



**Northwood Board of Selectmen  
Minutes of October 27, 2015**

Chairman Timothy Jandebaur called the meeting to order at 6:07 p.m.

The meeting opened with the pledge of allegiance.

**Roll Call**

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

**Unfinished Business**

***Vehicle Policy***

Copies of the vehicle policy were previously provided to the board. Selectman Jandebaur stated that the draft vehicle policy was sent to town counsel for review who provided comments and suggestions.

General discussion was held as the board reviewed the revisions suggested by counsel. The revised policy is as follows:

**TOWN VEHICLES**

**Chapter 114  
TOWN VEHICLES**

[History: Adopted by the Board of Selectmen of the Town of Northwood 5-26-2005. Amended by the Board of Selectmen on \_\_\_\_\_]

**114-1. General Applicability of policy:**

This policy governs the use of town owned/or leased vehicles used for town business by town employees, contract employees, elected/appointed officials or contracted vendors when acting on the town's behalf. Town owned vehicles may only be used during the conduct of official town business; may not be used for incidental personal errands or stops in route to or from a place of business (except "De Minimis"); and, may not be used outside the town limits except as specifically authorized by a department head or, by the Town Administrator.

Departments with special vehicles assigned are responsible for establishing internal procedures for the use of such vehicles that are consistent with the intent of this policy. If an employee is assigned a vehicle as a specific condition of employment, the terms of the employment agreement shall prevail in the event of conflict with the policy.



## Northwood Board of Selectmen Minutes of October 27, 2015

### 114-2. Definitions

**Assigned Take Home Vehicle.** A town owned or leased vehicle which is used by a town employee for town business and for regularly commuting directly to and from the employee's Northwood work station and the employee's home.

**Assigned Vehicle.** A town owned or leased vehicle assigned to a department or town employee only for town use, not for use for employee commuting to and from the employee's home.

**Call Out .** A directive to an employee to report to a work site during off duty time or day, and/or to respond to emergencies, which require immediate response to protect life and safety.

**De Minimis.** Use of a town vehicle for personal use that is **rare and minimal**, such as stopping for a personal errand on the way between and official business use and the employee's home.

**Work Station.** The office or site where a town employee reports to perform his/her scheduled work for the Town of Northwood.

**Town.** Northwood

### 114-3. Drivers of Town owned vehicles.

**Qualifications.** The person to whom the vehicle is assigned must be at least 18 years old and have a valid driver's license. Drivers of special classes of vehicles must have the appropriate license for that class of vehicle, including a commercial driver's license (CDL) for town owned vehicles that weigh over 26,000 pounds, tow trailers in excess of 10,000 pounds, hazardous materials hauling, or transporting of 15 or more passengers, including the driver. Specialty vehicle or equipment operators must be trained appropriately to operate the vehicle or equipment assigned. Vehicle operators using medication accompanied by a warning against motor vehicle operation during its use shall not be permitted to operate a town vehicle except with the written approval of the physician prescribing the medication. Under no circumstances is operation of a town vehicle authorized after drinking alcoholic beverages or while under the influence of illegal drugs or other controlled substances. Smoking is prohibited in all town owned vehicles. Town employees found to be in violation of this policy shall be subject to appropriate discipline.



## Northwood Board of Selectmen Minutes of October 27, 2015

Department heads are responsible for ensuring all drives meet all the qualification requirements for the vehicle assigned.

**114-4. Assigned Vehicles.** All vehicle assignments require the approval of the department director, head of an organizational unit, or designated supervisor who has administrative custody of a town vehicle. Department heads are responsible for:

Ensuring that the person to whom the vehicle is assigned meets the license requirements for the class vehicle assigned.

- A. Tracking an employee's license expiration date, motor vehicle history including notice of traffic violation or license suspension; managing and scheduling vehicle assignments; notifying the employee of rules and regulations on vehicle use; and, providing an application for a commercial driver's license, if required.
- B. Insuring that the vehicle is used only for official town business.
- C. Reviewing and approving the request for assignment of a town vehicle to Staff, contract employees, elected officials, in order that such drivers may be protected under the provisions of the town liability insurance.
- D. Providing a current list of all licensed and qualified drivers to the Town Administrator on at least an annual basis by July 1 of each year, and reporting any change in driver qualification as they occur.
- E. Provide the Town Administrator with a list of employees who regularly and ordinarily are assigned vehicles.

