



**Northwood Board of Selectmen
Minutes of October 13, 2009**

Town Hall Northwood NH – October 13, 2009

Call to Order

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

Roll Call

Chairman Alden Dill, Selectman Scott Bryer, Selectman Robert Holden, and Town Administrator David Stack.

RFP Opening - Town Audit Services

The Town received three proposals which were opened by Town Administrator David Stack. Proposals were received from Vachon, Clukay and Company, PC, Melanson Heath and Company, PC, and Mason + Rich, PA. Mr. Stack said that the proposals will be reviewed by he and the Finance Administrator and they will provide a recommendation to the Board at the 10/27/09 meeting.

Meeting with Town Department Heads

The Board met with all Town department heads and general discussions were held relative to current budget status and projects as well as the 2010 budget proposals.

Building Department: Building Inspector Dave Hickey reported that there has been more building activity to date than there was in 2008. Permits have been pulled for eighteen new single family homes.

Land Use Department: Board Administrator Linda Smith reported that its activities have been slow but steady. There are no known large residential development proposals on the horizon. As far as commercial development, there is a proposal for the construction of a Family Dollar Store next to the Northeast Credit Union and for a proposed restaurant near Hannaford's.

Police Department: Chief Glen Drolet reported that the Police Department has seen a 26% increase in total calls for service over the 2008 numbers. They currently have one new officer at the Police Academy who will be graduating in December. The Department will be requesting one additional full-time officer and a new police cruiser in its proposed 2010 budget. The Department will also be requesting that a deposit be made to the Police Station Capital Reserve Fund for either an addition to the station or possibly the construction of a new station.

Fire Department: Chief George Ashford reported that the Department is looking at a level funded budget in 2010. The number of service calls is flat compared to 2008. They are in good shape on equipment.

Recreation Department: Recreation Director Kathy Boudreau reported that the level of participation in programs continues to increase. For example, the aerobics program had six participants last year and there are currently forty-five people enrolled in the program. There



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was a discussion relative to the funding that will be required for the mowing of the new athletic fields and the status of the Phase II development of the fields. An application has been filed for a wetlands permit that will be required to continue with Phase II.

Highway Department: Road Agent Jim Wilson reported that work has begun today on the Old Turnpike Road project. The contractor will be grinding up the existing pavement and laying down a new layer of asphalt. Winter sand is out to bid. The Town will need a new truck sometime in the future to replace the 1993 International.

The Bennett Bridge Road project will start soon. Mr. Wilson stated that he will coordinate with the Police and Fire Departments as far as traffic, road closure issues, etc. during the project.

Library: Library Director Donna Bunker reported that the Library has seen a big increase in circulation; 2,488 books and materials were circulated in August and 78 new library cards have been issued. Their budget is in good shape. The Trustees reported that they have concerns with building and grounds maintenance issues. The furnace needs to be looked at to provide more balanced heat between the two floors of the Library and there is a problem with encroaching Japanese knotweed blocking entrances and taking over lawn space. The Town Administrator will be contacting a heating contractor to take a look at the furnace and he is getting quotes to do the knotweed removal. Selectman Holden asked if the work could be done by the Highway Department.

Unfinished Business

Acceptance of Minutes

8/25/09 Meeting

****Motion**** Selectman Bryer motioned to accept the minutes of August 25, 2009, as written. Selectman Holden seconded the motion. The motion passed; 2/0/1. Selectman Dill abstained as he was not at this meeting.

9/8/09 Meeting

****Motion**** Selectman Dill motioned to accept the minutes of September 8, 2009, as written. Selectman Bryer seconded the motion. The motion passed; 3/0.

