



## **NORTHFIELD BOARD OF SELECTMEN MEETING**

Minutes of the meeting of October 26, 2021

**Present:** Selectman Kevin Waldron and Selectman Mark Hubbell.

**Town Staff Present:** Town Administrator Ken Robichaud, Police Chief John Raffaely, and PW Director, Justin Bernier.

**Zoom Attendees-**Denny French and Jennifer.

**Also Present:** Ken Tomlins, Jason Durgin, Kristen Vaughn, George Corliss and Carl Bartlett.

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

The Pledge of Allegiance was recited.

Selectman Waldron noted that Northfield Resident Russell Cilley recently passed away at the age of 99 years old. He resided in Northfield for the past 75 years, and was a WWII Veteran; a moment of silence was observed for Mr. Cilley and the sacrifices that he gave.

### **Police Department Update**

The Chief presented a PAR for the Selectmen review and signatures.

The Chief presented a purchase order for the new cruiser that was discussed in great detail last week. The Selectmen reiterated the reason that they wanted to move forward with this purchase for this vehicle. There is uncertainty with Ford manufacture and the lack of availability of the vehicles for next year. Ford has announced that due to the unavailability of certain parts they will be closing factories this winter and spring. Therefore there will be a shortage of vehicles. This is the only reason that they are comfortable going outside of the normal purchasing policy. The Vehicle will be ordered and the Town should receive the new cruiser by December of this year. The Selectmen discussed the balance of the Cruiser and Detail Funds and the relative authorities that are assigned to these funds at Town Meeting. Also a discussion with George Corliss, who is Chairman of the Budget Committee attended the meeting and spoke to this and was in agreement with the Selectmen as long as they informed the Town Residents as to why they were doing this instead of the normal process. The cost of the cruiser is approx. \$53,000.00 delivered to the Town.

### **Public Works Department Update**

Director Bernier presented to the Selectmen a utility pole installation form for their signature.

Mr. Bernier informed the Selectmen that the 18 inch cross drain piping was supposed to arrive yesterday (Monday) and that it did not arrive. Ferguson pipe stated that it will now be another two weeks.

Director Bernier noted that the State of NH will be repairing the Granite Street R/R crossing next Wednesday and GSM will be paving it next Friday or Monday.

Selectmen Hubbell brought up the parking lot area in front of Town Hall and if we are moving forward with installing Bollards as part of this project. The Town Administrator discussed with the Selectmen aesthetics what should be used fencing or bollards with fencing and how should it look and it was determined that we should install Bollards across the parking lot to keep vehicles away from the front entrance, once this is done we then can look to see how we can make it more visually pleasing if needed.

Town Administrator Robichaud informed the Selectmen that he would like to ask the Selectmen one more time to purchase the LED solar crosswalk sign that he found online. The Town has gone through 3 standing rubber crosswalk signs for the cross walk in front of the Town Hall. Two of the signs have been stolen and one was damaged by a trash truck and replaced. Administrator Robichaud believes that it would be far better visibly to have the signs flashing LED lights to make motorists aware of the upcoming crosswalk than to have it in the middle of the road. The Selectmen gave approval for the purchase of the signs for \$1,998.00 and the DPW will install the signs ASAP.

Administrator Robichaud informed the Selectmen that he and Director Bernier have investigated the parking project at Town Hall and will install cement filled Bollards approx. 3 feet from the front of the building which will enable more parking at the Town Hall. Mr. Robichaud asked Selectman Hubbell where he can purchase Bollards. Selectman Hubbell stated that either at Phoenix Precast or Shea Concrete.

George Corliss asked the Selectmen when they were going to start the budget. Selectmen Waldron stated that the Town already has the Outside Agencies request and the Department Heads have the budgets and are due back to the Town Administrator by November 1<sup>st</sup>. The Selectmen want to review the budgets separately from the Budget Committee and will work on the budget on an upcoming Saturday with the Department Heads. The Budget Committee wants to start the budget with the outside agencies on a Thursday in November.

Mr. Corliss asked the Selectmen why there are only two Selectmen and not three sitting up at the table. Mr. Corliss stated that the Selectmen should appoint another person that it looks better with three at the table than two. Mr. Corliss asked who the Selectmen representative will be appointed to the budget committee. The Selectmen did not have that person selected yet and the Selectmen decided that they will have a separate meeting to review the budget and will then send it to the Budget Committee.

