



Northwood Board of Selectmen  
Minutes of May 27, 2008

Town Hall Northwood NH – May 27, 2008

**Call to Order**

Chairman Ken Curley called the meeting to order at 6:07 p.m.

**Roll Call**

Chairman Ken Curley, Selectman Alden Dill, Selectman Scott Bryer, and Town Administrator Paul Martel.

**Citizen's Forum**

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

**Town Administrator's Report**

*Hannaford Summer Celebrations*

Mr. Martel stated that he was contacted by Hannaford regarding holding a summer celebration within the stores parking lot. He asked if any permits would be necessary. He stated that the event will occur July 23 and the store will be serving products to customers. He noted that he did not believe any permits would be required. The selectmen agreed.

*Financial Update*

Mr. Martel stated that the town treasurer has requested that the selectmen institute a spending freeze on non essential items for a few weeks until tax bills begin to be received. Mr. Martel noted that there is a large payment to the school in tonight's manifest with another forthcoming in July. Mr. Martel will send a memo to departments.

*Elm Street Property*

Mr. Martel referred to the last meeting where interest was expressed to purchase a property on Elm Street. Mr. Martel stated that it appears there could be some contamination on site. He provided the board with town counsel comments for the selectmen's review. Mr. Dill stated that he agreed with town counsel's comments and added that the town should sell the parcel and add counsel's recommendation into the notice of bid. Mr. Martel noted that the building has recently been secured and a "No Trespassing" sign has been posted on the property.

Further discussion was held regarding a betterment assessment district. Mr. Dill stated that he would address the roads within Coe Woods with the road agent at the next highway committee meeting, which is tomorrow.

*Facilities Committee Appointment*

Mr. Martel stated that he has received a letter of interest from Fred Bassett requesting to be appointed to the facilities committee. Mr. Martel noted that he was previously on the committee and the appointment expired. **\*\*Motion\*\* Mr. Dill motioned to appoint Fred Bassett to the facilities committee, with a term to expire in 2011. Seconded by Mr. Curley. Motion passed unanimously; 3/0.**



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***Merrimack River Watershed Wetland Restoration Plan***

Mr. Martel informed the board of two upcoming meetings relating to the Merrimack River watershed, June 11 and June 12.

***Police Cruiser***

Mr. Martel mentioned a memo from Dave Hickey regarding the cruiser. Mr. Martel noted that there have been times where the vehicle would have been useful for the town to have. He stated that it would probably only be used a few times per week. Mr. Dill added that the road agent has mentioned that the town's pickup truck is getting tired and is the town's backup vehicle. He added that the road agent supported the idea of keeping the cruiser and using as another town vehicle.

Mr. Bryer asked how many cruisers the police department currently has. Mr. Martel stated that he is only aware of one older cruiser, which is being used by the school resource officer. Mr. Dill stated possibly four cars. Mr. Bryer expressed concern with the perception of a lot of cars belonging to the town. Mr. Martel stated that as far as a cost perspective, it is cheaper for the town to have vehicles rather than to reimburse the town's employees. He added that he believed the insurance is a flat rate. Mr. Curley asked for a cost analysis for the cruiser to be put back on the road, insurance, registration, maintenance.

Mr. Bryer suggested that the reimbursement rate be changed to the IRS rate from January 1, 2008.

**Public Hearing ~ Barn Preservation Easement per RSA 79-D:2,III  
*Stevens, 746 First NH Turnpike Map 222; Lot 8***

Mr. Curley opened the public hearing for Eric J. Stevens for barn preservation, Piece Time Puzzles. Mr. Dill explained that the roof is being replaced with 30 year asphalt shingles similar to cedar shingles, painting will also being completed. Mr. Bryer asked if there will be a tax break due to the historic building. Mr. Martel explained that the proposal is to repair; however, this will maintain the appearance of the historical structure. With no public comment, the public hearing was closed. **\*\*Motion\*\* Mr. Curley motioned to approve the barn preservation easement for Eric Stevens. Seconded by Mr. Dill. Motion passed; 2/1.** Mr. Bryer was opposed. He stated that he feels that the barn should be taxed the same as everything else especially since the structure is not being used for agriculture as it is a commercial business.

