

**TOWN OF NORTHFIELD  
BOARD OF SELECTMEN'S MEETING  
Northfield Town Hall  
21 Summer Street  
Northfield, NH 03276  
December 6, 2005**

**Minutes**

Present: Chairman Dearborn, Sel. Knowlton and Sel. Bluhm. Chairman Dearborn called the meeting to order at 7:05 p.m. Also present 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. Knowlton, second by Sel. Bluhm to accept and place on file the minutes of the November 22, 2005 Board of Selectmen's Meeting. Motion adopted unanimously. (There was no Selectmen's meeting on 11/29/2005).
- D. The Board acknowledged receipt of correspondence from M/M Demetriou and agreed to refer the matter to the Town's legal counsel.

II. Highway Department:

- A. Oak Hill Road Bridge: Lisa Martin, Quantum Construction Consultants, Inc. presented preliminary designs on the Oak Hill Road Bridge Replacement project. The plans are on file at the Town Hall for the public's review. The Board agreed to send a letter to Oak Hill Road residents informing them of the timetable. L. Martin will submit the plans to NHDOT for approval so that the Town can put the project out to bid as soon as possible. In the meantime, the Town should secure a permanent easement for the TN Fire District standpipe in the stream, and needed construction/slope easements for the Town.
- B. Twin Bridge Road Drainage: Lisa Martin discussed culvert replacement which will require a wetland's permit because channel dredging is required (minimum of 20 feet) both upstream and downstream of the existing crossing to facilitate installation of the larger diameter 36" pipe. There was discussion of placing a small berm about 2 feet high near the stone wall and also placing a stone fill swale at the end of the driveway to protect the bank of the roadway drainage ditch. The roadway ditch downstream of the driveway should be stone-lined similar to the ditch upstream of the driveway. At the second (lower) driveway, the pipe replacement will also need a wetland permit for the same reasons identified above. The perennial stream and roadway drainage swale from

the inlet of the 36 inch culvert under Twin Bridge Road, upstream approximately 200 feet, it was noted that the existing birch trees on the berm separating the two water courses are either dead or rapidly approaching death. A better water quality treatment and attenuation would be through the removal of this berm, integrating the roadway drainage swale into the perennial stream bed through the construction of a number of stilling basins utilizing the existing stream channel as the model. This would serve to slow the water velocities through a widened channel cross-section before the water hits the roadway culvert and may alleviate the need for armoring the existing far side embankment of the stream because the current undermining processes would be lessened. The roadside embankment could be enhanced to accommodate a shoulder and guardrail at the approach to the roadway culvert. Following discussion, the Board recommended including in the FY 2006 Selectmen's Budget the amount of \$20,000 for engineering and permitting.

- C. Zion Hill/Hodgdon Road Drainage: L. Martin provided budget estimates for engineering, permitting and construction. M. Summersett will check with FEMA on status of applying for disaster relief funds. The Board reviewed correspondence from NHOEM – Richard Verville regarding the application for pre-disaster mitigation funds. The state can only submit five projects therefore the chances of our entire project being included is negligible. The Board reviewed the cost estimates for the project. The scope of services includes boundary and topographical surveys, wetlands delineations, hydraulics study, design, engineering, permitting, construction documents for implementation by Town forces, and natural resource permitting, construction contingencies.

Phase One. Hodgdon Road. Rehabilitation and improvements of roadside drainage swales, flow attenuation, enlarged culverts, inlet and outlet protection for culverts. Cost: \$65,000.

Phase Two - Todt and Brooks Detention Ponds. Tasks: Create a detention/infiltration pond at the end of each of the 24-inch field pipes complete with controlled discharge and buffering. Create access road to ponds from Zion Hill. Cost: \$120,000.

Phase Three - Zion Hill, Forrest Road Drainage Systems. Task: Enhance the existing closed drainage system, flow attenuation at Peverly/Hodgdon Roads; extend closed drainage system to and down Forrest Road, create outlet protection and sedimentation traps with overland buffering. Cost: \$150,000. NOTE: A significant portion of this work is currently being proposed to be undertaken by a private party

contingent on planning board approval of the applicant's subdivision for the Pierce land parcel. As such, the Town's scope could be reduced to only undertaken flow attenuation at Peverly and Hodgdon Roads prior to entrance into the closed drainage systems.

Phase Four - Benoit / Berthiaume Infiltration Swale. Task: Create infiltration / flow attenuation swale and inlet channel, inlet protection at the twin Zion Hill cross pipes. Cost: \$55,000.

Phase Five - Coutu Pond and Drainage. Task: Rehabilitation of existing drainage channel and culverts, enlargement and of existing pond for flow retention and creation of overland buffering for discharge. Cost: \$65,000.

The total for all five phases is \$455,000. The Board agreed to budget for Phase I and IV in FY 2006.

- D. Upon the recommendation of M. Summersett, it was moved by Sel. Knowlton, seconded by Sel. Bluhm to open the Northfield Recycling/Holding Area at 9:00 a.m. on Wednesday, effective this week. Motion adopted.
- E. M. Summersett provided information on a better procedure for handling/disposing of fuel filters.

