



Northwood Board of Selectmen Minutes of December 9, 2008

Town Hall Northwood NH – December 9, 2008

Call to Order

Chairman Ken Curley called the meeting to order at 6:05 p.m.

Roll Call

Chairman Ken Curley, Selectman Alden Dill, and Town Administrator Paul Martel. Selectman Scott Bryer arrived at 6:15 p.m.

Citizen's Forum

With no citizen's comments, the public portion was closed.

Town Administrator's Report

Rental Agreement ~ D.L. Docko, Snow Plowing

Mr. Martel presented the board with a rental agreement for snow plowing from D.L. Docko. Mr. Dill noted that this is for a one ton truck as well as a 6 wheeler. ****Motion**** Mr. Dill motioned, seconded by Mr. Curley, to approve the rental agreement for snow plowing for Docko. Motion passed unanimously; 3/0. The agreement was signed by the board.

Northwood Police Letter

Mr. Martel presented the board with a letter from the chief of police. Mr. Curley read the letter into the record, which was a thank you letter for the assistance of the Northwood Highway Department; Jim Wilson, Charlie Pease, and John Schlang, on Election Day. Mr. Dill requested that a copy be added to these employees' personnel files.

Upcoming Meetings

Mr. Martel explained to the board that the budget needs to be finalized and provided to the finance administrator no later than December 23 so that any amendments can be made and forwarded to the budget committee staff for distribution at the January 3, 2009 meeting. Mr. Martel suggested that the December 23 meeting be canceled and rescheduled to December 16.

Letter from Teletechniques

Mr. Martel stated that he received a letter from Teletechniques regarding the current phone system. He explained that the company is offering to go with an RMAT system, which is a remote repair service. This would save the town \$70. per service call. The board agreed to utilize this service.

Emergency Management Meeting

Mr. Martel stated that the chief of police has scheduled an emergency management meeting at CBNA next Tuesday, December 16. He explained that CBNA is a point of distribution center for the surrounding 5 towns. Since the change in the BOS meeting, Mr. Curley requested the minutes of the meeting.

Ladies Aid Society

Mr. Martel explained that the society has provided a copy of the deed of the Edgerly Chapel building. He stated that the building was built in 1848 and the ladies society claims that the



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building is to be given to the cemetery trustees; however, he has spoken to one of the trustees who said that this is not the case. Mr. Dill suggested that someone look at the building.

Subsurface Disposal System Failures

Mr. Martel stated that he has received a memo from the building inspector regarding another four system failures in the Masten Estates subdivision. He added that this company recently purchased the remaining lots within Gaviat Green, off of Bennett Bridge Rd. Mr. Hickey again requested for the town to do pit and bed bottom inspections. Mr. Bryer stated that if the town were to do these inspections then the town is taking on more responsibility and will require additional work load on the town.

Discussion ensued regarding the process of state approved plans. Mr. Curley reminded the board that this topic has been discussed before and the board decided not to do these types of inspections. Mr. Bryer asked if the town has an employee that is certified to do these types of inspections. He stated that he is not against doing these inspections; however, no one has determined what is required to be certified. Mr. Martel suggested that someone from the building department meet with the board to further explain the process. Mr. Curley asked if there was a way to perform the inspections without increasing the costs to the town. Mr. Martel replied that there would be fees assessed for the inspection service.

Non-Public Session

6:20 p.m. **Motion** Mr. Dill made a motion, seconded by Mr. Bryer, to go into a non-public session under RSA 91-A:3II(c).

Roll Call Vote:

Selectman Dill – yes

Selectman Bryer – yes

Selectman Curley – yes

Motion passed unanimously; 3/0.

****Motion**** Mr. Dill made a motion, seconded by Mr. Bryer, to come out of non-public session at 6:50 p.m. Motion passed unanimously; 3/0.

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

Appointments

6:50 p.m. Facilities Committee/2009 Proposed Budget

Steve Bailey met with the board to present the facilities committee budget. Previous minutes were reviewed.

The first item discussed was \$7,500. proposed for the mowing of all town government buildings lawns and ball fields. Discussion was held regarding the use of the Johnsons field on Bow Lake Rd. for ball fields. Mr. Bryer stated that this is not town property and town funds cannot be used to mow private property. Mr. Bailey explained that the town has an agreement to use the property and therefore makes it the same as ownership; similar to leasing. Mr. Bryer then stated that funds can be expended to mow. Further discussion continued relative to mowing. Mr. Bailey stated that



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the recreation ball fields on Rte. 4 will be mowed every few weeks by a few volunteers with field mowers. Mr. Dill stated that this \$7,500. does not include any funds for fertilizer or clean up for the fields.