**Town Administrator's Report (Continued)**

***Swap Shop***

Mr. Martel stated that the swap shop is now open. Rules have been posted.

***Safety Committee***

Mr. Martel stated that Mr. Hickey has notified him that there are five members on the safety committee and Mr. Hickey would like to get started with these persons. He asked the board how many people they feel is necessary for the committee. Mr. Martel stated that there is a member from the building department, fire and police departments, library, and himself. He added that there is no representative from the highway department. Mr. Dill asked if there was a



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requirement that must be met. Mr. Martel stated that there have been no other volunteers. Mr. Bryer stated that he feels five is enough.

***Town Wide Yard Sale***

Mr. Martel explained the possibility of holding a town wide yard sale where the applicants pay a permit fee and a town map is sold noting the specific locations. The board suggested this be a fundraiser for the recreation department.

***Letter of Retirement***

Mr. Martel noted that a letter has been received from Mitchell and Bates announcing the retirement of Attorney Tim Bates.

***NHDOT Letter***

Mr. Martel stated that he received notification from NHDOT that the town's April payment for the block grant highway aide is incorrect. \$16,345.98 will be received in April; however, the total is \$81,864. Mr. Martel stated that \$80,000 was budget.

**Consent Calendar**

***Purchase Order for Copeland Builders***

**\*\*Motion\*\*** Mr. Dill motioned to approve the purchase order for Copeland Builders for the police station roof in the amount of \$6,600. Seconded by Mr. Bryer. Motion passed; 3/0. The purchase order was signed by the board.

***Annual City/Town Financial Report (MS-5)***

**\*\*Motion\*\*** Mr. Dill motioned to approve and sign the MS-5 financial report prepared by Mason and Rich. Seconded by Mr. Bryer. Motion passed; 3/0. The report was signed by the board.

***Town of Northwood Recreation Lifeguard Manual and Beach Regulations***

**\*\*Motion\*\*** Mr. Dill motioned to adopt the Northwood Recreation Beach Regulations and Lifeguard Manual. Seconded by Mr. Bryer. Motion passed; 3/0. *(Both were signed 5/13/08)*

Mr. Martel noted that Primex has recently visited the beaches in town and requested signage, which Linda Smith is currently working on.

***Purchase Order for Capital Med Ed***

**\*\*Motion\*\*** Mr. Dill motioned to approve the purchase order for Capital Med Ed for fire department training in the amount of \$3,580. Seconded by Mr. Bryer. Motion passed; 3/0. The purchase order was signed by the board.

***Vendor Manifest #15 for \$755,384.90***

Vendor manifest in the amount of \$755,384.90. **\*\*Motion\*\*** Mr. Dill motioned to approve the vendor manifest. Seconded by Mr. Bryer. Motion passed unanimously; 3/0. The vendor manifest was signed by the board.

***Bennett's Bridge Beach***

A brief discussion was held regarding opening Bennett's Bridget Beach. Mr. Bryer stated that he felt that the beach should not be opened until it is repaired.



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**Non-Public Session**

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

**Roll Call Vote:**

Selectman Dill-yes

Selectman Curley-yes

Selectman Bryer - yes

Motion passed unanimously; 3/0.

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

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

**Appointments**

**Michael Matson & Conservation Commission - Lucas Pond**

The conservation commission cancelled.

**6:45 ~ Library Trustees**

Library Trustee Chair Norma Heroux, Treasurer Margaret Walker, and Librarian Donna Bunker met with the board regarding some current issues

Ms. Heroux stated that the trustees have met with the BOS in the past to ask if the library finances could be transferred to the library trustees. RSA 202-A:6 allowing the library full responsibilities to expend all moneys raised and appropriated by the town for purposes of the library. She stated that a few years ago the trustees addressed this with the BOS and town hall would handle the payroll and insurance aspects now with utilities; such as electric, oil, and telephone as they have been allotted under the town's general funds.

