

## [NORTHFIELD SELECT BOARD MEETING MINUTES]

March 7, 2023

Northfield Town Hall  
69 Main St

Select Board Present: Barbara “Bee” Jacque, Chair; Heath Cummings, Vice Chair(enters 7:35pm); Bernard Boudreau, Clerk; Alexander Meisner

Select Board Absent: Mary Bowen

Also Present: Andrea Llamas, Town Administrator(out 7:39pm); Sandra L. Wood, Town Secretary(remote); Mandy Shute, BNCTV

Others Present: Stacy Bond, Recreation Commission; Jim VanNatta & Judy Wagner, Co-Chairs Energy Committee; Senior Center Director Colleen Letourneau with Council on Aging members Deb Lanou & Jim Whitcomb; Town Clerk Dan Campbell; Assistant Town Clerk Amanda Lynch

- **Call to Order: 6:00 pm**

- **Scheduled Appointments**

- **6:00 pm** Colleen Letourneau request for article re: shed extension
  - Community Preservation Committee (CPC) project approval for a shed and barbeque with grill attached to town garage for storage of lawn games and equipment for senior center activities.
  - Steve Roberto helped draft addition.
  - \$5,703 was requested, \$2,825 in CPC funds
  - Multiple vendors are being investigated for the project
    - Deb Lanou clarified if the CPC money was approved at town meeting funds would be available right after town meeting
  - Boudreau stated anyone is welcome to the Senior Center events
  - Motion by Meisner, seconded by Boudreau the Select Board voted to support of Town of Northfield Senior Center project for the Senior Center shed & grill
- Dan Campbell & Amanda Lynch -Town Clerk update
  - Appointed vs elected
    - Campbell surveyed town clerks in the area
    - With nine years on job there has been increased documentation and changes on elections. The reason to go appointed is to ensure the position is filled with someone experienced in the job
    - Laws in Massachusetts have changed. Campbell in support of appointed so town gets experienced person in dept. keep town out legal issues
  - Campbell praised Assistant Town Clerk Amanda Lynch’s work and explained that Lynch is also working as the Town of Leyden’s Town Clerk using the experience from her position in Northfield
  - Jacque explained 2 step process. The vote to move to appointed was done at Town Meeting in 2022. Next step is to place on the 2023 ballot, and if it passes it will go to the state
  - Meisner stated it was important to find loyalty and was onboard with the appointed position.
  - Campbell gave details on the non-partisan caucus being held Tuesday March 14 at Town Hall and how to get on the ballot
- Energy Committee Updates: Solar and Aggregation
  - Green Communities grant
    - Completed the last projects in September 2022 at \$160,000
      - \$5,000 committed to a police hybrid cruiser; a mini-split system for Dickinson Library; heating improvements at Northfield Elementary School (NES)
      - Jim VanNatta explained the NES project and how the heating worked with ventilation, occurring just before the COVID pandemic. The new pump has 4 speeds depending on need and saving electricity. A reset on boiler senses outdoor temperature and communicates water temperature needs
      - Supply chain bids were double. Llamas helped with additional funding. Contractor work went up to the end of the grant so there was not enough time to apply for the fall grant

