



Northwood Board of Selectmen Work Session Minutes of January 16, 2007

Town Hall Northwood NH – January 16, 2007 -- 6:00 p.m.

Call to Order

Chairman Bryer called the meeting to order at 6:00p.m.

Roll Call

Chairman Bryer, Selectman Witham and Selectman James Hadley and Town Administrator Harriet Cady and Executive Secretary Jennifer Boulay

Ms. Cady presented the board with a cemetery deed for Julia Jaffrey.

*****Motion*** was made by Mr. Witham to sign the cemetery deed for Julia Jaffrey, seconded by Mr. Hadley, passed 3/0**

*****Motion*** was made by Mr. Witham to sign blanket purchase orders for Ponderosa Salvage in the amount of six thousand dollars (\$6,000) and Lamprey Regional in the amount of ninety two thousand dollars (\$92,000), seconded by Mr. Hadley, passed 3/0**

Ms. Cady presented the board with a letter requesting tax abatement due to hardship. Mr. Bryer stated he would feel comfortable abating the interest but not the taxes. Mr. Witham stated that he also feels comfortable abating the interest but not all of the taxes. Mr. Bryer asked Ms. Cady what the interest is that is owed. Ms. Cady stated that the total amount due is six thousand two hundred dollars (\$6,200). Mr. Bryer asked Ms. Cady to get the total amount of interest owed and then present it back to the board.

Ms. Cady presented the board with a letter from Ken Peters in regards to Harvey Lake Rd not being plowed or maintained by the town where the pavement ends. Mr. Witham stated, when the pavement ends on Harvey Lake Road the road turns into a class VI road and is not the responsibility of the town. Mr. Bryer stated that Ms. Cady should verify this with Mr. Wilson if it is a class VI road.

Ms. Cady spoke about the passwords that she had requested over a month ago not being passed in. Ms. Cady stated that she had sent out this memo to everyone on December 22, 2006 after a verbal request for the passwords. Ms. Cady stated that the Fire Department and the Police Department, there is no need for them to submit their passwords. Ms. Cady stated that the only password she needs as of now is Sandy Garrett's.

Mr. Bryer asked Ms. Cady if the Network Manager can get on all of the computers in the town offices. Ms. Cady stated that Network Managers could get into the computers but not into ADS or certain programs because they do not have the peoples individual passwords. Mr. Hadley asked if everyone in the office has their own password. Ms. Cady stated that everyone did have their own password. Mr. Witham stated that he does not have a problem with Ms. Cady having all the passwords. Mr. Hadley asked what Ms. Cady needs to access with the passwords if someone is not in the office. Ms. Cady stated that if the Network Manager is in the office and needs to get into a system he needs to use individual passwords. Mr. Hadley asked who is restricted to personnel files. Ms. Cady stated that the only people that have access to personnel files are Sandy Garrett, Board of Selectmen, and herself. Mr. Hadley asked if this was something that needed to be resolved tonight. Ms. Cady stated that she would like it resolved tonight because if the Network Managers come in she does not want to have to go calling around to find password and Ms. Cady stated that she could not call Sandy Garrett for anything anyways.

Mr. Witham made a motion to have Sandy Garrett give her password to Ms. Cady. Mr. Hadley stated that he would like to wait until the end of the meeting tonight so that they could concentrate on the budget. Mr. Witham stated it



Northwood Board of Selectmen Work Session Minutes of January 16, 2007

should not be such a fight to give Sandy's password to the Administrator. Mr. Hadley stated that he would like to discuss the password issue but at this time he would like to be ready for the budget on Saturday and this is his primary concern for the meeting tonight. Mr. Bryer stated that he would like to focus on the budget at that time. Mr. Witham rescinded the motion.

Mr. Witham stated that last year the policy was, due to really bad weather, the administrator would call the chairman of the board. Mr. Hadley asked who calls the employees and Mr. Bryer stated that the administrator would call the employees. Mr. Hadley asked if Ms. Cady has all the phone numbers at home to be able to call all of the employees. Ms. Cady stated that she could take the paper with all of the employee phone numbers on it home with her.

