

## BOS Minutes 02/14/06

Contributed by  
Monday, 10 April 2006

Board of Selectmen

Minutes

February 14, 2006

Official as of April 11, 2006

Town Hall Northwood NH &ndash; February 14, 2006 7:00 p.m.

Call to Order

Chairman Edwards called the meeting to order at 7:00 p.m.

Roll Call

Present: Chairman Lucy Edwards, Selectman Scott Bryer, Selectman Ken Witham, Town Administrator Tammie A. Beaulieu.

Minutes needing acceptance:

Public: 12/27/05, 1/10/06, 1/19/06 work session, 1/24/06

**\*\*Motion\*\***

Selectmen Bryer motioned to approve the minutes of 12/27/05 as corrected. Seconded by Selectman Witham and made unanimous by Chairman Edwards 3-0. Citizen Forum

No citizen&rsquo;s present.

Appointments and Public Hearings:

6:15 p.m. John Gaudet &ndash; Long Pond Road &ndash; Town Property Bid (207-25)

Mr. Gaudet met with the Selectmen to discuss the bid that he submitted for \$200. The original bid he submitted did not specify that the association dues of \$925.000 would be paid in addition to the bid amount of \$200. Mrs. Beaulieu stated that he would need to submit a letter stating that the association dues would be paid as well. After this is submitted the process can begin.

The board reviewed minutes of January 10, 2006

**\*\*Motion\*\***

6:25 p.m. Selectman Bryer motioned to accept the minutes of 1/10/06 as amended. Seconded by Selectman Witham and made unanimous by Chairman Edwards 3-0.

Chairman Edwards asked if the generator had been tested at town hall. Mrs. Beaulieu informed the board that she has not been notified if this has been done. She knows that the generator works as it has been used by the highway department; however, she is not sure that the road agent has actually tested it at town hall. Chairman Edwards requested that an e-mail be sent to Bob Young to verify that this has been completed. The board also agreed that the generator should be checked.

**\*\*Motion\*\***

6:25 p.m. Selectman Bryer motioned to accept the non public minutes of 1/10/06 as amended. Seconded by Selectman Witham and made unanimous by Chairman Edwards 3-0.

The selectmen will take under advisement on whether the non public minutes would not be sealed in the future as they

are very general and staff should continue to process in the same manner unless the Board of Selectmen change the process. 6:30 p.m. Merritt Kathan &ndash; Tax Agreement

Mr. Kathan met with the Selectmen to discuss a tax agreement for back taxes on property. He explained his hardship situation. Ms. Beaulieu stated that Sabrina Williams from HSBC (lien holder) contacted the office and would like to pay the back taxes in full. Ms. Beaulieu explained that she can not authorize the re-payment from the lien holder without authorization from Mr. Kathan. Ms. Beaulieu explained the taxes and fees owed on the property to Mr. Kathan. Mr. Kathan will submit a letter authorizing HSBC to pay the back taxes and fees.

Reports and Communications from Town Officials:

Consent Calendar (signature file)

Ms. Beaulieu informed the Selectmen that in reference to item #6, during 1989 town meeting the town forest was implemented under the direction of the Conservation Commission. She reminded the board that in the future they must received permission from the Commission before signing contracts or making decisions relative to the cutting of town forest.

**\*\*Motion\*\***

6:45 p.m. Selectman Bryer motioned to approve the consent calendar. Seconded by Selectmen Witham and made unanimous 3-0 by chairman Edwards. Town Administrator

Underwood Engineer &ndash; Construction Bond Escrow Account

Underwood Engineers has submitted escrow account requirements for construction bonds for subdivisions that need engineering services. The construction bond recommendation is \$370,000 and escrow account needs to be set up starting at \$10,900 for the start of a new road process for Masten Estates Subdivision.

**\*\*Motion\*\***

Selectman Bryer motioned to accept the recommendation of Underwood Engineers for a construction bond in the amount of \$370,000 and \$10,900 for the start of an escrow account for Masten Estates Subdivision. Seconded by Selectman Witham and made unanimous by Chairman Edwards 3-0.

Public Hearing Reminder

Ms. Beaulieu reminded the board that a public hearing has been scheduled for Thursday, February 23, 2006 at 7:00 p.m. The public hearing is to adhere to the SB2 petition warrant article requirements and acceptance of road names. Ms. Beaulieu informed the board that the town clerk/tax collector requested that after the public hearing they would discuss her written recommendation for the deputy position. The board agreed.

