



**Northwood Board of Selectmen
Minutes of November 24, 2009**

Town Hall Northwood NH – November 24, 2009

Call to Order

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

Roll Call

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

Absent

Chairman Alden Dill

Citizen's Forum

Lucy Edwards referred to a previous statement made by Selectman Holden and requested an explanation to what he meant by his statement that the town had been living beyond its means over the past 5-6 years. She noted that during that time frame she was a selectperson along with Selectman Bryer and did not feel that the town was living beyond its means. She expressed concern with the fact that selectmen are responsible for the affairs to run the town and it is more than just limiting the funds that are expended and with this language it appears that the selectmen and budget committee are not doing their jobs. She requested that the comments be limited and the fact be continued to be presented.

Jim Vaillancourt stated that a few weeks ago he had requested information regarding the town's revenues and he would hope that a portion of an upcoming selectmen's meeting will be dedicated to revenues. He thanked the Board for their efforts as to asking the departments for this information. He stated that he would like the treasurer and tax collector to attend a meeting and explain the town's ability to collect taxes and the implications.

Mr. Vaillancourt suggested that the Board ask departments as to their future goals and objectives. He stated that this would be helpful to have a better understand what the town is getting per tax dollars.

Mr. Vaillancourt stated that each of the committees has secretarial support and a technology line in their budget; however, they do not really have technology, it is the technology that staff uses. He asked how hours are allocated by staff when sharing the equipment and suggested that these hours be accounted for and broken down by each committee to better track expenses. He added that this would also provided a better understanding as to how many hours are being spent on each of the committees.

Mr. Vaillancourt also mentioned the allocating of gas, hearing, etc.

Selectman Bryer explained that the town has broken items down specifically by departments in the past as well as combining lines. He stated that each option has been done and there are advantages and disadvantages.



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Selectman Holden stated that he appreciated Ms. Edward's comments and respects her efforts and the passion she has for Northwood. He stated that he also respects her comments and hopes that she may understand his.

Public Hearing

Acceptance of Gift from the Northwood Fire/Rescue Association

Selectman Bryer opened up the public hearing per RSA 31:95-e to allow the town to accept gifts, which in this case is a rescue boat, motor, and trailer from the Firefighters' Association.

Mr. Stack explained the purchase of the equipment and the details and conditions of the donation. He added that this will become town property. Selectman Bryer requested more information regarding the legalities of returning the donation should there come a time when the town no longer has the need for the boat.

Norma Heroux asked how the decision was made to purchase the inflatable boat, what is the longevity, and maintenance required. She stated that this information is necessary to determine if this is something the town really needs. Ms. Heroux also expressed concern regarding the storage of the boat.

Mr. Vaillancourt stated that the chief referenced this apparatus when he met with the Board. He stated that this is something that the town can use for rescues on the town's lakes as well as ice. He asked what the costs are to the town that will be incurred by this equipment.

Selectman Bryer suggested that a discussion be held with the fire chief. He added that this was paid for out of donations and a boat drive was held for funds for the motor.

With no further comment, Selectman Bryer stated that the Board will request a fiscal impact statement on the cost of maintenance of the apparatus and will further check into the legalities regarding returning the equipment. This item was continued to December 8.

FY 2010 Budget Review

Library

Librarian Donna Bunker, and Library Trustee Norma Heroux met with the Board to review the libraries budget.

Selectman Bryer stated that he would be interested in consolidating the town technology budgets into all one line, similar to what the Board has discussed with the legal lines. He stated that he would like to go out to bid for the town, library, and police departments. Ms. Heroux noted that the perhaps the school would like to be considered.

A discussion was held regarding the libraries circulation systems. Ms. Bunker explained that the library has a new system, which is a web based system and is less expensive and more user effective. Ms. Heroux stated that some software used by the library conflicts with town software. Discussion ensued regarding purchasing computers and the software and the concerns that a municipal IT company may not be familiar with library software, etc.



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A discussion was held regarding mold issues in the downstairs conference room. Ms. Heroux stated that they continue to have to push items back when these unforeseen things happen. She explained that there are now health problems arising from the mold. Selectman Bryer stated that a claim can be filed for this problem and Ms. Heroux asked if the insurance deductible could be a budget line. Discussion ensued regarding prior water damages that have occurred over the past few years and possibly creating a maintenance line. Mr. Stack noted that there is \$8,000. that was budgeted for building maintenance. Ms. Heroux replied that this was for a pump well, new book drop, new thermostats, repairs, new floor, water testing, etc.

