



Northwood Board of Selectmen Minutes of August 22, 2017

Chairman Wolf called the meeting to order at 6:00 p.m.

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

Chairman Wolf led the Pledge of Allegiance

Citizen's Forum

Tony Matras: I own a farm on West St. I am requesting that the selectboard put in an agricultural exception for aggregated trash and plastics and allow them to be free-of-charge at the transfer station. Selectman Hodgdon: Can I ask what they are charging you for? Mr. Matras: Bale wrap. Selectman Hodgdon: Is this the same wrap that you used to bring in before? Mr. Matras: Yes. These are wraps used for bales of hay. Selectman Hodgdon: Do you know if there is a recycling number on that? Mr. Matras did not know. Selectman Hodgdon: He says he works on a farm. Technically, this is household trash and he is not making money off of it. This is used for his own livestock. Personally, I do not see the need to charge for it. I know it is a lot of trash. Mr. Matras related that in the course of a year it would amount to approximately half a dumpster full. Selectman Hodgdon: It weighs practically nothing. It is more of just the space it is taking up. I know it is charged by volume but I have a hard time charging for it. We have put it in the compactor before with the regular trash. I am for not charging for it. Chair Wolf: We should take this under advisement and move on. Selectman Bryer: Perhaps you should address with the Recycling Committee and maybe take their advice on how to get rid of that type of waste. Mr. Matras noted that since he has not been to the dump in a while that he has accumulated a big pile of this bale wrap. Mr. Matras: That is why I am asking for an exception. Board agreed to take it under advisement and requested Mr. Matras supply them with the quantity he is talking about and how often he would bring it to the transfer station. Mr. Matras was advised he could further address this matter with the BOS or with the Recycling Committee.

Public Hearing

None.

Appointments

Conservation Commission and Bear Paw Easement on Bennett Island Discussion
Grace Levergood: My name is Grace Levergood and I am the Chair of the Conservation Commission. I have been requested to attend tonight and discuss the Bear Paw easement on Bennett Island. Because the commission has voted to put some money towards that easement, we have been encouraged to respond to some questions about the easement. One of the things that has occurred since we have been involved is that we have to request the Board to support the town having executory interest in the



Northwood Board of Selectmen Minutes of August 22, 2017

Northwood land that is on the island which is about .7 acre, so it is not that much land. Selectman Bryer: If it is open to the public, I would be in favor of supporting it; but if it is not, then I would not. That would be my position. Chair Wolf: That would be my position too. Selectman Hodgdon: We had discussed putting it on the ballot. Selectman Bryer: I think if you are going to use Town funds for this, it should be posed as a natural environment. Ms. Levergood: We did discuss having one day a year when we could have an educational tour there. So that is the Board's position? Board affirmed that it was.

Police Chief – Cruiser and Safety Complex

Glen Drolet, Chief of Police: I have two items that I would like to bring up. The first is concerning the ability to expend the special duty fund to purchase a cruiser. I am looking to expend up to \$45,500 to purchase, equip and decal a new cruiser. As of today, we have \$68,335.28 in that fund with an additional \$40,000 that just got billed out and you can add \$40K to that total. Right now, there is the \$68K in there so everything is paid up to this point. The \$40K will go in. Selectman Hodgdon: What type cruiser are we talking about getting? Chief Drolet: It would be a SUV Explorer.

Selectman Bryer: So what vehicle are you keeping; are you keeping all your fleet? Chief Drolet: No, the reason I am doing this now is because Northwood Garage is very concerned with the 2010, 2005 and 2007 all of which we still have which have rust issues. The garage is concerned that they are rusting out from beneath and next month is inspection month, so we may have a serious problem getting the '07, '05 and '10 through inspection because of the rust. I will take these cars to them to determine which one should be replaced.

Selectman Bryer: So, you would buy this cruiser in the area. What about the other cruisers? Chief Drolet: Ideally, we would put it in the CIP where we go back to purchasing a cruiser every year. That puts the cars on a cycle of about a six-year lifespan which is just about how far you want to push them. Selectman Bryer: So we bought three cars at once. Chief Drolet: We leased three cars but there was a cruiser accident so we ended up getting four altogether within a couple of months. Selectman Bryer: So those three cars are still in good shape, except for the one that was in the accident. Chief Drolet: They have high mileage but structurally they are sound. The Crown Vics are the ones that we have to get rid of; they are all old.

Selectman Bryer: My other quick question is “are we putting ourselves in a bind if we do not put cruisers in the budget? How long would it take us to get enough money to get another cruiser if we were to do this?” Chief Drolet: I am asking for \$45,500 because I am going brand new on everything. I have a quote from a MA contractor and a NH contractor. Right now, they are transitioning, so it may be that the price I get now for 2017's is different since the stop orders were about two weeks ago. You may see a 3% increase in costs. Monday, they were doing 2017's and Tuesday 2018's.



