



**Northwood Board of Selectmen
Minutes of November 10, 2015**

Chairman Timothy Jandebaur called the meeting to order at 6:08 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.

Appointments

Jack Dugan – TIF Districts

Mr. Dugan spoke relative to Tax Increment Financing. He explained how a TIF district could benefit the community mentioning examples from other areas of TIF districts in NH.

Roll Call

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

Citizen's Forum

Carl Bergeron spoke of using the facility at St. Joseph's Church for the elections. He commented that the facility has been used over the past few years and has worked out well for parking. Selectman Jandebaur replied that the board will be discussing elections later on in the meeting.

Ms. Dole commented that the past location for elections has worked very well in the past and she does not know of another area in town that would work out as well as the Parish Hall. She added that she does not understand why this is such an issue. She suggested reconnecting with the church.

Becky Rule stated that she was a former school board representative and was always told that a representative should not say anything to jeopardize our services to the town. We are to represent ourselves with dignity and in a way that is best for the town.

Ms. Rule commented that she does not understand how the Bean Hole Bash parking matter affects having access to the church parking for voting.

Mr. Gunter read an email he received from Victoria Parmele regarding the polling places. She noted that the current place is being discarded and there is no other viable alternative. She noted that a change will cause some confusion and there will be safety issues. Selectman Wolf replied that there are safety issues with any alternate location if it is on Rte. 4.

Richard Bojko stated that the church is a part of the community and should support the town. He stated that any reconciliation should come from both sides, not just one.



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Public Hearings

Guidelines for the Issuance of Building Permits on Class VI and Private Roads Pursuant to RSA 674:41

Selectman Jandebour explained that a Class VI Road is a town owned road that is not maintained; it is pass at your own risk. He stated that the people that live on Class VI roads must sign a waiver releasing any liability to the town should there be an issue with an access.

Selectman Jandebour explained that changes have been made to the policy relative to requiring a public hearing to be held for each application. He stated that the process now will go through the planning board and if approved by the planning board, then the selectmen can approve without a public hearing. He added that he does not recall that the selectmen have been holding hearings.

Selectman Bryer noted that this change also includes private roads.

With no comments, Selectman Jandebour closed the public hearing for the Class VI and Private Roads.

Town Video Surveillance

Selectman Jandebour explained that there have been some issues with vandalism damaging equipment to vehicles, and other issues occurring at the transfer station that have been very costly. He stated that cameras have been installed at the transfer station for surveillance purposes, which requires a policy. He added that the surveillance is not for looking at employees.

Copies were distributed to the public for review. Selectman Jandebour provided an overview of the policy.

No discussion was held. Selectman Jandebour closed the public hearing for the town's Video Surveillance Policy.

Town Vehicles Policy

Selectman Jandebour explained that he has used policies from four separate towns including Northwood to develop the proposed policy. He stated that Northwood has had a policy that has not been followed at every level. He stated that the original policy appears to have been adopted from a larger town and does not pertain to Northwood. He stated that the selectmen are proposing to set a revised policy that is relevant to a town of this size.

Ms. Dole asked how many vehicles would be "take home vehicles". Selectman Jandebour replied that definitions have been added to explain specifically "take home vehicles" as opposed to "assigned vehicles". He added that there are two "take home vehicles" that are going out of town; police chief and animal control officer (ACO). He added that he is not sure now about the ACO, at this time, as this is a new hire. He explained that there is one first responder who lives in



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Northwood and is assigned a vehicle to take home as this person needs to respond to the issues. He stated that there is a possibility of four vehicles that would be assigned as “take home vehicles”.

Ms. Dole asks if this is specific to police vehicles. Selectman Jandebour added that the new fire chief lives in town and takes the fire command vehicle home. Ms. Dole asked how many cruisers there are now. Selectman Wolf replied that there are at least five cruisers.

Selectman Jandebour explained that “take home vehicles” are to be driven to and from work from a residence. He noted that there have been some circumstances where there have been unauthorized persons in the vehicles and these vehicles are not to be used for personal use. He noted a provision in the hiring process regarding limitations of use relative to mileage; however, the board is able to waive any provisions.

