

**Town of Northfield
Board of Selectmen's Meeting
Northfield Town Hall
21 Summer Street
Northfield, NH 03276
January 2, 2007**

Minutes

Present: Sel. Knowlton, Sel. Bluhm and Sel. Brown. Also present J. Fulweiler, S. Adams, M. Summersett. Sel. Knowlton called the meeting to order at 6:00 p.m.

I. General Business:

The Board reviewed and approved accounts payable and payroll.

The Board reviewed general correspondence.

Motion by Sel. Bluhm, second by Sel. Brown to accept and place on file the minutes of the 12/19/2006 Board of Selectmen's meetings. Motion adopted unanimously. (There was no meeting on 12/26/2006).

II. Public Appointments:

The Board met with the Northfield Sewer District Commissioners – Roland Seymour, George Flanders and Tom Beaulieu. Following discussion the Commissioners agreed that the Sewer District will continue to hire Albert Cross as Superintendent to handle emergency calls; they will make other arrangements for the storage and/or disposition of the sewer flusher; their 2007 recommended budget will be available for the Northfield Budget Committee's public hearing scheduled for February 8, 2007. The Sewer District's annual meeting will be held on the last Tuesday in March.

III. Town Administration:

The Board agreed to charge \$25.00 for an electronic copy of the property master card file.

The Board reviewed and approved a job description for the Town Clerk/Tax Collector position. The filing period for the one-year position is January 24, 2007 through February 3, 2007.

J. Fulweiler brought up for discussion the Town's Personnel Policy that the Town of Northfield does not allow compensatory time off – the Town policy

is to pay overtime pay when personnel shortages, peak workloads, and other emergency work may make it necessary for an employee to work beyond the regularly scheduled work day or work week with the prior approval of the department head.

IV. Highway Department:

M. Summersett provided a status report on general highway department operations.

V. Police Department:

Acting Chief Steve Adams requested a non-public session to discuss police department personnel with the Board. Motion made by Sel. Knowlton, second by Sel. Brown to enter non-public session under RSA 91-A, 3, II (a) the dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. On a unanimous roll call vote, the Board entered non-public session at 6:50 p.m. Also present in the non-public session was Acting Chief Steve Adams. Motion by Sel. Knowlton, second by Sel. Brown to not disclose the minutes because (a) divulgence of the information likely would affect adversely the reputation of any person other than a member of the body or agency itself, or (b) render the proposed action ineffective. On a unanimous roll call vote, the motion was adopted. Motion made by Sel. Brown, second by Sel. Bluhm to reconvene the public session. On a unanimous roll call vote, the Board reconvened the public session at 7:15 p.m.

The Board and Acting Chief Adams discussed staffing and scheduling. The Board recommended changing the 2007 recommended budget line item for dispatching services from \$16,000 to \$18,000 as per the letter from the Belknap County Sheriff's Department.

VI. Adjournment:

There being no further business before the Board, the Board voted to adjourn at 7:50 p.m.

**Town of Northfield
Board of Selectmen's Meeting
Northfield Town Hall
21 Summer Street
Northfield, NH 03276
January 9, 2007**

Minutes

Present: Sel. Knowlton, Sel. Bluhm and Sel. Brown. Also present J. Fulweiler, S. Adams, M. Summersett. Sel. Knowlton called the meeting to order at 6:00 p.m. Members of the public present were G. Hill and G. Ober of the Citizen.

I. General Business:

The Board reviewed and approved accounts payable and payroll.

The Board reviewed general correspondence.

Motion by Sel. Bluhm, second by Sel. Brown to accept and place on file the minutes of the 1/2/2007 Board of Selectmen's meeting as amended. Motion adopted unanimously.

II. Police Department:

The Board approved increasing the 2007 Belknap County Police Dispatch appropriation to \$18,000. S. Adams explained that this is still the most cost effective service for the Department compared to Merrimack County Sheriff's Department (which charges per call for service) or staffing a full time dispatching office within the Police Department. In addition, Belknap County has provided the department with Mobile Data terminals for improved communications.

There was discussion of the corrected year-to-date expenditures in the overtime line item. The amount of time officers are required in Court is the main reason for the overtime. The Department does it best with rotating shifts and rescheduling so as to minimize the amount of overtime. S. Adams is trying to fill the part-time officer vacancies.

