



Northwood Board of Selectmen Minutes of June 13, 2017

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

Roll Call: Chairman Rick Wolf, Selectman Donald Hodgdon, and Town Administrator Joseph Gunter

Chairman Wolf led the Pledge of Allegiance.

Public Hearing

Chairman Wolf read the public notice.

The Northwood Board of Selectmen will hold a public hearing at Northwood Town Hall on Tuesday June 13, 2017 at 6PM for the Selectmen's approval of fees.

Selectman Bryer arrived at 6:07 PM

Mr. Gunter stated that he had discussed the fee schedule at the last meeting, and the Selectmen could vote tonight on whatever they wanted to change. Mr. Gunter stated that he wanted to remind the board that Dale Sylvia had recommended that the board create a rate for solar power permits.

Chairman Wolf stated that he wasn't in favor of increasing recycling fees. He felt that more and more people are discarding because the fees are increasing. He feels that they will have more of a problem if the increase them even more. He asked for public comment. There was none.

Selectman Hodgdon stated that he noticed that the town doesn't charge for assistance with domestic wildlife or farm animals, if the town is going out to help when say, a cow gets loose, why isn't the town charging? Chief Drolet stated that most of the time there is no fee for livestock because it's actually a criminal charge so we take them to court. Selectman Hodgdon stated that he agreed with Chairman Wolf as far as the transfer station fees were concerned. He stated that he thought the Recycling Committee had come up with a few lower ones in some different brackets that they could visit when they had more time. Chairman Wolf stated that the problem he had was with tires. He stated that he didn't understand why they needed to charge \$3 to handle a tire? Selectman Hodgdon stated that he thought that was one of the ones that they had decided to change. They created new categories based on what they were getting charged. Selectman Bryer stated that he didn't see anything unreasonable as far as the transfer station fees. Chairman Wolf stated he had issues with the tires and the couches. He stated that they charge less for a regular couch than they do a sleeper bed. A sleeper bed couch has to be taken apart and a regular couch can go straight in the dumpster. Selectman Hodgdon stated that they charge less for a couch than a sleeper. Chairman Wolf stated that it must have changed, it was the other way around before. Selectman Hodgdon stated that they changed it so the new system was less confusing, now you get charged the same for any tire. Chairman Wolf stated he didn't



**Northwood Board of Selectmen
Minutes of June 13, 2017**

understand why they needed to make money off of them. Selectman Hodgdon stated that he'd like to revisit the transfer station topic at a time when they could get the input from the recycling committee. Mr. Vallencourt stated that he attended the Selectmen's meeting six weeks ago and gave them a breakdown of what they recommended and he was under the impression that they had understood them.

Selectman Bryer made a motion to approve the new fee schedule. Selectman Hodgdon seconded. Motion carried 3/0.

The Northwood Board of Selectmen will hold a public hearing at Northwood Town Hall on Tuesday June 13, 2017 at 6PM to accept the Center School itself.

Chairman Wolf read a letter date May 5, 2017 to the Board of Selectmen.

"We would like to donate the American Legion Building, next to the Town Hall, back to the Town of Northwood. Therefore, we are already relinquishing all responsibilities and liabilities for this building. Let us know if there is anything else you need from us regarding the release of this building. If you have any questions, please contact John Schlang."

Selectman Hodgdon asked if there was money in the budget to keep the building. Mr. Gunter stated that it was not budgeted for this year, but it will be budgeted for next year.

Unidentified citizen:

In the late seventies, the roof needed repairs and there was no heat in it. The Center School came and asked if they could take over the building with the understanding that they would do the repairs, and keep it up. The building is in great shape. Hopefully the town will put it to use, we'd hate to see it fall apart. The charter goes to the first World War, in 1919.

Selectman Bryer made a motion to accept the Center School. Selectman Hodgdon seconded. Motion carried 3/0.

Appointments

Glen Drolet - Chief of Police

Cheif Drolet was present to talk about a grant to outfit the cruisers with e-ticketing equipment to replace handwritten tickets. Eventually the state is going to go all paperless. He stated he was able to get this grant with a 100% match.



**Northwood Board of Selectmen
Minutes of June 13, 2017**

Selectman Bryer made a motion to approve the acceptance of the e-ticket equipment grant from the NH Department of Highway Safety. Selectman Hodgdon seconded. Motion carried 3/0.

Selectman Bryer made a motion to allow Chairman Wolf to sign the grant documents on behalf of the board. Selectman Hodgdon seconded. Motion carried 3/0.

