



**Northwood Board of Selectmen
Minutes of July 24, 2007**

Town Hall Northwood NH – July 24, 2007

Call to Order

Chairman Bryer called the meeting to order at 6:03 pm.

Roll Call

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

Citizen's Forum

Mr. Bryer explained that the manifest will be available for viewing 15 minutes prior to the meeting to allow for discussion in citizen's forum. He added that citizen's forum is for comments related to the items on the agenda. Mr. Bryer added that the opening of bids will also be done tonight as advertised; however, it is not noted on the agenda.

Kate McNally referred to the new citizen forum guidelines and requested that the agenda be more specific with information so that the public will know more of what is upcoming for the evening's topics. Mr. Bryer provided a rundown of the meeting.

Rick Wolf asked if the town has received any money from FEMA. Mr. Dill replied yes and explained that meetings have been going on with the FEMA representatives over the past few days and they are finalizing the paperwork. More money is anticipated.

Administrator's Report

Consent Calendar

Bid on Fire Chiefs Car

Ms. Smith stated that one bid was received. Mr. Bryer opened the bid, which was for \$50. received from Rick Wolf. With no other bids, ****Motion** Mr. Curley motioned to accept the bid received from Rick Wolf for the fire chief's car for \$50. Seconded by Mr. Dill. Motion passed unanimously; 3/0.**

Appointments

Highway Advisory Committee

Ms. Smith presented the board with an appointment for Steve Bailey for the highway advisory committee with a 3 year term through March 2010. She added that no other interest has been received. Marion Knox added that the committee is a committee of 7 and they currently have two positions open. ****Motion** Mr. Dill motioned to appoint Mr. Bailey to the Highway Advisory Committee for a 3 year term through March 31, 2010. Seconded by Mr. Curley.** Mr. Bryer noted that Mr. Bailey serves on other committees already. Mr. Bailey stated that it is only one other committee. Mr. Dill added that he would prefer to not turn volunteers away. **Motion passed unanimously; 3/0.**

Bids for Facilities Committee Projects

Ms. Smith presented the board with the sealed bids for the facilities committee's projects. Mr. Bryer opened the bids, as follows:



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	1. Bryant Library	2. Town Hall Office Doors	3. Hall Doors	4. Community Center Foundation	5. Teen Center
East Coast					\$9,100
Dan Phelan		\$3,422	\$4,865		
E. Guyman Const.	\$3,640				
DL Docko					\$3,500
McCallister					\$15,000
MD Tasker					\$8,600
North Ridge Env.					\$13,500
Target NE				\$28,600	
Four Corners	\$2,680	\$1,950	\$4,450	\$48,780	\$9,750

Mr. Bryer suggested that the board review the information and make a decision at the next meeting. An excel spreadsheet will be provided.

Fireworks Permit ~ Saddleback Campground

Ms. Smith presented the board with a fireworks permit for signature. ****Motion** Mr. Dill motioned to approve the fireworks permits for Saddleback Campground. Seconded by Mr. Curley. Motion passed unanimously; 3/0.** The permit was signed by the board.

DRA Form – PA 28

Ms. Smith presented the board with a PA-28 DRA Form and noted that a signature was required. Mr. Bryer stated that he would like to review the new form and referred to RSA 744. This item was tabled until the next meeting. Mr. Bryer noted that the form needs to be returned to DRA by August 10.

Veteran's Exemption ~ May

Ms. Smith presented the board with a veteran's exemption for May, Map 230; Lot 9. ****Motion** Mr. Dill motioned to approve the veteran's exemption for May, Map 230; Lot 9. Seconded by Mr. Curley. Motion passed unanimously; 3/0.** The exemption was signed by the board.

Veteran's Exemption ~ Irwin

Ms. Smith presented the board with a veteran's exemption for Irwin, Map 120; Lot 15. ****Motion** Mr. Dill motioned to approve the veteran's exemption for Irwin, Map 120; Lot 15. Seconded by Mr. Curley. Motion passed unanimously; 3/0.** Mr. Dill noted that there was a note from the town's assessor that was overlooked. ****Motion** Mr. Curley motioned to reconsider the motion to approve the veteran's exemption for Irwin. Seconded by Mr. Dill. Motion passed unanimously; 3/0.** Mr. Dill stated that there was reference to the fact that this is not the primary residence for Mr. Irwin. Mr. Dill requested that a note be added from the assessor on exemptions to identify qualifications. ****Motion** Mr. Dill motioned to deny the veteran's exemption for Irwin based on the fact that this is not the primary residence. Seconded by Mr. Dill. Motion passed unanimously; 3/0.**



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Appointments

6:30 ~ Jim Goad ~ Recreation Fields

Mr. Goad stated that the fields committee met with the planning board regarding the fields proposal. He explained that the planning board (PB) had some concerns regarding parking. Abutters had also expressed concern with children trespassing and they requested a fence be added. He added that after meeting with the PB, he and Russ Eldridge went to the field and there could be approximately 75-100 parking spaces on the field.

