

Facilities Committee Minutes - 12/2/09

Contributed by David Stack
Monday, 08 February 2010

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

Call to Order: Chairman Steve Bailey opened the meeting at 7:08 p.m.

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

Meeting with Athletic Fields Committee: Steve Bailey opened the joint meeting of the Town Facilities Committee and the Athletic Fields Committee. Bob Bailey stated he met Don Rhodes of Norway Plains that morning at the new fields to determine whether there is a problem with drainage from the wetlands crossing going near the community well of Village at Mead Field Condominiums. They found no pollution near the radius of the well. Bob stated that the Guptill land is too close to the well of the second condominium building site and an easement was given. However the town is not too close and there is no easement given. The condo well and septic are all within their radius. Don Rhodes will call Fred Langa, President of the condominium board of directors and will have a meeting with him if necessary. Fred Bassett asked if the complaint could stop the work and Bob stated no. Don will also check with DES to make sure that everything is in place.

Bob stated that all approvals have been obtained, and now it is time to get bids for the roadway. He said Don Rhodes will be surveying the roadway and placing stakes to indicate the middle of the roadway this next week. Scott Vaughn questioned whether this was already surveyed. Bob explained that the survey of the complete parcel was done by Bill Wormell two years ago, then Norway Plains used that plan to design the fields, etc. on his plan.

Alden Dill stated that Robert Graves is now the town's contracted forester, and he has been to the property with Steve and Bob and has done a walk-thru. A contract for the timbering is being prepared and it will have the option of taking more wood out if desired. Bob indicated that it was suggested that selective cutting be done in the back part of the land. Scott Vaughn asked if there would be enough clean-up done after the trees are cut so that trails could be made in the wooded area. Bob stated everything will be chipped and cleaned up.

Bob asked if the Selectmen would have to discuss this before bids could be obtained, and Alden stated he would see if he could get contractor figures before next Tuesday so the Selectmen could discuss this. Alden said the cost of the road will be coming from the capital reserve fund so there is no problem with obtaining the funds. Steve Bailey recommended that town people be hired to do the road work, that three quotes be obtained, that the plan dated October 2009 be used to determine the scope of work, and that the Selectmen award a contract for this work as soon as possible.

Alden stated that he and David are researching the question of how money received from the timbering can be used to pay for the road construction. He stated it cannot be used unless it is received by the town and is put into the general fund, and removed by town meeting action. The best way is to receive the money in 2010, put it in the general fund, and with a special warrant article in the 2011 warrant remove the money from 2010 surplus and place it in the recreation facility capital reserve fund.

Marion read the article in the 2003 warrant that established the recreation revolving fund, which stipulates that funds shall be expended only for recreation purposes. Discussion on the use of these funds for a storage shed/storage boxes, and the purchase of one that would work well at this time. It was stated that David is working on this matter, and the recreation department will receive information from him.

Steve Bailey reported that he received a call from Mr. Tuttle of PSNH, and he met with Mr. Tuttle on site to discuss the placement of poles. It was decided that poles should be done similar to CBNA's installation. Also the poles will be set near the stone wall. Steve said he asked Mr. Tuttle about the cost of doing this work. Mr. Tuttle said when they had talked before Steve or Bob stated there was power on at the house, but it had been pulled off the house by a storm. The wire laid on the ground for years. Mr. Tuttle checked PSNH records and found the power was never shut off, so there will be no charge for restoring the major line, poles and power.

There was no other business to come before this joint meeting, so the meeting was adjourned at 7:40 p.m. Bob Bailey then left the meeting.

Town Facilities Meeting

Steve Bailey rapped the meeting to order at 7:45 p.m.

Approval of minutes of the November 4, 2009 meeting: Scott Vaughn wished to report on the automatic line machine request minutes. He has obtained additional information and find that there are both gas powered and electric machines

available. He would prefer electric, which is a 12 volt battery machine, and costs \$1500/2000. He will continue to gather information and report back at the next meeting. Motion by Fred Bassett to accept minutes as presented. Motion seconded by Scott Vaughn. Approved by committee.

Old Business:

Bennett Bridge project – beach: Alden reported that the road, headwall, culvert are in place, and the road is paved. Steve said the parking lot needs to be modified as it is too small for three vehicles. The beach is not completed, they continue to work on it. DES has fined the contractor because silt fence was not installed. The two drain pipes are in and the wall and steps are to be built next. The Selectmen chose the plan option to have only 25 feet of steps because they will erode over time and it will cost less to replace only 25 feet instead of 75 feet of steps in the future.

