



## Northwood Board of Selectmen Minutes of September 26, 2017

**Call to Order:** Chairman Wolf called the meeting to order at 5:50 P.M.

**Roll Call:** Chairman Rick Wolf, Selectman Donald Hodgdon, and Town Administrator Joseph Gunter

**Absent:** Selectman Scott Bryer

**Pledge of Allegiance:** Chairman Wolf led the Pledge of Allegiance

### **Citizen's Forum**

None.

### **Appointments**

Hoyle & Tanner Associates: John James was present. Mr. James noted his work history with Hoyle & Tanner as well as his experience working with municipal construction. He also explained the company's experience in general working with this type of project. He discussed the various departments that would be involved in a project of this type including the bridge group, transportation and environmental group which he noted would be a big part of this project or any project that pertains to wetlands. This would all be in-house staff that would oversee that part. This is all noted in the proposal. The real benefit of this project is that it is an 80% reimbursement from the State and 20% from the Town. One thing I would like to mention is that a lot of our jobs are from repeat clients which are pretty diverse throughout the state. The program is a good one. If you are not too familiar with it, it includes three steps. There is a lot to it and then is narrowed down to alternatives to the end product.

Mr. James noted that along the way NHDOT reviews and approves every step of the way. At the end of the design phase you get your reimbursement for the engineering stage. The next part is the construction phase at which time Town would receive half of the 80% of the State portion.

Josif Bicja: So, why are you re-doing the bridge – the bridge is in bad condition? When it was originally designed, it was not designed to last this long so you actually are lucky it has made it this far. We have done a lot of projects over the years with DES, we know the people and have an excellent working relationship with them. We know their preferences and what they are looking. The actual design of the bridge is the easiest part; the most difficult part that you have is traffic control. People do not complain about the little things about the bridge but rather the traffic control and that they did not get to work on time. This is something that you need to be aware of depending on which option you select for traffic control. The most cost-effective way is to close it and direct traffic around the lake which is about 10-12 miles. Either way



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you will be getting some resistance from the public. Closing it would be the most cost efficient; if you do anything different it is going to cost you. We will help direct you along the way; you make all the decisions. We will give you all the recommendations that you need and then you will make the final informed decision. He explained there could be other options for detour though some would make it difficult to transverse. We could do half of the bridge at a time and then reverse it so that you would have to do everything twice adding additional costs. The other option would be to build a temporary bridge at additional costs.

The other point I would like to mention is the project schedule which is scheduled for fiscal year 2019 which means the construction stage has to start by July 1<sup>st</sup> of next year with a completion date of June 30, 2019. We do not recommend doing the project next year even though it is tempting because you will have to have contractors that will have projects lined up for the rest of the year and asking them to do something more than they can handle will raise the price. The second part of that is that you may get some contractors to handle certain parts of the project but then cannot find others to finalize it. What we recommend is advertising it sometime in January, award it in March and then start it sometime in late summer or fall, obviously considering lake usage and coordinating town services including school buses. We will support you in this regard and through the entire project.

Mr. James provided pictures of other projects they were involved with.

Mr. Gunter: I have two questions for you. You have covered most everything I was going to ask. You talked about the Bennett Bridge as a detour. Bennett Bridge is about as wide as this table. Have you taken that into consideration about traffic back and forth on a school day? Mr. Bicja: As I mentioned earlier, they are not going to be able to get the school buses to use that bridge. It would be for regular traffic but not the school buses. That bridge is only about a car and a half wide so do you have plans to manage traffic down there? Town would need to do some kind of signalized traffic management there. Mr. James: We are not saying that is ideal, but rather just an option. We have had a couple projects before where the detour turned out to be a Class VI road and the DOT will upgrade that which is a benefit to the Town so that the road is brought up to a little better standard and at the end they just put gates up. On a dead end it is a little different but where there is another access the State will pay for that. Chair Wolf: The trucks that use Bennett Bridge are the UPS trucks and the Fed Ex trucks. I do not know how much weight that bridge can withstand. It is an old stone bridge. I do not know if you guys looked at it, but it is a little scary. Selectman Hodgdon: Going around the lake is a long way around. Chair Wolf: The school buses having to go all the way around the lake would be a tough one. Mr. Bicja: The comfortable time to complete this project will be about 2-3 months. There have been towns where it has been completed in a month. Chair Wolf: I really do not want to see the school buses travel all around the lake. It would cost money for the school and other things would cost extra. Selectman Hodgdon: I am sure you are going to



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get gripes no matter what we do but if you can get the bridge done in a month, the gripes will be minimal. Mr. Bicia: No matter which way you go, you are still going to inconvenience people. If you close it completely, it will only be for one month and you will be done with it. Mr. James: That is why you need public input either with some mailers or public hearings early on rather than waiting for the construction period. Selectman Hodgdon: Especially for the people who live on that road which will affect them more. Mr. James: To do some of these other options, you are talking about \$100-200K. Selectman Hodgdon: It would be easier to explain to people that they would be inconvenienced for a month rather than spending \$100-200K for other options. At first, they will be a little disappointed but then will realize it is the best way.