Margaret Walker spoke to the bookkeeping aspect of the library with reimbursements to employees and paying in advance for items from the library checkbook to avoid interest and late charges. She also explained the invoice process with submitting an invoice to town hall and then having to do a deposit.

Ms. Bunker stated that when the bills were being paid out weekly there were no problems with late fees and interest charges. She further explained the ordering time frame of ordering books and the time of billing may be less than a full month turn around. She specifically noted Staples and Amazon for timing of invoices and late fees being assessed when the town does not pay the bills in time.

Mr. Bryer asked why the bills can't be paid every week. Mr. Martel stated that the board does not meet every week and one week is payroll and one week is vendors. Further discussion is held regarding turn around time. Mr. Martel stated that if a bill is received the longest it would be idle would be two weeks. Ms. Bunker noted that some companies only have a 20 day turn around for payment and Ms. Walker noted that the book companies only have a 14 turn around.

*Approved ~ June 24, 2008*



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Further discussion was held regarding having the bills come to town hall rather than the library. Ms. Heroux explained that the RSA states that the trustees are responsible for payments and this is an attempt to take that responsibility.

Ms. Walker explained that she recently attended a conference and many of the surrounding towns have full control of their funds. Mr. Bryer stated that he has no problems with the town providing one check to the library once per year; however, all responsibilities would also be transferred including payroll and insurance. Ms. Heroux stated that this was addressed previously and there were issues with the insurance for Ms. Bunker and now Ms. Fortin. Ms. Heroux stated that the process never happened. She added that the library can take the funds and then charge the town for a bookkeeper so that the job gets done. Mr. Bryer replied that it would not be the town's responsibility and added that the library would risk their budget being cut at town meeting to cover the salary of a bookkeeper. Mr. Dill stated that he does not want to pay for a bookkeeper now that the finance position is full time. Mr. Bryer stated that the selectmen are responsible for the finances of the town. Ms. Heroux agreed that the selectmen are responsible for the town and added that trustees are responsible for the library. Mr. Bryer stated that he does not want the town to have partial responsibilities.

Mr. Martel stated that he has not heard of this problem until now and suggested that something be worked out with the book companies. Ms. Heroux suggested that the library review records for this year and provide the town with notations of when there have been instances regarding invoices and late fees. Ms. Bunker stated that Amazon is a back up or last resort for the library. She added that most towns in the area, the trustees have a portion of the control over their budget.

Ms. Heroux expressed concern with losing benefits for staff. She explained that the Town of Bartlett Library does the payroll and the trustees maintain the checks and reports. The libraries in the Town of Nottingham and Hampstead have the same practice. Ms. Bunker noted that in Pittsfield the town writes the checks and the trustees reimburse the town to cover the payroll. She added that some towns charge fees to the library trustees for the town to continue bookkeeping duties for them. She noted that the RSA allows the trustees to be responsible for their funds; however, no direction is stated as to how to get the job done. She added that there are many different scenarios throughout the state.

Mr. Bryer asked how the trustees would like their funds distributed. Ms. Bunker replied that distribution would be determined after the decision is made as to if the town will maintain the payroll and insurance portions. Ms. Heroux noted that they are trying to be more efficient with the bookkeeping and make the process easier.

Mr. Bryer asked who would be doing the checks and the reconciliations. Further accounting practices are addressed. Ms. Heroux stated that the library always meets with the town's auditors. Further notations are made regarding the funds of the treasury accounts and trust funds.

Mr. Bryer requested that Mr. Martel contact the auditors and discuss the details. Mr. Bryer stated that he would prefer to keep the process the same. Mr. Curley requested additional information and Mr. Dill felt that there was no real problem with the proposal.



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A discussion was held regarding the Bryant Library. It is explained that there is a trust fund earmarked for book purchases. Ms. Heroux stated that there is no purchasing for books at the library and they would like to be able to utilize the \$5,000 in the account. Mr. Bunker explained to meet the requirements of a library they maintain a non circulating collection. Ms. Walker explained that they would like to reformat the trust and in order to do this a probate court petition would be necessary. Further discussion was held with the process, which could cost more than the amount in the fund.