There was a misunderstanding as to whether or not there was an increase in the officer's hourly rate of pay when the Board adopted the new contractor rates. The officers are currently paid \$30.00 per hour. The Board will review the officer's special detail rate at a later date.

III. Town Administration:

The Selectmen will schedule a meeting next Tuesday evening with Barry Cox, Local Government Center Professional Recruitment Service to discuss a proposal for a police chief search.

J. Fulweiler presented a budget analysis for keeping a combined Town Clerk/Tax Collector position and a full-time Deputy Town Clerk/Tax Collector. The Selectmen agreed to review at the next meeting.

The Board reviewed the FY 2007 Transportation Improvement Program and Capital Improvement Program worksheets. The Board agreed to forward to Francis LaBranche, Chairman of the Capital Improvements Program Committee to schedule a meeting of the Committee.

In accordance with RSA 33-A, the Board designated a municipal records committee to be comprised of the Town Administrator, as the Board's designee, the Town Clerk/Town Collector, the Treasurer and the Town's contracted assessor to govern the disposition of municipal records. The Committee will designate the office responsible for the retention of each type of record created for the municipality.

The Board agreed to prepare a petitioned warrant article to the Fire District Commissioners to rescind the special revenue fund for ambulance receipts to the Ambulance and Equipment Fund. The Board suggested forwarding to the Tilton Selectmen to see if they would support the petition.

IV. Public Appointments:

The Board met with Dr. Tammy Davis, the new Superintendent of the Winnisquam Regional School District and Northfield's elected school board members David Foster, Valerie Allen, Aurlow Stanley. The Selectmen explained they were in favor of a School District Budget Committee; each of the three towns and the fire district has budget committees; it provides another level of checks and balances; the School District's budget is over \$22 million dollars. The School Board explained that they felt that a budget committee was not in the best interest of the school district; it could negatively impact the school's ability to advance student achievement in response to the No Child Left Behind Act requirements; there is already a finance subcommittee on the School Board; the School Board provides the oversight as a budget committee; it be redundant and even more time consuming for the Board & Administrators; the bulk of the budget is fixed costs. The Selectmen asked what the three top issues are for the School District and the

response was a shortage of qualified teachers, the ability to pay competitive wages to attract qualified teachers, providing professional development/training for teachers to impart the skills and resources to improve student academic achievement, i.e. new assessment tools and practices; more focus on the individual student which requires differentiated instruction methods. There was discussion of the efforts the school district is making to lower the drop out rate and overall lack of parent involvement and support.

VI. Adjournment:

There being no further business before the Board, the Board voted to adjourn at 8:15 p.m.

**Town of Northfield
Board of Selectmen's Meeting
Northfield Town Hall
21 Summer Street
Northfield, NH 03276
January 16, 2007**

Minutes

Present: Sel. Knowlton, Sel. Bluhm and Sel. Brown. Sel. Knowlton called the meeting to order at 7:07 p.m. Also present Steve Adams.

I. General Business:

The Board reviewed and approved accounts payable and payroll.
The Board reviewed general correspondence.

II. Police Department:

The Board met with Barry Cox from the Local Government Center to discuss their professional services proposal for police chief search, timetable, steps to be taken, etc. Following discussion, motion by Sel. Brown, second by Sel. Bluhm to hire LCG. Motion adopted unanimously.

The Board discussed general department operations with Acting Chief Steve Adams.

The Board received a breakdown of special detail rates. Motion by Sel. Brown, second by Sel. Bluhm to change the police officer hourly rate for special detail from \$30.00 per hour to \$33.00 per hour effective 1/1/2007. Motion adopted unanimously.

III. Other Business:

The Board met with Eliza Conde to discuss Town Clerk/Tax Collector department operations and a proposal to not separate the two positions.

IV. Adjournment:

There being no further business before the Board, the Board voted to adjourn at 8:00 p.m.

**Town of Northfield
Board of Selectmen's Meeting
Northfield Town Hall
21 Summer Street
Northfield, NH 03276
January 23, 2007**

Minutes

Present: Sel. Bluhm and Sel. Brown. Sel. Knowlton excused. Sel. Bluhm called the meeting to order at 6:00 p.m. Also present Steve Adams, Mike Summersett, Joyce Fulweiler and Gail Ober, Laconia Citizen.

