



Northwood Board of Selectmen Meeting Minutes of February 6, 2007

Call to Order

Chairman Bryer called the meeting to order at 6:40p.m.

Roll Call

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

Selectman Bryer stated the most important item was to decide what to do with the Warrant articles. Selectman Bryer asked Ms. Cady if she got his corrections and she stated she did and put them into everyone's packets. She also explained that she had redone the Recreation article and that it was down because she had left the figure in the budget as if the position stayed at 32 hours this year. Selectman Bryer stated that this was the one the Budget Committee had approved. Ms. Cady said it was not the one the Budget Committee had approved. Selectman Bryer asked for the public record according to the RSAs had these petitions been presented to the Selectmen and Ms. Cady said they had been received and the signatures checked by the Town Clerk for validity. The petition articles in question were the SB2 for the town and the increase for the Board of Selectmen to five. Selectman Bryer stated that they would be placed on the ballot. Ms. Cady stated that a public meeting needed to be set for the Senate Bill 2 article and that she believed the School was having their hearing on February 12. She asked if they would like her to contact them to see if they could combine the hearing with the school and Selectman Hadley stated he didn't think there was sufficient time for posting and holding the hearing. She stated she would check it out and get back to them. Selectman Witham asked Mr. Jandebeur if he dropped his petition for the 5-member board off that morning and he replied that he had. Selectman Bryer asked whom he had dropped it off with and he stated the Town Clerk. Selectman Bryer replied that it should have been dropped off with a Selectman. Selectman Witham stated he had the petition in his possession the previous night and that Mr. Jandebeur then brought it to the Town Clerk's office this morning. Discussion followed as to whether it could be held during a regular Board meeting. Selectman Bryer then stated he wanted to go through the warrant articles to see how the Board felt about them one by one.

FIRE/RESCUE DEPARTMENT CAPITAL RESERVE FUND

Article 1: To see if the town will vote to raise and appropriate the sum of **sixty thousand dollars (\$60,000.00)** to be added to the Fire/Rescue

Department Vehicle Capital Reserve Fund held by the Northwood Trustees of Trust Funds. This is the same amount received by the town from ambulance billings during the year 2006, which receipts have been deposited into the Special Ambulance Replacement Fund. This appropriation is to be funded by a withdrawal from the Special Ambulance Replacement Fund when the ambulance is delivered.

This article had been previously approved by the Board so needed no further vote.

FIRE/RESCUE DEPARTMENT NEW AMBULANCE

Article 2: To see if the Town will vote to raise and appropriate the sum of **one hundred, sixty five thousand dollars (\$165,000.00)** for the purpose of purchasing and equipping a new ambulance for the Northwood Fire/Rescue Department, and to fund this appropriation by withdrawing the sum of **(one**



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hundred, sixty five thousand dollars (\$165,000.) from the Fire/Rescue Department Vehicle Capital Reserve Fund upon delivery of the ambulance. This vehicle will replace the 2001 Ford/Lifeline Ambulance presently being used.

Selectman Bryer asked someone to move the article.

Selectman Witham stated that he wanted to show for the record that the motion previously taken on this article was 0/2 and that the reason was that it was during the public hearing on Saturday that the Board was informed that it would take approximately 2 years for this unit to come in and that basically the vote was to allow for more research and to have more information brought in. He then stated he now stood in favor of this purchase.

Selectman Bryer stated that there had been a question regarding conflict of interest, as he was a member of the Northwood Fire and Rescue, not active, but still a member. But he did not feel he would gain or lose from the purchase of this vehicle. Ms. Cady agreed. Selectman Hadley stated his concerns first that this had not been included in the Capital Improvement Plan and that in the 2002 minutes the Chief stated a change of allocation for this fund from 70 to 30, 30 being for the ambulance fund and that would be sufficient. He stated Barrington is on a 10-year replacement time period. He also noted that there had been a statement made that the intent was to ask for a new fire truck next year. The last was a lease/purchase with less impact so there would be enough money sooner for other leases for fire trucks. In other towns, the money goes into the general fund from ambulance billings so it makes it more difficult to purchase ambulances within five or 6 years so there might have to be 2000 miles on it. He stated these reasons were why he was not in favor of the article.

