

**TOWN OF NORTHFIELD
BOARD OF SELECTMEN'S MEETING
Northfield Town Hall
21 Summer Street
Northfield, NH 03276
July 12, 2005**

Minutes

Present: Sel. Dearborn, Sel. Bluhm. Sel. Knowlton excused. Chairman Dearborn called the meeting to order at 7:00 p.m. Also present was 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. The minutes of the 6/28/2005 meeting will be adopted at the next full Board meeting.

II. Highway Department:

- A. The Board met with Mike Summersett to discuss general highway department matters, over-expenditures in the budget due to recent road wash outs. The Board requested a prioritized list of road repairs and estimated costs through year-end.
- B. The Board discussed a draft employment agreement and goals and objectives for the department. Following discussion, the Board agreed to have Town legal counsel review. Discussion to continue at the July 26, 2005 meeting.
- C. The Board discussed operating procedures at the Recycling/Holding area.
 - 1) Motion made by Sel. Bluhm, second by Sel. Dearborn that there will be no further overtime at the Recycling/Holding area without the supervisor's prior approval. Motion adopted unanimously.
 - 2) Motion made by Sel. Bluhm, second by Sel. Dearborn that the preparation of aluminum and metals for recycling shall be conducted during regular working hours and paid through payroll and further that all revenues received from the sale of aluminum and metal recycling

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shall be deposited in the general fund. Motion adopted unanimously.

- 3) Motion by Sel. Bluhm, second by Sel. Dearborn to reaffirm the Town's policy that no materials from the Recycling/Holding Area shall be removed by Town employees without the prior authorization of the supervisor and that the use of the Recycling/Holding area is for Northfield Residents only. Motion adopted unanimously.

III. Town Administration:

- A. J. Fulweiler informed the Board that the NH Department of Revenue Administration denied the Town's request to increase the FY 2005 budget for a projected \$46,000 over expenditure in the Police Department Special Detail line item. Their reasoning is that it is too early in the fiscal year to justify an emergency over expenditure. They recommended that the Board call a special town meeting to adopt the provision for establishing a special revenue fund for police special details or wait until closer to the end of the fiscal year to make a request to see if the over expenditure cannot be made up by other line items in the budget. The Board agreed to meet with Chief Hilliard on July 26, 2005 to discuss options. J. Fulweiler to prepare a budget analysis of over/under expenditures projected through year-end for each department.
- B. The Board agreed to conduct J. Fulweiler evaluation and goals/objectives at the next full Board meeting on July 26, 2005.
- C. The Board received copies of LRPC proposal for assisting the Planning Board to develop a methodology for assessing impact fees for road improvements. The Board agreed to discuss at the next meeting.
- D. The Board will review the final draft of the FEMA Hazard Mitigation Plan to be adopted at the next meeting.

IV. Adjournment:

There being no further business, meeting adjourned at 10:00 p.m.

**TOWN OF NORTHFIELD
BOARD OF SELECTMEN'S MEETING
Northfield Town Hall
21 Summer Street
Northfield, NH 03276
July 26, 2005**

Minutes

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

I. General Business:

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

E. The Board reviewed general correspondence.

F. Approval of Minutes:

Motion by Sel. Knowlton, second by Sel. Dearborn to accept and place on file the minutes of the June 28, 2005 Board of Selectmen's meeting. Motion adopted unanimously.

Motion by Sel. Bluhm, second by Sel. Dearborn to accept and place on file the minutes of the July 12, 2005 Board of Selectmen's meeting. Motion adopted unanimously.

II. Public Appointments:

Polly Mills Fife met with the Board to discuss her interest in serving as an alternate on the Zoning Board of Adjustment. The Board voted unanimously to appoint her.

IV. Police Department:

A. Chief Hilliard present to discuss special detail hours. The Department's written policy states that an officer's outside employment cannot interfere with his job duties. The unwritten policy is that an officer can work no more than 16 hours per day. The Department has received revenues from R.D. Edmunds.

B. Discussion regarding the over-expenditure in the special detail line item. The NH Department of Revenue Administration denied the

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Town's request to increase the bottom line of the operating budget on the basis that it was too early in the fiscal year to declare an emergency. The Board agreed to cap the over expenditure amount and to review expenditures again closer to the end of the calendar year.

Motion by Sel. Bluhm, second by Sel. Knowlton to authorize an over-expenditure of \$30,000 in the special detail line item, funds to be made available from other under-expended line items in the budget. Motion adopted unanimously.

- C. Discussion of the amount the Town charges for special details.

Motion by Sel. Knowlton, second by Sel. Bluhm to increase the fees to \$42.00 per hour and \$45.00 per hour with a vehicle, to become effective 8/1/2005. Motion adopted unanimously.

- D. The Board reviewed the final draft of the Town of Northfield Hazard Mitigation Plan.

Motion by Sel. Knowlton; second by Sel. Bluhm to adopt the Town of Northfield Hazard Mitigation Plan. Motion adopted unanimously.

IV. Highway Department:

- A. Mike Summersett present. The Board discussed culvert replacements on Zion Hill Road and Shaker road.
- B. The Board signed a contract with Lisa Martin, Quantum Engineering, Inc. to perform engineering services for the Town. M. Summersett to arrange a meeting as soon as possible with Ms. Martin.
- C. There was considerable discussion of a driveway culvert replacement policy. Sel. Bluhm provided examples from other Towns.
- D. The Town is still waiting for approval from NHDES on the Holmes Avenue drainage work.
- E. J. Fulweiler to contact Richard Verville at NH Department of Safety to see if there are any hazard mitigation funds available for additional drainage work on Zion Hill/Hodgdon Road.
- F. The Selectmen asked that at the next meeting, M. Summersett provide an update on road improvement projects to be completed this year.

- G. Sel. Knowlton reported that he still hasn't received a response yet from the NHDOT regarding completion of the Park Street intersection project. J. Fulweiler reported that the Town still hasn't received a response to the letter about repairs to Bean Hill Road.
 - H. The Board approved a contract with Wright Communications to remove and install a new antenna at the highway garage.
 - I. There was discussion of truck repairs and need for a new dump body in 2006.
 - J. The Board approved a memorandum of understanding with Mike Summersett to perform the job duties of Highway Superintendent, effective 8/1/2005.
- V. Town Administration:
- A. J. Fulweiler to contact Brian Huckins to inquire into the status of completing the town hall roof repairs and replacement of the back door.
 - B. The Board discussed LRPC's proposal for professional services to assist the Planning Board in developing a methodology for assessing impact fees for road improvements. The Board agreed to notify the Planning Board that they strongly support the proposal.
 - C. The Board completed J. Fulweiler performance evaluation.
- VI. Adjournment:
- There being no further business, meeting adjourned at 10:30 p.m.