



Northwood Board of Selectmen Meeting Minutes of May 22, 2007

Town Hall Northwood NH – May 22, 2007

Call to Order

Vice-Chairman Curley called the meeting to order at 6:30 p.m.

Roll Call

Selectman Ken Curley, Selectman Alden Dill, and Board Administrator Linda Smith.

Absent

Chairman Scott Bryer

Citizen's Forum

Lucy Edwards asked about the progress of the new technology committee. She asked if there would be an advertisement going out for new members. Mr. Curley replied that there are 4 volunteers that are interested and appointment papers need to be filled out. He further states that there should be an advertisement done for the last position. ****Motion** Mr. Curley made a motion for Sandy Garrett to advertise for the technology committee. No second was given.**

Don Arsenault, as a citizen, asked about the status of Bennett Bridge beach. Mr. Dill stated that the selectmen had previously authorized Dave Hickey to contact NHDES. Mr. Dill stated that when he spoke to Dave Hickey last week there was no permit from DES to replenish the beach area; Mr. Hickey will continue to work on obtaining the permit. Mr. Dill added that DES has a concern with the fact that the beach has washed away two years in a row. Mr. Arsenault stated that Jim Wilson stated to him that there was nothing that could be done until an engineer views the area and tries to resolve the issue to avoid the area washing out again. Mr. Dill stated that the town is trying to get the permit and nothing can be done until the town has a permit.

In addition, Mr. Arsenault stated that in the past there has been a problem with the raft. He explained that he has had the raft chained up with tow chains. Some kids moved the raft and it has floated down the lake. He contacted NH Fish and Game and Rockingham Dispatch to get assistance to bring the raft back. He stated that the raft is still on a neighbor's property and the neighbor would like it moved. Mr. Dill requested that Ms. Garrett find out the status of the raft with Mr. Wilson and Recreation Director Mandy Hodgdon. Mr. Curley stated that the raft will need to be chained up. Mr. Arsenault explained that the original chain broke. He added that Mr. Hickey was planning to add some stone as a means of erosion control in the area. Mr. Arsenault stated that he was told that there would not be a beach there this summer. Mr. Curley stated that an engineer should be hired to review the area and have contact with DES; however, the board will need to discuss the matter and determine if that is something that the BOS wants to do or not. Rick Wolf asked if the raft was the same raft that was discussed last year. Mr. Arsenault replied yes. Mr. Wolf stated that he offered to remove the raft last year but there was no action taken.

Tim Jandebaur reads from the town's purchase order policy. He explained that category two is for purchases between \$500.00 - \$2,499.99 and requires three price quotes along with the vendor's name. He explained that category three is for purchases between \$2,500. to \$10,000. and also requires three written vendor quotes to be submitted. He stated that category four is for purchases of \$10,000. and over and also requires three written quotes. Mr. Jandebaur was wondering why the



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painting of the inside of the town hall that was done by Steve Bailey did not go out for bid, per the town's policy. Mr. Curley replied that this was a decision of the board.

Mr. Jandebeur asked why the board did not look into the fact that Mr. Bailey may be over billing hours for the painting when the town administrator brought the issue to the attention of the board. He added that other department heads may have been able to substantiate those claims. Mr. Curley replied that it was a unanimous decision of the board. Mr. Jandebeur stated that department heads are responsible to obtain references from all companies bidding on town work. He expressed concern with the fact that this goes against town policy and reflects a conflict of interest. Mr. Curley replied that he is entitled to his opinion.

Mr. Jandebeur referenced the May 8 selectmen's meeting. He stated that Mr. Bailey expressed an incredible amount of anger, which was ignored by the selectmen and three days later inside town hall, there was another incident of anger involving another citizen. He asked why the board would continue to allow a person that out of control, to remain working in town hall. Mr. Curley replied that the events being referenced are alleged events and decisions are not based on alleged events. Mr. Jandebeur replied that one instance that was not alleged was when Mr. Bailey slammed a briefcase on the selectmen's table during a meeting. Mr. Curley replied that Mr. Bailey had dropped the briefcase.

