



**Northwood Board of Selectmen
Minutes of October 14, 2008**

Town Hall Northwood NH – October 14, 2008

Call to Order

Chairman Ken Curley called the meeting to order at 6:05 p.m.

Roll Call

Chairman Ken Curley, Selectman Alden Dill, and Town Administrator Paul Martel. Selectman Scott Bryer arrived at 6:10 p.m.

Citizen's Forum

With no citizen's comments, the public portion was closed.

Town Administrator's Report

Fair Point Telephone Service

Mr. Martel explained that there have been some problems with the town clerk/tax collectors fax machine transmitting long distance. Mr. Martel stated that he was directed to different companies and ended up back at Fair Point so he is requesting that the board drop Quest and Telrite for long distance and do everything through Fair Point. ****Motion** Mr. Curly motioned, seconded by Mr. Dill, to approve dropping Quest and Telrite for long distance and have all town long distance telephone services through Fair Point. Motion passed unanimously; 2/0.**

Letter from James Coburn

Mr. Martel stated that he received a letter from Mr. Coburn, Coe Brown Northwood Academy President, complimenting Chief D'Alessandro on his years of service and wishing him the best of luck.

Amended Arthur Slade Letter

Mr. Martel presented the board with an amended letter to be reviewed, signed, and sent to Mr. Slade. Mr. Curley signed the letter.

Sax Alley Address Change

Mr. Martel stated that he has driven by the area as did Selectman Curley and members of the fire department. All agree that the address should be corrected to 58 and 59 Meadow Lane, not Sax Alley. Mr. Curley stated that it is actually a driveway. Mr. Martel explained that the process is to notify the fire department and post office along with 911. ****Motion** Mr. Curly motioned, seconded by Mr. Dill, to change Sax Alley to existing Meadow Lane. Motion passed unanimously; 2/0.**

Recycling Plastics

Mr. Curley explained that at the recycling committee there were discussions held regarding the effectiveness for recycling plastics. He states that the recycling committee recommended that a cash register be purchased for the transfer station so that codes can be established for the different types of materials as well as date, time, and volumes. This will also help with determining costs and if they should be increased. Mr. Curley noted that Mr. Preston has indicated that he currently has the funds in his budget.



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Appointments

6:15 p.m. Demolition Bids

Mr. Martel stated that a request for bids was put out for the demolition of a building on Rte. 4, Map 222; Lot 29. He explained the three bids that were received were as follows:

- Hodgdon & Son with a base bid of \$3,600. and \$3,792. for tipping fees = \$7,392.
- D.L. Docko with a flat price of \$6,200 including tipping fees.
- MB Tasker's price was \$2,100 and add \$3,792 for tipping fees = \$5,892.

Mr. Martel added that the prices do not include the asbestos testing and removal.

****Motion** Mr. Dill motioned, seconded by Mr. Bryer, to award the demolition bid to MB Tasker at a price of \$5,892. Motion passed unanimously; 3/0.**

Library Parking Lot Bids

Mr. Martel stated that he has received two bids for the library parking lot. He noted that they are from D.L. Docko and Hodgdon & Son and both attended the walk through. Mr. Curley read the bids provided as follows:

- Hodgdon & Son = \$22,894.
- D.L. Docko = \$24,090.

****Motion** Mr. Curley motioned, seconded by Mr. Dill, to award the library parking lot bid of \$22,894. to Hodgdon & Son.** Mr. Dill stated that there is not much difference; however, he expressed concern regarding how quickly the project can begin. Mr. Martel stated that Hodgdon & Son has stated that he could begin any day. Additional discussion was held regarding the timing of the completion of the ball fields; mainly with weather related issues. **Motion passed unanimously; 3/0.**

Consent Calendar

Agreement and Release ~ Sullivan, 17 Summer Street. Map 116; Lot 6.

