



Northwood Board of Selectmen Meeting Minutes of May 29, 2007

Town Hall Northwood NH – May 29, 2007

Call to Order

Chairman Bryer called the work session to order at 6:01 p.m.

Roll Call

Chairman Scott Bryer, Selectman Alden Dill, Selectman Ken Curley, and Interim Town Administrator Sandy Garrett. Also present was Town Counsel Marie McPartlin.

Non Public Session:

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

Roll Call Vote:

Selectman Curley – yes

Selectman Dill – yes

Selectman Bryer – yes

Motion passed; 3/0.

Mr. Bryer asked Harriett Cady if she would like to go into a non public session and her reply was no. Mr. Bryer confirmed that the discussion will remain in a public session. Ms. Cady replied that was correct.

Mr. Bryer stated that this is a work session and that there will be no public comment at this meeting other than the board recognizing the Town Administrator Harriet Cady.

****Motion**** Mr. Curley motioned to discuss the termination of the town administrator.

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

Mr. Dill seconded Mr. Curley's motion to discuss terminating the town administrator. Mr. Curley stated that the reasons for termination are performance and numerous complaints. He added that because Ms. Cady is an employee at will it is not beyond the board to vote on the termination. With no further discussion, Mr. Bryer asked if Ms. Cady would like to make a statement to the board.

Ms. Cady asked why her request for the May 22 minutes had not been honored. Ms. Garrett explained that the minutes are completed and are in draft form and are not able to be accessed; however, she did attempt to retrieve the draft minutes today with no avail. Mr. Bryer stated that the minutes would be provided to Ms. Cady as soon as they can be accessed.

Ms. Cady added that she venomously disagrees with what has been stated by the board. She requested that from this time nothing be deleted from the town's computers for possible legal action so that she can have documentation from them. With no further discussion from the board,



Northwood Board of Selectmen Meeting Minutes of May 29, 2007

****Motion**** Mr. Curley motioned to terminate the town administrator, Harriet Cady, effective May 30, 2007. Seconded by Mr. Dill.

Roll Call Vote:

Selectman Curley – yes

Selectman Dill – yes

Selectman Bryer – yes

Motion passed unanimously; 3/0.

Mr. Bryer stated that Ms. Cady's employment had been terminated with the Town of Northwood. Ms. Cady replied that she has the right to an appeal under the town's personnel policy. She added that since the three selectmen are not able to be impartial, they will be replaced by an impartial board. Mr. Bryer reminded Ms. Cady that she was an at will employee and the board has made a decision that she is no longer an employee of the Town of Northwood. In addition, he requested that all town property, such as keys, be returned within 48 hours. He asked that Ms. Cady make an appointment to retrieve her personal belongings from the building, at her convenience.

Interim Town Administrator's Report:

Purchase Order – Fire Department:

Ms. Garrett presented a purchase order from the fire department for their one year training contract in the amount of \$3580. ****Motion**** Mr. Curley motioned to approve the purchase order for \$3580. for training contract for the fire department. Mr. Dill seconded. Mr. Bryer made the motion unanimous; 3/0. The PO was signed.

Purchase Order – Mowing:

Ms. Garrett presented a purchase order for the season's mowing contract for \$4600. Ms. Garrett stated that this PO needs to be accepted and signed as the contract has already been signed. She added that the first invoice has been received for \$1,175. The PO was signed.

Letter – Primex:

Ms. Garrett presented a letter from Primex regarding the 5% multi year discount program that the town received when the health plan was changed. ****Motion**** Mr. Curley motioned to authorize the chair to sign the Worker's Compensation Multi Year Agreement with Primex. Ms. Garrett further explained that the discount was because the town combined all of the towns insurances and it is now at a group rate, there is a 5% discount for the multi years, 3 years. Mr. Dill seconded. Mr. Bryer called for a vote and stated the motion passed unanimously; 3/0.

