



## NORTHFIELD BOARD OF SELECTMEN MEETING

Minutes of the meeting of November 23, 2021

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

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

**Also Present:** Ken Tomlins, Jason Durgin, and Carl Bartlett, Kristen Vaughn, Rose Welch, Samantha Magoon, Brittni Stewart and Donna Vanderclute.

**Selectmen Waldron opened the Selectmen's Work Session at 4:00 pm.**

The Pledge of Allegiance was recited.

The Town Administrator presented the 2022 Budget to the Selectmen and provided the layout of the budget book to the Selectmen. The Selectmen reviewed the following- Select board, Town Administration, Town Meeting, Town Clerk, Elections, Tax Collections, Treasurer, Information Technology Revaluation of Property, Legal, Planning and Zoning.

The Selectmen discussed the legal line as there are other legal lines in some of the budgets. The Town Administrator explained that the one Legal Expense line with \$12,000.00 is mostly set aside for the Town Attorney to review or assist the Selectmen in legal issues and business. The legal line in the Planning and Zoning is mostly reserved for the Town Attorney reviewing land use, and the professional Services line in the Planning and Zoning line is for the Circuit Rider for Lakes Region Planning Commission to review land use with Zoning and Planning.

Also discussed was LRPC and New Hampshire Municipal Association (NHMA) what are the differences between the two agencies. LRPC is an organization that handles land use and land planning, zoning and transportation, solid waste, and waterways.

NHMA is an Association that assists the Town and Town Administration with Legislation, Advocacy for the Town, trainings in right to know law, effective code enforcement, governance, road and highway issues and Laws, hard road to travel, municipal regulations, trainings for elected officials, workshop for Town Moderators, employment procedures, general legal questions and answers, local official workshops and other assistance in Classified Job Ads for open positions on a state wide basis.

The Selectmen reviewed other line items in the budget and will go back and review it again next week.

At 5pm Chairman Waldron invited the Tilton Northfield Fire Chief Sitar to address the Selectmen on a request for the Town of Northfield to apply for a State of NH Covid related Equipment Grant. The Chief stated that the grant is for any NH municipality to apply for up to \$50,000.00 with a 10% match in funding for any safety or emergency equipment but that it must be COVID related. The Chief also went on to say that he would like to purchase a ventilator for the ambulance as well as a UV light bar that can be used to clean the back of the ambulance after a patient has been transported in the ambulance. The ventilator is approx. \$14,000.00 and the UV light is approx. \$4,000.00, so the Fire District would be responsible for the 10% match in funds. He also went on to say that Tilton would also be applying for the same equipment for the second ambulance.

Selectmen Waldron asked the chief if this equipment has been put into the 2022 Fire budget, the chief answered “yes”, and that if approved this money would be taken out of the 2022 fire budget. The Chief will be discussing this with the Tilton Selectmen next week and he will get the information to the Town as soon as possible.

5:40 pm; Samantha Magoon and Brittini Stewart of the Tilton Northfield Recreation Council presented their 2022 budget request to the Selectmen. They are requesting the same amount of funding as last year’s request of \$69,750.00. The Selectmen asked what has changed for the Tilton Northfield Recreation Council operation due to the reduced funding from the Northfield Board of Selectmen, Ms. Stewart answered that they have had to do more fundraising this year and the Golf Tournament went well this year as did the Craft fair that was just held recently. Ms. Magoon stated that they have had to put money into the replacement of the buildings heating system recently up to about \$20,000.00 in replacement, as well as having to increase the Broadband access speed so that the facility could have a homework club as the children need to access the internet at higher speeds than the facility currently had. The facility has approx. 2 fulltime staff Ms. Stewart and Ms. Muggon as well as 2 part-time office staff and 6 part time child care workers. They have recently begun renting out the facility again for revenue as they did pre pandemic.

The Town of Northfield reduced the programs funding this year to \$52,750 down from \$69,750.00 it has caused the agency to review its operation and services. The Selectmen asked the two if they wanted to let the Selectmen know anything else, they ladies said that the Town needs this facility for the working parents and the Town fully supports the Community Center and that they hope that the Selectmen continue to fund the facility as they have always done so in the past and thanked the Selectmen for their time in meeting with them.

### **Police Department Update**

The Police Chief ordered the garage doors for the Police Department and they may not be in prior to the end of the year, so the Selectmen want the Town Administrator to encumber the money for 2021 funds and not 2022 funds. The Administrator let the Selectmen know that he understands and that he will do that.

