



Northwood Board of Selectmen Minutes of May 8, 2018

Call to Order: Chairman Hodgdon called the meeting to order at 6:00 P.M.

Roll Call: Chairman Donald Hodgdon, Selectman Scott Bryer, Selectman Beth Boudreau, and Town Administrator Kate Lafond.

Pledge of Allegiance: Chief Bassett led the Pledge of Allegiance.

Citizen's Forum

Daniel Barnhart, Commander, VFW Post 7217: I am here for several things. I am here to have the parade permit authorized. I ask to have the town manager to be able to sign the permit in the future, which really has been that way "forever." Selectman Bryer: You understand we do not have a town manager and according to statutes it should be signed by Board of Selectmen or Chair.

Mr. Barnhart: I want to inform the board that the VFW will be re-dedicating the gravesite of John Bickford. He was a Revolutionary War soldier buried in the old Canterbury Cemetery. We found out that his grave is unmarked so we went to DEA, got a gravestone and will be re-dedicating it. You are all welcome.

Selectman Bryer motion to approve Chair signing the parade permit on behalf of the Board of Selectmen. Selectman Boudreau seconds motion. Motion carried 3/0.

Appointments

Savannah Audet, Town Clerk/Tax Collector – Proposed Changes

Ms. Audet: As you know, we offer the use of credit cards to residents, which I think is great. I am not looking to discontinue that at all. I just wanted to offer some information. From January to the present, we have taken in just through the Town Clerk/Tax Collector side, \$31K in credit cards. Each transaction that we do, is not compatible with our software that we use to process registrations. We have to do what it takes to get the registration to go through. If it is a renewal, it is easier; if it is a new registration – there are about 35 different steps. When this happens, we have to log into Heartland, which periodically logs us out, so you have to log back in. The process then continues which includes putting in the name twice, zip code customer resides in, town and the kicker is that we have to manually put in an amount. You have to understand that on a busy day, especially when I am working by myself, you have to figure that when a human is entering this figure, it is easy to be wrong at some point. If this occurs and the figure is incorrect, the process is completed and we are unaware this is an error until the end of the night. With credit cards and using the Heartland software, which is what we use now, this is exactly what we have to do at the end of each day. Selectman Bryer: Does this give you a summary report at the end of the day? Ms. Audet: It does. For example, if we had five customers during that day with



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credit cards and it was a total of \$1,400 which is about a normal day, we then have to manually separate the motor vehicle portion, the state portion and the town fee portion, and should they have a dog license on that credit card – the town portion, the state portion. We have to separate the fees for each transaction. Selectman Bryer: At the DMV, it is my understanding that we can write one check – what about on credit cards? Ms. Audet: Credit cards do not separate anything. We manually have to separate all these fees first so Sandy knows where to apply all these fees. We try to do this after every customer, but as you know as a customer, you want to be in/out as soon as possible. The service that we provide should offer that to you, but with us it is so time consuming. Customers would be in front of you when you are trying to separate all these fees, but at the end of the day we have to add up each category. Selectman Bryer: Is there a way that we can talk to the vendor of the credit card company and ask for some assistance or guidance on a better way to do this. Ms. Audet: That is what I have been researching and before I spend too much time doing this, I wanted the board to understand what we are doing behind the scenes.

Selectman Bryer: Let's talk about what you want. Ms. Audet: Interware for registrations offers a credit card service. Selectman Bryer: Is that the same one the DMV uses, because I could find out from work. Ms. Audet: The state uses a different program than we do. Each town or city is entitled to use their own software. Selectman Bryer: The system that the state is using is not the system that you want to use. Ms. Audet: That does not matter necessarily and I am unsure what system they do use. Selectman Bryer: What is the difference between Interware and Heartland? Ms. Audet: Interware also uses Heartland because there are only so many programs and companies that offer this service, so they also use them as well. I was told initially when I was the deputy, that we couldn't use Interware because the cable wasn't long enough to reach the desks. Selectman Bryer: Is that the only reason? Ms. Audet: That was the only reason that I was told. Selectman Bryer: Have you had a discussion with Town Treasurer? Ms. Audet: With the Treasurer – no, but I have had several discussions with Sandy. Sandy indicated that she would be open to changing given the fact that Interware would be able to separate and categorize the reports that she needs appropriately. This is a pretty big mission because it is a pretty standard report that towns require. Sandy would require a little bit more information.

Ms. Audet: I have priced out the costs to do this which I can relate now or would you prefer to wait until I get additional information. Selectman Bryer: I know that we did receive some information from the Treasurer and I am not saying "no". I am just trying to understand the situation. You said you did \$31K worth of sales for six months. Ms. Audet: Actually, five months. Selectman Bryer: Do you know how many transactions that \$31K represents? Ms. Audet: We have an average of 5-7 per day.

Selectman Bryer: One of the things that was brought to my attention was that there was a concern because we are using credit cards in other departments and we want to kind of keep the same system for all the offices which I think is the big concern.



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Selectman Bryer: So how can we do this without causing issues for other departments in the town? Ms. Audet: I spoke with Sandy this morning before I did more research and found out costs, etc. She indicated that she would like to keep the transfer station and the town hall the same – she would not want to change that. This proposal would be strictly for changing my department. Selectman Bryer: Have you seen the letter from the town Treasurer? Ms. Lafond: This was just provided to me this afternoon. Selectman Bryer: I would like her to see this letter. We all have to communicate and be on the same page. Before we try and do anything, could we have Sandy, town Treasurer and you sit down and discuss this before we come to any decision. I am not opposed to changing things, but I want to make sure that we do the right thing for the town financially. I really would not like to see one part of the town use one system and the other part of the town another system. I would like to try and keep everything uniform. I would like us all to be on the same page on this – finance, treasurer and your office. Ms. Audet: I understand that and I do not think right now we are all on the same page, but I am advocating for this because I am very passionate about it because it is a huge inefficiency which I do not work well with. I do not think you would appreciate me calling you as a customer at night to ask you to come back in to make an adjustment on your credit card and start the process over. Selectman Bryer: How is this system going to prevent that? Ms. Audet: Because my registration software just like it totals the registration at the end of the transaction is going to offer that number and put it on the credit card machine separating all the fees so that I do not have to do it manually.

Selectman Bryer: If the tax collector is doing 75% of the transactions and the rest of the town is only doing 25%, since your office is doing the most volume, this is something that I have to look at. That is why I think the three of you should get together and meet about this. If the other departments are only doing about 15% of the volume of credit card use and your office is doing 85%, it makes more sense logically that you would be able to use the software that you need. Whoever processes the most revenue should be the one that has software that is most efficient. The board should probably have that analysis and the percentage of what each department processes. If your department is doing the majority of the credit card use, which is probably the case, then that might be the way that we have to go. I know people often do not like change, but we have to look at the whole situation. Ms. Audet: After doing research and discussing with Sandy, it was not necessarily a monetary issue it was a matter of the number of transactions which was bothersome to her.

Selectman Bryer: The other thing I would need to know would be the increased costs to the town. Right now, we are paying one vendor and we would have to pay two vendors. I am not saying it is not worth paying additional and if the additional is time saving, it might be worth it to pay the additional. Ms. Audet: I will get that information but I wanted to check with the board before I went any further on this. Chair Hodgdon: We are certainly willing to discuss this but we have to make the best decision for everyone.