*****Motion*** was made by Mr. Hadley to implement the new bad weather policy and to have Ms. Cady bring home the phone numbers to contact employees in case of bad weather, seconded by Mr. Witham, passed 3/0**

Mr. Bryer presented the board with the "Board of Selectmen report" for the town report for their review. Mr. Bryer stated that if any of the other board members would like to add to it or make changes they may. Mr. Witham stated that he feels there are some negative things in there and would like to review. Mr. Bryer stated that the board could add what they wanted and then they would review.

Mr. Witham stated that this was the first time that he has seen that the administrator has presented the budget. Mr. Bryer stated that the Board of Selectmen presents the budget and the Administrator goes line by line for the Budget Committee. Mr. Witham stated that he feels it is the responsibility of the Board of Selectmen to present the budget. Mr. Bryer asked Mr. Hadley what his recollection was when he was a board member before in regards to who presented the budget. Mr. Hadley stated that he remembered it as being a shared responsibility as he can recall.

Mr. Bryer asked what was going to happen with raises and wages. Ms. Cady stated that she has put in all steps and COLA and the board can back them out if they want. Mr. Hadley stated what about putting in 5% for budget purposes and then adjustments made after. Mr. Bryer stated that for budget purposes the board should put the numbers in. Ms. Cady stated the steps she needs to go through to calculate the figures for benefits and wages. Mr. Hadley stated that the final numbers would be put in after the wage study is done. Mr. Bryer stated that this needs to be told to the employees that they are not guaranteed what is being put in but when the wage study is done then they will be put into the appropriate category for wages. Mr. Bryer stated that the town had an independent company do the wage study so there is no bias when the results come in.

*****Motion*** was made by Mr. Hadley for budget purposes only if someone is at the max they only get 3.3% COLA, if they are not at max they will get step and COLA and when the wage study comes in the employee will be put in the appropriate category, seconded by Mr. Witham, passed 3/0**

Discussion was held on the voting and the pay of the moderator and ballot clerk. Ms. Cady stated there will only be one vote this year and doesn't know what the ballot clerk should receive. Mr. Hadley stated that the ballot clerk received one hundred and forty dollars (\$140.00) in 2006. Mr. Bryer stated that they should put in two hundred dollars (\$200.00) for this year. Mr. Hadley stated that he was ok with putting in two hundred dollars (\$200.00)

Discussion was held on the Administrators wages and Ms. Cady stated that her position is not a salary position. Mr. Bryer stated that this is a salary position. Ms. Cady stated that the agreement when hired stated there would be a contract for a salary position but a contract was never given to her. Ms. Cady stated that in the policy it states that she will get the same comp time as the department heads.



Northwood Board of Selectmen Work Session Minutes of January 16, 2007

Mr. Hadley spoke of the part time Cable Coordinator and Ms. Cady stated she had increased the line in the budget sixteen thousand one hundred and twenty dollars (\$16,120) due to the increase in hours. Ms. Cady stated that she researched back to 1999 for the Cable Fund and nowhere did it say that the money was supposed to be used for the school. Mr. Hadley stated it should be in a warrant article to clarify what and who pays and what it goes for. Ms. Cady stated that if there was going to be town money coming out of the franchise fee then there should be a warrant article for this and clarify if it is going to be used to video school events. Mr. Bryer asked if Gary Garnet received the raise he was asking for. Ms. Cady stated he got the 3% only. Mr. Hadley stated Mr. Garnet should have a contract and Mr. Bryer stated that Mr. Garnet is an employee of the town. Ms. Cady stated it should be a warrant article just to clarify. Mr. Bryer stated that Mr. Garnet should be slid in with the wage study when done. Ms. Cady stated that the Warrant Article that should be written up should state, the towns Cable Expendable Trust shall also be used to film school events and to also clarify that equipment and salary should be paid from the trust. Mr. Bryer stated that because Mr. Garnet is a town employee he doesn't think the warrant article is necessary. Mr. Hadley stated he felt it wasn't necessary either.

Discussion was held on restoration of record and there is one dollar (\$1.00) on this line and on page four there is also a restoration of records one of these lines needs to be taken out. Ms. Cady stated she would rather have this under a separate line item.

Mr. Bryer asked Ms. Cady if the ADS was prorated last year between the executive office and the finance office. Ms. Cady stated that it was supposed to be but was not.

