



NORTHFIELD BOARD OF SELECTMEN MEETING

Minutes of the meeting of September 29, 2020

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

Also Present: Town Administrator Ken Robichaud, Police Chief John Raffaelly, DPW Director Andy Buteau, and Code Enforcement Officer Jason Durgin.

Zoom Attendance: None

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

- **Public Input:** No one from the public was in attendance

The T/A presented two quotes to the Selectmen for cleaning services for the Town Hall, Police Department and the Public Works Building. One quote was from Nuzzi Clean from Northfield NH for \$36,100.00, and another quote from Newfound Cleaning LLC from New Hampton NH for \$10,795.00 per year. Discussion was on what was to be provided for services, compared to what was provided in the past. The Selectmen had a question on the cost of services from Newfound Cleaning for the Police Department and asked the T/A for clarification for next week's meeting.

The T/A presented the Selectmen with a packet of 8 different properties that the Town of Northfield has taken for Tax Liens over the years. The Selectmen will review the properties and will discuss in the future on how best to dispose of the properties to get them back on the tax rolls.

Selectman Waldron stated that the town has received a resignation from a member of the Planning Board and that the town is currently looking for volunteers. It has been posted on the website for any resident looking for further information on how to apply.

- **Police Department-**

Department update: The Chief brought forth information on the leasing of a cruiser in place of repairing the cruiser that was involved in a recent accident. The Chief asked the T/A to provide some financial information to the Selectmen on leasing a cruiser. Selectmen Waldron stated that the Selectmen had already made a decision and why are we discussing this. The Chief stated that he wanted to present all information to the Selectmen as he didn't feel he had done so in this instance. The Selectmen stated that they made their decision to repair the vehicle. The T/A passed on to the Selectman some information from Primex and the negotiating of the buyback of the totaled cruiser and other pertinent information that they needed.

- **Public Works Department-**

Department update: Mr. Buteau stated that this year's salt bid came in at the same price as last year \$49.50 per ton. Selectmen Waldron asked how much salt we have on hand, Mr. Buteau stated that with the recent delivery of 200 tons, we have about 450 tons on hand.

Mr. Buteau informed the Selectmen that he had an open position in the DPW department. The position open is a light truck driver. Mr. Buteau discussed some of the options that he has available. After discussing this Mr. Buteau stated that he will discuss all of this with his assistant and look at what they need going forward.

Sandogardy road is set to be paved on Tuesday October 6th, weather permitting. This will complete the road project.

Discussion turned to the backhoe that has been out of service for 7-10 days waiting for a valve/piston repair.

Mr. Buteau discussed the skate park and that he will wait until the end of the week or maybe next week until he removes the items that are not authorized to be used in the Skate Park. The Selectmen have stated that permission is required prior to putting any equipment in, any ramps or anything that is not engineered and built specifically for that type of activity. Selectman Haskins discussed a positive interaction with people that are using the skate park and briefly discussed that interaction. Mr. Buteau discussed how to put the fence back up with the posts that he has from the fence when it was taken down and weld a smaller post so that it fits inside the current posts, or he must purchase new posts.

Mr. Buteau updated the Selectmen on the new DPW uniform shirts that were purchased recently. Selectmen Waldron asked Mr. Buteau to ensure that when he puts the fence back up and has heavy machinery working that no one is skating in the area while working, for safety reasons. Chief Raffaely offered his police presence to support the DPW when this happens.

Hodgdon road repair came up and Mr. Buteau stated that the contractor put the culvert in, but was not to Mr. Buteau satisfaction. He stated that the contractor left the area for the day without posting warning signs, and also left the area in a rough condition. Mr. Buteau met with the contractor and has a plan in place to rectify the job performance.

