



Northwood Board of Selectmen Minutes of December 11, 2007

Town Hall Northwood NH – December 11, 2007

Call to Order

Chairman Scott Bryer called the meeting to order at 6:10 p.m.

Roll Call

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

Appointments

Village at Mead Fields ~ Board of Directors

President Fred Langa and Builder Charles Hillman met with the selectmen regarding the ball field project, which is next door. Mr. Langa explained that the current property owners have some concerns with the construction that has occurred. He added that they were not notified as abutters of any public hearings. Mr. Langa stated that he has a copy of the preliminary plans; however, they do not have a set of final plans and they have additional concerns regarding buffering. He added that the property owners have concerns will the small parking area. Mr. Langa noted that there are wetlands behind the ball field, which are part of the recharge or the aquifer that feeds their well. He asked what provisions are being made to prevent well water contamination.

Mr. Hillman stated that he was notified relative to the public hearings and he attended them as well. He added that he and other abutters did express concerns to the planning board and he received a copy of a letter that the planning board sent to the selectmen noting their comments and concerns as a result of the public hearings. Mr. Hillman stated that at that time he was guaranteed to be notified prior to any work beginning and he emailed a list of concerns that were to be forwarded and read at a meeting. Mr. Bryer replied that all information was forwarded to the selectmen; however, he does not recall if the information was read at the meeting. Mr. Hillman noted that the original plan was for soccer and now other uses have been mentioned and he was also supposed to receive an updated plan and has not. Mr. Hillman stated that the planning board explained that they do not have jurisdiction over the other commissions/boards and that it was the job of the selectmen. He further explained that he has hired an engineer to review the plans and has addressed these concerns with that engineer.

Mr. Hillman stated that they are not here to stop the project; just to note that the issues and concerns presented have been completely ignored. Mr. Bryer stated that the concerns were not ignored. He added that the parking area is noted on the plans as well as the two practice fields. Mr. Bryer explained that the plans were done by an engineer and added that municipalities are exempt from regulations. Mr. Dill stated that the reason most of the vegetation was cut was due to runoff. He added a detention pond will be placed in the front and drainage was to be added along the stone wall, which is why the buffer was cut. Mr. Hillman stated that they have a video noting stumps and brush being buried within the trench, along the stone wall. He asked how the area will be stabilized during the winter months. He asked what the town is planning to do regarding the buffer zone and expressed concern with the fact that there does not appear to be any supervision. He asked what the town's intentions are and what the town can do to help mitigate before there is a real problem. Mr. Bryer stated that the town does not want to cause any harm to the abutters. He stated that the project has been in the works for 5 – 6 years.



Northwood Board of Selectmen Minutes of December 11, 2007

Mr. Langa stated that there are 13 property owners and asked why the abutters were not notified. He also asked how this can be prevented from happening again. Mr. Dill explained that Mr. Hillman is the actual owner of record. Mr. Hillman replied that is correct; however, the 13 owners are being taxed on 1/26 of the property each. Mr. Bryer stated that the buildings are classified as condominiums and when abutter's notices are sent out; abutters are determined by land owners. He added that all abutters were notified in accordance with the law. Mr. Hillman stated that he thought that each owner was notified separately.

Mr. Hillman stated that he has followed the process and the end result is that with all of these concerns, nothing is being addressed. The project is going forward just the way the committee said it would with them doing what they want. He added that the state requires a stamped engineered plan and something is required to be filed if work is being done within 100 ft. of a wetland.

Mr. Langa requested an annotated version of the plan. Mr. Bryer requested that Mr. Martel get a copy of the plans showing the delineated parking area. He also suggested that a meeting with the ball fields committee and builder be scheduled to continue discussions regarding the project. Mr. Bryer noted that the emailed letter from Mr. Hillman should be submitted as part of the file.

6:30 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(c).

Roll Call Vote:

Selectman Curley-yes

Selectman Dill-yes

Selectman Bryer-yes

Motion passed unanimously; 3/0.

6:45 **Motion** Mr. Curley motioned to come out of the non-public session. Seconded by Mr. Dill. The motion passed unanimously; 3/0.

****Motion**** Mr. Curley motioned to seal the minutes of the non-public session. Seconded by Mr. Dill. Motion passed unanimously; 3/0.

