



Northwood Board of Selectmen Minutes of December 8, 2015

Chairman Timothy Jandebaur called the 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.

Citizen's Forum

Ms. Edwards notes that the lights have been fixed and are working well at the Rte. 43 intersection. Selectman Bryer suggested that a letter be sent to NHDOT thanking them for correcting this intersection matter.

Unfinished Business

Update ~ Accepting Credit Card Payments

Mr. Gunter explained that he met with the bank along with finance administrator and treasurer regarding credit card payments. He stated that his goal is to test the process out with the recreation department and then move on to the tax collector and to the transfer station. He explained that this program is through Sport Pilot and covers payments and registrations. He stated that he hopes to have this program up in running in the beginning of January and throughout the town by the end of 2016.

Selectman Jandebaur asked what the fees are for using this program. Mr. Gunter replied that the town can pass any fees onto the end user as the recreation department is not obligatory.

Flagger & Uniformed Officer Guidelines

Selectman Jandebaur stated that the guidelines presented are from NHDOT. He asked if the selectmen would like to adopt the guidelines as the town's guidelines.

Selectman Bryer read the guidelines into the record. General discussion was held as the guidelines were reviewed and the notation of roads with speeds of 45 MPH. Selectman Wolf noted that the towns of Nottingham and Deerfield seem to alternate using either flaggers or officers. Selectman Jandebaur stated that once the guidelines are approved and adopted, a copy of the guidelines will be included with all RFP's. He added that the public has expressed concern with the use of the cruisers and officers.

Discussion continued regarding the state highways and the various vendors that use officers rather than flaggers. Selectman Jandebaur stated that the idea is to get as much work done on the roads as possible with the funding available.



Northwood Board of Selectmen Minutes of December 8, 2015

Selectman Jandebaur stated that the RFP's for Bow Lake Rd. indicate that the company must provide their own flaggers.

Further discussion was held regarding amending the document to include that a uniform officer is required on Rtes. 4 and 43.

The document will be revised accordingly and presented at the next meeting for review and a vote.

Sale of Fire Truck

Mr. Gunter presented the board with three bids for the fire truck. Selectman Bryer opened the sealed bids, as follows:

- Matt Scrutin ~ \$1,150.99
- Town of Landaff ~ \$75,000
- Gas Motors ~ \$6,543.21

Selectman Bryer made a motion, second by Selectman Jandebaur, to sell the 2004 International fire pumper truck to the Town of Landaff, NH, in the amount of \$75,000. Motion carried; 3/0.

New Transfer Station Stickers

Mr. Gunter stated that there has been some concern expressed from the town clerk and transfer station relative to the distribution of the new stickers. He explained that currently data is being collected as the stickers are distributed; however, it is not being used as a checks and balance. He suggested that the new stickers be distributed at the transfer station.

Selectman Bryer stated that the data is used to confirm that the people using the transfer station are residents of the town. He stated that he has spoken to town employees and there are concerns with enforcing the stickers as it may cause trash to be disposed of elsewhere. He asked if the internal control exceeds the value in the loss of revenue. Selectman Wolf noted that the tonnage has increased.

Selectman Jandebaur stated that he sat at the transfer station and in a short amount of time, as many cars that came in with stickers there were as many that came in without stickers. He stated that some of the people were known by him and the supervisor; however, there were some that were not and they were told to get stickers. He asked if a laptop could be used at the transfer station with the NHDOT software to update the data and issue new stickers to Northwood residents. Additional discussion ensued regarding alternative methods for distributing new stickers without having residents needing to come to town hall. Mr. Gunter suggested residents provide their vehicle registration as proof of residency and then the transfer station staff can issue new stickers. Selectman Jandebaur stated that the current staff cannot issue the new stickers



**Northwood Board of Selectmen
Minutes of December 8, 2015**

as they are too busy. He stated that there is funding available to pay someone to issue these stickers at the transfer station during a specific timeframe.

Additional discussion was held regarding how many stickers should be issued per family. Selectman Wolf added that the sticker should note the plate number as well as be attached to the vehicle. Selectman Jandebour agreed.

Selectman Jandebour stated that he feels that residents need to have a sticker and it should be on the driver's side of the windshield. The board agreed.

New Business

Acceptance of Minutes

November 24, 2015

Selectman Bryer made a motion, second by Selectman Jandebour, to approve the November 24, 2015 minutes, as written. Motion passed; 3/0.

December 1, 2015

The minutes of December 1, 2015 were postponed to the next meeting.

Approval of Manifest

Selectman Bryer motioned to approve the payroll manifest 2015 #25, in the amount of \$58,952.50. Seconded by Selectman Wolf. Motion carried; 3/0.

Approval of Purchase Orders

A discussion was held regarding closing off all purchasing. Mr. Gunter stated that he is planning to shut down purchasing and all purchase orders will be closed on December 24. He suggested that the board meet December 29 for final review of reports and encumbrances.

Town Forester Contract

Selectman Bryer motioned to approve the contract with Charles Moreno Consulting Forester, not exceed \$2,000, for blazing of conservation lands. Seconded by Selectman Wolf. Motion carried; 3/0.

B&H Photo, Video, Pro-Audio ~ \$7,749.18

Mr. Gunter presented the board with a breakdown and purchase order for B&H Photo, Video, Pro-Audio to purchase video equipment, in the amount of \$7,749.18. These funds will come out of the Cable Expendable Trust Fund.

