



Northwood Board of Selectmen
Minutes of October 28, 2008

Town Hall Northwood NH – October 28, 2008

Call to Order

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

Roll Call

Chairman Ken Curley, Selectman Scott Bryer, and Town Administrator Paul Martel.

Absent

Selectman Alden Dill

Citizen's Forum

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

Town Administrator's Report

IT Services for Town Hall

Mr. Curley stated that the technology committee met last week to review bids for new IT services for town hall. He stated that four bids were received and the committee voted to recommend Deerfield Technologies as the rate was the lowest, submitted at \$1,800. for 20 hours of service. He added that the highest bid was \$2,500 and the other two bids were in between. ****Motion** Mr. Curly motioned, seconded by Mr. Bryer, to approve Deerfield Technologies as the IT professionals to service the town hall.** Mr. Bryer reviewed the bids and asked who the members of the technology committee are. Mr. Curley replied himself, Pete Jones, Lucy Edwards, Bill Tappan, and Bob Young. **Motion passed unanimously; 2/0.**

GIS Meeting Reminder

Mr. Martel reminded the board of the GIS meeting scheduled for Thursday evening at 6:30.

Purchase Order ~ B&H Photo/Audio/Video

Mr. Martel explained that the PO is for \$1,819.09. and is for the cable coordinator's equipment. Mr. Garnett stated that he is adding two microphones and various cables. Mr. Bryer requested that all bid information be provided to the board for review. ****Motion** Mr. Bryer motioned, seconded by Mr. Curley, to approve the purchase order for B&H Photo/Audio/Video, in the amount of \$1,819.09. Motion passed unanimously; 2/0.**

Metrocast Franchise Renewal

Mr. Martel explained that Metrocast is requesting to renew the contract. The current contract expires July 31, 2011. Mr. Curley stated that the copy that he has notes December 31, 2009. Mr. Martel will get a copy of the contract.

Shoreland Protection Permit Applications

Mr. Martel stated that Linda Smith asked if the selectmen would be reviewing permit applications relative to the shorelands or if the conservation commission would. The board agreed that the conservation commission should review these applications.



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Recreation Expense Line for Portable Toilet Facilities

Mr. Martel stated that the recreation department budget line for the portable toilets has been over expended and the recreation department has requested that the expense for the unit at Lucas Pond be transferred to the conservation commission as the commission requested it to be placed there. ****Motion** Mr. Bryer motioned, seconded by Mr. Curley, to transfer the budget expense for a portable toilet at Lucas Pond to the conservation commission.** Mr. Curley asked if the conservation commission was informed of the transfer and Mr. Martel replied not yet. Mr. Bryer asked if the conservation commission's budget has funds for this toilet and Mr. Martel replied yes. **Motion passed unanimously; 2/0.**

Appointments

6:15 p.m. Library Board of Trustees, Bryant Library/2009 Proposed Budget

Trustees present were Norma Heroux, and Margaret Walker, along with Librarian Donna Bunker.

The proposed budget was copied for all and reviewed. Mr. Curley noted that due to the recent format change, the library will be covering costs for the electricity, phone bill, oil, propane, so that explains an increase of \$11,000.

Mr. Bryer expressed concern regarding the outside book drop; line 100-45501-430/Building Maintenance, proposed at \$2,500. Ms. Heroux explained that the current book drop is leaking and needs to be replaced. Ms. Bunker added that the paint is peeling, it is rusting, and one lock is not functioning properly.

Also under line 430, Mr. Bryer asked about the children's room desk, which is proposed at \$3,775. Ms. Bunker explained that the desk would be for the downstairs area where there is currently one small desk used by the children's librarian. She added that they are working on adding bookshelves and a desk is necessary to fit around these book shelves.

Mr. Curley asked about proposed equipment, line 690. and asked about the computer purchase for \$1,327. Ms. Heroux stated that they need to purchase one new computer. Mr. Curley also asked about the locker proposed for \$300. Ms. Bunker explained that the staff does not have any place to secure their personal items. She noted that the safe requested under equipment for \$1,300. was a recommendation from the auditors.