A discussion was held regarding where the mowing funds should be placed in the town's budget. Mr. Bailey stated that the expendable trust fund is for major projects or capital improvements. Mr. Bailey suggested that the funds for general maintenance be added to the town's regular budget and he noted that there is already \$5,000 in the line. The selectmen agreed to increase line 41941-650 by \$2,500. for a total of \$7,500.

Mr. Martel explained that he contacted DRA regarding establishing a contingency fund and the town cannot have a contingency fund. He further explained that a letter would need to be done to DRA requesting an expenditure from the fund balance; however, it needed to be done prior to expending any money. He added that this would be for unexpected or large expenditures.

Further discussion was held regarding an emergency fund and the facilities committee proposal for \$5,000. It was explained by Mr. Martel that there must be a purpose stated in the warrant article. Mr. Bailey stated that all of the work proposed and listed in the facilities committees is all based on those estimates. Mr. Curley stated that there cannot be an emergency fund so the \$5,000. is gone or the committee can adjust the estimates that they received.

Mr. Bailey continued with the proposed budget. He stated that the committee is proposing \$10,000. for the community hall and \$3,000. for the Bryant Library chimney. Mr. Bailey explained that when it was discovered that the chimney needed repair, estimates were obtained; however, no funds were available. The chimney over the past 10 years has deteriorated and must now be torn down to roof level. Mr. Bryer added that \$2,000. is needed for roof ventilation too.

Mr. Bryer noted that \$5,500. has been allocated for a well pump and salt system at the Chesley Memorial Library. Mr. Bailey explained that the system is old and that in part could be what happened to the air conditioner and furnace. This is due to the fact that the water is not being properly softened. He added that eventually the pipes will start to go and the salt system needs to be the first part replaced as well as the well pump.

Mr. Bailey stated that the Ridge Fire Station could use some updating to the existing electrical work. He suggested renaming the emergency line and using the \$5,000. for the electrical repairs to the second floor.

Mr. Martel noted that he is expecting three air cleaners to arrive next week based on the air quality testing that was done this year. He stated that they will be in town hall for 6 weeks and then the air will be tested again. If any improvement, the purchase cost will be \$7,500. Mr. Bryer asked if this could be taken out of the capital improvements trust fund. Discussion ensued and it was determined that a trust fund could not be used. The board agreed that the \$7,500 should be added to the facilities committee budget.

Mr. Dill asked about the Lucas Pond project. He explained that the conservation commission explained that there is an immediate fix to the erosion and the cost would be \$5,800. Mr. Bailey



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suggested that the issue be done as a warrant article. Discussion ensued relative to revamping the entire area and Mr. Bryer stated that he agrees that for a whole revamp the project would be presented as a warrant article; however, this is a safety issue and it needs to be addressed.

Department budget total was amended to \$38,800.

The ball field road was further discussed as well as funds. Mr. Bailey stated that they are entering into the ball fields second phase, the baseball field. He stated that Don Rhodes, engineer from Norway Plains, stated that if the field plan is altered there will be room for a parking area and will also create a larger field. Mr. Bailey requested to encumber funds to upgrade the plans and also to cover funds to wetlands permits. Mr. Martel stated that he would contact Mr. Rhodes to get a contract.

Town Administrator's Report (Continued)

Mr. Martel stated that a check has been received from the Concord/Epsom Elks Lodge in the amount of \$829.14, which was funds that they collected from the tornado relief Bar-B-Que they held. Mr. Knox has asked where the selectmen would like this deposited as it is intended as funds for some kind of relief. Mr. Curley noted that the transfer station over expended the demo line as the town did not charge for any debris from the tornado and this amount could be used as relief. He also noted that the class status increased Mr. Dill requested that Mr. Martel send a thank you letter to the Elks Lodge.

Mr. Curley called for a recess at 7:25 p.m. Session resumed at 7:35.

Suncook Valley Co-Op Meeting

Mr. Martel explained that some towns within the Suncook Valley area are meeting to discuss joining together to save money for these towns. Mr. Martel suggested that the selectmen read over the material and he will make some phone calls tomorrow.

Compensation Letters

Mr. Martel provided copies of two emails he received from the Town of Bow Town Manager Jim Pitts, and Auburn Town Administrator Bill Herman regarding budget issues.

Consent Calendar

Purchase Order for Morton Salt

****Motion**** Mr. Dill motioned, seconded by Mr. Bryer, to approve the purchase order for Morton Salt, in the amount of \$1,943.34. Motion passed unanimously; 3/0. The purchase order was signed by the board.

