



NORTHFIELD BOARD OF SELECTMEN MEETING

Minutes of the meeting of March 16, 2021

Present: Selectman Kevin Waldron, Selectman Scott Haskins and Selectman Mark Hubbell.

Also Present: Town Administrator Ken Robichaud, Interim Public Works Director Justin Bernier, Police Chief John Raffaelly & Northfield Resident Carl Bartlett.

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

Selectman Waldron welcomed newly elected Selectman Mark Hubbell to the Board of Selectmen.

This meeting began on Page 17 number (4). This entire paragraph was eliminated by the Selectmen.

Section 5.3 Paid time off. (4) was eliminated

(5) was changed as follows (12 month period) was struck and "the current calendar year" was added. Also added was "The BOS may consider a written request for carryover of your PTO".

(6) "Shall" was changed to "will".

Section 5.4 "Not in Use" was eliminated and all remaining numbers following this point shall continue to be in a new numerical order.

Section 5.6 (1) now 5.5 (1) the word "organized" was struck.

Section 5.11 now changed to 5.10 (1) wording was added at the end of the paragraph-Any extension shall be brought in writing before the Board of Selectmen. New **Section 5.10 (5)** the word "of" was inserted between **leave** and **absence**. The wording "**a minimum of a 3 day suspension**" was added after the wording "**subject to**". Also after the word "subject to" the word "**discipline**" was inserted and the words "**immediate termination**" was removed.

Section 5.11 now 5.10 (I) was changed to (7).

This ended the work session on the Employee Manual- we will pick up on section 6.1 page 24 next Tuesday at 4pm.

Selectmen Waldron began the regular Selectmen meeting at 5:00 pm.

Hubbell/Haskins nominated Selectman Waldron for Chairman, a vote of 2-0, motion passed.

Hubbell/Waldron nominated Selectman Haskins for Vice-Chairman, all in favor, motion passed.

Waldron/Hubbell nominated Selectmen Haskins Ex-Officio to the Budget Committee, all in favor, motion passed.

Waldron/Haskins nominated Selectman Hubbell Ex-Officio to the Planning Board, all in favor, motion passed.

- **Police Department Update**

The Chief wanted to discuss the purchase of a new vehicle that was approved at 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. Discussion turned to the issue with not being able to receive emergency equipment from “OME”. All equipment is backordered and will be 6-8 weeks out. Also; Motorola Radios are backordered as well. We will put the old radio in and have it wired for the new radio at the same time so when the new radio comes in it can be installed easily. Selectmen Waldron asked if we can cancel the order for the equipment from “OME” if it has not yet shipped and go to Nashua to the other equipment dealer as they have millions of dollars of inventory on the shelves. The chief stated that he would like to wait another week to see if the equipment comes in from “OME”

- **Public Works Update**

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. Donovan Springs says that they will add more springs to what is already installed on the truck, as there is not a kit for this vehicle as it is too new. Director Bernier stated that he will drop the vehicle off and will have to leave it there. The cost is approx. \$1,235.00 for the added leaf springs.

Director Bernier asked about the Backhoe purchase. He stated that the Backhoe was approved at Town Meeting and the discussion revolved around the 3 different models that we have received quotes on. Selectman Hubble asked about information on where we received the quote from and if we would consider Chapple Tractor which has the New Holland brand, also Case makes good equipment. The Selectmen asked if Director Bernier would ascertain quotes from Case and New Holland equipment. Bernier stated that he would and try and get them to the Selectmen next week. Selectmen discussed the differences between the companies and the experiences that they have had with individual brands of machines.

- **Administration Update**

The Town Administrator along with DPW Director presented the Selectmen with more information on the Curbside Collection of Solid Waste from last week. The Selectmen discussed solid waste with newly elected Selectmen Mark Hubble and brought him up to speed on the cost associated with curbside collection. The Selectmen compared costs between Waste Management and our current provider Casella. The Selectmen discussed the ramifications with a possible switch in providers and if the savings are worth the switch. It was decided that the T/A would discuss with Casella if they would commit to a reduction in tonnage at curbside by instituting a maximum of 2 trash barrels per residence and reducing costs at the Transfer Station, and will get back to the Selectmen as newly elected Selectman Hubble would like time to review the proposals.

The T/A presented the Selectmen with the quote from A&B lock for the upgrade and installation of the security system at Town Hall. This was presented in November and put in the budget and approved at Town Meeting. The Selectmen reviewed and discussed this quote in great length and Selectmen Hubble and Haskins agreed to move forward on this much needed system.

The T/A presented to the Selectmen the contract for the upgrade and installation of CAI Technologies Mapping system for the town’s mapping and tax map upgrades. This project was approved by the Selectmen and the Budget committee while putting the 2021 budget together. It was also approved at Town Meeting on Saturday March 13th. This 5 year project will increase the mapping capabilities of the Town and will improve the planning and zoning process by having parcel recompilation, planimetric base map development plus enhancing

the Axis GIS data integration on all of our mapping capabilities. The Aerial photography of the Town will begin soon. The Selectmen signed the contract to move this forward.

The T/A informed Selectman Hubbell that there are two trainings scheduled for newly elected officials on Zoom. One is on April 6th from 9-4 and the other is May 18th from 9-4. Also; the T/A will get Selectman Hubbell a Town email address for him to use for Town business. The T/A gave Selectman Hubbell a key to Town Hall.

Selectman Waldron brought up the Suspense list for discussion and would like to review it again at the next meeting.

Selectmen Haskins/Hubbell motioned to accept and approve the minutes from March 2, 2021 as presented, all in favor, motion passed.

Selectmen Waldron/Haskins motioned to accept and approve the minutes from March 10th, 2021 as presented, all in favor, motion passed.

- **Nonpublic Session:**

Sel. Waldron made a motion at 7:18pm to go into nonpublic session under NH RSA 91a;3-II, (AB&C) seconded by Sel. Haskins, Roll call vote Selectmen Haskins–Yes Selectman Hubbell–Yes and Selectman Waldron- Yes.

Motion passed by unanimous roll call vote.

Waldron/Hubbell moved to reconvene the public session at 8:34 pm. Roll Call Vote, Selectman Haskins – Yes, Selectman Hubbell- 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 Hubbell –Yes and Selectman Waldron-Yes. Motion passed by unanimous roll call vote and the minutes are hereby sealed.

Other Business:

The Selectmen will meet next week at 4pm to continue review of the Employee Handbook.

The Selectmen adjourned the meeting at 8:35 pm.

Minutes Recorded by T/A Ken Robichaud

Minutes Approved on March 30, 2021.