



Northwood Board of Selectmen Minutes of February 27, 2018

Call to Order: Chairman Wolf called the meeting to order at 6:00 p.m.

Roll Call: Chairman Rick Wolf, Selectman Scott Bryer, Selectman Donald Hodgdon, and Acting Town Administrator Sandy Garrett, Town Administrator Kate Lafond.

Pledge of Allegiance: Chairman Wolf led the Pledge of Allegiance.

Introduction: Chair Wolf: At this time, I would like to introduce our new Town Administrator Kate Lafond.

Ms. Lafond: Thank you very much. I appreciate the opportunity the Board has offered to me. Already the staff has been very welcoming. Steve Bailey has taken me on a tour of the town and feel I am starting off on a great foot.

Citizen's Forum

None.

Appointments

6:00 P.M.: Shelly Frost

Ms. Frost was not present at this time.

6:15 P.M. – Judy Pease

Ms. Pease. Have you all received my letter? Board affirmed that they were in receipt of her letter. Ms. Pease: I will just bring out the major points concerning the letter. Back in 2016, when Sharon left and I had no one working with me, I had to cut hours and I do not want Savannah to have to do that this time. So, my proposal is that I continue to cover the Thursdays that I have been doing, working with her on Monday evenings so that she is not alone in the building and cover whenever she has necessary training classes. She is going to have to go to tax collector's training session and others because she has not been to any of those. I am assuming approximately twelve hours per week; in past experience we have to go through the hiring process once you advertise the position and whatever else is connected to the hiring, then you have the individual shadowing the town clerk before they can be certified to do registrations and all that. History speaks that it is about four months from the time that they start to finish. That is what it was with Savannah. She started in October and by January 1st we were ready to go on board with her. From the time that Sharon left in August to the end of December included the four months. That is what I am basing this on.

What I am proposing is that I would like to be considered as a contractor, not an employee so that I would give you a bill at the end of the two weeks getting paid in the vendor run rather than on payroll so you do not have to take out taxes and that other deductions. Because I would be doing it that way and you are not taking deductions, I



Northwood Board of Selectmen Minutes of February 27, 2018

would like to do \$20 per hour and not paying for anything else. With the four-month projection, it is going to come to about \$4K at max which will give you plenty of time for her deputy clerk line to take out \$4K without any problems. It will not interfere with the year line for the new person.

Selectman Hodgdon: I would just like to say thank you for your many years of service. This town will forever be grateful. Would you sign a four-month contract because I think if we go on a contract basis you would want one? Selectman Bryer: We would have to be careful with the Internal Revenue Service because if you go with a contract, it means that person wholly operates on their own accord. Ms. Pease: I would have to do my own taxes. Selectman Bryer: With a contract, you have to be able to work independently. Selectman Hodgdon: I would be looking at the contract as a motivation to get us in gear and get somebody in there; plus, it gives her Selectman Bryer: I would suggest you check the IRS Regs. Ms. Pease: I understand what you are saying. It means I would be working independently, not under her control. Selectman Bryer: When you are working as a contractor, you do not work step by step, you work independently. Ms. Pease: Correct. Selectman Bryer: I just want to make sure there is a clear understanding on this and I would suggest that you run this by legal. If you have a contract in place, you cannot do things differently.

Selectman Hodgdon: While we are on this subject, voting day Tuesday is our meeting day. Are we going to have a meeting next week so that we can make this decision? We can have a meeting next Tuesday. Selectman Bryer: Yes, let's meet next Tuesday and maybe we can be out by 7:00 P.M. Selectman Hodgdon: We can clean up whatever we need to do before voting.

Selectman Bryer: Get a contract together because I am not opposed to paying \$20 per hour whether she is part-time or not. Selectman Hodgdon: It gives us a deadline to get us in gear plus it gives Savannah a chance to all of the training that she needs that she has not had yet. Ms. Pease: I would be available if she needed me to come in and do such and such. I would be happy to come in for an hour or whatever. I am going to work four days a week as a deputy clerk when I could just have kept the town clerk position. I'll work a day or a day and a half. Selectman Hodgdon: Would you rather that the contact be for four months or month-to-month? Selectman Bryer: You can write the contract so that it says "Do not exceed "X" number of weeks." Ms. Pease: Yes, that is good but at the same time, I do not want to limit it to just the twelve hours because what happens if something happens and I have to come in more hours. Selectman Hodgdon: You never know, it could take longer than four months. Ms. Pease: Four months is just the basic length of time. Selectman Hodgdon: Someone in-house might want the position and you might not have to go through all the background stuff. We do not know yet. We would still have to put that position out in-house. Ms. Pease: Yes. Selectman Hodgdon: Does that sound reasonable? Are you okay with all this? Ms. Pease: Yes. Selectman Bryer: I am just saying before you



Northwood Board of Selectmen Minutes of February 27, 2018

jump into this with a contract, let's question this with legal about the fees. Ms. Pease: That is something that I have not looked into.

Selectman Hodgdon: Again, thank you for your many years of service.

