

**TOWN OF NORTHFIELD
BOARD OF SELECTMEN'S MEETING
Northfield Town Hall
21 Summer Street
Northfield, NH 03276
May 3, 2005**

Minutes

Present: Sel. Dearborn, Sel. Knowlton and Sel. Bluhm. Chairman Dearborn called the meeting to order at 7:00 p.m. Also present were J. Fulweiler, M. Summersett and S. Hilliard

I. General Business:

- A. The Board reviewed and approved accounts payable and payroll manifests.
- B. The Board reviewed general correspondence.
- C. Motion by Sel. Bluhm, second by Sel. Dearborn to accept and place on file the minutes of the 4/26/2005 Board of Selectmen's meeting. Motion adopted.

II. Public Appointments:

- A. Greg Hill provided a copy of the Josiah Bartlett Center for Public Policy Report on the Fiscal Impact of School Choice in New Hampshire. According to this study, the dollar amount for school vouchers to pay for children to attend private schools is less than the variable costs associated with educating each student in the public schools and won't financially impair school districts. Following discussion, Mr. Hill encouraged the Board to support pending legislation in the NH Senate to implement a school choice program.
- B. Christopher Hunt, Chairman of the Planning Board, informed the Board of two major subdivision applications that will be coming before the Planning Board and hoped there would be a consensus as to how to deal with this type of development in the best interest of the Town. The Board will ask Attorney Mayer for an opinion on condominium documents eliminating a 55+ requirement.
- C. Richard Maher, member of the Planning Board asked the Selectmen to assist the Planning Board in developing a methodology to assess impact fees and to have a Town engineer to review and comment on development proposals.
- D. Ron Towle asked the Board if the Town could plow East Side Road because he can no longer afford to maintain the road for the residents on this private right of way. Following considerable discussion, the Board agreed to ask the assessor if the land condition codes take into consideration that this is a private road. The Board also suggested that the residents could petition for a betterment assessment, which is a mechanism for those property owners to bring the road up to Town standards so the Town can take ownership

And maintain it. In the meantime, the Town cannot expend public funds on private purposes.

- E. M/M William Charron asked the Board when work would commence on draining on Holmes Ave. The Board stated that the engineering and permitting work is included in the budget and they would contract with the Town's Engineer to complete the work this year.

At 8:30 p.m. the Board took a brief recess.

At 8:45 p.m. the Board reconvened the meeting.

III. Police Department:

Chief Hilliard discussed general police department matters with the Board, new police cruiser has been delivered; concern expressed about over expenditure of gasoline line item - \$1.89 per gallon; generator has been hooked up, Southworth-Milton will be testing it and setting up a maintenance schedule, will need to budget \$500 per year for annual service/maintenance.

IV. Highway Department:

- A. The Board approved advertising for a part time highway department secretary.
- B. M. Summersett reported that everything went as scheduled with Amnesty Week.
- C. M. Summersett and J. Fulweiler are scheduled to meet with Dennis Manning on Thursday, May 5, 2005 for a site walk to determine extent of the parking lot encroachment and ascertain the amount of land he would like to either purchase or lease that won't interfere with Town operations.
- D. The Board unanimously appointed Albert Cross as Town of Northfield Cemetery Sexton. He will be in charge of burials in the Town's cemeteries and overseeing headstone repairs/maintenance.
- E. The Board agreed to send a letter to Mr. Fiendel stating that the Town has no intentions at this time to complete work on Shaw Road in front of lots 13-3 and 13-2.
- F. M. Summersett will follow up on a complaint from Rick Davies on Susan Lane regarding his culvert.
- G. The Board approved Greg Hutchins's proposal to take the Town's yard and wood waste at the Recycling center and in return for screening compost, which will be made available to the Town.
- H. Street sweeping will start as soon as possible. Due to all of the rain, scheduling of contractors has been backed up.
- I. He would like guidance from the Board regarding the salt shed, new heat installation, construction of outside storage, etc. Keyspan will bring natural

- gas to the Highway Garage at no cost and they provide rebates on the purchase of gas furnaces. Highway Department Garage Study Committee meeting scheduled for May 26th at 4:00 p.m. at the Northfield Town Hall.
- J. Rick Clark has completed repairs to the backhoe. The crew has been clearing cemeteries. Ditching and culvert work is continuing.
 - K. The Board was informed that the Highway Garage needs a new emergency generator. The one the Town has was from government surplus and is not in working order.

V. Public Hearing:

The Chairman opened the public hearing at 9:00 p.m. on renewal of the Comcast Cable Communications, Inc. cable television franchise agreement with the Town of Northfield. Comcast holds the franchise to operate cable communications systems in the Town of Canterbury. In order to serve their residents on Ayers Road, they need to use poles in Northfield. This franchise agreement will allow Comcast to provide cable television service to residents of Northfield on Ayers Road who may request service and are within one hundred twenty five feet of the cable feeder line. Currently there are no Northfield residents subscribing to Comcast. There being no public comment, the Chairman closed the public hearing at 9:10 p.m. The Board signed the Franchise Agreement with a term to expire December 18, 2018.

