



Northwood Board of Selectmen
Minutes of November 13, 2007

Town Hall Northwood NH – November 13, 2007

Call to Order

Chairman Scott Bryer called the work session to order at 6:02 p.m.

Roll Call

Chairman Bryer, Selectman Ken Curley, Selectman Alden Dill, and Interim Town Administrator Paul Martel.

Town Administrator's Report

Water Filtration System

Mr. Martel stated that he has received a bid for the water filtration system for the recycling center. The board requested a copy of the water test results from the health officer and will discuss this at another meeting.

Plowing Rental Agreement

Mr. Martel stated the road agent has provided a rental agreement for plowing. The board agreed to sign the agreement.

December Meeting Schedule

December meetings were scheduled for December 11 and December 18.

Strafford Regional Planning Commission (SRPC)

Mr. Martel stated a letter has been received from SRPC requesting a Northwood representative be appointed as a member as well as the need for an alternate. No decision was made.

Cooperative Assessing District

Mr. Martel noted that a letter has been placed in the selectmen's packets regarding Northwood becoming a part of the Coop Assessing District. This item was continued to the next meeting.

Proposed Safety Committee Policies

Mr. Martel explained that the safety committee has suggested new policies for testing of the panic alarms as well as for testing of the emergency lighting. The issue was continued to the next meeting.

Budget

The proposed budget and schedule were presented. ****Motion** Mr. Dill motioned to accept the budget for the department. Seconded by Mr. Curley. The motion passed unanimously; 3/0.** Nothing was determined relative to the schedule.

Consent Calendar

Ballot Clerks

Mr. Martel presented the board with appointment papers for the ballot clerks. ****Motion** Mr. Dill motioned to approve the ballot clerks, as presented. Seconded by Mr. Curley.** Mr. Bryer noted that the terms should be staggered. **The motion passed unanimously; 3/0.**



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6:15 p.m. Non-public Session with Police Commission

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

Roll Call Vote:

Selectman Curley-yes

Selectman Dill-yes

Selectman Bryer-yes

Motion passed unanimously; 3/0.

6:30 p.m. **Motion** Mr. Bryer 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 stated that the selectmen met with the police commission in a non public session regarding an appointment for a third commissioner. Mr. Bryer stated that three people expressed interest with letters of intent; Mark Edwards, John Schlang, and Sid Carlson. ****Motion**** Mr. Curley motioned to appoint John Schlang as an interim police commissioner. Seconded by Mr. Dill. The motion passed unanimously; 3/0.

6:30 p.m. Bennett Bridge Road/Discussion with Abutters

Abutters in attendance were Katherine Reid, Susan Koufogazos, Norman Dodge, Roy Pender. Mr. Dill read a letter explaining the FEMA project and an outline, in which the road will be opened as a temporary access while repairs to the cogsway are performed. Mr. Dill stated that the road will be improved for temporary, emergency access. The road will not be maintained on a regular basis.

Mr. Pender asked what will be done to the bridge. Mr. Dill explained that the bridge is an entirely separate project that cannot begin until the emergency lane is completed; there must be another way out for the residents when the bridge is being repaired. Mr. Dill stated that other repair options were mentioned. Mr. Dill stated that NHDES must grant permission and FEMA will not allow any work to be done to the bridge until the access is completed. He added that the beach cannot be addressed until the drainage problem is fixed.

Further discussion was held regarding road improvements and Class VI road classifications. Mr. Pender stated that the traffic on the road has increased due to the Gaviat Green development. Mr. Dill noted that the road cannot be closed; it is a legal road, just not maintained.

Ms. Koufogazos expressed concern regarding the impact to the area. She suggested that if the road is for emergencies then there should be a provision and suggested gating the road. She added that the proposal will change the structure of the road. Mr. Dill replied that the town cannot close the road and the gates and bars cannot be locked. Ms. Koufogazos stated that the board must acknowledge that people will be using the road and this will create a safety hazard as people will now be using the road in a way it was not designed for. Mr. Bryer added that the town needs to



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provide access to residents while there is construction being done. She requested that property owners on side streets be notified of any upcoming discussions.

