



Northwood Board of Selectmen Minutes of October 11, 2016

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

Chairman Bryer led the pledge of allegiance.

Roll Call

Selectman Donald Hodgdon, Selectman Rick Wolf, Chairman Scott Bryer and Town Administrator, Joe Gunter.

Citizens Forum

Hal Kreider was present to make a comment about protection of the town's natural resources, in particular the surface water, which includes Jenness Pond. Last year the Jenness Pond Association requested funding to combat the milfoil growth and was denied. He feels that was a mistake, and he'd like to see the selectmen do something for them this year. If they don't, a half a million dollars a year in tax revenue is at risk. Not all of that goes away, but for example, Alton Bay lost 20% to 30%, of revenue because of Milfoil. Chairman Bryer asked if Mr. Kreider had a warrant article requesting the money. Chairman Bryer stated that a warrant article would make more sense rather than being buried in the budget. He also stated for the record that he did support the Jenness Pond Association. Mr. Gunter stated that he has the draft language to create the warrant for a prevention fund only. Mr. Kreider suggested that the Jenness Pond Association would match whatever the town contributes. Selectman Wolf asked what the previous year contribution was. Mr. Kreider stated that they received \$4,500. He stated that the Association was always asked to come in right after the vote and they would get half the money. Then they would come back in a few months and get the rest. Mr. Kreider stated that there have been some close calls at the boat launches. At Pleasant Lake they caught milfoil before a boat was launched in. The hosts have caught milfoil going in and they caught some going out as well, so it made him wonder what they may have missed. What they would like to do is to have hosts all weekend including Friday evenings. Chairman Bryer thanks Mr. Kreider for his comments.

Appointments

Economic Development Committee:

2017 budget review and TIF update.

Hal Kreider stated that they decided that they are going to ask for the first two parts of approval from the town. There are three parts to TIF approval. The definition of the TIF district, there is authorizing the board to create a TIF advisory committee, and finally a TIF development and economic plan. They would like to put the first two up for warrant this year. Then work on creating a detailed evaluation and plan based on who they can find who has interest in for in the TIF district. They feel doing it in two steps will allow for a much more defined economic plan and therefore a much better plan to show the community. This year, in terms of the EDC budget, most of the money goes for two things; one, any legal reviews that they may need for the TIF district, and two, any outreach programs that they may want to do. Mr. Kreider feels that if they do it in two steps, it will be a lot easier for the community to understand and feel comfortable with.



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Recycling Committee:

2017 budget review

Jim Vaillancourt was present to speak for the committee. They would like to make several recommendations. They are trying to decrease the waste disposal costs. One thing they would like to address is updating the brochure. He included a copy in the packets for the board. There are a few things they are adding to the new brochure. The first would be the swap shop recommendations. The other thing would be the hazardous waste day, which is usually the first Saturday in May. They would like to send the brochure to every tax bill address. Sending the brochure out would cost \$2,076. The money would come out of the recycling expendable trust fund. They would also like to create a magnet for citizens to refer to for the hours and recycling terms. The magnet is about \$.50 each which would bring the cost to \$3,626. The magnet would be sent out with the brochure. Chairman Bryer asked what the recycling fund is for. Ms. Garrett stated that it is for equipment and maintenance on the grounds and building. Chairman Bryer stated that he doesn't feel that the brochure would fit into that category. Mr. Vaillancourt stated that they would also like the selectmen to ask the school board if they could take the magnets to the fifth graders and explain the program to them. That would add \$46 to the cost. The fourth recommendation is to ask the selectmen to update the fee schedule. They would like the board to work with them to come up with categories that are transfer station friendly. Chairman Bryer stated that they were thinking about buying a scale system for the transfer station similar to the Town of Lee. Chairman Bryer feels that a weight based fee would make more sense. Selectman Hodgdon stated that his concern is that people will get backed up waiting for the scale if there are three or four people waiting. He's also concerned that there will be confusion about what gets weighed. He also feels that they need to install a credit card system. Mr. Vaillancourt stated that they would gladly look into the scales, but they aren't prepared to discuss it because they didn't know that the selectmen were considering it. Selectman Hodgdon and Chairman Bryer discussed the pros and cons of weighing each item. Selectman Wolf stated that when they are discussing the rates, they need to consider that people are leaving junk on the sides of the roads because they don't want to pay the fees to get rid of it. The Highway Department has picked up three loads on the sides of the road. He's afraid that if they keep increasing the rates, illegal dumping will get worse. Mr. Vaillancourt stated that they'd like to get back to the reason that they came to the meeting. He stated that they strongly feel that the brochure needs to be updated. The brochure at the moment contains the current fee schedule and can be mailed out within two weeks. If they do allow for a fee schedule change, they could do a mailing by February. Selectman Hodgdon stated that he would rather wait to send the brochure out until they make a final decision on the scales. He stated that they need to come up with a hard and fast system because the current system is putting the employees in a bad spot. Mr. Vaillancourt stated that the recycling committee's recommendation is that the board has the committee do research on what surrounding towns charge, as well as a scale based fee schedule. Chairman Bryer stated that the board would like the committee to do the research to find different



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ways to control cost. Chairman Bryer stated that they can add money to the printing and advertising line for the magnets. Mr. Vaillancourt would like to meet with a designer to make the magnets. Chairman Bryer stated that they can start the process and thanked him for his time.

