



Northwood Board of Selectmen  
Minutes of April 22, 2008

Town Hall Northwood NH – April 22, 2008

**Call to Order**

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

**Roll Call**

Chairman Ken Curley, Selectman Scott Bryer, Selectman Alden Dill, and Finance Administrator Sandy Garrett.

**Citizen's Forum**

There were no citizen's comments.

**Consent Calendar**

***Payroll Manifest #12***

Payroll manifest in the amount of \$53,259.23. **\*\*Motion\*\* Mr. Dill motioned to approve the payroll manifest. Seconded by Mr. Bryer. Motion passed unanimously; 3/0.** The payroll manifest was signed by the board.

***Recreation Escrow Account***

Ms. Garrett explained she has a request from the recreation commission to withdraw \$405 from the escrow account for the Red Cross Babysitting Course, April 23. **\*\*Motion\*\* Mr. Dill motioned to approve the withdraw request for \$405 for the American Red Cross from the recreation escrow account. Seconded by Mr. Bryer. Motion passed unanimously; 3/0.** Mr. Bryer asked for a signature area to be added to the request forms for recreation escrow draw downs.

***Copier Lease - Town Clerk/Tax Collector***

Judy Pease met with the board regarding a new copier lease for the departments downstairs. She explained that there has been a trial period from two companies. Quotes were reviewed as well as the specifications of the machines. Ms. Pease stated that she has decided to go with the Sharp proposal. Costs for the lease agreement for 2008 will be expended from the town clerk/tax collector TC/TX. Beginning in 2009, the copier will be a cost shared between TC/TX and recreation. Further discussion was held regarding the current copier in the main office. Ms. Pease noted that there have been times when the machine has been tied up or not operating. She added that the overage charges are less with Sharp. **\*\*Motion\*\* Mr. Dill motioned to approve an additional copier lease with Sharp. Seconded by Mr. Bryer. Motion passed unanimously; 3/0.** **\*\*Motion\*\* Mr. Bryer motioned to authorize the chair to execute the lease. Seconded by Mr. Dill. Motion passed unanimously; 3/0.**

**Appointments**

**6:15 - David Hickey, Building Inspector/Code Enforcement Officer**

Mr. Hickey met with the board regarding his employment status with the town. Mr. Hickey stated that he feels that communications are currently not very good. He asked why the board would like him to return. Mr. Bryer stated that one reason why the selectmen were discussing having the building inspector position changed to a full time position was during the winter months there is inadequate staffing available. Mr. Bryer added that the department's staff had expressed interest in taking time off that would have been for a month or more. He noted that there are three part



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time people and having two or more out for a length of time results in the department not being able to provide the level of service needed to satisfy the town. Mr. Bryer stated that as far as Mr. Hickey's job performance, the board has been satisfied.

Mr. Curley noted that the budget committee did not agree with the selectmen and the town passed the budget presented by Mr. Hickey. Mr. Dill stated that the board had handled the proposed restructuring of the department incorrectly; however, he added that he agrees with Mr. Bryer with having only one person, part time, during the winter months for a few hours a week is not adequate coverage. He added that he feels Mr. Hickey has been doing a fine job.

Mr. Hickey asked what the board's expectations are of the department related to hours and services. Mr. Dill stated that he would like to see more hours covered using the same amount of employees. He also suggested that there be a meeting of all the inspectors. Mr. Hickey stated that whether in the office or not, staff is always available by cell phones. He further explained that many times the staff is working parts of each day; however, he will add coverage in town hall. Mr. Curley added that he too agrees that there should not be two people out during the winter months at the same time.

Mr. Hickey asked if the health officer is still to report to him. The board agreed that the process should remain with the health officer reporting to Mr. Hickey.

Mr. Hickey asked if the board would be proposing the department to be full time next year. Mr. Bryer apologized for the way the process was done this year in that it was done in a hurry. Mr. Dill stated that he would like to see how the coverage is addressed this year. He also noted that the budget committee pointed out that the current department is functioning less than what a full time employee would. Mr. Curley stated that he does not foresee the matter coming up again; however, the selectmen will meet with the building department in the budget season.