Selectman Jandebour provided examples of deminimus uses which are allowed.

Selectman Bryer stated that he feels that the proposed policy is clear as to what the board is looking for.

Becky Rule asked why the policy was not being enforced and who was responsible for enforcing the policy. She asked how this policy will be enforced. Selectman Jandebour replied that he is not sure as to why the policy was not being enforced. He added that he intends to work with the town administrator and department heads to make sure the current policy or new policy is enforced. He stated that it does take time to get things moving and there are always other items to be addressed. He noted that there has not been a town administrator in town from March to July and now things are getting completed.

In addition, Selectman Jandebour stated that as far as who is responsible for enforcing the vehicle policy is a gray area, either the police commission or selectmen. Selectman Bryer stated that this is basically the same policy. He added that for the most part the policy was being enforced by the town administrator, indirectly by the selectmen. He stated that he has been a selectman since 1999 and based on the statutory provisions there is no clear definition as to where the selectmen’s controls begin and where the police commission’s stays. He added that the issue has never been addressed with the police commission. He stated that there may have been some minor violations with the town departments’ employees that are under the direction of the selectmen; however, there has not been any significant problem. He added that he believes that there is a separation perceived between the police commission and the selectmen. Ms. Rule asked if the new policy will change that dynamic with the police commission and selectmen. Selectman Bryer replied that he is not on the police commission and cannot speak for the commissioners; however, he believes that the town employees under the selectmen will abide by this policy. He added that the intention is that the policy is for the entire town; however, there is a gray area and this has never been challenged in court.



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Selectman Jandebaur added that he emailed town counsel and the NH Municipal Association and received the same statement. He added that he agrees with Selectman Bryer in that the infraction of the town employees has been minor such as recording and submitting reports, smoking in the vehicles, etc. He stated that the proposed policy is now very clear and gives the selectmen more enforcement. He further explained the mileage log.

Ms. Smith asked about the assigned vehicle use. She asked if department heads have the right to contact motor vehicle and obtain information on other employees. Selectman Jandebaur replied that the department heads are responsible for the form to be completed and then provide that information accordingly. Selectman Bryer added that a requirement can be made regarding specific driving requirements.

Ms. Smith suggested that an employee that has an assigned vehicle should be the person responsible to report to their supervisor if they have a moving traffic violation or infraction. She asked if the town should allow this employee to continue driving town vehicles while issues may be pending with the courts.

In addition, Ms. Smith stated that there appears to be no clarification as to where the gray area is regarding authority over town vehicles; however, the policy does state that a take home vehicle must be recommended by a department head and authorized by the selectmen. She stated that this statement does make it clear that the selectmen will be upholding the section of the policy. Selectman Jandebaur stated that he personally feels that all vehicles in town should be under this policy as all vehicles are purchased by the tax payers of the Town of Northwood and everyone should be under one policy.

Selectman Wolf stated that there has been vehicle abuse with multiple town departments, at least three departments. He added that using town vehicles is to be used for town use only.

Ms. Dole stated that she agrees with Ms. Smith's comments regarding employees reporting any traffic violations. Selectman Jandebaur added that he did write this suggestion down and the board will discuss this item. Ms. Dole mentioned medical cards should be followed up with as well and may be challenging. Selectman Jandebaur stated that the board will need to make sure that drivers have the appropriate licenses to drive.

Greg Lavigne stated that there may be some issues relative to the fire department. Selectman Jandebaur replied that there are exemptions, which is why the wording is presented as such. Selectman Wolf stated that if the CDL lapses the commercial portion is removed from the license. He also noted that there is an additional cost for a CDL license.

With no further discussion or comments, Selectman Jandebaur closed the public hearing for the town's Vehicle Policy.



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Selectman Jandebaur suggested that the town administrator work with Linda Smith relative to adding a provision that it is the responsibility of the employee to notify the department head of any traffic violations. The board agreed.

Unfinished Business

Location for Voting

Selectman Jandebaur made a motion, second by Selectmen Bryer, to continue to utilize the Parish Hall for the 2016 elections.

