Board of Selectmen Minutes 04/27/10

Contributed by Lisa Fellows-Weaver
Thursday, 03 June 2010

Board of Selectmen

Minutes

April 27, 2010

Official as of May 25, 2010

Town Hall Northwood NH
Call to Order
Chairman Scott Bryer called the meeting to order at 6:07 p.m.

Roll Call
Chairman Scott Bryer, Selectman Robert Holden, and Selectman Alden Dill were present.

Public Comment - none

Appointments
Northwood Crankpullers Snowmobile Club
Jeff MacLeod and Don McMurchy
Mr. MacLeod and Mr. McMurchy met with the Board to discuss the proposed agreement with the Northwood Crankpullers to manage and maintain the Town’s new Class A Recreational Trail on Old Mountain Road. They presented a draft list of proposed terms and conditions. There was a general discussion concerning the Club’s current trail management and improvement activities. **Motion** Selectman Holden moved to send the draft list to Town Counsel for review and to have a formal agreement written up for review. Selectman Dill seconded. Motion passed 3/0.

Unfinished Business
Proposed Ordinances
The Board reviewed updated drafts of three proposed ordinances: Animal Control Ordinance (Ord. No. 10-02); Northwood Athletic Fields Regulations Ordinance (Ord. No. 10-03); and
BOS Bylaws Ordinance (Ord. No. 10-05).

Animal Control Ordinance (Ord. No. 10-2)
Town Administrator David Stack presented the changes that had been made to the original draft, based upon input received at the public hearing on 4/13/10. **Motion** Selectman Holden mo0ved to remove the Section 6. relative to dangerous dogs. Selectman Dill seconded. The Board discussed the language. Selectman Dill stated that the language reflects the language that is in State statute. The motion was defeated 2/1. The Board also discussed the boarding fees for impounded dogs and asked the Town Administrator to follow up with the Chief of Police on the actual costs.

Northwood Athletic Fields Regulations Ordinance (Ord. No. 10-3)
The Board reviewed some minor changes. There was a discussion about the section allowing dogs in the facility as long as they are on a leash. The Board decided to leave that section in the ordinance.

BOS Bylaws Ordinance (Ord. No. 10-5)
The Board reviewed and concurred with the changes that had been suggested by former Selectmen Knox, Curley and Witham. The Board asked the Town Administrator to add language relative to the roles of a single Selectman in the matter of a declared emergency prior to the next hearing on 5/11/10.

Appointment to Boards, Committees and Commission
Town Administrator Stack read the list of pending appointments and terms as follows:
Doug Chamberlain – Recycling Committee, 3 year term
Victoria Parmele – Agricultural Committee, 3 year term
Scott Martin, Agricultural Committee, 3 year term
Bruce Farr, Agricultural Committee, 2 year term
Alden Dill, Agricultural Committee, 2 year term
Bob Young, Agricultural Committee, 1 year term
MotionSelectman Holden moved to appoint all candidates. Selectman Dill seconded. Motion passed 3/0.

Voluntary Lot Mergers
At the last meeting on 4/13/10, the Board had decided to merge adjacent Town-owned parcels in two locations. The Town Administrator presented the required Lot Merger application for review and signature. **Motion** Selectman Holden moved to apply for a voluntary lot merger of parcels located at Tax Map 217, Lots 46 and 47. Selectman Bryer seconded. Motion passed 3/0. **Motion** Selectman Holden moved to apply for as voluntary lot merger of parcels located at Map 216, Lots 43 and 45. Selectman Dill seconded. Motion passed 3/0.

Manufactured Home demolition - 4 Thompson Drive
The Town Administrator reported that the Town had received five bids for the demolition and removal of the home located at 4 Thompson Drive. The bids are as follows:
Scott Carlton, $2,500; Hodgdon and Son, Inc., $3,430; D.L. Docko & Son, $3,500;
MD Tasker, $3,950; and Water View Construction, $4,250. Mr. Stack reported that RPF of Northwood will first need to conduct and environmental assessment to determine if there is asbestos in the home. If there is, the asbestos will have to be removed before the home is demolished. **Motion** Selectman Holden moved to accept the bid from Scott Carlton, contingent on him providing an acceptable certificate of insurance to the Town. If Mr. Carlton cannot, the contract will be awarded to the next low bidder, Hodgdon and Son, Inc., in the amount of $3,430. Selectman Dill seconded. Motion passed 3/0.

New Business
Acceptance of minutes - 4/13/10 regular and non-public; 3/23/10 non-public
Motion Selectman Holden moved to table the acceptance of the 4/13/10 regular minutes. Selectman Dill seconded. Motion passed 3/0.

Motion Selectman Holden moved to accept the 4/13/10 and 3/23/10 non-public minutes. Selectman Dill seconded. Motion passed 3/0.

Approval of Vendor Manifest
Motion Selectman Holden moved to approve the payables manifest in the amount of $569,993.09. Selectman Dill seconded. Motion passed 3/0.

Approval of Purchase Orders
Motion Selectman Holden motioned to approve the following purchase orders:
Hodgdon and Son, Inc., $6,400 for road grading; Glen Yorke Property Maintenance, $11,190.00 for property mowing and maintenance; Dave’s Painting and Cleaning, $7,980.00 for Town Hall cleaning. Selectman Dill seconded. Motion passed 3/0.

Two purchase orders presented were held for review and further information. During the course of the audit, the audit firm found that the Town had not properly calculated the amount of current use penalties that were to be transferred to the Conservation Fund and that $71,522.98 is owed to the Conservation Fund from the General Fund. There was also an amount found to be owed back to the Trust Fund for grant proceeds, in the amount of $6,815.00. The Board asked the Town Administrator to discuss the background on these two transactions with the Finance Administrator and report back to the Board.