Mr. Gunter: I have one more question – you guys were up there; the Mill Pond Dam is right up there. Do you have any concerns with that? Does that impact the project at all? Mr. James: That is so far out that we do not expect any issues with that. We do have to fill out a form and send to the Division of Historical Resources and they will advise us accordingly. We do not expect to be that far upstream from the property.

Mr. James: Our question is just what your schedule is? Mr. Gunter: We have one final interview on the tenth and hopefully the Board can make a decision at that time. Selectman Hodgdon: I think I will be able to make a decision at that time. With that interview on the tenth, you will probably hear from Joe a few days after that. Mr. James: In the interim, if you have any questions for us, please let us know.

Quantum Construction: I am Lisa Martin, President and CEO of Quantum Construction Consultants and this is Jim Bouchard, Sr. Project Manager, Road Way Designs. She related that she has 35 years of experience in structures and dams and Jim has over 40 years of experience in roadways, transportation and all other facets of transportation. Jim is old and so am I.

Ms. Martin: Our company is a lot different than our competitors. We are a small company with seven employees. Jim and I run the company and when you are dealing with our company, you are talking to us. We handle all facets of the business and respond accordingly. That is the type of personal service we provide. Our corporate culture is very small and we specialize only in the municipal world. We handle a little bit of State work but we do not design State bridges, airports or expanse bridges. We design municipal bridges that are typical in NH. In our proposal, you will note there are a list of bridges which are all municipal with a lot of repeat clients. We are proud of that because it means we service our client which is something we can do well unlike large companies, we do not have a corporate profit center to deal with nor someone over us saying this is the process you need to use. It is a very New Hampshire way of business for us and we have both worked for large companies for many years and have known each other for 30 years on/off and do not like the large company culture. We are all cross trained in all kinds of disciplines.



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Ms. Martin: We can help you through budgeting. When we do the engineering study, we give you a cash flow analysis so that right up front you know what your costs are. We will give you a budget for all kinds of things including construction with a chart which will depict what you need up front for design, when you will get reimbursed by the State for design and how much. We will provide a schedule so that we can work with you and advise you what is happening and will follow the cash flow that the Town needs. When you have a bond vote, you need to appropriate the full amount, work off that cash flow and then get the reimbursement from the State at the end of the job. You get some reimbursement in the middle and that's what this chart tells you. You get 80% of the whole project, but it comes at different times during the project. Jim Bouchard: We provide different submissions such as bridge study, design and then final design. We develop this at all three of these phases and as needed along the way for your own internal funding and other necessities that may come along. It is all based on our estimates in our working knowledge of the bridge project.

Ms. Martin: Regarding your bridge, it is a very small bridge as a bridges go in New Hampshire but your bridge is important to us. It is an important project because we are a small firm. Larger companies may not put the same emphasis on this type of a project. You have a ten-foot span of a bridge which makes it barely a bridge in New Hampshire and if you went by Federal guidelines, it would not be considered a bridge. It has a low profile and we did notice – Have you ever had flooding issues? Board indicated “No.” FEMA says the same thing, this is a minimal risk for flooding. It is probably because of the old dam upstream that holds back some water. That's a good thing because it tells me that you do not need a huge bridge to replace this bridge. There are some alignment issues because we have a 30-degree skew which means this bridge “screams precast.” Just so you know. In our handout, we gave you some examples of precast construction. The least expensive type of construction would be a box culvert and you will note that the DES has allowed us to use a box. It doesn't have an open bottom structure which is required, but what we do is fill the box with natural spring bed so the fish do not know the difference. When you have a small span and you are constructing an abutment, your total blunt abutment almost touches the other so it might make sense to use a box. We have gone for waivers and have been successful in this regard. The skew creates a little bit of an issue for the box and also creates an issue for the rigid frame but is also a good choice for this bridge. The two projects that we have in the folder also have a skew to them; about a 30-degree skew so that when you look at the bridge, it is similar to your situation. You do have to design for that in the bridge. We can look at ABC (accelerated bridge construction) where you shut your bridge down for a very short time and you construct your bridge – precast lends itself to that. However, when you force a contractor into a tight frame, it drives the price up. There is open communication throughout the whole process. We come in and meet with you, discuss options and it is just an open communication.