VI. Town Administration:

- A. The Board authorized the Town Administrator to sign a contract with Nobis Engineering to repair the Bioventing system damaged by the Town during the recent construction activities at the Highway Garage.
- B. J. Fulweiler provided a status report on the pay classification study. Each employee has been given a copy of his or her current job description to review and update.
- C. The Board authorized J. Fulweiler to contact LRPC and L. Martin regarding assistance to review impact of ALV proposed subdivision on Keasor Road.
- D. The Board approved holding the CDBG Soda Brook Mobile Home Cooperative Infrastructure improvements status report on May 31, 2005.
- E. The Board will commence meeting every other Tuesday until further notice. May 17th and May 31st will be the next meetings.

VII. Adjournment: The Board voted to adjourn at 10:25 p.m.

**TOWN OF NORTHFIELD
BOARD OF SELECTMEN'S MEETING
Northfield Town Hall
21 Summer Street
Northfield, NH 03276
May 17, 2005**

Minutes

Present: Sel. Dearborn, Sel. Knowlton and Sel. Bluhm. Chairman Dearborn called the meeting to order at 7:01 p.m. Also present were J. Fulweiler and M. Summersett.

I. General Business:

- A. The Board reviewed and approved accounts payable and payroll manifests.
- B. The Board reviewed general correspondence.
- C. Motion by Sel. Bluhm, second by Sel. Knowlton to accept and place on file the minutes of the 5/3/2005 Board of Selectmen's meeting. Motion adopted.

II. Highway Department:

- A. Mike Summersett present to discuss general highway department matters: highway garage roof repair options; Keyspan installation and heating system rebate program; removal of tires from the Recycling Center; arrangement made with Greg Hutchins to take the Town's leaves, yard waste, ditching material in return for removing all the wood/stumps piled at the Recycling Center and providing the Town with screened compost and bark mulch when needed; discussion of need for a gate to be installed at the Recycling Center to prevent vehicles from driving out back and littering; need to schedule a meeting with NHDOT personnel to finalize the Park Street intersection project and evaluate the drainage problems at the Highway Garage and the Police Department; discussion of replacement of driveway culverts; assess the truck turn around at the Houle property.
- B. The Board approved a new work schedule for the highway department for the month of June to be Monday through Thursday from 6:30 a.m. to 4:00 p.m. and Friday from 6:30 a.m. to 10:30 a.m. No change to the recycling attendants hours.

III. Town Administration:

- A. A reminder that Tuesday, May 31, 2005 at 7:00 p.m. the CDBG public hearing will be held.
- B. The Board was in agreement that the Town does not intend to make improvements to Shaw Road at this time. The 2005 CIP has Shaw Road scheduled for FY 2008 and FY 2009. The Board agreed to send Mr. Feindel a letter indicating that if wants to obtain driveway permits for Lots

R07-13-2 and 13-3, he would be responsible for the cost of making the necessary improvements. In order to obtain a permit from the Town to make improvements to Shaw Road, he would be required to submit a scope of work prepared by a NH licensed engineer for the Town's review.

If approved, he would also be required to submit a performance guarantee such as an irrevocable letter of credit or an escrow agreement to ensure the satisfactory completion of the improvements and that none of the surrounding homes are damaged as a result of ledge blasting.

- C. The Board asked J. Fulweiler to research the turn around at the end of Blueberry Lane.
- D. Sel. Bluhm will represent the Board of Selectmen at the June 25th Old Home Day Celebration ribbon cutting ceremony for the opening of the Winnepesaukee River Multi purpose Trail. The Board approved sending letters to abutters of the trail informing them that the trail is open, no motorized vehicles are allowed and to call the Northfield Police Department if they see any violators.
- E. Sel. Bluhm provided a report on the most recent Planning Board meeting.
- F. The Board completed the Police Chief's performance evaluation.

IV. Adjournment: The Board voted to adjourn at 9:45 p.m.

**TOWN OF NORTHFIELD
BOARD OF SELECTMEN'S MEETING
Northfield Town Hall
21 Summer Street
Northfield, NH 03276
May 31, 2005**

Minutes

Present: Sel. Dearborn, Sel. Knowlton and Sel. Bluhm. Chairman Dearborn called the meeting to order at 7:00 p.m. Also present were J. Fulweiler, M. Summersett and S. Hilliard.

I. General Business:

- D. The Board reviewed and approved accounts payable and payroll manifests.
- E. The Board reviewed general correspondence.
- F. Motion by Sel. Knowlton, second by Sel. Bluhm to accept and place on file the minutes of the 5/17/2005 Board of Selectmen's meeting. Motion adopted.

