



Northwood Board of Selectmen Minutes of October 10, 2017

Chairman Wolf called the meeting to order at 5:30 P.M.

Roll Call: Chairman Rick Wolf, Selectman Scott Bryer, Selectman Donald Hodgdon, and Town Administrator Joseph Gunter

Pledge of Allegiance: Chairman Wolf led the Pledge of Allegiance

Public Hearing

None.

Appointments

5:30 P.M. – McFarland Johnson: Thank you for considering McFarland Johnson (MJ). My name is Josh Lund, I will be the Project Manager and with me is Steve Ireland, Highway and Construction/Inspection. What we have prepared is a twenty-minute presentation at which time we will try to focus on what is of importance to the Town. Mr. Lund offered a quick overview of the company including employees, locations, transportation and environmental focus which would be the “Northwood Team” some of which are local residents. This team is basically local and involved in the community and would have a better sense of what is going on and why this bridge is important to Northwood.

Mr. Lund related that the first step would be the engineering study report which includes the different alternatives for the bridge including the costs and what would be the best value. The final plan would be reviewed by the State for approval. Plan would be advertised, contractors hired who would be able to process most of the plan information online as well as keep detailed information concerning the project.

Selectman Bryer: Several years ago we did the Bennett Bridge and we specifically were all subject to FEMA money because of flooding. The question is “in your proposal No. 3, you note that had we tagged that land as secondary means of egress in and out of the area for going to work by putting some gravel down there. Do you think that is suitable?”

Mr. Lund: You may be able to make it into a detour, which we will also cover later, however, you do have a very narrow bridge at Bennett Bridge so two-way traffic across that is very difficult. What you may have to set-up should you increase the traffic would be some type of temporary signal system on either side. That would be a possibility. When I talked to the Fire Chief about how this would be handled, he related to me that Strafford Fire Station on 202A could also help respond to this but that his truck would likely try and go that route to get to anything on that side of the bridge. Now, that may mean it needs to be regraded prior to this project.

Chair Wolf: With the heavy rains, a lot of this was washed out, but with FEMA money this should be maintained or that lien will be rescinded. If you obtain money from FEMA for this, you are supposed to maintain it.

Mr. Lund: This is something we could work with. Most people know of this bridge and if they can take it rather than taking a longer route they will try to use it. That would be a signed detour.

Selectman Bryer: I can



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pretty much tell you that I would not like to take my car down there. Selectman Hodgdon: Have you given any thought to a temporary bridge? Mr. Lund: What we want to do for this project is an accelerated bridge construction and really only limit the closure of the bridge from five to seven days. With that timeframe, we would expect that this detour would work. In our proposal, we discussed this happening a year from now over Columbus Day weekend so that it would minimize any impact on the school system, you would not have the beach travel or the draw on the lake as you would have during the summer. With a five to seven-day closure, we could pretty much do it at any time. I have already spoken with Headmaster Smith at Coe-Brown so you would not have the traffic over that bridge from Strafford. There would be one or two days that would be impacted.

Selectman Bryer: Do you plan on dropping in a box culvert in there? Mr. Lund: Correct, it would be a box structure with a three-sided ridge structure. Basically, that is what economically makes sense for this bridge. When these are put in the ground, they are in there forever. There is really little to no maintenance that needs to be done and they function great for long periods of time. We know there is a major draw to the lake area and all about the school buses so trying to minimize the time that we would impact this area for any of the residents, we greatly believe that this would be the way to go. Once bridges deteriorate to this degree, they tend to deteriorate at a rapid rate. Based on this, we would recommend that it be replaced as soon as possible.

Selectman Bryer: If this is an accelerated deterioration, why would you wait until Columbus Day? Mr. Lund: The problem is that the funding is in fiscal year 2019 which as far as the State is concerned starts on July 1st. Selectman Bryer: I know that, but we already have the money set aside that we would expend and they would pay us back. Mr. Lund: They do not allow advance construction. They did away with that six or seven years ago. Selectman Bryer: So we could award the contract and schedule it later. Mr. Lund: Essentially, we would have it ready in the spring so that we could get the best prices for the construction. You would not be able to award the contract until July 1st but once you do, all the pre-work can begin which would allow all this to be completed for October. What this allows you with the serious condition of the bridge and should something happen with the bridge sooner and it fails, Town would have to close the bridge. This gives us the ability to get right to it and not wait until summer 2019. If it is an emergency condition, the State will allow construction to happen by moving money from another project to your project. Selectman Bryer: If they are reimbursing the money and we have the money upfront to pay for it, why would they care? Chair Wolf: We do not have all the money upfront. It is \$300K. If we do it on our own, it will still cost a large amount. Mr. Lund: To do it this July, you would have to have the contractor on board a couple months ahead of time so that they can get all of that prefabricated. It takes some time for the contractors to prepare as they have paperwork they have to do as well so the money can be awarded July 1st. Scheduling it this way gives them enough time to do all these things. You would have a hard time framing it sooner only because of the funding restrictions.



