

Selectboard present: Jack Spanbauer, Chair; Dan Gray; Jed Proujansky

Also present: Bob Markel, InterimTown Administrator; Sandra L. Wood, Town Secretary; Tyler Bourbeau, BNCTV

Others present: Jim Holloway; Rhoda Yucavitch, Ellie Goodman, COA; Heather Tower, Senior Center Director; PD Chief Leighton; Clay Delano; Don Jacobs DIJ Consulting

The meeting was called to order at 7:08 pm

- **Citizens' concerns**
- **Review and Approval of Warrants**
 - On a motion by Gray, seconded by Proujansky **the board VOTED unanimously to approve the 12/24/13 Payroll warrant of \$19,907.21**
 - On a motion by Gray, seconded by Proujansky **the board VOTED unanimously to approve the 12/24/13 Vendor warrant of \$30,409.16**
 - On a motion by Gray, seconded by Proujansky **the board VOTED unanimously to approve the 12/31/13 Payroll warrant of \$15,982.72**
 - On a motion by Gray, seconded by Proujansky **the board VOTED unanimously to approve the 01/07/14 Payroll warrant of \$27,151.62.**
 - On a motion by Gray, seconded by Proujansky **the board VOTED unanimously to approve the 01/07/14 Vendor warrant of \$757,991.58**
- **Review and Approval of Minutes**
 - On a motion by Proujansky, seconded by Gray **the board VOTED unanimously to approve the Selectboard minutes as written for 12/3/13**
 - On a motion by Proujansky, seconded by Gray **the board VOTED unanimously to approve the Selectboard minutes as written for 12/5/13**
 - On a motion by Proujansky, seconded by Gray **the board VOTED unanimously to approve the Selectboard minutes as written for 12/17/13**
- **Summary of Interim Selectboard Meetings-none**
- **Summary of meetings attended by Selectboard members**

Proujansky: Met with Chief Fortier to discuss the EMT Management Fund; ALS advanced service; 2 year plan to be presented to the Selectboard in the future.

Old Business

- Don Jacobs: Job Descriptions Final Report
 - Reviewed the process and recommended further work be done to create a wage & classification to be consistent with the descriptions. The cost would be under \$3,000 for maintenance training of the system.
 - The Selectboard thanked Jacobs for the work.
- Schedule Executive Session
 - Meeting scheduled for 1/14/14 at 6pm for Police Chief contract negotiation.
- **New Business**
 - DOR: Other Post-employment Benefits (OPEB)
 - Markel reported the Government Accounting Standards Board has determined towns will have to carry health insurance services for post-employment. He recommended the town, at the Annual Town Meeting, appropriate an actuary to do a study to set up funding. This will be mandatory.
 - Spanbauer requested Markel look into cost and said the accountant Deb Mero had done a cursory investigation.
 - FY2015 Operating Budget and Capital Expenditures
 - Selectboard
 - A brief review from Markel of the budget in process. Proujansky will contact Markel in regards to a technology upgrade for Town Hall.
 - Heather Tower, Senior Center Director/Council on Aging

- Tower reported an increase of \$201 for postage and other service increases. Tower reported the operating budget at \$48,989.00
 - Capital Requests: \$500 increase for van funding. Tower is working with Bernardston on the current arrangement and has been able to extend services with a second van.
 - Spanbauer explained the Cherry Sheet financing connected to the Senior Center budget.
 - Rob Leighton, Police Chief
 - Leighton reported increasing the salary & wages to fill the third full time position with sponsorship to the academy for training. Community Policing would increase.
 - Decreases included part-time wages; vacation expenditures for the new Sergeant; Quinn Bill reduction.
 - Capital expenses for 2016, replace the Tahoe; 2017, replace the 2011 cruiser. Put aside \$500,000.00 for Police station.
 - January Meeting Schedule
 - Meetings scheduled for 1/14 and 1/21, possibly 1/28.
- **Topics not reasonably anticipated by the chair 48 hours in advance of the meeting**
 - Electricity Supply Contract
 - Markel will contact Jeff Rogers to explain increase before moving forward with signing contract.
 - Proujansky suggested scouting other options
 - Proujansky forwarded EMS department request for town snow plowing of their facility on Main St. Markel will talk with Tom Walker, Superintendent of Streets & Building Maintenance.
 - Markel forwarded Tom Walker’s request to approve the step design and start the bid process.
 - On a motion by Proujansky, seconded by Gray the board VOTED unanimously to move forward and bid the front steps project at Town Hall. After further discussion the motion was withdrawn citing the subject was not on the agenda and not an immediate necessity.
- **Board and Committee Meetings/Announcements**

Date	Activity	Time	Place
1/8/14	Board of Assessors	7pm	Town Hall
1/8/14	Master Plan Steering	7pm	Town Hall
1/8/14	Agricultural Commission	7pm	Town Hall
1/8/14	Planning Board	7pm	Town Hall
1/9/14	Historical Commission	7pm	Town Hall
1/9/14	Personnel Committee	7pm	Town Hall
1/9/14	Board of Health	4:45pm	Town Hall
1/13/14	Finance Committee	7pm	Town Hall
1/14/14	Energy Committee	5:30 pm	Dickinson Library
1/14/14	Selectboard	7pm	Town Hall
1/14/14	Recreation Commission	7pm	Town Hall

- Openings: A number of committees and boards have openings. A list is available for viewing on the Current Openings page of www.northfield.ma.us and on the Town Hall posting board. Current opening for an alternate appointment to the ZBA; Wired West; Cultural Council; Emergency Services Facility Committee; Master Plan Roundtable; Town Hall Master Plan Committee; Council on Aging; Agricultural Commission; Building Use & Planning; Electronic Communication & Cable TV; Open Space Committee; School Committee Representative; Conservation Commission

- Announcements:
 - From Town Clerk Gail Zukowski: The Ethics Training course is required for all elected, volunteer, appointed, full and part time personnel in 2014. Please contact Gail for details.
- Town Administrator Updates:
 - Reported 6 applicants for the TA position.
- **Appointments:**
 - On a motion by Gray, seconded by Proujansky **the board VOTED unanimously to appoint** Clay Delano as a Reserve Officer to the Police Department; term expires 12/31/14
 - On a motion by Gray, seconded by Proujansky **the board VOTED unanimously to appoint** Jack Ware as an Auxiliary Officer to the Police Department; term expires 12/31/14
 - On a motion by Gray, seconded by Proujansky **the board VOTED unanimously to appoint** Marie Ferre reappointment to the Historical Commission; term expires 12/31/16

On a motion by Spanbauer, seconded by Proujansky the board VOTED unanimously to adjourn at 8:10 pm

Recorded by Sandra L. Wood, Secretary

Selectboard Clerk

Date Approved