



Northwood Board of Selectmen
Minutes of April 9, 2008

Town Hall Northwood NH – April 9, 2008

Call to Order

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

Roll Call

Chairman Ken Curley, Selectman Scott Bryer, and Town Administrator Paul Martel. Selectman Alden Dill arrived at 6:40 p.m.

Citizen's Forum

There were no citizen's comments.

Consent Calendar

Dare Graduation

Mr. Martel provided an invitation from Lieutenant Drolet of the Northwood Police Department to the 5th grade Dare graduation. The ceremony will be held April 17 at the Northwood Elementary. Mr. Curley noted that he will attend.

Oath of Office Forms - ZBA

Oath of office papers were signed for Nona Holmes and Thomas Lavigne, both for the zoning board of adjustment. Appointments were previously approved, 3/25/08.

Appointments

Highway Advisory Committee

Paul Belliveau (2 year term 4/2008-3/2010) and oath of office forms. ****Motion** Mr. Bryer motioned to approve the appointment of Paul Belliveau to the Highway Advisory Committee for a two year term. Seconded by Mr. Curley. Motion passed unanimously; 2/0.** The appointment and oath of office papers were signed by the board.

Fred Bassett (1 year term 4/2008-3/2009) and oath of office forms. ****Motion** Mr. Bryer motioned to approve the appointment of Fred Bassett to the Highway Advisory Committee for a one year term. Seconded by Mr. Curley. Motion passed unanimously; 2/0.** The appointment and oath of office papers were signed by the board.

Conservation Commission

Pauline Lemelin (3 year term 4/2008-3/2011) and oath of office forms as an alternate member

Stephen Roy (3 year term 4/2008-3/2011) and oath of office papers

Winifred (Wini) Young (1 year term 4/2008-3/2009) and oath of office forms

****Motion** Mr. Bryer motioned to approve the appointments of the above to the conservation commission. Seconded by Mr. Curley. Motion passed unanimously; 2/0.** The appointment and oath of office papers were signed by the board.

Appointments

6:15 Recreation Commission/Conservation Commission/Health Officer

Wini Young, conservation commission member, met with the board requesting a portable toilet for the Lucas Pond Beach area. She explained that the CC would like to see the facility placed at the



Northwood Board of Selectmen Minutes of April 9, 2008

beach prior to the opening of fishing season, April 26. She noted that a member has spoken to the health officer who noted that there is an emergency line within the health department's budget that may be able to be used for the facility. She explained that a weekly maintenance routine should be schedule for the fishing season and then the town's regular maintenance plan for the rest of the summer months when the other beaches are opened. ****Motion** Mr. Bryer made a motion, seconded by Mr. Curley, to discuss the matter.** Discussion was held regarding the history of the site. Mr. Bryer explained that the facility was removed due to vandalism. He expressed concerns with the feedback from town meeting with residents not reopening this area for public use. Ms. Young replied that the area is currently being used for fishing and is still used as a beach. She does not feel that the use will change; however, the quality of the water may change if there is not a receptacle provided. She suggested that the porta potty be placed further away from the water, in a field area. Ms. Young stated that the CC members could keep an eye on the area. She added that member Mike Matson is the local Fish and Game officer who is in this area a lot.

Additional discussion was held regarding the placement of a dumpster. Ms. Young explained that the CC was going to request a dumpster; however, has recently learned that there was a dumpster on location in the past and the result was the dumpster was used by the local residents.

Mr. Bryer agreed to add the porta potty; however, the facility would be removed if there were any problems. ****Motion** Mr. Curley made a motion, seconded by Mr. Bryer, to place a portable toilet at Lucas Pond Beach area by April 26 through Labor Day unless any vandalism should occur, at which time the facility will be removed.** Health Officer Don Arsenault agreed that there is a need especially in the first month. Further discussion was held regarding monitoring and maintenance. Ms. Boudreau stated that the monthly fee is around \$195. Mr. Martel will ask the police department to patrol the area occasionally. **Motion passed unanimously; 2/0.**

Recreation Commission

Kathy Boudreau Recreation Director along with Recreation Chairman Chris Andrew explained the summer camp sessions for 2008. Ms. Boudreau stated that the plan is to have the children attend the Strafford YMCA camp. She explained that the YMCA would be able to offer the camps to more children from Northwood, for three weeks, 5 days per week, for ages 3-15. Before and after care is also available at no additional cost. She added free swim lessons are included. Financial aide is available. Transportation will be provided from the recreation commission. Ms. Boudreau noted that in the past, the beaches have been overcrowded and/or closed in town. She added that this will allow her to have more time available to plan other activities.

Mr. Andrews explained that the cost of camp is \$142. per child, with a one time \$20 registration fee. He explained that the cost to the parents would be \$130 and the town would cover \$32. The cost last year was \$45. Camp counselors salaries were budgeted for, which will now not be necessary.