Norman Dodge explained that many years ago the road was graded, and the drainage was okay. He stated that the intent was for the road to go into the Gaviat Green subdivision and have access to Bennett Bridge. The selectmen were involved with closing the road in the 70's. Mr. Dodge stated that he was in favor of the proposal and it is important as it is an emergency route.

Ms. Reid expressed concern with the property lines. She explained that she has two special needs children in the home and she is close to the turn around area. She also expressed concern with speeding cars. She added that there are two drains on the edge of her property. She stated that the road should be closed or protected upon completion.

Spike Bryant stated that the road has a good base and when the ditches are opened up rip rap will be added, which will slow down and change drainage. He added that in the 40's the road was a one lane road and could be traveled at 35-40 MPH. He mentioned that the road would be a good asset to the town. He added that in time it would be beneficial for the town to reopen the road.

Don Arsenault stated that the work must be done and asked if the work was being done in conjunction with the engineers. Mr. Dill stated that the project is for the road, not the beach or the bridge. Mr. Arsenault stated that there are some people in town that do not want the beach and bridge repairs completed as proposed by the engineer. Mr. Curley replied that the road is being completed for access and it is not a comprehensive design. Mr. Bryer noted that the engineers are not involved with the access road; the road is a FEMA project. Mr. Arsenault expressed concern regarding silt coming down off of Bennett Bridge Road. He stated that there will be a lot of drainage work required. Mr. Bryer requested that the administrator determine if FEMA is exempt from permits as this is an emergency repair.

Further discussion ensued regarding the road and the intentions. Mr. Bryer stated that the town would not be doing anything to the road if it were not for FEMA, as FEMA is funding the project. He added that it was never intended to be a town road; it is for emergency access only for residents and fire apparatus. This board does not have any intention to make the road a town road or any future maintenance to be continued on the road after the project is completed. Mr. Arsenault stated that the project seems to be a waste of money.

Discussion ensued regarding the completion. Mr. Dill explained that the highway advisory committee (HAC) has met and discussed the time line for completion. Mr. Dill stated that the HAC stated that they will try to get the road done this year depending on the winter. He further explained that the bridge will be addressed next year. Mr. Bryer stated that he feels that the town has an obligation to the residents to enable them to get to and from their property. Mr. Dill noted that the road will be stable when the ground freezes and the town will not be plowing the road this winter; therefore, the road will still be an access way next spring.

7:00 p.m. Conservation Commission and NH Fish and Game/Lucas Pond

Northwood Conservation Commission (NCC) Chairman Stephen Roy, Vice Chairman James Ryan, members Steve Hampl, Loren O'Neil, Wini Young, were present along with Chris Andrews,



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recreation commission chairman. Fish and Game employees present were Betsy McNaughton, Scott Becker, and Mike Matson.

Mr. Roy explained that there are some safety factors with the Lucas Pond Beach area. The walk in access is deteriorating into the pond and impacting a water resource. The railroad ties have been washed out and are now a safety issue. NH Fish and Game met with the NCC regarding options of the area. Mr. Roy noted that the sign for Lucas Pond states Fish and Game and that the area requires a Northwood Beach pass. He stated that this factor implies that there is some type of joint ownership and is contradictory. Mr. Roy stated that the pond is a stocked pond; only one of two in the state to harbor the Tiger Trout. This is a popular area for fishing.

Mike Matson provided further emphasis on the safety factors and the problems that he has seen as the conservation officer for Fish and Game.

Ms. McNaughton stated that Fish and Game has a right of access to the dam over Camp Yavneh's property. She added that she has not found any relationship between the town and fish and game and the sign at the beach/launching site. Mr. Bryer stated that the town did maintain the area and there was a beach area. There were mischievous actions and the issues were not worth the costs being assessed to the town to outweigh the benefit. The board of selectmen at that time agreed to close the area as a public beach, approximately 8-9 years ago.

Ms. O'Neil asked if the area could be reassessed to be used as a town beach area since Bennett Bridge Beach was lost. Ms. O'Neil stated that the area has 200' of water frontage and can be utilized by Fish and Game as well. Further discussion was held regarding reconstructing the beach.