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Mr. Lund further explained how the stop light would work as opposed to a flagger. There are 14-1500 vehicles that use the bridge out there, and the residents of Northwood expect a lot at times. With that, when you are going to construct this, it is important to have someone that has experience in accelerated bridge construction. I would actually be out there on site; that is our plan. I am just a matter of minutes away from the bridge site. With that in mind, I was the resident engineer on the very first bridge site in New Hampshire. It was back in 2006. I have been around this technology for a long time. This is really one of our specialties and something that we can bring you that I think any other company cannot bring you. We have any number of people that can assist you with a lot of things.

Mr. Ireland: Because of the dam being a potential archeological site, we have included an archeologist on our team. We do not anticipate a need for that but if we do not have him on the team then it takes time to get him through the process of approval. By having him on the team, if we need him, he's there, if not then there is no cost. To recap some of the important points that we would like you to take away, is that we do have more local knowledge than you are going to find in any other firm. We also have one of the best consultant as opposed to any other company. He explained several projects they are currently working on in the area. If we are to proceed with this project, it would be something that we should know in the near future so that we can reach out to the necessary parties for scheduling, etc.

Mr. Gunter: In terms of right-of-way, you mentioned water diversion. Are we going to have to worry about pumping that water out of somebody else's property? Mr. Ireland: There are a couple of options you would have. One, if you have the three-sided structure, you can do water diversion through a pipe. Another option would be that you may have to pipe it around leading to the roadway and you may have a series of pipes or structures to try and do that. It is hoped that we would be able to stay out of other properties to avoid that. If not, you may have to speak to the land owners to get their permission.

Mr. Lund: When do you hope to make a decision? Chair Wolf: It will not be tonight. Selectman Hodgdon: I would say soon.

Citizen's Forum

Mrs. Boudreau: My husband had applied to be a member of the Recreation Committee. The question was raised that he and I would probably vote the same way. Any one that knows us, knows that we are complete opposites. So, I do not want you to think that would be a problem. There are about four openings on the committee and he was turned down. My other question is "When are you guys doing the budget?" The Police Commission or the Police Chief has asked for additional police officers and we have problems in Town. Last year it was requested and not approved so I didn't know if that was something that you were thinking about. Also, street



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lights in Northwood Meadows. I know that we do not actually own this, but it is in our Town and maybe we could contact the State for lights and cameras there. I think that we should have cameras and lights at least on some of our Northwood properties.

Selectman Hodgdon: I think we have to have signs put down there before we can do anything at the Northwood Meadows. Chair Wolf: Another problem is that a few years ago, the State came and shut down all the State lights in Town that they pay for and we had a discussion about it and people and the Board decided there was no money to fund this. If you want to put them back on, we would have to ask the people to reconsider this. It is a lot darker in Northwood than it used to be. I think we all notice that.

Close public comment.

Appointments – Continued:

Tim Fontaine: CAI Tech: Online Property Cards

Mr. Fontaine: Good evening, my name is Tim Fontaine of CAI Technologies. Through communication with Northwood staff and my company, I have been asked to discuss with the Board, online property cards and online GIS maps. I would be more than happy to proceed with information on my laptop or come back at another time. I am unsure of just how much time you have allotted for my presentation. Chair Wolf: How long do you need? Mr. Fontaine: Total about 25 minutes. Selectman Bryer: I have seen other demonstrations and I think this is something that you would want to actually see. I think we should have him come back. Selectman Hodgdon: I think you are right so that we can focus just on that. Mr. Fontaine: I do respect the Board's Agenda and all the other items you have to address as well as the people in the room. Trying to do it in 15 minutes probably wouldn't do it justice for you or for me. I can note for you very briefly, that our company provides the mapping service for the annual updates. We developed the solution which is an internet based or web based solution that basically uses a map to provide the information to the user and through that map and all the attributes of that property are linked to that product. One piece of information that comes out of that map is a property record card. We serve just about every community that abuts Northwood. The map answers questions such as: how far property is from some things, how close is the flood zone, what does it look like underneath my property, can I perform an abutter's list and it will show things within 500 ft. of my property.

Mr. Fontaine: That is pretty much my one-minute overview. One of them that is very useful is the online mapping programs. Selectman Bryer: You do yearly map maintenance, so as an annual fee, do you have an idea of what the proposed costs would be? Mr. Fontaine: I am very familiar with the data, so if you would like me to put in a proposal, I would be more than happy to do that. Selectman Bryer: This would be a lot more accessible to the taxpayers if they could get this information online. Mr. Fontaine: They can access this information seven days a week, twenty-



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four hours a day. Selectman Bryer: Can we have a demonstration? Mr. Fontaine: I would be thrilled to give you one. Selectman Hodgdon: At the next meeting? Mr. Fontaine: You asked earlier about costs. The first year there are two fees involved which is set-up which is \$2,500; the second fee in the first year is \$2,400 which is for annual posting and support fee. So, the first year for implementation and posting would be \$4,900. This is based on population.

Board scheduled his return presentation for November 14, 2017 at 5:30 P.M. Mr. Fontaine requested that he have access to the internet for the demonstration. He noted he would be here around 5:00 P.M.