Unfinished Business

Deer Ridge Development:

Mr. Gunter stated that a few weeks ago the board was informed of illegal tree cutting in the subdivision. It turned out that the owner was logging on his own property. He did go in and selectively cut on the open space. The building inspector and the forester went down and inspected the land. The forester said he was responsible for choosing the trees, and it was just basic forest maintenance and it wasn't a clear cut. There is no intent on cutting again. Mr. Gunter stated that it's a shared tract of land, but the owner does not need permission at this time to do maintenance. It would only be a civil matter at this point, and a letter is going out to the homeowners.

Snow removal contracts

Mr. Gunter stated that they went with the lowest bidders which were Reeves Trucking, Alexander Demaris, and D.L. Docko & Son. By putting the bids out they saved \$35 an hour.

Selectman Hodgdon made a motion to accept the three snow removal contracts. Reeves Trucking for a one ton truck, sander and plow for \$75 an hour. Alexander Demaris for one ton truck with a sander and plow, \$65 an hour. And DL Docko and son for a one ton truck for \$75 an hour and two six wheel dump trucks with plow and spreader. (Per the referenced document). Seconded by Selectman Wolf for discussion. Selectman Wolf stated that he knew that Mr. Cafmeyer was involved and that he came in and was told if he didn't want to take \$75 an hour he was out. Was that how this decision was made? Chairman Bryer stated that the understanding was that they could bid and that they had decided not to go above \$75 an hour. Mr. Gunter stated that Mr. Cafmeyer's bid was \$95 an hour. Selectman Wolf stated that he hopes whoever replaced him will do just as good of a job that he did. Selectman Hodgdon asks if the road agent was consulted at all. Mr. Gunter stated that the road agent was consulted. Mr. Gunter stated that he did speak to Mr. Cafmeyer and he didn't have any hard feelings.

Vote 2/1 Selectman Wolf opposed.

2017 Budget Review

Restoration of Records:

Judy Pease was present to discuss the restoration of records. Chairman Bryer asked if restoration of records is still a necessary expenditure, is it possible to scan everything instead. Ms. Pease stated that part of it is by scan and by film. Chairman Bryer asked if the hard copies were still necessary. Ms. Pease stated that these are documents from the 60's. Chairman Bryer stated that the state has a 7 year retention policy and after that they can be destroyed. Ms. Pease stated that tax warrants are permanent files.



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Chairman Bryer questions why they can't just scan the documents onto the server. Ms. Pease stated that she could check with the state.

Voter Registration

Ms. Pease stated that voter registration budget is down because next year there is only one election compared to 4 this year.

Election:

Ms. Pease stated that with the current way of doing the town warrants, they do separate warrant articles for each of the trust funds and expendable trusts, etc. A lot of the surrounding towns will bundle the ones that are not contentious. Ballot charges are \$14 per article; the voting positions are another \$8. So bundling some of the articles would save \$22 per article. Ms. Pease calculated that they could save a minimum of \$380. Ms. Pease stresses that they would only put in the articles that usually pass without problems.

Town Clerk:

Ms. Garrett stated that after last week's hire of a new Deputy Clerk, the board needs to change the line to \$22,454, which puts the social security line at \$4,405. Bottom line on her budget is \$109,102.

Ms. Pease stated that she did mention to Mr. Vaillancourt that although there are 4,000 properties, there are multiple properties owned by 1 owner. But on the opposite side of the coin, there are rentals, which won't get the brochure. She stated that maybe charging for the dump stickers may create some revenue. Chairman Bryer thanked her for her comments.

2017 Budget Review

Library:

Donna Bunker presented the library expense report. She pointed out that there are some encumbered amounts because of books and supplies they have ordered but they have not been billed for yet. Ms. Garrett stated that she was notified by Ms. Bunker that they are eliminating a position, so the salary aides and assistant line is actually dropping from \$60,000 to \$47,887, which brings the bottom line to \$203,823. There is no increase. Ms. Bunker stated that they continue to be short spaced, but they are working with what they have and doing the best they can. Mr. Gunter stated that he was going to have the board sign the town holiday list for 2017, this impacts the library because of the way they have their schedule set up. Ms. Bunker stated that the Veteran's Day holiday affects them because the library schedule is slightly different than Town Hall. They are asking for the holiday pay for the people that are scheduled to work on Veteran's Day 2017. Ms. Bunker would also like to follow the town schedule where they are closed on the Saturday before Labor Day if the board would okay this. Chairman Bryer stated that he doesn't see a problem with it.



