



**Northwood Board of Selectmen
Minutes of November 18, 2008**

Town Hall Northwood NH – November 18, 2008

Call to Order

Chairman Ken Curley called the meeting to order at 6:08 p.m.

Roll Call

Chairman Ken Curley, Selectman Alden Dill, and Town Administrator Paul Martel.

Absent

Selectman Scott Bryer

Citizen's Forum

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

Non-Public Session

6:10 p.m. **Motion Mr. Curley made a motion, seconded by Mr. Dill, to go into a non-public session under RSA 91-A:3II(c).**

Roll Call Vote:

Selectman Dill – yes

Selectman Curley – yes

Motion passed unanimously; 2/0.

****Motion** Mr. Dill made a motion, seconded by Mr. Curley, to come out of non-public session at 6:35 p.m. Motion passed unanimously; 2/0.**

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

Appointments

6:15 p.m. Recreation Department and Committee/2009 Proposed Budget

Scott Vaughn and Charlie Comtois from the recreation committee and Recreation Director Kathy Boudreau met with the board relative to the proposed 2009 recreation budget. She explained that they are planning to decrease the beach attendant salary based on the data collected over this past summer. When lifeguards were on duty they took counts of attendance and provided a clear pattern that the beaches were not very busy in the morning. She stated that beaches will be staffed lighter weekday mornings when there are no swimming lessons scheduled.

Mr. Dill noted that the salary line is listed as a decrease. Mr. Martel replied that there were 27 payrolls this year. Additional discussion was held regarding the salary of the beach coordinator. Ms. Boudreau explained that additional funds have been added to this line to allow for additional hours throughout the calendar year for additional duties. This would include beach preparation and possibly to implement additional programs. Mr. Dill asked if this change would decrease any hours and/or duties for the director. Ms. Boudreau replied that this will help to allow for more quality programs. She explained that there would be an additional person available not for just the summer as the summer months the beach coordinator has 40 hours per week focused just on the beaches. This will allow for pre and post summer availability for any other events. She added



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that volunteers are great; however, there is always a need for additional help. Mr. Curley asked what the overall increase of hours would be over last year. Ms. Boudreau replied that she has averaged an additional 10 hours per week for the entire year aside from the core summer time. She added that last year the hours in the late summer were 10 hours per week with no hours during the winter months. Ms. Boudreau stated that it would be great to have the coordinator approved to work this coming winter.

Mr. Dill supported the idea for additional hours if there are additional duties assigned such as the new ski program. Additional discussion was held regarding hours. Mr. Curley requested a total of hours worked this year to justify the difference.

Further discussion was held regarding the cell phone line. Ms. Boudreau stated that cell phones are now being outlined per department.

Mr. Curley referenced the sanitation line relative to portable toilets and noted that the line has doubled this year to \$1,100. Mr. Curley added that the chemical toilet at Lucas Pond was a new unit. Ms. Boudreau noted that the fee for that unit is not in the recreation budget for 2009. Mr. Dill asked who will pay for the Lucas Pond toilet in 2009 and Mr. Curley replied that it will be the responsibility of the conservation commission. Mr. Dill noted that the fee was \$630. for this year was paid from the recreation department's budget and it will not be included in next year's budget.

Ms. Boudreau noted that the toilet at Bennett's Bridge was not added into the budget for 2008 as the beach was originally scheduled to be closed. The beach was opened and upon opening the beach mid summer, a portable toilet was added. Mr. Dill asked if there was enough patronage to justify the toilet and lifeguard. Ms. Boudreau replied yes.

Mr. Dill asked if there was another toilet at the soccer field and Ms. Boudreau replied that there was a toilet leased during the soccer camps. Further discussion was held regarding the use of the soccer fields for next year. Mr. Dill suggested splitting the uses between the new field and the field on Bow Lake Rd. He added that the field on Bow Lake Rd. is taking a beating with the excessive use. Mr. Dill expressed concern with the fact that it may appear to the public that the new field is not being used as intended. Mr. Vaughan replied that if the new field does not have time to set it will be destroyed. Ms. Boudreau stated that if the goal is to have the field be more public, it can be used for other recreation events that will not tear up the field.

Mr. Martel asked if mowing, fertilizing, and field maintenance have been addressed for the two fields. Mr. Vaughan replied that the maintenance will be directed by the facilities committee, which he added he and Mr. Comtois are members of. Further discussion ensued regarding maintenance of town hall facilities with mowing. Mr. Vaughan stated that the maintenance of the fields should be included with all other town facilities. Mr. Dill stated that he wants to make sure that maintenance is addressed with the facilities committee and discussions will need to be held with the vendor. Mr. Vaughan added that the field should be re-seeded in the spring.