Discussion ensued regarding the department's complaints. Mr. Hickey stated that he was made aware that there had been some complaints made and asked to address them. Mr. Dill explained that there had been some feeling that the department was not enforcing issues as it should. He now knows that there was no communication between the selectmen and the building department. Mr. Dill noted that previous discussions were held regarding holding periodic meetings with the BOS and the department. He also suggested that these meetings be addressed with all department heads for communication purposes. Mr. Bryer noted that he received complaints from citizens' regarding road permits, specifically private road and Class VI roads and the required. Mr. Hickey stated that he will review the forms; however, noted that there is a procedure in place and it is being followed.

In addition, Mr. Hickey stated that he was asked by the town administrator to continue as the chair for the town's safety committee. Mr. Hickey stated he would be willing to continue with this position if he agrees to remain as the building inspector and the BOS agreed. Mr. Hickey explained the creation and process of the committee. He noted that the committee has concerns that need to be addressed. Correspondence has continuously been sent to the selectmen with no replies or answers as to addressing the concerns and issues. Mr. Hickey stated that the communication issues needs to be corrected or he would not continue on the safety committee as



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his term has expired. Mr. Curley stated that he felt the BOS had replied and answered the requests and concerns. Mr. Dill noted that the safety committee has met and adopted a safety policy for the town. Mr. Dill requested that correspondence be emailed rather than by memos. Mr. Dill requested information be provided to the board regarding the amount of building permits that are issued, on a monthly basis. Mr. Hickey replied that he has been doing a monthly report and it has been provided to town departments and to the board.

Mr. Hickey stated that in response to a recent complaint regarding lighting at the elderly housing complex on Upper Bow Street, he met with the manager who explained that there was a problem with the timer. He added that they would check on the timer if power was interrupted.

In closing, Mr. Hickey stated that he would provide the board with his employment status decision within a few days.

***Appointments***

**Recycling Committee**

**Lucy Edwards** (3 year term 4/2008-3/2011) and oath of office forms. **\*\*Motion\*\* Mr. Bryer motioned to approve the appointment of Lucy Edwards to the Recreation Committee for a three year term. Seconded by Mr. Dill. Motion passed unanimously; 3/0.** The appointment and oath of office papers were signed by the board.

***Agreement & Release for Hebert W. Paul, Jr. Frost Road. Map 118; Lot 15.***

**\*\*Motion\*\* Mr. Dill motioned to grant the agreement and release for Paul, Frost Road, Map 118; Lot 15 for a replacement dwelling. Seconded by Mr. Bryer. Mr. Bryer explained that the residence is on a private road. Motion passed unanimously; 3/0.** The release was signed by the board.

***Intent to Excavate for Anthony, Gulf Rd. Map 117; Lot 25; Sub G (gravel pit)***

**\*\*Motion\*\* Mr. Dill motioned to approve the intent to excavate for Anthony, Gulf Road, Map 117; Lot 25; Sublot G. Seconded by Mr. Bryer. Motion passed unanimously; 3/0.** The intent was signed by the board.

***Intent to Cut for Gallagher, Mountain Road. Map 228; Lot 3***

**\*\*Motion\*\* Mr. Dill motioned to approve the intent to cut for Gallagher, Mountain Road, Map 228; Lot 3. Seconded by Mr. Bryer. Motion passed unanimously; 3/0.** The intent was signed by the board.

***Gravel Tax Levy – Tax Year April 1, 2007 to March 31, 2008 for Docko***

**\*\*Motion\*\* Mr. Dill motioned to approve the gravel tax levy for Docko. Seconded by Mr. Bryer. Motion passed unanimously; 3/0.** The gravel tax levy was signed by the board.

***Supplement Warrant for Bisson, 34 Masten Drive. Map 234; Lot 44; Sublot 10***

**\*\*Motion\*\* Mr. Dill motioned to approve the supplement warrant for Bisson, 34 Masten Drive, Map 234; Lot 44, Sublot 10 for \$883.09. Seconded by Mr. Bryer. Motion passed unanimously; 3/0.**



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***Cemetery Perpetual Care Contract for Klaubert***

**\*\*Motion\*\*** Mr. Dill motioned to approve the cemetery perpetual care contract for Klaubert. Seconded by Mr. Bryer. Motion passed unanimously; 3/0.

