

[NORTHFIELD SELECT BOARD MEETING MINUTES]

May 30, 2023

Northfield Town Hall
69 Main St

Select Board Present: Bernard Boudreau, Vice Chair; Sarah Kerns, Clerk; Barbara “Bee” Jacque; Heath Cummings

Select Board Absent: Alexander Meisner

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

Others Present: Leslie and Paul Cameron; Dan Campbell, Town Clerk; Amanda Lynch, Assistant Town Clerk; Virginia and Howard Hastings; Phoebe Walker, Franklin Regional Council of Government Community Services; Kathy Bridges, Board of Health

- Meeting called to order at 6:02pm
- **Scheduled Appointments**
 - **6:00 pm**
 - Leslie and Paul Cameron explained the art gallery was having a show opening and requested permission for a temporary liquor license for the event.
 - Motion by Jacque, seconded by Kerns the Select Board voted to approve the request from Cameron’s Winery for a One Day Temporary Permit on July 11, 2023 for a Deerfield Valley Artists Association show opening
 - Town Clerk Office Update– Dan Campbell
 - Campbell submitted his retirement from the Town Clerk office effective July 6, 2023
 - Recommendation to promote Assistant Town Clerk Amanda Lynch as Town Clerk on Campbell’s retirement
 - Campbell talked about the changes and requirements since he started the position.
 - Very confident in Lynch’s ability to assume the position with her training, both here and the position held in Leyden as their Town Clerk
 - Llamas reviewed the personnel policy on filling a position by posting, promotion or transfer and recommended promoting Lynch to Town Clerk
 - Discussion on past practice of posting job vs. promoting in various departments and the policy options
 - Motion by Jacque, seconded by Kerns the Select Board voted to have the Town Administrator proceed with the promotion of the current Assistant Town Clerk and come back with updated job description and possible change in classification
 - Discussion: further clarification of options of the personnel policy for promoting
 - Motion by Cummings, seconded by Jacque the Select Board voted to accept with regret the resignation of Town Clerk Dan Campbell effective July 6,
- **Citizens’ Concerns**
 - Virginia and Howard Hastings, 30 North Lane: clarifications on presenting citizens concerns, complaint about the Emergency Services Facility Committee meeting audio, Board of Health meeting not posted on website 48 hours before meeting, concern of Board of Health termination of Franklin Regional Council of Government Nursing services
- **Review and Approval of Warrants**
 - Motion by Jacque, seconded by Cummings the Select Board voted to approve the 5/31/23 Payroll warrant of \$76,276.40
 - Motion by Jacque, seconded by Cummings the Select Board voted to approve the 5/31/23 Vendor warrant \$1,393,672.01
- **Review and Approval of Minutes**
 - Motion by Jacque, seconded by Cummings the Select Board voted to approve the 05/03/23 Executive Session as amended
 - Motion by Kerns, seconded by Cummings the Select Board voted to approve the 05/16/23 as amended
- **Meetings/Events attended by Selectboard members**

[NORTHFIELD SELECT BOARD MEETING MINUTES]

May 30, 2023

Northfield Town Hall
69 Main St

- Kerns: Emergency Services Facility Committee; Conservation Commission; Memorial Day Parade; Turners Falls Fish Ladder for questions about the recreation agreement; Franklin Regional Council of Government Planning Board
- Cummings: Emergency Services Facility Committee; Memorial Day Parade
- Jacque: American Rescue Plan Committee and Storefront grant; Memorial Day Parade
- **Town Administrator's update**
 - Parent Teacher Organization (PTO) Carnival Fun Run rescheduled June 19
 - One Stop Grants submitted:
 - Community Place making – “streetscape”
 - Community Planning – Business Park
 - Massworks – part of One Stop – the Highland culvert (budget from Tighe & Bond) to be submitted in a few days
 - Small Bridge Grant (School Street bridge) due end of June
 - National Highway Transportation Safety Administration (NHTSA) safety grant - Chief Hall and Grant Director Mallory Sullivan looking into for permanently installed flashing speed signs. Chief Hall recommends multiple units on Main St and Gulf Rd. Grant due at the end of June
 - The Digital Equity Planning grant has been received. The town will utilize the Franklin Regional Council of Government (FRCOG) as the vendor to write a digital equity plan. Applying as lead town for regional grant. Other towns interested include Charlemont, Colrain, New Salem, Wendell, Orange, Warwick, Leyden and possibly Greenfield. Sullivan will lead the process with the FRCOG
 - Final report received for the Solar Infrastructure Assessment from the University of Massachusetts Clean Energy Extension project.
 - Reviews existing grid infrastructure and the potential to connect additional solar facilities
 - Gives a summary of technical potential for different types of sites
- **Business**
 - American Rescue Plan Act (ARPA) Senior Center Request and Funds Update –to fund the updated and expanded position for the Senior Center for FY2024
 - General ARPA Updates
 - Most funds are allocated. Some projects return small amounts.
 - Minus the funding of the Grant Director position, the top allocations have been:
 - Police/Fire/EMS – 16.3%
 - Wastewater – 11.5% (biggest single department)
 - Senior Center – 8%
 - Highway – 4.3%
 - Water – 2.8%
 - Internet – 1.5%
 - Recreation – 1.4%
 - Motion by Kerns, seconded by Jacque the Select Board voted to approve the \$8,000 ARPA funds for the Senior Center request
 - Award Northfield Elementary School Bathroom Bid - Sign Contract
 - Contract as bid without the alternate items
 - Motion by Cummings, seconded by Jacque the Select Board voted for the Chair to sign the Northfield Elementary School Bathroom bid
 - Emergency Services Building Project – Update to Operation Project Manager (OPM) Contract
 - Two members of the Emergency Services Facility Committee (ESFC) met with Colliers Owners Project Manager to discuss continuing the contract
 - The contract allows the town to continue working with current Owners Project Manager

