

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

MINUTES

Present: Sel. Bluhm and Sel. Shepard. Chairman Bluhm called the meeting to order at 6:30 p.m. Also present: Steve Adams, Glenn Smith, Dana Dickson and Eliza Conde.

I. General Business:

- A. Selectmen reviewed correspondence.
- B. Selectmen reviewed and approved accounts payable and payroll.

II. Administration

- A. Chairman Bluhm introduced Glenn Smith as the new Town Administrator who will begin on October 15, 2007.

III. Police Department: Chief Adams present.

- A. Cameras have been received.
- B. FEMA has denied the request for funding the removal of fallen trees at Sandogardy Pond, however there may be funds available at the State level.

IV: Public Appointments:

- A. Ellie Bezanson: Dana Dickson reported that he had contacted the Town of Canterbury and was told that a building permit would be issued when the Class VI road is brought up to Class V standards. Mrs. Bezanson felt that the abutting owners should help with the cost of the road improvements, but also believed that her existing waiver issued by Northfield in 2004 should be grandfathered. Since that permit was for a barn and not a residence, the Town's new Class VI policy requiring the road to be engineered and brought up to Class V standards must be adhered to.

There being no further business, meeting adjourned at 7:50 pm.

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

MINUTES

Present: Sel. Bluhm, Sel. Brown and Sel. Shepard. Chairman Bluhm called the meeting to order at 6:30 p.m. Also present: Mike Summersett, Dana Dickson and Eliza Conde.

I. General Business:

- A. Selectmen reviewed correspondence.
- B. Selectmen reviewed and approved accounts payable and payroll.

II. Administration

- A. Sel. Shepard moved, seconded by Glen Brown to accept the minutes of September 25, 2007 with minor changes. Motion passed.
- B. Sel. Shepard moved, seconded by Sel. Bluhm to accept the minutes of October 2, 2007 as read. Motion passed.
- C. Sel. Brown moved, seconded by Sel. Shepard, to adopt and sign the Town of Northfield 2007 Emergency Operations Plan and the NIMS Resolution in Appendix G. Motion passed and documents signed.

III. Highway Department: Mike Summersett

- A. Vine Street: Wilbur Fifield concerned about water from the road and sidewalk washing out his recently upgraded driveway. Selectmen will visit the site.
- B. Sandogardy Pond fallen trees – Selectmen will wait to see if there are funds available at the state level. As the water is currently low, it would be a good time to remove trees. Will consult Lisa Martin to determine if any wetlands permits are needed.

IV. Code Enforcement

- A. Town has received a judgment from the court awarding the town \$2000 plus Attorney fees. Property may be sold soon, therefore town needs to record a lien against the property as soon as possible. Selectmen will pursue steps to be taken.

V. Non-Public Session

- A. Motion by Sel. Shepard, second by Sel. Brown to enter non-public session under RSA 91A-3, II (b) to discuss the dismissal, promotion or compensation of a public employee. On a unanimous roll call vote, the Board entered non-public session at 7:15 p.m.

Employee issues were discussed.

Motion by Sel. Brown, second by Sel. Shepard to publicly disclose the minutes. On a unanimous roll call vote, the motion was adopted.

Motion by Sel. Shepard, second by Sel. Brown to reconvene the public session. On a unanimous roll call vote, the motion was adopted and the Board reconvened the public session at 7:23 p.m.

VI. Town Clerk/Tax Collector

- A. Cindy Caveney presented the board with an annual contract from Franklin Savings Bank at \$240 per year for use of the check deposit machine. Selectmen agreed and will sign contract next week.

There being no further business, meeting adjourned at 7:35 pm.

**TOWN OF NORTFIELD
BOARD OF SELECTMEN
NORTFIELD TOWN HALL
21 SUMMER STREET NORTFIELD, NH
October 16, 2007**

MINUTES

PRESENT: Sel. Stephen Bluhm, Sel. Glen Brown, Sel. Debra Shepard.