Mr. Witham had concerns on page three, office equipment, executive office and the amount. Ms. Cady stated that she had taken out one thousand dollars (\$1,000) for one computer and put it into the building department for Dave Copeland.

Ms. Cady stated that there was a complaint of the Economical Development having one dollar in there for restoration of records and also in the Executive Office and she had one dollar in there. Mr. Bryer told Ms. Cady to take out of the executive office and put it into the Economical Development.

Ms. Cady stated that the board could take out the desktop computer for elections because they did not request it. Mr. Bryer stated that if they did not request then take it out.

Ms. Cady stated that the dues by assessing are required by state law in the amount of twenty dollars (\$20.00).

Mr. Hadley asked about the benefits, health and Dental, for the Town Clerk/Tax Collector going down. Ms. Cady stated that Ms. Pease's benefits went down because they were combined with Charlie's and his benefits are cheaper.

Ms. Cady stated that the Deputy Tax Collector/Town Clerk was asking for more hours due to the expanded hours that they are open. Ms. Cady explained when the Deputy Tax Collector/ Town Clerk was hired there was a misprint in the paper and she was hired at a much lower salary than the last Deputy so Judy wants to get her to where she should be.

Mr. Hadley asked about the office equipment and asked if the town has thought about a lease option. Ms. Cady spoke of the existing copier in the executive office and how it is not working to the capability that is needed for the executive office. Ms. Cady stated that she would like the copier to go to the downstairs offices and the new one for the executive offices.

Mr. Witham asked about the town clerks budget of ninety three thousand dollars (\$93,000). Ms. Cady stated that this does not include the Deputies step and COLA. Mr. Bryer asked what the reason for the Deputies wages being increased so much. Ms. Cady stated that from the preliminary wage study this is what the Deputy should be



Northwood Board of Selectmen Work Session Minutes of January 16, 2007

making. Mr. Bryer asked if the tax collector is making forty six thousand nine hundred thirty eight dollars (\$46,938) and stated the high and low of the wage study. Mr. Bryer stated that he felt that the Deputy should be put in at average minimum plus a step.

Discussion was held on the Police Chief being on the high side of the wage study and the deputies being on the low side. Ms. Cady stated that the Sergeant was making twenty one dollars and two cents (\$21.02) in 2006 and will be making twenty three dollars and thirty one cents (\$23.31) with the step and COLA and that will be the average maximum.

Mr. Bryer stated he felt that the money should be put into the budget for the Deputy Tax Collector/Town Clerk. Mr. Witham stated that he agrees that it should be put in the budget. Ms. Cady stated that they would have to increase the line for Deputy Tax collector/ Town Clerk to four thousand six hundred thirty eight dollars (\$4,638) and the new balance would be twenty thousand eight hundred twenty six dollars (\$20,826).

Ms. Cady stated that she gave the Treasurer 3.3%

Mr. Hadley referred to page nine in regards to legal operations and asked if this is public information. Ms. Cady stated it is public information because it is in court. Mr. Hadley asked if names can be used. Ms. Cady stated yes. Mr. Bryer stated that he felt it should just say "pending lawsuit regarding Police Department". Mr. Hadley stated that "pending lawsuit regarding Police Department" is fine.

Ms. Cady stated that she received a letter from the attorney's and they again postponed Coe-Woods until next September.

Discussion was held on Claims and judgments line in the budget. Ms. Cady stated that the money was left in this line due to Coe-Woods.

Ms. Cady stated that she put the Strafford Regional Planning Commission into the Planning Budget because that was a comment on Saturday's budget meeting that it was in two places.

Mr. Hadley asked about the rising telephone charges and asked if there was a new phone charge that is making it a larger bill. Ms. Cady stated she has been exploring new phone accounts for a while now to see if the town can get a better rate.

Mr. Bryer asked about line 430 Care and maintenance GGB, because there was a comment made Saturday because it was made out of the expendable trust fund for repairs and asked if that was still suppose to have ten thousand dollars (\$10,000) it there. Ms. Cady stated that her understanding was that this trusts is to pay for repairs inside the town buildings. Mr. Bryer stated that there should be a note that this money is for interior of the buildings.

Ms. Cady stated that the report on the Gulch Mt. Dam needs to be put in the budget.

Ms. Cady pointed out that there is a house by the Gulch Mt. Dam that if the dam lets go then the house will go with as well.