**Northwood Board of Selectmen
Minutes of August 22, 2017**

Selectman Bryer: Which price is better the MA or the NH? Chief Drolet: The NH price is \$28,486 and the MA price is \$28,697 so within \$200 of each other. Selectman Bryer: I look at it this way - it is less money out of the Town's pocket and purchasing the same type of vehicle which we already have is beneficial so when this vehicle shows up it is not one no one has ever seen before. Chief Drolet: If I get the approval tonight, I can call tomorrow. Irwin told me he had some 2017's that had not been picked up yet, but that was a month ago. Chair Wolf: Can we trade in some of the cars' equipment? Chief Drolet: We have the equipment fund and possibly the emergency fund. All the equipment on the other cars is 10-12 years old and they have been recycled through the cars at least twice.

Selectman Bryer motion to permit Chief Glen Drolet order a new cruiser at a cost of up to \$45,500 for a 2017 or 2018 Ford Utility Interceptor. Selectman Hodgdon second motion. Motion carried 3/0.

Chief Drolet: With the budget season upon us, I wanted to get some direction in regard to the safety complex as to what the Board's view is. We've been involved now for the better part of six to seven years. Selectman Bryer: I think since the safety complex would include PD, Emergency Management and several other departments that they should be involved. There was a committee which was in favor of the complex, we looked at it, it was widely accepted and it was thought it was the way to go. Last year we did a warrant article to add \$10K to trust fund, which has about \$22k in that account, which would have been able to bring in a firm to prepare a conceptual design, find appropriate land and help "sell" it to the taxpayers. It was taken off the ballot last year so it never made it to the voters. Selectman Bryer: If we put this price out there, it will have to be all inclusive. Chief Drolet: I gave that all to you last year. One company gave us a package deal and they said they could give us a pretty good package for the \$22K. They can do more according to what you want to spend.

I think we need to make a decision to either fix the buildings that we have as there are a bunch of things at the PD that I am not doing because I do not want to put a lot of money in this building which we hopefully want to get out of. Selectman Bryer: Can we set up a meeting where we can include the Fire Department, Police Department, Police Commission and the Board. I guess the decision has to be made. Some people have spoken to me about some issues such as sleeping quarters down at the Fire Department and the truck exhausts. Chief Drolet: We actually did a video on that. Selectman Bryer: My concern is that if you do not have anyone at the table representing this when we are discussing the plans, somebody feels left out. I am looking at it from a budgetary point of view. Selectman Bryer: I just want to make sure that all parties are represented and on the same page. Sometimes these things happen and we do not get the whole picture. Chief Drolet: I would like the warrant article to be on the ballot to be voted on so the money can be put in the trust fund to



Northwood Board of Selectmen Minutes of August 22, 2017

bring in a company to start the process. Chair Wolf: The only problem is if it is going to be too much money it is going to be hard to sell. I do not think it is going to work.

Selectman Hodgdon: Just a quick question, do you have any plans on the new crossing issue with the traffic on Route 4? Chief Drolet: I met with the principal today who is satisfied with the plans which are going to be the lesser of a few evils. There is really no great plan to solve this. At Bow Street intersection, it is just a “death trap” so anything involving that intersection is bad. Maybe regulating the traffic coming into Bow Street and coming out the other end but then the problem is the buses you do have would be out front and you cannot go past the bus while they are disembarking kids. Cars would be sitting there while loading and they have to get to work; it is going to be a nightmare because that straight entrance right there is a DO NOT ENTER. They were considering changing that but they said “you are accepting all liability if you push anybody through that DO NOT ENTER sign. We are definitely going to have a presence down there with the officers trying to help out as much as possible. I believe that they are going to try and pick up a new crossing guard. It is a bad spot whether you have buses or not. It is a challenge with parent drop-offs plus that many buses. Chair Wolf: We all know with that traffic up there is going to be a rear-end collision if the road is blocked. Chief Drolet: We are definitely in talks with them to get it going safely.

Jim Hadley – Assorted Issues

It was noted that Mr. Hadley might be late. This matter will potentially be addressed later in the meeting.

Unfinished Business – Additional

Town Hall SOPs Discussion

Mr. Gunter: I have been talking with Sandy Garrett about establishing some standard operating procedures for the Town of Northwood. This is just something we just do not have and are sorely lacking in Town Hall.