Linda Smith: Re Zoning Board

Ms. Smith: We have a case that started last August which is somewhat complicated. There were several meetings that were continued due to the need for additional information but there are three members of our five-person board that had to recuse themselves from this case so that left us with potentially four members. So, we had a situation at two different times when one of those four was unable to come to the meeting. Because the Zoning Board is a five-member board and three have to vote in the affirmative to pass any actions, the statutes note that it has to be three out of the five to pass anything. Due to the delays, and because we had the same situation the other night again, I recalled that years ago we had a similar situation and the selectman had to come in and have someone fill in on that particular case. I looked at the statutes and also followed up on a comment that explains that statute. Basically, it pertains exactly to this situation. It does require a former member of that board to be the one appointed. I contacted Curtis Naleid who up until last September was on our board and was chairman. As you would remember, he did stay on last year and did take over the chairmanship with the majority of new members. He contacted me and said he would be willing to fill-in on this case.

I would like you to consider appointing him as a member for this case.

Selectman Hodgdon motion to appoint Curtis Naleid to the Zoning Board for case No. 17-17 as a fill-in as needed to accomplish having a five-man board. Chair Wolf seconds motion. Motion carried 3/0.

Ms. Smith: I would also like to call to your attention that we are short one alternate. We have been short since last March. I was wondering what your thoughts might be about putting a notice on the website. Since we haven't seen a whole lot of responses, do you think it would be appropriate to put it on Facebook on the Northwood Community Chat. Selectman Hodgdon: I am okay with that but, correct me if I am wrong, that one does not like political posts. Selectman Bryer: Zoning is not a political post. Selectman Hodgdon: Technically it is. I do not think it will be a big deal as long as the subject matter doesn't get out of control. Sometimes they get a little bit frugal on what they allow on that site. I understand what you might be saying, but I understand that the page gets a little bit concerned with some of the contents. Chair Wolf: I do not think they are too concerned right now with what I have seen on it. Ms. Smith: The ad would just say "if you are interested in serving as an alternate on the Zoning Board, contact us." Selectman Hodgdon: I am okay with it.



Northwood Board of Selectmen Minutes of February 27, 2018

Ms. Smith: One other item I would like to address, Sandy has the cases in front of her regarding RSA 674:41. Now you understand that you are working with your attorney as far as how you plan to proceed in the future. I would just like some directive as to how you would like us to respond because we have several cases that are pending that are at the end of the process and go back to early fall last year. They have completed everything and are ready and waiting to pull a building permit. I am getting calls and e-mails about these and I would like to be able to give them some answers as to what the plan is to proceed. Chair Wolf: We have been waiting to hear from our attorneys which was supposed to take a week to ten days.

Ms. Smith: If I could bring your attention to the one in particular that I would hope that you would consider this evening. It is actually exempt from the statute. It is simply accepting the liability. Selectman Hodgdon: I think we are going to do that one later. Chair Wolf: I do not think it will be done tonight. Our attorney gave us the advice not to approve any. Selectman Hodgdon: That is the only one they gave us advice to approve.

Ms. Smith: I know that when you get to that point that if the guidelines need to be addressed, we are more than willing to work with the town administrator to assist in that process. Selectman Bryer: I have been thinking about this and I would like to re-write the policy and procedure on this so there is some clarity. I have spoken with some town employees about their concerns when these cases come in. The scenario would be if someone is putting in a shed for storage, and we have argued this, I am not too worried about those. I have also seen those which would like to do an existing structure, as long as they stay within the existing footprint. They are not building a larger building but are replacing the building to the footprint that is already there..... Selectman Hodgdon: You are okay with that? I understand where you are going with this. Selectman Bryer: When you have new houses or buildings, what I would like to do is have the town engineer to review it. Ms. Garrett: They can have their own engineer but we can have them pay for our engineer review their engineer's work. Selectman Bryer: So, they can hire their own but then we can make them pay for the cost of our engineer's review. My point is that this takes out the "he said, she said" equation. You have a professional engineer come in, evaluate the road, determine if it is a Class VI road and if and what they have to do. We would draft the policy and we have to have a set policy which will show them step by step and when people come in they have a clear direction. This would be clear as it would be the policy. The section of the road where the house is going to be has to be brought up to town standards. Ms. Smith: I agree with your statements, Scott. Selectman Bryer: I am not sure how we would do that. Ms. Smith: My personal prospectus in dealing with it over a period of years is that I think it is really important and you touched on it, is separating out the differences between when somebody wants to put in a swimming pool and there is already a house there and they are adding a shed out back, we have already addressed that. If you recall back in October 2016, you did give some authority to the building