Bob Strobel

Mr. Strobel: I am here tonight as a regular citizen. The reason I am here tonight is to give the Board an update on CIP status. The capital improvements program is established by statutes underneath the prevue of the Planning Board. The subcommittee is Joe McCaffrey, Joe Gunter and myself. I will tell you that I have a plan but I have not presented it to the Planning Board as yet so I cannot present it tonight. It will happen on Thursday. The intent of it is to cover multiple reasons. First of all, it is to go on record noting Town Departments and school projects over the next ten years that cost \$10K or more and have a lifetime of three years or more. To give you an example, in 2024 or 2025, the school is looking at \$340K for roof replacement. We are looking at some other projects such as trucks. The CIP does not have any editorial or streaming capability by agreement and rules, though they are not formal rules which we have adopted. So, anything they say, we do not get to say "Yes/No, that is or is not a good project." Anything that is brought forward by the town is put in the CIP. The CIP and the Planning Board does not have any say over these projects. We do not get to approve or not approve projects. Selectman Bryer: Does it say that in the Statutes? Mr. Strobel: No, I do not believe so. This is as adopted by the rules. There are towns that can. Selectman Bryer: I would imagine that the departments would tell us what their capital improvement needs would be. It would go through the budget process and then this Board. Mr. Strobel: You are getting slightly ahead of me, but yes, you are correct in the respect that departments go through the budgeting process and the budget committee as well as the Board. That's really for the current year. CIP is for the years two through ten years or whatever the range is so, when it actually gets to the voters when it goes through as a warrant article and budget review. It has already been through the CIP process. All CIP does is to say how the departments have recommended this project for a particular year. So, now we are looking at 2019 for CIP.

Mr. Strobel: The timeframe that the CIP produces is the budget swings based on the requests. The budget quotes based on the requests is about \$4.6 million over ten years. You will get these details as soon as we release it to the Planning Board. So, instead of saying "Yes" to the school to replace the roof on the school, get a new grader, and a new truck in 2025 it would be a cost of \$3.4 million. In the following



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year, we got requests for only \$600K so you would have to come up with all the money and then not come up with the budget the next year. We just say we are going to move this project to this year and this one to this year. That is what we have done so far. What happens is as soon as those projects come up for vote in essentially year one and gets turned over to you and the Budget Committee for approval and determination as to funding. At this point, the CIP will start drafting language for the warrant articles to hand off to you. The Board can decide to approve/not approve but that does not remove it from CIP. Essentially what happens is that it gets kicked back for a year. The thing I want to stress so that you all understand it, is that we do not stream any of the projects. That is up to the three of you, Budget Committee and ultimately the voters.

Again, this goes before the Planning Board on Thursday and they will either modify it or approve it and then it will be released to the public. My colleagues in other towns indicate that it usually takes about three years to get "the kinks straightened out" in terms of the costs and whether the Planning Board will establish it as a standing committee from the Board of Selectman and establish representatives. Selectman Bryer: I see a lot of moving parts within this committee and sometimes it is hard to coordinate and difficult to determine priorities. Mr. Strobel: It would be the CIP recommendation if the voters decide that this project is worthy of funding and recommending groups speak as to why they want it. There are very few projects where there is money established upfront. I think there are three projects where there are multi-year payout projects, that the CRF established.

Unfinished Business

Selectman Bryer: When we first started this expendable fund for the bridge, we were asking \$84K and the State came back and estimated it would be \$800K. Mr. Gunter: Yes, to do it their way. Selectman Bryer: So we have to do it their way or they will not pay for it. Mr. Gunter: Yes. Selectman Bryer: That is the disconnect I had there. When we initially discussed this, we estimated \$3-400K. The State will pay 80%, but then we cannot enter into a contract until after July 1st. Selectman Hodgdon: No, they cannot enter a contract until then. Selectman Bryer: So, how can we make a decision tonight, Selectman Hodgdon: We can hire them but they cannot begin before then. Selectman Bryer: So, we can hire them and they would be responsible for hiring the construction people. Selectman Hodgdon: Correct. Selectman Bryer: So they would bid it out but we can make the ultimate decision as to who would do the construction. Mr. Gunter: Yes, they would determine options. It is not dire right now, but if we do not start this process this month, you are going to push this back many months. A decision needs to be made. Selectman Bryer: My question is that you hire them, and once we hire them then are they in charge of everything? Mr. Gunter: They bring options... Chair Wolf: You are not going to tell them that you are not going to choose the company that they have chosen to represent them – that is totally wrong. Mr. Gunter: They talked about putting it out to bid. Selectman



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Hodgdon: So they are basically going to pick the company and we are going to go with them or with somebody else. We may not like the company they pick. Selectman Bryer: So they are not going to say we want you to pick their companies. Chair Wolf: I do not think you are going to have that choice. It doesn't work that way. When you bid it, you bid it and then you own it. Selectman Hodgdon: For example, we pick who we want and go back to them, do you think they would say "No" we do not want them. Mr. Gunter: They are not going to argue about it. Selectman Bryer: I am being told by the Town Administrator that we can make the decision and I am asking these questions so that I can make my decision. We hire a firm, and you as the Town Administrator are telling me that we might have some choice and a Selectman here is telling me we do not have a choice. In order for me to make that decision, I need that answered. Mr. Gunter: I will bring you that answer. Selectman Bryer: I am not saying who is right or wrong, I just need clarification. I've gotten bids with the state and I have some say over which bid I can accept – it is usually the lowest bid or the bid that meets the best criteria for the job.