Appointments

6:45 ~ Joe Knox – New Compactor for Transfer Station

Mr. Knox explained that he had previously provided information to the board for their review regarding the compactor units. He stated that the proposal that is working out the best is TD BankNorth. He stated that this would be for 4 years at 4.5% interest. The payments would be \$5,587.50 and if paid off in three years there would be no accruals or penalties. He suggested that the board meet with Nicole from the bank to review the necessary documents. Mr. Curley and Mr. Dill agreed. Mr. Dill asked for the differences of the interest rates. Mr. Knox further stated that the TD Bank North proposal is a much better deal, is with the bank that the town uses, and it is a local bank. The total would be \$22,350. Mr. Knox added that the warrant article was originally for \$42,000.

7:00 ~ Recreation Department Website

Mr. Curley stated that Peter Jones had informed him that the recreation committee had asked him about developing their own website. Mr. Curley read an email he received from Mr. Jones regarding the website. Mr. Jones's recommendation is that the recreation committee asks the selectmen if recreation committee can host a recreation site on the town's hosting account. Mr. Jones explained in the email that he could set it up on as a sub domain with no additional costs to the town or if they decided to get their own domain, the cost would be \$15. per year. Mr. Jones wrote that the email was a recommendation and request to allow the recreation commission to develop a website and host it on the town's hosting account. Mr. Jones offered to assist as a volunteer to build and maintain the site as he currently does with the town's site. ****Motion** Mr. Curley motioned to allow the recreation committee to create their own website on the existing host account from the town. Seconded by Mr. Dill. The motion passed unanimously; 2/0.**



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Meeting DVD's

Mr. Curley stated that it was brought to his attention that the DVD's made from the selectmen's meetings were being used as legal public documents. He explained that the original purpose of taping the meetings was to create a TV show to allow the cable subscribers to see what occurs at the selectmen's meetings, and in the future, at other events in town. He stated that it becomes a liability issue when the DVD's are released unedited. Mr. Curley explained that when the DVD's are shown on Channel 26, Lakes Region Public Access (LRPA), the DVD's have been edited and that is the only way that they can be shown. He continued to explain that because the DVD's have been being used to back up the minutes of meetings, the town has been releasing unedited DVD's, which can lead to liability issues. Mr. Curley stated that it is his understanding that presently the secretary does not use the DVD's for minutes, she uses the audio tapes. ****Motion** Mr. Curley motioned that the DVD's are not be used to create the minutes and the audio tapes of the meetings are to be used (for purpose of transcribing the legal record). Mr. Dill seconded.** Mr. Garnet explained that all DVD's are edited. There is a copy at the library, he sends a copy to LRPA, and he retains a copy. Mr. Dill asks what the turn around time was. Mr. Garnet replied they are completed before the next meeting. **The motion passed; 2/0.**

Selectmen's Comments

Network Managers

Mr. Dill stated that the town currently uses Network Managers for IT support. There is only one position (town administrator) authorized to change any user accounts. He stated that it would be in the town's best interest to have two people with that authorization. Mr. Dill suggested the board administrator have authorization to make changes to computer accesses, from Network Managers. ****Motion** Mr. Dill motioned that the board administrator have the authority to make changes to computer accesses from Network Managers. Mr. Curley seconded. The motion passed; 2/0.**

School Resource Officer (SRO) Contract

Ms. Smith presented the board with the SRO contract, which was forwarded to town counsel for review. Mr. Curley stated that it was brought to his attention that the police commission did not have a copy of the contract. ****Motion** Mr. Curley motioned that the School Resource Officer contract be forwarded to the police commission for their consideration. Mr. Dill seconded and the motion passed unanimously; 2/0.**

Administration Report

Painting References

Ms. Smith presented the board with the painting references, which the board requested at the last meeting. Mr. Dill stated that he would prefer to review these at another time.

Payroll Manifests

Ms. Smith presented the board with two payroll manifests for \$45,167.13 and \$1,943.39. ****Motion** Mr. Dill motioned to pay the payroll manifest of \$45,167.13. Seconded by Mr. Curley. Motion passed unanimously; 2/0. **Motion** Mr. Dill motioned to pay the payroll manifest of \$1,943.39. Seconded by Mr. Curley. Motion passed unanimously; 2/0.**

Vendor Manifest

Ms. Smith presented the board with the final A/P manifest, previously signed by the board for \$92,553.38. ****Motion** Mr. Curley motioned to pay the vendor manifest of \$92,553.38. Seconded**



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by Mr. Dill. Motion passed unanimously; 2/0.