I. General Business:

The Board reviewed and approved accounts payable and payroll.
The Board reviewed general correspondence.
Motion by Sel. Brown, second by Sel. Bluhm to accept and place on file the minutes of the January 9 and January 16, 2007 Board of Selectmen's meeting.

II. Public Appointments:

The Board met with Tilton Selectmen Kathryn Dodge and David Wadleigh and Tilton Town Administrator Robert Veloski. The Tilton Selectmen voiced their support of the petition to the Tilton Northfield Fire District Commissioners to rescind the special revenue fund for the purchase of equipment. By putting ambulance fees back into the general fund, it gives the voters more control over equipment purchases and the ability to apply a portion of the revenue to offset the tax rate. There was discussion of how the fire district officers will be elected in March. The Town sent an email to the NH Secretary of State's Office requesting clarification of the vote at the 2005 District Meeting that there shall be a representative from each Town on the Fire Commission. There was discussion as to whether or not another petition would be needed to validate the intent of the district voters.

III. Police Department:

Lt. S. Adams discussed general departmental matters. The Board signed a commission for Jennifer Daniels as a full time police officer. There was discussion of the LGC proposal to conduct the police chief search. The Board was asked to review an advertisement. The Board agreed to wait and discuss this next week when Chairman Knowlton was present.

Sel. Bluhm forwarded grant information from the State Highway Safety Agency. The members of the Safety Committee are Steve Adams, Joyce Fulweiler, Mike Summersett and a representative from the Board of Selectmen.

J. Fulweiler will prepare letters for the Board to Nancy St. Laurent at the NH Office of Emergency Management appointing Steve Adams as the Emergency Management Director and a letter to the Commissioner of Health & Welfare appointing Steve Adams as the Deputy Health Officer.

IV. Highway Department:

M. Summersett present to discuss general highway department matters. The Board agreed to discuss his proposed pay increases at the next meeting when Chairman Knowlton was present.

V. Town Administration:

J. Fulweiler asked the Board to include \$16,000 in the CIP for upgrading the Fire & Burglar Alarm system at the Town Hall, adding a video surveillance camera and a door release system from the Clerk's Office in to the main hall. The Board asked Lt. Adams and Mike Summersett to provide recommendations to the Board regarding security measures to be installed.

The Board will discuss warrant articles and the Town Clerk/Tax Collector position at the next meeting when Chairman Knowlton is present.

VI. Adjournment:

There being no further business before the Board, the Board voted to adjourn at 7:30 p.m.

**Town of Northfield
Board of Selectmen's Meeting
Northfield Town Hall
21 Summer Street
Northfield, NH 03276
January 30, 2007**

Minutes

Present: Sel. Knowlton, Sel. Bluhm and Sel. Brown. Sel. Knowlton called the meeting to order at 6:00 p.m. Also present Steve Adams, Joyce Fulweiler, Mike Summersett, Gail Ober, Greg Hill, Lisa Swancott, Kevin Waldron, and Linda Pardy.

I. General Business:

The Board reviewed and approved accounts payable and payroll.

The Board reviewed general correspondence.

Motion by Sel. Brown, second by Sel. Bluhm to accept and place on file the minutes of the January 23, 2007 Board of Selectmen's meeting as amended. Motion adopted.

II. Public Appointments:

Lisa Swancott present to request a warrant article for the skate board park at the former Surette Battery site. The Board agreed to present the article. L. Swancott to check with the Winnepesaukee River Trails Association committee to confirm the site of the structure so as to not interfere with the trail and parking. The Board asked Ms. Swancott to be prepared to answer questions at Town meeting regarding construction, operation, maintenance and liability.

Janice Lindbloom was not able to be present but requested that the Board adopt an ordinance similar to the ordinance being proposed in Tilton that would require convicted sex offenders to not reside within a certain distance from schools and that the neighbors be notified when a sex offender moves into the neighborhood. There was considerable discussion of the current laws and what municipalities are allowed to adopt. Lt. Adams is in the process of obtaining information on the City of Dover's ordinance. J. Fulweiler has requested a copy of the proposed Tilton ordinance. The Board agreed to discuss again at their next meeting.