Personnel Plan Review

Mr. Stack explained that he has provided a list of outstanding items for the Board to continue to review as follows:

- Section 10. Overtime and call back pay
- Section 11. Compensation
- Section 12. Performance evaluations
- Section 13. Longevity incentive
- Section 21. Drug and alcohol testing for DOT compliance
- Section 26. Sick leave
- Section 28. Personal days
- Section 29. Annual (vacation) leave



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Section 26. Sick Leave and Section 29. Annual (vacation) leave: Mr. Stack provided information on the average lengths of leave of other comparable communities and other pertinent information he obtained from the LGC Annual Salary and Benefits Study. Mr. Stack reviewed the current plan for caps per years of service. Additional discussion was held regarding sick time and short term disability plans. Selectman Bryer stated that the payout for sick time is only two weeks. Selectman Bryer asked if there are adequate annual days and sick days, why are there personal days as well. Mr. Stack stated that there are a variety of towns that offer both as well as towns this size that do not offer personal days Mr. Stack stated that there are three days offered a year on an hourly based rate. Selectman Bryer feels that the personal days should be a use it or lose it policy. He added that the liability for accrued vacation time is getting larger. He added that the residents and tax payers have stated that he has heard that the compensation package for town employees is too generous and that benefits need to be reined in. Selectman Dill stated that he has not heard these comments from town meeting. Selectman Holden stated that he too is hearing that the tax payers cannot afford anything more. Selectman Bryer stated that there is no difference with vacation and personal days other than typically a vacation day would be planned for and a personal day would be for something that was unexpected. Selectman Dill added that there is a problem with the amounts of accrued time and there should be a cap. Selectman Dill asked if there was any additional information relative to vacation time. Mr. Stack will further review other towns this size.

Section 10. Overtime and call back pay: Mr. Stack stated that he added a call back policy to the draft. The Board requested that the police department be contacted to see if they currently have this policy as well as if there is a state statute.

Section 11. Compensation and Section 12. Performance Evaluations: Mr. Stack stated that the Board has discussed doing pay steps based on annual performance and based on employee anniversary dates rather than doing this at all at one time. Selectman Bryer stated that he would like to see this be done by anniversary date and the increases would be throughout the year. Mr. Stack stated that if approved, the employees whose anniversary dates occur during January 1 and town meeting the increases would be retroactive. Selectman Bryer added that this would alleviate doing all of the reviews at one time. Selectman Holden stated that he agrees with the philosophy; however, feels that from a management standpoint this would be harder to manage. Selectman Dill stated that he would prefer the anniversary date approach as personnel reviews are being done during budget season. Selectman Bryer asked about compensation. Mr. Stack explained that compensation states that each employee is assigned to a pay grade on the salary/wage schedule, paid within the limits of the pay range applicable to the pay grade. He read the definition of compensation as proposed for the personnel policy.

****Motion**** Selectman Bryer motioned to amend the compensation section to state that once the employee has reached the maximum step there will be no further increases. Selectman Holden seconded the motion. Selectman Bryer added that in normal conditions, the person who reaches the maximum step will continue to receive a COLA increase. **Selectman Bryer rescinded the motion.** ****Motion**** Selectman Dill motioned to approve the compensation plan as written. Selectman Bryer seconded the motion. Motion passed; 3/0.

****Motion**** Selectman Bryer motioned that performance evaluations be conducted on the employees anniversary date with raises effective on anniversary dates. Selectman Dill seconded



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the motion. Selectman Holden stated that this will create issues and asked if there is someone on staff that will be able to track this information. Mr. Stack noted that this information is available in the finance software. Selectman Dill noted that there will be an issue the first year relative to anniversary dates between January 1 and town meeting. **Motion passed; 3/0.**

