



NORTHFIELD BOARD OF SELECTMEN MEETING

Minutes of the meeting of July 11th, 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 Police Lt. Jesse Colby.

Others Present: Northfield Police Sergeant Allyssa Burton, Scott Haskins, Chris Hunt, Ken Tomlins, and Ken Tripple.

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

The Pledge of Allegiance was recited by everyone present.

Selectmen Mark Hubbell swore in new Police Patrol Sergeant Allyssa Burton with family and town staff looking on.

Resident Arthur Brouillard requested to be appointed to the Zoning Board of Appeals. The Selectmen asked if he would consider being on the Planning Board instead, Mr. Brouillard stated that he would look at it. Selectmen Hubbell suggested that he observe a few meetings and then come back to the Board to a possible appointment.

Administration

Administrator Robichaud presented the monthly Department Head reports for acceptance.

Robichaud presented for review to the Selectboard 4 current policies. ACH Payments, Disposal of Surplus Property, Code of Ethics, Police Special Detail. The Selectmen reviewed ACH Payments, Disposal of Surplus Property, and the Code of Ethics with no changes to the policy. The Selectmen would like the Chief and the Town Administrator to relook at the Police Special Detail Policy and see how it can be reworked for it to work for everyone.

The Town Administrator brought a email request forward from a current ZBA member who would like to be appointed to the Planning Board as well. The Town Administrator reported that he spoke to the member and advised against doing this. It is allowed by NH Law that one member of a land board can be on another land board. The issue is that if a project is denied from the Planning Board the next step in the process is the Zoning Board of Appeals. The appearance of the same member being on both boards would not look good, therefore the Selectmen are not in favor of the request.

The Selectmen and Town Administrator reviewed the 2nd quarter budget. Administrator Robichaud stated that there was some concern on the DPW overtime overage but because of the icy winter and rainy summer there was no control over it. The overall budget was at about 48% spent.

Police Department

Chief Hutchinson informed the Selectboard that he is having the Police Department sign in front of the building refurbished as it was worn and in bad condition. The cost will be approx. \$650.00.

The Chief wanted to publicly thank Selectman Jason Durgin for installing an audible alarm on the sewer tank in the basement of the PD. They will be able to hear the alarm when the tank gets full.

The Police Chief stated that each officer has a Kevlar vest that is fitted to the officer and because two police officers recently left Northfield, the Chief is requesting that the Selectmen allow him to sell two Kevlar vests to the departments that the two officers went to for a total of \$761.20. The Selectmen authorized this sale.

Chief Hutchinson requested that the Selectmen amend section 12.1 in the employee manual. As the Department has recently had all of their internal operational policies redone to conform to the national standard. Section 12.1 states that all department operational policies must be approved by the Board of Selectmen. He would like to state that the Selectmen would only approve of Departmental Operating Policies in relation to Pay, Benefits, Job Descriptions and Discipline. The Selectmen had a long discussion on this and decided to have the Chief and the Town Administrator review the policy prior to the Selectmen reviewing them to see which policies should come before the Selectboard.

Sel. Cunningham/Hubbell motion to table this policy change, all in favor motion passes.

Sel. Cunningham/Hubbell motion to sell the Kevlar vests to the other agencies, all in favor motion passes.

Chief Hutchinson asked the Selectmen to authorize him in purchasing a Radar Unit for the new cruiser in the amount of \$3,150.00. There was discussion on where to take the money from for the purchase. It was recommended that it come from the new equipment line and that line would be over expended.

Sel. Cunningham/Hubbell motion to approve the purchase of the new radar unit for \$3,150.00 out of the new equipment line, all in favor, motion passes.

Department of Public Works

Director Bernier would like to create a secure space in the DPW office area. This would create a space that would separate the customer from the staff member. It would also create a separation from allowing customers to just walk through this office into the next office, without an invitation. The Selectmen began discussing the position and if it should be a full-time position or a part-time position. After much discussion it was determined that Director Bernier could move forward with a design and a cost quote.

Director Bernier brought up discussion on the Pay as you throw bags at the transfer station. He stated that the cost of the dumpster is going up and the Town is not recouping its full cost. During the conversation Sel. Cunningham stated that he objects to this discussion as it was not on the agenda, and it would be a disservice to continue with the discussion as the Residents had no prior warning on this topic. He stated that he would not participate in this discussion if it continued. Sel. Hubbell stated that probably this is part of the next agenda item under new business Discussion of the Transfer Station. Bernier stated that it was and began to discuss some of the issues we are having compared to last year.

New Business

Administrator Robichaud invited the Selectmen to look at the expense and revenue sheet in their packet as to see where the problems are. Expenses are higher than the revenue and after the first half of the year there is an

overall loss of (\$5,319.08). There has been less revenue than in years past. Selectman Cunningham asked if the drivers were cardboard, aluminum, the bags I am sure. Selectman Hubbell asked about the Town getting its own garbage truck and operating it, he believes that former selectman Haskins brought this up in the past. Selectman Cunningham asked if we could discuss this at the next meeting, and it was agreed that we would.

Unfinished Business

Selectman Hubbell brought up the Community Power Agreements for Electricity that we had in February. He would like to move forward with this if everyone was agreeable to it. Administrator Robichaud brought up that he has done more research on this and believes that the Town should look at a not-for-profit company instead of a for-profit. He stated that a not for profit, the Town would have a representative on the board. It was decided that we invite Community Power Coalition of NH.

Capital Improvements Program to start in September. There must be 1 member from each board in Town and 1 member from the Selectboard. Selectman Cunningham volunteered to be the Selectmen's representative on the Capital Improvement Committee which the Selectmen approved.

Other Business

Selectman Hubbell brought up the event over the weekend at the Tilton Prep School Field located on Sargent Street. There was a lacrosse championship tournament on the field that began on Saturday that drew a crowd from all around the tri-state area. There was traffic jams, cars parking all over the area and creating a traffic nightmare throughout the Sargent Street, Johnson Road, Forrest Street as well as Park Street. Vehicles were parked on both sides of the road as well as cars blocking the driveways and entrance to the Transfer Station. Hubbell stated that it was not planned very well. Chief Hutchinson stated that he has already met with the Tilton Prep School Athletic Director about this tournament next year and we will require a 2–3-man police detail so we don't have the traffic snafus as we did this year.

Public Input

Scott Haskins- spoke to the Pines irrigation issues, and extra swing sets from the closed Union Sanborn School. He also spoke to an event at the horse rink he would like to put on.

Christopher Hunt- spoke to the taking of South Park Road and Riverside Business Park by the Town as well as having public input at the beginning and at the end of the Selectmen's meetings.

Review Minutes

Hubbell/Cunningham motioned to accept the minutes of June 20th, 2023 as presented, all in favor, motioned passed.

Chairman Durgin recessed the meeting at 6:46 pm.

Chairman Durgin called the meeting back to order at 6:53 pm.

Non-Public Session

Sel. Durgin made a motion at 6:54 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 8:22 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/Hubbell 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 Durgin would like to keep public input where it is currently and would like to add another public input at the beginning of the meeting as well. it will give residents a chance to address the board and not stay through the whole meeting.

Chairman Durgin adjourned the meeting at 8:26 pm.

Minutes recorded by Town Administrator Ken Robichaud

Minutes voted and approved on July 25, 2023