Discussion ensued regarding a gate and sign for the new field. Ms. Boudreau explained that she contacted Primex who did not recommend a gate. As far as verbiage of a sign it would not need to



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be as detailed as the beach signs as there is a lot less risk with the field. Mr. Martel offered to work on this with Linda Smith.

Mr. Curley asked about the increase with the recreation programs and if the increase was due to the switch to the YMCA. Ms. Boudreau replied yes. Mr. Martel noted that the salaries for recreation counselors exceeded \$6,000. He asked if the department was planning to use the YMCA again for 2009 and Ms. Boudreau replied yes. She added that there were no counselors; however, the money was used for the YMCA program. Mr. Curley noted that the funding for the YMCA program should be removed from the counselor's line and added into the program line. He noted that \$1. should be left in the counselors line to keep the line open for future use.

Other lines were reviewed and most noted as level funded. The board requested additional information relative to the hours of the beach coordinator; the total proposed increase. Mr. Dill added that the bottom line will be \$6,000 less due to the counselor's line; therefore, the total increase is \$4,970.

7:00 p.m. Police Department and Commission/2009 Proposed Budget

Commissioners Spike Bryant and Richard Cummings; and Police Chief Glen Drolet met with the board regarding the police commission's budget and the police department's budget.

Police Commission:

Mr. Curley asked if there have been any major changes in the police commission's budget. Mr. Cummings replied no; however, he mentioned the legal expense line. He explained that this line is an unknown; however, they have tried to be conservative.

Police Department:

Mr. Curley asked for a vision over the next year for the police department. Chief Drolet explained that this year has been a good year. There were a few officers that left and those positions have now been filled. He stated that he feels that all of the officers will make a good team once the two new officers have finished the academy. He added that they are scheduled to begin the academy in January, with completion to be in April.

Mr. Drolet explained that many lines are level funded. Mr. Dill asked about line 210/health and dental insurance as it appears to be an increase of \$31,116. as it was \$67,000. in 2008 and will be \$98,000. Mr. Dill noted that there will be a savings in the chief's line of approximately \$12,000. Mr. Drolet replied that he does not have an increase in this line. Mr. Cummings noted that the department does not have any control over this line. Mr. Martel added that there was a large increase in premiums; however, he will check into this line with the finance director.

Mr. Drolet explained that the department has had to go to a call status during the evenings.

Mr. Curley called for a recess as updated budget copies were being made for the chief and commissioners.



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Discussion ensued relative to salary increases for part time officers. Mr. Dill asked if the increases were due to the need for additional coverage until the new officers have completed the academy. Mr. Drolet replied that he is not sure; however, will talk to the finance director.

Mr. Drolet stated that the first change that he has proposed is line 330, contracted services. He explained that the increase is \$77.00, which is due to software increases. Mr. Dill noted other general increases due to cell phones, heating oil, telephones, and electricity as these items are being separated out by departments this year. Mr. Dill asked if there are any cuts being made to save with heating fuels. Mr. Drolet replied that the temperature is set at 62. Mr. Drolet noted that there is a reduction with the security cameras. Mr. Dill noted that the town is also saving on the dog as the town does not have the dog anymore.

Mr. Dill stated that there is an overall increase of \$57,000. Mr. Drolet replied that the increases are not something that they submitted so they must be additions from the finance department.

A discussion was held regarding the notes under line 630 relative to the seeding and roofing of the station. These notes were determined to be from last year and will be removed. Further discussion was held regarding the general maintenance and if this should be included with the facilities committee. Mr. Drolet explained that last year the hot water heater was replaced and the cost of \$1,500 was paid out of the police department's maintenance line. Mr. Curley agreed; however, Mr. Dill stated that it should have been addressed through the facilities committee. He stated that he would prefer to have one line for general maintenance for the whole town and keep it central for all town buildings. Mr. Martel stated that there was \$104,000 in that line last year for town buildings. This topic will be further discussed.

Mr. Dill asked what matching grants will be applied for this year. Mr. Drolet replied that it is not certain at this time as to what matching funds are available. He explained that items could be radar systems, video camera systems for the cruisers, computer software, etc. He noted that there are many opportunities within highway and safety. At this time, he is not working on any as he has utilized all for this year. He hopes to have video cameras in all cruisers next year. He would also like to update the radar systems as there are still a few that are older systems.

Discussion ensued regarding the warrant articles. Mr. Drolet stated that three articles have been submitted. The first article is for special duty coverage for \$50,000. Mr. Drolet explained that this article is submitted yearly and is reimbursed by the company that has required the coverage.

