

**Town of Northfield
Board of Selectmen's Meeting
Northfield Town Hall
21 Summer Street
Northfield, NH 03276
August 7, 2007**

Minutes

Present: Sel. Bluhm, Sel. Brown and Sel. Shepard. Chairman Bluhm called the meeting to order at 6:30 p.m. Also present Steve Adams, Joyce Fulweiler and Mike Summersett.

I. General Business:

The Board reviewed and approved accounts payable and payroll.

The Board reviewed general correspondence.

Motion by Sel. Shepard, second by Sel. Brown to accept and place on file the minutes of the July 10, 2007 Board of Selectmen's meeting as amended. Vote unanimous.

Motion by Sel. Brown, second by Sel. Shepard to accept and place on file the minutes of the July 24, 2007 Board of Selectmen's meeting as amended. Vote unanimous.

Motion by Sel. Shepard, second by Sel. Brown to accept and place on file the minutes of the July 31, 2007 Board of Selectmen's meeting as amended. Vote unanimous.

Motion by Sel. Brown, second by Sel. Shepard to unseal the non-public session minutes from March 27, 2007 through May 22, 2007 with the exception of May 8, 2007 RSA 91A-3,II (a) exemption and the May 22, 2007 RSA 91A-3, II (a) exemption. On a roll call vote, all members voting in the affirmative, the motion was adopted.

II. Public Appointments:

A. Todd Smart was present to request permission to use the Former Surette Battery site for the Friends of Winnisquam Football Middle School Team. The Board has already given permission for the High School Team. The organization is sanctioned by the Winnisquam Regional School district but is still required to carry it's

own insurance. The Town already has a copy of the organizations insurance certificate on file. Following discussion, the Board approved the use of the field subject to the same conditions as the High School Team as they are part of the same organization.

- B. Valerie Krick, resident on Sandogardy Pond was present and spoke in favor of the Selectmen petitioning the NH Department of Safety to prohibit motorboats on Sandogardy Pond. The pond is very shallow and the water quality needs to be protected.
- C. The Board discussed the need for a policy regarding waivers of liability from volunteers who make repairs on town property. The Local Government Center Property Liability Trust will be providing samples waiver forms for the Board's review.
- D. M/M Luedke, residents of Bean Hill Road, were present and requested clarification as to whether or not the location of their abutter's satellite dish was subject to the setback requirements of the zoning ordinance. According to Code Enforcement Officer, this is a gray area as to whether or not it would be considered a "permanent structure" according to the definitions in the ordinance. Following discussion, the Board referred the matter to the Code Enforcement Officer for further review.

III. Non-public session:

Motion by Sel. Brown, second by Sel. Shepard to enter non-public session under RSA 91A-3, II (a) to discuss the dismissal, promotion or compensation of a public employee. On a unanimous roll call vote, the Board entered non-public session at 7:12 p.m. Present in the non-public session were Joyce Fulweiler, Mike Roderick and Mike Summersett. Motion by Sel. Shepard, Second by Sel. Brown to not publicly disclose the minutes. On a unanimous roll call vote, the motion was adopted. Motion by Sel. Brown, second by Sel. Shepard to reconvene the public session. On a unanimous roll call vote, the motion was adopted and the Board reconvened the public session at 7:52 p.m.

IV. Public Appointments (continued):

- A. Sid Barton present to speak in favor of keeping the Exit 19 full interchange in the State's 10-year highway plan. The Board agreed to invite Kim Koulet, Executive Director of the Lakes Region Planning Commission to meet with the Board to explain the process to see that the project is included in the State's plan.

