



## **NORTHFIELD BOARD OF SELECTMEN MEETING**

Minutes of the meeting of September 15, 2020

**Present:** Selectman Scott Haskins, Selectman Kevin Waldron, and Selectman Glen Brown

**Also Present:** Town Administrator Ken Robichaud, Assistant Town Administrator Stephanie Giovannucci, Police Chief John Raffaely, Public Works Director Andy Buteau, and Steve Randall.

**Present on Zoom:** Wayne Hammond, and Valarie Allen

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

### **Pledge of Allegiance**

- **Public Input**

Steve Randall a resident of Northfield is wondering when the Selectmen are going to start the Capital Improvement Program (CIP) meetings for the 2021 budget year. Mr. Randall stated that he was anxious to get the process started. Selectman Waldron stated that the Selectmen will get there, they have to find residents to volunteer for the positions. The CIP committee is made up of an appointed member from the Budget Committee, one member from the Planning Board, one member from Zoning Board, one Representative from Selectmen, and 3 persons appointed by the selectmen from the general public of Northfield. Selectmen Waldron also said that all appointments are for 1 year, once the committee finishes its work for the budget year, the committee members that are appointed are finished their commitment. The Selectmen will have to appoint another 3 members for the following year. Mr. Randall would like to get the CIP budget completed before the Budget Committee starts their budget review.

Selectmen Waldron asked if anyone on Zoom wished to address the board, Mr. Hammond and Ms. Allen typed back that they did not have anything for the Selectmen at this time.

- **Police Department**

### **Department Updates:**

Chief Raffaely told the Selectmen that a cruiser was involved in an accident over the weekend. Approximately \$17,000.00 worth of damage was sustained to the cruiser. They may find more damage once they get into the repairing of the undercarriage of the vehicle. Selectman Haskins asked if the officer was okay and if he was back at work. Chief Raffaely told the Selectmen that the officer was okay and is back at work. Discussion ensued on the process of reporting the accident from the Chief to the Selectmen. It was handled correctly.

- **Public Works Department**

### **Department Updates:**

The new F550 truck is in at the dealership and is ready for pickup. Selectmen asked if a check is ready, it was reported that we could have one on Monday; the Selectmen asked if we could cut a check more quickly, the T/A stated that we would do our best and would try for Wednesday.

Selectman Haskins asked Mr. Buteau if the manifolds on truck # 15 have been completed. Mr. Buteau stated that the truck is done and is ready to be picked up.

Selectman Haskins asked about the price of road sand, if Mr. Buteau has an updated price. Mr. Buteau stated that he has not received any other prices yet.

Selectman Waldron asked about the road salt and what our levels are currently for this year. Mr. Buteau stated that our sheds are full currently, and last winter not as much salt was used as in past years.

- **Administration**

### **Department Updates:**

The T/A and AT/A readdressed with the Selectmen 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. Selectman Haskins had requested from last week's meeting, a written estimate on the wall. The estimate was submitted at \$8,300.00 from the current contractor, Legends Interiors as they are already on site doing another project. Selectman Brown was open to the idea and discussion revolved around the two doors. The estimate was quoted with two wooden framed doors; Selectman Waldron preferred steel framed doors, as what is currently installed in the building. Selectman Haskins requested an updated amount with the steel framed doors. The difference is unknown at this time to the quoted \$8,300.00. Selectman Haskins made a motion to accept the quote, to start the wall project, it is anticipated that an additional amount for the door substitutions will be given as soon as it is known, with Selectman Brown seconding the motion and the motion passed. Selectman Waldron recused himself do to a relationship between Legend Interiors and himself.

The T/A restated from last week that the Hall Memorial Library was still requesting COVID funds from the town as they cannot obtain any COVID funds as only the town can access these funds. Selectman Haskins stated that he was still interested in giving them \$2,000.00 and that they can obtain any other funding from Tilton as we share the library with them. Selectman Brown asked how much do they need and the AT/A stated that they were requesting approximately \$4,000.00 for the glass enclosure they needed to implement to reopen. Selectmen Brown said he would be happy to give them the \$2000.00 as is Selectman Haskins. Selectman Waldron asked how we know that we can do this. AT/A Giovannucci said that the library director called the state to inquire about receiving funding themselves and the State said that they would have to utilize the town's GOFFER monies.

Selectman Brown stated that he would give the library \$2,000.00 now and it would be up to the library to get any remaining funds from Tilton. Selectman Haskins agreed with Selectman Brown to give the \$2,000.00 to the Library to help with COVID reimbursement.

The T/A revisited with the Selectmen from last week's meeting, with 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 stated again that it is not just the initial \$12,000.00, it's also the \$4,972.00 yearly cost that will add to the budget each year. The T/A stated that he has been thinking of an offsetting funding resource and stated that we will be getting a PILOT from Chris Knight's solar field for \$7,200.00 per year for the first 5 years, then it will drop to \$3,000.00. This could help with offsetting the yearly maintenance costs of the system initially. The AT/A handed out a sheet with updated costs of each module on implementation of the system. Selectman Haskins wanted to know if we could implement a user convenience fee of \$3.00 per use. The Selectmen will review this again next week. A discussion ensued on user fees and time saving measures and other ways of using credit cards to make payments. It will be discussed again next week.

