



Northwood Board of Selectmen
Minutes of July 8, 2008

Town Hall Northwood NH – July 8, 2008

Call to Order

Chairman Ken Curley called the meeting to order at 6:06 p.m.

Roll Call

Chairman Ken Curley, Selectman Scott Bryer, and Town Administrator Paul Martel.

Absent

Selectman Alden Dill

Citizen's Forum

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

Town Administrator's Report

Perambulation

Mr. Martel stated that he has received a request from Selectman Brock from the Town of Nottingham requesting that the selectmen of Northwood walk the borders of the two town's. He added that Mr. Dill has volunteered to do the walk. The date has not been determined yet.

Tree Cutting

Mr. Martel reminded the board of the cutting of a tree last fall at the corner of Tasker Hill and Ridge Road. The residents at that location requested to keep the wood, which was left at the site. Mr. Dill has noted that the wood has not been removed and is causing a minor site issue. Mr. Martel presented the board with a draft letter to be sent to the property owner. The board reviewed and signed the letter.

Consent Calendar

Hiring Lifeguard, Tyler Yeaton

****Motion**** Mr. Bryer motioned to hire Tyler Yeaton as a lifeguard. Seconded by Mr. Curley. Mr. Bryer asked for the rate of pay. Mr. Martel replied, \$9. per hour. Mr. Bryer added if Mr. Yeaton is over 18, the hiring would be pending a background check. **Motion passed unanimously; 2/0.**

Purchase Order for Hodgdon and Son

****Motion**** Mr. Bryer motioned to approve the purchase order for Hodgdon and Son for the purpose of renting a grader to clean the ditches. Seconded by Mr. Curley. Mr. Bryer stated that the cost is \$3,520. He asked if the cost was for all of the ditches. More information was requested and the item was tabled pending additional information as to what ditches would be covered.

Purchase Order for Strafford County YMCA-Summer Camp

****Motion**** Mr. Bryer motioned to approve the purchase order for the Strafford County YMCA for summer camp. Seconded by Mr. Curley. Mr. Bryer asked for the amount. Mr. Martel explained that the amount is \$2,400. This is a payment from the budget, which is necessary to begin the program. Mr. Martel added that the cost is covered by the parent's contributions and the budgeted amount for counselor's salaries. **Motion passed unanimously; 2/0.** Mr. Bryer asked that additional information be presented at the next meeting regarding the attendance total.

Approved ~ July 22, 2008



Northwood Board of Selectmen
Minutes of July 8, 2008

Docko Proposal for Coe Woods

Mr. Martel stated that he has received a proposal from D.L. Docko and Son for the reconstruction of the first 250' of road at Coe Woods. He explained that the total bid presented was \$15,250. He added that this was the only bid received and will be covered by the escrow account. ****Motion** Mr. Curley motioned to approve the bid for \$15,250. for the reconstruction of 250' of road on Coe Woods. Seconded by Mr. Bryer.** Mr. Bryer asked if the project went out to bid. Mr. Martel replied no as he and Mr. Wilson handled this section of the road. He added that this was a time sensitive issue. **Motion passed unanimously; 2/0. **Motion** Mr. Bryer motioned to allow the chair to sign the proposal. Seconded by Mr. Curley. Motion passed unanimously; 2/0.**

Docko Proposal for Bennett's Bridge Road

Mr. Martel stated that he has received a proposal from D.L. Docko and Son for the rebuilding of the roadway of Bennett Bridge Road. He explained that this project did go out to bid and this was the only bid received. Mr. Martel explained that the proposal is to cover the access way; 16' and 3,000' long. The total amount proposed was \$58,800. Mr. Bryer asked if the entire project will be covered by FEMA. Mr. Martel replied yes. ****Motion** Mr. Curley motioned to accept the proposal received from D.L. Docko and Son for \$58,500. for the rebuilding of Old Bennett's Bridge Road. Seconded by Mr. Bryer. **Motion** Mr. Bryer motioned to allow the chair to sign the proposal. Seconded by Mr. Curley. Motion passed unanimously; 2/0.**

Recreation Request for Transfer of Funds

Mr. Martell stated that he has received a request from the recreation department to transfer \$4,230. from the recreation revolving fund to cover for summer camp. ****Motion** Mr. Bryer motioned to approve the transfer of \$4,230. from the recreation revolving fund to cover for summer camp. Seconded by Mr. Bryer. Motion passed unanimously; 2/0.** Mr. Martel explained the money is coming out of the recreation fund, which is offset by the camp fees.