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Ms. Martin: What I would like to discuss further is the traffic and I am going to turn that over to Mr. Bouchard because it is a little bit complex. Mr. Bouchard: We have been to the site and a couple of things that we have looked at include Bennett Bridge and the Class VI road that feeds into that and based on the DOT there are about 1,400 cars a day that use that road. That is not a low volume use road. That is getting up there. Some of the bridges that we have done are the same span, same set-up but only include 800 cars a day. That is a whole different ballgame. You have 1,400. This is a cut through from Strafford – it has got to be. As far as detour roads, you have to use something decent. If you are coming out of Mill Pond and unless you have four-wheel drive, you are going to have to drive 13 miles around to get to that one location. He explained it would be difficult for service vehicles to access the area and that we look at what we call a temporary detail road which they have done in a similar situation in another town which could be developed easily in this area. He explained the single road detour and how it would work. Out of your budget, the 20%, less than 1.4% would go towards something like this. It works very well and that is what we envision for this project. It allows cars to pass and people will become accustomed to it. That is what we envision for traffic at the bridge site.

Ms. Martin: For this project we consider stakeholders, the Town as the major stakeholder, the DOT, ourselves and the contractor. It becomes a team effort to construct the bridge project. We encourage you to call our references as well as our contractor references because we want to show you that we are a team player and work with all the stakeholders to make sure that you have a successful final project. We would like this project and thank you for considering our company.

Selectman Hodgdon: The detour road that you are talking about, that would be just wide enough for one vehicle. What would be your suggestion for bus stops for kids and stuff like that? Mr. Bouchard: In scheduling this in 2019, what you really want to do is schedule this in the summertime and have it ready to go in the fall. The bridge itself is 14 ft. wide to handle any of your school buses, fire apparatus and can get through there. The stops are back far enough to accommodate these vehicles. For those sitting here, it is not only your bridge but the whole community's bridge. We are open to any input and sometimes people come up with some really good suggestions. Selectman Hodgdon: When you mention the yield signs on either side of the road, are you talking about a freestanding traffic light set-up where one side would be green and the other red. Mr. Bouchard: That can be done with portable traffic signals and they interact with traffic with enough yellow and red time to clear this work zone out. They are very inexpensive and two could be set-up that way. We have done it in other areas with just YIELD signs which worked very well.

Chair Wolf: If this is done any time when the kids are in school, I would say that lights would be better because a lot of teenagers travel that road going to Coe-Brown Academy back and forth and with a YIELD sign, I think the chances are slim with them obeying it. Mr. Bouchard: Thank you, that is just the type of participation and



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input we are looking for from you. Selectman Hodgdon: Either way whether we do it in the summer months when there are summer rentals or when the kids are in school, we will have that issue. Mr. Bouchard: I think you would want to definitely do it during the summer months with the bidding right around Thanksgiving time. That is when you get your best prices and allows you to go through the DOT process to award the bid by the middle of January and then the contractors so that when the weather breaks build the detour. This way the bulk of the work is done during the summer time. Start it in the spring and have it ready before they return to school.

Ms. Martin: Typically, this would all be written right into the contract to allow them time to prepare. We get everything ready before we allow them to shut the road.

Mr. Gunter: About the detour, it looks like we are going to have some kind of easement in order to punch a road in here and then run a bridge over. Since you do not deal with easement arrangements, is that going to be a cost factor on the part of the Town. Ms. Martin: When we say we do not do the negotiations, we do not get involved with the money negotiations, but we do go out and meet the Town and the property owners to show them what we are proposing offering the Town guidelines on how you might come up with the appropriate costs. Mr. Bouchard: We would prepare the easement plan, identify the impacts on the landowners for the detour road and some of the slope easements on the other side of the bridge. These would be provided to the Town in word documents so that your Town counselor can review them. When it comes down to the fiscal responsibility, it is outside of our work and you will have guidance from the DOT.

### **Public Hearing (6:47 P.M.)**

Selectman Hodgdon read into the Minutes the Public Hearing notice regarding the acceptance of \$10,000 grant from the NH Division of Historical Resources.

Open the Public Hearing: Chairman Wolf: Any comments from the public. (None.) I think this is a nice gesture; it would be nice to see some new windows on the building. It will help with the heat factor as well as the air conditioning in the summertime. Selectman Hodgdon: Is this something that we are going to bid out or do we have someone in mind. Mr. Gunter: There is only one contractor that will do this type of historical replacement of windows and he came out and reviewed them.

Chair Wolf: Since there are no comments from the public, close the public hearing.

**Selectman Hodgdon motion to accept the grant in the amount of \$10,000 to refurbish the historical windows at the Town Hall. Grant provided by NH Division of Historical Resources. Chair Wolf second motion. Motion carried 2/0.**



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### School Board

Mr. McGuigan: I don't know that we have a particular agenda. I have met with Joe at one point to brainstorm about some things. We have been having annual meetings between the Board of Selectmen and the School Board bi-annually just to find ways that we can work together on some projects. I do have some things that we can talk about tonight though I do not think there will be a resolution. We have done some bids together on fuel and possibly electricity when we are bidding out. We have paved the parking lot out in front of the school and part of the fire station there. I do not know that we have any upcoming projects right now to think about but if we do, are there any areas that we can do that with? Some other things we had talked about was seeing if we could get the Rec Department having more access to the school like perhaps adult sports in the gymnasium or having people being able to walk around in the winter inside the school. We need to talk to the Superintendent about that because of liability and insurance. Perhaps, we can find some way of working something out and have someone authorized to open up the school and supervise activities.

