



**Northwood Board of Selectmen
Minutes of August 26, 2008**

Town Hall Northwood NH – August 26, 2008

Call to Order

Chairman Ken Curley called the meeting to order at 6:08 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

Disaster Declaration Briefing

Mr. Martel stated that there is a major disaster declaration applicant briefing this Thursday in the Town of Deerfield. He stated that this is for public assistance. Mr. Dill requested that Mr. Martel contact Bob Young regarding if a representative from Northwood should attend. Mr. Bryer asked if the town will be receiving any funds from FEMA. Mr. Dill explained that any anticipated FEMA funds would be for reimbursement for emergency vehicles and to cover any overtime. Mr. Dill added that he may be able to attend, if necessary.

Estimating and Determining Base Flood Elevation Workshop

Mr. Martel stated that there is a workshop coming to Concord, September 19 relative to Zone A area of flood elevations.

Town of Epsom ~ Donated Items

Mr. Martel stated that he received an email from the Epsom selectmen regarding an abundance of items that were donated to the town due to the tornado and the selectmen have made these items available to Northwood residents. Mr. Martel stated that he has forwarded this information to the human services director.

Assessing Contract

Mr. Martel explained that the town's assessing contract is up for renewal. He stated that the new contract could either be for two or three years. Mr. Martel stated that he has spoken to Rod Wood, the town's assessor, who recommended a two year renewal as this would put the town at the end of a five year cycle making the town eligible for certification updates.

Mr. Dill requested another bid from Vision. Mr. Bryer asked if the board should complete a bid proposal process. He noted that the town had a very smooth certification process with the current company and he has been satisfied with the service that the town has received. Mr. Dill explained that the board has been trying to get updated bids on services as contracts expire. Mr. Martel will contact DRA for an RFP list.

Nottingham Perambulation Boundary Walk

Mr. Martel stated that Selectman Peter Brock of the Town of Nottingham would like to schedule the boundary walk for the week of October 6. Mr. Dill plans to attend the walk.

Approved ~ September 9, 2008



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Local Government Center Budget and Finance Workshop

Mr. Martel provided registration forms for the LGC work session scheduled for September 23. Mr. Martel stated that he will plan to attend. Mr. Curley expressed an interest in attending as well.

Letter from Mr. Coumas, Park Avenue

Mr. Martel provided copies of a letter he received from Michael Coumas on Park Ave. expressing concern with the road conditions. Mr. Coumas stated that there have been three approvals for construction on the road and the heavy trucks have caused damage to the roads. Mr. Curley stated that legally the town is not able to do anything as Park Ave. is a private road and it is up to the residents to take responsibilities by the associations.

Non-Public Session

Meeting with the Diane Young, Secretary Position

6:15 p.m. ****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 Bryer - yes

Selectman Curley - yes

Motion passed unanimously; 3/0.

****Motion**** Mr. Curley made a motion, seconded by Mr. Dill, to come out of non-public session at 6:25 p.m. Motion passed unanimously; 2/0.

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

****Motion**** Mr. Bryer made a motion, seconded by Mr. Curley, to hire Diane Young at a pay rate of \$10.80 per hour, 30 hours per week, effective August 27, 2008. Motion passed unanimously; 3/0.

Town Administrator's Report (Continued)

Tax Collector Report

Mr. Martel presented the board with a report from Tax Collector Judy Pease regarding the collection of taxes. Mr. Martel explained that bills went out totaling \$4.8 million and to date she has received \$4.3 million.

Update on Progress of Archive Materials with Archive America

Mr. Martel noted that the back room and inventory of materials project is 90% completed and the remainder should be completed by next week. He added that the Historical Society will begin moving historical articles to the museum by Friday.

General Government Buildings – Department Budget Lines

Mr. Martel explained that he and the finance administrator are recommending that all utilities for town buildings be broken down and out of the GGB line and allocated by department's budget. This would be for fire, police, highway, library, and specific lines related to heating fuels,



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electricity, phones, etc. He explained that this will make individual departments more responsible for their expenses. The board agreed that this is a good idea and Mr. Curley will present this to the budget committee at the October meeting.

In addition, Mr. Martel explained that the finance administrator has requested that she also add new lines and remove old lines throughout the budget, as necessary. The board agreed that this would be fine.

Appointments ~ Fire Department

****Motion** Mr. Dill motioned; seconded by Mr. Curley, to appoint Jason Buxton and Sandra Garrett to the Fire Department, pending background checks. Motion passed unanimously; 3/0.**

6:30 - Public Hearing – Sale of Town Property; 59 Lower Camp Road

Mr. Curley opened the public hearing at 6:30. He explained that the purpose of the public hearing is to discuss the sale of town owned land and building located at 59 Lower Camp Road pursuant to RSA 41:14-a. Mr. Martel noted that this is the first public hearing of two, required by state statute.

