

[NORTHFIELD SELECTBOARD MEETING MINUTES]

July 13, 2021

Northfield Town Hall
69 Main St

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

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

Others Present:

- Meeting called to order at 6:00 pm
- **Review and Approval of Warrants**
 - Motion by Cummings, seconded by Boudreau the board voted to approve the 7/15/21 Payroll Warrant of \$85,917.43
 - Motion by Cummings, seconded by Meisner the board voted to approve the 7/15/21 Vendor Warrant of \$152,975.26 (Insurances. Mass Works grant)
 - Motion by Cummings, seconded by Meisner the board voted to approve the 6/30/21 Vendor Warrant of \$124,595.96
- **Review and Approval of Minutes**
 - Motion by Jacque, seconded by Meisner the board voted to approve the minutes of 06/29/21 as amended
- **Meetings/Events attended by Selectboard members**
 - Jacque: 350th Committee; American Rescue & Recovery Program; Upcoming: FRCOG Selectboard training in August & executive counsel
 - Meisner: Employment screening committee
 - Bowen: has registered for future Selectboard training
 - Boudreau: Employment screening committee; FRCOG Regional Emergency Planning
- **Scheduled Appointments**
 - Appointment to the Northfield EMS
 - Brennan is a resident of Northfield; works as a paramedic for National Ambulance
 - Interest in the field began at Springfield College after enrolling in first aid course; Continued education at Springfield Technical Community College in the emergency medical response field
 - Certifications include tactical, geriatric, and pediatric
 - Motion by Meisner, seconded by Jacque the board voted to appoint Emma Brennan to the Northfield EMS as an on-call volunteer paramedic; term expires 12/30/2021
 - Japanese Knotweed on So. Mountain Rd
 - Nancy Ames letter of concern read
 - Options of removal discussed; input from Highway department and citizens suggested
- **Business**
 - Appoint a Vice Chair to the Selectboard
 - Motion by Meisner, seconded by Boudreau the board voted Barbara Jacque as Vice Chair of the Selectboard
 - Police Chief Search- Consultant Selection
 - Finance Committee approved \$12,200 from the Reserve fund
 - Comparisons between BadgeQuest Public Safety Consultants and Municipal Resources Inc. discussed
 - Motion by Meisner, seconded by Jacque the board voted to hire and consult with Municipal Resources Inc for the Police Chief search for the Town of Northfield
 - Discussion of ‘citizen interest’ night for input. Schedule after the screening committee has met and set conduct rules
 - Input via email/written can be submitted to Town Administrator
 - Discussion on regionalization and joint meeting with Bernardston on topic for future option
 - Discussion on bias training for the screening process. Llamas to check availability
 - Highway Department Appointments

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- Meisner and Boudreau were on the screening panel for both candidates and gave positive reports.
- Llamas related the difficulty of hiring at this time and option the town took in advertising the Truck Driver/Laborer position with offer to pay for CDL training
- Both candidates live in Northfield
 - Motion by Meisner, seconded by Jacque the board voted to appoint Joshua Bonaiuto as foreman at grade 9 step 1 with review after 90 days.
 - Motion by Meisner, seconded by Jacque the board voted to appoint Ryan O'Connell to Truck Driver/Laborer at grade 7 step 1 and review upon completion of CDL schooling paid by the town while employed by the town
- Appropriation transfer Fire Dept-see below
- Reimburse Loaves & Fishes \$2,515.17 from the Trust funds for emergency assistance requests
 - Motion by Jacque, seconded by Meisner the board voted to approve the reimbursement of \$2,515.17 to Loaves & Fishes from the Trust Funds for emergency assistance requests
- Re-affirm Special Town Employees
 - Motion by Meisner, seconded by Jacque the board voted to designate the members of the Board of Health, Board of Assessors, and the Conservation Commission's contract consultant as "Special Municipal Town Employees" pursuant to the state policy of the Selectboard adopted October 6, 2015.
- Public Participation
 - Jacque developed and presented a draft document outlining the goals for citizens' participation, input, contacting the Selectboard and presenting concerns in a meeting
 - Clarification on the difference between "Topics not anticipated 48 hours prior...", for use of time sensitive items, and citizen concerns
 - Wording on document to be revised and included on a future agenda
- **Town Administrator's update**
 - Letter sent to MassDOT regarding brakes and speeding
 - Collecting noise bylaw samples. Will draft for future meeting
 - Contact from DCR Forest Management; request to invite to future meeting and invite Open Space Chair Julia Blyth
- **Topics not reasonably anticipated by the chair 48 hours in advance of the meeting**
 - **Appropriation Transfers** – all approved by the Finance Committee 7/12/21
 - Motion by Cummings, seconded by Jacque the board voted to approve the request to transfer \$1,199.66 from Tax Collector Office Supplies to Tax Collector Salary
 - Motion by Cummings, seconded by Jacque the board voted to approve the request to transfer \$849.66 from Treasurer Office Supply to Treasurer Salary
 - Motion by Cummings, seconded by Jacque the board voted to approve the request to transfer \$79.83 from Accountant-Meetings to Financial Assistant
 - Motion by Cummings, seconded by Meisner the board voted to approve the request to transfer \$6,900.00 from Fire Station Operations and Maintenance to Fire Dept. wages
 - **Request for Pole Hearing-East Northfield Rd**
 - Read for the record: Under the provisions of Chapter 166 of General Laws and any additions thereto, or amendments thereof, the Selectboard will hold a Public Hearing on 7/27/21 at 6:05 pm on the petition of Eversource to install (2) jointly owned poles and 4-5 x 10' manholes. The poles to be set are number 24/11 and 24/14 will be set approximately 10' West of HSE number 37's driveway and approximately 25' from the edge of driveway across the street. 24/11 will be set to the edge of the new shared used path in line with the existing R.O.W pole line. Both poles will have down guys and 14: anchors and only be used for Verizon at this time. The (4) manholes proposed are number 24/11 U, 24/12 U, 24/13 U and 24/14 U. All will be within the new shared

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use path. There will be a duct bank between manholes consisting of 6-6: conduit's and 2- 6" conduit's from the IST in last manholes to poles 24/11 and 24/14.

- Reason: The purpose of this work or use to replace the existing overhead wires and install them underground for a future betterment work. This will be done in conjunction with MA dept. of transportation project number 607588
- **Citizens' Concerns**-item to be moved under Scheduled Appointments and next order of business
- **Committee/Board Appointments**
 - Motion by Jacque, seconded by Boudreau the board voted to appoint Rob Leighton as a Reserve Officer; term expires 12/31/21
- **Proposed Agenda Items**
 - Veterans Memorial upkeep
 - Dam Ownership
- **Announcements**
 - Local Rapid Recovery Grant process seeks resident input. Go to the town website Announcements-click on the LRRP item and click on Citizen Survey to participate
- **Recognition for Service**
- **Executive Session**

Motion by Cummings, seconded by Meisner the board voted to go into executive session at 8:20 pm for Litigation: under M.G.L. c.30A, Sec. 21 (3) To discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares and adjourn. On a roll call vote Cummings said yes, Meisner said yes, Jacque said yes, Boudreau said yes and Bowen said yes.
- **Adjourn**

Meeting adjourned at 8:35 pm

Recorded by Sandra L. Wood, Secretary

Selectboard Clerk

7/27/21
Date Approved