



NORTHFIELD BOARD OF SELECTMEN MEETING

Minutes of the meeting of October 13, 2020

Present: Selectman Scott Haskins, and Selectman Kevin Waldron

Excused: Selectman Glen Brown, DPW Director Andy Buteau

Zoom Attendance: None

Also Present: Town Administrator Ken Robichaud, Asst. Town Administrator Stephanie Giovannucci, Police Chief John Raffaely, Andre Cormier, Brian Dumka and Joshua Dumka.

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

Selectman Waldron thanked Brian Dumka of Dumka Productions in Tilton for his work in setting up the towns new audio-visual capabilities which can bring all board meetings to the Web, whereas people can view it from any home or mobile device via the Zoom platform. The system consists of a 75 inch TV screen, a 300 watt power distribution base system, which is capable of handling up to 12 Omni directional microphones so the viewer can see and hear everyone in the meeting clearly. Mr. Dumka said that he was happy to do it for the town.

- **Public Input:**

Andre Cormier a resident of Northfield discussed with the Selectmen his interest in the Skate Park. Mr. Cormier stated that he understands the town's intent with removing unapproved items that have accumulated over the years in the Skate Park and he discussed what he would like to propose moving forward. Mr. Cormier stated that he would like to move the ramps that are currently in the skate park over against the far end of the Park, and add a concrete half pipe in the middle of the park, also Mr. Cormier would like to start a committee to have partial oversight of the Skate Park, therefore establishing a mechanism for obtaining grants and donations. Mr. Cormier stated that he has been approached by some people in the public who would like to help him with these both financially and with labor. Ms. Giovannucci stated that the Northfield Economic Development Committee (NEDC) would be a great conduit for this project. The NEDC has not met since the COVID outbreak, but a meeting could be setup in the very near future to discuss this option. Mr. Cormier said that he would like to become a part of this if he is able to do so. The Selectmen discussed with Mr. Cormier their strict guidelines that the Selectmen established a few meetings ago; with not allowing any additions to the skate park that was not engineered and built for that type of activity. Currently there are cement blocks adhered to the hot top in the middle of the Skate Park that is not authorized by the Selectmen to be in the park. The Selectmen discussed this at great length in past meetings and said that they should be removed as soon as possible. The Selectmen thanked Mr. Cormier for his interest in the project and for attending the meeting and participating in the discussion.

- **Police Department-**

Department update: The Chief stated that he took the damaged cruiser over to Hanson's auto body to begin the repair project.

- **Public Works Department**

Department update: No update

- **Administration –**

The T/A provided to the Selectmen a Town Hall reopening plan that he would like to enact. The Selectmen stated that masks should be a choice and not a requirement. Masks will be a choice of the customer and the employee upon entrance to Town Hall. Restrooms will not be open to the public. Hand sanitizer will be available at each window counter and will be cross checked with the FDA list of recalled sanitizer. After the conclusion of each transaction, all counters will be wiped down with a spray concentrate. The Selectman were okay with the plan as discussed and changed.

The T/A requested additional lighting in the renovated Town Clerk space. The exit door needs 2 additional LED lights to illuminate the stairs leaving the Town Clerks Office, and 3 new LED lights need to replace old florescent lighting in the new space. The approximate cost as reviewed will be around \$300.00 to install and replace the lighting. The Selectman okayed the request.

The T/A updated the Selectmen on the front windows of Town Hall. The front tower windows of Town Hall are of an architectural design, therefore need special attention when a repair is needed. The two front tower arched windows are in desperate need of repair. The sills have rotted away from the brick molding, leaving the windows open to the elements. To repair the windows correctly and aesthetically there needs to be templating of the existing arched window openings and then architecturally mill work the remaking of the new windows. This is much more labor intensive than just simply replacing the glass in the windows as the frames are rotted out. The Selectman want to revisit this next week when all the Selectmen are present to discuss this.

Selectmen Waldron at last week's meeting asked the T/A to research the definition of "Probation" in our employee manual. The T/A defined the term "probation" as behavior and conduct, the capability and demonstration of skills & experience, an employee's performance on accomplishing goals and set targets, a new employee is a suitable match for the job. Also the T/A presented a "Probationary Period Policy" which would be included in the employee hire packet. The Selectmen liked the addition of the "Probation Period Policy". Discussion revolved around different departments and different positions and how long probation lasts. The Selectmen ask that this be brought back at a later date for further review.

Selectman Waldron last week asked to keep the Dan Durgin request in the forefront moving forward. The T/A stated that he looked back at the minutes to the September 8th meeting minutes in which the Selectmen direct that the Planning Board review this with legal counsel about bringing this to town meeting for a vote. In reviewing the Planning Board meeting minutes of September 14th in which they discuss the issue. The Planning Board addresses the issue at length and states that they do not wish to discuss this further and remand this back to the Selectmen for them to decide. The Selectmen want to continue to move this forward, and ask that the T/A contact the Town Attorney to discuss how best to move this to town meeting. Also; to keep Mr. Durgin informed as to the progress of his request.

- **Minutes Review**

Waldron/Haskins moved to approve the minutes of October 6, 2020 as presented. **Motion Passed** by unanimous vote.

- **Other Business:**

Chief Raffaely informed the Selectmen that he is not going to investigate the Silver Lane complaint any longer. He states that a resident from Silver Lane continues to say to the Code Enforcement Officer that individuals are residing in a camper located on the adjacent property. The Chief states that he has been down to this location

over twenty times and at different times of the day and has found no one around each time. He will no longer be doing this in the future; it is a waste of his time and the time of his officers.

Selectmen Waldron asked about the Towns Tax Anticipation Note (TAN) and how much have we borrowed. The T/A answered that he did not know at this moment but would find out the next day.

Selectman Waldron asked about what has been removed from the Skate Park, and what remains. As he understands it, there seems to be some cement blocks left at the Skate Park, and the Selectmen voted and agreed to have only sport specific equipment that is designed, engineered and manufactured for that sport in the Skate Park. Selectmen Haskins stated that he understands that these blocks probably should be removed as they are not manufactured specifically for Skate Boarding but stated that the kids are still using them. It was decided that they should come out.

Selectman Waldron asked about a letter being sent to an applicant who did not get accepted to an open position that they interviewed for. The T/A stated that he believes a letter was signed by the Public Works Director and sent out a few weeks ago. Selectman Waldron stated that he believes the Board of Selectmen should have signed the letter. The T/A will investigate what happened.

- **Non-Public Session**
None

There being no other business the meeting adjourned at 6:11 pm.

Minutes Recorded by T/A Ken Robichaud

Minutes Approved October 20, 2020