

**TOWN OF NORTHFIELD
BOARD OF SELECTMEN'S MEETING
Northfield Town Hall
21 Summer Street
Northfield, NH 03276
March 1, 2005**

Minutes

Meeting cancelled due to the weather.

**TOWN OF NORTHFIELD
BOARD OF SELECTMEN'S MEETING
Northfield Town Hall
21 Summer Street
Northfield, NH 03276
March 8, 2005**

Minutes

No Meeting due to Town Elections.

**TOWN OF NORTHFIELD
BOARD OF SELECTMEN'S MEETING
Northfield Town Hall
21 Summer Street
Northfield, NH 03276
March 15, 2005**

Minutes

Present: Sel. Dearborn, Sel. Knowlton and Sel. Bluhm. Sel. Dearborn called the meeting to order at 7:05 p.m.

I. General Business:

- A. It was moved by Sel. Knowlton, seconded by Sel. Bluhm to elect Sel. Dearborn as Chairman of the Board of Selectmen. Vote unanimous.
- B. The Board reviewed and approved accounts payable and payroll manifests.
- C. The Board reviewed general correspondence.
- D. It was moved by Sel. Knowlton, seconded by Sel. Dearborn to accept and place on file the minutes of the 2/22/2005 Board of Selectmen's meeting. Vote unanimous. (The 3/1/2005 Selectmen's meeting was cancelled due to the weather and no meeting was held on 3/8/2005 due to elections.)

II. Police Department:

- A. Chief Hilliard was present to discuss general police department matters.
- B. The Selectmen approved the hiring of Eileen Gaudette to fill the vacancy of part time secretary.
- C. Discussion of the gasoline line item and rising gasoline prices; potential savings in telephone line item since the pagers have been eliminated. The Selectmen instructed J. Fulweiler to complete telephone service vendor analysis for the town hall.
- D. Chief Hilliard spoke with the Board about his professional goals.

III. Public Works Department:

- A. Douglas Sargent present to discuss general public work's department matters.
- B. The Department will be advertising to fill the vacant position of full time laborer/equipment operator.
- C. The Board approved weight limit posting effective Monday 3/21/2005.
- D. There was discussion concerning marketing and disposal of various recyclables at the recycling center.
- E. The Board approved the Certified Computer Solutions estimate for an Acer Laptop with software. A new data processing line item is to be created in the Highway Administration budget. The expense of \$1,901.82 to be offset by the Selectmen's Data Processing budget.

J. Fulweiler to check with NHDRA regarding whether or not the Selectmen, even though they have been designated by Town Meeting vote as the agents to expend funds from the Salt Shed Capital Reserve Fund, if funds can be expended this year without an appropriation at 2005 Town meeting.

IV. Town Administration:

- A. The Board reviewed abatement requests and accepted the recommendation of the assessor with the exception of one that was returned to the assessor for further review.
- B. The Board discussed an application on the ZBA agenda for March 23, 2005 requesting a variance in the Groundwater Protection District. The Board agreed to send a letter to the ZBA stating the Selectmen's position to strictly adhere to the Town's updated master plan and revised ground water protection ordinance 2004 which limits certain uses in order to protect the Town's drinking water source.
- C. The Board adopted amendments to the Town of Northfield Flexible Benefits Plan.
- D. The Board made Committee appointments for 2005.
- E. The Board sent a thank you letter to Dennis Allen for his assistance plowing Northfield's sidewalks while the Town's side walk plow was being repaired.
- F. The Board agreed to continue meeting weekly and should end at 9:30 p.m.
- G. The Board agreed to contact NHMA to arrange for a pay and classification survey as prior town policy has been to review and update the plan at least every five years. The last update was conducted in 1997 and adopted in October 1999.
- H. Chairman Dearborn requested the Selectmen to prepare a list of goals for the Department Heads for the coming year to be discussed at next week's Selectmen's meeting following the Conservation Commission public hearing on the Spaulding Land purchase.

