



Northwood Board of Selectmen Meeting Minutes of January 23, 2007

Town Hall Northwood NH – January 23, 2007 -- 6:00 p.m.

Call to Order

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

Roll Call

Chairman Bryer, Selectman Hadley, Town Administrator Harriet Cady and Executive Secretary Jennifer Boulay

Mr. Bryer stated that Selectman Witham would not be in attendance due to illness.

Citizen's comment:

Marion Knox, from the Administrative Studies Committee, presented the board with four petitions stating one each for a full time Finance Technician, full time Highway laborer, full time Transfer Station Supervisor, and Community Newsletter and asked the board to date stamp as received. Ms. Cady went to get the date stamp and stamp them as received with the date. She asked Ms. Knox if she also wanted her copies date stamped. Ms. Knox replied yes.

Ms. Knox stated that the Candidates night was going to be on Wednesday February 28, 2007 at 7pm in the multi-purpose room at Coe-Brown Academy and Ms. Knox would like to have Mr. Garnett there to tape the meeting. Ms. Knox stated that the snow day for the candidates night in case of bad weather would be the following night, March 1, 2007 at 7pm.

Mr. Bryer stated that the petitions that Ms. Knox brought in were to raise and appropriate twenty six thousand dollars (\$26,000) to hire a new Highway laborer, raise and appropriate twenty three thousand two hundred fifty dollars (\$23,250) to make the Finance Technician full time, to raise and appropriate twenty five thousand dollars (\$25,000) to make the Transfer Station Supervisor full time, and to raise and appropriate nine thousand dollars (\$9,000) to have a community newsletter.

Kate McNally asked the board to explain why in last week's minutes the selectmen agreed to accept a budget not to exceed two million dollars and change. Mr. Bryer explained that this figure was what the Selectmen came up with for the budget after changes but also explained that it will be less due to more changes but is not to go over that specified amount by the Selectmen.

Administrators Report

Ms. Cady stated that she needed signatures from the Selectmen for Timber cut for Lee Baldwin

*****Motion*** was made by Mr. Hadley to sign the timber cut for Lee Baldwin, seconded by Mr. Bryer, passed 2/0**

Ms. Cady presented the board with an elderly exemption for Lionel Saunders of 14 Shore Dr. and James Lutz as well as Abatements for Barbara Fillios, William Rafael, and Jennifer Hebert



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*****Motion*** was made by Mr. Hadley to accept the elderly exemptions and abatements for Lionel Sanders, James Lutz, Barbara Fillios, William Rafael, and Jennifer Hebert, seconded by Mr. Bryer, passed 2/0**

Ms. Cady stated that all of the assessor's recommendations are included.

Mr. Hadley asked Ms. Cady if there was a date set for the audit and Ms. Cady replied not at this time but she is in the process of sending all of the paperwork that the auditors have requested.

Mr. Bryer asked if Flynn and McGee have to sign off before they release documents to the town. Ms. Cady stated that she would find out.

*****Motion*** was made by Mr. Hadley to have Mr. Bryer sign auditors documents for the Town Of Northwood's audit for 2006, seconded by Mr. Bryer, passed 2/0**

Ms. Cady stated she needed a signature from one selectman for the CDBG closeout on Southern New Hampshire Elderly Housing Services.

*****Motion*** was made by Mr. Hadley to have Mr. Bryer sign the closeout of the CDBG grant for the Southern New Hampshire Elderly Housing Services, seconded by Mr. Bryer, passed 2/0**

Ms. Cady stated that she sent the petitions to attorney and DRA, does Mr. Bryer want the petition to be reviewed. Mr. Bryer stated that he thought that would be appropriate, but make sure the town clerk verifies the voters.

6:15 Appointment the acceptance and naming of Twombly Drive

Mr. Bryer read the notice from the newspaper on accepting and naming Twombly Drive. Mr. Bryer opened conversation up to the public with no response.

*****Motion*** was made by Mr. Hadley to accept Twombly Drive and the name Twombly Drive conditioned on the Planning Board giving a waiver to subdivision regulations 5.6 for as built plans, seconded by Mr. Bryer, passed 2/0**

Ms. Cady presented to the board blanket purchase orders from Staples for three thousand dollars (\$3,000), AVITAR for four thousand six hundred and eighty five dollars (\$4,685), David Allain from Round Pond Soil Survey for six thousand dollars (\$6,000), Dave's Cleaning for nine thousand dollars (\$9,000), and Verizon for fifteen thousand dollars (\$15,000).