Mr. Gunter: The first one I am asking the Board to approve is the Timesheet Submission and Processing Procedure. This originated because of the receipt of inaccurate timesheets. This will help standardize how all departments will complete and submit their timesheets. We wanted to hand out written procedures to the departments know how to complete the process. Selectman Bryer: Why can't we create a template that allows them to fill it out themselves. Mr. Gunter: We can do that; we currently have a template that most of the staff completes personally. Selectman Bryer: What we do at the State is in military time and that way everyone's timesheet is consistent which makes sense. Mr. Gunter: We currently have a template that employees use. Selectman Bryer: Who is using that? Mr. Gunter: Most departments. Selectman Bryer: Do they fill it out and send it to you via e-mail? Mr. Gunter: No, only Rec uses E-mail right now. Selectman Bryer: What about the



Northwood Board of Selectmen Minutes of August 22, 2017

signature? Mr. Gunter: No, we talked to the auditor and our lawyer and E-mail is considered a signature. Selectman Bryer: Is that policy in here? Mr. Gunter: Yes. The procedure is in there.

Selectman Hodgdon: As far as collecting time, vacations, holidays, I do not see a set amount of days that it would need to be submitted before-hand. Most places note that it has to be submitted at least two weeks prior to the day that you decide you are leaving. Most places require you to request your day off a certain amount of time prior to the scheduled date. That's not saying it will not be approved, but it is less likely that it would. That's just something I saw that kind of should be required. Selectman Bryer: The policy where I work, you are required to submit it at least three days in advance of the requested date. Selectman Hodgdon: It is different at every place but it gives a timeframe that denotes the request. Three days is reasonable as far as I am concerned but my concern would be a scheduling concern. During some months, it is more crucial than others. Selectman Bryer: If you were to go this way, would it be something that the employee would forward to the department head for approval? Mr. Gunter: It would go to the department head first and then to Sandy. Selectman Bryer: Did you discuss this with the department heads? Mr. Gunter: Sandy did since she is on the back end of dealing with the problems that have been coming up. Selectman Bryer: We need to get feedback from the department heads on this.

Standard Operating Procedure Hiring Staff

Mr. Gunter: This came up because there is no standardized process to do this here in Northwood. A lot of times it is just a matter of what the Board and/or Sandy notes which can result in confusion as to what and how we do it. As you will notice there is a lot of information about the hiring process and should correct the problem about hiring the right people. Departments are always required to advise Board of staffing requirements. Selectman Bryer: The question/answer section should be a separate document such as an advisory document. Mr. Gunter: This would be supporting the Board's hiring policy. These are just preliminary questions with answers to provide staff with what they need to know. Selectman Bryer: If we sign this tonight, then this is not a policy but rather a procedure. Mr. Gunter: This is how you go about supporting the BOS policies. Selectman Bryer: It just "blows my mind" that we have not had a policy for this long. Mr. Gunter: There is a policy but not a procedure. Selectman Bryer: It's the same thing. Mr. Gunter: It is not the same thing. Selectman Bryer: A policy is like the law and the procedure is how you enforce it. Selectman Hodgdon: The question is "are we going to follow them – probably not." Chair Wolf: Are we just reviewing them? Mr. Gunter: I am asking for approval for both of them but this one in particular regarding the hiring procedure. We do have a meeting with the DOL on the 28th and it would be beneficial to show them that we have made corrections to our policy and procedures and that this will not happen again. Selectman Bryer: I am not going to rush through approving this. Selectman Hodgdon: Our policy is not going to change what the law is. We can have policies,



Northwood Board of Selectmen Minutes of August 22, 2017

but if we do not follow the law, our policies do not mean anything. Policies should be whatever the law is and we shouldn't have to write it. Selectman Bryer: I have not read through these policies completely and I am not ready to vote on them.

Policy Change – Lunch Breaks

Chair Wolf: I do not think it is convenient for an individual to have to interrupt their lunch to perform their jobs. I do not know about the Fire Department and some other departments getting paid for their lunch time. I do not understand how that can happen. I do not think it is appropriate for employees to have to interrupt their lunch mid-stream to assist someone. I just do not think it is a good practice to have people eating while still on the timeclock. I just think it is bad business. Selectman Hodgdon: I do not disagree with you but I see it a lot in other places. I am not saying it is right, but there could be certain days when we only have one employee at a certain job. You can't just shut down. Selectman Bryer: I find a couple of things in this that are not right and I would like to bring it up at the next meeting. Selectman Hodgdon: I do think that everyone deserves a lunch, but there are certain positions that it is just not easy to have a lunch break.

Board discussed further how this system would work and what the employee could and could not do during a lunch break. Mr. Gunter: This would improve staff morale and explained how the process would work. I contacted the Municipal Association and 11 out of 12 similar towns allow their employees to work through lunch. Selectman Hodgdon: If we do this for the Town Hall then we are going to have to do it for all departments, not just the Town Hall. We wouldn't be able to do that at the transfer station where we have set hours. You can't let some departments do it and others not. Mr. Gunter: We close the doors at 4:00 p.m. It has always been that way. This does not change operational hours, this just lets staff work their eight hours and go home. I understand that all departments would like to do this but we all have jobs. Employees have asked "why are we forced to take a lunch break when we could just do our eight hours and leave?" I understand that things change but employees want this, they really do. They want to do their eight hours and not have to hang out for lunch break. In effect, what you are doing is docking Town Hall staff 2 ½ hours a week. Board agreed that this is something they would not approve.