A spreadsheet was provided and reviewed. Additional discussion was held regarding the amount participation. Mr. Andrews explained that the recreation committee held a meeting with many parents attending and the input and response was positive. Further discussion was held regarding the department's budget and the town's transportation costs to get to the YMCA. Mr. Bryer requested another spreadsheet noting net gain and loss. Ms. Boudreau stated that the less kids that attend, the less expensive it would be for the town due to transportation costs.



Northwood Board of Selectmen
Minutes of April 9, 2008

6:40 Selectman Dill arrived.

****Motion** Mr. Curley motioned to approve the summer camp program as presented. Seconded by Mr. Dill. Motion passed unanimously; 3/0.**

Ms. Boudreau noted that soccer season is approaching and the recreation fields are not yet completed. She explained that Arlene Johnson has offered use of her property on Bow Lake Road for soccer. Liability insurance would cover for the change. The board requested to send a thank you letter to Mrs. Johnson.

Discussion was held regarding mowing the field. Mr. Bryer stated that town equipment would not be able to be used to mow private property. Ms. Boudreau replied that they are working on resolving the mowing issue. Parking will be available. Mr. Bryer stated that the soccer field plan is a great idea and added that the legal issues do need to be resolved.

Swim lessons were addressed. Ms. Boudreau explained that swim lessons will be offered from levels 1-4. There will be no charge to the town. She does not feel that level 5 could be taught successfully. Dates for swim lessons will be the 4 weeks in July. She added that nothing has been finalized with the Town of Epsom for swim lessons. In addition, there will be evening sessions offered. Volleyball will begin in July along with Tai Chi. A fishing derby will be held in May.

Farmer's Market

Lucy Edwards was present along with Karen Smith and Julie Coleman from Barrington. Ms. Edwards explained that they would like to propose a farmer's market in Northwood. Ms. Edwards explained that within the Master Plan, updated in 2004, there is a visioning session noted. In order to be successful, the local farmers and gardeners need to be able to sell their products. A farmer's market would allow them to make a living, and offer safe and locally grown products. Suggested locations were the municipal park and ride, school parking lots, St. Josephs Church, and the Trading Post. The goal is to have 3-4 markets this year and have more scheduled regularly for next year.

Further discussion was held regarding neighboring farmer's markets. Mr. Bryer stated that he feels it would be nice to have. Mr. Dill stated that most markets are run by a blanket association. Ms. Coleman explained that they are working on creating the association.

Ms. Edwards noted that she met with the planning board regarding holding the market at an existing business. The planning board noted that outdoor displays would need to be stated on the site outdoor sales plan. Ms. Edwards plans to meet with the code enforcement officer.

Mr. Martel will research the use of the municipal parking area.

Consent Calendar

Elderly Exemption for Payne, 107 Lake Shore Drive. Map 109; Lot 43

****Motion** Mr. Bryer motioned to grant the elderly exemption for Payne, 107 Lake Shore Drive. Map 109; Lot 43 for \$87,400. Seconded by Mr. Dill. Mr. Dill requested that a recommendation be written on the cover sheet. Based on the town assessors recommendation, the motion passed unanimously; 3/0. The exemption papers were signed by the board.**



Northwood Board of Selectmen
Minutes of April 9, 2008

Veterans Exemption for Dayton, 5 Deer Run Lane. Map 230; Lot 82; Sublot 12

****Motion**** Mr. Bryer motioned to grant the veteran's exemption for Dayton, 5 Deer Run Lane. Map 230; Lot 82 for \$251. Seconded by Mr. Dill. Based on the town assessors recommendation, the motion passed unanimously; 3/0. The exemption was signed by the board.

Abatement for Bisson, 34 Masten Drive. Map 234; Lot 44; Sublot 10

****Motion**** Mr. Bryer motioned to approve the abatement for Bisson, 34 Masten Drive, Map 234; Lot 44, for \$883.09. Seconded by Mr. Dill. Motion passed unanimously; 3/0. The abatement was signed by the board.

Supplement Warrant for Esdale, 68 Masten Drive. Map 234; Lot 44; Sublot 4

****Motion**** Mr. Bryer motioned to approve the supplement warrant for Esdale, 68 Masten Drive, Map 234; Lot 4, for \$905.37. Seconded by Mr. Dill. Motion passed unanimously; 3/0. The board requested additional information as to why this is an extra warrant. Mr. Martel will review.

Current Use Application for MacFarland, Jenness Pond. Map 206; Lots 37 & 38

****Motion**** Mr. Bryer motioned to review and discuss the current use application for McFarland, 226 Jenness Pond Rd, Map 206; Lots 37 & 38. Seconded by Mr. Dill. A discussion was held regarding the need for additional information. ****Motion**** Mr. Bryer motioned to table the current use application for McFarland, 226 Jenness Pond Rd, Map 206; Lots 37 & 38. Seconded by Mr. Dill. Motion passed unanimously; 3/0.

