

[NORTHFIELD SELECT BOARD MEETING MINUTES]

September 7, 2022

Northfield Town Hall
69 Main St

Select Board Present: Barbara “Bee” Jacque, Chair; Heath Cummings (joined 6:04pm), Vice Chair; Bernard Boudreau, Clerk; Alexander Meisner; Mary Bowen

Also Present: Andrea Llamas, Town Administrator; Sandra L. Wood, Town Secretary; Tyler Bourbeau, BNCTV

Others Present: Dave Thomas; Amy Neil; Shirley Keech; Nick Fleck; Patter Field; Jinx Hastings; Sarah Kerns; John Bezzant; Michelle Wood; Lynn Hansell

- Meeting called to order at 6:01 pm
- **Scheduled Appointments**
 - 6:00 pm
 - Submitted special event permits
 - Dave Thomas, 96 Main St-Great River Triathlon
 - Event sponsored by Kiwanis and Northfield Area Tourist and Business Association (NATABA). Contained at the Northfield Recreation Center except for crossing route 63 access from river to NRC. First event held in 2014. 105 participants in 2021
 - Town emergency service personnel historically have volunteered time to assist
 - Motion by Bowen, seconded by Meisner the Select Board voted to approve the Town of Northfield special event permit for Dave Thomas and Stellar Kayak, NATABA and Kiwanis event to take place on October 8, 2022, with the permit fees waived
 - Amy Neil, 225 Winchester Rd & Shirley Keech, 62 Hinsdale Rd- Northfield Fall Festival
 - Site proposed is 24 Main St. (empty lot) but has not been confirmed. Alternate locations will be the Community Bible Church on Main St or Neil’s property on Winchester Rd.
 - Cider pressing available to those bringing their own apples
 - Donations to benefit the Tool Lending library located at the Transfer Station
 - Currently there are 10 vendors
 - Approximately 300 attendees in 2021
 - Neil commented pages 12-14 of the special event permit application need to be clearer on who fills these pages, applicant, or department head
 - Motion by Meisner, seconded by Cummings the Select Board voted to approve Amy Neil’s application for the Northfield Fall Festival on September 24, 2022, at 24 Main St contingent on permission, with permit fees waived.
- **Review and Approval of Warrants**
 - Motion by Meisner, seconded by Boudreau the Select Board voted to approve the 9/7/22 Payroll warrant of \$70,807.30
 - Motion by Meisner, seconded by Boudreau the Select Board voted to approve the 9/7/22 Vendor warrant of \$254,435.29
- **Review and Approval of Minutes**
 - Motion by Boudreau, seconded by Meisner the Select Board voted to approve the 08/23/22 minutes as written. Cummings abstained
- **Meetings/Events attended by Selectboard members**
 - Boudreau: Grant Developer screening
 - Jacque: ARPS, agenda, Emergency Services Facility; First Light settlement process
- **Town Administrator’s update**
 - TOWN HALL LIGHTENING STRIKE UPDATE – The following were affected:
 - The Phone Analog to Digital Converter, at least one phone directly –
 - We would have to replace with used (our system is from 2014/15 and not digital). Converting to a new phone system.
 - The phone system is accepting messages in the cloud and offices can read them through their email.

