



## Northwood Board of Selectmen Minutes of November 24, 2015

Chairman Timothy Jandebaur called the meeting to order at 6:00 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**

#### ***Police Chief Drolet***

Police Chief Drolet met with the selectmen along with Police Commissioners Ken Rick and John Schlang, to discuss proposed warrant articles for the police department.

#### ***Police Equipment Capital Reserve Fund ~ \$12,000***

Selectman Bryer read the proposed warrant article for police equipment, as follows:

*Shall the Town vote to raise and appropriate the sum of Twelve Thousand dollars (\$12,000) to be deposited into the previously established Police Equipment Capital Reserved Fund.*

Selectman Jandebaur asked current balance of the fund. Chief Drolet replied that the balance is around \$1,000-\$1,100.

A discussion was held regarding equipping cruisers. Selectman Bryer asked if the equipment for the cruisers is swapped out or purchased new. Chief Drolet explained that when the department was using the Crown Victoria the cars were all standard vehicles and the majority of the equipment was transferred. When the new interceptors were purchased there was a need to purchase some equipment such as the light bars. He added that he tries to rotate equipment as much as possible to keep the costs down. He stated that he is also working on replacing equipment now so when a new cruiser is purchased it does not require equipment money from the cruiser purchase line.

Additional discussion was held regarding the cruisers. Chief Drolet stated that there are currently three Crown Vics in the fleet and will be the next cruisers to be replaced. Selectman Jandebaur stated that purchasing new equipment should also be planned for when these cruisers are replaced with the interceptors. Chief Drolet stated that the lease/purchase does not expire for three more years and this is the time to begin replacing equipment. He added that items that do not transfer are typically interior items. He further explained the transfer of equipment. Selectman Jandebaur stated that light bars can be transferred from the Crown Vics but the cages would need to be replaced. Chief Drolet replied yes.

Selectman Bryer asked if this money will be added to the fund or will the \$12,000 be spent. Chief Drolet replied that in the budget there are funds for the purchase of equipment. He stated that the reserve fund needs to be built up in case there are malfunctions with cruiser equipment; light bars,



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radios, etc., as the budget would not support buying a large amount of equipment if it were to break; this is when the reserve fund would be necessary.

***Full-Time Police Officer ~ \$55,884***

Selectman Jandebaur read the proposed warrant article for a new full-time police officer, as follows:

*To see if the town will raise and appropriate the sum of **Fifty-five thousand eight hundred eighty-four dollars (\$55,804)** to establish a new full-time position for a patrol officer for the Northwood Police Department. The funds to be expended for wages and applicable benefits for the new position.*

Chief Drolet stated that the calls of service are increasing and the types of calls have changed. He stated that overall the department is busier. He stated that 15 years ago the calls for service were low and motor vehicle calls were high. In the last 6 years the calls have increased for service and are less for motor vehicles. He added that this year there have been over 3,000 calls for service, not including arrests and motor vehicle calls.

Chief Drolet explained that there are 7 full-time officers including himself and there is the School Resource Officers at CBNA. He explained the schedule of officers. He stated that there are overlapping shifts; however, there are a few hours where only one officer is working and there are times when there is single coverage. He explained that the new officer would allow the detective sergeant to come off of patrol and back logging other items. Discussion continued as to positions and duties of the officers.

A discussion was held regarding the proposed amount for the salary of a new officer, \$55,884. Selectman Bryer stated that this amount is only for 9 months. Chief Drolet stated that this also includes benefits and the family plan for insurance coverage. Selectman Jandebaur stated that an entire year salary would be an additional \$18,000.

Selectman Bryer asked if there are any grants available for a new officer. Chief Drolet replied that there have not been any announcements for 2016 for grants, at this time. Selectman Bryer stated that there would then be no state or federal funding for the position. Chief Drolet stated that the state is just releasing the grants for officers for 2015. He stated that he may not know the available grants for 2016 until this time next year.

Selectman Bryer requested that the Chief provide statistics for the number and types of calls. Chief Drolet explained that if there is an officer on vacation or out for a length of time for health reasons that will wipe out a shift. He stated that there is not enough personnel to cover, which equals shift swapping and overtime. He noted that there are two part-time officers; however, they have other full-time jobs and have limited availability. The full-time officers work 20 to 30 hours per week. He added that part-time officers are great for covering shifts and being the second officer on duty.



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Additional discussion was held regarding the department receiving any grants to address the heroin and opiate epidemics. Chief Drolet explained that he does not believe that the town will be receiving any funds for this situation. He added that Northwood does not have the epidemic as bad as other areas in the state.

### **Citizen's Forum**

There was no citizen's forum.