III. Police Department:

Chief Hilliard informed the Board that Part time Officer Josh Beauchemin has accepted another position.

IV. FY 2006 Budget:

The Board finalized their FY 2006 Budget Recommendations, which includes implementation of the new pay classification plan to become effective on the 14th pay week. Executive Departments: \$10,266. Police Department \$23,513. Highway Department \$15,873. The total amount to implement the new pay plan adjustments is \$49,652, which is a 4.57% increase. In lieu of the pay adjustments being made for each position, there will not be a Cost of Living Adjustment (COLA) or a merit increase.

The Board adjusted the gasoline and diesel estimate from \$3.00 per gallon to \$2.50 and \$2.25 per gallon respectively.

Revenue estimates will be completed before the end of the year.

V. Other Business:

- A. The Board denied M/M Mosa request for a private road sign on Brackett Lane to prevent OHRV because this is a private right of way. They can order a sign and post through the Highway Department, however they are responsible for payment and installation themselves.
- B. The Board was informed that the Town's application for a NHDES Watershed Restoration grant for Sandogardy Pond made the first cut and a presentation is scheduled for Friday, December 9, 2005 at 9:00 a.m.
- C. The Board was informed that the Tilton Formula Study Committee has developed calculations for phasing in the ADM/EV proposal over three years.

V. Adjournment:

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

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December 13, 2005**

**Minutes**

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

VI. General Business:

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

F. The Board reviewed general correspondence.

G. Motion by Sel. Bluhm, second by Sel. Knowlton to accept and place on file the minutes of the December 6, 2005 Board of Selectmen's Meeting. Motion adopted unanimous.

VII. Highway Department:

There was general discussion of highway department operations and a recap of the FY 2006 Highway Department Budget presentation. The Board approved the correction to the Highway Department gasoline line item.

The Board reaffirmed the following policy regarding mailbox replacement: the Town is not responsible for damage to mailboxes located within the Town's right of way (i.e. in the ditch line). Sel. Bluhm recommended including this information in the next community newsletter.

The Board discussed the location of the proposed skateboard park in the Pines. They were in agreement that they did not approve of this location as it may interfere with other activities in the Pines, (i.e. Old Home Day). Also, there is not adequate room to provide parking.

III. Adjournment:

There being no further business, the Board adjourned at 8:15 p.m.

**NOTE: THERE WILL BE NO SELECTMEN'S MEETING ON TUESDAY, DECEMBER 27, 2005.**

**TOWN OF NORTHFIELD  
BOARD OF SELECTMEN'S MEETING  
Northfield Town Hall  
21 Summer Street  
Northfield, NH 03276  
December 20, 2005**

**Minutes**

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

VIII. 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. Knowlton to accept and place on file the minutes of the December 13, 2005 Board of Selectmen's Meeting. Motion adopted unanimous.

IX. Police Department:

The Board explained to the Chief their reasons for not being in favor of locating the proposed skateboard park at the pines because it may interfere with other activities and there is insufficient room to provide parking.

The Board approved the purchase of 8 visibility raincoats at a cost of \$169.00 each for a total of \$1,352.

The Board approved the purchase of 3 radios at \$1,650 for a total of \$4,950 to be charged to the 2005 Police Department Equipment line item.

The Board agreed to reduce the 2006 Police Department New Equipment Line Item by \$6,400.

X. Town Administration:

J. Fulweiler provided a status report on conversations with Scott Davis of the Tilton Formula Study Committee. There has been an excellent flow of information back and forth. The Board agreed that they would like to arrange a meeting with the Tilton and Sanbornton Boards of Selectmen to discuss the proposed formula change. Sel. Dearborn will contact Nina Gardner to see if the School Board is proposing a formula change.

The Board signed the 2005 Equalization Ratio survey worksheets to be sent to NH Department of Revenue Administration. According to the assessor, the preliminary statistics indicated an assessment ratio of approximately 84%. The Board approved the Assessor's recommendation to postpone the 2006 statistical update until 2007 as the most recent sales indicate that the market is trending downward such that the 2006 Equalization Ratio survey would show the assessment ratio to be back up in the 90's. The Board approved reducing the FY 2006 assessment budget by \$13,800.

The Board confirmed their meeting with the Tilton Northfield Fire District Commissioners on Tuesday, January 24, 2006.

The Board discussed Attorney McGuffin's communication regarding the settlement statement for 55 Park Street. The Board agreed on reimbursement for all legal fees and the Code Enforcement officer's time.

The Board adopted the updated amendments to the Nationwide Insurance Policy Section 457 Retirement Plan.

The Board approved encumbering the available balances for the following projects:

- Knowles Pond Road
- Hodgdon Road/Zion Hill Road Drainage
- Park Street Project
- Multi Purpose Trail
- Sandogardy Pond Town Beach Project
- Professional Services – Sewer Line Route 140/TIF District

XI. Adjournment:

The Board adjourned the meeting at 8:50 p.m.