

## Facilities Committee Minutes - 10/7/09

Contributed by David Stack  
Wednesday, 03 February 2010

Northwood Town Facilities Committee  
Joint Meeting with Athletic Fields Committee  
October 7, 2009 &ndash; 7:00 p.m.  
Community Hall

Call to Order: Chairman Steve Bailey called the meeting to order at 7:05 p.m.

Roll Call: Present were Steve Bailey, Alden Dill, Fred Bassett, Bob Bailey, Norma Heroux, Russ Eldridge, Scott Vaughn, Marion Knox and Don Rhodes of Norway Plains Associates, Inc. Charlie Comtois arrived at 7:10 p.m.

Approval of Minutes of September 2, 2009: Steve Bailey requested that the following sentence be added on Page 3 under Community Hall Windows: &ldquo;Monies to come from the Town Facilities Committee Expendable Trust Fund.&rdquo; Steve motioned to accept the minutes with this addition and Scott Vaughn seconded the motion. Motion carried.

Meeting with Athletic Fields Committee and Don Rhodes: Steve Bailey turned the meeting over to Don Rhodes who supplied the committee with several copies of the latest plan for the expansion of the athletic fields at Northwood Ridge. Don stated the plans were presented and discussed with the Northwood Conservation Commission last night and the application to DES for alteration of terrain site is ready to be submitted. Don indicated he wanted to meet to make sure all the changes made are approved. Using the plan on his easel Don explained the following:

1. The baseball diamond was moved to accommodate the 12 foot wide path
2. Moved the soccer field so the two fields will not overlap- not shifted a lot.
3. Added a T-ball diamond and gravel parking area.
4. Gravel area near first fields.
5. Now because of the application, the State will be looking at all the work completed.

Rules changed beginning of year. We are looking for a storm water waiver for existing, as we did not show new parking on plan. Put all parking in one area &ndash; 56 spaces. There is a curve in the parking area near wetland, a detention pond from driveway and parking lot to culvert. There are two pipes from parking lot to other side of the 12 foot path and a retention pond on other side. Percentage of water must go to groundwater recharge, a two foot hole in the ground. This area will be filled up to 10 feet where ground drops down.

Alden Dill asked the width of path and whether there will be room for a dugout and bleachers outside the path. Reply was the path is 12 feet wide and there is room for a dugout and bleachers between the path and the field.

Charlie Comtois asked if there is a way to get a vehicle around the field. Don stated there could be an access. The area of the retention pond has not been officially calculated and it could be smaller or larger.

Alden asked if the detention pond is needed. Don stated it is under town guidelines, but is not 100% calculated at this time.

Bob Bailey asked if we have to have all permits before doing the driveway. Don stated the Conservation Commission approved of the plan and were to sign a letter to DES last night, the Wetlands permit will take about 30 days. He estimated it will be at least 30 days before any work can begin. Don stated that the amount of drainage pipes is limited because of the ledge. When the ledge is blasted it will be necessary to test the water before it is used.

The committee members were pleased with the plan and had no further questions. But, as Bob and Don were leaving the meeting, Charlie Comtois asked that they show on sheet #C-5 a typical T-ball field. Don will add that information.

Town Facilities Committee Meeting:

2010 Budget:

Libraries: The committee reviewed the listing provided by Librarian Donna Bunker for the Library Trustees. Questions were asked of Trustee Norma Heroux.

Steve Bailey stated that two years ago the committee asked that the library budget include a building maintenance line. He indicated the report he has shows \$7800 in that line unspent. Norma checked her report that showed \$5000. Steve asked what the money was slated for. Norma stated if you have a generator there are other things that go with it like potable water, toilet facilities, heat, etc. It was agreed that these items now exist.

Steve stated the facilities committee recommends to the Selectmen, and about 95% of the items on the 2010 list are building maintenance items. Norma asked how one determines between outside and inside items, like pest control.

Alden Dill stated some of the items on the list were never brought to the committee and he feels that minor maintenance is library budget, major is facilities committee.

Norma spoke of the floor in the children's room. Because of the elimination of the salt system the floor looks just as bad after you wash it as it did before. Fred Bassett stated having the salt system will not improve the quality of the water for drinking, that the pollution must be cleaned up before anything can be done to improve the water system.

Alden asked about the heating system &ndash; there are two zones, but upstairs is too hot, and downstairs too cold. Evidently there are employees who have allergies, and that is why the heat ducts have not been cleaned, as doing so it was felt might cause illness to the employees. Some committee members voiced their thought that the allergies might be caused by not cleaning the heat ducts. Alden agreed to find out who does the service maintenance for the town furnaces and will inform Norma how to get in touch with them. It is felt that perhaps a new thermostat is also needed.

The committee then took the listing provided for the budget of 2010, and reviewed each item:

Repair water erosion at front corner and place non-organic border of crushed stone 4' deep and 24" wide along foundation: &ndash; Steve Bailey will check on, and will make sure that the downspout extensions are attached.

Bamboo: Request that library find someone to cut it down, treat it and cover it and the highway department have too much regular work before them to do this work. This is to be paid for under the library building maintenance 2009 budget money

Parking lot and book return light: Arrangements will be made to have Russ Eldridge, Steve Bailey and Dave Stack meet with Lee Harris at the library to determine how the overall outside lighting of the library and parking lot can be upgraded. This is a facilities committee budget item.