Appointments Continued

Jim Hadley – Assorted Issues

Mr. Hadley: I was not able to be present on July 25th when the Board met with Representative Stone so I sent a letter to the BOS, Representatives Stone and Dean-Bailey regarding establishing a property tax commission. New Hampshire, as you may know has the third highest property tax rate in the country with an elderly population of 610 people, about 14%. We are about in the middle as far as taxes is concerned. Northwood has done pretty well from about 2002 to 2012 as far as the tax rate which actually has gone down 2%. I think a property tax commission realizing the



**Northwood Board of Selectmen
Minutes of August 22, 2017**

population of New Hampshire which is becoming more elderly with an estimated 2030 population will be over 65. So, this would be an opportunity for representative to note how the taxes are distributed in the state. They would be giving more money to the lower communities as opposed to the higher communities so a commission could come up with something to address that. I am not asking you to support that because I do not know what the actual legislation is going to look like. I plan on contacting the legislators directly.

Mr. Hadley: The other thing that I wanted to bring up was the Town properties that has accumulated over the years which is now up to 2.5 million. It goes back 20-30 years. I do have a report on this and have provided a copy of it. If you look at the handout for the Lucas Pond property, there is still a value of \$670K on the lots; there are still a lot of lots that still have the opportunity to be purchased or leased at a reasonable price. The proceeds ended up being used to pay for the recreation fields, so that is an opportunity to set up a five-year plan. Those five lots alone could have been put on the market. The Town should not be in the business of accumulating abandoned properties. As you know, over a period of years these properties become more degraded. I think this would be a good opportunity to work with the Town assessor. When setting the tax rate, this would give you more of a cushion to be able to do that. This could be done over a several years period not liquidating all the properties at once. Chair Wolf: People buy these lots and then have to address zoning and this becomes a headache. People buy a lot and then want to put a home on it with a septic system and a well. These lots would require you purchase two or three of them to come anywhere near being of legal size. Mr. Hadley: I think any changes would have to go to town meeting, but I think it would be worth the effort.

Mr. Hadley: The last item I would like to address is just the talk about the Town purchasing the First Baptist Church building. It is not something that the Town should focus on. I think if the library would like to go forward with it, it would be an excellent project for them to take on.

On another note, even though we have 610 elderly residents, only 56 elderly families receive the elderly exemption. Depending on their income, some of the other 610 would qualify for the elderly exemption. Maybe there is not enough information available for them to know that they can apply for the exemption or maybe they are too proud. The population of Northwood is getting older and I think that the taxes are getting more difficult to pay for.

Unfinished Business Continued

Decision on Red Listed Bridge – Old Canterbury

Mr. Gunter: This is the red listed bridge that we have in Town. DOT has sent us the paperwork to start this process. They are asking if Town wants to rehabilitate the bridge or completely replace it. Selectman Hodgdon: We have to go through the town



Northwood Board of Selectmen Minutes of August 22, 2017

in order to raise this money – correct? Selectman Bryer: No, we have a red listed bridge fund. Selectman Hodgdon: Do we have the funds for a full-blown restoration? How much do we have in that fund? Mr. Gunter: They want to know right now so that they can budget for this. Selectman Bryer: What is the life expectancy on this this with a rehab opposed to a rebuild? Mr. Gunter: The expected life would be 50 years for a rehab or a rebuild. Mr. Gunter: I am not a structural engineer, but that bridge is in better shape than our worst bridge. Selectman Bryer: I would think that a new bridge as opposed to a rehab bridge would last longer. How many people drive over this bridge and does it turn into a Class VI road? Mr. Gunter: It would take two years to get the match for this. Right now, it is a \$168K and we would have to work that out for two years and it would take two years to get the match. Selectman Bryer: How much would the rehab cost? Chair Wolf: \$26K. Selectman Bryer: Don't we get that money back? Mr. Gunter: Yes, they pay 80% and we pay 20%. Selectman Bryer: If they are telling us that we can get the same amount of life out of it by doing the rehab, I say we do the rehab. Selectman Hodgdon: That road is not heavily travelled – correct? Selectman Bryer: It is not heavily travelled and we would be getting the same number of years of life. Chair Wolf: Replacement would \$668K if the state does it and we would pay \$168K for a total of \$836. Selectman Bryer: That is a big difference for the same amount of life expectancy. It's a huge difference. Mr. Gunter: My thoughts are to fix it. They said that the repairs on Sherburne Brook would have a lifespan of e fifty years and it is now at 97. This is just a projected span and it could last longer. Mr. Gunter: We would be getting in the que now and build it later. Selectman Bryer: Are these estimates of what the costs would be in 2025? Mr. Gunter: I would assume it is but I am not sure.

