

Selectboard present: Kathleen Wright Chair; Dan Gray (arrived at 7:20 pm); Jack Spanbauer

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

Others present: Paul Daniello, Mt. Grace Land Conservation; Sgt. Rob Leighton; Tom Walker, Highway Superintendent; Jeremy Underwood, Building Maintenance; David Rainville, The Recorder

The meeting was called to order at 7:00 pm. Wright announced Gray would join the meeting later. Gray joined the meeting at 7:20 pm.

- **Citizens' concerns** - none
- **Review and Approval of Warrants**
 - **On a motion by Spanbauer, seconded by Wright the board VOTED unanimously to approve the Payroll warrant of \$20,432.30**
 - **On a motion by Spanbauer, seconded by Wright the board VOTED unanimously to approve the Vendor warrant of \$21,656.86**
- **Review and Approval of Minutes**
 - **On a motion by Spanbauer, seconded by Wright the board VOTED unanimously to approve the Selectboard minutes of 01/03/13 as written.**
 - **On a motion by Spanbauer, seconded by Wright the board VOTED unanimously to approve the Selectboard minutes of 01/08/13 as amended.**
- **Summary of Interim Selectboard Meetings**
 - Executive Sessions 1/11/13 & 1/14/13
- **Summary of meetings attended by Selectboard members**
 - Spanbauer and Wright met with representatives of the National Christian Foundation on 1/10/13. Others in attendance from town departments, boards and committees were Lois Stearns, Finance Committee; Bob MacEwen, Board of Health; Rich Fitzgerald, Planning Board & Master Plan; Bill Llewelyn, Conservation Commission & Agricultural Commission; Jon McGowan, Library Trustee; Tom Walker, Superintendent of Streets & Building Maintenance.
 - Spanbauer said the Master Plan Committee met and urged those interested in being in a work group to contact Rich Fitzgerald through the Planning Board.
- **Old Business**
 - Paul Daniello; Mount Grace Land Trust: assignment of conservation restriction to the Town
 - Daniello needed the Selectboard's signatures so when the funds are released Mt. Grace can go to the registry to record the restriction.
 - **On a motion by Spanbauer, seconded by Wright the board VOTED unanimously to sign off on the assignment of conservation restriction to the Town.**
 - Offer contract for Acting Chief
 - The Selectboard asked Leighton if he was ready to accept the contract. Leighton said yes.
 - **On a motion by Wright, seconded by Spanbauer the board VOTED unanimously to sign the employment contract between the town and Robert F. Leighton.**
 - Leighton thanked the Selectboard and said Chief Crossman would be missed by the department and he would keep in touch with him.
- **New Business**
 - Budget items
 - Tom Walker and Jeremy Underwood; Highway and Building Maintenance Budget review
 - Walker requested Underwood be compensated for the use of his personal cell phone. Gray asked why he didn't have a town issued phone. Walker explained the cost of an additional phone to the department and using this option would be less.
 - An increase to \$20,000 for the cemetery budget due to a shortage this year. Walker explained he would need to transfer funds and has met with the Finance Committee to cover an outstanding invoice. Walker said he would go out to bid for a landscaping business to do the mowing and has contacted other towns asking how they managed their cemetery mowing. Walker said he was very happy with the service the landscaper provided for this past year.

