

NORTHFIELD BOARD OF SELECTMEN MEETING
Minutes of the Meeting of Monday, September 10, 2012

Present: Sel. Bluhm, Sel. Shepard, Sel. Ziminsky

Also Present: Don Stevens, Lt. Raffaely, Chief Adams, Bob Southworth, Glenn Smith

The meeting was called to order at 6:30 pm

1. Highway and Sanitation Department

Highway Superintendent Bob Southworth noted that amnesty days are Thursday – Saturday, that the Highway Dept. Office will be closed during this time and that the Pines has been readied for voting. He also presented four bids for catch basin cleaning and recommended awarding the project to the low bidder of New England Catch Basin Cleaning, which board members approved, and a purchase requisition for crane rental for the salt shed.

Bob updated the Board on the recent CIP committee meeting. Committee members have asked that he prepare engineer's estimates for repair of the town's gravel roads for inclusion in the 10 year plan. Bob has consulted with Quantum Construction Consultants, they can do this work for approximately \$4,000. Bob was authorized to sign the contract with QCC in such amount. Bob still has \$5,000 in his engineering services budget. Board members discussed the CIP committee request and the need to have this information for the 10 year plan.

Town Administrator Glenn Smith reviewed the proposal to replace the Truck Driver/Building and Grounds Maintenance Supervisor with a Truck Driver/Heavy Equipment Operator. Board members reviewed and agreed by consensus to approve this change.

Bob reported on his meeting with the UST Committee. There were three spills in August, as a result the committee has approved cameras and signage. Board members discussed spill kits available and responsibility for the spills.

Bob presented quotes for the Reservoir Road and Oak Hill Road projects. The low bid was filed by GMI Asphalt at \$88,272.20 for both projects. Board members reviewed bids and confirmed that the Board had opted not to address the hump removal as earlier discussed. **Bluhm/Shepard** moved to award the bids for Reservoir and Oak Hill Roads to GMI Asphalt at a cost of \$88,272.20 and authorize Bob Southworth to sign the necessary contracts. **Motion passed.**

Glenn Smith reviewed the proposed RFP for trash collection. Board members reviewed and approved the RFP.

2. Police Department

Chief Adams discussed cost of the outfitting the new cruiser, noting that there were additional

costs not included on the summary provided. Board members repeated that they would like to know the total cost of outfitting the new cruiser before continuing and asked the Chief to provide the total cost for the next meeting.

Board members reviewed changes included in the updated Hazard Mitigation Plan. Board members asked that signature lines be added to the page summarizing changes.

3. Administration

Glenn Smith outlined need for a fall TAN. Board members asked that the town pursue individual TANs as needs dictate throughout the fall as a means of reducing interest costs. He also presented a new electricity purchase agreement with Halifax American, now doing business as PNE Energy Supply. **Bluhm/Shepard** moved to authorize the Town Administrator to sign the electricity purchase agreement with PNE Energy Supply as presented. **Motion passed.**

Glenn outlined the proposed RFP for computer maintenance services, which Board members approved. He also presented an agreement with Cartographics Associates for 2012 tax map updates, which Board members signed, and a tax deed for signature.

4. General Business

Board members reviewed general correspondence and payroll & accounts payable manifests. **Ziminsky/Shepard** moved to approve the minutes of the meetings of August 7 and August 28, 2012 and the working session of August 21, 2012. **Motion passed.**

Lt. Raffaely asked for permission to use the motorcycle to in a Concord March of Dimes event. Board members approved.

Board members reviewed the matrix of options presented concerning the vacant mechanic position and comparative costs of each option. Bob noted that the CIP committee is recommending that ditching be done in-house instead of being contracted out at a rate of \$8.00/foot. This will create more demand for another driver but will still be much less expensive than contracting the service. Board members discussed the options and agreed by consensus to recruit a Truck Driver/LEO with mechanical skills, hiring from the current applicants.

Ziminsky/Shepard moved to enter into non-public session under the provisions of RSA 91-A3IIa,c,e at 7:15 pm. **Motion passed by unanimous roll call vote.** Present at the non-public session were Bob Southworth, Chief Adams, Lt. Raffaely and Glenn Smith. **Ziminsky/Shepard** moved that the minutes of the non-public session be sealed. **Motion passed by unanimous roll call vote.** **Ziminsky/Shepard** moved to reconvene the public session at 8:07 pm. **Motion passed by unanimous roll call vote.**

There being no other business the meeting was adjourned at 8:10 pm.

APPROVED BY THE NORTHFIELD SELECTBOARD ON SEPTEMBER 25, 2012