



NORTHFIELD BOARD OF SELECTMEN MEETING

Minutes of the meeting of July 20th, 2021

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

Also Present: Town Administrator Ken Robichaud, Police Chief John Raffaely, DPW Director, Justin Bernier, Ken Tomlins, Kristen Vaughn, Amanda Latulippe, Lura Seavey, Carl Bartlett, Joyce Fulweiler, Dave Krause, Daniel Durgin, Jason Durgin, Dylan McGuffin, Tricia Sawicki, Samantha Magoon, Dawn Shimberg, Dickey Paulus, Pat Tucker, Mia Annis, Leif Martinson and Lisa Thorne.

Selectmen Waldron opened the meeting for the Selectmen's work session at 5:00 pm.

The Pledge of Allegiance was recited.

Town Administrator Robichaud requested to go into nonpublic at the end of the meeting this week, this request was granted by the Chairman.

- **Police Department Update:**

Chief Raffaely discussed with the Selectmen that he has removed the emergency equipment from the police motorcycle and it is ready to put out to bid. Administrator Robichaud asked the Selectmen what the parameters will be on the bidding process. Selectmen stated that the bids will be sealed and should contain that the Selectmen reserve the right to accept or reject any and all bids and to award the bid that is most advantageous to the Town. Robichaud stated that he will put this bid out for several weeks, and will put it in the newspaper as well as NHMA website, Town Website as well as Facebook marketplace. The Selectmen agreed to this advertising method.

Chief Raffaely discussed the animal control contract with the Selectmen; it was with the PD many years ago back in 1979. The Chief is against this going back to the Police Department. Administrator Robichaud would like more time to review this as he just found older policies from the 1970's and would also like to review the RSA's that pertain to this duty. The Board of Selectmen agrees to continue discussions at a later date.

Selectmen Waldron asked the Chief about an invoice for \$200.00 from NuCar for warranty work on a recall. It was discovered that there was another issue that needed some investigation to locate the issue/repair.

- **Department of Public Works Update:**

Director Bernier informed the Selectmen that the Shaker Road tree cutting had been completed in 3.5 days. Trees had to be removed for the upcoming drainage work on Shaker Road.

Selectmen Waldron asked if all the trees have been taken down that were marked with a ribbon. Bernier stated that this is a big oak and it is not really in the ditch line, the arborist stated that it will not impeded the flow of water and if some of the root system gets damaged the entire tree will not die. Bernier stated that he met with the engineers and they claimed that it did not have to be removed. Selectmen Waldron stated that it is marked for removal than it should be removed. Director Bernier stated that he just forgot to remove the ribbon from around the tree.

The glass bead for the paint machine is still backordered.

The Peterbilt truck is still at the repair shop waiting for parts.

Discussion turned to the transfer station and the plastic collection of #1-2. Director Bernier stated that he moved the collection of #1-2 plastics inside from outside, this way he has better control of what type of plastics are being thrown into the bins. Residents were throwing caps along with the #1-2 plastic bottles and caps are a different type of plastic. Also, many types of plastics were turning up in the plastic bins that were marked for only #1-2 plastics. Not all plastics are recyclable.

Discussion on the dumpster for solid waste (trash) licensing regulations came up. The Town has not yet received the license for accepting solid waste as of yet. There was discussion on size of trash bags and stickers for the bags. Administrator Robichaud told the Selectmen that the cost for 250 bags is around \$55.00, and the Town would have to print up stickers for the bags. Once we get closer to moving forward with the pay as you throw program, we can finalize numbers.

Mixed paper will be taken at the transfer station soon. The Town needs to get a 30 yard dumpster and we need to protect the paper from getting wet as they will not accept wet paper. Selectman Waldron stated that before we take mixed paper we should know the cost of collecting and storing it to be sure we can at least cover that cost with revenue from the market.

Director Bernier informed the Selectmen that he has not witnessed any bags of trash or large amounts of trash on the class 6 roads or anywhere else since the Town went to the two 45 gallon trash containers.

Selectmen Waldron asked Director Bernier about an invoice from Belmont Hardware for \$1,600.00. It appears that Belmont Hardware has an account payable system that issues invoices monthly instead of each time something is purchased. Town Department Heads are allowed to purchase items up to \$1,000.00 without Selectmen approval. This was a cumulative total, so there is no issue and Selectmen were okay with this.

