



## **NORTHFIELD BOARD OF SELECTMEN MEETING**

Minutes of the meeting of November 19, 2019

**Present:** Chairman Wayne Crowley, Sel. Brown (via phone), Sel. Haskins

**Also Present:** Dr. Tracey Hutton, Town Administrator and Police Chief John Raffaelly

The meeting was called to order at 5:01 pm by Chairman Crowley.

- **Police Department**
  - **Department Updates**

Chief Raffaelly is moving ahead with two of the candidates for the open patrol positions. In the next week or two the candidates will undergo the psyche exam. Even if both of these individuals are hired we will still be down one patrol officer, but the part-time officers have been chipping in.

- **Public Works Department**
  - **Department Update**

DPW Director Buteau was not present, but Chairman Crowley reported that there is a tree down in the cemetery. Dr. Hutton reported that, according to the Town of Tilton, the tree on Atkinson Island Park will not be removed for three or more weeks.

- **Public Input**
  - **Dan Durgin**

Mr. Durgin, who was hired to remove the maple on the island, stated that he had some questions. He said that this removal was going to be challenging. It is impractical to process the tree at the Cumberland Farms parking lot, but he could reach it with a crane from the industrial lot on the Northfield side. He was hoping that would be acceptable. Mr. Durgin was informed that Chief Raffaelly has the contact information for that development, with a few days' notice; this is likely not a problem.

Mr. Durgin reported on a conversation he had with Jeanie Forrester, Town of Tilton Administrator. He was informed that the Town of Northfield is in the process of transferring its interest in the island to Tilton. Mr. Durgin does not agree that Northfield residents should be responsible for a portion of the costs for the removal. He was wondering if he could hold off until the transfer is completed. Chairman Crowley explained that course of action may cause a six month to one year delay since the legal work to contact the heirs has just been authorized. Sel. Haskins explained, along with Chairman Crowley, that since the island is owned jointly, costs have always been shared. Mr. Durgin said he will get to it when he can, weather permitting.

- **Administration**
  - **Department Update**

Dr. Hutton asked the Board to make a motion to formalize the TAN decision at the last meeting.

**Haskins/Crowley** moved to initiate a Tax Anticipation Note for up to \$1,000,000 with Franklin Savings Bank for January 1, 2020, if needed. The Chair and V. Chair are authorized signers. **Motion passed by unanimous vote.**

Dr. Hutton asked about the e-mail the Board had been forwarded about WorkcampNE. She was looking for the Board's general opinion of advertising for religious organizations. The Board agreed that it is fine.

Dr. Hutton presented the Board with the invoice and corresponding partial payment from Representative Hill in reference to the costs of the voter verification approved at Town Meeting. Representative Hill did not include payment for the staff time; Dr. Hutton asked what the intent was of Town Meeting. Chairman Crowley asked if overtime was required to which Dr. Hutton relied that it did not appear so from the notes that were made by the Clerk. The Board agreed that payment for staff time was not required by Town Meeting.

Dr. Hutton reported on a complaint received by the office that day. A resident has complained about an RV parked in the 40' right of way to Arch Park on Arch Street. The Board explained that it is owned by an abutter and that some time ago the Board agreed to allow this in exchange for the mowing and maintenance of the ROW. It was also agreed at that time that the RV must be moved if the Town needs the area for access. The Board wanted to make it clear the Town cannot be subject to claims of adverse possession.

Two signatures were obtained by the Board; the first was page three of the pole approval signed at a previous meeting, the second was the deed to the Brackett Lane parcel. Dr. Hutton had previously obtained the check for the Brackett Lane parcel and will process the deed once the funds have cleared the bank.

Chairman Crowley asked about the agreement with the Co-op and Wheelabrator in terms of the e-mail received by Joyce Fulweiler. Dr. Hutton reported that the tipping fee projection for 2020 is \$70.10/ton. Dr. Hutton was asked to verify the agreement expirations and forward them to Ms. Fulweiler. Chairman Crowley further asked about commercial disposal, Dr. Hutton agreed to look into options for changing the way it is currently administered or getting out of the commercial MSW business altogether.

Mr. Kreuter and Mr. Krause will be coming in on the 10<sup>th</sup> of December. Mr. Krause agreed to contact the Glines family.

- **Review minutes of the meeting of November 12, 2019**

**Crowley/Haskins** moved to accept the minutes of November 12, 2019, as published with corrections at the meeting. **Motion passed by unanimous vote.**

- **Employee Health Insurance 2020 Renewal**

The Board discussed the updated health insurance comparison spreadsheets. The spreadsheets were e-mailed to Sel. Brown and projected for Sel. Haskins; Chairman Crowley received a print out just prior to the meeting.

