



NORTHFIELD BOARD OF SELECTMEN MEETING

Minutes of the meeting of March 21, 2024

Present: Selectman Jason Durgin, Selectman Scott McGuffin, Selectman Ross Cunningham

Town Staff Present: Town Administrator Stephanie Giovannucci, Interim Public Works Director Adam Dow, and Police Chief Colby.

Sel. Durgin opened the public meeting at 5:00 pm.

McGuffin/Cunningham moved to appoint Jason Durgin as Chairman. **Motion Passed**

Durgin/McGuffin moved to appoint Ross Cunningham as Vice Chairman. **Motion Passed**

Public Input

None

Police Department

Chief Colby stated that they are working on putting together and installing the radar signs, he added that Director Dow and he drove around looking at possible locations and that he's going to need to order some signage to be attached to the radar unit. Sel. Cunningham asked when the signs will be up, Chief Colby stated once they receive the additional direction signs and the ground defrosts for installation.

Chief Colby informed that Board that the department will be doing taser training tomorrow. He added that he just did a walk through of the station with Sel. McGuffin.

Public Works Department

Board reviewed the RFP's for the road projects. Board agreed that Sarah, Silver, Megan are the top priority, and Shaker and Twin Bridge as it's already been engineered.

Cunningham/McGuffin moved to release all Request for Proposal. Motion Passed.

Board agreed to have the RFP's due by April 19th and opened on the same day.

Sel. Cunningham suggested having a Prebid meeting like last year to answer any questions that potential bidders may have. Board agreed.

Board reviewed the Job Descriptions for Public Works and Code Enforcement and agreed the tonnage for CDL vehicle needed to be corrected.

Cunningham/McGuffin moved to accept the job descriptions as amended. Motion Passed.

Sel. Durgin asked if the crew had to plow today, PW Director Dow confirmed they only needed to plow asphalt roads.

Town Administration

TA Giovannucci presented the feasibility study as recommended by the CIP committee. Sel. Cunningham suggested meeting with the firms prior to a final selection being made. TA Giovannucci confirmed she has 3 firms so far to send out the study to and will post it on the website.

Cunningham/McGuffin moved to approve the feasibility study bid request. Motion Passed.

New Business

None

Unfinished Business

Hodgdon Rd Cemetery – Board discussed the additional \$10k being added to the fund this year. TA Giovannucci stated that she is sending out an email to a list of known tree removal companies that have cranes.

Board confirms that Sarah, Silver, Megan are on the list for RFP's as previously discussed and will receive the base coat this year.

Holding area and flooring – Chief Colby stated that he just did a walk through with Sel. McGuffin so that he is on the same page as to some priority needs for the station.

Employee recognition – Department heads are working on this.

Other Business

Sel. Cunningham thanked everyone for their efforts at town meeting and efforts that everyone put forward.

Board discussed Selectmen representations on CIP, Parks, Planning and Budget.

Durgin/McGuffin moved to reappoint Ross Cunningham to the CIP Committee and Parks Commission. **Motion Passed.**

Durgin/Cunningham moved to appoint Scott McGuffin to the Planning Board. **Motion Passed.**

Cunningham/McGuffin moved to appoint Jason Durgin to the Budget Committee. **Motion Passed.**

Minutes

Cunningham/Durgin moved to approve the minutes of March 5, 2024. **Motion Passed.**

Public Input

Gary Andrews inquired about the process to complete Sarah, Silver and Megan. Sel. Cunningham stated that it's broken up over the next two year, 2024 will be the base coat which will sit for one year, and then top coat in 2025.

Sel. Durgin recessed the meeting at 5:37pm.

Sel. Durgin reopened the meeting at 5:41pm

Non-Public Session

Durgin/McGuffin moved to go into Non-Public Session at 5:41 pm under NH RSA 91a;3-11 (A). Roll Call Vote – Sel. McGuffin – Yes, Sel. Durgin – Yes, Sel. Cunningham - Yes **Motion Passed.**

Durgin reconvened the public session at 6:58 pm.

Durgin/McGuffin moved to seal the minutes of the non-public session because divulgence of the information likely would adversely affect the reputation of any person other than a member of the board or render the proposed action of the board ineffective. Roll call vote, Sel. McGuffin – Yes, Sel. Durgin – Yes, Sel. Cunningham – Yes. **Motion Passed minutes are hereby sealed.**

There being no other business, Sel. Durgin adjourned the meeting at 6:59 pm

Minutes Approved April 2, 2024