

NORTHFIELD BOARD OF SELECTMEN'S MEETING
NON-PUBLIC SESSION MINUTES

Release 9/7/21
BOS 

DATE: October 20, 2020

Motion made by Sel. Waldron seconded by Sel. Haskins to enter non- public session under the provisions of RSA 91A-3 II:

- _____ (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.
- _____ (b) The hiring of any person as a public employee.
- X _____ (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. *This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.*
- _____ (d) Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.
- _____ (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof because of his or her membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled. *Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any body, board, or agency for the purposes of this subparagraph.*
- _____ (h) Consideration of applications by the business finance authority under RSA 162-A:7-10 and 162-A:13, where consideration of an application in public session would cause harm to the applicant or would inhibit full discussion of the application.
- _____ (i) Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.
- _____ (j) Consideration of confidential, commercial, or financial information that is exempt from public disclosure under RSA 91-A:5, IV in an adjudicative proceeding pursuant to RSA 541 or RSA 541-A.
- _____ (l) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

ROLL CALL VOTE:

Brown

X	
Yes	No

Haskins

X	
Yes	No

Waldron

X	
Yes	No

THE BOARD ENTERED NON-PUBLIC SESSION AT 7:04 pm

OTHERS PRESENT DURING NON-PUBLIC SESSION: Ken Robichaud, Andy Buteau

SUBJECT MATTER DISCUSSED AND DECISIONS MADE: Andy discussed with the Selectmen that he has had more duties put upon him that he has in the past. At tonight's meeting the Selectmen added the Solid Waste Contract to his responsibilities. Andy claimed that a few years ago he used to have clerical support staff in his office for forty hours a week. Then something happened and the position was moved up to Town Hall. At this time; the duties for that support staff were changed, it was comingled with other department's duties and tasks and the position was split among some of the other boards. Andy admitted that he did not utilize that position as he should have. The Selectmen added that anything that has to do with Public Works, the Transfer Station or any other DPW tasks, is the Directors sole responsibility. Selectman Waldron stated that in most municipalities the Director usually does not run equipment or plows the city streets in winter. The Director ensures that these tasks are accomplished and should be delegating the appropriate tasks as needed. Selectmen Haskins stated that Andy should not be doing secretary work either. Mr. Buteau said that he can do the administrative parts of his duties but that he should also be given the 40 hour position back for administrative assistant tasks as well. Andy said that he has been trying to "push" his DPW Assistant; Justin Bernier to take control of the DPW department when Andy is absent. Mr. Buteau plans on retiring in the spring of 2021, which is just around the corner. Andy wants to make sure that Justin can either take over the position of Director or remain the Assistant, either way he needs to see what Justin can do and what he can't do as far as being the Director. Andy stated that he would like to move his office to Town Hall to make it easier for Justin to "call the shots". Andy believes that it would be easier for Justin to make a decision if Andy was not readily available. Some other issues are Andy does not have access to the computer network or BSMT software at the DPW. The T/A will review this for the next meeting. Also the Selectmen discussed the phone system if it rings down at the DPW or if it rings at the Town Hall first and then goes to the DPW. If we put an Administrative Assistant back at the DPW, we will have to make sure the phone rings there first and then comes up to the Town Hall secondarily.

The Selectmen discussed this in more detail when Andy left the meeting. The Selectmen agreed to leave Andy where he currently is and not bring Andy up to Town Hall.

Some other options would be to hire next year, an Administrative Assistant for 30 hours and put that position in with the Director. Put the Assistant Director in the office outside of the Directors office and have Andy groom him for the next six months. Utilize the Administrative Assistant position that Andy currently has at Town Hall with 10-15 hours per week for administrative support work. The Selectman decided to discuss this more at a later meeting.

Motion made by Sel. Waldron seconded by Sel. Haskins to reconvene the public session at 8:53 pm Motion Passed.

Minutes recorded by Ken Robichaud