



## NORTHFIELD BOARD OF SELECTMEN MEETING

Minutes of the meeting of September 22, 2020

**Present:** Selectman Scott Haskins, Selectman Kevin Waldron, and Selectman Glen Brown

**Also Present:** Town Administrator Ken Robichaud, Assistant Town Administrator Stephanie Giovannucci, Police Chief John Raffaely, and Public Works Director Andy Buteau

**Present on Zoom:** Danielle Lamanuzzi

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

### Pledge of Allegiance

- **Public Input**

Danielle Lamanuzzi was on Zoom, she was asked by Selectman Waldron if she had anything for the Board of Selectmen. Danielle stated that she had submitted a quote for cleaning services for the town and wanted to know about the quote. The T/A stated that he was waiting for one more quotes from another vendor and it will be on next week's agenda.

- **Police Department**

#### Department Updates:

Discussion revolved around the cruiser that was involved in the accident. Will it be totaled or it will be repaired was the question. The Chief said that he is currently using a vehicle 24 hours per day, 7 days per week and it's too much for the vehicles. The decision was made to wait on Primex's determination on the disposition of the vehicle and then decide what to do moving forward.

The Chief would like to allow his officers to wear beards throughout the year. The exception to this policy is that the officer must submit a letter to the Chief requesting permission to grow a beard, and the beard must be well trimmed. Currently officers grow beards during October and November for charities.

**Selectman Brown** made a motion to allow officers to grow beards with the Chiefs discretion, **seconded by Selectman Haskins, motion passed 2-1.**

Selectman Haskins stated that he has seen a lot more police cruisers lately and the chief stated that they have been getting more calls, and that the call levels are way up from last year. Discussion revolved around the monthly call log, and the Chief said that the log is available at the Police Department anytime.

- **Public Works Department**

#### Department Updates:

The new F550 truck is at Fairfield's being outfitted. Vehicles are being taken on a first come, first served basis and the vehicle is in line for its retro fitting.

Mr. Buteau stated that he has prices for this winter's supply of sand. The following prices were given:

Pikes \$5.95 per ton, Fillmore \$6.25 per ton, and Parents sand & gravel is \$7.00 per ton, if the town picks up at the facility. Discussion revolved around delivery-

A tri-axle truck costs the town \$80.30 per trip and carries approx. 22 tons. Our trucks carry 8 tons per trip which would mean that the town would make three trips to Pikes one trip. The cost of the employee and the cost to the truck far exceed the cost for delivery from the vendor. Selectman Waldron stated that this doesn't make sense to have our trucks and employees spend several days fetching sand, when it would be more cost effective to have the vendor deliver it to us for

\$3.00 extra per ton. Discussion continued on how we did this in the past, but moving forward it was decided to leave it up to Mr. Buteau to manage that part of his operation.

Mr. Buteau gave an updated price for road salt. We pay the state bid price for salt. Currently the price for road salt is the same as last. Mr. Buteau ordered 200 tons and it will be coming this week.

Sandogardy Pond Road update is the town is waiting for the State of NH DOT to sign off on a change order so that the road can be paved. The State of NH does not like to pave after October 1<sup>st</sup> due to weather concerns and with cooler and shorter days it limits the availability of paving the road as well as any rain that we get during the day, as the material does not adhere as well to the road which may result in issues once the paving is down. Discussion revolved around when the road could be completed and it was decided to get it done as soon as possible.

The DPW crew cleaned up the gravel pit down on Sandogardy Pond Road as someone has been using it as a shooting range. Also, trash had been left behind which was cleaned up and signage is needed for the area to keep people and wheeled vehicles out of the pit. Mr. Buteau stated that he will come back next week with suggestions for what type of signs to put up.