Intent to Excavate, Docko, Winding Hill Rd. Map 238; Sublot G (gravel pit)

****Motion**** Mr. Bryer motioned to approve the intent to excavate for Docko, Winding Hill Road, Map 238; Sublot G. Seconded by Mr. Dill. Motion passed unanimously; 3/0.

Timber Tax Levy – Tax Year April 1, 2007 to March 31, 2008 in the amount of \$1,817.21

****Motion**** Mr. Bryer motioned to approve the timber tax levy for \$1,817.21. Seconded by Mr. Dill. Motion passed unanimously; 3/0. The timber tax levy was signed by the board.

Certification of Yield Taxes, Nicoletti Realty Trust, 85 Sky Farm Road. Map 219; Lot 39

****Motion**** Mr. Bryer motioned to approve the certification of yield taxes. Seconded by Mr. Dill. Motion passed unanimously; 3/0. The certification was signed by the board.

Certification of Yield Taxes, Gallagher, 33 Winding Hill Road. Map 228; Lot 3

****Motion**** Mr. Bryer motioned to approve the certification of yield taxes for \$1,736.34 for Gallagher. Seconded by Mr. Dill. Motion passed unanimously; 3/0. The certification was signed by the board.

Certification of Yield Taxes, Coop, 175 Ridge Road. Map 219; Lot 3

****Motion**** Mr. Dill motioned to approve the certification of yield taxes for \$80.87 for Coop. Seconded by Mr. Bryer. Motion passed unanimously; 3/0. The certification was signed by the board.

Forest Management Contract for Charles Moreno



Northwood Board of Selectmen
Minutes of April 9, 2008

A discussion was held regarding looking into other foresters. Mr. Dill stated that he feels that this is a large cut. ****Motion**** Mr. Dill motioned to table signing the contract and purchase order for further review of other foresters. Seconded by Mr. Bryer. Motion passed unanimously; 3/0.

Intent to Cut, Anthony, Gulf Road. Map 117; Lot 25

****Motion**** Mr. Dill motioned to approve the intent to cut. Seconded by Mr. Bryer. Motion passed unanimously; 3/0. The intent to cut was signed by the board.

Intent to Cut, Nicoletti Realty Trust, 85 Sky Farm Road. Map 219; Lot 39

****Motion**** Mr. Bryer motioned to approve the intent to cut. Seconded by Mr. Dill. Motion passed unanimously; 3/0. The intent to cut was signed by the board.

Purchase Order - Edwards for Mowing

Mr. Martel presented the board with a purchase order from Ben Edwards for mowing and trimming of the Ridge Cemetery in the amount of \$1,250., which will be paid out over 8 months at \$156.25. ****Motion**** Mr. Dill motioned to approve and sign the purchase order for Mr. Edwards for \$1,250. for the towns portion for mowing and the trimming for Ridge Cemetery. Seconded by Mr. Bryer. Motion passed unanimously; 3/0.

Purchase Order - Heisey for Mowing

Mr. Martel presented the board with a purchase order from Don Heisey for mowing and trimming of the Pine Grove and East Northwood Cemeteries in the amount of \$1,100., which will be paid out over 8 months at \$137.50. Mr. Bryer stated that the town administrator can approve these purchase orders. Discussion ensued regarding the bid process and if bids were performed. Mr. Bryer requested to review the personnel policy at an upcoming meeting. ****Motion**** Mr. Curley motioned to table the purchase order for mowing. Seconded by Mr. Dill. Motion passed unanimously; 3/0.

Payroll Manifest #11

Payroll manifest in the amount of \$39,116.67. ****Motion**** Mr. Bryer motioned to approve the payroll manifest. Seconded by Mr. Dill. Motion passed unanimously; 3/0. The payroll manifest was signed by the board.

Acceptance of Minutes

March 31, 2008: ****Motion**** Mr. Dill motioned to approve the minutes of March 31, 2008, as written. Seconded by Mr. Bryer. Motion passed unanimously; 3/0.

March 25, 2008: ****Motion**** Mr. Bryer motioned to approve the minutes of March 25, 2008, as written. Seconded by Mr. Dill. Motion passed unanimously; 3/0.

Town meeting minutes were postponed.

Town Administrator's Report

Recycling Flyer

Mr. Martel presented a flyer regarding new recycling. Mr. Curley further explained that the flyer is part of an effort to inform the public, which the recycling committee is trying hard to do. ****Motion****



Northwood Board of Selectmen
Minutes of April 9, 2008

Mr. Curley motioned to approve and distribute the flyer, as presented. Seconded by Mr. Dill. Motion passed unanimously; 3/0.

