



## NORTHFIELD BOARD OF SELECTMEN MEETING

Minutes of the meeting of September 09, 2020

**Present:** Selectman Scott Haskins, Selectman Kevin Waldron

**Excused:** Selectman Glen Brown

**Also Present:** Town Administrator Ken Robichaud, Assistant Town Administrator Stephanie Giovannucci, Police Chief John Raffaelli, Public Works Director Andy Buteau, Code Enforcement Officer, Jason Durgin, Dan Durgin, and Brian Hotz, NH Society for the Prevention of Forests.

**Present on Zoom:** None

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

### **Pledge of Allegiance**

- **Public Input**

Brian Hotz from the Society for the Protection of NH Forests discussed the Forest Society's efforts to purchase a 76 acre parcel of land in addition to its most recent purchase of 215 acre parcel of land known as "Stillhouse Forest" located off of Fiddlers Choice Road in Northfield. The Forest Society will acquire the land as a permanently protected property, keeping it open to the general public for hiking, fishing, hunting and other passive recreation. The existing Stillhouse Forest and 40% of this new 76 acres of land are within the Wellhead Protection Area of the Penacook-Boscawen Water Precinct's 3 wells located directly across the river.

The Selectmen signed a letter of support for the purchase and protection of the resources.

Northfield resident Dan Durgin filed a building permit with the town about a month ago and was inquiring about the progress of the permit. Mr. Durgin stated that he understands that his brother Jason Durgin is the building and code enforcement officer and therefore he was unable to approve this permit as it would be considered a conflict of interest and therefore the selectmen would have to act in his place. Mr. Durgin lives on the discontinued portion of Ledge Road in Northfield. This road was abandoned in 1941 by a vote of the town.

Because of the vote in 1941, NH laws pertaining to building structures on these types of roads have put the permit on hold. The town has received an opinion from legal counsel not to proceed with issuing a permit, the Selectmen are sympathetic to Mr. Durgin's request and will work with the Planning Board and town legal counsel to craft a warrant to bring to town meeting in hopes of changing the types of roads permitted for building permits, in that Mr. Durgin can be issued a permit to build a structure on his property.

- **Police Department**

**Department Updates:** Chief Raffaelli updated the Selectmen on the incident at Arch Hill where a vehicle went down the hill and crashed through the cemetery fence and damaged 3 gravestones and then fled the scene without reporting the accident. The subject turned himself into police 2 days later. Selectmen Waldron asked if charges will be levied against the subject. The Chief answered; yes, conduct after an accident.

The chief also stated that he will need a few more computer licenses for operating the IMC computers in the patrol vehicles. He will come back with a price for the selectmen at a future meeting.

- **Public Works Department**

### **Department Updates:**

The new sander for the International truck is ready to be put into service.

The 2015 F550 truck that needs the new manifolds is in Meredith being repaired.

A culvert on Hodgdon Road needs repair. The Town will supply the culvert pipe for the project and the vendor will supply the gravel. Mr. Buteau asked for estimates from local firms and received 2 estimates. The first estimate is from Ken Partridge Construction for \$3,490.00, the second estimate from Hubble Development Corp. for \$2,698.75. After much discussion on the project the Selectmen agreed to award the project to Hubble Development Corp. for \$2,698.75.

Mr. Buteau updated the Selectmen on the Diana Road culvert project and that it is going well. Selectmen Waldron stated that he went up there and commented that it was “looking good”. Mr. Buteau stated that he is replacing culverts that are not on the plan, some are larger than what is being replaced and some are smaller and what should be done. Selectmen Waldron stated that they should be replaced as specified in the plan. Although the homeowner owns the pipe and can add on to the length or subtract from the length, as long as the addition or subtraction does not impede the flow of water.

Mr. Buteau said that he went to the skate park at Surrrette Park on Tuesday and reported with pictures that he took where he found trash cans overflowing, trash strewn about, also a generator chained to a ramp, remnants of a fire pit, cement blocks that have been cemented to the foundation, graffiti painted on ramps, and impromptu ramps that may not be in a safe like condition. Discussion ensued on the formation of the original Skate Park named David King Tryon Skate Park. Other Town Department Heads also commented on what they have observed, Bikes and scooters being used in the place of skate boards, very few helmets being worn by riders; bare feet while riding, unsafe ramps, smoking by underage juveniles, and no adult supervision. The Selectmen will discuss the future of the David King Tryon Skate Park on September 22<sup>nd</sup> at 6 pm at Town Hall. This will be an orderly discussion with Town Department Heads and may include helpful input from the public.

Mr. Buteau gave the Selectmen a quote on Winter Sand from Pike Industries. This year’s price is \$5.95 a ton. The Selectmen discussed other options and decided to go with Pike as they deliver quickly and cost effectively.

Mr. Buteau gave the Selectmen a quote on fixing truck #6 if we are going to keep it. The cost to repair the vehicle for inspection was not worth keeping the vehicle, and the Selectmen told the voters last yare that they were going to sell the vehicle. The selectmen put a value of \$10,000.00 on the truck and “as in” condition. The plow and stainless steel sander will be included.

Discussion turned to the ½ barrel full of fluid film that was purchased to undercoat the vehicles, which was attempted last year but was found not to withstand the constant wet from the road and washed off. The Selectmen instructed Mr. Buteau to sell that as well.

