Northwood Board of Selectmen
Meeting Minutes of April 24, 2007

Town Hall Northwood NH – April 24, 2007

Call to Order
Chairman Bryer called the work session to order at 6:10 p.m.

Roll Call
Chairman Scott Bryer, Selectman Alden Dill, and Town Administrator Harriet Cady. Selectman Ken Curley arrived at 6:20 p.m.

Public Comment
Deb Locke, recreation commission member, stated that the rec committee had asked Steve Preston if they would be able to have one of the transfer station signs. She mentioned the poor turn out at the spaghetti dinner. Mr. Preston stated that he had offered the recreation director the big sign that has Coe Brown on it.

Town Administrator's Report:
Abatements:
Ms. Cady presented the board with an abatement for $125. for Maxfields, and an abatement for Fletchers for $1,432. ****Motion** Mr. Dill motioned to grant the abatement for $125 for Maxfields. Seconded by Mr. Curley. Motion passed unanimously; 3/0.** The abatement for the Fletchers was held due to questions relative to previous exemptions, abatements on current use. Ms. Cady will address these issues.

Ms. Cady presented the board with the following:
Elderly exemption for Jane Bell
Current Use for Diane Anderson
Handicapped for Joyce Thorner
Veteran's Exemption for Bernard Gynan for $250.
****Motion** Mr. Dill motioned to approve the above as presented. Seconded by Mr. Curley. Motion passed unanimously; 3/0.**

Junkyard License:
Ms. Cady presented the board with a request for a junkyard license for K&E. ****Motion** Mr. Dill motioned to sign the junkyard license for K&E. Seconded by Mr. Curley. Motion passed unanimously; 3/0.**

Timber Cut:
Ms. Cady presented the board with a timber tax levy for David Storey and Graves Family Revocable Trust. She also presented the board with an intent to cut for Douglas Peterson. ****Motion** Mr. Dill motioned to sign the timber tax levy for Storey and Graves as well as the intent to cut for Peterson. Seconded by Mr. Curley. Motion passed unanimously; 3/0.**

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Fire and Rescue Appointments:
Ms. Cady presented the board with a recommendation for John Difeo to be appointed to the Fire/Rescue Department. ****Motion** Mr. Dill motioned to sign the appointment for J. Difeo. Seconded by Mr. Curley. Motion passed unanimously; 3/0.**
Ms. Cady presented the board with a recommendation for Michael Funicella to be appointed to the Fire/Rescue. ****Motion** Mr. Dill motioned to sign the appointment for J. Difeo. Seconded by Mr. Curley. Motion passed unanimously; 3/0.**

Payroll Manifest:
Ms. Cady presented the board with the payroll manifest for $55,131.37. ****Motion** Mr. Dill motioned to approve the payroll manifest for $55,131.37. Mr. Curley seconded. Mr. Bryer made the motion unanimous; 3/0.**

Recycling Committee Appointments:
Ms. Cady presented the board with the following appointments to the recycling committee:
Doug Chamberlin – 3 year term
Ben Edwards – 3 year term
****Motion** Mr. Dill motioned to appoint Mr. Edwards and Mr. Chamberlin to the recycling committee with a term to expire in 3 years. Mr. Curley seconded. Mr. Bryer made the motion unanimous; 3/0.**

Lord's Complaint:
A discussion was held regarding a complaint received by the Lords regarding the culvert and years of complaints. To be addressed alter in the meeting with Mr. Wilson.

Town Hall Mail Process:
A discussion was held regarding mail delivery. A memo to be sent out to all town employees stating that any mail received with an employees name shall be opened and date stamped. IF addressed to the police commission or police department then the envelope shall be date stamped.

Code Enforcement Request:
Ms. Cady stated that she has received a request from Mr. Hickey to schedule a meeting with the selectmen and a representative from NHDES regarding bed bottom inspections.

Personnel Policy:
A discussion was held regarding updating the personnel policy. Mr. Bryer would like to know if the personnel policy can be obtained in a word document.

Appointments:
6:15: Strafford Regional Planning Commission (SRPC)
Cynthia Copeland from SRPC met with the selectmen regarding the re-alignment and re-designation of the Seacoast Metropolitan Planning Organization (MPO). Ms. Copeland asked the selectmen's support and endorsement of the re-designation of two metropolitan transportation planning organizations. She explained that there will be no effect on the existing projects in the state's ten year transportation plan of with the funding for the MPO or staffing. She did note that there will be some

reduction in the work load; however, the SRPC workload will stay the same. She added that the commissioners will have less distance to travel and the district will stay within the 18 communities of Strafford Regional Planning. She stated that there will be no cost and great administrative benefits. Ms. Copeland stated that the re-designation requires the approval of the selectmen. Mr. Sill asked how Northwood would benefit. Ms. Copeland replies that this will help with traffic, transportation, and the integration of land use. ****Motion** Mr. Curley motioned for the town to support the Resolution for Seacoast Metropolitan Planning Organization. Seconded by Mr. Dill. Motion passed unanimously; 3/0.** The document was signed by the board.