****Motion** Mr. Bryer motioned, seconded by Mr. Dill, to approve the agreement and release for Sullivan, 17 Summer St. Map 116; Lot 6.** Mr. Dill asked if the house has been built. Mr. Martel replied no. Mr. Curley stated that he spoke to the planning board whose vote was based on the tornado and emergency access. He added that the planning board stated that the selectmen should vote on how they feel as will the planning board. Mr. Dill stated that he agrees with the fact that there needs to be another access from the Gulf area; however, he does not feel that the items can be addressed piecemeal on applications. Mr. Curley stated that there should be a long range goal to get the matter cleared up. Mr. Bryer stated that the area needs to be addressed and he suggested that there be something addressed towards new subdivisions. He asked what right the town has to tell owners how they can use their property. **Motion passed unanimously; 3/0.** The agreement was signed by the board.

Ballot Clerk

Mr. Martel stated that a request to be a ballot clerk has been received by Roberta Stearns.

****Motion** Mr. Dill motioned, seconded by Mr. Bryer, to approve Ms. Stearns as a ballot clerk. Motion passed unanimously; 3/0.**

Presidential Election Warrant

Mr. Martel presented the warrant for signature for the presidential election. ****Motion** Mr. Dill motioned, seconded by Mr. Curley, to approve and sign the warrant for the presidential election.**



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Motion passed unanimously; 3/0. The warrant was signed by the board.

Fire Fighter Application

Mr. Martel stated that he has received an application for a fire fighter from Scott Ehman.

****Motion** Mr. Dill motioned, seconded by Mr. Bryer, to approve Mr. Ehman to be a fire fighter.**

Mr. Bryer asked if this was pending a background check and Mr. Martel replied yes. Mr. Bryer requested that pending a background check be added to the motion. **Motion passed unanimously; 3/0.** Mr. Martel noted that the background checks are now at a cost of \$45. rather than \$15. as they are now sent to the FBI rather than the state police. He added that in the verbiage it is noted that someone can be hired and work, pending a background check.

Fire Fighter Application

Mr. Martel stated that he has received an application for a fire fighter from Cody Lewis.

****Motion** Mr. Dill motioned, seconded by Mr. Curley, to approve Mr. Lewis to be a fire fighter, pending a background check. Motion passed unanimously; 3/0.**

6:30 p.m. Meeting with Facilities Committee, Recreation Commission, and the Ball Fields Committee.

Members present at this meeting were Russ Eldridge representing the ball fields committee, Steve Bailey who represented the ball fields and facilities committee, Marion Knox representing the facilities committee, and Chris Andrews was present representing the recreation commission.

A discussion was held regarding a fence being added for safety and a gate being added for security for the ball fields. Mr. Eldridge stated that he feels that fencing would not be necessary as large stones would be sufficient. Mr. Andrews stated that the recreation commission and department have discussed adding a fence, similar to a soccer net at the end of the lower field to prevent balls from traveling down the road and it would be temporary. He added that it would be funded through the Park and Recreation Facility Capital Reserve Fund. Mr. Dill expressed concern regarding locking gates at the end as the field is for town facilities not just soccer. Mr. Andrews agreed with Mr. Dill and Mr. Bryer added that most town parks are public and do not have gates. Mr. Eldridge expressed concern with vandalism and the fact that the town would have an expense to repair the fields. Further discussion was held regarding parking on neighbor's property. Mr. Curley stated that if the gate is not an option then stones would need to be added to both sides. If a gate should be added, it should be 20' - 30' in so that there is plenty of room to pull off from Rte. 4.

Mr. Dill suggested a sign restricting access and noting hours that the park is open. Mr. Bailey noted that there has not been any damage since the area has been opened. Mr. Bryer agreed that a sign is a good idea. Additional discussion was held regarding concern with snowmobiles and ATV riders accessing the fields.

Lengthy discussion ensued regarding the use of the fields for soccer, baseball, and for general public uses as well. Additional discussion was held regarding the responsibilities of locking and unlocking a gate.



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Mr. Bryer suggested contacting Primex and the Local Government Center regarding what other towns do with similar fields; gates, fencing, etc. He stated that he would prefer not to have a gate and would prefer to have signs. Mr. Martel will contact Primex regarding liability and wording for signage.

Mr. Bailey suggested that the three committees involved have a meeting to continue the process with the fields. Mr. Curley suggested appointing the facilities committee to schedule and posts any additional meetings.

