

[NORTHFIELD SELECT BOARD MEETING MINUTES]

August 8, 2023

Northfield Town Hall
69 Main St

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

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

Others Present: Dan Campbell; Town Clerk Amanda Lynch; Caileb Milton; Chief Dunnell

- Meeting called to order at 6:00 pm
- **Scheduled Appointments**
 - 6:00 pm – Assistant Town Clerk Appointment – Dan Campbell
 - Kerns reviewed the interview process
 - Campbell, with his past experience was the favored candidate
 - Motion by Jacque, seconded by Kerns the Select Board voted to appoint Dan Campbell to the Assistant Town Clerk position, grade 6 step 5 up to 10 hours per week
 - 6:15 pm - Skip Dunnell, Fire Chief – Fire Department Interim Chief, Bylaws
 - Meisner reviewed the reply from Town Counsel how the law regarding the weak chief under National Law, Chapter 48 Section 42A and asked who would be Chief
 - Chief Dunnell said the fire department nominated Michael Quinn
 - Cummings clarified the current practice of the Deputy Chief assuming command when Dunnell is away. Dunnell added the duties could be assumed by the captain or one of the lieutenants if necessary.
 - Llamas noted the assistant (Deputy Chief David Quinn) is in the same position as Chief Dunnell and is an auxiliary member. Meisner explained the limitations of service for an auxiliary member.
 - Meisner explained the option of an Administrative Chief, which can be held by an auxiliary member, to maintain the administrative duties but does not participate in active command in fire suppression
 - Meisner read a response from Attorney Zessen on appointing the chief position for members 65-70 years of age and the special legislation required.
 - Llamas reported Senator Whipps office notified her office and Chief Dunnell that the joint committee voted favorably but changed the length of the request from 3 to 1 year
 - Kerns noted appointing Dunnell as the Administrative Chief bypasses a gap if legislation does not pass. If legislation does pass, Dunnell can be reinstated as Chief
 - Jacque reviewed the next steps: approve the Administrative Chief position, appoint Dunnell as Administrative Chief, appoint Michael Quinn as Assistant Fire Chief.
 - Jacque asked Dunnell about notifying the State Fire Marshall Office of any changes in the department as Chief and issuing of permits
 - Motion by Jacque, seconded by Cummings the Select Board voted to approve the Administrative Fire Chief job description
 - Motion by Jacque, seconded by Kerns the Select Board voted to approve Fire Chief job description
 - Motion by Kerns, seconded by Jacque the Select Board voted to appoint Floyd M. Dunnell III as an Auxiliary Officer of the Northfield Fire Department starting August 13, 2023
 - Motion by Jacque, seconded by Cummings the Select Board voted to appoint Floyd M Dunnell III as Administrative Fire Chief starting August 13, 2023
 - Motion by Jacque, seconded by Cummings the Select Board voted to appoint Michael Quinn as Assistant Fire Chief as of August 13, 2023
 - Discussion on re-assignment of David Quinn within the department
 - Fire Department By-Laws
 - The opinion of Town Counsel, the fire department bylaws have no legal binding and should be referred to as policies. No formal town vote was found in historical records to adopt as bylaws
 - The collection of policies will be sent to town counsel for review and updating if necessary

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- Llamas explained the fire department is subject to the town personnel policies and can be run by their department policies. Copies of the personnel policy will be provided for Chief Dunnell to distribute to the fire department
- Jacque commented the fire department policies were good and the Select Board was trying to transition them into what other town departments do with their policies
- Fire Department Caileb Milton asked that if Town Counsel makes changes to the policies, the fire department would like to see the markups. Llamas will forward if there are any changes
- **Review and Approval of Warrants**
 - Motion by Jacque, seconded by Boudreau the Select Board voted to approve the 8/9/23 Payroll warrant of \$85,214.91
 - Motion by Boudreau, seconded by Kerns the Select Board voted to approve the 8/9/23 Vendor warrant of \$270,708.26
 - Discussion: Clarification on the payment for the Emergency Services Facility. Payment to architect
 - Warrant approved
- **Review and Approval of Minutes**
 - Motion by Boudreau, seconded by Kerns the Select Board voted to approve the 07/11/23 Executive Session minutes as amended. Cummings abstained
 - Motion by Jacque, seconded by Boudreau the Select Board voted to approve the minutes of 07/25/23 as amended. Cummings abstained
- **Meetings/Events attended by Selectboard members**
 - Meisner: Screening Highway Department applicants
 - Boudreau: Screening Highway Department applicants; Friends of Seniors meeting
 - Kerns: Screening for Assistant Town Clerk; Planning Board meeting; Conservation Commission meeting & Site visit; Conservation managers re: converting lands to conservation; Economic Development Advisory Committee; Joanne McGee/Open Space materials; 350th Celebration Lecture on Rustic Ridge and Veterans of Foreign Wars event
 - Jacque: American Rescue Plan/Storefront Improvement and Town Administrator Llamas & Chief Fortier; Superintendent Walker re: Town Hall parking lot project; 350th Anniversary organ recital event
- **Town Administrator's update**
 - Grants:
 - Police Body Camera – Grant Developer Mallory Sullivan submitted a grant for new/additional Police Body Cameras for \$7,700
 - Fire Protective Gear – \$120,000 grant submitted earlier this spring. Results due soon
 - Federal Schell Bridge debrief/next steps
 - Scheduled a debrief with MassDot before meeting with the Federal government to review application and look for areas to improve on other Federal grants.
 - Grant Developer found a new Federal grant called “reconnecting communities and neighborhoods” and is more recreation based.
 - Municipal American with Disabilities Act grant due in September for possible renovation to the bathrooms in Town Hall based on the Americans with Disabilities Act review done a couple years ago to address some of the issues raised.
 - Town received the Complete Streets Grant for sidewalks on Highland for \$127,380. Awaiting notice on our Massworks grant to do the culvert and the sidewalk over the culvert.
 - Community Compact Projects Ambulance Regionalization and Efficiency, Classification
 - Met with Consultants and Chief Fortier. Working on incorporating some capital. Chief Fortier is reviewing the draft. Final draft will be sent in the next few weeks.