**114-5. Assigned Take Home Vehicles.** Assigned take home vehicles must be recommended by a department head and authorized by the Board of Selectmen and fulfill the following criteria:

- A. Are paid to be on call for a specific duration and are expected to respond when called; or,
- B. Assigned to a town employee who is called out for emergencies at least 6 times per quarter, or 24 times a year and have primary responsibility to respond to emergencies which require immediate response to protect life or



## Northwood Board of Selectmen Minutes of October 27, 2015

property. Emergency call outs must be supported by data demonstrating the actual number of emergency responses.

- C. For employees who qualify for assigned take home vehicle usage, this policy shall be subject to a 10 mile limit from their work station unless otherwise exempt from this provision by the Select Board.
- D. Each vehicle user will maintain a daily log for all use beyond town limits. This will note the day, date starting mileage, destination, mileage at town line on return etc. There will be no exceptions. The logs on all assigned take home vehicles will be turned in and inspected by the Finance Director by the 5<sup>th</sup> of each month.

### **114-6. Authorized Passengers.**

**Passengers.** All passengers in town vehicles must be employees, contract employees, elected/appointed town officials, or authorized persons traveling in official town business. Any exception to this provision must be approved in writing by the Town Administrator.

**Conduct of Passengers.** Operators of all town vehicles will be held responsible for the conduct of passengers they are transporting. Smoking is prohibited in all town owned vehicles.

**Enforcement.** Department heads shall be responsible for ensuring only authorized passengers are transported in town vehicles.

### **114-7. Personal use prohibited.**

- A. Town owned vehicles shall only be used for official town business. Any personal use of a town owned vehicle other than for department authorized or required commuting directly between the employee's home and his/her Town work station is prohibited; and
- B. Any trip or portion of a trip for which the expenses would not otherwise be reimbursable by the Town is prohibited; and
- C. Any trip or portion of a trip is prohibited that would transport an unauthorized passenger.



**Northwood Board of Selectmen  
Minutes of October 27, 2015**

**114-8. Parking.** Assigned vehicles that are not being used for out of town trips are to be returned each night to their usual parking place on town property, except as authorized by the Town Administrator.

**114-9. Traffic Violations.** The town will not be responsible for moving traffic violations incurred by drivers of town owned vehicles.

**114-10. Seat Belt Use Mandatory.**

A. All drivers and passengers shall wear seat belts in any town vehicle that is equipped with passenger restraints (seat belt assemblies of the lap or lap/shoulder design), except as specifically authorized by department policy for the operation of special purpose vehicles. No vehicle shall be operated when the number of occupants exceeds the number of passenger restraints available.

B. Every driver and passenger is responsible for complying with this policy. Supervisors and peers at every level should ensure compliance by monitoring their fellow employees' use of seat belts. Department heads shall enforce the use of seatbelts in all town vehicles. Failure to comply with this policy will result in disciplinary action.

**114-11. Insurance.** Authorized drivers of town owned vehicle used in the conduct of official business are insured by the town against bodily injury and property damage liability.

**114-12. Operating and Servicing Vehicles.**

A. **Standard Operating Procedures.** Town vehicles shall be operated and serviced in accordance with the manufacturer's recommended standard procedures. Department heads are responsible for establishing and maintaining a preventative and corrective maintenance program for all assigned vehicles.

B. **Vehicle Titles & Purchase Contracts.** All permanent vehicle title and financial records will be held and maintained by the Town Administrator.

C. **Maintenance of Vehicle Service Records.** Service and maintenance records will be maintained by the department to which the vehicle is assigned.



## Northwood Board of Selectmen Minutes of October 27, 2015

- D. **Operator Service Responsibility.** Vehicle operations are required to conduct routine operator's service checks prior to and during the operation of the vehicle to insure that fuel levels, tire pressure, oil, water, windshield washer, and battery are properly maintained. If corrective maintenance or repair is required, all vehicle defects shall be promptly reported to the head of the administrative unit to which the vehicle is assigned, to ensure arrangements can be made for appropriate and timely service. Operators are to immediately inform their supervisors if a vehicle becomes disabled and unsafe to operate. Department heads shall be responsible for ensuring vehicles assigned are properly maintained by employees under their supervision. Under no circumstance will vehicles be operated with defective safety equipment in violation of New Hampshire Motor Vehicle Laws.
- E. **Authorized Fuel.** Use of gasoline, diesel fuel, and/or fuel admixtures shall in accordance with the manufacturer's recommendation specified for the vehicle and the operating conditions. Unless otherwise required due to out of town operation, refueling of vehicles will be done at town contracted facilities.

