



## NORTHFIELD BOARD OF SELECTMEN MEETING

Minutes of the meeting of May 12, 2020

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

**Also Present:** Andy Buteau, Stephanie Giovannucci, John Raffaelly, Jacob Hall, Torie Dooley

**Present on Zoom:** Valerie Allen, Cathy Hall

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

Town Clerk / Tax Collector Cindy Caveney swore in new Patrolman Jacob Hall.

- **Public Input**

None

- **Police Department**

No Updates

- **Public Works**

### **Department Updates:**

Mr. Buteau informed the Board that the leaf vac has been received and they are just waiting on plates for the trailer. Sel. Haskins asked if the unit comes with a warranty, Mr. Buteau confirmed that it does.

Mr. Buteau asked the Board for the go ahead to post the Transfer Station Attendant position as one of his attendants will become a seasonal laborer and then possibly back in school at the end of the season. Board agreed.

Mr. Buteau informed the board that the sign to be placed in front of Town Hall for the crosswalk has arrived, we are just waiting for the cameras to arrive and be installed on the building. Mr. Buteau stated he will get the word out via Facebook and Newsletter to give travelers a heads up.

### **Seasonal Projects:**

Crack Sealing – Mr. Buteau presented two quotes, but will go back to Dow to clarify the three year agreement to have it start in 2021 and for 2020 to be done at the previously agreed on price of \$3800. Board agreed once the agreement is corrected, Mr. Buteau is authorized to sign.

Line Painting – Mr. Buteau stated that he will ride around with Chief Raffaelly to get his input on what lines should be done this year.

### **CIP Road Projects:**

Mr. Buteau stated that R&D Paving is scheduled to begin paving within the next couple of weeks Watson, Memorial and Bay Hill.

Mr. Buteau presented the contract/agreement with Hiltz for Shaker Rd, Sel. Waldron suggested that the traffic be detoured through Fiske and Bay Hill Extension. Mr. Buteau stated that would work except the houses within that section will need to have access throughout the day. Board agreed that Mr. Buteau is authorized to review the contract and move forward with signing as he sees fit to.

### **Road Projects:**

Mr. Buteau suggests we work on the 800 foot area where there seems to be an issue by digging it out and patch with hot top, then next year we can grind and redo basecoat and then top coat. Board agreed.

### **Sandogardy Pond Rd:**

Board reviewed the Contract Amendment #10 from HEB Construction and authorized Andy Buteau to sign the agreement.

### **Portable Units:**

Mr. Buteau informed the Board that Best Septic has reached out to him to see if we wanted to put portable units at the parks as we do every year. Sel. Waldron asked about purchasing the units instead of renting. Mrs. Giovannucci stated that with the rental, the service comes with cleaning them, toilet paper, hand sanitizer. Mr. Buteau stated that we could go with them this year and next year we can get some quotes from other resources since we have not researched pricing in a few years. Board agreed.

- **Administration**

**Department Updates:**

Mrs. Giovannucci informed the Board about Monday's meeting with Conservation Commission and there was discussion about Sandogardy Pond with regards to COVID-19, once the information is received from CC, she will forward it to the Board to review and discuss.

Mr. Buteau stated that there are trash barrels at every park that need to be emptied every week and sometimes twice a week in the summer. Mr. Buteau finds these to be an issue because people have been putting other items in the barrels other than regular park trash. This is posing an issue as he is short staffed, he suggested that someone on Conservation Commission assist with the properties they are in charge of. Sel. Haskins reiterated that we need a Parks Manager.

Mrs. Giovannucci asked if the Town moved the stones located at the entrance of Sotir Conservation Area, Mr. Buteau and Chief Raffaely stated that the Town did move these as there is not enough room for a vehicle to park without hanging out in the road which is a hazard to traveling vehicles. Board agreed there is plenty of parking on Rand Rd at the Knowles Pond Conservation Area.

Board discussed the upgrades needed at Town Hall to produce a better system for Zoom meetings, and a credit card system. Mrs. Giovannucci explained she has an email into a local audio/visual service company, Sel. Haskins stated that he may have someone that is willing to donate a flat screen monitor to assist. Mrs. Giovannucci informed the Board that the issue they may want to think about with the credit card system is that the Town has to front the money to the state for motor vehicle registrations before the funds hit the Town's bank account which could take a couple days. Board asked that Mrs. Giovannucci continue to look into the systems available.

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

**Brown/Haskins** moved to enter into non-public session under the provisions of RSA 91-A3II (a), (c) at 6:26 pm. **Motion passed by unanimous roll call vote.**

Also Present: John Raffaely, Stephanie Giovannucci

**Brown/Waldron** moved to reconvene the public session at 6:58 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**

**Brown/Waldron** moved to approve the minutes of May 5, 2020 as corrected. **Motion Passed.**

- **Other Business:**

Board asked about the pine trees at Pines Park, Mrs. Giovannucci stated that Mr. Buteau had a call into Dylan McGuffin.

Board asked about a junk yard/junky yard ordinance, Mrs. Giovannucci stated that there is no Town Ordinance, but there are state regulations that the Town follows.

Mrs. Giovannucci informed the Board that she is waiting for additional information from the attorney in regards to Island Park.

Board discussed the hiring of a new Town Administrator and asked to see the job description and advertisement that was used during the last process.

There being no other business the meeting adjourned at 7:22 pm.

**Minutes approved May 19, 2020**