Ms. Copeland thanked the town for their support in signing the Memorandum of Understanding (MOU). She noted that Northwood was the second town to support and sign the MOU. She provided a map of the town.

6:40: Road Agent Jim Wilson and Emergency Management Director Robert Young
Steve Bailey also came to the table.
Mr. Bryer stated that a complaint had been sent to the selectmen, building inspector, and highway department from the Lords regarding the Bow Street culvert. Mr. Wilson stated that it is a town culvert across the road and what has been added on is not in the right of way of the town; however, it is tied into the town's culvert. Mr. Bryer requested that Mr. Wilson look into the problem, provide a written report of the problem so that further correspondence can be sent.

Mr. Wilson provided a status report on Old Turnpike Road. Mr. Dill asked what was being done about Camp Yavneh's road and Mr. Heald's road. Mr. Wilson replied that nothing has been done to date as he usually waits until the roads dry out. He explained that he would be applying gravel to these areas. Mr. Wilson stated that there is still some work that needs to be done on Mountain Road. Additional areas needing work are Bow Street and a culvert on Harmony Hill Road. Mr. Curley asked about driveway culverts on Old Turnpike Road. Mr. Wilson replied that he has not had a chance to check these yet as he was more concerned with getting the main roads passable. Other general discussion was held regarding other roads.

Mr. Young stated that the biggest problem still is with the phone service. He has been a part of conference calls with the Office of Emergency Management where it was noted that it may be a month before phone service is completely restored. Mr. Bryer stated that Verizon had provided cell phones to the towns of Nottingham, Deerfield, and Raymond. Mr. Young replied that was correct; however, only if there were no dial tones available.

Further discussion was held regarding how 911 calls had been switched to the local police department where there was round the clock coverage of phones where officers have been answering the calls. Mr. Young stated that he brought in phones that are voice over internet through Bay Ring. There are still some problems with the number switching; however, Northwood is expected to have the phone service back by tomorrow afternoon as Verizon is bringing in circuit boards.

Mr. Dill stated that since town hall has been without communications, town employees have been using their own personal cell phone to conduct town business. He asked how the board would like to

address reimbursing these employees for their cell phone charges. Mr. Bryer replied that he was not aware of this and asked if there was a town cell phone that remained in the office for emergencies. Ms. Cady replied no. She also noted that some of the town's Nextel phones were not working either. Mr. Bryer requested that employees provide the board with proof that additional out of pocket expenses were made for cell phone usage for town business. Ms. Cady stated that in her case, her cell phone bill provides an itemized call list. She stated that she will send out a memo requesting an expense sheet for personal costs.

Ms. Cady stated that she has submitted a claim to Primex for the damages to the police and fire stations. She stated that Primex did contact her regarding the claim and asked if the roof was damaged or if the water had come in through the eaves. She was requested to obtain written estimates from contractors for the repairs. Mr. Bailey replied that relative to the police department, shingles did come off the roof. There was some ceiling damage as well which will require a new ceiling. As far as the fire department, there was some trim damage done to the Narrows Fire Station.

Mr. Bailey stated that many town's people have been using their personal vehicles as well as personal equipment. He added that this has occurred probably more than what the selectmen are aware of. Mr. Dill asked at what stage the town is at for state aid. Mr. Young replied that all P.D.A.'s for all the counties have been submitted. He believes that all counties had reached their thresholds. Mr. Dill also asked if any invoices have been received. Mr. Wilson replied no and added that it appears that they may have over estimated. Mr. Bailey stated that he worked with the road agent, April 23 and 24 and one thing he knows from last year is to measure the damages by foot length. He noted that he has been taking pictures. Mr. Dill stated that there needs to be cameras in town hall readily available. Mr. Young added that the town really pulled together, a lot got done in a short period of time. Northwood is in better condition than some other towns from the great cooperation. Mr. Bailey stated that fire and rescue reported last night that they did around 60 calls in a 7 hour period.

Mr. Bryer asked when the road agent will have the bids out for roads. Mr. Wilson replied that he would like to see what the town will receive from FEMA.

