



**Northwood Board of Selectmen
Meeting Minutes of February 13, 2007**

Town Hall Northwood NH

1

2 **Call to Order**

3 Chairman Bryer called the meeting to order at 6:05 p.m.

4

5 **Roll Call**

6 Chairman Bryer, Selectman Witham, Selectman Hadley, and Town Administrator Harriet Cady.

7

8 **Citizen Forum**

9

10 There was no citizen forum.

11

12 **Appointments:**

13 **Agenda Order Discussion**

14 A discussion was held regarding the order of the agenda. Mr. Hadley asked about the meeting
15 scheduled with Frank Catapano regarding a dredge and fill permit. Mr. Hadley stated that this
16 appointment was to be in two weeks. Mr. Bryer concurred. Ms. Cady replied that when she
17 contacted Mr. Catapano, he still requested to meet with the board this evening. She further explained
18 that Mr. Witham commented that he was not aware of any decision to postpone Mr. Catapano. Ms.
19 Cady explained that there were emails sent with the request to postpone. Mr. Bryer asked if there
20 was an engineering report, which was provided by Ms. Cady. She explained that the site was walked
21 and it appeared that a dam had been dug. Ms. Cady spoke to Ms. Smith who explained that the brook
22 had been dug out making the ditch deeper and thus diverted the brook. Ms. Cady stated that the
23 conservation commission walked the property, notified NHDES, and DES has determined that Mr.
24 Robinson is in violation of not obtaining a dredge and fill permit; this did not have anything to do
25 with the Newbury North project.

26

27 Ms. Cady explained the law states that monies can only be held for items noted in the planning
28 board's requirements. Mr. Hadley requested a letter from the NCC and added that all departments
29 should be able to provide comments. He felt that the engineering report should be reviewed. Ms.
30 Cady referred to RSA 674:36, III and noted that the town has dealt with this before and she
31 recommended that the board retain 10% above what was recommended by the engineer. Mr. Bryer
32 suggested that the board discuss this further with Mr. Catapano.

33

34 ***Desmarais Construction - Contract***

35 A discussion was held regarding the bid process. Mr. Desmarais expressed concern regarding the
36 current rate and noted that the rates are not consistent for the same types of vehicles. Mr. Wilson
37 explained that the contract for the Desmarais's is a three year contract versus other contracts that
38 are just for one year. He stated that their (Desmarais) rates have not increased and others have
39 increased. Further discussion was held regarding different types of trucks and different rates. Mr.
40 Bryer understood and added that he did not want to adjust the contract mid term. Further discussion
41 continued on state rates and the fuel allowances. Mr. Witham stated that the town appreciates their
42 service and does not want to lose it. He added that he felt the board could make an adjustment. Mr.
43 Bryer replied that he would like to stay with the contract. Mr. Hadley requested documentation from
44 the road agent. ****Motion** by Mr. Hadley, seconded by Mr. Witham, to increase the rate for plowing
45 for Desmarais Construction for town roads, to be the same amount given to other vendors under the**



**Northwood Board of Selectmen
Meeting Minutes of February 13, 2007**

1 one year contract for a one ton truck. The change would be effective through June, which is the end
2 of their current contract. Motion passed; 2/1. Mr. Bryer was opposed.

3
4 *Jim Wilson*

5 Mr. Wilson explained that the one ton truck has been having some problems with the clutch and the
6 torque converter. He explained that he has received an estimate to not exceed \$2500. He explained
7 that this will be traded in should the warrant article pass and an estimate has been received for
8 \$9,000 as a trade in value. ****Motion** by Mr. Witham, seconded by Mr. Hadley, to allow Reliable
9 Transmission to repair the one ton truck, not to exceed \$2,500. Motion passed; 3/0.**

10
11 *Memorandum of Understanding (MOU)*

12 Ms. Cady presented the MOU to the board. Changes were made and the planning board chair has
13 signed the document. Mr. Bryer noted that the BOS has 90 days to cancel the contract without the
14 planning board's approval. General discussion was held regarding why the MOU was put into place.
15 Mr. Witham noted that this is a control matter for Rte. 4. Mr. Hadley felt that the issue is for local
16 control along Rte. 4 and added that the planning board has done their research on this matter.
17 ****Motion** by Mr. Hadley, seconded by Mr. Witham, to approve the MOU for coordinating highway
18 access management with NHDOT and the Town of Northwood.** Mr. Hadley referred to RSA 236:13
19 and explained that the highways have always been jointly regulated by the planning board and DOT.
20 This MOU will make this a more formal agreement. Mr. Bryer stated that he felt this may benefit the
21 town and suggested that it be given a try for 90 days. Mr. Witham stated that the MOU will further
22 slow the process down. **Motion passed; 2/1. Mr. Witham was opposed. **Motion** by Mr. Hadley,
23 seconded by Mr. Bryer, to allow the chairman to sign the MOU. Motion passed; 2/1. Mr. Witham
24 was opposed.**