Northwood Board of Selectmen Minutes of February 27, 2018

inspector to allow minor accessory type construction on a lot that already has a residential structure on it to be able to be exempt. He can issue the permit. The minute you add a bedroom and want to expand on the footprint and all those, then they would need to come to the board. I think that is an important point. Selectman Bryer: Someone asked me hypothetically, if they had a tree fall down on the house, what then. Selectman Hodgdon: Then whatever the original footprint was. Chair Wolf: I do not have a problem with that. Selectman Hodgdon: Then it has to look exactly as it did before. Selectman Bryer: You know, I grew up in Saugus and I have seen people who do not have a big footprint to the house but then they go up. It might have been a one story and then it becomes a two-story house. Ms. Smith: But if it is a non-conforming lot, the zoning would kick in at that point – if the lot is undersized. I think you are right, the guidelines need to be looked into. The guidelines that we have are vague and say if this, maybe that. These additional items need to be added into it. Chair Wolf: Last night the zoning board approved one on Harvey Lake that does not fit the existing footprint on an undersized lot so I figured I would give you a heads up on that one. It is on a private road and you have two or three more behind this one which Linda brought up earlier that are waiting to do the same thing. I do not know where we are going with that. We need to have some conversations about them.

Selectman Bryer motion to adopt a policy to offer a clearer explanation of RSA 674:41 as pertains to town property. Selectman Hodgdon seconds motion. After discussion: Motion carried 3/0.

Selectman Bryer explained what information the policy should contain and that the plan should include information staying within the current footprint of the structure and/or property. Chair Wolf related that he would support such a policy. Selectman Hodgdon noted that policy should address all different scenarios. Ms. Smith: Is this motion to create a new set of guidelines that you will review and then adopt. Selectman Bryer: The first step is to have something to “look at.” I have been told in the past that the board has not been giving clear direction to town administrators as to what we want. So, to be clear, we can draft a policy though they will still have to come before the board for approval.

Selectman Bryer motion to accept the Agreement and Release Regarding Building Permits for Class VI and Private Roads, Tax Map 118, Lot 2. Selectman Hodgdon seconds motion. Motion carried 3/0.

Unfinished Business Additional

Scope of Services – Bow Lake Road Bridge

Ms. Garrett: I just wanted Board to know that on the scope of services, we had to add on the survey scope for the filing. That went out to the state. It has changed because of the surveying fees. Selectman Hodgdon: I read this all but do we have to make a



Northwood Board of Selectmen Minutes of February 27, 2018

motion to cover this? Ms. Garrett: Not yet; I wanted Board to review this so you understand why you are getting another one.

Appointments Continued

Ms. Shelly Frost: I would like to apologize about being late. I wanted to address one thing that the Conservation Commission is doing is providing drinking water quality in Northwood. I work for the drinking water and ground water bureau and there is a program where they get together with Dartmouth educating towns about water quality in types of wells and the arsenic containment because of the geology of the area. We are giving townspeople a little presentation on Wednesday, March 7th at the town hall. Following up with that on March 13th I will be collecting bottles of water for sampling from those townspeople who care to bring them in to the voting site. She explained how the samples are to be collected and other matters pertaining to this.

Chair Wolf: You said there would be test bottles, where would they get those? Ms. Frost: When they attend the presentation or after that time, at the town hall. Chair Wolf: Is there a charge for this? Ms. Frost: There is a charge for the sampling testing and explained the testing fees.

Ms. Frost: The other thing I wanted to address was that some time ago, you let me become appointed to the Lamprey River Advisory Committee for which we would like to have an alternate. Chair Wolf: Do you have anyone in mind? Ms. Frost: Not yet. Selectman Hodgdon: If you have anybody in mind, please let us know so we can make that happen.

New Business

Acceptance of Minutes – February 13, 2018

Selectman Hodgdon motion to approve Minutes of February 13, 2018 as read. Selectman Bryer seconds motion. Motion carried 3/0.

Process Various Assessing Forms and Applications

Ms. Garrett: The assessor has given us two abatements which I am going to return to them. They gave us the abatements but did not indicate the amount of the abatement. I will return them to Diane to have them indicate the amount of the actual abatement. Selectman Hodgdon: Also, on the large abatement, we would like a little more explanation because of the amount.

Selectman Bryer motion to approve veterans' credit for 28 Bow Lake Road, Tax Map 218, Lot 53. Selectman Hodgdon seconds motion. Motion carried 3/0.



Northwood Board of Selectmen Minutes of February 27, 2018

Selectman Bryer: The next one is for total disability, is that also veterans'. Ms. Garrett: Yes, and service disability.

Selectman Bryer motion to approve veteran's service disability and veteran's credit, 29 Pender Road, Tax Map 218, Lot 13-16. Selectman Hodgdon seconds motion. Motion carried 3/0.

Approval of Manifests

Selectman Bryer motion to approve payroll manifest No. 5-2018 in the amount of \$75,084.08. Selectman Hodgdon seconds motion. Motion carried 3/0.

Chair Wolf signs pay sheet for Sandy Garrett.

Approval of Purchase Orders

Ms. Garrett: I have a purchase order for Lamprey for \$90K for tipping, demo, and hauling which is the budgeted amount. We pay this monthly.

Selectman Bryer motion to approve purchase order for Lamprey Regional Solid Wastes for \$90,000 (tipping \$45,000; hauling: \$45,000). Selectman Hodgdon seconds motion. Motion carried 3/0.

