



NORTHFIELD BOARD OF SELECTMEN MEETING

Minutes of the meeting of December 10, 2019

Present: Chairman Wayne Crowley, Sel. Glen Brown, Sel. Scott Haskins

Also Present: Dr. Tracey Hutton, Town Administrator and Public Works Director Andy Buteau, David Krause, Sumner Dole, Kathy Dole, Arthur Kreuter, Stephanie Giovannucci, Cindy Caveney

The meeting was called to order at 5:00 pm by Chairman Crowley.

- **Public Input**

David Krause referred the Board to the handouts and discussed which showed the location of Arthur Kreuter's property. Krause informed the Board that the Kreuter Family has been paying taxes on this lot that until now the town has been unsuccessful in locating. Mr. Krause stated that it didn't come to him until he found on the deed a reference of "The Summitt" and recalled another property with that same reference. The 30 acres owned by Kreuters is located within the lot shown on the assessing maps referenced as R08 lot 85B, which the Town shows being owned by Norma Glines. Sumner Dole and Kathy Dole trustees of Norma Glines's estate stated they do not have a deed to this property and do not believe that they actually own it, but have been paying taxes on the property for many years. Mr. Krause added that a long time ago Helen Belair owned the parcel now known as the Glines, after much research by Paul Derbyshire's team, the Town accepted Ms. Belair's claim which ended up pushing Kreuter's property off the map.

Mr. Dole stated it wasn't until they were researching Norma's properties that they found this error.

Dr. Hutton confirmed that Kreuter's property shows up in the assessing system, but not on the assessing maps.

Sel. Crowley is concerned about the access to the remaining lot, Mr. Krause and Mrs. Giovannucci confirmed that they will continue to have the same access being that of the rail road access road which the properties located to the north of this property also have access to, this was previously confirmed when the Town researched the property they own north of the property in question and along the rail road access road.

Board agreed that the assessing maps need to be updated with the new findings, and that Stephanie Giovannucci will research the ownership of the remaining lot.

- **Public Works Department**

- o **Clearing House Reporting**

Sel. Crowley recommended setting aside this reporting until the budget was finished. Dr. Hutton explained that this needs to be done by January 6, 2020 or we will not be in compliance with Federal Law. Sel. Crowley stated that the Town has higher priorities right now, and the Town only has six people with CDL licenses, he's not concerned with not being in compliance. Dr. Hutton explained that this is not a difficult task to complete, but Sel. Crowley said the timing is bad.

- o **145 Park Street**

Dr. Hutton stated this lot is the one that abuts the highway garage. She has contacted the owners about their access and they want to have some time to speak to their real estate attorney first. Dr. Hutton will reach back out to them after the holidays.

- o **Stump Dump**

Dr. Hutton sent the contract from Nobis Engineering about the monitoring of the stump dump behind the garage to Public Works Director, Andy Buteau, and hasn't heard back yet. She'd like to get Mr. Buteau's opinion before signing the contract. Mr. Buteau, stated he hasn't reviewed these before, Sel. Crowley asked Mr. Buteau to review and reply back, and asked if there was a time frame. Dr. Hutton stated that she received it this month, there's no due date, but we should get it done so we can set up the budget for 2020. Mr. Buteau stated that he may be able to close the stump dump, he was part of closing one up North and will check into it.

- **Administration**

- o **Wage & Classification Study**

Dr. Hutton provided the Board with a list of towns that are comparable to the Town of Northfield ranging in size, population, median ratio, assessment, etc...

Board member reviewed the list and chose to add Boscawen, Thorton, Tamworth and Whinchester. Dr. Hutton will include these towns and get the updated data back to them.

- o **Town Clerk / Tax Collector Budget Review**

Town Clerk / Tax Collector Cindy Caveney joined the meeting to review the budget with the Selectboard.

Sel. Crowley asked to point out what changes Ms. Caveney made to her budget. Ms. Caveney stated she included a 2% increase in her salary line, and that the Deputy is part of the merit pool. Ms. Caveney also increased the OHRV because of the increase in registrations.