Safety Committee Appointments

Ms. Smith presented the board with a memo from Dave Hickey as a follow up to the May 8 meeting. Mr. Hickey's memo noted recommendations of appointments to the safety committee for the 2007-2008 committee, with new members having alternate terms. Mr. Curley read the memo stating that the current members of Dave Hickey, Charlie Pease, Linda Smith and Wendy Talon will remain on the committee. The following were Mr. Hickey's recommendations for the committee through 2008: Donna Bunker, Sandy Garrett, Harriet Cady, and David Wakeman. ****Motion** Mr. Dill motioned to nominate Donna Bunker, Sandy Garrett, Harriet Cady, and David Wakeman to the Safety Committee through 2008. Seconded by Mr. Curley. Motion passed unanimously; 2/0.**

Purchase Order

Ms. Smith presented the board with a purchase order for \$4800. for Hodgdon and Son for spring grading. ****Motion** Mr. Dill motioned to approve the purchase order for Hodgdon and Son for spring grading in the amount of \$4800. Seconded by Mr. Curley. Motion passed unanimously; 2/0.** The purchase order was signed.

Primex

Ms. Smith presented the board with a multi year discount notification from Primex. A signature is required. The board agreed to hold off for the chairman's signature.

Intent to Cuts

Ms. Smith presented the board with an intent to cut for Nicoletti Trust and Lee Baldwin. ****Motion** Mr. Curley motioned to approve the notice of intent to cut for Nicoletti Trust and Lee Baldwin. Seconded by Mr. Dill. Motion passed unanimously; 2/0.** The intents were both signed by the board.

Purchase Order

Ms. Smith presented the board with a purchase order for \$5278. for Hodgdon and Son for work completed during the recent flood, which will be submitted to FEMA. ****Motion** Mr. Curley motioned to approve the purchase order for Hodgdon and Son in the amount of \$5278. Seconded by Mr. Dill. Motion passed unanimously; 2/0.** The purchase order was signed.

Letter

Ms. Smith presented the board with a letter to open and determine if the contents should be discussed in a non public session. The letter was opened and the board will speak with Ms. Garrett and have her follow up with the matter.

Recreation Department

Recreation Director Mandy Hodgdon met with the board regarding camp counselors and life guards for this year's recreation program. Mr. Curley reads a letter of recommendation from Ms. Hodgdon and the recreation commission for life guards to be hired for the summer season as follows:

- Stephanie Oles
- Brian King
- Gary Hoover
- Kyle Faucher



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- Kaitlin Waldron

****Motion**** Mr. Curley motioned to approve hiring the following life guards for the 2007 season.

- Stephanie Oles
- Brian King
- Gary Hoover
- Kyle Faucher
- Kaitlin Waldron

Seconded by Mr. Dill. Motion passed unanimously; 2/0.

Mr. Curley read a letter from Ms. Hodgdon and the recreation commission recommending the following for camp counselors for the summer season as follows:

- Laurinda Adams
- Catherine Adams
- Sarah Bujno
- Keven Weaver
- Michelle DeButts

****Motion**** Mr. Curley motioned to approve hiring the following people as camp counselors for the 2007 season.

- Laurinda Adams
- Catherine Adams
- Sarah Bujno
- Keven Weaver
- Michelle DeButts

Seconded by Mr. Dill. Motion passed unanimously; 2/0.

Mr. Dill asked Ms. Hodgdon about Bennett's Bridge beach area. Ms. Hodgdon explained that she and Mr. Hickey met with Dale Keirstead, from NHDES, regarding the condition of Bennett's Bridge beach. Mr. Keirstead recommended that the town have the area reviewed to determine what can be done to prevent the erosion from occurring again. Mr. Dill asked if Ms. Hodgdon was working on this or if it was the recreation committee and who was looking into the engineering. She replied that she is currently working on that and is looking into for both town beaches. Mr. Curley asked what engineering firm is being considered. Ms. Hodgdon replied that she was told that the town has Underwood Engineering. Mr. Dill replied that the town does not have an official engineer and that there are a few that could be contacted. She stated that she will work on this. Ms. Hodgdon stated that NHDES will not allow the town to add any sand. She explained that last year sand was added to this area and sand can only be added once every 6 years. Ms. Hodgdon stated that there is also a dredge and fill permit active with DES for the Northwood Lake Beach area.

