



**Northwood Board of Selectmen
Minutes of October 27, 2009**

Town Hall Northwood NH – October 27, 2009

Call to Order

Chairman Alden Dill called the meeting to order at 6:05 p.m.

Roll Call

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

Citizen's Forum

With no public comment, Chairman Dill closed the public portion.

Appointments

Loon Estates Cooperative - Community Development Block Grant Request

President Gloria Young and Treasurer Herb Johnson of the Loon Estates Cooperative and Lynn Booth from the NH Community Loan Fund met with the Board of Selectmen (Board) to seek the Board's support for an application for Community Development Block Grant (CDBG) grant funds to upgrade the community's electrical system and replace a sub-surface septic system.

Ms. Booth explained that the residents of Taskers Mobile Home Park have purchased this community from the Taskers and there is some work that needs to be done. There are some electrical upgrades that need to be done probably due to the storms that have past through the area over the past year. There are also some septic issues that need to be addressed. She stated that the Co-op is eligible to apply for an emergency CDBG in January with the Board's support and application. She noted that a hearing will need to be completed. As part of the process, a grant writer will work with the Town. It will be the same person who worked with the Town on a prior CDBG grant in Northwood for the Tower View Mobile Home Park.

Mr. Holden asked if the grant was received what work would be completed as far as upgrades and improvements. Mr. Booth replied that this is an emergency and is something that has not been previously known. All of the electrical system and connections to the homes would be upgraded. She added that there is one failed septic system and another system that is borderline. This would be an emergency grant as there are health issues. Selectman Dill noted that the property is right near the lake.

Selectman Bryer asked how much is being requested for this grant and Ms. Booth replied that she is not sure of the total; the estimate for the electric work is about \$200,000. She added that there will be electricians and engineers coming in. Selectman Bryer stated that the Town would be the applicant; however, there is no cost to the Town. Ms. Booth replied that is correct and any out of pocket expenses would also come out of the grant.

Selectman Dill asked what is involved for the electrical. Ms. Booth explained that all electrical boxes and back panels need to be replaced as well as the new wiring and conduit underground. She added that some repairs have been done to some homes already and two



Northwood Board of Selectmen
Minutes of October 27, 2009

septic systems have already been previously addressed. Ms. Booth stated that there are a total of seven sub-surface septic systems in the community.

Selectman Dill stated that it is in the best interest of the town to help out the community due to the septic issues near the lake. The Board supported the grant proposal.

Non-Public Session

6:15 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.

6:45 p.m. ****Motion**** Selectman Dill made a motion, seconded by Selectman Holden, to come out of non-public session to discuss an ambulance bill waiver request. . Motion passed unanimously; 3/0.

****Motion**** Selectman Dill made a motion, seconded by Selectman Holden, to seal the minutes of the non-public session. Motion passed unanimously; 3/0.

****Motion**** Selectman Holden made a motion, seconded by Selectman Bryer, to reduce the town ambulance bill, account 40740, from \$554.94 to \$277.47. Motion passed unanimously; 3/0.

Unfinished Business

Town Audit services

Mr. Stack stated that a recommendation is not ready. The Finance Administrator Sandy Garrett is waiting for some of the references that were contacted to call back. A discussion was held regarding if the School District and Town can contract with the same audit firm. Selectman Bryer replied that this is not an issue and the only criteria is that the auditor is independent. Mr. Stack stated that he will have a recommendation for the Board at the next meeting on November 10.

Forester Contract

Mr. Stack stated that revisions requested by the Town to be made to the proposed forester contract were approved by Bean Hill Forest Services. Bean Hill has agreed to attend up to two meetings per year with the Town for project planning and review. Another change was that services would be provided on all Town-owned lands as well as the Town Forests. Mr. Stack added that the liability insurance was adjusted to at least a million per occurrence and some general contract wording was changed. ****Motion**** Selectman Bryer made a motion, seconded by Selectman Dill, to approve the contract for forester services with Bean Hill. Selectman Dill noted that the contract time frame is though October 27, 2009 through July 1, 2011. **Motion passed unanimously; 3/0.**



**Northwood Board of Selectmen
Minutes of October 27, 2009**

Dog Licensing

Mr. Stack stated that Town Clerk Judy Pease is prepared to send the outstanding list of dog owners to the Police Department for service to the dog owners. He stated that overall there was over 700 on the list and the list is now down to 110.

