



## NORTHFIELD BOARD OF SELECTMEN MEETING

Minutes of the meeting of November 24, 2020

**Present:** Selectman Kevin Waldron, Selectman Scott Haskins

**Selectmen on Zoom:** Selectman Glen Brown

**Also Present:** Town Administrator Ken Robichaud and 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.

- **Public Input:** None
- **Police Department**

Ordering new cruisers are changing with the dealers now. The dealers are requiring a letter from the Chief that gives the chief the authority to purchase the cruiser and that would come after town meeting. The Chief has concerns that after town meeting when we would get the authority to purchase a new cruiser that we would not get the vehicle until the end of the year, as all the towns would be ordering their cruisers all at once. He wanted to let the Selectmen know this in advance.

Selectman Haskins asked the Chief about a current ammo purchase that the Chief made. The Chief explained that his department must qualify twice a year in handgun tactics, and one must be at night. The Chief went on to explain that he purchased the ammo for this last week as the Department qualified at night and he wanted to make sure that he had enough ammo on hand for the remainder of this year and some for next year.

Chief Raffaelly also stated that he purchased 4 new tires for his cruiser and that his vehicle goes through a set of tires every year, and wanted to let the Selectmen know this in advance. The chief said that he paid \$608.00 for the four tires.

Selectman Brown stated that he had trouble hearing with his phone and wanted to try a different phone, but first wanted to ask about the cruiser that was recently repaired at Hanzer's Auto body. The Chief stated that it was fine he drove it and it seemed to be operating as expected.

- **Administration**

The T/A presented the Selectmen with an updated PTO policy from the discussion last week. Also discussed was how we will implement PTO after 1/1/2021. The T/A made the changes that were discussed last week which were As follows; twice per year an employee will receive one half of their PTO time according to their years of service. All current PTO will be bought back from the employee by the town on the last payroll in December. On January 1st each employee according to their years of service, will receive in their PTO bank, one half of the allotted time. On July 1st the employee will receive the second half of their allotted PTO time and all PTO time will expire on December 31st of that year. This is a use it or lose it program. The Selectmen authorized the change and want to be sure that all employees are notified in advance of the change.

The T/A brought forth again a quote for a card access system from AB Lock hoping to eliminate having too many keys and having a more controlled and computerized access to Town Hall. The system enables persons to enter the building via card access programmed by the Town and logs each activity onto computer software. The system records the date, time, who accessed the door and if there are any restrictions, which may restrict certain access to certain areas. Price installed is at \$2,122.00. The concern was that this system is a cloud based system and Selectman Waldron would like to see it be on our servers and not in the cloud. It was discussed further and the T/A will get another quote from another vendor to see if the cost is comparable.

The T/A brought up another quote from last week on the security system from AB Lock for upgrading the security system at Town Hall. Currently; the system has older cameras in place and this quote for \$8,665.80 will upgrade the cameras and motion sensors in the building. Also; this will add several more cameras to our system and upgrade the keypads and will also allow additional cameras to be added in the future if needed. The Selectmen decided that we needed to have another quote to compare the costs.

The T/A presented an updated quote to the Selectmen on the Bathroom remodel at Town Hall. The cost for both bathrooms to be remodeled and painted is \$4,900.00, with an additional \$425.00 for the installation of ceiling fans in both bathrooms and that basement access can be changed from a trapdoor style in the floor of the men's room, to outside access utilizing an existing exterior door by installing a dead bolt lock system. The current system of accessing the basement via a trapdoor is a safety concern; this will make it more assessable. The motion was made by Selectman Haskins to move forward with this work at a cost of \$5,325.00, seconded by Selectman Brown, with a roll call vote Selectman Haskins yes, Selectman Brown yes, Selectman Waldron abstains, **motion passed 2-1**, with Selectman Waldron abstaining due to a previous announced professional relationship with Legend Interior's, therefore he will not vote on this motion.

The T/A discussed with the Selectmen the 2020 tax rate from DRA. Selectman Waldron questioned why the town's tax rate went up this year. The T/A stated that it is a complex formula from DRA and that at this year's town meeting it was presented to the town that there would be an increase in the towns tax rate of approximately .82 cents. The T/A explained that expenses were increased by \$159,869.00 and revenue was short \$30,555.00 and also the State School Aid came in at (3,557.00) short as well. All of these together with DRA's formula this is how we came to \$7.11. The T/A reminded the Selectmen that last week they utilized more fund balance this year to help offset the increase.

The T/A presented to the Selectmen a letter to abutters of the Stevens Road property that the town took for a tax lien in 1999. The Selectmen have voted to sell this property to abutters as the property currently is landlocked and can only be accessed through an abutter's property. Selectmen discussed some of the parameters of the letter with the bidder submitting 10% of the bid price with the bid, the winner of the bid will also submit another 10% of the bid price, 10 days after the bid is awarded, with closing on the property 45 days after the bid is awarded, with the winner of the bid and the Selectmen agreeing to a mutual location for the closing. The bid shall be due on January 11<sup>th</sup> at the close of business and the Selectmen will unseal the bids at their meeting on January 12<sup>th</sup>. The Selectmen requested that the T/A contact the Town Attorney with the language of the letter and once that is done send it to them to review once more.

The T/A told the Selectmen that Jason Durgin provided and installed a new light on the Town Clerks entrance door. The Selectmen thanked Jason for his gift.

The Selectmen asked the T/A for an update on the Island between Northfield and Tilton. The Town of Tilton would like to take over ownership of the island and the T/A stated that Tilton is working on wording for a warrant article for Town Meeting.

An update on the Merchant account was given and the Selectmen would like it purchased with this year's monies.

- **Other Business**

The town hall will reopen on Monday November 30<sup>th</sup> to the public, with precautions in place. Masks will be requested but not required. The Selectmen gave their blessing.

Selectman Haskins asked if the Town Clerk is okay with handing out the letters that discusses the Towns position on Mailboxes, Culverts, Rights of Ways and Snow Removal. The T/A stated that the Town Clerk is willing to hand them out with registrations.

Budgets are ready to go the T/A is still waiting on the Town Clerks budget and they will be ready for next week's meeting.

Discussion turned to the Skate Park as a request came from the Student Council at Winnisquam High School who would like to have input in helping with the Skate Park. It was discussed that NEDC would be the organization who would oversee the park.

The T/A gave the Selectmen a list of addresses for 4 units or more, of housing in Northfield as they are looking at the curbside waste pickup and the ordinance that deals with who gets the town services, as the Selectmen agree that if someone is profiting from housing then the town should not be subsidizing that business.

The Selectmen discussed the different boards that are in town, that the members of those boards are mostly new and maybe they should receive more training in the future.

- **Minutes Review**

Waldron/Haskins moved to approve the minutes of November 17th, 2020 as printed. Roll call vote Selectman Haskins yes, Selectman Brown yes, and Selectman Waldron yes. Motion Passed by unanimous vote.

There being no other business the meeting adjourned at 7:14 pm.

**Minutes Recorded by T/A Ken Robichaud**

**Minutes Approved December 1, 2020**