Selectman Bryer motion to approve rebuilding the Red Listed Bridge – Old Canterbury provided the costs projected for 2025 are those applicable at time of rebuild. Selectman Hodgdon second the motion. Motion carried 3/0.

Selectman Hodgdon: Will we have to amend that if the Town does not vote this project in? Mr. Gunter: I'm not sure.

NEW BUSINESS

Acceptance of Minutes July 25, 2017

Selectman Bryer motion to approve the minutes of July 25, 2017. Selectman Hodgdon second motion. Selectman Bryer rescind motion to approve minutes of July 25, 2017 and Selectman Hodgdon rescind second.

Minutes will be addressed at next meeting.



**Northwood Board of Selectmen
Minutes of August 22, 2017**

Process Various Assessing Forms and Applications

Selectman Bryer motion to approve veteran's credit Tax Map 231, Lot 2, 107 Green Street per recommendation of assessor. Selectman Hodgdon second motion. Motion carried 3/0.

Selectman Bryer motion to deny veteran's credit Tax Map 108, Lot 78, 18 Wood Terrace per incomplete application. Selectman Hodgdon second motion. Carried 3/0.

Selectman Bryer motion to approve disability exemption Tax Map 108, Lot 78, 18 Wood Terrace per recommendation of assessor. Selectman Hodgdon second motion. Motion carried 3/0.

Selectman Bryer motion to approve Cemetery Deed for Terry and Gary Hodgdon, Pinegrove Cemetery for four graves and Perpetual Care Contract. Selectman Hodgdon second motion. Motion carried 3/0.

Chair Wolf: We have had this discussion before; so, every family member that has a family member in this town has the right to buy a grave lot. Mr. Gunter: Yes, the rules have not changed. My understanding is that they do have family here. Chair Wolf: I know we have had problems with people from other towns trying to buy cemetery lots. If we sell these lots to outsiders, eventually we are not going to have any lots for people in town. That is why I question it.

Roll Call

Chair Wolf: Yes

Selectman Bryer: Yes

Selectman Hodgdon: Yes

Approval of Manifests

Selectman Bryer motion to approve Town of Northwood 2017 No. 18 check register in the amount of \$443, 854.57. Selectman Hodgdon second motion. Carried 3-0.

Selectman Bryer noted that \$400K is going to the school.

Approval of Purchase Orders

Selectman Bryer motion to approve purchase order for \$6,135 town records being bound. Selectman Hodgdon second motion.

Selectman Bryer noted that this purchase is being approved for an item which has already been purchased. Judy Pease: This was on town warrant which was approved.



**Northwood Board of Selectmen
Minutes of August 22, 2017**

She explained how this happened. Selectman Bryer: I would ask that in the future that you do the purchase order prior to the purchase.

Motion carried 3/0.

Judy Pease: She noted that the cost for this was less than was quoted. She also noted that she had received in the mail a notice that back in February, Department of Motor Vehicles was supposed to install a new Vision Program which resulted in some different closure times but which did not happen. She related that the DMV will be doing this over Columbus Day so I am going to have to close on the Tuesday after Columbus Day. I will be posting it in the usual places.

Selectman Bryer motion to approve PO for \$12,000 for Lamprey Regional Demo Disposal. Selectman Hodgdon second motion.

Selectman Hodgdon: Is this part of the budget or is this something that we have overspent the budget and now need a new purchase order? Selectman Bryer: For this budget, the demo is overspent. Mr. Gunter: Our tonnage is up; we are at 99 tons just in demo this year. The department itself is looking good. We are at \$50k of \$91K encumbered but we have a lot in tonnage this year. Selectman Hodgdon: I would like to see something in place that would provide us with notification of demo of furniture to put our trash in. We need to keep some sort of record of that so when it comes to budget season. I am not saying we can't do anything to avoid it. Chair Wolf: Are we having a problem getting the cans down to get the garbage in? Mr. Gunter: No, it is just a weekend thing. Selectman Hodgdon: You can call ahead to advise you are bringing a lot of materials in. Chair Wolf: Businesses are not supposed to put their trash in these dumpsters. Selectman Hodgdon: A lot of the construction debris is not derived from Northwood. A businessman is allowed to dump trash as long as the trash is derived from Northwood. Chief Wolf: We need to look at this.

Motion carried 3/0.

Selectman Bryer motion to purchase audio equipment from B & H Photo Video Pro Audio in the amount of \$6,947.80. No second to motion. Motion fails.

