



## Northwood Board of Selectmen Meeting Minutes of March 20, 2007

Town Hall Northwood NH – March 20, 2007 ~ 7:00 p.m.

### Call to Order

Chairman Bryer called the work session to order at 7:00p.m.

### Roll Call

Chairman Bryer, Selectman Witham, Selectman Hadley, and Town Administrator Harriet Cady.

### Minutes

Mr. Bryer postponed the minutes to later in the meeting. .

### Town Administrator's Report:

#### *Abatements:*

Ms. Cady presented the board with the following abatements:

Glenn and Holly Marti - \$865.

Donna Lagond - \$157.

Ken Cannizzaro - \$1,239.

Geraldine Matthews - \$1,084.

Gary and Tim Bates - \$1,903.

Robert and Cynthia Lamey - \$393.

**\*\*Motion\*\* Mr. Hadley to approve the above abatements as read by the town administrator.**

**Seconded by Mr. Witham.** Mr. Bryer asked if the abatements were recommended by the town's assessor. Ms. Cady replied yes. **Motion passed unanimously; 3/0.**

Ms. Cady presented the board with an abatement request for 73 Strafford Rd. Map 231; Lot 45, for Moore. She explained that the Moore's are filing the abatement due to a fire. The town's assessor, Rod Wood, is making a recommendation that should the town grant the abatement, the abatement be prorated for the value of the amount of time that remained in the year from the date of the fire, July 11, 2006; an amount of \$1,108. **\*\*Motion\*\* Mr. Hadley motioned to grant the abatement for Moore. Seconded by Mr. Witham. Motion passed unanimously; 3/0.**

Ms. Cady presented the board with a veteran's abatement for Goodell, Map 108; Lot 66. She explained that the assessor has not recommended the abatement due to the fact that this is not the primary residence.

Ms. Cady presented an abatement for LaFlamme, Map 109; Lot 17 and 18, for unbuildable lots. She explained that the assessor is not recommending the abatement due to the fact that there is no paperwork provided showing that the lots have been designated as unbuildable. **\*\*Motion\*\* Mr. Hadley motioned to deny the abatements for LaFlamme and Goodell. Seconded by Mr. Witham. Motion passed unanimously; 3/0.**

#### *Oath of Office:*

Ms. Cady presented the board with letters of requests from Steve Hampl and Jim Ryan to continue as members on the conservation commission with terms ending March 31, 2010. **\*\*Motion\*\* Mr.**



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Witham motioned to sign the oath of office forms for Mr. Ryan and Mr. Hampl. Seconded by Mr. Hadley. Motion passed unanimously; 3/0.

### ***Purchase Orders:***

Ms. Cady presented an invoice totaling \$4,121. from Town and Country Reprographics for 570 town reports. **\*\*Motion\*\* Mr. Witham motioned to sign the purchase order for \$4,121. Town and Country Reprographics for 570 town reports. Seconded by Mr. Hadley. Motion passed unanimously; 3/0.**

### ***NHDES Correspondence:***

Ms. Cady stated that David Price from DES has notified the town that there has been a violation in logging on Lucas Pond Rd. She stated that she has spoken to Charles Moreno, forester, who has requested a copy of the complaint and added that he does not believe that he violated any wetlands. Mr. Bryer requested that the conservation commission be notified and requested to follow up on the DES correspondence.

### ***Conduct of Public Officials:***

Ms. Cady stated that the Conduct of Public Officials has been revised and new copies were provided. She noted that a signature line was added as well. This agreement is grandfathered for one year.

### ***ADS:***

Ms. Cady stated that she has contacted ADS regarding courses for training. If a representative comes here the cost is \$140. per hour and \$75. an hour for travel time. Mr. Hadley asked if ADS has complied with their contract and provided two person training for their program. Ms. Cady replied no they have not and she will contact them.

### ***Budget Cut Worksheet:***

Given the vote at town meeting, to reduce the budget to last year's figures plus 3%; \$2, 843,448 or a difference of the selectmen's proposed amount, which is \$61,651, Ms. Cady provided the selectmen with a list of recommendations that she has found would be possible as follows:

### **2007 Budget Considerations**

Selectmen's Budget \$2,905,099, Town Meeting Voted \$2,843,448, Difference \$61,651.