Mr. Bryer asked what the board's process will be as far as approving the department at this meeting or at another time. Mr. Curley noted that the department has not seen their final budget so he suggested that the board wait on approving this department. Mr. Curley added that he would like Mr. Dill present for review and discussions. Mr. Bryer commented that he does not believe that this year would be the time to purchase a desk for \$4,000. He understands the book drop purchase as it is leaking. Ms. Heroux noted that the last circulation desk was made and donated by Dave Behm. She suggested that maybe someone could make this desk too. Mr. Bryer stated that another increase of approximately \$12,000 is justified due to the allocations of utilities.

Discussion ensued regarding the purchase of the safe. Ms. Bunker stated that the size is 4.6 cu. ft. Ms. Heroux added that personnel documents would also be placed in the safe and they have been



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looking for something through White Farm, in Concord. Mr. Bryer asked Mr. Martel to obtain pricing on a safe as well as a locking fire proof file cabinet.

Mr. Curley asked about the increase for staff substitutes, line 113. Ms. Bunker explained that the line is budgeted for 100 hours per year and is tied into the assistant category at a grade 5, step 2. The hours have been the same over the past few years.

Mr. Martel noted that background checks for new employees have increased to \$45. per person and there may need to be some adjustments made to the legal line, 320. Ms. Heroux explained that the library was able to get a cost break on the fees. Mr. Martel stated that the town was also receiving a break and unfortunately this will no longer be the case.

Mr. Bryer asked about periodicals, line 670, specifically relative to the Landmark CD, \$1,776. Ms. Bunker explained that the library has a lease for an audio CD, which is a rotating collection. Mr. Bryer noted that there is an increase in periodicals as well. Ms. Bunker explained that there has been an increase with the costs of hard cover books and they are working to build up the volumes available of items such as the large print collections. Mr. Bryer noted that with the economy there may be more of a demand for the library itself and the materials. Ms. Heroux added that this has already occurred and thus the hours of the library have increased in the evenings. Ms. Walker noted that the new parking lot will be put to good use.

Historical Society/Bryant Library

Ms. Heroux referred to a letter sent by the trustees to the historical society. She explained that the trustees signed a responsibility letter, which is a letter releasing the keys of the Bryant Library, making the historical society responsible for the Bryant Library. Ms. Heroux stated that the Bryant Library is not being used currently as a circulating library. She explained that to keep it as a library there must be a certain number of books in it. The historical society does have the library open periodically during the summer months.

Ms. Heroux noted that the town is taking care of the outside of Bryant Library and she added that the town is also responsible for the outside of the Chesley Memorial Library. She explained that there has been some confusion as to the maintenance of this library. Ms. Bunker noted that this year there were many issues at the library, septic pump, water problems, replacement of the air conditioner, and the salt system replacement. Ms. Bunker stated that they did pay for some of this through their budget; however, there has been communications with the facilities committee as this is a town building and the town has a responsibility to maintain the upkeep of town buildings. She added that some bills were sent to the facilities committee and she is not sure if they will be paid by the facilities committee. Mr. Bryer explained that if something needs to be repaired the funds need to be located through existing resources. Ms. Heroux replied that is fine if the trustees had something that needed to be fixed; however, the library is the town's property and the town should find a way to fix it. She referred to the septic pump, which was replaced for \$600. She stated that the library cannot be run without the septic and is an operations maintenance matter. Mr. Curley explained that the facilities committee plans for maintenance and emergency items need to be addressed through the department's budget. He added that all issues are town issues.



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Further discussions ensued and Mr. Bryer stated that there are contingencies that do come up; however, the department needs to look in their own budget first then the selectmen can assist and can move funds through departments, if necessary. He noted that everything is paid by the tax payers.

Ms. Walker explained that the water at the library is the worst in the state. She explained that there are still problems with the system and the water lines. Ms. Heroux noted that they “patched” the issue at this time. Ms. Walker asked if there should be a maintenance line in their budget and begin by funding the new water system at \$6,000. Mr. Martel suggested that the library meet with the facilities committee and request funds for necessary repairs.