VI. Adjournment:

There being no further business, the Board adjourned at 9:15 p.m.

**TOWN OF NORTHFIELD
BOARD OF SELECTMEN'S MEETING
Northfield Town Hall
21 Summer Street
Northfield, NH 03276
March 22, 2005**

Minutes

Present: Sel. Dearborn, and Sel. Bluhm. Sel. Knowlton was excused. Sel. Dearborn called the meeting to order at 7:05 p.m. Also present were J. Fulweiler and D. Sargent.

I. General Business:

E. The Board reviewed and approved accounts payable and payroll manifests.

F. The Board reviewed general correspondence.

G. It was moved by Sel. Bluhm, seconded by Sel. Dearborn to accept and place on file the minutes of the 3/15/2005 Board of Selectmen's meeting. Vote unanimous.

III. Public Appointments:

Mr. & Mrs. Thompson present to discuss condition of Bean Hill Road and Keasor Road. The Board and D. Sargent addressed their concerns.

IV. Public Hearing – Conservation Commission:

At 7:15 p.m. Chairman Dearborn recessed the regular selectmen's meeting and turned the meeting over to Cathy Thibeault, Chairman of the Conservation Commission to hold the duly noticed public hearing on the purchase of a 30 acre parcel from Spaulding Youth Center for conservation purposes. Commissioners Kevin Fife, Diane Moreau, and Christopher Hunt were present. C. Thibeault provided a description of the parcel, history of the project, and how the conservation of this parcel meets the goals and objectives of the Master Plan and Natural Resources Plan. The Town's attorney conducted the title search. Access to the parcel is provided via a deeded right of way from Cofran Avenue Extension through Ron Dunlap's parcel, however, the exact location of the row will need to be further defined with Mr. Dunlap. There is a condition on the sale to dedicate the parcel in memory of Richard P. Smart. The funds are available in the Conservation Fund to purchase for \$22,500. There were questions from the Board about access and the Conservation Fund. There being no further public comment, the Conservation Commission's public hearing was closed at 7:25 p.m. Chairman Dearborn reconvened the regular Selectmen's meeting. Motion by Sel. Bluhm, second by Sel. Dearborn to purchase the 30 +/- acre parcel (Tax Map U-13 Lot 18) from the Spaulding Youth Center Foundation in the amount of \$22,500 from the Conservation Fund. Vote unanimous.

IV. Public Works Department:

- A. Douglas Sargent, Public Works Director present to discuss general departmental matters. He provided an update on the road postings, status of Oak Hill Road Bridge and plans to submit to NHDOT for repair/replacement funds, and status of truck repairs.
- B. The Board received copies of the Highway Garage property survey and the Recycling Center Survey prepared by Paul M. Darbyshire Associates last fall. The boundary line agreement with the Beyor's needs to be signed and recorded. The Board agreed to contact Manning Brothers Wood Products to discuss their encroachment on town property.
- C. The Board agreed to reconvene the former Highway Garage Study Committee and to rename it the Northfield Public Works Department Committee. The Board appointed the following committee members: Dennis Allen, Aurlow Stanley, Albert Cross, Christopher Sheehan, Donald Stevens and Douglas Sargent. Sel. Bluhm is the Selectmen's representative. The first meeting is scheduled for Thursday, April 7, 2005 at 4:00 p.m. at the Northfield Highway Garage.
- D. The Board signed a service agreement contract with Commercial Paving & Recycling Co. for disposal of asphalt shingles and the material exchange program for recycled "aggraphalt" on a ton for ton basis at a cost of \$63.00 per ton tipping fee.
- E. The Board agreed to rent an ADA portable toilet for the Arch Park and the Pines.
- F. The Board agreed to contact Franklin Savings Bank regarding a credit card account for the Town.
- G. The Board agreed to allow the Director of Public Works to drive the S10 home when picking up parts in Concord.
- H. The Board reviewed a list of goals and projects for the public works department for 2005.
 - 1. Replace salt shed.
 - 2. Install heat in the garage
 - 3. Connect garage to sewer and install floor drain separator
 - 4. Repair roof.
 - 5. Develop automated inventory of equipment
 - 6. Develop Capital Improvements Plan for equipment, upgrade fleet.
 - 7. Develop Capital Improvements Plan for Roads.
 - 8. Develop facility master plan for highway, solid waste, government buildings, parks and cemeteries.
 - 9. Clean up and reorganize yards.
 - 10. Develop standard plans and specifications for driveways and new roads.