### **Administration Update**

The Administrator updated the Selectmen on the Downstairs project. Rowell's is coming in to do an assessment tomorrow (Wednesday) and then will send a quote for a 12,000 BTU mini split installation. Mr. Robichaud stated that he is having difficulty getting companies to come in to quote the project. They are stating that they are having difficulties getting products from overseas. The Administrator says that he will continue to seek more vendors if he can.

The letter that was signed from last week's meeting was sent out to the Old Home Day Committee and they responded that will be meeting on Wednesday night and will get an answer back to the Town Administrator on an answer for the Selectmen.

The town of Tilton has requested a Town Use form to use Surette Park and had questions on the \$750.00 deposit if it was refundable or not. They have not submitted the request at this time.

The Administrator informed the Selectmen that he has received a response from Franklin City Manager about the Franklin Water Park and will be meeting with her this week. He will inform the Selectmen at next week's meeting on what information he discovers and will report to them on it.

The Town Administrator reported to the Selectmen on the success of this year's Transfer Station modifications that were done at the beginning of 2021. By eliminating construction and demolition (C&D) debris, the Town reduced the overall cost hauling fee and the disposal fee per ton, from \$35,533.00 for 310 tons in 2020 to \$6,925.00 for 54 tons to date. The (Pay as you Throw) program that was started on September 21<sup>st</sup> on this year to help alleviate" extra trash" that some residents may have, is paying for itself at \$379.89 in the black.

The Administrator informed the Selectmen that on Thursday from 8:30-12:30 he will be in Health Officer/Inspector training as required by a recent NH Law change.

Administrator Robichaud updated the Selectmen on Casella Waste operation in Belmont that they are no longer taking anything at that location. They have a location in Concord that may be accepting items but there is another company in Concord Zero Waste that is accepting anything at the Concord location. The hours are M-F 6am -4pm and Saturday 7-12. They only accept exact cash or credit cards payments.

The Administrator gave the Selectmen an updated contract from George Sansoucy utilities assessor PE. They will review it and execute it next week at the meeting.

Selectmen Waldron was disappointed that more people did not volunteer for the Pines Park Committee and gave a statement to that effect. The Selectmen received 4 letters of intent to be on the committee, and they accepted 3 out of the 4 letters of intent. They nominated Scott Haskins as Chair for the first meeting. Mr. Haskins approached the Selectmen to discuss this.

### **Public Input**

There was no public input.

### **Other Business:**

Selectman Hubbell informed the Selectmen that resident Sherri Sprague would like to present the Town with a handmade wooden flag to be hung in the Town Hall. Selectmen Waldron would like to have the flag that is currently on the wall to be moved and have it in front of them instead of putting their backs to the audience. The Administrator stated that he would do that.

The Selectmen talked about their representative to the Budget Committee. They discussed this in great detail and decided to have Selectman Hubbell represent the Board. The Selectmen decided to meet on Saturday November 13<sup>th</sup> tentatively for budget review at 8am.

Selectman Waldron recessed the meeting for 5 minutes at this time.

Selectmen Waldron brought the meeting back to order at this time.

The Administrator informed the Selectmen that last night's Zoning Board meeting there was not a quorum present and the newest member has not attended one meeting yet. There are only 4 members on this committee and a member had to recuse herself therefore only leaving two members so no meeting could take place. The Selectmen discussed the lack of volunteers for these boards in Town.

**Sel. Waldron made a motion at 6:54 pm to go into nonpublic session under NH RSA 91a; 3-II, (A,C& L) seconded by Sel. Hubbell. Roll call vote–Selectman Hubbell–Yes and Selectman Waldron- Yes.**

**Waldron/Hubbell moved to reconvene the public session at 7:17 pm. Roll Call Vote, Selectman Hubbell- Yes and Selectman Waldron-Yes, Motion passed by unanimous roll call vote.**

**Waldron/Hubbell 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, Selectman Hubbell –Yes and Selectman Waldron-Yes. Motion passed by unanimous roll call vote and the minutes are hereby sealed.**

**Selectman Waldron/Hubbell motioned to approve the minutes of October 19, 2021. All in favor, motion passed.**

**Other Business:**

Next week's meeting will be at 5pm.

The Selectmen looked at reducing the Amnesty program starting in 2022 and they will be reducing the second "household trash" Coupon for 2022.

With no further business to come before the Board of Selectmen this Meeting was adjourned at 7:31 pm.

**Minutes Recorded by Town Administrator Ken Robichaud**

**Minutes voted and approved on November 2, 2021.**