



## **Northwood Board of Selectmen Meeting Minutes of April 10, 2007**

**Town Hall Northwood NH – April 10, 2007**

### **Call to Order**

Chairman Bryer called the work session to order at 6:00p.m.

### **Roll Call**

Chairman Scott Bryer, Selectman Alden Dill, Selectman Ken Curley, and Town Administrator Harriet Cady.

### **Public Comments**

Kate McNally asked if the wage study considers more than just salary, i.e. experience, or level of education. Mr. Bryer replied that some factors considered included geographical location, population, equalized values, and similarities of town operations. Towns used in the comparison were Candia, Barrington, Auburn, Chichester, Epsom, Deerfield, Nottingham and Pittsfield. Positions from other towns are compared. Mr. Dill read a list of 10 other factors that are also considered to determine appropriate steps.

Steve Bailey asked what the policy is for being placed on the BOS agenda. Mr. Bryer explained that the deadline is the Thursday prior to the meeting by 2 p.m. He added that calling any of the selectmen a citizen may request the chair to have you added. Mr. Bryer stated that the deadline is to allow the agenda to be completed and posted by Thursday afternoon.

John Lane asked where the highway winter budget stood after the latest storm. Mr. Dill replied that there was about half left before the storm and ten thousand had been taken out.

Debra Locke spoke to her tapping the trees behind the school. She hung 20 buckets for sap. She offered pictures of the children gathering the sap. She hopes that the board will consider a five year contract. Mr. Bryer replied that a contract can only be three years due to the selectmen's terms are only three years. Ms. Locke provided a check for \$7.00. She stated that this was the most rewarding experience that she has had with all the volunteering that she does.

Rick Wolfe asked if Mr. Dill and Mr. Curley would be honoring Steve Bailey's request from candidates night and honoring the voter's wishes for results of town meeting. Mr. Wolfe stated that this pertains to all issues and asked if the transfer station supervisor has increased his hours according to rumors throughout town. Mr. Dill replies that nothing has changed at the transfer station. He added that discussions are ongoing to other matters. Mr. Curley replied that it was a matter of opinion what the voters wanted. Mr. Bryer stated that for a stated vote to be over turned, it needed to be challenged at the meeting, per the secretary of state's office. The moderator's call was final. It will be up to the selectmen should the position be funded or not for full time. He added that he thinks it is a gray area and is up to each selectman as to how they wish to vote on the matter. Mr. Wolfe again stated what the vote was and the wishes of the people and that the selectmen should follow the town's people's wishes.

### **Appointments:**

**6:15: School Superintendent-Judy McGann**



## **Northwood Board of Selectmen Meeting Minutes of April 10, 2007**

Ms. McGann met with the BOS representing the school board. She referred to a letter dated April 9, which is a response to a request to share the school's technology director. She explained that they are in the beginning of the process with the job description review and will be beginning the interviewing process starting in May. Further discussion will be held with the school board and the selectmen as the process continues. Mr. Bryer thanked Ms. McGann for coming and providing an update.

### **Town Administrator's Report:**

#### ***Wage Study***

Ms. Cady stated that she and the finance technician have been working on the wage study to determine the placements. They have placed the salaries in on the appropriate steps. She added that the board should review the materials as they may want to make some changes. She suggested that the board hold an executive session at the end of the meeting.

#### ***Appointment with Health Officer Don Arsenault***

Ms. Cady explained that she has requested the health officer to meet with the board tonight due to recent reports regarding the Jade Imperial Restaurant. She stated that reports have been done and the health officer will continue to write reports regarding the ongoing issues. Ms. Cady explained that Mr. Arsenault has met with the owner three times and the septic is being pumped weekly. A replacement design has been proposed and they are working to do the replacement without having to replace the well too.

#### ***Blanket Purchase Order:***

Ms. Cady presented the board with a blanket purchase order for \$2,500 for Network Managers.  
**\*\*Motion\*\* Mr. Dill motioned to approve the \$2,500 blanket for Network Managers. Seconded by Mr. Curley. Selectman Bryer made the motion unanimous; 3/0.**

#### ***Recycling Committee:***

Ms. Cady spoke to requests received from Ben Edwards and Doug Chamberlin to be appointed to the recycling committee. Mr. Bryer asked if anything had been received in writing. Ms. Cady replied that Mr. Edwards was a verbal request and Mr. Chamberlin requested by email.

