

Facilities Committee Minutes - 9/2/09

Contributed by David Stack
Wednesday, 03 February 2010

Northwood Town Facilities Committee
Minutes of September 2, 2009 Meeting
Community Hall – 7:00 p.m.

Call to Order: Chairman Steve Bailey called the meeting to order at 7:07 p.m.

Roll Call: Present were Fred Bassett, Charlie Comtois, Russ Eldridge, Norma Heroux, Marion Knox and Steve Bailey.
Absent were: Scott Vaughn and Alden Dill

Approval of Minutes of August 5, 2009 minutes: Fred Bassett moved to approve the minutes after David Hickey's name and title were changed to David Stack, Town Administrator, and three minor spellings were corrected. Russ Eldridge seconded the motion. Minutes were approved.

Review of Old Business:

Chesley Library – bamboo bushes: Steve stated he will remind Jim Wilson of this matter, and will also see that David Stack is aware of it.

Town Hall & Athletic Fields lighting: Russ stated he asked Steve to meet with him, Lee Harris and David Stack to go over the outside lighting for the Town Hall, in order to improve it and provide additional lighting for the parking areas and walkways. Steve received information from Lee Harris regarding commercial grade lights that are low energy and are old fashion dome type lights. One would be placed on each side of the front of Town Hall, and a third might be to replace the light on the garage. These lights have a photo cell and cost \$450 each. To add a light on the telephone pole at the end of the west driveway, the telephone company must do the work, and there would be a monthly usage charge. Lee also suggested using other lights around the rest of the building that would cost between \$25 and \$100 each and could be obtained from local electrical stores or Home Depot/Lowe's, etc. At the present time it appears that the light on the pole at the back of the building is not operating. It may need a new bulb which would cost about \$50 for labor. Steve stated Lee would charge either by the hour, or \$800 per day to install the lighting. He could install the two lights at the front of the building in a day.

Discussion was held regarding how many lights should be replaced at this time. It was agreed to have the two on the front of the building done first to see how adequately they light the area before doing any other lights.

Motion by Steve, seconded by Fred to recommend to the Selectmen the replacing of the two front lights on the Town Hall, at a cost of \$450 each, plus labor. Motion approved by the committee.

Steve then amended his motion to include the installation of outside plugs for the Christmas lights. Motion seconded by Charlie Comtois, and made unanimous by the committee.

Next the committee discussed lighting for the athletic fields. Russ will call Public Service to set up a date for them to bring wire to the existing pole on the fields. He stated he talked with Bob Bailey who said the wiring should go underground from the pole to the well, a distance of about 50 feet, a pumping station is needed, and other piping for additional wiring should also be included. Discussion about additional poles and Steve said he thought Chris Quinn would install them free of charge. Steve also stated he has a service panel that he will donate. Russ is to report back to Steve when he knows Public Service will be at the fields.

Marion asked about the plans that are to be approved by DES. Russ said Bob Bailey had talked with Don Rhodes who said he should have the plans by August 31st. Russ stated that conversation was on September 2nd so the plans are late in arriving.

Discussion was held regarding the cutting of the trees. Norma asked about using UNH for this work as they do not charge, but do make all the arrangements for the cutting and sale of the timber. She said abutter to the fields, Don Silva, has just used them for his land. Steve stated the town is interested in hiring Robert (Bob) Graves of Northwood as the town forester, and if he is hired he will be consulted on this matter.

Norma asked who has the say in what is done to town property. She indicated there is land next to hers that was taken for taxes, that was never cleaned up and has large pine trees that have many dead limbs. This property has been on the town books for years and she is concerned about it. She was told to speak to David Stack, Town Administrator, who would bring it to the Selectmen's attention.

Fire Station Wiring & Steve stated that Lee Harris is working on it.

Woodman Park drainage work & Jim Wilson has consulted with three contractors and the plan is to replace the wooden steps with concrete steps that Bob Bailey obtained, clean out the French drain, replace the catch basin and drainage rocks and replace them. That work will use up most of the \$10,800 appropriation. If any money is left, the road off Upper Camp road will be closed off, and the drainage water will be diverted to the woods. This work was approved by Ben of Underwood. To fix the parking lot problem, the abutter, Arlene Newman, will be approached about taking down the fencing between her property and the park, which would allow the water to drain uninterrupted to the pond.