James Souhlaris explained that this parcel has been in his family since 1942 and believes this was the first building on Lucas Pond. He further explained that his sister, Georgeana Elson has been in contact with the town regarding the legalities of selling the land and the selling price. Mr. Souhlaris stated that the property is condemned. It is in need of a foundation, roof, plumbing, electrical, etc. He explained that there is a lot of money that needs to be invested into the building to make it livable again. In addition, Mr. Souhlaris explained that his sister received a selling price of \$70,100. from the town hall, which would include the land and building.

Mr. Curley explained that this discussion is specific to the ability of the selectmen to sell the property. Mr. Bryer stated that the purpose of the public hearing is for the board to hear public comments regarding selling the property; it is not for negotiations. Mr. Curley added that there is a second public hearing scheduled and then the board can discuss the selling costs at fair market value.

Judy Anthony, 1076 First NH Turnpike, asked about the next meeting. Mr. Bryer explained that RSA 41:14 allows towns to sell town property. He explained that normally this process can only occur at a town meeting; however, several years ago through the warrant article process, the town's people authorized the board of selectmen to have the ability to sell town properties. Mr. Bryer stated that per requirements of state statute, the board must notice the meetings and then hold two public hearings, which allows the public to express any concerns with the sale.

Mr. Bryer continued to explain that after the two public hearings, the board reflects on the comments of the citizens and then has the authority to sell the land. The process of executing the sale is done by reviewing the assessing records of the town. In this case, this parcel is assessed at approximately \$70,000. for tax purposes. Mr. Dill noted that a recent market assessment has been done on this parcel and the amount was reduced to \$70,000. Mr. Bryer added that this assessment was based on the actual condition of the property. Mr. Dill asked if the process is done by sealed



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bids or as an auction. Mr. Bryer replied that this is not an auction; however, he added that the board can decide on the bid process and it must be the best value for the town.

With no further comments, Mr. Curley closed the public portion.

6:45 - Meeting with Jim Wilson, Road Agent

Mr. Wilson met with the board regarding Bow Lake Road bridge closing. He stated that he received a call from the Town of Strafford requesting Northwood to plow one mile of road from the Northwood town line to the bridge, which the state inspected and condemned. He added that there is some washout around the abutments of the bridge. Strafford is hoping to repair the bridge before winter; however, they are taking these steps in case it is not completed. Mr. Wilson stated that he does not have a problem doing this for Strafford. He added that Northwood emergency services of fire, rescue, and police will now be first responders in that area since Strafford cannot get through.

Mr. Bryer suggested that Mr. Wilson keep track of the time spent plowing the area. Mr. Wilson stated that Strafford agreed to pay and suggested that he keep track of the mileage. He added that it may be ½ hour for him to plow that mile, over and back. The other selectmen felt that this would be fine.

Consent Calendar

Corrected Version of August 12 Consent Calendar

Signed by the board.

Appointments - Ballot Clerks

Nona Holmes – One Year Term
Susan Robertson – One Year Term
Joann Bailey – Two Year Term
Joanne Ball – Two Year Term
Arlene Johnson – Three Year Term
Terry Madison – Three Year Term
Jean Lane – Three Year Term
Marion Knox – Three Year Term
Joseph Knox – Three Year Term

****Motion** Mr. Dill motioned; seconded by Mr. Bryer, to approve the above as ballot clerks.**

Motion passed unanimously; 3/0. The appointment papers will be signed when the clerks have been sworn in.

Purchase Order ~ Bergeron Protective Clothing

Mr. Martel presented the board with a purchase order totaling \$5,012.71 for Bergeron Protective Clothing for the fire department. ****Motion** Mr. Bryer motioned; seconded by Mr. Curley, to approve the purchase order for Bergeron Protective Clothing, for \$5,012.71. Motion passed unanimously; 3/0.** The purchase order was signed by the board.



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Purchase Order ~ Lamprey Regional Coop

Mr. Martel presented the board with an open purchase order of an increased amount of \$7,670. totaling \$25,000. for tipping fees. ****Motion** Mr. Dill motioned; seconded by Mr. Bryer, to approve the purchase order for the Lamprey Regional Land Fill for \$25,000.** Mr. Curley asked if this was included in the budget. Mr. Martel replied yes and added that there is a surcharge for plastics. **Motion passed unanimously; 3/0.** The purchase order was signed by the board. Mr. Bryer suggested that Steve Preston be added as the town's representative to the Lamprey. The board agreed.