Personnel Plan Review

Mr. Stack stated that personal days, sick leave, and vacation time are still outstanding items that the Board needs to address.

Sick Leave and Personal Leave

Mr. Stack He stated that he requested a quote relative to disability insurance, which would be linked with a sick leave policy. He added that for a base he reviewed the same towns that LGC used for the pay study comparison. Mr. Stack provided some comparison charts for review and discussion. He explained that it appeared that the towns that offer short term disability offer less sick days. Selectman Bryer stated that he would like to remove the personal days. Selectman Dill stated that if the sick days are being cut in half then he would like to see the personal days remain. He explained that there are many employees that are parents and this time would be used up quickly with children. Selectman Bryer stated that the issue is the amount of time that is accumulated. He suggested that the employee receive the normal 12 days per year; however, with a cap of 60 days. Mr. Stack mentioned an option of cashing out sick time and then being cut back to six days. This serves as an incentive. Selectman Dill suggested that the sick days be six days if the disability is included with a three day exemption period. He noted that he would also like three personal days to be included.

Selectman Holden stated that he would like the costs provided and noted that he believes that the short term disability will be cheaper than the six sick days. Mr. Stack stated that the sick time is allowed for your own sickness, doctor and dental appointments, accidents, family illness or injury if direct care is necessary. Selectman Dill stated that that is similar to the personal days and Selectman Bryer stated that it should state that the sick days can be used for kids. Selectman Dill stated that there will be 9 sick days then. Selectman Holden stated that he would prefer to not combine sick and personal days.

Additional discussion is held regarding the cap and its relation to disability insurance. Selectman Dill suggested using the same formula to cap sick days as the vacation days. The Board agreed that the cap should be 30 days with six sick days. In addition, the Town would still only reimburse for 10 days when employment has ended.

Personal Days

The Board agreed that personal days will be 3 days per year with a use it or lose it policy.

Vacation Days

Mr. Stack went over the current proposal for vacation time:

- 0-4 years = 12 days with a cap of 20 days
- 5-8 years = 15 days with a cap of 30 days
- 9-17 years = 18 days with a cap of 33 days



**Northwood Board of Selectmen
Minutes of October 27, 2009**

18+ years = 21 days with a cap of 36 days

Selectman Bryer asked if any other Board members feel that this is extremely generous. Selectman Dill replied no and Selectman Holden stated that if he were an 18 year plus employee the Town would be paying him 46 extra days per year. After further discussion, Selectman Bryer stated that he would agree to a schedule similar to the Town of Candia:

0-4 years = 10 days with a cap of 15 days.
5-9 years = 15 days with a cap of 20 days.
10+ years = 20 days with a cap of 30 days.

Mr. Stack stated that this is based on full time status, which is classified as 35 hours per week and up. This could also be addressed for regular part-time employees. He added that people that work less than 20 hours per week do not receive any vacation benefits. Selectman Holden requested that this be presented at the next meeting. He asked if there was any difference for employees that work between 20-35 hours and Selectman Bryer explained that these benefits are prorated. Mr. Stack stated that this leave would still be prorated and Selectman Bryer added that nothing would be given to an employee that works less than 20 hours.

Discussion was held regarding selling vacation time back to the town. Selectman Dill stated that there needs to be a policy created and there should be a hardship noted. Selectman Holden stated that the decision should be up to the discretion of the Selectmen. Mr. Stack will review other towns to see if there is something similar.

New Business

Acceptance of Minutes - 10/13/09

****Motion**** Selectman Dill motioned to approve the October 13, 2009 minutes, as written. Selectman Holden seconded the motion. The motion passed; 3/0.

