



NORTHFIELD BOARD OF SELECTMEN MEETING

Minutes of the meeting of December 22, 2020

Present: Selectman Kevin Waldron, Selectman Scott Haskins and Selectman Glen Brown

Also Present: Town Administrator Ken Robichaud, Asst. Public Works Director Justin Bernier and Police Chief John Raffaelly, also members of the public, Kip Cormier and Regina Nadeau.

Zoom Attendance: None

The 2021 Budget meeting was called to order at 3:30 pm by Chairman Waldron.

The Selectmen reviewed changes to the budget from last week's meeting -

Town Clerk budget involved discussion around the salaries. The Town Clerk put in a 3% increase for herself and the Asst. The Selectmen stated that we should put the TC increase in a warrant article. The Asst. should be done through the Merit Pool process. This budget on salaries was reduced to the 2020 level which is the Asst. T/C from \$21,798. to \$23,245. And the T/C salary was reduced from \$31,984 to \$31,502, which is the 2020 budget level. Also discussed was the new equipment line with a scheduled replacement of a DMV printer that is currently budgeted in 2020, which has not been purchased as of yet. It is also in the 2021 budget. The Selectmen questioned why is it budgeted for both years? They would like the Town clerk at next week's meeting to discuss her budget.

Also discussed was updating the time clock system for all departments. It was determined that updating our current time and attendance system would require a \$2,000.00 one-time set up fee, with an additional \$2.00 per check fee, per payroll, that is calculated at approx. \$3,000.00 per year. This yearly fee will depend on how many employees we have on each payroll period. The Selectmen will review other options that we can use at the next meeting. The Selectmen discussed and reviewed their yearly salary at \$3,200.00. The T/A brought up a salary survey on the NH Municipal website. It was determined that the current salary is in line with other selectmen with the same municipal populations.

The Selectmen discussed the new website proposal that is in the 2021 budget. Our current website is a basic package which does not allow the Town to enhance what the town can offer its residents. The AT/A did a survey of local municipalities and most use Civics Plus. Northfield is looking to move to this website for its vast array of features and services that can be customized to the town's needs and its services. The Selectmen asked if we could move to the new website this year. The T/A stated that we should move to this website as soon as possible, as it is a better premium level platform for our investment. This website will allow us to have a 300 page buildout and will allow us to migrate over 2 years of meeting minutes. The Selectmen directed the T/A to move forward ASAP and utilize this year's money for the new website. The cost will be \$2,000.00 per year for updates and maintenance for this premium level site and a \$2,666.00 build out charge over a 3 year span which will keep the budget level for 4 years.

Also discussed was a new 5 year overlay implementation planned software program that allows the town to improve its Axis GIS mapping applications resources and advance its technology by providing data and tools necessary to better the towns ability in making long term decisions on its infrastructure and mapping program as well as all catch basins and cross culverts with Ariel imagery, photography, fence lines, boundaries, structures

and lines. The Selectmen moved \$20,000.00 into the software upgrade line. This was the last budget to discuss and the Selectmen shall pick up on the Elections Budget next Tuesday at 3:00 pm.

Chairman Waldron moved into the regular meeting at 5:00 pm with Chief Raffaelly and Asst. Public Works Director Justin Bernier joined the meeting.

Chairman Waldron led the Pledge of Allegiance.

There is still no one on zoom

Attorney Regina Nadeau representing Cormier Trust Estate & South Park Road spoke in Public Input

Atty. Regina Nadeau representing the Cormier Trust Estate which currently owns South Park Road approached the Selectmen on the town taking ownership of the road known as South Park Road, in the industrial district off of Route 140. Atty. Nadeau informed the Selectmen that a large parcel on South Park Road is being purchased and will be going to closing at the end of the month by United Parcel Service or (UPS). Upon UPS closing on the property, the road will be deeded to the Town of Northfield as stated in a document signed by the Selectmen in August 2017.

This road shall become the property and responsibility of the Town and will be maintained by the town. According to the documents Cormier Trust will pay the town an agreed upon calculated fee, until the subdivision is at or above \$1.5 million in assessed value.

Selectman Waldron read a letter in public from resident Karen Woodward of 190 Shaker Road Northfield NH. (See Attached Letter)

The Selectmen discussed this in great detail and at great length with Selectmen Haskins and Selectmen Brown agreeing to sign the document agreement, with Selectmen Waldron in the minority.

Selectmen Haskins executed the document. Selectmen Waldron thanked Atty. Nadeau for attending the meeting.

- **Police Department.**

Police Chief Raffaelly stated that the damaged cruiser is still at Hanser's Auto Body and discussion turned to the damage and how long it will take to fix.

The Chief updated the Selectmen on a possible applicant for an officer. The applicant is not certified and has never been an officer. The Selectmen discussed the pros and cons to having an uncertified officer and with waiting for a few more weeks to see if any other candidates come along. The Selectmen also discussed the salaries of the current officers and what happened a few years ago at town meeting with a town vote to increase salaries but the Selectmen did not institute it to the officers. The chief is to bring something forward to the Selectmen on salaries.