The T/A informed the Selectmen that Aimee Dearborn has accepted the position of Administrative Assistant, and will be starting on Monday September 21<sup>st</sup>.

The T/A stated that he has been doing walk-throughs with Janitorial Service companies and will be expecting proposals from these firms to perform cleaning services for the Town Hall, Police Department, and the Administrative Area of the Public Works Building. The company would perform one deep cleaning to begin with and then a weekly cleaning from that point on to maintain the level of cleanliness.

The T/A relayed information to the Selectmen that NH HealthTrust is returning some of its surplus funds to its pool members. Northfield's expected return will be approx. \$973.22. This amount will be updated with the actual return, after the HealthTrust Board of Directors meeting of October 6<sup>th</sup>, 2020.

- **Minutes Review**

**Brown/Haskins** moved to approve the minutes of September 9th, 2020 as written. **Motion Passed.**

- **Public Hearing**

Selectman Waldron opened the public hearing on the Northfield "Village District" Fireworks Ordinance Ban at 6pm.

Selectman Waldron gave a brief presentation to the Ordinance as it would be confined to Village District and would ban any fireworks from being set off. Selectman Waldron asked Mr. Hammond on Zoom and Mr. Black in the audience they have had an opportunity to read the ordinance, Mr. Hammond has not read the ordinance. Selectman Waldron asked if they should read the ordinance so everyone knows what we are talking about. AT/A Giovannucci stated that we can put the ordinance on Zoom and the map of the Village District up as well. Selectman Waldron stated that would be acceptable. Selectman Waldron went on to explain why the Selectmen are addressing this, the homes are close together, the town has had instances where debris from expended fireworks has gone on to other property owner's property, residents with PTSD have had experiences with exploding fireworks, reckless use of fireworks, incidents of a dog being hit by a car on Park Street that were using fireworks. This is intended for a specific area, with the streets being named of the proposed village district. The boundaries for the proposed ban are from interstate 93 West to Williams Brook down to Forrest Road, and up to the Winnepesaukee River. Discussion ensued on what days or times that residents would/could set off permissible fireworks. Discussion also revolved around should we have an ordinance at all. From the prospective of public safety and law enforcement the Police Chief stated that we should do something.

Selectman Waldron opened the meeting up to the public.

Mr. Hammond on Zoom asked if the Selectmen would look at this on an individual basis. Selectman Waldron stated that it would be on a district wide basis. Mr. Hammond asked would the ordinance be enforceable. Selectman Waldron stated that yes it would be enforced under section 1-104 of the ordinance.

Mr. Black, a resident of Northfield addressed the Selectmen on why they want a fireworks ordinance and why is it not town wide ordinance. Selectman Waldron said that because the homes are closer together in the village. Mr. Black asked what is the main reason, the actual reason, and the truthful reason behind getting rid of fireworks. Mr. Black stated that he lives on Arch Street, near Chief Raffaely and he sets off fireworks all the time. He has never caused an issue and said that if you take away fireworks people are going to do it anyways. Mr. Black gave many reasons to why he lights off fireworks. It is wrong to take fireworks away. Board reiterated the reasons they stated above.

There being no further questions Selectman Waldron closed the floor for public comments.

The Selectmen continued to discuss the pros and cons to a fireworks ordinance. They would like more time to discuss and think about the ordinance. The Selectmen want to continue this to another meeting in the near future. Selectman Waldron closed the public meeting and returned to their regular meeting at 7:04 pm.

- **Administration Cont.**

The T/A updated the Selectmen on the quote for the wall with the changing of the doors from a wood frame to a steel frame door. The change for the doors from wood to metal is valued at \$500.00, making the total wall cost of \$8,800.00. The Selectmen were in favor of this.

- **Non-Public Session**

**Sel. Waldron** made a motion at 7:06 pm to go into nonpublic session under NH RSA 91a 3-II,(c) **seconded by Sel. Haskins, Motion passed by unanimous roll call vote.**

Also present- T/A Ken Robichaud

**Waldron/Haskins** moved to reconvene the public session at 7:27 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.**

The T/A requested that the Selectmen allow him to put his name forward to serve as a member of NH HealthTrust Board of Directors. It is important to the T/A to be a part of this diverse group to play a role in making NH a better place to live and to engage in discussions that lead to innovative solutions and to also learn from the experience of my peers. The requirements for attendance on this board would be one Monday morning for a few hours each month, this would allow the T/A to gain more experience in an area that he is less familiar with. Gaining more experience and networking with other Town Administrators would be a welcome experience. The Selectmen gave the T/A their consent and had no issues with him doing this.

Selectman Haskins asked what the schedule is for the next few months as Selectman Brown will be missing a few meetings. Selectman Brown stated that he will be away for two weeks. He will miss the meeting of October 6<sup>th</sup> and the meeting of October 13<sup>th</sup>. He will return the meeting of October 20<sup>th</sup>.

The meeting of September 22<sup>nd</sup> will be a public meeting of the David King Tryon Skate Park. The difference between a public meeting and a public hearing is the public does not have an inherent right to speak at a public meeting. The Chairman may give the public an opportunity to speak on the Skate Park Meeting, and there will be strict rules followed at this meeting.

There being no other business the meeting adjourned at 7:37 pm.

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

**Minutes approved September 22, 2020**