



NORTHFIELD BOARD OF SELECTMEN MEETING

Minutes of the meeting of October 28, 2020

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

Also Present: Town Administrator Ken Robichaud, DPW Director Andy Buteau, Code Enforcement Officer Jason Durgin and Resident Lisa Thorne.

Excused: Police Chief John Raffaelly.

Zoom Attendance: None

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

Chairman Waldron led the pledge of allegiance.

The T/A informed Chairman Waldron that Christina Beadle who was scheduled to appear before the board will not make it to this meeting.

- **Public Input:** None

- **Public Works Department**

Department update:

Mr. Buteau informed the Selectmen that he has sold the plow truck for the full amount and the gentleman dropped off a check at the Town Hall. There was a question as to who signs the title over to the new owner as well as the bill of sale. There is not a policy for this and also no procedure.

Selectman Haskins made a motion to authorize the Chairman to sign over the title, seconded by **Selectman Brown**, **motion passed** by unanimous vote.

Mr. Buteau informed the board that he sent the Selectmen an email over the weekend about the price to take down some trees in Pines Park. Discussion ensued on how many trees to remove, which trees to remove, who will mark the trees to be removed. The trees are an inherent danger as they stand, most are weakened and some stand with decay and should be removed before they fall on the Police Department Building or the Pines Center. The Selectmen referred to a study done in 2018 on these pine trees, where twelve trees were removed, and some were referenced to be removed. It was decided to have Andy Buteau mark the trees to be removed as soon as he is able to do so.

The Cement blocks were removed from the Skate Park on Wednesday. The blocks were brought to Johnson Road Transfer Station and placed next to the ramps that were also removed. They are waiting for the owners to retrieve them.

Andy informed the Selectmen that while filing up a town truck at the Tilton Irving, a hydraulic line burst in the parking lot leaking hydraulic fluid on the pavement. The DPW crew cleaned up the mess and the Town replaced the speedy dry material at Irving.

The open position at the DPW has been posted online and we have yet to receive any applications. The position open is a Building and Grounds worker with a CDL license. Andy will be short plow drivers this winter and hopes he can find an on call driver to help plow snow soon. The new truck will be going in to be retro fitted in mid-November and should be ready to plow snow in early to mid-December.

Selectman Brown stated that an elderly couple complained to him that there is brush near the bridge coming over from Tilton and they cannot see oncoming traffic when turning left and it almost caused an accident. Selectman Brown strongly encouraged Andy to take care of the hazard before an accident does occur.

Selectman Haskins inquired on the Sandogardy Pond construction project and if it is completed. Andy stated that DOT has confirmed that it has approved the project completion. Andy explained there are minor details that need to be wrapped up. There was some additional discussion on a telephone pole that has to be moved and some patchwork near a driveway.

A letter will be going out to all Northfield residents about the restrictions and responsibilities of homeowners with their culverts, mailboxes, right of ways, and who is responsible for the placement and maintenance.

Chairman Waldron introduced Lisa Thorn at the meeting.

Ms. Thorn explained that she is interested in being appointed to the Zoning Board. Ms. Thorn stated that she is a Paralegal to a law firm in Concord, which primarily handles real estate issues of law. She is very familiar with the processes and laws of zoning rules and regulations. Ms. Thorn also went on to say that she at one time was an Assistant Town Clerk/Tax Collector in the town of Swanzey. She stated that she recently moved here and wants to be more involved in her community and her background makes it a perfect springboard to be a part of the Zoning Board. The Selectmen asked Ms. Thorne many questions and were satisfied with the responses to those questions and to Ms. Thorn's credentials.

Selectman Haskins made a motion to appoint Lisa Thorn to the Zoning Board, seconded by **Selectman Brown, Motion passed by unanimous vote.**

A question was raised as to what position on the ZBA Ms. Thorn was taking. Was it a full voting member position or was it an alternate position. The T/A stated to the Selectmen that currently there are two full member positions open at this time on the ZBA. Currently, there are five members to this seven member board. A chairman, two member positions that are currently filled, also two alternate positions that are currently filled, and two unfilled member positions. Selectmen Waldron claimed that the Selectmen appoint members to these boards, and it is his intention that the vote that just occurred was to appoint Ms. Thorn a full member position of the Zoning Board, and not an alternant. Also, is it necessary to give the oath of office to members of the boards who are appointed by the Selectmen, and if so; who gives the oath of office to the member, can the Selectmen give the oath of office. The Chairman asked the T/A to research this issue and report back to the board at the next meeting.

