



## **NORTHFIELD BOARD OF SELECTMEN MEETING**

Minutes of the meeting of March 21, 2023

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

**Town Staff Present:** Town Administrator Ken Robichaud, Police Chief John Raffaelly and DPW Director Justin Bernier

**Others Present:** Ken Tomlin, Tim Rose, Scott Haskins & Pat Constantino.

**Selectmen Hubbell opened the Selectmen's Work Session at 5:00 pm.**

The Pledge of Allegiance was recited.

Payroll for this week is \$25,201.00 and A/P is \$70,258.00

### **Selectman Organization for 2023-2024**

**Selectmen Hubbell/Cunningham motion to make Selectman Durgin Chairman of the Selectboard, all in favor, motion passed.**

**Chairman Durgin took over the meeting as Chairman.**

**Selectmen Cunningham/Durgin motioned to make Selectman Hubbell Vice-Chairman, all in favor, motion passed.**

**Hubbell asks to remain on the Budget Committee, Durgin asks to stay on Planning Board, Durgin asks Cunningham if he would like to be on the Parks Commission, Cunningham states "sure".**

**Durgin/Hubbell motion to put Ross Cunningham on the Parks Commission as the Selectman representative, all in favor, motion passed.**

**Durgin/Cunningham motion to keep Hubbell as the Selectman's representative to the Budget Committee, All in favor, motion passed.**

**Hubbell/Cunningham motion to keep Durgin as the Selectman's representative to the Planning Board, 2 votes in favor and 1 abstention, motion passed.**

Pat Constantino addressed the Selectboard on the Tilton Senior Bus Transportation Program that the Town has entered into the contract back in 2021. Ms. Constantino gave the Selectboard updated numbers of riders and that the bus is being utilized regularly to doctors' appointments and also to Market Basket, Walmart, and Hannaford's Supermarkets. Ms. Constantino would like to have the Selectmen resign the contract between Tilton and Northfield to continue the program. Ms. Constantino stated that the cost is about \$10.00 per resident. And the Town of Northfield has had approx. 32 people utilize the service. The transportation fund had \$1,000.00 in contributions from the business community to tap into before the Town will be charged per resident. Ms. Constantino would like the Selectboard to resign the contract for another year. They have 4 new drivers in different phases of getting their license to help with driving the bus.

**Selectman Cunningham/Hubbell motion to sign the MOU for another year, all in favor, motion passed.**  
Chairman Durgin signed the MOU.

### **Police Department Update-**

Police Chief Raffaely informed the Selectboard that another Pine Tree fell in Pines Park. They were all aware of the fallen tree.

Chief Raffaely presented 3 security camera quotes for the Selectmen to consider. The quotes were not all the same as the quotes presented had different amounts of cameras installed. The Selectmen did not accept the quotes as they were not apples to apples. The Chief will return to the next meeting and bring forward the 3 quotes with the same amount of cameras installed as well as answers to some questions.

Chief Raffaely would like to move forward with the purchase of the new cruiser that was authorized at Town Meeting last week. The vehicle will be purchased from a dealer in Massachusetts where we purchased the last 4 police vehicles from.

**Cunningham/Hubbell motioned to approve the purchase of the new Police Cruiser, all in favor, motion passed.**

### **Department of Public Works Update-**

Director Bernier presented the engineering proposals from HEB engineering \$19,800.00 and Browns Engineering \$10,500.00 as he did last week, and he has the answer to questions from the last meeting of the cost of the culvert replacement of a cross culvert on Riverside Park Drive. the cost has gone up from \$9,000.00 to \$10,500.00 over the last three months. The Town has to go through the NH DES permitting process. The permit cost is still \$450.00, but volumes more of information is now needed for the permit to be submitted. There was discussion on an option of detouring vehicles during the winter through Pikes sand pit, that may be a possibility or reduce traffic to one lane during construction.