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Ms. Audet: Would you like to address the figures I have now or would you prefer to wait until I have the additional information. We have the two Heartland devices downstairs – one for the town clerk and one for the deputy. We would have to return those to Heartland to have them reprogrammed to accommodate the ClerkWorks software which would cost \$35 per device. The customer right now pays 3% fee and for this they would pay 2.79% - which is helpful, especially if they are coming in to pay their taxes on their card. I am not confident about this, but I think it is \$60 per device annual insurance fee just in case the device breaks. That would be part of my budget. The increase is minimal but what is difficult is to get Sandy, Sandy P. and myself on the same page. I do not necessarily understand what they do nor do they understand what I do. I want to make my job easier but I do not want to make it more difficult for anyone else. We are a team and we do want to work together. Selectman Bryer: I am just looking at this as a whole not individually. Chair Hodgdon: As Scott has noted, since you do the majority of the work and this is going to make your job easier and it may make their job harder, I am unsure as to what they do, it might be more beneficial to go this route. Sandy had mentioned that it might give her more work but if we know that it might be easier for her to have the additional work than town clerk's office. Selectman Bryer: That is why I think they should discuss this together.

Ms. Audet: In terms of unifying everybody as a whole, they would have the capability of having a terminal similar to ours. Selectman Bryer: If we did that, we would have to all make the switch at the same time. Ms. Audet: In my mind, I know that the contract is coming up, though I am unsure exactly when, but I think we implemented this a year ago. I have a year of working with this system and now I am looking for something easier. Chair Hodgdon: Do they have to log on the computer now at the transfer station to do a credit card transaction? It has been a long time since I worked there and we did not take credit cards. Selectman Bryer: I did go down there and used a credit card to see how the system works, and this may resolve it, but it did not indicate how much it charged me. We need to work together on this. Ms. Audet: I understand that and that is my goal. I'll do more research. Selectman Bryer: Can you act as facilitator with them? Ms. Audet: I absolutely can.

Ms. Lafond: If I can make a suggestion, could Interware give us a sample of the report that would occur at the end of the day. That would help in our conversations with both Sandys'. Ms. Audet: Also, if they could come "live" to explain this all to us. Selectman Bryer: They should come in and do a presentation. Ms. Audet: They did last year but it was turned down because of the cable issue. Selectman Bryer: I do not understand this cable issue. It sounds like all stuff we can work around.

Ms. Audet: I would like to know if we will be using the current Transfer Station stickers from 2016-2017? Selectman Bryer: How long have we been using them? Chair Hodgdon: About two years. Selectman Bryer: I think we can get a couple more years out of them. Ms. Audet: I have 45 stickers left. Selectman Bryer: How much does a new batch of stickers cost? Ms. Audet: I do not know. Chair Hodgdon: I do



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not mind changing them but my biggest concern is that every time we change them, it seems to be a huge "cluster" to get them out there. Selectman Bryer: This is something that we could do when people register their cars. Chair Hodgdon: In the past, we have given them a date by which they need to have the new ones. If you give out new ones and you want to give it out when you register, what about those who have already registered? Selectman Bryer: You could give a deadline to anyone that registers their car after a certain date. Chair Hodgdon: So, you would be looking for two stickers. That is not the way we have done it in the past though we can do it that way. My concern was getting them out to people because that is always the issue. There were years when Judy Pease sat there on a Saturday giving them out. Selectman Boudreau: I think giving them out when they register their cars is good. Ms. Audet: How would you keep track of that on my end. When we are doing registrations back-to-back, it is going to be very hard to keep track of.

Chair Hodgdon: Every time we have gotten new stickers, it has been an issue. There has been an issue every time we have done stickers for the transfer station. What about if you put one in their tax bill and put in a letter that says if you need additional ones come to the town hall. Note that this is for your main vehicle, that way everyone gets at least one. It was noted from the audience that town cannot due that due to RSA. Selectman Bryer: You can do that if you mail it in a separate envelope. Selectman Boudreau: Do you put the plate number on the dump sticker? Chair Hodgdon: Yes. You could send one every time you send them their registration. Selectman Boudreau: Who gives out dump stickers now? Chair Hodgdon: I am not a huge fan of giving them out at the transfer station. They cannot check registrations as well as town clerk's office. It is such a double-edged sword with that. Ms. Audet: Could you not put an expiration year on it? Board and several members of the audience continued to discuss various means by which town could distribute and keep track of the tickets. Ms. Audet: Is there a way to still have that same two-year expiration date but rather have a town permit number that everyone has to have rather than writing the plate number down on every single one. Chair Hodgdon: So, you are just keeping a permit number log. What about if we make the expiration date 2021 so that everyone has to have one by the first of the year. It will be 2019 next year and that will give them more than six months to get a new sticker. It gives the resident an additional six months on the sticker. That gives them plenty of time. Selectman Boudreau: I think it is pretty simple enough to say you need to present a valid registration. Ms. Lafond: When they register their vehicle here at the town hall, we can just offer it to them. We can have some upstairs in the town hall office which is open from 8:00 a.m. to 4:00 p.m. and we can provide them. Chair Hodgdon: I can plan to do it a couple Sundays at the transfer station and put it out on Facebook that someone will be there to do it. Selectman Boudreau: People from now until December will be registering their car. Chair Hodgdon: The thing with the registration that we are forgetting is that everyone has to come into the town hall. Do you they have to request them when you pay by mail or do you automatically send them? Ms. Audet: They have to request them. There are several other boxes they can check regarding



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e-mail and etc., but I do not think there is one for transfer station sticker.

Chair Hodgdon: I would think that we could get stickers within the next few weeks. It was noted that there are several different medias by which residents can be made aware of the new sticker. Stickers will be gotten first and then town will proceed in distributing them to residents.

Ms. Audet: I have a lot of people who come for a new vehicle registration but if they have a 20-day plate and they need to go to the transfer station, how do I assign that sticker to the temporary plate? Chair Hodgdon: If you read the actual protocol in the transfer station, it says you are supposed to peel the old one off and put it on your new car. Ms. Audet: Not everybody transfers plate but will get new plates, so should I write TEMP on it or not be giving them one at all. Selectman Boudreau: They should be taking off their old stickers. Ms. Audet: I have never received a sticker back. Chair Hodgdon: It is kind of one of those gray areas. They used to come in with a temporary sheet of paper which would allow them to dump for that one day. Ms. Audet: We still actually have that. Chair Hodgdon: You can tell them that when they register their car they will get their permanent sticker.

Ms. Audet: I am changing the hours of the office. Chair Hodgdon: Is this a permanent change? Selectman Bryer: Are you going to maintain the same number of hours just on different days? Ms. Audet: So, being the deputy, I had the experience of doing most of the registrations while Judy did all the other stuff. On the days that I was there by myself, I felt like I was "sinking" and not being able to do things that I could not get to. There were questions I could not answer leaving people hanging, leaving notes on Judy's desk asking for help with this, or calling this person back because I did just not have the knowledge I needed. You have to understand I am starting my first year in the position and Judy has been in the position for 34 years. What comes naturally to her takes her twenty minutes and takes me an hour or more to find a solution. I feel that will come quicker as I get the experience. Right now, I have Judy an average of 12 hours a week but I need someone there every single day with me. I have phone calls that I cannot even get to during the day as well as e-mails that I do not have time to answer. I have been working 10-12 hours a day to get my job done. That just includes the basics. I feel it is a job that requires two people in the office at all times not only for the workload but for safety purposes for the individual in the office. You have to understand the amount of money that we have on any given day. Those amounts vary from day-to-day but then that person is leaving the office to make the bank deposit. We do not who is keeping track of our schedule. It is important to have that safety factor established in the office. These were my decision factors on changing the hours.

Again, when I accepted the position as the deputy, I did not know that I would be in the position that I am in now. I wanted the job because it was working with people, serving individuals, which is great but it was also the flexibility I had to have in order



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to have life balance. I have small children at home that I also need to be there for and commit to, but I also have this job which I am going to commit to 100%. In order to do that I have to fix the schedule for what is best for the residents, myself and the deputy clerk. If you think about it, you have two new people – myself and the deputy which I have to train. This is going to take a lot of time to put in order to gain the experience before we can add another day.

Chair Hodgdon: I was concerned about losing Friday only because it was payday, not because of the hours. I understand your point of view, too. I know some things have changed up at the state and now I understand. The other thing is the loss of an hour on Saturday because it is only once a month. I get where you are going too. Ms.