III. Police Department:

Jennifer Daniels was sworn in as a full time patrol officer.

IV. Highway Department:

M. Summersett present to discuss general highway department matters. The Board approved his request to promote Bruce Brown to the position of Mechanic/Equipment Supervisor effective 2/4/2007.

M. Summersett informed the Board that a property owner at the end of Fiddler's Choice Road wants to make improvements to the Class VI portion and that he referred the matter to the Town's Engineer to review their proposal. The property owner is responsible for reimbursing the Town for the engineer's review. Also a property owner in the Town of Canterbury, whose only access is through Lambert Road, has requested to widen the Class V portion to his right of way. This property owner was referred to the Town's Engineer to review their proposal. The property owner is responsible for reimbursing the Town for the engineer's review.

V. Town Administration:

The Board reviewed and approved a first draft of the warrant articles. (Attached to the minutes).

The Board agreed to revise the Selectmen's recommended budget as follows: \$20,000 for Twin Bridge Road Improvements and increasing the Deputy Town Clerk/Tax Collector position to full time with benefits.

There was considerable discussion regarding the Local Government Center's proposal for police chief recruitment services. The Board discussed the pros and cons of conducting an outside search or hiring from within the Department. The Board took into consideration comments from residents present at the meeting who did not want to see the Town expend funds for a search and hire the acting chief of police instead. The Board was in agreement that it is their role as Selectmen to exercise due diligence in filling this very important position.

VI. Non Public Session:

Motion by Sel. Knowlton, second by Sel. Brown to enter non-public session under RSA 91A: 3, II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. On a

unanimous roll call vote, the Board entered non-public session at 8:30 p.m. Present in the non-public session were Sel. Knowlton, Sel. Bluhm and Sel. Brown. Motion by Sel. Knowlton, second by Sel. Brown to not publicly disclose the minutes because divulgence of the information likely would affect adversely the reputation of any person other than a member of the body or agency itself, or (b) render the proposed action ineffective. On a roll call vote the motion was adopted unanimously. Motion by Sel. Bluhm, second by Sel. Brown to reconvene the public session. On a unanimous roll call vote, the Board reconvened the public session at 9:15 p.m.

VII. Adjournment

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

2007 Town Meeting Warrant

To the inhabitants of the Town of Northfield, in the County of Merrimack, in the State of New Hampshire, qualified to vote in Town Affairs:

You are hereby notified to meet at the Northfield Town Hall on the thirteenth day of March, in the year of our Lord two thousand and seven at ten o'clock in the forenoon to act upon the following subjects. The polls will be open from 10:00 a.m. to 7:00 p.m.

ARTICLE 1. To choose all necessary Town Officers, Tilton-Northfield Fire District Officers and Winnisquam Regional School District Officers for the ensuing year.

ARTICLE 2. To see if the Town is in favor of re-adopting the Town's Growth Management Ordinance and extending until the March 2010 Annual Town Meeting. The Planning Board recommends this article. *(Explanation: This ordinance was adopted at the March 2004 Town Meeting and is due to expire March 2007 unless it is re-adopted by Town Meeting. The Planning Board recommends that the ordinance be extended until March 2010 to manage orderly growth and provide Town services to such growth in an efficient and effective manner. The complete text of this ordinance is printed in the Annual Report).*

And on the seventeenth day of March, in the year of our Lord two thousand and seven at ten o'clock in the forenoon at the Pines Community Center, Dearborn Road, Northfield to act upon the following subjects:

ARTICLE 3. To see if the Town will vote to authorize the Selectmen to enter into a two (2) year lease/purchase agreement for a replacement cruiser for the Police Department and to raise and appropriate the sum of \$15,000 as the first year's payment. This lease/purchase agreement contains a non-appropriation clause. The Board of Selectmen and the Budget Committee recommend this article. (Majority vote required for adoption).

ARTICLE 4. To see if the Town will vote to raise and appropriate the sum of \$25,000 for the purchase of a replacement skid steer (bobcat) at the recycling center. The Board of Selectmen and the Budget Committee recommend this article. (Majority vote required for adoption).

