



NORTHFIELD BOARD OF SELECTMEN MEETING

Minutes of the meeting of July 7, 2020

Present: Sel. Scott Haskins, Sel. Kevin Waldron
Also Present: Stephanie Giovannucci, John Raffaely, Jason Durgin
Present on Zoom: Valerie Allen, Claire Smith

The meeting was called to order at 5:02pm by Chairman Waldron.

- **Public Input**

No Public Input

- **Police Department**

Department Updates:

Chief Raffaely informed the Board that the radio in the Luitenants vehicle is being programmed.

Chief Raffaely stated that signs are being covered by brush and should be taken care of. Board asked Mrs. Giovannucci to inform Mr. Buteau.

Local Emergency Operations Plan:

Mrs. Giovannucci informed the Board that we received the Grant application for the LEOP and need a motion to accept the grant and funding.

Waldron/Haskins moved to accept the terms of the Emergency Management Performance Grant as presented in the amount of \$4,000.00 to update the community's Local Emergency Operations Plan (LEOP). Furthermore, the Board acknowledges that the total cost of this project will be \$8,000.00, in which the town will be responsible for a 50% match being \$4,000.00. **Motion Passed**

- **Public Works**

Sandogardy Pond Rd:

Mrs. Giovannucci asked the Board for direction to complete the project and agreement of funding. Board agreed that the project needs to be completed, and they will move forward on funding the rest of the project as needed to have it completed in 2020.

- **Administration**

Department Updates:

Mrs. Giovannucci presented the Board with the updated IT contract, and added that there are no changes from the last contract and our provider agreed to keep the pricing the same as the last three years. Board signed the contract.

COVID Update:

Mrs. Giovannucci asked about reopening Town Hall and looked for direction as to the layout of the office to satisfy the orders set by the Governor and recommendations from the CDC. Board agreed to review the layouts at the end of the meeting.

Mrs. Giovannucci stated that the State is going to be supplying the Towns with protection of supplies for voting such as masks, signs, sanitizer, etc.

Other Business

Sel. Haskins stated that at the Planning Board meeting they discussed phase 1 for the Cross Mill Village proposal, and the Board would like to hire an outside construction company to oversee the project. He added that a bond would be set up and funds in escrow to cover the fees. Mr. Durgin stated the Planning Board is doing a site walk, and that he as Building Inspector will want to do a walk through the existing buildings prior to a new permit being issued. Board agreed that once we have a scope of work we will hire an outside engineering firm to oversee phase 1.

Ms. Allen asked about the hiring of a new Town Administrator. Sel. Waldron stated that the Board is still in the process of finding one. Mrs. Giovannucci informed the Board that the job for Assistant Public Works Director has been posted. Sel. Haskins asked how to proceed with accepting the donation for the TV, Mrs. Giovannucci stated that once we receive the donation, the Board will need to make a motion to accept it.

Mr. Durgin inquired about the job logs the Board is asking him to do as part of his job. Sel. Haskins stated that the purpose of the log is to keep the Board informed as to what is going on with permits issued, complaints, inspections, etc.

Mr. Durgin explained his job and how he handles calls and complaint forms, including inspections and other appointments. Chief Raffaely stated that the only complaint he has received is some people are scared to fill out the form in fear of retaliation.

- **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 6:13 pm. **Motion passed by unanimous roll call vote.**

Also Present: Stephanie Giovannucci, Jason Durgin

Waldron/Haskins moved to reconvene the public session at 7:13 pm. **Motion passed by unanimous vote.**

Waldron/Haskins 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 Continued:

Board reviewed the layout of Town Hall to accommodate for a reopening during COVID-19. Board agreed to a design and layout and once drawn up will reach out to local builders.

There being no other business the meeting adjourned at 7:45 pm.

Minutes approved July 14, 2020