#### ***Local Government Center (LGC) - Removal Health Insurance Letter:***

Ms. Cady provided a letter to the LGC explaining that as of June 1 the town will no longer be participating in their health insurance plans. She stated that this is the process should the town want to switch to the Primex Health Program. She further explained that a member from Primex met with the employees, explained the program, and provided membership packets. Ms. Cady added that the feedback from employees as a result of the meeting was positive. Employees noted that there would be a savings on prescriptions and other fees. No one offered to submit anything in writing regarding the Primex plans. Ms. Cady stated that the savings, as of June 1, will go from \$18,000 down to \$13,000+. On top of that there is a prorated amount of \$1,900+ from Worker's Comp and property liability, a savings of 5%. Further review of materials was held. **\*\*Motion\*\* Mr. Curley motioned for the town to switch health insurance plans to Primex, Harvard Pilgrim. Seconded by Mr. Dill. With a roll call vote, the motion passed unanimously; 3/0.** All three selectmen signed the letter to LGC following the vote.



## **Northwood Board of Selectmen Meeting Minutes of April 10, 2007**

### ***Executive Secretary Position:***

Ms. Cady stated that she contacted prior interested candidates and all have accepted other employment. She stated that she posted the job in house and received an application. This will be further addressed in a non public session. She added that she has not put the position out for advertisement.

### ***Gravel Levy***

Ms. Cady presented the board with a gravel tax levy for \$114.30 for Docko and Bailey. **\*\*Motion\*\* Mr. Dill motioned to approve the gravel levy for \$114.30. Seconded by Mr. Curley. Selectman Bryer made the motion unanimous; 3/0.**

### ***Intent to Excavate***

Ms. Cady presented the board with an intent to excavate for David Docko. **\*\*Motion\*\* Mr. Dill motioned to approve the intent to excavate for Mr. Docko. Seconded by Mr. Curley. Selectman Bryer made the motion unanimous; 3/0.**

### ***Intent to Cut***

Ms. Cady presented the board with an intent to cut for John Bateman. **\*\*Motion\*\* Mr. Dill motioned to approve the intent to cut for Mr. Bateman. Seconded by Mr. Curley. Selectman Bryer made the motion unanimous; 3/0.**

### ***Transfer Station Purchase Order for Containers***

Ms. Cady presented the board with a purchase order for the transfer station containers. She explained that the amount for the containers is over what was budgeted at approximately \$10,000. She noted that these are the least inexpensive containers. Mr. Bryer stated that there is a possibility that the containers could end up in another town as they are taken away full and others are brought back. **\*\*Motion\*\* Mr. Dill motioned to approve the purchase order for the two containers for the transfer station. Seconded by Mr. Curley. Mr. Bryer stated that he would like the transfer station attendant to make sure that the town is not ending up with the lower grade containers. Selectman Bryer made the motion unanimous; 3/0.**

### ***6:30 p.m. Recreation Commission***

Chris Andrews, Recreation Commission Chairman, met with the BOS to provide an update on the status of the fields. He stated that the fields subcommittee has done a wonderful job and recommended that work begin on the fields. A driveway is proposed to be built back to the shed and two fields that are 100' x 200' that will be practice fields. Hodgdon and Son will be building the driveway and fields. He explained that there is currently approximately 6 ft. of loam on the property now. Two bids were received; Docko and Hodgdon with Hodgdon less expensive. Mr. Bryer stated that contracts will need to be presented to the board for signatures.

Ms. Cady noted that Russ Eldridge had called and requested a meeting with the board about the fields. Mr. Eldridge joined the discussion and asked who would oversee the construction of the project. He stated that he and Bob Bailey are willing to oversee the project. Steve Bailey came forward and explained the history of the project and expectations of being able to put two small



## **Northwood Board of Selectmen Meeting Minutes of April 10, 2007**

fields in this coming year. Steve Bailey asked who would be overseeing the project, either the fields committee or the selectmen and Mr. Eldridge agreed. Mr. Bailey noted that the intent from town meeting was money could be spent under the direction of the recreation committee for the fields. Mr. Bailey and Mr. Eldridge further explained the engineers plan. Mr. Bryer asked who would be overseeing the project. Mr. Eldridge replied he and Bob Bailey.

