



Northwood Board of Selectmen Minutes of September 29, 2015

Selectman Scott Bryer called the meeting to order at 6:10 p.m.

Fire Chief Bassett opened the meeting with the pledge of allegiance.

Roll Call

Selectman Scott Bryer, Selectman Rick Wolf, Town Administrator Joseph Gunter, and Finance Administrator Sandy Garrett.

Absent

Selectman Timothy Jandebour

Appointments

Fire Chief Nikolas Bassett ~ Fire Truck Purchase

Chief Bassett provided an update to the selectmen regarding the purchase of a fire truck. He explained that the committee reviewed the bids and the recommendation is to purchase a truck from LaValley out of Bradford, NH. He added that he is working on putting the other truck up for sale via the town bidding process.

Selectman Bryer explained the process for purchasing trucks and other equipment. He asked if the warrant article is sufficient to cover the cost and if the proposed truck is in the parameters of the warrant article. Chief Bassett replied yes and explained that they would like to move forward with the purchase as soon as possible.

Selectman Bryer requested copies of the proposal and added that the specifications should be provided to the board. He added that he would like to wait until Selectman Jandebour is present to make a final decision about purchasing the truck.

Selectman Bryer asked about the Town of Landaff purchasing the older truck. Chief Bassett replied that he and the town administrator have updated the fire chief of Landaff on the progress of purchasing the new truck.

Chief Bassett presented the board with three applications for volunteers for approval contingent on background checks. He discussed the qualifications of the new volunteers and where they are from. He noted that one person may become a part-time employee.

Selectman Wolf made a motion, seconded by Selectman Bryer, to tentatively approve the volunteer applications, pending background checks, for the following:

- **Zachary Gagnon**
- **Sandy Fradette**
- **Joseph Suchomski**

Motion passed unanimously; 2/0.



Northwood Board of Selectmen Minutes of September 29, 2015

Intercept Agreement

Chief Bassett presented the Concord Fire Department Intercept agreement. Chief Bassett explained that if our paramedic is not available the town is charged when another paramedic is called in. He added that there is funding in the budget for this service. Additional discussion ensued. Selectman Bryer stated that he believes that the chairman must sign the document. **Selectman Bryer made a motion, seconded by Selectman Wolf, to authorize the chair to sign the Concord Fire Department intercept agreement. Motion passed unanimously; 2/0.**

Grants

Chief Bassett stated that he will apply for a grant for protective equipment, hand tools and clothing. He explained that it is a 50/50 match. He estimated that the cost would be \$3,300. The board agreed that he should apply for the grant, if available.

Unfinished Business

50 Olde Canterbury Road Clean Up Proposal

Mr. Gunter stated that he put out a request for bids for cleanup for 50 Olde Canterbury Road. He explained that he received a proposal from North Ridge Contracting Company for Future Farmers of America and Coe Brown volunteers to help clean the property as a volunteer project. He stated that he met with Headmaster Smith who felt that this was a great idea.

Selectman Bryer agreed that this is great idea; however, he would like to know about the town's liability for volunteers working on town properties. Mr. Gunter stated that the school did request information relative to the town's insurance for working on the property. He stated that he did speak with the town's insurance company and is waiting for a reply.

Selectman Bryer made a motion, seconded by Selectman Wolf, to approve the proposed entities to work on the 50 Olde Canterbury Road cleanup project, pending approval of coverage from the town's insurance provider in case of an accident. Motion passed unanimously; 2/0.

2016 Budget Review ~ Continued

46510 ~ Economic Development

Hal Kreider and Judy Burke were present representing the economic development committee (EDC).

Selectman Bryer stated that the department has requested a budget of \$8,603. The budget lines were reviewed and discussions were held regarding the amounts proposed. Selectman Bryer asked about the portfolios proposed noted in the printing line. Mr. Gunter described his vision for the use of the printing budget and what the packets will consist of. He would like to see the packet as a marketing tool to attract new business. He added that he has obtained a few quotes at approximately \$2,200. Discussion continued about the portfolios and the printing. Mr. Kreider suggested that the printing be done this year and felt that there is ample funding to do this project



Northwood Board of Selectmen Minutes of September 29, 2015

within the current budget. Mr. Gunter stated that the printing may be able to be completed this year. Ms. Garrett stated that \$570 has been spent so far this year and nothing has been encumbered. Mr. Kreider stated that the final quotes have not been received. It is agreed that the printing should be done this year.