Operating Budgets:

Per the board's request, Ms. Garrett presented the board with copies of the operating budgets for their review. Mr. Bryer provided Ms. Garrett with questions regarding the budget that he was asked at the recent budget committee meeting. He requested that she research the items.

Ambulance Letters:

Ms. Garrett stated that she has some ambulance letters that were submitted in May 2006. She explained that she has made some attempts to retrieve the letters and apparently they had never been presented to the selectmen. She stated that the letters are requests that the selectmen waive



Northwood Board of Selectmen Meeting Minutes of May 29, 2007

the ambulance bills due to hardships. Mr. Bryer asked if the fire department has reviewed the letters and made recommendations. Ms. Garrett replied that she spoke to the fire captain last week regarding the bills and he recommended, based on the letters, that the fees be waived.

Summer Recreation Fees:

Ms. Garrett presented the board with a request that they approve the summer rec. program fees. Mr. Bryer requested that the fees be presented in a fee schedule. He reviewed an explanation letter provided by the recreation director explaining fees and costs incurred last year for swim lessons. Mr. Bryer stated that the request for swim lessons this year is to remain at no cost. He added that summer camp is being recommended for \$40. per week, which is the same as last year. ****Motion** Mr. Curley motioned to approve the fees recommended by the recreation director. Mr. Dill seconded. Mr. Bryer made the motion unanimous; 3/0.**

Ambulance Letters:

****Motion** Mr. Dill motioned to approve the waivers of the ambulance bills.** Ms. Cady stated that the bills were waived last year. Ms. Garrett stated that she has not been able to find anything noted in the minutes when they were waived by the board. She added that neither the finance nor fire departments were notified of the approval to waive. Mr. Bryer suggested that the minutes be reviewed to determine if the ambulance bills were indeed waived. **Mr. Curley seconded.** Motion was retraced. Mr. Bryer suggested that when the ambulance letters are waived, they be waived by account.

Vendor Manifest:

Ms. Garrett presented the board with the vendor manifest for \$346,391.71. ****Motion** Mr. Curley motioned to approve the manifest for \$346,391.71. Mr. Dill seconded. Mr. Bryer made the motion unanimous; 3/0.**

A discussion was held regarding recessing the meeting to tomorrow morning at 8:30 for FEMA issues due the fact the FEMA had not been posted. Mr. Curley stated that he would not be able to attend.

Mr. Bryer suggested that Primex, Local Government Center, and the NH Municipal Resources be contacted for a consultant to work on an interim basis so that the board can properly advertise the town administrator position. ****Motion** Mr. Curley motioned to contact the organizations for a consultant. Mr. Dill seconded. Mr. Bryer made the motion unanimous; 3/0.**

Non Public Session:

6:23 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 Curley – yes

Selectman Dill – yes

Selectman Bryer – yes

Motion passed; 3/0.



Northwood Board of Selectmen Meeting Minutes of May 29, 2007

6:30 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.**

Mr. Bryer explained that there was no need to seal the minutes as the issue is a public issue. Mr. Bryer stated that Mr. Janelle's contract for mowing did not entail cleaning the Northwood beach and a portion of town hall. He requested that Ms. Garrett contact the recreation department and Mr. Wilson together clean the Northwood Beach area so that the debris is not caught in the mowers. Ms. Garrett will contact Mr. Wilson regarding cleaning the area of the garage at town hall.

Mr. Vaillencourt requested to be appointed to the recycling committee. Mr. Bryer stated that this will be addressed at the next meeting.

6:38 p.m. Motion to recess the meeting to May 30, 2007, was made by Mr. Bryer. Seconded by Mr. Dill. Motion passed unanimously; 3/0.

Meeting Reconvened - May 30, 2007

Call to Order

Chairman Bryer called the work session out of recess and back to order at 8:30 a.m.

Roll Call

Chairman Scott Bryer, Selectman Alden Dill, and Interim Town Administrator Sandy Garrett. Also present was George Carney, project officer from FEMA, Steve Bailey, Joe Holmes, and Road Agent Jim Wilson.

