



**Northwood Board of Selectmen  
Minutes of September 23, 2008**

**Town Hall Northwood NH – September 23, 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.

**Absent**

Selectman Scott Bryer

**Citizen's Forum**

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

**Town Administrator's Report**

***Arthur Slade Letter***

Mr. Martel presented the board with a draft letter to be reviewed, signed, and sent to Mr. Slade. After review of the letter the board agreed to send it with an amendment to be made and then Mr. Curley will sign.

***Bow Street***

Mr. Martel stated that he received a phone call from Steve Folland, a resident on Bow Street, who has recently had some problems with the actual road name and address. He explained that years ago there were two sections of Bow Street; Upper Bow and Lower Bow. Since the combining of these roads there have been problems with 911, the Department of Motor Vehicle, insurance companies, and deliveries. Mr. Folland has requested a letter from the town noting that the actual name is Bow Street. The board agreed and Mr. Martel will draft this letter.

***UNH Technology Transfer Center Letter***

Mr. Martel stated that he has received a letter from the UNH Technology Transfer Center noting that Charlie Pease has achieved the status of Master Roads Scholar. He added that this is the fourth achievement within the road scholar program.

***State of NH Background Check ~ Cost Increase***

Mr. Martel provided the board with a letter received from the NH State Police noting that the costs of background checks will be increasing. The background checks for volunteers will now be \$30. and the costs for employment will be increasing from \$15. to \$45. Mr. Martel explained that everyone will also be required to be finger printed prior to the background checks being done, which will take place at the police station. Mr. Martel stated that he has mentioned to the school that the two entities share the costs and information. Mr. Curley explained that the applicant would need to authorize the release of the background check.

Mr. Martel stated that he will propose adding \$2,500. to the 2009 budget to cover the costs for the background checks.



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***Green Start***

Mr. Martel stated that he has received a letter from this bio diesel organization. He stated that the City of Portsmouth has all of their vehicles as bio-diesel now and are very pleased. Mr. Dill stated that the town does not own many diesel powered vehicles and currently the town does not have their own fuel. Mr. Curley suggested that new cruisers be purchased as diesel vehicles.

***Application to Build on a Class IV Road; Sullivan, Summer Street. Map 116; Lot 6.***

*This was continued from the September 9 meeting for further consideration and to receive an opinion from town counsel.*

Mr. Martel explained that the planning board had recommended that the application be denied. He spoke to the building inspectors who explained that other people have been granted building permits to build and add on in that area and they feel it is not right. The building department felt that this would be a bad precedent to set and it is discriminating against individuals.

Mr. Curley stated that it is a matter of setting a policy. He explained that as the selectmen's liaison to the planning board (PB), the PB felt that due to the tornado they should address these applications differently.

Mr. Dill recommended tabling any decision again. He stated that he would like to see a policy set and then enforced as nothing can be done at this time. Mr. Curley will relay these concerns to the PB on Thursday.

Mr. Martel noted that there is another access option. Mr. Dill explained that the road is not maintained in the winter and again the access is not enforceable.

***Additional Safety Policies***

Mr. Martel stated that there are still a few safety policies that need to be reviewed and adopted. He noted that he would like to address these at the next meeting. One is relative to confined space entry; another is to protect from unexpected activation of machinery during maintenance and repair of machinery or equipment, and the last is the personal protective equipment. Mr. Dill requested that the proposed policies be emailed.

***State Increases to Registrations***

Mr. Martel stated that he has received notification from Judy Pease, Town Clerk/Tax Collector regarding authorized increases to motor vehicle registrations. He explained that the state has authorized the town to increase fees by \$1.00. Ms. Pease has requested that the selectmen approve the increases. **\*\*Motion\*\* Mr. Curly motioned; seconded by Mr. Dill, to approve the increases as proposed by the State of NH. Motion passed unanimously; 2/0.**

**6:15 p.m. ~ Appointment with Cemetery Trustee**

***Chesley Memorial Library Parking Lot Expansion***

Bill Bushnell and Doug Reckard, both cemetery trustees, met with the selectmen regarding the expansion of the library. Mr. Curley explained that during the recent planning board meeting in which the board was reviewing the parking lot proposed plans it was noted that there is a RSA regarding setbacks of cemeteries and that the setback requirements have not been met. He stated



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that discussion was held at that meeting regarding the property lines and the location of burial lots. Mr. Curley stated that town counsel was contacted and noted that in the RSA it states that if the cemetery trustees and the municipal board (BOS) came to an agreement that the proposed use was an essential service that the town would be providing it would be allowed to be within the 25' setback of the cemetery.