Approval of Vendor Manifest

****Motion**** Selectman Dill motioned to approve the payroll manifest, in the amount of \$221.19. Selectman Bryer seconded the motion. The motion passed; 3/0. The manifest was signed by the Board.

Approval of Vendor Manifest

****Motion**** Selectman Bryer motioned to approve the vendor manifest, in the amount of \$209,471.32. Selectman Holden seconded the motion. Mr. Dill noted that \$130,000. was for paving of Old Turnpike Road and \$22,900. was for insurance. The motion passed; 3/0. The manifest was signed by the Board.

Appointment of Deputy Health Officer

Mr. Stack explained that the Health Officer would like to appoint three deputies, David Hickey, Donald Gardiner, and David Copeland. ****Motion**** Selectman Dill motioned to appoint David Hickey, Donald Gardiner, and David Copeland as Deputy Health Officers. Selectman Holden seconded the motion for discussion purposes. Selectman Holden asked if there was a charge for the deputies and Mr. Stack noted that any charges are offset by the health department budget.



**Northwood Board of Selectmen
Minutes of October 27, 2009**

Motion passed unanimously; 3/0. The appointments were signed by the Board.

Proposed 2010 Town Budget

Mr. Stack presented the proposed FY 2010 budget to the Board. He explained that the proposed operating budget has increased by \$182,133; however, the total budget is \$34,799 less than FY 2009. He briefly reviewed estimated revenues and the estimated tax base increase based on new construction estimated to be completed by April 1, 2010. He explained that the budget as presented includes both the operating budget and warrant articles containing funding requests, including payments to trusts and reserves, as well as the proposed creation of a new police officer position and a new police cruiser. Discussion ensued regarding the additional funds for the two new firefighter/EMT positions that were approved in FY 2009. Mr. Stack added that part of the increase in the operating budget is due to the need to fund the new positions for a full year.

Mr. Stack stated that the proposed budget contains funding for a one step merit increase for Town employees granted on the individual anniversary date and based on a successful performance evaluation. The Board requested additional breakdowns and details for discretionary and non-discretionary items in the proposed budget, along with a breakdown of the cost of the step increase.

Mr. Stack suggested creating a revolving fund for police special duty. He explained an amount is necessary to create and it must be continued as established in case the warrant article does not pass. Selectman Bryer explained that previous practice was that it was in the budget. He stated that if it is not spent it will be used to buy down the tax rate.

Selectman Holden commented that the budget presentation is good and he appreciates the level of detail provided in the budget packet.

General discussions ensued as the budget was reviewed. Selectman Dill suggested that Board members e-mail the Town Administrator if they note any items of concern or feel that additional information is necessary.

Town Report Bidding Award

Mr. Stack presented the Board with a copy of the three proposals received. He stated that the Board Administrator recommends that the Town choose Town and Country Reprographics of Concord to again do the work. ****Motion** Selectman Dill motioned to approve the Town and Country Reprographics as the vendor for the 2009 Town Report. Selectman Bryer seconded the motion. The motion passed; 3/0.**

Plowing Agreements

Mr. Stack stated that one bid has been received for snow plowing. Selectman Dill stated that the Road Agent is working on getting final quotes in writing. Mr. Stack read the quote received from David Docko for either one year or for three years. He reported that the Road Agent has noted that the quote is \$5. less per vehicle per hour than the previous year. ****Motion****



Northwood Board of Selectmen
Minutes of October 27, 2009

Selectman Dill motioned to approve the bid received from David Docko for a three year contract for snow plowing. Selectman Holden seconded the motion. The motion passed; 3/0.

Current Use Land Use Change Tax - Cleasby, Map 205; Lot 1

Mr. Stack presented the Board with the land use change tax for Larry Cleasby due to the fact that .597 was taken out of current use. ****Motion**** Selectman Dill motioned to approve and sign the current use land use change tax for Larry Cleasby, Map 205; Lot 1. Selectman Holden seconded the motion. The motion passed; 3/0. Selectman Dill requested that the Town Administrator work on drafting a warrant article to change the current use penalty percentage for this year from 50% to 25%

Intent to Cut - Map 212; Lot 8

Mr. Stack presented the Board with an intent to cut for Stearns. ****Motion**** Selectman Dill motioned to approve and sign the intent to cut for Gene and Roberta Stearns, Map 212; Lot 8. Selectman Holden seconded the motion. The motion passed; 3/0.