****Motion**** Mr. Curley motioned to accept the resignation of Joe Michaud, with regret, effective December 30, 2007. Seconded by Mr. Dill. Mr. Bryer requested that a letter be completed and presented at the next meeting for signatures. Motion passed unanimously; 3/0.

****Motion**** Mr. Curley motioned to change the job description of the town administrator's position to state the position is part time; 32 hours. Seconded by Mr. Dill. Motion passed unanimously; 3/0.

****Motion**** Mr. Curley motioned to hire Paul Martel as the Town of Northwood's Town Administrator. Seconded by Mr. Dill. Mr. Bryer suggested that the current rate of pay would stay the same through town meeting and figures be budgeted accordingly for an additional step and COLA for 2008, not to exceed 32 hours per week. Motion passed unanimously; 3/0.

Mr. Bryer stated that the board discussed the performance of Mr. Martel in non public. He explained that the board has been very satisfied with his performance. The feedback from employees has been positive and there has also been some cost savings. Mr. Bryer stated that Mr.



Northwood Board of Selectmen Minutes of December 11, 2007

Martel does not require a health plan or retirement. Mr. Bryer noted that Mr. Martel has over 25 years of municipal experience. Mr. Bryer explained that the board is pleased with Mr. Martel and happy with the way the town is running. The board unanimously agreed that there was no need to go through the interview process.

Budget Reviews

Parks and Recreation

Recreation Director Kathy Boudreau was present along with Recreation Chairman Scott Andrews. Mr. Bryer noted that the department is level funding the salaries, \$18,500. for beach attendants. Ms. Boudreau replied yes.

A discussion was held regarding a step increase for the rec director. Mr. Martel explained that the step has been budgeted to remain the same and a COLA increase has been included, due to the fact that employment has not been one year. Mr. Bryer stated that the department has been running very smooth and recommends that the rec director position be budgeted with a step increase to Grade 11/Step 8. Board members agreed.

A discussion was held regarding the salary line for the beach coordinator in which a salary increase has been proposed. Mr. Bryer stated that this is a new line this year. He explained that this position was previously paid from the 120 line and the new position is a new line. Mr. Bryer asked if line 120 can now be reduced or if the department is planning to add another lifeguard. Ms. Boudreau explained that the department is planning to increase a lifeguard. The coordinator was a lifeguard and another lifeguard will be necessary to cover when the coordinator is overseeing the beaches.

Mr. Bryer asked about line 122 in which \$4,000 was budgeted and \$4,675 expended. Ms. Boudreau replied that she was not sure as to why the line was over expended. She stated that she would like to continue with the rehires being the same. She added that the department was planning to hire counselors for February and April vacations. This has changed and will not be occurring; however, she stated that she would still like to increase the line based on the number of children that attended summer camp and to make sure that there is enough counselors on staff.

Mr. Andrews explained that summer camp costs were \$45. per child. Camp is typically two weeks, was three weeks this year, and they hope to make it four week in 2008. Mr. Bryer requested that any programs generating revenues, figures be provided for the budget process. Mr. Andrews noted that the cost for one child for camp per week does not cover transportation costs for that child for the week. He added that surrounding town charge \$80-\$100. per week.

A discussion was held regarding the Lucas Pond project. Mr. Dill stated that there is money being added to the budget for a porta potty at Lucas Pond; however, there is nothing being added to the budget for a lifeguard. Ms. Boudreau replied that they are not proposing a lifeguard at this time. Mr. Bryer stated that he would like to hold off on adding a porta potty to Lucas Pond until there is a plan presented. He added that the line can be adjusted during the budget process. Mr. Bryer suggested reducing line 413 by \$720. Mr. Andrews stated that they are proposing to add two porta potties at Camp Yavneh and one at the elementary school during soccer season. The department



Northwood Board of Selectmen Minutes of December 11, 2007

and selectmen both agreed that the area would be a huge resource to the town if the area were maintained; however, it is far from being a useful beach area.

Mr. Bryer asked how \$2,300 was determined for supplies. Ms. Boudreau explained that she based the amount on the figure used for 2007 for general supplies and added the on occasion things that need to be upgraded, i.e. backboards.