Selectman Jandebaur stated that there are many towns in NH that utilize their schools for election purposes in order to save costs. He stated that the school board, which he is a member of, has not shown any indication that they are not interested in hosting the elections. He explained locations within the school that would be sufficient for voting. However, the elections for 2016 cannot be held at the school as the calendar has been established under the collective bargaining agreement for the teachers, workshops, etc.

Selectman Jandebaur stated that he and Mr. Gunter did look into optional locations in town for voting and are all along Rte. 4. He stated that all entities are more than welcome to host the 2016 elections. He stated that it is important that voting take place in an accessible area and parking is a concern. He stated that the Narrows Fire Station was also considered; however, it is off of Rte. 4. Another location suitable was the Masonic Hall and it meets the necessary requirements. He felt that this location was a good option; however, he will vote to keep the elections at the church at this time. He stated that he has sent emails again and still there has been no reply to meet and make amends.

Selectman Wolf stated that he would like to look into utilizing the schools as an option for the future.

Ms. Rule asked if there was a fee charged to use the church for elections. Selectman Jandebaur replied it was \$150 and it is now \$300. He added that it was increased without any notice last year. He offered to provide the emails to anyone.

Motion passed; 3/0.

Mr. Gunter stated that he has been communicating with the church for four months. He stated that the town has been fair with all of the locations making sure to confirm dates and fees associated with renting spaces.

Selectman Jandebaur stated that the Bean Hole Bash offered \$300 for the use of the parking lot. He added that his concern is that the church gave a reason for not allowing the use of the parking lot as they might need it for a funeral or other event. He asked someone at the church what would happen if the elections were scheduled and the church had an event. He stated that the church



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assured him that they would only curtail off a small portion of the parking area and they would not exclude the town from holding elections at the Parish Hall.

Mr. Bergeron stated that he was grateful that the board made the decision to continue holding elections at the church. He added that he feels that there needs to be a certain amount of respect for all people within the community. He stated that he has received copies of the email and has reviewed them. He added that he does not agree with everything that Mr. Jandebour has stated; however, thanked the board for their motion.

Appointments

Fire Truck – Purchase and Sale

Chief Bassett was present along with Deputy Chief LaBlanc to discuss the purchase of the new fire truck and the sale of the old truck. Chief Bassett stated that three quotes were received. He noted that one quote met the criteria of the warrant article. He presented copies of the financial information for the board to review. Selectman Jandebour stated that the total cost is \$270,000, with the cost to borrow \$11,671 and the yearly payment is \$56,334, over 5 years. The interest is at a rate of 2.87%. Mr. Gunter stated that he reviewed the information and it fits in the warrant article. Selectman Wolf asked about the interest rates and fees and additional discussion ensued. Chief Bassett noted that there are other fees associated and he noted that within the constraints of the warrant article we can spend over \$57,000 a year. Discussion ensued regarding payments. Ms. Garrett stated that the first payment will be due May 1, 2016 and she added that fees are also assessed by the day, month, and year.

Selectman Jandebour made a motion, second by Selectmen Bryer, to approve the fire equipment financing proposal for the new fire truck based on the numbers presented. Ms. Garrett noted that the contract will be reviewed by town counsel. **Motion passed; 3/0.**

Selectman Bryer made a motion, second by Selectmen Jandebour, to approve the first of five payments for the fire truck, not to exceed \$57,822. Motion passed; 3/0.

Uniform Policy

Chief Bassett presented the board with copies of a proposed uniform policy for review.

Selectman Jandebour explained that there have been a few issues that have come up relative to equipment, clothing, boots, etc. over the past few weeks. He stated that there is currently no uniform policy within the fire department.

Selectman Jandebour stated that he has had a few meetings with the fire chief regarding a policy. He noted that the amount being proposed is \$450. He added that the policy in Epsom is \$350. He stated that the policy is for every day clothing, boots, shirts, pants, etc. He stated that the town will still be responsible for the actual equipment for firefighting. Chief Bassett stated that this is for full-time employees only.