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Emergency Management:

Bob Young is present to discuss the 2017 emergency management budget. Mr. Young stated that everything is staying flat except for the supply line. He stated that next year is the year that they end up sending out a mailing to the residents requesting information about those that may have special needs in an emergency situation. It's a form they send out every other year. So they would like to add \$700 to the supply line, bringing it up to \$1,200. He also stated that if there is money left over in the supply line this year, they would like to purchase additional cots. Selectman Hodgdon asks if the \$1,200 reflects the amount they spent the last time they did the mailing. Mr. Young stated yes, it was just around that amount. Mr. Young stated that he had one more comment for the board. He would like Mr. Gunter and the other two selectmen to become NIM certified. He can send the information to them.

Planning Board

Bob Strobel, Matt Sullivan, Betty Smith and Linda Smith are present to discuss the Planning Board's budget. Ms. L. Smith explains the budget line by line. They have for a number of years placed all of the legal funds into one legal line that is under the BOS, and it's worked well for the Planning Board. The expenditures do make them go over the bottom line, but they are just moved over and that seems to work well. Contracted services are the same amount that they appropriated in 2016 which is \$31,200 it is the 12 month contract with Strafford Regional Planning Commission. The hours do vary based on applications and what his workload is week to week. His contract changed last year to broaden the scope of the work he does to include work with the Town Administrator and the EDC. Strafford Regional Planning Commission's dues went up a small amount this year. The dues are based on population based on their budget. GIS shows zero, but is invoiced in December on an annual basis. Printing and Advertising is mainly for the legal notices. The cost has gone up, and they did increase fees but that is strictly based on the actual number of legal ads. They are going to be close. Chairman Bryer stated that he's okay with what they have.

Conservation Commission

Shelly Frost is the vice chair of the Conservation Commission and she is present to discuss the budget for 2017. She stated that they would like to keep the same budget as the previous year. Ms. Smith stated that there are no requested increases, there are a few areas that they have not expended funds on, but they do anticipate that they will move forward with projects next year. Chairman Bryer asks if they could do some projects this year and not do any next year. Ms. Smith stated that they tried to do that the previous year. Unfortunately, it didn't work out that well. She would rather not do that. Ms. Smith also stated that on Wednesday the 26th they will be holding a special educational program on the Northwood Dams, although this year's program isn't costing any money, they would like to keep the money in that line in case they do have a program that has some cost involved.

Zoning Board:



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Ms. Smith stated that the ZBA is asking for level funding. She stated that the majority of items that they have to expend by law. She stated that they do get fees to offset some of those costs. A few items she would like to point out would be the legal line. She stated that they do go over that sometimes. Chairman Bryer stated that all together he doesn't feel that they are going over that line as an organization. Ms. Smith stated that they do have a pending case that may involve a fair amount of an increase in legal costs. Chairman Bryer stated that they should increase it in the main legal line. Ms. Smith stated that other than that they would like to go with level funding.

Budget Administration

Ms. Smith stated that they are level funded, but they were very close to that in 2015. That amount has not been officially accepted, but they are having a meeting next week to confirm that figure. They haven't met since July.

Town Treasurer

Sandy Priolo was present to discuss the budget. She stated that her budget has decreased by \$62. The selectmen stated that they had no questions.

Assessing

The budget increased by \$150. Mr. Gunter stated that he spoke to Fred Smith and he wasn't sure if his contract was going to change.

Tax Anticipation Notices (TAN)

Chairman Bryer stated that they will keep the TAN line at a dollar.

Trustees of the Trust Fund

Ms. Garrett stated that they are level funding.

Unfinished Business

Mr. Gunter presented the board with a list of properties that the town can take for tax deeds. He stated that the board needs to decide which ones they would like to take and which ones they don't. Mr. Gunter points out that Map 122 Lot 53 is in bankruptcy so they cannot touch that one. Selectman Hodgdon stated that if they have been trying to pay he feels they should leave them alone. Mr. Gunter did point out one that the board gave a pass to in the previous year that has not made a payment since then. It is Map 234, Lot 63 and owes \$4,779.91. Selectman Wolf stated that he agrees that if they are making payments they shouldn't take them. Chairman Bryer stated that they should take anything over \$500 that isn't making any attempt to pay. Selectman Hodgdon offers to pay for one of the properties that only owes \$199. Mr. Gunter stated that he has noted the ones that have reached out to the town and are making attempts to pay.

