



NORTHFIELD BOARD OF SELECTMEN MEETING

Minutes of the meeting of July 11, 2019

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

Also Present: Dr. Tracey Hutton, Town Administrator, Police Chief John Raffaelly, 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**
- **Review minutes of the meeting of June 25, 2019**

Crowley/Brown moved to accept the minutes as amended. **Motion passed by unanimous vote.**

- **Public Input**

- **“Children at Play” signs**

Steve Randall addressed the Board regarding a “Slow Children at Play” sign. In the home Isla Cody used to live in the Huckins’ family moved in and now lives there with two young children. People drive fast around that corner; perhaps a larger speed limit sign would have a positive effect. Chief Raffaelly commented that a larger sign will most likely not have an effect on the speed in which people travel. Mr. Buteau was asked if there is a standard “Children at Play” sign, to which he responded in the affirmative. It was the consensus of the Board to have such a sign placed in that area of Bean Hill Road.

- **Discussion with Representative Hill**

Representatives Greg Hill and Howard Pearl gave an update on State legislative activities this year. HB 616 has been through both sides of the legislature, it is unknown when this will be on the Governor’s desk. This bill sets a COLA for retirees in Groups 1 and 2 of the NHRS and will create a new “base” from this point forward. This may create a need for Towns to increase their OPEB obligation and none of the municipal advocacy groups have been discussing the bill.

Representative Pearl discussed the process of HB2 (the budget bill). There were over 400 additions to the bill, such as an increase in the smoking age and agriculture licenses for hobbyists, which were not discussed on the floor. Regardless of the side of the issue that individuals are on discussion should have taken place in public.

- **Paul Vachon**

Paul Vachon of 220 Shaker Road addressed the Board. Mr. Vachon explained that he had a problem with his tenant over the past year. Mr. Buteau had discussions with the tenant about

moving the vehicle that was in the right-of-way onto the property. Since that time, unbeknownst to Mr. Buteau, Mr. Vachon obtained a writ of possession and the tenants left. Mr. Vachon is now cleaning up the property, outside and inside of the structure. He asked the board to remove that vehicle that was placed on his property by the Town. Chairman Crowley asked if the vehicle was in front of 220 Shaker Road, Mr. Vachon confirmed it was at least partly in front of his property.

Mr. Vachon explained that he has had one vehicle removed from his property and it cost him \$100. Mr. Buteau explained that he could remove the vehicle and move it to the Town Garage; Chief Raffaely reminded the Board that the vehicle needs a title to be disposed of. The Board agreed to move the vehicle using town forces to the DPW facility.

- **Morse - Map R7 Lot 33-C - Class VI Release**

Benjamin Morse asked for permission to build on a Class VI Road since he has already been to the Planning Board. Chairman Crowley reiterated the fact that while a driveway permit is required on Class VI Roads they are not maintained and the liability waiver that needs to be executed relieves the Town of any liability for emergency vehicle access and Town services. Mr. Morse replied that he understood and that he knows the neighbors have their trash put out at the limit of the Class V portion of the road which is also the limit of the school bus route. The agreement was executed and recording fee paid by Mr. Morse.

- **Chris Hunt**

Chris Hunt expressed that the Community Profile was a worthwhile effort that should not just be put on a shelf. Mt. Hunt explained that the process brought to light the public's desire to get the Town moving and have more economic development. Before this can happen, he explained, there was planning and zoning work that needs to be done to encourage development. In addition, the lack of housing, workforce housing, should be researched. Individuals who grew up here should be able to stay, but that is an economically challenging endeavor.

- **Public Works Department**
 - **Department Update**

Mr. Buteau submitted a purchase order request to get rid of the remaining used oil of unknown origin at the transfer facility. He also submitted a quote for 75 Class VI Road signs on corrugated plastic. The signs are 24"x 36" and run \$8.50 each. They are to be yellow with black lettering, but not reflective. Chairman Crowley suggested they be placed on 4" x 4" posts at Class VI Road entrances that are accessible by motorized vehicles.

Town Hall received an inquiry, as has the DPW, about the sidewalk at Exit 19. There is a question as to why it has not been maintained by the Town. Dr. Hutton was instructed to research the ownership of the sidewalk.

The Town received two bids for the green car that the Town had for sale; one for \$500 and one for \$750. The Board decided to dispose of the vehicle to the highest bidder.

Dr. Hutton explained the Town had received a bill via Tilton for electrical work on the Island. Mr. Buteau was asked if he was contacted by the Tilton DPW Director regarding the work that needed to be done, he responded that he had not. That being the case, Dr. Hutton recommended the Board not pay the bill as the MOU was not adhered to. Furthermore, the Board directed Dr. Hutton to send an e-mail to the Tilton Selectmen, and copy their Town Administrator, regarding their delay on completing the Island transfer.