II. Public Hearing:

Chairman Dearborn opened the public hearing at 7:05 p.m. on the progress being made with the Town's \$350,000 Community Development Block Grant (CDBG). Present were Gerry Coogan, the Town's CDBG Grant Administrator; J. Fulweiler, Town Administrator; Scott Hilliard Chief of Police; Mike Summersett Northfield Highway Department; Jamie Plumley, NH Community Loan Fund; members of the Soda Brook Cooperative Board of Directors Terri Tucker, William Rand, Sheila Dickerson, Joseph Dickerson; and Stephen Rufo a Northfield Resident.

Mr. Coogan explained that the funds are being used for the purpose of making infrastructure improvements to the Soda Brook Manufactured Housing Park. Infrastructure improvements included connection of the park to the Winnepesaukee River Basin wastewater treatment facility, improvements to water supply, drainage, and road paving. Of the total CDBG award, \$328,000 was used for infrastructure improvements. The balance will be used for CDBG administration. The total project cost is approximately \$1,145,530 of which approximately \$817,000 will come from a combination of USDA Rural Development grants and loans. Construction is expected to be completed by June 30, 2005. The project has been delayed for a number of reasons. In 2003, the Soda Brook Cooperative and the Town changed plans from on site septic systems and decided to connect the park with the Winnepesaukee River Basin wastewater treatment facility in Franklin, NH. This decision required a major readjustment and re-permitting of the project. In June 2004 the construction contract was awarded to SCI Croup, Inc. The results of test pits

dug at the stream crossings indicated that subsurface conditions were substantially different than originally indicated on state plans. This required a number of change orders. Also at this time, various abutters offered the use of their land to run an alternate sewer line which through their property, which would not interfere with Williams Brook. This revision to the offsite route eliminated the original change order and allowed the COOP to keep the pump house improvement. In July 2004, the COOP directed SCI Group to stop all off-site construction while this new route was studied further, SCI completed on-site work during this period. The new design for the off-site route required additional time to prepare the environmental assessment reports required by the USDA RD to design the revised sewer line. NHDES permits were received in November 2004. SCI resumed construction and due to favorable weather conditions, was able to connect the sewer to the four homes that had failed septic systems. As of Spring 2005, both the water and the sewer mains have been installed, most homes have been connected to the sewer main and the water main. Some testing and flushing of the water mains has been performed. The concrete the new well house has been poured and cured. The new tanks for the well house have been installed. All work is expected to be completed by late June/early July 2005. The member of the COOP Board of Directors thanked the Board for their cooperation and patience. The Board of Selectmen applauded the efforts of the members of the Soda Brook Cooperative and the NH Community Loan Fund. All public comments on the project were favorable. Sel. Lana Dearborn closed the public hearing at 7:20 p.m.

III. Public Appointments:

Mr. Joseph DeMello presented a written request to the Board of Selectmen to correct the storm drains on Howard Avenue. The Board referred the request to the Highway Department.

IV. Police Department:

- A. Chief Hilliard was present to discuss general police department matters. The Board approved the Chief's request to submit a letter to the Budget Committee to over expend the special detail line item.
- B. The Board approved the promotion of Kenneth Pierce from Patrolmen to Detective/Juvenile Officer. Labor Grade 11. Sel. Bluhm clarified that this is not adding a new position – it is upgrading a current position.
- C. The Board was reminded of the Merrimack County Corrections Department Open House.
- D. Chief Hilliard informed the Board that he has scheduled another Community Forum in June to discuss the crime line

V. Highway Department:

- C. Mike Summersett present to discuss general highway department matters. K. Partridge will make repairs to the catch basin at the corner of Oak/Vine.
- D. Following considerable discussion regarding roof repair/replacement options, the Board awarded the Highway Garage roof replacement contract to Tremco in the amount of \$7,830.
- E. The Board approved converting storage space upstairs over the stock room into a lunchroom. Still waiting for an estimate on replacing the heating system. Vacation times will be staggered this year instead of closing down the department the first two week of July. Arch Park lighting needs to be checked.
- F. The Board received copies of the applications for Highway Department Secretary to review and select three individuals for a first round of interviews to behel dJune 7, 2005.

VI. Town Administration:

- A. The Board reviewed the list of positions to be included in the pay study.
- B. The Board was provided a status report on the Sandogardy Pond Town Beach project and discussed the installation of the playground equipment. The public hearing on the Ordinance regulating the use of Glines Park is scheduled for June 14, 2005 at 7:00 p.m. The Board discussed various operational issues.
- C. The Board reviewed and discussed a letter from Mark Hayes, Gravity Mountain Inc. in response to the Town's request for clarification of right of way access over his property to the Town's parcel. The Board agreed to have the Town's attorney draft an agreement, suitable for recording, with a stipulation that the Board has no objection to entering into a lease agreement with GMI for use of the Town's parcel; however, it would be subject to approval of Town Meeting.
- D. The Board met with Judy Huckins regarding tax deeds. The Selectmen agreed to send out final notice letters. There was discussion of the possibility of extending the hours of the deputy town clerk/tax collector.

VII. Adjournment: The Board voted to adjourn at 9:45 p.m.