### ***Barbara Hoover, Track Coach***

Ms. Hoover met with the board regarding a request for money for the track team for a collapsible tent. She noted that there was \$100 left in the revolving fund last year and she would like to use that as well. She explained that town employees collected fees last year. **\*\*Motion\*\* Mr. Curley motioned to accept the proposal from Barbara Hoover to include \$100. from the revolving fund and to approve the budget, as presented. Seconded by Mr. Dill. Mr. Bryer made the motion unanimous; 3/0.**

### ***6:45 p.m. Northwood Conservation Commission (NCC):***

Steve Roy, Chairman of the Conservation Commission, met with the board regarding the Low property proposal. He presented plans of the project and reviewed the history of the parcel. An appraisal has been completed along with a survey. The Low's have obtained a variance from the Zoning Board of Adjustment to subdivide a non conforming lot. The next step is to present a subdivision plan to the planning board. The NCC offered the same price per acre as was offered by the Northwood Ridge Water District in 1987, when 12 acres was purchased.

Mr. Roy referred to RSA 36:A1-5 and explained how the Conservation Land Fund works. He continued to request that the selectmen hold a public hearing to accept the land on behalf of the town. The NCC will then need to hold a public hearing to appropriate the monies from the conservation fund to purchase the land. Mr. Roy stated that there is a grant program available through the Water Supply and Engineering Bureau for lands within a well head protection area of the municipal water supply well. He stated that the grant will match 25% of the purchase cost. The NCC is anticipating pursuing the grant application. The per acre price was agreed to \$1,500 per acre and the total parcel is 105 acres. The parcel would be 70 acres. Mr. Roy stated that the NCC has spent some monies on surveys and appraisals. He noted that these are prime areas that the town needs to conserve. Mr. Roy went on to explain the purpose and use of the conservation land would be for a trail system of the property.

### **Non Public Session for Althea Behm:**

7:05 p.m. **\*\*Motion\*\* Mr. Dill motioned to go into a non-public session under RSA 91A:3II(a) and (c). Seconded by Mr. Curley.**

#### **Roll Call Vote:**

Selectman Dill – yes

Selectman Curley – yes

Selectman Bryer – yes

Motion passed; 3/0.

7:50 p.m. **\*\*Motion\*\* Mr. Curley motioned to come out of the non-public session. Seconded by Mr. Dill. Mr. Bryer made the motion unanimous; 3/0.**



## Northwood Board of Selectmen Meeting Minutes of April 10, 2007

**\*\*Motion\*\*** Mr. Curley motioned to seal the minutes of the non-public session. Seconded by Mr. Dill. Mr. Bryer made the motion unanimous; 3/0.

**\*\*Motion\*\*** Mr. Dill motioned to go into a non-public session with the conservation commission, under RSA 91A:3II(a) and (c). Seconded by Mr. Curley.

Roll Call Vote:

Selectman Dill – yes

Selectman Curley – yes

Selectman Bryer – yes

Motion passed; 3/0.

**\*\*Motion\*\*** Mr. Curley motioned to come out of the non-public session. Seconded by Mr. Dill. Mr. Bryer made the motion unanimous; 3/0.

**\*\*Motion\*\*** Mr. Curley motioned to seal the minutes of the non-public session. Seconded by Mr. Dill. Mr. Bryer made the motion unanimous; 3/0.

### *Highway Advisory Committee:*

**\*\*Motion\*\*** Mr. Curley motioned to appoint John Lane as an alternate member to the Highway Advisory Committee with a term to expire 2010. Seconded by Mr. Dill. Mr. Bryer made the motion unanimous; 3/0.

### *Zoning Board Appointments*

Appointment was signed for Robert Bailey as a member to the ZBA for a three year term.

### *Payroll Manifest:*

Ms. Cady presented the board with the payroll manifest for \$36,508.24. **\*\*Motion\*\*** Mr. Curley motioned to approve the payroll manifest for \$36,508.24. Mr. Dill seconded. Mr. Bryer made the motion unanimous; 3/0.

### *Vendor Manifest:*

Ms. Cady presented the board with the vendor manifest for \$950. **\*\*Motion\*\*** Mr. Dill motioned to approve the vendor manifest for \$950. Mr. Curley seconded. Mr. Bryer made the motion unanimous; 3/0.

### *Wage Study*

**\*\*Motion\*\*** Mr. Dill motioned to approve the Local Government Wage Study as presented in the three ring binder. Mr. Curley seconded.

Roll Call Vote:

Selectman Dill – yes

Selectman Curley – yes

Selectman Bryer – yes

Motion passed; 3/0.



## **Northwood Board of Selectmen Meeting Minutes of April 10, 2007**

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

*Alden Dill* announced that the planning board has positions open for alternate members.