Mr. McGuigan: I do not have any ideas. Does anyone have any other ideas on how to move forward with this stuff? Mr. Gunter: There was some pick-up basketball going on. There were also some concerns about having the elderly walking within the building because it was cold outside. Mr. McGuigan: That is certainly something that we could bring forward with the administration to try and get going. I think there are mostly insurance concerns regarding this because of someone slipping on ice previously. I believe the school had to pay a lot on that matter. Selectman Hodgdon: We might consider having each class do a snow sculpture. This could be something that is beneficial to both the Rec Department and the school. I know Coe-Brown does this and I don't want to piggyback off of them but it could be along the same lines as an idea. We could set up one day that this could be done maybe on a Saturday or maybe even a school day. Other towns have had winter softball games, I know it sounds silly but it has happened. It is mostly just to have people get together. Each class could build a snow sculpture or whatever. Mr. Gunter: We could poke around and see what we can find out. Selectman Hodgdon: I know several towns that do this; sort of a winter carnival type thing where they have an event, toast marshmallows. There could be an ice skating party one weekend day and on next day the fishing derby so it would involve the whole weekend. Mr. McGuigan: I cannot speak for the board but that is something that could get the whole community involved which is primarily one of our goals. This is something that we would have to work out and primarily we would have to work out the insurance factor. I see where you are going. Selectman Hodgdon: We do a lot in the summer but we do not have a lot in the winter and that is the point of the winter carnival. Hopefully the weather is not 30 below on that day but you never know. There have been times when we have eight inches of snow and it is 40 degrees outside so everyone wants to be out in the snow. Who would care. I wish we had more to do in the winter. There is the fishing derby but



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there is not much else. Chair Wolf: Maybe we can work with the Rec Department to find something to do to keep the kids happy. Selectman Hodgdon: Even if they put together a trip to Wagon Hill, that would be something though it would also involve insurance.

Ms. Gunter: I was just wondering if the School Board had a chance to submit their CIP and whether they had a chance to look at that? It might be something that we might want to collaborate better with that to prevent those ups and downs. I was just wondering if that had been reviewed and if there was anything coming up this year? Mr. Gunter: It is still with the Planning Board. Mr. McGuigan: Does the Planning Board have our CIP also? Mr. Gunter: Yes, it is all in one package.

Selectman Hodgdon: Anyone else have any other ideas? Ms. Gunter: The other idea would be to have a snowman building contest; this would not carry any liability. Selectman Hodgdon: Neither would a small sculpture, I believe. Pittsfield does it every year, at least they used to; my family used to get three or four members together and would do it on a Saturday and then play softball in the snow. Usually about twenty people showed up and we all basically had a good time. Maybe we could get Jenness Pond involved and maybe do something over that way and donate the hall for the night.

Ms. Gunter: Do they need anybody for Trunk'or'Treat? Do they need any volunteers? Mr. Gunter: They always need volunteers for Trunk'or'Treat. Selectman Hodgdon: Are we going to do that on a Saturday or are they going to try and do it on Halloween. I noticed a lot of towns are doing it on weekends. Mr. Gunter: I think on October 28<sup>th</sup> which is a Saturday. Selectman Hodgdon: What with school getting out at 4:30 P.M. it would probably be better to do it on a weekend especially this year.

Mr. McGuigan: I guess I was curious if there were any contracts that we could collaborate on with the Board such as any paving that has to be done. Selectman Hodgdon: I would think the paving of the parking lot could be continued and that way it would be all done. Maybe that would be something we could work on. We could do some of it or finish it all up. Mr. McGuigan: We could see if you are doing any roadwork and have some extra material, we could work on having that done rather than have it contracted. From my point of view, please keep us in mind for this. I will be in touch to see if we can work on any of these projects. Mr. Gunter: Do you guys have some specs for that driveway? Mr. McGuigan: I'm sure we can get you some. Mr. Gunter: We could roll it into a bid.

Mr. McGuigan: We had talked about sharing some fuel costs between Town Hall and School. I do not know how you put out bids for that but I know the school uses quite a bit and that is something else we could work together on. Mr. Gunter: If the Board wants, I can put some numbers together with the school included and see if we can't find some way to have some cost savings.



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Mr. McGuigan: If there are any specific Rec Department requests, I would love to see what they would like to do and see if we can make that happen. The school building is empty for a lot of times and I can't see why we cannot get a better use out of it. I'm guessing that we would have to get some kind of waiver from the Rec Department stating that they would be responsible for any and all things that may happen. That is also something the Board would have to sign off on. Selectman Hodgdon: You are probably right. The school's biggest concern is that nothing major happen. Hopefully we never have that issue.