Selectman Hodgdon: This has nothing to do with this purchase order but I would like to discuss it now since we are on the subject. I was asked to attend a Lamprey Regional Coop meeting last Thursday. Apparently, for the last year and a half they have been in the process of selling their truck. As you know, we are with four other towns, part owners in the purchase of that truck. We do have a vote, but it sounds like the other four towns have already decided that they are going to allow them to sell the truck because they want to get out of the business. They do not want anything to do with it any more. So, more than likely, we are going to have to find our own hauler or continue with their hauler which they will give us for the rest of the fiscal year – we will not be without a hauler for the rest of the fiscal year – then we are going to be involved in the process of hiring him or finding our own. We are then going to be on the “hook” for whatever payments are left on the truck. Selectman Bryer: How did the Town of Northwood vote on that? Selectman Hodgdon: They took a final vote as to whether to sell the truck or not. During the month in-between meetings, they are having the truck appraised as to how much it is worth – there is information on this in your packet. Whatever the difference is will be split among the five towns. So, whatever they sell it for minus the existing balance on the truck, will be split among the five towns. Chair Wolf: So, the truck is going to be sold and then the remainder is going to be divided among the towns. Selectman Hodgdon: Yes. Chair Wolf: However, in the mean time we will have to pay off whatever is owed on the truck before we can sell it. Selectman Hodgdon: Correct. If you note Current Truck Obligations, it notes



Northwood Board of Selectmen Minutes of February 27, 2018

\$10,426.92. Then if they make the full payment of 2017 which will leave about \$80K. They are hoping to get the 2% interest waived and should they not get the 2% interest waived, we would be on the books for the \$13K amount. They have told us that our tipping fees are guaranteed through Turnkey, so that is not going to go up. Selectman Bryer: Would we have to find our own driver? Selectman Hodgdon: What is going on right now is that the current driver is out because he had a heart condition so, I believe East Coast Container is hauling for us now and is willing to stay on for us, but obviously, we are going to have to offer him a contract. Each town can go their own way. There is another company that does the other four towns now. The reason why we have the one that we do was because he was so close to us. They advised us that we can stay with Rick for the rest of the year but at the end of the year we have to decide whether to stay with Rick or go with the other four towns. Selectman Bryer: So, if we put this out to bid, could the co-op put in a bid? Selectman Hodgdon: I think once the truck is gone, they are no longer a co-op. We can either stay with the company that is doing it for us now and say maybe we will give you a deal if all the other four towns come with us. Epping is thinking of buying their own truck, I will tell you that right now. They said that at the meeting. They might even buy this truck is what they are planning.

I would also like to point out that this goes to the container matter that we discussed before. If you look at the amount of times that we are sending out our trash and the recycling committee came to us comparing us with the Town of Lee because they roughly have the same amount. The town did 1,500 tons and they only hauled 85 times. We did 1,300 tons and we hauled 106 times. So, we hauled about 26 more times with 200 less tons. One, it is not compacted and two, Lee has bigger containers so they are not hauling as often. Lee is saving about \$400 a trip because it is \$400 round trip to have it hauled, which is \$8K a year. Selectman Bryer: Is there a way that we can get our compactor in place at the transfer station? We have a fund. Is there something that we can do to purchase a better compacting system. Selectman Hodgdon: We put those compactors in several years ago and it cost about \$30K. Ms. Garrett: We had somebody come down and fix it. Chair Wolf: Yes, but that was not the problem. Ms. Garrett: I do not know what the problem was, but something was fixed. Selectman Bryer: Could we have somebody come down and take a look at it? Ms. Garrett: I am actually working on that with East Coast Compactor o give us a quote on what needs to be fixed. They are saying you cannot put an elbow on the arm to extend it out. I called Atlantic Recycling Equipment Co. to give us an overall maintenance quote but they cancelled their last appointment but he is going to go down and take a look at it. Selectman Hodgdon: The compactor is probably 8-10 years old and they cost about \$30K. Ms. Garrett: I am guessing it was ten or more years ago. We have a fund of \$52,500. Selectman Hodgdon: We were planning on using some of that for the gate. Do you want to purchase this container? Ultimately, that container is going to allow to not put the trash in with the furniture. Is it going to change the way it compacts? -- probably not. It will hold more rubbish, but the problem that we are having with that larger container is that some weeks we are going



Northwood Board of Selectmen Minutes of February 27, 2018

to fill it and some weeks we are not. They only come and get it once a week. Selectman Bryer: So, they only come and get it once a week. Selectman Hodgdon: They always came on a certain day. This is part of the issue if we go into a new contract. I think the only day they come is Wednesday. That is all the container is going to do; it is going to cut down on the trips because on some days like July 4th you are not going to have to haul furniture because it is full of trash. They will have to haul just one container because that is full of trash. The extra five yards you would put in the furniture is going to go in the container. Ms. Garrett: Are both containers 40 yards? Selectman Hodgdon: Yes. Selectman Bryer: Thanks for looking into that. Ms. Garrett: The quote is \$8,050 for the container. Selectman Hodgdon: We do need a new container any way. Why can't we take the two that are down there and send them to Harding and put that money right back in the recycle fund? We are not going to sell them. Chair Wolf: No but can be used for demo or something. You are not going to get anything for them if you dump them – maybe \$700-800 and they are worth more than that to use them. Selectman Hodgdon: I think new ones will cut down on how many trips we will have to make, you are not going to have the trash in the furniture bin whether it is compacted or not. Selectman Bryer: That is where we are losing money. Selectman Hodgdon: It all costs the same but it is the less trips that they will have to make. They extra trips that we are making are probably for containers full of trash because they could not put in the dry compactor because it was too small.