*Ken Curley* stated that Ms. Edwards had requested to be reappointed to the Cable Advisory Committee.

### **Acceptance of Minutes**

Minutes for March 14, 2007: **\*\*Motion\*\*** Mr. Bryer made a motion, seconded by Mr. Curley, to accept the meeting minutes of March 14, 2007, as written. Motion passed; 3/0.

Minutes for March 20, 2007: **\*\*Motion\*\*** Mr. Dill made a motion, seconded by Mr. Curley, to approve the minutes of March 20, 2007, as amended as follows:  
Page 5, Line 14: Change honor to fund. Motion passed; 3/0.

Non-Public Minutes for March 27, 2007: **\*\*Motion\*\*** Mr. Curley made a motion, seconded by Mr. Dill, to accept the March 27, 2007 non-public minutes, as written. Motion passed; 3/0.

The minutes of April 3, 2007 were postponed until the next meeting.

### **Final Public Comments**

Tim Jandebeur spoke to the issues relative to the transfer station. He said he would like to remind Mr. Curley and Mr. Dill of their statements during candidates night. He stated that in the future the big issues will be over water and trash. Since he came to town the town has not done anything and he believes that now is the time do to something. Some transfer station personnel may be taking stuff out and there have been allegations that have been around for a long time. He asked if the town has a policy, if not that there should be one.

Kate McNally stated that during the break she reviewed the minute's binders and the minutes have not been updated. She requests that the binders be updated. Mr. Bryer asked Ms. Cady if they were now up to date and she responded that they were.

Danielle Fortin asked what the selectmen were planning to do regarding the town's lawn maintenance. This item will be addressed at the next selectmen's meeting.

Jean Lane stated that she has been down to the transfer station and it is clean and in order.

Donna Bunker stated that she and Pat Adams are on the Cable Advisory Committee.

Don Arsenault came to the meeting to enlighten the selectmen regarding the Chinese restaurant. Mr. Dill explained that the issues were brought up at the planning board meeting last night. Mr. Arsenault explained that the building department had required a new septic system for the previous restaurant. There were problems where the septic was located and the well may in fact need to be relocated. Mr. Arsenault stated that they are now working to replace the septic system and are putting in a new leach field to stay the required 75' from the well. He added that the restaurant is under order to pump the septic system on a weekly basis.



## **Northwood Board of Selectmen Meeting Minutes of April 10, 2007**

Additional discussion was held regarding the uses of the building, removing the kitchen and expanding the lounge. Mr. Arsenault stated that to qualify as an apartment it must have a bathroom, a kitchen area, and a sleeping area. He explained that were there was a two bedroom area there are two employees who sleep there. Mr. Bryer asked if the sleeping area was just for a few employees to stay over when they work late. Mr. Arsenault replied that this was noted from an inspection done by the fire department.

Mr. Dill commented that he feels that these issues are more than planning board issues at this time. Mr. Arsenault stated that he is not able to close down the facility as there have not been any health problems. Mr. Bryer asked if the state has done any inspections and Mr. Arsenault replied that he believed that they had recently been into the restaurant. Mr. Dill said he has a problem with the code enforcement and does not believe the code enforcement is doing their job aggressively.

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

**Scott Bryer** stated that he would like to finish updating the personnel policy. Need to schedule a meeting to address the personnel policy.

**Alden Dill** stated that the board needs to keep up with everything and communication within town departments as he and Ms. Cady discussed before the meeting. Ms. Cady will schedule meetings with the department heads.

Schedule Ms. Cady will schedule a discussion on the transfer station for the April 17 work session.

### **Non Public Session:**

8:25 p.m. **\*\*Motion\*\*** Mr. Bryer to go into a non-public session under RSA 91A:3II(a) and (c) to discuss wage study. Seconded by Mr. Dill.

#### **Roll Call Vote:**

Selectman Curley – yes

Selectman Dill – yes

Selectman Bryer – yes

Motion passed; 3/0.

10:35 p.m. **\*\*Motion\*\*** Mr. Curley motioned to come out of the non-public session. Seconded by Mr. Dill. Mr. Bryer made the motion unanimous; 3/0.

**\*\*Motion\*\*** Mr. Curley motioned to seal the minutes of the non-public session. Seconded by Mr. Dill. Mr. Bryer made the motion unanimous; 3/0.

Motion to adjourn the meeting was made at 10:40 p.m. Motion passed unanimously; 3/0.

Respectfully Submitted,  
Lisa Fellows-Weaver  
Board Secretary