

## [NORTHFIELD SELECTBOARD MEETING MINUTES]

September 21, 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; Ian Bauer, BNCTV

Others Present: Sara ConCannon, Collins Center; Melissa Barton; David Balk, Board of Health Chair; Michele Turner, Tax Collector/Treasurer

- **Call to Order**
- **Scheduled Appointments**
  - Sara ConCannon, Collins Center: Community Compact Survey for public safety departments
    - Project is the result of a state grant for community-wide visioning focusing on public safety departments
    - EMS, Fire and Police departments surveyed with robust participation from all departments
    - Workshop to be held in October in “open café” style with participants working in groups
    - Data will show residents how departments work
    - Discussion on moral effect on leadership and how to make it better
    - Final report of data collected will be submitted
  - Melissa Barton; Bd of Health Admin Asst.; Grade 5, Step 1 \$17.64/hour
    - Position will be about 3 hours per week
    - Barton cited writing skills and public interaction in current employment an asset for the position and has grant writing skills
    - Motion by Meisner, seconded by Boudreau the board voted to appoint Melissa Barton as the Board of Health Administration Assistant; Grade 5 Step 1 effective immediately
  - Michele Turner: Treasurer/Collector-Meet & Greet
    - Turner previously worked for the town and has been in her current position since June 2021. She also holds the position of Tax Collector for the Town of Erving
    - Recently attended Treasurer training and found many similarities with the position of Collector
    - Always had an interest in math all through her formal education
    - The board welcomed Turner and thanked her for attending
- **Review and Approval of Warrants**
  - Motion by Meisner, seconded by Bowen the board voted to approve the 09/23/21 Payroll warrant of \$55,318.89
  - Motion by Meisner, seconded by Boudreau the board voted to approve the 09/23/21 Vendor warrant of \$148,151.66
- **Review and Approval of Minutes**
  - Motion by Jacque, seconded by Meisner the board voted to approve the minutes of 9/7/21 as written.
- **Meetings/Events attended by Selectboard members**
  - Boudreau: Friends of the Senior Center; site visit with Highway Superintendent on Four Mile Brook Rd
  - Bowen: Campus Center Community Collaborative Committee; area business and church winter holiday event planning
  - Cummings: Campus Center Community Collaborative Committee; Emergency Services Facility Committee; PVRS sports meeting; met with Interim Superintendent Patricia Kinsella
  - Jacque: Regional Animal Advisory; First Light stakeholders; site visit with Highway Superintendent on Four Mile Brook Rd
- **Business**
  - FRCOG Traffic Counts – Gulf Road, Warwick Road, Maple Street
    - Collected data from June 25-July 6 useful for the Complete Streets study for sidewalks and grant applications in the future
    - Review of average speeds and volume of vehicles broken down into classes of vehicles

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- East Northfield Water Company
  - Llamas spoke with the vice-president of finance at Thomas Aquinas College on information needed to create a district of the East Northfield Water Co. TAC is looking into working with a consultant
  - Legal requirements on starting a district are being researched
  - Water source would remain the same
  - Data collection is needed to determine if a district will work
  - East Northfield Water Co. is a separate legal wholly owned subsidiary of Northfield Mount Herman
  - Creating a district could open opportunities for outside funding for infrastructure
- Local Rapid Recovery Plan Grant Opportunities
  - Llamas applying for grants from the state through the Western MA Economic Development Council
  - Projects applied for are Wayfinding signage and Marketing Campaign to include the development of a website and installation of a kiosk structure
- COVID protocol review/changes if needed (Bowen left the room at 7:40pm and returned at 7:42pm)
  - The Board of Health released a statement recommending facemasks be worn in all public buildings and if 6ft. distance cannot be maintained
  - Discussion on confusing information and the sources.
  - Town-wide decision is under the Board of Health to enforce
  - Board of Health to be asked to attend future meeting for further discussion.
  - Maintain Town Hall air purifiers, sanitation stations
- **Town Administrator's updates**
  - OPM responses to the RFQ
    - Two recommendations forwarded, Colliers and CMS
    - Books and evaluation sheets distributed to board for completion by 9/27 for meeting on 9/28
  - Schell Bridge
    - Easements filed with the Registry
    - Bridge project advertised on 9/16 by MassDOT
    - Estimated project value \$25,239,000
  - Police Search
    - Five candidates moved forward to the Assessment Center
    - Assessment Center will be at Town Hall 10/6
    - On track for interviews week of 10/18
  - Community Compact
    - Financial Policies project consultant to begin first draft
  - NMH-Pentecost Cemetery Donation
    - Recorded plan received from Northfield Mount Hermon
    - Article to accept the donation will be on the Special Town Meeting Warrant
  - MVP Status Certification
    - Town received official acceptance as a Municipal Vulnerability Preparedness Community
    - Acceptance makes the town eligible to apply for MVP Action Grants
  - Green Communities
    - Ventilation at Northfield Elementary school
  - Comcast Negotiations
    - Looking to deny the proposal and negotiate a 6-month extension
- **Topics not reasonably anticipated by the chair 48 hours in advance of the meeting**
  - Request for Franklin County Tech School Collective Bargaining Negotiations Representative

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- Motion by Jacque, seconded by Meisner, the board voted to fulfil the request for Franklin County Tech School Collective Bargaining Negotiations Representative, October 5, 2021, 4:30 pm by appointing Mary Bowen
- **Committee/Board Appointments**
  - Motion by Jacque, seconded by Meisner the board voted to appoint Brian Brault to the 350<sup>th</sup> Anniversary Committee; term expires 12/31/23
- **Proposed Agenda Items**
  - Noise from Gill Northfield Mount Hermon Campus
  - Sewer Committee/departments update
- **Announcements**
  - Northfield Elementary School received the National Blue-Ribbon Award. Congratulations to the staff at NES
  - Richardson Overlook Hike & Reception; Sun. Sept. 26; 9:30 am-1pm @ Alexander Hill Rd

Motion by Cummings, seconded by Meisner the board voted to adjourn at 8:40 pm

Recorded by Sandra L. Wood, Secretary

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Selectboard Clerk

10/5/21  
Date Approved