Mr. Witham stated he had a question on the Planning and Development line and he has twenty eight thousand five hundred sixty two dollars and fifty cents (\$28,562.50) and the total does not match from the other day. Mr. Hadley stated that last year in the budget it was not allocated for a building secretary and this year it is.



Northwood Board of Selectmen Work Session Minutes of January 16, 2007

Mr. Bryer stated that he was told because of HIPPA laws the town can not display health benefits costs. Ms. Cady stated that due to HIPPA laws the town can not display what kind of medical benefits an employee get.

Mr. Bryer called for a recess at 7:20pm

Meeting called back to order at 7:27pm

Ms. Cady asked the board about hiring a new grounds care person and asked if the board wants to take out as a warrant article. Mr. Bryer stated that he doesn't feel that another highway position is needed. Mr. Bryer stated to take out article three for the new Highway Laborer.

Mr. Bryer stated that he spoke with Mr. Colburn who is head of the Board of Trustees, and thinks that a formal letter should be sent and Cc the Police Commission stating, all contracts with Coe-Brown shall be signed by the Board of Selectmen and Coe-Brown should pay insurance in full. Mr. Bryer stated that he feels the Town Of Northwood is subsidizing other towns for the cost of the resource officer.

Discussion was held on the Resource Officer and her insurance. Mr. Bryer stated that he feels that the insurance should be budgeted for. Mr. Bryer stated in his opinion Coe-Brown should be covering the entire cost of the health insurance for the resource officer. Mr. Witham stated that the resource officer has to be a sworn officer of the Northwood Police Department. Ms. Cady stated that the insurance for the Police Department will go up to eighty eight thousand five hundred twenty four dollars (\$88,524.00) including the resource officer and without the resource officer it would be seventy one thousand (\$71,000.00).

Discussion was held on the Police Department and the line item on Social Security being wrong at the budget meeting on Saturday. Mr. Bryer stated that the Police have group two retirements they do not have to pay Social Security. Ms. Cady stated that Senator Barnes sent the town a post table regarding the New Hampshire retirement system and for group two firemen the new figure is 15.92% and the figure right now is 14.36%. Mr. Bryer asked if the new figure goes into effect on July 1, 2007. Ms. Cady stated that she believed it does because the state budget goes into effect July 1, 2007. Mr. Bryer asked Ms. Cady to call New Hampshire retirement and ask them what the exact date is. Ms. Cady stated that she would.

Mr. Hadley spoke about the Janitorial and Security. Ms. Cady stated that the Police Department is requesting to get an emergency telephone at the Police Station for outside as well as a security camera to monitor who is using this phone. Mr. Witham asked what the cost of the Police camera is going to be and Ms. Cady stated that it was going to be seven thousand two hundred and fifty dollars (\$7,250.00) for the camera. Ms. Cady asked the board what they wanted to do with this item. Mr. Bryer stated that they have to keep it in the budget but the selectmen do not have to recommend it to the budget committee.

Mr. Bryer asked if any money was put into the Federal Grant Trust Fund. Mr. Hadley stated that there was thirty two thousand dollars (\$32,000.00) in there at the end of last year. Mr. Bryer asked Ms. Cady about the line item for grants in the Police Departments budget. Ms. Cady stated that the Police Department gets the alcohol grant and they put two thousand five hundred dollars (\$2,500.00) in there to see if people are drinking.

Mr. Bryer asked if the line item for the new cruiser for the Police Department needs to stay in the budget if it is in for a warrant article. Ms. Cady stated that Sandy Garret put it in. Mr. Witham stated that it doesn't make it right to stay there. Ms. Cady stated that she could take it out if the board wants her to. Mr. Hadley stated there was only one dollar (\$1.00) in there so they might as well leave it there for now.

Ms. Cady stated that the Police Department was asking for an increase in vehicle repair. Mr. Bryer stated that the town is letting them buy a new vehicle every year why is there an increase. Ms. Cady stated that the older vehicles are SUVs and need repairs.