25
26 *Recreation Commission Appointments*

27 Recreation Chairman Chris Andrews met with the board recommending the following people be
28 appointed as members to the commission:

- 29
- Scott Vaughn
 - David Wakeman
- 30

31 ****Motion** by Mr. Witham, seconded by Mr. Hadley, to appoint Scott Vaughn and David Wakeman
32 as alternate members to the recreation commission with terms to expire March 2010. Motion passed
33 unanimously; 3/0.**

34
35 A discussion regarding Mr. Andrews request for a key was held. Mr. Bryer suggested that the town
36 have a policy regarding issuing of keys. ****Motion** by Mr. Witham, seconded by Mr. Hadley, for the
37 recreation commission chairman to have an entrance key to the main door only. Motion passed
38 unanimously; 3/0.**

39
40 Mr. Andrews also requested a raffle permit for Northwood Recreation Commission for Summerfest,
41 June 30. ****Motion** by Mr. Hadley, seconded by Mr. Witham, to approve a raffle permit for the
42 Northwood Recreation Commission Summerfest, June 30. Motion passed unanimously; 3/0.**

43
44 Mr. Andrews asked about warrant articles and if the deadline had passed. He explains that the
45 recreation committee was looking to add a warrant article for the field subcommittee to draw funds
46 from the trust fund for the fields. He added that commission is pushing forward to begin work on the



**Northwood Board of Selectmen
Meeting Minutes of February 13, 2007**

1 fields as soon as possible. He explained that with the progress that has occurred, the commission did
2 not want to be limited and wanted to add to the existing non lapsing fund that was created last year
3 for two years. Mr. Bryer thought that the article had been amended on the floor to \$80,000. This will
4 be checked into.

5
6 ***Shelly Walts and Gary Stenhouse ~ Primex***

7 Ms. Walts provided a packet of information regarding the Primex health program. She explained
8 that Primex has partnered with Harvard Pilgrim for health insurance. She reviewed the packet
9 contents with the board members. She added that Primex and Harvard Pilgrim are both non profit,
10 which in turn, saves the town money. Additional discounts to other insurance policies will be
11 available to the town should this be added as well as the workman's compensation and property
12 liability. Ms. Walts provided an overview of the Harvard Pilgrim network and consumer tools. Mr.
13 Hadley requested a cost analysis be completed by Ms. Cady.

14
15 Mr. Stenhouse provided an overview of the workmen's compensation plans and reviewed the figures
16 over the past few years. He stated that there were less claims this year and less out of the pool. The
17 advantages of a pool were reviewed. Mr. Stenhouse stated that the town's representative will come
18 back to work with the staff for different aspects for inspections of the buildings and safety measures.
19 He noted that Ms. Cady has already introduced him top the Safety Committee Chairman David
20 Hickey.

21
22 Chairman Bryer called for a recess. Session resumed at 7:30.

23
24 ***Frank Catapano ~ Newbury North Development***

25 Mr. Catapano is present along with Scott Cole, and Attorney Tanguay. Mr. Cole stated that there is a
26 difference in figures of approximately 4.25%. He explained that phase 1 is built to 80% and there is
27 no need for engineering work to be done; therefore the amount remaining can be reduced to the
28 remaining amount. This brings it down to \$232,149.43.

29
30 Mr. Hadley asked for communications from the building department noting that they are okay with
31 the issues raised. Ms. Cady replied that all materials have been forwarded to the town's engineering
32 firm and Mr. Hickey has reviewed all materials as well. Mr. Hadley referred to the February 6
33 Northwood Conservation Commission (NCC) minutes noting a site walk of a neighboring property
34 and a letter being sent to NHDES. He asked if any other communications have been received. Ms.
35 Cady replied that a letter had been received from Mr. Price who she called and noted that he would
36 be visiting the area on Friday. She added that Mr. Price will make sure to include the selectmen on all
37 letters to the Robinsons.