11. Update position descriptions.
12. Develop a sign plan and standard.
13. Establish a systematic training program utilizing the following: UNH T2, public works academy, fire academy, Local Government Center, Primex 3, Dept. of Environmental Services and others.
14. Construct a larger break room
15. Create an expendable Trust to reuse recycling income for facility improvements.
16. Back up generator for the garage (20 Kw)
17. Gain public support for Department and its improvements.
18. Town Beach Project
19. Develop impact fees

V. Town Administration:

- A. The Board signed a letter to the Water District Commissioner in support of the bond issue to purchase the water company.
- B. The Board signed a letter to the Zoning Board of Adjustment stating their opposition to a variance application for an automotive related use which is prohibited in the ground water protection district.
- C. J. Fulweiler presented the Board with a list of goals and projects for 2005.

VI. Adjournment:

There being no further business, the Board adjourned at 9:30 p.m.

**TOWN OF NORTHFIELD
BOARD OF SELECTMEN'S MEETING
Northfield Town Hall
21 Summer Street
Northfield, NH 03276
March 29, 2005**

Minutes

Present: Sel. Dearborn, Sel. Knowlton and Sel. Bluhm. Chairman Dearborn called the meeting to order at 7:05 p.m. Also present were S. Hilliard, D. Sargent and J. Fulweiler.

I. General Business:

- H. The Board reviewed and approved accounts payable and payroll manifests.
- I. The Board reviewed general correspondence.
- J. Motion by Sel. Bluhm, second by Sel. Dearborn to accept and place on file the minutes of the 3/22/2005 Board of Selectmen's meeting. Motion adopted.

V. Public Appointments:

- A. Steve Bradbury met with the Board to discuss his interest in serving on Town Committees. Following discussion, the Board appointed Mr. Bradbury to serve as an Alternate on the Zoning Board of Adjustment and to serve as a member of the Capital Improvement Program Committee.
- B. Dennis Manning met with the Board to discuss encroachment of fuel tanks and pavement on Town property. He informed the Board that the propane tanks are being removed. There was discussion concerning possibility of either purchasing or leasing a portion of the property. This would be contingent upon the plans for the highway garage study committee and whether or not NHDOT would permit a sale or boundary line adjustment without financial consequences due to the fact that the Town purchased the parcel from the State.
- C. Jonathan Dupuis, a Northfield resident met with the Board to inquire into the Board's plans for lot R17-45, a tax-deeded parcel. Following discussion the Board agreed to review the history of the parcel and let him know if and when the Board had any plans for selling.

VI. Police Department:

- A. Chief Hilliard introduced Eileen Gaudette as the new part time police department secretary.
- B. The Chief informed the Board that Brian Brown graduated from the full time police academy and the computer upgrades for the department as per the budget have been initiated.
- C. Chief Hilliard presented his goals and objectives for 2005, which the Board will discuss at next week's meeting.