Northwood Board of Selectmen Work Session Minutes of January 16, 2007

Fire Department

Ms. Cady stated that the Fire Department budget was seventy nine thousand dollars (\$79,000.00) and she increased it to eighty two thousand six hundred and sixty four dollars (\$82,664.00) because Kevin stated there was some increases in wages for some of the men and she fixed the benefits accordingly. Ms. Cady stated that she went through the budget with Kevin today and he gave her all the figures. Mr. Bryer had concerns on the Ambulance Intercept. Ms. Cady stated that each Paramedic intercept cost five hundred dollars (\$500.00) per billing service and the ambulance bills twenty two dollars (\$22.00) for every bill that is sent out. Mr. Bryer stated that he thought the final number for last year was lower that what is recorded. Ms. Cady stated that the reason that it was reduced in December is because Sandy did not bring in the final figures. Mr. Witham stated that under the line for tools it should have been changed to twelve thousand five hundred (\$12,500.00).

Mr. Bryer asked how much revenue does the building department get and why are they raising the budget so much. Ms. Cady stated that they bring in what they spend in revenue. Mr. Bryer stated that the numbers in the building budget do not make sense. Mr. Bryer stated that in reading further there is a building secretary now and there wasn't before.

Mr. Witham asked what the contracted services for the building department were. Ms. Cady stated that she did not know what this is. Mr. Bryer stated the cost might have been to contract for building inspections. Ms. Cady stated that she would find out by Thursday when she will speak to building department and have it fixed.

Mr. Hadley asked if Bob Young had submitted the budget for Emergency Management. Ms. Cady stated "no" he had not. Mr. Bryer asked Ms. Cady to call Mr. Young and see if the numbers were correct.

Mr. Bryer asked Ms. Cady if she had fixed Highway Administration salaries. Ms. Cady stated that she did.

Discussion was held on the Highway Block Grant and how more work was going to be done on the roads.

Discussion was held on the compactors for the Transfer Station and if Steve could wait one more year. Mr. Hadley asked if the town was still looking into lease/purchase for the compactors. Mr. Witham stated he felt that the Transfer Station costs are rising too much and he isn't going to stand for it. With costs for new roof for twelve thousand dollars (\$12,000.00), making attendant full time, and new compactors the cost going way up.

Mr. Bryer asked to see if the Transfer Station equipment can be bought out of the Equipment fund.

Mr. Hadley stated that the budget for the Transfer Station did not match the PO's that the board signed tonight. Mr. Hadley stated in transportation it was nineteen thousand seven hundred and fifty dollar (\$19,750.00) and the PO that was signed tonight was twelve thousand dollars (\$12,000.00) and there is a discrepancy and the budget they are signing tonight does not match the PO's signed tonight. Mr. Hadley stated he wanted to make sure that they are not over budgeting. Mr. Witham stated that in his opinion the town is spending more than their means.

Mr. Witham asked what the Rickie McFarland place was. Ms. Cady stated that it was a school for handicapped children and the town donated every year to the fund.

Ms. Cady asked about the full time Recreation Department Director and wanted to know if they need a warrant article. Mr. Bryer stated a warrant article was not needed. Ms. Cady reiterated the fact that the Board of Selectmen budgeted for a full time Recreation Director last year. Mr. Bryer stated that he felt they should wait until town meeting and then make full time after that. Mr. Witham stated that the board should act on it now and get it over with because it was budgeted last year and no one has had a problem with it and the board can make it effective immediately. Ms. Cady stated that they should wait until next Board of Selectmen meeting to untable the motion and make the motion to have full time recreation Director.



Northwood Board of Selectmen Work Session Minutes of January 16, 2007

Ms. Cady spoke as to the American flags in the cemetery and was told that after the flags were out there all summer they were not worth anything. Ms. Cady stated that the five hundred dollars (\$500) in the budget was for new flags and markers.

*****Motion*** was made by Mr. Witham to approve the bottom line operating budget not to exceed Two Million Nine Hundred and Five thousand dollars (\$2,905,000.00) based on the Selectmen's recommended in operating budget, seconded by Mr. Bryer, passed 3/0**

Selectmen Recommended Warrant Articles

Article one Fire & Rescue sixty thousand dollars (\$60,000.00)

*****Motion*** was made by Mr. Witham to recommend Article one, seconded by Mr. Hadley, passed 3/0**

Ms. Cady stated that the assistant fire chief wanted her to move article #22 up to article #1 and Ms. Cady asked the board if they wanted her to do this. Mr. Hadley and the other board members stated yes move article #22 to article #1. More discussion was held on waiting on the warrant articles and have the Administrative Study Committee submit theirs. Ms. Cady stated that by law you have to budget the entire amount.