ARTICLE 5.

To see if the Town will vote to raise and appropriate the sum of \$100,000 for the purpose of constructing Phase II and Phase IV drainage improvements on Zion Hill Road and Hodgdon Road. A complete description of the scope of work, phases and cost estimates is included in the Annual Report. This is a special, non lapsing warrant article and the funds shall not lapse until the entire project is completed or by December 31, 2009 whichever is sooner. The Board of Selectmen and the Budget Committee recommend this article. (Majority vote required for adoption).

ARTICLE 6.

To see if the Town will vote to raise and appropriate the sum of \$20,000 for the purpose of designing and permitting drainage and road improvements for Twin Bridge Road. This is a special, non lapsing warrant article and the funds shall not lapse until the entire project is completed or by December 31, 2008 whichever is sooner. The Board of Selectmen recommends this article. The Budget Committee does/does not recommend this article. (Majority vote required for adoption).

ARTICLE 7.

To see if the Town will vote to raise and appropriate the sum of \$105,390 for improvements to Oak Hill Road from Fiddler's Choice Road to the Canterbury Town Line. The Board of Selectmen and the Budget Committee recommend this article. (Majority vote required for adoption).

ARTICLE 8.

To see if the Town will vote to raise and appropriate the sum of \$50,000 to be deposited in the SAR (State Aid Reconstruction Projects) Capital Reserve Fund for the purpose of making improvements to Bean Hill Road. The Board of Selectmen and the Budget Committee recommend this article. (Majority vote required for adoption).

ARTICLE 9.

To see if the Town will vote to raise and appropriate the sum of _____ which represents the Budget Committee's recommended budget on the posted MS-7 and pass any vote in relation thereto. The posted budget includes the appropriations in Warrant Articles _____. (Majority vote required for adoption).

ARTICLE 10.

To see if the Town will vote to authorize Project TNS to construct an 80' x 60' fenced-in Skateboard Park at the Northfield Park (former Surette Battery site). Construction expenses to be paid by Project TNS. The Northfield

Selectmen shall adopt rules and regulations for the Park's operation and maintenance in accordance with the recommendations of the Town's property liability insurance provider. (Majority vote required for adoption).

ARTICLE 11.

To see if the Town will vote to change the hours of the business session of the Town Meeting from 10:00 a.m. on Saturday to 8:00 a.m. on Saturday. (Majority vote required).

ARTICLE 12.

To see if the Town will vote to establish a Recycling Committee to study the feasibility of a "Pay per Bag" (also known as a "Pay as you Throw") refuse disposal program. The Committee shall report its findings and present a cost/benefit analysis at the 2008 Town Meeting. (Majority vote required).

ARTICLE 13.

To see if the Town will go on record in support of effective actions by the President and the Congress to address the issue of climate change, which is increasingly harmful to the environment and economy of New Hampshire and to the future well being of the people of Northfield, These actions include: 1) Establishment of a national program requiring reductions of U.S. greenhouse gas emissions while protecting the U.S. economy. 2) Creation of a major national research initiative to foster rapid development of sustainable energy technologies thereby stimulating new jobs and investment.

In addition the Town of Northfield encourages New Hampshire citizens to work for emission reductions within their communities, and we ask our Selectmen to consider the appointment of a voluntary energy committee to recommend local steps to save energy and reduce emissions.

The record of the vote on this article shall be transmitted to the New Hampshire Congressional Delegation, to the President of the United States and to declared candidates for those offices. (Submitted by Petition). Majority Vote required.

ARTICLE 14.

To see if the Town will vote to authorize the Tax Collector to discount by two percent (2%) any amount in property taxes due when said taxes are paid within 30 days of the date of billing. (Majority vote required for adoption).

ARTICLE 15. To transact any other business that may legally come before this meeting.

Given under our hands and seal this thirteenth day of February in the year of our Lord, two thousand and seven.

James Knowlton, Chairman

Stephen Bluhm

Glen Brown

SELECTMEN OF NORTHFIELD, NH.

A true copy of warrant attest:

James Knowlton, Chairman

Stephen Bluhm

Glen Brown

SELECTMEN OF NORTHFIELD, NH.