OTHERS PRESENT: Mike Summersett, Chief Scott Adams, Dana Dickson, Glenn Smith, Kevin Waldron, Greg Hill, Charles Sargent

The meeting was called to order at 6:36pm by Chair Stephen Bluhm.

I. General Business

- A. The Board reviewed correspondence.
- B. The Board reviewed the minutes of the meeting of October 9, 2007.

Sel. Brown moved; Sel. Shepard seconded to approve the minutes of the meeting of October 9, 2007 as amended. **Motion passed.**

C. Public Comments

Greg Hill said that the Education Committee wants to meet with the Selectboard to report on its progress, as directed by the voters at Town Meeting. The Committee meets on the 3rd Tuesday of the month and work is going well. The Board responded that this meeting will be scheduled soon.

Kevin Waldron commented on several items. He inquired as to the status of the work that was going to be done on the ballparks. The Board responded that the project had been delayed due to complications with the Little League board. Second, he noted that Pevery Road was scheduled to be paved on 10/17 and thanked Mike for his work. Next, he inquired about the Town's purchasing policy; Glenn will make a copy of our current policy for him. Lastly, he asked when the Budget Committee will start its work and was told that the Committee will start its work in November.

II. Police Department

Chief Adams reported that it had been a quiet week, with the exception of the fire on Shaw Road.

III. Code Enforcement

Dana updated the Board on the status of the Hanneford action, and reported that the cars on the Cromwell property had been registered.

IV. Highway Department

1. Mike noted that Pevery Road would be paved on October 17th.
2. Mike walked Knowles Pond with a representative of the State Water Quality Dept. recently.
3. The Department has been received a Safe Working Around Traffic award from the Local Government Center, one of only three departments in the state to be so recognized.
4. The Department's mechanic could be out for a month or more with a serious illness.
5. Mike has heard that residents are interested in installing a sidewalk on Dearborn Road from the railroad tracks to Old Forest Road. He may put this project in next year's budget.

Charles Sargent inquired as to the status of his occupancy permit. Mr. Sargent, Dana and the Board reviewed the history of the situation. The Board advised Mr. Sargent that he could have either Dana or Brad Ober inspect the property, or that the Board would be happy to review the situation at its next meeting. Mr. Sargent asked that this be placed on the next agenda.

V. Administration

Glenn reported on his first two days on the job, and reported that the budget binders will be ready for the next meeting.

Sel. Shepard moved; seconded by Sel. Brown, to go into non-public session under the provisions of RSA 91-A:3a to discuss personnel issues at 7:40pm. **Motion passed.**

The Board voted to come out of non-public session at 8:25pm.

There being no further business, the meeting was adjourned at 8:30pm.

APPROVED BY NORTFIELD SELECTBOARD ON OCTOBER 23, 2007

**TOWN OF NORTHFIELD
BOARD OF SELECTMEN
NORTHFIELD TOWN HALL
21 SUMMER STREET NORTHFIELD, NH
October 23, 2007**

MINUTES

PRESENT: Sel. Stephen Bluhm, Sel. Glen Brown, Sel. Debra Shepard.

OTHERS PRESENT: Mike Summersett, Chief Scott Adams, Glenn Smith, Kevin Waldron, Greg Hill, Wilbur Fifield, Lisa Martin

The meeting was called to order at 6:32pm by Chair Stephen Bluhm.

I. General Business

A. Public Comments

The Chair recognized Mr. Fifield. He is concerned about the continued washing out of the driveway at his home on Vine Street, and believes that the problem was the water coming down the street. Mr. Fifield, the Board and Mike Summersett discussed the situation and possible solutions. Mike said he would come to the next Board meeting with a proposed solution.

The Board, Mike Summersett and Lisa Martin discussed installing sidewalks adjacent to The Pines.

There was a general discussion of the Charles Sargent situation. Lisa Martin asked if the town has adopted the IBC building codes. We have not, and she recommended that we do so. Chief Adams reported that Franklin has adopted these codes and that they work well. Further discussion was postponed as Mr. Sargent was not present.