### 114-13. Use of Town Seal

All Town owned vehicles shall have affixed the standard Town of Northwood town seal. Such seal shall be as shown below, and be of minimum 12" diameter in dimension.



### 114-14. Internal Revenue Service rules for employer provided vehicles.

- A. **Use of Employer Provided Vehicle Taxable.** Per IRS code section 61, the personal use by an employee of a vehicle provided by an employer is a fringe benefit, unless specifically excluded as a non-personal use vehicle. The taxable value of personal use of a vehicle provided by an employer must be included in an employee's gross income and is subject to income tax and social security withholding and reporting requirements. Any questions regarding the valuation of employer provided vehicles should be directed to the Finance Department.



**Northwood Board of Selectmen  
Minutes of October 27, 2015**

- B. Rules for Determining Taxable Valuation.** The taxable value of a vehicle may be determined by using one of three rules; Automobile Lease Value Rule; Vehicle Cents-per-mile Rule; or, Commuting Rule. The Automobile Lease Value Rule is applicable to all elected officials and employees whose pay is equal to Federal Executive Level 5, because neither of the first two rules typically applies to town employees; the town has chosen to use the commuting valuation rule for eligible employees unless an employee requests that another rule be used. The Commuting Rule is used because it requires less written documentation on the part of the employee. The taxable value of the employer provided vehicle is established as \$3.00 per day or \$55.00 per month maximum. The town will use the period from January 1- December 31 (the tax year) as the reporting period for employees using the Commuting Rule. This value will also be used as the basis for FIT payroll withholding, and for deductions for FICA and Medicare contributions for the next year. The total taxable value of the commuting benefit will be included in an employee's gross income and will be reported on the following January's Form W-2.

Commuting Rule guidelines applicable are:

\$3.00 per day is non-cash taxable fringe benefit to the employee, included in gross income.

Can be used only if the following requirements are met:

Employer owns or leases the vehicle and provides it to employee to use in business; for bona fide NON COMPENSATORY business reasons, employer requires employee to commute in the vehicle.

Employer establishes a written policy with NO PERSONAL USE other than commuting De Minimis use.

Employee does not use the vehicle for personal use or De Minimis personal use, and employee is not a control employee (elected official, part owner, or high salary) De Minimis Use Defined. Town vehicles are provided to employees with the intent that they be used primarily for official travel and that personal use should be limited to commuting or DE Minimis personal use. De Minimis personal use is defined as any use for personal purposes whose value is so small that accounting for it would be unreasonable or administratively impractical. A typical De Minimis use would be stopping for a personal errand while driving home from work.



**Northwood Board of Selectmen  
Minutes of October 27, 2015**

- C. **Qualified Non-personal Vehicles Excluded.** A qualified non-personal use vehicle is any vehicle the employee is not likely to use more than minimally because of its design. Qualified non personal use vehicles include:
- Clearly marked police and fire vehicles.
  - An ambulance or hearse used for its specified purpose.
  - Any vehicle designed to carry cargo with loaded gross weight > 14,000 pounds.
  - Tractors or other special purpose vehicles.
- D. **Vehicles Included.** Unless the vehicle is specifically qualified as a non-personal use vehicle and the employee uses the vehicle for personal use, including commuting, the personal use is considered a non-cash taxable fringe benefit. It is an employer's responsibility to determine the actual value of this fringe benefit and include the taxable portion of the employee's income. A typical example is the use of a town owned pickup truck. The pickup truck must have the name of the town marked on the vehicle.

The employee is allowed to take the vehicle home regularly because she/he is "on call". The vehicle is not qualified as a non-personal use vehicle, thus the commuting is a non-cash taxable fringe benefit.

**114-15. Record Keeping Required.**

Employees must verify commuting use of town vehicles the Vehicle Use Certificate Form (Attachment 1). This form must be turned into the Finance Department MONTHLY within 5 working days of the close of the month along with all fuel receipts and Motor Vehicle forms assigned to each vehicle as previous motor vehicle policies require. All certification forms filed for the tax year must be completed by December 15<sup>th</sup> of each year.

Emergency service vehicles are exempt from this town policy. Each emergency department head must enforce departmental vehicle policies and provide a copy of each signed policy to the Town Administrator for personnel file record keeping.

A public hearing was scheduled November 10 at 6:00 p.m. to address the proposed town vehicle policy.