Chair Wolf: So if you do not choose the company that they choose, they are not going to work with the company they normally work with and with somebody they do not want to work with. Mr. Gunter: Say a local contractor puts in a bid and they meet the specifications that the State has mandated, but if they do not meet the specifications, they will not even make the first cut. Chair Wolf: I am not arguing with anyone. We have both spoken our piece on this. We'll see what happens when it happens. If we don't choose who they choose to work with, it is going to be a problem. Selectman Hodgdon: I do not think a week is going to derail us. Chair Wolf: I did not say a week; I just said more time to talk about this. Scott hasn't even seen two of the presentations. Selectman Bryer: What is the feasibility of the other two coming back so that I can hear their presentations? Chair Wolf: I doubt that.

Board further discussed the feasibility of making a decision soon and how the past presentations could be reviewed by Selectman Bryer. Mr. Gunter: I will reach out to the other two presenters to see if they can accommodate us by returning to re-present to Selectman Bryer.

New Business

Acceptance of Minutes

Selectman Hodgdon motion to approve minutes of September 26, 2017 as presented. Chair Wolf second motion. Motion carried 2/0. Selectman Bryer abstains.

Process Various Assessing Forms and Applications

Mr. Gunter: This first one has already been approved and is just to correct the map and lot.



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Selectman Bryer motion to approve correction Perpetual Care Contract noting grave site in Pine Grove Cemetery, Section C, Lot No. PG410, Row 4. Selectman Hodgdon second motion. Motion carried 3/0.

Selectman Bryer motion to approve grave site Pine Grove Cemetery, Section 3, Row 3, Lot No. 380/1. Selectman Hodgdon second motion. Motion carried 3/0.

Selectman Bryer motion to approve and sign timber cut Tax Map 213, Lot 1. Selectman Hodgdon second motion. Motion carried 3/0.

Selectman Bryer motion to approve Intent to Cut 414 First NH Turnpike, Tax Map 230, Lot 3 with 57.92 acres; acreage of cut is 40. Selectman Hodgdon second motion. After brief discussion, Motion carried 3/0.

Selectman Hodgdon: This is the one that is across from the dentist. Chair Wolf: These are with lot numbers not names, people do not know where they are. Is it a secret? Selectman Bryer: No, but I think we make a decision on the merit of the application and not necessarily put the person's name out there. If you want to read the name, go ahead. Chair Wolf: I believe in reading the name; I do not think there is anything to hide that way someone can determine if it is near their house. They can be an abutter to this property. A lot of times, we just read lot numbers. Selectman Bryer: I read the whole address. I am fine with reading the name – it is Michael Baruschke.

Selectman Bryer motion to approve Intent to Cut, Stanley & Marie Weeks, Upper Deerfield Road, Tax Map 235, Lot 39. Selectman Hodgdon Second. Motion carried 3/0.

Chair Wolf: People have advised him that there have been intent to cut going on next door to them and they were totally unaware of it because the address was not read.

Mr. Gunter: There are three land change tax requests.

Selectman Bryer motion to approve land use tax change 71 Pender Road, Tax Map 210, Lot 74 as property is not eligible for current use. Tax is \$6,500. Selectman Hodgdon second motion. Motion carried 3/0.

Selectman Bryer motion to approve land use tax change 67 Pender Road, Tax Map 210, Lot 75 as property is not eligible for current use. Selectman Hodgdon second motion. Motion carried 3/0.

Selectman Bryer motion to approve land use tax change 94 Pender Road, Tax Map 210, Lot 67 as property is not eligible for current use. Selectman Hodgdon second motion. Motion carried 3/0.



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Selectman Bryer: This is per assessor; property is no longer eligible for current use.

Selectman Bryer motion to approve veteran's credit for Tax Map 105, Lot 36. Applicant has certified all necessary requirements. Selectman Hodgdon second motion. Motion carried 3/0.

Approval of Manifests

Selectman Bryer motion to approve Town of Northwood payroll check register No. 21 for \$48,900.72. Selectman Hodgdon second motion. Motion carried 3/0.

Approval of Purchase Orders

Selectman Bryer motion to approve purchase order for sander parts, J.C. Madigan in the amount of \$2,605.58. Selectman Hodgdon second motion. Motion carried 3/0.

Selectman Bryer motion to approve 2017 county tax levy in the amount of \$487,799. Selectman Hodgdon second motion. Motion carried 3/0.

Mr. Gunter noted there are two sealed bids for underdrain on Bow Lake Road.

Selectman Bryer: GMI Asphalt: \$16,460.
 Riverview Construction LLC: \$34,000.

Selectman Bryer suggested forwarding bid information to Highway Advisory Committee to make sure bids meet all specs. Let's have them make sure that all specs are met. I want to make sure that these bids are comparable. Board agreed.

