



## NORTHFIELD BOARD OF SELECTMEN MEETING

Minutes of the meeting of June 11, 2019

**Present:** Chairman Wayne Crowley, Sel. Brown, Sel. Haskins

**Also Present:** Dr. Tracey Hutton, Town Administrator, Police Chief John Raffaelly, and Andy Buteau, DPW Director

The meeting was called to order at 5:00pm by Chairman Crowley.

- **General Business**

**Review accounts payable, payroll manifests and general correspondence**

- **Public Input**

**Howard and Claire Smith:** The Smiths of 129 Sandogardy Pond Road spoke to the Selectmen about their driveway concerns. They had come in to speak to the Board six months ago and were told to wait until the project was done. Mr. Smith apologized for not being able to make the last public session. The access driveway to their lot is quite steep and appears as though the culvert has been repositioned four feet from its original location. As a result, the Smiths had trees removed and additional footage added to the driveway. However, at this time it is still difficult for Mr. Smith to navigate the driveway with his truck and trailer. Currently the driveway is a straight run to the culvert from above. Mr. Smith explained that they have put reflectors up on the headers to the culvert to increase the safety, but it remains a problem. In addition their boundary markers have been removed. Mr. Smith stated that emergency vehicles would have trouble navigating the driveway. Ms. Smith added that she is now petrified to come down the driveway in the winter months.

Mr. Haskins inquired if in Mr. Smith's opinion should there be guardrails on portion of Sandogardy Pond Road and associated driveways. Mr. Smith replied "yes" and that he was shocked the NH DOT approved some of the conditions on Sandogardy Pond Road. Chairman Crowley thanked the Smiths for their comments.

- **Public Works Update**

Mr. Buteau addressed the Board. He started by updating the Board on the Elm Street drainage project; it will be ready to hot-top in approximately 2 weeks. In addition, the Memorial Street drainage work has begun. The workers uncovered unknown catch basins. On this street the gas line is right beside and higher than the drainage ways. This is on the resident side of the street. They may be a need for new pipe and drainage structures. On the upcoming Bay Hill project not to pave until the water utility has had Ken Partridge replace the water line. Mr. Partridge is currently working on other jobs which may require the water utility to find another contractor. The project is fine otherwise.

Mr. Buteau reviewed his suspense list responsibilities with the Board. He started with the trees in the playground need to be cut down. Mr. Haskins asked if the stumps would remain 20" off the ground as the other had. There was concerned about the licensing requirements if the facility. Mr. Buteau responded that this would be cut flusher with the ground. Chairman Crowley added that an excavator will be required to remove all of the stumps. Mr. Buteau questioned about disposal of the gas powered sander truck that is not

used. Chairman Crowley asked for a list of all the DPW equipment proposed to be disposed of.

Mr. Haskins inquired about the old wire guardrail on the bridge. Mr. Buteau replied that this guardrail was all the same; Chairman Crowley added that it would not be replaced unless something changes. The green car that is used by employees' from 2010 was discussed next. The Police Chief added that it has approximately 130,000 miles on it. **Crowley/Brown** moved to dispose of the green car by way of advertisement for sale on the vehicle. **Motion passed by unanimous roll call vote.**

- **Police Department**

- **Greg Bavis: First Responder Grants:**

Chief Raffaelly introduced Mr. Bavis from First Responder Grants. Mr. Bavis explained that he joined the company after his retirement from the Belmont, NH, department in January. The company was established in 1998 and since that time has assisted department is obtaining \$2.2 billion in grants. Mr. Bavis described the services of his firm. For \$1,500/year the company performs a needs assessment of the department and reviews 4 grant application prepared by the Town. If the Town required Mr. Bavis' firm to write the grant it costs \$125/hour with a 10 hour minimum.

Mr. Brown added that the Town has probably had many missed opportunities over the years. Mr. Bavis explained that his company follows the notices of funding opportunities published by federal agencies. The Selectmen thanked Mr. Bavis for his presentation and would discuss the issue further in the near future.

- **Update**

The Chief discussed the recent PT tests conducted by the Department. There were two candidates and one passed. At another recent administration of the test there were four candidates in which two passed. This leaves three candidates for the open patrolman position. The next step is oral board examinations. Letters will be sent to the candidates and from that process there maybe a couple of candidates emerging.

Mr. Haskins asked about the recent rash of street signs that have gone missing. The Chief responded that there has not been a continuation of the issue.

- **Administration**

- **Sign Settlement Agreement with NHEC**

Chairman Crowley reported to the Board that the legislature has formed a working committee to address assessment of utilities. The utility companies want their assessment calculated as a depreciating asset. The agreement in front of the Selectmen represents half of what NEHC was asking for; the terms had been previously agreed to. The Board signed the settlement agreement.

There is a similar agreement being prepared for Eversource. The Selectmen requested Dr. Hutton research the disposition of that agreement.

- **Noise Ordinance Discussion**

Chairman Crowley suggested that the Board “kill” the noise ordinance proposal based the changed opinion of the Police Chief. Chief Raffaely suggested that by talking to the parties when a complaint is received and threatening arrest is sufficient. Mr. Haskins disagreed. Mr. Haskins felt that the ordinance provides more discrete standard for residents to follow.

Mr. Brown suggested the ordinance be tabled. Dr. Hutton agree that Town Office staff will begin logging all of the noise complaints and inquiries to bring back to the Board.