Recommended Savings in Budget:

1. Health Plan Change \$21,000+/-
2. Administrator's Salary \$15,000+/-
3. Contracted Services Executive Office Copier \$3,500 +/-
4. Paralegal Research Assessing \$2,000
5. Legal Operations \$10,000
6. Claims Judgment's Services \$25,000
7. Part Time Planner Salary \$12,000
8. Legal Planning Board \$10,000
9. Grounds Care GGB \$5,000
10. Lamprey Transport Sanitation \$5,000
11. Health Dept. \$1,000
12. Animal Control \$5,000
13. Health Agencies \$3,000



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- 14. Conservation \$2,500
- 15. Interest on TAN \$5,000

Total in cuts **\$115,000**

Ms. Cady noted that one employees doctor would not be in the new company should the town switch. Mr. Bryer stated that he would like to have an open meeting to the employees for clarifications involved with a switch. He added that it would be more appropriate for the new board to address the budget cuts. He also noted that he has been reviewing the new wage study and based on the recommendations in the wage study that has not been accepted, he believes that after the recount is completed, the new selectmen should be involved with the wage study. He questioned the fact that the proposed wage study recommends 20 steps and the town is currently at 10 steps. Mr. Bryer stated that he feels that a 15 step plan would be better. He requested that there be a meeting scheduled with Mr. Cox for discussion and explanation purposes. Ms. Cady replied that her personal consideration is the way staff is moved once they reach step 10, the personnel remains at that step until another wage plan is completed. Mr. Bryer stated that he feels that the planning board's budget could be cut and added that the selectmen had included enough in the operating budget proposed for the planning board's operations.

Mr. Witham stated that the budget that was approved was \$83,000 higher than last year and added that there was a savings of nearly \$300,000 last year. He stated that the town should remain at what there is and not slash anything. Mr. Bryer stated that the board will not slash and will look at what can be given the employees for their raises. He added that the board explained to the budget committee that the budget was created with one step for employees plus a 3.3% for COLA; however, the selectmen made it clear to the budget committee that there would not be any big raises this year and all employees would be appropriately placed within the matrix, based on the recommendations. Mr. Witham stated that he and Mr. Bryer know the information in the budget and could address this now.

Mr. Hadley presented, for informational purposes, three items totaling \$61,000 for budget cuts (see attached).

Mr. Bryer confirms that there are 20 days until the town's forms need to be submitted to DRA. Ms. Cady replied that that is correct and a late fine will incur at \$5 per day late fee.

### ***Information on Primex::***

Comparison information of health plans for Primex was provided to the selectmen.

Ms. Locke asked to whom she should make out the check to for the taps. She also asked if there was a liability contract that she should sign. Mr. Bryer told her to meet with the town administrator.

### ***Selectmen's Comments:***

Jim Hadley stated that the recount will be held March 26 at 10:30 a.m. and he will not be able to attend. Mr. Bryer stated that he too will not be in attendance. Ms. Cady stated that they will need to contact the moderator to appoint someone as a counter in their place as the law states that the selectmen are the persons who recount. A member of the public will contact Mr. Robertson.



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Ms. Cady stated that the finance technician did three manifests for this vendor run due to problems with the ADS software not accepting a name and address. The checks have been voided out.

Ken Witham stated that about a week ago he requested to find out how many times former administration had posted anything to the website and the request has not been filled. Peter Jones, in the audience, replied zero. Mr. Jones stated that he is a volunteer and answers to the selectmen's requests.

Mr. Bryer stated that he was on the town's website and noted that there is a link to "The Forum". He stated that he thought that the town had a policy that the town's website was for official use of the town only.

Mr. Jones stated that he received an email from Ms. Cady regarding a request for information that he felt that he should answer from the selectmen and there may be an issue with that information due to personnel's private information. He added that he answers to the board of selectmen. Mr. Bryer replied that an individual can request information under RSA 91-A. He suggested that a procedure be created for a request for information through the webmaster.

Ms. Cady explained that under RSA 91-A, an appointed or elected official, are all responsible under the Right to Know laws. She stated that when the request for information was made, it was her understanding that the web committee was an appointed committee. Audience members replied that there was no such committee, just Mr. Jones as the volunteer webmaster. Ms. Cady noted that there was other information. She suggested that the selectmen can make a statement that the web committee will have all requests go through the select board.