38
39 Atty. Tanguay stated that this is a bond for the road not for the neighboring properties. He referred to
40 RSA 674:36 regarding releasing securities to the extent of the work completed. He explained that the
41 road is the issue and the road has been looked at by the town's engineers, Rockingham County
42 Conservation District, RCCD, and Beals Associates engineers. He added that the numbers are the
43 exact same except for the engineering fee. Mr. Hadley referred to the Northwood Subdivision
44 Regulations and would like to verify through the local level. Atty. Tanguay replied that the setting of
45 the bond was done earlier and this is not the time to ask for a larger bond. This is for a partial
46 release.



**Northwood Board of Selectmen
Meeting Minutes of February 13, 2007**

1 Mr. Bryer stated that his understanding of the RSA is specific to the road. He added that the town's
2 engineer is recommending a larger amount and asked Mr. Hadley if there was a concern with the
3 engineer's recommendation. Mr. Hadley replied that he is concerned with the erosion in the area.
4 Mr. Bryer noted that there was enough money to fix the slope should there be a problem.

5
6 Mr. Catapano commented that he is more concerned with NHDES then the town's conservation
7 commission. He added that a letter has already been sent to DES and they regulate the permits and
8 are allowed to walk the site. Mr. Hadley referred to a letter from the NCC noting erosion in the area.

9
10 Mr. Bryer referred to the town's engineering recommendation to retain \$258,353.50 for the slope.
11 Mr. Catapano agreed to that figure.

12
13 Mr. Hadley requested that the conservation commission receive a copy of the RCCD engineering
14 report for their review. Mr. Bryer stated that he does not have a problem with that and added that he
15 would still like to go along with the engineer's recommendation. Mr. Catapano stated that he was
16 not contacted by the NCC for a site walk. He noted that the heavy rains in November and December
17 caused siltation. He added that he would be more than happy to go to the site with the NCC. He
18 further explained the piles on the site and noted that they are all stabilized now for the winter.

19
20 ****Motion** by Mr. Witham, seconded by Mr. Hadley, to reduce the Deer Ridge bond to \$258,353.50.**
21 **Motion passed unanimously; 3/0.**

22
23 ***Website***

24 Mr. Hadley stated that he received an email from Barbara Croman regarding the website not being
25 updated and she offered her services to help. Pete Jones met with the board regarding the website,
26 and provided logs of who has been on the website. Ms. Cady stated that she has placed ads in the
27 newspapers requesting people to be on the website committee. She also attended a training session
28 for the website at the library and requested Mr. Jones to do a training session at the town hall for
29 staff. A detailed tutorial has been provided for staff.

30
31 Mr. Jones explained the format for the website now as it has been changed. Two training sessions
32 were set up and publicized. Ms. Cady attended along with a library trustee and the second session
33 was never held. Mr. Jones stated that the issue is not the need for the volunteers but for content to be
34 added by the staff. Mr. Jones stated that it is less than three minutes per set to be added to the
35 website. Mr. Hadley replied that this defeats the purpose of volunteers. Mr. Jones stated that it is not
36 a matter of manpower.

37
38 Ms. Cady noted that when minutes are being uploaded by staff, it does take time away from their
39 regular duties that need to be done as well. An example would be general filling that was not done
40 while the executive secretary was uploading all of the selectmen's minutes.

41
42 **Town Administrator's Report**

43 ***Pemi Baker Solid Waste Letter:***

44 Ms. Cady stated that she received a letter from Tammy Baker requesting a representative from
45 Northwood to attend a special meeting at the Local Government Center regarding some irregularities



Northwood Board of Selectmen Meeting Minutes of February 13, 2007

1 in the financial statements of the company. Mr. Hadley requested that Ms. Cady check with the
2 finance technician regarding outstanding invoices.

3 4 *USA Springs Hearing:*

5 Ms. Cady stated that notification has been received regarding USA Springs hearing. Mr. Hadley
6 stated that he would like to attend this meeting, which is also the night of a BOS meeting. Mr. Hadley
7 stated that this is the first opportunity for Northwood to comment regarding the issuance of the
8 building permits. The selectmen will postpone their 2/27 meeting to accommodate Mr. Hadley.

9 10 *Primex Workshops:*

11 Ms. Cady stated that the Primex workshops are coming in May and will provide a copy of the
12 information in the BOS packets.