The spreadsheet was updated at the meeting to reflect the same amount for HRA for the Anthem and Tufts plans. The Board discussed using an HRA with the same Town obligation as the HRA. Sel. Haskins asked about the weekly obligation coming out of the employee checks. The Anthem silver was the lowest.

The Board agreed to have Dr. Hutton approach every employee with the following questions; do they want to switch to Anthem and do they want to switch to an HSA over the HRA. The differences will be explained to the employees in a non-biased way.

- **Recess**

The Board took a recess at 6:40pm

- **Joint Meeting with Budget Committee**

**7:00 PM**

**Budget Committee present:** Morris Boudreau, Steve Randall, Kaitlin Lounsbury, and Kevin Waldron

- ***Tinton Northfield Recreation Council***

The Tilton Northfield Recreation Council, the Pines, was represented by Brittini Stewart, Executive Director. Ms. Stewart began by explaining to the Boards how the new State childcare policies have affected the staffing requirements for the programs. The Pines is now in a position that more adults are required, since the need for upper level high school students has decreased due to the policy changes.

The Program Director, Samantha Magoon, described the successful fundraisers that were sponsored by the Pines. These included a craft fair and a golf tournament. Ms. Stewart explained that the previously mentioned staff changes are the reason for the budget increase. She also explained that the line of credit taken out a while back will be paid off in May. Mr. Randall asked about the *603 Karate* program and if it was a private enterprise. It was explained that it is and they pay \$825/month in space rent.

Mr. Randall also asked about the limitations on the Capital Reserve. Ms. Stewart explained that a portion of those funds were generated by the sale of the Union Church. The funds are set aside for large scale building projects or emergency building repairs. To this point a lot of building projects have been funded with grants.

Mr. Waldron asked whether the childcare program generated a profit. While the rates for childcare recently went up, they only cover costs. The rates are substantially lower than commercial rates and primarily serve a portion of the population in the lower economic demographic.

Mr. Boudreau inquired about the number of employees on the health insurance; the answer was there are two individual plans. Mr. Waldron directed the conversation back to the childcare rates. Ms. Stewart explained that the Pines now offers snow-day care at an additional cost to the families and it is also offered to those not enrolled in before/after school care. Mr. Randall asked about the number of children the facility could accommodate. The facility is licensed for 120, but current staffing maxes out at 45. Ms. Lounsbury asked if the program was full. Ms. Stewart stated that there is currently a wait list.

- ***Community Action Program***

The Franklin Community Action Program, CAP, center is now located at 321-323 Central Street. They have requested the same funding as in 2019. First and foremost the CAP wanted to thank the Town of Northfield for the years of support. This is the only CAP in the region open year round.

Mr. Haskins asked how the funding was divided amongst the communities served. The funding level requests have been set historically, but there is an effort to base it on the level of service. The Town of Franklin, for example, has a reduced cash level, but has a lot of in-kind assistance like the use of their building for quite some time. There are eight towns being served by this CAP, with a total budget of \$124,000.

Mr. Waldron asked about their current location. It was explained that it is secured by a one year lease, but that they hope it will be long term. There was extensive discussion of the CAP and its programs. There was also discussion of the reasons why this CAP is open year-round and five days a week.

Sel. Haskins asked about the services chart provided in the funding request. It was explained that the row for *applications* represents one per family and the row for *people* represents total individuals served. Sel. Haskins also asked how the public finds out about these programs. Many referrals come from Town Hall and the CAP works closely with the Welfare Director. There has been an increase in those served year after year, often due to outreach efforts.

Mr. Waldron inquired why it was important for this center to be open year round. Transportation is difficult for the population served by the CAP and being open year round allows families easier access to services. The CAP provides \$260,000 in services in the Town of Northfield for the \$11,000 investment the budget makes.

- ***Youth Action Program***

Dawn Shimberg, Youth Action Program Director, described the program since its inception in 1975. It started as Juvenile Court Diversion. Mr. Boudreau asked the age of the youngest clients, currently it is nine years old. Chairman Crowley asked if all of the funding comes from the communities served. Ms. Shimberg explained that there are some minimal grant funds from the NH Juvenile Court Diversion Network. He then asked what would happen if this organization didn't exist. The answer was that these children would likely fall through the cracks in the system. There are 17 accredited programs like this in the state and that the Director is the only staff, all other work is done through volunteers.

- **Adjournment**

The Board adjourned the joint meetings with the Budget Committee at 8:14 PM

The next meeting is at 5:00 pm on the 26<sup>th</sup> of November for a health insurance decision.

There being no other business the meeting adjourned at 8:15 pm.

Respectfully submitted by:  
Dr. Tracey E. Hutton

**Minutes Approved November 26, 2019**