Mr. Gunter: Strafford Regional would like to provide online tax card services. Their compensation is \$1,000. Chair Wolf: They do all of Rockingham County and are hoping to do as many towns as they can. Selectman Bryer: The gentleman that came in tonight stated that he was the one that did all online mapping. Mr. Gunter: This is to just do the mapping. Selectman Bryer: Mr. Fountain noted it was going to cost almost \$5K and they are going to do the same thing for \$1K? Mr. Gunter: I would not say that it is the exact same thing but the reason this is cheaper is because Strafford Regional has received grants from the Federal Government, so, they can actually do it for \$4,200 cheaper. The Planning Board has reviewed this and they actually approved spending the \$1,000 on this. They really like this program. Selectman Bryer: Did you know this was going to be on the agenda tonight? Mr. Gunter: Yes. Selectman Bryer: So, you had no idea what Mr. Fountain was going to talk about? Mr. Gunter: I anticipated he showing you his product and the Board would make the decision. Selectman Hodgdon: So, why would you bring him in? Selectman Bryer: If you knew there was someone who could do it for \$1K, why would you bring him in? You can tell Mr. Fountain that we have an offer we cannot refuse. This is a no brainer. What is



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the difference between the two programs? Mr. Gunter: They are pretty much identical. They both do the same thing. Selectman Hodgdon: I think it makes us look bad if we make a decision on the same night after we just told Mr. Fountain that we were going to listen to his pitch. That's just my opinion. We can make a decision if Board wants to. We should have known this before. Mr. Gunter: I thought he was coming in to do his presentation but we sent him away. Selectman Bryer: We rescheduled him for his "pitch" and he basically told us it was going to take about 25 minutes. Why didn't you have him come in and set up ahead of time. Mr. Gunter: We had an engineer come in tonight early to do his presentation. Selectman Bryer: Why didn't you bring this up then. I can approve this tonight and advise the other gentleman not to come in because we have an unbelievable deal on another program. I do not see him going through his pitch if we know that this is where we are going.

Selectman Bryer motion to approve Strafford Regional Planning online mapping service for \$1,000. Selectman Hodgdon second motion. After discussion: **Motion carried 3/0.**

Chair Wolf: What this service is going to do instead is if a bank, mortgage company or even repro, want to can go online to check properties. They will not have to come to the Town Hall, pull a tax card or get our files out to look up information on the property. They can do it all right there online. Now we have people coming in every day all hours of the day to look at files and though I am not saying it would happen, but papers can be taken. This way it is all going to be done online and no one will have to come to the Town Hall – not that we want to stop people for coming here, but it would be a convenience to do it online. Selectman Hodgdon: I think I understand completely what is happening; I just do not understand why we had this guy come in to do his presentation and then rescheduled him for a different date. Selectman Bryer: My question remains is there a difference between the two products? Mr. Gunter: They are almost identical. They are using the same data. Selectman Hodgdon: Almost identical and identical are not the same thing. Mr. Gunter: They are identical; they do the exact same functions. Selectman Bryer: You are telling me that they are identical. Mr. Gunter: They use the exact same data and the same maps. Selectman Bryer: The other part that I am confused about is Mr. Fountain said he does our maps, so, he would not do our maps? Mr. Gunter: He will still do the maps. Chair Wolf: The mapping is a different service. Mr. Gunter: This is just the online portion. Selectman Bryer: To me, why waste this company's time because I already know I am going to go with this one. Chair Wolf: That's fine if that is what you want to do. Selectman Bryer: You are telling me that they are going to do as good as job. Mr. Gunter: I have seen this program and it is an excellent program. It will do an excellent job. Selectman Bryer: This should have been brought up at the same time that the gentleman from CAI Technologies was here. Chair Wolf: I knew it prior to the meeting, maybe you guys did not. I knew there was a conflict but I did not feel it was up to me to put the guy off and I didn't tell Joe that I knew what was going on and put this guy off. I was going to let you guys be involved because I did not feel it



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was solely my decision. Selectman Hodgdon: If I had known, I would have taken the 25 minutes to listen to his presentation. Chair Wolf: I did not feel comfortable making that decision. Selectman Hodgdon: I don't feel comfortable making him return later. It would have been nice to know all of this beforehand. Selectman Bryer: I think people will understand why we are changing our opinion on this because it saves us about \$3,000.

Selectman Bryer motion to approve Chair Wolf executing this document with Strafford Regional Planning on behalf of the Town. Selectman Hodgdon second motion. Motion carried 3/0.

Selectman Hodgdon: Is this a contract? Mr. Gunter: It will roll out the end of this year. It is on a year-to-year basis. Selectman Hodgdon: If we find that this is not the same exact service, we can switch? Mr. Gunter: Yes.

Miscellaneous Signature/Approvals

Mr. Gunter: This is the holiday schedule for 2018, no changes. Selectman Hodgdon: Not to take away any holidays, but most people are not closing for Columbus Day any longer. Selectman Bryer: If any employee works on a holiday, they should be compensated extra money. I have a floating holiday. Mr. Gunter: We follow this because it is a Federal holiday. Selectman Hodgdon: Just to speak to the holiday thing at the transfer station, I know that the schedule is the way it is and if you look at the majority of those holidays they fall on Mondays and Wednesdays. I think it is very unfair for the gentleman that works strictly weekends that he basically does not get any holidays. With the floating holiday that you are suggesting, that person still at least would have them even though he is working weekends. Selectman Bryer: Is there someone who only works weekends? Selectman Hodgdon: That is the way it is scheduled now. I do not like it but that is the way the employee has agreed on. I do not know if that is 100% true, but that is what I have been told. Selectman Bryer: We have always given the employees Columbus Day off. Selectman Hodgdon: I am not just talking about Columbus Day, I am talking about holidays in general. That guy works just weekends and all the transfer station holidays fall on Mondays and Wednesdays; so, he gets all the holidays and the other guy gets nothing the whole year.