Selectman Hodgdon: Do you know if they still have the amphitheater that was down on the nature trail or do they have a nature trail anymore? Mr. McGuigan: I walked that in the spring and I do not recall anything like that down there. Selectman Hodgdon: They had one when I was in school many years ago. There used to be one there. Maybe that is something else the Rec Department can look at. Mr. McGuigan: That might be something students from Coe-Brown could do as a service project to Town.

Mr. McGuigan: Let's keep the lines of communication open.

### **Unfinished Business Additional**

None.

### **New Business.**

Acceptance of Minutes

Mr. Gunter: I have five sets of Minutes that require approval which I have listed. I have talked to Scott and he feels comfortable with the Minutes and if you are okay with them we can approve them tonight. You can make one motion to approve them all and then sign the sheet.

**Selectman Hodgdon motion to approve Minutes of July 25, August 1, August 22, September 5 and September 19, 2017 as written. Chair Wolf second motion. Motion carried 2/0.**

Process Various Assessing Forms and Applications

None.

Approval of Manifests(s)

**Selectman Hodgdon motion to approve payroll register #20 in the amount of \$83,605.52. Chair Wolf second motion. Motion carried 2/0.**



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Selectman Hodgdon: Are we getting any better pay sheet submittals. Mr. Gunter: Yes, the staff is very dedicated; we are moving ahead on this. I talked to everybody, all of our offenders and they are doing much better.

### Approval of Purchase Orders

Mr. Gunter: A few weeks back, Gary brought in some quotes which we sent back to him to get some "cleaner" quotes. The first one is for some video equipment. He got three quotes and he recommended the cheapest which is his choice. Selectman Hodgdon: I am not against going with the cheapest, but should we go with the middle one; the cheapest isn't always the best. Mr. Gunter: The cheapest one was Gary's first choice which is B & H Photo & Video. Selectman Hodgdon: If he wants to go with that one, then I'm okay with it.

**Selectman Hodgdon motion to approve purchase order for B & H Photo and Video for \$3,375.85 with funds from the Cable Expendable Trust Fund. Chair Wolf second motion. Motion carried 2/0.**

Mr. Gunter: This next one is also from Gary for the B & H Photo and Video for a custom-built computer. Gary noted that this is the only vendor in New Hampshire that actually builds these computers that he uses. It is a single source purchase. Chair Wolf: We had discussed this previously and I have no more comments. Selectman Hodgdon: I am glad that we are using the same company.

**Selectman Hodgdon motion to approve purchase order for B & H Photo and Video for \$3,689.22 with funds from Cable Expendable Trust Fund. Chair Wolf second motion. Motion carried 2/0.**

Selectman Hodgdon: Quick question, what does this leave us with in this account? Mr. Gunter: There is \$74K in there now.

### Miscellaneous Signatures/Approvals

Mr. Gunter: These are the 674's that were sent to you in your packets. One is being pulled - 9 Pleasant View Avenue which is being continued at the Zoning Board. The other one is for 14 Circle Street. This is the one where they are taking a mobile home out and putting another mobile home in its place which I understand is a little bit bigger. I am unsure by how many square feet. Selectman Hodgdon: So, they are taking one mobile home off and putting another one in. I'm okay with that. Even though the new one is longer, we are not really changing anything else. Mr. Gunter: No, the Board of Selectman's portion of this is to allow construction on a private road.



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**Selectman Hodgdon motion to approve a 674 variance and agreement release for removing an existing mobile home and replacing it with a newer, updated mobile home at 114 Circle Street, Tax Map 116, Lot 98. Chair Wolf second motion. Motion carried 2/0.**

Mr. Gunter: This is a request from the Director of Rec Department to purchase ten additional jerseys/sweatshirts for the coaches. She went with the cheapest quote and the company she prefers.

**Selectman Hodgdon motion to approve purchase of 10 jerseys and sweatshirts for the coaches from Fierce Apparel in the amount of \$725. Chair Wolf second motion.** After brief discussion: **Motion carries 2/0.**

Selectman Hodgdon: I have been led to believe that this company is run by the Rec Director. Mr. Gunter: That is 100% not true. We were buying from him for a few years now. Selectman Hodgdon: Where are the funds coming from for this purchase. Mr. Gunter: It is coming out of the Revolving Fund where the parents pay into the rec programs and they get the jerseys and sweatshirts for the coaches from that. We try to give them a little something every year.

Mr. Gunter: We have the resolution from the MetroCast Cablevision of New Hampshire, LLC to assign to Atlantic Broadband (NH-ME), LLC, the cable television franchise held by Metrocast Franchise. I received a reasoning from our lawyer who recommends signing her version of the resolution because she felt that the resolution which MetroCast offered is committing the Town to things that they should not be committing to. Particularly, No. 3 which states Town is releasing MetroCast from all liability which I think the Town is not willing to commit to; also No. 5 of the MetroCast version which states "...grant to any lender as security interest in Atlantic Broadband as secure indebtedness." She did not feel comfortable with the Board making these pledges.