Mr. Eldridge requested that the field be named and suggested Knox's field as Marion Knox has been involved with organizing the project. Mr. Andrews stated that the recreation department has discussed naming the fields and agrees that it should be named. He added that he and Mr. Bailey have discussed having the 7th and 8th grade classes have the option to name the field and then have the school vote. He added that the reason for the project was for the kids in the town and this would allow the kids to name their new field. Mr. Andrews stated that he would like the naming portion to be incorporated into the curriculum in some way so that they learn of the history of the land. He stated that he is still working on this part with the school. Mr. Curley stated that the field naming would need to be further addressed as well as what the best way is to present this to the town.

Ms. Knox suggested that the an article be placed in the paper announcing the fields are in the process of being completed and they will be opened in 2010 so that the field will have time to set, grow, and allow for the roots to strengthen.

Mr. Eldridge stated that there should be some funds set aside for a building to house equipment. Mr. Bryer asked how much money is left at this time. Ms. Knox replied around \$120,000 and noted that approximately \$63,000. has been used. Mr. Dill noted that there will be a charge for the signs and Mr. Bailey reminded everyone that the maintenance will be an ongoing cost.

Mr. Curley called for a recess at 7:00 p.m. Session resumed at 7:11 p.m.

Consent Calendar (Continued)

Contract for Assessing – Brett Purvis

Mr. Martel stated that the contract was reviewed and approved by DRA. He explained that there are no changes to the service for next year and no changes in the price. ****Motion** Mr. Dill motioned, seconded by Mr. Bryer, to approve the assessing contract for Brett Purvis, as presented. Motion passed unanimously; 3/0.** The contract was signed by the board.

Purchase Order ~ Whitman Associates, Fire Department Equipment

****Motion** Mr. Dill motioned, seconded by Mr. Bryer, to approve the purchase order for Whitman Associates for equipment for the fire department, in the amount of \$4,069.29.** Mr. Dill asked about the formality of 2 pages of paperwork noting the copies of the purchase order form. Mr. Bryer explained that one page is for the town hall and the other page is for the vendor. The board stated that they would prefer to continue the form as normal. **Motion passed unanimously; 3/0.** The purchase order was signed by the board.



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Purchase Order ~ DL Docko, FEMA Culvert Work on Old Canterbury Road

****Motion**** Mr. Dill motioned, seconded by Mr. Bryer, to approve the purchase order for DL Docko, in the amount of \$13,046. for FEMA culvert work on Old Canterbury Road. Mr. Dill noted that this work was previously approved in June. **Motion passed unanimously; 3/0.** The purchase order was signed by the board.

Purchase Order ~ DL Docko, FEMA Culvert Work on Old Turnpike Road

****Motion**** Mr. Dill motioned, seconded by Mr. Bryer, to approve the purchase order for DL Docko, in the amount of \$12,200. for FEMA culvert work on Old Turnpike Road. Mr. Dill explained that this was for work as a result of flooding and recent hurricane remnants last month. **Motion passed unanimously; 3/0.** The purchase order was signed by the board.

Purchase Order ~ Hodgdon & Son, Fall Road Grading

Mr. Martel explained that the PO is for \$4,000. to cover fall grading at \$50. per hour for 80 hours. ****Motion**** Mr. Dill motioned, seconded by Mr. Bryer, to approve the purchase order for Hodgdon & Son, in the amount of \$4,000. for fall grading on roads. Mr. Dill explained that they are also cutting the ditches back. He added that combining ditching and grading has overall saved money. **Motion passed unanimously; 3/0.** The purchase order was signed by the board.

Vendor Manifest ~ #37

Vendor Manifest in the amount of \$152,675.43. ****Motion**** Mr. Dill motioned to approve the vendor manifest for \$152,675.43. **Seconded by Mr. Bryer.** Mr. Dill stated that \$125,000. was a payment to the school. A discussion was held regarding setting the tax rate. Mr. Martel noted that information was missing from the school. Mr. Bryer expressed concern with timing as the rate needs to be set in order to get the bills sent out.

Mr. Martel stated that a meeting was held with various people in the school including the interim superintendent and business manager. He explained that when funds are requested, a manifest will be provided so that funds can be more efficiently tracked and communication will improve. **Motion passed unanimously; 3/0.** The manifest was signed by the board.