Selectman Jandebour stated that Lucas Pond Road is almost completed. He stated that he received some complaints relative to the flagger sitting in the cruiser and not directing traffic or being alongside the equipment. He stated that he did drive by to verify the complaint and confirmed that



**Northwood Board of Selectmen  
Minutes of October 27, 2015**

the complaint was legit. He explained that he and the town administrator visited the area and again found the cruiser in the driveway of Camp Yavneh; there were no other cruisers on the road. They then toured the camp, at which time the cruiser was still on site. Selectman Jandebour stated that he feels that this is a waste of time and he believes that a flagger should be near the machinery and/or directing the traffic.

Selectman Bryer suggested that the selectmen hire flaggers for these types of projects. He noted that he recalls this matter has been addressed by former boards of selectmen.

Selectman Jandebour stated that the police officers have been being paid at a rate of time and one-half from the overtime line on town jobs. He expressed frustration with the fact that a police officer is sitting in a vehicle for a shift and then there is also the expense of the expense of the equipment being used as well. Discussion ensued regarding reviewing the statutes. Mr. Gunter will provide information at the next meeting.

***Video Surveillance Policy***

Mr. Gunter noted that the policy was provided to the board for review, as follows:

**[Adopted by the Board of Selectmen of the Town of Northwood on the day of \_\_\_\_\_ ]**

**I. General Policy- Town Video Surveillance**

**A. Purpose**

In combination with other crime prevention initiatives, widespread public awareness of the presence of video surveillance cameras in the Town of Northwood (Town) may serve as a deterrent to some criminal behavior. Therefore, the Town has established a video surveillance system to protect Town property and persons using and working in on Town premises, while avoiding unnecessary intrusions upon freedom or the civil liberties of Town employees or individuals using Town facilities.

Video surveillance devices are not a guarantee a person's individual safety or protection nor does it guarantee the protection of Town property. However, video surveillance does serve as a deterrent to crime and a useful and timely investigative aid in regard to criminal acts or omissions. Relevant and useful evidence may be obtained in order to investigate and solve a crime.

This policy establishes guidelines for the Town of Northwood's operation of video surveillance systems. It is recognized that, at the time of signing this policy, the Town administration only operates video surveillance devices on a limited basis. With this in mind, Town administrators retain the right to install and operate video surveillance devices



## **Northwood Board of Selectmen Minutes of October 27, 2015**

at any or all Town properties as needed and will apply the following video surveillance policy to the operation of those devices.

### **B. Scope**

This policy applies to all property that is under the ownership or control of Northwood and regulates the actions of Town personnel who are responsible for recording or monitoring video surveillance.

### **C. Use of Video Surveillance Equipment**

1. In the interest of safety and security, the Town may monitor areas under the ownership or control of the Town through the use of video surveillance equipment in order to promote, the safety and security of staff, visitors and property. This includes the installation of video surveillance devices upon any property owned by the Town.
2. Video monitoring will not be used in the evaluation of employee performance, to monitor employment-related duties or functions or as *sole* evidence for reprimand, discipline or arbitration purposes. However, if video surveillance reveals a criminal act or criminal offense committed by an employee, such information may be used for law-enforcement or disciplinary purposes.
3. The Town respects the privacy of its staff and community members. Any video surveillance or monitoring conducted upon Town property pursuant to this policy shall occur in public areas. Public areas include, but are not limited to, parking lots, building entrances and lobbies, hallways and corridors, and point of sale/monetary transaction areas. Private areas such as the following shall not be subject to video surveillance: bathrooms, shower areas, lockers and changing rooms, areas where a reasonable person might change clothes, and private offices such as faculty offices. Additionally, rooms for medical treatment are private.

At all times, the Town shall adhere to all applicable state or federal privacy laws.