Selectman Ken Curley was excused.

Mr. Bryer stated that there is a file for each road that consists of pictures. He added that some work has been completed on the roads. Mr. Bailey stated that the town has had some experience with the FEMA process due to floods last year. Mr. Carney stated that the next step is to get the town's situation evaluated and apply for grants.

A general overview of the town's roads was provided. Mr. Holmes stated that Northwood is 8 miles long and 3 miles wide. Mr. Wilson stated that there are 42 paved roads and 7 gravel roads maintained in town.

A discussion was held regarding historic and environmental areas. Mr. Bryer stated that an area that did have heavy damage was the Bennett's Bridge area as well as the beach area. The bridge is a historical bridge and it is a public road, which provides access to a residential area. He added that the area should be classified as historical and environmental areas.

Mr. Carney asked if the town had an emergency operation center. Mr. Bryer explained that the central control panel in Raymond, Verizon, was washed out and phone service was lost. Mr. Bailey stated that the fire department had set up a command center at the Ridge Fire Station and



Northwood Board of Selectmen Meeting Minutes of May 29, 2007

the emergency management director was able to establish phone lines through the police department. Mr. Carney stated that some services that the town has paid for are reimbursable and this phone service may be eligible. Further discussion was held regarding wages and reimbursement for overtime. A spreadsheet was provided listing employees and their overtime hours accrued during the 2 – 2 ½ weeks of the floods.

Mr. Carney explained what were eligible expenses for reimbursement. He stated that with the police over time hours are eligible as well as cruiser time used. Regular vehicle time is not eligible; however, FEMA will cover the mileage or the run time for all of the time that the vehicles were out relative to flood issues. Mr. Wilson noted that there is a mileage log. Ms. Garrett will collect the police mileage information relative to accruals during the floods. Additional discussion was held and Mr. Carney will provide a form for time usage calculations. Mr. Carney added that the same information and documentation can be used for the fire trucks. Additional discussion was held regarding equipment used on the roads to move debris. Mr. Wilson explained that there was one instance that there was some debris removal. He added that trees were not as much of an issue.

Mr. Bushnell was present representing the cemeteries. He explained that there was some tree damage, which has been cleaned up; however, there is still some follow up work that needs to be done. He added that there was a gravel area of approximately 700 sq. ft. that had washed away in one cemetery. This area was removed and no invoice has been received to date. Additional discussion was held regarding cemetery ownerships. Mr. Bushnell stated that the town does own these cemeteries. Mr. Carney stated that town owned cemeteries are eligible. He added that FEMA does not write grants for under \$1,000. Mr. Carney stated that the cemeteries could be treated as regular permanent work in which the advantage will be that regular time and over time can be included. He stated that if the damages are due to erosion, then the cemetery should be able to be classified as permanent and contract costs will be covered.

Pictures were reviewed of one area where the road bed had washed out and ended up onto a property owner's lawn. A brief discussion was held regarding a harvest agreement for the town. Ms. Garrett will have the agreement reviewed by town council.

Mr. Carney provided a copy of FEMA manuals that the board reviewed. Mr. Carney noted that there is a 10 day incident period.

Mr. Carney explained that for FEMA reimbursement all grants must be at least \$1,000. He added that there are two types of grants: large projects and small projects. The threshold between the large and small projects is \$59,700. For all large projects, if all of the components of a project exceed the threshold nothing will be paid until all work is completed and processed. For small projects, FEMA will look at the site and show costs involved so far and an estimate will be provided for the completion; FEMA will pay on the estimate.

A discussion was held regarding beach restoration. Mr. Carney stated that FEMA does not reimburse restoring beaches unless there is money in the budget for refurbishing sand. Mr. Bailey stated that this would be in the parks and recreation budget. Mr. Bryer explained that the money



Northwood Board of Selectmen Meeting Minutes of May 29, 2007

within the budget for beaches is to maintain the beaches not for dumping sand. Mr. Bryer noted that the erosion from the beach could affect the bridge area. Mr. Carney stated that there may be another way to address the beach and bridge area. Mr. Bailey provided pictures of Bennett's Bridge and the beach area.