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- Town Hall Employees who have cell phones with data plans (not trac phones) can choose to have their Town Hall calls forwarded to their cell during hours they are in the office – otherwise people should leave a message and employees will get back to them as soon as possible, email still works
- The Town's Firewall and many cables within the network – this took down the network. Firewall replaced and new cables have been installed by our IT vendor.
- The Air Conditioner on the Northside of the building – one of the compressors is out, awaiting parts
 - This has meant that our computer “closet” was in space that was too hot – we have had to install a portable air conditioner to cool this space and not overheat the servers.
- Fire Alarm system motherboard panel –awaiting part. This involves having a presence in the building 24/7 for safety.
- The Generator – The Generator was damaged (possibly struck) and was running when the power was on. Had to be shut down and repaired.
- BNCTV Equipment – Two cameras, a TV and a studio board were all damaged and must be replaced. This meeting is being recorded by one hand-held camera until the new equipment comes in.
- Some miscellaneous damage – A camera in Town Hall
- Wastewater Treatment Facility – Also appears to have been struck. A pump that stopped working and had to be replaced.
- SOLAR WORKING GROUP – FORUM -participating with the UMASS Solar project working on planning one or two forums on Community Solar – hoping to have one in the fall and one in spring.
- COMMUNITY COMPACT – Both projects approved for funding of \$25,000 each.
 - Wage Classification – executing contract with Collins Center
 - Budget Document – exploring vendors
- FIRST LIGHT – FERC RELICENSING
 - Jacque and Llamas are representing the Town as stakeholders. Will be involved to talk about erosion control.
 - FirstLight released a proposal to the “negotiating group”. Setting up meetings in September and October to begin discussions.
 - First Light working toward a December final agreement deadline.
- **Business**
 - COVID pay policy update- no change currently. Keep on the list
 - Approved Liquor License for The Backroom Brewery
 - Motion by Meisner, seconded by Boudreau the Select Board voted to approve the Farmer Brewery Pouring Permit for Paul Cameron dba The Backroom Brewing Company LLC at 1046 Millers Falls Rd; license expires 12/31/22
 - Schedule Pole Hearing for NSTAR Electric company dba Eversource at 111 Birnam Rd
 - Motion by Bowen, seconded by Meisner the Select Board voted to schedule a public hearing to be held at Town Hall, Select Board Room on Tuesday, September 20, 2022, at 6:00 pm on the petition of NSTAR Electric Co. dba Eversource to place 1 solely owned pole located at 111 Birnam Rd
 - ARPA Request for Police & Sewer
 - Police
 - Police Cruiser RADAR
 - Cruiser approved at town meeting. Insufficient funds to install necessary radar equipment due to price increases
 - Motion by Meisner, seconded by Boudreau the Select Board voted to approve the request to use ARPA funds for a radar unit totaling \$2,869.36 to be installed in the new cruiser.

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- Discussion: Cummings asked if this qualified under the ARPA rules. Llamas confirmed the request did fall into the category of public safety
 - Motion passed
- Police Cruiser laptops
 - Aging technology needs to be upgraded and additional unit for new cruiser
 - Cummings noted the equipment needs to be durable beyond a normal laptop and is reflected in the price per unit
 - Motion by Cummings seconded by Boudreau the Select Board voted to approve the use of ARPA funds for laptops totaling \$29,460.00
- Sewer Dept.
 - Remote Access
 - Automation equipment to reduce manual filing, energy, and overtime costs
 - Motion by Jacque, seconded by Meisner the Select Board voted to approve the use of ARPA funds of \$12,194.34 for Remote Access and Automation of compliance weekly data reports for Sewer Dept
 - Sanitary Sewer Overflow Project
 - Funds to be used for consultant to assist in a sewer overflow plan detailing public notification when the sewer department has an emergency overflow event.
 - Plan needed to comply with DEP requirements
 - Motion by Meisner, seconded by Boudreau the Select Board voted to approve \$5,000 for the Sanitary Sewer Overflow Project
 - Muffin Monster Replacement
 - To replace the “muffin muncher” waste grinding equipment
 - Motion by Boudreau, seconded by Meisner the Select board voted to approve the Muffin Monster Replacement at \$13,013.22.
- Emergency Services Building Update and Schedule
 - Committee has met with the architect to review the changes of the design concept. Changes included moving away from the buffer zone and reducing parking area. Building elevation will be set lower on the property. Department chiefs and members of the committee would like to bring their recommendation to the Select Board
 - Discussion of public forum and schedule
 - Llamas to investigate if PVRs facility available October 17 or 19. Once established develop way to get word out
 - This would bring Phase I to a close. Possible Special Town Meeting in approximately 6 months for focus on this project
- Seasonal & Special Event Permit Policy
 - Seasonal Event Permit Policy
 - Update insurance language to mirror language in the special permit
 - Motion by Meisner, seconded by Cummings the Select Board voted to swap the old insurance language from the seasonal event policy to the new insurance language with an effective date immediately
 - Special Event Permit Policy
 - Llamas reviewed changes for clarification
 - Application fee vs. permit fee- application fee is due upon submitting to the Select Board office. Permit fee is due upon approval

