



NORTHFIELD BOARD OF SELECTMEN MEETING

Minutes of the meeting of September 3, 2019

Present: Chairman Wayne Crowley, Sel. Brown, Sel. Haskins

Also Present: Dr. Tracey Hutton, Town Administrator, Police Chief John Raffaelly, and 3 other members of the public

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

- **Public Input**

- **Sandogardy Pond Project Update**

The final wearing course of pavement cannot be completed until there is a resolution to the three outstanding drainage issues; the railroad crossing, Union Church, and the overflow outlet for the detention pond. Change Order #4 (Union Church) has eminent approval from NH DOT, the railroad crossing is in engineering, and the utility poles have all been relocated. The project will be financially challenged and all three changes may not be completed. The final course of paving will likely not be completed until October.

Christopher Hunt wanted to make the Board aware that when the Shaker Road culvert was installed sometime near 1968 it was all on fill. He believes the base is all river bed muck. He hopes the bridge works, but he doesn't think there is a solid base. Sel. Haskins stated that he hopes M.S. Bean Associates, LLC, will be able to tell what they have when they dig down.

- **Administration**

- **Employment Verification and Reference Policy and Release Form**

The release form prepared, with a sample from the Town Attorney, was discussed. Moral character was to be removed and the form represented at the next meeting.

- **Social Media Policy and Town Social Media Sites**

Dr. Hutton placed this item on the agenda for the Board to discuss after discussing the matter with the Chairman. There was concern that there exists a Facebook Page that is not approved by the Selectmen being used to report purported Town opinions. There are a couple of solutions, one would be to have the page administrator be clear that the statements on the page are personal and do not represent Town government. Another would be to approve the page approved and have it under the jurisdiction of the Selectmen.

There was lengthy discussion of the responsibility of Department Heads to follow the guidelines of the approved social media policy and the associated sanctioned social media sites. Several options were discussed for the Road Agent's (DPW Director's) non-sanctioned Facebook Page. Discussion will continue at the next regular meeting.

- **Access for 145 Park Street**

The Board discussed their safety concerns for children playing on the DPW garage property. The Board also discussed alternatives to completely closing the access such as a permanent

barrier. Dr. Hutton was directed to speak with Mr. Buteau about the barrier and the owner with the safety concerns.

- **2020 Budget Schedule**

The Board was given the schedule for the 2020 budget meetings and hearings prepared by Dr. Hutton.

- **Town Owned and Unknown Owner Properties**

Nine Town owned properties were discussed. Many of these properties were taken by tax deed. There are two additional properties that are “unknown.” Dr. Hutton was directed on four of the properties to see if there is interest from an abutter. One on Polly Ham Road that was acquired in 2018 the Town originally intended on holding until 2021. The parcel on Stevens Road is also to remain untouched. There is a parcel adjacent to I-93; the Selectmen want more detail on the railroad right of way access.

- **Workers’ Compensation CAP**

The CAP offered by Primex³ was discussed briefly. This plan sets a maximum annual increase in the workers compensation premium for three years. This aids in the budgeting process. Chairman Crowley commented that if the Town is happy with Primex³ then this is a prudent step. The Board agreed the Town Administrator should sign the CAP Agreement with Primex³.

- **E-mail blast Express Consent Discussion**

Dr. Hutton explained the “prior express consent” language in the FCC regulations. While there is a definition of prior express written consent,” as applies to commercial entities; there is not definition for the language that applies to government bodies. The e-mail/text sign ups on the Northfield Website are relatively explicit in terms of what the individual is signing up for. There is no capability in the current texting system to create different lists, there is this capability in the e-mail distribution through the website and that is currently used for the agendas/Northfield News.

Dr. Hutton explained that there are levels of service that would allow more robust levels of mass notification, but they are more expensive. Currently the annual fee is less than \$100, but there is a per text (each phone #) charge of \$.24. Depending on how often it is desired to send messages, it may make more sense and be more beneficial for residents to have a more robust system. CodeRed, which is well known, is provided by the same vendor as we currently use. Dr. Hutton will look into options.

- **Electronic Newsletter Policy Updates**

The Assistant Town Administrator asked for changes to the newsletter Policy to allow the listing of community event hosted by individuals or groups that are not non-profit. The Selectmen were opposed to the change.

- **Department Update**

The Board asked that the draft General Orders for the Police Department, which were prepared by the Police Lieutenant and Dr. Hutton at the request of the Chief, be included in the next regular meeting packet.

The letter from the Tilton Board of Selectmen was reviewed. The Board recalls a meeting in the Fall of 2018 when the Boards met together. Dr. Hutton was directed to find those minutes and review prior to any agreement to share legal fees.

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

Crowley/Brown moved to enter into non-public session under the provisions of RSA 91-A3II (a) at 6:37 pm. **Motion passed by unanimous roll call vote.**

Also Present: Dr. Tracey Hutton, Town Administrator and Police Chief John Raffaelly

Crowley/Haskins moved to reconvene the public session at 7:24 pm. **Motion passed by unanimous vote.**

Crowley/Brown moved to seal the minutes of the non-public session. **Motion passed by unanimous roll call vote.**

- **Review minutes of the meeting of August 20, 21, 26, 2019**

Crowley/Haskins moved to accept the minutes of August 20, 2019, as written. **Motion passed by unanimous vote.**

Crowley/Brown moved to accept the minutes of August 21, 2019, as written. **Motion passed by unanimous vote.**

Crowley/Haskins moved to accept the minutes of August 26, 2019, as written. **Motion passed by unanimous vote.**

- **Adjournment**

The next meeting is at 5:00 pm on the 10th for a non-public session and at 5:00 pm on the 17th for the regular meeting.

There being no other business the meeting adjourned at 7:30 pm.

Respectfully submitted by:

Dr. Tracey E. Hutton

Minutes Approved September 17, 2019