Ms. Cady asked the board if they wanted her to change article #5 to nine thousand dollars (\$9,000.00) and to say you will only do three news letters. Mr. Hadley stated that the Administrative Study Committee is going to come in on February 6, 2007 and they are going to have four petition warrant articles that they are going to review separate from what the Selectmen have. Mr. Witham stated he feels that the town should be aware of the cost and not leave it out of the warrant article. Ms. Cady stated that on February 6, 2007 is when the board can then withdraw their warrant articles if they choose. Ms. Cady asked Mr. Hadley if he was still chairman of the Administrative Committee. Mr. Hadley stated yes but he would abstain from voting on these warrant articles. Discussion was held on the Administrative Study Committee and Mr. Bryer stated that they should poll the committee to see if they want to bring in their own warrant articles. Mr. Hadley stated that the deadline for these warrant articles is February 6, 2007. Mr. Witham stated that he couldn't believe the board is not going to put their blessing on these articles.

*****Motion*** was made by Mr. Hadley to accept Selectmen recommended warrant articles #6, #7, #9, and #10, seconded by Mr. Witham, passed 3/0**

Mr. Bryer stated that he feels Article thirteen, Benefit Pay Vested Time Expendable Trust Fund, should have fifteen thousand dollars (\$15,000.00) in place of ten thousand dollars (\$10,000.00) which would bring the fund up to twenty one thousand dollars (\$21,000.00).

*****Motion*** was made by Mr. Hadley to change the Benefits Pay Vested Time Expendable Trust Fund, (Article thirteen) to fifteen thousand dollars, seconded by Mr. Witham, passed 3/0**

*****Motion*** was made by Mr. Bryer to accept Article 12, Transfer Station Expendable Trust Fund, seconded by Mr. Hadley, passed 3/0**

Ms. Cady stated she had a gentleman come in regards to the computers and taking over the Network Managers place. The gentleman stated that the town only has a home hookup for the computers and we need to get a business hookup and it would make the computers faster. Mr. Bryer stated that Ms. Cady should check with the contractor because the hook-up is free through the company we have now. Ms. Cady stated that she would call Metrocast and see about a business hook-up. Mr. Bryer stated that if there was more of a cost the board needs to know about the cost.



Northwood Board of Selectmen Work Session Minutes of January 16, 2007

*****Motion*** was made by Mr. Hadley to accept Warrant Article 14, seconded by Mr. Witham, passed 3/0**

*****Motion*** was made by Mr. Hadley to accept Warrant Article 15, seconded by Mr. Witham, passed 3/0**

*****Motion*** was made by Mr. Hadley to accept Warrant Article 16, seconded by Mr. Witham, passed 3/0**

*****Motion*** was made by Mr. Hadley to accept Warrant Article 17, seconded by Mr. Witham, passed 3/0**

*****Motion*** was made by Mr. Hadley to accept Warrant Article 18 submitted by petition, seconded by Mr. Witham, passed 3/0**

*****Motion*** was made by Mr. Hadley to accept Warrant Article 19, seconded by Mr. Bryer, passed 3/0**

Mr. Bryer stated that he would like to see warrant article #20 & #21 switched so that restoring the Teen Center comes before demolishing it. Mr. Witham asked where the sum of forty thousand dollars came from. Ms. Cady stated that Dave Hickey gave her a list of repairs and the charge that it was going to cost to repair everything. Discussion was held on the reasons why the fire department does not want to burn the building. Ms. Cady stated the fire department stated the building was cement and other materials that can not be burned so they do not want to burn it.

*****Motion was made by Mr. Hadley to switch the Teen Center Articles to have the restoration come before the demolition article, seconded by Mr. Witham, passed 3/0**

Ms. Cady asked to clarify the board's decision on the Teen Center. Ms. Cady stated that the board agreed to demolish and to repair the Teen Center at the same time. Mr. Bryer stated that it was three to zero (3/0) in favor of demolishing the Teen Center and zero to three (0/3) against restoring the Teen Center. Mr. Bryer stated the board was in favor of taking down the Teen Center.