**Hubbell/Cunningham motion to award the culvert engineering of a Culvert replacement on Riverside Park Drive to Brown Engineering for \$10,500.00, all in favor, motion passed.**

Director Bernier presented scope of work to the Selectboard to review for overlay paving of Shaker, Bay Hill and Keasor Roads. This will be on a per ton price basis this year. Director Bernier wants to have a mandatory Prebid meeting for this project. All paving material for municipalities is all set by the State of NH Specification, so the mix coming from the plants is all the same and cannot be changed. The Prebid meeting will be held on Friday March 31<sup>st</sup> 2023 at 9:00 am. All bidders must have attended the Prebid meeting in order to submit a bid.

Selectman Cunningham asked about the Street Condition report and who created it, Bernier stated that he created it.

The Mailbox Policy was handed out to the Selectmen for review and discussion. The policy states that if the Town hits your mailbox with a plow truck we may replace your mailbox depending on the circumstances. If the snow being discharged from the plow hits and damages the mailbox the Town is not held responsible. The question was asked on how many mailboxes are damaged by the truck hitting the mailbox, the answer was 2 so far. How many mailboxes are hit from the snow (quite a few). There was much discussion on snow hitting the mailbox, versus the truck hitting the mailbox. The Selectboard decided to keep the policy as is.

Director Bernier asked the Selectboard to change the fleet color from Hunter Green to Red, as the new CV Truck is white we can get prices on repainting it or vinyl wrap the truck red. We can change the 6-wheel truck to Red as it is not yet in production. The Selectboard were okay with changing the fleet color to Red. They were cautious about spending more money on wrapping or painting a vehicle to red.

### **Administration**

Town Administrator Robichaud handed out the Building Inspector/Code Enforcement Officer monthly report.

The Administrator informed the Selectmen that the Town must do an audit on the Town Clerk's records according to the RSA. The time span of the audit is from January 1<sup>st</sup> to Friday the 17<sup>th</sup> of March. Robichaud gave the Selectmen the engagement letter and the Chairman signed the document.

The Tilton-Northfield Old Home Day Committee is requesting the use of the Horse Ring as well as Pines Park for the event. This will be brought to the Parks Commission to make sure that the park will be ready for use. The Rotary is working and will be giving the Parks Commission funding for rebuilding the horse ring and hopefully have it ready for June, but it is not a guarantee.

### **Review Minutes**

**Hubbell/Durgin motioned to accept the minutes of March 7<sup>th</sup> 2023 as presented. 2 votes in favor of the motion with 1 abstention, motion passed.**

### **Other Business**

Selectman Hubbell spoke to making some improvements to the Transfer Station, also to building a new salt spreader hanger. In the next several years we should be able improve these two items. Director Bernier will meet with Lakes Region Planning Commission on possibly some grants to help with the Transfer Station.

### **Public Input**

**Scott Haskins-** would like more information on the meetings. Discussed the mailboxes and that people will take advantage of the free mailbox, put go pros on the trucks.

**Ken Tomlins-** would like police statics on a monthly basis.

**Sel. Durgin made a motion at 6:26 pm to go into nonpublic session under NH RSA 91a; 3-II, ( A B C L ) seconded by Sel. Hubbell. Roll call vote–Selectman Hubbell–Yes, Selectman Cunningham- Yes. Selectman Durgin – Yes. Motion passed by a 3-0 vote.**

**Durgin/Hubbell motioned to reconvene the public session at 7:45 pm. Roll Call Vote, Selectman Cunningham-Yes, and Selectman Hubbell-Yes, Selectman Durgin – Yes. Motion passed by a 3-0 roll call vote.**

**Durgin/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 Cunningham–Yes, Selectman Durgin – Yes, and Selectman Hubbell -Yes. Motion passed by a 3-0 roll call vote and the minutes are hereby sealed.**

Chairman Durgin adjourned the meeting at 7:46pm.

**Minutes voted and approved on March 29 2023**