



**Northwood Board of Selectmen  
Minutes of September 9, 2008**

**Town Hall Northwood NH – September 9, 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, Selectman Scott Bryer, and Town Administrator Paul Martel.

**Citizen's Forum**

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

**Town Administrator's Report**

***Old Turnpike Road Oil Tank***

Mr. Martel stated that Jim Wilson informed him that while the highway department was ditching along Old Turnpike Road an old oil tank was found on the side of the road. It appears that the 1,000 gallon tank has been used for oil and/or gas and currently there is water in it as well. Mr. Martel stated that the fire department was notified about the tank. Mr. Martel stated that the tank is within the town's right of way along the old Johnson's farm.

***Ball Fields***

Mr. Martel stated that Russ Eldridge recommended that posts and chains be purchased for the entrance to the ball fields. Mr. Martel added that there was some washout due to the recent rains; however, Bruce Hodgdon will repair. The board was in agreement. Mr. Bryer stated that the funds could come out of the ball field budget line. Mr. Dill requested a sign be added noting what the area is and prohibit motorized traffic on the fields. Mr. Martel stated that he will get bids on chains and signs.

***Town Planner Memo ~ Library Parking Lot Expansion***

Mr. Martel provided the board with a copy of a memo received from the town planner noting concerns for the library proposed parking lot expansion.

***Building Inspector ~ Recommendation for Noel's Bird Feeder Building***

Mr. Martel provided the board with a copy of a memo received from the building inspector, which recommends that the Noel's Bird Feeder building be demolished as the condition of the building is deteriorating. Mr. Martel will obtain bids for the demolition process.

***Town Planner ~ Office Schedule***

Mr. Martel explained that the town planner has provided a memo noting a change in her schedule for the fall/winter.

***Facilities Committee Memo ~ Library Parking Lot Expansion***

Mr. Martel stated that the facilities committee has submitted a memo regarding the expansion of the library parking lot. He explained that the facilities committee views the proposal as a capital improvement and has turned the project over to the selectmen.



Northwood Board of Selectmen  
Minutes of September 9, 2008

***Facilities Committee Memo ~ Library Air Conditioning Unit***

Mr. Martel explained that the current air conditioning unit is 20 years old and the proposal totals \$800. Mr. Dill added that the current system is leaking onto the furnace. He noted that the pan of the system could be rebuilt for \$500-\$600 or the system could be replaced for \$800. Mr. Martel stated that the funds are available in the Facilities Committee Expendable Trust for the town's buildings.

***Library Well Pump and Salt System***

Mr. Martel explained that the current well pump and salt system at the library does not have any water pressure. He stated that local contractors are scheduled to inspect the system and provide feedback to the facilities committee if any expenses are required.

***Police Commission Request to Facilities Committee***

Mr. Martel explained that the police commission has notified the facilities committee of a request to add on to the police station. Mr. Martel asked if the request should be forwarded to the planning board since it would be a capital improvement. Mr. Curley replied yes.

Discussion ensued if the addition was a part of the capital improvement plan. Mr. Bryer commented that this is not the year to be proposing major projects. Mr. Dill agreed and since it is a huge project he does not feel that it is viable this year. He noted that relocating the leach field is also a major project and a huge expense. Mr. Curley agreed; however, noted that the information should be forwarded to the planning board.

***Personnel Policy***

Mr. Martel stated that the library trustees and the police commission have both accepted the proposed personnel policy. Mr. Curley requested that the policy be reviewed and addressed at the next meeting. Mr. Martel explained that a template policy was provided from the Local Government Center and then he added items specific to Northwood.

**6:15 p.m. ~ Appointment with Northwood School Board**

Vice Chair Janabeth Reitter, Barbara Gendron, and Cheryl Andrews, all members of the school board, met with the selectmen regarding a few items of concern.

The first item of discussion was the fuel contract. Ms. Reitter provided the selectmen with the proposed contract for fuel for all town and school buildings. **\*\*Motion\*\* Mr. Bryer made a motion, seconded by Mr. Dill, to accept the contract and allow Chairman Curley to execute the contract on behalf of the board.** Mr. Dill noted that the cost is \$4.32 per gallon and it appears that the cost is going down. Ms. Reitter replied that the board could undertake the bid process again if they desire. **Motion passed unanimously; 2/1.** Mr. Dill was opposed.