Mr. Buteau discussed with Selectmen road projects that need to be completed. He stated that the rest of Bay Road, Shaker Road & Twin Bridge Road up to the bridge needs to complete the drainage work. He suggests that we combine these projects together as one project, and in doing so we may get a better rate. Contractors can come in and drop their equipment and mobilize once, as opposed to mobilizing several different times to save money. He also suggests that the town can get everything prepared and in order now, so that in the spring we can begin early. There was discussion about completing it now and not waiting until next year. Also discussed was problem vegetation or Japanese Knotweed. When is the best time to eradicate it. After all discussion on the project it was decided to wait until next year to hopefully save money,

Selectman Waldron opened the David King Tryon Skate Park Discussion @ 6:15pm. Lisa Swancott who was involved in the very beginning of the Skate Park, told the story of how the Skate Park began. Ms. Swancott stated that in the beginning there were many children from town who wanted a skate park and a few people from town came together and began the process of locating a site for the park. It took a long time to find a location in the area; it took longer to raise the funds which were used to pave the area, put up the fence and purchase and install the equipment. Ms. Swancott discussed over the years, that while skating, kids would take a jump and end up using the fence as a backboard to spring off of and over the years, the fence just fell apart. The Selectmen at some point took the fence down, and kids from town would add different ramps and obstacles to the park. Some of the obstacles that were installed were probably not made to withstand the type of use that is seen at the Skate Park. Therefore; this new equipment that has been made and installed by others without Town approval, may not be as safe as it should be. Ms. Swancott said that every 5 years there is a new group of kids that rotate into the park. Discussion revolved around who uses the park, Skateboarders, BMX Bikers, and Scooters are using the park currently. It was discussed that only Skateboarders should use the park at this point. After all the discussion on the park the Selectmen agreed, that the fence should be put back up, the gate will be locked at dusk and reopened in the morning. Also, we will have a stronger police presence at the park in the future. All obstacles and jumps that were not originally in place when the Park first opened, those will be removed and signage will be installed. In the future, anyone wanting to install any equipment in the Park must come before the Board of Selectmen for permission to install it and it must be engineered for the purpose of the park.

- **Administration**

#### **Department Updates:**

The T/A stated that NHDES had sent a written letter of deficiency or complaint to the Town of Northfield for the Knowles Pond Dam. The letter dated July 15, 2020 indicated there was an inspection of the Knowles Pond Dam conducted on September 5, 2019 and deficiencies were found as follows- the town must clear brushy growth and trees from within the footprint of the dam to a distance of 15 feet from any component of the dam. All vegetation must be removed along the entire length of the downstream toe of the embankment, also around the 30" discharge outlet, and also within 15 feet of the auxiliary spillway. NHDES was also unable to locate the two 4 inch toe-drain outlet pipes along the downstream toe, because of overgrown vegetation. The auxiliary spillway must be free of vegetation and debris at the entrance and discharge areas of the spillway. The Public Works Department will be working on these deficiencies, and a plan of

correction will be submitted as soon as they have been corrected. Other items that need correction are incident management response information changes from the former DPW Director, Michael Summerset to Andy Buteau and former Police Chief, Stephen Adams to John Raffaelly.

The T/A revisited with the Selectmen the discussion from last week's meeting, with using some remaining COVID funds to implement the credit card Town Clerk Computer Package for an initial installation cost of \$12,000.00. Selectman Waldron stated again that it is not just the initial \$12,000.00; it's also the \$4,972.00 yearly cost that will add to the budget each year. The T/A stated that the town can implement a \$2.00 mailing service fee to help in offsetting the cost of mailing stickers and notices for reregistration's back to the resident. The Selectmen discussed this and asked the T/A to look into getting a merchant accounts from the town's bank, Franklin Savings Bank, and report back next week.

The T/A presented the Selectmen with a \$425.00 quote from 603 Plumbing and Heating on relocating a section of hot water base board which is in the way of placement of a new exterior door in the Town Clerks Office. Selectmen agreed this is needed and approved the quote.