Ellis Ring Correspondence

Ms. Beaulieu informed the board that their response letter to Mr. Ring was sent back to the town as refused. The letter will be re-sent via first class mail since the certified letter was returned.

Animal Control Officer

Mrs. Beaulieu received a letter from a resident praising the work of Don Evans, Animal Control Officer. This letter will be filed in the personnel file.

Cable Coordinator Duties

Mrs. Beaulieu informed the board that she was under the impression that the cable coordinator would be responsible to set up the PA system for town meeting at Coe-Brown Academy. She has learned that the town does not have the equipment for this function. The set-up of the PA system at Coe-Brown Academy is performed by student volunteers at this time, and is not positive that there will be student volunteers to perform this task. Chairman Edwards requested that this information be shared with Ken Curley and that she will investigate the purchase of a mobile system in the future.

2006 Warrant Discussion

Mrs. Beaulieu confirmed that all petition warrant articles have been added to the warrant. The board reviewed the articles.

**\*\*Motion\*\***

7:05 p.m. Selectman Bryer motioned to not recommend the petition warrant article #3 per recommendation of legal counsel. Seconded by Chairman Edwards. Selectman Witham opposed. Motion passed 2-1.

**\*\*Motion\*\***

7:05 p.m. Selectman Bryer motioned to not recommend the petition warrant article #4. Seconded by Selectman Witham. Selectman Bryer feels that the study of space at the town hall should be done by the town facility committee and if there is a need for a study of personnel at town hall, the local government center should be contacted to perform the study rather than creating another committee. Chairman Edwards made the vote unanimous 3-0.

7:05 p.m. Non-Public Session RSA 91-A:3,II (e)

**\*\*Motion\*\***

7:05 p.m. Selectman Bryer motioned to enter non public session under RSA 91-A:3,II (a,c, e.). Seconded by Selectman Witham and made unanimous 3-0 by Chairman Edwards.

**\*\*Motion\*\***

7:59 p.m. Selectmen Bryer motioned to exit non-public session and seal non-public minutes. Seconded by Selectman Witham and made unanimous 3-0 by Chairman Edwards.

Reports and Communications from Town Officials:

Town Administrator (Continued)

Network Issues

Mrs. Beaulieu explained that currently there is one company that addresses the computer network at town hall and another individual that coordinates the email programs. At this time, there is a problem with the email service since switching from Moregroupware to Microsoft Outlook. Each company seems unable to figure out the problem and is blaming one another; this creates a difficult situation for employees trying to use the email software. Chairman Edwards suggested that the Network Managers handle the email programs and computer networks for the town and have the website administered by Pete Jones, the current webmaster.

Ms. Edwards also recommended that Outlook be reinstalled on the board secretary computer. The network managers are responsible to fix the problem regardless of how the problem occurred. The board agreed.

Donation to St. Joseph Church

The board agreed to donate \$200 for the use of the parish center.

Assessing Expendable Trust

The board agreed that the costs for the current contract expiring in June 2006 should be expended from the expendable trust fund. The board signed purchase order #7508, to Brett Purvis & Associates, not to exceed \$25,000 for the current assessing contract. Mrs. Beaulieu has started interviewing for the assessing position as an employee of the town. The board discussed the needs for the assessing position. It was suggested by Rod Wood that the assessing position for the town should not have to be a full-time position. The board recommended that Mrs. Beaulieu contact the applicant regarding sharing the expense of a full time position with the Town of Raymond.

Gulch Mountain Pond Dam

Mrs. Beaulieu informed the board that Donna Lafond no longer wishes to be the contact person for information from town hall to residents in the area. Mrs. Beaulieu recommended scheduling a meeting with the residents and would like to receive information from Underwood Engineers regarding the status of the dam project.

Stop Sign request

Mrs. Beaulieu received a request from the planning board for the potential need of a stop sign to be erected at the intersection of Bennett Bridge Road and Sherburne Hill Road. Mrs. Beaulieu also stated that a selectman requested that

the Road Agent install a stop sign at the end of Lower Deerfield Road. This request was made by a selectman outside of a formal meeting. This request was made due to safety reasons. The board agreed that any requests should be made during a board meeting. Selectman Bryer requested that a stop sign also should be installed at the intersection of Bow Lake Road and Sherburne Hill Road, as well as replacement of a street sign on Tasker Hill, and a stop sign and street sign on Temperance Hill. A letter will be drafted from the board to the road agent informing him of their requests. The board agreed that the stop signs and street signs as mentioned above should be installed or replaced as needed.