DRA Parcel Count Report

Mr. Stack explained that the DRA Parcel Count is a report of the number of parcels in various forms throughout town; residential, current use, etc. This is a confirmation of what is in Town and was completed by the Town's Assessor. ****Motion**** Selectman Dill motioned to accept and sign the parcel count report for DRA. Selectman Holden seconded the motion. The motion passed; 3/0.

Agreement and Release - Jean, Map 103; Lot 5

Mr. Stack presented the Board with an agreement and release for Jean, Preve Road, Map 103; Lot 5. ****Motion**** Selectman Dill motioned to approve and sign the agreement and release on a Class VI road for Jean, Preve Road, Map 103; Lot 5. Selectman Holden seconded the motion. The motion passed; 3/0.

Holiday Schedule

Mr. Stack presented a new sheet for Board approval. There were some errors on the last list that was approved by the Board. ****Motion**** Selectman Dill motioned to approve and sign the revised 2010 holiday schedule. Selectman Holden seconded the motion. The motion passed; 3/0.

Dental Insurance and Life Insurance Rates - LGC

Mr. Stack presented an acknowledgement form for the new rates for dental insurance and life insurance from LGC. He stated that dental insurance premiums have increased by 5.5% and the life insurance premiums have stayed level. He noted that worker's compensation coverage will also need to be addressed in the future. ****Motion**** Selectman Bryer motioned to approve and allow the chair to sign the dental and life rates submitted. Selectman Holden seconded the motion. Selectman Holden expressed concern with the rates and the expense to the tax payers. Discussion ensued regarding checking with other companies for pricing. Mr. Stack explained that probably the best option for the Town is to continue to participate in one of the two pooled insurance options for municipalities, either LGC or Primex. He added that the Town can also



**Northwood Board of Selectmen
Minutes of October 27, 2009**

review employee contributions. Selectman Dill stated that the Board has already reduced the benefits package to the employees and he would hate to pass on more costs to the employees. Selectman Holden replied that some employees may gain from the change. Selectman Dill stated that he does not want to increase the employees' percentage as this would be a pay decrease. He added that he is not willing to change employee contributions but is open to looking into other quotes and save money on the rate. Selectman Holden stated that the Town is paying \$1,600. per month for a family plan. He asked how much longer the residents can afford to pay this. Selectman Dill asked when the residents are willing to pay this, not how much longer. Selectman Bryer stated that he is willing to freeze wages this year, not give COLA's, not give step increases; however, he is not willing to change the benefit package this year as the employees are paying 15%. Selectman Holden stated that this will be an issue as the budget process goes forward. ****Motion** Selectman Dill motioned to table this item. Selectman Holden seconded the motion. The motion passed; 3/0.**

Reports

Town Administrator's Report

Budget Work Sessions

Mr. Stack stated that there is a Board work session scheduled for the budget this coming Tuesday, November 3, 2009, at 6:00 p.m. to review the Highway Department, Highway Advisory Committee and Transfer Station proposed budgets.

Property Tax Bills

Mr. Stack reported that the tax rate has been set and the Tax Collector is processing the bills in order to send them out. The due date for payment of tax bills has been set and it is December 4, 2009.

Outstanding Projects List

A copy of the outstanding projects list was provided for review and discussion. Mr. Stack stated that nothing new has been provided relative to the animal control officer.

Individual Selectman's Reports

Selectman Bryer requested that Mr. Stack find out how many full time police officers that the Town has at the present time.

Selectman Holden stated that he would like to see the Board send out thank you letters to Town volunteers at the end of the year. ****Motion** Selectman Holden motioned that prior to the end of the year the list of town volunteers be reviewed and a thank you letter be sent out to each volunteer, signed by the Board of Selectmen. Selectman Bryer seconded the motion. The motion passed; 3/0.**

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