



NORTHFIELD BOARD OF SELECTMEN MEETING

Minutes of the meeting of September 20, 2022

Present: Selectman Mark Hubbell, Selectman Jason Durgin and Selectman Kevin Waldron.

Town Staff Present: Town Administrator Ken Robichaud, Asst. Town Administrator Stephanie Giovannucci, Police Chief John Raffaelli, and DPW Director Justin Bernier.

Also Present: Ken Tomlins, Scott Haskins and Jason Gerhard.

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

The Pledge of Allegiance was recited.

Payroll for week of 9/10- \$18,764.00 - A/P - \$549,910. Payroll for week 9/17- \$21,793. A/P- \$54,196.

Police Department Update

Chief Raffaelli discussed with the Selectmen keeping an officer on the Merrimack County SWAT team who is currently on it. The cost for this is \$3,500.00 and is provided all of the equipment needed. Selectmen Waldron asked if there is an emergency, and he is the only officer on duty would he respond to the incident. The Chief stated that he would not if he was alone on duty. The money is currently in the budget for this. All Selectmen were okay with this.

The Chief spoke to an incident recently in Franklin where this training was used to help the incident.

Selectmen Waldron asked about the Body Camera grant and where we were with it? The Chief stated that the Department has been very busy, but it is still on their radar.

Department of Public Works

Director Bernier informed the Selectmen that the 1999, 10-Wheeler dump truck has failed inspection. The body, frame, cross members, supports, dump bed, as well as the live body, and cab mounts are all rusted and deteriorated. It would cost too much to invest in the repairs of this vehicle. Bernier would like to sell this by sealed bid as soon as possible. The Selectmen asked about the State of NH "White Farm" if we should bring it there as there is an upcoming auction. Bernier stated that we can start with the sealed bid and if that doesn't get us the results then we can try the "White Farm". The Selectmen authorized Bernier to go ahead and sell the truck.

There was some discussion on the Town getting another 10-Wheeler for the longer plow route as well as hauling material around town.

Director Bernier gave an update to the paving projects. Shaker Road, Bay Hill Road and Keasor Road have been completed and now the DPW will put down gravel to build up the shoulders of the road. The topcoat is scheduled for those roads next year, and it should make the roads stronger and last longer.

Discussion turned to the under-drainage engineering of Sarah, Megan and Silver Lanes which has been completed and we need to get a cost of the material for that project for next year. Also, the rest of Shaker Road as well as Twin Bridge Road needs to be finished and get a cost for that material.

Selectmen Hubbell asked about the paving of the Pines Community Center entrance and Parking lot as this needs to be paved. Discussion turned to who is the responsible party for the repair, it is on Town Property, and the lease is with the Town. This was brought up at the last meeting by a resident making it known to the Town. Selectmen commented on the condition of that parking lot while at the polling place last week. The Administrator will reach out to the Director of the Pines Community Center and let her know the Selectmen are discussing this and if she would reach out to Tilton as if the communities can come together on this it would benefit all who use this facility.

Administration

The Administrator had the Chairman of the Board of Selectmen sign the updated letter to switch over our domain name from Northfieldnh.org to Northfieldnh.gov as the dot gov is more secure. The Chairman signed the document and now the Town will go through the rest of the processes involved in switching over.

Administrator Robichaud presented the Selectmen with 4 assessing bids that the Town received and opened last Friday. The bids received were as follows-

Whitney Consulting Group - \$188,200.00

Avitar Associates - \$223,440.00

Corcoran - \$202,000.00

Comerford Nieder Perkins - \$228,930.00

These bids are for a period of 5 years and will include a 5-year cyclical assessment as well as providing a general assessor to provide support in the office to handle the day-to-day business of assessing. The Administrator gave his preference which is Whitney Consulting as the lowest bidder and meeting all of the bid requirements. Selectman Waldron would like to review the quotes before the awarding of the bid. Assistant Town Administrator Stephanie Giovannucci informed the Selectmen of the process this year with the assessing process. She also answered many questions as well.

Administrator Robichaud presented a proposal to the Selectmen on electric energy rates. The Town entered into an agreement 2 years ago for electricity and then the cost was \$0.0697 per kilowatt. The new proposal is more than doubled the current cost. Robichaud stated that the price has decreased since the last meeting, and we can sign the contract now or I can continue to monitor and lock in when the rates begin to rise. The Selectmen discussed how to move forward and will allow the Administrator to monitor and when it begins to move up he can lock it in and email the Selectmen to let them know.

The Curbside/Transfer Station surveys went out last week with over 1598 surveys were mailed out. We have over 2180 property owners in Northfield, but the survey was only sent to property owners who have up to two homes on one parcel. These are the ones who use the service currently. Out of the 54 surveys received as of the time of the meeting, it appears that the bulk of the respondents want to keep curbside as is. The Administrator reviewed some of the other responses.

The Selectmen were told that the NH Department of Safety Emergency Management has now assigned our third Grant representative in the past 10 months. It appears that this department is having the same issues as most in NH, retaining staff.

The Selectmen reviewed the requirements for Selectmen at Town elections. The Selectmen said that they would all be at the November elections.

The Selectmen went over the schedule for the remaining year, and they will go off of the summer schedule of the 1st and 3rd Tuesday of each month to every Tuesday beginning in October. They will revisit it again in May.

The Administrator discussed with the Selectmen employee appreciation. This year's event was cancelled due to the vendor backing out of the event the day before the event. The Administrator asked the Selectmen if they could have a holiday event at a local restaurant since the employees in each department put a lot of time into working, as each department was shorthanded this year with staff. The Selectmen asked questions and logistical questions but decided to have the Department Heads ask their staff how they would like to handle staff appreciation this year and get back to the Selectmen.

Waldron/Hubbell motioned to accept the minutes of the September 20th 2022 meeting as written. All in favor motion passed 3-0.

Other Business

The Administrator asked if the questions that the School Board took from the last Selectmen's meeting were answered at last night School Board meeting? There was no definitive answer.

Sweatshirts are being sold by the Parks Commission to help raise money for Pines Park. Selectmen Waldron commented on the makeup of the Northfield Parks Commission and how much fun they have and still get a lot of work done.

Public Input

Scott Haskins- reported on the progress of the reconditioning of Pines Park. Spoke to the Curbside Trash.

Ken Tomlins- asked about the Northfield Police Chief hire progress.

Chairman Hubbell recessed the meeting at 5:55 pm

Chairman Hubbell called the meeting back to order at 6:02 pm.

Sel. Hubbell made a motion at 6:27 pm to go into nonpublic session under NH RSA 91a; 3-II, (A,B &L) seconded by Sel. Durgin. Roll call vote–Selectman Waldron–Yes, Selectman Hubbell- Yes. Selectman Durgin – Yes. Motion passed by a 3-0 vote.

Hubbell/Waldron motioned to reconvene the public session at 7:47 pm. Roll Call Vote, Selectman Waldron-Yes, and Selectman Hubbell-Yes, Selectman Durgin – Yes. Motion passed by a 3-0 roll call vote.

Hubbell/Waldron 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 Waldron–Yes, Selectman Durgin – Yes, and Selectman Hubbell -Yes. Motion passed by a 3-0 roll call vote and the minutes are hereby sealed.

Selectman Hubbell adjourned the meeting at 7:48 pm

Minutes Recorded by Town Administrator-Ken Robichaud

Minutes voted and approved on October 4, 2022