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Further discussion was held regarding selling of the old fire truck. Mr. Gunter explained that a bid has been drawn up and distributed out as well as posting on NHMA and on the town's website. The bids are due by the end of the month. Chief Bassett stated that the information was sent out to the Town of Landaff and he sent it out state wide to all fire departments. Mr. Wolf stated that there are other options and he will provide this information. He wants to make sure it is done fairly.

Vacancy

Chief Bassett stated that Paramedic Severance has submitted his resignation for his full-time paramedic position; however, he would like to stay on as a volunteer as he has been in the past. Chief Bassett stated that the department will be looking to fill that position as soon as possible.

Selectman Jandebour stated that it amazes him that there is a part-time fire chief managing a full-time staff. He stated that he would be interested in having a full-time fire chief in town in exchange for one of the full-time positions. Chief Bassett stated that paramedics are hard to find and it will cost the town more to have paramedics covering from other towns. He stated that he will post the position right away.

Selectman Bryer made a motion, second by Selectmen Wolf, to accept Mr. Severance's resignation, with regret with the understanding that he will remain on the department in a call personnel capacity. Motion passed; 3/0.

Chief Bassett stated that he would like to congratulate Jesse Manheit as he is now an EMT. Selectman Jandebour asked if it would be in the town's interest to look into and/or consider encouraging the current staff to become paramedics. Chief Bassett stated that Mr. Gunter has contacted a few individuals. He added that there is a call member in the program currently. Selectman Bryer stated that there should be some type of criteria that the person must stay employed with the town or reimburse the town the cost. Selectman Wolf noted that the police department does this with new officers. He added that sometimes it is not successful with retrieving the funds.

Hose Testing

Chief Bassett stated that the hoses have been tested. He explained that some hoses have been lost and required immediate replacements. He added that he would like to apply for a grant for new hoses; it is a 5% match. The board agreed for Chief Bassett to pursue the grant.

Selectman Jandebour stated that the town currently owns a property that is in disrepair. He explained that here has been much work done at the property by prisoners, volunteers, students, etc., and this has worked out very well. He stated that there are many piles to address that contain tires, metal, barrels, some dumpsters, and burnable materials, etc. He stated that the fire department will be burning appropriate piles this weekend.



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Selectman Wolf thanked the fire department for working on Bow Lake Road cleaning out culverts. He did note that there may be a few culverts on Lucas Pond Road that need to be addressed.

Unfinished Business

Video Surveillance Policy

Selectman Bryer made a motion, second by Selectman Wolf, to approve the Video Surveillance Policy. Motion carried; 3/0.

Guidelines for the Issuance of Building Permits on Class VI and Private Roads Pursuant to RSA 674:41

Selectman Bryer made a motion, second by Selectman Wolf, to approve the Guidelines for the Issuance of Building Permits on Class VI and Private Roads Pursuant to RSA 674:41. Motion carried; 3/0.

New Business

Acceptance of Minutes

October 27, 2015

Selectman Bryer made a motion, second by Selectman Wolf, to approve the October 27, 2015 minutes, as written. Motion passed; 3/0.

Miscellaneous Signatures/Approvals

Building Permits on Class VI and Private Roads Pursuant to RSA 674:41

Gaviat Rd. Map 201; Lot 53.

Mr. Gunter presented the board with an agreement and release for approval and signature to build on a private road; Gaviat Rd., Map 201; Lot 53. **Selectman Bryer made a motion, seconded by Selectman Wolf, to approve the agreement and release for Gaviat Rd. Map 201; Lot 53.** Selectman Bryer explained that this road is a private road. **Motion passed; 3/0.**

Building Permits on Class VI and Private Roads Pursuant to RSA 674:41

Brown Rd. Map 118; Lot 4.

Mr. Gunter presented the board with an agreement and release for approval and signature to build a garage on a private road; Brown Rd., Map 118; Lot 4. **Selectman Bryer made a motion, seconded by Selectman Wolf, to approve the agreement and release for Brown Rd. Map 118; Lot 4.** Ms. Smith stated that the lot is on a private road; however, is on a subdivision plat that is signed by the planning board. **Motion passed; 3/0.**

Raffle

Selectman Bryer motioned to approve the raffle permit for the Supporters of Performing Arts (SOPA) at CBNA. Seconded by Selectman Wolf. Motion carried; 3/0.