Selectman Hodgdon: I have been asked by some people now that we will have Atlantic Broadband if our meetings can be put on other cable access stations. I would suppose that you would have to change providers. I was led to believe that right now we have MetroCast that we cannot put our meetings on another access point such as Direct TV or DISH without their permission. Is that correct? Most people in Northwood do not have MetroCast so they do not get to see our meetings. Gary advised that they could go to the Library for this. Selectman Hodgdon: Is that something that we have to work into our contract? Mr. Gunter: We could ask the satellite providers to see if they could put us on.



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**Selectman motion to accept the Resolution as follows:**

**The Town of Northwood (“Franchising Authority”) has received a request from MetroCast Cablevision of New Hampshire, LLC (“MetroCast”) to assign to Atlantic Broadband (NH-ME), LLC, the cable television franchise held by MetroCast (“Franchise”).**

**The Franchise requires that MetroCast obtain the Franchising Authority’s prior consent for the assignment of the Franchise by MetroCast to Atlantic Broadband.**

**The Town of Northwood hereby grants the request of MetroCast Cablevision of NH, LLC to assign its Franchise within the Town of Northwood to Atlantic Broadband (NH-ME), LLC.**

**The resolution is effective upon adoption and signed by the Northwood Board of Selectmen.**

**Passed and adopted the 26<sup>th</sup> day of September 2017.**

**Chair Wolf second motion. Motion carried 2/0.**

Mr. Gunter: This is the contract that finishes up the year with Strafford Regional Planning for the period of October 1 to December 31, 2017.

**Selectman Hodgdon motion to approve the final segment of the contract with Strafford Regional Planning for the period of October 1, 2017 to December 31, 2017. Chair Wolf second motion. Motion carried 2/0.**

Selectman Hodgdon: Does this mean that in December we re-bid. Mr. Gunter: We would stay with Strafford Regional; they are our regional planner. We are doing this now because the contract ended and we got that new plan.

**Selectman Hodgdon: Amend motion to allow Chair Wolf to sign Strafford Regional Contract. Chair Wolf second motion. Motion carried 2/0.**

Mr. Gunter: We have the assessing contract with Mr. Earls and Board of Selectmen need to date.

**Selectman Hodgdon motion to approve the contract with Cross Country Appraisal Group, LLC January 1, 2018 through December 31, 2021. Chair Wolf second motion. Motion carried 2/0.**

Mr. Gunter: Mr. Jon Boudreau would like to join the Recreation Committee.



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Selectman Hodgdon: Is he doing too much; is he going to stretch himself too thin with being the animal control officer? Mr. Gunter: His wife is on the committee and I think they would like to do it together and they need the help. Chair Wolf: I think it is a conflict. Selectman Hodgdon: I hate saying no, but I think they would always vote in the same direction. It doesn't mean that it always will be that way. Chair Wolf: I do not think that two family members should be on the same committee. Selectman Hodgdon: Ultimately, we have the final say; I kind of agree with you but if we don't do it for this committee, there are a couple of others that have the same situation where there is a husband and wife on the same committee. This is a tough one but I'm okay with this. Chair Wolf: So if you say no and I say yes then it goes no where. What do you want to do? Selectman Hodgdon: My major concern was that he had a lot going on. He is the dog catcher and completely involved in that and in the Fire Department. It was just a question if he was going to spread himself too thin. I am going to vote yes. Chair Wolf: I am going to vote no.

### **Reports**

#### Town Administrator's Report

Mr. Gunter: I would like everyone to know that we have started taking credit cards at the transfer station. Joey is down there and has taken his first credit card transaction on Monday. Also, Peter Elliot is now a Roads Scholar. He has taken classes at UNH and is moving on up.

Selectman Hodgdon: We are taking chairs and couches at the Swap Shop, and I am not saying that they are not good pieces of furniture, but if they are leaving them outside it is kind of defeating the purpose. Maybe a suggestion would be to leave them out by the container for a while and if no one takes them, then throw them in the container. My other question is, what are we doing with the money if someone takes it? Mr. Gunter: We are charging for leaving them but not for taking them. Selectman Hodgdon: I was in there on Wednesday and it was raining. There were nice couches there and it was raining and they were sitting outside. Obviously, no one was going to take them, so they didn't charge those people which I'm not saying was right or wrong. However, if no one takes it, then the Town is kind of on the hook and we are paying for that out of the taxes. It is just one of those really tough things to decide. It is just one of those things that you have to keep an eye on. Mr. Gunter: Yes, I agree. I noticed people have been dropping them up there. Selectman Hodgdon: Even if we just leave them by the container, it would be closer to where it needs to be disposed of if left by the container. If you are going to leave it outside, it is easier for the attendant to dispose of if left by the container, than to have to walk it down from the building. Chair Wolf: I think taking furniture is a fine line because of bedbugs, lice and other such things. I saw a box spring and mattress leaning up there too. I do not think we should be in the furniture business. Selectman Hodgdon: A lot of those things are not supposed to be going in there so it is a gray area. I've given away chairs when I worked there, so I am not totally against it. I am just saying leaving them down by the container for easier disposal. If one person sees something like a mattress up there



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then the next person feels that they can also do that. If down by the container, it gives you the opportunity to charge them instead of going in the dumpster. Chair Wolf: They shouldn't have four or five sets there at once. They should have one or two and not add any until those are gone – no more. Selectman Hodgdon: If it sits out there for more than a weekend, chances are no one is going to take it. As far as the swap show, they are doing a really good job of keeping it fairly clean I've noticed. It is the bigger items that concerns me. Chair Wolf: I see it as a problem if you let one guy do it, then someone will think theirs is just as good and want to do it.