Audet: What I am doing has nothing to do with who I am. I want this for the residents and myself because I cannot serve the residents if I am not fully myself. I cannot be training the deputy especially during the tax season for the very first time and not have the back-up to do the registrations. That is something that I need assistance with every day. That is what I did primarily for Judy. I did 90% of the registrations and right now I am doing that and all of the other duties that Judy did which is now my position. I did speak to other town clerks with similar populations that Northwood has and learned that some are open 3 ½ days and others 4 days. So, it is not abnormal. I understand it is a change for the town and change is hard for everybody. I am not looking to make this a bad change. I extended Tuesdays and eliminated “gap” days. Tuesdays I want to extend the hours to 7:00 P.M. which will allow more people to come in. People who work in Portsmouth can still get here and do their registrations. The hours will be:

Monday:	8:00 a.m. to 4:00 p.m.
Tuesday:	10:00 a.m. to 7:00 p.m.
Wednesday:	8:00 a.m. to 4:00 p.m.
Thursday:	8:00 a.m. to 4:00 p.m.
Friday:	Closed
Last Saturday of Month:	8:30 a.m. to 11:30 a.m.

Ms. Audet: My first hour on Saturday is not very busy. From 10:00 a.m. to noon are really crazy. I have to make sure that everything totals out before 1:00 p.m. because that is when the bank closes. I have to do all the reports for the tax collector and make that deposit. I have to print out all the monthly reports for town clerk and make the deposit. In the perfect world, there would be no errors and everything would calculate correctly. However, that is not the way it is especially with the credit card system the way it is. I have to make sure that when I leave on Saturday all reports are done and deposits are in. I am flying to the bank at 12:55 p.m., I kid you not. It is so much stress and pressure for me to make sure everything is done. There are several reports that I have to print for town clerk and tax collector to make sure that they balance. Chair Hodgdon: Do you think the last two hours that are busy would change if you were open from 8:00 a.m. to 11:00 a.m. instead of 9:00 a.m. to



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11:00 a.m. where you say you are slow the first hour. Ms. Audet: I am open to suggestions. My thought was by being open to 7:00 p.m. on Tuesdays might eliminate a lot of my Saturday people that would come during the week and get this done. I am leery about 8:00 a.m. on Saturday because do I want to get to the office at 8:00 a.m. and sit there for an hour and then it is go, go, go, print the reports and then get to the bank by 1:00 p.m. Chair Hodgdon: Obviously, you can change the hours as you want; my next question is when do you want to put this into effect so we can put an ad in the paper, on Facebook, etc. so that people will know. Ms. Audet: I would like to make it effective June 1st. The reason for that is that I want it to be reflected on the tax bill and the liens that we send out so that everybody has the hours in front of them if they are looking at the tax bill without being noticed. They will not have to second guess.

Ms. Audet: I am also going to improve our website on the town clerk's side so that way it will reflect this as well and it will be easy access for people to get to. If you think it would be best for me to be open until 11:30 a.m., I certainly will. I think the noon mark is pushing it. Chair Hodgdon: Again, you can make your own hours but I do think it is best. I do not want to put you in the predicament of not getting things done but we can always try it until 11:30 a.m. and if it does not work, you can change it back to 11. It is not like you cannot do that. Ms. Audet: It is the hard part. Chair Hodgdon: I think the initial change of hours is going to be a "kick." I am sure a lot of people will be upset but they will get over it. Selectman Boudreau: How many hours are we losing a week? Selectman Bryer: Four hours. Do we use TD Bank – is that the most convenient bank?

Chair Hodgdon: So, firm up your hours and give them to Kate so she can have them published in the paper as soon as possible. We can put it on Facebook and Community Chat as soon as you know also. Ms. Audet: So, you would like me to try 9:00 a.m. to 11:30 a.m.? Chair Hodgdon: Let's try that and see if it works for you. You can try 8:30 a.m. to 11:30 a.m. and see how that works for you if you like. Selectman Boudreau: Let's hope you will be out of here by 12:30 p.m. Chair Hodgdon: After the first couple of Saturdays you will get a rough idea and can adjust it later if you have to.

Nik Basset, Fire Chief: Narrows Station Addition

Chief Bassett: I would really like to get the fire station addition out to bid. Chair Hodgdon: I did have a couple questions because I have a couple concerns that I would like to clear up. There are some questions about the first sketch with six rooms and two bathrooms upstairs instead of one. It has six sleep quarters instead of four. Do you remember anything like that? You don't. Selectman Bryer: What was the one that you presented at the budget meeting? Chair Hodgdon: There are two people at the table that were not here the whole time. Do you mind if I have the Chair of the Budget Committee speak because she was there and she is here? Chair Hodgdon:



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This is something that I would like to move forward with tonight. I do not know what you said at the budget committee because I was not there. Selectman Bryer: I believe the warrant said \$200K. I believe that there is also \$40+K for the exhaust system. My understanding is that whatever station has the bunks would be where we put the exhaust system. My question is, when we put out this bid, should we be including the exhaust system? Chair Hodgdon: In the same bid? Selectman Boudreau: It will probably be a different contractor. Chief Bassett: That is going to be coming out of the actual operating budget? Selectman Bryer: Why couldn't you bid them all together? Chief Bassett: There are only so many companies that would do the exhaust system. Chair Hodgdon: What's going to happen is that whoever bids this out is going to contract out most of the work anyway.

Selectman Bryer: There is a little disconnect as to what plan we are bidding out. Chief Bassett: This is the plan that I have had all along. Chair Hodgdon: I do not want to take sides, I just want to do what is best for the town. Are you open to some suggestions and possibly changing this plan a little bit? Selectman Bryer: Let's talk about the one that went to the deliberative session. When you came to us, you did not have plans. Chair Hodgdon: We did not see the plan so I am assuming that the budget committee saw the plan. Ms. Dole: We saw nothing. As a matter of fact, we had our first town budget meeting on December 2, 2017 and at that time, the amount of money presented in the warrant article was \$45K. It was determined that we would wait and not take any particular action on that article (Warrant Article No. 19) until the Fire Department had a better opportunity to put exact figures together with some exact information.

Ms. Dole: The next time the budget committee heard anything was during a work session just before the public hearing on the town budget on January 10, 2018. At that time, Chief Bassett was not available to come to the meeting; and we had not seen any plans. We were given some information by both Scott and Betsy as vice-chair, as she is involved in the fire department. She had seen the plans and that is where the information came from that the plan included sleeping quarters for six and two bathrooms with two showers one for male and one for female. Chief Bassett: There would be two bathrooms downstairs. Ms. Dole: I can read from the minutes if you like and it does say a bathroom upstairs and Chair Hodgdon: It is not so much what was said then but why would you not have two upstairs? Chief Bassett: It would be unnecessary. There was a discussion about convenience and per code. There is not enough occupancy to require it. Selectman Boudreau: There are still three bathrooms. Chief Bassett: Most people think this is excessive. Chair Hodgdon: Each one will have a shower in it for male and female. Selectman Bryer: So, there is going to be facilities for male and female downstairs. Chair Hodgdon: There will be a community bathroom upstairs but it will not have a shower. To help the sleeping quarters situation, do you need another lieutenant's room. IT, what does that mean? Selectman Bryer: Information technology. Chair Hodgdon: Can you take the file storage and that one and put it in one of the offices downstairs and make room for



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another.... Selectman Boudreau: We need sleeping quarters for six people. Chair Bassett: We only have one or two on at night.