A memo from the town planner was read by Mr. Bryer relative to the planning board's site plan application. They are in the process of reviewing the site plan regarding the proposed fields. The memo provided an overview of the progress the planning board has had and expressed concern regarding the project. Ms. Planchet explained that the PB has not finalized comments and requested that the selectmen hold off on any decisions until the planning board would be able to meet and approve comments relative to the fields. Mr. Curley stated he attended the July 12 meeting and concurred with the planning board memo, noted concerns of board members and abutters, and the request for the selectmen to not act on the fields project. Mr. Curley recommended that the selectmen table any additional discussion until the planning board can provide a report of the fields project.

Mr. Goad stated that discussion was held at the planning board meeting relative to adding a gate to be closed when the hours of use were completed.

Work Session

A work session was scheduled for 7 p.m. next Tuesday, July 31, to review the DRA form and the forthcoming planning board's report.

Abutters present were Leigh Hanson, and Professor Silva. Mr. Bryer asked for abutter's comments due to the fact that Ms. Hanson would not be able to attend the work session. Ms. Hanson explained that she was in favor of the project moving forward. She read a letter to the board and provided copies for the public expressing concerns.

Professor Silva stated that the recreation committee, planning board, and selectmen when they are making decisions that the National Recreation Park Association (NRPA) has standards to follow for athletic fields and recreation fields. There are minimum field sizes and he feels it is excessive for this to be two fields. He further addressed other items that the NRPA addresses; access, length of season, insurance, accidents, and minimum sizes. He commented that the site is very wet and asked about the bearing capacity of the site. He requested to know the measures that are being taken to minimize conflicts with the abutters. Mr. Silva noted that the most important question is what the allowed and availability of funds to develop the site. He added that he is in favor of the project. In closing, he asked if the rules and regulations of the use and behavior of the site will be posted and followed.

This item was tabled until next Tuesday, July 31, 2007.



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Vendor Manifest:

Vendor manifest #31 was presented to the board in the amount of \$725. ****Motion** Mr. Dill motioned to approve the vendor manifest for \$725. Mr. Curley seconded. Motion passed unanimously; 3/0.** The manifest was signed by the board.

Vendor Manifest:

Vendor manifest #32 was presented to the board in the amount of \$76,369.63. ****Motion** Mr. Dill motioned to approve the vendor manifest for \$76,369.63. Mr. Curley seconded. Motion passed unanimously; 3/0.** The manifest was signed by the board.

Draft Letter to David Burton

Ms. Smith presented the board with a draft letter for their review and consideration, which is a response to David Burton. Ms. Smith explained that the letter is over the allotted word count and the board could either reduce the amount of words or it could be submitted to the SUN as a press release, in a more general content. After a discussion, amendments were made and ****Motion** Mr. Curley motioned to change the letter to a press release style and place in the Suncook SUN. Seconded by Mr. Dill. Motion passed unanimously; 3/0.** The two documents were signed by the board.

Recreation Applications

Recreation applications were provided to the selectmen for their review.

Contract for School Resource Officer (SRO)

Ms. Smith presented the board with the contract for the SRO. ****Motion** Mr. Dill motioned to accept the SRO contract and to authorize the chairman to sign. Seconded by Mr. Curley. Motion passed unanimously; 3/0.** The document was signed.

House Bill #152 - Minutes Requirements

Ms. Smith presented the board with a copy of house bill 152, which is relative to the requirement of when minutes are available to the public. She explained that HB 152 changes the requirement from 144 hours to 5 business days, effective July 31, 2007.

Network Managers Contract

Mr. Curley stated he reviewed the contract and recommended that the board sign the contract for \$2,500. ****Motion** Mr. Curley motioned to accept the contract from Network Managers for \$2,500. and to authorize the chairman to sign. Seconded by Mr. Dill. Motion passed unanimously; 3/0.** The document was signed.

Non Public Session

6:55 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), personnel.**

Roll Call Vote:

Selectman Curley – yes

Selectman Dill – yes

Selectman Bryer – yes

Motion passed; 3/0.



