



## **Northwood Board of Selectmen Minutes of December 22, 2015**

Chairman Timothy Jandebaur called the special meeting to order at 6:00 p.m.

### **Roll Call**

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

The meeting opened with the pledge of allegiance.

### **Public Hearing:**

Mr. Gunter stated that a public hearing has been posted for tonight for the police department to accept grant funds.

Police Chief Glen Drolet was present to explain the grant. He stated that the grant is \$6,500 and is for DWI patrols. He stated that this is one of the two grants the department receives on a yearly basis. This grant is specific for additional patrols over and above normal patrols and is to focus on DWI detection.

**Selectman Bryer motioned to accept the funds for the DWI grant. Selectman Wolf seconded. Motion carried; 3/0.**

### **Appointments**

#### ***Fire Department ~ Uniform Policy***

Fire Chief Nikolas Bassett was present along with Firefighter Darryl Morales to address the uniform policy and other policies. The proposed policies were previously provided. Chief Bassett stated that Firefighter Morales has been working on the policies.

Chief Bassett provided a brief overview of the types of uniforms noted within the policy. He stated that there was no prior policy and he believes that this will address any future issues. Discussion ensued regarding what is covered for clothing.

Selectman Jandebaur stated that he would like to see a specific amount as an allowance added to the policy. Selectman Wolf expressed concern that at the end of the year all departments spend their budgets because they have the money. He also expressed concern with the department spending money to buy sweatshirts; it should be money for the uniforms. Selectman Bryer stated that as a part of the full-time benefits the fire fighters are able to purchase clothing; these funds can be spent at any time throughout the year as long as the funds are in the budget.

Discussion ensued regarding frivolous spending, the costs of items and purchasing clothing.

Mr. Gunter noted that the policy also notes optional items that can be purchased by the firefighters. He stated that the department will not be buying everything like it has been in the past. He stated that the request for items must be submitted to the chief as well.



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Selectman Jandebaur requested information from other towns relative to allowances for firefighters.

This item was continued to the next meeting.

Additional discussion was held regarding updating other department policies. Chief Bassett stated that all policies are being reviewed, amended, and/or updated. He added that they are considering proposing new policies as well. Selectman Jandebaur stated that there should be input received regarding amending policies. Chief Bassett replied that all were welcome to attend the meetings when the policies were being discussed and anyone could submit suggestions for the policies. Chief Bassett stated that he believes that the update of the policies will help the direction of the department.

### ***Fire Station Well Progress***

Chief Bassett stated that there is now a well at the Narrows Fire Station; however, it is not working as of yet. He explained that the well is 500' deep and will pump 75 gallons per minute, which is a great necessity to have. He added that they chose to also upgrade a few items that would be an asset to the fire station. He stated that the only item left is to fill in the old dug well and pull out the old pump. He stated that water tests will be done within the next week.

Chief Bassett provided a purchase order for signature. He stated that the total cost was \$15,000. The state is paying \$15,000 and the town will be responsible for \$2,499 for upgrades. He added that Tasker's Well Company donated \$1,200 of time and material towards the upgrade.

**Selectman Bryer motioned to approve the purchase order to Taker's Well Company in the amount of \$2,499. Selectman Wolf seconded. Motion carried; 3/0.**

### ***Fire Truck***

Chief Bassett stated that Engine 2 has been sold to the Town of Landaff. The new truck is still being built. The department still has the rescue truck and will keep that until the new truck is delivered.

### ***Santa's Helpers Program***

Chief Bassett thanked all who were involved with the Santa's Helpers Program this year. He stated that the program assisted 19 families this year, less than prior years. He also thanked the community for their support and donations.

### **Unfinished Business**

#### ***Flagger & Uniformed Officer Guidelines***

Mr. Gunter stated that the suggested revisions have been made and have been updated in the document provided.

**Selectman Bryer made a motion, second by Selectman Wolf, to approve the Flagger & Uniformed Officer Guidelines.** A discussion was held regarding the policy and the authority to



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designate when a flagger or uniformed officer would be required. Selectman Jandebaur stated that the select board will determine when a flagger or uniformed officer would be necessary. Mr. Gunter noted that the company may also determine the need and will pay for the service. Selectman Wolf asked about bids that include using officers, which will be higher. Selectman Jandebaur explained that the selectmen will choose the final bid. He added that all RFP's will include this policy from now on. Further discussion was held regarding accepting bids.