13 14 *Junk Yard Permit:*

15 Ms. Cady presented the board with the following junk yard permits and noted that the finance
16 technician has the licenses ready:

- 17 • Jonny's Car Removal
- 18 • Metals Inc.
- 19 • Kenneth Colpritt, K and E Transfer

20 ****Motion** Mr. Witham made a motion to approve the licenses for the above junk yards, seconded by**
21 **Mr. Hadley. Motion passed unanimously; 3/0.**

22 23 *Blanket Purchase Order:*

24 Ms. Cady presented the board with a PO from Brett Purvis for the assessing contract for \$30,000.

25 ****Motion** Mr. Witham made a motion to sign the PO for Brett Purvis for the town's assessing for**
26 **\$30,000, seconded by Mr. Hadley. Motion passed unanimously; 3/0.**

27 28 *Ellis Ring/Millette Deed:*

29 Ms. Cady presented the board with a deed for the Ring property, which the board agreed to allow the
30 owner to buy back. Copies of information were reviewed. The check has been provided to the
31 finance technician. ****Motion** Mr. Witham made a motion to sign the deed, seconded by Mr.**
32 **Hadley. Motion passed unanimously; 3/0.**

33 34 *Executive Secretary Position:*

35 Ms. Cady stated that she checked the references for the three persons interviewed. She recommended
36 the board hire Ms. Hargraves at the executive secretary. Mr. Hadley asked who was filling the
37 position at this time. Ms. Cady explained that she tried a temp service and was not satisfied with the
38 service she received. A general discussion was held regarding the interviews.

39
40 Mr. Bryer stated that there is a warrant article to make the finance position a full time position and
41 he would like to hold off on filling any positions until after town meeting. Mr. Witham replied that
42 the town is buried and that would not be a good idea. Mr. Bryer stated that if the finance position
43 passes, then duties can be reallocated and the town may be able to save from employing another part
44 time position. Discussion ensued regarding what duties would be re-allocated. Ms. Cady stated that
45 filing has suffered and she further explained the process of uploading minutes to the website.
46 Qualifications of the applicants were discussed. Mr. Witham noted that he feels that the position



**Northwood Board of Selectmen
Meeting Minutes of February 13, 2007**

1 needs to be filled and the money has been budgeted for. Mr. Bryer felt that the filling of the executive
2 secretary position should wait and should the full time finance position fail then there are three
3 candidates available for the executive secretary position. Ms. Cady replied that the applicants are not
4 going to wait until the end of March. Mr. Witham stated that the advertisements have been done and
5 if the hiring waits, the advertisements will need to be done again. He added that the finance position
6 is not cost effective to the tax payers and waiting is not cost effective either. He added that the
7 petition never should have been brought in by the study committee. ****Motion** Mr. Hadley made a
8 motion to postpone hiring an executive secretary until after town meeting, seconded by Mr. Witham.**
9 Mr. Witham stated that he felt that this will make the job of the administrator much more difficult.
10 **Motion passed; 2/1.** Mr. Witham was opposed.

11
12 ***Warrants:***

13 Ms. Cady presented the board with the warrants for signatures and with then be posted accordingly.

14 ***Abatement:***

15 Ms. Cady presented the board with an abatement from Charles Guenther. ****Motion** Mr. Bryer
16 made a motion to approve the abatement for Guenther for \$11.01, seconded by Mr. Hadley. Motion
17 passed; 3/0.**

18
19 ***Manifest for Welfare:***

20 Ms. Cady presented the board with the welfare manifest. ****Motion** Mr. Hadley made a motion to
21 approve the welfare manifest for \$1,794.29. Mr. Witham seconded the motion. Mr. Bryer made the
22 motion unanimous; 3/0.**

23
24 ***Manifest for Payroll:***

25 Ms. Cady presented the board with the payroll manifest. ****Motion** Mr. Witham made a motion to
26 approve the payroll manifest for \$37,255. Mr. Hadley seconded the motion. Mr. Bryer made the
27 motion unanimous; 3/0.**

28
29 ***Other***

30 ***Metrocast:***

31 A brief discussion was held regarding the amount for Metrocast. Mr. Hadley noted that the amount
32 will need to be amended at town meeting.