Selectman Bryer motioned to approve the purchase order for B&H Photo, Video, Pro-Audio, for video and audio equipment, in the amount of \$7,749.18. Seconded by Selectman Wolf. Motion carried; 3/0.



**Northwood Board of Selectmen
Minutes of December 8, 2015**

Recreation Items

Mr. Gunter presented the board with a list of reimbursements for the recreation department for time keepers and referees for a recent basketball tournament, as follows:

Selectman Bryer motioned to approve the reimbursement for Jacob Rich, in the amount of \$50. Seconded by Selectman Wolf. Motion carried; 3/0.

Selectman Bryer motioned to approve the reimbursement for Shane Wells, in the amount of \$180. Seconded by Selectman Wolf. Motion carried; 3/0.

Selectman Bryer motioned to approve the reimbursement for Luke Zurichs, in the amount of \$20. Seconded by Selectman Wolf. Motion carried; 3/0.

Selectman Bryer motioned to approve the reimbursement for Allison Cox, in the amount of \$20. Seconded by Selectman Jandebaur. Motion carried; 3/0.

Selectman Bryer stated that he and Mr. Gunter discussed creating a policy, similar to the purchase order policy, to authorize the town administrator to approve various recreation reimbursements, up to a specific amount. He stated that it may be more efficient and he proposed up to \$100. He suggested that legal counsel be contacted to see if this can be done as it is a revolving fund. Selectman Jandebaur agreed up to a specific amount. The board agreed that the amount will not exceed \$100. Mr. Gunter will contact the town's attorney.

Selectman Bryer motioned to approve the withdrawal of \$1,069.53 for the 2015/2016 basketball jerseys for the recreation leagues. Seconded by Selectman Wolf.

Selectman Wolf asked if the jerseys are for this season. Mr. Gunter stated that these jerseys are reversible and will be used for this current season and additional seasons. He noted that these jerseys are returned to the town. **Motion carried; 3/0.**

Selectman Bryer motioned to approve the withdrawal of \$1,035 for reimbursement of Seacoast United Sports for soccer camp held this past summer. Seconded by Selectman Wolf.

Selectman Bryer asked if a purchase order would have been done for this item. Mr. Gunter explained that there was some confusion with this vendor as some parents were paying the town for the camp and others had paid the camp directly. He stated that this program is not the town's program; the town was a facilitator. He stated that any checks that came to the town should have been forwarded to Seacoast United Sport.



Northwood Board of Selectmen Minutes of December 8, 2015

Selectman Wolf asked why the town is not directing this program. Selectman Bryer explained the program and stated that the town does not have the staff to run this type of program. He stated that this is a higher skill set camp program.

Selectman Jandebour stated that this program has no cost to the tax payers. He stated that this is a great program that kids want to participate in as well as be involved with the schools' soccer program.

Motion carried; 3/0.

Town Administrators Report

Economic Recovery Zone

Mr. Gunter stated that he has been trying to get the economic recovery zone approved by the state. He explained that this has been approved and now the town has four zones along Rte. 4; Northwood Central, South Narrows, Narrows, and East Business District. He states that he has provided new businesses with the applications. These businesses will receive tax breaks from the state for hiring staff and purchasing equipment.

Taxes

Mr. Gunter stated that the property taxes are coming in now and the town will be paying the county tax next week.

Fire Department Uniform Policy

Selectman Jandebour asked for an update as to the uniform policy for the fire department. Mr. Gunter stated that he reviewed the chief's proposal and did suggest some edits this morning. This item will be added to the Tickler File and to the next agenda.

Selectmen's Comment

Rick Wolf

Plow Truck

Selectman Wolf asked for an update regarding the new plow truck. Mr. Gunter replied that he and Charlie Pease have both contacted Fairfields for an update and Fairfields has not returned the calls. Selectman Jandebour asked how long this process has been going on. Mr. Gutner replied about two months. Discussion ensued as to the cost of the truck and equipping the truck. Selectman Jandebour stated that the check is being held until the vehicle is complete. The board agreed that Mr. Gunter should go to Fairfields and check on the status of the truck.

Selectman Jandebour

Health Trust

Selectman Wolf stated that he will be attending the Health Trust meeting on Thursday. Selectman Bryer asked if Selectman Jandebour was nominating someone to the board for Health



**Northwood Board of Selectmen
Minutes of December 8, 2015**

Trust. Selectman Jandebaur stated that he was not familiar with anyone and that they are looking for town administrators and/or superintendents. **Selectman Bryer motioned to authorize Mr. Jandebaur to represent the Town of Northwood at the annual Health Trust meeting. Seconded by Selectman Wolf. Motion carried; 3/0.**

Non-Public Session

7:08 p.m. Selectman Jandebaur 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 Jandebaur – yes
Selectman Bryer – yes
Motion carried; 3/0.**

7:39 p.m. Selectman Bryer made a motion, seconded by Selectman Jandebaur, to come out of non-public session.

Roll Call Vote:

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

Selectman Jandebaur stated that no decisions were made in non-public session.

Adjournment

Selectman Bryer motioned to adjourn at 7:40 p.m. Selectman Jandebaur seconded. Motion carried; 3/0.

Respectfully submitted,

Lisa Fellows-Weaver
Board Secretary