Mr. Drolet stated that the second article is to raise and appropriate funds to purchase a new cruiser in the amount of \$35,000. Mr. Dill asked how many cruisers there are. Mr. Drolet replied six; five for the department and the one for Coe Brown Northwood Academy School Resource Officer. There are two SUV's used for snow storms. Mr. Drolet explained that there are nine officers and when the department is full staffed there are two officers out during the evenings. Mr. Dill stated that the department is not fully staffed at this time and asked how many officers are on duty at one time. Mr. Drolet replied usually two at once and when fully staffed this is six cars per day. He added that this does not include details, trainings, court appearances, etc. It is not a problem at this time as the department is short staffed; however, when the department is fully staffed with trainings, patrols, court dates, and details, all cars are in use. He added that if cars are



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not added, then the mileage will increase quickly. He added that the proposed vehicle is a Ford Crown Victoria. He noted that the oldest vehicle is the SRO's, a 2003 Ford Crown Victoria with 171,000 miles and there is another 2003, as it was purchased within the same model year, with 80,000. The 2005 cruiser has 112,000 miles and the 2007 has 15,000 miles. He added that the 2006 Ford Explorer has 46,000 miles and the 2008 explorer has 11,000. Mr. Drolet stated that the proposal is to replace the 2003 with the 171,000 miles.

Mr. Cummings stated that the mileage amounts do not include running hours. He stated that the chief has done a lot of research between the Crown Victoria and other options. Mr. Drolet explained there are three options available, the Ford Crown Victoria, Dodge Charger, and the Chevy Impala. Mr. Drolet explained that as far as a Ford Taurus, the vehicle is not police rated and no testing has been done. He stated that as far as gas mileage between the three options, it is all relatively the same. He explained that he would prefer to stay with the crown vic as the equipment can be swapped over and reused, lights, consoles, etc.

Mr. Drolet stated that the third warrant article is for \$50,000 for a new police department improvement capital reserve fund. He explained that the current facility is becoming too small. He stated that storage is a large problem as all police arrest reports must be kept for life. This adds up to be about 300 reports every year. Mr. Drolet stated that he plans to check into storage options. Mr. Martel explained the current storage option that the town hall is working on. Mr. Dill stated that the town is already contracted with Archive America. Mr. Martel stated that it is \$0.23 per cubic foot and explained the process. Mr. Drolet added that there are only three offices for eight officers and the building is an old building.

Additional discussion was held regarding the amount to request. Mr. Curley suggested \$5,000 - \$10,000. Mr. Drolet noted the capital improvements plan through the planning board and added that there has been some discussion with the facilities committee.

Further discussion ensued regarding the facility and the limited space. Mr. Drolet explained that during the tornado officers were working in plain clothes rather than uniforms as they could not get home. He explained that there are no locker facilities in the building and the restroom is the same for everyone.

Mr. Dill asked if there is a work out reimbursement through Primex. Mr. Martel replied yes. Mr. Drolet noted that every three years of the officer's career it is mandatory to pass the physical training test.

Mr. Bryant asked if the commissioners are able to use other vendors than what the town uses. Mr. Dill replied that the town has been following the bid process for all mowing as one contract. Mr. Curley added that should the commissioners decide that it would be more cost effective for the police to bid out for projects then they need to make sure that it is added into their budget. Mr. Curley added that typically the facilities committee would take care of this. Mr. Drolet mentioned that there were some issues with leaves and cutting around the building and an officer was doing some of the ground maintenance rather than being out on patrol.



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Non-Public Session

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

Roll Call Vote:

Selectman Dill – yes

Selectman Curley – yes

Motion passed unanimously; 2/0.

****Motion**** Mr. Dill made a motion, seconded by Mr. Curley, to come out of non-public session at 7:50 p.m. Motion passed unanimously; 2/0.

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

Town Administrator's Report

Town Report Vendor Recommendations

Mr. Martel stated that this item was tabled on November 12. He explained that he would recommend that the board approve the board administrator's recommendation to stay with Town and Country from Concord for printing the town report. He stated that he spoke to Linda Smith today who noted that the staff at Town and Country worked well with her to put the town report together.

Mr. Curley noted that he also spoke with Ms. Smith who explained that it took three shipments for all of the reports. He added that through his discussion it appeared that Ms. Smith was on the phone many times at length with Town and Country who assisted greatly with the completion of the report. He added that with the other company there would be a charge for assistance at \$60. per hour. Ms. Smith stated that Town and Country does help with the design of the report where some other printing companies may not and charge for that additional service. ****Motion**** Mr. Curley motioned, seconded by Mr. Dill, to approve Town and Country Reprographics for the printing of this year's town report. Motion passed; 2/0.