Ms. Reitter added that the propane will be through Energy North at \$2.55 per gallon. She added that as far as kerosene, the school does not use this and the oil company does not want to provide kerosene. Mr. Martel stated that K-1 is used by the fire stations as these tanks are above ground. Mr. Martel will find a vendor to supply kerosene to the fire stations. Mr. Martel stated that the community hall has been added to the list for propane, as it was not included.



## Northwood Board of Selectmen Minutes of September 9, 2008

Ms. Reitter mentioned that they were just recently notified that the town report deadline for reports this year is October 2, which is much earlier than last year as it was November 28. She requested that the selectmen extend the deadline to allow more preparation time. Mr. Martel noted that he was not aware of the deadline and he would not be able to meet this deadline either. Mr. Curley stated that they will talk to Linda Smith regarding the report deadlines. He added that this early deadline is due to many items being submitted late last year. Mr. Martel will notify School Board Chair Colleen Pingree of any deadline changes.

Ms. Reitter stated that at the August 25 school board meeting the board discussed holding the school budget hearings at the school's library rather than at the town hall. She stated that Ms. Pingree would be addressing this at the next budget committee meeting.

Ms. Reitter asked the board if the town was paying to hold town meeting at Coe Brown Northwood Academy. She stated that if there are fees involved, the school board would like to suggest that town meeting be held at the elementary school in the gym. Mr. Bryer replied that CBNA only charges the town fees related to custodian services. Mr. Martel stated that he would check into the costs. Mr. Bryer noted that there are groups and/or organizations that fundraise at town meeting and he added that the school should allow beverages and food in the gym. Ms. Reitter noted that the gym floor is covered for school meeting and it should be able to be covered for town meeting as well. Mr. Curley added that there are entities that also like to have display tables set up at town meeting too.

Another issue addressed was communication. Ms. Reitter stated that in an effort to improve the communications in the town, the school board has been placing articles in the Suncook Valley Sun. She added that the Union Leader and the Concord Monitor have requested the news articles be forwarded to them as well, and they will publish. They may expand on specific items within the piece. She asked if the town would be interested in doing the same and offered assistance with this. Mr. Curley suggested that news be solicited from the department heads.

Ms. Reitter explained that the school is also working on updating their website, hoping to be completed by October. She added that it will be similar to the town's site. In addition, she added that a communications committee meets every two weeks at the school on Monday evenings from 5:30-6:30.

Mr. Curley stated that the treasurer has requested a meeting with the school board. A discussion was held regarding payments to the school. Mr. Bryer asked if there is a reason why payments could not be distributed evenly over quarters. Mr. Martel noted that he and Ms. Pingree have been discussing this issue. He stated that a meeting will be scheduled with himself, the town's finance administrator, the town's treasurer, school board chair, Dave Ruth, and the school's finance personnel. Mr. Martel noted that with the economy, taxes have not been coming in as timely as in the past, and this is a good time to work together.

Mr. Curley stated that the cable committee has discussed the fact that someone should be trained on the video system. He explained that when the system was installed the superintendent had agreed that someone would be assigned to attend the school board's meetings so they could be trained. At this time the coordinator would like to be phased out of recording these meetings to



## Northwood Board of Selectmen Minutes of September 9, 2008

allow for other things. Mr. Curley stated that the cable committee will still be supporting the equipment and hardware. Ms. Reitter replied that the next meeting is Monday night and she will bring up this issue.

Brief discussion was held regarding the recent personnel changes occurring at the school. Ms. Reitter stated that a search committee has been formed and the board is advertising for the business administrator's position. Ms. Reitter deferred any and all other questions to the school board's attorney.

Additional discussion was held regarding energy cuts. Ms. Reitter stated that she believes that all of the light bulbs were just changed and the thermostats will be lowered. Mr. Curley noted that a budget committee member suggested that existing thermostats be replaced with programmable thermostats.

### **6:30 ~ Appointment with State Manager of Emergency Manager**

Bruce Cheney, Director of the Division of Emergency Services was present to meet with the board regarding mapping and addresses for the 911 system. Mr. Cheney stated that he met with the board in the early 90's to encourage Northwood to become involved with a map and address program and early maps were produced. Mike Kelleher, a field representative, stated that the last correspondence was in 1997. Nothing has been maintained or updated since 1997. He added that it is their hopes to get the project back on track and bring everything up to date for the town.