Discussion ensued regarding the dredge and fill application for Northwood Lake Beach, which is under sand and maintenance - line 650, an increase of \$3,600. Mr. Andrews explained that this is to dredge sand from the beach and remove two boulders. The application was submitted to NHDES last year and was rejected. Mr. Bryer stated that this should be under capital improvements. He also suggested that this be a warrant article. Mr. Andrews stated that the conservation commission will be assisting with the application process. He explained that the area is only 7-8 ft. deep and there is a raft present. The state asks that there be 10 ft. under rafts. This will make the area deeper and could help with the E-coli problem.

Discussion was held regarding recreation programs, line 810. Mr. Bryer stated that this line is a significant increase. Ms. Boudreau explained that there was a recommendation for \$5,000. for transportation to activities. Mr. Bryer stated that there is a recreation revolving fund that was created to fund rec programs. Ms. Boudreau replied that the department is doing that and when there is a program that requires a bus for transportation they are able to keep costs down by absorbing costs through the fund. Mr. Bryer stated that \$2,500. was spent in 2007 and he suggested that line 810 be reduced to \$2,200. not the department request of \$7,800.

Capital improvements were mentioned. Ms. Boudreau explained that she proposed a 15 passenger vehicle under the CIP and this vehicle would be used for transportation to smaller activities and would also keep costs down. Further discussion was held regarding the community center and the additional work that still needs to be done in order to get the building completed.

Mr. Andrews asked the selectmen's positions regarding making recreation a full time position. Mr. Bryer stated that he supported the position being full time last year and it was placed in the operating budget. He added that the programs are working and he would like to see how everything goes this year and discuss it again next year. Mr. Dill agreed. The department agreed with the selectmen's changes.

7:30 Non-public Session with Building Department

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 unanimously; 3/0.

7:50 **Motion** Mr. Curley motioned to come out of the non-public session. Seconded by Mr. Dill. The motion passed unanimously; 3/0.



**Northwood Board of Selectmen
Minutes of December 11, 2007**

****Motion**** Mr. Curley motioned to seal the minutes of the non-public session. Seconded by Mr. Dill. Mr. Bryer stated that there would be no need to seal the minutes. Mr. Curley and Mr. Dill rescinded the motion and second.

Mr. Bryer stated that the selectmen have reviewed the building department's budget and at the cost of running this department the selectmen feel that it would be more efficient to the town to have a full time building inspector/code enforcement officer. Mr. Bryer explained that there are currently three part time employees and the board feels that one person at a full time capacity would be less costly and the public would be able to meet with on a day to day basis. Mr. Bryer stated that the selectmen have been happy with all three employees. He added that the job will be posted and any of the three current employees would be considered first for the position. Mr. Bryer stated that as the town grows, a full time position would be more efficient. Mr. Curley and Mr. Dill agreed.

Mr. Bryer suggested that the salary lines be combined into one permanent position and a new line be created for a full time position. Mr. Bryer stated that all three building inspectors' salary lines total \$72,000 and he feels that one full time position could be created for this amount. He added that benefits and retirement would also need new lines created. Mr. Dill agreed. Mr. Bryer suggested LGC be contacted for labor grade and step information. Mr. Hickey added that the secretarial salary line includes 30 hours for Ms. Todt and 5-6 hours for Ms. Severance; however, Ms. Todt does not do any work for the building department. Mr. Bryer stated that this needs to be separated out by departments that share the secretary.

Mr. Bryer requested that the building department's revenues be provided. Mr. Hickey stated that the department's revenue is approximately \$47,000 and has expended \$42,000. without the salary for Ms. Todt.

A discussion was held regarding contracted services. Mr. Hickey explained that this line is used in the event the town takes a building and the building needs to be boarded up. Discussion ensued regarding the fuel line. Mr. Hickey stated that the line has been reduced based on expenditures.

Discussion was held regarding the maintenance, line 660, for the department's Ford Ranger. Mr. Hickey stated that there are 12,000 miles on the truck and maintenance is currently being done by Northwood Garage. He added that he is not expecting any major issues for maintenance. The board agreed to reduce the line by \$600 to \$600.