Ms. Heroux noted that there is a \$1,000 deductible for the insurance, per instance. She explained that the entire bill for the water system was \$1,300. This is an item of concern for the library.

Discussion ensued regarding regular maintenance for buildings. Mr. Curley mentioned the fact that the planning board also has the capital improvement fund.

Legal Invoices

Ms. Heroux explained that there were some legal issues this year for the library and the invoice was never provided to the library; it was just paid for. Discussion ensued if the invoices and accounts should be reviewed to see where they were allocated. Mr. Martel will review this issue. Ms. Bunker requested a copy of the audit invoice as well.

Town Administrator’s Report (Continued)

LGC Joint Authorization/Power of Attorney

Mr. Martel stated that this is for the town to join LGC. ****Motion** Mr. Curley motioned, seconded by Mr. Bryer, to allow Mr. Curley to sign the document. Motion passed unanimously; 2/0.** The authorization was signed by Mr. Curley.

Contract for Assessing – Brett Purvis

Mr. Martel stated that this was signed at the last meeting; however, he needed another copy signed. The contract was again signed by the board.

Consent Calendar

Tax Collector’s Deeds

Mr. Martel provided deeds to the board of the properties that were motioned to be taken for taxes. After review, each deed was signed by the selectmen.

Oath of Office ~ Conservation Commission

Mr. Martel provided a copy of the oath of office for conservation commission member Paul Lussier. The document was signed by the selectmen.



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Oath of Office ~ Ballot Clerk

Mr. Martel presented the board with an oath of office for ballot clerk for Aaron Veno. ****Motion** Mr. Bryer motioned, seconded by Mr. Curley, to approve Mr. Veno as a ballot clerk with a one year term. Motion passed unanimously; 2/0.** The oath of office was signed by the board.

Oath of Office ~ Alternate Library Trustee

Mr. Martel presented the board with an oath of office for an alternate library trustee for Pat Bondelevitch. ****Motion** Mr. Bryer motioned, seconded by Mr. Curley, to approve Pat Bondelevitch as an alternate library trustee. Motion passed unanimously; 2/0.** The oath of office was signed by the board.

Forest Protection Co-Operative Agreements

Mr. Martel explained that this program is for the replacement of forestry trucks. These trucks are 1971 trucks that are provided as a temporary replacement while the forest vehicles are repaired. He added that this is a free program. The agreements were signed by the board.

Northwood Rental Agreement

Mr. Martel provided the board with a rental agreement for plowing for Robert Hutchins at \$85. per hour. ****Motion** Mr. Bryer motioned, seconded by Mr. Curley, to approve the agreement for Robert Hutchins for plowing at a rate of \$85. per hour. Motion passed unanimously; 2/0.** The agreement was signed by the board.

Purchase Order ~ MD Tasker, Coe Woods

****Motion** Mr. Bryer motioned, seconded by Mr. Curley, to approve the purchase order for MD Tasker for the completion of the work needing to be done within the Coe Woods subdivision, in the amount of \$6,210. Motion passed unanimously; 2/0.** The purchase order was signed by the board.

Purchase Order ~ Bean Hill Forest Services

****Motion** Mr. Bryer motioned, seconded by Mr. Curley, to approve the purchase order for Bean Hill Forest Services, LLC for the forest management plan update, in the amount of \$2,500.** Mr. Curley asked if the amount was going to be paid out of the conservation commission budget. Mr. Martel replied yes. **Motion passed unanimously; 2/0.** The purchase order was signed by the board.

Elderly Exemption ~ Atkinson, David Rd. Map 222; Lot 33; Sublot 2

Mr. Martel explained that the town's assessor has recommended that this elderly exemption be denied as the requirements have not been met. ****Motion** Mr. Bryer motioned, seconded by Mr. Curley, to deny the elderly exemption for Atkinson Map 222; Lot 33; Sublot 2. Motion passed unanimously; 2/0.** The exemption was signed by the board.