Selectman Bryer noted that he provided three bids. Gary: Not on everything only because of computer age, repairs and current problems. He related that these are customized specialized components and software configured for optimal video and audio processing. Selectman Bryer: You have two quotes that are substantially cheaper. Gary: But they do not include the computer. Selectman Bryer: Then they are not real quotes. You did not give us a real quote. You are buying more equipment with this one. Gary: Yes. Selectman Bryer: So what you should have is three quotes that include all the equipment you would like to purchase. You can proceed with this



**Northwood Board of Selectmen
Minutes of August 22, 2017**

purchase order for the “partial” equipment and then put in three quotes for the rest of the equipment and explain to Board why you are sole sourcing. Gary: However you want me to do it; I just wanted to explain everything. Selectman Bryer: This quote has way more stuff in it. Gary: No, it hasn’t way more stuff in it. The computer is \$3,570. He noted it is a computer that no one else makes. You are talking apples and oranges. These other places I have no idea what their reputation is. B & H I have been buying from for over ten years. This is a specific use computer. Selectman Bryer: Sole source purchasing means picking one vendor because of their specialty reason so what you should do is break the computer out separately and then go with the low bid for everything else.

Miscellaneous Signatures/Approvals

Selectman Bryer motion to approve second payment to Northwood Watershed Association. Selectman Hodgdon seconds motion. Motion carries 3/0.

Selectman Bryer: Is this coming out of the trust fund? Mr. Gunter: Yes.

Selectman Bryer motion to approve Mainstay Technology expenditure of \$182.51. Selectman Hodgdon seconds motion. Motion carries 3/0.

Selectman Hodgdon motion to approve expending funds for the ballpark pavilion install in the amount of \$20,000. Selectman Bryer seconds motion.

Chair Wolf: Why are we doing this now? It hasn’t even been built yet. Mr. Gunter: This is because the contract was approved and policy dictates the PO should be signed at the same time. We are not going to pay them until they construct the pavilion. Selectman Bryer: So we are signing this to give them the authorization to move forward with the project.

Motion carries 3/0.

Selectman Bryer motion to retain 10% of the purchase price for the pavilion until the project has been completed and approved to Town satisfaction. Selectman Hodgdon seconds motion. Motion carries 3/0.

Selectman Hodgdon: We might have to start doing that on a lot of our PO’s.
Selectman Bryer: It should be noted on the purchase order that we are holding back 10%.

Mr. Gunter: Wintertime is coming and we have reached out to our plow drivers Reeves’ Trucking, Alexander Desmarais and D.L. Docko & Son, who have not responded.



**Northwood Board of Selectmen
Minutes of August 22, 2017**

Selectman Bryer motion to approve signing an agreement with Reeves' Trucking and Alexander Desmarais at the same rates provided in 2016. Selectman Hodgdon seconds motion for discussion.

Selectman Hodgdon: So we do not get ourselves in a bind, we need to set a timeline from when we would hear from Docko. If we do not hear from them by a certain date than we need to put this out for a second bid because I do not want to be in the predicament we are in now. I want to try and get ahead of this situation. We need to give them a deadline date to reply. Mr. Gunter: Do you want to do it by the end of this month? Board agreed by the end of September would be enough time.

Motion carried 3/0.

Mr. Gunter: This is a credit application similar to the one you approved previously. This is also for plow parts and is a company which is down in MA. Selectman Hodgdon: Why are we switching again? Mr. Gunter: Apparently, they can get the parts much quicker from this company. The other company can take a little longer. This is just in case one company does not have it, the other can be utilized. Chair Wolf: Why can't we get parts in the State of New Hampshire? We have to go to either the State of Maine or MA in order to purchase parts. Selectman Hodgdon: I am not against having options. Is this something that he will need occasionally and not all the time? Mr. Gunter: If equipment breaks and he needs parts, having to wait two weeks to come to the BOS to request something can be too long. Selectman Hodgdon: He is allowed to spend so much before he has to come to us, right? Mr. Gunter: Yes, \$2,500. Selectman Hodgdon: So even if he had to purchase something for more than \$2,500 he would still have to come to the board either way. Mr. Gunter: Yes, assuming that one company can get the parts.

Selectman Bryer: Where do we buy our trucks? Mr. Gunter: The last truck we got was from Grappone. Selectman Bryer: The point I am making is why can't we buy parts from them. Mr. Gunter: Different truck, different style sander. Selectman Hodgdon: I just find it hard to believe that the original dealer we got the parts from isn't willing to find the parts for us and charge us a 10% finder fee like every other business. So, we are going to keep a credit card from a company that went out of business. First you tell us that we are opening a card so that we have options. Now you are telling me that the first option doesn't sell any parts at all? Chair Wolf: The company that we originally bought the sander from in Concord no longer sells sanders and no longer sells parts. Now we have to go to another dealer. Selectman Hodgdon: What he is telling us is that we have a dealer that we can get parts from which might take longer than this second account. So, it has nothing to do with where we got the sander? What I am saying is that I have a hard time understanding that the company that we are going through to get our parts isn't willing to find us the parts that we



**Northwood Board of Selectmen
Minutes of August 22, 2017**

need and charge us a 10% finder fee like every business does - so we have to have another account.