The Conservation Commission has some signs that they wanted erected about Milfoil. They were instructed to bring them to the DPW garage by Dr. Hutton. Mr. Buteau was unsure if the Board wanted him to spent time on Conservation Commission work. The Board indicated that for signs and similar tasks, as long as the Conservation Commission supplies the materials, it is appropriate for the DPW to provide the labor. While on this topic of the Conservation Commission the Board asked about the grade stakes up at Knowles Pond. Chief Raffaelly responded that he had put them up after ticketing 22 cars last week. Illegal parking has become quite a problem.

Dr. Hutton asked permission for the NEDC to clean up areas of Knowles Pond from dead/dying brush and other basic clean up tasks. Chairman Crowley asked if the Conservation Commission had been notified. Dr. Hutton explained that she gave a courtesy notification to the Conservation Commission on preceding Monday. The Board agreed to let NEDC and their volunteers proceed.

- **Excavation (Street Opening) Rules**

The Road Opening policy was discussed. The Board wanted to add bonding as a possible alternative to providing a check for the assurance that the road surface will be returned to an acceptable condition. Mr. Buteau suggested that an appeal section to be added if the contractor disagrees with the Road Agent. The board instructed Dr. Hutton to send the language to the utilities prior to the next meeting.

- **Solid Waste Facility Rules**

The final draft of the Solid Waste Facility Rules was examined and discussed. The corrections were made to reflect the discussions at the last meeting.

Crowley/Haskins moved to accept and sign the Rules as seen and amended. **Motion passed by unanimous vote.**

- **Department Update (Continued)**

Chairman Crowley noted he saw mention of crack sealing on Mr. Buteau's Facebook account. Mr. Buteau responded that the crack sealing was $\frac{3}{4}$ complete and this will be a test to see how well it stays and holds the road. Mr. Buteau also updated the Board that the drainage improvements on Memorial and Watson were complete. There is a gas line on Memorial with little depth protection and appears to be a steel line.

Mr. Buteau asked the Board about the rocks at the Rand Road entrance. The Conservation Commission had asked the Fire District how far apart they needed to be, to which the Fire District said to get large apparatus back there it would need to be 8 feet, but much less for the forestry truck and OHRV.

- **Police Department**
 - **Department Updates**

The Oral Board for the open patrol position will be on July 12.

- **T-N Fire District Tower Update**

Dr. Hutton explained to the Board that the Fire Chief was unable to attend that evening, but would be there in August to update the Board on the project. AT&T may be the anchor tenant and the tower will be off to the "L" of the lot. This may be an opportunity for the Northfield PD to put a repeater on the tower. Dr. Hutton is working with the Fire and Police Chiefs on this matter. There was concern about tax exemption; Dr. Hutton explained that the equipment on the leased lot is treated like personal property and is taxable based on the leaser.

- **Administration**
 - **Suspense List Update**

The updated suspense list was presented to the Board with the only change being the update that the ADA ramp at Town Hall had been patched and there needed to be a replacement bottom stair at Town Hall.

- **Code Officer as "designee"**

Chairman Crowley noted that the Code Enforcement Officer, CEO, has been interpreting the Zoning Ordinance all along. However, Dr. Hutton made the Board aware that if the CEO does not have delegated powers then the CEO would be operating outside of their professional authority and the professional liability insurance from PRIMEX would not cover that employee.

Selectmen Haskins feels that the CEO should be a designee of the Board. The Board hires the CEO and expects that she/he understands their discipline and duties. If this is the case then that person is best suited to apply the regulations.

Brown/ Crowley moved to make the Code Enforcement Officer a “designee” of the Board for the purposes of interpretation and enforcement of zoning and building regulations. **Motion passed by unanimous vote.**

- **LRPC Planning/GIS Services**

The Board and Dr. Hutton discussed not utilizing the funds in the budget for LRPC Planner Circuit Rider but rather GIS Services. The Town now has the in house capabilities to review plans and amend regulations. Dr. Hutton was authorized to call the LCPC and discuss projects and services.

- **LRPC TAC Representative Appointment**

Chairman Crowley gave some background on the LRPC TAC and its membership. Traditionally the members are DPW Directors, but in Northfield it has been the Town Administrator.

Crowley/Brown moved to appoint Dr. Hutton as the representative to the Lakes Region Planning Commission Transportation Advisory Committee. **Motion passed by unanimous vote.**

- **Belmont Regional Impact Project**

None of the Board members had questions or concerns about this project.

- **Town Administrator’s Goals**

The Board decided to review the compiled goals and discuss at the next meeting.

- **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), (d), and (e) at 7:39 pm. **Motion passed by unanimous roll call vote.**

Also Present: Dr. Hutton, Mr. Buteau, and Chief Raffaelly

Crowley/Haskins moved to reconvene the public session at 8:44 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.**

Next meeting July 23, 2019

- **Adjournment**

There being no other business the meeting adjourned at 8:45 pm.

Respectfully submitted by:

Dr. Tracey E. Hutton

Minutes approved July 23, 2019