Chief Drolet stated that they were awarded another grant from NH Fish and Game in the amount of \$1080 for extra patrols focusing on the Gulf Road area. It is a tough area for them to patrol regularly because of the distance and they receive numerous complaints from there.

Selectman Bryer made a motion to approve the acceptance of the OHRV grant for extra patrols from NH Fish and Game. Selectman Hodgdon seconded. Motion carried 3/0.

Selectman Bryer asked Chief Drolet about the possibility of having a Police Log again. Chief Drolet stated that they will be going through an upgrade of their reporting system that will print a police log rather than him having to retype a log that he can put into a format that he can put on to the website. Selectman Bryer also inquired if there was an increase in vandalism to Town property. Chief Drolet stated that they had an incident over the weekend that is currently an open investigation.

Chief Drolet stated that in 2015 an ordinance was adopted regarding flagger and detail use. He stated that he'd like to ask that it be reviewed or removed. He was unaware of the ordinance, and he was under the impression that it was town jobs and you don't want to have uniformed police out there because it increases taxes and the company is just going to bill what they pay them. This is being moved onto outside companies that are contracted by the town. Some of the problems that he's seen is that it has no discretion for the Chief of Police to ever say anything. It's a public safety issue. He stated that he feels that the requests should come to the Police Department and the decisions should be up to the police. Selectman Hodgdon stated that he tends to agree, but on some of the smaller, less traveled roads he doesn't see the need to inform the police. Chief Drolet stated that he would rather they do ask them for every project, because people will not slow down for flaggers. They will slow down for police. Selectman Bryer stated that they couldn't have one policy for town jobs and one policy for private jobs. Is there a way that a policy could be worded to give some discretion so they don't run into a situation or a conflict? Chief Drolet stated that the solution to that would be to handle it the way the DOT has handled it on Route 4. DOT can work on Route 4 without a detail because they own those roads, and that's the same thing for the town with town roads. He stated that if he has enough notice, he can schedule an officer to be there. Selectman Bryer stated that he'd like to see if they can come up with some kind of a compromise. Chief Drolet stated that he'd like to come up with a



Northwood Board of Selectmen Minutes of June 13, 2017

solution tonight, because as of now, he has no discretion. Chairman Wolf stated that he felt it was double dipping. He stated that the tree companies can hire flagmen for \$30 an hour instead of hiring the police for \$65 an hour. Chief Drolet stated that the figures that Chairman Wolf stated were not what the police were paid to do flag work, and with that explanation, it sounds like Chairman Wolf would rather see taxpayer's money go out of town, rather than staying in town. Chairman Wolf stated that the cost is passed on to the taxpayers. It Selectman Bryer asked if there was some way they could draft a policy that allows for some leeway where the Chief can have some say but also goes in harmony with what the Town is trying to do? Mr. Gunter stated that he would draft something up and they can revisit it at the next meeting.

Jenn Dorr -Vachon Clukay

She stated that she was there to present the audit for 2016. At this point they are in a draft, the final letter is there for approval tonight. When they get that back, the final statements will be issued. She stated that they were there in March. They assessed risks in various areas in town, they are required to test controls over certain major transaction areas, payroll, etc. They determine what the process is, how is it established, what is supposed to happen and then they test to determine that is in fact what is happening. That's what they base their main risk on. As far as the audit goes, the town has received an unmodified opinion on the general funds, aggregate remaining funds. There is an adverse opinion on the governmental activities and that is the GASB 45 which the town is out to bid for services to look at doing that. It's one of those unfunded liabilities that there is not really anything you can do about it, it's just a required disclosure. Unfortunately, by not having it on there, it results in an adverse opinion. Selectman Bryer stated that there was money in the budget to hire an actuarial. Ms. Dorr stated that this was not a material weakness, it is literally something that supposed to be in the audit that's not in there. She stated that there were a few areas that she wanted to touch base on. They found a few things in payroll having to do with timecards. They are supposed to be reviewed at the department head level, making sure they add up and make sense. They had a couple of instances where that wasn't the case so that is showing up as a significant deficiency. One other thing that was found was that in every personnel file there needs to be approved pay rates. They don't consider that a deficiency. Mr. Gunter asked if electronic files counted. Ms. Dorr stated that it needed an employee signature. Other than those few things, they had no issues. Ms. Dorr stated that they always enjoy working with the town.

