



NORTHFIELD BOARD OF SELECTMEN MEETING

Minutes of the meeting of September 7, 2021

Present: Selectman Kevin Waldron and Selectman Mark Hubbell.

Town Staff Present: Town Administrator Ken Robichaud, Police Chief John Raffaely, and
PW Director Justin Bernier

Also Present: Ken Tomlins, Jason Durgin, and Kristen Vaughan,

Selectmen Waldron opened the Selectmen's Work Session at 5:00 pm.

The Pledge of Allegiance was recited.

Police Department Update

The Chief informed the Selectmen that the new traffic plan at Union-Sanborn school went well because it was the first day of school there were only minor issues with people not quite used to the new traffic plan. The Chief will continue to monitor the vehicles and the flow of traffic.

The Chief discussed the grant for the Emergency Management Center (EMC) generator. The Town Administrator spoke to the grant and as he understands it, this grant is for a new generator to power the Town Hall. In an emergency the meeting room in Town Hall will become the EMC. This grant is a 50/50 grant in which the State pays 50 percent of the cost and the town matches the remaining 50 percent. The grant total is \$83,450.00 which the States share would be \$41,725.00 and the Town would need to come up with \$41,725.00 which could be an in kind match of some sort. The Town Administrator is under the impression that the expense from the changes made to the Town Hall late last year could be used as the in kind match. The Town Administrator would like to have Julia Chase from the NH Emergency Management Center come in to discuss this prior to the Selectmen signing the grant agreement. He will try and get this scheduled for next week's meeting.

Selectman Waldron asked about car 21 if there is an issue with it. The Chief stated that he is having trouble with it and that it was dropped off at the dealer and he has not heard of what the issue is yet.

Public Works Department Update

Director Bernier informed the Selectmen that he has a cost to repair the Peterbilt which is at Donovan Spring. The cost is \$1,678.12 to repair the vehicle.

Director Bernier informed the Selectmen that he has two quotes for the railroad crossing paving and he is waiting for two more quotes to come in. Selectmen Hubbell informed the Selectmen that he contacted Representative Greg Hill about the issue with the State not helping in the cost of repairing the railroad crossings that they are upgrading in the next several weeks. He also stated that there is probably not much that can be done about this cost, but he feels that the State should contribute to the paving if they are the ones taking it up.

Director Bernier updated the Selectmen on the culvert piping that has arrived in the last week. We have almost all of the piping and are still waiting on one more truck load of piping. The cement catch basins are scheduled to be delivered at the end of the month and the contractor will have two crews working one crew on each road

which should be completed by the end of October, and all cross culverts will be paved as Pikes usually doesn't close down until late November.

Administration Update

Town Administrator Robichaud asked the Selectmen if they would open the bid that was received in response to the towns bid specifications put out last month. Only one bid was received and it was from the Plodzik and Sanderson P.A. an auditing firm located in Concord. The bid was for the financial years 2021, 2022, and 2023 which the price was held firm for each of the three years at \$16,525.00. There was some discussion on the limited number of auditing firms that do municipal audits. The Town Administrator asked if he could review the proposal to ensure that it meets the bid specification and he will bring back a recommendation to the Selectmen.

The Town Administrator presented to the Selectmen a State of NH Fish and Game contract that allows the Town Clerk to issue Boat, Snowmobile and OHRV licenses for the next 5 years. The Town is an agent of the State in which the town keeps \$4.00 of every decal issued as a revenue fee. The Selectmen signed the agreement.

The Town Administrator informed the Selectmen that they have an upcoming work session on Tuesday September 21st in which they will review the remaining Town Ordinances.

Selectmen Hubbell asked about the appraisal process and the fees that the Town currently pays. The town Administrator explained that the appraisers are finishing up the 5 year cycle with call backs which are properties that they were not able to gain entry into the home to review any changes that were made over the last several years. The town should be prepared to go out to bid for services on the next 5 year cycle. The Selectmen agreed that the Town should go out to bid. Also discussed was should the Town have the Town Hall property surveyed in knowing what the property entails. Selectman Waldron stated that the town should survey any property that we currently use. It was decided to budget the money for each property to be surveyed.

The Town Administrator informed the Selectmen that the Town has the new updates on the GIS mapping and the quality is night and day from the 2015 mapping update.

Waldron/Hubbell motioned to approve the minutes from August 31st, 2021 as written and presented, all in favor, motion passes.

Public Input

Hearing no comments, we will move on to the non-public portion.

Sel. Waldron made a motion at 5:41pm to go into nonpublic session under NH RSA 91a; 3-II, (C) seconded by Sel. Hubbell. Roll call vote–Selectman Hubbell–Yes and Selectman Waldron- Yes.

Waldron/Hubbell moved to reconvene the public session at 6:41 pm. Roll Call Vote, Selectman Hubbell- Yes and Selectman Waldron-Yes, Motion passed by unanimous roll call vote.

Waldron/Hubbell 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 Hubbell –Yes and Selectman Waldron-Yes. Motion passed by unanimous roll call vote and the minutes are hereby sealed.

Other Business:

Selectman Hubbell asked about Pines Park and if we have any more information on it. The Town Administrator stated no new pricing as of yet.

Next week's meeting will be at 5pm.

With no further business to come before the Board of Selectmen this Meeting was adjourned at 6:44 pm.

Minutes Recorded by Town Administrator-Ken Robichaud

Minutes voted and approved on September 14, 2021

DRAFT