

## [NORTHFIELD SELECT BOARD MEETING MINUTES]

October 18, 2022

Northfield Town Hall  
69 Main St

Select Board Present: Barbara “Bee” Jacque, Chair; Heath Cummings, Vice Chair; Bernard Boudreau, Clerk; Alexander Meisner; Mary Bowen

Also Present: Andrea Llamas, Town Administrator; Tyler Bourbeau, BNCTV

Others Present: Misha Storm Dickinson Library Director; Ivan Ussach; Karen Boudreau, Sewer Commission; Everett Wickline; Josh Neil; Denis Brennan; Mallory Sullivan

Mallory Sullivan

- Meeting called to order at 6:01 pm
- **Scheduled Appointments**
  - 6:00 pm
    - Library Substitute Ivan Ussach
      - Director of the Warwick Library. would like to substitute at the Dickinson Library
      - Trustee for library in Petersham in the past
      - Motion by Meisner, seconded by Boudreau the Select Board voted to appoint Library Substitute Ivan Ussach as Library Substitute, starting immediately, at Grade 1, Step 2 at \$15.15/hr
    - Appoint Everett Wickline part-time operator & Josh Neil as part-time assistant/maintenance to the Sewer dept
      - Karen Boudreau introduced Wickline as a former employee of the sewer department to fill part-time as relief for Chief Operator Isaac Golding and Neil as a town employee picking up duties at the sewer plant on an assistant maintenance level
      - Additional expenses will be under budget
      - Wickline is interested because there is a need, and the department is working on collection services. Acknowledged Golding is a good operator and wants to help. Feels the plant is moving forward.
      - Meisner, as a former sewer commissioner, gave a background on Wickline’s contributions to the department over the years.
      - Neil is considering further advancement into the department
    - Motion by Meisner, seconded by Cummings the Select Board voted to appoint Everett Wickline as Part-Time Wastewater Operator, starting immediately, at Grade 7, Step 6 (\$24.83/hr)
    - Motion by Cummings, seconded by Meisner the Select Board voted to appoint Josh Neil as a part time assistant/maintenance to the sewer department grade 1 step 2
    - Special Event application-Denis Brennan/Rag Shag Parade
      - Rag Shag parade scheduled for Oct. 31 starting at 6 pm sponsored by the Northfield V.F.W.
      - Met with the Police Chief
      - Review of the parade route
      - Motion by Boudreau, seconded by Cummings the Select Board voted to approve the special event application from Denis Brennan of the Northfield V.F.W. for the Rag Shag parade and waive the fee.
  - 6:30 pm
    - Appoint the Grant Development Coordinator
      - Mallory Sullivan was introduced to the Select Board
      - Sullivan’s focus will be to work with the Town Administrator and the Select Board to look at grant and development opportunities for town during a 3 -year term funded by ARPA
      - Boudreau recapped the screening and hiring process
      - Sullivan’s favorite class in grad school was public communications; She is analytically focused and worked during her schooling to gain experience in writing and speaking. Discovered the position through the Massachusetts Municipal Association. Sullivan is looking to relocate to the area and

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is familiar with nearby towns in western MA. This opportunity is the direction she has been looking for to continue her career and looks forward to the position possibly evolving as a foundation position to administration.

- Sullivan worked in Lexington as a tour guide and would like a chance to develop a self-guided tour and to collaborate with neighboring towns to include historical landscape along with buildings.
- Discussion on the interest the Select Board had on revitalizing downtown. Surrounding towns are filling similar positions
- Motion by Meisner, seconded by Boudreau the Select Board voted to appoint Mallory Sullivan as the Grant Development Director, starting November 20, 2022, at \$70,000 – terms subject to written agreement.