Shelley Frost-Conservation Commission

She stated that she wanted to speak to the Board on behalf of the Conservation Commission about the purchase and sales agreement for Map 201 Lot 1. She stated that she also wanted to follow up with comments given by the Commission at the previous meeting that she couldn't attend regarding the reappointment of Steve Roy.



Northwood Board of Selectmen Minutes of June 13, 2017

The stated reason, as she heard was that Board was displeased with the fact that Steve had written a letter to DES against the Mary Waldron Beach development. She stated that the Commission voted on that and agreed on that so if they wanted to reject appointments, they can reject all appointments that were up for reappointment this year. She is curious about the communications that happened up before that point. When they first heard of the reasons they were surprised. Selectman Bryer asked if the Commission was that concerned about Mary Waldron Beach, why didn't they come to a meeting to explain their concerns to the board? Ms. Frost stated that they were following the communication that they were given. The Selectman gave them a plan to review, they reviewed it and they wrote their comments about it. It didn't seem out of line for the means of communication. Selectman Bryer stated that his understanding was that a letter was sent to DES before any communication with the Selectman. He stated that that's where he took exception. His understanding was that when they paved that area they looked at the statutes in that regulation pertaining to wetlands and any type of shoreland protection and they were in compliance with all of that. He would have rather met with the Commission before they went to the state. Ms. Frost stated that they hadn't even been informed of the permits they received before it was paved. Selectman Bryer stated that he would have rather had the Commission come in and state that they felt that they had made a mistake by paving the area, and worked it out rather than the Commission sending a letter to DES. Ms. Frost stated that she felt a couple things played into it. The first being that Mr. Roy works for DES so perhaps it was a more casual type of communication. But perhaps they might view communication with the DES differently because Mr. Roy works there, Ms. Levergood works there and Ms. Frost all work for the DES. She also stated that the Board can always feel free to approach them to confirm if they are following the right steps. That wasn't done, and they were not sending a letter maliciously. It was an oversight. She stated that they do apologize. Now that he's not on the Commission anymore and he's a huge source of institutional knowledge, we can reach out to him, but obviously he's doesn't particularly want to show up at this point. She stated that she feels lucky to have worked with him for a year.

Selectman Bryer stated that he wasn't opposed to reappointing him, but he wanted to get a message across that in the future, can we just have discussions before they escalate outside of the town. If he is still interested in serving, he'd reconsider. Selectman Hodgdon stated that if he wasn't interested, he didn't see a point in making a motion to appoint him tonight. Mr. Gunter stated that he could reach out again to him, if the board wanted him to. Selectman Bryer stated that if he received communication from Mr. Roy stating that he was interested in serving, he'd reappoint him. Selectman Hodgdon stated that he was okay with it also.

Map 202 Lot 1

Purchase and sales agreement, Lynn Sweet.



**Northwood Board of Selectmen
Minutes of June 13, 2017**

Mr. Gunter stated that there was an edit made to include the Conservation Commission's vote on June 6 for the easement.

Selectman Bryer made a motion to approve the purchase and sales agreement between the Town of Northwood and Scott and Lynn Sweet as documented for Map 202 Lot 1. Selectman Hodgdon seconded. Motion carried 3/0.

Minutes

May 9, 2017 and May 23, 2017.

Selectman Bryer made a motion to accept the minutes of May 9, 2017 as written. Selectman Hodgdon seconded. Motion carried 3/0.

Mr. Gunter stated that there was one correction to the May 23 minutes. Instead of Map 234/83 it should be Map 284/63.

Selectman Bryer made a motion to accept the minutes of May 23, 2017 as amended. Selectman Hodgdon seconded. Motion carried 3/0.

Selectman Hodgdon stated that he had feedback from some people stating that on some of the other boards the minutes seemed to be missing information.

Assessing Forms and Applications

Selectman Bryer made a motion to approve the perpetual care contract and the cemetery deed for George and Sandra Adams. Selectman Hodgdon seconded. Motion carried 3/0.

Selectman Bryer made a motion to accept the veterans credit for Map 224/28, 91 Blakes Hill Road, and Map 231/26, 66 Green Street. Both meet all qualifications. Selectman Hodgdon seconded. Motion carried 3/0.

Selectman Bryer made a motion to accept the dues in the amount of \$4,907.98 to Strafford Regional Planning Commission. Selectman Hodgdon seconded. Motion carried 3/0.