***Current Use Application for MacFarland, 226 Jenness Pond Road. Map 206; Lot 37 & 38***

**\*\*Motion\*\*** Mr. Dill motioned to approve the current use application for MacFarland, 226 Jenness Pond Road, Map 206; Lot 37 & 38. Seconded by Mr. Bryer. Mr. Dill read the application noting that more land is being added. Motion passed unanimously; 3/0. The application was signed by the board.

***Veterans Exemption for Carri, 15 Carri Lane. Map 219; Lot 21***

**\*\*Motion\*\*** Mr. Dill motioned to grant the veteran's exemption for Carri, 15 Carri Lane, Map 219; Lot 21 for \$250. Seconded by Mr. Bryer. Based on the town assessor's recommendation, the motion passed unanimously; 3/0. The exemption was signed by the board.

***Wood Heat Exemption for Carri, 15 Carri Lane. Map 219; Lot 21***

**\*\*Motion\*\*** Mr. Dill motioned to grant the wood heat exemption for Carri, 15 Carri Lane, Map 219; Lot 21 for \$3,143. Seconded by Mr. Bryer. Based on the town assessor's recommendation, the motion passed unanimously; 3/0. The exemption was signed by the board.

***Purchase Order ~ Heisey for Mowing***

Ms. Garrett re-presented the board with the purchase order from Don Heisey for mowing and trimming of the Pine Grove and East Northwood Cemeteries in the amount of \$1,100. Mr. Bryer noted that the town administrator can sign purchase orders under \$2,500. The board requested the follow up information previously requested from April 9, regarding the bid process and if bids were performed. With no additional information, **\*\*Motion\*\*** Mr. Bryer motioned to table the purchase order for mowing. Seconded by Mr. Dill. Motion passed unanimously; 3/0.

***Purchase Order - Rockingham Community Action 2008 Contributions \$8,768.***

Ms. Garrett presented the board with a purchase order from Rockingham Community Action for 2008 contributions totaling \$8,768. She noted that this was the amount budgeted. **\*\*Motion\*\*** Mr. Bryer motioned to approve and sign the purchase order for Rockingham Community Action for \$8,768. Seconded by Mr. Dill. Motion passed unanimously; 3/0.

***Purchase Order Primex 2008 Property & Liability Insurance Premium \$30,825.***

Ms. Garrett presented the board with a purchase order for Primex in the amount of \$30,825. She explained that this is for all property and liability town wide for the year. **\*\*Motion\*\*** Mr. Bryer motioned to approve and sign the purchase order for Primex for \$30,825. Ms. Garrett noted that there may be an adjustment that would be made in July. Seconded by Mr. Dill. Motion passed unanimously; 3/0.

***Purchase Order Chatter Brook Farm \$6,143.75***

Ms. Garrett presented the board with a purchase order for Chatter Brook Farm for plowing in the amount of \$6,143.75. **\*\*Motion\*\*** Mr. Dill motioned to approve and sign the purchase order for Chatter Brook Farm for \$6,143.75. Seconded by Mr. Bryer. Mr. Bryer asked for a total of



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expenditures for plowing. Ms. Garrett replied that the amount is at least \$10,000 over expended. **Motion passed unanimously; 3/0.**

***Purchase Order for Joann Bailey for Trustee of Trust Funds Warrant Articles - Capital Reserves***

Ms. Garrett presented the board with a purchase order for Joann Bailey for \$20,000; warrant article #10 for \$10,000 for the highway capital reserve, and #5 for \$10,000 for town hall improvement capital reserve. **\*\*Motion\*\* Mr. Dill motioned to approve and sign the purchase order for Joann Bailey for \$20,000. Seconded by Mr. Bryer. Motion passed unanimously; 3/0.**