Selectman Bryer stated that at this time the Board has budgeted for employees to receive a step increase. He stated that social security has said that there is no cost of living adjustment this year. Ms. Bunker replied that they have not seen these figures.

Discussion was held regarding contracted services. Selectman Bryer asked what the increase of \$1,840. is for. Ms. Heroux stated that this is for the contract for pest control as the library was not included in the town's contract. Also in janitorial services, Ms. Bunker noted that there is an increase from \$3,640. in 2009 to \$3,900. for 2010. Ms. Heroux noted that there was no increase last year.

Ms. Heroux asked about audit services. Selectman Bryer stated that the cost for audit services is being reduced. Ms. Heroux stated that the cost to the library is determined as a percentage and she expressed concern with how this is determined. She added that the same issues were revisited by the auditors numerous times with the treasurer. Selectman Bryer stated that the audit process is necessary to provide a financial picture of the town by an independent contractor. He stated that he will review the invoices with the library treasurer to determine how the costs were assessed. He added that the town has contracted with a new auditor for next year. Ms. Bunker added that the trustees are not provided with the invoices. Mr. Stack stated that he will check into how the audit costs are determined. Mr. Holden requested that an accounting be provided to the library for their review.

Ms. Heroux mentioned the cost of utilities. She expressed concern with the increase to the phone lines and added that the library does not receive copies of any of their utility invoices. Selectman Holden requested that the utility bills be forwarded to the trustees for their review and approval. Ms. Bunker stated that she has requested the past few month's invoices as these costs are now going to be allocated back to the department rather than in the town's general government building budget line.

Selectman Holden asked about the proposed increase of \$34,000. for the building maintenance line. One of the items on this line is the purchase of a defibrillator. Ms. Bunker noted that they have heard that there may be legislation soon that will require all public buildings to have a defibrillator. Selectman Bryer requested that this issue be postponed to see if any legislation has passed. All were in agreement of his request. Another item is the proposed addition of a circulation desk in the children's library room. Ms. Heroux noted that this was a request in last year's budget. Selectman Bryer requested that this item be postponed again. Both the Board and Department were in agreement.



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The Board addressed the ongoing problem with the Japanese Knotweed again and Ms. Bunker stated that the trustees felt it was a need to address immediately and added that the \$5,000 budgeted they may not need since some treatment has occurred. Discussion ensued regarding plans of treatment and Selectman Bryer suggested reducing the line to \$1,000. Ms. Heroux stated that the library is not sure as to who should address this, the town or the facilities committee. Discussion ensued regarding creating a policy relative to all outside maintenance of town buildings.

Ms. Heroux explained that the library would like to have a permanent outdoor informational sign similar to the Epsom Library sign. Selectman Bryer stated that this item would be taken under advisement.

Additional discussion was held regarding the current heating system. Mr. Stack stated that two companies have looked at the furnace. Ms. Bunker explained that apparently the zones were installed incorrectly at the time of the addition. Different estimates have been obtained and Selectman Bryer requested a full list of repairs that need to be done with a written quote.

Discussion ensued regarding the water system. Ms. Heroux stated that the water tests are coming in clear now and bottled water is not being provided by the Shell station any longer. Selectman Bryer suggested that an evaluation of the piping system be done. Ms. Bunker explained that there are two water systems, one installed by the state to remove MTBE's from the water and the salt system to remove the rust and iron from the water. She added that when the salt system malfunctioned, it caused the MTBE system to stop functioning. She added that neither system is being maintained nor working at this time. Selectman Bryer asked if NHDES should be contacted regarding the MTBE's levels and the financial responsibility. Ms. Bunker stated that there are still MTBE's in the water; however, the levels are below the acceptable amounts. Additional discussion was held regarding the responsibility of who should take care of these systems. Selectman Bryer stated that it should not be the town since the town did not cause the spill.

Further discussion was held regarding the responsibilities of the selectmen, the facilities committee, and the library trustees. Mr. Stack noted that there was a \$43,000 warrant article that was to cover some of these issues. Selectman Bryer stated that some issues still need to be addressed in order to fix the problems as well as the responsibilities.

Another item discussed was the suggestion of the facilities committee to have three generators in town, one at the library, the school, and another in west Northwood. Selectman Bryer stated that a town shelter would probably be the school or town hall and he did not support the generator for the library. Ms. Bunker explained that she understood the plan to be that the library would not be a shelter but a warming station to charge cell phones, have some food, and utilize the computers. After discussion, the library agreed to remove the generator proposal from the budget.