[NORTHFIELD SELECT BOARD MEETING MINUTES]

May 30, 2023

Northfield Town Hall
69 Main St

- Andrea Woods, the Chief Procurement Official at FRCOG was consulted. The current contract is not site specific. The ESFC has requested to continue working with Colliers on evaluating potential sites. This contract would:
 - Negate any cost for construction management from the original contract
 - Give the ESFC support for up to 4 alternative sites as they continue to explore options, including:
 - Continue support to Committee – meetings, minutes, general support
 - Due diligence to review prospective sites
 - Program Test fits (2-3) to see if use will fit on site – assist with procuring consultants
 - Project Budgeting
 - Designer Selection if needed
- The total of the Contract is for up to \$63,666 with approximately \$196,000 available
- Motion by Jacque, seconded by Cummings the Select Board voted to update the OPM contract amendment up to \$63,666.00
- Economic Development Advisory Committee – Mission/Goals
 - Letters of interest due by June 6
 - Original memo from Grant Developer Sullivan to be used as a base. Discussion to include additional historical and natural preservation in the mission statement
 - Kerns suggested updating the touring guide
 - Select Board members to send additional suggestions to Llamas
- Revoke COVID Sick Pay Policy
 - COVID restrictions are past
 - Most professional testing sites have closed
 - Motion by Kerns, seconded by Jacque the Select Board voted to revoke the COVID Sick Pay Policy
- Board of Health One Year Notice of Termination to Nursing Services Program, Franklin Regional Council of Government
 - Kathy Bridges of the Board of Health (BOH) explained the reason for the letter was to investigate other options available and follow the contract specifications with the FRCOG nursing program which requires a 1-year notification
 - Phoebe Walker, Franklin Regional Council of Government Community Services joined the discussion and explained the current program expiring in June. She stated the cost would be the same if the town joined the Greenfield program. Bridges indicated the program being investigated stated it would be free for three years and the BoH wanted to get answers to questions to see if it would save the town money. Walker explained the program was not free and offered to extend the current contract so the Board of Health could investigate without the contract expiring and triggering the 1-year notice requirement.
 - Bridges to send the program being investigated to Walker for review.
 - Motion by Cummings, seconded by Kerns the Select Board voted to approve an extension of three months for the FRCOG Nursing Services Program and have the Board of Health and FRCOG or Valley Health Collaborative come back as needed but go ahead and approve the three-month extension for the Nursing Services program through the Franklin Regional Council of Government and authorize the chair to sign said extension upon receipt
- Possible Special Town Meeting Warrant Draft
 - Explanation of request for June meeting:
 - Summer vacations start when school gets out
 - Options for negotiations are time sensitive
 - additional funding needed move forward on prospective sites
 - Article 1 –to move funds to continue the process of trying to find, assess and/or purchase a site in the future.

[NORTHFIELD SELECT BOARD MEETING MINUTES]

May 30, 2023

Northfield Town Hall
69 Main St

- \$196,000 available (see Emergency Service Building Project above)
 - Existing funds that can be transferred at this time consist of:
 - \$312,011.80 in funds in the cell tower account
 - Up to \$650,000 in funds in the capital stabilization account
 - Can still vote to place funding on the tax rate
- Article 2 – funding from the tax rate
- Article 3 – gives the Select Board the authority to purchase property for the project
- Article 4 - for the Highway Dept. to purchase a truck moving existing funds
- Article 5 – Change current bylaws to allow residents, not just registered voters, to serve on town committees
- Article 6 – to give the Select Board permission to sell (auction) several town owned properties to be returned to the tax rolls.
- Kerns requested article 2 be removed due to residents may not be in town to vote
 - Llamas explained the timing in relation to the purpose and the setting of the tax rate.
 - Moving funds from Capital Stabilization requires a 2/3 vote
- Dates proposed for the Special Town meeting: June 28 or 29
- **Proposed Agenda Items**
- Campus/Center Community Collaborative Committee (C5) re McKeon email
- School Resource Officer
- Discussion of public comments
- Availability of postings
- **Announcements:**
 - 350th Anniversary events for June
 - Parent Teacher Organization Fun Run Carnival rescheduled for June 19
- **Recognition for Service**
 - Dan Campbell for service to the town
 - Bob Henry and Denis Brennan for the Memorial Day services
- Motion by Jacque, seconded by Cummings the Select Board voted to go into Executive Session at 8:48 pm to discuss Emergency Services Facility real estate options under M.G.L. c.30A, Sec. 21 (6) To consider the purchase, exchange, lease or value of real estate, if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body and not return to open session. On a roll call vote Cummings yes, Boudreau yes, Kerns yes and Jacque yes

Meeting adjourned at 9:00 pm

Recorded by Sandra L. Wood, Secretary

Select Board Clerk

Date Approved