

**NORTHFIELD BOARD OF SELECTMEN MEETING**  
**Minutes of the meeting of June 20, 2017**

Present: Sel. Crowley, Sel. Southworth, Sel. Allen  
Also Present: Cindy Caveney, Chief Raffaely, Andy Buteau, Glenn Smith, Paul Blaisdell, Jon Rich, Anthony Pucci, Gale Pucci, Howard Lewis, Gale Lewis, Harry Green, Leon Goupil, Lynn Goupil, Tara Stauch, Robert Stauch.

The meeting was called to order at 5:00pm

**1. Public Input**

The Chair recognized Jon Rich who introduced himself to the Board members as the Town's new IT vendor. Chief Raffaely inquired as to the status of his laptop. Mr. Rich responded that it cannot be fixed. Sel. Southworth asked when the computer transition will be completed and was told that they are on schedule to have it wrapped up by the end of the month.

**2. Police Department**

Chief Raffaely reported that the donated bicycles have been delivered and that three officers are certified to ride them. Also, he is all set for Old Home Day.

**3. Public Works Department**

Sel. Crowley updated the residents of Haggett Farm Road as to the recent research done by the town concerning the status of the road, including consultations with the attorney. **Crowley/Allen** moved to accept Haggett Farm Road as laid out in a subdivision plan accepted by the Planning Board on April 18, 1983 as a town road, recognizing that the town has acquired this road by implied acceptance due to the fact that town forces have been maintaining the road winter and summer for more than 20 years. Discussion: Sel. Crowley reviewed the doctrine of implied acceptance. Sel. Allen noted that the road will not be brought up to town specs. Tony Pucci thanked the Board for taking this stand and commended Andy Buteau for all the work he has done on the road. He also indicated that he is willing to take down his wall, realizing that it is in the right of way. **Motion passed.** Sel. Southworth instructed Glenn to send notification of the decision to the residents of Haggett Farm Road not in attendance.

Public Works Director Andy Buteau inquired as to the policy relating to the distribution of transfer station stickers. Board members discussed past practice as it relates to providing stickers to residents who are not property owners and providing stickers to non-residents who own property or operate a business in town. Board members opted to retain the existing practice of issuing stickers only to residents. Sel. Southworth asked that this be put on a future agenda for further discussion. Sel. Crowley confirmed that invasive species cannot be brought to the transfer station and that proper disposal methods are available on UNH and DES websites

Andy reported that he has a verbal quote for truck 08 from Jeff Steers in the amount of \$7,000 and a sealed bid. The sealed bid was opened and found to be from Kevin Marcotte in the amount of \$5,500. **Crowley/Allen** moved to accept the bid of Jeff Steers for the 2008 truck, including body and plow, in the amount of \$7,000. **Motion passed.**

Sel. Crowley reviewed bids received for the Zion Hill Road project and the recommendation from Underwood Engineers. Sel. Southworth asked for a motion. **Crowley/Southworth** moved to accept the bid of Brandon Hiltz Construction in the amount of \$262,662.29 for Phase 1 of the Zion Hill Road

reconstruction project. Paul Blaisdell asked if the contractor will be cutting into the asphalt. Sel. Southworth replied that they will only do so as needed to install cross culverts. **Motion passed.**

Sel. Crowley said he believes the town can complete phase 2 of the Zion Hill Road project this year and announced that Andy is seeking a quote from R&D paving for a base coat only. Board members discussed the use of CIP funds and the redirection of funds targeted for 2018 work on Zion Hill Road to 2017 work on Zion Hill Road, Howard, Luneau Ave. and Cofran Avenue Extension. Funds are to be made available by restructuring the scope of Zion Hill Road phase II. Board members agreed that the plan should be further investigated and asked Andy to obtain pricing from Ken Partridge. **Crowley/Southworth** moved to accept ESR#4 to engage Underwood Engineers as the construction engineers for Zion Hill Road reconstruction phase 1 with the caveat that monies come from the Road Reconstruction Fund and that the construction engineer work only with the Public Works Director. **Motion passed.** Sel. Southworth reminded Andy that the granite post at Town Hall still needs to be repaired.

Board members discussed the role of Andy in the Zion Hill Road project. Sel. Crowley and Sel. Allen stated that Andy should be authorized to approve change orders. Sel. Southworth stated that only the Selectmen should be able to approve change orders.

Andy informed the Board that he is preparing for Old Home Day, as is the Police Department. Electrical renovations to the Highway Garage will not be completed in time, OHD equipment will be run off of extension cords. Sel. Southworth stated that it is not equitable that Tilton Highway Department and PD does not assist with Old Home Day on the day of the event and that we should not be incurring overtime expenses as a result. Andy reported that Bob has poured the concrete for the Wooten memorial bench; he will call Swenson after Old Home Day. Board members discussed recycling at Old Home Day.

Sel. Southworth asked if Andy will be doing roadside mowing this year. Andy responded that he will but that we need a new mower. Sel. Southworth agreed. Board members discussed options for buying or renting a new mower.

#### **4. Administration**

Board members discussed the status of Rangeway #4 and the proposal to reclassify the class 6 road to a class A trail. Sel. Southworth expressed concerns about the impact on abutters. Glenn was advised to notify the abutters of the possible change and invite them to discuss the matter with the Selectmen in August. In the interim, Chief Raffaely was asked to remove the illegal signs at road entrance.

Glenn informed the Board that the CIP Committee intends to start meeting in September. He also reviewed a request from the Winnepesaukee River Trail Association concerning use of the trail by large groups. He was authorized to work with WRTA, the City of Franklin and the Town of Tilton on this matter.

Glenn advised the Selectmen to cease efforts to sell certain tax deeded properties that have been held by the town for a decade or more until we could verify that there were no issues that would prevent a possible sale. Board members agreed. He also informed the Board that the spring 2017 draw on the letter of credit in anticipation of taxes has been paid off.

Board members discussed the sewer tax lien process with Cindy Caveney. Discussion points included the past practice under which the town 'purchased' the liability for unpaid sewer bills from the district, the request of the Sewer District commissioners to reinstate the practice, applicable statutes and the impact of changing the process on town cash flow. Sel. Southworth expressed concern for the impact of the

requested change on town cash flow. Glenn was asked to contact the town attorney concerning this.

Glenn reviewed the 2017 list of tax deed properties. It was agreed that meetings with citizens seeking to negotiate tax payment agreements would be scheduled for July 11<sup>th</sup>. Glenn agreed to notify the impacted citizens.

Sel. Crowley informed Sel. Allen and Southworth that the Planning Board will be hearing a request of Dwight Barton for reinstatement of his permit for the Cross Mill Village development. He also updated the Board on developments relating to the Spaulding proposal.

## **5. General Business**

Board members reviewed accounts payable, payroll manifests and general correspondence. Crowley/Southworth moved to approve the minutes of the meeting of June 6, 2017. Motion passed.

There being no other business the meeting was adjourned at 7:41pm.

**Approved by the Northfield Selectboard on July 11, 2017**