Further discussion was held regarding establishing a mutual relationship. Mr. Bryer and Mr. Dill expressed concern with keeping the pond open to stocking. Ms. McNaughton noted that she is looking into the history of the site and the maintenance plans.

Mr. Roy stated that a memorandum of understanding (MOU) should be created between Fish and Game and the town, assigning responsibility to the town and Fish and Game for maintenance. The MOU would also assign the town's engineer to provide a site recovery plan to address erosion issues. Mr. Roy stated that the costs could be covered under the NCC budget; contracted services.

A discussion was held regarding ownership. Mr. Roy asked if the town could sell Lucas Pond and does Fish and Game want to purchase it. Mr. Bryer replied that there is a public hearing process to follow. Mr. Matson stated that the requirements for swimming from a boating access area is 50 yards and there may not be enough frontage. He added that it applies to motorized accesses and he is not sure if there is language relative to this area, which is non-motorized.

Mr. Bryer stated that he is not in favor of increasing the NCC's budget to allow for construction work. He suggested that the NCC create a warrant article to see if the voters would support something at town meeting. Mr. Dill stated that ownership needs to be determined as well as the use. Mr. Bryer replied that the town owns the beach area and Fish and Game owns the dam. Mr. Dill requested more information regarding the cooperative use.



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Mr. Arsenault stated that the ramp to the water was put in by the state. He added the he believes the property came from Mr. Woodman with maintenance done by the state. He recalled that there was an event held on opening day of fishing season back in 1984.

Further discussion was held regarding the restoration of the beach. Mr. Bryer stated that he is for improving the area; however, the voters cut the budget last year and he does not want to go forward this year and present a large budget. Ms. O'Neil stated that there would not be an issue with beach erosion at Lucas Pond as there is with Bennett Bridge.

Mr. Bryer suggested that the research be done and present it in a warrant article with a complete layout. Mr. Andrews added that the area is not being used. There is only one beach in town now and this area could be utilized and reduce some of the other pressures at other Northwood lakes. Mr. Dill noted that there are other parcels owned by the town that could be discussed; Harvey Lake and Gulch Pond.

A brief discussion was held regarding parking at other beaches and the fact that parking is so limited.

The board recessed at 7:30 p.m. to meet with town counsel. Session resumed at 8:39 p.m.

Consent Calendar (continued)

Previously approved in the meeting: *Acceptance of Ballot Clerks:*

- a. Joann Bailey (term November 13, 2007 to March 31, 2010)
- b. Jane Bell (term November 13, 2007 to March 31, 2010)
- c. Janet DiPaolo (term November 13, 2007 to March 31, 2010)
- d. Nona Holmes (term November 13, 2007 to March 31, 2009)
- e. Arlene Johnson (term November 13, 2007 to March 31, 2010)
- f. Joseph Knox (term November 13, 2007 to March 31 2010)
- g. Marion Knox (term November 13, 2007 to March 31, 2010)
- h. Jean Lane (term November 13, 2007 to March 31, 2010)
- i. Terri Madison (term November 13, 2007 to March 31, 2010)

2007 Equalization Municipal Assessment Sheets Certificate

****Motion** Mr. Dill motioned to approve the 2007 Equalization Municipal Assessment Sheets Certificate. Seconded by Mr. Curley.** Mr. Martel stated that this is provided by the Department of Revenue for the town. It is the equalization rate of properties in town. **Motion passed unanimously; 3/0.**

Elderly Exemption - Johnson. Map 109; Lot 26, Sublot 2.

Mr. Martel presented the board with an elderly exemption for Johnson, Map 109; Lot 26, Sublot 2 for \$87,400. This has been recommended by the assessor. ****Motion** Mr. Dill motioned to approve the elderly exemption for Johnson, Map 109; Lot 26, Sublot 2. Seconded by Mr. Curley. The motion passed unanimously; 3/0.** The exemption was signed by the board.

Abatement - Tower View-Atkinson. Map 222; Lot 33, Sublot 3.

