

**NORTHFIELD BOARD OF SELECTMEN  
MINUTES OF THE MEETING OF April 12, 2011**

Present: Sel. Bluhm, Sel. Knowlton, Sel Ziminsky  
Also Present Fred Shepard, Peg Shepard, Stephanie Giovannucci, Maureen Bouchet, John Raffaelly, Chris Raffaelly, Tom Jordan, Laurie McDonald, Chief Adams, Bob Southworth, Glenn Smith.

Meeting was called to order at 6:30 pm.

**1. Public Appointments**

The Chair recognized Peg Shepard who addressed the Board about concerns with late fees paid on recent invoices. Discussion followed concerning the reasons late charges accrue and what could be done to prevent reoccurrence. After discussion Board members reached concurrence that when Highway Department is required to purchase items for building repair and maintenance projects and associated charges are most appropriately billed to another department then the Highway Department is authorized to approve payment of such charges upon receiving the monthly invoice.

Sel. Bluhm addressed the Board about the process by which exceptions are granted for the purchase requisition process. Board members discussed what constitutes an emergency that qualifies for an exception.

**2. Highway Department**

Bob Southworth updated the Board on recent activities: In the last week the crew has repaired the chain link fence between Elm Street and the Winnepesaukee River except in one place where a new concrete footing is required, has been cold patching town roads, has repaired the ladder leading to the Town Hall crawlspace and has worked on repairing the sump pump at PD.

Board members reviewed a proposal from J&E Yard Care to clean the junkyard at 250 Concord Road. Members expressed concern with the procedure for disposal of tires and possible hazardous waste as well as liability insurance. Glenn was asked to forward a copy of a town contract for this work to J&E.

Board members reviewed a report on the possible contracting out of some or all of the services performed by the Highway Department. After discussion, it was the consensus of Board members not to pursue widespread contracting of services at this time but to consider contracting out individual services that are appropriate for contracting as situations permit. Board members reviewed staffing at the Highway Department and the ability to form work crews sufficient to complete the necessary work in light of recent cutbacks. Also discussed were the options of having an internal vs. an external recruitment for the position of Highway Superintendent. Board members reviewed the Highway Superintendent position and the degree to which this is a 'working superintendent' who also serves on work crews. After discussion it was decided to maintain current staffing levels within the department and to begin an external recruitment process for Highway Superintendent.

Board members also authorized recruiting for summer seasonal workers as budgeted.

Tom Jordan discussed his position of Truck Driver/Building and Grounds Supervisor with the Board, expressing some frustration with how little time he is able to devote to his building and grounds work. Board members sympathized and acknowledged the backlog of work that needs to be done. At the same time they noted that the priority is on road maintenance and repair. Tom was asked to prepare a list of building and grounds projects for Bob to review.

### **3. Police Department**

Chief Adams presented revised 2011 Highway Safety Grants for the 4x4 video camera, DWI and speed enforcement patrols for signature. **Bluhm/Ziminsky** moved to authorize the Chair to sign highway safety grant letters from the state. **Motion passed.**

Chief Adams updated the Board on the review of streetlights that are out.

Chief Adams presented a revised proposed Utilization of Roadway-Traffic Control Ordinance. Board members reviewed the ordinance. **Bluhm/Ziminsky** moved to adopt the Utilization of Roadway-Traffic Control Ordinance as written. **Motion passed.**

Chief Adams presented purchase requisitions for signature. Board members discussed the ability of the Department to send a member to a weeklong training session when the Department is so short staffed.

Sel. Ziminsky asked Chief Adams for an update on the use of vacation time in his department.

### **4. Town Administration**

Glenn noted that the DES wetlands permit application required for the Bean Hill Road reconstruction project has been prepared by QCC and is ready for submittal. **Bluhm/Ziminsky** moved to authorize Glenn Smith to sign the permit application on behalf of the town. **Motion passed**

Glenn informed the Board that QCC has requested that we set a date for the public informational meeting on the Bean Hill Road reconstruction project. The Board agreed by consensus to set the hearing for April 26, 2011 at 6:30 pm.

Glenn informed the Board that the TNFD Commissioners have requested to meet with the Tilton and Northfield Selectboards to discuss LRMFA fees. After discussion Glenn was asked to work with the Commissioners to have parties write out their positions on the issue so all parties could be prepared for the meeting.

Board members discussed the request of the Tilton Selectmen to meet with the Board to discuss Island maintenance. The meeting was scheduled for April 26<sup>th</sup> at 7:00 pm.

Board members reviewed the proposal to restructure Welfare Director position from a salaried position of 15 hours per week to 3 hours per week plus on call duties during normal business hours at a savings of approximately \$10,000 in 2011. After discussion Board members signed the PAR authorizing the change.

## **5. General Business**

Board members reviewed general correspondence and payroll & accounts payable manifests. **Bluhm/Knowlton** moved to approve the minutes of the meeting of March 29, 2011. **Motion passed.**

**Bluhm/Ziminsky** moved to enter into non-public session under the provisions of RSA 91-A3II c at 8:45pm. **Motion passed by unanimous roll call vote.** **Ziminsky/Bluhm** moved to reconvene the public session at 9:20pm. **Motion passed by unanimous roll call vote.**

There being no other business the meeting was adjourned at 9:20 pm

APPROVED BY THE NORTHFIELD SELECTBOARD ON APRIL 19, 2011