

PARTICIPATING FINCOM MEMBERS: Lois Stearns, Dan Campbell, Bernhard Porada, Jack Spanbauer, and Tony Matteo

FINCOM MEMBERS ABSENT: Sue Kaczinski

ALSO PARTICIPATING IN VIDEO CONFERENCE: Andrea Llamas, Town Administrator

This meeting was not recorded via BNCTV. Meeting was recorded via ZOOM

Stearns called the FINCOM meeting to order at 6 pm

Stearns read the following statement as per the agenda:

"Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, MGL, C30A, s20, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Town of Northfield Finance Committee will be conducted via remote participation. These minutes will be posted on the Town of Northfield Website as soon as possible after the meeting"

• **REVIEW AND APPROVE MINUTES**

- July 12, 2021 minutes were reviewed
 - ***Motion made by Campbell, seconded by Matteo and VOTED unanimously to accept the July 12, 2021 minutes as written***

• **REVIEW OF MONTHLY BALANCE REPORT**

- Discussion regarding balance of Building Maintenance Position

• **STATUS OF REQUEST FOR RESERVE FUND TRANSFER**

- Llamas has reserve fund transfer request, from the Recreation Commission chair (J. Stacy). Stacy will be going to Selectboard first to discuss mosquito control propane machine. Stearns wants to see vote from Rec Comm that they support this request, not just Stacy. Stearns also wants Stacy to meet with Board of Health for their opinion. No Action by FINCOM.

• **TOWN ADMINISTRATOR UPDATE**

- Status of Free Cash
 - Accounting more organized than last year, items getting cleaned up. Not submitted to State yet
- Possible need for special town meeting (possible date of 12/15/2021)
 - Draft warrant put out by Llamas just to give an idea as to what could potentially be out there
 - Campbell and Llamas discussed creating a Town Clerk Assistant position
 - NMH donation of land; small portion of land owned by NMH abuts Pentecost Cemetery (site of former Girl Scout House). No cost to town
 - Codification on Zoning by-laws per Campbell 90% ready, planning board has to have hearing to finalize then go to STM for approval, then once approved, goes to Attorney General. Adding & Updating some of the General By-Laws are also in the works.
 - Board of Health outstanding bills from end of last fiscal year
- Back Parking lot/drainage update; perc test results came back and are with the engineers. Engineers working on a design based on the results of the perc test.
- Preston Memorial; repairs slated to be done Dec 14-16th, 2021
- Llamas applied for an ADA grant; \$18,000 to take care of a few small projects (for Town Hall, Library and Elementary School)
- Community Compact
 - draft for financial policy under review
 - Emergency Services continuity Wednesday Oct 20th public forum (at PVRs) regarding public safety departments

NORTHFIELD FINANCE COMMITTEE MEETING MINUTES
OCTOBER 18, 2021 6:00 PM
VIDEO CONFERENCE VIA ZOOM

- LLRP grant: town participated in Rapid Recovery grant for areas recovering from COVID and economic development ideas, projects developed based on this grant (7-8 projects). Mass Economic reached out to Llamas and announced there was extra money for western Mass and requested that Llamas submit a couple of the economic development projects out of rapid recovery plan. Two submitted for funding: Marketing interactive mapping for Northfield and Signage for areas of interest in town (keeping signage consistent throughout the town). Another source also reached to Llamas to review some projects that extra ARPA funds might be able to assist with.
- Town Road repair from storm damage (Porada asked how much has been expended by the town to do repairs) Per Llamas last known amount from last warrant was \$255,000 (A new account titled Highway Storm Expenses was created to better track these expenses) FEMA not going to cover/fund however, per Llamas, she stated that Legislature is working on to appeal and get some sort of funding for the repairs
- Status of OPM Hiring/Funding
 - Price proposal in hand, Selectboard reviewing tomorrow night (10/19/2021)
 - Brief update on site and status of Public Safety Committee
- Maintenance Position
 - Highway Supt wants to reconfigure Building Maintenance Position
 - The maintenance person transferred to the vacant highway position
 - Maintenance Position was created by Town Meeting vote
 - Position is currently vacant; if maintenance work is needed, Highway Supt will send out a member of highway dept to do work.
 - Status of truck specific for the Maintenance Position now being used by Highway, also the Sewer Department has a truck specific for their use, swapped over to highway in exchange for a smaller truck.
 - Workshop space in old portion of stage in Town Hall is now empty; Llamas would like to utilize this empty space.
- Schell Bridge: per Llamas all the Right of Way work is essentially done, pending some final paperwork in order to payout checks. State has put the project out to bid; Estimated at 25 million.
- FY23 Budget Schedule
- Llamas to look into status of Town Clock (unsure if it is working)

• **EAST NORTHFIELD WATER COMPANY**

- Llamas working with Dennis McCarthy from Thomas Aquinas College (Treasurer & VP) to figure out process to go forward with creating a water district. McCarthy is utilizing the colleges resources to review East Northfield Water Company information. McCarthy looking to hire consultant who understands water districts; need to have an assessment completed. College is paying for this thus far, Llamas did seek out legal advice; Town's Attorney was asked basic questions regarding a water district. Town's residents will be part of this entity, not the Town. Once it is a public entity, there are many grants available (currently grants are not an option for a privately owned entity). Moody Center is currently not involved in this process. Town would not be part of this; only the users.

• **PVRS REGIONAL AGREEMENT**

- No update, School Committee and DSE has not approved anything yet
- Interim Superintendant and School Committee Chair, Julie Burke, to attend a Selectboard meeting

• **COMMUNICATIONS**

- NONE

NORTHFIELD FINANCE COMMITTEE MEETING MINUTES
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- **REPORTS OF OTHER MEETINGS ATTENDED**

- Porada (Public Safety Complex): No meetings
- Matteo (CPAC & H.E.A.R.T) CPC will be meeting this month, reviewing schedule. Open Forum in November to let people know what has been done and what the CPA process is all about to get a project done. Signs have been put out around town where the CPA money has been spent.

- **NEXT MEETING**

- 11/8/21 at 6pm

A motion was made by Campbell, seconded by Spanbauer and VOTED unanimously to adjourn the FINCOM portion of the meeting. Meeting adjourned at 8:14PM

Submitted by:
Bethany Walker
FINCOM Secretary

Approved On: _____

Approved By: _____