Selectman Holden asked about the books and periodicals line and the need for the \$1,950 increase. Ms. Heroux explained that this is a necessity as there has been an increase in the use of the library as more people have lost their jobs. Mr. Holden also asked about the increase for office equipment. Ms. Heroux explained that they are looking to purchase two computers. Selectman Bryer stated that he believes that two new computers could be purchased for less than the



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proposed \$2,600. Further discussion ensued regarding the need for additional tables for the computers. Ms. Bunker noted that the chairs are a real hazard and must be replaced.

Selectman Bryer stated that the overall increase appears to be the building maintenance and office equipment lines. He stated that these two areas are the biggest increases. Selectman Holden stated that he feels that there is a risk if the Board goes to town meeting without a level funded budget. Ms. Bunker stated that they have put off many requests in the past and some items are just basic needs. Ms. Heroux stated that with the information provided tonight and the discussions of cuts; she feels that the library could present a level funded budget. Selectman Bryer stated that the budget still needs some additional work and the Board will propose some changes and review with the town administrator and librarian. Selectman Holden appreciated the willingness of the library to work with their budget.

Human Services

Amy Elliot, Human Services Director, met with the Board regarding the proposed budget. She explained that since August she has increased from 8 clients to 16 clients in September, 22 in October, and she currently has 19 clients. Selectman Bryer requested a spreadsheet per month and average cost per client. She stated that with the status of the economy she has seen an increase in the volume of clients.

A discussion was held regarding the guidelines and criteria. Mr. Stack stated that the town has its own guidelines, they are not state driven. Each case is calculated on a case by case basis. He added that the director encourages and assists with the referral process as much as possible. Selectman Bryer stated that if the town assists residents then the town places a lien on town owned property. Ms. Elliot stated that she has been able to obtain \$4,419 in reimbursements from past clients. She adds that the town may not receive any funds from foreclosures.

Selectman Holden asked if Ms. Elliot was confident she could operate the department with the proposed budget. Ms. Elliot replied that this will depend on the economy. Mr. Stack added that they have been working on rental amounts being adjusted and Ms. Elliot is firm in her decisions but is fair and there have not been any appeals.

7:40 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 (a) to discuss personnel.

Roll Call Vote:

Selectman Bryer - yes

Selectman Holden - yes

Motion passed unanimously; 2/0.

8:20 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.



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Appointments

Conservation Commission

Mr. Stack stated that the commission was scheduled to meeting with the Board to discuss a concern that has been raised regarding removing the fence at Northwood Lake Beach as this will propose access of motor vehicles, ATV's, etc. Steve Roy is unavailable and the meeting will be re-scheduled. Selectman Holden suggested a snow fence be installed for the winter months and allow an access for the Lions Club and fire department.

****Motion**** Selectman Holden made a motion, seconded by Selectman Bryer, to install a snow fence for the winter months. Selectman Bryer asked how much this would cost +and Selectman Holden replied that it is \$60 for a 25' section and 100' to 125' is needed. He added that if the funds are not available, he will donate 100'. **Motion passed unanimously; 2/0.**

Mr. Stack added that the conservation commission also wished to discuss the possible purchase of some open space conservation land. This item will be continued to December 8.

Unfinished Business

50 Olde Canterbury Road - Phase I Environmental Assessment

Mr. Stack stated that he has received the Phase I Environmental Assessment for this property from Nobis Engineering. He explained that based on their observations made during the site visit and information collected, Nobis Engineering is recommending the performance of a Phase II Environmental Site Assessment to determine potential impacts of known and any potential releases of contaminants. Phase II ESA should include subsurface assessment of soil and/or groundwater in various locations on the site and the sampling of site and abutting property drinking water supply wells.

Mr. Stack stated that should the Town proceeds with the Phase II assessment, the Board will have a chance to review the report and decide whether or not to proceed further with the tax deeding process and any required cleanup of the site. If the Town does not choose to proceed further and request the Phase II assessment, it is likely that the NHDES will step in and require that the assessment be conducted and that it be paid for by the property owner.

Selectman Bryer supported moving forward with Phase II and added that the Town would not be taking any liability. He stated that the Town needs to clean this issue up as this is a heath issue.

****Motion**** Selectman Holden made a motion, seconded by Selectman Bryer, to proceed with Phase II as long as the town is not responsible for paying for anything related to Phase II. **Motion passed unanimously; 2/0.**

Workers Compensation Insurance Coverage

Mr. Stack provided a breakdown with salary numbers based on the last audit completed in 2008. He added that an audit is not performed every year. He stated that he will further look to see if anyone is mis-classified. Additional review and discussion is held and Selectman Holden noted that the town may be paying out more than what is necessary.