- **Administration**

#### **Department Updates:**

T/A Robichaud presented the Selectmen with a building permit from the Northfield American Legion. The American Legion is utilizing a 10 ft. x 20 ft. steel storage container and turning it into an “outside smoking shack”. They are requesting a reduction in the building permit fee structure from a minimum cost of \$300.00 to .20 per ft. or \$40.00. The Selectmen considering that the American Legion is a not for profit company will waive the building permit fee altogether.

T/A Robichaud updated the Selectmen on the 3 cleaning companies coming to quote the weekly cleaning of Town Hall, Police Department and the DPW Admin Office. He will have quotes for the next meeting.

T/A Robichaud informed the Selectmen that he met with Revision Energy, a solar company on possible sites for a solar farm on town owned land. The best site should have at least 6 acres, be in close proximity to 3 phase power lines and be flat or open land. The T/A will continue to research and come back to the Selectmen with more information at a later meeting.

The T/A discussed electricity rates and quotes with the Selectmen. In the past the town would utilize an Energy Broker with Lakes Region Planning Commission (LRPC). This year the LRPC is not coordinating the use of a broker. Our current electricity provider Constellation Energy has provided the town with a quote. Currently Northfields rate for

electricity is \$0.0750 cents per kw hr. The proposal for 12 months is \$0.06890, 24 months \$0.06970, 36 months \$0.06930 and 48 months \$0.06970. The Selectmen agreed to a 2 year agreement at \$0.06970 per kw hr.

The T/A and AT/A discussed with the Selectmen using some remaining COVID funds to implement the credit card Town Clerk Computer Package for an initial installation cost of \$12,000.00. Selectman Waldron said that it is not just the initial \$12,000.00, It is also the \$4,000.00 yearly cost that will add to the budget each year. Discussion was for both pro and con to using the system and the cost over time savings. Selectman Haskins requested more information for next week.

The T/A and AT/A discussed with the Selectmen another project using some remaining COVID funds to make the finance office separate from the meeting room by putting up a wall the length of the finance office to the ramp and then extend the wall around and in front of the ramp at a 90 degree angle to the end of the wall. Selectmen Haskins requested that a fixed window be put in the plan so that staff could see someone walking up the ramp to the office. Selectman Waldron liked the idea of separating the meeting room from the office staff and putting a barrier in for the better protecting of staff and the public. Also the meeting room can be used without disturbing the staff in the office. Selectman Haskins and Selectman Waldron are okay with the plan conceptually. Selectman Haskins would like to see it in writing before project begins. The current contractor Legends Interiors will do the project, as he is already here doing another project.

The AT/A Stephanie Giovannucci discussed with the Selectmen if they would consider using some of the COVID funds that we received, for the Hall Memorial Library as they are not a municipality. The AT/A stated that they would need about \$4,000.00 to help with the COVID related items that they had to purchase to reopen to the public. Selectman Haskins stated that he would approve half or \$2,000.00 and Tilton would provide the other half. Selectmen Waldron stated that he would not approve any of the funds. The AT/A stated that she would bring it back next week.

- **Administration Continued**

The T/A presented the Selectmen with a quote for engineering services of the Cross Mill Village project. The Northfield Planning Board requested that the Selectmen get an engineering firm to watch over the Cross Mill Village project. This would be paid for by the applicant and the money would be put into an escrow account. The proposal was received from Northpoint Engineering LLC, for \$15,540.00. The RFP was sent out to 3 firms and the town only received 1 from Northpoint Engineering LLC. Selectmen Waldron asked if this firm has any relationship to Cross Point Village or Dwight Barton, AT/A Giovannucci answered no she spoke to this firm in great length prior to this submittal. The Selectmen were in agreement to award this to Northpoint Engineering LLC.

The T/A requested the Selectmen make a motion and vote in favor to the motion to allow the Town Clerk, Cindy Caveney to accept, sign the Cares Act Election Grant. This will allow Northfield to receive election funds to help offset some of the extra expense that COVID has had on carrying out the elections this year. **Selectmen Haskins** made the motion to give Cindy Caveney permission to sign for the Election Grant; **Selectman Waldron** seconded it, **Motion Passed.**

- **Other Business:**

Selectman Waldron thanked AT/A Giovannucci for the updated budget numbers and if she was available to go over it with him this week. AT/A Giovannucci stated that she was available any time.

Selectman Haskins asked if the T/A would email the agenda to the Selectmen on Fridays and add a little synopsis to some of the agenda items.

- **Minutes Review**

**Waldron/Haskins** moved to approve the minutes of August 25, 2020 as written. **Motion Passed.**

- **Non-Public Session**

Sel. Waldron made a motion at 7:40 pm to go into nonpublic session under NH RSA 91a 3-II, (b), (c), seconded by Sel. Haskins, **Motion passed by unanimous roll call vote.**

Also present- T/A Ken Robichaud and AT/A Stephanie Giovannucci.

**Waldron/Haskins** moved to reconvene the public session at 8:02 pm. **Motion passed by unanimous 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. **Motion passed by unanimous roll call vote**

- **Other Business Cont.**

Discussion on the rear door to change the handle for access, it was decided to leave it as is.

Selectman Waldron asked to send a letter to the applicant who was interviewed and not hired at the DPW.

AT/A Giovannucci updated the Selectmen on the Town Clerk's Office renovation plan and activities now that the T/A is in his new office.

There being no other business the meeting adjourned at 8:06 pm.

**Minutes Recorded by T/A Ken Robichaud**

**Minutes approved September 15, 2020**