2/0.**

**Adjournment**

**Selectman Jandebaur motioned to adjourn at 9:02 p.m. Selectman Wolf seconded. Motion carried; 3/0.**

Respectfully submitted,

Lisa Fellows-Weaver  
Board Secretary