



NORTHFIELD BOARD OF SELECTMEN MEETING

Minutes of the meeting of May 23, 2023

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

Town Staff Present: Town Administrator Ken Robichaud, DPW Director Justin Bernier, Police Chief Mike Hutchinson, and Lt. Jesse Colby.

Others Present: Christina Cann, Ken Tomlins

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

Administration

Administrator Robichaud discussed with the Selectmen his Health Officers training on Wednesday the 24th in Concord. He also told the Selectmen that the Municipal Managers Association of New Hampshire conference is June 21-23. The Selectmen's meeting of June 6th the City of Franklin Mill Falls Whitewater Park will be in attendance to discuss the upcoming Kayak Day on Father's Day. They will be discussing parking issues and road closures and the issues that they cause.

Police Department

The new 2023 cruiser is at Global getting emergency equipment installed for \$18,730.50. The 2021 Lt. Car is getting upfitted to become a front-line cruiser with minimal cost. The Chief brought up the MOU for membership on the Merrimack Swat team. The Chief and the LT. stated that they have not received an updated MOU and are waiting for this, but the cost is \$3,000.00. There was some confusion on past membership payments and the T/A could not find any past payments for this. It was decided to wait until the MOU is updated and the invoice is submitted to make this payment.

Department of Public Works

Director Bernier did not have anything this week to report other than the bids for the Silver Lane project are due to be opened on May 25th at 10am. The DPW have been busy filling in potholes, grading dirt roads and putting up signs, mowing and cleaning up roadsides.

Topcoat Paving will begin on Bay Hill, Shaker and Keasor Roads around the first or second week of June.

New Business

The Town Administrator presented to Selectmen an Employee Survey to gauge how Town Employees feel about working for the Town of Northfield. This can be a useful tool to attract and retain employees. The TA would like to narrow down the questions from 18 to 10 or 12 and to add a comment section at the bottom. The Selectmen authorized it to move forward and that the Department Heads meet to narrow down the questions. This will be an anonymous survey for the employees.

T/A Robichaud brought up the grant for the Emergency Management Center generator installation. Last year the State sent the Town documents for an extension of time for reimbursement of the grant. The prior board

signed the documents and initialed each page and at that time no minutes were required. The town sent back the documents and we received the extension. In following up on the reimbursement it was discovered that there was a snafu with the documents and the State. The State sent the Town the same documents as we submitted last year, and this year they are requiring minutes for the same extension.

Selectman Cunningham/Hubbell motioned to accept and sign the terms of the Emergency Management Performance Grant amendment as presented to reflect the change of period of Performance dates from August 31,2022 to August 31, 2024. All in favor, motion passed.

Arthur Brouillard requested to be on the Zoning Board of Appeals (ZBA) as an alternate. The TA stated that in the past, individuals who requested to be appointed to a board, would have to meet with the Selectmen. There have been times where they did not follow this procedure. The Selectmen would like to go back to meeting with the individual.

Selectman Hubbell brought up NH RSA 447:16 Bond Required. This RSA states that any municipality that contracts with anyone for the construction, repair or rebuilding of public buildings, public highways, bridges, or other public works, shall if the contract involves an expenditure of \$75,000.00 for the State and \$125,000.00 for any political subdivision of the State, must obtain an amount equal to at least 100 % of the contract by sufficient security, by bond or other security. The Selectmen discussed that this will now raise the cost of all our paving projects and instructed the TA to get more information on this RSA.

Unfinished Business

Chief Hutchinson informed the Selectmen on the HVAC issue that has been discussed here the last several meetings, it is finally fixed and working. They have installed a tamperproof cover over the thermostat.

Bathroom at Sandogardy Pond came up for discussion and we discussed the hours of the park operations were different than the hours of operation on the park's rules, which need to be set. The lights could be left on all night, regular police patrols every few hours.

Other Business

Selectman Durgin brought up for discussion the yield sign currently installed at Cross Mill Road and Hodgdon Road. He would like to entertain the idea of changing it to a stop sign. The Selectmen discussed this in great detail and decided to put in a stop sign and would like the Police Department to monitor that area for a while until people get used to it being a stop sign. Also, to enhance the stop sign the DPW will paint a wide stop line as well as putting a warning sign several yards away to warn drivers of the pending stop sign.

Public Input

Christina Cann- wanted hours for Highway open past 4:30 to obtain transfer station stickers.

Review Minutes

Cunningham/Hubbell motioned to accept the minutes of May 23rd 2023 as presented, all in favor, motioned passed.

Chairman Durgin recessed the meeting at 5:33 pm.

Chairman Durgin called the meeting back to order at 5:38 pm.

Non-Public Session

Sel. Durgin made a motion at 5:39 pm to go into nonpublic session under NH RSA 91a; 3-II, (A)(C)(L) seconded by Sel. Hubbell. 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 8:07 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/Cunningham 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 8:08 pm.

Minutes Approved June 6, 2023