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- Bowen asked about rationale of permit fees. Fees were set by a previous Select Board and are based on the amount of town services needed
 - A waiver box and department cost box have been included
 - The Select Board can approve/disapprove and reserve the right to amend a permit
 - Boudreau requested water and sewer districts be added to the list of town entities to be notified
- *Cummings left the room at 7:40pm and returned at 7:45pm*
 - Bowen inquired about a cap on participation and parking
 - Capping would be at the Select Boards' discretion based on the event
 - A parking plan with traffic and crowd control management is required and is also subject to the Select Board directive
 - Boudreau suggested the abutters be notified sooner for earlier involvement
 - The permit application requires 2 notifications. The first two weeks prior to the Select Board meeting to consider the permit and if approved, another notification is required to be sent two weeks prior to the event
 - Boudreau added to his comments about the impact put on the water and sewer districts
- Meisner stressed that the approval of a permit was at the Select Boards' discretion and not everything can be covered based on individual events
- Cummings asked about (a) recourse for events being held in other towns but disturbing Northfield residents and (b) what the legal recourse would be if the Select Board disapproved an event application
 - (a) Individuals could contact the town holding the event to file a complaint
 - (b) The Select Board can deny a permit if the applicant cannot guarantee public safety for all involved.
- Jacque commented the process needs to work for the applicant also
- Public Comment
 - Nick Fleck, 24 North Lane- read a list of requirements of a public meeting as an addendum of the Special Event Permit Application
 - For clarification on a public meeting, Fleck suggested the permit review be done at a special meeting of the Select Board, not a regular meeting.
 - The Select Board will take the suggestions under consideration
 - Patter Field, 60 Highland Ave.
 - Posting needs to be clarified as to who is requesting a permit
 - Days an event can cover, is a limit needed
 - Noise level impacts on a neighborhood are not addressed
 - Jacque responded the Select Board can define the term "day"
 - Virginia "Jinx" Hastings, 30 North Lane
 - Would like to see a capacity limit
 - Cummings responded it would depend on where the event took place
 - Sarah Kerns, 39 Highland
 - Events larger than 500 participants require a monetary bond to cover unexpected expenses via a deposit from the applicant
 - Select Board to take under advisement
 - Protect the town by setting limits
 - Form an events advisory committee to the Select Board
 - Zone areas of town for event size limits

- John Bezzant, 236 Birnam Rd
 - Reconsider non-profit waiver, town can't subsidize religious use
 - Sound criteria needed
 - Hours of activity and use comply with zoning
 - Concerns about possible litigations with denied permits
 - Determine use limits by health and safety
- Lynn Hansell, 28 Old Elm Way
 - Concerned about both this process and the emergency facility building
 - Appreciated the work the Select Board putting into the process
- Michelle Wood, 39 Holly Ave
 - Concerned an event is selling tickets and advertising
 - Feels this puts pressure on the Select Board without getting approval
 - Would like abutters to be provided with applicant information. Jacques suggested request be put in writing to Town Administrator
- Meisner commented this Select Board would not rubber stamp any event application
- Jacques summarized the changes to the permit application and that all public comments will be taken into consideration and addressed at a future meeting.
- Motion by Meisner, seconded by Cummings the Select Board voted to approve the Seasonal and Special Event Permit Policy as amended and discussed tonight
- **Committee/Board Appointments**
 - Motion by Meisner, seconded by Boudreau the Select Board voted to appoint Sarah Kerns to the Conservation Commission as an Associate member; term expires 6/30/2024
 - Re-appointments
 - Motion by Cummings, seconded by Boudreau the Select Board voted to re-appoint Mike Barry to the Conservation Commission; term expires 6/30/25
- **Proposed Agenda Items**
 - Pole Hearing
- **Announcements**
 - Caldwell Rd. will be closed from the Highway Garage, # 41 to #75 starting Sept. 8 until complete. The railroad is repairing their bridge and will have equipment staged in the road.
 - Source to Sea Cleanup, Sept. 24
- **Recognition for Service**
 - Town Hall staff for working conditions after the town hall lightning strike; election poll workers; BNCTV; residents for caring; Chief Hall, Chief Dunnell and Chief Fortier for work on the Emergency Services Facility Committee; Town Clerk Dan Campbell and assistant Town Clerk Amanda Lynch for helping out the Town of Leyden on election day

Motion by Cummings, seconded by Meisner the Select Board voted to adjourn at 9:08 pm

Recorded by Sandra L. Wood, Secretary

Select Board Clerk

9/20/22
Date Approved