Repair of front door: Steve to take care of this

Hole around a/c plumbing: This needs to stay as it is. It takes the condensation from inside the building to the outside. No outside bugs can enter the building through that hole

Salt system: Nothing to be done at this time.

Heating system and heat ducts: Alden Dill to provide service information to Norma.

Generator/propane tank: This is a facilities committee item, and will be discussed with Lee Harris when the lighting meeting takes place. There is a need to determine if any changes in the electrical panel will be made.

Painting outside of building: This was discussed previously and it has been determined that \$3000 will be placed in the facilities budget for 2010 for this item.

Police Department:

The four items requested by Chief Drolet were discussed individually as follows:

Reconstruction of walkway around building: Steve briefed the committee on the problems with the walkway. Now that the building has a metal roof the snow falls off onto the walkway and it has to be shoveled and sanded a lot. The concrete walkway was put in when the building was a post office, and it has become pocked and is not in the best of conditions. An estimate to redo it was at least \$10,000. The committee discussed solutions which included eliminating the part that is along side the building. Removing this part of the walkway will take away the risk of snow falling on someone, or someone falling on snow and ice on the walkway. Steve said that when an addition is put on the back of the building, the existing back door will become the front door and will become a handicapped entrance. The committee agreed that by taking out the section along the building, and placing plants/shrubs in its place, they can become the barrier to the side of the building. The section of walkway at the front of the building can remain as it does include a handicapped ramp.

Landscaping the front lawn area to include leveling, loaming and sodding: Several of the committee remembered that about 2 years ago this area was loamed and seeded by Lance Benson. It appears that the seed used has not taken well. Also it appears that this is an area that doesn't grow well. Alden Dill felt it makes sense to try to improve it again.

Repairing ceilings inside the station that have been damaged by water: Steve felt this probably should fall within the inside maintenance of the building, under the regular Police Department budget, like painting the interior walls would. Committee agreed with him.

Sealing and re-stripping of parking lot, as well as anchoring parking curbs: Steve indicated that over the past several years sealing of driveways and parking lots has been eliminated, and instead they have been reclaimed and paved. Marion asked about the curbs, how would they be anchored. There are several ways to do this, using rebar is one of the best ways. Discussion was held relative to the need for the curbs and the established practice of removing them in the winter so the snow can be pushed into the wet area, making the parking lot as large as possible. The committee realized the need for the curbs when there is no snow, and feels a way should be found to make sure there is a barrier at the end of the parking spaces, something that will not hinder the removal of snow.

It was agreed by the committee that additional discussion needs to be held on all four of the Chief's requests.

At 8:15 p.m. Scott Vaughn left the meeting.

Recreation Department:

Permanent sign indicating the name of the facility at the new ball fields on Route 4: It was agreed that a permanent sign needs to be placed on the facility. Steve stated it was agreed a while ago to name the fields Northwood Fields. It was also agreed that usage signs need to also be obtained. The wording on these signs has not be finalized at this point, but should contain the hours of use, off limits to domestic animals, snow machines, three wheel vehicles, etc. The committee will follow up on this and place money in the budget to cover the signs.

Gate at Northwood Lake Beach to allow emergency vehicles access: Charlie Comtois suggested using square timbers as gate posts and perhaps a chain inside four inch PVC pipe. Discussion was held relative to the building of the wall, and the need for rocks. It appears that a source of rocks has been found, and Charlie said he has uncovered several at Camp Yavneh that should be looked at. Until the wall is built the gate will be put on hold.

Shed for storage, concessions, and/or bathrooms at new ball fields: The committee discussed at length a storage shed, concession stand and permanent bathrooms, and agreed that until the additional fields are constructed the permanent location for these facilities cannot be determined. The size of a shed was discussed, and no one could determine what would be needed. It was stated that in the future a permanent masonry building should be considered. In the meantime the committee agreed that the use of Dave's portable johns, and the rental of a POD would be recommended. The expense for these two items is to become part of the regular recreation budget. Charlie Comtois stated that we need to plan in the future for the location of the concession stand and shed. He also stated he asked Kathy to look into benches for the players and spectators, as there is money left in the 2009 budget that could be used to purchase them. He will check with Kathy on this matter.

Other Business: Steve reviewed the meeting held recently with the Selectmen on our recommendations for lighting, etc. He stated the Selectmen, after hearing our reasons, agreed to changing the outside lighting at Town Hall. Lee Harris ordered two lights and donated a light for over the front door, and will put an outlet on the building for lighting the tree. Steve stated Lee Harris also did the outside lighting on the Community Hall as a result of the meeting with the Selectmen.

Norma Heroux informed the committee that the Library Trustees will meet on next Tuesday at 3 p.m. at Chesley Library, and she would like the committee members to attend if possible. Steve and Alden stated they would try to attend.

Next Meeting &ndash; November 4, 2009 7:00 p.m. &ndash; Community Hall &ndash; agenda &ndash; complete 2010 budget.

Adjournment: Russ Eldridge motioned to adjourn, seconded by everyone at 8:50 p.m.

Respectfully submitted,

Marion J. Knox  
Member/Secretary