



NORTHFIELD BOARD OF SELECTMEN MEETING

Minutes of the meeting of October 06, 2020

Present: Selectman Scott Haskins, Selectman Kevin Waldron,

Present on Zoom: Selectman Glen Brown

Also Present: Town Administrator Ken Robichaud, Police Chief John Raffaely, DPW Director Andy Buteau and Chris Hunt.

Also Present on Zoom: Valarie Allen

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

- **Public Input:**

Chris Hunt addressed the Selectmen on the ZBA meeting of September 28th 2020. Mr. Hunt wanted further information on the Spaulding Academy and Family Services exempt status on zoning restrictions in the Town of Northfield. The Attorney General rendered an opinion to the ZBA, as Spaulding Academy and Family Services provides services for the State of New Hampshire Department of Health and Human Services. The Selectmen advised Mr. Hunt to contact the Chairman of the ZBA for more information or read the minutes of that meeting on what the meeting entailed.

The T/A presented an updated quote to the Selectmen for cleaning services for the Town Hall, Police Department and the Public Works Building. The quote from Newfound Cleaning LLC from New Hampton NH was more detailed as to cost for service provided. The Police Department was quoted a one-time strip and wax of the VCT floors @ \$475.00, scrub and recoat VBCT floor at 6 months @ \$240.00, buff floors monthly @ \$720.00, a one-time cleaning of carpets @ \$350.00 also a one-time deep clean @ \$110.00 and weekly janitorial service @ \$55.00 per week for a yearly total of \$2,805.00. The Selectmen approved the weekly service of \$55.00 x 51 weeks= \$2,805.00 only and decided against the other services, as they were concerned with the current floor and carpet conditions and would look at replacement of these items next year through the budget process.

The DPW was quoted at 1 time deep clean at \$50.00, and a weekly janitorial service of \$25.00 x 51 weeks at \$1,275.00 per year. The Selectmen declined all janitorial services for the DPW.

Town Hall weekly janitorial services were quoted @ \$80.00 x 51 weeks for \$4,080.00 yearly, to strip and wax VCT floors one time is \$1,575.00. Buff VCT floors quarterly @ \$125.00 or \$500.00 yearly cost. Strip and recoat VCT floors at 6 months @ \$490.00. Shampoo and clean all carpets 1 time @ \$775.00. Deep clean town hall after construction \$350.00 for a total of \$7,770.00. The Selectmen agreed to deep clean Town Hall after construction at \$350.00 and the weekly janitorial cost of \$80.00 x 51 weeks = \$4,080.00 yearly for a total of \$4,430.00 Carpet cleaning of the finance office will be addressed at a later meeting.

- **Police Department-**

Department update: The Chief informed the Selectmen on the Town of Belmont's request to purchase a former Northfield Police Officer's gun belt and protective vest who is now working for Belmont Police Department for \$460.00. Selectmen Waldron asked how the Chief came to that amount. The Chief stated that he purchased it from Hooksett Police for \$418.00 when the Officer came over to Northfield from Hooksett. This is a common practice with Police Departments. The Selectmen agreed to do this.

The Chief would like to post the open position that he has at the department. The Selectmen agreed to proceed with the advertisement.

The Chief asked about the status of the cruiser. The Chairman asked the T/A to update the Chief on the status. The T/A stated to the Chief that Primex is in the process of cutting the check to the town and asked the Chief if any equipment needed to be removed prior to taking it for repair. The Chief stated no, not at this time. Discussion ensued to the appropriate repair shop to bring the cruiser to. It was decided to have Hanson's Auto Body do the needed repairs. No further questions from the Selectmen to the Chief.

- **Public Works Department-**

Department update: Mr. Buteau stated Sandogardy Road is paved as of Tuesday October 6th.

Discussion turned to Mr. Buteau going to the transfer station to look at the fence for the skate park, as was discussed at last week's meeting. He stated that there is an issue with reinstalling the fence around the skate Park, as the fence posts were cut off when the fence was removed and some were cut with a saws all tool, and most were cut with a torch. They were cut too low and therefore the posts cannot be retro fitted easily and will not fit in holding up the fence. Some posts were buried or pushed to below grade making repair difficult. Mr. Buteau stated that unless the town invests in new posts the fence will not go back up correctly. It would take too much time, money and many man hours to accomplish this task. Selectmen Waldron stated that the Town can install a gate type of barrier to prevent vehicles from driving onto the Park's asphalt. Mr. Buteau said that he would do something to prevent this, possibly by using 3 foot by 3 foot by 3 foot blocks with a cable across the open span to accomplish this, as was done at the Transfer Station. The Selectmen were in agreement with this and said to proceed.

Mr. Buteau updated the Selectmen on his employee that starts truck driving school next week. After the employee completes the course he will earn his CDL license which will be an asset to the town.

