



**Northwood Board of Selectmen
Minutes of December 18, 2007**

Town Hall Northwood NH – December 18, 2007

Call to Order

Chairman Scott Bryer called the work session to order at 6:00 p.m.

Roll Call

Chairman Bryer, Selectman Ken Curley, Selectman Alden Dill, and Town Administrator Paul Martel.

Budget Reviews

Library and Library Trustess

Librarian Donna Bunker was present representing the library, along with Norma Heroux. Ms. Heroux explained that there was no notice this year relative to freezing the budget, it was just done. She stated that the library was planning to replace two computers, referenced in line 690, \$2,654.00; however, were holding off until bottom line figures were distributed. She added that the selectmen had previously stated that there maybe a need for additional funds. They held off with purchases as they did not want to over expend their bottom lines due to salary changes. They would like to purchase the two computers now, which they had budgeted for. She requested that the selectmen allow the library to purchase the computers that they really need.

****Motion** Mr. Curley motioned to allow the library to purchase two computers. Seconded by Mr. Dill. Motion passes unanimously; 3/0.**

In addition, Ms. Heroux requested that the line for mileage and travel be adjust by adding \$100.00 to \$680.00, line 830. This is for traveling to conferences, workshops, etc. ****Motion** Mr. Dill motioned to increase line 830 by \$100, to total \$680. Seconded by Mr. Curley. Motion passes unanimously; 3/0.**

Building

Mr. Bryer noted that all selectmen agreed to make the building department a full time department with a full time building inspector. Mr. Martel asked about budgeting for benefits. The board agreed to budget for a family plan. Mr. Dill requested that Mr. Martel contact the Local Government Center for figures. Mr. Bryer suggested \$55K for budgetary purposes.

Highway Administration

Mr. Wilson met with the board. A discussion was held regarding the fact that the department and selectmen amounts do not match. It was determined that there was an error, line 111, had not been updated.

Discussion ensued regarding the road agent salary position and COLA increases to elected officials. Mr. Martel stated that the board has given one elected official a COLA increase already, town clerk/tax collector. Mr. Bryer stated that elected positions are elected; you run for the position and know what it pays. He added that the town clerk/tax collector was a part of the wage study last year and it was determined that Northwood was slightly higher than other towns. Mr. Curley stated that the selectmen, another elected official, were not included with the wage study. The board agreed to continue with the budget and hold of on discussion of COLA increases for elected officials.

Mr. Dill asked about contracted services. Mr. Wilson explained that this line is for the portable toilet, engineering services, smaller items; not personnel. No additional discussion was held regarding the department's budget.

Approved-- December 27, 2007



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Paving and Reconstruction

Mr. Bryer asked if there are any outstanding invoices. Mr. Wilson replied that there are some for plowing. Flooding and FEMA was discussed. Mr. Wilson stated that not all of the money anticipated from FEMA has been received so some of the roads that were to be done did not get completed. Pittsfield Road and Old Turnpike Road were not paved. Harmony Road was completed as well as Bow Street, which was not a road that had been originally planned on. Mr. Wilson stated that the highway advisory committee has suggested work be done on Old Pittsfield Road and Green Street. He added that he would like to do some ditching on Old Canterbury Road. Mr. Bryer asked about the 5 year plan. Mr. Wilson explained that he would like to encumber some of the FEMA funds. Mr. Bryer replied that there is no contract in place and a bid process must be done. He added that he does not want to enter into a contract at the end of the year just to encumber funds. Further discussion was held regarding road work and pricing due to fuels costs. Mr. Bryer stated that an explanation should be added noting that due to flooding that has occurred and contractual issues, paving was not completed. He suggested increasing the budget by the amounts provided from 2007 and adjust for inflation this year. The board asked if the FEMA money was put back into the budget. Mr. Wilson added that \$77,000 has been received.

Discussion was held to add \$233,000 to line 681 for a total of \$413,000. Quotes were discussed and Mr. Wilson feels that he can do it for less.

Highway Cleaning and Maintenance

The budget presented was approved.

Snow and Ice

Costs for snow removal so far was discussed. The increase was \$94,000. The board was okay with the presented budget.

Street Lighting

The budget presented was reviewed. No discussion was held.