***Purchase Order for Joann Bailey for Trustee of Trust Funds Warrant Articles – Expendable Trusts***

Ms. Garrett presented the board with a purchase order for Joann Bailey for \$106,571.31 for the following warrant articles:

- #4 for \$54,250. for the facility committee expendable trust,
- #5 for \$28,000 for the cable expendable trust,
- #12 for \$800. for the cemetery expendable trust,
- #14 for \$10,521.31 for the transfer expendable trust,
- #16 for \$3,000. for the milfoil expendable trust, and
- #17 for \$10,000. for the employee vested benefits expendable trust

**\*\*Motion\*\* Mr. Dill motioned to approve and sign the purchase order for Joann Bailey for the expendable trust funds totaling \$106,571.31. Seconded by Mr. Bryer. Motion passed unanimously; 3/0.**

***Lifeguard Applications***

Ms. Garrett stated that she has received applications for certified lifeguards. She noted that the recreation director was not able to attend tonight's meeting; however, Stephanie Oles, beach coordinator, was present to address any questions. Ms. Oles noted that the applications presented are the lifeguards that the recreation committee is recommending. **\*\*Motion\*\* Mr. Dill motioned to approve the hiring of the lifeguards, as recommended, pending background checks.** A discussion was held regarding the wages within the budget. Ms. Oles explained that all wages are within the approved budget. She noted that one lifeguard would be returning, which has a step increase. Further discussion was held regarding lifeguard wages and the lack of interest due to low wages. **Motion passed unanimously; 3/0.**

Mr. Curley called for a recess at 6:57 p.m. Session resumed at 7:03 p.m.

**Highway Advisory Committee**

Members of the highway advisory committee met with the selectmen regarding Bennett Bridge causeway and beach area. Bob Bailey, chair, explained that FEMA only provided funds for the road and culvert. Mr. Dill added that this is a follow up meeting as a result of the March 12 meeting held with Underwood Engineering, himself, and highway committee members at which time plans were discussed. Steve Bailey stated that FEMA would not entertain putting in a culvert as they felt that was over and above what was necessary to put the area back to the it previous condition. He added that FEMA would not do the beach due to the fact that records had not been kept noting what had been done for maintenance by the town, which has since been corrected.



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Money was provided to repair the bridge from point to point. He further explained that if the town does not go back to FEMA then the town will need to pay for the culverts. Further discussion was held regarding the process to proceed with the project and requesting more funds from FEMA. Mr. Bailey stated that progress must be demonstrated to FEMA. He added that NHDES is also working on the beach portion.

Further discussion was held regarding the plan for steps and storm drains in the causeway. There will be a need to resubmit to FEMA for additional funds. Ms. Garrett reminded the board that there is a time limit for completion. A meeting was suggested with Tammy Vallaincourt, selectmen, highway advisory committee, and Steve Bailey.

Mr. Curley called for a recess at 7:25 p.m. Session resumed at 7:30 p.m.

### **Michael Matson, Conservation Commission**

Mr. Matson met with the board regarding Lucas Pond Beach area. He explained that the conservation commission (CC) was allotted \$7,000. in their budget to work on the beach area. He added that he has met with Underwood Engineering regarding a plan for the beach repair. Steve Roy, CC chairman, explained that funding was applied in the budget under subcontractor's line. Mr. Dill asked if the issue should be under a facilities committee line. Mr. Roy replied that the CC felt that this was more of a water quality issue as there is an impact to a natural resource.

Mr. Bryer stated that there was a warrant article at town meeting for Lucas Pond that was voted down. He stated it now appears that money is being removed from the operating budget that was not allocated for this project. Mr. Roy replied that the CC met with the BOS prior to drafting the Lucas Pond warrant article. He noted that representatives from NH Fish and Game also attended that meeting. Mr. Roy noted that the warrant article was presented by a petitioner, not by the CC. He added that the conservation commission's purpose of the funds is to address erosion and drainage issues at the beach launch location. Mr. Dill stated that there are many entities working on the project; however, are not working together. He added that he was not aware that the project was this far along.

