



NORTHFIELD BOARD OF SELECTMEN MEETING

Minutes of the meeting of October 1, 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**

Mark Hebert was present representing the Tilton Northfield Little League. The Little League would like to do maintenance work on the snack shack and fields at Pines Park. They were looking to the Board for permission; there will be no cost to the Town. The Board was in consensus that this is permissible.

Christopher Hunt made comment on the Rt. 140 business discussion that took place at the last Planning Board meeting. Mr. Hunt was discouraged by the loam harvesting on the proposed UPS Distribution Facility lot in the South Park Road subdivision. He felt that the process lacked transparency by having a preliminary pre-application conceptual discussion with the Board that was not itemized on the agenda. His hope is that thought will be given to traffic impacts and a traffic study done.

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

Another officer has resigned his position with the Police Department; the reason given was the hours of the shift and the hourly wage. We are now down three officers and retention is becoming a problem. The Chief suggested a wage adjustment for the entirety of the Police Department's Officers to encourage the officers remaining to stay.

- **Draft General Orders**

The Internal Affairs general order was discussed first. The Board wished to suggest a formal sign off on the "Garrity Warring" for the agency authorizing its use. The Chief agreed to this change. Next the Disciplinary general order was taken under advisement. There was some discussion of what a probationary officer is entitled to prior to discipline. The Board was in agreement with the Chief's decision to issue these orders.

- **Noise Ordinance Continued Discussion**

The Noise Bylaw was discussed. All of the changes requested by the Board had been made by Dr. Hutton. Chairman Crowley reiterated that while this draft exempts "agriculture" it does so with the exclusion of forestry and logging activities. The purpose of this regulation is to provide a standard when handling noise nuisance complaints, not as a basis to look for violations. While not required, the Selectmen would like to hold a Public Hearing in 2 weeks'

time for review of the noise bylaw implementation. This hearing will be advertised on the website, in the Northfield News, and on the agenda.

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

Mr. Buteau began his update by informing the Selectmen that the Town had received a complaint of a DPW employee wearing political attire while performing their duties. Dr. Hutton explained RSA 659:44-a to the Selectmen, which defines this type of behavior as “electioneering.” Violations of RSA 659:4-a are classified as a misdemeanor. Mr. Buteau advised his employees that political attire and speech is not permitted while on duty. Dr. Hutton stated that the goal is not to over regulate, but to keep the employees out of trouble. Sel. Haskins was perplexed by the RSA and was provided additional information on what constitutes electioneering.

The Shaker Road Bridge is complete and open for use, reported Mr. Buteau. Mr. Bean provided a packet of information upon completion which contained a form to be filed with the State. This form was given to the Assistant Town Administrator for filing. Chief Raffaelly comments that Mr. Bean’s crew did a good job, and fast. Chairman Crowley requested Mr. Bean be called in the morning to make him aware that his check for payment of the invoice was ready.

On the Sandogardy Pond Road project, Mr. Buteau advised the Board that he had spoken with Mr. Hiltz who told him the drainage work for the Union Church area should be started next Monday, weather permitting.

The Tilton Northfield Aqueduct Co. indicated that they only need to install 500 feet of water line in Bay Hill, not the approximately 1,000 feet originally suspected. This should speed up the work. Mr. Buteau pointed out that next Tuesday the road will be ground up by R&D Paving and it would remain that ways for some time while the water line work is performed by Kenny Partridge and afterword paving commenced.

On the topic of the budget, Mr. Buteau asked the Board when the request sheets will be distributed since he is on vacation in November. Dr. Hutton stated that it will be soon as they are almost complete. Similar to the Police Department, retention of qualified personnel has become an issued for the DPW due to the wage rates. He would like to request an additional person in the 2020 budget; the Selectmen agreed to have this proposed for discussion in the Budget.

For the Transfer Station staffing, Mr. Buteau was able to find an employee willing to work Tuesday through Saturday instead of Monday through Friday. This will allow him to work at the Transfer Station without expending overtime. This will be alternated with a High School senior who is willing to work on Saturdays.

Finally, Mr. Buteau reported that he had received a follow-up letter from Primex³ regarding the suggestions they made some time ago. These suggestions included vehicle disconnects and an alarm system for the building. Mr. Buteau indicated that he did not want to reply without

checking with the Selectmen. Chairman Crowley suggested that when we purchase new equipment that we should be adding a disconnect switch when available as an option. The board agreed that an alarm system is problematic given the nature of the work in the garage, but that it would be discussed during the CIP process.

- **Administration**
 - **Wage and Classification Study - comparison community discussion**

Dr. Hutton presented the Board a list of all the municipalities in New Hampshire sorted by population. This list also included total commitment, median income, centerline miles, tax rate, and total valuation. Dr. Hutton explained her typical wage and classification process, as outlined in the agenda memorandum. There was some disagreement from Chairman Crowley that this is the appropriate methodology. Dr. Hutton was directed to select 10 - 20 municipalities for the Selectmen to choose from; the Selectmen insisted that the list must include Tilton and Belmont.

- **Adoption - Employee Verification and Reference Policy**

Crowley/Brown moved to approve the Employee Verification and Reference Policy. **Motion passed by unanimous vote.** The policy was signed by the Board.

- **Sandogardy Pond Road - Contract Amendment #9 authorization**

The Board was in consensus to allow Dr. Hutton to sign Contract Amendment #9 with HEB. Dr. Hutton passed out a handout on the financial status of the project and proceeded to explain it. Chairman Crowley was in disagreement that the numbers were correct. He asserted that he will call the Department of Revenue Administration to check on them.

- **Town Owned Parcels - disposition and unknowns**

Dr. Hutton updated the Board on the status of the Bedford case regarding the length of time a landowner has to recover profits from a tax deed sale.

- **Building Permit Fees - draft revisions**

The Board disagreed with the Code Enforcement Officer that buildings less than 100 square feet should be required to submit a building permit. Chairman Crowley, the Planning Board representative, felt that these buildings should be exempt from zoning all together; he will bring this up to the Planning Board at their next meeting. The proposed fee schedule also contained the addition of a renewal permit fee and requires a Public Hearing. This will be scheduled for a future meeting.

- **Department Update**

On behalf of the Tilton Northfield Fire District, Dr. Hutton requested a waiver of fees for an emergency services communication tower at Spaulding Hill. The District will allow the Northfield Police Department to utilize space on the tower rent free. The Selectmen agreed to waive the \$350 permit fee.

- **Non-Public - RSA 91A-3 II (e)**

Crowley/Brown moved to enter into non-public session under the provisions of RSA 91-A3II (e) at 7:02 pm. **Motion passed by unanimous roll call vote.**

Also Present: Dr. Tracey Hutton, Town Administrator

Crowley/Haskins moved to reconvene the public session at 7:09 pm. **Motion passed by unanimous vote.**

- **Review minutes of the meeting of September 24, 2019**

Crowley/Haskins moved to accept the minutes of September 24, 2019, with the header date corrected. **Motion passed by unanimous vote.**

Adjournment

The next meeting is at 5:00 pm on the 8th of October.

There being no other business the meeting adjourned at 7:10 pm.

Respectfully submitted by:
Dr. Tracey E. Hutton

Minutes Approved October 8, 2019