Kevin Waldron reviewed the proposed 2008 Fire District budget. The Chief is proposing a budget of \$1.483 million, an increase of approximately \$67,000 from the 2007 budget. This does not include separate warrant articles, of which several are anticipated.

B. Correspondence

The Board reviewed the proposed agreement with Gertrude Young and agreed with Dana's suggestion that it be modified to include a provision that she be required to reimburse the town for its legal costs relating to this matter. Glenn Smith was instructed to work with Attorney Mayer on this matter.

The Board discussed the naming of 'Surette' Park. Chief Adams suggested that he work with school children in developing possible names for the park, noting that he could integrate this with the existing DARE program. The Board asked that he proceed with this.

II. Police Department

Chief Adams presented his 2008 budget request. He briefly reviewed the major items in the proposal.

IV. Highway Department

Mike presented his 2008 budget request.

Mike asked about buying a generator this year. Glenn reported that Joyce had told him that \$17,500 set aside for this purchase by the voters at the 2006 Town Meeting had been encumbered so that it could be spent in 2007. The Board asked Glenn to verify this and report back at the next meeting. The Board noted that the grant anticipated to offset these costs was not received and reviewed the language of the article authorizing the purchase. The article did not say that the generator was not to be purchased if the grant was not received.

Mike reviewed the quote he had received from Certified Computer Systems concerning the installation of an old Town Hall computer at the Town Garage. The Board asked Glenn to follow up on this as they thought some of the work might not be needed.

Mike had asked for 3 bids for painting the building at the Transfer Station. Only one has been received, at an expense of \$1,000. The consensus of the Board was to accept this bid.

There was a general discussion about painting the Town Hall annex next year. It was decided to investigate the option of installing vinyl siding instead. Mike said he would obtain a quote for this for budgeting purposes.

V. Administration

Glenn reported that the Winter Road policy had been forwarded to Cathy for inclusion on the website, and reported that the auditor has said that the first draft of the audit should be ready in 2 weeks.

Sel. Shepard moved; seconded by Sel. Brown, to go into non-public session under the provisions of RSA 91-A:3a to discuss personnel issues at 8:25pm. **Motion passed.**

Sel. Brown moved; seconded by Sel. Shepard, to come out of non-public session at 8:55pm.

The Board reviewed the minutes of the meeting of October 16, 2007.

Sel. Brown moved; Sel. Shepard seconded to approve the minutes of the meeting of October 16, 2007 as amended. **Motion passed.**

VI. Review of 2008 Budget Proposals

The Board reviewed the proposals of: Park Cemetery, VNA, Child and Family Services, Youth Assistance Program, Community Action Program, Project TNS, Island Park Concerts, Hall Memorial Library, Tilton-Northfield Old Home Day, and the Tilton Northfield Recreation Council – Pines Community Center. Board members asked Glenn to invite representatives of Park Cemetery, Project TNS, Hall Library, and Pines Community Center to the next meeting.

Glenn updated the Board on the problems involved in setting the tax rate. DRA will not set the rate until the Highland Village District has a special meeting to ratify the recommendations of the Budget Committee, as per state statute. This meeting has been scheduled for November 1st. DRA said that they should be able to set the tax rate shortly thereafter.

There being no further business, the meeting was adjourned at 9:50pm.

APPROVED BY THE NORTHFIELD SELECTBOARD ON NOVEMBER 13, 2007

**TOWN OF NORTHFIELD
BOARD OF SELECTMEN
NORTHFIELD TOWN HALL
21 SUMMER STREET NORTHFIELD, NH
October 30, 2007**

MINUTES

PRESENT: Sel. Stephen Bluhm, Sel. Glen Brown, Sel. Debra Shepard.

OTHERS PRESENT: Mike Summersett, Chief Scott Adams, Dana Dickson, Glenn Smith, Mary Ahlgren, Eliza Conde, Wilbur Fifield, Butch Knowlton, Leif Martinson, Gail Ober, Charles Sargent, Kevin Waldron.

The meeting was called to order at 6:33pm by Chair Stephen Bluhm.

