



## NORTHFIELD BOARD OF SELECTMEN MEETING

Minutes of the meeting of November 30, 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, Carl Bartlett, Kristen Vaughn, Ryan Vaughn, and Jennifer Weisense

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

The Pledge of Allegiance was recited.

The Town Administrator picked up from last week's discussion on the 2022 budget with Government Buildings or (Town Hall). Discussed was a new 3<sup>rd</sup> party provider for land line telephone, with a savings of almost \$40.00 per month on all land line phone lines that the Town has. Other items were discussed in this budget was copier costs.

Next budget discussed was the Park Cemetery Association. This is a cemetery in Tilton and the Town provides \$6,000.00 of funding for the upkeep of this cemetery. Northfield has several cemeteries but only can utilize the Arch Cemetery at this point in time. There are only about 12 burial plots left in the cemetery and then the Town will need to find another space for a cemetery. Discussion revolved around the cost of burial and the maintenance involved.

Insurances were next. The Town Administrator informed the Selectmen that the Unemployment Insurance line has a credit of \$5,036.00. This is because we belong to a trust pool (Primex) and had received a holiday or (rebate) several years ago of \$18,000.00. We have not funded this line the last two years and used the remaining credit this year we will apply to our expense of \$6,836.00, while only needing to fund this line with \$1,800.00 because of the credit.

The Police Department Salaries were next being discussed. It was discussed that the salary line had a Part-time Chief in the salary line. Now that the Chief has stated he will retire the Selectmen spoke to possibly putting a fulltime salary amount back in to the line. The Selectmen will wait to decide next week on how to address this.

The legal line contains funding for prosecution services provided by the Merrimack County Attorney. These are violation and misdemeanor offenses. Selectman Waldron stated that we need numbers of how many of these offenses are being handled. And also how many are prosecuted? How many are plea bargained? And how many are just dropped. We are paying for a service that we don't know what the value is on the service. We have no numbers or any information on how many cases are handled for this amount of money. I need to know what we are spending this money on, before I can support it. The Police Chief said that he will try and get the information by next week's meeting. The Selectmen spent much time discussing this item and decided that maybe they should move on until next week.

Next discussed was the Fire Budget. Discussed was the increase of \$1,088.00 to this line. The Fire Commissioners met with the Selectmen back in June of this year and discussed then was how this assessment is created. This assessment is a formula for dispatching fire calls. It appears that Tilton has more calls for service

than Northfield and Northfield pays a higher percentage of the fee. Northfield has more population than Tilton. Discussed was where else can the Town go for dispatching services. Concord Regional Dispatching could be used, the Town would need to give Lakes Region Dispatch notice of 1 year before this could occur. Also discussed was Forest Fires and that there is no dollar amount in the line. Selectman Waldron stated that several years ago the Town was given an invoice to pay for use of a helicopter to put out a forest fire and that cost was approx. \$5,000.00. The Town pays for the cost of a Forest fire and maybe we should put some money in this line just in case we have a fire.

The Selectmen reviewed the Code Enforcement budget with no questions or comments.

Emergency Management budget was discussed. The Police Chief will be leaving shortly and he is the Director of Emergency Management. The Town discussed the emergency management plan as well as who will take over as Director of Emergency Management, and should we put some money in the line. We spent \$4,000.00 from a grant this past year to have our Emergency Plan updated we can talk about this next week.

At 5pm Chairman Waldron invited the Tilton Northfield Old Home Day Committee (TNOHDC) to meet with the Selectmen to discuss their request for funding. Jennifer Weisense is President of the TNOHDC. This committee has been in existence for over 40 years, and is a 503-B-1 structure. There are currently a President position and Treasurer Position that is filled; there are two positions that are vacant, the Vice-President and the Secretary positions on the Executive Board. The organization has bylaws as well as a charter. There are currently 11 members of the Committee and all members have a vote. Ms. Weisense stated that they are registered with the Secretary of State's Office and that the Committee maintains minutes but that the President currently conducts the meeting and takes the minutes at the same time. Selectman Hubbell informed Ms. Weisense that the Secretary of State's Office currently has the organization in dissolved statues, since 2015. The Selectmen told Ms. Weisense that they were disappointed that the Committee canceled this year event. Ms. Weisense stated that she was also disappointed as well but that was the Committees call. Selectmen Waldron asked about the financial affairs of the organization. Ms. Weisense stated that they receive \$3,000.00 each from Tilton and Northfield and also receive between 10-13 thousand dollars from other sources on the day of the event. The Committee does not have an independent audit of the financials each year, they utilize cash for prizes the day of the event and they have no financial control policies in place at this time. The committee does not review a financial manifest of expenses, and do not post their minutes of the meetings for others to view. The Organization would like to have more people get involved in the planning of the event, and they do have people help out on the day of the event. Ms. Weisense stated that they have a 3 year contract for Fireworks at a cost of \$6,500.00. Selectmen Hubbell stated that he has discussed with the Selectmen several months ago that he would like to have a fall festival for the Town of Northfield and that the TNOHDC should get the two Towns involved more with this event. Mr. Hubbell is concerned that this committee gets funding form the Town but the Town has little to no say in how these funds are spent.