### **Unfinished Business**

#### ***Accepting Credit Card Payments***

Selectman Bryer explained that at the recent recreation commission meeting a discussion was held regarding options of electronic payments for registrations. He stated that they discussed the option for registrations to be paid using PayPal. He stated that he does not see why the town cannot set up funds to go directly into the recreations revolving fund. He added that there may be some fees assessed but rather than raising the costs the fees are absorbed. He explained that PayPal is a vendor and they would do the processing for the town and in turn receive a percentage.

Selectman Jandebour agreed with Selectman Bryer and commented that the town needs to come up with an option for electronic payments as more and more people are moving away from cash.

Selectman Jandebour suggested that the town administrator look into the PayPal option for taking electronic registration payments. Selectman Bryer suggested that we try this for recreation and look into in the future for other areas in town.

### **New Business**

#### **Acceptance of Minutes**

***November 10, 2015***

**Selectman Bryer made a motion, second by Selectman Wolf, to approve the November 10, 2015 minutes, as written. Motion passed; 3/0.**

#### **Process Various Assessing Forms and Applications**

**Selectman Bryer made a motion, seconded by Selectman Wolf, to approve making the following properties tax exempt as they are now owned by the Town of Northwood:**

***Map 215; Lot 48***

***Map 216; Lot 18***

***Map 216; Lot 44***

***Map 222; Lot 33 – Sublot 18***

***Map 230; Lot 18 – Sublot 49***

***Map 238; Lot 4***

Selectman Wolf commented that the town will now need to begin the eviction process with some of these properties.

**Motion passed; 3/0.**



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**Deeds**

Mr. Gunter presented the board with corrective deeds for signatures. He explained that the owners have paid the delinquency to re-gain ownership of their properties.

**Selectman Bryer made a motion, seconded by Selectman Wolf, to approve the corrective deed for Map 230; Lot 82 – Sublot 11. Motion passed; 3/0.**

**Selectman Bryer made a motion, seconded by Selectman Wolf, to approve the deed with no covenants for Map 216; Lot 44. Motion passed; 3/0.**

**Selectman Bryer made a motion, seconded by Selectman Wolf, to approve the deed with no covenants for Map 234; Lot 44. Motion passed; 3/0.**

**Selectman Bryer made a motion, seconded by Selectman Wolf, to approve the deed with no covenants for Map 238; Lot 10. Motion passed; 3/0.**

**Selectman Bryer made a motion, seconded by Selectman Wolf, to approve the deed with no covenants for Map 238; Lot 10 – Sublot G. Motion passed; 3/0.**

**Approval of Manifest**

**Selectman Bryer motioned to approve the payroll manifest 2015 #24, in the amount of \$79,088.51. Seconded by Selectman Jandebaur. Motion carried; 3/0.**

**Miscellaneous Signatures/Approvals**

***Town Vehicle Policy***

Mr. Gunter presented the board with the final revision of the Town Vehicle Policy for signatures.

***Fire Truck – Purchase and Sale***

Mr. Gunter presented the board with the agreement to purchase the new fire truck for the chair to sign. **Selectman Bryer made a motion, seconded by Selectman Wolf, to authorize Selectman Jandebaur to execute the agreement for the financing for the fire truck, a five year lease with First Bankers Corporation including the first payment, in the amount of \$56,912. Motion passed; 3/0.**

**Town Administrator's Report**

***Camp Yavneh Luncheon***

Mr. Gunter stated that Camp Yavneh will be providing lunch to the town employee's December 8.

***Recreation Tree Lighting and Holiday Party***

Mr. Gunter stated that the recreation department holiday party and tree lighting has been scheduled for December 6.



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***Town Staff Christmas Party***

Mr. Gunter stated that the proprietor of Lake Shore Farm has offered to host a gathering for town staff and significant others. This is a pot luck dinner, scheduled for December 12.

***Town Hall Yankee Swap***

Mr. Gunter stated that the town staff has scheduled their Yankee swap for December 21. He asked if the town hall could be closed from 11 a.m. to 1 p.m. The board agreed to close for 2 hours and to post the closing.

Selectman Jandebaur asked what the board would like to offer at the employee's Yankee swap party and referenced a line in the budget for such events. **Selectman Bryer made a motion, seconded by Selectman Wolf, to authorize Mr. Gunter to spend \$100 for the employee holiday party. Motion passed; 3/0.**

Selectman Bryer noted that in years past there was a holiday gathering for the volunteers in the town, held at town hall. He explained that this is what the line in the budget was for. Selectman Jandebaur stated that an event like that may be better done after the holidays. Selectman Bryer suggested January and using the Community Hall. This item will be discussed at the next item.

Mr. Gutner asked about office hours for the day before Thanksgiving. Mr. Jandebaur supported the idea. Selectman Bryer stated that the town hall closes early Christmas Eve day and he would not support closing early on the day before Thanksgiving; however, staff could use their earned time.