Mr. Martel presented the board with an abatement for Atkinson, Map 222; Lot 33, Sublot 3 for



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\$793. This has been recommended by the town assessor. ****Motion** Mr. Curley motioned to approve the abatement for Atkinson, Map 222; Lot 33, Sublot 3. Seconded by Mr. Dill. The motion passed unanimously; 3/0. The abatement was signed by the board.**

Contract – Hodgdon & Son Inc. – Ball Fields

Mr. Martel presented the board with a contract for the ball fields. This was previously voted on. ****Motion** Mr. Dill motioned to approve the contract for construction of the driveway and two athletic fields and to authorize Chairman Bryer to sign the contract for Hodgdon & Son. Seconded by Mr. Curley. The motion passed unanimously; 3/0. The contract was signed by the chairman.**

Employee Benefit Program Renewal 2008 - Rates for Dental and Life

Mr. Martel explained that the town still uses LGC for dental and life insurance. Primex is the insurance for liability and casualty. He explained that the dental insurance has increased 2.6% and the coverage has increased as well. ****Motion** Mr. Dill motioned to authorize Chairman Bryer to sign the employee benefit program renewal information for 2008. Seconded by Mr. Curley. The motion passed unanimously; 3/0. The renewal information was signed by the chairman.**

Application to Build on a Class VI Road - Gulf Road-Map 117; Lot 41

Mr. Martel presented the board with an application to build on a class VI road for Toni Rogers, Gulf Road, Map 117; Lot 41. ****Motion** Mr. Dill motioned to sign the application to build for Toni Rogers on Gulf Road, Map 117; Lot 41. Seconded by Mr. Curley. Mr. Dill stated that he does not feel that it is a good idea to build on class VI roads; however, this area is not far off the main, paved road. There are houses past this lot. The motion passed unanimously; 3/0. The application was signed by the board.**

Agreement and Release - Lynn Grove Road

Mr. Martel presented the board with an agreement and release for Russell and Carrie Gardiner, Lynn Grove Road. ****Motion** Mr. Dill motioned to approve the agreement and release for Gardiner, Lynn Grove Rd. Seconded by Mr. Curley. A discussion was held as to why the planning board had not reviewed this release. **Motion** Mr. Dill amended the motioned to table the matter to allow the planning board to review this release agreement and comment. Seconded by Mr. Curley. The amended motion passed unanimously; 3/0.**

Intent to Cut Chandler, Map 114; Lot 8

Mr. Martel presented the board with an intent to cut for Chandler, Map 114; Lot 8. ****Motion** Mr. Curley motioned to sign the intent to cut, Map 114; Lot 8. Seconded by Mr. Dill. Mr. Dill stated that this is 25 acres off of Gulf Rd. He referred to the highway advisory committee meeting and expressed concern regarding posting the town's road. Mr. Bryer replied that the roads are posted in the spring. Mr. Dill stated that he felt that this was excessive and expressed concern with the amount of trucks traveling on the road. Bonding requirements were mentioned. The motion passed unanimously; 3/0. The timber cut was signed by the board.**

Purchase Order-Fire Tech & Safety

****Motion** Mr. Bryer motioned to approve the purchase order for payment to Fire Tech Safety in the amount of \$4,200. Seconded by Mr. Curley. Mr. Dill noted that this was for the additional**



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work, previously approved. The motion passed unanimously; 3/0. The purchase order was signed by the board.

Purchase Order-Town of Epsom Ambulance - \$7,000

****Motion**** Mr. Dill motioned to approve the purchase order for payment to the Town of Epsom for the back up ambulance \$7,000. Seconded by Mr. Curley. The motion passed unanimously; 3/0. The purchase order was signed by the board.

Purchase Order - Target New England -for Meeting House \$9,533.33

****Motion**** Mr. Dill motioned to approve the purchase order for payment to Target for the final contract payment for the Meeting House, in the amount of \$9,533.33. Mr. Dill noted that there will be fieldstone provided not granite. Seconded by Mr. Curley. The motion passed unanimously; 3/0. The purchase order was signed by the board.

Purchase Order-Underwood Engineers-Bennett Bridge Beach \$970.07

****Motion**** Mr. Dill motioned to approve the purchase order for payment to Underwood Engineering for Bennett Bridge in the amount of \$970.07. Seconded by Mr. Curley. The motion passed unanimously; 3/0. The purchase order was signed by the board.