Dental Insurance and Life Insurance coverage

Mr. Stack stated that he is waiting on additional information for dental insurance. He stated that as far as the life insurance, this information is the rate charged for the basic policy. He stated that



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with the health insurance he checked into options as to what is available for options. A discussion was held regarding changing the prescription drugs and co-pay. This will be further discussed at the December 8 meeting.

Personnel Plan Review

Mr. Stack stated that he still needs to get the liability figures. Outstanding items are sick leave and disability. He added that he still looking into commercial drivers licenses. This should be finalized by December 8.

Management Comments

Mr. Stack stated that he has received some information from the library and he worked with the planning department regarding receipts and escrows. Discussion was held regarding establishing a policy for a specific amount or making weekly deposits. Selectman Bryer noted that there are some workshops that the finance administrator can attend.

Proposal for Concrete Pad Replacement

Mr. Stack stated that two prices have been received for a new concrete pad. The information was reviewed. Mr. Stack stated that he spoke to the transfer station administrator who indicated the low bidder would be sufficient. ****Motion** Selectman Holden made a motion, seconded by Selectman Bryer, to approve T and M concrete for \$7,360. to install concrete pads at the transfer station. Selectman Bryer amended the motion to allow the town administrator to sign the purchase order. Selectman Holden seconded. Motion passed unanimously; 2/0.**

New Business

Acceptance of Minutes ~ 11/3/09 and 11/10/09

The minutes were postponed to the next meeting.

Approval of Vendor Manifest

****Motion** Selectman Holden motioned to approve the vendor manifest, in the amount of \$25,972.46. Selectman Bryer seconded the motion.** A discussion was held regarding an invoice for Tel-Rite and what it is for. Mr. Stack stated that this is for long distance service and he will further review. **The motion passed; 3/0.** The manifest was signed by the Board.

Purchase Order for Guardrail Work on Old Turnpike Road

Mr. Stack presented a purchase order for BII Fence and Guardrail for \$5,335. for guardrail work on Old Turnpike Rd. Selectman Holden asked if there were other bids. ****Motion** Selectman Bryer motioned to approve the purchase order for BII Fence and Guardrail, in the amount of \$5,335. Selectman Holden seconded the motion.** Mr. Stack stated that there are no notations of other bids. Selectman Bryer asked if the work has been done. Selectmen Holden replied no and added that it is not something that can wait. He stated that he is disappointed that the opportunity was not taken to save some money. **The motion passed; 2/0.** The purchase order was signed by the Board.

Purchase Order for Wolcott Construction

Mr. Stack presented a purchase order for Wolcott Construction for paving on Harvey Lake Rd. and work on Jenness Pond Rd. for \$7,000. ****Motion** Selectman Holden motioned to approve the purchase order for Wolcott Construction, in the amount of \$7,000. Selectman Bryer seconded the**



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motion. The motion passed; 2/0. The purchase order was signed by the Board.

Lamprey River Request for Support

Mr. Stack stated that Jim Hadley is requesting support of the nomination of the upper segment of the Lamprey River into the NH Rivers Management and Protection Program. ****Motion** Selectman Holden motioned for the town administrator to draft a letter in support of the nomination that the entire Lamprey River and its tributaries be included into the state's RMPP. Selectman Bryer seconded the motion. The motion passed; 2/0.**

Demolition/Removal of Town Owned Properties

Mr. Stack stated that there are two manufactured homes that the Town has acquired via tax deed. Both homes are not salvageable and need to be demolished. He explained that the Town will need to notify the former owners ninety days prior to any demolition to allow a chance for re-purchase. The ninety days would be through to 2010. He noted that funds are currently budgeted in the proposed FY 2010 budget to pay for the demolition and removal. Selectman Bryer asked if the co-op would be interested in purchasing one home and Mr. Stack replied that they are not. ****Motion** Selectman Holden motioned for Map 222/Lot 33; and Map 122/Lor 102 be properly noticed for removal of the structures. Selectman Bryer seconded the motion. The motion passed; 2/0.**

Contract with Norway Plains - Fields Road Layout

Mr. Stack stated that Norway Plains will be providing the Town with a scope of services for review and approval. The road needs to be partially laid out in order to provide a defined access point for the logging operation that is to be conducted on the site. ****Motion** Selectman Bryer motioned to approve \$1,800 for the additional scope of work contract necessary for the road layout from Norway Plains and to authorize the town administrator to sign the contract on behalf of the selectmen. Selectman Holden seconded the motion. The motion passed; 2/0.**

