

[NORTHFIELD SELECTBOARD MEETING MINUTES]

December 14, 2021

Northfield Town Hall
69 Main St

Selectboard Present: Heath Cummings, Chair; Barbara “Bee” Jacque, Vice Chair; Alexander Meisner; Bernard Boudreau, Clerk;
Selectboard Absent: Mary Sullivan-Bowen

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

Others Present: Police Chief Jon Hall; Highway Superintendent Tom Walker; Josh Neil; Matt Orrell

- Meeting called to order at 6:00 pm
- **Scheduled Appointments**
 - Highway positions, Truck Driver Laborer & Building Maintenance Coordinator
 - Truck Driver Laborer
 - Matt Orrell brings experience in driving trucks, plowing, sanding, and landscaping
 - Interested in the Northfield position to be closer to home
 - Building Maintenance Coordinator
 - Joshua Neil was responsible for 17 buildings at Atlas Farms and has experience with kilowatt systems
 - Lead in a biomass project
 - Enjoys fixing things
 - Experienced in budgeting, writing proposals and grants
 - Both candidates replied they would accept the responsibilities of their respective job descriptions
 - Motion by Meisner, seconded by Jacque the board voted to appoint Joshua Neil to a grade 8 step 2 with the payrate to be potentially adjusted based on a favorable review in 90 days.
 - Motion amended to include a start date of December 27, 2021.
 - Motion by Meisner, seconded by Jacque to appoint Mathew Orrell at grade 7 step 1 with a 90-day review or when CDL is received with a start date of December 27, 2021
 - Police Chief Jon Hall, Police Training Requirements and Staffing
 - Training Requirements
 - Chief Hall gave a review of the differences between the Bridge Academy and full-time Police Academy. He favors the full-time academy. Bridge Academy fills in the hours required to achieve full-time status (800 hours) for those who attended part-time academy (450 hours). Eventually the Bridge Academy will end.
 - There are 10 part-timers who need to attend in the department
 - Staffing
 - Chief works the day shift, Sergeant the evening shift
 - Looking to hire a full-time police academy certified officer.
 - The Student Resource Officer (SRO) position to be filled when Officer Kimball leaves the position at the end of the school year. The position will be a full-time SRO and patrol officer
- **Review and Approval of Warrants**
 - Motion by Meisner, seconded by Boudreau the board voted to approve the 12/16/21 Payroll warrant of \$66,601.54
 - Motion by Meisner, seconded by Jacque the board voted to approve the 12/16/21 Vendor warrant of \$144,162.61
- **Review and Approval of Minutes**
 - Motion by Jacque, seconded by Boudreau the board voted to approve the 11/16/21 Executive Session as written
 - Motion by Jacque, seconded by Boudreau the board voted to approve the 11/30/21 as written
- **Meetings/Events attended by Selectboard members**
 - Boudreau: hiring meeting with Meisner, Tom Walker and Llamas for the Truck Driver Laborer & Building Maintenance positions