Computers and office equipment were discussed, line 690. Mr. Hickey stated that the department has two computers now and he was proposing to add one with an additional phone. The board agreed to reduce the line to \$200.

Postage was discussed and if the amounts were allocated to the department. Mr. Martel will check on this.

Line 820 -Training was addressed and Mr. Hickey stated that the line amount is incorrect. The board amended the line to \$600.



Northwood Board of Selectmen Minutes of December 11, 2007

Health Department

Mr. Hickey was present for the health department. Mr. Bryer stated that Mr. Arsenault has been reappointed to this position. Mr. Dill asked if this position could be combined with the new building inspector. Mr. Hickey noted that if the building department were to be busy it would be difficult for that person to also do health as well, especially during summer months. There are many issues to address in the summer with water quality and beach testing.

Mr. Hickey stated that since he has been responsible for this department, Mr. Arsenault has been more responsible and has had regular office hours two days per week. He has spent a lot of time conducting water tests and Mr. Hickey recommended that Mr. Arsenault receive a raise this year. Mr. Bryer replied that the board would take the recommendation under advisement. Mr. Bryer asked if the health officer was a part of the wage study. Mr. Dill replied that the position of health officer was classified as a non class wage.

Mr. Dill asked about the increase to line 391, Environmental EM. Mr. Hickey replied that if there are any kinds of health issues state wide, the health officer is responsible and assists the state. Further discussion continued regarding the fuel line. Mr. Hickey notes that he encouraged the health officer to utilize the Ford Ranger, which he did; however, nothing has been charged back to the Health Department's fuel line, line 635.

In closing, Mr. Hickey asked when the selectmen were planning to change the structure to the building department. Mr. Bryer replied that it would be around the end of January, beginning of February.

Mr. Bryer called for a brief recess.

Library

Librarian Donna Bunker was present representing the library, along with Norma Heroux. General review was held regarding the library's budget. A discussion was held regarding differences in salaries noted due to the fact that the COLA had changed. Salaries will need to be recalculated.

Mr. Dill asked about the library staff substitute, line 113. Ms. Bunker stated that they budgeted 100 hours per year at Grade 5; Step 1, \$10.94 per hour. There appears to be an error with the amount. Ms. Bunker stated that the figure should be \$1,094. Mr. Dill noted that this line is less this year. Mr. Bryer noted that health and dental had also been reduced.

Additional discussion was held regarding line 430, building maintenance. Ms. Bunker explained that there are two major increases; book shelves for the children's room for \$3,630. and shade replacements budgeted for \$1,473. Mr. Bryer requested that the descriptions be noted in the budget.

An explanation to line 110, be added to the budget explaining that an increase took place after the wage study was performed that found that the librarian's salary was underpaid and was put into affect after town meeting. Further discussion was held regarding the actual bottom line of the budget.



Northwood Board of Selectmen Minutes of December 11, 2007

Legal Operations

Mr. Dill stated that he would like to level fund this budget. Mr. Martel noted that town counsel will be increasing their rates for 2008. After discussion the board agreed to reduce the legal operations to \$30,000. Further discussion was held regarding conducting an RFP for town counsel representatives as well as for auditors.

Claims, Judgments, and Settlements

Mr. Bryer added that the claims and adjustments could be level funded.

Health Agencies

General review was held. Mr. Bryer asked about the request from the Red Cross and asked for additional information regarding how much money was provided to the town during the floods. Mr. Martel will check on this. Mr. Dill stated that overall this department is less than last year by \$896.75, including if providing funds to the Red Cross.

Highway and Welfare were rescheduled to next week, 6:00 p.m.

Town Administrator's Report

FEMA

Mr. Martel stated that the town will be receiving \$2,757.79 from the state as the state's 12.5%.

Local Government Center ~ Ryder

Mr. Martel stated that LGC has sent out information noting that due to House Bill (HB) 437. LGC will be providing a ryder allowing coverage for dental and life insurance to domestic partners/civil unions.

Conduct of Officials Ordinance

Mr. Martel provided copies of the Conduct of Officials Ordinance.

Lobby Carpets

Mr. Martel stated that he received a memo from Code Enforcement Officer Dave Hickey regarding carpets in the main lobby. There is a safety issue as there were two incidents of people slipping. Mr. Martel stated that this should be something to do now and Mr. Bryer suggested that the funds be encumbered.