Water System

Bids for the water system for the town garage were opened and read as follows:

McBrides - \$2950.00

Chase Water Systems - \$2000. Certificate of insurance was also provided by Chase Water Systems.

Mr. Bryer asked about the warranty. He stated that the warranty should be at least a minimum of 5 years. ****Motion**** Mr. Bryer motioned to award the bid for a water system at the town garage to Chase Water Systems for \$2,000. pending 5 year warranty. If no warranty, contact McBride. Seconded by Mr. Dill. Motion passes unanimously; 3/0.

Salary

Mr. Bryer stated that the salary for the road agent should remain the same as it is an elected position. Mr. Curley noted that it appears that some positions are getting the increase. He suggested that other towns be contacted. Mr. Bryer replied that other towns may have only one position, it is appointed, and maybe a flat salary. He added that the budget committee has overridden the BOS in the past. Mr. Curley stated that the board already agreed to give a COLA increase to the town clerk/tax collector. Mr. Dill asked if capping the elected positions would be a warrant article. Mr. Curley stated that he



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can understand not giving a COLA to the elected officials; however, he added that the board can still give them a raise. ****Motion** Mr. Bryer motioned to leave the road agent salary to remain the same as last year. Seconded by Mr. Dill. Motion passes; 2/0/1. Ken Curley abstained.**

Emergency Management

Bob Young was present regarding emergency management. He stated that there used to be contingency lines in the budget and they were removed a few years ago as it was raising the bottom line of the budget. He stated that there are no funds available if there were to be emergencies and asked for a reserve fund to be created for any emergency situation. Mr. Dill asked if there should be supplies in town hall as it is the primary shelter. Mr. Young replied and noted that the town will use the school as well if the amount of people should exceed the town hall allowance. He added that sometimes school is in session. Mr. Young stated he will provide a list and felt that most of the supplies could come from within the proposed budget.

Mr. Young mentioned the wiring in town hall. He asked if this item should be within the emergency management budget. He explained the panel needs to be rewired as the power is not set up to town hall. Mr. Bryer stated that it should be included in the general government buildings. Mr. Young stated that the school is now rewired for generator capabilities, which occurred this year.

Mr. Young stated that the public hearing needs to be held for the town's mitigation plan. Mr. Martel stated that this is scheduled for January 8, 2008.

Cemetery Trustees

Bill Bushnell met with the board regarding the cemeteries budget. Mr. Bryer asked about the mowing costs. Mr. Bushnell stated that \$3,000 was damages due to floods. He added that \$2,750. was reimbursed from FEMA. Mr. Bushnell noted that if the storm damage was removed, the department came in under budget. He explained that there will be two trees that need to be removed at Fairview Cemetery.

Town Administrator's Report

Gulch Mountain Road

Mr. Martel stated that he received comments from town counsel, as requested, regarding the \$750. for the Gulch Mountain Dam. He explained that this needs to be paid and a disclaimer must be added regarding paying it and an association must be created.

Lighting at Library

Mr. Martel stated that the trustees have asked who was paying for the electricity for the light pole at the library. Mr. Bryer believes that this may be under the street lighting budget. Mr. Martel will check into this.

Lamprey Regional Co-Op

Mr. Martel stated that there is a meeting in Madbury tomorrow at 3:30 to review the Lamprey budget. He added that the figures presented do not match. Mr. Martel will attend the meeting.

Town Report

Mr. Martel stated that town report deadline is January 2.



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Tree Warden

Mr. Martel asked if the town has a tree warden. He will contact the conservation commission.

Underwood Engineering-Responses to DES re: Old Turnpike and Old Canterbury Roads

Mr. Martel stated that he has received responses from Underwood Engineering to NHDES regarding repairs and plans to Old Turnpike and Old Canterbury Road.

NH Public Works (NHPW) Standards and Training Council Membership

Mr. Martel explained that the NHPW has sent a membership for the town. This membership provides the street workers for potential trainings. The cost is \$100. The board agreed to join the NHPW Standards and Training Council. Mr. Dill noticed that line 43111-820, training/conference highway department was a negative \$150.00. Mr. Martel will check into this.