- **Police Department Update**

Detective Sergeant James DeCormier discussed with the Selectmen the Adverse Childhood Experiences Response Team, or (ACERT). Detective DeCormier explained the program in detail and the Selectmen asked if there were any agencies that currently provide this service. DeCormier stated that currently the Greater Tilton Area Family Resource Center is the main provider of directing families to the resources that are available. The main feature of this program is to provide direction for families with children who experience adverse childhood who experience traumatic events that are occurring in their life before age 18. Adverse childhood experience may include all types of mental illness, poor physical and mental health, substance abuse, and risky behaviors. Many questions were asked and answered and the Selectmen asked to read this over the next week.

- **Administration**

Town owned property was brought up for discussion. The Selectmen discussed all 7 properties on the list. Discussion revolved around landlocked property and to possibly offer these properties to current abutters. The Selectmen reviewed all the properties and the packets of the properties. Discussion then arose on do we know who the former owners are of these properties? The T/A stated that we know most of the former owners, there may be one or two that we need research on to find that out. Discussion revolved around the property on Stevens Road and we have the information on the former owner so send letter to the abutters on any interest.

T/A Robichaud brought to the Selectmen a revamped job description on the part time Code Enforcement Officer (CEO) and the part time Town Health Officer. Currently the jobs are combined in one job description, The T/A split out Health Officer Duties from the CEO duties, thereby having two separate part time job descriptions. The Selectmen will take some time to review the job descriptions and will discuss at a later date.

The T/A proposed a new Paid Time off Program or (PTO) for the Police Department. Currently, employees earn a specific amount of hours per week for PTO, according to the employee's length of service. The current plan was implemented without reducing the employees current PTO hours, therefore employees are maxing out their PTO time and therefore do not earn more time until PTO time is taken. Prior to implementing this new program the employee will be brought down via a payout of unused time, thereby starting the new PTO program at zero or close to it. And the new PTO will be a use it or lose it program. Selectmen also discussed the amount of PTO employees receive. The Selectmen want to meet with the Department Heads next week to discuss this further.

T/A Robichaud brought up to the Selectmen the definition of probation and the probation period that was discussed several weeks ago. They discussed that some input from the Department Heads would be needed for next week's meeting on various probation terms for various positions throughout the Town.

The T/A brought up the Town Hall windows again from last week's meeting. The T/A received a second quote for the windows in front of Town Hall. The Quote from Northern Wood Tech is for \$26,350.00. The Selectmen reviewed the first quote from Jeff Tilton for \$9,250.00 and commented on the difference in prices of the two quotes. Selectman Waldron motioned to accept Jeff Tilton's quote on the replacement of the 6 arched windows, seconded by Selectman Brown, motion passed by unanimous vote.

The T/A discussed with Selectmen, that the Town Hall renovations for reopening of the Town Hall are close to being completed. The T/A would like to continue with the renovations and complete the two bathrooms that have not been touched in years. There are issues with the toilets and with the sink in the men's room. Legends Interiors has given a proposal of \$4,900.00 for renovations. Selectman Brown motioned to accept the Proposal, seconded by Selectman Haskins. Selectman Waldron stated that he will refrain from voting on this as he has a business relationship with the Legend Interiors. Selectman Waldron also stated that the bathrooms should have fans and that he should eliminate the trap door that gives access to the basement from the men's room, and retro fit the outside door that we currently have, to allow access to the basement from the outside, which would be safer and easier to use. The Chairman called for a vote of the motion and the motion failed 1-1 and 1 abstention.

The T/A updated the Selectmen on a meeting he and the Asst. T/A had with a new Website provider. He will provide the Selectmen next week with costs.

- **Minutes Review**

Waldron/Haskins moved to approve the minutes of October 20th, 2020 as printed. Selectman Haskins had changes. **Motion Passed** by unanimous vote, with changes.

- **Other Business:**

No other business

- **Non-Public Session**

Sel. Waldron made a motion at 7:49 pm to go into nonpublic session under NH RSA 91a 3-II, (a) (c) seconded by Sel. Haskins, Roll call vote Selectman Brown-Yes, Selectman Haskins- Yes, Selectman Waldron- Yes. Motion passed by unanimous roll call vote.

Also present- T/A Ken Robichaud, and Jason Durgin

Waldron/Brown moved to reconvene the public session at 8:43 pm. Roll Call Vote, Selectman Brown-Yes, Selectman Haskins –Yes, Selectman 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, Selectman Brown-Yes, Selectman Haskins-Yes, Selectman Waldron-Yes, Motion passed by unanimous roll call vote and the minutes are sealed.

Discussion turned to Tuesday November 3rd, 2020 voting. Who will be there and what time they will be there.

There being no other business the meeting adjourned at 8:53 pm.

Minutes Recorded by T/A Ken Robichaud

Minutes Approved November 4, 2020