Selectman Bryer: The only concern that I have is that we had taxpayers that we made a presentation to and I want to make sure that the taxpayers are getting what they paid for. Chief Bassett: The presentation that was made and the one at the deliberative session is the one we are using. At one point, I had a hand-drawn sketch. Selectman Bryer: So, we have the final plan. Ms. Lafond: We will need a large copy of the plans and the small one which you each have are the final construction designs. Chief Bassett: They also give out all the code information so it is more than just a plan. Selectman Bryer: There are no bays in this. Chief Bassett: Correct. Selectman Bryer: Are there any written directions on this? Chief Bassett: Yes, both in the notes as well as a sub-packet that can be handed out. Selectman Bryer: Do we have to write up an RFP? The bids are going to be issued out of the town, brought here and opened at a board of selectmen meeting. Chief Bassett: I think the only thing this should involve is what I had written in which are the phases prior to where we are now. We obviously have to meet with contractors to make sure certain things make sense. Selectman Bryer: This is your plan and your project and you need to come up with an estimate. Then you put out an RFP which would have the plan, description of what needs to be done, ordering of materials and you have a general contractor. That person should have a surety bond. If we have a \$200K project, that is part of doing business. Are you saying when you factored in the plan that you did not include the surety bond? We have to make sure that if this contractor cannot complete it, we have an insurance policy that keeps the town whole. Chief Bassett: Typically, I thought the town would be able to cover it. Selectman Bryer: Is that included in the \$200K? Chief Bassett: Not necessarily, but we have not gotten bids back yet so how are we going to do that? Originally, we got preliminary numbers and almost everything is somewhat high with the numbers. Selectman Bryer: It is my opinion that we need to do an RFP which is issued by town hall and make sure that the RFP is all inclusive with a provision for a surety bond. After this is done, then do you want to put the exhaust system in should we issue a bid for the exhaust system at the same time? Chair Hodgdon: You would have to communicate with these guys so that they can put it in at the right time. Selectman Boudreau: Probably when the electrician comes in.

Chair Hodgdon: My biggest question is: Let's say that we put this out to bid and none of our bids are below what we raised for funds to do this, then what do we do? I have built a few houses in my day and these plans are pretty extensive for \$200K, in my opinion. Selectman Bryer: We cannot over expend on this. Chair Hodgdon: I understand that. Have you factored in all the demo or did you tell them that you would do the demo? Selectman Bryer: Do you note as to what you want for the quality of the product? Chief Bassett: Yes.

Chair Hodgdon: So, you guys are going to do the excavating and the footing? Chief Bassett: We have already started moving out some of the items which need to be



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moved to start the process. Chair Hodgdon: I have a concern with that. We haven't started building but how can you take apart the kitchen? Chief Bassett: We want to be 100% ready. Chair Hodgdon: I understand that you want to be ahead of the game, but are they still "living there right now?" Selectman Boudreau: No, they are living at the old station, right? Chief Bassett: We still have running water, sink and fridge and all that. It was a countertop that was removed.

Ms. Dole: Concerning the volunteer work, I would just like to point out that as a former insurance agent years ago, if employees are working as volunteers for the town on a project and they get hurt, who is paying the bill? The town, and that should not happen. While doing excavation, there is the potential for some very serious injuries. I work in occupational health and I have seen some of the injuries and the costs involved. My strong recommendation both as a taxpayer and a budget committee member is that all work should be done by contractors who have liability insurance if something happens. There is cost insurance to cover the people that are actually working on the project – no volunteers, no firefighters. While I can certainly understand that you want to save some money, I think in the long run the town could find themselves in a very difficult position. That is my opinion.

Selectman Boudreau: I think there are some things that they we could do as a volunteer. We have the prisoners paint. Ms. Dole: That is a different story. When the prisoners come in that is covered by the state. The town covers the worker's comp if they get hurt, I thought it was the state. Selectman Bryer: Well first of all the prisoners that come here are from the county jail, they are not from Concord. The state prison is the state but the county jails are in the county. Ms. Dole: So, if someone comes over from Brentwood and is doing work and they get hurt, who is paying for that? Selectman Bryer: I am pretty sure that it is part of a program offered by county corrections. Chair Hodgdon: They only allow them to do certain things. Selectman Bryer: So, they are only going to be doing painting. I think this should be treated like any other town project. Therefore, the bids will be released out of the town hall, they will need to have workers compensation, a surety bond, proper liability insurance, and sealed bids. If someone wants to put in a sealed bid and are ultimately responsible for the work, they can subcontract with whoever they want. Ms. Dole: Then they would be covering the worker's compensation. Chair Hodgdon: Are we going to have to include the demo in the bid? Selectman Bryer: I think we should bid out the whole project. You would have the one contractor that is the general contractor and he provides the subcontractors.

Chief Bassett: Could I describe the demolition that we are talking about- we have a small mezzanine like a second floor that is about five feet high as a storage area right now. In that area, the trusses are coming up and raised to an appropriate height to fit in with this design. We are not taking out a structural member or anything like that. Currently, we did remove one row of cabinets because we actually want to save the cabinets for a tool bench. When buildings are donated to us, that is part of the



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training. You go in and learn how to salvage, overhaul and check for extension. Selectman Boudreau: So, there is nothing other than what you would normally do in these situations. Chief Bassett: No, nothing. We are not talking about major construction stuff. No excavation but rather removing some of the basic stuff so the contractor can go in there and know what they are looking at and go from there. Selectman Boudreau: Will this be done by people that are on shift? Chief Bassett: The couple times that we have done it was done on Monday night.

Betsy Colburn: On October 23th was the first night that I saw the plans for The Narrows Fire Station, it included the six bunks, four for naps and two that could be for full-time people so they would not have to be sharing. There were two bathrooms up there, male and female which would prevent them from walking downstairs, through a meeting, to take a shower. The reason we wanted to do this was to get the shower facilities and the bathrooms – two up and two down. I saw nothing else after that and I am the one who spoke at budget committee. No one else spoke about this on January 10th because no one, up to that point, had anything to go on. I went on record that night explaining the six bunk rooms and the two bathrooms and that is what is on the tape. Selectman Boudreau: The bunk rooms are they for each individual. Ms. Colburn: Yes, a lot of places do it like that. Selectman Bryer: You went on record as a member of the fire department? Ms. Colburn: No, I went on record as the vice-chair of the budget committee and spoke because, if you remember, you had texted him twice, as well as called him and there was no response. We had nothing to go on so I described what I had seen on the 23rd. Selectman Bryer: This is the plan that was brought to deliberative session and that was what was voted on. Ms. Dole: The thing is she was not representing the fire department at the time. Ms. Colburn: That is what the budget committee voted on and I believe it was my convincing that got it through because it went around the table. People asked me if I had seen the plans and I said yes, I had seen them. When going around the table, yes there were reservations and that was how it got through. Chair Hodgdon: Was that the handwritten plan? It was the plans you had that night that Steve saw. Chief Bassett: That was the handwritten plans. Ms. Colburn: Eventually, if you go full-time you will need six anyway but that is so the four that are permanent do not have to share. Then you can use the other two rooms for part-timers for now.

Chief Bassett: Just so you know, the City of Concord has about thirty people on at one time throughout six different stations with four different shifts a week. If you have five in each station with four shifts, they do not have 20 bathrooms or 20 bedrooms. Ms. Colburn: The first plan had six bunks but did not have these other rooms upstairs that are on here now. Selectman Boudreau: Is it the fact that we are missing two bunks that you are worried about or is it the bathroom? Ms. Colburn: The bathroom is a huge issue; I do not think it is right that someone has to go downstairs and walk through a meeting or training or something else to use the bathroom or shower downstairs. There should be two bathrooms. Selectman Boudreau: There is a bathroom upstairs. Ms. Colburn: So, you are going to put the male and the female in



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the same bathroom? Ms. Dole: I think what Betsy is referring to is if there is a situation where several people would have to get in there in a short period of time.

Ms. Dole: The other thing that I thought we were dealing with at the budget committee is that this is an expansion, making the facility more modern with future growth. It is far less expensive to do the expansion that the budget committee voted to recommend in one fell swoop as opposed to somewhere down the line determining that we really do need another bathroom. Adding it on later could cost more money.