Waste Disposal Supervisor - Job Description

Mr. Martel explains that the safety committee has requested to change the job description for the Waste Disposal Supervisor so it will comply with the OSHA requirements. Mr. Martel read the changes to be added to the job description. The board agreed to the proposed change.

Deficiencies at Community Hall

Mr. Martel referred to a list of deficiencies he received from the building inspector regarding the Community Hall. No cost estimate was provided. The board recommended that the list be forwarded to the facilities committee.

Carpeting in Town Hall Hallways

Mr. Martel referred to a memo from the building inspector requesting to purchase additional carpets in the town clerk's lobby. Mr. Martel will provide cost estimates for purchasing in 2008.

Building Department Budget-Line 391

Mr. Martel stated that the board requested an explanation regarding line 44111/391 when the health department's budget was presented at last weeks meeting. Mr. Martel stated that this is for emergency health issues that may arise. An example would be for a failed subsurface disposal system for a residence that the owner could not afford to replace. The town would then have to repair the system. Mr. Bryer stated that this is the homeowner's responsibilities and he does not agree. The board agreed to leave the amount of \$500.

Safety Committee-Frozen Gutters

Mr. Martel referred to a memo from the safety committee regarding frozen gutters above the doors, as it is causing ice on the walkway. He explained that some action needs to be taken and suggested a "V" be added to the roof. The board agreed for Mr. Martel to talk to Mr. Wilson.

Evacuation Plan

Mr. Martel presented the approved evacuation plan for this building, for signatures.

Budget Reviews

Budget Committee

Ms. Smith was present regarding the budget committee and the proposed budget, which was level funded.



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Planning and Development

Ms. Smith presented the planning board's budget. Mr. Dill asked about the discrepancy of the planner's salary. Mr. Martel replied that the new salary amount was not calculated correctly.

A discussion was held regarding line 330. Ms. Smith explains that this line is for special projects. An example was for the water resources matching grant. She added that there are four areas that the board will address after the review is completed. There will need to be consulting fees as a follow up to the grant for ordinance development, possible access management projects, GIS, and map changes.

Discussion ensued regarding legal services. Mr. Bryer stated that only \$350. was spent. Ms. Smith stated that an invoice has not been received for December. On the invoice would be review of warrant articles and Attorney Walter Mitchell recently attended a planning board meeting. She further explained that \$2,000-\$3,000 is typically spent on general issues. She stated that there is a need for funds to be available for problems that may occur from conflicts that may arise.

Mr. Bryer asked about the printing and advertising line, 550. He stated that only 20% was spent and the board is requesting \$2,500. Ms. Smith replied that this line is an in/out line. This line is for public notices and other notifications. Revenues obtained from application fees; it is spent only if necessary.

Mr. Bryer asked about the equipment line, 690. Ms. Smith explained that should the recorder stop working, keyboard replacement, computer issues, etc.

The board agreed with the proposed total of \$53,000 with the possibility that the figure will increase due to the planner's salary line.

Zoning Board of Adjustment

Ms. Smith presented the zoning board of adjustment's budget. Ms. Smith stated that the department is level funded. Mr. Bryer referred to the legal line, 320, and asked if it could be reduced. Ms. Smith replied that the planning board is proposing a few zoning ordinance changes and the state is introducing a major change this year for the Comprehensive Shoreland Protection Act. She added that as the town grows, there are more challenges presented to the board as developing has changed. Mr. Dill asked if the line could be reduced to \$5,000. Ms. Smith replied that would be reasonable knowing that if there were legal costs she would bring it back to the selectmen. Mr. Bryer stated that line 320 should be reduced for department and selectmen from \$7,000 to \$5,000.

Conservation Commission (CC)

Ms. Smith met with the selectmen to present the conservation commission's budget. Mr. Bryer stated that line 320 should be cut \$9 down to \$1 to keep the line open. Additional discussion ensued regarding line 330. Ms. Smith explained the CC is proposing a work plan development for Lucas Pond and also plans to redo the town's outdated forestry management plan. Mr. Bryer stated that if the line contains money for Lucas Pond; it should be under the recreation department. Ms. Smith replied that this is for a work plan; however, she does not have a breakdown. The estimate for the forest management plan was \$5,000. She referred to line 491 for a possible small forest cutting and there is a need for money to begin the projects and out of pocket costs. She added that the CC had noted that the cutting really needs to be addressed.