### **D. Monitoring and Recording Evidence**

1. Any information collected through the use of video surveillance equipment is considered Town property and/or records.
2. As a precaution against inappropriate use of surveillance equipment under section C part 2 above, only The Chief Administrative Officer (Town Administrator/town manager or persons acting in such a capacity) and the Chief of Police (or persons acting in such a capacity), will have access to real time video surveillance or video



**Northwood Board of Selectmen  
Minutes of October 27, 2015**

surveillance recordings on Town administered properties. No other staff or elected officials will have access to these recordings with the exceptions that:

- a. The Board of Selectmen may request in an open meeting that it wishes to review “Live Feed” video surveillance or video surveillance recordings and provide a time to the Chief Administrative Officer or Chief of Police when the Board wishes to carry out the review.
  - b. If video surveillance reveals a criminal act or criminal offense committed by an employee or elected official, such information may be reviewed by elected town officials and relevant town staff along with the Chief Administrative Officer and/or Chief of Police.
    - A. In the event that elected town officials, the Chief Administrative Officer or the Chief of Police (or persons acting in such a capacities) are implicated in a criminal act or criminal offense caught on the video surveillance system an exception will be made to the above policy (Section D part 2 subsection b) with the person implicated being excluded from the review process until it can be determined by the pertinent authorities if criminal action was taken.
3. Disclosure of information obtained from video surveillance to non-Town officials or personnel will be subject to review by the Town Police Department and will be handled in accordance with any applicable state or federal laws or regulations.
  4. The Town Police Department may conduct and/or monitor temporary or permanent video surveillance upon any area that is Town property with the approval of the Board of Selectmen and in accordance with state and federal privacy laws.
  5. This policy does not apply to covert surveillance utilized by the Town Police Department or other authorized law enforcement agency for criminal surveillance as governed by State and federal laws.
  6. The Town will take reasonable security precautions to prevent unauthorized access to, use or disclosure of data recorded by video surveillance systems.
  7. Those responsible to review real-time and/or recorded surveillance records are prohibited from:
    - a. Monitoring individuals based on inappropriate characteristics such as race, gender, ethnicity, sexual orientation, or disability;
    - b. Duplicating images or permitting access to others of surveillance images except as specifically permitted by this policy;



**Northwood Board of Selectmen  
Minutes of October 27, 2015**

- c. Deleting, editing, erasing or making the surveillance recordings unusable; and
- d. Viewing, recording, accessing or otherwise using a surveillance system or surveillance images in any manner that is inconsistent with this policy and/or outside the scope of the usage approved by the designated campus authority.

**E. Collection and Storage of Information**

1. Video surveillance equipment has the ability to record, collect and store information, which then may be preserved as an official record or kept temporarily.
2. Information not requested or utilized by the Town Police Department shall only be stored temporarily, as determined by the of the limits of the specific surveillance equipment purchased by the Town, and shall not be considered documents "maintained" by the Town.
3. Recordings from surveillance equipment will be retained longer than 10 days. The limit of time the recordings will be maintained will be determined by the storage limitation of the surveillance equipment. The recordings will be retained for a longer period of time if:
  - a. Upon receiving credible notification from town law enforcement investigation for alleged illegal activity;
  - b. Upon receiving notice from the Town police Department or general council that such copying and storage is otherwise needed to comply with legal obligations to retain materials;
  - c. Upon receiving authorization from the Chief Administrative Officer or the Chief of Police (or persons acting in such a capacities) indicating that such retention reasonably appears necessary to protect Town operations;
  - d. Where there is a reasonable belief that the surveillance information may be related to illegal activity that has occurred, is occurring or is imminently about to occur; or
  - e. Where the surveillance information has historical significance.
4. Pursuant RSA 91, unless there is a pending criminal investigation recorded, collected, and stored surveillance information is public information and is subject to disclosure with in the retention period noted above.

Selectman Jandebur stated that he reviewed the proposed policy and explained that that the policy only allows the town administrator and police chief to look at live video unless the selectmen vote to amend the policy.



## **Northwood Board of Selectmen Minutes of October 27, 2015**

A discussion was held regarding other personnel or other police department personnel reviewing the video. The document was noted to include verbiage to allow personnel acting in administrative roles.

A discussion was held regarding the statement noting that video monitoring will be used for employee performance, duties, and functions. Selectman Bryer expressed concern with this statement and he would like it removed as he does not believe that any surveillance should be used as a disciplinary tool.

Selectman Wolf stated that he does not want the surveillance to be used as a tool for micromanaging. Discussion ensued regarding amending the wording. Selectman Jandebour stated that the document can be amended by the board at any time.

The board agreed to amend the document by adding “*sole*” in section C2.

A public hearing was scheduled November 10 at 6:00 p.m. to address the proposed Video Surveillance Policy.

### ***Transfer Station Survey***

Mr. Gunter presented the board with the transfer station property survey. Selectman Jandebour noted that the survey shows that there is a town well on an abutters parcel. Mr. Gunter stated that the well is only a test well for the flow of water and will be moved at no cost to the town.