Selectman Bryer made a motion to approve the purchase order for Mainstay Technologies for the server replacement to include labor and software for \$6,347.23. Selectman Hodgdon seconded. Motion carried 3/0.

Mr. Gunter stated that they saved \$2,000 on the actual server purchase. They also saved \$5,386 on the software.



**Northwood Board of Selectmen
Minutes of June 13, 2017**

Selectman Bryer made a motion to approve the manifest V-2017-13 for \$5,067,135.19. Selectman Hodgdon seconded. Motion carried 3/0.

Mr. Gunter stated that this included the school payment for \$4,00,050.

Miscellaneous.

Selectman Bryer made a motion to allow Judy Pease to start proceed searching and notification of mortgagees which the Town liens and deeds as required by RSA, and also to allow Chairman Wolf to sign the letter. Selectman Hodgdon seconded. Motion carried 3/0.

Selectman Bryer made a motion to approve the agreement and release for Map 210/65. Selectman Hodgdon seconded. Motion carried 3/0.

Selectman Bryer made a motion to sign the dog warrant for 2017. Selectman Hodgdon seconded. Motion carried 3/0.

Selectman Bryer made a motion to enter into the Contribution Assurance Program for 2018 with Primex, allowing Chairman Wolf to sign. Selectman Hodgdon seconded. Motion carried 3/0.

Selectman Bryer made a motion to approve Chairman Wolf signing on behalf of the board the representation letter from Vuchon Clukay. Selectman Hodgdon seconded. Motion carried 3/0.

Selectman Bryer made a motion to approve Roger Belanger as an alternate for the ZBA, with his term ending in March 31, 2018. Selectman Hodgdon seconded. Motion carried 3/0.

Selectman Bryer made a motion to approve Brenda Dimatteo as an alternate for the ZBA, with her term ending in March 31, 2018. Selectman Hodgdon seconded. Motion carried 3/0.

Mr. Gunter presented the board with information on the aging report for the past due ambulance bills.

Selectman Bryer stated that they needed to turn over the people who were reimbursed by the insurance company and didn't pay the town to the collection agency. Selectman Hodgdon stated that they should go after anything over \$500.



**Northwood Board of Selectmen
Minutes of June 13, 2017**

Selectman Bryer made a motion that anyone who they have proof that they were paid for the ambulance by their insurance company and did not pay the town for over \$200, they will be turned over for collection. Selectman Hodgdon seconded.

Mr. Gunter stated that the report doesn't state if the insurance company paid partial bills or not. Chairman Wolf asked what the line meant "over filing limit". Selectman Bryer stated that it meant it was over the allowed time. Selectman Bryer stated that they should waive anything under \$200. Selectman Hodgdon stated that they should waive the Medicaid patients as well.

Selectman Bryer made a motion that anyone under \$200 they should waive. Selectman Hodgdon seconded.

Selectman Bryer withdrew his motions. Selectman Hodgdon withdrew his seconds.

Selectman Bryer made a motion to waive anyone under \$200 and any Medicaid patients. Anyone over \$200 and anyone who they have proof that they were paid for the ambulance by their insurance company and did not pay the town will be turned over to collection. Selectman Hodgdon seconded.

Chairman Wolf stated that he noticed there were several with no correct addresses. He also stated that many of these have already been in collection. Selectman Bryer stated that these were the ones that would be reported to a credit agency. Mr. Gunter stated that the whole point of this discussion was to decide if the Board of Selectman wanted to hire a collection agency. They need to also decide which ones they want to chase down, and which ones they don't. The ambulance service currently does chase down some patients depending on the level of what they owe. They aren't a collection agency, so this is to decide if they want to take it a step further and hire out a collection agency.

Selectman Bryer restated his motion to waive anyone under \$200 and any Medicaid patients. Anyone over \$200 and anyone who they have proof that they were paid for the ambulance by their insurance company and did not pay the town will be turned over to collection. Selectman Hodgdon restated his second. Motion carried 3/0.

Selectman Hodgdon made a motion to enter into agreement with a collection agency to collect the overdue ambulance payments. Selectman Bryer seconded. Selectman Hodgdon amended his motion to send the chosen patients to the collection agency. The can offer a reduction of 25% to their bill, and Chairman Wolf can sign for the board. Motion carried 3/0.