Athletic Fields and Town Grounds mowing: Steve indicated this year's mowing has gone well. He stated David Stack set it up and found it costs about \$25.00 per lawn each mowing, if all the lawns do not need to be mowed each time, so it will average out okay.

Steve stated there are areas, like around the Community Hall parking lot that are not included in the mowing contract, and that do not get cut by anyone ever since the mowing was taken away from the Road Agent's duties. A solution to this needs to be found when the 2010 budget is being prepared.

Bryant Library & chimney: This needs to be brought to David's attention. Marion suggested that a "to do" list be compiled for David. She will do this.

Police Department projects & no response to our memo: Glenn called Steve and asked that they look at the Centennial building, which they did. It would be okay for a police department, but not a combo of police, fire and emergency management. There is not enough land. Glenn is to contact David Witcher for a free estimate and plan for an addition to the present station.

As an aside, Russ asked why the Police Department doesn't publicize robberies, etc. that have occurred in town, so residents are aware and can secure their property. Members expressed their concerns of not knowing what has been happening.

Community Hall Windows: Steve has found that there is no market for wooden storm windows. He has found aluminum ones with screens for between \$165 and \$185 each, installed, and there are 19 windows in the building. The cost would be between \$3145 and \$3500. Also scheduled was the insulating of the attic of the hall, cost would be between \$600 and \$800, rated at R-42.

Motion by Steve to recommend to the Selectmen the insulating of the attic of the Community Hall for between \$600 and \$800, and installing storm windows and screens to the 19 windows in the building, at a cost of between \$3945 and \$4300, (prices are between \$165 and \$185 per window). Monies to come from the Town Facilities Committee Expendable Trust Fund.

Other Business:

Narrows Fire Station: Scott Copeland informed Steve he had three days open to do the siding and windows at the Narrows Station per his bid. This work resulted from the recent storm and is covered by insurance. Cost was around \$3800. Scott has done the work and will submit his paperwork to David Stack.

Budget for year 2010: Norma asked that the Chesley Library be looked at as the paint is peeling from the upper wooden areas. Steve said this would indicate there is a moisture problem, maybe the air conditioners are overworking and causing moisture to accumulate. Steve will check this out.

Norma asked what the timeframe is for reporting damage to the insurance company and Town Hall, and she was informed it should be done within 24 hours. Norma also asked that a generator be included in the 2010 budget for the library.

Marion asked if she should send a memo to each department asking for requests for funding through our budget for improvements, etc. She was asked to do so.

Charlie Comtois asked about the light on the telephone pole at the Frog Pond on Bow Lake Road. The Recreation Department is trying to get it fixed. There seems to be a problem with the switch, or it may need service or a light. He asked about town insurance on the pond, and what is required to use the pond for skating. Steve said that Richie Cummings checked it at least once a week during the winter in the past and kept it plowed. Steve asked about using Northwood Beach as it is shallow water, the beach can be used and there is a pole but no power or meter on the pole at this time. Also the pole, etc. could be used in the summer. Also there is parking. Charlie stated he has a light that can be used. Marion recommended that money be placed in the budget for power. Charlie will take this information back to the Recreation Department.

Staying on the Northwood Beach subject, Steve said Danny Scroth informed him that the quarry in Strafford, owned by some Pittsfield people, that was to be reopened and stone would be available for the beach wall, will not be reopened. As a result rocks/stones are needed for the wall. It was suggested that perhaps David Docko might have some material available as he has been blasting ledge recently.

There was general conversation regarding the 2010 budget and the type of requests that should be forthcoming from departments. Steve asked that Marion include in the memo the fact that any major additions must go through the Planning Board process and be handled independently as they will require special warrant articles for Town Meeting.

There being no further business, Fred Bassett motioned to adjourn at 8:45 p.m. and Russ Eldridge seconded the motion.

Next meeting date: October 7, 2009 – 7:00 p.m. – Community Hall

Respectfully submitted,

Marion J. Knox
Member/Secretary