- **Review and Approval of Warrants**

- Motion by Meisner, seconded by Boudreau the Select Board voted to approve 10/19/22 Payroll warrant of \$78,159.83
- Motion by Bowen, seconded by Boudreau the Select Board voted to approve the 10/19/22 Vendor warrant of \$213,893.58

- **Review and Approval of Minutes**

- Motion by Meisner, seconded by Cummings the Select Board voted to approve the minutes of 10/4/22 as written

- **Interim Selectboard Meetings**

- Emergency Services Facility Public Forum

- **Meetings/Events attended by Selectboard members**

- All: Emergency Services Facility Public Forum
- Boudreau: Friends of Northfield Seniors
- Jacque: ARPA; Emergency Services Facility Committee regular meeting; FRCOG Finance Committee; School Committee union negotiation; First Light negotiation

- **Town Administrator's update**

- Town FY2024 Budget Calendar finalized
- Town Hall Lightening Strike – they finished up the Fire Alarm system yesterday. All invoices – except the fire alarm have been submitted to insurance. Total today, without the fire alarm is \$26,254.25
- The final printing (Codification Project) of all the Town's bylaws should be to us by November 2. We had missed a final notification that had to be mailed to abutting towns because of the passage of the new bylaws in January. We mailed it out last week and we must await the end of the 20-day appeal period – that will be November 2. The bylaws are in effect from the moment Town meeting passes them, and the new ones are on our website under the Town Meeting vote, the newly codification document won't be posted until November 2<sup>nd</sup> when the Attorney General's office certifies no appeals.
- On October 6<sup>th</sup> worked with Misha at the Library and our IT vendor to apply for a Community Compact IT grant for just under \$11,000 to improve and upgrade the IT at the library.
- On October 17<sup>th</sup> applied for a Risk Management grant through MIIA, our insurance company for \$4,417.53 to put up barriers along the walls of the compactors at the transfer station. This will improve safety for residents and the Transfer Station attendants.
- Water District Update:
  - Last week the bill was in House Committee on Steering, Policy, and Scheduling.
  - The Commissioners are meeting to organize and prepare to act as a Commission. They have reached out to legal to help them get things in place.

- **Business**

- ARPA requests
  - Police and Fire Department repeaters

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- \$57,000 for the police cruisers; \$2,200 for 3 fire department vehicles for a total of \$59,812.59.
- Motion by Meisner, seconded by Bowen the Select Board voted to approve the request for police and fire repeaters in the amount of \$59,812.59
- Upgrade body camera system and purchase warrants
  - Discussion to update software for better access
  - Motion by Meisner seconded by Cummings the Select Board voted to approve ARPA funding for police body camera upgrade for \$3,475.00
- Recreation Director Wages \$12,278
  - Supplement appropriations from last May
  - Position is experiencing increased programming, organizing, planning, additional projects, and increased social media input
  - Director was originally allotted 19 hours per month and is spending about 19 hours per week
  - In May the Recreation Commission will request budget increase to cover the expense
  - Motion by Meisner, seconded by Boudreau the Select Board voted to approve ARPA funding for the Recreation Director wages for \$12,278
- Sign November 8 Election Warrant
  - Motion by Cummings, seconded by Meisner the Select Board voted to approve signing the November 8 election warrant
- Sign parade route letter to MassDOT
  - Motion by Cummings, seconded by Meisner the Select Board voted to approve the Chair sign the parade route letter to MassDOT on behalf of the 350<sup>th</sup> Anniversary Committee
- Establish meeting schedule for November & December
  - Schedule: Regular meetings on November 1, 15; December 6 and 20. Back to the regular meeting schedule on January 10, 2023
- **Proposed Agenda Items**
  - PVRs budget allocated grounds work at Northfield Elementary School
  - SRO process
- **Announcements**
  - Clean Sweep Bulky Waste Recycling Oct. 22 @ Northfield Highway Garage
- **Recognition for Service**
  - All Emergency Services Chiefs
  - Highway Department for roadwork
  - Northfield Creamie owner Tim Bowen for dedicated work for the 6 months it's open
- Motion by Cummings, seconded by Meisner the Select Board voted to adjourn at 7:32 pm

Recorded by Sandra L. Wood, Secretary

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Select Board Clerk

11/1/22  
Date Approved