Purchase Orders for D.L. Docko

****Motion**** Mr. Dill motioned, seconded by Mr. Bryer, to approve the purchase order for the repairs of the bridge on Lower Deerfield Road due to a wash out, in the amount of \$1,890. Mr. Bryer stated that this work has already been completed and asked why the purchase order is just being done now. Mr. Martel replied that the repair was an emergency and needed to be done. Mr. Bryer also mentioned that there is a purchasing policy that allows the town administrator to



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approve purchases up to \$2,500. Motion passed unanimously; 3/0. The purchase order was signed by the board.

Purchase Order for D.L. Docko ~ Harvey Lake Road

****Motion**** Mr. Dill motioned, seconded by Mr. Breyer, to approve the purchase order for ditching and grading on Harvey Lake Road, in the amount of \$4,242. Mr. Breyer stated that he remembered that at this time all purchase orders must come before the selectmen as the budget has been frozen. Motion passed unanimously; 3/0. The purchase order was signed by the board.

Purchase Order for D.L. Docko ~ Old Turnpike Road

****Motion**** Mr. Dill motioned, seconded by Mr. Breyer, to approve the purchase order for tree and stump removal on Old Turnpike Road, in the amount of \$4,407.95. Motion passed unanimously; 3/0. The purchase order was signed by the board.

Purchase Order for D.L. Docko ~ Bennett Bridge Road

****Motion**** Mr. Dill motioned, seconded by Mr. Breyer, to approve the purchase order for the rebuilding of the access road from Bennett Bridge Rd. in the amount of \$58,000. Motion passed unanimously; 3/0. The purchase order was signed by the board.

Purchase Order for DeCata Sand & Gravel

****Motion**** Mr. Dill motioned, seconded by Mr. Breyer, to approve the purchase order for delivery of sand, in the amount of \$1,000. Motion passed unanimously; 3/0. The purchase order was signed by the board.

Purchase Order for Desmarais & Son

****Motion**** Mr. Dill motioned, seconded by Mr. Breyer, to approve the purchase order for truck rentals for plowing and sanding, in the amount of \$1,500. Motion passed unanimously; 3/0. The purchase order was signed by the board.

Purchase Order for D.L. Docko

****Motion**** Mr. Dill motioned, seconded by Mr. Breyer, to approve the purchase order for truck rentals for plowing and sanding, in the amount of \$2,500. Motion passed unanimously; 3/0. The purchase order was signed by the board.

Purchase Order for Chatterbrook Farm

****Motion**** Mr. Dill motioned, seconded by Mr. Breyer, to approve the purchase order for rental of trucks for plowing and sanding, in the amount of \$2,000. Motion passed unanimously; 3/0. The purchase order was signed by the board.

Primex Plan ~ Year 2009

The plan was previously approved but was not signed.

Oath of Office ~ Assistant Emergency Preparedness Director

****Motion**** Mr. Dill motioned, seconded by Mr. Breyer, to sign the oath of office for Glen Drolet to fill the vacancy as the assistant emergency preparedness director. Motion passed unanimously; 3/0. Mr. Martel stated that this is effective as long as Mr. Drolet is chief.



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Notice of Intent to Excavate, Docko, First NH Turnpike. 217; Lot 35.

Motion Mr. Dill motioned, seconded by Mr. Bryer, to approve the intent to excavate for Docko, First NH Turnpike, Map 217; Lot 35. Motion passed unanimously; 3/0. The intent to cut was signed by the board.

Requisition for Epsom Ambulance Coverage ~ 2008

Mr. Martel explained that this \$7,000. invoice has been signed; however, was misplaced. This was resigned.

Recreation Escrow

Mr. Dill stated that the recreation department is requesting to withdraw \$5,648. from the Northwood Recreation Escrow to cover cost of the Gunstock Ski Program. Mr. Dill stated that the cost covers 43 lift tickets and the program is for 4 weeks. Mr. Martel explained that this is the program that the school dropped this year. He added that for the most part it is a self supporting program. **Motion** Mr. Dill motioned, seconded by Mr. Bryer, to approve the withdrawal of funds for the ski program. Motion passed unanimously; 3/0.

Avitar Associates Software Support Billing for 2008

Motion Mr. Dill motioned, seconded by Mr. Bryer, to approve the open purchase order for Avitar Associates Software Support Billing for 2008, in the amount of \$2,656. Motion passed unanimously; 3/0. The purchase order was signed by the board.

BH Cameron Septic Service

Motion Mr. Dill motioned, seconded by Mr. Bryer, to approve BH Cameron Septic Service to utilize the town's lagoon and update the state's location and method information. Motion passed unanimously; 3/0.