Chesley Library Proposed Parking Lot Plan

Mr. Martel provided the board with the design survey for the parking lot at the Chesley Memorial Library prepared by Underwood Engineering. ****Motion** Mr. Bryer motioned to allow the chair to sign the contract allowing the engineering work. Seconded by Mr. Curley.** Mr. Bryer asked if the money was coming out of the facilities committee. Mr. Martel replied yes. Marion Knox explained that this is a two phase project and will add 8 additional spaces. Ms. Knox states that there is \$10,000 budgeted for engineering purposes only and there is \$10,000 budgeted for the parking lot addition. **Motion passed unanimously; 2/0.**

Perpetual Care Contract and Cemetery Deed

Mr. Martel provided the board with a cemetery perpetual care contract and cemetery deed for John Allen, Jr. ****Motion** Mr. Bryer motioned to approve the perpetual care contract for John Allen, Jr. Seconded by Mr. Curley. Motion passed unanimously; 2/0.**

Agreement and Release, 56 Rita Circle. Map 117; Lot 11.

****Motion** Mr. Bryer motioned to approve the agreement and release for 56 Rita Circle, Map 117: Lot 11. Seconded by Mr. Curley.** Mr. Bryer explained that this is an agreement for the property owners that are building on a road that is not normal public roadway. **Motion passed unanimously; 2/0.**



Northwood Board of Selectmen
Minutes of July 8, 2008

Fireworks Permit

****Motion**** Mr. Curley motioned to approve the fireworks permit for Robert Madison. Seconded by Mr. Bryer. Motion passed unanimously; 2/0.

Vendor Manifest

Vendor Manifest in the amount of \$49,922.89. ****Motion**** Mr. Curley motioned to approve the vendor manifest. Seconded by Mr. Bryer. Motion passed unanimously; 2/0. The vendor manifest was signed by the board.

Appointments

Marion Knox, Facilities Committee

Ms. Knox met with the board on behalf of the facilities committee. She provided copies of information for the selectmen and noted that Mr. Dill has agreed to be the selectmen's liaison to the facilities committee.

Ms. Knox explained that at the recent facilities meeting the weight of the property filing cabinets in the main business office was addressed. She referred to a memo she provided noting recommendations from the committee to hire a moving company to move the files and to rent a fire proof storage trailer. She stated that this needs to be done to prevent damages and she added that the floor cannot handle any more weight. Ms. Knox stated that prices for moving would need to be obtained from the town administrator and come out of the selectmen's budget.

Ms. Knox stated that she has provided information relative to the addition that the facilities committee is proposing for next year. She added that the town clerk/tax collector has agreed to have her old records placed into the trailer. Ms. Knox stated that the \$5,000 for wiring, which was approved at town meeting, will not be completed now due to the new addition that is proposed. She added that the funds would come out of the capital improvement plan, which currently has a balance of \$42,000.

Further discussion was held regarding costs involved. Ms. Knox stated that the entire issue would need to go out to bid. Mr. Martel suggested that he obtain quotes for 6 months and then an additional 6 months to be included in the 2009 budget.

Ms. Knox stated that the new addition would have a concrete floor and walls so that it would be fire proof. She noted the location as the proposed structure is close to the neighboring center school. Mr. Curley stated that the plan would need to go through the process of the planning board.