Northwood Board of Selectmen Minutes of June 13, 2017

Mr. Gunter stated that they put out an RFP for the actuarial services for the GASB 45 and the received one response. Selectman Bryer stated that the bid was from KMS Actuarial for \$12,500 Mr. Gunter stated that they only budgeted \$6,000 for that report. Selectman Bryer stated that he would like Mr. Gunter to respond to the bid stating that they did not budget enough money and would have to look at it again next year.

Town Administrator Report

Mr. Gunter stated that paving was done on Temperance Hill and Lower Deerfield Roads were done. They still need to do the shoulders. Jenness Pond Road reconstruction will start on June 19. Tree removal has been completed on Lower Deerfield Road and Jenness Pond needs to be stumped, but will be done before the paver gets there. Sherburne Hill has been started. They had their first trial run with the credit card machine, it went well. There have been a few problems with the printer, but the credit card company is working to resolve that. They are doing vegetation control along the power line so they are putting out herbicides. They had a meeting with David Price from DES about Old Pittsfield Road. They are requesting that they do vernal pool restoration. It will not take place until July or August in order to let the pool dry up a little. DOT is looking for preliminary estimates for the other Red Listed bridge on Old Canterbury Road.

Individual Selectman's Reports

Selectman Hodgdon stated that he noticed the tree out front lost a few more branches. Should they consider taking it down? Mr. Gunter stated it was on the list to take down.

Selectman Bryer stated that the last couple of years they have been making a good attempt at filling potholes he's noticed that Tasker has some bad ones. They are big enough to damage cars. He thinks the road agent needs to get out and look at the holes. They got a letter from Resource Recovery Association (?). He stated that he'd like to know who goes to those meetings. Mr. Gunter stated that he'd gone a few times. He was wondering if someone on the Recycling Committee should attend. Mr. Gunter stated that every meeting he's attended has been beneficial. Selectman Hodgdon stated that he felt the transfer station supervisor should attend. Mr. Gunter stated they didn't have the man power to send him. Selectman Hodgdon stated that they had originally set it up so the supervisor had an extra day to attend things like this, plus his other chores, but he stated that he would rather be at the transfer station and not have the day to do this stuff, because the concern was that he didn't have time to do this stuff. That's his issue that he didn't want to do it. Selectman Bryer stated that these meetings were once a month. He could get paid for 3 hours, once a month. That wouldn't go over the budget. Mr. Gunter stated that his salary line would go over. Selectman Hodgdon stated that when he worked there, he didn't charge the town.



**Northwood Board of Selectmen
Minutes of June 13, 2017**

Selectman Bryer stated that you can't ask someone to attend a meeting and not get paid for it. Selectman Hodgdon stated that originally, they wanted him to take a day that they weren't open and get things done, like meetings and paperwork.

Citizen's Forum

Shelley Frost stated that several years ago she was elected to represent Northwood to the Southeast Water Shed Alliance. She stated that she has been going there monthly for a long time but she had never reported to the board. She would like to know what means of communication would work the best. She would like to request a little bit of support, they have no secretary or any means of support except from the towns. She stated that she would like any feedback from the board. Selectman Hodgdon stated that a letter would be fine. He would like her to do whatever was the best way to get the point across.

Non-Public Session RSA 91-A:3, II (d)

Selectman Hodgdon made a motion to go into non-public under RSA 91A-:3, II (d) at 8:12 PM, seconded by Selectman Bryer. Motion carried; 3/0.

Roll Call

**Selectman Bryer- Yes
Chairman Wolf – Yes
Selectman Hodgdon – Yes**

Motion carries; 3/0.

Selectman Hodgdon made a motion to come out of non-public, seconded by Selectman Bryer at 8:45 pm. Motion carries; 3/0.

Roll Call

**Chairman Wolf – Yes
Selectman Hodgdon – Yes
Selectman Bryer – Yes
Motion carries; 3/0.**

Selectman Hodgdon made a motion to seal the minutes, seconded by Selectman Bryer. Motion carries; 3/0.

Selectman Bryer made a motion regarding Map 219/35 to allow an abatement request in the amount of \$2,978.98. Selectman Hodgdon seconded. Motion carried 3/0.

Selectman Bryer made a motion regarding Map 234/63 to allow an abatement



**Northwood Board of Selectmen
Minutes of June 13, 2017**

request in the amount of \$4,296.88. Selectman Hodgdon seconded. Motion carried 3/0.

Selectman Bryer made a motion to adjourn at 8:46 PM Selectman Hodgdon seconded. Motion carried 3/0.

Respectfully Submitted,

***Susan Austin
Land Use Secretary***