*****Motion*** motion was made by Selectman Witham as read, seconded by Selectman Hadley.
Selectman Witham voted in favor, Selectman Hadley opposed, and Chairman Bryer in favor.
Article passed 2/1.**

Article 3. The Facility Committee Expendable Trust Fund had already been voted on 3/0 and was not questioned. Article 4. Town Hall Improvement Capital Reserve had been voted 3/0 and was not questioned. Selectman Hadley asked if the impact money was going to be carried out three places and Ms. Cady stated she was going to ask for clarification on that issue at this meeting. Chairman Bryer stated that they should be carried out to 2 places and rounded up if over .005 and down if under. Next Chairman Bryer asked regarding Article 5., the Highway Department Vehicle Purchase article and whether anyone wanted to revote on that. Selectman Witham stated no. Ms. Cady remarked that Attorney Mitchell changed the wording to that "the funds would come from the capital reserve fund with the balance to come from general taxation" to take into consideration a trade-in. Article 6. Police Vehicle Purchase everyone was comfortable with. Article 7. Full Time Recreation Director. Chairman Bryer asked if anyone wanted to vote again. Selectman Hadley asked if the intention was to have this be effective after April 1, and was told that after the vote at Town Meeting, if passed they would still need to post it so it would probably be April 1 before it would become effective. Article 9. Full Time Highway Laborer. Chairman Bryer asked for a revote.



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Article 9 reads "To see if the town will vote to raise and appropriate the sum of **twenty six thousand dollars (\$26,000)** for the purpose of establishing a new full-time position for Highway laborer for the Highway Department and to expend these funds for wages and applicable benefits beginning April 1, 2007. **(By petition).** He then asked for a motion.

*****Motion*** motion was made by Selectman Hadley, seconded by Selectman Witham.**

Selectman Bryer then asked for comments. Selectman Witham asked what the \$26,000 consisted of. Ms. Cady stated she discussed it with Mr. Wilson. Selectman Bryer stated it was the difference between the part-time and full-time. Ms. Cady stated that the \$26,000 will not pay benefits and wages for \$14.00+ per hour for the full year. Discussion followed including costs for single and family plan health insurance benefits and that the figure could only be changed from the floor at Town Meeting because it was a petitioned article. Selectman Witham asked if the \$26,000 was only labor costs and Ms. Cady replied that Mr. Wilson stated he expected he would pay what John Schlang is currently earning which is \$14.87 an hour. It was noted that there was \$5,000 in budget for mowing. Chairman Bryer suggested that somebody from floor could get up and amend the amount to what it should be. Chairman Bryer then asked for the vote.

*****Motion*** call for the vote. Selectman Witham voted no, Selectman Hadley voted yes, Chairman Bryer voted no. The vote was 1-2 so the article was not recommended by the Selectmen.**

Selectman Witham asked where Selectman Hadley was the chairman of the Administrative Study Committee would it be a conflict of interest for him to vote on this article, and he replied that he would not be doing his job if he voted against it. Chairman Bryer responded that it would not be considered a conflict of interest though because he was not financially involved with the article.

Article 9. Operating Budget – Chairman Bryer stated it should be recorded as the Budget Committee's recommendation and the Selectmen's recommended.

*****Motion*** motion was made by Selectman Witham, seconded by Selectman Hadley.**

Discussion followed. Selectman Hadley stated that the last time they voted on the operating budget the figure was not to exceed \$ 2,905,000.00, but the figure he is now looking at is \$2,911,000.00. Ms. Cady stated that she had adjusted the Social Security and Medi lines in two or three areas, Emergency Management \$550 had to be put in for discussion by the Board. Increase in retirement was also added. Previously had put in Budget Committee recommended figure and Selectmen recommended.

*****Motion*** motion was made by Selectman Hadley, seconded by Selectman Witham to table the discussion on Article 9 and come back to it later. Unanimous**

Article 10. To see if the town will vote to raise and appropriate the sum of **twenty three thousand two hundred and fifty dollars (\$23,250)** for the purpose of increasing the hours of the Finance Technician



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from part-time to full-time and to expend these funds for wages and applicable benefits beginning April 1, 2007 (by Petition).