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After discussion, the selectmen recommend that line 330 be reduced by \$3,000 to \$7,000. The department requests that the line remain as proposed, \$10,000. Mr. Bryer suggested that line 491 be cut by \$3,000 down to \$1,000. Mr. Dill and Mr. Curley were in agreement.

A brief discussion was held regarding training. She explained that the CC had increased the line in the past in hopes to attend additional work sessions; however, determined that they were more costly.

Ms. Smith referred to the executive office and stated that the salary presented for her for last year was an estimate in that it was her first time doing the town report. She was not sure as to how many hours she would need to complete the project. She requested that her salary line be level funded.

Treasurer

Joe Knox was present to meet with the board regarding his budget. Mr. Knox requested an increase of \$2,313. to his salary. He explained the hours have increased to 625 hours per year. He stated that it has been three years since he has received a raise. He is doing more work for the town and enjoys his work. Mr. Knox explained his duties as a treasurer with the schools. He noted that he has not had to borrow in almost 20 years; however, this may be the year that this changes. Mr. Bryer stated that this is an elected position. Mr. Knox stated that there is more time invested than what people realize. Mr. Dill asked if the position was reviewed for the wage study. Mr. Knox replied that there are treasurers that have deputies that assist them more than the deputy he has does so he is doing more. Mr. Knox explained that his deputy covers when he is on vacation. Mr. Knox noted that there is other time outside of town hall when he is working. Mr. Curley stated that there is no policy in town for elected officials and he added that the board already agreed to give one elected official a COLA. Mr. Bryer requested an analysis of the treasurers in town's of Northwood's size. Mr. Knox also noted that he does not receive any health benefits.

Mr. Bryer called for a recess to review an analysis of treasurer's salaries. When session resumed further discussion was held regarding the treasurer's salary. Mr. Curley stated that the board reviewed the wage plan and it is inconclusive if the \$15 request is warranted. Mr. Dill stated that most towns pay by salary and it is not noted as far as work for deputies. Mr. Bryer stated that there were 4-5 towns that made more than Mr. Knox; however, the majority was less. The average was between \$4,500-\$5,500. Mr. Curley stated that, to be consistent, he would vote for a 1.5% COLA increase. Mr. Bryer suggested an analysis be done for next year and it be reviewed on annual basis. ****Motion** Mr. Dill motioned to raise the salary \$2,000., line 130, from \$5,830 to \$7,830. Seconded by Mr. Curley. Motion passes; 2/1.** Mr. Bryer was opposed. Mr. Knox requested that his figure remain as presented.

T.A.N.

Mr. Knox requested that this be increased to \$15,000. The board agreed.

Welfare

Welfare Director Doug Chamberlin was not able to attend to present the budget. Mr. Martel presented in his place. Mr. Bryer stated that the economy is not getting any better. He suggested that the heat/oil line, line 441, be increased to \$2,000., line 440 for rentals should be increased to \$15,000., line 890, miscellaneous should be increased to \$3,000. Mr. Bryer noted that there are two lines for dues and asked Mr. Martel to check into this.



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Board of Selectmen

Towns within the same size were reviewed for selectmen salaries. The board agreed to level fund their department.

Town Administration

Mr. Martel presented his budget. He proposed that the salary line, 110, be cut to \$10,332. Lines 210, 230, and 215, which are health, retirement, and life insurance, should all be reduced to \$1. Mr. Martel proposed that line 560 should be increased to \$150. Line 820, he proposed an increase to \$350. and finally line 830, he requested an increase to \$350.

Moderator

A discussion was held on additional elections. The selectmen agreed with the proposed budget.

Executive Office

A discussion was held regarding the administrative assistant position. Mr. Dill suggested that the line be reduced to \$1. Mr. Martel stated that there are some things that he can pass off and he may suggest additional hours for some employees.

A discussion was held regarding the salary of the office assistant. A new line will be created under the executive office for this position and the funds removed from building department.