Selectman Jandebour stated that this specific matter is an excellent example of why the board included funds in the 2016 budget to know the boundary lines of town property. Selectman Wolf stated that the selectmen should walk the parameters periodically.

### ***Location for Voting***

Mr. Gunter stated that he spoke to someone from the Masonic Hall who stated that all election dates are available to the town for voting and they would be very happy to host all four elections at their facility.

Selectman Bryer asked why a new location is being proposed if the town was not asked to relocate from the Shephard Center. Selectman Wolf stated that we are suggesting moving the location because of the treatment received. Selectman Jandebour noted that the Bean Hole Bash was not permitted to use the parking lot due to other events that may be occurring during that time at the church. Selectman Bryer stated that there has been a positive relationship with the church for holding the elections there for many years. He suggested working out the relationship. Selectman Wolf stated that the relationship could be worked out if the Bean Hole Bash could utilize the parking area; if not, then the town should not utilize the facility at all. Selectman Bryer stated that he was told that the church had suggested a donation of \$5 per car to park.



## **Northwood Board of Selectmen Minutes of October 27, 2015**

Selectman Jandebour explained that there was an issue a year or so ago and a meeting was held with himself, the former town administrator, the fire chief, and the priest. He added that he has emails regarding this meeting. An agreement was reached that the church would accept donations and what happened was that the driveway was barricaded and patrons were forced to make donations to park. He added that the Bean Hole Bash offered to pay \$300 to the church this past year for use of the parking lot and the offer was turned down.

**Selectman Jandebour made a motion to move voting to the Masonic Hall.** Selectman Jandebour noted that there is ample parking and he suggested that the town offer them a donation for the use. He added that he would not be opposed if the church were to talk with the board or negotiate something with the board. He also offered the emails to anyone that would like them.

Ms. Edwards stated that she recalls when the selectmen moved voting from the Town Hall to the church. She expressed concern with the confusion that a change in location may cause, especially with such a large election. She noted that there may also be some frustration from the residents as well.

Selectman Jandebour stated that he is looking for a place to vote where there is no bullying; he will not be held hostage. He added that the Bean Hole Bash is a community event. Selectman Wolf commented that he does not feel that the residents would have a problem finding the Masonic Hall and he added that the town would advertise the new location. He added that there may be some parking issues with the Masonic Hall. He suggested that perhaps the election workers park across the street or elsewhere in the area.

Selectman Bryer noted that Hannaford's may not be too happy if there are voters or workers utilizing their parking lot. Selectman Jandebour suggested contacting someone at Hannaford as he does not believe that there would be an issue if the outer parking area were used. He added that there is also parking at the library.

**Selectman Wolf seconded the motion;** however, wanted to make sure that there will be sufficient parking. He added that there is ample time to advertise the change.

Selectman Bryer thanked Ms. Edwards for her comments. He added that he would like to see the matter reconciled. He stated that he does understand that there may be some frustration from residents if they were to come to the church to vote and have to go elsewhere.

Other locations were discussed. Selectman Bryer noted that other towns conduct voting at their elementary schools if they do not have a large enough facility. Selectman Jandebour stated that the school location has been discussed. He noted that the calendar for 2016 at the school has been set; however, this matter could be addressed for the future.



## **Northwood Board of Selectmen Minutes of October 27, 2015**

Ms. Edwards noted that the presidential primary election is in January and will be a large event. She noted that there may also be snow and parking lots do get smaller. She added that the sidewalks are not always clear either. In addition, if the board is considering changing the location it should be done only once as twice within a few years may be very difficult. She stated that the change will create confusion and frustration and may affect the turnout at the polls. She commented that the town hall space is really not sufficient due to space constraints. She noted that there may be inclement weather and there have been some years where the lines are outside.

### **Selectman Wolf withdrew his second.**

Mr. Gunter requested that the board make a decision as soon as possible to allow time for notification and for other necessary preparations. Selectman Bryer suggested comments be provided from the town clerk. Mr. Gunter noted that the first election is February 9.

No decision was made.