Conservation Commission Letter

Mr. Martel presented the board with a letter from the CC. He explained that this is the second letter from a town board. ****Motion** Mr. Dill motioned to contact counsel regarding the ZBA's decision relative to the Hendrick cases on Corson Dr. Seconded by Mr. Curley.** Mr. Dill stated that he feels that it is in the town's best interest to further review. Mr. Bryer expressed concern with the fact there are no requirements made for a road. Mr. Dill noted that this is back land that is accessed by an easement. Mr. Bryer asked if the town can require a road to be built to standards. Further discussion was held regarding the appeal process. ****Motion** Mr. Dill motioned to forward the concerns of the CC to counsel to begin filing an appeal to the ZBA's decision on behalf of the selectmen. Seconded by Mr. Curley. Amendment passed unanimously; 3/0. Motion passed unanimously; 3/0.**

Conservation Commission Members

Mr. Martel stated that the CC has requested to advertise for new members on the town's website. The selectmen agreed.

Facility Committee Letter

Mr. Martel stated that he has received a letter from the facilities committee recommending the lawns be maintained by the highway department. Mr. Bryer noted that justification was made at town meeting that contracting the mowing out, would justify not needing three highway department employees; therefore allowing the current employees to be able to focus on the roads. Mr. Bryer felt that last year the mowing was fine last year. He added that maybe the highway department should assist with the initial clean up. Further discussion was held regarding the contract only being for mowing. Mr. Lane stated that the mowing and clean up should be contracted out and not done by the highway department. Mr. Martel noted that the bid has already been put out. The board requested a cost analysis be completed.

CBNA Resource Officer

Mr. Martel provided the agreement to the selectmen for the resource officer. Costs have changed and the contract needs to be amended. Copies to be provided to all parties involved. ****Motion** Mr. Bryer motioned to authorize Chairman Curley to execute the document when amended. Seconded by Mr. Dill. Motion passed unanimously; 3/0.**

Mowing of Bryant Library

Ms. Lane mentioned that Bruce Farr usually mows the area donated by the Lane's, near the Bryant Library. ****Motion** Mr. Curley motioned to authorize Bruce Farr to mow strip of land by the Bryant Library. Seconded by Mr. Dill.** Mr. Bryer asked if there are any liability concerns. Mr. Curley noted that Mr. Farr did this last year. **Motion passed unanimously; 3/0.**

State Surplus Auction

Mr. Martel noted that the surplus auction will be held May 8 and 9. Mr. Bryer stated that the list authorizing who can purchase items at White's Farm needs to be updated.



Northwood Board of Selectmen
Minutes of April 9, 2008

Better Road Subscription

The board requested that the subscription for the magazine be renewed.

School Board Joint Meeting

Mr. Martel stated that the meeting has been scheduled for May 5 at the Northwood School Library.

Lawn Replacement at the Police Department

Mr. Martel stated that he spoke to Jim Wilson regarding replacing the library at the police department. Mr. Wilson stated that the highway department will do the work. Mr. Martel noted that there is \$1,000 in the facilities committee budget for materials. The board agreed for the project to be done by the highway department.

Permit for Olde Canterbury Road

Mr. Martel stated that the permit for work on Olde Canterbury has been received and been provided to Mr. Wilson. The board agreed that the process of going out to bid can begin.

Dam Bureau Inspection

Mr. Martel stated that the dam bureau will be doing an inspection on the Gulch Mountain Dam. He added that the association needs to be created and he will contact town counsel for potential association members.

Underwood Plans for Bennett Bridge Beach

Copies of the plans were provided to the board for their review for the road. Reports to be forwarded to the highway department. Mr. Dill stated that the Class VI road will be done first, then the cause way work completed, and then the beach will be addressed.

Reverse 911 Proposal

Mr. Martel explained the reverse 911 proposal. He stated that it would be very useful for the town; however, it is \$5,000 per year. Mr. Bryer noted that there was a bill presented however, he is not sure of the outcome.

Next Meeting

The board requested that Mr. Martel ask the finance administrator to fill in at the April 22 meeting.

Selectmen's Comments

Mr. Curley asked for a board member to represent the recreation committee. Mr. Bryer stated that he would cover the recreation departments meetings.

Non-Public Session

****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 Bryer-yes

Selectman Dill-yes

Selectman Curley-yes

Motion passed unanimously; 3/0.



Northwood Board of Selectmen
Minutes of April 9, 2008

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

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

****Motion**** Mr. Bryer motioned to adjourn at 8:32. Seconded by Mr. Dill. The motion passed; 3/0.

Respectfully submitted,

Lisa Fellows-Weaver
Board Secretary