Selectman Bryer: Do we have the plan that the budget committee used. Do we have that plan? Chair Hodgdon: I do not think so. Ms. Dole: We had a verbal and that was it. We did not have anyone from the fire department there to tell us specifically what the plan was and what it looked like but had to go forward based on your information, Scott, based upon your discussions at the selectman's level when you reviewed the plans. That is when you told us "No." Chair Hodgdon: We never saw any plans. Ms. Dole: The bay has been deleted and the information that Betsy had when seeing the plans at the beginning of October. We saw nothing and quite frankly, I did not even see it at deliberative. Selectman Bryer: There was a plan at deliberative. Selectman Boudreau: The three storage rooms upstairs – could you put those supplies downstairs in a different room? The potential for having six bunks is still there. Selectman Bryer: You have a couple issues here and when I saw it, I mean the town. The town needs a final plan to put this out to bid. Selectman Boudreau: The EMT supplies and the file storage rooms could easily be a bedroom as well. You could put supplies downstairs in one of the offices which could be for storage. It would be cheaper to add a bathroom now then say in seven years. Chair Hodgdon: Nik, if you took the file storage and EMT storage and took out the partition wall, you could make that a bunk room. Board offered some additional alterations to the plan concerning the location of the bathrooms.

Chief Bassett: In my eyes, these are the final plans. Ms. Colburn: The discussion on the 23rd was to do stuff the first time. That was the suggestion of several of the senior members to do it right the first time. Chair Hodgdon: The ultimate question to the board is this: Do we want to "kick this can" and get new plans which could take a month or do we want to put it out to bid with these plans? Selectman Boudreau: That should be a quick turn-around to move things around. Selectman Bryer: How long would it take to get a revised plan? Chief Bassett: About a week. Selectman Bryer: This is all computerized. Chief Bassett: Yes, but it all takes time, at least a week. Chair Hodgdon: Are we going to call a special meeting because you are not going to be here on the 22nd. Selectman Bryer: We could always schedule it on Wednesday. Chair Hodgdon: That would have to be the only thing on the agenda because of my work schedule. Selectman Bryer: I do not have to see the plan. All I want to do is make sure that the taxpayer is getting the value that they think they are getting and address the bathroom and the bunk room areas so it will work for the current and future staffing. Chair Hodgdon: The biggest thing I would like to see is to



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get another bathroom upstairs along with the six bunks upstairs if we can squeeze them in by moving file storage some place else.

Board continued to discuss the positioning and the number of bathrooms and the bunk rooms as opposed to the costs. Safety was the major issue for this renovation.

Rick Wolf: I just want to say that I supported this for the benefit of the town and if we do not do it right now, we are going to have problems. Someone should not have to go downstairs at night to go to the bathroom. As far as unisex bathrooms, I think that is a fine line with the people in the fire department especially taking showers. If there were issues in the bathrooms, that is one thing but the expense while we are doing it, I think it would be foolish not to have another bathroom.

Selectman Bryer: My question is: Can we afford another bathroom? Chair Hodgdon: When Chief Bassett comes back with another plan, what is to stop us from doing an RFP for both plans and see which one falls within our budget. Selectman Bryer: You cannot do that. Chair Hodgdon: Why can't we? Ms. Dole: Because it is too confusing; you need to know what you want. What he wants is not what was voted on. Ms. Lafond: From an administrator perspective, Ms. Dole: I think most people who voted for the \$200K warrant article voted because they had confidence in the people involved in putting the plan together with an appropriate plan and agreed that the town needed to do this expansion. The plans were not available for most people to take a look at; most people did not know the nitty gritty. Most people only knew what they heard on tapes from the budget committee meetings because there was very little detail given at deliberative. People voted for this because they believed the expansion was necessary. It was noted that there was a plan at deliberative. Ms. Dole: Yes, and we had about fifty people at deliberative but most people who voted for this voted for the idea. I honestly believe that they had confidence in those people involved. Selectman Boudreau: They voted on this because they wanted to keep our firefighters safe. Ms. Dole: That is what they voted for.

Selectman Bryer: Whether you have two bathrooms upstairs and one bathroom downstairs, you still have to meet the health and safety requirements. As long as we do this and have it built to code, it should be okay. You have a limited amount of funds here and we told the voters we are going to put an expansion on the fire station and we need to get this done this fiscal year. Selectman Boudreau: Are you okay with three bathrooms and four bunk rooms? Selectman Bryer: As long as it addresses the safety and health needs. Selectman Boudreau: It does not address the future. Ms. Dole: What is listed on these plans such as the IT room; this is anticipated for the future. They could be re-utilized in a different way at some point in the future. In my mind, as long as the space is sectioned off. My concern is more with the showers and bathrooms and what the taxpayers were told at the budget committee meetings or what they anticipated they were paying for. That is my concern. Selectman



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Boudreau: A file room can become a bunk room. Chair Hodgdon: It depends upon the size of the room because of code. Storage rooms can be smaller.

Selectman Bryer: We have just got to make this decision. Do they want two bathrooms upstairs because that is where the sleeping quarters are? Chief Bassett: Correct. Selectman Bryer: If I am working there as a fireman, sleeping in one of the bunks – I would prefer to walk a couple doors down to the bathroom and the shower. What I am saying is if I am an employee, I would prefer convenience. Chair Hodgdon: I think two bathrooms upstairs is more feasible than two bathrooms downstairs. Selectman Bryer: I am fine with having three bathrooms. I think the two bathrooms upstairs with the showers and the one community bathroom downstairs is fine. Selectman Boudreau: Where would your training meetings be? Chief Bassett: A lot of the time it is right in the bay.

Board continued to discuss the number of bathrooms necessary. Selectman Bryer: I was on the fire department at one time and I think this whole number of bathrooms upstairs and downstairs is getting a little crazy. This is getting a little ridiculous.

Bathroom locations discussion continued. Ms. Lafond: How much does it cost to have plans redone. Chief Bassett: I do not think there is a cost. Selectman Bryer: This expansion is fixing an immediate problem. No one ever said the safety complex is going away. There are safety issues we need to fix. We have to have two stations and we will have to have another station somewhere in town just for insurance purposes.

***Selectman Bryer motion to revise the expansion plan for The Narrows to have two bathrooms upstairs and one bathroom downstairs and that we need the new plan before we can put it out to bid. Selectman Boudreau seconds that. After discussion: Motion was carried 3/0.**

Chair Hodgdon: If you can have the plan to Kate by next weekend, we have a joint site walk on Tuesday, we can add this on and make a quick decision. We can bump up the date one week. I would like to break ground before July.

Selectman Boudreau: What about them doing the mini demoing of the building? Selectman Bryer: I am not trying to be difficult, but these are town buildings, people are expressing concerns about fire department members doing any demo there, I think we should allow the contractors to do this. Chair Hodgdon: I think moving supplies is okay but taking down railings and cabinets should not be done. Generally, the contractor will assist you in saving items. That would be the best way to do things. Chief Bassett: I would like to even know if we can have a toolbox at the fire station. I would like to ask the insurance agent about that. Selectman Bryer: I will tell you that at the state, people at the fire department do not do any maintenance; it is all contracted out. Ms. Dole: From my insurance experience, turning a wrench to fix a doorknob versus demoing something is quite different. Taking down cabinets can be



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dangerous even if just getting a simple injury. Those are the things you have to think about. Again, the town would have to pay when it shouldn't have to.

Selectman Boudreau: When talking about this project and the exhaust system, can we keep them separate. One is a warrant article and one is in the budget. Selectman Bryer: It is going to be two separate projects.