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7:32 p.m. ****Motion**** Mr. Curley motioned to come out of the non-public session. Seconded by Mr. Dill. The motion passed unanimously; 3/0.

****Motion**** Mr. Curley motioned to seal the minutes of the non-public session. Seconded by Mr. Dill. Motion passed unanimously; 3/0.

Mr. Bryer explained the reason for non public session was to review applications for the recreation director position and to review references for the interim town administrator.

****Motion**** Mr. Curley motioned to hire Paul Martel as a temporary employee for the part time interim town administrator position through October 30, 2007. Mr. Bryer explained that the position will be a part time position and will be temporary, terminating October 30, 2007. Mr. Martel will be the acting administrator as the board proceeds with the search for a new town administrator. Seconded by Mr. Bryer. Motion passed unanimously; 3/0. Mr. Curley agreed to contact Mr. Martel.

Acceptance of Minutes

Minutes of July 2, 2007: ****Motion**** Mr. Dill made a motion, seconded by Mr. Curley, to approve the minutes of July 2, 2007, as written. Motion passed; 3/0.

Non-Public Minutes of July 2, 2007: ****Motion**** Mr. Curley made a motion, seconded by Mr. Dill, to approve the non-public minutes of July 2, 2007, as written. Motion passed; 3/0.

Minutes of July 10, 2007: The minutes of July 10 were tabled to the next meeting for further review.

Non-Public Minutes of July 10, 2007: ****Motion**** Mr. Bryer made a motion, seconded by Mr. Dill, to approve the non-public minutes of July 10, 2007, as written. Motion passed; 3/0.

Selectmen's Comments

Alden Dill thanked Mr. Curley for attending the last planning board work session. Mr. Dill stated that he was not going to be able to attend the July 26 meeting either. Mr. Curley offered to attend in his place.

Mr. Dill requested that the water cooler be moved back to the entry hallway.

Mr. Bryer asked for the status of the compactor. Mr. Preston suggested that the purchase be put on hold until next year as there is an additional cost of \$16,000. to bring the electrical work up to date. He stated that maintenance should be done on the existing compactor and hopefully it will get the town through the rest of this year. He added that he does have money in his budget for maintenance and repair.

Citizen's Forum

Deb Locke stated the recreation committee is trying to get a sign to post information such as soccer sign ups. She stated that the numbers of players is less than last year. She would like to put something on the transfer station sign that is along Rte. 4 and added that the recreation committee would also like to have the former Coe Brown sign, which was donated to the town, placed at the entrance of where the ball fields are proposed. Mr. Bryer suggested that someone contact the school board and request the sign up dates be put on the elementary school sign. He stated that the board will take the request under advisement.



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Ms. Locke asked if the board has considered contacting the recreation committee for assistance with the hiring of the new director. Mr. Bryer replied that the selectmen reviewed the applications tonight. The town will be without a recreation director next week and the board is planning to interview next Tuesday evening. Ms. Locke replied that the recreation committee is meeting Thursday, July 26. Mr. Bryer suggested that the committee choose two members to sit in on the interviews with the BOS, Tuesday, July 31 beginning at 7 p.m. Mr. Bryer stated that he plans to attend the recreation committee meeting.

Kate McNally again stated that she would like to be sure that all of the selectmen's agenda items are posted with specific information.

Kate McNally asked for additional information relative to the new interim administrator position. Mr. Bryer replied that the board will be contacting Mr. Martel. If there is an agreement and the position is accepted, all of the information will be public information. He further explained that the board will begin a complete search for a new town administrator and the interim person may apply. The board has not finalized a time frame for interviews.

Ms. McNally asked about the process of hiring for a recreation director. She referred to the hiring process done by the school board and asked if the resumes are confidential materials. Mr. Bryer replied yes.

Rick Wolf referred to the manifest and asked for an explanation. Mr. Dill stated that the additional manifest is for an insurance reimbursement due to the fact that the check had been made incorrectly. He was not sure why it was a separate manifest. Mr. Knox suggested that it may have been an additional manifest due to that one check was voided and another check reissued. Mr. Bryer requested that Ms. Garrett clarify why there was a separate manifest for this check.

Harriet Cady asked about the FEMA applications and asked how much has been received. Mr. Bryer stated that the board will get this information for Ms. Cady.

With no additional comments, the public portion was closed.

7:55 p.m. ** Motion Mr. Curley motioned to adjourn, seconded by Mr. Dill. Motion passed; 3/0.**

Respectfully submitted,

Lisa Fellows-Weaver
Board Secretary