Budget Freeze

****Motion**** Mr. Curley motioned effective today, December 11, 2007, there will be no more purchase orders paid unless it is an emergency. Seconded by Mr. Dill. Mr. Bryer explained that any other purchase orders would need to be approved by the BOS. The motion passed unanimously; 3/0.

Restoration Plan for Bennett Bridge Road

Mr. Martel provided a restoration plan of Bennett Bridge Road as required by NHDES.

Proposed Safety Committee Policies

Mr. Martel referred to the two safety committee policies presented at the November 13 meeting for



Northwood Board of Selectmen Minutes of December 11, 2007

testing of the panic alarms and the emergency lights. These issues were continued to this meeting. Mr. Martel stated that at the last meeting the board asked who would be conducting the test. The building department will be testing the lighting and panic alarms. These two policies will need to be adopted as policies at the next meeting.

NHDES Meeting on Independent Evaluations of Recent Flooding

Mr. Martel explained that the DES will hold this meeting Wednesday, December 12 to determine causes of recent flooding in the community.

NH Coalition for Community Media

Mr. Martel presented this information as the coalition is requesting members. Mr. Curley stated that the town is already a member.

Gulch Mountain Road

Mr. Martel stated that he reviewed the ownership issues of Gulch Mountain Road, as requested. He explained that there are only two residents on the road with addresses on Gulch Mountain Rd.; everyone else actually abuts the pond. The board requested that either counsel or the Local Government Center be contacted regarding forcing the creation of an association. Mr. Bryer stated that the town addressed the safety issues brought up by DES and at town meeting the town voted to repair the dam with the condition that the residents took responsibility after it was repaired. Mr. Martel stated that he has sent some information to town counsel for review. Further discussion was held regarding the area and spending \$750 for the dam this year.

Northwood Conservation Commission (NCC) Memo

Mr. Martel read a memo from the NCC regarding improvements being made along Mountain Road. Mr. Curley explained that the road has been smoothed out for logging. Mr. Bryer suggested that the timber permits be reviewed, review if an intent to cut has been filed, and speak with the road agent.

Proposed Evacuation Plan

Mr. Martel provided a draft evacuation plan created for this building by the code enforcement officer and himself. The board reviewed the plan. ****Motion** Mr. Curley motioned to approve the evacuation plan. Seconded by Mr. Dill. Motion passed unanimously; 3/0.**

Supervisors of the Checklist

Mr. Martel stated that he has done a survey of other towns for pay rates for the supervisors of the checklist. The current rate of pay is to be provided and the issue to be addressed at the next meeting.

Planning Board Recommendations for Ordinances

The planning board has recommended ordinance changes relative to the building department.

Public Hearing for Mitigation Plan

Mr. Martel explained that he has met with Bob Young of the Emergency Management Committee regarding the town's mitigation plan. A plan has been created and a public hearing will need to be scheduled to adopt the plan, which will then allow the town to obtain FEMA money.



Northwood Board of Selectmen Minutes of December 11, 2007

Planning Board Meeting

Mr. Dill will attend the planning board meeting for Mr. Bryer.

Southern NH Services

Mr. Martel stated that a check has been received in the amount of \$4,240.39. This is for payment in lieu of taxes for the elderly housing development on Bow Street. Mr. Bryer stated that this is just on the town's tax rate. Mr. Martel stated that this has not been received before. A discussion was held regarding how this figure was determined and what the properties assessed value is. Mr. Bryer stated that there was an agreement that they agreed to pay the town's portion. Mr. Dill asked what they paid last year. Mr. Bryer asked for the agreement. This matter to be addressed at the next meeting.

Consent Calendar

2008 Holiday Schedule

Discussion was held regarding adding December 26, 2008 to the holiday schedule as it is a Friday. Mr. Bryer stated that it should be a regular day of work and he explained that if state employees want the day off they take it as a vacation day. He was not in favor of paying the employees for this day. Further discussion was held regarding making the day a floating holiday with the option of the day after Thanksgiving or Christmas. ****Motion** Mr. Curley motioned to approve the holiday schedule. Mr. Dill seconded.** Motion passed; 2/1. Mr. Bryer was opposed. The 2008 holiday schedule was signed by the board.