Rental Agreements - Snow Plowing

Mr. Stack presented to agreements for approval for snow plowing. The information was reviewed. Discussion ensued regarding the fuel surcharges. ****Motion** Selectman Holden motioned for the road agent to contract as necessary over the next few weeks to secure more information regarding the rental agreements. Seconded by Selectman Bryer. The motion passed; 2/0.**

Raffle Permit

Mr. Stack presented a raffle permit for CBNA, performing arts. ****Motion** Selectman Bryer motioned to approve the raffle permit for CBNA. Seconded by Selectman Holden. Discussion was held regarding amending the forms to show the benefactor and name of organization. The motion passed; 2/0.**

ZBA Appointment - Curtis Naleid,

****Motion** Selectman Holden motioned to appoint Curtis Naleid as an alternate member to the ZBA with a term through March 31, 2011. Seconded by Selectman Bryer. The motion passed; 2/0.**



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Decision to Join Suncook Valley Regional Town Association (SVRTA)

Mr. Stack stated that he attended the SVRTA meeting and they are requesting the Board motion to join the association. Selectman Bryer stated that this has been previously done by a prior Board and he added that the town administrator was appointed to attend the meetings. ****Motion**** Selectman Bryer motioned to authorize the town administrator to attend the SVRTA on behalf of the Northwood Board of Selectmen. Seconded by Selectman Holden. The motion passed; 2/0.

Requests for Abatement - Map 234; Lot 62

Mr. Stack presented the board with an abatement request for Map 234; Lot 62. He noted that the abatement has not been recommended by the assessor due to the fact that the abatement is based on real estate values. ****Motion**** Selectman Bryer motioned to deny the abatement request for Map 234; Lot 62. Seconded by Selectman Holden. The motion passed; 2/0.

Requests for Abatement - Map 212; Lot 23

Mr. Stack presented the board with an abatement request for Map 212; Lot 23. He noted that the abatement has been recommended by the assessor as there was an error as there is no central air system in the home as noted. ****Motion**** Selectman Bryer motioned to approve the abatement request for Map 212; Lot 23. Seconded by Selectman Holden. The motion passed; 2/0.

Land Use Change Tax Assessment - Map 210; Lot 61

Mr. Stack presented the board with a land use change tax assessment for Map 210; Lot 61 due to the fact that this is coming out of current use, in the amount of \$7,000. ****Motion**** Selectman Holden motioned to approve the land use change tax assessment for Map 210; Lot 61 and to allow the tax collector to collect the funds, in the amount of \$7,000. Seconded by Selectman Bryer. The motion passed; 2/0.

Intent to Cut - Map 224; Lot 8; Sublot 1

Mr. Stack presented an intent to cut for Map 224; Lot 8; Sublot 1. ****Motion**** Selectman Bryer motioned to approve the intent to cut for Map 224; Lot 8, Sublot 1. Seconded by Selectman Bryer. The motion passed; 2/0.

Reports

Town Administrator's Report

Outstanding Projects List

Mr. Stack stated that he received communication from the police chief that the background investigation for the animal control officer has been completed. The police commission signed an agreement on November 17 and the documentation has been forwarded to the Pittsfield Board of Selectmen for review and signatures.

Selectman Bryer asked how this is budgeted. Mr. Stack explained that this will be funded outside of the police department's budget as a separate budget area; however, the police department will manage the position and budget for the ACO. Mr. Stack stated that the unregistered dog list will be forwarded to the new ACO as well to follow up on.



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Citizen's Forum

Lucy Edwards stated that she is disappointed that Selectman Holden did not respond to her previous statement. She added that she also does not understand the reply that they are on opposite sides because this is a discussion regarding the needs of the town. She hopes that they are on the same side and are working to do the best for the town.

Non-Public Session

9:30 p.m. ****Motion**** Selectman made a motion Bryer, seconded by Selectman Holden, to go into a non-public session under RSA 91-A:3, II (a) and (c) to discuss an application for a waiver of ambulance fees and personnel.

Roll Call Vote:

Selectman Bryer - yes

Selectman Holden - yes

Motion passed unanimously; 2/0.

9:55 p.m. ****Motion**** Selectman Bryer made a motion, seconded by Selectman Holden, to come out of non-public session. Motion passed unanimously; 2/0.

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

****Motion**** Selectman Bryer made a motion, seconded by Selectman Holden, to recommend abating 50% of the total ambulance bill, which was \$823.44, account #43978. Motion passed unanimously; 2/0.

Adjournment

9:56 p.m. ****Motion**** Selectman Bryer motioned to adjourn, seconded by Selectman Holden. The motion passed unanimously; 2/0.

Respectfully submitted,

Lisa Fellows-Weaver
Board Secretary