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- Cummings: 6 Town Regional meeting; Campus Center Community Collaborative Committee; Emergency Services Facility Committee
- Meisner: Hiring Highway candidates meeting
- Jacque: 6 Town Regional focus group; 350th Anniversary Committee; First Light negotiations
- **Business**
 - Elect member to represent Northfield in collective bargaining for Pioneer Valley Regional School District
 - Motion by Jacque, seconded by Meisner the board voted to elect Heath Cummings to represent Northfield in the collective bargaining for Pioneer Valley Regional School District
 - Section 20 exemption request letter from PVRSD
 - Request from Angelia Renaud, employee of the Pioneer Valley Regional School District, to hold more than one appointed position with the town
 - The school supports the request
 - Motion by Meisner, seconded by Jacque the board voted to approve Angelia Renaud for the exemption under MGL c. 268a §20, to hold the list of appointed positions, Substitute Custodian, after school Athletics Supervisor, after school IEP Support Worker and Class Advisor
 - Draft Town Financial Policies and Procedures
 - Part of the community compact grant projects
 - Finance Committee will review
 - Selectboard to review for discussion possibly with the Finance Committee in January to discuss changes and vote to adopt
 - The policy is needed for bond rating
 - Yearly Liquor License renewals
 - Motion by Meisner, seconded by Jacque the board voted to approve the renewal for Vasilios Parios; Northfield Pizza House; 198 Main St. Annual Restaurant; Wines and Malt; expires 12/31/22
 - Motion by Cummings, seconded by Meisner, the board voted to approve the renewal for Cameron's Winery LLC; 1046 Millers Falls Rd. Annual Farmer Series Pouring Permit; Wines only; expires 12/31/22
 - Motion by Jacque, seconded by Meisner the board voted to approve the renewal for Shelby Hasanbasic; Northfield Golf Club Inc.; 31 Holton St. Annual General On-Premises; All Alcoholic Beverages; expires 12/31/22
 - Motion by Boudreau, seconded by Meisner, the board voted to approve the renewal for Denis Brennan; Northfield VFW Post 9874, Inc.; 545 Mt. Hermon Station Rd. Annual Veterans Club; All Alcoholic Beverages; expires 12/31/22. Request for fee to be waived granted.
 - Motion by Meisner, seconded by Jacque the board voted to approve the renewal for Condor80 Corp; Northfield Food Mart; 74 Main St.; Annual Package Store; all Alcoholic Beverages; expires 12/31/22
 - Motion by Jacque, seconded by Meisner the board voted to approve the renewal for Madrigal Inc.; Mims Market; 60 Main St; Annual Package Store; Wines and Malts; expires 12/31/22
 - Motion by Meisner, seconded by Jacque the board voted to approve the renewal for Christopher Sellers; The Brewery at Four Star Farm Inc.; Annual Farmer Series Pouring Permit-19H Wines & Malts; expires 12/31/22
 - Yearly Class II & III renewals
 - Motion by Jacque, seconded by Meisner the board voted to approve the renewal for Homer Browning III; DBA Homer Browning III; 6 Homer Rd. Class II license expires 01/01/23
 - Motion by Jacque, seconded by Meisner the board voted to approve the renewal for Homer Browning III DBA Homer Browning III; 6 Homer Rd. Class III license expires 01/01/23
 - Motion by Meisner, seconded by Jacque the board voted to approve the renewal for Jeffrey Matosky DBA Boyd's Auto Body; 952 Millers Falls Rd; Class III license expires 01/01/23

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- Motion by Boudreau, seconded by Jacque the board voted to approve the renewal for H. Brian Wood; DBA Northfield Auto Body LLC; 99 Main St.; Class II license expires 01/01/23
- **Town Administrator's update**
 - Waiting to hear on the ADA grant and LLRP project grants for wayfinding signage and tourist website with interactive mapping
 - Will submit additional LLRP projects for streetscape/events spaces and possible visitors space/reuse of the fire station
 - Budget update: capital requests are in. Budget sheets going out later this week
- **Committee/Board Appointments**
 - Motion by Jacque, seconded by Meisner the board voted to appoint Kristin Norwood to the Agricultural Commission as an alternate; term expires 6/30/22
 - Motion by Meisner, seconded by Jacque the board voted to appoint Magda Ponce-Castro and Bruce Kahn to the 350th Anniversary Committee; terms expire 12/31/23
- **Proposed Agenda Items**
 - 6 Town Regionalization
 - Town Mission Statement
 - Town of Northfield support letter to MassDOT for Erving /Gill plaque on the French King Bridge
- **Announcements:**
 - Transfer Station will close at 3pm on 12/24 & 12/31 and will not open on 12/25 & 01/01/22
 - Public Safety survey available on the website until January 3
 - Happy Holiday wishes

Motion by Cummings, seconded by Meisner the board voted to adjourn at 7:25 pm.

Recorded by Sandra L. Wood, Secretary

Selectboard Clerk

12/28/21
Date Approved