Mr. Kreider discussed digitizing the guides that the EDC develops.

Selectman Bryer noted that he would like to level fund this department. Mr. Kreider agreed.

Strafford Regional Planning Commissions Contract (SRPC)

Mr. Kreider mentioned the planning contract with SRPC and stated that it is his understanding that there has been some consternation with the cost of the services provided. Selectman Bryer stated that he feels that the planner is an asset to the town and that there has been much progress using SRPC this year. He added that he likes the idea of outsourcing and supports keeping the arrangement with the contract.

Mr. Kreider stated that the EDC feels that it is important to have the assistance from the planner and he asked if the EDC should be adding funding to their budget for the planning services.

Selectman Bryer asked if there is funding in the budget for the SRPC contract for planning services. Ms. Garrett stated that the planning department's budget was increased for 2016 to cover the contract. She added that the contract increased \$5,040 and the department's overall budget increased \$5,440.

Selectman Wolf stated that he supports the contract for planning services with SRPC and would like to continue to have the planner. He added that the town does not have to cover any benefits as SRPC pays for those. He stated that the planner does not come into work when there is no work for him.

Additional discussion was held supporting the current contract with SRPC, why the town needs to support the planning contract, and reaching out to SRPC for assistance. Mr. Kreider added that the EDC services are a part of the SRPC dues.

Discussion ensued regarding allocating fund from the planning board to the EDC.

New Business

Acceptance of Minutes

September 15, 2015

Selectman Wolf made a motion, second by Selectman Bryer, to approve the September 15, 2015 minutes, as written. Motion passed; 2/0.



Northwood Board of Selectmen Minutes of September 29, 2015

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, for 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.

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

The purchase order was signed by the board.

Northeast Resource Recovery Association (NRRA) ~ \$3,000.00

Mr. Gunter presented the board with the purchase order for Northeast Resource Recovery Association to purchase the cardboard dumpster at the transfer station for \$3,000. He explained that the NRRA is going out of business. A discussion was held regarding the condition of the dumpster. Mr. Gunter notes that he does not know the age of the dumpster but has looked at it and feels that it is in good condition. He added that the funds will come from the transfer station revolving fund.

Selectman Wolf asked who would now be picking up the cardboard. Mr. Gunter replied that there is a new contract with Waste Management.

Discussion ensued. Selectman Wolf noted that there is a dent on the top of the dumpster.

Selectman Bryer asked if Mr. Gunter felt that \$3,000 was a reasonable cost. Mr. Gunter replied yes as the original price was \$3,500. Ms. Garrett stated that the new dumpsters purchased five years ago cost \$8,200 each.

Selectman Wolf motioned to approve the purchase of the dumpster from Northeast Resource Recovery Association, in the amount of \$3,000. Seconded by Selectman Bryer. Motion carried; 2/0.

Approval Vendor Manifest - #20

Selectman Bryer motioned to approve manifest P-2015 #12, in the amount of \$99,975.46.



**Northwood Board of Selectmen
Minutes of September 29, 2015**

Seconded by Selectman Wolf. Motion carried; 2/0.

Miscellaneous Signatures/Approvals

Recreation Department Refund

Mr. Gunter provided a reimbursement request to the board to reimburse Katie Morell-Cleary \$85 for soccer camp registration as the camp was cancelled.

Selectman Bryer motioned to approve the reimbursement for Ms. Cleary, in the amount of \$85 for soccer camp registration. Seconded by Selectman Wolf. Motion carried; 2/0.

Welfare Software

Mr. Gunter stated that Mr. Balian has requested the board make a decision relative to the welfare's proposed computer data program. He noted that there have been other town's using the software with no issues.

Selectman Bryer expressed security concerns about the program and assurance. Discussion ensued relative to the security and the possibility of private information being available. Selectman Bryer added that he would not support this software without some type of assentation for security and he noted that the town does not have any control of this program.

Ms. Garrett stated that she is not comfortable with this program because of the security and the fact that the town does not have control over the data base.

The board decided to not support the use of the proposed software.

Bean Hole Bash Committee Request

Mr. Gunter stated that he has received a request from the Bean Hole Bash Committee requesting to use the athletic fields for next year's event.

