



NORTHFIELD BOARD OF SELECTMEN MEETING

Minutes of the meeting of October 11, 2022

Present: Selectman Mark Hubbell, Selectman Jason Durgin and Selectman Kevin Waldron.

Town Staff Present: Town Administrator Ken Robichaud, Asst. Town Administrator Stephanie Giovannucci, and Police Chief John Raffaely.

Also Present:

Selectmen Hubbell opened the Selectmen's Work Session at 5:00 pm.

The Pledge of Allegiance was recited.

Payroll for this week is \$21,632.00 and A/P is \$563,223.00.

Police Department Update

Chief Raffaely informed the Selectmen of the ongoing issues at the PD with the A/C unit as well as the buildings heating system. The A/C unit has a leak in the system and water is leaking from the attic area into the patrol room, which is causing damage to the sheetrock. The heat into the Chiefs office is currently off because of the issue and they are currently looking at options.

There are still two open positions at the PD for officers.

Department of Public Works

Director Bernier was not in attendance at the meeting this evening, so Town Administrator Robichaud brought up the purchase request for a 2-yard stainless steel sander for the back of Director Bernier's truck. Three quotes were presented – HP Fairfield \$5,441.00- Donovan Equipment- \$5,500.00- Riversedge Marina-\$6,964.00. Selectman Waldron brought up the weight of the sander including the sand would exceed the trucks weight capacity. Selectman Hubbell researched it and stated that it would not exceed the capacity. Selectman Durgin agreed with Director Bernier to purchase the sander. Waldron said that this is an item of want and not a need. Hubbell countered that Bernier stated that it would be beneficial to have the equipment needed while he is plowing, this way they do not need to pull another driver off of a route to sand a specific area.

Selectmen Waldron brought up RSA 32 the municipal budget law, where the term "appropriation" means an amount of money appropriated for a specific purpose by the legislative body or for any purpose for which no appropriation has been made. Selectmen Durgin asked if the Town Administrator would reach out to legal and the auditor for clarification.

Selectman Waldron brought up the repair to the road on Bay Hill Road where the water department made the repair. The repair to the road has not been completed properly. There is a dip in the middle of it and also a rise at the end of the repair, near where the new asphalt meets the existing asphalt. Administrator Robichaud reported that Director Bernier has been in contact with R&D Paving as well as the Water Department he will have to get more information for next weeks meeting.

Administration

The Administrator brought up the assessing bids from the last meeting and continues to recommend Whitney Consulting as the lowest bidder with \$201,000.00 as their bid for services for 5 years. Asst. Administrator Stephanie Giovannucci summarized the bids and broke them down for the Selectmen. The Selectmen asked about years in business and years of experience. All bidders provided each person's qualifications who will be working with the Town if approved in the bid. After much discussion **Waldron/Hubbell motioned to accept Whitney Consulting groups bid for assessing services for the period of 5 years on a flat fee basis of \$40,200 per month. All in favor, motion passed.**

Robichaud presented a document for the Selectmen to sign, which is a public notice for the November voting place and time. The Selectmen signed the document.

Administrator Robichaud reviewed the ARPA expense spreadsheet with the Selectmen. Currently with the expenses to date there is approximately \$106,000.00 left in the account.

Selectman Durgin brought up for discussion some repairs that need to happen to the police department building as well as Town Hall. The roof at Town Hall is over 25 years old and roof singles are starting to fall off. The double front door needs to be replaced. We need to start putting money into our buildings. I toured the Police Department today and we need to look at that building. All the Selectmen were supportive of upgrading the buildings as needed.

The Administrator spoke to the employee appreciation gathering that is scheduled for November 16th at 12:30 pm. He would like to get lunch brought in instead of everyone bring something in. The Selectmen were okay with this.

Durgin/Hubbell motioned to accept the minutes of October 4th, 2022, all in favor,

Other Business

None

Public Input

None

Chairman Hubbell recessed the meeting at 6:27 pm

Chairman Hubbell called the meeting back to order at 6:28 pm.

Selectman Hubbell adjourned the meeting at 6:28pm

Minutes Recorded by Town Administrator-Ken Robichaud

Minutes voted and approved on October 18, 2022 .