2010 Budget Finalizing – review of requests, etc.:

Library budget: During this discussion the committee referred to the proposed library budget that the Trustees presented to the Selectmen.

Heating system: Norma stated John Dodge has not provided a written estimate, but stated it would be \$10,000 to make the duct work repairs. Fred Bassett stated it would be necessary to remove the ceilings and some sheetrock in the basement to redo the duct work and rezone the heating system. Much discussion on what to do with the system in order to provide adequate heat in the children’s room/basement. Because of the placement of the book shelves against the walls, there is not much open space except under the two windows in the back wall for any type of heater. Final thought is to obtain a monitor, perhaps propane system that would fit under the windows. Cost was estimated about \$2500. - \$2000 for the heater and \$500 for installation.

Generator: Norma stated the Selectmen informed the Trustees that the library will not be a warming station ever, so the request for a generator will not be included in the budget. Steve stated that Emergency Management wants the town hall to be a warming station as it has all the necessary facilities, space for sleeping and necessary town records. An automatic generator will be included in the budget for the town hall.

Water System: Norma stated she has estimates for replacing the system both with and without salt. With salt there would be an additional charge for the salt and service for putting the salt into the system as none of the employees can do this work. The committee agrees that there is no need for a salt system. The price Norma has is \$5550. for a complete new system. The money left in the TFC budget for this work totals \$4165. The committee feels this work needs to be done as soon as possible, as does the heat problem, but funding is a problem.

Japanese Knotwood (bamboo) removal: Steve asked where the money for cutting the bamboo came from, and Norma indicated it was paid out of their maintenance budget. She stated she has found a man who will spray it for \$175. Steve told her to hold off as a man from DES is coming to look at the problem at the library and at other places in the town, and the State may take care of the problem themselves. It was agreed to include Japanese Knotwood Removal in the Town Facilities Budget for 2010, because at this time it is not known whether there will be a cost in the future or not. Amount: \$2500.

Other Library: Norma stated there has been another water leak at the library, and the minimum deductible per claim is \$1000. She stated an estimate to fix the problem has not been done yet.

Motion by Alden Dill: to provide to the town facilities library budget, from the town facilities town hall budget, the sum of \$4000, needed to purchase and install the monitor heater and to install a new no-salt water system, the balance of \$4165 is to come from the town facilities library budget, making a total of \$8165 available to have this work done as soon as possible. Motion seconded by Marion Knox, and approved by the committee.

Police Department: Parking Lot and lawn request. Steve Bailey feels the entire sidewalk should come out, and a new ramp to the front door made, plus a handicapped ramp to the back door. A tall barrier can be placed a distance away from the building that will be a stop for vehicles, plus some landscaping could be done along the building. Committee agreed on \$5000 for their 2010 budget for this work.

Town Hall: Steve stated that the balance of the money not spent in 2009 for lighting and the \$4000 transferred to the library budget, will be kept in the fund and will be used to upgrade more of the town hall outside lighting. \$12,000 will be put in the 2010 budget for an automatic generator, and installation, for the town hall.

Other 2009 projects: The Community Hall, Ridge Fire Station, Bryant Library, Woodman Park and Northwood Beach projects are in various stages of completion and the funds in these various accounts will be held in the Town Facilities Expendable Fund, to be expended when the project is completed.

New Projects:

Signage for new athletic fields: Decision made to add \$3000 to the 2010 budget for the permanent name sign, and the signs that spell out the regulations for use of the facility.

Capital Reserve Fund: Decision to request that an article be placed in the warrant raising \$10,000 for the Town Hall Improvement Capital Reserve Fund.

New Business:

Steve informed the committee that the Planning Board's Planner and Board Administrator have requested that a representative from the Town Facilities Committee be in attendance at any public hearing held that pertains to any town project that comes before the Planning Board. This representative will be available to answer questions, etc. Steve said the next project is the athletic fields, and either he or Russ Eldridge could be the rep. The decision of who will represent the committee will be made between these two individuals.

The draft report for the Town Report was reviewed and some minor changes were made. Marion will make the revisions necessary and will submit the report before the deadline of January 3, 2010.

Decision was made to continue holding the monthly meetings on the first Wednesday of each month, at the Community Hall at 7:00 p.m. Marion informed the committee she would not be available for the May meeting if held on the first Wednesday.

Motion to adjourn made by Russ Eldridge, seconded by Alden Dill at 9:05 p.m.

Respectfully submitted,

Marion J. Knox, Member/Secretary