Selectman Hubbell asked Director Bernier if he had the equipment on a (PM) Preventative Maintenance schedule, he stated that yes he had.

- **Administration Update:**

Administrator Robichaud presented the Selectmen the LED street light replacement contract. The Selectmen signed the contract. Selectmen asked questions on street light volume, location and mapping, which the Administrator answered. Administrator Robichaud stated that he reached out to the Town of Auburn for references on Affinity, and the references all came back with a positive outcome, with no issues with the job performance.

Administrator Robichaud provided the Selectmen with a letter he had drafted to the Tilton-Northfield Fire Commissioners. The TNFC met with the Selectmen on June 1st and at that meeting the Selectmen asked some questions, which have not yet been answered. The Selectmen signed the letter.

The Administrator advised the Selectmen that all towns in NH shall do a perambulation every 7 years. The last perambulation was done in 2015. The perambulation is the renewing of markings and boundary lines in all four corners of the Town, by the Town Selectmen, every seven years.

Administrator Robichaud suggested to the Selectmen that he would like to have one meeting a month as a work session only and that there would be no public input and no non-public session unless it was needed. The Selectmen agreed to have this. Each third Tuesday of each month shall be a work session for the Selectmen. The Town Administrator spoke to the Selectmen on unlicensed dogs in the Town. The law states that each year the Town Clerk must provide to the Selectmen a list of dog owners who have not registered their pets. The Town currently has over 500 dogs that have not been registered. The Selectmen will review the list and may write up a warrant for the fines.

The Town Administrator brought up the Code of Ethics policy for review. The Selectmen are in favor of this for the most part, Selectmen Waldron brought up that one board of Selectmen may not hold a future board of Selectmen to this policy. There is also no enforcement mechanism in the policy. There was more discussion on this policy and they will review it at the work session.

Dawn Shimberg appeared before the Selectmen to discuss the current funding for the Youth Assistance Program. Dawn updated the Selectmen on the programs benefits and expenses as well as the revenue. Ms. Shimberg stated that she did not know what the funding future looked like for 2022, as the State of NH has not told her if she will receive a grant for next year or not. The Selectmen asked many questions about funding sources as well as if parents pay for the programs, business donations, fund raising goals. Selectmen also asked for an updated balance sheet, Ms. Shimberg stated that she did not have one with her but she will send one to the Town Administrator. The Selectmen did not move to address the funding until they see the updated balance sheet.

Chairman Waldron opened Public Input-

David Krauss- Asked about the update to Pines Park.

Joyce Fulweiler- spoke to the Pines at Pines Park.

Kristen Vaughn- discussion how many trees are to be cut.

Dylan McGuffin- Licensed Forester recommends that each tree be reviewed individually.

Leif Martinson- Would like to have/see a plan on the park moving forward.

Daniel Durgin- Was the one who cut down the trees at Pines Park and is not in favor of cutting all the trees.

Samantha Magoon- Did not hear that the Pines Community Center was an emergency shelter for the Town.

Other Business:

Haskins/Hubbell motioned to accept the minutes of the July 15th meeting as discussed, all in favor, motion passed.

Sel. Waldron made a motion at 7:44pm to go into nonpublic session under NH RSA 91a:3-II, (A&C) seconded by Sel. Hubbell, Roll call vote Selectmen Haskins–Yes Selectman Hubbell–Yes and Selectman Waldron- Yes.

Waldron/Haskins moved to reconvene the public session at 8:22pm. 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:

Selectman Haskins stated that he sees the new crosswalk sign and that the cameras are watching it.

Selectman Hubbell stated that he would like to see the plan for the bollards installation for the front parking lot back on the front burner.

Selectmen Waldron stated that the BOS have instructed DPW Director Bernier to have a licensed forester for the State, look at Pines Park and get an opinion on the trees. The BOS will take down any and all trees that threaten the safety of or can reach the Police Station Building as well as the Pines Community Center. Those trees will be taken down.

The Selectmen will review the updated Balance Sheet for Youth Assistance Program prior to making any decision on their funding.

The Selectmen would like the Town Administrator to send out the Suspense list to them electronically.

No further business to come before the Selectmen,

Meeting was adjourned at 8:25pm

Minutes Recorded by T/A Ken Robichaud