



## NORTHFIELD BOARD OF SELECTMEN MEETING

Minutes of the meeting of December 19, 2023

**Present:** Selectman Jason Durgin, Selectman Ross Cunningham, Selectman Mark Hubbell

**Town Staff Present:** Town Administrator Stephanie Giovannucci, Interim Public Works Director Adam Dow, Police Chief Mike Hutchinson, and Police Lt. Jesse Colby.

Sel. Durgin reopened the public meeting at 5:00 pm.

### **Public Hearing for HB2**

TA Giovannucci explained the funding from the State pertaining to House Bill 2 – Bridge Payment.

Sel. Durgin opened for public input

Helen Hardenberg asked what we'd use it for if it can only be used for bridges.

Board explained we can utilize the funds to update the many bridges we have in town, the Board will work with IPWD Dow to get a plan together.

No further questions, Sel. Durgin closed public input.

**Cunningham/Hubbell** moved to accept the funds from the State of NH in accordance with House Bill 2. **Motion Passed.** Public Hearing Closed.

### **Public Input** - None

### **Administration**

TA Giovannucci asked the Board to make a decision on the curbside waste collection bid. She added that since their last meeting she contacted Casella to see if they'd be willing to extend the current contract, unfortunately they are not as they are trying to move all of their services to automated. She asked them if they'd be willing to lower the 5% increase each year, unfortunately not as they have fallen behind in funding as the national average for increases has been well above 5%, they are still working out a lot of contracts that are lower, leaving them to now play catchup. Lastly, she asked for a 3 year quote, which came back at \$248,000 for the first year and a 5% increase each year after. TA Giovannucci stated that the bid from Casella is at \$222,250 for the first year which is an increase of \$54,447 from what we pay now.

Sel. Durgin stated that we received an overwhelming response from the survey, more than what we get for voters at Town meeting and they want to keep curbside.

Sel. Cunningham feels that we need to proceed with the contract and have the CIP Committee look into what the collection would look like at the Transfer Station. Board agrees.

**Cunningham/Hubbell** moved to accept the 5 year bid proposal from Casella Waste. **Motion Passed.**

Sel. Cunningham stated that Brian from Casella will be at a meeting next month to explain the process of the transition and can exchange.

### **Police Department**

Chief Hutchinson discussed the software for the camera system, stating it's outdated and is not supported by Windows 11 and is not supported by the provider any more, which was a free program. He added that they will need to update the system on the computers, and in the cruiser (7), hard drive will be installed inhouse. Price includes the system, training for all officers and installation, this is a 5-year plan, we pay now and on the 6<sup>th</sup> year we'd have to plan for an additional expense for extended warranty, maintenance or further upgrades. He added that saving the data to the cloud would have doubled the price.

Chief explained why he couldn't get 3 bids as all our other equipment is under Watchguard we'd need to get the software through them.

**Cunningham/Hubbell** moved to approve the purchase of the software up to \$25,000.00. **Motion Passed.**

Sel. Hubbell asked about the laptops and computers they were looking at. Chief Hutchinson stated they were looking at the congressional funding will give us access to purchase the new computers which is a 100% funding source.

Chief Hutchinson presented two quotes for the HVAC system at the police station, he explained this is not to replace it now, it was to get pricing in case it fails again this summer, he added that the system down there is 9-10 years old, and only the system would have to be replaced not the duct work.

Lt. Colby spoke about the Highway Safety Grant and that we were approved for an equipment grant and would like to purchase two radar signs. He added that the signs are \$8,000, we'd be reimbursed \$6,000. Lt. Colby explained the multiple uses for the signs, and the conditions for the grant.

**Cunningham/Durgin** moved to approved to spend \$2,000 with \$6,000 to come from the grant for a total of \$8,000. **Motion Passed**

### **Public Works Department**

IPWD Dow updated the Board regarding the recent storm as we had some roads with washout, but they are all being handled. Sel. Hubbell inquired about the recent roads with new drainage, IPWD Dow confirmed that the system is holding up.