Selectman Bryer motion to approve the holiday schedule for 2018. Selectman Hodgdon seconds motions. Motion carried 3/0.

Line of Credit: Mr. Gunter: The former fire chief had an account with Cummings Dealership in Concord, he left, so now do you want to have a line of credit so that we can be billed by Cummings instead of having to take a check/credit card and pay right on the spot. Chair Wolf: So it is a credit app of some type? Mr. Gunter: Yes, it is a



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credit app not a credit card. Chair Wolf: This is just so they can bill us when we pick it up? Mr. Gunter: Yes.

Selectman Bryer motion to allow Chair Rick Wolf to execute this credit application with Cummings Dealership in Concord and sign it on behalf of the Board of Selectman. Selectman Hodgdon second motion. Motion carried 3/0.

Selectman Hodgdon: I noticed that we have been doing a lot of these lately. Mr. Gunter: Yes, this is the third. There were two for Highway and this one. This would open it up for the Town. Selectman Bryer: Highway cannot go up there, right? Chair Wolf: It does not specify on the form; it just says Town of Northwood.

Selectman Bryer: Who is tracking these lines of credit? Mr. Gunter: The Finance Department. Individual would follow our policies for the purchase threshold. This would allow individual to present vehicle for repair and pick-up without having to pay directly for the repair. It would give them the option to bill us later.

Snow Removal: Mr. Gunter: Docko pulled one of his trucks this year that would be used for snow removal. We have three proposals to put trucks on. The first one does not have a wing on the side and Charlie has requested one that Docko no longer has with us. These are all six-wheelers and we are paying \$90 per hour. We just need one of them and they are all identical. Selectman Bryer: I think we should eliminate the one without the wing. Chair Wolf: This one has a full size six-wheeler? Mr. Gunter: Yes, I talked to him today. Selectman Hodgdon: It is not about price but rather which one you want to go with; they both have the same everything.

Selectman Bryer motion to approve the snow removal to Manchester Paving. Selectman Hodgdon second motion. Motion carried 3/0.

Request to Use Center School: Mr. Gunter: We have a request to use the Center School as a barber shop. No motion.

Tax Map 218, Lot 13: Mr. Gunter: This is regarding Tax Map 218, Lot 13, Sherburne Hill Road. Somebody bought Connie's property behind Spike Ryan's old property and they are asking to have the electricity turned on so that they have water while they are waiting for their well to be drilled. I checked with our lawyer and she said it was fine as long as they agree to pay all costs. They are going to drill a well, they just need some water in the interim. Selectman Hodgdon: I do not see any problem with it though I think we should set some sort of deadline. Mr. Gunter: You want to give them until December 31, 2017? Board discussed the scenario if something is wrong with the water. For safety reasons, it was agreed that the water should be tested.



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Selectman Hodgdon motion to approve use of electricity/water by owners of Tax Map 218, Lot 33 from Tax Map 218, Lot 34 until December 31, 2017 in lieu of pending water check and acknowledgment of payment of all electrical bills. Selectman Bryer second motion. After discussion Motion carried 2/1.

Selectman Bryer: So, does the well work with electricity. Selectman Hodgdon: They have to turn the electricity on in order to use the well. My next question is what happens if they “fry” the well pump? Are they responsible for fixing it or would the Town be responsible? Mr. Gunter: They are going to just use the well, not the property for anything.

2018 Budget

Selectman Bryer: Are these all up-to-date. Mr. Gunter: Everything we talked about is up-to-date. The changes that were made previously are in the book.

Welfare Administration; Welfare Vendors; Welfare Med Payments – Page 20

Dave Balian: I am the Welfare Department. Mr. Gunter: It looks like nothing has changed. Mr. Balian: Just electricity and heat which have gone down. That’s the only thing that has changed in the budget. Mr. Gunter: The vendor payments were reduced by \$1,500 total. Selectman Bryer: Have we gotten all requests for donations? Ms. Garrett: I received one today for \$500. Selectman Bryer: What my question concerns is that a lot of the people that we give donations to are the people we send for help. Are there any changes in those? Ms. Garrett: No, actually the one we received today was from CASA which is for \$500 and lower than in the budget. The only one that went up was Meals-on-Wheels. It went from \$1,324 to \$1,772. Selectman Bryer: The only reason I am asking is typically those are the ones we refer clients to for help. Mr. Balian: I would not know that because I have never seen that budget line. It is not something that I have ever looked at.

Selectman Hodgdon: I am glad it went down. What about the heating oil? Mr. Balian: In the warm weather, we do not have a lot of requests for heating oil. Fuel assistance does not start until November 1st. Selectman Hodgdon: I would suggest leaving it where it is in case something happens. Mr. Balian: I wouldn’t go too low but if we can save a couple of dollars, why not. There are some places I spend more than others. Welfare is like rolling the dice. You just never know.

Claims and Judgements – Page 6 & 7

Mr. Gunter: Claims and Judgements has been flat funded.

Selectman Bryer: Do we have any litigation coming up? Mr. Gunter: There may be something pending but nothing definite. Selectman Bryer: If we do get into some



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litigations, what is the chance of Town losing? If is probable or not very likely, we do not budget. Mr. Gunter: I think right now the Town is on firm footing with both things coming up.

