



## NORTHFIELD BOARD OF SELECTMEN MEETING

Minutes of the meeting of December 29, 2020

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

**Also Present:** Town Administrator Ken Robichaud, Police Chief John Raffaelly, and Interim Public Works Director Justin Bernier.

**Zoom Attendance:** None

The 2021 Budget meeting was called to order at 3:00 pm by Chairman Waldron.

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

Town Clerk budget. 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? The Town Clerk stated that she doesn't know when it will break down. The cost to replace it has come down in price from last year to \$600.00. The Selectmen asked if she would consider dropping that dollar amount from \$2,200.00 to \$1200.00. This budget line will contain money for 1 new printer at \$600.00 and \$600.00 for 2 credit card reading machines. The odds are that the Town Clerk will not have to replace both printers in the same year. The Town Clerk agreed. Also discussed, currently the salaries for the Town Clerk and the Assistant Town Clerk are split 50-50 between the Town Clerk Budget and the Tax Collectors budget. This year the Selectmen have tried to be consistent in all budgets across the board to not split out salaries and to be more transparent on showing where the money is in the budget and not have to track it down between budgets. The Selectmen have done this to the Highway budget, the Town Administrators budget, the Revaluation of Property budget, the Finance budget, and now the Town Clerk/ Tax Collectors budget.

The Police Department Budget was reviewed with discussion revolving around the salaries and the part time salaries. Discussion also turned to building maintenance as the Police Chief stated that he needs to repair the entrance to the PD. The entrance needs to be brought up to ADA compliance, with \$5000.00 in the budget for that to occur, it was decided that this was not a good number. Building material has gone up in price and that the Chief would need approx. \$8,000 to do the repair correctly. The Selectmen added the funds to the line. There was more discussion revolving around new equipment, Dispatch services, contracted services and other lines. No changes were made. It was decided to address the salaries and related costs at a later date.

The next budget item discussed was the money allocated to the Lakes Region Fire Dispatch Aid. Discussion was directed at the cost of the service and why does the town pay the Tilton-Northfield Fire District and a separate fee to Lakes Region Mutual aid dispatch service on top of it. After much discussion, the Selectmen agreed to remove \$42,999.00 in the line, but to keep \$1.00 in the line to keep it open for future use if needed.

Emergency Management line was discussed as the Town is working on a \$4,000.00 grant to help in updating our Local Emergency Operations Plan (LEOP). The Selectmen asked to put in that line \$1.00 in case expenses need to come out.

Other lines discussed were Youth Assistance Program (YAP). In 2020 this agency requested \$58,320.00. They have requested \$57,439.00 for budget year 2021. YAP is expecting an offsetting grant of \$943.00 this is the reason for the reduction. The Selectmen discussed this agency in great length in what they provide to the community and decided to keep it at \$57,439.00, as requested.

Public Works Department was discussed and the Selectmen went through this budget as well. The Selectmen reduced salaries to \$371,132.00 due to personnel changes. Part time wages were reduced to \$3,000.00, for a part time grader operator and snowplow driver. Other items discussed were new equipment, general vehicle maintenance, building maintenance repair and tires. Due to these questions the Selectmen put off the DPW budget until next week, when more information becomes available.

The Selectmen will pick up next week with the remaining DPW questions.

**Chairman Waldron moved into the regular meeting at 5:02 pm with Chief Raffaelly and Interim Public Works Director Justin Bernier joined the meeting.**

Chairman Waldron led the Pledge of Allegiance.

There is still no one on zoom

- **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. Certain parts are backordered and will be here on January 15<sup>th</sup>. The new engine has arrived and will be installed this week.

Discussion turned to the current opening that is available in the Department, with no conclusion reached.

- **Public Works**

Interim DPW Director Justin Bernier discussed the culverts on Bay Street Extension and he would like to replace the current grates with hurricane grates as leaves continue to plug up the grate openings. Discussion continued on water and culverts and different locations around town and that they need to be fixed.

Also Interim Director Bernier stated that a truck needed a new starter and it was replaced. Discussion turned to a resident at 285 Shaker Road who is installing wooden stakes too close to the road which impedes the town's ability to remove snow during storms. Justin will speak with the resident on moving the stakes, also Justin will try and speak to the neighbor on Shaker Road who is plowing snow into the culvert which is in the right of way for the Town.

Justin also discussed tires being replaced on the Grader and also the truck tires were replaced as well.

- **Non-Public Session**

Sel. Waldron made a motion at 5:17 pm to go into nonpublic session under NH RSA 91a 3-II, (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 7:05 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**

The T/A submitted 2 encumbrances for approval by the Selectmen. Chairman Waldron stated that in the future he would like to see the encumbrances each separate instead of all on one sheet.

Waldron/Brown moved to encumber up to \$3,000.00 from legal fees line from the 2020 budget to be expended sometime in 2021 for legal fees on the transferring of the Town boundary line of the Island between Tilton and Northfield. **Motion approved by a 2-1 vote.**

Waldron/Haskins moved to encumber up to \$32,000.00 from the 2020 budget of the Park Maintenance line for the removal of Trees in Pines Park of \$800.00 per tree. **All in favor motioned approved by unanimous vote.**

Discussion turned to the proposed bill or LSR that is being created in the NH Senate on a boundary line adjustment of the “Island” that is currently in Northfield. Once the bill passes the NH House and the Senate the boundary line of the “Island” will be moved to Tilton. The Town will have to vote at Town Meeting to authorize the Boundary Line change in March. Questions were asked on the adjustment.

The T/A handed out a calendar that the AT/A made from the NH Municipal Association Website of important dates to remember. Budget, warrant articles and town meeting dates were explained. Just some important dates to keep our eye on moving forward.

The T/A brought up something that he discovered while researching the Solid Waste Ordinance. It may be that the Solid Waste Ordinance and a Snow Removal Ordinance may have to go before the voters of the Town at Town Meeting day. RSA 31:39 discusses the regulating the collection, removal and destruction of garbage, snow and other waste materials. Speaks to the Towns may make bylaws for these activities. The T/A will do more research on this prior to recommendation.

The Selectmen signed a contract with Civics plus a new town website provider. The T/A researched surrounding municipalities and most have Civics Plus as there provider. Our current website is limited in what we can do and how much bandwidth and storage we are able to hold our documents. Civics Plus will allow the Town to move forward and provide more options and much more content to the town webpage. This contract is a three year agreement and will allow the Town to spread out the costs of creating, designing and launching the new webpages of the website, over the next three years.

The time clock discussion came up again and it was decided that the cost was too high at this point to move forward with this purchase. The Selectmen stated that we can revisit this again at a later time and as for the time being we will continue doing what we have been doing for now.

The Selectmen decided to meet next Tuesday at 3:00 pm to continue on the budget.

Haskins/Brown motioned to accept the minutes of December 1<sup>st</sup> 2020, with the correction to spelling of Daniel. All in favor, motion passed.

Haskins/Brown motioned to accept the minutes of December 15<sup>th</sup>, 2020. All in favor, motion passed.

Haskins/Brown motioned to accept the minutes of December 18th, 2020. All in favor, motion passed.

Brown/Haskins motioned to accept the minutes of December 22nd, 2020. All in favor, motion passed.

- **Other Business**

The T/A requested he have Thursday December 31<sup>st</sup> off. The Selectmen were okay with that request.

The Selectmen recessed the meeting at 7:42 pm.

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

**Minutes approved on January 5, 2021**