**Motion carried; 3/0.**

### *Mary Waldron Beach Bids*

Mr. Gunter presented one bid to the board for their review. He stated that this is the same person that did the work on Bennett's Bridge. He explained how the bid was solicited. Selectman Wolf asked how the board can follow their policy if only one bid was received. Selectman Bryer explained that the board has put out a request for bids. He added that the board can reject any and all bids and send out the requests again; the policy has been followed. Selectman Bryer suggested advertising in a larger paper.

Selectman Jandebaur reviewed the reviewed the scope of work noting that the bid amount is \$41,060. Discussion ensued regarding the work required. Selectman Jandebaur suggested that the bid be reviewed by the highway advisory committee.

Linda Smith mentioned that any work that is done on this beach requires a State of NH permit. She noted that the board does not know what the state will require and the amount of money may not be sufficient based on what the state requires.

Selectman Bryer asked if an engineer looked at the site and determined what would be necessary for permitting prior to putting the project out for bid. Mr. Gunter replied that the town's engineer did view the site, provided costs relative to permits and engineering, which were based on conversations with NHDES. He added that permitting will increase the costs up to \$11,000. He added that he has contacted NHDES to begin the permitting process.

Discussion ensued as to the scope of work and drainage. Mr. Gunter stated that he will send someone to the area tomorrow to look into this.

Further discussion ensued regarding proposing a warrant article in the amount of \$60,000 for this project.

### *Transfer Station Stickers*

Mr. Gunter stated that the new transfer station stickers are being distributed at the transfer station. He stated that in two days 500 stickers were issued. He stated that the stickers will also be handed out this weekend too.



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***Warrant Articles***

Mr. Gunter stated that some of the articles can be addressed tonight; however, articles 12 and 15 will need to be done at another meeting, as the final numbers are not available.

An additional meeting was scheduled for January 7, 2016, 6:00 p.m. to address all outstanding warrant articles.

**New Business**

**Acceptance of Minutes**

***December 1, 2015***

**Selectman Bryer made a motion, second by Selectman Wolf, to approve the December 1, 2015 minutes, as written. Motion passed; 3/0.**

***December 8, 2015***

**Selectman Bryer made a motion, second by Selectman Wolf, to approve the December 8, 2015 minutes, as written. Motion passed; 3/0.**

***December 15, 2015***

**Selectman Bryer made a motion, second by Selectman Wolf, to approve the December 15, 2015 minutes, as written. Motion passed; 3/0.**

**Process Assessing Forms and Applications**

***Preliminary 2015 Equalization Study***

Mr. Gunter stated that the electronic information has been released to the DRA for review.

**Selectman Bryer made a motion, second by Selectman Jandebaur, to sign the Preliminary 2015 Equalization Study and submit the study to DRA. The document was reviewed. Motion passed; 3/0.**

<b>ITEM</b>	<b>NAME</b>	<b>MAP/LOT</b>
1. VETERAN'S CREDIT	ALFRED L. PATEY 33 BLAISDELL DRIVE	104/13

TOTAL: \$250.00 EXEMPTION

Applicant does qualify by New Hampshire statutes for this credit.

Assessor recommends approval.

**Selectman Bryer made a motion, seconded by Selectman Jandebaur, to approve the veteran's credit for Map 104; Lot 13. Motion passed unanimously; 3/0.**

<b>ITEM</b>	<b>NAME</b>	<b>MAP/LOT</b>
2. VETERAN'S CREDIT	DAVID TURNER 49 BELL COVE ROAD	103/3

TOTAL: \$250.00 EXEMPTION



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Applicant does qualify by New Hampshire statutes for this credit.  
Assessor recommends approval.

**Selectman Bryer made a motion, seconded by Selectman Wolf, to approve the veteran's credit for Map 103; Lot 3, ion the amount of \$250. Motion passed unanimously; 3/0.**

**Approval of Manifest  
*Payroll Manifest - #26***

**Selectman Bryer motioned to approve the payroll manifest P2015 #26, in the amount of \$83,483.83, seconded by Selectman Wolf. Motion carried; 3/0.**

**Miscellaneous Signatures/Approvals  
*Recreation Item***

**Selectman Bryer motioned to approve the payment of \$500 to Fierce Apparel, from the recreation revolving account for K-2 basketball jerseys. Seconded by Selectman Jandebaur. Motion carried; 3/0.**

***Conservation Commission Member Appointment***

**Selectman Bryer motioned to appoint Grace Levergood to the conservation commission, with a term through March 2017. Seconded by Selectman Jandebaur. Motion carried; 3/0.**

***Library Trustee Appointment***

**Selectman Bryer motioned to appoint Pat Vaillancourt to the Chesley Memorial Library Board of Trustees as an alternate member. Seconded by Selectman Jandebaur. Motion carried; 3/0.**

***Strafford Regional Planning Commission (SRPC) Contract***

Linda Smith presented the board with a proposed contract for Strafford Regional Planning Commission (SRPC). She added that Mr. Gunter had also been working with the director during the year regarding the contract.