Mr. Dill also asked Ms. Hodgdon about the raft issue in the same area. Ms. Hodgdon replied that Jim Wilson and Charlie Pease will retrieve the raft, as soon as possible.

Non Public Session:

7:23 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).



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Roll Call Vote:

Selectman Dill – yes
Selectman Curley – yes
Motion passed; 2/0.

7:35 p.m. ****Motion**** Mr. Curley motioned to come out of the non-public session. Seconded by Mr. Dill. Motion passed; 2/0.

****Motion**** Mr. Dill motioned to seal the minutes of the non-public session. Seconded by Mr. Curley. Motion passed; 2/0.

Acceptance of Minutes

Minutes of April 24, 2007: ****Motion**** Mr. Curley made a motion, seconded by Mr. Dill, to accept the meeting minutes of April 24, 2007, as amended. Motion passed; 2/0.

Page 7, Line 18: Insert *to*

Minutes of May 1, 2007: ****Motion**** Mr. Dill made a motion, seconded by Mr. Curley, to approve the meeting minutes of May 1, 2007, as written. Motion passed; 2/0.

Minutes of May 8, 2007: ****Motion**** Mr. Dill made a motion, seconded by Mr. Curley, to approve the meeting minutes of May 8, 2007, as amended as follows:

Page 1, Line 40: Insert *Health Trust*

Page 2, Line 3: Remove ???

Page 3, Line 42: *Curley*

Page 6, Line 32: Insert *about*

Page 6, Line 39: Delete *and*

Motion passed; 2/0.

Minutes of April 17, 2007: This set to be reviewed for first names regarding the Mr. Bailey's.

Minutes of May 14, 2007: ****Motion**** Mr. Dill made a motion, seconded by Mr. Curley, to accept the meeting minutes of May 14, 2007, as amended as follows:

Page 1, Line 36: Change to *employee*

Motion passed; 2/0.

Selectmen's Comments:

Mowing of Town Hall

Mr. Dill explained that the selectmen have been in contact with the contractor regarding the mowing. He stated that there were some hold ups with weather and such; however, he has been assured that the mowing will be completed.

Recycling Committee

Mr. Curley stated that he will be contacting people and scheduling a recycling meeting.

Citizen's Forum

Danielle Fortin noted the following changes to previous approved minutes:



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May 8, 2007:

Page 5, Mowing Bids: Change to *Jay* and the contract is for *one* year

Page 7, Public Comment: Change formerly to *formally*

****Motion** Mr. Curley made a motion, seconded by Mr. Dill, to approve the meeting minutes of May 8, 2007, as amended. Motion passes; 2/0.**

April 10, 2007:

Page 6, Public Comment: Change Danielle Fortin to *Ethan Janelle*

****Motion** Mr. Curley made a motion, seconded by Mr. Dill, to approve the meeting minutes of May 8, 2007, as amended. Motion passes; 2/0.**

Kate McNally asked if the new websites can be linked to the town's original website. Mr. Curley replied yes. Ms. McNally also asked about the background checks being performed for all of the new employees. Mr. Dill replied that each application had the necessary forms for the background checks and he believed that the checks are being done.

Rick Wolf referred back to previous discussions relative to the editing of the DVD's and comments from Mr. Jandebour. He stated that Mr. Curley made an inaccurate statement regarding Mr. Bailey dropping something on the table and he could understand why the board wants to edit the tapes of the meetings. He stated that the board should watch the DVD as it shows clearly what occurred at the meeting. He added that he is dismayed at Mr. Curley's statement. Mr. Curley replied that was his perception at the time. Mr. Wolf hoped that he would retract his statement and Mr. Curley replied that he would not retract his prior perceptions.

Motion to adjourn the meeting was made by Mr. Dill and seconded by Mr. Curley. Motion passed unanimously; 2/0.

Respectfully Submitted,

Lisa Fellows-Weaver
Board Secretary