

## BOS Minutes 05/04/06

Contributed by  
Monday, 08 May 2006

Board of Selectmen

Minutes

May 4, 2006

Official as of May 9, 2006

Town of Northwood, NH

Call to Order

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

Roll Call

Present: Chairman Scott Bryer, Selectman Ken Witham, Selectman Doug Shaffer.

Appointments

Open Bids and Selection of Roofing Contract

Two bids were received as follows:

> BMC General Contractors, Epsom NH - \$7,500.00 plus \$25.00 per hour for extra labor.

> Stephen Conway Enterprises Inc., Northwood NH - \$5990.00 plus \$30 per hour extra repairs.

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

Witham motioned to accept the bid for roof repairs from Stephen Conway Enterprises in the amount of \$5990 and per bid specifications if he is properly insured. Seconded by Witham and made unanimous by Bryer 3-0.

Bryer called for a recess

Bryer called the meeting back to order.

Finalize Petition Committee Town Hall

Bryer stated that he received letters of interest for the town administration study committee from James Hadley, Richard Covey, Stephen Bailey, Eric Reitter, Susan Carr, Marion Knox (who was already appointed by Mr. Robertson), Tim Jandebour.

The board agreed that Mr. Robertson can appoint Susan Carr. Bryer requested any additional volunteers. The board agreed that they would appoint Jim Hadley, Matthew Hotchkiss, Steve Bailey, Erik Reitter, Ronald Covey, and Tim Jandebour. Bryer asked if he could formerly submit a letter for the file.

Strafford Perambulation

Bryer stated that the Administrative Assistant informed the board that the site walk for the perambulation has been re-scheduled to May 18, 2006 at 5:00 p.m. Witham agreed he can attend.

Transcription of Minutes

Jessi Leavitt, Administrative Assistant joined the meeting briefly. Bryer explained that she asked that the board reconsider their decision made earlier to have detailed minutes. Bryer explained that with the current workload and the increase in meetings, her time is mostly spent doing minutes and daily work is falling behind. The board agreed that the minutes can be brief with only some detail.

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

Witham motioned that the Board of Selectmen meeting minutes do not have to be verbatim and done in the same manner as the school board minutes. Seconded by Shaffer and made unanimous by Bryer 3-0. Motion passed.

Proposal Items from Municipal Resources Inc. (MRI)

Bryer read the proposal submitted by MRI for the interim town administrator position. The estimated cost is \$5,000 for MRI to process the employment hiring of a Town Administrator. Shaffer was impressed with the estimate. Bryer reminded the board that this cost is not in the current budget. It was determined that the hourly cost for professional services, range from \$65 - \$75 per hour depending on which personnel from MRI is assigned. Bryer recommended that the board review materials provided and be prepared to make a decision on Tuesday. Shaffer stated that the Local Government Center also offers recruitment assistance free of charge. Bryer feels that the management is what he is concerned with. Bryer feels that MRI can do the work as this is their expertise.

The board discussed the monies needing to be paid out to the previous Town Administrator for severance pay and vested time is approximately \$12,000.

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

Shaffer motioned to enter non public session under RSA 91-A:3, II ( a through h). Witham seconded. Roll call, Shaffer yes, Witham yes, Bryer yes. Motion passed 3-0.

**\*\*Motion\*\*** Shaffer motioned to exit non public session and seal the non public minutes. Seconded by Witham and made unanimous by Bryer 3-0.

Selectman Comments

Bryer stated that he received a memo from the finance technician that information is needed so that forms can be processed.

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

Shaffer agreed to give Sandy Garrett authorization to sign the appropriate health insurance documents until permanent arrangements have been made. Seconded by Witham and made unanimous 3-0.

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

Shaffer motioned to negotiate a short term (3 Month) consulting contract with Harriet Cady with an expiration date of August 4, 2006 at a rate per hour not to exceed \$1,000 per week. Seconded by Witham. Bryer commented that he would like to consider at Municipal Resources, he realizes that this is more expensive but feels it would be a better decision for the town. Vote was called. Shaffer voted yes, Witham yes, Bryer no. Motion passed 2-1.

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

Shaffer motioned to adjourn. Seconded by Witham and made unanimous 3-0. Vote called. Motion Passed 3-0.

Respectfully submitted,

Jessi Leavitt

Administrative Assistant

Northwood Board of Selectmen

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