Mr. Cheney explained that the recent tornado is a factor driving the project to be updated. A map was presented and reviewed. He explained that there are many reasons and advantages to having the maps updated properly. Further discussion was held regarding the revised process, which Mr. Cheney explained is now much easier.

Mr. Cheney stated that the one issue that they seem to have is duplicate or similar sounding road names. He explained that there is now a Superior Court decision based on the Town of Swanzy having three roads named similarly and at one time emergency services went to the wrong address and two people died in a fire. The town was held liable since it was recommended that the names of these three roads be changed, were changed, and were then changed back to the original name per citizens requests.

Mr. Cheney stated that they are an agency that requests to do the work and then provides the product. There is no charge; however, there may be issues with the public due to any recommendations to change road names. He stated these matters must be dealt with or the town could be held liable should there be an accident or emergency situation.

Mr. Dill asked about the surrounding towns. Mr. Cheney stated that the update will make things easier as far as town lines and noted that the Town of Deerfield just joined. Mr. Kelleher stated that Epsom is almost completed; Strafford and Nottingham are within the maintenance program. He explained that once completed, the data is maintained, and then the town can notify the department of additional housing developments with accepted roads. Me. Cheney added that the building department can notify them when building permits are issued.



## Northwood Board of Selectmen Minutes of September 9, 2008

Kevin Madison, fire captain, added that the town's original numbering was based on the original maps provided by the 911 mapping department. He further explained that as far as the numbering there should not be any problems with that either. He noted that the building department has been doing a great job with numbering for new construction. Mr. Cheney stated that road names and numbering are the responsibility of the selectmen, per state statute. He explained that names can be changed anytime; however, numbering can only be changed by public hearings.

**\*\*Motion\*\* Mr. Dill made a motion, seconded by Mr. Bryer, to participate in the State of NH E-911 mapping program. Motion passed unanimously; 3/0.**

### **6:50 Second Public Hearing – Sale of Town Property; 59 Lower Camp Road**

Mr. Curley opened the public hearing at 6:50. He explained that this is the second and final public hearing to discuss the sale of town owned property at 59 Lower Camp Road, pursuant to RSA 41:14-a.

With no comments, Mr. Curley closed the public hearing at 6:57 p.m.

### **Dave Foster, Underwood Engineering**

Mr. Foster met with the board regarding the proposed expansion to the Chesley Memorial Library. Mr. Martel explained that he and Mr. Foster have addressed concerns from the planning board as noted in the planner's memo.

A discussion was held regarding setbacks. Mr. Martel explained that the cemetery setback is 25'. Mr. Curley noted that the setbacks and the cemetery were not delineated on the original plans provided. He explained that a variance may be an option and added that the planning board has requested that the setbacks and the cemetery be delineated. He also mentioned issues with the parking lot size and storm water drainage.

Mr. Foster replied that he is familiar with the town's regulations and asked if the board would want to remove the existing pavement. Mr. Dill stated that the regulation is that a percentage of the build must be non permeable. Discussion ensued regarding permeable surfaces and percentages of both permeable and non permeable. Mr. Dill stated that he is concerned with the town incurring costs that are not necessary. Mr. Foster replied that Underwood will abide by the planning board regulations if the selectmen wish. Mr. Dill asked if there will be any problems based on the calculations. Mr. Foster replied that Underwood has not looked at this issue to date. He added that the concepts that have been discussed and it appears that they may violate the setbacks. He noted that the existing parking lot and building both violate the town's setbacks in different areas. He requested that the parameters be defined and Underwood will react accordingly.

Mr. Curley stated that there is a public need and a safety need that need to be addressed. He added that the design may not be able to be conforming to the town's ordinance; however, the issues need to be addressed. He stated that the cost differences need to be known and the affects to the town and the tax payers. He stated that the town needs to make an informed decision and therefore the outline of what the ordinances expect needs to be provided as well as what can or



**Northwood Board of Selectmen  
Minutes of September 9, 2008**

cannot be done. Mr. Dill stated that it is necessary to have all the information provided and delineated on the plans.

