



NORTHFIELD BOARD OF SELECTMEN MEETING

Minutes of the meeting of March 10, 2021

Present: Selectman Kevin Waldron, Selectman Scott Haskins and Selectman Glen Brown

Also Present: Town Administrator Ken Robichaud, Interim Public Works Director Justin Bernier, and Police Chief John Raffaelly.

Present on Zoom- None

Selectmen Waldron opened the meeting for the Selectmen's work session 4 pm to specifically review the Town of Northfield Employee Handbook.

The Selectmen picked up on page 14 Section IV 4.1 Compensation, with some grammatical changes.

There was much discussion on **Section V- Hours of Work/Attendance/Leave section 5.1 (3)** Flexing work schedules. Some departments currently flex time with some employees, to make up hours missed due to a doctor's appointment prior to coming in to work or when leaving early from work. The employee may make up the time during lunch or after the close of business to makeup that time missed. The Selectmen would like to add another paragraph to this section to break up work time and personnel time. This would only apply to hourly employees, and not salary employees. We will review this section again next week.

Section 5.2 (2) what amount of time is sufficient to notify the employer of an employee's absence. 2 hours prior to the start of your shift was the decision that is required by the employee. Currently in the policy it is 15 minutes to the start of the shift, which is insufficient amount of time. Also removed was the last sentence in this section.

Also added was "if you abuse absence time from scheduled work, you will be subject to disciplinary action with a minimum of 3 days of unpaid suspension, up to and including a recommendation to the Board of Selectmen for termination.

Selectman Brown arrived to the meeting at 4:55 pm.

Selectmen Waldron began the regular Selectmen meeting at 5:01 pm.

- **Police Department Update**

The Chief wanted to discuss the purchase of a new vehicle after Town meeting and if we can purchase the vehicle from Colonial Ford in Massachusetts as we did the other cruiser. Colonial will also bring the vehicle to the agency that will outfit the cruiser with its emergency equipment. They will discuss this more after Town meeting.

- **Public Works Update**

Director Bernier updated the Selectmen on tires for the skid steer. The Town can use solid rubber tires with a cost of \$2,473.00 for 4 tires. Or the Town can purchase foam filled tires for about \$3,000.00 for 4 tires. The Selectmen suggested solid rubber tires in place of air filled tires.

The new F-550 plow truck has a need for upgraded leaf springs as it does not hold a load of salt very well as it squats too low when loaded and the tires hit the fenders. The cost to upgrade the springs is about \$1,300.00 at Donovan springs. Donovan Spring will need the truck to give the town an exact estimate on replacement of the rear springs.

- **Administration Update**

The Town Administrator along with the DPW Director presented the Selectmen with 3 quotes for curbside trash pickup. The following were submitted –

Pinnard Waste Systems- \$230,000.00 per year with an additional cost for disposal. This is an automated pickup service and will require the Town to purchase each residential household a trash can for an additional cost of \$22,900.00 per year for 5 years.

Waste Management- \$155,000.00 per year with an additional cost of disposal for the 1st year, the 2nd year will be \$160,425. 00, 3rd year \$166,040.00, 4th \$171,850.00 and 5th year is \$177,866.00. This is not an automated service.

Casella Waste- \$155,143.00 per year with the additional cost for disposal. The 2nd year is \$161,348.00, Year 3 would be \$167,802.00, 4th year would be \$174,514.00 and \$181,495.00 for year 5.

The Selectmen will review the information and will discuss this next week on how to proceed.

The T/A discussed with the Selectmen changing out all of our streetlights from High Pressure Sodium to LED lighting. The cost to do this project is approx. \$30,000.00, with a rebate from Eversource of approx. \$7,000.00 to convert to LED and there is an estimated energy savings of 60% off of the consumption of electricity. Each new LED Street light costs approx. \$305.00 including installation. The Town currently pays out approx. \$15,000.00 in energy costs for our current street lights, if we convert to LED our cost will be approx. \$6,000.00 a \$9,000.00 savings each year. This project would see a payback of approx. 2.5 years. The project, once started would take a total of 24 business days to complete. 2-3 weeks to map and GPS each LED light and 3 days to replace all of our street lights. These street lights will be smart lights which can be dimmed if needed and also will be controlled via a computer by the DPW Director. There was some discussion on which lamps should be discontinued if any and should we limit how many to replace. The Selectmen will discuss this more at a future meeting.

The Selectmen reviewed the Articles for Town Meeting and who should speak to which Article if needed.

The T/A reviewed some upcoming bills that will affect the Town if they become law. The Selectmen authorized the T/A to write letters to our Representatives on the Selectmen's response to each bill.

The T/A presented to the Selectmen an updated contract for 2021 from our Assessing contractor for signatures.

- **Nonpublic Session:**

Sel. Waldron made a motion at 6:22pm to go into nonpublic session under NH RSA 91a;3-II, (A&C) seconded by Sel. Haskins, Roll call vote Selectmen Haskins–Yes Selectman Brown –Yes and Selectman Waldron- Yes.

Motion passed by unanimous roll call vote.

Waldron/Haskins moved to reconvene the public session at 7:00 pm. Roll Call Vote, Selectman Haskins – Yes, Selectman Brown- Yes and Selectman Waldron-Yes, Motion passed by unanimous roll call vote.

Waldron/Haskins moved to seal the minutes of the non-public session because divulgence of the information likely would affect adversely the reputation of any person other than a member of the board, or render the proposed action of the board ineffective.

Roll call vote, Selectman Haskins-Yes, Selectman Brown –Yes and Selectman Waldron-Yes. Motion passed by unanimous roll call vote and the minutes are sealed.

Other Business:

The Selectmen will meet on Tuesday March 16th at 4 pm to continue reviewing the updated Employee Manual.

Selectman Haskins thanked Selectman Brown for his service as a Selectman for the past 2 years.

Town meeting will be on Saturday March 13th at 9 am at Southwick School.

The Selectmen adjourned the meeting at 7:05 pm.

Minutes Recorded by T/A Ken Robichaud