IPWD Dow asked the Board for direction on the 2024 Road projects so he can work on quotes for the Warrant Article. Board agrees to get pricing for Sargent, Dearborn, Forrest to Overlay, Sara, Silver and Megan for the base coat, Blueberry, Hidden, Greenwood for drainage and reclaim and the gravel portion of Shaw Rd. They asked that when Mr. Dow is looking at these to see what our own crew can do instead of hiring out.

Sel. Cunningham stated the Jared Hebert will be working with Mr. Dow on other roads to help prioritize and get pricing.

**Cunningham/Hubbell** moved to approve IPWD Dow to move forward with getting estimates for the 2024 Road Projects as mentioned. **Motion Passed.**

IPWD Dow stated that we are having an issue on Howard, Cofran and Luneau Court as large trucks are traveling on these roads taking out tree branches, and driving on residents' lawns. Board discussed the No Thru Trucking and posting it would not be effective as they are delivering to a property on that road and not just using it as a pass through. TA Giovannucci stated that she would talk to the property owner to see if there's something that can be worked out. Cunningham/Hubbell moved to table the subject to a later date. Motion Passed

### **New Business** - None

### **Unfinished Business**

IPWD Dow stated that the road project for 2023 on Sara, Silver, Megan is complete.

### **Other Business**

TA Giovannucci asked the Board to approve for the 2024 TAN at \$1million at 5.25%

**Hubbell/Cunningham** moved to approved the 2024 TAN for 1 million dollars at 5.25% interest rate. **Motion Passed.**

TA Giovannucci asked that the Board sign off on two encumbrances as previously discussed.

**Cunningham/Hubbell** moved to approve the encumbrances as presented. **Motion Passed.**

### **Review Minutes**

**Cunningham/Hubbell** moved to approve the minutes of December 1, 2023 and December 5, 2023. **Motion Passed.**

### **Public Input**

Kristin Vaughn feels is a great idea to have curbside, likes that Casella is going to work with us in getting rid of our old barrels as well. She added that she likes the idea of the radar signs since they will also help with traffic patterns. She asked

if we have heard anything from any residents on Sara, Silver or Megan about the road condition. IPWD Dow stated that he has not hear anything. Sel. Cunningham stated the Owen Wellington is concerned about his culvert during mud season as he may be away.

Jason Gerhard asked if the radar signs had video cameras, if other towns share the camera info in the vehicles and what is phase 2 for the radar signs. Chief Hutchinson stated there are no cameras on the signs due to privacy. Lt. Colby stated that using the equipment to the betterment of the town for speed, traffic, pedestrians, but other equipment we could look into his handheld radars and speed trailers.

Jason Gerhard asked if we are charged if we do not use the TAN. TA Giovannucci confirmed that we are not.

Board discussed the motion made for the Radar signs. **Sel. Cunningham retracted his motion.**

**Durgin/Cunningham** moved to approve the purchase of 2 mobile radar speed signs for a total of \$8,000. The Town will pay \$2,000 and \$6,000 will come from the grant reimbursement. **Motion Passed.**

Sel. Durgin recessed the meeting at 6:06pm.

Sel. Durgin reopened the meeting at 6:14pm

#### **Non-Public Session**

**Durgin/Hubbell** moved to go into Non-Public Session at 6:15 pm under NH RSA 91a:3-11 (A). Roll Call Vote – Sel. Cunningham – Yes, Sel. Hubbell – Yes, Sel. Durgin – Yes **Motion Passed.**

**Durgin** reconvened the public session at 7:31 pm.

**Durgin/Hubbell** moved to seal the minutes of the non-public session because divulgence of the information likely would adversely affect the reputation of any person other than a member of the board or render the proposed action of the board ineffective. Roll call vote, Sel. Cunningham – Yes, Sel. Hubbell – Yes, Sel. Durgin - Yes. **Motion Passed minutes are hereby sealed.**

TA Giovannucci informed the Board that our IT Contractor has taken current inventory of all of our computers and she will be collaborating with them soon on what needs to be replaced.

There being no other business, Sel. Durgin adjourned the meeting at 7:32 pm

**Minutes approved January 2, 2024**