Mr. Martel noted that there is a leach field under the parking lot. Mr. Foster stated that this is a pre-existing condition. He added that there is a limited size piece of land and noted that should the board follow the setbacks then there probably will not be a project. He explained that there was a tight deadline and budget and perhaps Underwood did not understand the planning board's parameters. Mr. Curley replied that the planning board would like to see the project outlined. Mr. Dill stated that he does not have a problem with violating setbacks to a cemetery and two state highways. Mr. Martel noted that the cemetery setback is an RSA.

Mr. Foster stated that Underwood was under the impression that the town wanted to maximize parking spaces. Mr. Curley replied that is what the library trustees and facilities committee were pursuing; however, he would prefer to have a safe parking lot. Mr. Foster referred to the planning board concern relative to parking space size being proposed at 8'. He explained that the ordinance for parking spaces is 9'; however, most of the existing spaces are 8', which violates the ordinances. Mr. Curley replied that the ordinance may have changed and the size required is now 9'. He added that he wants to make sure that everything is addressed and the expectations of future projects are set.

**\*\*Motion\*\* Mr. Bryer motioned; seconded by Mr. Dill, to recess the meeting so that the selectmen can close the poles. Motion passed unanimously; 3/0.**  
The meeting reconvened at 8:20 p.m.

**Town Administrator's Report (Continued)**  
***Facilities Committee Memo ~ Town Planner***

Mr. Martel presented the board with a copy of a memo the facilities committee sent to the town planner regarding capital improvements projects.

***Open House at New Candia Court House***

Mr. Martel noted that the new Candia Court House will be holding an open house Monday, September 29.

***Town Meeting Minutes ~ Correction***

Mr. Martel noted that Judy Pease, Town Clerk/Tax Collector, has provided the corrections to the town meeting minutes. Mr. Curley asked if the corrected copy would be provided to the state. Mr. Martel replied yes.

***November 11<sup>th</sup> Meeting ~ To Be Rescheduled***

Mr. Martel mentioned that the November 11<sup>th</sup> BOS meeting would need to be rescheduled due to Veteran's Day. The rescheduled date will be determined at the next meeting.

**Consent Calendar**

***Certification of Yield Taxes***

**\*\*Motion\*\* Mr. Bryer motioned; seconded by Mr. Dill, to approve the certification of yield taxes**



Northwood Board of Selectmen  
Minutes of September 9, 2008

for Anthony, Map 117; Lot 25, and Wormell, Map 230; Lot 14. Motion passed unanimously; 3/0. Signed by the board.

***#2 Fuel Oil Contract July 1, 2008 to June 30, 2009***

This item was previously addressed with the school board and was signed by the board.

***Application to Build on a Class IV Road; Sullivan, Summer Street. Map 116; Lot 6.***

**\*\*Motion\*\*** Mr. Bryer motioned; seconded by Mr. Dill, to deny the application to build on a private road for Map 116: Lot 6, Sullivan, Summer St. Mr. Curley explained that the planning board recommended to deny the permit due to the area and the limited access since the tornado. Mr. Dill read the planning board minutes of August 28. Mr. Dill stated that he is in favor of not allowing building in the gulf area until the access issues are addressed. He asked if the planning board will be changing the regulations. Mr. Curley replied that the planning board discussed the issue and reflected on the tornado and asked what would have happened if a tree fell in this area and blocked the access. Mr. Curley explained that the majority of the planning board feels that any further expansions of the properties in the gulf area will worsen the situation.

Further discussion was held regarding setting a precedent. Mr. Bryer asked if town counsel should be contacted. Mr. Dill agreed that there is a real serious public safety issue and he has previously voiced his concerns. He stated that this must be done for the entire Gulf Road area.

A discussion was held regarding how building permits are approved. Mr. Bryer explained that the planning board recommends and the selectmen approve. Mr. Dill stated that this is an addition to an existing structure not a new year round structure. Mr. Curley stated that he feels building an expansion means an increase in use.

