



NORTHFIELD BOARD OF SELECTMEN MEETING

Minutes of the meeting of June 6, 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

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

Administration

Administrator Robichaud discussed with the Selectmen a 7 Step Pay Scale that he would like the Selectmen to adopt. It is set up by taking the pay scales of several towns within our close proximity and putting each employee on to the step scale. This will enable current employees to see where they may fall in the coming years, as well as attracting future employees based on experience. Selectman Cunningham said that it should be reviewed every 6 months or so to ensure the rates are still competitive. Selectman Durgin would like to incorporate the scale into the employee handbook when we start reviewing it.

Selectman Cunningham/Hubbell motioned to accept the 7 step pay scale as presented, all in favor motion passed.

The City of Franklin, White water park discussion.

City Manager Judie Milner discussed with the Selectmen the Kayak River Run the weekend of June 16-19. The Dam releases water twice per year. The weekend of June 16th and the first of the year around New Years Day, this is when the Mill Falls Park has their events. She has assured the Selectmen that no detour signs will be posted in the Town of Northfield. Ms. Milner has worked with Google to change the detour routes on Google maps to hopefully send people another way except through Northfield. She would like to have a better relationship as well as communication with the Town which she feels will be better for all. The Selectmen agreed and gave her their support for better relationships and that she should communicate with the Town Administrator on things that need to be addressed in the future.

The Town Administrator asked the Selectmen if they agreed to change the Police Detail Rate from the current \$75.00 to \$85.00 per hour and that it would be retroactive from last the meeting of May 23rd. They stated that they agreed with the change.

Police Department

Nothing to report.

Department of Public Works

DPW Director Justin Bernier presented the bids for the Silver Lane Drainage Project and requested that the lowest bidder Brandon Hiltz be awarded the bid for the project at \$252,813.00. There was some discussion on the project and also with RSA 447:16 which talks about bonding projects over \$125,000.00, as this was discovered after the town went out to bid on this project, the town would have to redo the bid. After discussion

the Selectmen agreed that because we are supplying most of the materials and we have utilized Brandon Hiltz for many projects the Selectmen feel that at this time they will proceed with the project but, going forward any DPW project over the threshold must have a bond. **Selectman Cunningham/Hubbell motioned to award the bid for the Silver Lane drainage project to Hiltz Construction in the amount of \$252,813.00 and to execute the contract immediately. All in favor, motion passed, and the contract was signed by the Selectmen.**

New Business

Administrator Robichaud discussed with the Selectmen the new funding formula for the Lakes Region Mutual Fire Aid Dispatch. In the past the formula had contained the valuation of the municipality of 40% the population factor of 50% and a fixed factor of 10% equaling 100%. Starting in 2024 it will be 12% fixed factor, and this will go up every year 2%, the valuation factor of 36.5%, population factor at 46.5% and the incident factor of 5%. Every year the valuation and the population will be reduced, and the incident factor will rise 5% per year until 2028 where the formula will be fixed factor 20%, valuation factor 25%, population factor 30% and the incident factor 25%. The current formula is not fair to Northfield as 2/3rds of the incidents occur in Tilton, the population is higher in Northfield and the valuation is higher in Tilton, so we should see a reduction in our yearly rate that the Town pays NHMFA.

The Selectmen discussed Old Home Day and who would ride in what vehicles.

Unfinished Business

Chief Hutchinson informed the Selectmen that they had to call Rowell's Septic Service as they had an issue with the septic pump in the basement of the PD. The pump was over 20 years old and just quit working. The total cost to replace it was \$2,139.12. TA Robichaud recommended that they pay the invoice out of the Emergency Building Repair Fund. **Selectmen Hubbell/Cunningham motioned to pay the invoice from Rowell's in the amount of \$2,139.12 out of the Building Emergency Repair Fund. All in Favor, Motion passed.**

Other Business

None

Public Input

Helen Hardenburgh- Spoke to the 7 Step Pay scale.

Gary Andrews- Spoke to the drainage on his property.

Doug Ricard- Spoke to his driveway issues, and junk yards in town.

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 6:04 pm.

Chairman Durgin called the meeting back to order at 6:12 pm.

Non-Public Session

Sel. Durgin made a motion at 6:13 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 7:11 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.

Other Business

Selectman Cunningham/Hubbell motioned to allow Department Heads authorization to hire their own employees as needed and in line with the policies and backgrounds needed to hire and to present conditional offers for the hiring of employees. All in favor, motion passes.

Chairman Durgin adjourned the meeting at 7:18 pm.

Minutes recorded by Town Administrator Ken Robichaud

Minutes approved June 20, 2023