Section 13. Longevity Incentive: Mr. Stack mentioned that the Board had asked him to look at addressing increases for top step employees. He stated that when there is no cost of living adjustment, the top step employees do not receive a raise. He explained that there are a few options, which are to leave it as it is if the wage is competitive for the position, longevity increase done across the board based on years of service, or a merit lump sum payment based on the employees review. Selectman Holden replied that he feels that the town's benefit package is sufficient and the town cannot afford any more money. Selectman Dill disagreed and added that he feels that employees that have been here for many years need an incentive to stay. Selectman Bryer commented that with government positions, the town must pay what the market can get for the positions. He added that there are good employees in the town and if they can make more elsewhere, they should move on. Selectman Bryer explained that at the state, once you hit 10 years of service, the state issues a longevity check in increments of \$300. for every 5 years. ****Motion** Selectman Dill motioned to implement \$100. longevity award for every 5 years of service. Selectman Bryer seconded the motion.** Selectman Bryer stated that this is a small town and added that the town does not need a longevity plan. **Motion failed; 0/3.** ****Motion** Selectman Bryer motioned to not have any policy to address longevity plan for employees who are maxed out on the top step. Selectman Holden seconded the motion.** Selectman Holden stated that it is important for the Board to look at a general increase similar to last year. **The motion passed; 2/1. Selectman Dill was opposed.**

Section 21. Drug and Alcohol Testing for DOT Compliance: Mr. Stack stated that the Fire and Police Department was an item of discussion relative to the drug and alcohol testing for DOT compliance. He stated that this is not a requirement for the Fire department. Selectman Bryer asked if the Town can require this for fire personnel. Mr. Stack replied that the Town can and added that the Town requires all Highway Department to participate not only the staff with the commercial driver's licenses. Selectman Bryer stated that the insurance does not require this. Additional discussion was held regarding if there was an incident then the driver would need to be tested. Selectman Dill suggested that this be changed relative to if there is an accident. Selectman Holden stated that he would have a problem exempting the fire and police department without some additional understanding and Selectman Dill requested more information.

Section 28. Personal days: **Motion Selectman Bryer motioned that personal days be eliminated. Selectman Holden seconded the motion.** Selectman Dill requested to wait until the sick and annual leave have been finalized before the personal days are eliminated. Selectman Bryer explained that these days are costly to the Town and the fact that personnel accrue these. He added that he would be open to offering two days but with no accumulation allowed. **Selectman Holden withdrew his second,** however; he added that the Town cannot afford to add any additional benefits.



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Section 26. Sick Leave: Sick leave was briefly discussed and Mr. Stack stated that the proposal is similar to what currently exists. The Board will wait to take action on sick leave until the Town receives quotes for short term disability insurance.

Health Benefits

A discussion was held regarding health benefits. Selectman Bryer stated that typically health benefits for government employees are better than that in the private sector. Mr. Dill added that he feels that the Board would be hard pressed to change the employee contribution amount toward the premium for health benefits.

Appointment of Health Officer - Don Arsenault

Mr. Arsenault requested that the discussion be held in public session. ****Motion** Selectman Dill motioned to reappoint Don Arsenault as the town's health officer with a three year term.** Selectman Dill stated that the town needs a health officer. **Selectman Holden seconded the motion for discussion purposes.** Selectman Bryer stated that he would prefer to address this item in non public session and Selectman Holden agreed.

Non-Public Session

6:35 p.m. **Motion Selectman Dill made a motion, seconded by Selectman Holden, to go into a non-public session under RSA 91-A:3, II (c).**

Roll Call Vote:

Selectman Bryer - yes

Selectman Holden - yes

Selectman Dill - yes

Motion passed unanimously; 3/0.

Mr. Arsenault stated that he is requesting the discussion be held in public session and that under the statute it was his choice whether or not the discussion was held in non-public session. Chairman Dill called for a recess to review the statute. The Town Administrator reviewed the statute with the Board and a discussion was held regarding the reasons for a non public session. Mr. Stack stated that the employee has requested that the session be addressed in public session. Mr. Dill stated that the vote for a non-public session would not carry since the employee has requested that the discussion ensue in public session. The appointment nomination was then discussed. Selectman Holden stated that he recalls a public hearing being held back in March or April relative to septic systems and the Board was looking for someone to attend that hearing and no one was present; therefore, the public hearing was very difficult and hard for the Board to act on and the item was tabled. Mr. Arsenault replied that he proposed the idea and provided information for the Board's review. He did forget about that meeting and apologized for wasting their time. He added that he would like to have the matter of septic inspections addressed again in the future. Selectman Dill asked about the structure of the department. Mr. Arsenault replied that he is under the jurisdiction of the department head, Dave Hickey, which was changed at his last reappointment. Selectman Dill stated that he has spoken to Dave Hickey, as well as the Fire and Police Chiefs, regarding the performance of the health officer. All noted that there were some issues in the past; however, since the health officer is now under the direction of Dave Hickey, there have been some changes and there



