



NORTHFIELD BOARD OF SELECTMEN MEETING

Minutes of the meeting of March 31, 2020

Present: Sel. Scott Haskins, Sel. Kevin Waldron

Also Present: Andy Buteau, Stephanie Giovannucci, John Raffaely, Jason Durgin, and Wayne Hammond;

The meeting was called to order at 5:00pm by Vice-Chair Haskins.

- **Public Input**

Sargent Street Fence: Wayne Hammond expressed concern in regards to his neighbors fence located between 28 and 30 Sargent Street. Jason Durgin, Code Enforcement Officer stated that he received their email and responded to them via email yesterday stating that the town has no requirements for fencing, and he at this time has not found a building code for fencing.

Sel. Waldron asked if the fence was made of wood if they would be sitting here right now with this complaint. Mr. Hammond stated that he would not be complaining about a wood fence, and he's only complaining because it's a block wall.

- **Police Department**

Department Updates: Chief Raffaely, informed the Board that he will have the purchase request for the portable radios at the next meeting.

Chief Raffaely, added that he expects all of his staff able to return to work back by Sunday.

- **Public Works**

Department Updates: No new updates

Vehicles: Andy Buteau presented the Board with a purchase request for the new truck, the equipment to outfit the truck and the new sander for the international approved at Town meeting. Board reviewed and signed for approval.

Transfer Station Update: Mr. Buteau informed the Board that residents have been out picking up trash along the roadways. In addition, the Transfer Station has been closed with a potential reopen date of April 7th, the COVID-19 issue seems to be increasing. Mr. Buteau asked the Board to approve the reopen for a couple of days for about 4 hours each day to eliminate large amounts of people at once, and we could have one attendant at the gate with a box collecting tickets and checks and only allowing a couple vehicles in at a time, or would the Board like to keep it closed until further notice. The Board discussed the different options and will come back with an answer next week.

CIP Road Projects: Mr. Buteau asked the Board to review the recommended 2020 CIP Road Project list provided by the CIP Committee. Mr. Buteau suggested a couple of changes to the list as other issues have come up as more of a priority. The Board agreed that the final paving coats need to be done in 2020 as laid out on the list.

As for the rest of the projects listed out, Mr. Buteau recommended repairing the drainage and road on Shaker between Fiske Rd and Bay Hill Extension. Mr. Buteau informed the Board that he has one price from one contract, and wants to know if he can go ahead with this project or if the Board is going to require two more bids per the policy? Discussion ensued and the Board agreed to revisit this and come to a decision when all three members of the Board are present.

Sandogardy Pond Road: Mr. Buteau informed the Board that he spoke to HEB and they are still working on the project and will be contacting Hiltz for start dates. Mrs. Giovannucci stated that she sent the Board recommendation to HEB, and believes that they are submitting the change order to the State for final approval.

- **Administration**

Department Updates: Mrs. Giovannucci updated the Board on the COVID-19 pandemic and noted that all non-essential businesses are now closed until May 4th. Board agreed to keep the Town Hall closed to the public and continue doing what we have been until May 7th.

Mrs. Giovannucci stated that at this time we do still need to hold a Planning Board meeting and we have looked into purchasing Zoom to hold the meeting but the cost is about \$150.00, adding that they are still looking into other options. Board approved Mrs. Giovannucci to purchase the software needed to hold the meeting.

Mrs. Giovannucci asked the Board for permission to start an Employee email list to inform employees immediately of emergencies, insurance updates, policy changes/updates, etc. Currently Mrs. Giovannucci informs the employees with paychecks, and would like to get information out sooner than waiting until Fridays. Board approved Mrs. Giovannucci to start the process.

Boards and Committees:

Waldron/Haskin moved to appoint Scott Haskins as the Selectman's Representative to the Planning Board. **Motion Passed.**

Haskins/Waldron moved to appoint Kevin Waldron as the Selectman's Representative to the Zoning Board of Adjustments. **Motion Passed.**

Haskins moved to appoint Wayne Crowley as a full member to the Planning Board. Being no second **Motion Failed.** Board agreed to appoint new members when they have a full Selectboard in attendance.

Payson Road Property: Mrs. Giovannucci updated Sel. Waldron of the Boards decision to sell a piece of property on Payson Rd (R22-1-1). Mrs. Giovannucci stated that we received one bid from Virginia Livingston in the amount of \$350.00.

Waldron/Haskins moved to accept the bid of Virginia Livingston for the town owned property on Payson Rd with the condition that she merges it with her abutting property. **Motion Passed.**

Board asked Mrs. Giovannucci to start the paperwork to transfer the property and the merger.

- **Non-Public - RSA 91A-3 II (a), (c)**

Waldron/Haskins moved to enter into non-public session under the provisions of RSA 91-A3II (a), (c) at 8:16 pm. **Motion passed by unanimous roll call vote.**

Also Present: Stephanie Giovannucci, Jason Durgin

Haskins/Waldron moved to reconvene the public session at 10:15 pm. **Motion passed by unanimous vote.**

Haskins/Waldron moved to seal the minutes of the non-public session because divulgence could ruin the reputation of someone not on the board. **Motion passed by unanimous roll call vote.**

- **Minutes Review**

Board agreed to review the minutes at the next meeting.

Other Business:

Board reviewed and signed the contract for Sanders Searches.

Haskins/Waldron moved to appoint Kevin Waldron to be the secondary Building Inspector for Northfield. **Motion Passed.**

There being no other business the meeting adjourned at 10:17 pm.

Minutes approved April 7, 2020