Multi-Year Primex Discount Program Agreement

A discussion was held regarding the town's Primex contract. Mr. Martel explained that this agreement extends and amends the current membership agreement. Mr. Bryer requested to table this item for further review and added that the board may want to go out for bids again.



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Current Use Application ~ Lents/Bolduc, First NH Turnpike. Map 217; Lot 59.

****Motion**** Mr. Bryer motioned, seconded by Mr. Curley, to approve the current use application for Lentz/Bolduc, 958 First NH Turnpike, Map 217; Lot 59. Motion passed unanimously; 2/0. The application was signed by the board.

FEMA Exit Interview

Mr. Martel explained that the town will be receiving \$4,189. from FEMA from tornado damages. This amount covers time and vehicle usage. ****Motion**** Mr. Bryer motioned, seconded by Mr. Curley, to authorize Chairman Curley to sign the exist interview on behalf of the town. Motion passed unanimously; 2/0.

Agreement & Release Application ~ Anderson, 61 Fiore Rd. Map 116; Lot 54.

****Motion**** Mr. Bryer motioned, seconded by Mr. Curley, to approve the agreement and release application for Anderson, 61 Fiore Rd. Map 116; Lot 54. Motion passed unanimously; 2/0. The application was signed by the board.

Vendor Manifest ~ #39

Vendor Manifest in the amount of \$243,112.22. ****Motion**** Mr. Bryer motioned to approve the vendor manifest for \$243,112.22. Seconded by Mr. Curley. Mr. Martel noted that \$175,000 is for the school. He added that DRA has received the last part of the necessary information from the school and the town should be scheduling a tax rate appointment within the next week. **Motion passed unanimously; 2/0.** The manifest was signed by the board.

Minutes

September 23, 2008

These minutes were postponed to the next meeting.

October 14, 2008

****Motion**** Mr. Bryer motioned to approve the minutes from October 14, 2008, as written. Seconded by Mr. Curley. Motion passed; 2/0.

Budget Schedules

Mr. Martel explained that he will be providing town boards with copies of their budgets along with a request to schedule an appointment with the selectmen, if necessary. Mr. Martel noted that the finance administrator will be the only one that will be making changes to the budget.

Selectmen's Comments

Mr. Bryer asked if there is a provision in the state statutes for low and moderate income families for tax relief assistance. Mr. Bryer suggested a warrant article be created. Mr. Martel replied that he will contact the Local Government Center for further information.

Mr. Bryer asked about the appointment for setting the town's tax rate. Mr. Martel stated that all information has been provided to DRA and the meeting will be held next week at DRA. Mr. Bryer requested some notice as he plans to attend. Mr. Martel stated that he must redo the MS-4.



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Mr. Curley requested that Gary Garnett address the recorder information. Mr. Garnett provided bids of three options. He explained that the least expensive is \$179. with microphones built in although that is not necessary as he would prefer to hook into the PA system. He added that you can add up to a 4GB memory card to it. Another option available costs \$224. and the final option costs \$299. and does not have the built in microphones and recommended this option as he felt it would last longer. Mr. Curley noted that the third option does include a built in microphone. Further review and discussion was held. Mr. Bryer asked if the costs would be coming out of the cable trust fund. Mr. Garnett replied yes. ****Motion** Mr. Bryer made a motion, seconded by Mr. Curley, to approve the purchase of the M-Audio Micro-Track recorder for \$299. with shipping and handling charges totaling \$8.90. Motion passed unanimously; 2/0.**

Non-Public Session

7:30 p.m. ****Motion** Mr. Bryer made a motion, seconded by Mr. Curley, to go into a non-public session under RSA 91-A:3II(c).**

Roll Call Vote:

Selectman Bryer – yes

Selectman Curley – yes

Motion passed unanimously; 2/0.

****Motion** Mr. Bryer made a motion, seconded by Mr. Curley, to come out of non-public session at 7:55 p.m. Motion passed unanimously; 2/0.**

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

7:56 p.m. ****Motion** Mr. Bryer motioned to adjourn, seconded by Mr. Curley. The motion passed unanimously; 3/0.**

Respectfully submitted,

Lisa Fellows-Weaver
Board Secretary