The board supported the request.

2016 Budget ~ Continued:

41302 ~ Town Administrator

A discussion was held regarding the budget for the town administrator, Dept. 41302. Ms. Garrett noted that the salary line will need to be adjusted based on the six month review and the anniversary date, to comply with the contract.

Lines to be updated are as follows:

Line 110, Salary - \$68,889

Line 220, Social Security - \$4,271

Line 225, Medicare - \$999

Line 230, Retirement - \$7,697



Northwood Board of Selectmen Minutes of September 29, 2015

Ms. Garrett stated that the overall increase is \$103,027. Selectman Bryer stated that the 2016 budget increase is approximately \$12,000. Updated sheets will be provided for the next meeting.

Selectman Bryer asked what the increase was for this department. Ms. Garrett replied that the increase is retirement as retirement for the prior administrator was included with the salary. She stated that the retirement is now being administered based on the rate provided by NHMS and the insurance is now a two family plan.

41309 ~ Executive Office

Selectman Bryer noted that the department is increasing by \$1,400. Ms. Garrett noted that the overall increase is due to step increases, and retirement. She noted that the contracted services line, line 330, was reduced by \$2,951 due to the rental for the copier is less.

A discussion was held regarding the personnel positions within this department. Ms. Garrett noted that there are four positions included in this department. Selectman Bryer stated that these lines include one full-time position and three are part-time.

41501 ~ Finance Administration

Selectman Bryer asked if there is a step increase included in the salary line, 110. Ms. Garrett replies yes, one step on the anniversary date.

Ms. Garrett expressed concern with the contracted services line, 330. She explained that the annual support for the financial software typically increases; however, there are no additional upgrades for this software, there is only support for technical issues. She stated that the town has been using the same software since 2006 and it is time for an upgrade; however, a conversion would be approximately \$14,000. Selectman Bryer stated that he feels that the 2017 budget would be a good time to upgrade.

41531 ~ Legal Operations

Selectman Bryer commented that the town has been doing well in this department and he would like to level fund this department.

41510 ~ Trustees of Trust Funds

Selectman Bryer commented that this department is reducing their budget by \$24. He asked about the contracted services line, 330. He noted that the supplies, line 620, has not been used to date. Ms. Garrett stated that the \$2,100 is the cost of the bookkeeping services for the trustees, billed out at the end of the year. She added that she was not provided any new information.

41552 ~ Personnel Administration

Selectman Bryer commented that this department is for the insurances for the town. He noted that the workers comp, line 260, is less. Ms. Garrett stated that there is a credit from Primex for the workers compensation being applied to 2016. She noted that the town is a part of a pool.



Northwood Board of Selectmen Minutes of September 29, 2015

Selectman Bryer asked if there was any discussion of having a wage study done next year, line 232. Ms. Garrett explained that line 232 is actually for drug and alcohol testing, and background checks. She stated that a wage study has not been budgeted for in this budget. She added that NHMA and Primex do not do wage studies anymore. She added that Municipal Resources does the wage studies but they are very expensive.

41961 ~ Insurance

Selectman Bryer asked if there were any proposed increases in the insurance. Ms. Garrett replied that she would not know until December. She added that she believes that there will be an increase.

47231 ~ Interest on TAN

No discussion was held.

Other Budget Items

Town Clerk/Tax Collector

Ms. Garrett noted a typo under town clerk/tax collector, line 225- Medi. She stated that the amount should be \$1,040. The department total should be \$109,797.

Highway Department

Ms. Garrett noted that the board may want to consider increasing the health, line 210, and retirement, line 230, for the highway department. Selectman Bryer suggested budgeting for a family plan for health care for the new employee. Discussion ensued regarding budgeting to fill the position. Mr. Gunter stated that he has received applications from the new ad that was done. He added he will begin to review the applications within the next week. He stated that the different locations for advertising were successful.

2016 Proposed Budget

Further discussion ensued regarding the overall budget increase as compared to last years. Mr. Gunter stated that the overall increase is 3½%.

A discussion was held regarding COLA increases. Selectman Bryer stated that he thought that a warrant article for COLA increases has worked well and he would like to see COLA increases proposed again as a warrant article and let the tax payers decide. Ms. Garrett stated that she will determine the figures and provide them to the board. Selectman Bryer stated that this discussion should be held with a full board with the total figures.

