



## NORTHFIELD BOARD OF SELECTMEN MEETING

Minutes of the meeting of October 20, 2020

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

**Zoom Attendance:** None

**Also Present:** Town Administrator Ken Robichaud, Police Chief John Raffaelly, DPW Director Andy Buteau, Residents Jesse Garland, Dan Bartlett and Dan Desrochers.

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

Chairman Waldron recognized Jesse Garland for appointment to the Planning Board.

Chairman Waldron asked Mr. Garland to tell the Selectmen why he would like to serve on the Planning Board.

Mr. Garland stated that he and his family moved from Manchester to Northfield several years ago and he has made an investment in the community. He works locally and would like to give back to his community. Mr. Garland says that he wants to get more involved in how Northfield moves forward into the future and would like to be a part of how Northfield grows. The Selectmen asked Mr. Garland more questions about himself and the answers given were accepted by the Selectmen. Selectmen Brown made a motion to appointment Jesse Garland a member of the Northfield Planning Board, seconded by Selectmen Haskins, motion passed by unanimous vote.

- **Public Input:**

Chairman Waldron recognized Northfield Resident Dan Bartlett. Mr. Bartlett stated that he lives on 4 Shaw Road in Northfield and that he is in attendance today to discuss Ledge Road. This is due to the Selectmen's meeting about a month ago where Mr. Dan Durgin approached the Board and discussed with them his property located on the discontinued portion of Ledge Road. Mr. Bartlett states that he wants to give the Selectmen some information as he has heard that the Selectmen want to reopen the discontinued portion of Ledge Road. Mr. Bartlett stated that in 1941 this road was discontinued by a town vote. And by law, once a road has been legally discontinued, the road reverts back to private ownership to the property owners that abuts the portion of discontinued road. The property line reverts to the middle of the discontinued road. The road is no longer town property and it becomes the property of the abutter. Mr. Bartlett stated that the Towns Attorney, Bart Mayer has told the town numerous times back to 2012 when this was discussed, that you cannot issue building permits on any lot that abuts a discontinued road, as there is no access from the public way. Mr. Bartlett also stated that the Planning Board miss stepped in 2012, when they allowed a building permit on the discontinued portion of Ledge Road. Mr. Bartlett also stated that the town should not be involved in this matter as it is a civil matter. Mr. Bartlett continued to say that frankly this issue has come up many times and many people have thrown words out like private easement, private right of way, and abandoned. They are using these words incorrectly. Ledge Road was not abandoned. It is a discontinued road and private property and the RSA is crystal clear, that you cannot build on a discontinued road. Mr. Bartlett highly recommended that the Selectmen listen to the Towns Attorney once and for all and leave this to the property owners. Mr. Bartlett stated that he has all the respect for those residents who volunteer their time to serve on the many different boards. Selectmen Waldron asked if Mr. Bartlett's concern was that the road may be reopened and not that someone wants a building permit, Bartlett stated yes, that was his concern, that the road will be reopened. Selectmen Waldron thanked Mr. Bartlett for his time and attendance at the Selectmen's meeting.

- **Police Department-**

**Department update:** The Chief stated that he went over to Hanser's Auto Body and that the cruiser is continuing to be repaired.

- **Public Works Department**

**Department update:** Public Works Director, Andy Buteau reported to the Selectmen that Sandogardy Pond Road is just about complete. There is a punch list to get us to the end of the project and we will be working on getting it completed. The Bridge grout has yet to be completed. HCB had a punch list for the residents to review as well. Selectman Haskins

asked Mr. Buteau if property pins were being replaced in the right position. Mr. Buteau stated that HCB was waiting for the surveyor's to finish up their part of the surveying on the properties.

Mr. Buteau informed the Selectmen that he has yet to receive any applications for his open position in The Buildings and Grounds Department of the DPW. The Town Administrator stated that he was not aware of it being posted, and was unaware who is responsible to post these jobs. The Chief stated he was unsure why all applications go to the town hall and not to the individual department head. Discussion ensued on what is the proper procedure to receive and review all applications. It was decided that each Department Head is responsible for hiring their own personnel going forward. Also; the Department Head is responsible for all aspects of the hiring process paperwork.

Mr. Buteau said that he received an inquiry from Waste Management on the Town's trash hauling RFP. Our current contract with Casella Waste expires in March 2021. Mr. Buteau stated that the board should start the process. The Board said that Mr. Buteau is responsible for the solid waste, the transfer station and all of the DPW activities. He should review the current contract, and also review for any existing savings that could be had by reviewing other options that may be available to the town. Utilizing compactors may be an option instead of curb side pickup. The Selectmen stated that Andy is the person who is responsible for whatever the town chooses to do with trash removal.

