



## NORTHFIELD BOARD OF SELECTMEN MEETING

Minutes of the meeting of June 25, 2019

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

**Also Present:** Dr. Tracey Hutton, Town Administrator, Stephanie Giovannucci, Assistant Town Administrator, Police Chief John Raffaely, and Andy Buteau, Road Agent

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

- **General Business**

- Review accounts payable, payroll manifests and general correspondence
- Complete Count Community - Census 2020

Ms. Giovannucci explained to the Board the benefits to Northfield of having an accurate census. She would like to begin advertising the upcoming 2020 decennial U.S. Census to the public. The web version of the census form will be up in February, the Census Bureau will send a post card to every address in the 911 address database that was prepared by the Town. In March the paper version will become available. There will be a group of census workers (paid \$16.50 an hours if anyone is interested in applying) to help people fill out their census forms. The Selectmen were in consensus that it is in the Town's best interest to have Ms. Giovannucci start publicizing the decennial census.

- **Public Input**

Wendy French addressed the Board. She explained that she accidentally threw away her 2019 transfer station vouchers instead of the expired 2018 ones. She asked the Board to authorize staff to reissue 2019 vouchers. The Board agreed to allow this. Ms. Giovannucci issued new vouchers for the French's.

- **Public Works Department**

- Sargent Street - "No Through Trucks" request

There was a request received in the Town Office for a "No Through Trucks" sign to be placed on Sargent Street. There was discussion of the traffic patterns between Chief Raffaely, Mr. Buteau and the Board. Staff did not seem to think that truck traffic was overly frequent on Sargent Street. It was the consensus of the Board not to put up such a sign at this time.

- Department Update

Mr. Buteau presented the board with a quote for aluminum Class VI Road signs to have a sign at each end of every Class VI Road. It was agreed that this is an exorbitant expense. Selectman Haskins asked about vinyl signs that could be affixed to a firm backing of some kind. Mr. Buteau suggested corrugated plastic sheets as a durable and cost effective alternative. The Board agreed to have Mr. Buteau obtain a quote for corrugated plastic

signs. The proposed sign language, as prepared by Dr. Hutton, was reviewed and approved by the Board.

- **Sandogardy Change Orders**

The Board discussed the pending engineering contract amendment for the drainage work adjacent to the Railroad line. The Railroad Easement has already been executed and sent to NHDOT.

The Board discussed Mr. Buteau's concept for the drainage surrounding the former Union Church on Sandogardy Road. The concept is to put in approximately 200' of culvert leading to an infiltration basin. The Board discussed whether or not the town should use their own work force or hire outside of the current construction contract to perform the work. The Board agreed that the work should be a change order to the current construction contract. Mr. Buteau explained that a test pit will be necessary to determine the depth to groundwater, the area was called into dig safe and the 72 hour waiting period will expire at 2:30 pm on Friday the 28<sup>th</sup>.

**Brown/Haskins** moved to authorize Dr. Hutton to sign the contract amendment with HEB Engineering. **Motion passed by unanimous vote.**

- **Road Opening Permit Discussion**

Selectman Brown expressed concern over how these rules would impact the Water and Sewer Districts. Chairman Crowley and Mr. Buteau both expressed that the Town spends a lot of funds on road projects and it is a shame when the roads are cut up shortly after new pavement is laid. The Board decided to table the discussion until their next meeting so that the utility providers would have additional time to review the proposal.

- **Solid Waste Facility Rules**

Mr. Buteau stated that he did not agree with looking at taking commercial OCC at the transfer station. Selectman Haskins agreed. Chairman Crowley said there is a problem with the figures. It seems as though commercial MSW is going down but the Town's tipping fees are increasing. The Town has discovered that the carrier has mixed some loads in the past. Chairman Crowley agreed that taking commercial OCC is probably not viable due to the continuing price reductions of the commodity.

Mr. Buteau brought up how the Transfer Station Attendants are treated by the public. Selectman Haskins bolstered this sentiment. It was agreed that they do take a substantial amount of verbal abuse from the public, but Town employees must be respectful of the residents, regardless.

- **Public Works Department Update (continued)**

Mr. Buteau told the Board that he has attempted to clean out the catch basins at Pines Community Center. There is no “typical” in the plans in the Town Administrator’s Office for the basins to see how they were intended to function.

The Public Works Department raked up for Old Home Day and made other preparations. The dumpsters from Casella and the water are ready to go. After this year, the Old Home Day committee will need to be approached to do maintenance on the bleachers and other amenities, as opposed to the Town staff.

Mr. Buteau told the Board that he has heard from the Water District and they are still looking for someone to replace the line on Bay Hill Road. The Town would like to hold off paving until this can be done, but it needs to be done this construction season.

- **Police Department**

- **Department Updates**

Chief Raffaelly request that the Board have the large ramp at the skate park (Surrette Park) removed. It appears to be in need or repair and is dangerous at this point. Mr. Buteau said he would remove it.

- **OHRV Grant**

The Police Department received a grant that pays for OHRVs to be used in Town. These are private OHRVs and not owned by the community. Proof of insurance will be given to the Finance Officer and kept on file.

**Crowley/Brown** moved to authorize Chief Raffaelly to sign the grant that pays for fuel and time for personal OHRV use by the Police Department from June 2019 - June 2020. **Motion passed by unanimous vote.**

- **Department Updates**

Chief Raffaelly told the Board that the Oral Board for the three candidates for the vacancy will be held July 12<sup>th</sup>. None of the applicants are currently certified.