Recreation Reimbursement



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Selectman Bryer motioned to approve payment to Chichester Youth Association from the recreation revolving fund, in the amount of \$245.68, for soccer tournaments. Seconded by Selectman Wolf. Motion carried; 3/0.

Recreation Reimbursement

Selectman Bryer motioned to approve reimbursement to Michael Spead from the recreation revolving fund, in the amount of \$45.00 for soccer registration. Seconded by Selectman Wolf. Motion carried; 3/0.

Recreation Reimbursement

Selectman Bryer motioned, seconded by Selectman Wolf, to approve the following stipends for referees, from the recreation revolving fund for their referee services at soccer games:

- Alex Grey ~ \$605.00
- Tyler Troy ~ \$395.00
- Porter Heigis ~ \$150.00
- Rebecca Masison ~ \$75.00
- Jackalynn Joy ~ \$182.50

Mr. Gunter explained that the referees are paid as to how many games they attend to ref. **Motion carried; 3/0.**

Recreation Reimbursement

Selectman Bryer motioned to approve reimbursement from the recreation revolving fund to Heather Heigis, in the amount of \$85.94, for Trunk-or-Treat supplies. Seconded by Selectman Wolf. Motion carried; 3/0.

Recreation Reimbursement

Selectman Bryer motioned to approve reimbursement from the recreation revolving fund to Robert Rodler, in the amount of \$160.10, for Trunk-or-Treat games and decorations. Seconded by Selectman Wolf. Motion carried; 3/0.

Recreation Reimbursement

Selectman Bryer motioned to approve reimbursement from the recreation revolving fund to Taryn Bassett, in the amount of \$38.58, for play group supplies. Seconded by Selectman Wolf. Motion carried; 3/0.

Oath of Office ~ Ken Curley ~ Cable Committee

Selectman Bryer motioned to re-appoint Ken Curley to the Northwood Cable Committee, with a term through March 31, 2018. Seconded by Selectman Wolf. Motion carried; 3/0.



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Approval of Purchase Orders

2015 County Warrant ~ \$506,383

Selectman Bryer motioned to approve the purchase order for the 2015 county warrant, in the amount of \$506,383. Seconded by Selectman Wolf. Motion carried; 3/0.

Town Administrator's Report

Facilities Committee ~ Library Front Doors

Mr. Gunter stated that the facilities committee has requested bids to finish the community hall for the upstairs floor. The bid that they are recommending is from Wilder Flooring at \$5,629. The facilities committee is requesting approval to spend the funds. He added that last year they proposed \$5,000 for the project and have the additional funds.

Selectman Bryer motioned to approve the request to spend \$5,629 to complete the upstairs floor at the community hall. Seconded by Selectman Wolf. A discussion was held regarding the materials proposed for the floor. Mr. Gunter explains that the proposal is to use vinyl. He added that anything else may break and could be brittle and pop up due to the motion of the floor. He stated that hardwood was looked into as well as carpet. Selectman Jandebour stated that there were many options looked at and a major issue is weight. Selectman Wolf noted that the vinyl may not be the best option and suggested looking into carpet again. He expressed concern with the durability of the floor. Discussion ensued relative to the use of the upper floor of the community hall. **Motion carried; 2/0/1.** Selectman Wolf was opposed.

Dump Stickers

A discussion was held regarding changing the dump stickers. Mr. Gunter stated that Ms. Pease would like to have a sticker with the town seal. Selectman Bryer would like to see the town remain with the current style of sticker and change it every few years. Selectman Jandebour stated that he has filled in at the transfer station and stated that the current policy is not being followed where residents need to have a sticker in order to use the transfer station. He added that Ms. Pease has indicated that there are many red stickers left. Selectman Wolf stated that the stickers can be duplicated and he suggested that a name be added to stickers. Selectman Bryer stated that the only people that should be using the transfer station are residents of Northwood and the only way to keep this under control is to issue new stickers every few years. He added that the attendants should be enforcing the policy. Selectman Wolf stated that in prior years the names were written on the stickers. Selectman Jandebour stated that the license plate is now written in on the sticker. Mr. Gutner added that there is also a data base corresponding the sticker number with the license number. The board agreed to issue new dump stickers to be effective February 1, 2016 and to change the color from red to green.