Northwood Rental Agreements ~ Snow Plowing

Mr. Martel presented the board with two snow plowing rental agreements: HER&W and Chatter brook Farm. ****Motion** Mr. Dill motioned to approve the rental agreements for snow plowing for Chatterbrook Farm and HER&W.** Mr. Curley seconded. Motion passed unanimously; 3/0.

Bulletin Board Posting

Mr. Martel presented the board with a request for posting to the bulletting board for a cribbage league. ****Motion** Mr. Dill motioned to approve the posting request for a cribbage league.** Mr. Curley seconded. Motion passed unanimously; 3/0.

Intent to Cut - Kelly, Map 230; Lot 33

Mr. Martel presented the board with an intent to cut for Ann Kelly, Lower Bow St., Map 230; Lot 33. Mr. Dill requested that intent to cuts be sent to the road agent regarding any issues with the roads. ****Motion** Mr. Dill motioned to approve and sign the intent to cut for Ann Kelly, Lower Bow St. Map 230; Lot 33.** Seconded by Mr. Curley. The motion passed unanimously; 3/0. The timber cut was signed by the board.

Network Managers 2008 Service Agreement

Mr. Martel presented the board with Network Managers proposed 2008 service agreement. He explained that \$2,500. is paid out now, which will give a discount of 10%. When the amount is exceeded, then another \$2,500 is allocated. ****Motion** Mr. Curley motioned to approve Network Managers service agreement for 2008.** Mr. Dill seconded. ****Motion** Mr. Curley amended the motion to allow the chair to sign Network Managers service agreement for 2008.** Mr. Dill



Northwood Board of Selectmen
Minutes of December 11, 2007

seconded the amendment. The amendment passed unanimously, 3/0. The motion passed unanimously; 3/0.

Handicap Accessibility Plan

Mr. Martel explained that a plan has been completed with the intent that funds will be sought at town meeting, 2010. **Motion** Mr. Dill motioned to approve the handicap accessibility plan for 2010. Seconded by Mr. Curley. Motion passed unanimously; 3/0. The plan was signed by the board.

Abatement - Map 120; Lot 15.

Mr. Martel presented the board with an abatement for Erwin for \$661.00, recommended by the town's assessor. **Motion** Mr. Dill motioned to approve and sign the abatement for Erwin for \$661.00, Map 120; Lot 15. Seconded by Mr. Curley. The motion passed unanimously; 3/0. The abatement was signed by the board.

Abatement - Map 116; Lot 104.

Motion Mr. Bryer motioned to approve the abatement for Blanchard for \$2,800., Map 116; Lot 104. Seconded by Mr. Curley. The motion passed unanimously; 3/0. The abatement was signed by the board.

Exemption - Map 219; Lot 23.

Motion Mr. Bryer motioned to approve the exemption for Pontacoloni for \$8,945., Map 219; Lot 23. Seconded by Mr. Curley. The motion passed unanimously; 3/0. The exemption was signed by the board.

Purchase Order - Sign Spectrum

Motion Mr. Curley motioned to approve the purchase order for Sign Spectrum for \$230. Seconded by Mr. Dill. The motion passed unanimously; 3/0. The purchase order was signed by the board.

Recommendation for Call Firefighter

Mr. Martel presented the board with a recommendation for Scott Brown to be a part time call fire fighter. He added that the background check has been sent out. **Motion** Mr. Dill motioned to approve the recommendation for Scott Brown as a part time call fire fighter, pending background check. Seconded by Mr. Bryer. Motion passed unanimously; 3/0.

Purchase Order ~ Chatterbrook Farm

Motion Mr. Dill motioned to approve the purchase order for Chattebrook Farm for \$3,080. Seconded by Mr. Curley. The motion passed unanimously; 3/0. The purchase order was signed by the board.

Purchase Order ~ Chatterbrook Farm

Motion Mr. Dill motioned to approve the purchase order for Chattebrook Farm for plowing for \$5,000. Seconded by Mr. Curley. The motion passed unanimously; 3/0. The purchase order was signed by the board.