#### Candidate's Night & Election - Change in Board of Selectmen meeting

Mrs. Beaulieu informed the board that Candidate's Night and Election Day is scheduled for the same evening as the selectmen meeting. The board agreed to meet on March 1 rather than February 28 (Candidate's Night). It was agreed that Selectman Bryer would present the warrant.

The board agreed that they will hold their meeting on March 14 as scheduled, however they will plan to meet at 5:00 p.m. and adjourn by 7:00p.m. to allow them to assist with the election process.

#### Assessing Update

Mrs. Beaulieu requested a total amount of abatements for 2006 to date from the assessor. The total amount is \$61,920.89, which is higher than expected due utilities. The board agreed to prepare a supplement for the utilities.

#### Strafford Perambulation

The board agreed to meet with Strafford on May 11, 2006 for the perambulation walk at 5:00 p.m.

#### Volunteer Firefighter Application

##### **\*\*Motion\*\***

Selectman Bryer motioned to hire Christi Winstead and Alicia Marshall as a part-time call firefighter per recommendation from Chief Ashford, pending a successful background check for both applicants. Seconded by Selectman Witham and made unanimous by Chairman Edwards 3-0.

#### Tax Deeded Property Update

Mrs. Beaulieu informed the board that she received a letter from Heidi Roche asking that the Selectmen avoid eviction process if she pays the back taxes in full within one month. The other property occupied by Donna Haycock is being followed up on as well and will enter into a tax agreement.

#### Notice of Violation

Mrs. Beaulieu informed the board that a notice of violation was received from the NH Department of Environmental Services for water testing at town hall due to water bacteria. Mr. Arsenault was sick and did not have the testing done when required. Mrs. Beaulieu informed the board that he has been informed that he should contact his deputy when he is unable to perform his duties as health officer. Mr. Arsenault has informed Mrs. Beaulieu that he has contacted the state and the situation is under control.

#### Forestry Contract

Mrs. Beaulieu stated that the board has signed the contract with Charlie Moreno for the town forestry project. The next step is to sign an intent to cut. The selectmen will sign the intent to cut when needed. The board also discussed waiving the timber tax for the town.

##### **\*\*Motion\*\***

Selectman Bryer motioned to waive the timber tax process for the town project. Seconded by Selectman Witham and made unanimous by Chairman Edwards 3-0.

##### **\*\*Motion\*\***

Selectman Bryer motioned to approve the Town Administrator as authorized signatures on Intent to Cut. Seconded by Selectman Witham and made unanimous by Chairman Edwards 3-0.

RSA 674:41

Mrs. Beaulieu informed the board that the building department is not following the guidelines of 674:41. Linda Smith is in the process of working out a flow chart for the Building Inspector/Code Enforcement department to be sure that the correct procedure is followed. She is also in the process of correcting situations that have occurred previously.

#### Recreation Hours

Mrs. Beaulieu informed the board that she has been receiving timesheets from Kevin Murphy for 60 hours /pay period. During a previous selectmen meeting it was discussed that his position has only 8 hours per week other than during spring/summer months. Mr. Murphy apologized and was explained that he was unclear as to the amount of hours he should be working. He would like to work the 8 hours a week until town meeting vote and requested that he be allowed to work 30 hours during the week of February 20-24. The board agreed.

#### Selectmen's Comments

Selectman Witham stated that Chief Ashford's expertise and experience in CPR and the emergency services field was responsible for saving someone's life a few days ago. Mr. Witham feels that he should be recognized and that the town should not lose sight of the tremendous service that the fire department and rescue personnel provide. The board agreed that they would have a letter written to Mr. Ashford.

Chairman Edwards asked the board if she should list the individuals running for offices as write-ins on the website. The board agreed that they are not positive of the people that are running as write-ins and would not recommend posting on the website at this time, unless requested specifically by individuals.

#### Transfer Station & Town Meeting & School Meeting

Mrs. Beaulieu stated that Mr. Preston questioned the need to close the transfer station for school meeting as the employees are willing to work. The board agreed that if the transfer station is closed on town meeting day than it should also be closed during school meeting and that they should open on Monday from 8:00 a.m. to noon instead.

The Selectmen signed the 2006 warrant.

**\*\*Motion\*\***

9:10 p.m. Selectman Bryer motioned to adjourn. Seconded by Selectman Witham and made unanimous by Chairman Edwards 3-0.

Respectfully submitted,

Jessi Leavitt

Administrative Assistant