- **Administration –**

Selectman Waldron moved the discussion to the additional Covid prevention work needed for the Town Hall to open. The T/A explained that the additional work is to have Legend Interiors install a new wall from floor to ceiling with a window, this will provide a separation barrier, also new flooring and a separate door for access into the Welfare office. This will help in preventing the spread of the Covid virus. Also included in the cost is to finish up the Town Clerk renovation projects that have been ongoing. The total cost for the project is \$5,870.00. Selectmen Haskins asked what the total cost was for the entire Town Hall Covid project. The T/A did not have that number handy but will get it to the Selectmen for next week's meeting. Selectmen Waldron stated that the cost is less than we were awarded in the grant.

Selectman Haskin motioned to award the \$5,870.00 proposal to Legend Interiors to complete the work in the Town Hall, seconded by Selectman Brown. Selectman Waldron again stated that he would be abstaining from the vote and the discussion, as he has a previously disclosed a relationship with Legend Interiors, motion passed 2-0, with 1 abstention.

Selectman Brown announced he was leaving the meeting at 6:07 pm.

Selectmen Waldron asked to continue with Administration updates- The TA stated that the wall in the meeting room of Town Hall was almost completed. The T/A commented that the Northfield DPW staff spent a ½ day moving fireproof files which are very heavy, also tables, chairs and desks around and he appreciated the support and assistance from Andy Buteau and his DPW staff without their assistance it would not have been possible to get these projects completed in a timely fashion. The doors and the windows would be completed on Friday.

Selectman Haskins asked the T/A what the procedure is for residents to get on the weekly agenda. The T/A explained the current practice is prior to the agenda being made public, the T/A compiles the agenda items and then forwards it to the chairman for his approval. Selectman Waldron explained that it is the Chairman's responsibility to set the time, date and place of the meeting, also to set the agenda items to be discussed. Selectmen meetings are public meetings where the Selectmen carry out the business of the town. There is no inherent right for the public to speak at these meetings. The Selectmen have always had an agenda item where the public may address concerns to the Selectmen usually titled, "public input". The agenda is an outline, items on the agenda may or may not be discussed, and the board can add to the agenda as needed.

- **Non-Public Session**

Sel. Waldron made a motion at 6:15 pm to go into nonpublic session under NH RSA 91a 3-II, (a) seconded by Sel. Haskins, Motion passed by unanimous roll call vote.

Also present- T/A Ken Robichaud, CEO Jason Durgin

Waldron/Haskins moved to reconvene the public session at 7:18 pm. Motion passed by unanimous roll call 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:**

Selectmen Waldron discussed the CIP and residents to volunteer to be on the CIP. The town has advertised on its website and the monthly newsletter. The T/A also reached out via email to people on the CIP committee from last year, with no response. The Selectmen asked the T/A to research how, what and when the CIP came about. It was discovered that in 2005 at town meeting, article # 9 “to see if the town will vote to authorize the selectmen to appoint the Capital Improvement Program Committee (RSA674:5) which shall include at least one member of the Planning Board and may include but not limited to other members of the Planning Board, the Budget Committee, or the Selectmen, to prepare and amend a recommended program of municipal capital improvement projects. A majority vote is required for adoption.” Article # 9 passed. However; it does not say that the town shall have a CIP Committee. The CIP committee has no authority, it is advisory at best. The Selectmen and the Road Agent can handle the CIP needs of the town, and it is the Selectmen’s responsibility, plus we have no members stepping up to volunteer. Selectmen Haskins agreed with Selectmen Waldron’s opinion as we can’t find members to volunteer. Discussion surrounded around time constraints and the budget process.

- **Minutes Review**

Haskins/Waldron moved to approve the minutes of September 22, 2020 as presented. Motion Passed.

Haskins/Waldron moved to approve the minutes of September 25, 2020 as presented. Motion Passed.

Selectman Haskins asked if Selectman Brown will be calling in next week’s meeting via zoom. Selectmen asked if the T/A would contact Selectman Brown and give him instructions on the Zoom platform. Selectman Haskins asked if they would have the updated information from Newfound Cleaning Services, the T/A answered yes they would.

There being no other business the meeting adjourned at 7:29 pm.

Minutes Recorded by T/A Ken Robichaud

Minutes approved October 6, 2020