

DRAFT



**TOWN OF NORTHWOOD
BOARD OF SELECTMEN**

Town of Northwood • 818 First NH Turnpike • Northwood NH, 03261 • 603.942.5586

**Board of Selectmen Meeting Minutes
December 3, 2019**

ROLL CALL: Chairman Scott Bryer, Selectman Dave Ruth, Selectman Matt Frye, and Selectwoman Beth Boudreau.

ABSENT: Selectman Hal Kreider

STAFF PRESENT: Town Administrator (TA) Heather Thibodeau and Municipal Administrative Assistant Lisa Lamarche

6:00 P.M. Chairman Scott Bryer opened the Northwood Board of Selectmen meeting and led the Pledge of Allegiance

PUBLIC HEARING

Chairman Bryer read the Public Hearing Notice: The Northwood Board of Selectmen will hold a public hearing on Tuesday, December 3 at 6 pm on the following matter: Acceptance of Pender Road in the Deer Ridge subdivision – Phase II. Ken Seymore, lives on Pender Road, and would very much like the town to take over the road. Currently there are 4 inches of snow on the road, and it's impossible to live down there, the way they are maintaining it. Chris Brown, Road Agent, and Linda Smith, Land Use Specialist were present. Linda introduced 2 members of the audience that helped build the development and road: Mr. Wright and Mr. Reine, to speak on behalf of the developer. Linda said the BOS have a letter from the town engineer that the road has been signed off, everything is completed, there are field reports, and status throughout the project. She said there is a letter of the deed that will be recorded later, and it has been reviewed by Town Counsel. She said there was only 1 recent issue, Selectwoman Boudreau had concerns that there was some area in the road with an overflow of water from the ditch under the road, which was determined to be a clogged culvert, but that is a homeowner issue under the private driveway. It's not affecting the road now, but it could be. The plan does include an easement for Northwood to clean the culvert out if necessary. It has nothing to do with how the road was constructed, it's the homeowner's responsibility.

MOTION: "To accept the Pender Road/Deer Ridge Subdivision."

Motion: M. Frye

Seconded: D. Ruth

Discussion: Road Agent, Chris Brown said he's been privately maintaining that road for 3 years, and it's actually in great shape. The culvert Linda was referring to,

DRAFT

1 was put in after the road was constructed. He said the homeowner shouldn't
2 have a problem cleaning and maintaining it. Linda said there is a state law that
3 allows towns to go in an address any issues, but it may be just a reminder letter
4 first. Linda answered Selectman Ruth that it's supposed to take effect
5 immediately after accepting the road. Linda answered Chairman Bryer that the
6 bond will be released after finalized, and an escrow account with the engineer to
7 be finalized also, but the town will record the deed at the advice of counsel.
8 Linda and Chris answered Selectman Ruth that the road is approximately ¼ mile
9 long, and it won't be a burden to the town to maintain because we already
10 service surrounding roads, and there's 11 houses and 1 left to be built.
11 Chairman Bryer answered Selectman Ruth that the bond is there so if they don't
12 finish the road, the town can hire someone to finish it.

13 **Motion Passes: 4 – Yes, 0 – No**

14 **CITIZEN'S FORUM:** None

15 **NEW BUSINESS**

16 **MOTION: "To approve the Consent Manifest of December 3, 2019 with payroll dated:**
17 **12/4/2019 for the amounts: \$64,410.41 and \$1,158.70."**

18 Motion: B. Boudreau

19 Seconded: M. Frye

20 Discussion: T.A. Thibodeau said the second payroll was due to the some employees
21 not being able to get their timesheets in due to the snow.

22 **Motion Passes: 4 – Yes, 0 – No**

23 **MOTION: "To approve the Purchase Order #10630 in the amount of \$11,169 for Patrol**
24 **PC."**

25 Motion: B. Boudreau

26 Seconded: D. Ruth

27 Discussion: T.A. Thibodeau said the Police Chief needs 2 laptops for cruisers. She
28 said he has been very frugal with spending this year. He will take it out of his
29 budget and he has it in his budget. This is a desperate need, it's critical. She
30 said he will replace the other 2 out of highway safety grants next year. She said
31 he will still have approximately \$60,000 left in his budget this year after doing this
32 purchase. The BOS would like to see a laptop brought in at some point.