### **Individual Selectman's Reports**

Chair Wolf: I have several items that I have brought up in the past about dead trees at the Town Hall. We also have some at the Library, cemetery, one at Lucas' Pond that is breaking and falling right over the boat launch area. It has been there all summer. I think there might even be one down at the Bow Lake Beach – I know we are going to start working down there soon. I would like to see these trees taken care of. The ones at the Library and the cemetery – I looked at them personally – I think 90% of the trees are on the cemetery property. I do not know who is going to make that judgement, who's going to pay. There are two dead trees with the bark falling off of them. These are on the cemetery property. Mr. Gunter: Is one behind the chapel? Chair Wolf: No, right off the Library parking lot when you are coming off Route 43 and on the fence there. I don't want it to just sit there.

Selectman Hodgdon: I noticed this just this morning, another break-in at the Meadows – a locked vehicle. Can we put a sign down there just reminding people to lock their doors? Is that something that we would have to go through the State to do? It seems like this happening almost every other week down there. Mr. Gunter: The Rec Director knows the people who run that park so I can ask her if they can do something. It is tough down there.

### **Citizen's Forum**

Linda Smith: I have one item that I would like to bring your attention to tonight. I appreciate the fact that the Chairman of the Board of Selectman attends all of our Zoning Board meetings and I saw him nod when suggested bringing this forward tonight. Mr. Naleid, one of our former members, has put in his resignation. The Board voted last meeting that Pam Sanderson be moved from an alternate member to a regular member position. I would like the Board to consider that. One of the things that the Zoning Board runs into is similar to the Planning Board is the conflicts of interest or such as last night where we had a case we had to bump from month to month because we had one person who had a conflict, another person that was ill which left those that were not comfortable going forward with the case. Pam has been serving as an alternate and she is a voting member, was here last night and participated throughout the meeting. By moving her up to a regular position, this would allow us to have a full board. There has been a good interest in people coming



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forward to fill the slot. I have the letter from the Zoning Board and they did motion for Pam to be moved up.

**Selectman Hodgdon motion to accept the resignation of Curtis Naleid as of September 21, 2017. Chair Wolf second motion. Motion carried 2/0.**

Chair Wolf: I would like to say thanks to Curtis; he did a good job.

**Selectman Hodgdon motion to appoint Pamela Sanderson as a full member of the Zoning Board instead of an alternate effective September 21, 2017 and term expiring March 21, 2020. Chair Wolf second motion. Motion carried 2/0.**

Selectman Hodgdon: Obviously, you can put an ad in the paper for an alternate; it is up to you guys. Chair Wolf: I would like to thank Pam Sanderson for coming on the Board. I think she is a good asset to the Board.

Ms. Smith: One other thing and I will keep this brief as well, I spoke to Joe about this and he indicated that I needed to speak to the Board about it. It concerns the lunch breaks with the employees, I understand your position on this; I think we all understand your position that each person clocks out for the full 30 minutes. What I would like to ask is whether employees would be allowed any time to sit at their desk during that 30 minutes as long as they are clocked out and not attending to the public and not eating in front of the public.

Selectman Hodgdon: Personally, if they are clocked out and sitting at their desk, I am okay with that. I am not even against should they want to help the public. Ms. Smith: Well, they can't. Selectman Hodgdon: I am okay with that. Chair Wolf: I do not have any problem with them sitting at their desk. If they are on their own time, I do not have a problem with that. Selectman Hodgdon: As long as they are clocked out. Technically, once you are clocked out you can do whatever you want. Ms. Smith: I just wanted a confirmation on that. Thank you.

Mr. McGuigan: I just had a couple things to say. One is the soccer in the Rec Department and the way that we are doing things now. There have been some issues with the soccer at Bow Lake Field. The lines have not been painted; they were painted once and are now non-existent. When they play games, they put out cones and the grass is pretty tall. Some of these things will be taken care of by next year. Chair Wolf: I have seen the mower around different places in Town though I do not know if he has been there. Mr. McGuigan: The lines at the field on Route 4 also have some issues though that has been a little better taken care of than the Bow Lake Field.

