



NORTHFIELD BOARD OF SELECTMEN MEETING

Minutes of the meeting of July 30, 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**
- **Public Input**

No public present at that time.

- **Shaker Road Culvert**

Mr. Buteau recapped the information given to the Selectmen at their last meeting. According to NHDOT this culvert replacement should be top priority for Northfield. There is a call into DES about permitting and whether this project qualifies for Permit By Notification.

The project will entail four 20-foot lengths of culvert with gaskets and bands. There is approximately 4 week lead time on the parts. Once we have the process approved for permitting with DES, the parts will be ordered. Chairman Crowley explained that there is a high pressure gas line on top of the culvert that will need to be supported during construction.

Selectman Haskins asked if the contractor will be reinstalling the guard rails, the quote only references removal. Mr. Buteau commented that either the contractor or the Town will be reinstalling them. The contractor, Hiltz, and the Town will both need to Dig Safe the project.

The project is estimated at approximately \$70,000 for labor and \$30-\$35,000 for materials. The labor may be reduced with the use of Town forces. There will need to be a staging area nearby to store the culvert pieces until construction, Mr. Buteau will check with Spaulding Youth Center for use of their property near by.

There was discussion of closing the road based on Mr. Buteau's recommendation to do so. The Board and Mr. Buteau discussed various options for detours for truck traffic and mechanisms to keep traffic off this section of Shaker Road.

Selectmen Haskins asked if Hiltz was going to be able to mobilize quickly. Hiltz told Mr. Buteau that with a weeks' notice he can have the project complete in three weeks. All other DPW work in Town will be in hiatus during that time so Town forces can be directed at this project.

Mr. Buteau recommended that the Selectmen close this portion of Shaker Road until repairs are complete. There was lengthy discussion of alternatives for both heavy trucks and automobiles. A list was made with Mr. Buteau and Dr. Hutton of entities that needed to be notified in the morning.

Chairman Crowley polled the Board as to their opinion on closure. Selectmen Haskins and Brown agreed with closure. Chairman Crowley commented that with two members in concurrence the issue was settled.

- **DPW Purchase Orders**

Mr. Buteau presented five POs; materials Shaker Road, labor Shaker Road, drainage work on Memorial, wearing course Memorial, and wearing course on Watson. The Selectmen signed all five POs.

- **CIP funding changes**

Chairman Crowley handed out and reviewed a spreadsheet he created to summarize the actual CIP spending to date this year. It appears as though there is \$174,000 left with the saving from various projects and the fact that Arch road will not be done this year. Arch Road is planned for a future year when it coordinated with the utilities. Labor and supplies to fix the Shaker Road culvert can come from these funds. There was concurrence from the Board.

- **Other - DPW**

Selectman Haskins commented that when he was at the Transfer Facility it was very clean and organized. Mr. Buteau asked if he could by burn the brush pile, which is getting hard to handle at its growing size, while the Transfer Facility was open or if he could use overtime. Chairman Crowley commented it was a management decision and Mr. Buteau just needs to stay within his budget and maintain resident and employee safety.

- **Rescind 1989 Solid Waste Rules**

Crowley/Haskins moved to rescind the 1989 Solid Waste Rules since replacement rules were adopted at the last meeting. **Motion passed by unanimous vote.**

- **Employee Handbook Discussion - Continued from July 19**

Chairman Crowley explained that the text of the draft Employee Handbook contains all of the conceptual provisions that were previously discussed. There are a couple of grammatical fixes to the draft presented in the packet, but other than that, the language has been amended per the Board's directions to Dr. Hutton.

Chairman Crowley explained the Paid Time Off, PTO, and broke the accrual down to explain the time accrued weekly and total cap for each group. In addition, PTO will no longer count towards overtime, per federal standard. Also, PD will receive the same holiday pay on Thanksgiving and Christmas as DPW.

Crowley/Brown moved to approve the Employee Handbook as corrected and amended, effective immediately. **Motion passed by unanimous vote.**

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

Crowley/Browns moved to enter into non-public session under the provisions of RSA 91-A3II (c) and (d) at 7:12 pm. **Motion passed by unanimous roll call vote.**

Also Present: Dr. Hutton

Crowley/Haskins moved to reconvene the public session at 7:14 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.**

- **Review minutes of the meeting of July 23, 2019**

Brown/Crowley moved to approve the minutes of July 23, typo corrected. **Motion passed by unanimous vote.**

Next meeting August 6, 2019, this will be a light agenda so everyone can attend National Night Out.

- **Adjournment**

There being no other business the meeting adjourned at 7:15 pm.

Respectfully submitted by:
Dr. Tracey E. Hutton

Minutes Approved August 6, 2019