33 **Motion Passes: 4 – Yes, 0 – No**

34 **MOTION: "To approve the BOS Meeting Minutes of November 20, 2019."**

35 Motion: M. Frye

36 Seconded: D. Ruth

37 Discussion: None

38 **Motion Passes: 4 – Yes, 0 – No**

39 **MOTION: "To accept the Agreement with the Strafford Regional Planning Commission**
40 **effective January 1-December 31, 2010, not to exceed \$32,000."**

41 Motion: B. Boudreau

42 Seconded: M. Frye

43 Discussion: None

44 **Motion Passes: 4 – Yes, 0 – No**

DRAFT

1 **MOTION: “For Chairman Bryer to sign the agreement on behalf of the Board of**
2 **Selectmen.”**

3 Motion: M. Frye

4 Seconded: D. Ruth

5 Discussion: None

6 **Motion Passes: 4 – Yes, 0 – No**

7
8 **MOTION: “To approve the agreement and release for building permits for class 6 and**
9 **private roads for the Keith Corson Family Trust and part of Old Pittsfield Road.”**

10 Motion: M. Frye

11 Seconded: D. Ruth

12 Discussion: None

13 **Motion Passes: 4 – Yes, 0 – No**

14
15 **MOTION: “To accept the resignation of Laborer II, Pete Elliott, last day December 13, with**
16 **regret and best wishes.”**

17 Motion: D. Ruth

18 Seconded: M. Frye

19 Discussion: Chairman Bryer added that he wishes him the best of luck in his future
20 endeavors.

21 **Motion Passes: 4 – Yes, 0 – No**

22 23 **INTERIM POSITION DISCUSSION**

24 T.A. Thibodeau asked the Board’s permission to post the job immediately. Chairman Bryer
25 said, because the replacement would be driving, we need a background and driving record
26 check. Road Agent, Chris Brown said he would prefer to hire a part time driver paying around
27 \$20-\$22/hour as opposed to a contractor at \$75/hour. T.A. Thibodeau said the first thing is to
28 post the job, the second thing is to expedite the posting to hire December 14, but we have to set
29 up the background and driving record check right away. The Board said that they realize the
30 urgency but they would like to do it with contractors and do the hiring process the right away.
31 Selectman Frye suggested the BOS give the Road Agent, Chris Brown, permission to hire
32 someone right after the background and driving record checks come back. Chairman Bryer said
33 he’s willing to have an emergency meeting to accept the new person, but he would like us to do
34 our due diligence when hiring for full time, and ultimately the BOS have to approve it. Road
35 Agent, Chris asked for permission to hire 2 part time drivers pending background and driving
36 record checks.

37 **MOTION: “To hire Ian Stimmel as a temporary part time employee, labor grade 10 step 15,**
38 **\$22.32/hour.”**

39 Motion: D. Ruth

40 Seconded: M. Frye

41 Discussion: Chairman Bryer said he can start immediately, but he needs to come in to
42 fill out the background and driving record check immediately.

43 **Motion Passes: 4 – Yes, 0 – No**

44
45 **MOTION: “To hire Donald Cote as a contractor for \$75/hour with his truck pending review**
46 **of his paperwork, insurance, and other required documents.”**

47 Motion: M. Frye

48 Seconded: B. Boudreau

49 Discussion: None

50 **Motion Passes: 4 – Yes, 0 – No**

DRAFT

1 Chris said for the first storm, it was trying, because he's down a few contractors, but he has a
2 great group of guys helping him, and Pete came in early. He did have one complaint that a
3 contractor missed a driveway, but it has been resolved. The BOS and T.A. Thibodeau
4 appreciate Chris' efforts. The BOS discussed posting the job description for the foreman, but
5 with a start date after elections. The applications will close at the end of February so they have
6 time to review applications and for interviews. The person needs to be able to implement plans
7 correctly.

8 **MOTION: "To request the disbursement of \$5,713.86 from the Vested Benefit Expendable**
9 **Trust Fund for Diane Young."**

10 Motion: D. Ruth

11 Seconded: B. Boudreau

12 Discussion: Chairman Bryer thought there was a cap. T.A. Thibodeau said she is at
13 the cap because she very rarely took time off, and this is why we need to keep
14 an eye on this fund. Selectman Ruth said he would like a report of things like this
15 so the Selectmen can be aware of these things. Selectwoman Boudreau
16 questioned if there would be another check for Pete. T.A. Thibodeau said he's
17 been here for 5 years, but doesn't believe he has as much time to pay out.

18 **Motion Passes: 4 – Yes, 0 – No**

19 20 BOSTON CANE UPDATE

21 Selectman Frye said he has leads for recipients and maybe utilize social media for information.
22 He has these candidates from the Town Clerk but it's an imperfect science. He thinks
23 Facebook is the best thought. Selectman Ruth suggested the forum.