Mr. Bryer realizes the weight limit and requested costs of the design and the addition. ****Motion**** Mr. Curley motioned for the town administrator to obtain pricing for the plan of moving files. Seconded by Mr. Bryer. Motion passed unanimously; 2/0.

Ms. Knox referred to the roof of the storage building at Northwood Lake beach. She explained that the roof trusses are rotting and the building is in general disrepair due to vandalism. She stated that the facilities committee sent a memo to the building inspector requesting his department provide a report as to what needs to be done to the building.



**Northwood Board of Selectmen
Minutes of July 8, 2008**

Ms. Knox noted that the recreation commission has stated that they would like to see some changes at this beach; fencing be removed as it is in disrepair and is being climbed to access the roof, which is why the building is being vandalized. Removal of the fence may help this situation. Adding some type of a natural fencing could be an option. ****Motion** Mr. Curley motioned to table the proposal of the roof repair to the storage building at Northwood Lake beach. Seconded by Mr. Bryer. Motion passed unanimously; 2/0.**

Ms. Knox stated that the facilities committee has sent memos to all departments requesting information for the 2009 budget. Mr. Bryer asked if this is an appropriate year for anything to be considered. Mr. Curley stated that this is a request to see what is wanted and cuts can be addressed in November during the budget sessions.

Ms. Knox stated that the ball field process was held up due to snow. She stated that the committee has recommended extending the contract of Bruce Hodgdon for 30 days. She noted that the fields will not be used this year. ****Motion** Mr. Curley motioned to extend Mr. Hodgdon's contract for 30 days for further work on the ball fields. Seconded by Mr. Bryer. Motion passed unanimously; 2/0.**

****Motion** Mr. Curley motioned to approve the consent calendar except for items 2 and 8, which were tabled. Seconded by Mr. Bryer. Motion passed unanimously; 2/0.**

Town Administrator's Report, *Continued*
Budget

Mr. Martel provided the board with some spreadsheets relative to the budget. The information was reviewed and discussions were held. Mr. Bryer expressed concerns regarding the fuel and heating lines. He suggested that department heads try to find area in the budget to make up the difference for the town's fuel and heating lines. Mr. Curley requested a memo be sent out to departments to make precautions to save on fuel. Mr. Bryer agreed and stated that the budget is usually in better shape at this time than what has been presented.

Mr. Martel noted that there is an increase in the welfare department. He noted what some other towns are doing to reduce costs to offset high fuel and heating costs.

Further discussion was held regarding the sale of town properties. Mr. Curley suggested that the board consider selling some of these properties. He noted that some are liabilities to the town.

Minutes

The minutes were postponed to the next meeting.

Selectmen's Comments

Mr. Curley stated that he has been working with the technology committee chair Pete Jones to transfer the town's email and website, which will be a savings of over \$100. per year. He would like to board to send a thank you letter to Mr. Jones for volunteering his time to the town.



Northwood Board of Selectmen
Minutes of July 8, 2008

Non-Public Session

7:00 p.m. ****Motion**** Mr. Bryer made a motion, seconded by Mr. Curley, to go into a non-public session under RSA 91-A:3II(c).

Roll Call Vote:

Selectman Bryer - yes

Selectman Curley-yes

Motion passed unanimously; 2/0.

****Motion**** Mr. Curley made a motion, seconded by Mr. Bryer, to come out of non-public session. Motion passed unanimously; 2/0.

****Motion**** Mr. Bryer made a motion, seconded by Mr. Curley, to seal the minutes of the non-public session. Motion passed unanimously; 2/0.

Other

Mr. Martel presented the board with a letter of resignation from Doug Chamberlin. ****Motion**** Mr. Bryer motioned to accept the letter of resignation, with regret and to send a letter thanking him for his service to the town. Seconded by Mr. Curley. Motion passed unanimously; 2/0.

8:00 p.m. ****Motion**** Mr. Curley motioned to adjourn, seconded by Mr. Bryer. The motion passed unanimously; 2/0.

Respectfully submitted,

Lisa Fellows-Weaver
Board Secretary