Discussion turned to the transfer station and the attempted break in last week. Cameras are needed to help deter any criminal activity. It was decided to install an eight camera system at the transfer station to monitor activity.

The Chief stated that trash is piling up at the Cross Mill Road /Winni Trail system and is DPW responsible for picking that trash up? It was discussed that the Conservation Commission may be responsible for the picking up of the trash. It was asked that the T/A invite Christina Beadle, who is Chair of The Conservation Commission and ask if she can attend the next Selectmen's meeting for a discussion on this item.

The pine trees at The Pines Community Center came up for discussion again. Safety of the buildings with the health of the trees was discussed, and the costs that are associated with removing the trees were also discussed. It was decided that Andy contact Big Sky Tree Service to see on the cost and availability of Big Sky Tree and schedule this ASAP, as it is becoming a safety issue.

- **Administration –**

The T/A discussed budget review schedules with the Selectmen. As this budget is the Town Administrators first budget with Northfield, the T/A is unsure of the process. Many options were reviewed and discussed, an all-day session was discussed, or another option is separate departments coming on different nights. Also discussed was a night meeting, day meetings, and other options were discussed. It was decided to send the Selectmen the budget before meeting with the Department Heads, so the Selectmen can have questions ready before the meeting. Once they get the budgets and review them, they will schedule meetings with the Department Heads.

The Town Administrator asked about the process with meeting with Outside Agencies and their budgets. The Selectmen agreed that they do not have to meet with the Selectmen unless they have changed their operation or are increasing or decreasing the budget request from last year.

The T/A reported that HealthTrust, the Town contracts with this Pool for long term disability insurance, short term disability insurance, life insurance and dental insurance. HealthTrust has kept most rates steady for budget year 2021. Costs for Dental Insurance, Long Term Disability and Life Insurance will remain the same for budget year 2021, as they were for budget year 2020. There will be a small increase for Short Term Disability of 4 cents; because of COVID this year, many municipal employees throughout the state utilized their short term disability, which raised the rates to the pool for next year.

Discussion turned to an agreement with the former Board of Selectmen on an increase scale for shared expenses of health related services for town employees. Since there is not an increase of cost to the town for health related expenses, the Department Heads believe that there should not be an increase to the employees. The Selectmen agree to no increase on the shared costs. The T/A said that he would like to research this before they commit to anything.

The T/A brought up the Town Hall windows again from last week's meeting. Selectmen Brown was absent last week, so he was brought up to speed on the windows. It was decided that the T/A if he could, get another quote before the next meeting as this would help how to move forward financially with a recommendation.

The T/A was having issues with the Zoom platform at this junction in the meeting.

The Chief asked where the Town was with the cleaning proposal. The T/A stated that it would begin mid-November after the construction was finished in Town Hall.

The Selectmen discussed next week's meeting to not meet on the 27<sup>th</sup> but to meet on Wednesday 28<sup>th</sup> at 5pm.

The T/A has crafted two new part-time Job Descriptions for Health Officer and Code Enforcement officer as an exploratory measure only. This will be addressed next week.

Selectman Waldron spoke about the following-

We have a list of Town owned property, and a suspense list, these items are on a list and need to be addressed or they need to be removed from the list. Town owned property should be reviewed by the Selectmen and discussed in an upcoming meeting on how to put them back on the tax rolls.

Selectmen Waldron came in on Saturday to check on the Town Hall renovations and discovered that the flooring in the Town Clerks Office was being laid down around the safe. He called in two DPW workers to help move the safe so that they could lay the floor down and then replace the safe on top of the flooring.

Selectman Waldron asked several questions and they were answered by the T/A.

- **Minutes Review**

**Waldron/Brown** moved to approve the minutes of October 20th, 2020 as printed. **Motion Passed** by unanimous vote.

- **Other Business:**

No other business

- **Non-Public Session**

Sel. Waldron made a motion at 7:04 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 Andy Buteau

Waldron/Brown moved to reconvene the public session at 8:53 pm. Roll Call Vote, Selectman Brown-Yes, Selectmen Haskins –Yes, Selectmen Waldron-Yes, Motion passed by unanimous roll call vote.

Waldron/Brown 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 8:53 pm.

**Minutes Recorded by T/A Ken Robichaud**

**Minutes approved October 28, 2020**