Selectman Bryer: I do have a motion on the table for flipping the bathrooms and revision of the plans based on discussion tonight. (See Above*)

Fire Department Hiring:

Chief Bassett: Kate and I have had some discussions about the hiring process. The closing date is on the 18th. Ms. Lafond: We have four applicants currently and as Nik said the closing date is on the 18th of May so we are trying to get a sense of the hiring process that the select board would like to move forward with. The personnel policy says the department head does the interviewing and makes a recommendation. Selectman Bryer: Historically, we would have a selectman rep on the panel but it needs to be the same selectman rep on all interviews. Whoever is on the panel has to sit through the whole process. Ms. Lafond: We were thinking if they are due back on the 18th that a coordinated date might take a week or so, maybe the first week of June. Chair Hodgdon: I would like to sit on the panel if you guys do not mind. If we could schedule the interviews earlier, it would be good. I will sit on all of them. I think Kate and then whoever Nik brings would be fine. Ms. Lafond: I can prepare some questions. Chair Hodgdon: If we could schedule them around five that would be good because Kate is already here.

Board determined how interviews would be conducted.

Unfinished Business Additional

Road Bids

Chair Hodgdon: I attended the Highway Advisory Committee and their preference would be to give both bids to the same company because they felt that they would get a better product that way. They also had some concerns because Charlie and Pete had wanted to do their own ditching but committee felt they would be unable to complete the job in the time allotted in order to get the two roads paved. The committee would like us to consider putting ditching out to bid also. Ms. Lafond: Steve Bailey reported back to me after the Highway Advisory Committee and they would like to recommend Talco Enterprises for the road grading – they are the low bidder. They would also like to recommend Brox Industries for the Sherburne Hill and Jenness Pond Road project. They would also like to recommend putting out to bid



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both ditching work and culvert replacement on both projects where previously Charlie had thought to do them.

Selectman Bryer: Where he bought that new piece of equipment.... Chair Hodgdon: It is not about the equipment, it is about the time. Selectman Bryer: Do we have the money to outsource the ditching? What does our budget allow us to do? Ms. Lafond: Between the \$100K warrant article and budgeting for paving and reconstruction, there is a total budget of \$320K. Chair Hodgdon: We have the money to put it out to bid if we wanted to. Ms. Lafond: Correct. Selectman Bryer: We have committees to advise us on these things so, I think we should. Chair Hodgdon: The biggest concern the committee had was that they have to start June 1st which leaves six weeks to complete the ditching but what else is Charlie going to do in those six weeks – he has to fix potholes and other things. I told Charlie at the meeting that if he is willing to take responsibility that the roads that have to be ditched are done on time. He has to be held accountable if it is not done properly and on time. It really is that easy. That was their concern. If it was not done on time and to the point of rushing and then not done properly, I do not mind his doing it. We have a piece of equipment but he has to be held accountable if it does not get done on time. Selectman Boudreau: Is it feasible, can he get it done on time? Chair Hodgdon: He seems to think he can but the highway committee feels otherwise.

Selectman Boudreau: It is a big expensive piece of equipment and I would assume he can do it. Chair Hodgdon: That big piece of equipment has already been serviced three times because it required repairs in less than two months. Ms. Lafond: It has not been broken. Chair Hodgdon: Two hydraulic lines fell off and it had a flat tire. Selectman Bryer: It is under warranty. Chair Hodgdon: We bought the warranty but it has been down three times. Ms. Lafond: The hydraulic hoses and the oil hoses were just not securely fastened. Selectman Boudreau: Before they use it do they run through an equipment check to make sure that it is intact. Chair Hodgdon: Yes, just like the maintenance book we kept on the last one. Ms. Lafond: This happened the first week that we got it and then there was a pinhole in the tire. Selectman Bryer: Isn't that their daily responsibility to make sure that all that stuff is intact? Ms. Lafond: They did come right out to fix it. Selectman Bryer: At no cost to the town? Ms. Lafond: There was no cost to the town. Selectman Boudreau: This is routine maintenance.

R & D Paving Vendor: I obviously was not at the committee meeting, but I was wondering what the reason was for going with Brox Industries. The town is going to spend \$14,606.36 more for doing the same job. I am just curious. Chair Hodgdon: To speak to that, I was at the meeting. I guess, though I was not a part of it, they have had some ill actions last year with a member of your workforce. They had some bad interactions so they did not want to use you guys. I do not know the whole story but I do know they discussed having a conference with someone from your company. Vendor: What happened was that we were the low bidder last year and it got re-bid



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out to do it a different way. We were disappointed because all our numbers were out already from the original bid, so we did not submit a second bid. Chair Hodgdon: Again, I do not know what the issue was. I just know that was what they brought up. Selectman Bryer: I was not at the meeting either. You are the low bidder. Vendor: We are the low bidder if you combine the totals for each bid. Selectman Bryer: My question is: What municipalities are the ones that you do not work for? Vendor: Actually, we just won a \$600K bid tonight in Northwich, NH. Selectman Bryer: We want reclamation and repair and I have questions as to what they are putting down for pavement. Ms. Lafond: Right, and Vendor: That was actually a concern of ours last year because in my notes, I was going to be putting down a single core which is like a winter binder. We mentioned that to Charlie and told him if we did get the bid, we highly suggested putting winter binder down which is about a \$1 more. We were very surprised that you were going to sit on it for a year without topping it. Chair Hodgdon: I have one last question because this was brought up at the meeting, too. If we do decide to bid out the ditching and the culvert work, is that something that your company would also consider bidding on. Vendor: Yes, but honestly, we do not have an excavator as we specialize in road reclamation and repair. Chair Hodgdon: So, you would probably subcontract that. Vendor: Yes. Chair Hodgdon: That was the question that they asked.

Selectman Bryer: One of my concerns about roads and I know you are the low bidder, is about the quality of some of the roads in town after only one year. That being said, when you reclaim you run a machine and grind the road up. Vendor: Yes, it is like a big tub with teeth on it which literally chips away the asphalt and mixes it with the gravel. Selectman Bryer: After you do that you repave on top of that. Vendor: We would reclaim, regrade and obviously compact as we are doing that. Selectman Bryer: If you needed to bring in more gravel, do you do that also. Vendor: Yes, on Sherburne Hill Road there are two sections - one 400 ft section and one approximately 650 ft. section. One of those sections has a belly in the road and we would be adding 12 in. of 1 ½ in. gravel. Selectman Bryer: You have done 18 municipalities? Vendor: I think we did about 18 last year. Have we pulled references for this? Ms. Lafond: I have not pulled references. I do have insurance coverage, a list of equipment and I have list of job references such as Franklin, Hollis, Farmington and others. Vendor: We have been doing Hollis for the last five years. We have been in business for 26 years. If you have any other questions, let me know.

Selectman Bryer: I am a risktaker tonight. I would like to award the contract to R & D Paving, Inc.

Selectman Bryer motion to approve contract for R & D. Paving Inc. for Sherburne Hill Road and Jenness Pond Road project with the stipulation of a reference check before contract becomes final. Selectman Boudreau seconds motion. Motion carried 3/0.



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Selectman Bryer: I would like to have the reference checks before we finalized the contract. Ms. Lafond to do.

Selectman Bryer: I do have some concerns about the ditching. Selectman Boudreau: You did a good job of pitching for your company. Chair Hodgdon indicated to vendor that it would be appreciated if vendor for R & D Paving bid on the ditching if we put that out. Selectman Bryer: I think we should bid out the ditching and see what comes in.

Selectman Bryer: So, the committee wants to go with Talco; where are they? Chair Hodgdon: I am going to tell you why we chose them besides the difference in costs. As you know Bruce Hodgdon is on our committee and he has always done our grading before so they listened to him heavily as far as how long it would take. Bruce noted that this would be roughly around what he would quote every year. He had noted he didn't see how you would need this many hours on certain roads to get to that point. That is why they decided to go with Talco because it is roughly what we spend every year. Ms. Lafond: Talco is out of Nottingham. Selectman Bryer: Has he ever worked for the town before? Ms. Lafond: I believe he has but I am not sure.