Tickler File

Reorganize Highway Department - Continued

Vehicle Policy – Continued to October 13 meeting.

Video Surveillance Policy – Continued



Northwood Board of Selectmen Minutes of September 29, 2015

Transfer Station Survey

Mr. Gunter stated that he has the survey of land for the transfer station. He stated that there is a well on an abutter's property who does not have any issues with the well on his property; however, he would like to have something in writing from the abutter indicating that there is no issue with this well on his property.

Reports

Town Administrator's Report

Road Projects Update

Mr. Gunter provided an update on the roads. He explained that two bids were received for the Lucas Pond Rd. top coat project, which was discussed at last week's meeting. He stated that he contacted both companies to see if they were able to negotiate their prices more and GMI Construction was willing to reduce their bid. He stated that he did not hear from the other company.

Mr. Gunter stated that the bid for ditching from GMI Construction was \$18,500. He added that he felt that this was high and because of this he put out a request to other construction companies who can ditch the roads. One quote was received for \$6,700 from Hodgdon and Sons. Docko and Son indicated that they did not have the time for this project, at this time. Mr. Gunter stated that he would like to remove the ditching portion from GMI and have Hodgdon and Sons complete the ditching portion. He further explained the schedule of the work.

Selectman Bryer suggested waiting until Selectman Jandebaur returned before making a decision. Mr. Gunter noted that due to the weather this is a time sensitive matter.

Selectman Wolf stated that he did feel that the amount of the bid for \$18,500 was high. He added that he hopes this will work out with the different contractors and agreed that it does need to be done sooner than later.

Selectman Wolf made a motion, second by Selectman Bryer, to have Hodgdon and Sons do the ditching work on Lucas Pond Road, in the amount of \$6,720. Motion passed unanimously; 2/0.

Selectman Bryer made a motion, second by Selectman Wolf, to approve GMI Construction to do the top coat and shoulder work on Lucas Pond Road, in the amount of \$99,166 and to not do the ditching work. Selectman Bryer stated that the original bid received from GMI Construction was \$117,646, which included all of the work on Lucas Pond Road as noted in the bid specifications. He stated that the new total of \$99,166 is reduced by \$18,480 as GMI will not be doing the ditching. **Motion passed unanimously; 2/0.**



**Northwood Board of Selectmen
Minutes of September 29, 2015**

NHDES Storm Water Retention Plan for Ball Fields

Mr. Gunter stated that NHDES has requested the town's storm water retention plan for the ball fields as the permit expired, December 24, 2014. He stated that the town will now need to reapply in order for the project to continue as an extension was not filed for in early 2015.

Selectmen's Report

Selectman Wolf

Selectman Wolf stated that he has received complaints of speeding on Harvey Lake Rd. and Bow Lake Rd. He stated that he relayed to the people that the comments/concerns should be addressed to the police department.

Selectman Bryer

Selectman Bryer stated that he and Mr. Gunter did a site walk of Bow Lake Road and he felt that the road did come out nice. He noted that there have been some minor complaints that he believes can be resolved. Selectman Wolf agreed.

Non-Public Session

7:41 p.m. Selectman Bryer made a motion, seconded by Selectman Wolf, to go into non-public session under RSA 91-A:3,II C&D.

Roll Call Vote:

**Selectman Wolf – yes
Selectman Bryer – yes
Motion carried; 2/0.**

7:58 p.m. Selectman Wolf made a motion, seconded by Selectman Bryer, to come out of non-public session.

Roll Call Vote:

**Selectman Wolf – yes
Selectman Bryer – yes
Motion carried, 2/0.**

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

Selectman Bryer made a motion, seconded by Selectman Wolf, to abate the interest and penalties for back taxes for land, in the amount of \$1,000, for Map 122; Lot 32. Motion carried, 2/0.



**Northwood Board of Selectmen
Minutes of September 29, 2015**

Selectman Bryer made a motion, seconded by Selectman Wolf, to abate the interest and penalties for back taxes for land, in the amount of \$1,577, for Map 216; Lot 64. Motion carried, 2/0.

Adjournment

Selectman Wolf motioned to adjourn at 8:02 p.m. Selectman Bryer seconded. Motion carried; 2/0.

Respectfully submitted,

Lisa Fellows-Weaver
Board Secretary