

NORTHFIELD FINANCE COMMITTEE MEETING MINUTES
SEPTEMBER 22, 2020 6:00 PM
VIDEO CONFERENCE

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

ALSO PARTICIPATING IN VIDEO CONFERENCE: Andrea Llamas, Town Administrator; Beth Walker, FINCOM Secretary

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"

*The FINCOM meeting was called to order at 6:00 pm by Stearns
Kaczenski and Campbell were reappointed for another 3 year term
Campbell sworn in Kaczenski*

- **REVIEW AND APPROVAL OF MINUTES**

- The minutes from the September 8, 2020 meeting were reviewed
 - *A motion was made by Spanbauer, seconded by Matteo and **VOTED** to accept the September 8th, 2020 minutes as presented. ROLL CALL IN FAVOR VOTES: Stearns, Campbell, Porada, Matteo and Spanbauer. ABSTAINED: Kaczenski*

- **SHELL BRIDGE PROJECT UPDATE**

- Llamas updated the status of the project, there was a Webinar held by Mass DOT and members of the FINCOM were asked to watch it before this meeting
- WSP is the Engineering firm hired by Mass DOT to do all of the Right of Way work
 - Right of Way work is an in depth process verifying parcels and the type of easement needed for each individual parcel. There will be permanent easements and temporary easements. There are legal documents and special legal language needed to be drafted.

- **RESERVE FUND TRANSFER REQUEST**

- A Transfer Request in the amount of \$15,000 from the Reserve Fund to the Legal Account
 - The amount requested will be used for Engineering and legal costs associated with the Right of Way work for the Schell Bridge project. A proposal for about \$4,000 for the Engineering portion of the Right of Way work-to-date- that will cover finalizing and working with town lawyer to get the parcels identified and documents ready to be signed. Once signed, the proposed costs for the Engineering portion will also cover the filing of the finalized documents at the Registry of Deeds.
 - This expenditure is extraordinary and/or unforeseen because there has not been a time frame on when this project was going to advance to this stage of the process. The 25% design hearing was only announced last month and will be over as of October 1 – and then the project Right of Way process will need to be started before the project can move forward. This is on a specific time table and we would hold up the process by not moving forward at this time. Mass DOT hopes to bid the project in August, 2021. Although construction will be funded by Mass DOT and Federal funds, the Right of Way work is the responsibility of the town to pay for, including the procuring of the easements
- *A motion was made by Campbell, seconded by Matteo to approve this request. Discussion started:*
 - what was the original intent in the vote back at a previous town meeting in 2011 regarding the Schell Bridge; interpreted by some FINCOM members not to fund any dollar amount towards bridge

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- Should there be a special town meeting to have voters determine whether or not town funds to be used
 - If there is a Special Town Meeting several things to consider that are restraints: timing wise there is an issue with National Election, time off needed for the Town Clerk for personal reasons (t/b/d) and COVID-19 playing a factor in the logistics of a Special Town Meeting.
 - Current balance of the Reserve fund is at \$45,000
 - **ROLL CALL VOTE FOR MOTION** ("A motion was made by Campbell, seconded by Matteo to approve this request") **IN FAVOR VOTES:** Campbell and Matteo **OPPOSED VOTES:** Stearns, Spanbauer, Kaczinski and Porada. **MOTION FAILED.**
- **OTHER ITEMS NOT GENERALLY ANTICIPATED 48 HOURS IN ADVANCE OF THIS MEETING**
 - Stearns had communicated with the Superintendent of PVRSD about a lease of the Northfield Elementary School from 2011 that apparently was never signed by either party.
 - Matteo was interested in where the Regionalization Agreement stands. It is pending action from the school committee
 - **NEXT MEETING**
 - No date set at this time

A motion was made by Campbell, seconded by Spanbauer and VOTED unanimously to adjourn FINCOM meeting. ROLL CALL IN FAVOR VOTES: Stearns, Campbell, Porada, Matteo and Spanbauer

Meeting adjourned at 7:30 pm

Submitted by:
Bethany Walker
FINCOM Secretary

Approved On: 11/9/2020

Approved By: Ronald Campbell