***HVAC Bids***

Mr. Gunter presented the board with sealed bids received for the HVAC project in the town hall. Selectman Bryer opened the bids received, as follows:

- Berger HVAC, LLC  
Office Building ~ \$24,231  
Main Hall ~ \$12,438 with additional notations and charges  
Total for all work ~ \$44,905.50
- KPMB Enterprises, LLC  
\$95,000
- Denron Plumbing and HVAC, LLC  
Total, which is broken down into three job scopes ~ \$57,934

Selectman Bryer suggested providing the three proposals to the facilities committee for their review and recommendation.



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Mr. Gunter noted that there is \$44,666 in the HVAC Capital Reserve Fund. Selectman Bryer noted that the state sometimes chooses a bid and then tries to negotiate for a better price; final and best offer. Mr. Gunter stated that he intends to follow up with the bids submitted. Copies will be provided to the facilities committee.

***Bow Lake Road Construction Bids***

Mr. Gunter presented the board with the sealed bids received for the next and final section of Bow Lake Rd. He explained that this is for road work only; it does not include ditching and will cover to the town line. A discussion was held regarding the culvert. Mr. Gutner noted that the culvert is three years out.

Selectman Bryer opened the bids received, as follows:

- CAN Brothers Construction, Inc.  
Total ~ \$301,151.50
  
- GMI Asphalt, LLC  
Total ~ \$259,968
  
- Brox Industries Inc.  
Total ~ \$336,925
  
- R&D Paving  
Total ~ \$161,020
  
- Jamco Excavators, LLC  
Total ~ \$336,827.43
  
- Advanced Excavating & Paving  
Total ~ \$377,097
  
- Pike Industries  
Total ~ \$297,435

Selectman Bryer suggested providing the proposals to the highway advisory committee for their review and recommendation.

***Mary Waldron Beach RFP***

Mr. Gunter stated that the RFP to rebuild the Mary Waldron Beach, the ramp, and the parking area has been released. He added that he has begun the permitting process with NHDES. A pre-bid meeting has been scheduled for November 30, 2015 at 9 a.m.



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***Warrant Articles***

Mr. Gunter provided drafts of the proposed warrant articles for review.

**Article 2: Fire Apparatus Lease Purchase ~ \$56,912**

**Article 3: 2016 Operating Budget ~ \$3,493,036**

**Article 4: Ambulance Payment ~ \$48,617**

**Article 5: Defibrillator Payment ~ \$13,385**

**Article 6: Highway Equipment Capital Reserve Deposit ~ \$15,000**

**Article 7: Town Hall HVAC System Upgrade ~ \$24,000**

The wording for this article to be revisited.

**Article 8: Road Construction/Resurfacing ~ \$100,000**

**Article 9: Lagoon Maintenance & Repair Expendable Trust Fund ~ \$14,000**

**Article 10: Appointing Agents to Expend**

**Article 11: Facilities Committee Expendable Trust ~ \$11,000**

**Article 12: Transfer Station Expendable Trust Deposit ~ \$21,659.61**

**Article 13: Aquatic Invasive Species Treatment & Control Expendable Trust Deposit ~ \$6,000**

**Article 14: Benefit Pay Vested Time Expendable Trust Fund ~ \$15,000**

Selectman Jandebour stated that \$19,000 was removed from this fund balance in 2015. Mr. Gunter noted that the total liability is \$178,000, which includes sick, vacation, and comp time. He added that the current balance is \$42,288.

**Article 15: Cable Expendable Trust Fund ~ \$34,935.04**

**Article 16: Cemetery Improvement Expendable Trust Fund ~ \$400**

**Article 17: Appointment of Town Highway (Road) Agent**

A discussion was held regarding presenting this warrant article again this year. No decision was made.



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**Article 18: Northwood 250<sup>th</sup> Anniversary Expendable Trust ~ \$500**

Mr. Gunter noted that there is \$1,000.14 in the fund at this time.

**Article 19: Recreation Facility Capital Reserve Fund Deposit ~ \$50,000**

Selectman Bryer recalled that there was discussion last year that there would be no additional funds added into this fund this year. Selectman Jandebaur agreed and suggested spending the current funds and looking into additional funding through grants.

**Article 20: Vote to Expend From the Recreation Facility Capital Reserve Fund ~ \$50,000**

**Article 21: Town of Northwood Electronic Sign Purchase ~ \$24,200**

Mr. Gunter noted that the cost is for the sign and the stone wall around the base of the sign. Selectman Jandebaur stated that the stone base may be able to be done at no cost. Selectman Bryer added that he believes that the funds still need to be budgeted for.

