



NORTHFIELD BOARD OF SELECTMEN MEETING

Minutes of the meeting of September 5, 2023

Present: Selectman Jason Durgin, Selectman Mark Hubbell, Selectman Ross Cunningham

Town Staff Present: Town Administrator, Ken Robichaud, ATA Stephine Giovannucci, Police Chief Mike Hutchinson, and Police Lt. Jesse Colby.

Sel. Durgin opened the meeting at 5:00 pm.

Public Input

None

Administration

T/A Robichaud presented the monthly Department Head reports from each department.

ATA Giovannucci presented the Board with a request to upgrade the accounting software. She explained that the software precedes her employment which is now over 15 years and is an old DOS base program, which cannot meet a lot of needs being requested today. ATA Giovannucci gave the Board 4 options to upgrade to. But would like to have approval on the MRI version. Sel. Hubbell expressed concern with spending \$36 thousand to convert the software, he stated that he feels companies take advantage of municipalities by jacking up the price.

ATA Giovannucci stated that there is reporting that we must do as a municipality that a general software will not have available. T/A Robichaud also added that there is room in the budget, and it will overexpand the Software update line as this is an acceptable purchase. ATA Giovannucci explained how the software will benefit all department and employees. The Town does operate on a bottom-line budget.

After much discussion, **Selectmen Cunningham/Durgin moved to purchase the new software and to allow the Town Administrator to enter into an agreement with MRI, all in favor, motion passed.**

Administrator Robichaud presented the Dog Waste Ordinance for yearly review. **Sel. Cunningham/Durgin motioned to accept the ordinance as presented, all in favor, motion passed.**

T/A Robichaud presented some Bond Bank financing scenarios for the Selectmen to review on the bonding of road paving in the future.

Police Department

Chief Hutchinson is looking for approval of the new updated Job Descriptions that were presented to the Selectmen last month. **Sel. Cunningham/Hubbell motioned to approve and accept the Job Descriptions as presented. All in favor, motion passed.**

Chief Hutchinson asked the Selectmen if he can research putting in a stove at the PD. The officers would like to cook meals at the PD.

Cunningham/Hubbell moved to allow the research of the stove. All in favor, motion passed.

Lt. Colby discussed with the Selectmen a Highway Safety Grant that he would like to have The Selectmen sign. This grant will pay overtime costs associated with running radar for speeding vehicles.

Sel. Cunningham/Durgin motion to sign the grant, all in favor, motion passed.

Lt. Colby presented another grant to the Selectmen for their signature for working with

the US Marshalls on the compliance and tracking of sex offenders in the community.

Sel. Cunningham/Hubbell motioned to accept the grant, all in favor, motion passed.

New Business

T/A Robichaud discussed with the Selectmen the Employee Manual that was updated at the last meeting. The PTO time was addressed but not the recommended changes that deal with liability. Primex had reviewed the manual and made recommendations to items that deal with liability for the Town. He suggested that the Selectmen make a motion to accept the changes made by Primex. **Sel. Cunningham/Hubbell motion to make the suggested by Primex, all in favor, motion passed.**

T/A Robichaud requested that the Selectmen appoint him to be the Towns representative to Community Power Coalition of NH. **Sel. Cunningham/Durgin motion to appoint Robichaud as the Towns representative to Community Power Coalition. All in Favor motion passed.**

Selectman Cunningham updated the Board on the School Funding Formular meetings that he has attended. All of the information is in a binder in the Town Administrators Office if any member of the public would like to review the information. The new formular that they are looking at are more on attendance from the sending Towns and less on the valuation of properties. This is a 5-year formulary which would be addressed every 5 years.

Chief Hutchinson informed the Selectboard on the new Charter school occupying the old Union Sanborn School and the traffic flow for the first day. The Chief said that everything went off without incident. Last year there was an issue with traffic backups for dropping off and picking up students.

Selectman Hubbell commented on the amount of people swimming in Sandogardy Pond when there was a Cyanobacterial Alert issued. There were signs posted by the Town on the danger but yet people were still swimming in it.

Administrator Robichaud asked the Selectboard if they could roll the new Building Committee into the CIP Committee as there were not many people interested in the Building Committee. The Selectmen were okay with doing this as it made sense as buildings are part of the CIP anyways.

T/A Robichaud informed the Selectmen that the State has a new program utilizing leftover Covid 19 funds. Residents who are behind on taxes, mortgage payments and utility payments may submit an application for up to \$40,000.00 to assist them in paying those debts. They can call the Town Welfare Director for help on filling out the forms if needed. There are income restrictions as well as they must have been affected by Covid. The Town has over 208 properties who are late paying their taxes, which relates to about \$440,000.00 that the Town does not have as revenue.

Other Business

Sel. Durgin suggested that we look at if DPW employees can drive Town Vehicles without a CDL endorsement. They must stay in Town, but it would help greatly if we could do this. The Selectmen said they were in favor of it if Primex would cover the Town on any accidents. The T/A would research this.

Review Minutes

Cunningham/Hubbell moved to approve the minutes of August 22, 2023. **Motion Passed.**

Public Input

No Public Input

Sel. Durgin Recessed the meeting at 5:55 pm

Sel. Durgin reconvened the meeting at 6:03 pm.

Non-Public Session

Durgin/Hubbell moved to go into Non-Public Session at 6:24 om under NH RSA 91a;3-11 (A), (C), Roll Call Vote – Sel. Cunningham – Yes, Sel. Hubbell – Yes, Sel. Durgin – Yes. **Motion Passed.**

Sel. Durgin reconvened the public session at 6:40 pm.

Sel. Durgin/Hubbell moved to seal the minutes of the non-public session because divulgence of the information likely would adversely affect the reputation of any person other than a member of the board or render the proposed action of the board ineffective. Roll call vote, Sel. Cunningham – Yes, Sel. Hubbell -Yes, Sel. Durgin - Yes. **Motion Passed minutes are hereby sealed.**

There being no other business, Sel. Durgin adjourned the meeting at 6:40 pm

Minutes approved September 19, 2023