Chair Wolf: It is a line of credit. Mr. Gunter: This is like the office being able to buy paper from several different companies. We have a line of credit for both accounts and we purchase it where we find the best deal. Chair Wolf: So basically these are accounts just to buy parts for the highway sanders.

Selectman Bryer motion to approve credit line from J.C. Madigan Inc., Lancaster, MA. Selectman Hodgdon second motion. Motion carries 2/1.

Selectman Hodgdon: I voted no. I am not saying that we shouldn't have options, but it doesn't make sense.

Selectman Bryer motion to allow Chair Wolf to sign the agreement with Plodzik & Sanderson which has been approved. Selectman Hodgdon seconds motion. Motion carried 3/0.

Selectman Bryer motion to authorize Town Administrator Joseph Gunter execute this one agreement with Plodzik & Sanderson. Selectman Hodgdon seconds motion. Motion carried 3/0.

Mr. Gunter: Each of you have a copy of the MS-1. If Board is comfortable approving this tonight, Board can motion to accept it or you can review it.

Selectman Bryer motion to approve the MS-1 for 2017. Selectman Hodgdon seconds motion.

Selectman Bryer: Are there any changes with the inventory compared to last year?

Mr. Gunter: No, not a lot. Current use came down a few acres, tax credits were up a little because of veteran's exemptions, values of properties went up slightly. Overall property values went up since 2015.

Motion carries 3/0.

Mr. Gunter: We have a new Workers' Compensation Law notice that requires Chair Wolf signature.

Mr. Gunter: Viena Dow would like to be on the Recycling Committee. She sent a letter requesting this. Selectman Hodgdon: No, I thought we were discussing doing away with the Recycling Committee. There are already people on the Recycling Committee.



Northwood Board of Selectmen Minutes of August 22, 2017

Selectman Bryer: Did you nominate somebody? I didn't nominate anybody.
Selectman Hodgdon: No, I didn't nominate anybody. We were talking about abolishing the committee and there are already people on that committee. Selectman Bryer: Just for the record, typically, because somebody puts in a letter, it does not mean that they automatically get on the committee. It is clear the board did not want to honor this nomination. Selectman Hodgdon: I know you discussed abolishing the committee. Selectman Bryer: When did I say that? Selectman Hodgdon: I do not know but I am pretty sure it is in one of the minutes. I guess I am going to have to start recording them myself. Selectman Bryer: Well, no it is on TV. Selectman Hodgdon: We discussed it in non-public. Selectman Bryer: Then we shouldn't even be talking about it.

Mr. Gunter: We need to appoint an individual to the Strafford Regional Planning Commission.

Selectman Bryer motion to re-appoint Victoria Parmele to the Strafford Regional Planning Commission. Selectman Hodgdon second motion. Motion carried 3/0.

Reports

Mr. Gunter: The Recycling Committee would like to put up a sign outside the Swap Shop to not place bedding, sofas or stuffed toys into the Swap Shop. They also want to include no car seats or safety seats. Selectman Hodgdon: There are car seats at the dump, right? Chair Wolf: That would be in the dumpster; they are just not allowed to drop them off at the Swap Shop. Selectman Bryer: I am fine with that. Selectman Hodgdon: I agree with the child seats. The bedding one I agree with most of the time, but sometimes we get new stuff which should be going to Good Will. Mr. Gunter: NRA provides free signs. Selectman Hodgdon: NRA will provide signs pursuant to statutes and not just any kind of sign. Mr. Gunter: I think they can make signs. Selectman Hodgdon: The sign is a good idea but it needs to be enforceable.

Mr. Gunter: The Recycling Committee also wanted Board to know that they are going to move forward with the magnet program they discussed with Board earlier in the year which is to mail out magnets. They wanted you to know that it has gone wild since they last talked to you and wanted to give the Board a "heads up" before they started.

Mr. Gunter: Next month the budget season starts. I sent out the schedule; if you guys have any changes, let me know. The 19th is the first date for budget discussions.

Individual Selectman's Reports



Northwood Board of Selectmen Minutes of August 22, 2017

Selectman Hodgdon: When did we change the hours and days for the transfer station attendants? I noticed in the ad for transfer station attendant that you wrote Saturdays and Sundays. When those positions were originally done, it was always one weekday and one weekend per person besides what used to be the full-time supervisory position. Mr. Gunter: We did not decide that. The ad denotes that individual must be able to work weekends. Joe schedules them and they should understand that they should be available to work one day during the week. Selectman Hodgdon: I feel that we are favoring one particular employee by not making him work weekends because he does not want to work weekends. I do not feel that it is fair to the other employees. Selectman Bryer: I am recommending that you stop. Mr. Gunter: I know the supervisor has spoken with his staff and they are happy with the situation as it is.