Selectman Bryer motion to award the road grading contract to Talco Enterprises, LLC. Selectman Boudreau seconds motion. Motion carried 3/0.

Chair Hodgdon: So now we can put out a bid for the ditching. Ms. Lafond: Would you like me to put it out publicly or put it out to the companies that bid previously. Chair Hodgdon: I think publicly and to those companies that have already bid on the road. Ms. Lafond: We do not always send to companies that have already bid; it does not mean that they are going to bid. Selectman Bryer: I say just put out a bid. Selectman Boudreau: Can we put one out publicly and send one to R & D Paving? Selectman Bryer: The fact that he said that his company does not really do that... Selectman Boudreau: The noted that they would subcontract it out.

Chair Hodgdon: We need to set a bid deadline. Let's have it by June 12th. Selectman Bryer: Are we all in agreement that the crank is big enough to do the ditching? Selectman Boudreau: Is the equipment big enough to do both of them? Chair Hodgdon: I asked that at the meeting and the problem is that each one of them has their own challenge. The challenge on Sherburne Hill is that there are some big stumps and the bucket on that is quite a bit smaller. It is noticeably smaller. I have been told that they have compacted the sizes. Even the front bucket size and the big bucket size is smaller. The issue on Sherburne Hill is the big stumps. The issue on Jenness Pond is that some of the culverts are 12 ft. underground and the arm might not be long enough. Ms. Lafond: You want me to put ditching in general out to bid also. I do not know what other ditching might be needed in town. Selectman Bryer: These are all projects that have to be done. If they want to go out and ditch the other roads with our own equipment, let them do that. Let's use the equipment we bought



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because there are projects we have to get done. Ms. Lafond: That's fine because the previous bid document included grading and ditching and Charlie requested I remove the ditching from that and just indicate road grading. Selectman Bryer: We already voted on this but was there a reason that they picked Brox? Chair Hodgdon: I told you the reason they didn't want to go with R & D Paving due to some interaction with one of their employees. They didn't get into it but it was probably because they re-bid it. Something happened where they bumped heads and that is why they did not choose them. It was not because of the quality issue.

Chair Hodgdon: So, on the ditching with the new equipment, I really still want a plan from Charlie as to when he is going to get certain roads done and by what time period. I would like a plan in place as to when he is going to ditch certain roads. I know obviously things come up.

New Business

Acceptance of Minutes – May 1, 2018

Ms. Lafond: Dee just got the minutes done today. Board decided to table for now so they would have an opportunity to review them.

Approval of Manifest – Payroll:

Selectman Bryer motion to approve the payroll manifest P2018 – No. 10 in the amount of \$48,572.17. Selectman Boudreau seconds motion. Motion carried 3/0.

Process Various Assessing Forms/Applications

Selectman Bryer motion to approve administrative abatement for Sherburne Hill Road, Tax Map 218, Lot 33 in the amount of \$50.64 and Tax Map 110, Lot 32 abatement of \$164.58. Selectman Boudreau seconds motion. After Discussion: Motion carried 3/0.

Selectman Bryer: We are abating \$50.64 now that his assessment has been permanently corrected. Ms. Lafond: It has been permanently corrected.

Selectman Bryer motion to approve health and dental buyout option policy in two payments of \$1,000. Selectman Boudreau seconds motion. Motion carries 3/0.



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Reports

Town Administrator Report

Ms. Lafond: The backhoe was delivered. The leasing has been finalized. I have followed up on the Swap Shop electric. They are short a worker so he is by himself managing his job. He will be unable to do the Swap Shop for a couple of weeks. Chair Hodgdon: Did he offer a set date or just note a couple of weeks. Ms. Lafond: No, he just noted a couple of weeks. I can follow-up with him to see if I can get a definite date. He questioned whether I thought he should withdraw his quote. Selectman Bryer: He said a couple of weeks. Can you get a firm date? We can wait a couple of weeks but not too much longer maybe around the end of June.

Ms. Lafond: DJ and I had attended the Lamprey Coop meeting. They have waived the interest which resulted in no payments due on the truck which is a very good thing for the town. Now the trucking group is dissolving though the coop is still going to say in effect. Each town is now going to have to be responsible for their own trucking which has been the case for the last couple of months. The Town of Northwood has been using East Coast. Lamprey is now not going to be the middle man as of July 1st. Selectman Bryer: So, we are using East Coast. Ms. Lafond: Yes. Selectman Bryer: Is the cost going to be the same. Chair Hodgdon: Yes, he is willing to do it for the same price. What we are doing now is paying Lamprey and Lamprey is giving him the check. Selectman Bryer: So, he is going to do it for the same exact cost that we are currently paying. Chair Hodgdon: That is what he is doing. My biggest thing now is: Do you know who Joe is calling for dispatch? Ms. Lafond: He is calling East Coast directly. Chair Hodgdon: I just wanted to make sure that he is on board as to who he has to call as of July 1st.

Ms. Lafond: On 170 Sherburne Hill Road (Spike's former property), I have reached out to three lawn companies about cleaning up the property. Two got back to me and offered to take a look at the property to see if it was worth their while to clean it up. Neither one has gotten back to me at this point. That is where I am at with cleaning up the property. Selectman Bryer: My understanding is that when we were cutting trees down we had actually told the tree company or rather the highway department advised them that they could put the "logs" there. We didn't tell them but someone advised them they could. There is a perception that an official from the town said it was okay. I know that gentleman was very upset and I did drive by there. It is an eyesore. I just want to say that we need to do something about it. Chair Hodgdon: Are you suggesting we put it in the budget? Selectman Bryer: What I am saying is that we have a dump truck. Chair Hodgdon: Are you going to have it all cut up and then where are you going to put it? Selectman Bryer: I do not know but you cannot leave it there. Chair Hodgdon: If you cut it up, what are you going to do with it. This goes back to the ditching thing. If we have the highway go there and cut it all up, there goes the ditching time. The point is they would not have time to do the ditching if we were going to have them cut this up. Ms. Lafond: Like I said, I only reached out



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to three local companies and two said they would get back to me but I have not heard back. I can extend my reach to more companies to clean up the properties. I just wanted to let you know that I was at that point. Selectman Boudreau: It is an eyesore.

Ms. Lafond: I was approached by a gentleman that is interested in buying the property as is. I do not know if you want to entertain that. Chair Hodgdon: The problem with that is that we have to put it out to bid to do that. Selectman Bryer: Is there a negotiation involved? Ms. Lafond: I imagine there might be. I do not have any negotiation at this point. I asked if they had an offer that they wanted to make for the property and they declined and just asked if the selectmen would be interested. I imagine that this individual would be interested in negotiation with you. Chair Hodgdon: We have to put it out to bid if we are going to do that. Ms. Lafond: I can put it out to bid as it. Selectman Bryer: We have the right to reject any and all bids. Selectman Boudreau: What if we have it cleaned up and then put it out to bid. Selectman Bryer: We could offer it for bid both ways. Chair Hodgdon: You have to specify what you would be cleaning up. Selectman Bryer: I do not think we can entertain that. Ms. Lafond: Would you like me to create a bid document for your review? Board agreed. Ms. Lafond: In the meantime, I will still move forward with looking to have it cleaned up.

Ms. Lafond: I got more information on the part-time seasonal laborer position. It is budgeted at approximately 21 hours per week and the pay is a Labor Grade IV and previously at \$12.03. Chair Hodgdon: Didn't we want to know what the actual duties would be? Ms. Lafond: It is primarily helping the Highway Department doing whatever they need help with. There is no job description for it, however, that was what this previous individual did. Selectman Bryer: Can we put a job description in there saying what they are actually going to do. Ms. Lafond: Some other things were picking up the trash from the beaches as well as the Park'n'Ride, painting, brush cutting and any other miscellaneous work. Ms. Lafond: If you would like me to draft a job description, I can. Selectman Bryer: Give Charlie a call and check to see what he can offer. Ms. Lafond: Once we do that, do I have your blessing to advertise? Board agreed.