Chair Wolf: How are we making out on the credit card machine. Selectman Hodgdon: I have it. Chair Wolf: So now we are going to be charging people. Is that up and running? Selectman Hodgdon: I have to get it hooked up. They will probably be here on Friday. I cannot hook it up myself. Chair Wolf: The last four or five months we have not been taking in hardly any money on demo. Ms. Garrett: We have hardly been taking in anything. My average deposits for weeks for the transfer station has been averaging about \$100 - \$400 per month. Selectman Hodgdon: We were doing about \$400 a week. I heard that they even turned some people away which they did not have to. Selectman Bryer: So, we have the new machine.... Ms. Garrett: They will come and install it soon. Selectman Hodgdon: I do not want to do it myself because I do not want to do it incorrectly. They big question is do we want to go forward with buying a larger container or do we want to wait?

Selectman Bryer motion to purchase a new 45-yard container for the transfer station with funds from the Transfer Station Expendable Trust Fund. Selectman Hodgdon seconds motion. After brief discussion: Motion carried 3/0.

Selectman Hodgdon: I would just like to add that when we get the new container we need to have someone look at the two old ones and pick out whichever one is the better and put aside the worse one so that we can decide what we are going to do with it at that point.



Northwood Board of Selectmen Minutes of February 27, 2018

Chair Wolf: Sandy, thank you for getting that quote.

Ms. Garrett: You are welcome. Along those lines, I have a purchase order for East Coast Compactor.

Selectman Bryer motion to approve purchase order for East Coast Compactor for \$474 to replace the hydraulic arm from the Transfer Station Expendable Trust Fund. Selectman Hodgdon seconds motion. After discussion: Motion carried 3/0.

Selectman Hodgdon: He was supposed to look at everything else. Ms. Garrett: He was supposed to check everything else so I assume everything else was okay because he e-mailed me this and there were no other quotes attached. Chair Wolf: Either way we need to find out why that thing is not compacting the way it should. Selectman Hodgdon: The problem is that it does not go out far enough – it does not extend far enough. Ms. Garrett: The question is why is it becoming a problem after all these years? It wasn't a problem before so what changed to cause that? Chair Wolf: The minute you put pressure on it, it starts by-passing. Ms. Garrett: So, do you want someone to come down and do an overhaul on the compactor? Chair Wolf: We should find out what is wrong with it. Ms. Garrett: It probably needs an overhaul. Selectman Hodgdon: I got some other advice from the guy; the ram is not going out far enough. The compactor has about an 8-inch flange which we can cut off so that when the compactor container is working it will go 8 inches further into the container. Chair Wolf: That would help. Selectman Hodgdon: There are a lot of things that we can to change down there. I think we need someone make sure that it is working properly maybe it is just because we are doing that much trash. Ms. Garrett: When was the last time that it was maintained? I do not recall anyone doing that in the past years. I think it might need an annual maintenance check. Who do you want me to call? Do you want me to call East Coast or Atlantic Recycling Equipment? Selectman Hodgdon: Atlantic – they are probably going to be the ones that we go to if we need an overhaul. Selectman Bryer: I am not an expert. Selectman Hodgdon: I have had a lot of people who are in this type of business tell me go with Atlantic.

Ms. Garrett: I have two purchase orders regarding the new police cruiser which will be coming out of the Special Duty Fund. These numbers are from the original numbers that was relayed to the board. There is one for \$11,141 to equip the cruiser which will also be coming out of the Special Duty Fund.

Selectman Bryer motion to approve purchase order for communications system equipment for new police cruiser from the Special Duty Fund \$11,141. Selectman Hodgdon seconds motion. Motion carried 3/0.

Selectman Bryer motion to approve purchase order for AMI Graphics from the Special Duty Fund for lettering of the new police cruiser in the amount of \$600. Selectman Hodgdon seconds motion. Motion carries 3/0.



Northwood Board of Selectmen Minutes of February 27, 2018

Ms. Garrett: I have an electronic telephone communication policy which the new employee has signed and the board needs to sign.

Selectman Hodgdon: Are we having problems with the plastic side or on the trash side? Chair Wolf: It seems to be more the trash side. I noticed it was the trash side and I watch them. Selectman Hodgdon: I was wondering if it initially could be the plastic side, too. I haven't heard anything.