*****Motion*** was made by Mr. Hadley to accept the blanket purchase orders of Staples for three thousand dollars (\$3,000), AVITAR for four thousand six hundred eighty five dollars (\$4,685), David Allain, Round Pond Soil Survey, for six thousand dollars (\$6,000), and Dave's Cleaning for nine thousand dollars (\$9,000), and Mitchell and Bates for twenty thousand dollars (\$20,000) seconded by Mr. Bryer, passed 2/0**

*****Motion*** was made by Mr. Hadley to accept the blanket purchase order for Verizon in the amount of fifteen thousand dollars (\$15,000), seconded by Mr. Bryer, passed 2/0**



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Mr. Bryer asked if these services should be broken down into quarterly payments and asked what Mr. Hadley thought. Mr. Hadley stated he was fine with the way it was at this time. Mr. Hadley asked if the town was satisfied with the cleaning services. Ms. Cady stated that she would like to put the cleaning up to bid.

Mr. Bryer rescinded the previous motions to accept the blanket purchase orders and made new motions. Mr. Hadley also rescinded the previous motions.

*****Motion*** was made by Mr. Hadley to accept blanket purchase orders for Staples in the amount of three thousand dollars (\$3,000), AVTAR in the amount of four thousand six hundred and eighty five dollars (\$4,685), and Dave's cleaning services for the amount of two thousand dollars (\$2,000) and Mitchell and Bates for the amount of twenty thousand dollars (\$20,000), seconded by Mr. Bryer, passed 2/0**

*****Motion*** was made by Mr. Bryer to accept the blanket purchase order for Verizon in the amount of fifteen thousand dollars (\$15,000), seconded by Mr. Hadley, passed 2/0**

Ms. Cady did not give the board the purchase orders for the Network Managers. Ms. Cady stated that Network Managers would like the building rewired for networking and Statewide Communications estimated the cost at nine thousand five hundred dollars (\$9,500). Ms. Cady stated that she would like to get some bids on this. Ms. Cady stated she needed new switch boxes and one main box for the internet. Ms. Cady stated that she has asked that everyone go through her and not to call Network Managers themselves beforehand because it costs a great deal of money every time someone calls. Mr. Hadley asked if the price for the Network Managers is comparable to the previous years. Mr. Bryer stated that the charges were higher and this needs to be looked into. Ms. Cady stated that she does not want to sign the contract at this time. Mr. Hadley asked if Network Managers could troubleshoot over the phone. Ms. Cady stated yes the Network Managers can troubleshoot now over the phone. Mr. Bryer asked that this be tabled until later in the meeting. Ms. Cady stated she would like time to have people investigate this.

6:30 Appointment Planning Board – First Memorandum of Understanding

Bob Jazokas
Julie LaBranche
Eric Rieitter

Ms. LaBranche stated that this was basically to facilitate communications between the town and DOT. And it also outlines responsibilities of the town and DOT as well as eliminating a situation where town's laws might be stricter than the states. Ms. LaBranche stated that if someone went to the state and was approved and then went to the town and got rejected this would be a big problem and signing this would eliminate that happening. Mr. Hadley asked if there was a rush to sign this tonight. Mr. Hadley also stated that he is in favor of this 100% but would like time to review being as he is the new Selectperson and would like to sign at the next Selectmen's meeting. Ms. LaBranche stated that they had a meeting in August and there were a lot of townspeople there and the Economical Development Impact is not more restrictive and thinks it is meeting the town's goals. Ms. LaBranche stated that the traffic on Route four (4) has almost doubled, the speed limit enforcement, and sidewalk planning are the type of things that the access management will address.



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Mr. Bryer stated that the contract stated that the Town Of Northwood could terminate the deal within ninety (90) days if the town is not satisfied or changes their minds about complying. Mr. Hadley again stated that he is 100% agreement with this proposal but would still like time to review and make sure the Board of Selectmen are in agreement with the Planning Board so that their voices will be heard.

Discussion was held on what the agreement entailed and how it would benefit the Town Of Northwood. Mr. Bryer stated that it should be put on the February 13, 2007, agenda for the board to sign the Memorandum of Understanding.

Discussion was held on the junction of Route four (4) and Route 152, the accidents that are occurring there and the DOT stating that it is on the list for a future year around 2012. Discussion was also held on the need to eliminate the fast lane on route 152 because of many accidents.

6:45 Appointment – Recreation Commission
Janet Delfucco - Goad
Chris Andrews

The Recreation Commission presented the board with a proposal for the Warrant Article regarding the Recreation Director to be put to full-time. Mr. Bryer stated that the money was put into the operating budget. Mr. Bryer stated that he did support the Recreation Director going full-time. Mr. Andrews stated that this had been tabled in a prior meeting and would like it to be untabled for discussion. Ms. Cady stated that the Department of Revenue states that Warrant Articles are advisory and if they put it in and the citizens' vote them, that is telling you this is what the citizens want and the selectmen are the ones that decide to accept or change.