Process assessing forms, applications and assessments
The Board reviewed a packet of applications from the Assessor. **Motion** Selectman Holden moved to approve the Assessor’s recommendations. Selectman Dill seconded. Motion passed 3/0 and the Board signed the assorted forms.

Town Hall emergency generator
Town Administrator Stack reported that the Town had received bids from four firms for the installation of an emergency power generator at the Town Hall. The bids are as follows:

12 KW 14 KW 18 KW 20 KW
ASE Electric LLC - Manchester $5,331.50 $7,231.00 $6,946.00
Lee Harris Electrical - Northwood $7,270.00 $7,970.00
O-Bees Electric - Northwood $7,650.00 $8,565.00
The Generator Connection – Barrington $8,200.00

Motion Selectman Holden moved to accept the bid from ASE Electric LLC, in the amount of $6,946.00 for the installation of a 20 KW emergency generator, contingent on the receipt and approval of cut sheets and specifications for the equipment. Selectman Dill seconded. Motion passed 3/0.

Municipal Agreement for Sidewalks and Flowage Release - Masten Estates
David Stack presented two agreements provided by the State and the Masten Estates developer
relative to the installation and future maintenance of sidewalks on Rte. 4 and the required drainage easement for the

sidewalk work. Selectman Dill expressed his concern that the agreement calls for the Town to provide winter maintenance of the sidewalks and that the Town currently has a policy
stating that the Town does not provide winter maintenance on any sidewalks except those located near the Chesley Memorial Library. The Board asked the Town Administrator to discuss the agreement with Town Counsel and report back to the Board on 5/11/10.

Insurance Agreements
Mr. Stack reported that the Town had received a proposal from Primex to extend the term of the Town’s liability insurance agreement in order to receive a discount on future premiums. The Board will discuss the offer in more detail at the 5/11/10 meeting.

Appointment of Town representative to the Strafford Metropolitan Planning Organization (MPO) Technical Advisory Committee (TAC)
Motion Selectman Dill moved to re-appoint Victoria Parmele as the Town’s representative. Selectman Holden seconded. Motion passed 3/0.

Resignation and Appointment - Rochester District VNA
Charlotte Klaubert informed the Board that she will be leaving her position as the Town’s representative. In a letter to the Board, she is recommending that Priscilla Merrill be appointed as the representative. **Motion** Selectman Dill moved to accept Mrs. Klaubert’s resignation with regret. Seconded by Selectman Holden. Motion passed 3/0.

Motion Selectman Holden moved to appoint Priscilla Merrill as the Town’s representative. Selectman Dill seconded. Motion passed 3/0.

Community Development Block Grant (CDBG) Economic Development Grant
Town Administrator Stack reported that the Town had been contacted by Laurel Bistany, Executive Director of the Rockingham Economic Development Corporation, about a possible CDBG application for up to $340,000 in CDBG Economic Development funds to provide a loan to Douglas P. Dimes to be used toward the purchase of D.R. Dimes & Company, a manufacturer of museum quality reproduction American furniture located in Northwood. The project will allow for the retainage of more than 17 jobs. The Board had questions about the grant and asked the Town Administrator to contact Ms. Bistany for more information before a decision is made to proceed.

High Street traffic concern
Mr. Stack stated that he had been contacted by Mr. Panel Dobre, a resident of High Street, concerning problems that he has had with traffic speeding up High Street. He recently had one of his dogs hit by a speeding car. Mr. Stack suggested that the Board may want to consider making High Street one way from Rte. 107 to Main Street. It is currently one way the other direction. Selectman Holden said that he would raise the concerns with the Highway Advisory Committee at its next meeting.

Reports
Town Administrator’s Report
Administrator Stack reported that the recent Community Cleanup Day was a success. Ten volunteers from Hannaford and the Loon Estates Cooperative picked up 20+ bags of roadside trash and junk.

Individual Selectman’s Reports
Selectman Holden reported that he had gone to the Transfer Station last Saturday at 2:15 p.m. and the Facility was closed. It is supposed to be open until 3:00 p.m. on Saturdays. The Town Administrator will speak to Steve Preston, the Station Supervisor.

There were no other reports.

Citizen’s Forum - none

Non-Public Session
9:15 p.m. **Motion** Selectman Holden made a motion, seconded by Selectman Bryer, to go into non-public session under RSA 91-A:3, II (a) – Personnel; RSA 91-A:3, II (d) - Sale of Town Property ; and RSA 91-A:3, II (c) - Ambulance bill waiver request

Roll Call Vote:
Selectman Holden - yes
Selectman Dill – yes
Selectman Bryer - yes
Motion passed unanimously 3/0.

9:45 p.m. **Motion** Selectman Holden made a motion, seconded by Selectman Dill, to come out of non-public session.

Motion passed unanimously 3/0.

Motion Selectman Dill made a motion, seconded by Selectman Holden, to seal the minutes of the non-public session. Motion passed unanimously 3/0.

Town Administrator salary
Motion Selectman Holden moved to grant the Town Administrator a 2% COLA increase that should have been made 4/1/09 and to grant the 2% increase retroactively to 4/1/09. Selectman Dill seconded. Motion passed 3/0.

Adjournment
9:47 p.m. **Motion** Selectman Dill moved to adjourn, seconded by Selectman Holden. The motion passed 3/0.

Respectfully submitted,
David L. Stack, TA