Selectman Jandebour stated that the town needs a recycling committee meeting. Mr. Gunter stated that he is moving forward with recycling. He added that there was a meeting last week and he is looking into quotes for the town for plastics and glass.



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Setting Tax Rate

Mr. Gunter provided the board with a spreadsheet noting percentages of 6%, 7%, and 8% of fund retention. Ms. Garrett stated that the town must maintain a minimum of at least 6% of the unspent budget. She noted that last year's tax rate was \$23.90. Mr. Gunter stated that the initial tax rate given to the town by the state is \$25.31. Discussion ensued as to the reserve. Ms. Garrett stated that she believes that the town held \$800,000 to \$900,000 in reserve. Selectman Bryer suggested the board support maintaining 7% this year, which will use \$152,000 to buy down the tax rate to \$24.98.

Further discussion was held regarding the county, town, and school tax rate increases. Mr. Gunter noted that compared to last year the town has increased by \$1; County is up \$0.05; School is a \$0.16 increase; State is flat at \$2.48.

Selectman Jandebaur motioned to approve setting the 2016 tax rate at \$24.98. Seconded by Selectman Bryer. Motion carried; 3/0.

Treasurer's Report

Treasurer Sandy Priolo met with the board regarding the town's financial status. She provided a report showing the balance of the town's accounts. She expressed concern with items that will need to be paid out soon, with some being required prior to the taxes coming in. She added that the schools payments are due as well and a schedule was provided. She noted that Ms. Colburn has been willing to work with her regarding delaying school payments. Discussion was held regarding the timing of getting the tax bills sent out.

Selectman Jandebaur stated that getting the tax rate set this late is the fault of the school and he will mention it at the next school board meeting. He added that it is important to get things completed in a timely manner and this is not the first time that this has occurred. He stated that these tax bills need to get out as soon as possible and suggested having staff work additional hours to accomplish this, if necessary. He added that CBNA students could also volunteer to assist with the tax bills.

Ms. Priolo stated that she provided a comparison of 2013-2015 for April, September, and October of outstanding liens. She stated that the outstanding liens currently total \$567,000. She explained that she will begin to provide month end reports to the board.

Ms. Garrett asked if she and the treasurer should begin preparations for a TAN. Selectman Jandebaur stated that it is prudent to be prepared and in the meantime perhaps holding off on spending should be done. Ms. Garrett stated that she has been holding off paying invoices if she could but at this time those items will need to be paid.

Discussion ensued regarding departments spending. Selectman Wolf stated that in review of the manifests lately he has seen items being purchased just because they have the money and if they



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don't spend it they will lose it. Selectman Bryer stated that there are some departments that hold off on making purchases till the end of the year in case there is a problem and the funds are needed for something else. Ms. Garrett stated the problem with that is that the end of the year is when the cash flow is the lowest. Mr. Gunter advises the board to freeze the budget by Friday to prevent frivolous spending, at least until the taxes begin to come in. Selectman Jandebaur suggested that Mr. Gunter make the final decisions of approving any department's purchases effective immediately, which is not a total budget freeze.

Selectman Jandebaur welcomed Mr. and Mrs. Gunter to town as Northwood residents.

Approval of Manifest

Selectman Bryer motioned to approve the manifest P-2015 #23, in the amount of \$83,092.90. Seconded by Selectman Wolf. Motion carried; 3/0.

Adjournment

Selectman Bryer motioned to adjourn at 9:20 p.m. Selectman Jandebaur seconded. Motion carried; 3/0.

Respectfully submitted,

Lisa Fellows-Weaver
Board Secretary