Mr. Dill stated that he would like to see the planning board pass a regulation for Gulf Road as the overall issues is access. Mr. Curley stated that Master Plan states that there should be a moratorium in the gulf area. Mr. Bryer stated that he is not comfortable with making this decision tonight. Mr. Dill agreed. Mr. Bryer asked what the town responsibilities are and the abilities regarding a moratorium in the gulf area and requested an opinion from town counsel. **\*\*Motion\*\*** Mr. Dill motioned; seconded by Mr. Bryer, to table the issue for further consideration and an opinion is received from town counsel. Motion passed unanimously; 3/0.

***Road Agreement and Release ~ Fiore Road***

**\*\*Motion\*\*** Mr. Dill motioned; seconded by Mr. Bryer, to approve the agreement and release for Brodeur, 69 Fiore Rd. Map 116; Lot 57. Mr. Martel noted that the home is complete. Motion passed unanimously; 3/0. The agreement was signed by the board. Mr. Dill noted that this is the exact same issue with access in the gulf area.

***Debris Removal Activity***

Mr. Martel explained that this is from the State of NH Department of Safety regarding if the town would be assisting with curb side removal of debris from the tornado on private property. Mr. Martel stated that the Town of Deerfield provided dumpsters to the residents for the debris.

**\*\*Motion\*\*** Mr. Dill motioned; seconded by Mr. Bryer, to not approve curb side debris and to authorize Ken Curley to sign the document as chair. Motion passed unanimously; 3/0. Mr. Dill



Northwood Board of Selectmen  
Minutes of September 9, 2008

noted that most of Northwood's damages were on private roads, which the town has no responsibility for.

*Veterans Exemption, Map 218; Lot 24*

**\*\*Motion\*\*** Mr. Dill motioned; seconded by Mr. Bryer, to approve the veteran's exemption for Blad, Map 218; Lot 24, recommended by the town's assessor. Motion passed unanimously; 3/0. The exemption was signed by the board.

*Appointment Victoria Parmele ~ Strafford Metropolitan Planning Technical Advisory Committee*  
Mr. Martel explained that this appointment was previously approved; however, the appointment was approved for one year and should be for two years. **\*\*Motion\*\*** Mr. Bryer motioned; seconded by Mr. Dill, to amend the appointment for Victoria Parmele to the Strafford Metropolitan Planning Technical Advisory Committee for a two year term through June 2010. Motion passed unanimously; 3/0.

*Purchase Order ~ Hodgdon & Son, Inc. for Ball Fields Parking Area*

**\*\*Motion\*\*** Mr. Bryer motioned; seconded by Mr. Dill, to approve the purchase order for Hodgdon & Son, Inc. in the amount of \$2,400. for the development of a parking area adjacent to the new ball fields. Mr. Dill stated that this was not part of the original contract. Mr. Martel replied that this is an additional request made by the committee. Motion passed unanimously; 3/0. The purchase order was signed by the board.

*Purchase Order ~ D.L. Docko for Work on Mill Pond Road in Coe Woods Development*

**\*\*Motion\*\*** Mr. Dill motioned; seconded by Mr. Bryer, to approve the purchase order for D.L. Docko in the amount of \$15,250. for Mill Pond Road. Motion passed unanimously; 3/0. The purchase order was signed by the board.

*Town Policy Forms for the New Secretary*

**\*\*Motion\*\*** Mr. Dill motioned; seconded by Mr. Bryer, to sign the town policy forms for the new office secretary. Motion passed unanimously; 3/0. The policies were signed by the board.

*Conservation Commission Town Forester Recommendation for Bean Hill Forest Services, LLC*

**\*\*Motion\*\*** Mr. Bryer motioned; seconded by Mr. Dill, for discussion purposes only. Copies of the bids were provided to the board for their review. Mr. Martel stated that the conservation commission recommended the lowest bid company. **\*\*Motion\*\*** Mr. Dill motioned; seconded by Mr. Bryer, to approve Bean Hill Forester Services as recommended by the conservation commission. Mr. Dill stated that the new companies bid received was for \$2,500 as opposed to the original bid received of \$4,000. Motion passed unanimously; 3/0. The cover letter was signed by the board.

*Payroll Manifest*

Payroll Manifest in the amount of \$41,992.53. **\*\*Motion\*\*** Mr. Dill motioned to approve the payroll manifest. Seconded by Mr. Bryer. Motion passed unanimously; 3/0. The payroll manifest was signed by the board.



