

NORTHFIELD BOARD OF SELECTMEN MEETING
Minutes of the meeting of Tuesday, March 18, 2014

Present: Sel. Shepard, Sel. Crowley, Sel. Waldron

Also Present: Chief Raffaely, Johnny Van Tassel, Maureen Bouchet, Glenn Smith

The meeting was called to order at 6:30 pm

1. Board of Selectmen appointments and elections.

Sel. Shepard asked for input for the appointment of Departmental liaisons. Board members discussed the role of liaisons and flexibility in the definition of that role. Sel. Waldron said that he would prefer to remain the liaison to the Police Department. Board members discussed the traditional rotation of liaisons, Sel. Shepard noting that it helped Selectmen become familiar with the organizations they oversee. Sel. Crowley noted that it isn't important to him which department he is assigned but feels that rotation system should stay in place.

Waldron/Crowley moved to elect Peg Shepard as Chair. **Motion passed.**

Shepard/Crowley moved to elect Kevin Waldron as Vice Chair. Sel. Waldron declined the nomination. **Waldron/Shepard** moved to elect Wayne Crowley as Vice-Chair. **Motion passed.**

Shepard/Crowley moved to appoint Wayne Crowley as liaison to the Police Department. **Motion passed 2-1, Sel. Waldron dissenting.**

Shepard/ moved to appoint Kevin Waldron as liaison to the Highway and Sanitation Department. Sel. Waldron declined the nomination. **Shepard/Crowley** moved to appoint Sel. Shepard and Sel. Crowley as liaison to the Highway and Sanitation Department. **Motion passed 2-1, Sel. Waldron dissenting.**

Crowley/Waldron moved to appoint Sel. Shepard as liaison to Administration. **Motion passed.** Board members did not appoint a representative to the Planning Board. Sel. Crowley said he would like to remain on the Planning Board but did not wish to be appointed as the Selectmen's representative.

Shepard/Crowley moved to appoint Kevin Waldron as Selectmen's representative to the Zoning Board of Adjustment. **Motion passed.**

Shepard/Crowley moved to appoint Kevin Waldron as Selectmen's representative to the Budget Committee. **Motion passed.**

Shepard/Waldron moved to appoint Wayne Crowley as Selectmen's representative to the Capital Improvement Program Committee. **Motion passed.**

Shepard/Waldron moved to appoint Wayne Crowley as Selectmen's representative to Lakes Region Mutual Fire Aid. **Motion passed.**

Glenn was asked to contact appointees to boards and commissions whose terms expire in 2014 to see if they are interested in re-appointment.

2. Public Appointments

The Chair recognized Maureen Bouchet who inquired as to the plans to repair Zion Hill Road. She noted that a year ago it was identified as the top road repair priority but is not in the CIP for this year. It was explained that the projected cost of repairs to this road are approximately half a million dollars. The CIP committee concluded that this was cost prohibitive for 2014 and opted to provide temporary relief through shimming, which will be paid out of the operating budget. She also voiced concerns about the condition of the Sargent Street railroad crossing. Johnny Van Tassel said that he will contact the railroad about this on Wednesday.

3. Highway Department

Highway Superintendent Johnny Van Tassel presented draft RFP for catch basin cleaning and street sweeping, which were distributed to the Board members. He also distributed narrative descriptions of plow routes which were discussed.

Johnny reviewed the continuing problems with Cintas in dealing with uniforms. Delivery problems have been discussed with the company on numerous occasions but the problems continue. He reviewed quotes from other vendors and recommended Unifirst as the preferred vendor. Board members discussed the situation and asked Johnny to solicit sealed bids as per town policy.

Johnny presented a purchase requisition for repair of truck 11 and a new printer. Board members reviewed the work to be done on Truck 11, questioning why the brake on only one side needs replacing. Board members signed the both PRs. He also presented the commitment letter for participation in the 2014 Household Hazardous Waste event. **Shepard/Crowley** moved to authorize the Highway Superintendent to sign the Household Hazardous Waste Day commitment letter on behalf of the town. **Motion passed.**

4. Police Department

Chief John Raffaelly presented an annual leave request and updated the Board on issues relating to purchase of ammunition. He presented quotes for purchase of the new cruiser and stated that he would like to place the order with the low bidder, Grappone, now so that the vehicle can be received and outfitted by mid-year. **Shepard/Crowley** moved to authorize Chief Raffaelly to purchase the 2014 police cruiser from Grappone as proposed. Sel. Waldron stated that the town policy requires that the town obtain sealed bids for this vehicle. It was noted that the policy allows the Board to make exceptions to that rule on a case by case basis. Chief Raffaelly said that to his knowledge the town has never required sealed bids for the cruiser. **Motion passed 2-1, Waldron dissenting.**

5. Administration

Board members signed an OHRV registration agreement with the state of New Hampshire.

Town Administrator Glenn Smith reviewed the projected 2014 cash flow and the proposal to obtain a \$425,000 line of credit through Franklin Savings Bank to meet cash flow needs. Board members discussed the proposal and instructed that given the availability of the line of credit, the minimum reserve in the operating account be reduced from \$100,000 to \$50,000. **Shepard/Crowley** moved to authorize a \$425,000 line of credit through Franklin Savings Bank to meet cash flow needs for the period of March – June 2014 and October – November 2014. **Motion passed.**

Glenn reviewed the proposed Metrocast Franchise agreement. Board members discussed the agreement and asked Glenn to contact Attorney Miller with questions concerning the proposal.

Board members reviewed the computer services proposals. Glenn recommended that the town continue its relationship with Certified Computer Services. Board members inquired as to the compatibility of the system with SPOTS and the ability for wireless transfer of data from cruiser computers to Police Department computers. The Selectmen asked that a representative of CCS be invited to the next Selectmen's meeting to discuss the situation.

Glenn presented a letter from Winnepesaukee River Trail Association affirming their commitment to raising the local match needed to complete Phase IIa of the trail project. Board members responded that they felt the direction received from the voters at town meeting was that the town shall not proceed with this project until WRTA has the local match in hand through donations, loans, lines of credit or other instruments. Glenn was asked to communicate this to WRTA President Rick Silverberg and to invite Rick to the next meeting.

Sel. Waldron noted that the town has an opportunity to save funds by purchasing a 2013 truck instead of a newer model. Board members discussed the options and asked Sel. Waldron to produce an RFP as soon as possible.

Sel. Waldron asked that Glenn review the Laconia Housing PILOT request.

Sel. Crowley asked that business cards be made for the Selectmen and asked that Glenn look into this.

Board members reviewed general correspondence and payroll and accounts payable manifests. **Shepard/Waldron** moved to approve the minutes of the meeting of March 4, 2014. Motion passed 2-0-1, Crowley abstaining.

There being no other business the meeting was adjourned at 9:15pm

APPROVED BY THE NORTHFIELD BOARD OF SELECTMEN ON MARCH 25, 2014