Sel. Crowley asked for clarification about OHRV registrations and Vital Records. Ms. Caveney explained that these expenses are part of the registration that we send to the state when a registration or a record is requested. Sel. Crowley inquired about doing two checks just like people do for the vehicle registrations, Ms. Caveney replied that the second check is sent directly to DMV, where OHRV is sent to Fish and Game and Vital Records are sent to the Secretary of State's Office, they are not set up to have us send them daily or weekly checks, we currently send them one check a month after we have collected the revenue. This also is the same for dog licensing. Sel. Crowley explained that it's part of the operating budget that the town can't go over budget. Dr. Hutton stated that this is how it's set up through the state and we don't have time to change this at the state level before we set the budget.

Ms. Caveney explained that the new equipment line is set every year in case the state printers need to be replaced. She received this estimate from our current computer company. Ms. Caveney added that office supplies also show an increase because we will need to replace the two toners in the state printers this year. The ones in there now lasted two years so we didn't have to purchase any in 2019.

The Board questioned the increase in the Election Budget, Dr. Hutton and Ms. Caveney both confirmed that there are four elections in 2020, which calls for the increase in ballot clerks, counters, Supervisors of the Checklist and Moderators time.

The Board had no questions in regards to the Tax Collectors budget.

- o **201 Oak Hill Rd**

Dr. Hutton stated that the Selectboard need to authorize signers to sign the deed and the closing documents.

Sel. Crowley asked about the excess funds, Dr. Hutton stated that a Bill of Interpleader will be sent to the court and then the two owners and the mortgage holder can go before the court and have the court decide who the funds belong to, this is being done at the advice of council Drummond & Woodsom. The Town has 60 days to send the money over, which is plenty of time to get any remaining invoice in and paid for.

Sel. Crowley stated he would like to review the HUD statement before it's signed.

Brown/Crowley moved to authorize the Selectboard Chair to sign the deed. **Motion Passed**

Crowley/Brown moved to authorize the Town Administrator to sign the remaining closing documents. **Motion Passed.**

- o **Draft Warrant**

The Board reviewed the draft warrant as presented.

Sel. Crowley would like to see articles 2 and 4 reversed. Dr. Hutton reminded the Board that articles 1 through 6 are ballot questions, and that 2 through 6 will be finalized by the Planning Board.

Article 8 - Sel. Crowley asked for clarification of the different dollar amounts listed, Dr. Hutton confirmed it should be \$293k. Dr. Hutton stated that the \$127k will be more like \$130k next year as stated in the letter from the State. Sel. Crowley asked to put the \$130k in instead.

Article 10 – the Board would like to list what is being purchased and combine it with Article 11.

Dr. Hutton stated that when putting the language together for these articles she went by the DRA recommendation to assure they are being done correct.

Article 12, 15 and 17 - the board agreed that the amounts need to be plugged in once confirmed.

Article 13 – Dr. Hutton will put in the year once she researches it.

Article 14 – Sel. Haskins remembered this being increased at Town Meeting in March to \$10,000, Dr. Hutton will look into to confirm.

Articles 13 and 16 – Sel. Crowley would like to see combined. Dr. Hutton believes it needs to be separate, but will confirm.

o Solid Waste

Dr. Hutton spoke to 3 of the 4 commercial haulers if they would have any issues if the Town got rid of the requirement to bring the waste to Wheelabrator, all 3 stated it would be great, and some have their own plant and all have existing accounts with Wheelabrator. Sel. Crowley stated that the Town would not get rid of the licensing, and would just increase the licensing fees to offset the \$2 to \$3 thousand dollars of revenue at the recommendation of Mrs. Giovannucci. Dr. Hutton asked why we would continue licensing if we are not providing a service to save money by bringing the collection to Wheelabrator. Sel. Crowley stated that he would want to know who was collecting commercial trash and for what entities in Northfield.