Northwood Board of Selectmen  
Minutes of September 9, 2008

***Vendor Manifest***

Vendor Manifest in the amount of \$38,180.43. **\*\*Motion\*\* Mr. Dill motioned to approve the vendor manifest. Seconded by Mr. Curley. Motion passed unanimously; 3/0.** The manifest was signed by the board.

***Minutes***

***August 26, 2008***

**\*\*Motion\*\* Mr. Bryer motioned to approve minutes from August 26, 2008, as written. Seconded by Mr. Dill. Motion passed; 3/0.**

***Selectmen's Comments***

Mr. Curley stated that the cable committee is recommending that an electrician install an outlet near one of the cameras that has been installed. The committee feels that the installation of an outlet is better than running an extension cord. He added that the cost would be covered through the Cable Franchise Expendable Trust Fund. **\*\*Motion\*\* Mr. Curley motioned to approve the installation of an outlet. Seconded by Mr. Bryer. Motion passed; 3/0.**

Mr. Curley explained that during a recent school board meeting that was four hours long, the equipment froze due to too much video on the system from previous meetings. This required the cable coordinator to reformat the drive. Mr. Garnett has requested that he be able to purchase an external hard drive to off load the film. The cost for this was \$99. Mr. Martel stated that the bill total was \$179. Mr. Garnet explained that he purchased two; one for the laptop, which is portable, and the other one would remain at the school. Mr. Bryer asked if the items were already purchased and Mr. Garnet replied yes, through Staples. Mr. Bryer stated that he is okay with the purchase; however, he does not like to approve items, after the fact. He added that he would like the purchase order to be obtained prior to purchasing. Mr. Garnet stated that he thought that the purchase had been approved. **\*\*Motion\*\* Mr. Curley motioned to approve the purchase of two external hard drives totaling \$179. to be expended from the Cable Franchise Expendable Trust Fund. Seconded by Mr. Dill. Motion passed; 3/0.**

Mr. Bryer asked if there has been any update relative to setting the tax rate. Mr. Martel replied that the necessary MS documents have been submitted. He will contact DRA.

Mr. Bryer stated that he would not be able to attend the September 23 meeting.

Mr. Dill referred to a discussion held at the highway advisory meeting. He explained that it was determined that the town actually owns more road than originally thought on Harvey Lake Road, which means that there will be a need for additional plowing. He added that the highway committee is currently trying to work out with the road agent where a plow truck could turn around. Mr. Dill suggested that the area be walked with the road agent and town administrator.

Mr. Bryer asked when the board will begin working on the budget. Mr. Martel stated that the finance administrator has sent out memos to the department heads requesting that all information be submitted in the beginning of October. Mr. Bryer requested an analysis to see if any neighboring towns will be or have considered purchasing 6 cylinder cruisers rather than 8



**Northwood Board of Selectmen  
Minutes of September 9, 2008**

cylinders, or something more fuel efficient. He added that he would like to look at the state contract this year too. He noted that the town must look at ways to save money this year.

Mr. Martel stated that he will have the August 31 expenditure tomorrow. He added that everything looks fine except for the fuel lines and there are still enough areas within the budget that funds can be reallocated and he referred to the \$15,000 in TAN, which could be used for fuel lines. Mr. Curley stated that a member of the budget committee noted that he is anticipating the \$15,000 to be returned to buy down the tax rate if it is not used. Mr. Bryer replied that it is not up to the budget committee. Mr. Martel noted that the highway department is \$38,000 over in the snow and ice removal line.

Mr. Dill requested that Mr. Martel ask the road agent if he will be doing new bids for private contractors for snow removal.

Mr. Curley stated that he has reviewed the air quality within town hall. He believes that the report suggests that more ventilation be added to the main floor of town hall and a humidifier downstairs. Mr. Martel added that a service technician of the oil company came in to town hall to check the furnace the other day and the air quality was discussed. Mr. Martel explained that this company has a ventilation system similar to a heat exchange. He stated that he requested a bid and will forward to the facilities committee.

**9:30 p.m. \*\*Motion\*\* Mr. Dill motioned to adjourn, seconded by Mr. Bryer. The motion passed unanimously; 3/0.**

Respectfully submitted,

Lisa Fellows-Weaver  
Board Secretary