Mr. McGuigan: The other thing is when the jersey were bought this year for the kids, they were purchased all in the same color (red) which is fine except that we have three or four teams at different levels so they play each other and it is hard to determine



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who is who. Selectman Hodgdon: Aren't they reversible so that you can turn them inside out? Mr. McGuigan: That would be something to think about. I know they do that for Lacrosse. One thing you might have noticed is that the jerseys do not have numbers on them though some parents have ironed on numbers. This would be a good thing for the future.

Mr. McGuigan: A safety concern at the Bow Lake Field is the pipe in the ground at the corners with a wooden stake sitting in that. A kid hitting that could get impaled on that and they should probably be pulled out immediately. One thing missing this year is First Aid Kits and especially ice packs which would come in handy. Distributing those next year or this year would be handy – maybe they are in the shed.

Mr. McGuigan: The only other concern I had was the parking in the rec field. There are some signs up there for parking and people just do not believe that they are not supposed to be parking up there. I think they are ignoring the signs because it seems like that is where everyone is parking. You may want to think about that. Chair Wolf: We had a discussion last week where they were parking on the left side of the road and now they are starting to park where the picnic tables are too. We had discussed this and Joe was going to work on it for us. We appreciate your thoughts on that. We had talked about opening the gates up there.

The other thing I wanted to mention was the Jon Boudreau vote. The Rec Committee right now has three people on it. It is supposed to be a seven-person board. I think when we have volunteers from Town come in and help out with this, I think you should let them help. I think the idea that Jon is too busy or is going to vote along with his wife is just a bad idea. I do not think that makes sense. We do need volunteers and it would be great to have someone who cares to help. I know they are thinking of putting a playground between the fields up there. You need a five-member board to vote on something non-profit. We have three and one person was turned down today. The concerns about Jon voting same as his wife are overblown as I do not think that would happen. I know my wife and I think differently about a great number of things so I think that was a foolhardy move. Chair Wolf: We have not completely denied it, it will be brought up at our next meeting. Also, we had no idea the Rec Department was short on members. Selectman Hodgdon: By no means did I say he was going to vote the same as his wife, that's not my concern. However, I do see it on another committee which I have been sitting on for a year and a half. I have never seen them vote against each other so that leads me to believe that they never will. I know everybody is different; I did not want Jon or his wife to believe I think otherwise. That is not what I am saying. It has happened in the past so I can understand it could happen. I do not want anybody to get upset.

Bree Gunter: A few months ago, the kids in one of their government classes wrote letters to the School Board to ask what it be like to be on the School Board and govern it. I wonder with the Board trying to connect to the school and that kind of thing, if



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the Board would be interested in hooking up with some of the kids and taking some letters from them and explain what it is like to be a voting selectman and the things that you do as well as why you wanted to be a selectman. I just wanted to see if you were interested. Selectman Hodgdon: That sounds like a good idea. Ms. Gunter: It would be interesting to hear what they would ask. Chair Wolf: I think it is a great idea. The other thing which I think Joe had something to do with, was an essay contest and gave out some prizes. I remember it well. Ms. Gunter: That was done in 2015 and maybe we can have another one. Chair Wolf: Do some artwork and give out some awards. I think Joe was the one who put that all together along with a business here in Town.

Scott Eggins: My wife and I have been having a problem paying our taxes. We worked out an agreement with you guys and I am asking if I can be a few days late this month because I just got out of the hospital today from having a massive heart attack. I need until the 3<sup>rd</sup> of this month to pay the bill. Selectman Hodgdon: Is this something that you would want to talk about in non-public session? I don't want to cut you off and we can make you the first discussion in non-public session.

### **Non-Public Session**

**Selectman Hodgdon motion to go into Non-Public Session per RSA 91-A:3, II (a) and (c). Chair Wolf second motion. Motion carried 2/0.**

### **Roll Call**

**Selectman Hodgdon – Yes**

**Chair Wolf – Yes**

Board went into Non-Public Session at 7:52 P.M.

Board Returned to Public Session at 8:40 P.M.

**Selectman Hodgdon motion to come out of Non-Public Session. Chair Wolf second motion. Motion carried 2/0.**

### **Roll Call**

**Selectman Hodgdon – Yes**

**Chair Wolf – Yes**

Board returned to Public Session at 8:40 P.M.

**Selectman Hodgdon motion to seal the Non-Public Minutes of September 26, 2017. Chair Wolf second motion. Motion carried 2/0.**

### **Roll Call**



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**Selectman Hodgdon – Yes**

**Chair Wolf – Yes**

**Selectman Hodgdon motion to postpone deeding property Tax Map 116, Lot 48, 45 Fiore Road until November 1, 2017. Chair Wolf second motion. Motion carried 2/0.**

Selectman Hodgdon: It should be noted that there is no monetary abatement. This is just postponing deeded property.

### **Adjournment**

Selectman Hodgdon motion to adjourn. Chair Wolf second motion. Motion carried 2/0.

Meeting adjourned at 8:42 P.M.

Respectfully submitted,

Delores Fritz  
Municipal Secretary