Insurance – Page 10: Selectman Hodgdon: I see a note in here that they do not have the exact numbers. Ms. Garrett: Right and they probably will not have them for another week and half. Selectman Bryer: Did they give you a not-to-exceed number? Ms. Garrett: The not-to-exceed contact number is 9% because we know it is not going to come in higher but if it comes in a \$1,000 lower than we can hack a \$1,000 off. Selectman Hodgdon: So that number right there is the worst-case scenario. Ms. Garrett: Yes.

Cemeteries – Page 10: Mr. Gunter: Cemeteries is also flat funded. Selectman Hodgdon: What about Repairs & Maintenance line. Chair Wolf: We did have a fence fall down and repaired it to try and get a couple more years out of it. Ms. Garrett: I had asked Mr. Bailey if he wanted to change these numbers and he said no.

Street Lighting – Page 17: Selectman Bryer: So, is it the Meadows that is having a lot of trouble with break-ins? Who would be responsible? Selectman Hodgdon: It is State property. Selectman Bryer: I was copied on and received an E-mail from a State Rep, Dept. of Resources, Park Department asking them if there is anything the State can do to address these issues down there. I have not seen a response yet. Selectman Hodgdon: A lot of our problems are happening at the park in general. Chair Wolf: There have been break-ins during the day. Selectman Bryer: So when these break-ins happen, someone is watching and assuming the “hiker” is going to be gone for 45 minutes. Have we asked the Police Department to police the area? Selectman Hodgdon: I see them down there a lot more lately. Mr. Gunter: Are we talking about street lighting or police coverage? Selectman Bryer: I know we are talking about street lighting. I had a citizen come in and discuss street lighting concerns. So, I think this conversation is very relevant. Selectman Hodgdon: Police have been down there quite a bit more lately. I think when I mentioned it when the Chief was here and maybe he would have to bring it up about a neighborhood watch. There are enough people who are regulars go down there. Along the lines of lighting, what can we do? Selectman Bryer: Is the problem occurring because of lack of lighting or because of lack of police presence down there? The point I am trying to make is that I do not think we really need to do anything with the lighting because I do not think it is going to make a difference. I think most of the things happen down there when people are hiking. Selectman Hodgdon: Around Town I have heard it is at night but around the Meadows, it is mostly daytime around 4-5ish at night. Chair Wolf: I had a woman tell me she left her purse on the front seat of her car. People leave cell phones but we have to use our own senses about this. I am even guilty of leaving my cell phone in the car at times. Selectman Bryer: We can appeal to the State and ask if they would be opposed to Town doing something there. Selectman Hodgdon: We can ask them, that is all we can do. I’m sure they will say “yes” if Town



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wants to pay for it. Selectman Hodgdon: I would like to see that problem solved but I do not know if we will ever get rid of it completely. Neighborhood watch would be great down there.

Finance – Page 3: Selectman Hodgdon: The only thing that changes is that we are not buying the software this year. Ms. Garrett: If we buy it this year we would not be buying it next year. Selectman Bryer: So let's talk about software. Do we need the new software? Last year we said we needed it and then..... Chair Wolf: We did not appropriate enough; it cost more than we thought it was going to cost. Ms. Garrett: The software is ten years old and there are no upgrades for it. Selectman Bryer: So if we did not buy it this year, what makes us need it this year? Ms. Garrett: We have needed it and have been trying for two years to get it. Selectman Hodgdon: But they gave us the money last year. Chair Wolf: It was not enough. Ms. Garrett: We brought it to the Board and the Board said no. Selectman Bryer: My question is "Do we have the money left in the budget to acquire this or do we need to re-appropriate it. Mr. Gunter: We should have enough money at the end of the year – yes. Selectman Hodgdon: So we can get it within last year's budget. Selectman Bryer: So, why are we not buying it now? If we do not have the money at the end of the year, we are going to have to ask for the money again. Mr. Gunter: Once the budget is frozen, we will know how much we have. Selectman Bryer: When are we going to know? When does the budget committee start? Mr. Gunter: October 25th. I'm saying we should be able to buy it this year. Selectman Bryer: Then go ahead and order it. Mr. Gunter: I will bring the PO to the next meeting.

Selectman Bryer: Are you concerned about the bottom line? Mr. Gunter: I am always concerned about the bottom line. Ms. Garrett: I think we have enough in the budget, but I do not want to take away from somebody else. I think we'll have it. Selectman Bryer: I would tend to say no about this if I was on the budget committee.

Selectman Hodgdon: Everything else is just basic except for wages.

Parade Buildings – Page 9: Mr. Gunter: We can reduce that line – JP Pest is about \$1K a year and we can go with a local company who quotes about \$300, a total of about \$600 per year. Selectman Hodgdon: Which buildings do they include? Ms. Garrett: Town Hall and school. Selectman Hodgdon: I did notice there were some concerns about some other buildings. Mr. Gunter: I think the quote is about \$60 per month. Board discussed the issue of rodents down at the transfer station, though it has not been confirmed, and the possibility of pest control in that area. Chair Wolf: I did check on that and it was noted that they have seen one or two "rodents" down there.

Ms. Garrett: By reducing the line of Parade Buildings, it comes to \$52,565 with a decrease of \$96 making it \$1,020.