Miscellaneous Signatures/Approvals

Ms. Garrett: I have a full page of board appointments for approval. Selectman Hodgdon: We can wait until after elections. Ms. Garrett: Do you want to address them tonight or do you want to wait? Selectman Hodgdon: Usually we wait until after elections. Selectman Bryer: Let me put it this way, are there any vacancies that have to be filled tonight? Ms. Garrett: Not that I am aware of because all the terms end on March 31st any way, not in February. Selectman Bryer: I suggest we do that at our first official meeting after the election.

Ms. Lafond: Delores, who handles the re-appointments, has asked if the Board would like to stagger the appoint dates? Ms. Garrett: I am thinking that those appointed for one or two-year terms are still in their terms. Ms. Lafond: I could verify that information for the Board.

Ms. Garrett: I have a letter of deficiency from DES regarding the Gulch Mountain Dam which has not been signed. This board needs to sign it so that I can return it to DES. Selectman Hodgdon: Has this been resolved. Ms. Garrett: We cannot get all of it done because there is still snow and ice out there. Selectman Hodgdon agreed he would take a ride out there to check on things.

Selectman Bryer motion to authorize Chair Wolf to sign deficiency document from DES regarding the Gulch Mountain Dam. Selectman Hodgdon seconds motion. Motion carried 3/0.

Ms. Garrett: This is an Agreement regarding Class VI road. This is not something you need to vote on but rather something you need to re-sign as it is a resubmittal.

Ms. Garrett: This is a form you need to sign for the Highway Advisory Commission. They have actually voted on it and it is just a form you need to sign.

Ms. Garrett: The next thing that we have is the Moose Plate Grant for the replacement of the windows. Selectman Hodgdon noted that it needs to be witnessed. Ms. Garrett: I have the \$5K which we have received. I was going to call the contact, so I went back to the minutes. The Board has accepted the grant, voted for it and signed it. There



Northwood Board of Selectmen Minutes of February 27, 2018

was a discussion on the contact person but it was never voted upon. It is KSD Custom Window Parts as noted on the bid that came in because they were the only one that answered. Here is the quote that was given.

Selectman Bryer motion to approve KSD Custom Wood Products to install the new historical windows from the Moose Plate Grant in the amount of \$15,479. Motion fails due to lack of second.

Ms. Garret noted she also has the purchase order regarding this. Chair Wolf: I know there has been some confusion about this. Are these windows being redone or are they being replaced? Ms. Garrett: It is the window sash restoration. If you read on the quote, it is to repair existing window sashes, remove and replace the existing window glass. So, the glass is being replaced, the sashes are being repaired. Chair Wolf: All those frames of glass are being repaired? I know we are getting a grant but I would still like to know what we are getting for our money. Selectman Bryer: So, are they going to be taking the existing windows and just replace the windowpanes? Selectman Hodgdon: And redo the sashes. Ms. Garrett: They are going to do the sashes and reglaze the existing glass. They are going to do one window at a time. Selectman Hodgdon: It is going to be just as bad if they are not going to replace the glass. Chair Wolf: No, but for \$15K there are seven windows that are going to be redone. Ms. Garrett: Would you want to have the contractor come in and discuss with board? Selectman Bryer: What is it going to do as far as efficiency is concerned? Ms. Garrett: I am going on the assumption that you guys have already seen this because it came in last summer. Chair Wolf: \$15K seems like a lot of money to do what they are talking about. Ms. Garrett: I will try to get them to come in for the next meeting.

Ms. Garrett: I have an e-mail from GMI regarding the underdrain on Bow Lake Road. How does the Board want to proceed; we need to proceed with something. Do you want me to have them come into a meeting next Tuesday in front of the board to resolve the issue? Chair Wolf: We are not going to resolve this unless we can view them on site. That pipe is supposed to be four feet in the ground by our plan. The way that pipe comes out of the ground, there is no way that it can be four feet deep. It is not done according to what the plan depicts. That is why they did not get their \$3K. Ms. Garrett: So, how do you want me to proceed with that? Chair Wolf: You can ask them to meet with me someday. Selectman Hodgdon: It will have to be before elections if Rick wants to meet with them and be a part of this. Chair Wolf: The way it looks now, I do not want to give up another \$3K. Selectman Hodgdon: Rick has been the one following it all along so he should be a part of it. Chair Wolf: Joe had his hands in it also. Joe and I went up there and they had already started doing the work beyond what we had agreed to pay without us approving them to do it. They did it on their own. Joe told them to wait until he and I got up there to take a look. By the time we got up there, they had already taken it upon themselves to do what they



Northwood Board of Selectmen Minutes of February 27, 2018

wanted to do. At that point, I told Joe and he agreed that they had done this without our approval and authorization.

Ms. Garrett: As you already know, I have a resignation notice from Brandon Yeo as League Coordinator. His last day was last weekend and since I did not have an exact date from the Rec Director but do now which was Saturday February 24th.

Selectman Bryer motion to accept the resignation of Brandon Yeo as League Coordinator effective February 24, 2018. Selectman Hodgdon seconds motion. Motion carried 3/0.

Selectman Hodgdon: Is there someone who is going to replace him? Sharon does have someone in mind, but it will be posted inhouse first and online.