I. General Business

A. Public Comments

The Chair recognized Mr. Fifield. Mike Summersett outlined a plan to resolve the drainage problems discussed at the Oct. 23rd meeting. Consensus of the Selectboard was to move ahead with the plan.

Mr. Sargent repeated his request for an occupancy permit. The Board noted that this had been put on the agenda for the October 23rd meeting but could not be resolved due to Mr. Sargent's absence. There was a general discussion about the process by which an occupancy permit is issued.

II. Police Department

Chief Adams presented an update to his 2008 budget request.

IV. Highway Department

Mike presented his 2008 budget request.

Mike asked about buying a generator this year using funds that had been encumbered in a previous year. Glenn confirmed that these funds are in place. It was the consensus of the Board that Mike move ahead with this purchase.

Mike asked the Board about its position on constructing a turn around at the end of Blueberry Acres. Selectboard members agreed to take a look at it.

V. Administration

Glenn presented a draft letter of support from the town for a grant application being filed by the Lakes Region Planning Commission for the development of an aquifer protection ordinance. The Board reviewed the letter.

Sel. Brown moved; seconded by Sel. Shepard, to sign the letter of support for the LRPC grant application as presented. **Motion passed.**

Glenn presented the request from Tilton that we provide a letter confirming that the skateboard park will be covered under Northfield's insurance policy. The Board instructed him to write such a letter.

Glenn reported that he had heard from DRA that they will not be able to set the town tax rate until they receive the MS35 from the Tilton/Northfield Fire District, and that TNFD had told him that they could not begin working on the MS35 until they received their annual audit. At this time they do not know when the auditor will deliver the annual audit.

Glenn reported that he had received a notice about an upcoming community facilities grant. He will forward the materials to Mike and Chief Adams to see if any of their upcoming projects may qualify for these monies.

VI. Review of 2008 Budget Proposals

Project TNS The Board recognized Pat Troy who spoke about the Project TNS budget proposal. Sel. Bluhm reviewed the three-year budget history for Project TNS. Mr. Troy reported that they are seeking to expand services to better cover the period between the end of the school day and the start of late afternoon/evening sports programs and that the proposal includes a new person for this.

Pat updated the Board on progress of the new skateboard park.

Hall Memorial Library Leif Martinson and Mary Ahlgren spoke about the proposal. Board members asked about various ways to increase library revenue, including increasing the number of non-residents who purchase library cards, book sales and fines.

Board members asked about the increases to salary and benefit line items. Leif and Mary noted that the 2007 numbers reflected only one half year of the cost of the new full time person approved for that year, the 2008 proposal includes the full year cost of this position plus the full year cost of the proposed new full time position. This accounts for the increase. Mary noted that the lack of benefits is a problem in retention of staff in the Library.

Sel. Bluhm inquired about the use of volunteers. Leif reported that volunteer hours are up from about 10 hours/month several years ago to 60 hours/month this year.

Sel. Brown asked about the difference between what was given to the Library this year by the towns of Tilton and Northfield. Leif pointed out that in 2007 the Northfield Budget Committee increased the proposed appropriation over what was recommended by the Selectboard. The Tilton Budget Committee did not do so. This accounts for most of the difference.

Park Cemetery The Board reviewed the proposal, focusing on payroll, insurance and other revenue sources. Eliza Conde noted that the town is required to provide a place for public burials and Park Cemetery fills that need. Payroll covers the cost of summer and winter maintenance; workers are paid \$9/hour. There was a general discussion of equipment and investment income.

The Board reviewed the proposals of Park Cemetery, VNA, Child and Family Services, Youth Assistance Program, Community Action Program, Project TNS, Island Park Concerts, Hall Memorial Library, Tilton-Northfield Old Home Day and T/N Recreation Council:

Board members conducted a preliminary review of the proposed Police Department budget in advance of next week's meeting.

Board members asked Glenn about the proposal from Creative Computers relating to the installation of an old computer at the Town Garage. Glenn reported on his conversation with the town's consultant.

There being no further business, the meeting was adjourned at 9:20pm.

APPROVED BY THE SELECTBOARD ON NOVEMBER 6, 2007