**Article 22: Erosion Control and Reconstruction for Mary Waldron Beach and Boat Ramp ~ \$30,250**

Mr. Gunter noted that this amount may change due to the bids.

**Article 23: Cost of Living Adjustment for Town Employees ~ \$39,277.22**

Selectman Bryer stated that he would support proposing this article as it is up to the voters to decide.

Selectman Jandebaur stated that he is not sure about presenting this article. He stated that social security is not giving an increase. He explained that the cost of living has not increased; inflation is almost non-existent. He added that construction costs have increased; however, land has decreased.

**Article 24: Create A Bridge Repair Trust Fund ~ \$84,000**

**Article 25: Adoption of RSA 162-K for Municipal Economic Development and Revitalization Districts**

Mr. Gunter stated that this RSA will allow the town to keep town funds for municipal projects. Further discussion ensued as to how the taxes are applied from TIF Districts. Mr. Gunter stated that the tax increment is the funds that the town can use for town projects. He added that this is an option for funding for roads.

**Article 26: Other Business**

Selectman Wolf stated that he feels that some of these articles may be difficult to get passed this year.



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In addition, discussion ensued regarding the warrant proposing the electronic sign. Selectman Bryer stated that he understands the reasoning for a sign; however, stated that it may not be a good time to present this article. He added that there are also articles forthcoming from the police department. Mr. Gunter stated that this list is a first draft list.

Further discussion was held regarding the overall budgets of the school and town. Selectman Jandebeur commented that there will be a reduction in the school's budget next year and at that time the board should consider addressing the roads. Selectman Bryer suggested using the highway block grant to pay for a highway bond to actually get the roads built up. Selectman Jandebeur would support this suggestion at this time; however, asked if it is not the correct time to begin this option. He stated that he is very pleased at how well the road projects were completed.

A discussion was held regarding the deadline for the warrant articles. It is determined that the selectmen must Ms. Colburn stated that the budget committee will review the articles that are finalized. Mr. Gunter noted that the some articles will not be able to be completed. Ms. Colburn noted that this is how the budget committee has addressed the warrant articles in the past. An additional meeting was scheduled for Tuesday, December 1, to address the warrant articles.

### **Selectmen's Comment**

#### ***Rick Wolf***

#### ***NHDOT***

Selectman Wolf stated that he has been watching the lights at Rte. 4 and Rte. 43. He noted that there are two new lights installed; however, they are not running. He would like to see what the purpose is for these lights. Selectman Jandebeur replied that he does not believe that NHDOT has completed the issue.

#### ***Tim Jandebeur***

#### ***Surveillance Cameras***

Selectman Jandebeur stated that there have been several instances in town where people are dumping things on the property. He suggested purchasing game cameras and installing them on the property. Mr. Gunter stated that this is surveillance of the property and the town would be covered under the new policy.

**Selectman Jandebeur made a motion, seconded by Selectman Wolf, to authorize Mr. Gunter to spend up to \$250 for three game cameras to be used for surveillance. Motion passed; 3/0.**

#### ***Northwood Elementary Curtain Project***

Selectman Jandebeur mentioned a project for the stage at the Northwood Elementary School that needs lift equipment in order to be completed. The equipment is needed to hang curtains along the stage and a company has been hired to hang them up. This company also has the equipment; however, will charge \$1,000 for the use of the equipment. Selectman Jandebeur stated that CBNA has offered the use of their equipment. He requested the board approve Mr. Gunter moving this



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equipment with the town's 1-ton truck and trailer this coming Monday. The board agreed that Mr. Gunter will facilitate this.

***Flagging Policy***

Selectman Jandebour mentioned the NHDOT flagging policy. He briefly explained the policy as it is based on traffic counts. He added that he feels it is a good policy. He suggested that the board review this policy at the next meeting and consider adopting it as a town policy.

**Non-Public Session**

**7:57 p.m. Selectman Bryer made a motion, seconded by Selectman Wolf, to go into non-public session under RSA 91-A:3,II D&C.**

***Roll Call Vote:***

**Selectman Wolf – yes  
Selectman Jandebour – yes  
Selectman Bryer – yes  
Motion carried; 3/0.**

**8:15 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, seconded by Selectman Wolf, to sell Map 122; Lot 102, a 0.17 ac. lot, to current abutter Michael Albert, contingent on payment of \$5,000, all existing structures must be removed, and this lot must be merged with the abutting lot.**

**Selectman Bryer made a motion, seconded by Selectman Jandebour, to enter into a tax agreement for delinquent property taxes for Map 234; Lot 4.**

**Adjournment**

**Selectman Bryer motioned to adjourn at 8:22 p.m. Selectman Wolf seconded. Motion carried; 3/0.**

Respectfully submitted,

Lisa Fellows-Weaver  
Board Secretary