LGC Application and Participation Agreement

****Motion**** Mr. Dill motioned to authorize Chairman Curley to review and sign the agreement. **Seconded by Mr. Bryer. Motion passed unanimously; 3/0.**

Mr. Bryer noted that he would like to attend the LGC conference on Wednesday. Mr. Curley stated that he would be attending on Thursday. Mr. Martel added that several employees are also planning to attend.

Selectmen's Comments

Mr. Dill stated that he has spoken to Bob Young regarding the upcoming election and the expected turnout. He explained that Mr. Young will be speaking with the police chief, road agent, town administrator, and town moderator regarding establishing an updated traffic pattern. Mr. Martel stated that Mr. Wilson has purchased additional traffic cones.



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Mr. Martel noted that there is still a need for ballot clerks and suggested that the selectmen help out. Mr. Curley stated that he will take the day off and help and Mr. Bryer added that he too would be taking the day off as well.

Mr. Dill mentioned oil deliveries for the welfare department. He explained that when the town is supplying an oil delivery for a welfare applicant the requirement through Northwood Oil is 150 gallons. Mr. Martel stated that he has spoken to the finance administrator whose company she uses would only require a minimum order of 100 gallons, any time, 7 days a week. Mr. Dill stated that this would be a savings and it could help out quite a bit. Mr. Martel added that there are funds through the state for winterizing and fuel assistance and there are a few churches in town that have food pantries established. Mr. Curley noted that the churches are an immense asset this year.

Citizen's Forum

Kathy Bailey from the Union Leader asked how much money is left in the town's budget. Mr. Bryer stated that as of 10/8/08 the town had \$140,387. encumbered and the amount remaining was \$880,488.76, which leaves about 29.4%. Mr. Martel stated that a lot of the encumbrances are for fuel, and utility lines. He added that the sand/salt lines and the welfare department are items of concern; however, the final numbers are more encouraging than what was originally anticipated.

Ms. Bailey asked where voting would be held. Mr. Martel replied at St. Joseph's Parish Hall, next door.

A discussion was held regarding the budget committee meetings. Mr. Dill will attend the October 29 budget meeting. Mr. Curley asked when the departments will be scheduled. Mr. Bryer stated that typically the major departments with larger budgets meet with the board; however, he would open it up to smaller departments if they would like to meet with the board as well. Mr. Martel will schedule the appointments.

With no citizen's comments, the public portion was closed.

Non-Public Session

7:40 p.m. ****Motion**** Mr. Dill made a motion, seconded by Mr. Bryer, to go into a non-public session under RSA 91-A:3II(c).

Roll Call Vote:

Selectman Dill – yes

Selectman Bryer – yes

Selectman Curley – yes

Motion passed unanimously; 3/0.

****Motion**** Mr. Dill made a motion, seconded by Mr. Bryer, to come out of non-public session at 8:08 p.m. Motion passed unanimously; 3/0.

****Motion**** Mr. Dill made a motion, seconded by Mr. Bryer, to seal the minutes of the non-public session. Motion passed unanimously; 3/0.



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Mr. Curley explained that there was a list of town properties to be taken for taxes and the board has modified the list. ****Motion** Mr. Bryer made a motion, seconded by Mr. Dill, to take the property deeds as noted on the report received from the town clerk/tax collector dated 9/26/08, with the exception of 50 Old Canterbury Road, 4 Nottingham Road, and another on Old Canterbury Road. Motion passed unanimously; 3/0.**

Holiday List – 2009

Mr. Curley explained that the board has accepted a holiday list for the town hall. He provided an addendum to the list to include holidays for the transfer station as the supervisor was not receiving the total 11 holidays per year. ****Motion** Mr. Dill made a motion, seconded by Mr. Curley, to approve the proposed 2009 holiday list for the transfer station as submitted.** Mr. Bryer asked about the days noted. He stated that these are days that the transfer station is normally closed. **Motion passed unanimously; 3/0.**

8:15 p.m. **Motion Mr. Bryer motioned to adjourn, seconded by Mr. Curley. The motion passed unanimously; 3/0.**

Respectfully submitted,

Lisa Fellows-Weaver
Board Secretary