



NORTHFIELD BOARD OF SELECTMEN MEETING

Minutes of the meeting of April 21, 2020

Present: Sel. Glen Brown, Sel. Scott Haskins, Sel. Kevin Waldron

Also Present: Andy Buteau, Stephanie Giovannucci, John Raffaelly, Jason Durgin

Present on Zoom: Robert Murdoch, Valerie Allen

The meeting was called to order at 5:00pm by Chairman Brown.

- **Public Input**

None

- **Police Department**

Department Updates: Chief Raffaelly, presented the Board with a Purchase Order to purchase a vest for Fitzherbert to be on the Belknap Task Force. Board signed the purchase order.

Mrs. Giovannucci explained the Local Emergency Operation Plan and where the Town is at in completing the plan. Mrs. Giovannucci asked the Board to assign a Selectman to be a representative to the group and in addition asked for the approval to sign the attached agreements.

Haskins/Brown moved to appoint Kevin Waldron as the Selectmans Representative to the Board. Sel. Waldron asked to read through the information presented to get a better understanding of the project. Motion withdrew.

- **Public Works**

Department Updates: Mr. Buteau informed the Board that his crew has been picking up many tree limbs from the Pines Park whenever there are winds. Board discussed reaching out to one of our local loggers to get their input on which other trees need to be removed next according to the arborists input we received a few years ago and if there is possibly any value in the trees to be removed.

Mr. Buteau informed the Board that there are still children playing in the parking lot as they are coming and going with heavy equipment. Chief Raffaelly stated that some of the children are coming over from Forrest Rd. Board instructed Mr. Buteau to start with putting up signs.

Mr. Buteau stated that since the Transfer Station was closed someone has been utilizing the Town Pit as their dumping grounds for trash, in addition someone has been utilizing the site for shooting practice. He added that the gate has been left open because Hiltz is utilizing the space for the road project, he will be replacing the sign and locking the gate

Sel. Haskins asked about help with the grader and training. Mr. Buteau stated that he will work with Mrs. Giovannucci on the job requirements and also look at hiring within for a Heavy Equipment Operator and then just hiring a Light Equipment Operator. Sel. Waldron stated that he would like to look at prior positions at the Garage and see what other positions we can possibly bring back.

Vehicles/Equipment: Mr. Buteau informed the Board that the new truck has been ordered as approved.

Mr. Buteau stated that he would like to purchase a leaf vac and has received two quotes for two different sizes under the state bid pricing. Sel. Waldron stated he would like to consider other options to purchase a larger machine. Sel. Brown and Sel. Haskins agreed to purchase the 37 horse power leaf vac with trailer and battery.

Sandogardy Pond Road: Mrs. Giovannucci stated that an email went to the Board last week seeking approval to move forward and we did get the approval to move forward, however, there seemed to be concerns from one of the Board members in the manner of seeking approval. Sel. Haskins stated that he had additional questions about the project that he would have rather have hashed it out with the rest of the Board. However, he did reach out to Mr. Buteau and got his questions answered.

Mr. Buteau stated that he went to Sandogardy Pond Rd with the contractor to review the changes, and that at this time HEB has sent the request to the State for approval.

CIP Road Projects: Mr. Buteau presented the Board with a spec sheet, outline of the project and map for the Shaker Rd. He is seeking the approval of the Board to move forward to obtain at least three bids. Board discussed the details of the Shaker Rd project and the multiple options. Board agreed to move forward with Mr. Buteau's proposal.

Diana Drive: Mr. Buteau asked the Board if they want him to make this a summer project for his crew which would include driveway culverts. Board agreed this project needs to be done, and the property owners will be responsible for the culverts.

Transfer Station Update: Mr. Buteau informed the Board that since reopening the Transfer Station the traffic has been steady. Mr. Buteau informed the Board that employee Chris Dalton has been selling eggs down at the Transfer Station, and wanted to make sure the Board didn't have an issue with this. Board agreed that they do not see an issue with this at this time.