Dr. Hutton asked for clarification as to what the fees associated with the licensing would be for. Sel. Crowley stated it's to allow the haulers to collect trash from our town. Dr. Hutton stated that allowing them is permission not a service. For a service we have something to review, permission we have nothing to review and all the fee is doing is creating issues for our economic development. Sel. Crowley stated that the town will be allowing the haulers to take the collection wherever they want at our risk per the written contract. Dr. Hutton added that the Coop confirmed that we would have no risk with this change and if we want to go by the written contract then we shouldn't be changing anything with the haulers. Dr. Hutton confirmed that the contract doesn't expire until December 31, 2022 and that the Coop does accept trash from non-coop members.

Dr. Hutton stated that we need to update the Solid Waste Ordinance anyways to add the appendix of the Solid Waste Rules that we previously changed and chose to add them to the ordinance. This would be a warrant article to be approved at Town meeting. Sel. Crowley would like to find out if it can be taken out of the Town Meeting process as well. Dr. Hutton will contact the state to find out.

o Encumbrances

Dr. Hutton informed the Board that the town needs to encumber funds for the Open Space mapping that will not be done until January in the amount of \$775.00, and the GIS Software mapping for \$1,400, which would be used contingent on the \$400 for the maintenance in the budget being approved. This would prevent us from spending next year additional funds and save on the contract cost with Lakes Region Planning Commission. In addition, we will not have to rely on LRPC when we have zoning changes or other mapping needs, and we can get all of our data from Cartographic and LRPC and do our own maps.

Dr. Hutton added that the encumbrance of funds needs to be voted on by December 31st, as per Mrs. Giovannucci. Sel. Crowley stated that the town has never done that in the past.

o Primex Risk Management

Dr. Hutton was contacted by Primex to find out what the decisions were on the recommendations they made pertaining to the Highway Garage. Sel. Crowley stated that Primex approved the rebuild of the garage and toured it after it was rebuilt and they never mentioned additional recommendations, and now they are asking for them. Sel. Crowley asked Dr. Hutton to check with Primex to see if these are in fact recommendations and not requirements.

- o **Sandogardy Pond Road Project**

Dr. Hutton asked where the funds will be coming from for the remaining project costs of Sandogardy Pond Rd, and offered four options to the Board...

1. Add the expense to the operating budget
2. Raise and Appropriate out of Unassigned Fund Balance
3. Raise and Appropriate out of Taxation
4. Raise and Appropriate out of Capital Improvements since the funding added to the Road & Bridget Fund in 2019 in the amount of \$100k came from the funding previously raised for Sandogardy Pond Rd.

Dr. Hutton added that they are still going back and forth with NH DOT in regards to the rail road project because they are now requiring engineering to a different standard called Cooper E80 Loading Calculation that wasn't done previously. Sel. Crowley stated that a decision was made by the auditors to close out an account. Dr. Hutton replied that she cannot confirm if that is true or not. Sel. Crowley asked for financial statements as to what is going to be needed for funding. Dr. Hutton will work on that and include the change orders separately so they can go through them.

- **Minutes Review**

Crowley/Haskins moved to accept the minutes of December 3, 2019, as written. **Motion passed by unanimous vote.**

Crowley/Haskins moved to accept the minutes of December 5, 2019, as written. **Motion passed by unanimous vote.**

- **Non-Public - RSA 91A-3 II (a)(b)(c)**

Crowley/Brown moved to enter into non-public session under the provisions of RSA 91-A3II (a) (b) and (C) at 7:05 pm. **Motion passed by unanimous roll call vote.**

Also Present: Dr. Tracey Hutton, Town Administrator

Crowley/Brown moved to reconvene the public session at 7:25 pm. **Motion passed by unanimous vote.**

Brown/Haskins moved to seal the minutes of the non-public session. **Motion passed by unanimous roll call vote.**

Brown/Haskins moved to appoint Sel. Crowley to represent the Town during the closing of Oak Hill Rd property with signature capability. **Motion Passed.**

There being no other business the meeting adjourned at 7:30 pm.

Minutes approved December 11, 2019