Chief Raffaely wanted the Selectmen to know that he has heard that someone on the Budget Committee stated that the reason he is losing officers is that the Selectmen redid the Employee manual and that this is not true reason. The Officers are leaving Northfield for more money. Also; he has heard that a former Selectman who recently resigned from the Board of Selectmen has stated publically that he is glad the Chief has resigned because he makes too much money as it is. Selectmen Waldron wanted to clarify that he did not state this and the Chief stated that he knows that, as it was a Selectman who recently resigned. Selectman Hubbell has stated that he has been telling everyone that this Town needs to do something before it’s too late. We will have no plow truck drivers or any Police Officers to patrol our streets. We need to put our money into attracting and retaining employee and making our roads better.

Selectman Waldron asked the Chief if the new cruiser is on track to arrive by December, the chief has stated yes it is.

### **Public Works Department Update**

The Bollards should be completed on Monday in front of Town Hall. This will make another parking spot in front of Town Hall.

Shaker Road will be completed this week, and then they will start on Bay Hill this coming Monday.

The Asphalt plant is set to close on December 4<sup>th</sup> for the season. We should have all of the cross culverts completed by then. So it should not be an issue.

Director Bernier told the Selectmen that he is looking at getting more quotes for the loader. He has received two quotes for loaders from Chappell Tractor, a 2015 955 used Loader for \$100,000.00. This loader is too big for what we need, and I'm not sure it will fit in the garage. They have a Hyundai HL-940A which is brand new for \$142,000.00. This loader is about the same size as the loader that we currently have. The discussion turned to the condition of the current loader and if the loader is safe to operate. The cab has rioted through which makes the vehicle unsafe for operation in its current condition. If the vehicle were to flip there is nothing stopping the cab from being crushed. The Selectmen believe that Mr. Bernier should park it and not use it and look at leasing a new loader for safety reasons. Mr. Bernier will come back next week with leasing options.

### **Administration Update**

The Town Administrator asked the Selectmen if he could start the process in obtaining a Tax Anticipation Note (TAN) for the 2022 budget season. The Town uses tax money collected in December for operations in the beginning of the year. The TAN is used to float the Town financially for a few months until the July tax payments are in. The TAN is only utilized for a few months then it is paid back with little interest.

**Waldron/Hubbell motioned to approve going out for a Tax Anticipation Note not to exceed \$750,000.00 with Franklin Savings Bank. All in favor, motion passed.**

Town Administrator Robichaud asked where we are with 164 Sandogardy Road. Since Sandogardy Road has been upgraded the resident at this address has been having water issues in front of her home. Last year it froze and she slipped and fell. Director Bernier stated that he will follow up on this.

Administrator Robichaud read a letter/card that was received by the Hanrahan family on thanking the Chief and his staff for finding their missing daughter.

**Hubbell/Waldron motioned to accept the minutes of the meeting for November 16, 2021 as presented. All in favor; motion passed.**

Selectman Waldron opened Public Input at 7pm.

**Donna Vanderclute** -asked about the Capital Improvement Program (CIP) that was printed in the 2019-2020 town reports. She stated that Birch Road was scheduled to be redone in 2019. Selectmen Waldron informed her that this is just a fluid document that can change at the wish of the Selectmen. It is not a final plan and no funds were spent on these roads. Ms. Vanderclute asked the Selectmen what the residents can do to help the Selectmen with getting the roads repaired. Selectmen Waldron said that they can vote at Town Meeting to appropriate the money for the repairs.

**Kristen Vaughn**- spoke to the Town Warrant Articles that appropriated the money to go into the funds for the Roads. The Town Administrator stated that the funds were put into the account but there were no articles to authorize the spending of those funds for any particular roads, which then that money could be used to fix any road.

**Jason Durgin**- Spoke to LRPC and the Legal lines in the budget. Mr. Durgin stated that the boards are comprised of volunteers from the community and this is why we have legal lines in the budget to have LRPC or the Town Attorney to give the board members guidance on how to interpret the laws. This is a small price to pay for protecting the Town from a bad judgement decision and the Town is then sued.

**Donna Vanderclute**- Wanted to bring to the attention on the Town website that we have information about Casella Transfer Station hours in Belmont that have been temporarily suspended.

Selectman Waldron recessed the meeting at 7:33 pm.  
Selectmen Waldron called the meeting back to order at 7:42 pm.

**Sel. Waldron made a motion at 7:43pm to go into nonpublic session under NH RSA 91a; 3-II, (A&C) seconded by Sel. Hubbell. Roll call vote–Selectman Hubbell–Yes and Selectman Waldron- Yes.**

**Waldron/Hubbell moved to reconvene the public session at 8:19 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.**

### **Other Business**

Administrator Robichaud informed the Selectmen that because of Thanksgiving falling on Thursday that Thursday' Curbside Pickup will be moved to Friday.

Next Week's Selectmen meeting will start at 4pm to continue reviewing the 2022 budget.

With no further business to come before the Board of Selectmen this Meeting was adjourned at 8:20 pm.

**Minutes Recorded by Town Administrator-Ken Robichaud**

**The minutes were voted on and approved on November 30, 2021.**