



## NORTHFIELD BOARD OF SELECTMEN MEETING

Minutes of the meeting of October 3rd, 2023

**Present:** Selectman Jason Durgin, Selectman Mark Hubbell, and Selectman Ross Cunningham

**Town Staff Present:** Town Administrator Ken Robichaud, DPW Director Justin Bernier, Police Chief Mike Hutchinson, Police Lt. Jesse Colby.

**Others Present:** Ken Tomlins and Helen Hardenbergh.

**Selectmen Durgin opened the Selectmen's meeting at 5:00 pm.**

The Pledge of Allegiance was recited by everyone present.

### Public Input

None

### Administration

T/A Robichaud presented the Selectmen with the September Department Head reports.

T/A Robichaud presented the Selectmen with a draft of the 2024 Northfield Town Budget. Administrator Robichaud discussed some of the increases to the budget and also went over with the Selectboard on how they would like to address the budget. Options discussed were meeting on a Saturday, meeting 1 hour earlier at each meeting or meeting more frequently until the budget is completed. The Selectmen decided to meet at 4pm at each meeting and spend an hour or so on the budget during that time. T/A Robichaud asked if they were interested in meeting with the outside agencies at all this year. They concluded that it was not needed at this time, as the Budget Committee usually meets with them.

### Police Department

Police Chief Hutchinson discussed with the Selectmen that since the officers have take home vehicles and when they do details, they will take their own vehicle to the detail location he would like to take Car #15 out of the rotation so that it may be used elsewhere. **Sel. Cunningham/Hubbell motioned to remove car #15 from police use to allow the vehicle to be used elsewhere, all in favor motion passed.**

### Department of Public Works

Director Bernier brought up the current mailbox policy for discussion. He would like to incorporate some of the Tilton language to our policy. The Selectmen discussed this and decided to leave the policy as is and not change it. They said that we discussed this a few months ago and we have spent some time on this so we should leave it alone, **Sel. Cunningham/Hubbell motioned to keep the policy that we have currently, all in favor motion passed.**

Director Bernier informed the Selectmen that he and the Town Administrator met with (LRPC) Lakes Region Planning Commission Last Friday on Road Surface Management System. This would be a RSMS Data Collection and Forecasting Report. It would have LRPC staff conduct an assessment and inventory of all paved Town maintained roads based on a list derived by NHDOT centerline shape files. It would inventory the roads condition of physical characteristics including cracking, rutting, and potholes. They would be entered into a database which could be used for listing road maintenance costs and forecasting costs now and in the future.

The cost is roughly \$9,000.00 - \$10,000.00. Director Bernier said that it would be more, but we would leave the roads that we have already have a plan for, that would reduce the cost by about \$3,000.00.

### New Business

Police Chief Hutchinson told the Selectboard that he met with Judy Tilton of the Compass School to see if they would allow the Town to have the Annual Town Meeting there, as well as allowing the Town to use a portion of the Compass School as an Emergency Shelter. Chief Hutchinson will continue speaking with Ms. Tilton about the Shelter.

Administrator Robichaud discussed with the Selectmen the leasing of a 2024 Freightliner 108SD 6 Wheel Dump Truck. This truck would be outfitted with a plow, wing and sander, as well as a stainless-steel dump body. The Selectmen discussed this back in February and all three Selectmen agreed to move forward with this municipal lease from Franklin Savings Bank for \$211,665.00 for a period of 4 years.

### Unfinished Business

The Chief presented the discipline policy that was tabled several weeks ago. The Selectmen had several weeks to read it as it was very large document. **Sel. Durgin/Hubbell motioned to accept the policy as presented, all in favor, motion passed.**

Hodgdon Road Cemetery remains on the list.

Administrator Robichaud brought back up for discussion the Complaint Form from the last meeting. He just wanted verification on the numbering system. Selectmen Cunningham stated that they should use the year, day, and month that way it will be easier to track and retrieve. The number will be assigned by the Town Hall.

### Review Minutes

**Selectmen Cunningham/Hubbell motioned to approve the minutes from September meeting as presented, all in favor motion passed.**

Sel. Durgin opened public input at 6:15pm.

### Public Input

Helen Hardenbergh- Feels that the Town should be all in when looking at the burden of cost for the road maintenance.

Sel. Durgin closed public input at 6:17pm.

**Chairman Durgin recessed the meeting at 6:17 pm**

**Chairman Durgin called the meeting back in session at 6:21pm**

### Non-Public Session

**Sel. Durgin made a motion at 6:21 pm to go into nonpublic session under NH RSA 91a; 3-II, (A)(C) seconded by Sel. Hubbell. Roll call vote–Selectman Cunningham–Yes, Selectman Hubbell- Yes. Selectman Durgin – Yes. Motion passed by a 3-0 vote.**

**Sel. Durgin reconvene the public session at 7:15 pm.**

**Sel. Durgin/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 Cunningham–Yes, Selectman Durgin – Yes, and Selectman Hubbell -Yes.  
Motion passed by a 3-0 roll call vote and the minutes are hereby sealed.**

Chairman Durgin adjourned the meeting at 7:15 pm.

**Minutes recorded by Town Administrator Ken Robichaud**

**Minutes approved October 17, 2023**