### **New Business**

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

***October 6, 2015***

**Selectman Bryer made a motion, second by Selectman Jandebour, to approve the October 6, 2015 minutes, as written. Motion passed; 3/0.**

***October 13, 2015***

**Selectman Bryer made a motion, second by Selectman Jandebour, to approve the October 13, 2015 minutes, as written. Motion passed; 3/0.**

### **Town Administrator's Report**

#### ***Update of DOT Items***

Mr. Gunter explained that the board had requested he follow up with NHDOT regarding a few outstanding items. He explained that NHDOT sent an email to Police Chief Drolet outlining what they will be doing. He stated that the timing of the lights at the Rte. 43 intersection will be changed within the next few weeks; the left turn lane into Hannaford and Irving will not be addressed at this time; however, will be changed if there are more accidents. He added that the passing lane is on the redevelopment safety plan.

Selectman Wolf commented that the arrows in the center turning lines at the Hannaford and Irving contradict each other. He explained that the turning lane arrow is not placed appropriately.

Discussion ensued with the timing and completion of these issues. Selectman Jandebour stated that he felt that the meeting with NHDOT at CBNA was very productive and he had great expectations; however, at this time he feels that NHDOT has not followed through with these items in a timely fashion. Selectman Wolf agreed.



**Northwood Board of Selectmen  
Minutes of October 27, 2015**

***Facilities Committee ~ Library Front Doors***

Mr. Gunter stated that the facilities committee has requested that the board vote to approve up to \$4,000 to repair the front door of the Chesley Memorial Library. He explained that the funds were originally for a base for the shed; however, the shed project cannot be completed as it sits in the state's drainage area. He stated that the facilities committee has requested that the selectmen approve this request as the facilities committee would like to use these funds now for the library door.

A discussion was held regarding the cost and obtaining bids to either replace or repair the door. Mr. Gunter will relay this request to the facilities committee.

***Class VI and Private Roads Policy***

Mr. Gunter stated that at the last meeting the board discussed a revision to their policy for private roads and Class VI roads with Linda Smith. At that time a discussion was held regarding holding a public hearing relative to the revised policy.

A public hearing will be scheduled for November 10 at 6:00 p.m. to address the revised Class VI and Private Roads Policy.

**Approval of Purchase Orders**

***Lucas Pond Road Ditching ~ \$6,720***

Mr. Gunter stated that the board previously approved the work to be completed. Selectman Bryer explained the process of purchase orders. **Selectman Jandebaur motioned to approve \$6,720 for the ditching of 7,900 ft. on Lucas Pond Road. Seconded by Selectman Wolf. Motion carried; 3/0.**

**Process Assessing Forms and Applications**

***Elderly Exemption ~ Map 235; Lot 22***

**Selectman Bryer made a motion, seconded by Selectman Wolf, to approve an elderly exemption for Map 235; Lot 22, in the amount of \$87,400.** Selectman Bryer explained that the exemption was filed after April 15, 2015; therefore, it will not take effect until 2016. He added that the assessor has recommended approving this exemption. **Motion passed unanimously; 3/0.**

**Miscellaneous Signatures/Approvals**

***Recreation Reimbursement***

**Selectman Bryer motioned to approve the reimbursement request to Ms. Davis for applicable registration fees for basketball, as the child is now not able to play. Seconded by Selectman Wolf. Motion carried; 3/0.**

***Seacoast United Sports Club ~ Soccer Camp***

**Selectman Bryer motioned to approve the Seacoast United Sports Club \$115 for soccer camp. Seconded by Selectman Jandebaur. Motion carried; 3/0.**



**Northwood Board of Selectmen  
Minutes of October 27, 2015**

***Recreation Reimbursement***

Selectman Bryer motioned to approve the reimbursement to Mr. Brieger, in the amount of \$43.12 for supplies for an ice cream social. Seconded by Selectman Wolf. Motion carried; 3/0.

***Recreation Reimbursement***

Selectman Bryer motioned to approve the reimbursement of \$134.72 to Ms. Heigis, for basketball supplies. Seconded by Selectman Wolf. Motion carried; 3/0.

***Recreation Reimbursement***

Selectman Bryer motioned to approve the reimbursement of \$16.85 to Mr. Gunter, for playgroup supplies. Seconded by Selectman Jandebour. Motion carried; 3/0.

***Recreation Reimbursement***

Selectman Bryer motioned to approve the reimbursement request of \$75 to Ms. Parent for applicable registration fees for basketball, as the children are now not participating in the program. Seconded by Selectman Jandebour. Motion carried; 3/0.