- **Public Works**

Sandogardy Pond Road construction is final. AT/A Giovannucci asked the Selectmen to sign off on the Sandogardy Road completion page, as she would like to submit the document to the State of NH for reimbursement. **Selectmen Brown motioned to have Selectmen Haskins sign the completion document, seconded by Haskins, all in favor. Selectmen Waldron abstained from the vote. Motion passes with one abstention. Haskins executed the document.**

Chief Raffaelly left the meeting at this point in the meeting.

Selectmen Waldron made public that Director of Public Works Andy Bateau left town employment, and that Asst. Director of Public Works, Justin Bernier is at the meeting temporarily. Asst. Director Bernier spoke to the roads due to the storms and that they were able to keep up with it with no real issues.

- **Non-Public Session**

Sel. Waldron made a motion at 5:54 pm to go into nonpublic session under NH RSA 91a 3-II,(a & c) seconded by Sel. Brown, Roll call vote Selectman Brown- Yes, Selectmen Haskins– Yes and Selectman Waldron- Yes. **Motion passed by unanimous roll call vote.**

Waldron/Haskins moved to reconvene the public session at 6:40 pm. Roll Call Vote, Selectman Haskins –Yes, Selectman Waldron-Yes, **Motion passed by unanimous roll call vote.**

Waldron/Haskins 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 Haskins-Yes, Selectman Waldron-Yes, Selectman Brown- Yes. **Motion passed by unanimous roll call vote and the minutes are sealed.**

- **Administration**

Under the direction of the Board of Selectmen the T/A will set a public hearing for January 19th @ 6pm for an amendment to the Town of Northfield's Solid Waste Management Ordinance.

The amendment change is directed at the definition of Residential and Commercial. Under the current ordinance dated March 14th 2015 residential is defined as all single family dwellings and multifamily dwellings consisting of Three (3) units or less per parcel. The Selectmen propose changing the definition of Residential to- all single family dwellings and multifamily dwellings consisting of Two (2) units or less per parcel.

Current definition of Commercial in the Solid Waste Management Ordinance states that multi-family dwellings and /or manufactured housing parks of more than three (3) units per parcel. The definition change recommended by the Selectmen is to reduce multi-family to more than Two (2) units per parcel.

At the Transfer Station an amendment to change what the town accepts for household trash at the transfer station is being considered to eliminate all household waste. If the town does not recycle an item then the town will not take it, and it will not be accepted at the transfer station.

The T/A informed the Selectmen that he has done a little more research to Tax Liens. When the town puts a lien on a property for non-payment of taxes and the Lien goes through the normal process. After three years of non-payment the town can dispose of the property if they desire, but the law states that the town must give any monies back to the former property owner on anything above and beyond the taxes owed and any incidental expenses that were incurred disposing of the property. The NH Supreme Court heard the case Polonsky vs. Bedford and it sent it back to the superior court to see if it violated part 1 article 12 of the NH Constitution.

The T/A stated that he has sent out the water line repair bill to Diana Drive several weeks ago. He has not received payment as of yet. The homeowner has 30 days from the invoice date to pay the invoice. If he has not heard from him in 30 days he will send a second invoice asking for payment. The amount was \$481.74 in repair costs.

The Selectmen asked about the access system, and the T/A stated that it was still waiting for their approval.

The Selectmen asked about the invoice from New Sky Tree Company and how many trees were on the invoice at Pines Park. Discussion ensued on the amount of trees, the health of the trees and if they are a safety issue at Pines Park they all should come down. The Selectmen would like to put 40 trees on the invoice, the T/A stated that he would get with Mr. Durgin on the costs and numbers of trees.

The Selectmen need to appoint a Selectman to the Budget Committee for the 2021 budget. The Selectmen chose Selectman Waldron to continue the great job he has been doing. There was a lot of discussion on this appointment, as Selectman Waldron was on the Budget Committee last year and is happy to continue in the Selectman role.

Selectman Waldron announced that the Selectmen have appointed current Asst. Director for Public Works, Justin Bernier has accepted the role as Interim Public Works Director effective immediately. He will be in this role until the middle of April. Justin has extensive experience in Public Works and looks forward to continuing the great service that outgoing Director Andy Buteau has given the Residents of Northfield. We wish Andy the very best in the future and look forward to Justin helping us through this winter.

- **Other Business**

There will be no vote on the minutes of the past few meetings as the board has not read the minutes.

The T/A asked if we were meeting early next week to continue reviewing the 2021 budget. The Selectmen shall meet on Tuesday the 29th of December at 3:00 pm to review the budget.

The Selectmen recessed the meeting at 7:35 pm.

Minutes Recorded by T/A Ken Robichaud

Minutes Approved on December 29, 2020