*****Motion*** was made by Mr. Bryer to accept the warrant article to demolish the Teen Center, seconded by Mr. Hadley, passed 3/0**

Discussion was held on Fire & Rescue getting a new truck next year and the cost of a new one as well as where to advertise the old one to sell. Mr. Witham stated that he doesn't understand why they are trading in a seventy eight thousand mile Power Stroke diesel engine and can't justify buying a new truck and should buy a new tanker. Mr. Bryer stated that in his opinion the Fire and Rescue need a new truck next year and they do not want to ask for two vehicles in one year. Discussion was held on where the town was going to advertise the fire truck when sold and where the money from the sale would go. Mr. Bryer stated that he felt it should go back into the Fire Department fund. Mr. Bryer stated that he had to abstain from voting on article #22 because he is technically on the fire department.

*****Motion was made by Mr. Hadley to accept Warrant Article #22 for a new ambulance, Mr. Witham disagreed, Mr. Hadley disagreed, Mr. Bryer abstained from voting due to being on the volunteer fire & Rescue, Article did not pass; 0/2 with Mr. Hadley abstaining**

Ms. Cady stated that the postage for all departments is seven thousand dollars (\$7000) and the highest amount is for the Town Clerk/Tax Collector.

Mr. Bryer stated that there should be a code for the copier so that all departments have there own so one department isn't getting charged for it all.



Northwood Board of Selectmen Work Session Minutes of January 16, 2007

*****Motion*** was made by Mr. Hadley to accept Article 23, seconded by Mr. Witham, passed 3/0**

*****Motion*** was made by Mr. Hadley to accept Article 24, seconded by Mr. Witham, passed 3/0**

Discussion was held on the Conduct of Officials. Mr. Bryer stated that the rule should be anyone who is running to be an elected official should not have any felony on their record not just a Class A felony. Mr. Bryer stated that he took the Code of Conduct mainly from the town of Newmarket.

*****Motion*** was made by Mr. Hadley to accept the Warrant Article for the Code of Conduct for elected officials, seconded by Mr. Witham, passed 2/1**

*****Motion*** was made by Mr. Hadley to accept the volunteer form, seconded by Mr. Bryer, passed 3/0**

Discussion was held on the retrieval of passwords from Ms. Cady. Mr. Bryer stated that in most organizations the passwords are not shared and at the state they do not share passwords. Ms. Cady stated that there are some of Jessie's files that she can't get into due to them being locked. Ms. Cady stated that there is one person in this town that she can not contact to get a password. Ms. Cady stated that she was not allowed by law to call or contact this person if she needed her password. Mr. Hadley asked if Joe Knox had access and Ms. Cady stated, no he does not have access. Mr. Bryer stated that all his training says do not share passwords. Mr. Witham stated he does not see the problem in giving the passwords to Ms. Cady. Ms. Cady stated that she spoke with a lawyer at a workshop and he stated that someone should have all of the passwords in case of an emergency.

Mr. Bryer asked if this could wait until the Board of Selectmen's meeting on Tuesday (1/23/07). Ms. Cady stated that she would like to discuss it tonight as this would show that it backs her up as the town administrator and she has asked for something and she has been ignored by an employee. Ms. Cady stated that if Ms. Garret had stated that she had a problem and wanted to contest this it would have been different but she just ignored the request all together. Mr. Bryer and Mr. Hadley stated that they want this issue tabled until Tuesday's Selectmen's meeting.

Ms. Cady stated that she would like the board to consider this complete insubordination by Ms. Garrett and Ms. Cady stated she would like it written up as such. Mr. Bryer stated that if they were going to discuss personnel issues it has to be done in non-public.

*****Motion*** was made by Mr. Witham to go into non-public to discuss the password situation, there was no second Mr. Hadley- no Mr. Bryer – No**

Mr. Bryer stated that they will discuss the password issue on Tuesday's Selectmen's meeting.

*****Motion*** was made by Mr. Hadley to adjourn the meeting at 9:20 pm, seconded by Mr. Bryer**

Respectfully submitted,

Jennifer M. Boulay
Executive Secretary to the Board of Selectmen



**Northwood Board of Selectmen
Work Session Minutes of January 16, 2007**