After discussion, the board agreed to leave line 240, tuition reimbursement as \$1., increase line 620, supplies, by \$250 for a total of \$4,750., line 331, fees, will be left at \$1., and the board requested Mr. Martel check on line 330, contracted services, as the total amount spent was \$21,394.57 and the request was only for \$12,500.

Elections

A discussion was held regarding the salaries for the ballot clerks, line 120. ****Motion** Mr. Bryer motioned to increase the hourly rate for the ballot clerks to \$8. Seconded by Mr. Curley. Motion passes unanimously; 3/0.**

Voter Registrations

A discussion was held regarding the salaries for the supervisors of the checklist, line 130. ****Motion** Mr. Bryer motioned to increase the hourly rate for the supervisors of the checklist to \$12.50. Seconded by Mr. Dill. Motion passes unanimously; 3/0.**

Finance Administration

****Motion** Mr. Curley motioned to increase the finance administrator position to a full time position, 40 hours per week. Seconded by Mr. Dill.** A discussion was held regarding the current hours of the finance administrator and what other full time employees work for a total work week. Mr. Bryer asked how many hours the position is currently. Mr. Martel replied that the position is currently 28 hours a week and other full time employees are working 40 hours per week.

Discussion was held regarding budgeting for a full time position and insurance plans. Mr. Martel stated that there is work to justify the position being changed to full time especially this time of year with year end, payrolls, vendors, warrants, budget, etc. He added that he feels that with this hour increase, there will be sufficient time to get the work completed in a more appropriate manner. He



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stated that there is a need to have the position full time. Mr. Curley asked if there would be a difference between 35 and 40 hours. Mr. Bryer stated that the increase is \$10,500. in the salary line. The total increase is \$26,000. Mr. Martel stated that the 5 hours is not much; however, makes a difference. Mr. Bryer stated that the benefits are shifting from the administration to the finance department. **Motion passes unanimously; 3/0.**

Audit Services

Mr. Martel stated that audit services will be increasing as there will be new accounting updates and auditing standards. Mr. Bryer asked if there is a contract in place. Mr. Martel stated that there has not been a contract established for year 2007. Discussion was held regarding going out to bid. Mr. Bryer stated that the town should change auditors. He added that the town will continue with the current auditors for 2007 and will go out to bid for 2008. The figure was not available at this time.

Warrant Articles

A discussion was held regarding new warrant articles and warrant articles carried over from last year. Mr. Martel stated that he has not received any articles to date. Mr. Curley stated that the technology committee will be proposing a warrant article for the rewiring of town hall.

Mr. Dill asked about the generator and upgrading the town hall to be generator efficient. Mr. Dill stated that the current generator set up does not cover the main hall and the town hall is the emergency shelter for Northwood. Mr. Dill suggested that this be done for next year and Mr. Curley suggested this be proposed in a new warrant article. Mr. Bryer stated that the amount could be applied under the facilities committee as it is a one time fund. Mr. Curley suggested the wiring costs be included with the facilities committee. Mr. Bryer suggested that the committees warrant articles be reviewed and determine what they are requesting for monies for proposed projects.

Mr. Curley stated that the technology committee would also be proposing a new procedure for the back up for the server. He added that there will be a need for additional back up tapes. Mr. Bryer stated that this would be applied to the supply line under executive office. Mr. Curley suggested that the supply line be increased by \$250.

General Government Buildings

Mr. Bryer requested descriptions be provided when amounts are showing an increase or decrease. Mr. Bryer referred to line 330, contracted services. He asked for a breakdown as only half of the budgeted amount was spent. He also referred to line 341 regarding the telephones and suggested that the line be increased to \$17,000 as the line has been overspent. The board agreed. Mr. Martel will check with the school regarding the heating contract.

An error was noticed with line 650 and the grants line. The amount of \$5,000. should be applied to line 650.

Sanitation Administration

A discussion was held regarding amending the department due to the fact that there has been a change with staff. Mr. Curley stated that the recycling committee has discussed the position becoming a full time. Salary lines should be separated; therefore, a line should be added for the part time position. Line 110 should be budgeted for 40 hours and benefits for a family plan. Mr. Bryer stated



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that the part time position vacancy must be posted in house for 5 days. Lamprey figures to be determined.

Another meeting was scheduled for Thursday, December 27, 7:00 p.m. to complete the budget.