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have not been any problems. He added that he worked with Mr. Arsenault during the ice storm and everything worked out well. Mr. Arsenault explained that he has office hours now and is on call 24/7. He also noted that he has become certified with FEMA as well as the Emergency Operation Center. Selectman Dill noted with the possible flu epidemics it would be beneficial to have a functioning health officer. Selectman Holden thanked Mr. Arsenault for his efforts especially over the past few years. ****Motion** Selectman Dill moved to nominate Don Arsenault for appointment as Health Officer by the State of New Hampshire. Selectman Holden seconded. Motion passed unanimously; 3/0.**

Forester Contract

Mr. Stack stated that the Conservation Commission (CC) has reviewed the proposed contract and recommended some changes and additions. The CC has requested that the forester meet with the Commission a few times per year and then there was a question relative to the insurance amount required. He added that he and the Board Administrator Linda Smith are working on finalizing the draft and it will be sent to Town Counsel for review before it is presented to the Selectmen.

New Business

Acceptance of Minutes - 9/22/09

****Motion** Selectman Holden motioned to approve the September 22, 2009 minutes, as written. Selectman Dill seconded the motion. The motion passed; 2/0/1. Selectman Bryer abstained as he was not at the meeting.**

Acceptance of Minutes - 9/22/09 - Non - Public

****Motion** Selectman Dill motioned to approve the September 22, 2009 non-public minutes, as written. Selectman Holden seconded the motion. The motion passed; 2/0/1. Selectman Bryer abstained as he was not at the meeting.**

Heating Fuel Bids

Selectman Dill stated that the final price for oil from Irving increased by \$0.15 as they had exercised their right to increase the cost as of the date that the contract was signed. Discussion ensued relative to the amount of the bids received, which was only two. Selectman Holden stated that the Board will need to address this next year.

Approval of Vendor Manifest

****Motion** Selectman Dill motioned to approve the vendor manifest, in the amount of \$420,825.25. Selectman Bryer seconded the motion. Mr. Stack noted that this includes a payment to the school. Selectman Bryer asked if the town is looking to consolidate the IT contract as the cost could be less. Mr. Stack noted that there are different IT contracts between the town and highway; library, school, and police station. Selectman Holden asked if the Poland Spring account had been reviewed due to possible charges for a separate coffee account paid for by cash by the employees. Mr. Stack stated that he will check into this further. **The motion passed; 3/0.** The manifest was signed by the Board.**



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Approval of Purchase Orders

\$400,000. – Northwood School District

Mr. Stack presented the Board with a purchase order in the amount of \$400,000. for the Northwood School District, approved in the vendor manifest. The purchase order was signed by the Board.

\$7,390. Bergeron Protective Clothing

Mr. Stack presented the Board with a purchase order in the amount of \$7,390. for Bergeron Protective Clothing for fire turnout coats. ****Motion** Selectman Dill motioned to approve the purchase order for \$7,390. for Bergeron Protective Clothing for fire turnout coats. Selectman Bryer seconded the motion. The motion passed; 3/0.** The purchase order was signed by the Board.

\$7,390. Copeland Builders – Narrows Fire Station Storm Damage Repairs

Mr. Stack presented the Board with a purchase order in the amount of \$3,900. for Copeland Builders for June storm damage to the Narrows Fire Station. ****Motion** Selectman Dill motioned to approve the purchase order for \$3,900. for Copeland Builders for storm damage. Selectman Bryer seconded the motion. The motion passed; 3/0.** The purchase order was signed by the Board.