Selectman Bryer: Last year we put in the budget to purchase accounting software. It was denoted that we did not ask for enough money. I was wondering if we could purchase that software now so that we do not have to ask for the money next year. When do you think you would be able to tell us that we can move forward with that purchase? Mr. Gunter: I think we will have a better feel once we get into the last quarter of the year. Selectman Bryer: So maybe around October 1st. Mr. Gunter: Then we will have a better feel for the funding. Selectman Bryer: My other question is how long does it take for it to be installed? Mr. Gunter: I can find out. Selectman Bryer: So the additional cost would be about \$16K. We have to go forward and ask for it again because it is something we need, and if we can, I would like to make an attempt to purchase it this year. I do not want to go back and ask for additional funds for next year's budget. Mr. Gunter: I can get some numbers for you and find out the installation time period.

Chair Wolf: When are we going to cut down the dead trees that we talked about previously. Mr. Gunter: Charlie is getting some quotes on that and we are waiting for a couple of bids on that. He found six over by the school which also need to be cut.

Chair Wolf: Do you have any idea when Sherburne Hill Road is going to be done? I see the equipment there now and then. I know he gave us a good price but do you have any idea when he plans on finishing it – by the first of the year? Selectman Hodgdon: How close is he to be done? Chair Wolf: I see a lot of trees left up there. I'm not saying he is not going fast enough, I just would like a "heads up" so we do not get into problems. I understand what he is doing; I am trying to determine if we are all on the same page. I do not know if there is any agreement with the people up there but I noticed that there are some areas where trees have been cut and others not. Mr. Gunter: They have been topping them and then coming back and stumping them. They do need larger crews to take out the bigger trees. Everything that has a mark on it is coming out.



**Northwood Board of Selectmen
Minutes of August 22, 2017**

Chair Wolf: I just want to mention that the vandalism in town like at the Northwood Beach and where we keep having problems. I do not know what we can do to fix it. I know if we put cameras up and they find them, then they will disappear. They just seem to be having problems in that area. Selectman Hodgdon: Do they have a neighborhood watch? I have heard that some people know who are doing it and are afraid to say anything. Chair Wolf: I know someone who said something and there was retaliation against him for it. Selectman Bryer: I think if we have some issues in town, it should be addressed by the PD. Selectman Hodgdon: Have we ever considered a neighborhood watch?

Citizen's Forum

Member of the Audience: The Recycling Committee, are you really considering getting rid of it? It was mentioned that the Recycling Committee might be eliminated. Is that under consideration? Selectman Bryer: Nothing official.

Non-Public Session

Selectman Bryer motion to go into non-public session per RSA 91-A:3, II a, c, 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 8:38 P.M.

Selectman Hodgdon motion to come out of non-public session. Selectman Bryer second motion. Motion carried 3/0.

Roll Call

Chair Wolf: Yes

Selectman Bryer: Yes

Selectman Hodgdon: Yes

Board returned to public session at 9:48 P.M.

Selectman Hodgdon motion to seal the non-public session minutes of August 22, 2017. Selectman Bryer seconds motion. Motion carried 3/0.

Roll Call

Chair Wolf: Yes

Selectman Bryer: Yes



**Northwood Board of Selectmen
Minutes of August 22, 2017**

Selectman Hodgdon: Yes

Selectman Bryer motion to hire Michael Hedman for the regular part-time position at Grade II, Step I at the Highway Department. Selectman Bryer corrected that the hire would be at the Transfer Station. Selectman Hodgdon seconds motion.

Mr. Gunter: He has had a background check as he has been working for Town steadily. Selectman Hodgdon: Perhaps, we should consider a shift differential with that job title for this gentleman if he is going to work every weekend. It is just a thought. We could vote on that and discuss it.

Motion carries 3/0.

Selectman Bryer motion to hire Richard Walsh as seasonal on-call plow driver at Grade VI, Step V subject to a background check. Selectman Hodgdon seconds motion.

Chair Wolf: Is that the same grade and step he was at last year? Mr. Gunter: No, that would be the next step. Chair Wolf: So you are giving him an increase? Mr. Gunter: I am not giving him the increase but it is the next step. Selectman Hodgdon: Do we have to do that? Mr. Gunter: It is what the Fire Department does.

Motion carries 3/0.

Adjournment

**Selectman Bryer motion to adjourn. Selectman Hodgdon second motion.
Motion carries 3/0.**

Meeting adjourned at 9:52 P.M.

Respectfully submitted,

**Delores A. Fritz
Municipal Secretary**



**Northwood Board of Selectmen
Minutes of August 22, 2017**