*****Motion*** motion was made by Selectman Hadley, seconded by Selectman Witham for discussion.**

Selectman Hadley stated this was a petition recommended by the Administrative Study Committee. He went on to say that the report showed that the position previously was full-time and that they were recommending it go back to full-time. Discussion followed that this \$23,250 was not the entire cost for a full time finance technician. It was stated that Steve Fournier was paid in the low \$40,000s, and that Finance at that time was \$52,000. Finance did budget preparation and day-to-day financial matters. Some of things current administrator does were handled by finance. Administrator handled legal, selectmen meetings and day-to-day operations of town hall. At that time, the Administrator did not need to handle budgeting. The total paid was \$94,000 between two departments plus \$13,000 benefit. The current cost for insurance is \$19,000 family and a single is \$593. ADS had been promoted to be less time consuming, cutting time in half but that doesn't appear to be the case. Selectman Witham stated that these warrant articles don't include all the costs. Selectman Bryer stated that you would take the \$25,000 that is the current part-time salary and add \$23,250 for a total of \$48,250. So the public should be told at Town Meeting that this figure is the additional amount proposed by the Study Committee to make it full time. But the true cost is the whole position. Selectman Witham expressed his opinion that it was unnecessary to make it full time, but Selectman Bryer stated he thought there was a weakness in the accounting-finance area. Ms. Cady stated that cooperation would have made it run more smoothly. Selectman Witham stated this was the third time this area had been proposed and that two times before it had been shot down. Selectman Bryer stated that with a strong financial person in the administrative position, you can do it with a part-time finance person. Selectman Hadley stated that the report highlighted why the Committee thought these positions should be made full time. Ms. Cady stated they did not ask her for a job description of what she needed for the position. Selectman Hadley stated the Committee felt to be proactive they would prepare the petitions. Selectman Bryer asked if there was any more discussion. Selectman Hadley moved to close discussion and take a vote.

*****Motion*** motion called by Selectman Bryer. Selectman Hadley in favor, Selectman Witham opposed, Selectman Bryer in favor. Article recommended 2-0.**

Article 11: To see if the town will raise and appropriate the sum of **Twenty five thousand dollars (\$25,000)** for the purpose of increasing the hours of the Transfer Station Foreman from part-time to full-time and to expend these funds for wages and applicable benefits beginning April 1, 2007 (By petition)

*****Motion*** motion made by Selectman Hadley, seconded by Selectman Witham to open for discussion.**

Selectman Bryer asked for discussion. Selectman Witham stated that the total bottom \$43,000, but the reflection here is \$25,000. Selectman Bryer stated again the need to educate the public. Selectman



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Witham then went on to state that Lamprey Regional charge for tonnage has increased to \$7.00/ton, and that there was 789 ton coming out of Northwood last year. The town received \$5,084 in 2006 and \$5,042 the previous year, for an average of \$5,000 a year. He estimated it would take 8 times the average current tonnage to cover the amount needed to pay the \$43,000 for a full-time Transfer Station Foreman. He stated a new Recycling Committee should be created. Selectman Bryer asked for more discussion. Seeing none the vote was taken.

*****Motion*** motion called by Selectman Bryer. Selectman Hadley in favor, Selectman Witham opposed, Selectman Bryer in favor. Article recommended 2-0.**

Article 12: No new discussion, it had been previously voted recommended 3-0. Article 13: No new discussion, it had been previously voted recommended 3-0.

Article 14: Transfer Station Compactor. To see if the town will vote to authorize the Selectmen to enter into a lease/purchase agreement with a municipal escape clause, in the amount not to exceed **thirty thousand dollars (\$30,000.00)**, payable over a 4 year period (with no escape clause) at the sum not to exceed, **seven thousand five hundred dollars (\$7,500.00) per year** to purchase a compactor for the Transfer Station and to raise and appropriate the sum of, **seventy-five hundred dollars (\$7,500.)** for the first year's payment and to fund this appropriation by authorizing the withdrawal of **seven thousand five hundred dollars (\$7,500.00)** from the Transfer Station Expendable Trust Fund, held by the Treasurer. (**A two thirds majority ballot vote required**).

*****Motion*** motion made by Selectman Hadley, seconded by Selectman Witham to open for discussion.**

Ms. Cady stated the section "with a municipal escape clause," needed to be deleted because it was entered in error. She went on to say Mr. Preston had advised her that he had called in the person getting the new compactor to make necessary repairs on the compactor and that the price would be \$42,000 for the compactor. She said she had one bid in for the repairs. Discussion followed to change the figures of the article. Selectman Bryer suggested changing the figure to \$42,000 by amending the article before it goes to the Budget Committee for final approval. Selectman Hadley stated that if the compactor was found to be repairable for \$24,000, then it could be changed at town meeting to reflect the required amount. Selectman Witham asked if there was a written statement saying there was a definite need to replace the compactor. Ms. Cady said it needed a new switch. Selectman Bryer suggested to have it rebuilt at an estimate of \$24,000. Ms. Cady suggested the amount be changed to \$42,000 and then revise it later if needed. Fix the bottom and have it rebuilt.