Mr. Hadley stated that it can be put on but it can't be approved in two places. Debra Locke stated that it was put into the operating budget last year but it didn't happen. It was voted to put as a warrant article this March. If it is put in and the selectmen decide not to approve it, then they will have a battle on their hands.

Mr. Bryer stated that a warrant article sends a clearer message to the townspeople. Mr. Hadley stated that he supported it 100%. Ms. Delfucco – Goad stated that it would be crazy not to make Mandy full time after all of the free extra hours that she put in for the town last year and all the hard work that went along with it. Ms. Cady asked the board if they would like her to leave the part-time in the budget just in case the warrant article fails. Mr. Bryer stated “yes” to keep the part-time hours in the budget in case the article fails.

*****Motion*** was made by Mr. Hadley to move Article #19 to Article #7 (seven) on the warrant articles list and to have the position effective April 1, 2007, seconded by Mr. Bryer, passed 2/0**

*****Motion*** was made by Mr. Bryer to approve the warrant article after reworded, seconded by Mr. Hadley, passed 2/0**

Ms. Delfucco – Goad asked the board if it was going to be put in the warrant article that the current Recreation Director will be put in as Recreation Director. Mr. Bryer stated that you can not put names in the warrant article. Ms. Cady stated that the position will be posted in house for five days.



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7:00 Appointment – Debra Locke on tapping trees on town property

Ms. Locke asked the board if she could tap the maple trees behind the Northwood Transportation and behind the Northwood school and in the spring if the road is worthy, behind the cemetery on Old Canterbury Road for her maple sugar business. Mr. Hadley asked if she has done this before and he was concerned about the liability. Ms. Locke stated that she had a million dollar liability for her sugar house. Mr. Bryer stated that he was worried about opening a can of worms with other people in the area. Ms. Locke stated that there are other people that have been tapping trees on town property for many years. Mr. Hadley asked if the other people had received approval. Ms. Locke stated that they have been doing it since before they were Selectmen without approval. Ms. Cady stated that she could call Charlie Moreno from Forestry and find out some information for the Selectmen. Mr. Bryer stated that the trees on town property are town's people's trees and he feels that no one person should have the resource. Mr. Bryer stated that the board would like to get more information and then they would let Ms. Locke know their answer.

Continue Administrators report

Ms. Cady asked the board if they had decided to participate in the Rochester Spring Household Hazardous Waste Day and the commitment letter will need to be in by February 15, 2007. Ms. Cady stated that she needed the board to sign the commitment letter for this.

*****Motion*** was made by Mr. Hadley for Mr. Bryer to sign the commitment letter for the Rochester Spring Household Hazardous Waste Day, seconded by Mr. Bryer, passed 2/0**

Ms. Cady presented the board with the letter from Lamprey Regional Cooperative to see if the town is on board with the new contract with Turnkey Recycling. Ms. Cady read the letter from Lamprey into the record. Ms. Cady stated that Mr. Witham had asked for a letter in response so that he could take it to the meeting on January 24, 2007, at Lamprey. Mr. Hadley asked if we were at the end of our contract with Lamprey now and Ms. Cady stated that we were. Mr. Hadley asked if Ms. Cady had a copy of the contract and asked if it is a five or ten year contract Ms. Cady stated that she believed it was a three year contract.

*****Motion*** was made by Mr. Bryer to have Mr. Witham sign the contract with Lamprey and to have a letter drafted to state the town is in favor, seconded by Mr. Hadley, passed 2/0**

Ms. Cady presented the board with a packet from Mitchell & Bates for Coe-Woods and informed the board the new trial date is September 14, 2007, at 10am. Mitchell and Bates have requested that there be a selectman or Town Administrator there with them.

Ms. Cady stated that Gary Stenhouse from PRIMEX gave her figures on the workmen's comp claims. Ms. Cady stated that Northwood had ten claims on workers comp. compared to the twenty three from an average town. Ms. Cady stated that the problem is that out of the twenty-three, the composite incurred is sixty six thousand dollars (\$66,000) and for the Town of Northwood's ten, the composite incurred is seventy six thousand seven hundred and nineteen dollars (\$76,719). Ms. Cady stated that she had invited Mr. Stenhouse and Shelly Watts to come to the next selectmen's meeting.



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Ms. Cady stated that Bob Young had e-mailed her and stated that the town officials need to take the NIMS course online or at meeting.