24 25 REVENUE REPORT

26 T.A. Thibodeau said she will have the new Finance person have more training on this report.
27 Selectman Ruth didn't understand the Property tax line and Chairman Bryer said we'll have to
28 check on that. Selectman Ruth also questioned the cable TV line because it's almost doubled
29 in revenue, which is good. Chairman Bryer said he believed something happened last year and
30 asked T.A. Thibodeau to look into it. Chairman Bryer answered Selectman Ruth that the room
31 & meals tax doesn't have any money yet, because the budget didn't pass, but now that it did,
32 we should be able to get an estimate from DRA based on a percentage of a couple different
33 factors. Selectman Ruth said the dump/recycling revenue seems like they're better a collecting
34 fees. Chairman Bryer questioned if this could've been one of the coding problems. Selectman
35 Ruth said the sale of town owned properties is on our to-do list because that's way down. Then
36 he questioned what miscellaneous revenue is. T.A. Thibodeau said she'll get a detail, and
37 maybe another coding problem. Selectman Ruth would like to know where the following gets
38 reported to on this report: revenue from the officer at Coe Brown, the ambulance transfers, and
39 the police private details. Chairman Bryer said they hired a collections company and they were
40 supposed to supply a report either monthly or quarterly. T.A. Thibodeau said she hasn't seen
41 one yet. Chairman Bryer would like the revenue report to go on the next agenda.

42 43 BUDGET COMMITTEE MEETING

44 The BOS discussed that the Budget Committee Meeting will be Saturday, December 7 from 9a-
45 3p. Chairman Bryer is confident that Hal will be the Selectmen's representative. Selectman
46 Frye said Hal has a better grasp of the intricacies of the budget. The Board discussed all the
47 Selectmen will have the same packet as the Budget Committee, and it's what they got tonight.
48 Selectman Ruth will get the coffee and donuts.

49 50 TOWN ADMINISTRATOR'S REPORT

51 T.A. Thibodeau said thank you to the Rec Department for the great Holiday decorations.

DRAFT

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51

SELECTMEN'S REPORTS

Selectman Ruth suggested we provide a 3-hole punch for the budget committee at their meeting.

Selectwoman Boudreau thanked Recreation Department, Police Commission, Fire/Rescue, Police, and Santa for a great parade. She said this room was packed.

Selectman Frye said the tree lighting was a lot of fun. There were a lot of members of the community that came out. He echoed Selectwoman Boudreau in thanking Police, Fire, Recreation, and the Farrel Family for all their help.

Selectman Frye said the Land & Water Conservation Grant is going in this Friday to fund the construction of the new playground in the upper fields of the athletic fields. The letter will be a certificate of authority, which basically the town is granting authority to himself and the Rec Director to apply for grant funding through LWCF. He read the letter, “

Please allow this letter to certify the authority of Selectman Matthew Frye and / or Recreation Director Amy Hanavan to apply for grant funding through the Land and Water Conservation Fund Program.

If awarded, the Town of Northwood guarantees that the distributed funds will be used for the creation of a playground and associated improvements at the recreation complex at approximately 599 First NH Turnpike in Northwood. The town further recognizes that disbursement of funds is conditional upon meeting certain requirements including compliance with Section 6(f)(3) of the Land and Water Conservation Fund Act.

This authority was vested by the Northwood Board of Selectmen on December 3, 2019 and signed by its members below.”

Selectman Frye said if we get the 6(f)(3), then we file with the registry of deeds to put the land into conservation and perpetuity.

MOTION: “To give Selectman Frye authority to apply for grant funding through the Land Water Conservation Fund.”

Motion: D. Ruth

Seconded: B. Boudreau

Discussion: None

Motion Passes: 5 – Yes, 0 – No

Selectman Ruth said the next meeting after December 17th is about a month away. Chairman Bryer suggested we have a meeting for encumbrances before then. Selectman Ruth suggested they meet every week until the election, it will be smaller meetings, rather than a few but very long meetings. Chairman Bryer said he’s not for or against it, but he thinks the Board can be here whenever they need to if they need to get a job done.

CITIZEN'S FORUM: None

Non-public pursuant to RSA 91-A: 3, II (a- personnel, c- reputation)

MOTION: “To enter into non-public session under RSA 91-A: 3, II (a and c).”

Motion: D. Ruth

Seconded: B. Boudreau

Roll Call: Beth Boudreau – Yes, David Ruth – Yes, Matt Frye – Yes, Scott Bryer – Yes

DRAFT

1 **MOTION: “To exit non-public session.”**

2 Motion: D. Ruth

3 Seconded: B. Boudreau

4 Roll Call: Beth Boudreau – Yes, David Ruth – Yes, Matt Frye – Yes, Scott Bryer –
5 Yes

6
7 **MOTION: “To seal the nonpublic minutes of December 3, 2019 indefinitely.”**

8 Motion: D. Ruth

9 Seconded: B. Boudreau

10 Discussion: Chairman Bryer said the BOS had a discussion for buy backs of
11 properties

12 **Motion Passes: 4 – Yes, 0 – No**

13
14 **MOTION: “To adjourn.”**

15 Motion: M. Frye

16 Seconded: B. Boudreau

17 Discussion: None

18 **Motion Passes: 4 – Yes, 0 – No**

19

20

21 Respectfully submitted,

22

23 Lisa Lamarche

24 Municipal Administrative Assistant