Use of Purchase Orders

A discussion was held regarding work still being completed before a purchase order is submitted. Selectman Dill added that the road agent has requested approval of a purchase order for grading with Hodgdon Construction and a blanket purchase order will be done in the amount of not to exceed \$6,000. Selectman Dill stated that a purchase order will be provided for the next meeting; however, the work will be completed by then. Further discussion ensued relative to the purchase order policy and the need to adhere to the policy. Selectman Dill stated that this work needs to be completed. Board members feel that the purchase order must be provided prior to getting the work done.

The Town Administrator will ask the Road Agent to submit a purchase order for approval at the next meeting. Selectman Bryer requested a memo be sent out to department heads regarding the purchasing policy and contracts.

2010 Budget Review Schedule

Mr. Stack stated that the budget requests are due in by Friday, October 16.

The Board's review schedule was discussed and the Board agreed to add work session meetings in November.

Human Services Budget

Discussion was held regarding available funds currently in the budget for the Human Services Department. Selectman Holden stated that he has gone through the budget and feels that there are funds availed in the budget, approximately \$100,000, that could be made available to cover any overruns



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Highway Dedication to Robert Johnson

Selectman Dill noted that he has had a conversation with one of Northwood's State Representatives as they wish to dedicate a portion of Northwood's roads to Bob Johnson. Discussion was held regarding possible locations and the Board agreed to suggest the section of Rte. 107 located near Mr. Johnson's former home. The Board was very receptive to this dedication.

Selectman Dill excused himself from the meeting.

2010 Holiday Schedule

The proposed schedule for 2010 holidays was presented for review and approval. ****Motion**** Selectman Bryer motioned to approve the 2010 holiday schedule, as presented. Selectman Holden seconded the motion. Discussion was held regarding the Transfer Station hours and Selectman Holden noted that there needs to be better communication when the Transfer Station is closed during town and school meetings. Selectman Holden asked if it were beneficial for those days to be closed. Selectman Bryer explained that the Transfer Station is closed in hopes to have a better turnout at the meetings. **The motion passed; 2/0.**

Appointment of Deputy Fire Wardens

Mr. Stack presented the Board with the appointment forms for the new deputy fire wardens; Scott Severance and Jessica Hartmann. ****Motion**** Selectman Bryer motioned to approve the appointments for two new employees as deputy fire wardens. Selectman Holden seconded the motion. **The motion passed; 2/0.**

New Fire Department Purchasing Policy

Mr. Stack explained that the Fire Department is proposing a new policy that has not yet been submitted to allow the captain or a designee approval should the chief not be available. This item will be addressed at another meeting when the policy can be reviewed.

Appointment of Representative to Rochester District VNA

The Rochester District VNA has requested Charlotte Klaubert be re-appointed as the Town's representative to the Rochester District VNA. ****Motion**** Selectman Bryer motioned to approve the appointment for Ms. Klaubert as the town's representative to the Rochester District VNA. Selectman Holden seconded the motion. **The motion passed; 2/0.**

Intent to Excavate - Bailey, Winding Hill Road

Mr. Stack presented an intent to excavate for Bailey on Winding Hill Road. ****Motion**** Selectman Bryer motioned to approve the intent to excavate for Bailey, Winding Hill Road. Selectman Holden seconded the motion. **The motion passed; 2/0.**

Intent to Cut - Palmer, Bow Street

Mr. Stack presented an intent to cut for Palmer, Bow Street. ****Motion**** Selectman Bryer motioned to approve the intent to cut for Palmer, Bow Street. Selectman Holden seconded the motion. **The motion passed; 2/0.**



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Supplemental Intent to Cut - Hamm, Jenness Pond Road

Mr. Stack presented a supplemental intent to cut for Hamm, Jenness Pond Road. He explained that what happens with a supplement intent to cut is when they realize that the job is larger than what they intended and a supplement is filed in addition to the original intent to cut.

****Motion**** Selectman Bryer motioned to approve the supplemental intent to cut for Hamm, Jenness Pond Road. Selectman Holden seconded the motion. The motion passed; 2/0.