MS-1- Summary of Inventory Evaluation

Mr. Martel presented the board with a copy of the MS-1 – Summary of Inventory Evaluation. ****Motion** Mr. Dill motioned; seconded by Mr. Bryer, to accept the MS-1.** Mr. Bryer asked if the property values increased. Mr. Martel replied that values did increase some. **Motion passed unanimously; 3/0.**

Reimbursement Application for State Forest Lands

Mr. Martel presented the board with an application to the state for reimbursement for state lands; such as the Northwood Meadows State Park. ****Motion** Mr. Dill motioned; seconded by Mr. Bryer, to approve the application for reimbursement. Motion passed unanimously; 3/0.**

2008 Audit Contract

Mr. Martel presented the board with the 2008 contract for Mason and Rich Professional Association in the amount of \$14,615. ****Motion** Mr. Bryer motioned; seconded by Mr. Dill, to approve and authorize the chair to sign the contract, for more year. Motion passed unanimously; 3/0.** The board will plan to go out to bid for next year.

Agreement and Release - 69 Fiore Rd.

Mr. Martel provided the board with an agreement and release approved March 7, 2008; however, it was not signed. A discussion was held regarding if the planning board had approved this. ****Motion** Mr. Dill motioned; seconded by Mr. Curley, to approve the agreement and release for 69 Fiore Rd.** Discussion ensued relative to the fact if there was a building permit issued. ****Motion** Mr. Curley motioned; seconded by Mr. Dill, to table further discussion for further review of the history of the document and permit. Motion passed unanimously; 3/0.**

Energy Improvement Contracts for the Bryant Library

Mr. Martel presented two proposals to the board for energy improvements for the Bryant Library. This is for insulation. One proposal is for \$650. and the other is for \$110. ****Motion** Mr. Dill motioned; seconded by Mr. Bryer, to approve the proposals for energy improvements to the Bryant Library. Motion passed unanimously; 3/0.**

Underwood Engineering Plan for Chesley Memorial Library Parking Lot

Mr. Martel presented the board with the engineering plans for the parking lot at the Chesley Memorial Library. He stated that the planning board has a process that will need to be followed relative to the proposal per RSA 674:54. Mr. Curley stated that he would attend the planning board meeting Thursday night. Mr. Bryer noted that a municipality is exempt but will follow the process that everyone else follows; however, the planning board cannot deny the proposal.



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****Motion**** Mr. Bryer motioned; seconded by Mr. Dill, to approve the proposed engineering plans, as presented. Motion passed unanimously; 3/0.

Payroll Manifest

Payroll Manifest in the amount of \$52,986.20. ****Motion**** Mr. Bryer motioned to approve the payroll manifest. Seconded by Mr. Dill. Motion passed unanimously; 3/0. The payroll manifest was signed by the board.

Vendor Manifest

Vendor Manifest in the amount of \$1,502,339.28. ****Motion**** Mr. Dill motioned to approve the vendor manifest. Seconded by Mr. Curley. Motion passed unanimously; 3/0. The manifest was signed and Mr. Martel noted that there was a school payment included. Mr. Dill added that there was also paving included in the manifest.

7:00 - Public Hearing – Cy Pres Petition Chesley Memorial Library

Mr. Curley opened the public hearing at 7:00. He explained that the purpose of the public hearing is to discuss the Cy Pres petition for the Chesley Memorial Library pursuant to RSA 498:7-a.

Library Trustee Norma Heroux was present and explained that there are funds for books in the Bryant Library Trust Fund and the Chesley Memorial Library is unable to utilize these funds due to the fact that the Bryant Library is not an active library. She stated that they are requesting that the selectmen agree with the trustees to allow for the money to be released from the Bryant Library Trust Fund and put in to the Chesley Memorial Trust Fund. Mr. Martel noted that this is also to petition the probate court to authorize the selectmen to release the funds.

With no further comment, the public hearing was closed.

Minutes

October 30, 2007

****Motion**** Mr. Bryer motioned to approve minutes from October 7, 2007, as written. Seconded by Mr. Dill. Motion passed; 3/0.

November 13, 2007

****Motion**** Mr. Bryer motioned to approve minutes from November 13, 2007, as written. Seconded by Mr. Dill. Motion passed; 3/0.

August 12, 2008

****Motion**** Mr. Bryer motioned to approve minutes from August 12, 2007, as written. Seconded by Mr. Curley. Motion passed; 2/0/1. Mr. Bryer abstained as he was absent.

Selectmen's Comments

Mr. Curley stated that at the recent technology committee meeting, the committee agreed that they would like to go out for bid for computer services.



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Correspondence

Mr. Curley read a letter of gratitude from a citizen who received medical attention from the Northwood Fire/Rescue Department.

Non-Public Session

7:30 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 7:39 p.m. 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.

7:40 p.m. ****Motion**** Mr. Dill motioned to adjourn, seconded by Mr. Bryer. The motion passed unanimously; 2/0.

Respectfully submitted,

Lisa Fellows-Weaver
Board Secretary