CDBG Project ~ Tower View Mobile Home Park

Motion Mr. Dill motioned, seconded by Mr. Bryer, to close out the last CDBG project for the Tower View septic system and to allow the chair to sign. Motion passed unanimously; 3/0.

Veteran's Exemption, Laramee. Map 117; Lot 5.

Mr. Dill noted that the assessor is not recommending approving the exemption. **Motion** Mr. Bryer motioned, seconded by Mr. Dill, to deny the exemption for Laramee based on the assessor's recommendation as the requirements have not been met. Motion passed unanimously; 3/0.

Veteran's and Elderly Exemption, Collins. Map 109; Lot 26-Sublot 17.

Mr. Dill noted that there are two exemptions requested. He stated that the assessor is recommending approving the only veteran's exemption as the income exceeds the elderly requirements. **Motion** Mr. Dill motioned, seconded by Mr. Bryer, to approve the veteran's exemption and deny the elderly exemption for Collins. Motion passed unanimously; 3/0.

Abatement, Hutchinson. Map 121; Lot 7.

Mr. Dill noted that the Board of Land and Tax Appeals has approved the abatement. **Motion** Mr. Dill motioned, seconded by Mr. Bryer, to approve the abatement for Hutchinson. Motion passed unanimously; 3/0.



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Abatement, Hutchinson. Map 121; Lot 8.

Mr. Dill noted that the Board of Land and Tax Appeals has approved the abatement. ****Motion** Mr. Bryer motioned, seconded by Mr. Dill, to approve the abatement for Hutchinson. Motion passed unanimously; 3/0.**

Vendor Manifest #46

Vendor Manifest in the amount of \$563,857.14. Mr. Dill noted that a school payment is included for \$500,000. and a library payment for \$22,000. ****Motion** Mr. Curley motioned to approve the vendor manifest for \$563,857.14. Seconded by Mr. Bryer. Motion passed unanimously; 3/0.** The manifest was signed by the board.

Vendor Manifest #47

Vendor Manifest in the amount of \$2,013.65. ****Motion** Mr. Dill motioned to approve the vendor manifest for \$2,013.65. Seconded by Mr. Bryer. Motion passed unanimously; 3/0.** The manifest was signed by the board.

November 18, 2008

****Motion** Mr. Dill motioned to approve the minutes of November 18, 2008, as written. Seconded by Mr. Curley. Motion passed; 2/0/1. Mr. Bryer abstained as he was not at the meeting.**

Budget:

Mr. Martel stated that the budget needs to be completed by next week. Mr. Curley stated that the board will review the updated budget at the next meeting and will discuss the selectmen's budget at that time as well. The board requested that the materials be available for pick up prior to the next meeting or emailed.

Additional discussion was held regarding the total increase. Mr. Martel stated that the increase is about \$100,000. attributed to fuel costs, benefits, etc. Mr. Martel stated that he will provide specifics as to the total increases to benefits.

Mr. Curley suggested that the stipends for the selectmen be increased. He stated that he has reviewed the Local Government Center web site. He explained that there are 23 towns in NH with a select board of three with populations of 3,000-5,000. He stated that the average selectmen's salary is \$3,000. Northwood selectmen receive \$2,500. and the chair receives \$3,500. He added that the board has had much work to address over the past years and he proposed raising the base salary by \$500. for the 2009 budget. Mr. Curley stated that the salaries of selectmen for other towns are for around 4-6 hours of work per week. He added that he works much more than 4-6 hours per week for Northwood and feels that the amount of work and pay increase is justified. In addition, Mr. Curley explained that he did an hourly break down and he receives less than \$5. per hour. He stated that he does not feel that the work will slow down anytime soon and everything must be reviewed carefully this year do to budget constraints. He added that this will put more duties on the board and restrict their time. Mr. Curley requested that the board think about this and discussion on the topic can be continued to next weeks meeting.

Mr. Dill stated that he does not feel it is based on time so much. He stated that for him it is more mileage related.



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Mr. Bryer stated that he knows that everyone on the board works hard and added that he understands; however, he would have an awful time accepting a pay increase when the employees were not being given the COLA increase this year. In his opinion, he would feel uncomfortable voting yes to an increase.

Mr. Curley replied that the increase proposal justifies the additional work that will be needed of the selectmen. He added that the employees are receiving a 3% increase. Mr. Curley added that if the select board were a five member board he would feel differently. He noted that he was on the school board at ne time and that is a five member board. He added that there was one year that the school board's salary was only \$1. due to hard times.

8:30 p.m. **Motion Mr. Dill motioned to adjourn, seconded by Mr. Bryer. The motion passed unanimously; 3/0.**

Respectfully submitted,

Lisa Fellows-Weaver
Board Secretary