Discussion turned to the open position on Building and Grounds and what type of license that the employee must have to drive the different types of vehicles that DPW has. Discussion also turned to pay rates, job titles and job duties. It was decided to advertise for a Buildings and Grounds position at the amount on grade and pay chart.

Selectmen Waldron asked about the new 2020 F-550 truck that is being up fitted with plowing equipment. Mr. Buteau stated that he will have a better idea in early November, when the truck will be put into service.

Selectmen Haskins asked about Sandogardy Road what is left to do on the project. Mr. Buteau said that some shoulder work needs to be done and he will have a punch list soon and the Selectmen should do a walk through with the punch list to ensure that they know what needs to be accomplished to finish up the project.

- **Administration –**

The T/A asked the Selectmen if they would consider a Jersey Barrier of some sort in preventing vehicles from coming too close to the building once Town Hall reopens to the general public. Selectmen Haskins stated that it was discussed some time ago and that might be a good idea. Mr. Buteau stated that he could put a jersey barrier up but the Town would have to purchase one or he could install a couple of 3foot by 3foot by 3foot blocks to create a vehicle/pedestrian barrier in allowing customers to have a safer walking space to enter and exit Town Hall. Currently the handicapped parking is adjacent to the front of the building. It is needed to be away from the building, but close enough to provide a handicapped space to those who need it. The blocks must be moveable and have reflective areas to be seen by everyone. The T/A will wait until Town Hall renovations are nearer to being completed.

The T/A stated that he has some interest in residents who want to be on some committees that need volunteers. The Selectmen said that the interested persons can come to a Selectmen meeting and meet with the Selectmen on their interest in serving their community. Mr. Jesse Garland is interested in serving on the Planning Board, and Amy O'Hara is interested in serving on the Budget Committee. Ms. O'Hara's interest was sent to the Town Moderator as he appoints members to the Budget Committee.

The Selectman asked the T/A at last week's meeting for an amount of money that has been spent from the GOFFER grant on Town Hall improvements related to COVID, so that we can reopen to customers safely and within the recommended guideline and laws. The total amount spent to date is approx. \$47,000.00.

The T/A provided to the Selectmen a Town Hall reopening plan that he would like to enact. The Selectmen will review it and will discuss it at next week's meeting.

The T/A informed the Selectmen that the long awaited Audio-Visual equipment is in and Mr. Brian Dumka will be on site Thursday to install the video cameras and special audio equipment. He will go over with staff the operating instructions

and will give a tutorial on the use of this equipment, as it will be used to broadcast and save all meetings in the cloud for future viewing at any time.

Selectman Brown asked the T/A about the progress on the new Town Hall exit door. The exit was changed from a ramp exit design to a stair exit design with a roof over it to prevent snow from accumulating on the stairs in the winter in hopes of preventing slips and falls. The T/A informed Selectmen Brown that it was almost finished and there is no additional cost at this time.

Selectmen Waldron asked the T/A to research the definition of “Probation” in our employee manual. It states “probation” several different times and in different areas but it is not defined. We should have a definition of what this means. Selectmen Haskins stated that it could be different for an individual department and different for an individual.

Selectman Waldron asked to keep the Dan Durgin request in the forefront and not let it get behind us. The T/A stated that he thought the Planning Board was dealing with Mr. Durgin’s request, and he will review the minutes of that meeting to make sure that was what was stated.

Selectman Waldron asked the T/A to look at a different earned time plan procedure for the Police Department. He stated that it doesn’t work for the Police Department at this time. Discussion ensued on what they had prior and what works and what doesn’t work. The T/A will work with the Chief on this and will bring it back to another meeting.

Selectman Haskins stated that his town email is not working and he will try to resolve it as best he can, but may need to reach out to IT.

- **Minutes Review**

Waldron/Haskins moved to approve the minutes of September 29, 2020 as presented. **Roll call vote, Selectman Brown-Yes, Selectman Haskins-Yes, Selectman Waldron-Yes. Motion Passed by unanimous roll call vote.**

- **Non-Public Session**

Sel. Waldron made a motion at 6:29 pm to go into nonpublic session under NH RSA 91a 3-II, (c) **seconded by Sel. Haskins, Roll call vote Selectmen Brown-Yes, Selectmen Haskins- Yes, Selectman Waldron- Yes. Motion passed by unanimous roll call vote.**

Also present- T/A Ken Robichaud, and Chief Raffaely

Waldron/Haskins moved to reconvene the public session at 6:42 pm. **Roll Call Vote, Selectman Brown-Yes, Selectmen Haskins –Yes, Selectmen Waldron-Yes, 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. **Roll call vote, Selectmen Brown-Yes, Selectmen Haskins-Yes, Selectmen Waldron-Yes, Motion passed by unanimous roll call vote and the minutes are sealed.**

There being no other business the meeting adjourned at 6:44 pm.

Minutes Recorded by T/A Ken Robichaud

Minutes approved October 13, 2020