Interviews

Interview of Ann Marie Morrill for the Administrative Assistant position. Ms. Morrill stated her background and the fact that she had 4 years previous experience. She also stated she was a member of the Cooperative in Allenstown and easy to get along with, very organized, follows directions well. She stated she was a single mom with mother living with her so night meetings not a problem. Selectman



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Bryer asked what she did at the Secretary of State's office. Her response was that she was full time executive assistant working for the Bureau of Securities Regulation, handling legal documentation from investors, auditing those records. Supervisor was Barry Glennon, office manager. Selectman Hadley asked if they could contact people for references. She had been Assistant Manager at Family Dollar in Allenstown until recently. Microsoft Word and Excel experienced. Personal reasons why she left the State. When asked if she had any questions, she inquired about the recording meetings and how the minutes were prepared. Reason applying was for part-time work, not interested in going to full time and the location of Northwood was why she applied. Ms. Cady stated the pay would be between \$13.00 – \$15.00 per hour and the hours would be 8:30-1:30 or 2:00 plus selectmen's meetings for a total of 28 – 30 hours.

Interview of Lauren Hargraves for the Administrative Assistant position. Ms. Hargraves stated she had recently relocated from Arizona, that she had grown up in Pembroke NH. Selectman Witham asked that she understood that it was a part-time position and she stated she attended school in the evenings, so was looking for part-time only. Worked for Arizona Supreme Court. Selectman Bryer asked what interested her in this job. She stated she had over 20 years experience as a secretary, working for the Director of Nursing, director of NH Board of Land Appeals, and Arizona medical examiner boards as well as several boards for the Arizona Supreme Court. Her experience with the State included 2 years at the nursing department, 7 years at State Police, 1-1/2 to 2 years in Pathology. Not working currently. Left Arizona employment in 2005 for illness. Ms. Cady had explained the pay and hours and they were acceptable.

Ms. Cady stated that these applications were from 2 ads for 4 days in Fosters and Concord Monitor.

Going back to the Article 14, Selectman Bryer stated he agreed with Selectman Witham and that he felt more research needed to be done regarding repair, rebuilding, etc. opposed to purchasing a new one. Selectman Hadley stated numbers could be increased or changed at Town Meeting. Ms. Cady stated they needed to remember the lease/purchase agreement needed a no escape clause and that it would need to have a 2/3 vote to pass. Selectman Bryer stated that they needed to have a figure in the budget to cover the repairs if the article for the lease/purchase failed at Town Meeting in case the compactor fails and needs emergency repairs. Selectman Hadley inquired whether there was a written bid for the \$42,000, and Ms. Cady said there was not, but that she would try to obtain one.

*****Motion*** motion called by Selectman Bryer to put in \$42,000 as the total, putting the \$7,500 up to \$10,500. Selectman Hadley in favor, Selectman Witham opposed, Selectman Bryer in favor. Article recommended 2-0.**

Article 15: Benefit Invested Time Expendable Trust Fund. The original vote taken on this article was 2-1. Ms. Cady explained that Selectman Bryer wanted to increase the original amount of \$10,000 to \$15,000, and Selectman Witham voted against it. Selectman Witham asked if Selectman Bryer could explain the reasoning for the increase. Selectman Hadley stated there had been a payout for over \$12,000 this last year. Selectman Bryer stated that there was potentially one retiring this year. Ms. Cady reminded Selectman Bryer that the auditors had mentioned that they should have certain amount in fund.



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Selectman Witham asked how much was currently in the fund and Ms. Cady said there was around \$7,000, and adding \$15,000 to it would give around \$21,000. Selectman Bryer also stated that as of December 31, 2004 there was \$51,405 on the books in uncompensated absences. He also stated that there he was not aware of anyone planning on retiring.

Selectman Bryer asked to move Article 15 as read: To see if the town will vote to raise and appropriate **fifteen thousand dollars (\$15,000.00)** to be added to the Benefit Pay Expendable Trust Fund previously established.

*****Motion*** motion made by Selectman Hadley, seconded by Selectman Witham. The vote was Selectman Hadley in favor, Selectman Witham in favor, Selectman Bryer in favor. Article recommended 3-0.**

Ms. Cady stated that the article for the Cable Expendable Trust had been increased because she received a letter today stating that the amount for the year was \$23,500.00. Selectman Hadley stated the others should be alright as previously voted upon. She stated that the Lagoon Maintenance had \$11,000 but rather than open a new account Selectman Bryer had wanted to keep about \$600 in there. Selectman Hadley asked a question regarding Article 21 legally don't need a public hearing, but needs to be explained. Selectman Bryer stated that would be done at Candidates night.