Consent Calendar

Agreement and Release – Beaulieu, Old Woods Rd. Map 118; Lot 2; Sublot 2.

Mr. Martel presented the board with an agreement and release for Beaulieu, Old Woods Rd. Map 118; Lot 2; Sublot 2. ****Motion** Mr. Dill motioned to approve the agreement and release for Beaulieu, Old Woods Road, Map 118; Lot 2; Sublot 2. Mr. Curley seconded. Motion passed unanimously; 3/0.** The board signed the agreement and release.

Emergency Lighting Policy

Mr. Martel presented the board with the emergency lighting plan, as proposed by the safety committee. ****Motion** Mr. Curley motioned to approve the emergency lighting plan. Mr. Dill seconded.** Mr. Dill noted that there was an error that needed to be corrected. This item was table to the next meeting.

Panic Alarm Testing Policy

Mr. Martel presented the board with the panic alarm testing policy. ****Motion** Mr. Dill motioned to approve the panic alarm policy. Mr. Bryer seconded. Motion passed unanimously; 3/0.**

Acceptance Letter

Board members signed a letter accepting the resignation of Joe Michaud.

Bulletin Board Posting

Mr. Martel presented the board with a request for posting to the bulleting board. ****Motion** Mr. Dill motioned to approve the request for bulleting board posting for Granite State Ringers. Mr. Curley seconded. Motion passed unanimously; 3/0.**

Intent to Cut - MacFarland, Map 206; Lot 36

****Motion** Mr. Curley motioned to approve and sign the intent to cut for Dean and Christine MacFarland, Jenness Pond Road. Map 206; Lot 36. Seconded by Mr. Dill. The motion passed unanimously; 3/0.** The timber cut was signed by the board.

Current Use Penalty

Mr. Martel presented the board with a current use penalty for Mack, 61 Old Woods Rd. Map 116; Lot 25; Sublot 2, for \$210. Recommended by the town's assessor. ****Motion** Mr. Dill motioned to approve the current use penalty for Mack, 61 Old Woods Road, Map 116; Lot 25; Sublot 2. Mr. Curley seconded. Motion passed unanimously; 3/0.**

Purchase Order – Fire Tech and Safety of N.C.

****Motion** Mr. Dill motioned to approve the purchase order for Fire Tech and Safety for \$4,209. Seconded by Mr. Curley. The motion passed unanimously; 3/0.** The purchase order was signed by the board.



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Payroll Manifest

Payroll manifest #32 in the amount of \$49,076.21. ****Motion**** Mr. Dill motioned to approve the payroll manifest in the amount of \$49,076.21. Mr. Curley. Motion passed unanimously; 3/0. The payroll manifest was signed by the board.

Vendor Manifest

Vendor manifest #55 in the amount of \$39,783.78. ****Motion**** Mr. Bryer motioned to approve the vendor manifest in the amount of \$39,783.78. Mr. Curley. Motion passed unanimously; 3/0. The vendor manifest was signed by the board.

Year End Final Encumbrances Report

Mr. Martel presented and reviewed the year end encumbrances report. ****Motion**** Mr. Dill motioned to approve the encumbrance report in the amount of \$95,559.97. Mr. Curley. Motion passed unanimously; 3/0.

The consent calendar was signed by the board.

9:50 Non-public Session

****Motion**** Mr. Curley made a motion, seconded by Mr. Dill, to go into a non-public session under RSA 91-A:3II(c).

Roll Call Vote:

Selectman Curley-yes

Selectman Dill-yes

Selectman Bryer-yes

Motion passed unanimously; 3/0.

10:05 ****Motion**** Mr. Curley motioned to come out of the non-public session. Seconded by Mr. Dill. The motion passed unanimously; 3/0.

****Motion**** Mr. Curley motioned to seal the minutes of the non-public session. Seconded by Mr. Dill. Motion passed unanimously; 3/0.

Mr. Bryer stated that in non public session, the board discussed a legal matter and personnel matters.

9:07 p.m. ****Motion**** Mr. Curley motioned to adjourn. Seconded by Mr. Dill. The motion passed; 3/0.

Respectfully submitted,

Lisa Fellows-Weaver,
Board Secretary