Further discussion was held regarding the CC budget. Mr. Bailey stated that the recreation commission requested that the facilities committee look into the project and see if something could be done to repair the beach. He stated that everyone should pool their resources and work together. He added that the town voted down spending any funds on the project; therefore, the CC is going against what people voted on at town meeting. Mr. Curley stated that he recalls the CC coming in during the budget season regarding erosion. No other entity has applied any funds to the project or addressed the selectmen regarding plans. He added that there were no other intentions mentioned, just the erosion at the beach area. Mr. Curley stated that anyone can put in a petition warrant article. He explained that what the board needs to do is to make sure that the departments are spending the funds correctly as they were budget for. He feels that there is no conflict being presented.

Mr. Roy stated that the CC has met with the recreation commission regarding interests and plans. He stated that they replied that there were other ongoing projects. Mr. Roy stated that the CC



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continued with the erosion issue as the development of the beach is outside the prevue of the conservation commission and should be addressed by the recreation commission.

Mr. Bryer stated that he understands that a lot of effort went into the budget and the project. He explained that there was great discussion held at town meeting. He added that he is apprehensive to approve the project at this time.

Further budget discussions were held regarding the conservation commission's budget relative to Lucas Pond and forest management. Mr. Dill noted that the forest management plan is behind 20 years. He asked about funds from NH Fish & Game. Mr. Matson explained that in order to get funds from NH Fish & Game a letter would need to be initiated to the director of NH Fish & Game noting that the town is interested in turning over the property. Mr. Bryer stated that it would be inappropriate for the town to turn the property over to another entity as the property was a donation from the Woodman family. Mr. Dill added that he has not received positive comments from town's people favoring the project. Mr. Matson explained that NH Fish & Game would keep the same name of the area and added that the area is in such disarray that the Woodman family would be upset with the manner in which the park is in. He added that currently there are no funds for maintenance of the area.

Mr. Mattson stated that there are health and safety issues that need to be addressed. He explained that should NH Fish and Game acquire the property there is a 20 year lease and maintenance option so long as it would guarantee access rights. The town would still have ownership; however, NH Fish & Game would have an easement and access controls.

Mr. Roy explained the plan proposed and recent CC site walk of area. He noted that a culvert could be purchased and have the town replace it. This would address some of the emergency issues that have been identified. He further explained the liabilities of the current conditions. Mr. Roy recommended a 20 year maintenance plan with NH Fish and Game.

Deeded access was discussed for NH Fish and Game due to stocking of fish. Mr. Matson explained that stocking the pond has nothing to do with rights to the property. Mr. Dill stated that the town feedback is that the town does not want to give up much in the way of rights, easements, or control. He asked if there was any other way for fish and game to work on the project. Mr. Matson replied no as NH Fish & Game would only be interested in the property if there is a guaranteed access.

Mr. Roy stated that the town walked away from their responsibility of the area. He asked if a maintenance or management fund can be established with the purpose of re-introducing active management of the site by the town. He noted that currently the town is not treating the area as an asset.

Mr. Curley asked if the CC was looking for approval and signatures for the design phase of the Underwood Engineering plan. Mr. Roy replied that he would like the selectmen to consider the plan. He added that there is no cost to the town at this point. Mr. Dill stated that the cost of \$4,000 proposed is to generate a plan of what needs to be done prior to anything being done to determine actual work so the erosion can be stopped. Mr. Bryer acknowledged the disrepair of the



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site and stated that he would like to table additional discussion until more data is collected. In addition, he requested comments from the public. Mr. Dill stated that he would like to look at the area. He asked what the turn around time is from Underwood Engineering. Mr. Roy replied within a 1-3 month time frame. Mr. Matson added that he plans to get additional information regarding the 20 year lease program.

Mr. Bryer asked how this plan would be increasing town revenue. Mr. Matson stated that the town is losing revenue by not maintaining the site and he explained visitors utilizing area businesses. Mr. Roy added that there probably is no quantitative measure of increase to the revenue to the town; however, this will improve the area.

Mr. Dill stated that he agrees with the plan from Underwood and that there needs to be something done at Lucas Pond regarding safety. He added that he does not have any problems with obtaining a plan to see what needs to be done and there was money budgeted for this plan in the conservation commission's budget.