The Selectmen thanked Ms. Weisense for meeting with them and wish her well with Next Year's event.

### **Police Department Update**

The Chief informed the Selectmen that he will be off next week and Lieutenant Hutchinson will be attending next week's meeting to talk about body cameras.

### **Public Works Department Update**

The Bollards in front of Town Hall are installed and the project is completed. This will make another handicapped parking spot in front of Town Hall.

Shaker Road is completed and Bay Hill Road has started today. There are 5 cross culverts to install and we will not close the road but traffic lights will be operational so expect delays on Bay Hill Road this week.

Director Bernier presented the Selectmen with a quote on a new 2021 Hitachi, 150 Loader. This is a different loader than was discussed last week as that loader has been sold before they could bring it up to Northfield for a demonstration. The Town Administrator discussed with the Selectmen the different rates on leasing the loader for 5 years, 6 years and 7 years. The Selectmen would like more information from other vendors and also an assessment of our current loader by next week's meeting.

Director Bernier discussed with Selectmen the need for more lighting in and around the salt shed. Director Bernier will contact a local electrician for pricing and availability.

### **Administration Update**

Town Administrator Robichaud presented to the Selectmen a request from Tilton Northfield Arch Riders snowmobile club to use town property on Polly Ham Road to access a snowmobile trail. The Selectmen discussed this and agreed to a 1 year term unless the Town sells the property then the permission will be revoked within 30 days.

Administrator Robichaud informed the Selectmen that he received a grant award letter unsigned by the Governor and Council on the Emergency Management Center Generator as well as in the grant letter a stipulation that the matching funds could not be used from any government grant monies. The Town was told in the beginning that Covid monies could be used as matching funds. The Selectmen asked the Administrator to contact the state for more guidance on this restriction.

The Town Administrator informed the Selectmen that the Town should be receiving the rebate from Eversource on the LED Street Light Project soon. The value of the rebate is approx. \$9,200.00.

The Town Administrator asked the Selectmen to sign a license for a new utility pole installation on Bean Hill Road. The Selectmen signed it.

Selectmen Waldron opened Public Comment-

**Kristen Vaughn-** spoke to the Selectmen on Old Home Day and also having a Fall Festival as she was in favor of a Fall Festival but not at the expense of cutting Old Home day or at the expense of taxpayers footing the full cost. Also would like to again ask the Selectmen to appoint a third Selectmen as it has been a long enough time for a vacancy to go unfilled.

**Marek Weisense-** Wanted to address Selectman Hubbell's survey results from a face book post on Northfield having their own Fall Festival. Also Mr. Hubbell's stance on old Home Day Committee Members and what Town they represent. And has Mr. Hubbell ever put together a community public event.

**Jason Gerhard-** Would like to see the Board back to three members again. If you have two experienced Selectmen and you nominate a third member that is inexperienced it should not matter very much on the experience that the member brings to the board. The restriction in Pines Park currently seems dumb to him to have a restriction that no one follows anyways.

**Waldron/Hubbell motioned to accept the meeting minutes of November 23<sup>rd</sup>, 2021 as presented. All in favor, motion passed.**

Selectman Waldron recessed the meeting at 6:57 pm.

Selectmen Waldron called the meeting back to order at 7:04 pm.

**Sel. Waldron made a motion at 7:06 pm to go into nonpublic session under NH RSA 91a; 3-II, (A&C&L) seconded by Sel. Hubbell. Roll call vote–Selectman Hubbell–Yes and Selectman Waldron- Yes.**

**Waldron/Hubbell moved to reconvene the public session at 8:20 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**

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 8:21 pm.

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

**Minutes voted and approved unanimously on December 14, 2021**