Management Representation Letter - Mason & Rich

Mr. Stack stated that he has a representation letter from the Town to the Town's auditor, Mason and Rich, confirming that the Town supplied all the necessary documentation required for the audit. ****Motion**** Selectman Bryer motioned to allow the chair to sign the management representation letter. Selectman Holden seconded the motion. The motion passed; 2/0.

Selectmen's Report

Selectman Holden asked about the status of the animal control officer. Selectman Bryer requested an update. Selectman Holden also asked about the certified letters being sent out relative to fines for unlicensed dogs. Mr. Stack replied that he will check into both of these items.

Selectman Bryer stated that the Economic Development Committee (EDC) is working out pretty good. He explained that at the recent meeting a presentation was given by a prospective business, Family Dollar, and he found it very positive. He believes that this company will be a benefit for the Town. He added that he feels that the Economic Development Committee should be a part of the application process and recommend the business to the Planning Board. Selectman Holden agreed and stated that the business would be good for new jobs and tax base. He added that he believes it would be well served for members of the EDC to attend the planning board meetings to support and speak in favor of the proposal. Selectman Bryer stated that the company is willing to work with the town to make it fit into the character of the area.

Non-Public Session

9:35 p.m. ****Motion**** Selectman Bryer made a motion, seconded by Selectman Holden, to go into a non-public session under RSA 91-A:3, II (c).

Roll Call Vote:

Selectman Holden – yes

Selectman Bryer - yes

Motion passed unanimously; 2/0.

9:45 p.m. ****Motion**** Selectman Holden made a motion, seconded by Selectman Bryer, to come out of non-public session. Motion passed unanimously; 2/0.

****Motion**** Selectman Holden made a motion, seconded by Selectman Bryer, to seal the minutes of the non-public session. Motion passed unanimously; 2/0.

New Business (cont.)

Supplemental Intent to Cut - Binder, Bow Street

Mr. Stack presented an intent to cut for Gary Binder, Bow Street. He explained that the forester



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provided a certified check to cover the potential taxes and the same process will occur with this supplemental intent to cut. ****Motion** Selectman Bryer motioned to approve the supplemental intent to cut for Binder, Bow Street. Selectman Holden seconded the motion. The motion passed; 2/0.**

Approval of Purchase Order - Docko, \$3,515.

Mr. Stack presented the Board with a purchase order in the amount of \$3,515. for D.L. Docko for work completed to widen the bridge on Old Turnpike Road in preparation for the road project. ****Motion** Selectman Bryer motioned to approve the purchase order for D.L. Docko, in the amount of \$3,515. for work on Old Turnpike Road. Selectman Holden seconded the motion. Mr. Bryer stated that once again the process is not being adhered to. The motion passed; 2/0.** The purchase order was signed by the Board.

Approval of Purchase Order - Docko, \$3,620.

Mr. Stack presented the Board with a purchase order in the amount of \$3,620. for equipment rentals in June and August due to emergency work totaling \$2,360 and for hauling jersey barriers and catch basins that were donated, in the amount of \$1,260. Additional discussion was held regarding the timeliness of the invoices and purchase orders. ****Motion** Selectman Bryer motioned to approve the purchase order for \$3,620 for work completed by D.L. Docko. Selectman Holden seconded the motion. The motion passed; 2/0.** The purchase order was signed by the Board.

Agreement and Release - Bailey, Preve Drive

Mr. Stack presented the Board with an agreement and release for Bailey on Preve Dr. He noted concerns written by the Planning Board regarding RSA 674:41; however, also added that there appears to be adequate frontage and the road is maintained. ****Motion** Selectman Bryer motioned to approve the agreement and release for Bailey, Preve Drive. Selectman Holden seconded the motion. The motion passed; 2/0.** The agreement was signed by the Board.

Adjournment

9:55 p.m. ****Motion** Selectman Holden motioned to adjourn, seconded by Selectman Bryer. The motion passed unanimously; 2/0.**

Respectfully submitted,

Lisa Fellows-Weaver
Board Secretary