- Working with Eversource to get data to move forward. May miss the spring grant deadline. Possible future request for engineering services. Have used University of Massachusetts (UMASS) in the past but this may not be in best interest to the town as they don't complete the entire project
  - School district doing energy assessment on all buildings but Energy Committee has not been contacted by district in regards to what the assessment will cover. Need to sync with facility master plan
- Solar plan process
  - UMASS clean energy extension contacted the Energy Committee to offer to do solar assessments in Franklin County. The Energy Committee welcomed the offer
  - Study done on town buildings, forest lands & former agricultural lands. They will calculate what will be needed for electrical usage in town and provide a public survey
  - Energy Committee will come back with survey report and update
- Energy aggregation
  - Current program administered by Colonial Power has residents purchasing energy from Dynegy. The contract is ending in January 2024. Request for proposal will be coming for a 3-year period with a fixed rate. Suppliers will be compared and presented for acceptance. Bids will come in April 10 and executable pricing on April 24 for supply only. Eversource is still delivers the power
    - Motion by Boudreau, seconded by Meisner the Select Board voted to designate Andrea Llamas as signer for aggregation program bidding on April 24
- Public event
  - April 14 @ 5:30 public forum at Dickinson Library to overview how rates are being set.
  - Info on new inflation reduction act, subsidies for individuals, businesses.
- Recreation Commission-Summer Program
  - Director Stacy Bond explained this is a change from the previous version of the summer recreation program which used an outside contractor to run the program. There are three positions proposed. These positions will be under the Recreation Commission
  - See Business for review of Seasonal Program job descriptions
- **Review and Approval of Warrants**
  - Motion by Meisner, seconded by Boudreau the Select Board voted to approve the 3/8/23 Payroll warrant \$75,063.22
  - Motion by Meisner, seconded by Boudreau the Select Board voted to approve the 3/8/23 Vendor warrant \$200,734.55
- **Review and Approval of Minutes**
  - Motion by Jacque, seconded Boudreau the Select Board voted to approve the minutes of 2/21/23 as written
- **Meetings/Events attended by Selectboard members**
  - Meisner: Fire Department pancake breakfast
  - Jacque: several First Light negotiation meetings
- **Town Administrator's update**
  - First light negotiations
  - Sub bid qualifications, actual contractor bids go out tomorrow (Wednesday, 3/8)
    - Planning Board, ZBA and Conservation Commission meetings are scheduled
  - Working with legal for warrant and ballot
  - Clarification on additional funding grants-see Topics not Anticipated...
- **Business**
  - Summer Program job descriptions

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- Program Director, Asst Program director, Counselor
- Cori/Sori checks are done on all employees and volunteers
- Motion by Meisner, seconded by Boudreau the Select Board voted to approve the job descriptions of the summer program director, seasonal, asst. summer program director, seasonal and the summer program counselor, seasonal.
  - Classification to be done moving forward
  - Next steps developing budget. Program has been structured by the Recreation Commission
  - Motion by Meisner, seconded by Cummings the Select Board enthusiastically support and kick off the running forward of the summer program
  - Bond thanked Recreation Commission member Laura Fries for her input
- Campus Center Community Collaborative Committee update-tabled
- School Resource Officer (SRO) Memorandum of Understanding (MOU) next steps
  - Assign two Select Board members to work with Chief Hall on the MOU, report back to the Select Board then move forward
  - Motion by Boudreau, seconded by Meisner the Select Board voted to appoint Meisner and Cummings to work with Chief Hall on an MOU for the School Resource Officer
- **Topics not reasonably anticipated by the chair 48 hours in advance of the meeting**
  - RAISE grant for Schell Bridge funding
    - Motion by Meisner, seconded by Boudreau the Select Board voted to endorse and support for Congressional funding for a directed spending request for the Schell Bridge Reconstruction Project funding.
    - Letter signed
- **Proposed Agenda Items**
  - Open Space Stewardship Award; EMS new hires & FY24 budget; Sewer hire intro; review draft town meeting warrant
- **Announcements**
  - Sidewalk maintenance: residents are still responsible for clearing the sidewalk in front of their property.
  - 350<sup>th</sup> Anniversary Event: King Philip's War in Your Back Yard 1675-76; Saturday March 11, 5pm Trinitarian Church
- **Recognition for Service**
  - Highway department: storm clean up
  - Alex Meisner for finishing his masters at University of Westfield State, while on the Select Board, working a full-time job and becoming a father
- **Adjourn**
  - Motion by Boudreau, seconded by Cummings the Select Board voted to adjourn at 8:03pm

Recorded by Sandra L. Wood, Secretary

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Select Board Clerk

3/21/23  
Date Approved