Mr. Young stated that the town needs to have the Hazardous Mitigation Plan approved from last year and an addendum will need to be done from issues that occurred this time. Mr. Young added that he will be in with that within a few weeks. Mr. Bryer thanked Mr. Young for all of his work.

Judy Pease asked about an organized evacuation/safety plan for staff in town hall. She asked if a drill can be done for the staff. Mr. Young replied that something can be scheduled and the town's polices and procedures should be reviewed as well. Ms. Cady added that during emergencies there are no utensils in town hall for supplying food. She requested permission to purchase a set of pots and pans for the kitchen down stairs. Mr. Curley replied that would be a good decision. Mr. Bryer suggested that a work session be scheduled to determine needs for an emergency and Mr. Bailey added that this would be under emergency management too.

Acceptance of Minutes

Minutes of April 3, 2007: Mr. Bryer asked what the requirements are for receiving a veteran's exemptions and if it is per property or for the primary residence only. Ms. Cady will check into this

with DRA and the town's assessor. **Motion** Mr. Dill made a motion, seconded by Mr. Curley, to accept the meeting minutes of April 3, 2007, as written. Motion passed; 3/0.

Minutes of April 10, 2007: **Motion** Mr. Curley made a motion, seconded by Mr. Dill, to accept the meeting minutes of April 10, 2007, as written. Motion passed; 3/0.

Minutes of April 17, 2007: The minutes of April 17 are postponed.

Non Public Session:
7:30 p.m. **Motion** Mr. Curley made a motion, seconded by Mr. Dill, to go into a non-public session under RSA 91-A:3II(a) and (c) to discuss the wage study.
Roll Call Vote:
Selectman Curley – yes
Selectman Dill – yes
Selectman Bryer – yes
Motion passed; 3/0.

7:48 p.m. **Motion** Mr. Curley motioned to come out of the non-public session. Seconded by Mr. Dill. Mr. Bryer made the motion unanimous; 3/0.

Motion Mr. Curley motioned to seal the minutes of the non-public session. Seconded by Mr. Dill. Mr. Bryer made the motion unanimous; 3/0.

Appointments Continued:
7:50-Appointment with Planning Board:
Planning Board members present were Chairman Eric Reitter, Peter Jones, and Joanne Carette. Mr. Reitter stated that the request for this meeting was to discuss the planner's position. He explained that when the planner was hired originally, the plan and intent was for the planner to be able to work at home for a portion of the time due in part to limited space within the office. He added that productivity is also a factor and to consider. Mr. Reitter stated that the space issue continues to be a factor. Ms. Planchet, the town planner, has requested that the planning board to address this issue with the selectmen again. Mr. Dill, the selectmen's representative to the planning board, asked for a copy of the advertisement and added that the position was advertised as a flexible work position. He noted that that was addressed when Ms. Planchet was hired too. Mr. Reitter replied that the advertisement did not specifically state the working at home flexibility.

Mr. Bryer asked how many hours the planning board would expect the planner to be working at home. Mr. Reitter replied that the position was for 15-20 per week and he would suggest that no more than half would be completed at home. Mr. Bryer stated that he does not have a problem with the planner working at home; however, only for 3 to 4 hours as he felt that for accountability, the majority should be completed in town hall. Mr. Curley stated that he would not mind if there were a way to track the accountability for the work done at home. Mr. Reitter explained that work done at home would be complete reviews of plans and applications in which a report is done and a checklist is completed. Further discussion was held regarding originals and documents leaving town hall. Mr. Reitter further explained the contents of a planning board application and 10 sets of plans are

provided by the applicant. Mr. Dill noted that there is a significant space constraint in the planning department and there is no room to spread out these plans to do a thorough review. Ms. Cady noted that Ms. Smith is in regularly on Mondays only and there are other areas for plans to be reviewed, which Ms. Planchet has used such as the town hall tables.

Mr. Curley asked who oversees and monitors the work of the planner. Mr. Reitter replies that the planning board oversees the work. Mr. Curley added that he would not have a problem for the planner working at home as long as there was a way to make sure the work was getting done and that the planning board was monitoring and overseeing the planner's work. Mr. Bryer stated that it is a public accountability issue.

Mr. Dill asked what the planning board is looking for. Mr. Reitter replied that it is specifically for Mondays when the staff overlaps. That is what was originally discussed. He explained that the planner is working 2-3 days a week and attends the planning board meetings. Mr. Reitter stated that there were discussions previous held regarding establishing additional office hours on Thursdays.

