

**Selectboard present:** Jack Spanbauer, Chair; Jed Proujansky

**Selectboard absent:** Dan Gray

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

**Others present:** Mark Fortier, EMS Chief

The meeting was called to order at 7:00 pm

- **Review and Approval of Warrants**
  - On a motion by Proujansky, seconded by Spanbauer the board **VOTED unanimously to approve the 01/14/14 Payroll warrant of \$28,631.28**
  - On a motion by Proujansky, seconded by Spanbauer the board **VOTED unanimously to approve the 01/14/14 Vendor warrant of \$86,213.43**
- **Review and Approval of Minutes**
  - On a motion by Proujansky, seconded by Spanbauer the board **VOTED unanimously to approve the Selectboard minutes of 01/07/14**
- **Summary of Interim Selectboard Meetings**
  - Ex. Session 01/14/14
- **Summary of meetings attended by Selectboard members**
  - Spanbauer: Master Plan Steering Committee-final plan to be submitted by end of January.
- **Old Business**
  - Approval to Bid Town Hall Front Steps
    - Approved design by Clough Harbour & Associates for pre-cast step construction
    - **On a motion by Spanbauer, seconded by Proujansky the board VOTED unanimously to put the Town Hall front steps project out to bid this winter.**
    - Markel was requested to contact Tom Walker, Superintendent of Streets & Building Maintenance and Steve Serendynski of the Town Hall Master Plan Committee to determine how much of the work would be done by the town, if any.
- **New Business**
  - Re-rate Assessor's Clerk position
    - Spanbauer volunteered to participate in the evaluation and asked Markel to contact Lois Stearns or Chad Glover of the Finance committee. Markel would be the third member. Markel will set up the meeting.
  - Closing dates for money articles and non-money articles
    - The closing date is Tuesday, March 4, 2014 at 7pm.
  - Budgets
    - Chief Fortier, EMS
      - Fortier covered his budget and explained the requested increase in salary was to cover expenses if the department status changes to ALS with paramedic staff. There would be no increase for equipment in the upgrade. Medications would cost more.
      - The contract with BHA would be the same.
      - Paramedics would be regularly scheduled and paid at the current responder rate regardless of status. Days and time would be specified at ALS status.
      - Fortier explained how the excess revenue is calculated. Expenses are subtracted from collected revenue. Surplus goes back into the enterprise fund.
      - The board asked Fortier to consider setting up a stabilization fund to help with major purchases for the department. Fortier referred to the excess revenue as the stabilization fund.
    - Selectboard
      - Review of proposed TA salary and discussion of technology improvements.

• **Board and Committee Meetings/Announcements**

Date	Activity	Time	Place
1/15/14	Town Admin. Search Committee	4:30 pm	Town Hall
1/15/14	Conservation Commission	7:30pm	Town Hall
1/17/14	Council on Aging	9:30am	Town Hall
1/21/14	Selectboard w/ WMECO & Energy Committee	6:00 pm	Town Hall
1/21/14	Selectboard	7:00 pm	Town Hal
1/21/14	Open Space Committee	7:30pm	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](http://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:**
  - Town Hall offices will be closed Jan. 20, 2014 on Martin Luther King Day
  - Real Estate Tax bills have been mailed. If you have not received your bill please contact the Tax Collector.
- **Town Administrator Updates:**
  - Budget
  - TA applicants
- **Appointments:**
  - EMD Dept.
    - **On a motion by Spanbauer, seconded by Proujansky the board VOTED unanimously to appoint Tom Newton (Director), Skip Dunnell (Assistant Director) and Ben Briggs, Administrative Assistant to the EMD department; term expires 1/30/15**
- **Proposed Agenda Items**
  - Capital improvements list
  - Town Hall projects
- On a motion by Spanbauer, seconded by Proujansky the board VOTED unanimously to adjourn at 7:55 pm.

Recorded by Sandra L. Wood, Secretary

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Selectboard Clerk

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Date Approved