- The cemetery rates were discussed. Walker said Northfield's rates were low compared to area towns and would be looking into raising them. Wright suggested the topic of cemeteries be scheduled for further discussion.
- For capital items Walker would like to replace the backhoe or put away another \$35,000 and replace the truck Underwood is using with a Ford 550.
- Capital items: Selectboard
 - Wright asked Underwood about his list of Town Hall projects and normal maintenance. Underwood said lining the Town Hall sewer line was quoted at a cost of \$30,000. The problem with the pipe was discussed. He only had one quote for the project.
 - Item 2 was an awning for the back of Town Hall running the entire width and removing the back stairway to the stage. The removal option was discussed with Building Commissioner Jim Hawkins who said it would be okay. Demo for the removal was estimated at \$1,700.
 - Replacing the shed with Underwood doing the labor and a concrete slab floor was estimated at \$5,000. Option to lift the existing shed to put in a slab floor would cost as much if the structure could withstand the move. The item needs to be re-addressed at a town meeting to reword the article because the previous article approved by the town was to repair the shed only. Walker also suggested adding \$10,000 at the Annual Town Meeting to finish the project.
 - Underwood's third item was to black top the entrance and exit driveways at a cost of approximately \$17,000 for materials and the highway crew doing the labor.
 - Other items included painting the windows and doors; renting vs. purchasing a propane tank; fencing around the generator; wiring and painting town offices. When asked about the second floor unfinished room Underwood said he still had a lot of questions.
- Tom Newton: Report of Emergency Management Director:
 - Newton told the Selectboard there would be a Vermont Yankee exercise this year on June 5 preceded by trainings. Wright asked why more fire department employees did not participate in the daytime training exercises. Newton explained that employers do not allow their employees to participate in the training exercises unless they take vacation time which the employees do not want to do. Newton says he holds evening training sessions so the members are up to speed.
 - Wright asked about updating the VY response plan. Newton said he would submit Spanbauer's name to MEMA and his own list
 - The code red system is working and Newton reminded the listening audience that if they do not have Verizon service they must fill out the card attached to the VY calendar mailed to their residence to be included in the code red call system.
 - This year's funds were used to purchase radios for the police and EMT departments and ANSI safety vests for personnel to wear during an emergency event for identification. Newton explained to the board about a grant he is expecting to receive requiring matching funds. The matching funds will come out of the VY account. Wright asked about getting a fire truck with grant funds. Newton said that would not come from his department but rather the Fire department.
- Promote Sewer Department employee
 - Walker told the board sewer department employee Ryan Henderson had completed his certification and the Sewer Commission recommended Henderson be promoted to Assistant Chief Operator. (see Appointments below)
- Request for Legal Assistance: Hidden Pond Lane
 - Hutcheson requested permission to contact legal to finalize issues about the deed and acquiring the signatures for the deed and taxes from Kazokus.
 - **On a motion by Spanbauer, seconded by Wright the board VOTED unanimously to approve the request to contact counsel.**
- Request for authorization for Highway Dept to plow Brush Hill parking lot
 - Walker said the Kiwanis volunteered last year to do the plowing. He did not want this to set a precedent for future requests. The area will be plowed after a storm has passed and regular plowing for the town has been completed.
 - Spanbauer asked Hutcheson to look into the original grant for accessibility requirements.

- **Board and Committee Meetings/Announcements**

Date	Activity	Time	Place
01/16/13	Conservation Commission	7:30 pm	Town Hall
01/17/13	Council on Aging	9:30 am	Town Hall
01/22/13	Selectboard	7:00 pm	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 Committee; Town Hall Master Plan Committee
- Announcements:
 - Town Offices will be closed Monday January 21, 2013 in observance of the Martin Luther King Holiday
 - The Dickinson Memorial Library will be celebrating National Pie Day Wednesday January 23rd. Stop in anytime between 2:00 and 6:00 pm for coffee, pie and conversation on a cold midwinter afternoon. (and if you would like to bake a pie, call us at 498-2455)

- Town Administrator Updates
 - The MMA conference is a week from this weekend. I'll be out all of Friday and plan to leave at 3 on Thursday.

I received a letter today from the Royalston Selectboard expressing concern with Wired West and how it does its business with a request that I pass it on to you; it's in Mail To Be Discussed, though I've spoken with Brian Brault and in his opinion there is no real problem.

FRCOG 2013 Local Technical Assistance Request Form: Gill is including technical support to Towns and Conservation Commissions relating to FirstLight's FERC re-licensing process for the Northfield Mountain and Turners Falls Projects. The FRCOG is currently looking for ways to fund this support, and that DLTA is one of the potential sources. Having multiple towns express interest will improve the chances of it being prioritized for funding. I'd like to put this on the agenda for approval.

The Franklin Regional Retirement System assessment is going up considerably, to \$159,770 (from 146,836) based on current unfunded liability. This is a change of \$12, 934, or 8.1%. There is an explanatory memo in "Mail to Discuss."

I've been called for jury duty on Wednesday, March 20.

The Governor's transportation investment plan, released yesterday, adopts of the MMA's call to increase Chapter 90 funding for cities and towns by \$100 million a year for the next 10 years. The current \$200 million allotted to Chapter 90 would increase to \$300 million beginning in fiscal year 2014.

If we have are able to sign the police union contract Friday, we would be able to have a Special Town Meeting on Monday, Feb. 18. That is Presidents' Day; we would be able to use the school, though, for \$35/hr. for the custodian. I believe February 25 is also possible in terms of scheduling, but I'd have to check

- **Appointments: On a motion by Spanbauer, seconded by Wright the board VOTED unanimously to promote Ryan Henderson to Assistant Chief Operator of the Northfield Waste Water Treatment Facility, Grade 7; Step 1.**

Recorded by Sandra L. Wood, Secretary

 Selectboard Clerk Date Approved