Chairman Bryer asks for a two minute recess at 7:50 PM

Chairman Bryer stated that he would like to hold off on a few of these until the next



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meeting. He would like to get more information. Selectman Wolf would like to draw the line at \$1000 if they aren't attempting to pay. Mr. Gunter will compile a list based on the board's threshold.

Acceptance of minutes – September 23, 2016

Selectman Hodgdon made a motion to accept the September 23 as written. Selectman Wolf seconds. Motion carries; 3/0.

Acceptance of Purchase orders

Selectman Hodgdon made a motion to accept the purchase order to put money into the conservation fund in the amount of \$12,300. Selectman Wolf seconds. Motion carries; 3/0.

Miscellaneous Signatures.

Mr. Gunter stated that the recreation director needs to buy uniforms. **Selectman Hodgdon made a motion to take money out of the revolving fund for the purchase of apparel for youth soccer for the recreation department in the amount of \$2,636. Selectman Wolf seconds. Motion carries; 3/0.**

Selectman Hodgdon made a motion to accept the town holiday policy as written. Selectman Wolf seconds. Motion carries; 3/0.

Selectman Hodgdon made a motion to allow a raffle permit for the Coe Brown Northwood Academy senior class. Selectman Wolf seconds. Motion carries; 3/0.

Selectman Hodgdon made a motion to accept the cemetery deed for two gravesites in the amount of \$600. Selectman Wolf seconds. Motion carries; 3/0.

Selectman Hodgdon made a motion to have the election on Tuesday, November 8th at St. Joseph's Catholic Church from 7am to 7pm. Selectman Wolf seconds. Motion carries; 3/0.

Selectman Hodgdon made a motion to appoint Michael Sorter to the Recreation Committee on October 11, 2016 for a term of three years. His term will end March 31st, 2019. Chairman Bryer asks if that's pending a background check. Mr. Gunter stated that background checks are not necessary for the committee members. Chairman Bryer stated that he feels very strongly that they need a background check. He stated that anyone who is volunteering with children needs a background check. Mr. Gunter stated that Mike Sorter already came back with a clean check. **Selectman Wolf seconds. Motion carries; 3/0.**

Selectman Hodgdon made a motion to appoint Shirley Glennon to the Recreation Committee, pending a background check. Her term of office will go from October 11, 2016 to March 31, 2019. Selectman Wolf stated that they could also wait to see



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what the attorney says as far as term limits go. Mr. Gunter stated that if this is the case then they will have to ask the recycling committee to get background checks as well because they would like to educate children. Selectman Hodgdon stated that that's up to the school board. Mr. Gunter stated that he can do a sex offender check very easily. Mr. Gunter stated that he would ask municipal services to advise them. **Selectman Hodgdon withdrew his previous motion. Selectman Hodgdon made a motion to appoint Shirley Glennon to the Recreation Committee pending background check or opinion of the attorney. Her term of office will go from October 11, 2016 to March 31, 2019. Selectman Wolf seconds. Motion carries; 3/0.**

Selectman Hodgdon made a motion to appoint Amy Hanavan to the Recreation Committee pending background check or the opinion of the attorney. Her term of office will go from October 11, 2016 to March 31, 2019. Selectman Wolf seconds. Motion carries; 3/0.

Selectman Hodgdon made a motion to appoint Nancy Borman to ballot clerk. . Her term of office will go from October 11, 2016 to March 31, 2019. Selectman Wolf seconds. Motion carries; 3/0.

Town Administrators Report

Mr. Gunter stated that someone has complained to DES about vernal pools being filled in on Old Pittsfield Road. The letter asked for a response and Mr. Gunter responded to it.

Selectman Reports

Selectman Wolf stated that they still need to pick up the toilets at the end of the month. There is still one at Lucas Pond.

Selectman Hodgdon would like to know if they have put the ads for the transfer station in the paper. Mr. Gunter stated that he would like more guidance from the board before he does that.

Chairman Bryer stated that he would like to know how close they are to setting the new tax rate. Mr. Gunter stated that it's still with Department of Revenue Administration. (DRA). They have all of the necessary documents. Chairman Bryer also inquired about the paving projects. Mr. Gunter stated that they still need to do Lower Deerfield Road, and the crack sealing started on Monday. He will provide the board with the schedule. Selectman Wolf asks if they are also going to do the culverts. Mr. Gunter stated that the Highway Department was going to do the culverts.

Selectman Wolf stated that at the next meeting they need to figure out the Transfer Station position. Chairman Bryer agrees. He would like to figure out if the pay scale is on par with the surrounding towns. Mr. Gunter will add it to the next meeting agenda.



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Chairman Bryer stated that he'd like to figure out which chairs are broken in the meeting room and replace or fix them.

Selectman Hodgdon made a motion to adjourn at 8:26. Seconded by Selectman Wolf. Motion carries; 3/0.

***Respectfully Submitted,
Susan Jastremski -Austin
Land Use Secretary***