



## NORTHFIELD BOARD OF SELECTMEN MEETING

Minutes of the meeting of March 29, 2023

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

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

**Others Present:** Ken Tomlin, Kevin Waldron, Tim Rose, Kristin Vaughn, Sherri Sprague

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

The Pledge of Allegiance was recited.

Chairman Durgin told the audience that we are trying out a new agenda format and paperwork processes, so please bear with us as we go forward with this.

### Administration

Town Administrator Robichaud presented the Selectmen with 4 quotes for replacing the roof on Town Hall. The lowest quote was for \$15,950.00 but was not advantageous to the Town as the warranty was only 5 yrs. For workmanship and 15 years on the shingle. The quote most advantageous to the Town was for \$16,725.00, with a 10-year warranty on the workmanship and 30 years on the shingle. **Sel. Cunningham/Hubbell motioned to award the quote to Platinum Roofing for \$16,750.00 and to get a quote on fixing the fascia and gutters on the front of the building. If the quote has changed then this motion is no longer valid.**

Outside agencies have requested to go back to quarterly payments in place of bi-annual payments. T/A Robichaud explained that the prior board switched from quarterly payments to bi-annual payments as that board did not want to draw on a tax anticipation note or (TAN) and have to pay interest just to give agencies money. Robichaud went on to explain that since he had been in Northfield this was never the case. Last year we did not draw on a TAN until November and that was because the Department of Revenue (DRA) could not set the tax rate due to ongoing issues between the Water District and the Fire District as well as the School District had not filed paperwork in a timely manner. **Sel. Cunningham/Durgin motioned to go back to quarterly payments only if we do not draw down on a TAN. The vote was 2-1, motion passed.**

T/A Robichaud requested that the Town reimburse the Pines Community Center \$91.06 for labor costs due to staffing the Pines Community Center Emergency Shelter. This shelter was open for one night due to a large storm and very cold weather. No residents came to the shelter, but it was available. **Sel. Cunningham/Hubbell motioned to reimburse the Pines the \$91.06, all in favor, motion passed.**

### Police Department

Chief Raffaelly requested that the Selectmen award the camera quote that he brought last week. The Selectmen reviewed the 3 quotes again. After some discussion, **Sel. Cunningham/Hubbell motioned to award the camera proposal to Mason Security Alarms for \$13,850.00. This includes all parts and labor to completion of the project. All in favor, motion passed.**

The Chief moved on to the HVAC system at the Police Department. There has been some issues with it leaking through the ceiling tiles and it not working appropriately. They have had some issues getting contractors to look at the unit, but they have finally found someone, he will get back to the selectboard with pricing on fixing it.

Raffaelly brought up the new cruiser. He would like to give the new cruiser to the Lieutenant and make the Lieutenant's cruiser a front-line cruiser. This will save some money as we don't need to purchase the same amount of equipment that is needed into this cruiser than a front-line cruiser. We do have to order the radio though as it will take 5-7 months to get it, due to back orders. The Selectmen will wait for quotes and also for the new Police Chief to decide on whether to add or replace a cruiser.

### **Department of Public Works**

None

### **New Business**

T/A Robichaud informed the selectboard that the Town Clerks Audit has been completed and that the MS-61 has been filed with DRA. When a newly elected Town Clerk comes into office there must be an audit completed from the outgoing Town Clerk to the incoming Town Clerk making sure that all the accounts are in order, and that there are no discrepancies as well as recommitting warrants for tax collection, timber cutting as well as betterment tax warrants. Everything was in order and there were no discrepancies found. The Selectmen signed the recommitment warrants and accepted the audit as completed.

T/A Robichaud informed the Selectboard that we needed a secondary signor for checks. This is only in an emergency if the Treasurer is not available. **Hubbell/Durgin motioned to make Sel. Cunningham the secondary signer of checks. All in favor, motion passes.**

T/A Robichaud asked the Selectboard what information they want on the Department Heads monthly reports. Sel. Cunningham stated that he thinks it will be different for each department. They should be what that department does each month so that it is disseminated to the residents of the Town.

### **Reappointment to Park Commission**

Scott Haskins, Chairman of the Parks Commission sent a letter to the Selectmen requesting that they reappoint Tim Rose and Sherri Sprague to the Parks Commission, both for a 3-year term. **Sel. Hubbell/Cunningham motioned to reappoint Rose and Sprague to 3-year terms. All in favor, motion passed.**

### **Appointments to other Boards-**

**Sel. Hubbell/Cunningham motioned to appoint Phil Davis and Amy O'Hara as a full Board Member, Sel. Durgin/Cunningham motioned to appoint Karen Woodward as an alternate to the Zoning Board, all in favor motion passed.**

**Sel. Cunningham/Hubbell motioned to appoint Glen Brown and Victoria Charter as full members to the Planning Board. All in favor, motion passed.**

**Capital Improvement-** The Selectmen will wait until July to appoint members to the Capital Improvements Committee, as this board consists of **3 public members, 1 member from ZBA, 1 member from Planning, 1 member from the Budget Committee** and a representative from the Selectboard.

**Conservation Commission-** Sel. Cunningham/Hubbell motioned to reappoint Tony Pucci, Mark Chaffee and David Krause as full members, all in favor, motion passes.

## **Public Input**

**Kristin Vaughn-** is appreciative of the new agenda format.

**Sherri Sprague-**said thank you.

## **Review Minutes**

**Hubbell/Cunningham** motioned to accept the minutes of March 21<sup>st</sup> 2023 all in favor, motioned passed.

## **Non-Public Session**

**Sel. Durgin** made a motion at 5:49 pm to go into nonpublic session under NH RSA 91a; 3-II, ( B, C ) seconded by **Sel. Cunningham**. Roll call vote–**Selectman Cunningham–Yes, Selectman Hubbell- Yes. Selectman Durgin – Yes.** Motion passed by a 3-0 vote.

**Sel. Durgin/Hubbell** motioned to reconvene the public session at 6:54 pm. Roll Call Vote, **Selectman Cunningham-Yes, and Selectman Hubbell-Yes, Selectman Durgin – Yes.** Motion passed by a 3-0 roll call vote.

**Sel. 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 6:56pm.

Minutes recorded by Town Administrator Robichaud

Minutes voted and approved on April 11, 2023.