Mr. Curley stated that the town needs to protect and maintain its natural resources. He stated that he does not have any problems with supporting the project at this time if the plan is to repair the area back to the way it was. Mr. Matson stated that he does not feel that maintenance or keeping Lucas Pond is the job of the conservation commissions. He referred to the facilities committee and recreation commission for maintenance. Mr. Bryer stated that the area is owned by the town and could be kept for town residents only or fees could be assessed. Mr. Matson noted that if the pond were to be private, NH Fish & Game would not continue to stock it.

**\*\*Motion\*\* Mr. Curley motioned to approve the work plan with Underwood Engineering for Lucas Pond boat launch improvements. Seconded by Mr. Dill.** Mr. Dill stated that there is no guarantee for funds this year; however, funds are available for the planning aspect and this is a good beginning. **Motion passed; 2/1.** Mr. Bryer was opposed.

### **Mowing Bids**

The mowing bids have been received and were reviewed as follows:

BMC - \$3,300; no mowing detail was provided.

Lawn Guys - \$4,800; mowing weekly or bi-weekly, depending on their discretion

Ben Edwards - \$4,999.

Denis Volpe - \$5,150.

Chad Fernalds - \$7,500; mowing proposed to be every 7-14 days, depending on growth

KMR Landscaping - \$10,000.

K&TR Exterior Home Services – did not meet scope of work.

A discussion was held regarding the frequency of mowing and the bids provided. The board agreed that Ms. Garrett will contact Lawn Guys, Ben Edwards, and Denis Volpe for references and then the town administrator will review.

### **Acceptance of Minutes**

The minutes were postponed.



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**Selectmen's Comments**

Mr. Bryer expressed concern with the personnel policy update. Mr. Dill replied that Mr. Martel is working on it. Mr. Curley agreed that this should be a high priority.

Mr. Bryer commented regarding the Lucas Pond project turning into a huge expenditure. He noted that he has had some feedback from the residents in that area adamantly against improving the beach.

Mr. Dill reminded the board to check their email from town counsel regarding the ZBA cases. Mr. Dill stated that he feels it would be beneficial for Ms. Spector to attend the ZBA meeting next Monday.

Mr. Dill stated that an emergency management committee meeting was held Friday, April 18 with representatives of the state. He explained that the topic was medical pandemics.

**Citizen's Comments**

Jean Lane expressed concern regarding the possibility of a heavy mosquito population this year. She asked if the board had any plans for treatment. Mr. Dill replied not at this time. Mr. Curley added that the Town of Raymond was holding an informational session regarding EEE.

Marion Knox requested that the board address the Lucas Pond issue slowly. She asked the board to re-read all of the information that she has provided. She stated that all of the town's committees and residents need to be involved.

Steve Preston requested permission to place an ad in the paper for a part time transfer station attendant for Mondays and Wednesdays. **\*\*Motion\*\* Mr. Bryer made a motion, seconded by Mr. Dill, to approve an ad in the paper for a part time transfer station attendant. Motion passed unanimously; 3/0.**

Steve Bailey stated that it was previously noted that committees did not place funds in their budgets for Lucas Pond Beach and the reason why this was not done was the fact that there was not an issue. He noted the current beach situations in town. He stated that Mr. Woodman donated the park in memory of his son who died serving in WWII with the purpose for fishing. He stated that he did not appreciate that the beach was noted as a state of disrepair as the pond is being utilized for what it was meant, fishing. Mr. Bailey stated that the beach area was closed a few years back when there was no additional money to maintain it. Mr. Bailey urged the selectmen to visit the area. He stated that he feels it is really not in that bad of shape. He added that it is intended for fishing. Mr. Bailey added that all committees should get together, determine what should be done to the area, and the decision should be a community effort that the town's people address.

**\*\*Motion\*\* Mr. Bryer motioned to adjourn at 8:32. Seconded by Mr. Dill. The motion passed; 3/0.**

Respectfully submitted,  
Lisa Fellows-Weaver  
Board Secretary

*Approved ~ June 24, 2008*