Additional discussion was held regarding the recreation department's shed. Mr. Carney explained that the time for retrieving and repairing the shed will be eligible for reimbursement.

A discussion was held regarding the Village of Northwood Ridge Water District. Mr. Bryer explained that the water district is another town government entity but is not controlled by the town. Mr. Dill stated that one of the water mains was struck while they were doing well repair. Mr. Dill asks if the costs incurred for repairs would be eligible. Mr. Wilson stated that it was a curb stop and added that there has been no invoice received. Mr. Carney replied that if an employee checked on water mains and lines, the levels of lakes, etc., it is all eligible. Mr. Dill asked if private contractors would also be covered. Mr. Carney replied that is probably eligible. Mr. Bryer asked about the town dams. Mr. Carney replied that it would be eligible.

A discussion was held regarding the call fire fighters, paid on a stipend via a point system. Further explanation was provided regarding the point system. Mr. Bailey stated that there were about 15 volunteers on call that day and there were a total of 50 calls, which total about \$500. per person for the day. Mr. Bryer explained the fire department consists of two full time employees and the stipends. Mr. Carney replied that he was not sure about this request. Mr. Bryer noted that the point system would be minimum costs and there would be a lot of time accumulated to collect all of this data. He stated that he is more concerned with covering the real substantive costs. Mr. Bailey stated that the total would be \$7,000. Mr. Carney noted that there may be some reimbursement for volunteer work and/or donated resources. The money will only apply to the 12.5% of the town's emergency work. He added that the town has about \$10,000. in emergency work.

Mr. Carney mentions buildings and equipment. Mr. Dill noted that there were two insurance claims filed, both under \$1,000. One was for the fire station and the other was for the police department. Mr. Carney stated that FEMA will only reimburse the insurance deductible. FEMA will only reimburse 75%, the state may possibly reimburse 12.5%. Mr. Carney explained FEMA's mitigation program and added that he could help the town with this program. He stated that FEMA mitigates damages to buildings and it is 15% of the cost of damages. He added that he will look at the fire and police stations.

Dam problems were discussed. Mr. Wilson stated that there were no problems with the towns' dams.

Ms. Garrett presented a ledger showing what has been paid out so far relative to roads. She stated that the ledger does not include asphalt or labor. A map of the town was looked at and Mr. Carney stated that he would look at the town's roads with the road agent.

The town's bid process was explained to Mr. Carney. An estimate for asphalt will be obtained.



**Northwood Board of Selectmen
Meeting Minutes of May 29, 2007**

Mr. Bryer stated that with Old Turnpike Road this year there was a significant increase of damage this year as compared to last year. Additional discussion was held regarding the culvert and other work. Mr. Bailey provided pictures of the area. Mr. Bryer expressed concern with the fact that two culverts were installed this year that did not exist. Mr. Carney stated that this was an attachment to prevent the damages from occurring again. This is referred to “hardening the facility”. He added that he will add it in as mitigation; however, it will need to be approved by the mitigation department. Mr. Dill added that it was less expensive to mitigate than to replace in kind. Mr. Bryer noted that FEMA paid to replace this area last year and this year with the same damages it was better to install the culvert as preventative measures. Mr. Carney commented that it will be noted that the damage occurred last year and FEMA paid to replace the same portion of the road so FEMA will be glad to pay for the culverts.

****Motion**** Mr. Dill motioned to authorize Sandy Garrett with signatory permissions for FEMA related items. Seconded by Mr. Bryer. The motion passed unanimously; 2/0.

9:55 a.m. Motion to adjourn the work session was made by Mr. Dill and seconded by Mr. Bryer. Motion passed unanimously; 2/0.

Respectfully Submitted,

Lisa Fellows-Weaver
Board Secretary