Bill Bushnell stated that he, Doug Reckard, and Ted Reese met with their Superintendant Sherm Elliot at the library site last week with plans. They walked the area and as visitors to the library they are aware of the problems with the parking area. Mr. Bushnell stated that cemetery trustees have voted that there are no objections to the proposed plans. He added that Mr. Elliot did not have any concerns with excavation on the property line.

Discussion was held regarding the height of the wall, which is delineated on the plan to be 6'. Mr. Martell added that the engineers have stated that there will be no digging to surface preparation. Mr. Bushnell noted that probably three trees will need to be removed that are next to the stone wall which also runs along the gravel road. Mr. Bushnell noted that where the parking area is proposed to be, that side of the cemetery does not have any open lots. He noted that there would be room for cremations only.

Mr. Curley asked the trustees if they would concur if the parking area expansion was an essential service. Mr. Bushnell replied yes and Mr. Reckard added that he would just like to see as many trees remain as possible.

Ms. Heroux, library trustee, stated that it appears that there is a 40' setback not 25'. Mr. Dill replied it is 20' where 25' is required. Further review of the revised plan was held and a discussion was held regarding drainage. Mr. Curley noted that Underwood was trying to design the parking area to allow for drainage pipes and noted the town's new stormwater management regulations. He added that the septic system is also under the parking lot and that the absorption of water should be the same. Mr. Curley noted that other plan designs did have more spaces; however, they were for compact cars. He stated that the final plan delineates 18 total spaces.

Ms. Heroux asked about site lighting. Mr. Curley replied that no lighting was proposed for the lot.

Mr. Martel explained that he plans to send the bids out next week, via mail.

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

***State Surplus Authorized Users***

Mr. Martel provided the board with an updated list of authorized users for purchases at the State Surplus, White Farm. The board reviewed and signed.

***Building Hours***

Mr. Martel explained that he received a memo from Building Inspector Dave Hickey regarding the building department's hours. Mr. Hickey requested to discontinue the office hours on Wednesdays as the department's activity has significantly been reduced. The hours now will be Mondays and Thursdays only. The board agreed with the requested change.



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***Community Development Finance Authority (CDFA)***

Mr. Martel noted that the CDFA has community development block grant (CDBG) funds available. He added that the ongoing projects of Tower View Mobile Home Park should be completed with what was received last year.

**Minutes**

***September 9, 2008***

**\*\*Motion\*\*** Mr. Dill motioned to approve the minutes from September 9, 2008, as written. Seconded by Mr. Dill. Motion passed; 2/0.

***November 11<sup>th</sup> Meeting ~ To Be Rescheduled***

Mr. Martel mentioned that the November 11<sup>th</sup> BOS meeting would need to be rescheduled due to Veteran's Day. The rescheduled date was determined to be Wednesday, November 12. Place to be determined.

***Budget***

General discussion was held regarding procedures for the budget meetings and preparations that will be taken for the January meetings. Mr. Martel stated that there has not been any "run away spending" in town this year. He added that there were overages that occurred with snow removal and fuel lines, which the department heads had no control over.

**Consent Calendar**

***Purchase Order ~ Underwood Engineers, Inc. Library Parking Area***

**\*\*Motion\*\*** Mr. Dill motioned; seconded by Mr. Curley, to approve the purchase order for Underwood Engineering, Inc. in the amount of \$8,000. for the development of the parking area at the Chesley Memorial Library. Mr. Dill stated that this does not include construction costs. Mr. Martel replied that is correct; however, he is unsure if the revised plans were included in this figure. **Motion passed unanimously; 2/0.** The purchase order was signed by the board.

***Purchase Order ~ Turmel Tree Service, Tree Work on Old Turnpike Road***

**\*\*Motion\*\*** Mr. Dill motioned; seconded by Mr. Curley, to approve the purchase order for Turmel Tree Services, in the amount of \$15,000. for tree work along Old Turnpike Road. **Motion passed unanimously; 2/0.** The purchase order was signed by the board.