- **Review Suspense List**

- **The bell at Pines Park**

Mr. Haskins agreed he would work on this item.

- **Island Park**

Chairman Crowley informed Dr. Hutton that Tilton still has heirs to track down to get concurrence. Dr. Hutton will contact the Tilton Town Administrator.

The generator at Pines Community Center was asked about. Chairman Crowley asked is the Pines Community Center qualified as a Emergency Command Center, EOC. The Police Chief informed the Board that Winnisquam High School could be an ECO. Chief Raffaely also commented that many of the police radios need to be upgraded/replaced.

- **Tax Deeding 2018 Property**

Chairman Crowley asked that if properties are going to be taken for taxes that the Board be informed ahead of time. Dr. Hutton assured the Board that she would.

- **Glines Park**

There is a tree that needs to come down between the two buildings.

- **Sandogardy Road Project Discussion**

Chairman Crowley updated the Board on the meeting that occurred that day with NH DOT, HEB Engineering, Hiltz Construction, Dr. Hutton, and himself. There is \$189,000 in change orders proposed; there is not that much funding remaining in the project. The most pressing issue is the Railroad culvert. This change order is \$66,000 plus approximately \$11,000 in additional engineering. This change order can be accommodated in the budget. The Railroad crossing agreement for this change order was discussed, signed, and notarized by the Town Clerk.

A discussion ensued about the pavement pricing in the contract. Chairman Crowley explained that the contract only locked in a price until the original contract end date of June 7, 2019. There is a penalty for Hiltz not making that

date, but some of the delay was the telecom poles not being relocated. It was also the desire of the DPW Director that the top coat of paving not be completed until after all the work that required track machines and heavy weight trucks is done

Mr. Buteau returned to the meeting after speaking with the water utility. He brought back up the water line on Bay Hill Road. The water utility is looking for a contractor to lay a new line at time and materials. Mr. Crowley questioned the connections and volume of the existing line. Mr. Buteau suggested the Board write a letter to the water utility that strongly requested that the water line being replaced in conjunction with the road work. Dr. Hutton was directed by the Board to write and send such a letter/

- **Road Opening Permit Discussion**

The Board directed Dr. Hutton to use her discretion in preparing a draft for review. Dr. Hutton will prepare a draft for the June 25<sup>th</sup> meeting.

- **Current Cash Flow Status**

Dr. Hutton explained that the cash flow situation is improving now that the tax bills have gone out. Chairman Crowley asked when the Town was going to pay back the line of credit that was borrowed from the bank. Dr. Hutton said that she would check with the Finance Officer and get back to the Board.

- **Expense Report Review**

Chairman Crowley asked that they receive monthly revenue and expenditure reports for meeting review.

- **Sold Waste Facility Rules**

Currently no commercial recyclables are taken at the Transfer Station. Chairman Crowley suggested that the Board should reconsider this for OCC and scrap metals. The Board asked for a report of the net profit for these items, excluding labor, for their next meeting. No C&D will be accepted.

- **Disposition of Brackett Lane Property**

This tax deeded property was for sale a few years ago and the sale fell through. The Board would like to examine that situation and look at the original bid documents. There will be a non-public session at the next meeting to discuss this.

- **Administration Update**

The agreement with R&D paving was ready to sign based on the bid documents. Chairman Crowley asked if the escalator attached to the bid for ACL was binding. Dr. Hutton was directed to look into this.

Dr. Hutton reviewed with the Board the Surette Park compliance report for DES. The Board reported that the Town is in compliance with the required remediation. Dr. Hutton will send the report back to DES.

Dr. Hutton reported that the Conservation Commission would like to change the four stewardship agreement to have consistent language regarding the use of motorized

vehicles. The Selectmen decided that they could change only on the two that had not been recently changed. The Selectmen will inform the Conservation Commission when they are holding the public hearing.

The Board was briefed, as the Board of Health, on the Order to vacate that was placarded at 220 Shaker Road by the Alternate Health Officer, the Board was in agreement that this was an appropriate action.

Chairman Crowley asked if the Finance Officer had completed the report of school department revenue from the state. Dr. Hutton explained that the revenue went directly to the school and did not pass through the municipal accounting system. Dr. Hutton was directed to meet with Amy, the Business Director for the school department to gain an understanding of the funding issues. The current legislative proposal would increase revenue from the state.

- **Non-Public - RSA 91A-3 II (e)**

**Crowley/Brown** moved to enter into non-public session under the provisions of RSA 91-A3II (e) at 7:25pm. **Motion passed by unanimous roll call vote.**

Also Present: Dr. Hutton and Chief Raffaelly

**Crowley/Brown** moved to reconvene the public session at 7:42pm. **Motion passed by unanimous roll call vote.**

**Crowley/Haskins** moved to seal the minutes of the non-public session. **Motion passed by unanimous vote.**

- **Review minutes of the meeting of June 4, 2019**

Dr. Hutton reviewed the format of the minutes with the Board. There was consensus that the Board liked the content and style of the minutes. Dr. Hutton will now clean them up and have them ready for approval at the next regular meeting.

- **Adjournment**

There being no other business the meeting adjourned at 7:48 pm.

Respectfully submitted by:  
Dr. Tracey E. Hutton

**Minutes Approved June 25, 2019**