Additional discussion was held regarding employees being bonded. Mr. Martel stated that town hall employees are bonded; however, he will check into this item with Primex.

Policies are mentioned. Ms. Bunker stated that she realizes the policies are being worked on; however, she was inquiring as to the progress. Mr. Martel explained that the only item with any difference for the library was time allotted for bereavement, the library has 5 days and the town hall lists 3 days. Ms. Heroux added that hours for full time are listed at 35 in the personnel policy. Ms. Bunker added that Ms. Garrett noted that full time is 40 hours through Primex. Mr. Martel added that for state retirement the requirement is 35 hours. The board agreed that 35 hours is full time and is accurate. Mr. Martel stated that he would contact Primex.

Ms. Heroux stated that parts of town buildings are included in some type of pest control maintenance. Mr. Martel replied that there is a contract. Ms. Heroux stated that the library has not been covered in the contracts and were never contacted. She added that there are some pest issues that need to be addressed. She stated that they have met with the contractors who provided a quote. Mr. Dill stated that the contract should cover the library as a government building.

A discussion was held regarding the website calendar. Ms. Heroux explained that originally the library volunteered to update the calendar on the website. Ms. Bunker stated that there appears to be some confusion with other portions of the website. She added that they are now very busy with their own website and wish to give the calendar updating back to someone at town hall to update. Ms. Fortin stated that once the process is learned it would only be about 3-4 hours. The confusion is when requests come into add information or change things not in the calendar. Mr. Dill and Mr. Curley suggested Mr. Martel will speak with Ms. Todt and Ms. Severance.

Mr. Curley called for a recess at 7:40. Back in session at 7:45.

### ***Zoning Board Adjustment (ZBA)***

Chairman Bruce Farr met with the selectmen due to members. He explained that there are 6 members currently; one has recused from the cases on the docket, and there are discussions regarding a perceived conflict of interest. There are only 4 members at the meeting tonight and the attorney has requested a full board of 5 members. The ZBA granted the request as soon as it is possible. Mr. Farr requested if necessary, to appoint a previous member of the ZBA to the board so the board can proceed with the cases hoping for June 2. Mr. Farr suggested Bob Young or Joe Knox as both have experience.

Mr. Dill stated that he has spoken to town counsel and this is not a problem and has been done before. He added that this is a rehearing and the case will be stating over from the beginning.



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**\*\*Motion\*\*** Mr. Bryer made a motion, seconded by Mr. Dill, to approve an at hawk alternate member to the ZBA for the Hendrick cases. Motion passed unanimously; 3/0. Mr. Curley stated that the chairman can fill the new position and the BOS will approve the ZBA chair's recommendation for the alternate. **\*\*Motion\*\*** Mr. Bryer made a motion, seconded by Mr. Dill, for the ZBA chairman to approach Bob Young or Joe Knox as an ad hoc alternate member for the Hendrick cases. This motion serves as a notice of intent. Motion passed unanimously; 3/0.

*Library Appointment*

**\*\*Motion\*\*** Mr. Bryer motioned to appoint Lorna Patey as an alternate library trustee with a two year term. Seconded by Mr. Curley. Mr. Bryer noted that the library trustees are elected officials. Motion passed; 3/0.

*Purchase Order for Underwood Engineering – Woodman Park*

**\*\*Motion\*\*** Mr. Dill motioned to approve the purchase order for Underwood Engineering for Woodman Park in the amount of \$4,000. Seconded by Mr. Bryer. Motion passed; 2/1. Mr. Bryer was opposed.

Mr. Curley called for a recess at 7:55 p.m. to meet with town counsel.

*Non-Public Session*

8:05 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 Curley-yes

Selectman Bryer - yes

Motion passed unanimously; 3/0.

8:15 p.m. **\*\*Motion\*\*** Mr. Bryer made a motion, seconded by Mr. Dill, to come out of non-public session. 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.

**\*\*Motion\*\*** Mr. Bryer motioned to adjourn, seconded by Mr. Dill. The motion passed unanimously at 8:20.

Respectfully submitted,

Lisa Fellows-Weaver  
Board Secretary