Northwood Board of Selectmen
Minutes of December 11, 2007

Purchase Order ~ HER & W

Motion Mr. Dill motioned to approve the purchase order for HER & W for plowing for \$5,000. Seconded by Mr. Curley. The motion passed unanimously; 3/0. The purchase order was signed by the board.

Purchase Order ~ Fillmore Industries

Motion Mr. Bryer motioned to approve the purchase order for Fillmore Industries for sand and gravel for \$8,359.15. Seconded by Mr. Curley. The motion passed unanimously; 3/0. The purchase order was signed by the board.

Purchase Order ~ Desmairis and Sons

Motion Mr. Bryer motioned to approve the purchase order for Desmairis and Sons for rental of truck for plowing and sanding for \$3,000. Seconded by Mr. Curley. The motion passed unanimously; 3/0. The purchase order was signed by the board.

Purchase Order ~ Chatterbrook Farm

Motion Mr. Dill motioned to approve the purchase order for Chattebrook Farm for plowing and sanding for \$5,000. Seconded by Mr. Curley. The motion passed unanimously; 3/0. The purchase order was signed by the board. A discussion was held regarding if the purchase orders are done by storm or if there are blanket P.O.'s. Mr. Dill explained that he believes that another order for sand and salt has been placed and this may over expend the line. Mr. Dill added that there are two purchase orders for Chatterbrook Farm due to the fact that they were the only company that was able to plow during the first December storm.

Purchase Order ~ 2008 Primex

Motion Mr. Dill motioned to approve the purchase order for Primex Worker's Compensation 2008 for \$27,358. Seconded by Mr. Curley. General discussion was held regarding the payment of the purchase order. Mr. Martel explained that this would not be paid out until 2008. **Motion** Mr. Dill amended the motion to approve the purchase order for Primex Worker's Compensation 2008 for \$27,358., not to be paid until after 1/1/08. Mr. Curley seconded the amendment. The amendment passed unanimously; 3/0 and the motion passed unanimously; 3/0. The purchase order was signed by the board.

Purchase Order ~ NH Municipal Association Dues – 2008

A discussion was held regarding when the payment of the dues would be paid. The invoice stated 1/1/08. **Motion** Mr. Dill motioned to approve the purchase order for NH Municipal dues for \$3,082.70, to be paid after 1/1/08. Mr. Curley seconded. The motion passed unanimously; 3/0. The purchase order was signed by the board.

Purchase Order ~ East Coast Compactors

Motion Mr. Dill motioned to approve the purchase order for East Coast Compactors for \$10,500. Seconded by Mr. Curley. The motion passed unanimously; 3/0. The purchase order was signed by the board. A discussion was held regarding the need for an agreement. Mr. Martel stated that the board would sign the agreement with the bank when the loan is made.



Northwood Board of Selectmen Minutes of December 11, 2007

Vendor Manifest

Vendor manifest #53 in the amount of \$45,851.50. ****Motion**** Mr. Dill motioned to approve the vendor manifest in the amount of \$45,851.50. Mr. Curley. Motion passed unanimously; 3/0. The vendor manifest was signed by the board.

Vendor Manifest

Vendor manifest #54 in the amount of \$500,000. ****Motion**** Mr. Bryer motioned to approve the vendor manifest in the amount of \$500,000. Mr. Dill. Motion passed unanimously; 3/0. The vendor manifest was signed by the board.

The consent calendar was signed by the board.

Selectmen's Comments

Mr. Dill stated that he feels that board should have citizen's comments as it is helpful during the budget season.

Mr. Curley stated that he met with the recycling committee and discussions were held regarding the figures from the NRRA. After expenses, the town has earned \$6168.48. Mr. Dill requested that the transfer station's budget be revisited due to the Lamprey figures and the fact that there has been a resignation within the department. The board agreed.

Mr. Bryer requested a copy of the town's financial audit.

Citizen's Comments

There were no public comments.

Acceptance of Minutes

The minutes were postponed to the next meeting.

Mr. Martel thanked the board for their confidence in him with the town administrator position.

9:40 p.m. **Motion** Mr. Dill motioned to adjourn. Seconded by Mr. Curley. The motion passed; 3/0.

Respectfully submitted,

Lisa Fellows-Weaver,
Board Secretary