Ms. Cady stated that she received the county budget and asked if the board would like a copy and the board stated that they did not need a copy.

Ms. Cady stated that she received a letter from Web Creations and how to improve the town's website, and if there is not a web committee the town might have to pay.

Ms. Cady stated that she received a memo from Dave Hickey in regards to the building at the Transfer Station and it stated that the cables on the winch at the Transfer Station are still rubbing on each other. Mr. Hickey made a suggestion to attach one cable to each side of the pulley, and the doors should have some type of safety system to insure that they stay open when in use. Mr. Bryer asked when this is going to be done and Mr. Preston stated he told him to have it done ASAP.

Ms. Cady stated that she received the Round Pond Soil survey and the lagoon passed.

Ms. Cady stated that she has had a few calls on one particular property in town that the town owns and people wanting to buy it. Ms. Cady stated that the board should look at the properties it owns in town and see which ones might be put out to bid.

Ms. Cady stated that Linda Smith had told her that there was no Emergency Management Committee at this time. Ms. Cady stated that Michael D'Alessandro is not a Northwood resident so she is not sure if he can be on it but because he is the town's Police Chief, he might be able to but she will check. Mr. Bryer asked Ms. Cady to check into this. Ms. Cady stated she would check into this and have appointment papers for next meeting.

Ms. Cady stated that Mr. Bryer had asked her about health and dental benefits. She contacted Wendy Dampier from LGC the town health plan. Ms. Dampier stated that health and dental are two separate entities and are rated independently. Ms. Cady stated that there was no increase to the 2007 dental plan but on the 2007 medical renewal, which went up 13.4% and the Medi-Comp plan increased 16.3%.

Ms. Cady presented the board with a letter of deficiency from the Department of Environmental Services on Paul and Sherry Farina at the Gariat Green and they are taking action on it. The Planning Board also received a copy.

Mr. Hadley stated that he had received an e-mail from DES and was asking if anyone in Northwood had received approval of docks and beaches at the subdivision. After talking to one town official, received notice that it had been approved. Mr. Hadley sent the e-mail to the president of Northwood's Conservation Commission who happens to work at DES and Mr. Hadley stated that he was please that something is finally coming through.

Ms. Cady stated that she needed the board's signatures on a welfare voucher in the amount of ten dollars (\$10.00).



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*****Motion*** was made by Mr. Hadley to sign the welfare voucher #07008 in the amount of ten dollars (\$10.00), seconded by Mr. Bryer, passed 2/0**

Ms. Cady stated that she signed the voucher but the board just needed to approve it.

Ms. Cady stated that Balboa Capitol's (Town Of Northwood's server) contract expires in October of 2007, and she would like to look for new providers for server. Mr. Bryer stated that he thought we owned the server. Mr. Bryer read over the contract and stated that he believed it is a lease/purchase and we could now buy the server for one dollar (\$1.00).

Ms. Cady stated there was some non-public minutes that needs to be approved from the board.

*****Motion*** was made by Mr. Hadley to accept the resignation of Jennifer Boulay with regret, seconded by Mr. Bryer, passed 2/0**

Ms. Cady asked the board for permission to hire a temporary person until they can find someone to fill the spot. Ms. Cady stated that she already had Ms. Boulay put the ad in the Foster's and the Concord Monitor. Mr. Bryer stated that he would like to discuss that more in detail.

Ms. Cady presented the board with a copy of the non public meeting minutes of January 9, 2007 and Mr. Bryer stated that he would like the wording changed to "Mr. Bryer stated that he would certainly support".

*****Motion*** was made by Mr. Hadley to accept the non-public meeting minutes of January 9, 2007 as amended, seconded by Mr. Bryer, passed 2/0**

Ms. Cady stated that she went to a PRIMEX workshop today for Fiscal Integrity for local officials, she received a disc to look at policies and received a notice of the towns on the embezzlement issues in those towns.

Mr. Bryer stated that there was quite a few meeting minutes that need to be approved but Mr. Hadley was not a selectman when these meetings were done, so he wouldn't know what is right or wrong.

Ms. Boulay stated to the board that she has put all the approved Board of Selectmen meeting minutes on the website and has been working with Pete the web master for the town of Northwood. He stated what was needed to put these on the web. Ms. Boulay stated that she has written the directions on how to do this for the office when she leaves.

Mr. Bryer asked Ms. Cady if Mr. Witham had made any changes to the selectmen's report because Linda is pressuring to get it done so she would have it for the town report.

Ms. Cady stated that Mr. Witham had not told her of any. Mr. Bryer asked Ms. Cady to speak with Mr. Witham on the phone and see if there were any changes that he would like. Mr. Hadley stated that he was ok with everything on the selectmen's report.