***Agreement and Release ~ Calculator, 53 Fiore Road. Map 116; Lot 51.***

**\*\*Motion\*\*** Mr. Dill motioned; seconded by Mr. Curley, to approve the agreement and release for Calculator, 53 Fiore Rd. Map 116; Lot 51. Mr. Martel noted that the home is complete and is different than the one that was previously tabled relative to the planning board. **Motion passed unanimously; 2/0.** The agreement was signed by the board.

***Timber Tax Levies: Map 123; Lot 1 for \$789.92; Map 219; Lot 39 for \$1,235.03***

**\*\*Motion\*\*** Mr. Curley motioned; seconded by Mr. Dill, to approve the timber tax levies Map 123; Lot 1 for \$789.92; Map 219; Lot 39 for \$1,235.03. **Motion passed unanimously; 2/0.** The levies were signed by the board.



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*Cartographic Associates, Inc. Contract for 2009*

Mr. Martel stated that the contract from Cartographic has been received for 2009 at the same rate as 2008, \$2,500. **\*\*Motion\*\*** Mr. Dill motioned; seconded by Mr. Curley, to approve the 2009 contract for Cartographics for the town's mapping, in the amount of \$2,500. Motion passed unanimously; 2/0. The contract was signed by the board.

*Vendor Manifest ~ #32*

Vendor Manifest in the amount of \$696.31. **\*\*Motion\*\*** Mr. Curley motioned to approve the vendor manifest for \$696.31. Seconded by Mr. Dill. Motion passed unanimously; 2/0. The manifest was signed by the board.

*Payroll Manifest ~ #29*

Payroll Manifest in the amount of \$53,131.93. **\*\*Motion\*\*** Mr. Dill motioned to approve the payroll manifest. Seconded by Mr. Curley. Motion passed unanimously; 2/0. The payroll manifest was signed by the board.

**Non-Public Session**

6:45 p.m. **\*\*Motion\*\*** Mr. Dill made a motion, seconded by Mr. Curley, to go into a non-public session under RSA 91-A:3II(a) and (c).

**Roll Call Vote:**

Selectman Dill – yes

Selectman Curley – yes

Motion passed unanimously; 2/0.

**\*\*Motion\*\*** Mr. Curley made a motion, seconded by Mr. Dill, to come out of non-public session at 7:20 p.m. Motion passed unanimously; 2/0.

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

**\*\*Motion\*\*** Mr. Curley made a motion, seconded by Mr. Dill, to authorize the town clerk to take the property deeds, as presented. Motion passed unanimously; 2/0.

**\*\*Motion\*\*** Mr. Dill made a motion, seconded by Mr. Curley, to add \$500 to the 2009 budget which will be a donation for Court Appointed Special Advocates of NH (CASA). Motion passed unanimously; 2/0.

*Personnel Policy*

Mr. Curley stated that he has reviewed the proposed personnel policy. He referred to the accruals section and asked for more clarification as to the statement that accruals will not be able to be accrued from year to year. Mr. Martel explained that the board needs to determine the amount of days and hours to be approved, which he added the board can approve each year. Mr. Martel added that the accruals are based on the amount of hours worked for years of service. So the longer in years of service the more accrual time is earned.



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Mr. Curley referenced the sick time accruals. He stated that typically sick time does not accrue from year to year. He added that with personal days it is usually consistent and vacation time is the only accrual that would change with years of service, adding weeks. Mr. Martell expressed concern with setting a number of days as employees may call out sick in order to use the days rather than lose the time. Mr. Curley replied that verification could be required.

Mr. Curley suggested that additional discussion be held at the next meeting when Mr. Bryer could attend. Mr. Martel noted that the next meeting is October 14.

**Selectmen's Comments**

Mr. Curley stated that the town is running pretty smooth considering the economic times that we are in and he would like to thank all of the employees for their hard work.

**7:45 p.m. \*\*Motion\*\* Mr. Dill motioned to adjourn, seconded by Mr. Curley. The motion passed unanimously; 2/0.**

Respectfully submitted,

Lisa Fellows-Weaver  
Board Secretary