Ms. Garrett: Regarding the gate at the transfer station, I have had some feedback from several people on that. I really would like the board to do a site walk down there. People are asking questions and I do not know what the Board's preference is. Do you want a four, six or eight-foot-high gate? Where exactly do you want the gate?

Selectman Hodgdon: Can we do that after elections because we have a lot of things going on. Ms. Garrett: I understand that but people are asking and we need to say that a site walk will be held? Selectman Hodgdon: Scott, are you going to be available for the first meeting after election? Selectman Bryer answered in the affirmative.

Selectman Hodgdon: Then, let's do it the first meeting after elections which would be March 27th. Ms. Garrett: Is that the day that you want to do the site walk? Selectman Hodgdon: We can schedule it and have people meet us there. Ms. Garrett: So, when do you want to do your meeting after the elections? Do you want to do all of this on March 27th? Selectman Hodgdon: We can do the site walk at 5:30 P.M. and then come back and do our regular meeting. That will give us enough time to do the RFP in the paper, on the website and have anyone who is interested meet us there.

Ms. Garrett: Charlie Pease called me and he would like approval to post the roads on March 5th.

Selectman Bryer motion to allow Road Agent to post the roads effective March 5th. Selectman Hodgdon seconds motion. Motion carried 3/0.

Selectman Bryer: When do we plan on putting out the suggested quotes on the roads. Ms. Garrett: We just had this conversation yesterday. I do not know where the road plan is; so, we need to know what roads are in question. Chair Wolf: Steve Bailey has them. Selectman Bryer: You have to have a road plan - it has to be in the office. Ms. Garrett: We have not found it, that is what I am saying. So, we need to know what the roads are. We have already had this conversation yesterday about which roads.

Chair Wolf: While GMI is out there, we need to have them look at their paving from last year. The roads that they paved last year have split wide open. Lakeshore Drive



Northwood Board of Selectmen Minutes of February 27, 2018

has problems for one. Someone needs to take it upon themselves to follow up on last year's paving projects. Ms. Garrett: Maybe we need to take this under consideration when doing the roads this year. Chair Wolf: That was future talk. We already had a discussion about this February. Selectman Bryer: I think we need to have them put an overlay finish coat on the roads. Selectman Hodgdon: Some of the roads that they fixed are already basically junk. Chair Wolf: I have some other thoughts that I will not mention until we have a further discussion.

Ms. Garrett: Everything else that I have is non-public.

Ms. Lafond: The Tickler Files listed on the agenda, I would like some direction from the board if you would like me to pursue these items. Selectman Bryer: We have to do something regarding the impact fees. Ms. Garrett: Actually, Barry Costa, he used to work for LGC and I have heard he might be willing to work on the wage study. Ms. Lafond: I could reach out to him to see if he is interested and available. He may not be. I know that he did stop doing that. Ms. Garrett: They never put inflation in the budget for this and they are supposed to; so, that is part of the problem as to why we are so off kilter now. Selectman Hodgdon: Are we still having problems with the timesheets? Ms. Garrett: We should have COLA every year – we are supposed to add that every year. Selectman Bryer: They do not do that at the state. Selectman Hodgdon: I get 2% every year. Selectman Bryer: But, you do not work for the government. Ms. Lafond: In the Town of Auburn, we did not. Selectman Bryer: What it is meant to do normally is that hypothetically, inflation occurs every year but you cannot keep up with this. Selectman Hodgdon: So, we probably do not need one.

Selectman Hodgdon: What about the Personnel Policy? Selectman Bryer: We were having issues with the timesheets. I am not fully sold that we do not need a timekeeping system. Ms. Garrett: We have a timesheet policy already but a timekeeping system is what we do not have. Selectman Bryer: My thing is, isn't there additional supplemental software we can buy to assist with the timekeeping? Ms. Garrett: There is but I have not seen the demo, Joe did. Selectman Bryer: We can have them come in and do another demo. I am not fully convinced about this. Ms. Garrett: We have budgeted for something like this in the 2018 budget. Selectman Bryer: Let's take a look at that.

Selectman Hodgdon: How about standard operating policy for hiring staff? Ms. Garrett: I think this relates to the "lifeguard hiring situation" and it blew up in his face and he came up with this policy. Selectman Bryer: If we have these policies, why don't we review these current policies. My first question is there a collection of policies on the computer system or is it all encompassing procedure manual that has all the policies and can you put your hands on that? Ms. Garrett: Yes. Selectman Bryer: I think we need to do an inventory and review all procedures at once. Before we go into this Tickler File, why don't we find out what policies are because I know these policies have been here for an extended period of time. Selectman Hodgdon: They have been around it seems forever. We never really touched them. Ms. Garrett:



Northwood Board of Selectmen Minutes of February 27, 2018

They last time they were brought before the board was last summer and the answer in the minutes was that board wanted input from all the department heads. That was the last comments on the personnel policies. Selectman Bryer: We need to know which ones are now antiquated and need to be revised. Before we start, we need to know which ones need to be revised. Ms. Garrett: On the Personnel Policy, I will say that I have about three pages of things which had been worked on, but that one has not been before the board, Police Commission or library trustees which typically would work with all the department heads. Ms. Garrett: So, let me know what you want me to do with them. There are some gray areas. Ms. Lafond: So, would you like me to start with those that are before you? Board agreed.

