

NORTHFIELD BOARD OF SELECTMEN MEETING
Minutes of the Meeting of Tuesday, July 7, 2015

Present: Sel. Waldron, Sel. Crowley, Sel. Southworth
Also Present: Scott Davis, John Chase, Rene LaBranche, Dick Stevens, George Flanders, Chief Raffaely, Johnny Van Tassel, Glenn Smith

The meeting was called to order at 6:00pm

1. Public Input

The Chair recognized Scott Davis who introduced Rene LaBranche. Rene reviewed the water district proposal to change the wellhead protection designation on Rt. 140. Board members inquired as to the authority that DES would have to regulate uses in the zone and the equity of changing the designation when it may restrict the uses of land within the zone. Sel. Southworth asked if the restriction would restrict residential stockpiling of salt and sand. Mr. Chase responded that the intent is to prevent commercial storage. Board members agreed to endorse the application and signed it.

2. Police Department

Chief Raffaely noted that Old Home Day went well and that National Night Out is scheduled for August 4th. He also reported that car 11 is running rough. He took it to Wadliegh who recommended that it be brought to a dealer for diagnosis. Board members agreed. Chief Raffaely said that he intended to remove the signs from Exit 19 tomorrow. Board members discussed the legality of this. Chief Raffaely asked if Johnny can fix Shaker Road. The road has sunk over certain culverts and he would like these areas filled in.

3. Highway Department

Highway Superintendent Johnny Van Tassel reviewed the revised WB Hill Road culvert replacement RFP. Board members reviewed the document and suggested several changes. Board members discussed whether this project can or should be accomplished by the town crew instead of contracting it out and decided to seek bids from contractors. Johnny was authorized to release the RFP as updated.

Johnny presented a used oil grant application; Board members authorized its submittal. He also presented a quote for paving work at the Rand Road/Knowles Pond Road intersection. Sel. Southworth expressed concern with the area selected for paving. Board members discussed the issue and decided to pave up to the vegetated area. The quote for the job is \$4,920.00. Johnny was asked to obtain a second quote.

Sel. Southworth inquired as to recent call outs within the department.

Sel. Waldron inquired as to whether the summer workers were wearing ear and eye protection and reminded Johnny that they should not be blowing debris into traffic lanes while mowing.

Sel. Waldron asked for an update on the Scribner Road culvert issue. Johnny outlined his plan to add an overflow culvert in the problem area.

Board members reviewed pending projects with Johnny.

4. Administration

Chief Raffaely reminded Board members that National Night Out was scheduled for August 4th. The meeting of that evening was rescheduled to August 11th.

Board members signed a DRED form confirming the appointment of Paul Auger as Fire Warden.

Town Administrator Glenn Smith reviewed invoices received from the Rt 140 wildland fire, noting that the 60 day period in which departments could invoice the town has closed. Board members signed the manifest for these payments.

Board members reviewed and revised proposed RFPs for town hall repairs and town hall door replacement, authorizing the Town Administrator to work with the Chair to publish these RFPs.

Board members reviewed proposed Employee Handbook revisions required to implement leave time changes. **Crowley/Southworth** moved to accept the proposed Employee Handbook leave time changes effective August 2, 2015 as presented. **Motion passed.**

Glenn reviewed a summary of the town disability and life insurance benefits. Board members asked that the item be placed on the next agenda.

Board members reviewed proposed revisions to the cash management policy, including two new policies that were previously included in the cash management policy but are proposed as stand-alone policies. **Crowley/Southworth** moved to adopt the revised Cash Management Policy, and the Disposal of Surplus Items and Use of Credit Cards policies as presented. **Motion passed.**

Board members reviewed the proposed revised Use of Town Properties policy. **Crowley/Southworth** moved to adopt the revised Use of Town Properties Policy as presented. **Motion passed.**

5. Non-public session

Waldron/Southworth moved to enter into non-public session under the provisions of RSA 91-A3II a, b, c at 8:34pm. **Motion passed by unanimous roll call vote.** Present at the non-public session were Chief Raffaely and Glenn Smith. **Waldron/Southworth** moved to reconvene the public session at 10:36pm. **Motion passed by unanimous roll call vote.**

6. General Business

Board members reviewed general correspondence and payroll and accounts payable manifests. **Waldron/Southworth** moved to approve the minutes of the meeting of June 23, 2015. **Motion passed.**

Sel. Waldron asked for an update on the status of the Peterbilt truck. Sel. Crowley reported that it had been towed from the dealer to Keasor's for evaluation.

Sel. Waldron asked for an update on the Primex premium holidays, which Glenn provided.

Sel. Crowley updated the Board on the status of his research into a single stream recycling proposal. He hopes to present a full proposal at a later meeting.

There being no other business the meeting was adjourned at 10:45pm

Approved by the Northfield Board of Selectmen on August 11, 2015