Donation Requests

Mr. Martel stated that he was asked to review the history of the town's donation requests for the past three years for the Richie MacFarland Children's Center, Aids Response Seacoast, and Sexual Assault Support Services (SASS). He stated that the only one that did not request a donation for 2008 was SASS. All others have been consistent. The board agreed to add the donation request from SASS to the 2009 budget.

IT Services at Town Hall

Mr. Martel stated that Pete Jones came in this morning and repaired the server. He added that there are some serious problems with the server as far as room and there are no backups being completed. Mr. Curley stated that he has spoke to Pete Jones and added that the server is not really a server that is protecting the data. He added that drives on the server are very small.



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Mr. Martel stated that he has spoken to the finance director who had removed funds from the executive contracted services line from the previous contract and has now added \$7,500 back in so that the funds are available. Mr. Jones had stated that two large hard drives need to be purchased around \$150 each and then he will take care of tapes, etc. to make the process complete and be an insurance policy of data for the town. He stated that it would probably total around \$500.-\$600. Mr. Dill asked if this is an item to be added to the budget for next year and Mr. Martel replied that it really needs to be addressed immediately. He added that Mr. Jones will be meeting with the technology committee and the money needs to be found in the budget. Mr. Curley stated that an estimate needs to be completed along with a purchase order prior to the December 1 deadline.

Consent Calendar

Purchase Order ~ Town of Epsom for Ambulance Coverages

****Motion**** Mr. Dill motioned, seconded by Mr. Curley, to approve the purchase order for the Town of Epsom for ambulance coverages, in the amount of \$7,000. Motion passed unanimously; 2/0. The purchase order was signed by the board.

Purchase Order ~ Lakes Region Public Access Television

****Motion**** Mr. Dill motioned, seconded by Mr. Curley, to approve the purchase order for Lakes Region Public Access Television, in the amount of \$7,110.10. Motion passed unanimously; 2/0. The purchase order was signed by the board.

Oath of Office ~ Alternate Library Trustee

Mr. Martel presented the board with an oath of office for Pat Bondelevitch as an alternate library trustee for re-signature. The oath of office was resigned by the board.

Tax Rate Acceptance and Oath from DRA.

Mr. Martel presented the board with the tax rate acceptance information of \$19.12 and the oath from DRA for signatures. ****Motion**** Mr. Dill motioned to approve the tax rate and sign the oath from the Department of Revenue and Administration. Seconded by Mr. Curley. Motion passed unanimously; 2/0. The information was signed by the board.

Intent to Cut ~ Hendrick, Corson Dr. Map 207; Lot 40.

Mr. Martel presented the board with an intent to cut wood or timber for Jon Hendrick, Corson Dr. Map 207; Lot 40. ****Motion**** Mr. Dill motioned to approve the intent to cut for Jon Hendrick, Corson Dr. Map 207; Lot 40. Seconded by Mr. Curley. Motion passed unanimously; 2/0. The intent to cut was signed by the board.

Payroll Manifest #35

Payroll Manifest in the amount of \$88,499.43. ****Motion**** Mr. Dill motioned to approve the payroll manifest for \$88,499.43. Seconded by Mr. Curley. Motion passed unanimously; 2/0. The manifest was signed by the board.



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Vendor Manifest #42

Vendor Manifest in the amount of \$150,000. for the school. ****Motion** Mr. Dill motioned to approve the vendor manifest for \$150,000. Seconded by Mr. Curley. Motion passed unanimously; 2/0.** The manifest was signed by the board.

Vendor Manifest #43

Vendor Manifest in the amount of \$1,896.44 for welfare. ****Motion** Mr. Dill motioned to approve the vendor manifest for \$1,896.44. Seconded by Mr. Curley. Motion passed unanimously; 2/0.** The manifest was signed by the board.

Selectmen's Comments

Mr. Dill asked if Mr. Martel has contacted Simply Green Bio Diesel regarding the fuel contract for the town and school. Mr. Martel replied that Allen Demko, school business administrator, contacted them regarding the one year contract and they would not amend the amount of the contract. Mr. Dill noted that the Town of Deerfield was able to work with their vendor who amended their contract to pay market price plus \$0.50. He added that this is a big difference. He requested that Mr. Martel contact Bio Green for any type of amendment.

Mr. Curley requested that the dog officer attend the next meeting.

8:27 p.m. **Motion Mr. Bryer motioned to adjourn, seconded by Mr. Dill. The motion passed unanimously; 2/0.**

Respectfully submitted,

Lisa Fellows-Weaver
Board Secretary