



NORTHFIELD BOARD OF SELECTMEN MEETING

Minutes of the meeting of September 17, 2019

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

Also Present: Dr. Tracey Hutton, Town Administrator, Police Chief John Raffaelly, and Andy Buteau, DPW Director

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

- **Public Input**

Kevin Waldron explained that he had obtained a Building Permit for a single family dwelling in the winter of 2016/2017. He has subsequently discovered that the permit expired and there is no provision in the fee schedule for renewal. Chairman Crowley asked if there were extenuating circumstances that caused a delay in the project. Mr. Waldron explained that the economy had taken a downward turn at that time.

Chairman Crowley suggested that on a “go forward” basis that the Selectmen look into establishing a minimal renewal fee to cover the cost of additional review to check compliance with any regulation that may have changed since the initial permit.

Crowley/Brown moved to re-issue Mr. Waldron’s permit for a single family dwelling for a \$50.00 fee. **Motion passed by unanimous vote.**

- **Police Department**
 - **Department Updates**

No updates from the Chief at this time.

- **Draft General Orders**

The Selectmen reviewed the proposed “Internal Affairs” General Order for the Police Department. There were a few corrections noted. Dr. Hutton was directed to clean up the document prior to the next meeting. The Board will also review the “Discipline” General Order at the next meeting.

- **Public Works Department**
 - **Department Update**

Mr. Buteau presented a Purchase Order for \$7,750 for the paving associated with the Shaker Road project. The Selectmen agreed the road will not be reopened until the paving is complete. Dr. Hutton gave the Board the update Mr. Bean called her with that day. She stated that Mr. Bean had given Mr. Buteau a projected date the paving could start. Mr. Buteau did not recall this. Dr. Hutton will contact Mr. Bean and make sure the date is clear to the Town.

- **Landfill Post-Closure Reports**

Dr. Hutton explained that as a result of the Tilton-Northfield Fire Districts research due diligence on their parcel in preparation for planning improvements, NH DES was alerted to the fact that the Town has not been submitting the required annual inspection forms. Dr. Hutton was directed to copy the information she has for Mr. Buteau so he may perform the semi-annual inspections and submit the required report by March of 2020.

- **Administration**

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

Dr. Hutton explained that she had made the changes the Board requested to the form. Chairman Crowley asked Chief Raffaelli if it is customary for these types of releases to require notarization. The Chief responded in the affirmative. Selectman Haskins asked if this applied to all employees, Dr. Hutton said it did. The Policy will be on a future agenda for adoption.

- **Noise Ordinance Revisited**

The Chief explained that the Police Department has been receiving complaints from the public regarding Boondoxz. The complaints start early; if there was a policy as to the time to shut down, both the Police Department and the public would have something to reference. As it is now, the department has to summons for disorderly conduct, when appropriate.

Selectmen Haskins asked if a warning is given. The Chief explained that it is and will still under the noise ordinance. The Selectmen asked Dr. Hutton to change the proposal from 10pm to 11pm Monday through Sunday. Dr. Hutton was also asked to research NH RSA 644:21 and the impact of the proposed noise ordinance on agriculture and the general homeowner.

- **Emergency Notification System Options**

There was lengthy discussion of the options for mass notification of emergencies. It was concluded that the current text system will remain in place for emergencies and those want meeting agenda updates can utilize the e-mail notification system.

- **Sandogardy Pond Project Update**

Change Order #4 was discussed. At this time, Hiltz does not agree to the Balance and Excess numbers that were included in the change order. HEB is suggesting the quantity in question, ditch stone, be removed from Change Order #4 so that it may proceed expediently. The questioned quantity will be resolved later.

Chairman Crowley explained that the postponement of the Sandogardy paving is causing R&D Paving to delay Watson/Memorial/Bay; they are waiting to do them all at once. There is the option to pave now and risk equipment over the new pavement to resolve the drainage issue change orders. It was agreed this is not desirable.

The Selectmen agreed to go forward with the change order without the disputed quantity as long as Hiltz agrees.

- **Review minutes of the meeting of August 28, September 3, and 10, 2019**

Crowley/Brown moved to accept the minutes of August 28, 2019, as written. **Motion passed by unanimous vote.**

Crowley/Haskins moved to accept the minutes of September 3, 2019, as written. **Motion passed by unanimous vote.**

Crowley/Brown moved to accept the minutes of September 10, 2019, as amended. **Motion passed by unanimous vote.**

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

Crowley/Haskins moved to enter into non-public session under the provisions of RSA 91-A3II (a) and (b) at 6: 47 pm. **Motion passed by unanimous roll call vote.**

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

Crowley/Brown moved to reconvene the public session at 7:31 pm. **Motion passed by unanimous vote.**

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

- **Adjournment**
The next meeting is at 5:00 pm on the 24th.

There being no other business the meeting adjourned at 7:33 pm.

Respectfully submitted by:
Dr. Tracey E. Hutton

Minutes Approved September 24, 2019