VII. Public Works Department:

- A. Douglas Sargent, Public Works Director present to discuss general departmental matters.
- B. Motion by Sel. Bluhm, second by Sel. Knowlton to authorize the Chairman to sign the Bestway Portable Toilet Contract; a credit application for Bovie Screen Printing Process, Co.; and a Franklin Savings Bank credit card application. Vote Unanimous.
- C. Motion by Sel. Bluhm, second by Sel. Knowlton to appoint Douglas Sargent as the Northfield representative to the Concord Resource Recovery Cooperative (Penacook Incinerator). Vote unanimous.
- D. D. Sargent provided an update on repairs to the Keasor Road culvert and repairs to the sewer jetter (\$2,000 with ½ to be paid by the Northfield Sewer District).
- E. D. Sargent informed the Board that the leaf and yard waste is not allowed at the incinerator by law. Residents need to be reminded that this material cannot be picked up curbside; it can be disposed at the Recycling Center compost pile.
- F. The Board agreed to review the disposal fee schedule. D. Sargent to present any recommended changes at the April 12th, 2005 Selectmen's meeting so that a public hearing can be scheduled for April 26, 2005.
- G. D. Sargent brought up for discussion the bicycles stored in the old animal shelter building. D. Sargent and Chief Hilliard are to work together on the proper disposal of these items.
- H. D. Sargent requested the Board to increase the amount of money to \$125.00 as reimbursement to Highway Department Employees for the purchase of safety shoes. Following discussion, the Board agreed to increase the amount from \$75.00 to \$100.00 effective immediately.
- I. Motion by Sel. Bluhm, second by Sel. Knowlton to enter non-public session to under RSA 91-A3,II (b) the hiring of any person as a public employee. On a roll call vote, motion adopted unanimously. The Board entered non-public session at 8:30 p.m. Also present was D. Sargent. D. Sargent and the Board discussed the candidates for the full time position of truck driver/laborer, which requires a CDL. This position is to fill a vacancy. Motion by Sel. Knowlton, second by Sel. Bluhm to not publicly disclose the minutes. On a roll call vote, the motion was adopted unanimously. Motion by Sel. Knowlton, second by Sel. Bluhm to reconvene the public session. On a roll call vote, motion adopted unanimously. The Board adjourned the non-public session at 8:57 p.m.

V. Town Administration:

- A. Motion by Sel. Knowlton, second by Sel. Bluhm to amend the Town of Northfield Employee Handbook, Section 8.1 by amending the second sentence as follows: delete "April 1" and insert "before the employee's anniversary date of hire". Vote Unanimous.

- B. Motion by Sel. Knowlton, second by Sel. Bluhm to amend the Town of Northfield Employee Handbook, Section 8.2 by adding "When a 'part time', 'seasonal', or 'temporary' employee is hired as a "regular part time" employee, the anniversary date of hire (for the purposes of implementing a merit increase) shall be changed to coincide with the date the employee became a "regular part time" employee. Vote Unanimous.
- C. The Board appointed members to serve on the Capital Improvements Program Committee. Since the Board of Selectmen have moved up the 2006 budget preparation schedule to October 1st, Department Heads must have their requests ready so that the CIP committee can meet during the month of September.
- D. The Board authorized J. Fulweiler to transfer all of the Town's telephone accounts from Verizon to Choice One. The Town currently uses Choice One as the long distance carrier and they offered the most competitive rates.
- E. The Board agreed to schedule Donetta Halley from NHMA to meet with the Board on April 19th to discuss conducting a scope of services for the pay and compensation study. The Board discussed which towns to be included in the survey, i.e. immediate geographic (market) area such as Belmont, Tilton and Franklin and other similar communities in terms of population, equalized valuation, number of square miles, number of roads and similarity in department operations. D. Sargent is in the process of updating the job descriptions for the public works department employees. The Board agreed to finalize the number of positions to be included in the surveyed when they meet with D. Haley.
- F. The Board agreed to schedule the closing for the Spaulding Youth Center parcel on Tuesday, April 12th at 7:00 p.m.
- G. The Board signed CDBG request #7 and signed an authorization for the tax collector to waive up to \$5.00 on interest for taxes.

VI. Adjournment:

There being no further business, the Board adjourned at 9:30 p.m.