Mr. Bryer suggested that the hours allowed to be worked at home be capped off at 4 hours per week. Mr. Reitter felt that would be fine and that the 4 hours was reasonable. He also thanked the board for their compromise. Mr. Jones commented that having an employee working at home you sometimes get more hours of the person and some time for free. ****Motion** Mr. Curley motioned to allow the town planner to work at home for a up to 4 hours per week. Seconded by Mr. Dill. Mr. Bryer made the motion unanimous; 3/0.**

Selectmen's Comments:
Alden Dill thanked everyone for their help during the flood. He really appreciated the contractors help.

Ken Curley also thanked everyone. He stated that he and Alden had driven around town surveying the damage. The crew that was working was efficient and did a great job of getting the roads passable and at the lowest costs possible.

Scott Bryer also reiterated the appreciation for the help throughout town.

Public Comments
Jean Lane asked what the board will be doing regarding the large branches and debris that has fallen in the cemeteries. Mr. Bryer replied that the cemetery trustees should be contacted to see if they need help with the clean up.

Marion Knox thanked Ms. Lane for her attendance at a recent highway advisory meeting and for her taping the meeting in her absence due to the floods. She stated she has received some corrections to the minutes and provided them to the board.

Roger LeClerc asked when Old Turnpike Road will be opened. Mr. Dill replied that he expects it will be opened this week. He noted that there already is one lane traffic. He added that the progress that has occurred on Old Turnpike Rd. was quicker than anticipated.

Lawn Mowing Bid
Mr. Bryer stated that the town needs to put the bids out for lawn mowing. Mr. Janelle asked which properties will be going out for bid for lawn mowing. Mr. Bryer replied that he should speak to Jim Wilson and Charlie Pease. Further discussion was held regarding where and when to advertise. ****Motion** Mr. Curley motioned to advertise the mowing, areas to be mowed to be determined, for the town in the Concord Monitor, Foster's, Suncook Sun. Seconded by Mr. Dill. Mr. Bryer made the motion unanimous; 3/0.**

Transfer Station Position
Mr. Dill stated that the position passed at town meeting and the board needs to determine if they will be honoring the vote from town meeting or not. He would like to see how the other selectmen feel and get the matter resolved. Mr. Curley stated that there needs to be someone at the transfer station that knows about recycling and can handle the job in the context of the town's landfill. He explained that there will be a technical committee meeting with at least three members. He added that he has always supported a full time attendant for the transfer station. ****Motion** Mr. Curley motioned to authorize a full time attendant for the transfer station. Seconded by Mr. Dill.** Mr. Dill stated that he supported the position being a full time position. He explained that he would be voting against the full time position now due to the fact that it seemed to be the will of the people at town meeting, which was to not have the full time position and keep it at the current level.

Mr. Curley stated that there is no official recount and the only count is the count from town meeting. Mr. Curley added that there has been a need for a full time person for the past 4 years.

Mr. Bryer stated that he supported the position. He explained that he appreciated that the Administrative Study Committee had advocated the position being full time. He further explained a vote challenge process and that the recount needs to be done at town meeting. If there is no challenge, the vote stands. He added that he was told by the town's moderator and town clerk-tax collector that there was an error with the count. He stated that he cannot fund the position given the vote of town meeting. Mr. Dill agrees. ****Motion** Mr. Curley made an amendment to the motion to not approve the full time position; however, increase the hours of the transfer station attendant.** Mr. Dill stated that he would like to vote on the original motion and address the increase of hours as a separate issue. He added that he would like to speak with the transfer station employees and make sure that this is a viable solution. Mr. Curley replied that he feels that this is the same issue. He added that this matter has been put off for two years and feels that it needs to be dealt with now as there is a need now. Mr. Bryer called for a roll call vote.
Roll Call Vote:
Selectman Curley – yes
Selectman Dill – no
Selectman Bryer – no
Motion failed; 2/1.

Mr. Bryer stated that a non public session should be scheduled with the transfer station employees.

Fee Schedule:
Mr. Bryer stated that the fee schedule should be reviewed at the next meeting.

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Additional Public Comment
Jean Lane stated that the men are doing a good job at the transfer station. Mr. Dill agreed and added that he would vote as the citizens had asked him to vote although he supported the position and other positions as well.

Tim Jandebaur stated that he was saddened that the warrant article did not pass. He stated that there needs to be a policy regarding the transfer station. He stated that things be done in a strait forward manner.

Rick Wolf stated that the position can be put on the ballot again next year and again let the people decide.

8:25 p.m. Motion to adjourn the meeting was made by Mr. Dill and seconded y Mr. Curley. Motion passed unanimously; 3/0.

Respectfully Submitted,

Lisa Fellows-Weaver
Board Secretary