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- Llamas explained the grant project is giving the town multi scenarios on how it would work regionally. Studies on cost will be included in the final report
- Town Hall Parking Lot – Project underway. The plan is for paving on Friday.
 - Kerns asked about the light on the Veterans Memorial. Project in process. Highway Superintendent is organizing work to be done.
- **Business**
 - Fire Chief Job Description - see Scheduled Appointments: “Skip Dunnell, Fire Chief – Fire Department Interim Chief, Bylaws” above
 - Clinical & Support Options to provide Co-Response Clinical Professional Services Agreement
 - Yearly agreement for fiscal year 2024
 - Motion by Jacque, seconded by Boudreau the Select Board voted to sign the Clinical & Support Options to provide Co-Response Clinical Professional Services Agreement starting July 1, 2023
 - Select Board Planning Session date (9/14 or 9/26) and agenda
 - The Select Board choose September 26 for the session
 - Agenda topics may include:
 - Boards and Committees Code of Conduct
 - Review of Goals from 2023
 - Goal setting 2024
 - Open Meeting Law/Public Records Review
 - American Rescue Plan Act Approvals (ARPA): Police Fire Arms, Storefront Improvement Project, Premium Pay Correction
 - Police Fire Arms:
 - Request for \$7,000 for handguns, and a rifle for the new cruiser
 - Current weapons to be traded in. Meisner reviewed the list of equipment styles and accessories
 - Jacque suggested adding this type of equipment into the capital plan moving forward to keep equipment up to date
 - Motion by Jacque seconded Boudreau the Select Board voted to approve the request for police firearms in the amount of \$7,000 from ARPA funds
 - Storefront Improvement Project
 - Zo Z Massage
 - Request for \$4,383 improvements to the front of the massage business
 - Kern’s asked if permission was granted by the property owner. Llamas confirmed permission was granted and quotes were also secured
 - Llamas gave a brief review of projects in process.
 - Kern’s requested and Meisner agreed better lighting is needed for the Select Board meeting room with remaining ARPA funding
 - Motion by Jacque, seconded by Cummings the Select Board voted to approve the Storefront Improvement project for ZoZ’s Massage totaling \$4,383.00.
 - Premium Pay Correction
 - Request for \$4,500 for patient contact call volume
 - Jacque and Llamas met with Chief Fortier to address the request for three employees exposed to patient contact as an additional challenge. Each would receive \$1,500.00, not to exceed \$3,000
 - Originally the Select Board voted \$46,872.25 approved in June, with \$41,814 expended. Adding the request for \$4,500 would take the expense to \$46,314, \$558 less than the June approval.

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- Motion by Cummings, seconded by Jacque the Select Board voted to approve the premium pay correction
- Trust Fund Committee request to reimburse Loaves and Fishes \$3,363.70 for emergency financial assistance
 - Motion by Jacque, seconded by Kerns the Select Board voted to approve the request to reimburse Loaves and Fishes \$3,363.70 for emergency financial assistance
- Police Officer Screening/Hiring Committee
 - Meisner and Jacque assigned to both teams
- Assistant Treasurer/Collector Screening/Hiring Committee
 - Jacque and Kerns assigned to both teams
- **Proposed Agenda Items**
 - Ongoing list reviewed
 - Additions to the 8/22 list: Emergency Services Facility Committee update and composition and two special event permits
 - Future topics addition: bring in departments for updates
 - Cummings inquired about removing the school budget from the omnibus. Will check with the Finance Committee
- **Announcements**
 - Pauchaug boat ramp remains closed due to silt deposits. Actions being taken
 - Franklin Regional Council of Government & Northfield Board of Health sponsored shoe spray for tick prevention event 8/12 in Town Hall parking lot or lot across from IGA Northfield Market
 - Sylvia Cummings has been appointed to fill the vacancy as a Northfield representative to the School Committee
- **Recognition for Service:**
 - Thanks to Cathy Hawkins Harrison from Loaves & Fishes and the Trust Fund Committee
 - To the Highway Department for the Town Hall Parking Lot project
- Motion by Kerns, seconded by Meisner the Select Board voted to adjourn at 7:46 pm

Recorded by Sandra L. Wood, Secretary

Select Board Clerk

Date Approved