On Article __ Teen Center Demolition. Ms. Cady stated that the Attorney had requested one change to the wording of "site of existing building reserved for future use." He said to take out "road garage" and change to "municipal" use so it would not be held specifically to highway. There was no change to the dollar amount.

Regarding Article 25 **CONDUCT OF OFFICIALS.**, based on Attorney Mitchell's comments Selectman Bryer made the following changes:

Under Section 1.1. Conditions for Holding Office, added "unless otherwise specified by state law any person holding Town office convicted of a Class A or B Felony in NH or its equivalent under the law of any other state or federal law shall forfeit such office".

Under Section B., Attorney Mitchell stated it was our intention to be part-time, and that he changed it to "no full-time employee of the town shall be eligible to serve as a selectperson, budget committee member, library trustee or police commission."

Section 1.7, Misuse of Information, based upon Attorney Mitchell's comments, Selectman Bryer made the following change: "no elected or appointed officer or employee of the town shall utilize or dispense confidential and/or non-public information gain to said officer employment of his or another's personal gain or profit. (added confidential "and/or" non-public... and gain "or profit")



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He stated that he noted that we currently have a Conflict of Interest Ordinance so on Section 1.A he added “prior Conflict of Interest Ordinance, this Code of Conduct Ordinance supersedes the previous Conflict of Interest one.”

Section 9: Under the grandfather provision, Attorney Mitchell said you had to have a grandfather provision under code of conduct. So he added “any elected or appointed officer or employee who was in office or employed shall be exempt from this ordinance for a period not exceeding 1 year from the date of adoption.”

Selectman Witham asked what the purpose of this new Code of Conduct was and Selectman Bryer stated that while Mr. Shaffer was a selectman he had noted that he thought the town officials should have a code of conduct and Selectman Bryer thought it had merit. He had gone on line and gotten Newmarket ‘s Code of Conduct which he thought was fairly decent, and used it as a starting point from which he made changes and brought it to Northwood. Selectman Witham commented that he felt the area of Conflict of Interest was very weak in Town, but that Northwood is not large enough not to run into conflict areas, such as husband and wife teams on different boards. Selectman Bryer read the “conflict of interest” statement that states if there is no financial gain to the parties involved there is no conflict. Selectman Bryer moved the question.

*****Motion*** motion made by Selectman Hadley to approve the article as revised according to Town Counsel recommendations, seconded by Selectman Witham. The vote was Selectman Hadley in favor, Selectman Witham in favor, Selectman Bryer in favor. Article recommended 3-0.**

Interview with Susan Whitcomb. Moved up here approximately 17 years ago from Western Massachusetts. In a position currently looking for part-time. Would be available for working on Tuesday evenings with no problem. She has an Accounting background. In her position at the hospital she worked as cashier, posting and handing billing and accounts payable, inventory. She holds an Associates degree in management and an Associates degree in secretarial. She had been given the hourly wages and hours by Ms. Cady and had no problem with them. She has been responsible for keeping minutes at her prior job where she shared responsibility at the hospital for doing minutes. She still is volunteering for Seacoast. References would be furnished.

Article 22. Teen Center Demolition. Vote had been 3-0.

Discussion returned back to the Operating Budget.

*****Motion*** motion made by Selectman Hadley, seconded by Selectman Witham to move the Operating Budget to open for discussion.**

Selectman Hadley noted that Selectman Witham had been to a Lamprey meeting recently and they had voted to take \$2.00 amount of dollars out of surplus used to reduce the increase the amount of the tonnage. Ms. Cady stated she had the letter showing the same. Selectman Hadley went on to state that



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the proposed budget shows a 50% increase from 2006 to 2007. Ms. Cady said it was a \$4.50 increase, and they used \$2.50 to reduce down to \$2.00.

Selectmen returned from the break and voted to go into Non-Public session.

Selectman Witham made a motion to go into Non-Public under RSA 91-A:3, II (c) for the discussion of town business regarding the Town administrators evaluation and when employee's evaluations will be discussed.

Selectmen returned to Public Meeting at 9:35.

Motion to Seal the Minutes by Jim Hadley seconded by Ken Witham all in favor.

Motion to Adjourn

Respectfully submitted,