Selectman Hodgdon: Just to note on your comment to “give a clear direction” I would like to make sure that she understands where we are going. Selectman Bryer: We need a clear inventory of all our policies and procedures and then we can review and then decide what needs to be revised and/or updated. Let’s start with the inventory.

Reports

Selectman Hodgdon: What about the lifeguards? Ms. Garrett: I checked with Sharon if she wanted to bring Stephanie Pollastro back in and she has filled out an application to be beach coordinator and possibly be league coordinator. The Rec Director has not had a meeting with her as of yet. Ms. Garrett: I will check with those from last year.

Chair Wolf: The Waldron Beach project – the boat ramp is now complete but they have to come back and clean up, hopefully in the next week or so. I also spoke to them about the beach sand – I felt that they did not put enough sand on the beach. In the meantime, maybe they can find out just how much sand they were supposed to put down. They put a minimal amount of sand down and our intention when getting into this was to put sand on the beach. Right now, we have sand about 20 feet from the wall and beyond that there is still grass coming up through the existing sand. I am just bringing this to your attention as I may not be here and I had spoke to the lady that runs the job. So, someone needs to keep an eye on that. Selectman Bryer: Someone needs to reach out to them. We haven’t paid them yet. Chair Wolf: No, not yet. You guys are going to have to approve the payment. Ms. Garrett: There is no contract content that says what percentage needs to be paid in advance. J. Parker has not been paid anything. Selectman Bryer: I figured they would put a little more sand down. How much is sand? Chair Wolf: About \$400 a load. Selectman Bryer: They should be getting the sand in there now because once that is done, it is done. You have to go back and get firmer. Chair Wolf: That is my point. Selectman Bryer: We have to make sure that if we need extra sand then we need extra sand. Once the project is done, it is too late. Chair Wolf: I do not think there will be any problem. When we started this project, the boat planking that was going into the water should have been approximately 60 or 70 feet more than what it ended up to be and there was no re-adjustment in the contract so there should be no problem putting a little extra sand down. Selectman Bryer:



Northwood Board of Selectmen Minutes of February 27, 2018

How far does the boat ramp go out? Chair Wolf: About 65 feet. Selectman Hodgdon: That is pretty far out. Selectman Bryer: I have been down there and it looks pretty good.

Chair Wolf: The only other thing is that someone needs to cut the curb out in front of the stairs. I do not know if that was included in the original contract but where the stairs are there is a curb and I think we should cut the curb out so someone does not trip over it. That would be my opinion. We put the curb in when GMI did the paving of the parking lot.

Chair Wolf: I would like to thank Scott and DJ for allowing me to work with them for the last two years and if I am not back, I want you to know that I have learned a lot. It has been a great time and I have learned a lot. The people are in control. Board discussed how often various selectmen have served several terms and the length of time that town has retained a town administrator.

Citizen's Forum

Rebecca Rule: I want to thank the Board and let you know that I have enjoyed working with you. Chair Wolf: Thank you very much. I know you enjoy what you are doing and you do a good job.

Non-Public Session

Selectman Bryer motion to go into non-public session per RSA 91-A:3, II a & c. Selectman Hodgdon seconds motion. Motion carried 3/0.

Roll Call:

Chair Wolf: Yes

Selectman Bryer: Yes

Selectman Hodgdon: Yes

Board went into Non-Public Session at 7:45 P.M.

Board returned to Public Session at 8:35 P.M.

Selectman Hodgdon motion to come out of non-public session. Selectman Bryer seconds motion. Motion carried 3/0.

Roll Call:

Chair Wolf: Yes

Selectman Bryer: Yes

Selectman Hodgdon: Yes



Northwood Board of Selectmen Minutes of February 27, 2018

Selectman Hodgdon motion to seal the non-public minutes of February 27, 2018. Selectman Bryer seconds motion. Motion carried 3/0.

Roll Call:

Chair Wolf: Yes

Selectman Bryer: Yes

Selectman Hodgdon: Yes

Other

Selectman Hodgdon motion to approve acceptance of one-time bonus in the amount of \$5,200 to Sandy Garrett for filling in as the Town Administrator position for 15 weeks minus taxes, retirement and other deductions. Selectman Bryer seconds motion. Motion carried 3/0.

Selectman Hodgdon: I would like to say thanks to Sandy for filling in and doing all the hard work during a difficult time with the warrant articles, budget matters and all the other issues. Chair Wolf: Thank you, Sandy; you always bail us out and hopefully, this will be the last time. Ms. Garrett: I would like to thank the board as well for everything.

Adjournment

Selectman Hodgdon motion to adjourn. Selectman Bryer seconds motion. Motion carried 3/0.

Meeting adjourned at 8:36 P.M.

Respectfully submitted,

Delores Fritz
Municipal Secretary