Mr. Buteau added that the brush pile will need to be burned soon. Sel. Waldron stated that he would like the Board to explore the removal of C&D (Construction and Demo) being accepted at the Transfer Station, the Board agreed this should be looked at.

- **Administration**

Department Updates: Sel. Haskins asked that we bring back the Suspense List so that we can continue the discussion on the items listed. Mrs. Giovannucci stated she will have it available for the next meeting.

Merit Increases: Mrs. Giovannucci presented the Board and Department Heads with spreadsheets showing current pay and pay scales. Discussion ensued and they decided the Department Heads need to come up with recommendations, and give them to Mrs. Giovannucci to plug in before the next Board meeting.

Meeting Plans: Mrs. Giovannucci stated that there are a number of projects that need to get done and additional meetings are going to be necessary to move forward. She added that the Board usually meets every week from March to at least end of May to get things done that were approved at Town Meeting.

Board discussed and Sel. Brown stated that he will let the Board know if he wants to hold a meeting next week.

Phone Changes: Mrs. Giovannucci asked the Board for permission to change the set up for the 7039 phone number to ring and go to a message directing callers to make choices for their specific calls. She added that up to 90% of the calls that come in are for the Clerk's office and she's spending most of the day transferring calls. Board agreed to have Mrs. Giovannucci implement this change.

Proposed PILOT: Mrs. Giovannucci presented the Board with a proposed PILOT for the solar panel field. Board agreed they would like to talk to Mr. Knight and Mr. Sansoucy.

Old Home Day: Chief Raffaely informed the Board that he cancelled Old Home Day to be held in Northfield this year. He added that Belmont cancelled theirs, National Night Out has been cancelled and there are even events that were to happen in October already being cancelled.

Boards and Committees: Mrs. Giovannucci presented the Board with a list of committee members that would need to be reappointed if they are still interested and names of people interested in joining the Board. Mrs. Giovannucci added that Capital Improvements Program Committee is a one year term per Town Meeting vote, and to change this we'd need to go back to Town Meeting.

Haskins/Brown moved to appoint Wayne Crowley to the Planning Board as a full member.

Discussion: Sel. Waldron expressed concerns about Mr. Crowley being on the Board and that it was wrong to hold a place for him. Mr. Durgin stated that he was not aware of holding a place on the Board for him, however as Chairman he feels Mr.

Crowley's input is very valuable and he researches the application and has the knowledge to contribute. Mr. Durgin added that the Board is made up of volunteers and mistakes will be made. **Motion Passed 2-1**

Mrs. Giovannucci asked the Board to approve the Lakes Region Planning Commission Circuit Rider Plan Agreement to assist the Planning Board and Zoning Board with large detailed application. She added that we had this in 2018 and it worked out great, Mr. Durgin agreed.

Haskins/Brown moved to approve the LRPC Circuit Rider Plan Agreement. **Motion Passed 2-yes, 1-abstain**

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

Brown/Waldron moved to enter into non-public session under the provisions of RSA 91-A3II (a), (c) at 8:00 pm. **Motion passed by unanimous roll call vote.**

Also Present: John Raffaely, Stephanie Giovannucci

Brown/Haskins moved to reconvene the public session at 8:35 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.**

- **Other Business**

Island Park: Board discussed the meeting tomorrow with the Tilton Selectboard in regards to the transfer of Island Park.

Review of Emails to the Board:

Email from Christopher Hunt with concerns about who the Board appoints to the Planning Board. Board discussed the email and reviewed the Code of Conduct and Planning Board Rules and Procedures.

Board discussed the email from Sheena Duncan in regards to Ach Park and the removal of threes. Board stated that they have no problem with her approaching the owners of the properties where the trees sit, adding that tree removal will not be at the Town's expense.

- **Minutes Review**

Brown/Haskins moved to approve the minutes of April 7, 2020 as written. **Motion Passed.**

There being no other business the meeting adjourned at 9:00 pm.

Minutes approved April 28, 2020