Ms. Smith stated that there were changes during the year in the work scope and she is proposing additional tasks be included in the new contract, which includes a prioritized list of additional tasks, dependent on hours available within a month. She stated that the contract is being amended to cover the actual services. She added that the rate schedule was changed July 1, 2015, and was negotiated by Mr. Gunter to finish out the year. She stated that the new contract called for the same language where the town would be entering into a contract with rates subject to change in July per the executive committee's billing rate decision. She explained that she spoke to Ms. Copeland regarding the fact that the selectmen would not be comfortable with an open ended contract. She stated that the contract was amended to be on a billing rate from January 1 through December 31, without any rate change in July. She stated that the money budgeted for 2016 will be sufficient for the contract; the billing hours and the current billing structure.



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Selectman Jandebaur asked if the SRPC rates are set in July. Ms. Smith replied yes and added that the town will know in July what the rate will be for 2017 for budgeting purposes.

Selectman Jandebaur requested that the planning board attend a selectmen's meeting after the first of the year and discuss the status of the Master Plan Update. Selectman Bryer asked why the changes have not been made or why the board does not readopt the Master Plan.

Ms. Smith replied that the planner has been working with the board and some new chapters have been redone. The planning board originally voted that they would work on the revisions and not have a separate committee. She added that there have been efforts made by some members and those chapters have been pulled together. She added that Mr. Sullivan has begun to get involved and helping the board to write the chapters that are incomplete. She stated that this fall, there was a change in direction and the priority became to look at the site plan regulations for Mr. Sullivan and work with the town administrator.

Selectman Jandebaur stated that he sees that one more year has passed by without the Master Plan being completed. He suggested that the selectmen assist in facilitating in some way to get this project completed. Selectman Bryer suggested that Mr. Sullivan attend. Selectman Jandebaur suggested that Mr. Gunter speak with the planning board chair and schedule a time for a joint meeting to occur. Discussion ensued as to how to proceed to getting the Master Plan completed. Ms. Smith suggested the option of opening it up to townspeople to see if they would be willing to serve on a Master Plan committee.

**Selectman Bryer motioned to authorize the chair to execute the contract between the Town of Northwood and Strafford Regional Planning Commission for planning services, as presented in the scope of services. Seconded by Selectman Wolf. Motion carried; 3/0.**

**Non-Public Session**

**7:25 p.m. Selectman Bryer made a motion, seconded by Selectman Wolf, to go into non-public session under RSA 91-A:3,II A&D.**

***Roll Call Vote:***

**Selectman Wolf – yes**

**Selectman Bryer – yes**

**Selectman Jandebaur – yes**

**Motion carried; 3/0.**

**8:16 p.m. Selectman Jandebaur made a motion, seconded by Selectman Wolf, to come out of non-public session.**

***Roll Call Vote:***

**Selectman Wolf – yes**

**Selectman Bryer – yes**



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**Selectman Jandebaur – yes  
Motion carried, 3/0.**

**Motion to seal the minutes was made by Selectman Bryer. No second was offered. Motion failed.**

**Selectman Bryer made a motion, seconded by Selectman Jandebaur, to accept the resignation of Donald Hodgdon, with regret. Motion carried, 3/0.**

**Selectman Bryer made a motion, seconded by Selectman Jandebaur, to write off \$1,746.42 for ambulance bills due to the fact that the accounts are uncollectable as the patients are deceased. Motion carried, 3/0.**

**Selectman Bryer made a motion, seconded by Selectman Jandebaur, to accept the resignation of Nathan Lee, with regret. Motion carried, 3/0.**

**Other**

A discussion was held relative to New Year's Eve holiday hours. The board agreed that staff can leave early on New Year's Eve by either using earned time or without pay but the town will not be closing early for the holiday.

**Adjournment**

**Selectman Bryer motioned to adjourn at 8:37 p.m. Selectman Wolf seconded. Motion carried; 3/0.**

Respectfully submitted,

Lisa Fellows-Weaver  
Board Secretary