Mr. Hadley spoke on the cost to make the selectmen's report perforated in the town report and how it would be two to three cents more.



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Selectman's Comments

Mr. Hadley stated that the budget process went a lot better last Saturday and stated some of the things that are going to bring the budget down. Ms. Cady stated that she had reduced the budget by around nine thousand dollars (\$9,000) today in various places. Discussion was held on the Library and the COLA. Mr. Bryer stated that everyone has to realize that the Budget Committee will be making the bottom line. Ms. Cady stated that she is going to try and get the notes right in ADS so that they can have the notes and figures.

Mr. Bryer stated that Ms. Cady had to call someone from the Fire Department, Highway Department, and Judy Pease to be at the work session on budget tomorrow night. They are requesting that someone from these departments be there.

Mr. Bryer called a five minute recess at 7:40pm

Mr. Bryer called the meeting back to order at 7:45pm

Selectman's Comments

Mr. Hadley stated that the Nottingham Zoning Board of Adjustments is having a hearing January 30, 2007, at 7pm regarding the acceptance of rehearing for a building permit that was given out by the building inspector of Nottingham for Garrison Place Real Estate Trust, also known as USA Springs. Mr. Hadley stated that he is going to attend the meeting. Mr. Bryer asked if the meeting needs to be posted. Ms. Cady stated that it does need to be posted. Mr. Bryer stated that he would attend the meeting also.

Mr. Hadley stated that Senator Jack Barnes went before the Senate Rules and Enrolled Bills Committee and asked permission to file a Legislative Service Request (LSR), which if passes; it would be relative to a temporary moratorium on any large ground water permits and withdrawals extracted from bedrock aquifers not yet commenced. Mr. Hadley stated that the vote on the committee was five to zero (5/0). Mr. Hadley stated that he wanted to make a public comment and thank Senator Barnes and sincerely appreciates what he has done as he has been very supportive on helping to protect the ground water in Northwood.

Ms. Cady stated that the board could postpone the discussion on the Network Managers contract until next meeting but she would like a non-public meeting tonight.

Citizen's comment

Ms. Lane stated that she felt the meeting went very well tonight and stated that it was conducted very well without the third selectmen. Ms. Lane also stated that Mr. Witham is very out of order when he is on the board.

Kate McNally stated before the board makes a decision on using town land in general and the tapping of town trees. The board needs to put a policy in place and it needs to be available to others for profit or non-profit business. Mr. Bryer stated that he felt that that was a very good suggestion.

Mr. Arsenault came forward and Mr. Bryer stated that he would like to know if Mr. Hadley is comfortable talking about the matter in a public setting. Mr. Bryer stated that it was a personnel issue



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and he does not feel comfortable doing it in a public session and wants it to be non public. Mr. Arsenault stated that he does want this matter addressed in a public forum. Mr. Arsenault asked to read the e-mail. Mr. Hadley stated that he would like to read the e-mail before it is read to the public. Mr. Bryer and Mr. Hadley stated that they would rather discuss in a non public and stated to Mr. Arsenault that they would go in right after citizen's forum.

*****Motion*** was made by Mr. Hadley to go into non-public session under RSA 91a-3 paragraph 2c, seconded by Mr. Bryer, passed 2/0**

**Roll call: Mr. Hadley – yes
 Mr. Bryer ~ yes**

Kate McNally asked what the Conduct of Officials document is. Mr. Bryer explained what the Conduct of Officials document was. Ms. McNally and Ms. Edwards asked for a copy to be e-mailed to them. Ms. Edwards stated that she was told that the town offices did not have an electronic copy of this document and asked that there be one sent to the town offices so they can have one to send if needed. Mr. Bryer stated that he would send it from his computer at home to the town offices and will have it e-mailed to citizen's who request it.

Board went into non-public at 8pm

*****Motion*** was made by Mr. Bryer to come out of non-public at 9:25pm, seconded by Mr. Hadley, passed 2/0**

*****Motion*** was made by Mr. Bryer to seal the non public minutes, seconded by Mr. Hadley, passed 2/0**

*****Motion*** was made by Mr. Hadley to sign the manifest in the amount of forty five thousand six hundred and sixty nine dollars and sixty six cents (\$45,669.66), seconded by Mr. Bryer, passed 2/0**

Mr. Bryer stated that the board was in non- public to discuss personnel matters.

*****Motion*** was made by Mr. Hadley to adjourn the meeting at 9:30 pm, seconded by Mr. Bryer, passed 2/0**

Respectfully submitted,

Jennifer Boulay