The T/A presented the Selectmen with a contract from Northpoint Engineering which requires one signature from the Selectmen. Northpoint was hired by the Selectmen for the overseeing of the Cross Mill Village Project. **Selectman Waldron** made a motion to authorize Selectmen Haskins to sign the contract for the Selectmen, **Seconded by Selectmen Brown**, All in favor, **Motion Passed**.

The T/A presented the Selectmen with a section from the Town of Northfield Handbook Section 3.4-5; Drug Free Workplace. The current language states; "The Town reserves the right to conduct pre-employment, post-accident, reasonable suspicion, return to duty and follow up testing of all town employees." Discussion ensued on who is the town, and the Selectmen would like to strike the words, "reserves the right" and replace it with "shall" to read as follows, The Town shall conduct pre-employment, post-accident, reasonable suspicion, return to duty and follow up testing of all town employees. The word Town is to mean the Selectmen. Also discussed was a vote of the Selectmen a few months back when this section was visited anything after the word "employees" nothing should follow. The selectmen believe that was removed by an earlier vote. The T/A stated that he would look into it. There was some discussion on what an accident is and what would trigger a post-accident drug test. It was decided that it would be up to the Department Head to make the determination.

**Waldron** motioned to replace, The Town reserves the right to conduct pre-employment, post-accident, reasonable suspicion, return to duty and follow up testing of all town employees." With "The Town shall conduct pre-employment, post-accident, reasonable suspicion, return to duty and follow up testing of all town employees." **Haskins seconded**, all in favor, **Motion passed**.

Also discussed was the Town of Northfield Employee Manual section 3.6 (2) – on psychological exams, should it stay "may" or change it to "shall", discussion ended and it should remain as is with no change.

Selectman Waldron has had a change of heart from last week's meeting. Last week the T/A had asked the Selectmen if they would support him in putting his name forward for an open seat on the NH HealthTrust Board of Directors. Last week they approved the T/A doing this. Selectman Waldron stated that he has thought about it and he believes that too little time has gone by and he would prefer that the T/A spend the time in getting to know our Northfields operation, before he moves on to learn another operation. Next year he would support the T/A in doing this if it is still what the T/A would like to do. The other Selectmen asked questions on this, but the T/A stated that he understands Selectman Waldron's concern and he will pull his name from consideration. And he may approach the Selectmen some other time in the future if he chooses.

#### **Other Business:**

Selectman Brown brought up the Fireworks Ordinance. He was dismayed that so few people attended the public hearing on this proposed ordinance, as he finds it difficult in deciding how to proceed. Selectman Brown stated that he would allow Fireworks on Friday, Saturday from 7:30-11:00 pm and all Holidays as well. The Chief stated that why have an ordinance then if you have those hours. Selectman Haskins said that he wants to leave it alone and not have a Fireworks Ordinance. Discussion ensued on the noise ordinance as well as the fireworks ordinance. The Fireworks Ordinance will not be put into effect at this time.

The Capital Improvements Program (CIP) was brought up on what should we do with this. Selectman Waldron asked the T/A if he had any responses to any emails he sent out to the former members of the CIP Committee. The T/A answered no one responded back to him. Discussion surrounded what is the CIP, how did it become a committee, and what is the make-up of the committee. The T/A will do some research and will get back to the Selectmen next week.

- **Minutes Review**

**Waldron/Brown** moved to approve the minutes of September 15, 2020 as amended. **Motion Passed.**

- **Non-Public Session**

**Sel. Waldron** made a motion at 8:12 pm to go into nonpublic session under NH RSA 91a 3-II, (a) **seconded by Sel. Brown, Motion passed by unanimous roll call vote.**

Also present- T/A Ken Robichaud

**Waldron/Haskins** moved to reconvene the public session at 9:01pm. **Motion passed by unanimous vote.**

**Waldron/Haskins** 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. **Motion passed by unanimous roll call vote**

There being no other business the meeting adjourned at 9:02pm.

**Minutes Recorded by T/A Ken Robichaud**

**Minutes approved September 29, 2020**