

Selectboard present: Kathleen Wright Chair; Dan Gray; Jack Spanbauer

Also present: Town Administrator, Tom Hutcheson; Sandra L. Wood, Town Secretary; Tyler Bourbeau, BNCTV

Others present: David Rainville, The Recorder; Ed Finch; Sgt. Leighton; Officer Lawler; Chief Crossman

- Meeting was called to order at 7:00 pm
- **Citizens' concerns-** none
- **Review and Approval of Warrants**
 - On a motion by Spanbauer, seconded by Gray the board VOTED unanimously to approve the Payroll warrant of \$30,570.23
 - On a motion by Spanbauer, seconded by Gray the board VOTED unanimously to approve the Vendor warrant of \$773,973.36
 - **Review and Approval of Minutes-** No minutes to approve
- **Summary of Interim Selectboard Meetings-** none
- **Summary of meetings attended by Selectboard members**
 - Gray, also a member of the Board of Health, reported the Redemption Christian Academy Elder John Massey attended their meeting.
- **Old Business**
 - Meet Jeremy Lawler, part-time staff for Northfield Police Department
 - Sgt. Leighton introduced Lawler to the Selectboard. He gave an account of Lawler's training, certification and education.
 - Lawler said he has lived in town since he was five years old and looked forward to being productive for the town.
- **New Business**
 - Bid Opening for 1992 Waste Oil Furnace with Storage Tank on Pedestal
 - Wright read the bid statement and opened the sealed bids. Bids received were
 - Christopher Raymond of Raymond's Repair for \$1,150.00
 - Bernardston Auto Wrecking for \$454.13
 - George W. Randall for \$573.65

Bid was granted to high bidder Christopher Raymond pending all paperwork is in order. Hutcheson was asked to contact the bid winner. The Selectboard thanked all the bidders.
 - Police Department budget
 - Wright read the letter from Principal Bill Werlhi of PVRS thanking Crossman for his service.
 - Wright announced Crossman conducted an emergency management exercise on how to handle an emergency event at the high school. He has been working on the program for over three years. Members of the Fire, EMS, Highway and EMD also attended.
 - Wright said the salary budget would depend on the union negotiations already in progress.
 - Crossman divided the budget into three sections: operating expense, ten year capital plan and cruiser quotes. For the operating budget Crossman requested a third cell phone for the part time cruiser and upgrading the other phones in use; funds for MDT used for internet access in the cruisers and radar which is required to be certified; cruiser repair; professional training, 40 hours mandatory. Gray asked about grants for training. Crossman said no grants were available from the state but he would work with the District Attorney's office. Funds for postage; state mandated computer maintenance; FRCOG radio service; gas; uniforms & equipment and police dues. Gray questioned the increase of gas and mileage. Crossman said Officer Kimball has been out on the roads more.
 - Wright asked about the vehicle quote. Crossman said he received two quotes for different style vehicles; \$39,495.00 for an Interceptor SUV equipped and \$35,462.00 for a sedan cruiser. The advantage to the SUV would be clearance in snow conditions. Both vehicles were comparable in fuel efficiency according to Crossman. Wright asked what the compelling difference would be to move to the SUV. Crossman said it would buy some time with the Tahoe until it can't be used. His intent is to replace the 2006 Impala which has had transmission and other issues costing the department \$1,200.00 so far this year and is not reliable to use in daily police work.

- Crossman's 10 year plan included funding for a replacement vehicle in 2015; a police station, \$500,000.00 for an existing building furnished; Traffic Control Monitor; cruiser rotation by 2018.
 - Spanbauer asked if Crossman wanted to replace the cruiser right away and then the Tahoe. Crossman replied yes.
 - When asked about replacing computer equipment Crossman said it would be in his regular budget and staggered to avoid all units malfunctioning and needing to be replaced all at once. He said iPads were being used in the cruisers because they were cheaper and smaller. Wright and Spanbauer liked the staggering replacement schedule.
 - Wright thanked Crossman for his work on the budget and for his service to the town.
 - Letter of appreciation to Chief Crossman
 - Wright presented the letter to the Selectboard members. Spanbauer said he was fine with it as written. Gray said it was not the way he would write it; there was a lot in there that didn't need to be and if it was left as written he would not sign. Wright asked what Gray would remove but he did not make any suggestions.
 - **On a motion by Spanbauer, seconded by Wright the board VOTED to sign the letter as written. Wright and Spanbauer yes, Gray no.** Passed. Wright read the letter aloud.
 - Records retirement
 - Wright said she discussed purging files from the Records room with the Town Clerk, Treasurer, Assessor's Clerk, Accountant, Town Secretary and Town Administrator. She also talked with Tom Walker, Superintendent of Streets and Jeremy Underwood, Building Maintenance about organizing outgoing material for disposal. The items would be disposed as soon as the state approves. Wright requested Town Hall be closed for a day in February to complete the task.
 - **On a motion by Gray, seconded by Spanbauer the board VOTED unanimously to close the Town Hall on Wednesday, February 27, 2013 to work on records.**
 - Designer recommendation for Town Hall electrical work
 - Wright said there had been several companies that came in to review the wiring in Town Hall and referred to an assessment done in 2012. She spoke with Tom Walker, Superintendent of Streets & Building Maintenance and they discussed doing the work in stages. Gray said he had read the report and did not find where it said there were any violations; the existing wiring just doesn't look good. He did not feel the report was well written. Gray said he would agree with Walker and do the work in stages. Spanbauer referred to the first three groups of items totaling approximately \$150,000 with Walker and Underwood doing some of the work for the capital improvement plan. He said the sum would allow the project to go forward. Gray questioned why prevailing wage was not included and would \$150,000 be enough. Spanbauer felt \$150,000 would be feasible if Walker and Underwood did some of the work with an electrician.
 - Wright asked about the Green Communities funds for insulating the attic and was concerned the electrical work should be done first. Hutcheson agreed it would be better to do the wiring before the insulation is done. Spanbauer suggested making the electrical the first priority. Gray asked how they could go to the Finance Committee not knowing the cost; he was not disagreeing but suggested getting a true estimate.
 - **On a motion by Spanbauer, seconded by Wright the board VOTED to put down phase 1 of the electrical upgrade with an estimate price of \$150,000. Wright and Spanbauer yes, Gray no.** Passed.
 - Designer recommendation for Town Hall second-floor room finishing
 - Wright said the sticking point to finishing the room is the heating, cooling and ventilation. She said Country Oil had assessed the room and suggested an outside condenser for \$8,300.00. The consultant recommended a roof top unit but stated a structural engineering study would be needed on roof support for the unit. Spanbauer asked if the project was for the HVAC or the entire room. Wright said the \$127,000.00 estimate was for the entire room but that the windows and HVAC were the sticking point.
 - **On a motion by Spanbauer, seconded by Wright the board VOTED to support the capital improvement of \$127,000.00 for the second floor room. Wright and Spanbauer yes, Gray no.** Passed.
 - Letter to National Christian Foundation
 - Wright announced that Amiee Minnich of the NCF would be in Northfield to visit and available to meet with town officials from 3-4pm on January 10. She suggested drafting a follow up letter to the NCF.
 - New public address system for the Town Hall
 - Hutcheson got quotes ranging from \$1,300.00 - \$1,600.00
 - **On a motion by Gray, seconded by Spanbauer the board VOTED unanimously to approve the purchase of a PA system from existing supplies money between \$1,300.00-\$1,600.00.**
- **Topics not reasonably anticipated by the chair 48 hours in advance of the meeting**
 - **Union negotiations meeting-**