33
34 ***Wage Plan:***

35 Ms. Cady explained that the job descriptions have been revised by Barry Cox and have been
36 distributed to town employees who will review, sign off, comment, or amend accordingly. Mr. Cox
37 will be picking these up on Friday, February 16, and will be doing the matrix. Ms. Cady added that
38 the wage figures presented are correct.

39
40 **Selectman's Comments**

41 **Mr. Witham** stated that he thought there was a good turn out at the school for SB-2 and both sides
42 were represented well. He noted the amounts of the proposed budgets for the surrounding towns.
43 Additional discussion was held regarding the school's numbers for the growth that he feels is not
44 occurring.

45
46 **Mr. Hadley** stated that the overtime issue and comp time still needs to be addressed by the board.



Northwood Board of Selectmen Meeting Minutes of February 13, 2007

1 **Mr. Bryer** noted that he provided the form for the board to complete an evaluation of the town
2 administrator. He explained how the evaluation is completed and reviewed by the total board.

3
4 **Mr. Hadley** noted that there is a public hearing scheduled for February 20 for SB-2; a select board of
5 5 members; and discussion for the petition article submitted by Mr. Hadley for the water ordinance.
6 Mr. Hadley requested that a member of the Barnstead selectmen hold an information session on
7 February 24 at town hall to describe the water ordinance.

8
9 **Mr. Bryer** asked if the code of conduct has been posted.

10 Final Public Comments

11 **Mr. Jandabeur** asked why the board would waste the time of many to interview people and not fill
12 the position. **Mr. Bryer** replies that this is a practice that he has seen other places. **Mr. Bryer** referred
13 to a letter from **Mr. Jandabeur** regarding letting the new board decide. **Mr. Jandabeur** commented
14 that the letter was written prior to the board deciding that they would not fill the position and he
15 expresses frustration that he does not understand the practice of the board relative to this decision.

16
17
18 **Ms. Lane** stated that she is against SB-2. She also commented that the population in Northwood is not
19 decreasing with all of the developments in town.

20
21 **Mr. Wolfe** stated that he is amazed and surprised at what the board did tonight regarding the filling
22 of the executive secretary position.

23
24 With no further comment, **Mr. Bryer** closed the public portion.

25
26 **Mr. Hadley** reminded everyone that February 28 is candidate's night at 7 p.m. at Coe Brown.

27
28 The next selectmen's meeting will be March 9.

29 Acceptance of Minutes

30
31 Minutes for December 12, 2006: ****Motion** Mr. Bryer made a motion, seconded by Mr. Witham, to**
32 **accept December 12, 2006 minutes, as amended. Motion passed; 2/1. Mr. Hadley abstained.**

33
34 Non-Public Minutes for December 12, 2006: ****Motion** Mr. Bryer made a motion, seconded by Mr.**
35 **Witham, to accept December 12, 2006 non-public minutes, as written. Motion passed; 2/1. Mr.**
36 **Hadley abstained.**

37
38 Minutes for December 19, 2006: ****Motion** Mr. Bryer made a motion, seconded by Mr. Witham, to**
39 **accept December 19, 2006 minutes, as written. Motion passed; 2/1. Mr. Hadley abstained.**

40
41 Minutes for December 26, 2006: ****Motion** Mr. Bryer made a motion, seconded by Mr. Witham, to**
42 **accept December 26, 2006 minutes, as written. Motion passed; 2/1. Mr. Hadley abstained.**

43
44 Minutes for January 9, 2007: ****Motion** Mr. Hadley made a motion to accept the January 9, 2007**
45 **minutes, as amended. Seconded by Mr. Bryer. Motion passed unanimously; 3/0.**

46



**Northwood Board of Selectmen
Meeting Minutes of February 13, 2007**

1 Minutes for January 16, 2007: ****Motion**** Mr. Hadley made a motion to accept the January 16, 2007
2 minutes, as amended. Seconded by Mr. Witham. Motion passed unanimously; 3/0.
3
4 Minutes for January 19, 2007: ****Motion**** Mr. Hadley made a motion to accept the January 9, 2007
5 minutes, as written. Seconded by Mr. Witham. Motion passed unanimously; 3/0.
6
7 Mr. Hadley requested that Ms. Cady review the encumbrances.
8 **Mr. Witham** motioned to adjourn the meeting at 9:50 pm, seconded by Mr. Hadley. Motion passed;
9 3/0.
10
11
12 Respectfully submitted,
13
14
15 Lisa J. Fellows-Weaver
16 Board Secretary