- B. Greg Hill, Gretchen Wilder and Kevin Waldron were present to discuss the upcoming August 22, 2007 WRSD Special Meeting for the collective bargaining agreement. They feel that this matter is not considered an emergency and should be voted at a regular district meeting. The warrant article, if adopted, would increase Northfield's tax rate by \$.50 per thousand. The Board discussed preparing a letter to the editor informing Northfield voters of the meeting and encouraging them to attend.
- V. Police Department: Chief Adams present.
- A. The Chief informed the Board that he has a buyer for the Dare vehicle. The new cruiser and the town vehicle should be ready next week.
 - B. He reported that he still hasn't received a response from FEMA regarding the status of the hazard mitigation grant application for tree removal at Sandogardy Pond brook or the highway department generator.
 - C. The Board reviewed and discussed a draft ordinance on dog waste. The Board agreed to send the ordinance to Attorney Mayer for review and comment. The Board agreed to schedule a public hearing for August 28, 2007.
- VI. Highway Department: Mike Summersett present.
- A. Motion by Sel. Brown, second by Sel. Shepard to approve the purchase of a car lift in the amount of \$1,200. The Highway Department and Police Department will split the cost between their budgets.
 - B. M. Summersett reported that Surette Park was completed; Oak Hill Road reconstruction has started and will be paved next week.
- VII. Town Administration: Joyce Fulweiler present.
- A. NH Department of Environmental Services increased their filing fees effective July 1, 2007. Municipalities are not exempt from this increase. The Board approved an additional \$2,750 from the Knowles Pond Conservation Area budget for the increase in the Knowles Pond Dam permit. This additional expense will be added to the total project costs which may be reimbursable through the Natural Resource Conservation Grant.

- B. Chairman Bluhm presented recommendations for the Town Administrator Search Committee and a Revised Timetable. Following discussion, the Board appointed the following members of the Search Committee: Former Selectmen Lana Dearborn, Tom Jordan, James Knowlton, Lyle Knowlton, James Lamanuzzi, and Donald Stevens. Also appointed were Richard Mayer, Planning Board Member and President of the Northfield Tilton Economic Development Committee and Kent Finemore, Chairman of the Zoning Board of Adjustment. The Board approved the following timetable: Application deadline is August 23, 2007. August 24, 2007 the Search Committee members pick up copies of resumes to evaluate. August 30, 2007 the Search Committee meets to review to select a short list of candidates to be interviewed. September 4, 2007, Search Committee meets with the Board of Selectmen to discuss their recommendations. The Board schedules and conducts interviews. September 18, 2007 conditional offer of employment made to finalist subject to background checks. September 25, 2007 Board announces successful candidate October 22, 2007, anticipated start date of new Town Administrator.
- B. The Tilton Board of Selectmen had invited the Northfield Board of Selectmen to meet with them in Tilton on either August 9 or August 30. The Northfield Selectmen asked if they could meet with in Northfield on August 28, 2007.

VIII. Adjournment:

There being no further business, the Board adjourned the meeting at 9:25 p.m.

**Town of Northfield
Board of Selectmen's Meeting
Northfield Town Hall
21 Summer Street
Northfield, NH 03276
August 28, 2007**

Minutes

Present: Sel. Bluhm, Sel. Brown and Sel. Shepard. Chairman Bluhm called the meeting to order at 6:30 p.m. Also present Steve Adams, Joyce Fulweiler and Mike Summersett.

I. General Business:

- A. The Board reviewed and approved accounts payable and payroll.
- B. The Board reviewed general correspondence.
- C. Motion by Sel. Shepard, second by Sel. Brown to accept and place on file the minutes of the August 7, 2007 Board of Selectmen's meeting as amended. Vote unanimous.