Ms. Lafond: On Gulf Road, there has been some large rocks that were put in the right-of-way. I sent a letter to the residents stating that residents are not supposed to be putting rocks or any other obstructions in the right-of-way. Chair Hodgdon: I think she broke the law because she took the rocks from the shoreline. You are not supposed to change shoreline like that. Ms. Lafond: I asked them to "put them back." If they do not move them out of the town's right-of-way, I do believe that is something that Charlie can take care of. Chair Hodgdon: You are going to have no choice because you can only get through there with one car. Ms. Lafond: I can be in communication with DEA because we are not altering the shoreline but rather pushing rocks out of the right-of-way so that people can move over. Chair Hodgdon:



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Just to explain it quickly, that road is super narrow and directly across the street, there is a spot that narrows right up and an area where you can pull off the road to let another car go by. They did not like people pulling off right to their property so they put the rocks there so that cannot happen. So, you can no longer pull off in that spot. If you meet a car there is no way for you to go. Selectman Boudreau: Which make it more dangerous. Chair Hodgdon: While the Highway Department is on that road, can you have them fix a couple signs on Jack Street. I know it is a Class VI road but there are no street signs up there. They are both laying on the ground. There are two of them there and I think it has been knocked down twice. Even the pole has been knocked down. There is a huge oak tree right where the pole was and maybe they can put the sign on the oak tree.

Ms. Lafond: The final thing that I have is the painting of the town hall. I had brought it up at the last meeting. I have looked back in the records and the last time that the town hall was painted was 2012. It was part of the budget. Selectman Bryer: Does it need to be painted? Ms. Lafond: I do know and I did not check out the whole building, but outside especially on this older part there is a lot of paint chipping, which is visible. We have a quote from August 2017, so I would propose that we put it back out.

Individual Selectman's Reports:

Selectman Bryer: We need to clean up Spike Bryant's old property on Sherburne Hill Road.

Chair Hodgdon: Did you get any updates on the fence. Did you hear back from any of them? Ms. Lafond: I heard back from the more expensive company who indicated that what they quoted was actually an aluminum gate not a steel gate. The other two companies: one I have gotten no response from (mid-range quote) and the lowest bidder indicated that a keypad would be approximately \$450. Chair Hodgdon: So, they would still be the lowest bidder – Superior. Selectman Bryer: I feel comfortable with them. Can they put in a keypad? Ms. Lafond: Yes. They can. Chair Hodgdon: I think we need to get the actual cost. Did they offer any information as to what happens when we lose power? Ms. Lafond: Yes, there is a battery pack within the gate so that will at least get us to the point where we can open it. They have the timer all set up; the only thing they did not have was the keypad. Chair Hodgdon: I think we should stick with them, just get the quote and then we can move forward with that. Ms. Lafond: At your next meeting, I will have that for you. Chair Hodgdon: Are we going to take the funds out of the transfer station fund or are we going to do half out of there and half out of the budget. Selectman Bryer: We have money for the transfer station expendable trust and I think that is going to enhance the transfer station and we can justify paying for that from that fund. There is plenty of money in there.



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Selectman Boudreau: They had the plant swap on Saturday and had about a dozen people show up. There was some talk about doing some community garden work in town.

Selectman Boudreau: I had an e-mail from someone on West Street which I forwarded to Kate who actually got flat tires from the rocks in the road.

I also had a question about the people mowing the grass, really two concerns. One was from the Rec Commission who asked about the field being mowed. Do we have a schedule as to when they are mowing? Ms. Lafond: In the bid package, I believe fields were every seven days and the other locations were ten days. I have not received a schedule. There was a shorter timeframe for mowing the fields. Selectman Boudreau: I thought the contractor was mowing the fire department. The other day I was driving by and I noticed that one of the firemen on duty was mowing. I thought we weren't going to have the firefighters mow the department grass. Ms. Lafond: I had indicated that to Nik, too. Selectman Boudreau: This was either Monday or Tuesday. Ms. Lafond: I can reiterate that to Nik. It is in the bid package that they do not need to do that.

Citizen's Forum

Rebecca Rule: What I noticed tonight was that you were taking comments from the audience during the whole meeting rather than reserving them for before the meeting and after the meeting, even inviting people up to the table. As an observer, that seemed to lengthen your meeting discussions and maybe bring in some elements that were not necessary for your discussions. I think the three of you had enough questions for Nik. If you are asking somebody specifically for some information, that's good, but when everybody is sitting at the table participating in an animated discussion, it is very interesting but it seems like it was not a typical selectman's meeting. Selectman Bryer: I think what happened was that we had the Chairman of the Budget Committee here that was involved in the deliberation as well as the Vice-Chair. Chair Hodgdon: My thought was that the Vice-Chair was kind of out of the ordinary, I agree. My thoughts were since Kate was not here during that meeting and Beth was here but not a part of the board, that bringing in the Chair of the Budget Committee would make things clearer.

Ms. Rule: I am just saying to you, DJ, that you have a gavel and you should not be afraid to use it.

Rick Wolf: I just wanted to say that the sand we put on the beach, last time it rained it was like six inches of "soup." There is a lot of clay in it and it is running into the water. It is going to be a problem. I know there were parents with their kids in town that were not happy with the sand and left and went to another beach. They wanted to know why the sand was so soupy. I walked on it and it came to the top of my work



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boots after two days of rain. It has a lot of clay in it which I said when it was here in the bucket. Chair Hodgdon: Is it any better now that it has had a chance to sit. I went down there before it rained. Mr. Wolf: It was horrible. It has a lot of clay in it and is not good sand. I'm sure you will be hearing from more people than just me. I just thought I would mention it.

Mr. Wolf: Another thing, the wood that is on the Spike Bryant property, if you guys will recall we had a discussion on it when I was on the board, the guy that used our land on Upper Deerfield Road, he was willing to truck it off. He wanted to get \$100-\$150 to help with his fuel costs. He asked to haul it to Brentwood where they shred it. I am sure he would still be willing to do it if someone would give him a call. Chair Hodgdon: Do you have his contact information? Mr. Wolf: I have it but I do not think I have it on me tonight. Chair Hodgdon: If you can get that to Kate so that she can call him or have him call Kate and make a bid so that we have something in writing. We can do that. I do not mind spending a few hundred dollars if that is what it takes. If you can pass that information along to Kate, that would be great.

Non-Public Session Pursuant to RSA 91-A:3, II (c) and (d)

Selectman Bryer motion to go into Non-Public Session per RSA 91-A:3, II (c) and (d). Selectman Boudreau seconds motion. Motion carried 3/0.

Roll Call:

Chair Hodgdon	Yes
Selectman Bryer	Yes
Selectman Boudreau	Yes

Board went into Non-Public Session at 8:40 P.M.

Board returned to Public Session at 9:45 P.M.

Selectman Bryer motion to return to Public Session. Selectman Boudreau seconds motion. Motion carried 3/0.

Roll Call:

Chair Hodgdon	Yes
Selectman Bryer	Yes
Selectman Boudreau	Yes

Selectman Bryer motion to seal Non-Public Session Minutes of May 8, 2018. Selectman Boudreau seconds motion. Motion carried 3/0.

Approved May 22, 2018



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Roll Call:

Chair Hodgdon	Yes
Selectman Bryer	Yes
Selectman Boudreau	Yes

Selectman Bryer motion to hire Delores Fritz, Labor Grade 4, Step 8 as Deputy Town Clerk/Tax Collector starting on May 21, 2018 contingent upon background check. Selectman Boudreau seconds motion. Motion carried 3/0.

Adjournment

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

Roll Call:

Chair Hodgdon	Yes
Selectman Bryer	Yes
Selectman Boudreau	Yes

Meeting adjourned at 9:47 P.M.

Respectfully submitted,

Delores Fritz
Municipal Secretary