**FEMA**

Mr. Gunter explained that the town has received a check from FEMA in the amount of \$12,820. This check is a reimbursement for snow storms last year. He stated that the funds are deposited into the general fund. A packet of information was presented for review and signatures. **Selectman Bryer made a motion to authorize Chairman Jandebour to execute the FEMA disaster documents on behalf of the board of selectmen. Second by Selectman Wolf. Motion passed; 3/0.**

***Camera Credit***

Mr. Gunter explained that the town has received a refund in the amount of \$500 due to the fact that the costs of the cameras were less than originally anticipated.

**Approval Payroll Manifest**

Selectman Bryer motioned to approve manifest P-2015, #22B, in the amount of \$823.95. Seconded by Selectman Wolf. Motion carried; 3/0.

Selectman Bryer motioned to approve manifest P-2015, #22, in the amount of \$81,453.49. Seconded by Selectman Jandebour. Motion carried; 3/0.

**Selectmen's Report**

***Selectman Bryer***

Selectman Bryer noted that Mr. Gunter had mentioned creating a junior recreation committee. Mr. Gunter explained that to get more residents involved with the town, particularly the youth, it would be a great idea for some CBNA students to assist the town hall staff with outreach via



## Northwood Board of Selectmen Minutes of October 27, 2015

social media; Instagram, Twitter, Flickr, Facebook, etc. This would help the town and the students would be earning some of their community service hours. He stated that he would begin by talking with Headmaster Smith. The board supported the idea.

Selectman Bryer noted that Trick or Treat is Saturday night and Trunk or Treat is Friday night at the recreation fields. Selectman Jandebaur explained the Alert Now system at the school for announcements and communication purposes.

### *Selectman Wolf*

Selectman Wolf stated that as a whole, the work on Lucas Pond Rd. is good; however, there are a few issues with the paving. He stated that he has received a few complaints of ripples in the road. Mr. Gunter stated that he has visited the area and took some pictures. Selectman Jandebaur asked if the final payment has been made and Mr. Gunter replied not yet.

Selectman Wolf stated that there are also a few issues with Bow Lake Road that still need to be addressed. Mr. Gunter stated that there are a few items that will need to be addressed in the spring.

Selectman Wolf stated that when a permit is issued for a new driveway there needs to be a culvert underneath it so that when ditching on the road occurs there will be culverts. Selectman Jandebaur agreed and added that culverts are not the town's responsibility.

### *Selectman Jandebaur*

Selectman Jandebaur thanked Mr. Gunter for the work that was accomplished on Bow Lake Road. He stated that this has been the best job in the town regarding repairing a road over a very long time. He has received many compliments and is very pleased with the project. Selectman Jandebaur stated that it may be a good idea for the board to hold discussions with the residents along the road to be impacted prior to construction. Mr. Gunter noted that he and Ms. Smith did leave a letter with all residents on Bow Lake Road affected by the project.

Selectman Jandebaur noted that there are tree limbs that are overhanging along some town roads and they need to be addressed before the town trucks are damaged, specifically on Deerfield Road and Range Road. He added that the guardrail on Deerfield Road was repaired only on one side and he suggested that it may need to be repaired this year if there is funding available.

### **Non-Public Session**

**8:30 p.m. Selectman Jandebaur made a motion, seconded by Selectman Wolf, to go into non-public session under RSA 91-A:3, II A, B, & D.**

#### ***Roll Call Vote:***

**Selectman Wolf – yes**

**Selectman Bryer – yes**

**Selectman Jandebaur – yes**

**Motion carried; 3/0.**



**Northwood Board of Selectmen  
Minutes of October 27, 2015**

**9:21 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.**

**Selectman Bryer made a motion to seal the minutes.** Selectman Jandebour stated that he does not feel that the discussions held requires the minutes to be sealed. No second was provided. Selectman Jandebour stated that the board reviewed the performance evaluation for the town administrator. He stated that the board agreed that Mr. Gunter is doing a great job and his work is appreciated. He added that the board has agreed to increase the pay rate to \$67,873. Selectman Jandebour read his comments from the evaluation relative to the performance thus far.

**Selectman Bryer made a motion, seconded by Selectman Wolf, to hire Taryn Bassett as the recreation director at a Grade 8; Step 7, at a pay rate of \$15.98, per hour.** Selectman Jandebour explained that this position is a part-time position; however, there will be more hours assigned in the summer months than the winter months. The hours will average 29 hours per week. **Motion carried, 3/0.**

**Adjournment**

**Selectman Bryer motioned to adjourn at 9:25 p.m. Selectman Jandebour seconded. Motion carried; 3/0.**

Respectfully submitted,

Lisa Fellows-Weaver  
Board Secretary