II. Public Appointments:

- A. Mike Izard, Lakes Region Planning Commission was present and provided the Board with a status report on the development of impact fees. He explained the methodology used (looking at the roads as one system and building road capacity). The Planning Board still has the ability to negotiate offsite improvements. Following discussion, he requested and received permission from the Board to schedule a meeting with Attorney Mayer to review the proposed impact fee methodology prior to adoption.
- B. Lisa Swancott present to discuss signage and rules for the Skateboard Park, i.e. mandatory use of safety equipment, no bikes, etc. Chief Adams will review the proposed ordinance with Ms. Swancott and report back to the Board.
- C. Harry Anderson present and expressed his interest in serving as Northfield's representative on the Upper Merrimack River Local Advisory Committee to replace Mary Lee who will be resigning due to time commitments. Motion by Sel. Brown, second by Sel. Shepard to nominated Mr. Anderson to the Commissioner of the NH Department of Environmental Services to serve as Northfield's representative. Motion adopted unanimously.
- D. Kevin Waldron asked the Selectmen to consider using capital reserve funds again for large purchases in lieu of leasing.

III. Public Hearing:

At 7:30 p.m. the Chairman opened the hearing on the proposed dog waste ordinance for public comment. Chief Adams explained the revisions provided by the Town's Attorney. There was general discussion. The Chairman closed the public hearing at 7:46 p.m. Motion by Sel. Shepard, second by Sel. Brown to adopt the ordinance as written by the Town's Attorney. Said ordinance to become effective immediately. Motion adopted unanimously.

At 7:50 p.m. the Chairman opened the hearing on the No Through Trucking Ordinance for public comment. J. Fulweiler explained the revisions proposed by the town's Attorney as a result of the first public hearing held in March of 2007. There was general discussion. The Chairman closed the public hearing at 8:00 p.m. Motion by Sel. Shepard, second by Sel. Brown to adopt the ordinance with the revisions provided by the Town's Attorney. Said ordinance to become effective immediately. Motion adopted unanimously.

IV. Highway Department: M. Summersett present.

- A. He informed the Board that the reconstruction of Oak Hill Road is almost complete.
- B. The Board discussed a proposal to grind and gravel a portion of old route 132 that serves 2 houses. M. Summersett will provide an estimate.
- C. There was discussion of road and drainage projects: Zion Hill/Hodgdon Road Drainage (Brooks, Coutu, Berthiaume and Southwick); Pevery Road, Granite Street, Knowles Pond dam. He reminded the Board that the Town has an easement to construct a turnaround on property owned by Santo Alizio on Blueberry Lane.
- D. The Town would like to submit two hazard mitigation grants, one for Bean Hill Road and one for Keasor Road.
- E. Mr. Fiendel is scheduled to meet with the Board next week to encourage the CIP to fund improvements to Shaw Road.
- F. M. Summersett informed the Board he would be meeting with Jim Bouchard to review Keasor Road improvement project costs. The Board and Planning Board would like the estimates prior to the next Planning Board meeting.
- G. J. Fulweiler informed the Board that the deadline has passed for Mr. Hastie to respond regarding repairs to Cornerstone Road. The Board agreed to send a letter to Mr. Hastie.
- H. The Board discussed Mr. Lewandowski's request to have his road performance bond returned upon completion of the Fiddler's Choice Class VI road improvements. Following discussion, the Board agreed to release upon the following conditions: 1) There must be sufficient

area for snow during snow removal operations where the Class V portion meets the Class VI portion of Fiddler's Choice Road; 2) Mr. Lewandowski shall remit Nine Hundred and Eighty Dollars (\$980.00) to the Town of Northfield. This is the balance due the Town for engineering fees; 3) In accordance with Section 6 of the Escrow Agreement dated June 16, 2007, Mr. Lewandowski shall remit Four Thousand Dollars (\$4,000) to be held in escrow for one (1) year to insure that Fiddler's Choice Road is constructed as per the specifications on the referenced plan. Once these conditions have been satisfied, the Selectmen will send a letter to the Escrow Agent that the project has been completed.

- I. The Board discussed Attorney Mayer's opinion on the Town's Road Use Agreement Policy and agreed to forward the information to Mr. Hahn. The Highway Department and Police Department were notified that Mr. Hahn is not to use Town roads for haul equipment or logs until he submits a signed Road Use Agreement and posts the required road bond.
- J. M. Summersett informed that Board that Mr. Barton has made the requested repairs to the Winnepesaukee River Trail and culvert on Cross Mill Road.