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Community Hall – Page 9: Selectman Bryer: It went up \$1,600? Selectman Hodgdon: It is because of replacement of a broken heater. Chair Wolf: Have the broken windows in that building been taken care of? Selectman Bryer: Yes, they have – I am pretty sure. Selectman Hodgdon: That is going to be a one-time increase.

Tickler File

CIP: Mr. Gunter: Bob Strobel is finishing up the CIP.

Hiring Staff: Selectman Hodgdon: I would like to go back to setting the salary for the captain's spot. Maybe next time we put something like this out to bid, we should set the salary first so people know what they are bidding for and know the salary range that they can expect to get. It may deter some people from bidding because of salary range so we do not get into offering someone a job and then they "no". At least when they come they know the range – what we are willing to pay – and if you want to apply. Selectman Bryer: I know Joe has put together a wage study, and part of our recruitment is the salary. Selectman Hodgdon: I am not disagreeing, I'm just saying we should put it out there so they know what we are paying. I am not saying we are not paying enough. Selectman Bryer: I think we should have a work session totally dedicated to wage study. We've already done a wage study and before we can do a warrant we have to decide if we agree with the wage study. It will be noted if the Board of Selectman support the wage study. I think when we are doing interviews, there is a lot of confusion about what is the right salary for the position. Selectman Hodgdon: I agree with you. My point is that in the future if we are going to put a bid out for a job, not only with the Fire Department, we offer a salary range so that they know what to expect. Mr. Gunter: When I am applying for a job that did not note a salary range, I skipped right past them.

Reports

Individual Selectman's Reports

Selectman Bryer: I have two issues. With the increase of crime up at the park, have the police increased their presence? Mr. Gunter: My understanding is "yes."

Selectman Bryer: Have you contacted the Department of Natural Resources? Mr.

Gunter: Yes, the director advised that they are working on signage and working with legislation to close these parks at sunset rather than be open 24 hours a day.

Chair Wolf: I spoke to some of the young kids that hang around at the Park'n'Ride about the litter down there. I related to them that we do not have the guy in the highway department available to come in once a week and pick-up like we did during the summer. I had a good talk with the kids and told them that I supported them. I asked them if they could possibly work with us to help keep the place a little cleaner. I would like to thank a young lady who was there and she said, "You know this man is right. We like to hang here. This is our place and we should get together and clean it



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up.” They took it upon themselves to do it. I would like to thank her and the other guys who were there. The Park’n’Ride has been a lot cleaner.

Selectman Bryer: I have one other thing. I had an interesting discussion with the Finance Department. It came to my attention, which I did not realize but then read the personnel policy, and I would like to re-look at some of our personnel policies. For example, I was under the assumption that if someone works a holiday say like on the Fire Department, what incentive do I have to work a holiday if I get straight pay?

Selectman Hodgdon: That is like the floating holiday that you mentioned earlier. I know what you are saying because I work on the holidays. For some of them, I get double time like Veteran’s Day in lieu of personal days. Selectman Bryer: Like part-time snow removal, that person may have to work on Christmas and gets nothing extra for being out that night. I saw that and said this is plain wrong. Can we look at that policy in going forward that if someone works a holiday that they get time and a half? Selectman Hodgdon: It would probably be the Highway, Police, and Fire Departments because all the other departments are closed. Selectman Bryer: Even the summer help when they have to work holidays. Selectman Hodgdon: We could give these people a floating holiday.

Citizen’s Forum

Beth Boudreau: One of the things I noticed is that you we are going to build an ice skating rink so we are back to the lighting issue. Will there be lighting there since it gets dark at 4:00 P.M. I was just curious about that so vandalism does not happen up there. On Thursday, one of the teacher’s car at school, a window was broken around 2:00 P.M. and her purse was locked in her trunk. Things have happened like this at the beach, community center and the library, so vandalism is a problem in our Town. The teacher mentioned that if there was a booking at the station, there would not be an officer available for about two hours. I do think we need to think about security cameras on our Town properties.

Close Public Input

Non-Public Session

Selectman Bryer motion to go into non-public session per RSA 91-A:3, II (c) and (d). Selectman Hodgdon second motion. Motion carried 3/0;

Roll Call

Chair Wolf: Yes

Selectman Bryer: Yes

Selectman Hodgdon: Yes

Board went into Non-Public Session at 8:07 P.M.



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Board returned to Public Session at 9:32 P.M.

Selectman Hodgdon motion to come out of Non-Public Session. Chair Wolf second motion. Motion carried 2/0.

Roll Call

Chair Wolf: Yes

Selectman Hodgdon: Yes

Selectman Hodgdon: It should be noted that Selectman Bryer left meeting of non-public session due to a family emergency. He left at 9:30 P.M.

Selectman Hodgdon motion to seal the Non-Public Session Minutes of October 10, 2017. Chair Wolf second motion. Motion carried 2/0.

Roll Call

Chair Wolf: Yes

Selectman Hodgdon: Yes

Adjournment

Selectman Hodgdon motion to adjourn. Chair Wolf second motion. Motion carried 2/0.

Roll Call

Chair Wolf: Yes

Selectman Hodgdon: Yes

Meeting adjourned at 9:32 P.M.

Respectfully submitted,

Delores Fritz
Municipal Secretary

Tape Ends: 1:07:8