Purchase Order-Underwood Engineer-Bennett Bridge Beach \$2,707.36

****Motion**** Mr. Bryer motioned to approve the purchase order for payment to Underwood Engineering for Bennett Bridge Beach in the amount of \$2,707.36. Seconded by Mr. Curley. The PO was explained that one is for August and the other is for October. The motion passed unanimously; 3/0. The purchase order was signed by the board.

Purchase Order-Rockingham County Treasury-Annual County Tax \$483,387.00

****Motion**** Mr. Bryer motioned to approve the purchase order for payment to Rockingham County Treasury for the annual county tax \$483,387.00. Seconded by Mr. Curley. The motion passed unanimously; 3/0. The purchase order was signed by the board. Mr. Martel stated that this is due December 17 and will be hand delivered on December 17.

Appropriations of funds for Northwood Historical Society \$500.

****Motion**** Mr. Bryer motioned to approve the appropriations of funds to the Northwood Historical Society in the amount of \$500. Seconded by Mr. Curley. The motion passed unanimously; 3/0.

Vendor Manifest

Vendor manifest in the amount of \$342,847.20. ****Motion**** Mr. Bryer motioned to approve the vendor manifest in the amount of \$342,847.20. Mr. Dill seconded. Motion passed unanimously; 3/0. The vendor manifest was signed by the board.

The consent calendar was signed by the board.

Acceptance of Minutes

Minutes of October 9, 2007: ****Motion**** Mr. Dill made a motion, seconded by Mr. Curley, to approve the minutes of October 9, 2007, as written. Motion passed; 3/0.



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Minutes of October 16, 2007: ****Motion**** Mr. Curley made a motion, seconded by Mr. Dill, to approve the minutes of October 16, 2007, as written. Motion passed; 3/0.

Minutes of October 23, 2007: ****Motion**** Mr. Curley made a motion, seconded by Mr. Dill, to approve the minutes of October 23, 2007, as written. Motion passed; 2/0/1. Mr. Bryer abstained as he was not at the meeting.

Non-Public Minutes of October 9, 2007: ****Motion**** Mr. Curley made a motion, seconded by Mr. Dill, to approve the non-public minutes of October 9, 2007, as written. Motion passed; 3/0.

Non-Public Minutes of October 23, 2007: ****Motion**** Mr. Curley made a motion, seconded by Mr. Dill, to approve the non-public minutes of October 23, 2007, as written. Motion passed; 2/0/1. Mr. Bryer abstained as he was not at the meeting.

Selectmen's Comments

Mr. Curley stated that Steve Preston is working towards the transfer station taking plastics. There is a 30 yard container and he would like to ask the board to approve the trade to a 40 yard container. Mr. Curley stated that there would not be any costs related. ****Motion**** Mr. Bryer made a motion, seconded by Mr. Dill, to authorize Mr. Preston to trade the 30 yard container for the 40 yard container. Motion passed; 3/0.

Mr. Bryer asked if there was another selectman that would cover the planning board meeting.

Mr. Bryer stated that he would like to send out a press release in the Suncook Sun stating that the board made a commitment to attend the Selectmen's Institute and all three completed the program.

Mr. Bryer suggested that the board review and determine who should be called back for interviews.

Mr. Dill stated that the town hall is the location for emergency management. He stated that there needs to be a back up generator for town hall and the emergency management committee is working on this for the budget.

Budget/Performance Evaluations

A discussion was held regarding the budget and the schedule. Mr. Bryer asked about the salaries and how COLA determinations were made. He asked if steps were incorporated. He added that historically, performance evaluations have been done and have not been done this year, and should be completed. Mr. Bryer stated that he is comfortable with Mr. Martel determining if merit steps should be given. Mr. Dill stated that he would review the road agent. Mr. Preston's evaluation will be done by Mr. Bryer. Mr. Curley will review the cable coordinator's position.

9:19 p.m. **Motion** Mr. Dill motioned to adjourn. Seconded by Mr. Curley. The motion passed; 3/0.

Respectfully submitted,
Lisa Fellows-Weaver, Board Secretary