V. Police Department: Chief Adams present.

- A. The Board reviewed and discussed the Highway Safety Grant for the purchase of video camera equipment. The Town had budgeted for only one camera, however the grant will allow the purchase of two cameras for a total of \$10,000, the town share is \$5,000. Following discussion, Motion by Sel. Shepard, second by Sel. Brown to authorize the purchase of the two cameras. The Town will receive reimbursement in the amount of \$5,000.
- B. Motion by Sel. Shepard, second by Sel. Brown to authorize the chief to make a conditional offer of employment for a patrol officer.
- C. The Board discussed overtime and whether or not the board should adopt a compensatory time policy. The Board and Chief Adams will review and discuss at the next selectmen's meeting.

VI. Town Administration: Joyce Fulweiler present.

- A. J. Fulweiler presented the Board with a complaint from Raymond Downes Appraisal regarding the Town's policy to not fax assessment cards. Following discussion, the Board reaffirmed that the current policy stands. The Town's policy is that Town Hall Staff are not allowed to fax copies of assessment cards or any assessment information unless the Town receives the payment first which is still \$1.00 per copy.

- B. The Board discussed closing the town hall offices during certain hours. The Board understands and supports the concept of having the offices closed when only one person is on duty for safety reasons. The Board agreed to make a recommendation to the Town Clerk/Tax Collector to schedule conferences and training sessions so that the Deputy is not gone at the same time, i.e. alternate attendance each year. The Board asked that notices be posted that the Selectmen's office staff will be working on September 5th & 6th while the Town Clerk's office is closed, however the office will be closed to the public from 8:30 a.m. until 2:00 p.m. when additional staff arrives. On the September 27, 2007, the Selectmen/Assessor's office is closed to the public from 8:30 a.m. until 2:00 p.m. while staff attends a budget training session at the Local Government Center.
- C. The Board was informed that the Town overpaid NH Retirement System \$2,665.94 due to the problems exporting the data from BMSI to NHRS. For the past three months, the reporting dates used were different between the two systems but this has now been corrected. The Town will receive a refund check and the appropriate adjusting entries will be made to the general ledger. The Board approved the employer's share of an overpayment to the Town Administrator's ICMA retirement account.
- D. Sel. Shepard brought up for discussion the purchase of a new workstation for the account clerk out of this year's budget. The workstation is scheduled for replacement in 2008. J. Fulweiler will contact the Town's network administrator Certified Computer Services for further justification.
- E. J. Fulweiler presented the MS 1 Report for signature and the MS 4 revenue estimates for approval.
- F. The Board was reminded that Kim Koulet from Lakes Region Planning Commission would be meeting with the Board on 9/4/2007 to explain the process for projects in the NHDOT 10 year highway plan.
- G. The Board discussed the status of the search for the Town Administrator and agreed that they would ask members of the Town Administrator search committee to participate in the interview process.
- H. The Board agreed they would like to establish a meeting schedule as soon as possible for department heads and outside agencies to submit their budget requests. Also to have the CIP committee schedule a meeting as soon as possible.

VII. Non-Public Session:

Motion by Sel. Brown, second by Sel. Shepard to enter non-public session under RSA 91A-3, II, (a) to discuss compensation of public employees. On a unanimous roll call vote, the Board entered non-public session at 9:52 p.m. Motion by Sel. Shepard, second by Sel. Brown to not publicly disclose the minutes. On a unanimous roll call vote, motion adopted.

Motion by Sel. Shepard, second by Sel. Brown to reconvene the public session. On a unanimous roll call vote, motion adopted. The Board reconvened the public session at 10:17 p.m.

VIII. Adjournment:

There being no further business, the Board adjourned the meeting at 10:17 p.m.