The Chief and the Board discussed motorcycle patrol. The Board asked how may officers had motorcycle endorsements. The Chief explained there is a required course in addition to the endorsement and that 6 out of the 9 personnel have both.

- **Management Team discussion of procedures**

The management team, Dr. Hutton, Chief Raffaelly, and Mr. Buteau, discussed the process of notifying the Selectmen if there is a need for a situation in Town. The Department Heads will contact Dr. Hutton if something occurs or needs to go to the Board, it is her responsibility to make sure all Board members are appropriately notified. Selectman Haskins asked if weekly Management Team meeting would be a good idea, the team felt bi-weekly may be more appropriate. After Mr. Buteau returns from vacation the team will get together and discuss formalizing a time for these meetings.

- **Administration**

- **Review Suspense List**

The suspense list was reviewed, and a few corrections made to tasks. Dr. Hutton updated the Board that the Island issue is waiting on Tilton.

- **Earned Time Off Policy and Wage Classification**

The Board explained that there is currently no procedure in place for the update of the Wage and Classification System. The current study is 5 years old. A compensation committee may need to be formed to examine if the rates are still at a market level. The Board noted COLAs are not standard in Northfield and that they operate under a merit increase system.

The Town Administrator explained that the most important step in a Wage and Classification Study is the first step; choosing the comparison communities. Dr. Hutton was directed to come up with a process that could be followed for a new Wage and Classification Study.

Chairman Crowley had asked the Town Administrator to look at the Town's Earned Time Off policy and 2014 Wage and Classification Study. Dr. Hutton explained that there is some language in the Earned Time Off policy that is not standard and could be further examined. Mr. Buteau said that his department has no problem administering the policy; Chief Raffaelly explained that the accounting has generated some problems in the Police Department. The Management Team will meet to discuss the policy and provide recommendations to the Board.

- **Review Pending Tax Deeding List**

The tax deeding process was discussed. Dr. Hutton explained that there are about a dozen properties on the list and that two property owners have contacted her already. The Board will set up conferences at the July 23<sup>rd</sup> meeting with any landowner who would like to address the Board about a tax payment arrangement.

- **Town Administrator's Goals and Objectives**

Chairman Crowley explained that he has thought about the goals and objectives of the Town Administrator, but that he did not have them with him that evening. Selectmen Brown and Haskins said that they would also put some ideas together. All the ideas will be combined and then discussed as a group. The Board has until September 1 to set the goals and objects with Dr. Hutton, according to the employment agreement.

- **Department Updates**

The Highland Mountain Bike park made a written request to the Town for approval of additional beer consumption locations on their property for an event in July. The Board agreed they have no objections and directed Dr. Hutton to prepare and send a letter to the Liquor Commission stating this.

The Town Administrator explained to the Board that she was trying to determine if the Code Enforcement Officer was a "designee" as referred to in the Zoning Ordinance. The Board discussed the implications of such a designation and agree to think about it and talk about it further at the next meeting. Dr. Hutton reported that the situation that brought this question to light should be ok to wait for a decision.

**Roy Glines entered to address the Board.**

Mr. Glines told the board that he had visited his wood lot on Sandogardy Road that day, for the first time in a while. Mr. Glines spoke with an equipment operator from Hiltz Construction when he saw the wood from the adjacent ROW piled on his lot in a manner that would not be easily retrievable. He also felt Dan from HEB Engineering was not very helpful.

Chairman Crowley expressed that Hiltz Construction was under the impression that Mr. Glines wanted the wood when the trees were removed. Mr. Glines explained that he had never spoken to Brandon Hiltz about it. Chairman Crowley expressed that the contractor did what they could with the equipment that was available on site at the time.

Mr, Glines explained that in March he spoke with, then Town Administrator, Glen Smith. At that time he agreed to the easement with a proposed driveway. He feel that he current driveway was not what he agreed to.

Chairman Crowley explained that the current configuration was on the construction plans and that when the project was complete Mr. Glines could purchase additional culvert and have it installed by the Town.

- **Review minutes of the meeting of June 4, 11, and 18, 2019**

**Crowley/Haskins moved to accept the minutes of June 4<sup>th</sup> with the noted corrections. Motion passed by unanimous vote.**

**Crowley/Brown** moved to accept the minutes of June 11<sup>th</sup> with the noted corrections. **Motion passed by unanimous vote.**

**Crowley/Haskins** moved to accept the minutes of June 18<sup>th</sup> with the noted corrections. **Motion passed by unanimous vote.**

Chairman Crowley directed Dr. Hutton to inquire with the Finance Officer about paying back ½ of the line of credit.

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

**Crowley/Haskins** moved to enter into non-public session under the provisions of RSA 91-A3II (a), (b), (c), and (e) at 8:08 pm. **Motion passed by unanimous roll call vote.**

Also Present: Dr. Hutton

**Crowley/Brown** moved to reconvene the public session at 8:36 pm. **Motion passed by unanimous roll call vote.**

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

Meeting schedule for July was discussed by the Board. Next meeting, if necessary, July 11, 2019.

Meeting place for Old Home Day parade decided and candy arrangements made.

- **Adjournment**  
There being no other business the meeting adjourned at 8:42 pm.

Respectfully submitted by:  
Dr. Tracey E. Hutton

**Minutes Approved July 11, 2019**