



## NORTHFIELD BOARD OF SELECTMEN MEETING

Minutes of the meeting of June 2, 2020

**Present:** Sel. Glen Brown, Sel. Scott Haskins, Sel. Kevin Waldron  
**Also Present:** Andy Buteau, Stephanie Giovannucci, John Raffaely, Caleb Daniels  
**Present on Zoom:** Valerie Allen, Patricia Daniels

The meeting was called to order at 5:00pm by Chairman Brown.

Sel. Brown read the meeting right-to-know rules of the meeting guidelines set up by the NH Attorney General.

Town Clerk / Tax Collector Cindy Caveney swore in new Patrolman Caleb Daniels

- **Public Input**

None

- **Police Department**

### **Department Updates:**

Chief Raffaely stated that he would like to order a radio to be installed in the Luitenants cruiser, total cost comes to \$5150 and it would come out of salaries. Board signed the purchase request.

Sel. Haskins asked if the department has started pulling people over yet due to COVID, Chief Raffaely stated that they started last week.

- **Public Works**

### **Department Updates:**

Mr. Buteau asked the Board to sign the two PAR's to hire summer help for part-time summer help. Board discussed the work being done by the summer help and the continuation of help needed at the Transfer Station. Mr. Buteau confirmed that Chris will continue at the Transfer Station until that position is filled. Board signed both PAR's.

Mr. Buteau informed the Board that the Chipper is almost complete, final work is some welding to do and then it should be good as new.

Sel. Waldron asked about the new counter for the truck in which Mr. Buteau emailed the Board about. Mr. Buteau stated that the counter is \$1100 and all of the Board members approved via email.

### **Seasonal Projects:**

Line Painting – Mr. Buteau presented a purchase request for line painting totaling \$8340 to include all roads the Board requested. Sel. Waldron stated that the town should look into purchasing a striping machine in the future. Mr. Buteau added that the town used to have one, but it wasn't maintained, the cost breakdown to have the company do the cross walks and handicap spaces totals \$1450. Sel. Haskins stated he's not a fan of painting white lines. Majority of the Board signed the purchase request.

### **CIP Road Projects:**

Mr. Buteau informed the Board that Shaker Rd is going really well, and the crew is up to about catch basin number 5. Mr. Buteau added that they had a run in with one screaming resident who yelled at the crew and then at Andy, this particular resident doesn't live on or near Shaker Rd, but doesn't seem to like the crew we hired.

Sel. Brown asked for clarification on what culvert needed to be replaced for \$3000, Mr. Buteau stated it was for Shedd Rd, not part of this project.

**Driveway Paving:**

Board discussed the issues pertaining to driveway permits, and a paving company going door to door. Mr. Buteau noted that he posted on Facebook that people need permits to pave their driveway in the town's right of way, he also contacted the contractor that is going door to door and told them to stop. Sel. Waldron stated that we have an ordinance and it needs to be enforced. Sel. Haskins asked if paved driveways are taxed. Mrs. Giovannucci replied that at this time they are not.

Sel Haskins asked for clarification on why we need to know if driveways are paved in the ROW. Mr. Buteau stated that alteration of a driveway could impact the water, which in turns affects the ice deposits into the road in the winter.

Board agreed to review the ordinance closer and clarify who should be fined.

**Parks:**

Mrs. Giovannucci provided an email from Sheena Duncan to the Board requesting the approval to clean up the grounds on the edge of Arch Park. Board discussed the concerns and liability, and would like liability release waivers done by all volunteers before approval. Board agreed they would like to see how clean up is done on the abutting properties prior to approval, as their concern is that debris is going to be left behind and then the Public Works crew will have to clean it up. Sel. Haskins noted that he feels only ground covering not tree branches should be approved.

- **Administration**

**Department Updates:**

Mrs. Giovannucci informed the Board about a timecard feature which works with our new accounting software upgrade. She added that this is something she'd like to implement in the future but is not budgeted for this year.

Mrs. Giovannucci informed the Board that she is still waiting for a quote in regards to the audio/visual system and will follow up.

Sel. Waldron stated that he would like to see monthly reports from the Code Enforcement Officer pertaining to building permits issued, complaints, health issues, etc. Board agreed this will assist them in staying informed.

Board discussed the email from Christopher Hunt in regards to Spaulding Road, and feels the decisions were made as he noted in the email and not to spend any additional time on the matter.

**Boards and Committees:**

**Waldron/Brown** moved to appoint Jon Cilley as a full member to the Planning Board. **Motion Passed.**

**Haskins/Waldron** moved to appoint Mark Hubbell as a full member to the Zoning Board of Adjustments. **Motion Passed.**

Mrs. Giovannucci stated she will check with the other two Zoning Board alternates at the next meeting to see if they are interested in being full members. Sel. Waldron expressed the lack of requirements to be on the Land Use boards, he suggested that members participate in educational classes to learn about their rolls. Board agreed to start implementing this requirement.

**Transfer Station Coupons:** Board discussed the continuation of the coupon program and reviewed the prior year participants and fee schedule compared to Casella in Belmont. Board will review the information and continue discussion next week.

- **Minutes Review**

**Haskins/Waldron** moved to approve the minutes of May 26, 2020 as written. **Motion Passed.**

**Other Business**

Sel. Brown stated that he will be stepping down as chairman of the Selectboard as he will be traveling, he will remain on the Board and call in whenever he can while away as he has done in the past.

**Haskins/Waldron** moved to appoint Kevin Waldron as chairman of the Selectboard. **Motion Passed.**

- **Non-Public - RSA 91A-3 II (a)**

**Haskins/Waldron** moved to enter into non-public session under the provisions of RSA 91-A3II (a) at 7:25 pm. **Motion passed by unanimous roll call vote.**

Also Present: Stephanie Giovannucci

**Haskins/Waldron** moved to reconvene the public session at 7:45 pm. **Motion passed by unanimous vote.**

**Haskins/Brown** moved to seal the minutes of the non-public session because divulgence could ruin the reputation of someone not on the board. **Motion passed by unanimous roll call vote.**

There being no other business the meeting adjourned at 7:46 pm.

**Minutes approved June 9, 2020**