Further discussion was held. **\*\*Motion\*\* Mr. Hadley motioned for any right to know requests of volunteers will be given to the selectmen's office to authorized the release of the information requested. Seconded by Mr. Witham.** A definition of a volunteer is a non paid person, elected, appointed, doing work. **Motion passed unanimously; 3/0.**

Mr. Bryer stated that the website was to be non-partisan and was for informational purposes. Mr. Jones noted that there is a directory of links on the town's website complying with the terms of service approved February 22, 2005. He added that there are disclaimers on the website. Further discussion was held regarding the policy being amended regarding what types of materials can be submitted. **\*\*Motion\*\* Mr. Hadley motioned to remove the link for "The Forum" until a policy can be formalized and any other links to any politically motivated information. Seconded by Mr. Witham.** Ms. Cady stated that she tried to add the Attorney General's Memorandum to the Right to Know law. Mr. Jones stated that a link could be added to the website and further explained links as opposed to copying to the town's site. Mr. Jones stated that he will amend the terms of use. **No vote was taken.**

Mr. Hadley asked for clarification regarding the warrant article for the full time transfer station supervisor and the passing of the article. Mr. Bryer replied that the moderator had called him and it is his understanding that the article did not pass. It appears that a mistake was made with the count and there was no ill intent. He added that per the secretary of state, the vote needed to be challenged at the time of town meeting. He added that it was clear that the voters did not intend for



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that to pass. Mr. Bryer stated that he supported the position; however, feels ethically obligated that the position should not be funded. This will be taken up by the new board.

Mr. Hadley stated that this is up to the future selectmen to determine to fund or not. Further discussion was held regarding the count process that occurred at town meeting. Mr. Bryer explained that he spoke to the town clerk/tax collector regarding the vote and he added that Mr. Robertson did contact him regarding the counts of the warrant articles.

Additional discussion was held regarding what lines were not fully spent in the 2006 budget. Ms. Cady will provide this information per the request of Mr. Bryer. Ms. Cady stated that she sent an email to the department's regarding spending and to look for savings within their budgets, per Mr. Bryer. She added that a warrant article can only be expended for that item so it is not a savings in the budget. Mr. Bryer noted that if the selectmen feel that a warrant article is not fiduciary responsible, then the board does not have to fund the article. Mr. Witham asked if there is a budget freeze. Mr. Bryer replied that there would only be a freeze if authorized by the selectmen. Ms. Cady added that she requested that the departments not spend anything unless it was a necessary item until the selectmen can go through the budget to determine what areas in the budget should be expended or not expended. She had further requested departments consider where they would make 3% in cuts, if necessary.

A discussion was held regarding the recreation warrant article and the total cost necessary for the position. Ms. Cady stated that petitioned warrant articles are not the responsibility of the selectmen. She stated that at the Wednesday night meeting, she had noted that the articles, as petitioned, were not funded correctly. Further discussion was held regarding the pace of town meeting. Mr. Witham stated that usually the administrator is present to help the selectmen with questions and there was no one at the meeting to help with figures, etc. He added that he contacted Ms. Cady to come to the meeting. Mr. Bryer stated that Saturday's meeting was a lesson learned.

### **Minutes:**

February 6, 2007: **\*\*Motion\*\*** Mr. Hadley motioned to approve the minutes of February 6, 2007, as presented. Seconded by Mr. Witham. Motion passed unanimously; 3/0.

February 26, 2007: **\*\*Motion\*\*** Mr. Bryer motioned to approve the minutes of February 26, 2007, as presented. Seconded by Mr. Hadley. Motion passed unanimously; 3/0.

March 14, 2007: **\*\*Motion\*\*** Mr. Hadley motioned to approve the non-public minutes of March 14, 2007, as presented. Seconded by Mr. Bryer. Motion passed; 2/0. Mr. Witham abstained.

March 14, 2007: Postponed until the next meeting.

**\*\*Motion\*\*** Mr. Witham made a motion to adjourn. Seconded by Mr. Hadley. The motion passed unanimously 3/0 at 8:10 p.m.

Respectfully Submitted,  
Lisa Fellows-Weaver  
Board Secretary