

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

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

**Others present:** Daryl Cornwell; David Rainville, The Recorder; Sam Richardson; Barb Richardson; Joe Stacy, Recreation Commission; Don Thornton, Dog Officer; John Richardson; Suzanne Travisano, Senior Center Director; Jenny Tufts; Tammy Pelletier; Skip Dunnell, Fire Chief; Ruth Potee, Community Preservation Committee; Bob Hall; Dan Campbell; Ellie Goodman; Chief Leighton; Sgt. Minckler

The meeting was called to order at 7:00 pm

- **Review and Approval of Warrants**
  - **On a motion by Spanbauer, seconded by Gray the board VOTED unanimously to approve the Payroll warrant of \$19,167.55**
  - **On a motion by Spanbauer, seconded by Gray the board VOTED unanimously to approve the Vendor warrant of \$15,133.29**
- **Review and Approval of Minutes**
  - **On a motion by Gray seconded by Spanbauer the board VOTED unanimously to approve the Selectboard minutes of 1/22/13 as written.**
- **Summary of meetings attended by Selectboard members**
  - Wright and Hutcheson met with Tom Walker, Superintendent of Streets and Jeremy Underwood, Building Maintenance to review Town Hall projects on 1/23.
- **Old Business**
  - Sign police union contract
    - Wright gave a brief review of the process
    - **On a motion by Spanbauer, seconded by Gray the board VOTED to sign the union contract with the Northfield Police Officers and sign the side agreement with Sergeant Minckler. Wright and Spanbauer yes, Gray no. Vote passed.**
    - Minckler, Spanbauer and Wright signed the union contract. Minckler signed the side agreement and will return the contract to the Selectboard to sign after the union lawyer signs it.
  - Review Special Town Meeting warrant items, close warrant
    - Hutcheson reviewed the articles on the warrant; the second article, ratifying the union contract would not be needed and will not be included. Articles included: funding the union contract; Town Building Maintenance; paying a bill from the prior fiscal year for the Planning Board; cemetery work; pay a bill to replace a plow by transferring funds; transfer funds for the ambulance; to clean up the previous year's overlay account; Community Preservation Committee request for Historic Preservation for First Parish Church at no cost to the town; Recreation Committee Town Flag proposal; Citizen Petition for a committee to study government structure.
    - Joe Stacy of the Recreation Commission spoke for the Town Flag article explaining that one of three finalists needs to be chosen at the STM in order to present a flag at the Annual Town Meeting. He suggested a ballot vote at the STM. The designs could be posted on the website and at various locations for residents to see before the meeting. Spanbauer suggested Stacy work with the Town Clerk on the methodology for the ballot vote at STM. The Selectboard accepted the article for the warrant.
    - **On a motion by Spanbauer, seconded by Gray the board VOTED unanimously to close the warrant as amended.**
    - Ruth Potee, Chair of the Community Preservation Committee
      - Potee told the Selectboard the Community Preservation Committee voted to fund the restoration of the foundation on the west side of First Parish Church which is failing. \$16,000 of the CPC funds will come under historic preservation.
- **New Business**
  - Meet new Reserve Police Officer John Richardson
    - Chief Leighton introduced Officer Richardson. Richardson is a resident of Greenfield and has worked in law enforcement for 14 years. He currently works for UMASS and part time for the town of Bernardston.
  - Budget meetings:
    - Don Thornton; Dog Officer

- Thornton went over his budget with a bottom line increase of \$450. The mileage line item was raised. Gray suggested Thornton keep a log of his mileage. Thornton agreed.
- **On a motion by Spanbauer, seconded by Wright the board VOTED to support the Dog Officer budget of \$5,083.00. Spanbauer and Wright yes, Gray no. Vote passed.**
- Suzanne Travisano; Council on Aging
  - Travisano announced Spanbauer will be speaking at the Senior Center potluck luncheon on Wed. Jan. 30 at 11:30a.m.
  - Travisano presented her budget with two increases. The first was to raise her salary comparable to information she has gathered and said she would work with the Personnel Committee on a job description. The second increase was to create a new position for an Outreach worker for homebound elders to help identify elders at risk. She explained the research done by Council on Aging member Liz L'Etoile of similar programs. The position would have limited hours and if the person did not fill all the hours doing site visits they could help the in-house Outreach worker. Wright commented this personnel item should have been started earlier. Travisano said she needed to work with the budget to calculate the cost to their needs. Gray said he was not on board with Travisano raising her salary two years in a row. Travisano explained the increase last year was going from part time to full time.
  - Capital items: Travisano asked for a senior van solely for Northfield use rather than the current combined contract with Bernardston through the FRTA. Travisano said the contract needs to be worked on now in order to start July 1, 2014. Northfield has use of the van two days a week now and Travisano would like to increase the use to 3.5 days to start and increase as needed. The seconded capital item was an independent Senior Center and the third, a request to join the FRCOG Direct Local Technical Assistance program for a Town Nurse. She explained the FRCOG assessment and other options. Travisano said the Town Nurse would take care of grants, third party billing and immunizations. Wright and Spanbauer said the topic needed further discussion at another time.
- *(Ruth Potee of the Community Preservation Committee came in at this time spoke with the Selectboard; see Review of Special Town Meeting Warrant above)*
- ZBA- Wright reported the ZBA report was not ready but should be by the 2/5 meeting
- Chief Skip Dunnell; Fire Dept.
  - Dunnell asked to raise salaries for officers and volunteers; increase the budget line items of "other purchase services", electricity, fuel oil and station maintenance.
  - Hutcheson asked Dunnell about department computers. Dunnell said they had one unit but would put in for a grant to acquire a laptop and projector and would like laptops in the fire engines. Wright explained that an inventory of computers was being developed and to update his information when available.
- EMS
  - Chief Fortier was unable to attend. Wright briefly reviewed capital items and operating expenses. Increases for vehicle repair; building lease; radio maintenance; fuel oil; insurance and recertification. The EMS is run on an enterprise fund that has to be certified by the DOR. \$5,000 in the reserve fund line item is for the acquisition of a second ambulance.
- **On a motion by Spanbauer, seconded by Wright the board VOTED to support Suzanne Travisano's budget awaiting clarification on the wage issue. Spanbauer and Wright yes, Gray no.**
- **On a motion by Spanbauer, seconded by Wright the board VOTED unanimously to support the Fire Department budget as submitted.**
- **On a motion by Spanbauer, seconded by Wright the board VOTED unanimously to support the EMS proposed budget dependent on the DOR certified revenue.**
- Request for additional items for FRCOG Direct Local Technical Assistance (*see Council on Aging budget, Capital items section.*)
- Selectboard meeting schedule
  - Spanbauer proposed returning to biweekly meetings after the budget is done February 5.
  - **On a motion by Spanbauer, seconded by Wright the board VOTED after the February 5 meeting to go to biweekly meetings. Spanbauer and Wright yes, Gray no.**

- **Board and Committee Meetings/Announcements**

Date	Activity	Time	Place
1/30/13	Master Plan Committee	7:00 pm	Town Hall
2/4/13	Finance Committee	7:00 pm	Town Hall
2/4/13	Joint meeting Selectboard & Finance Committee	8:30pm	Town Hall
2/4/13	ZBA	7:00 pm	Town Hall
2/5/13	Library Trustees	6:00 pm	Dickinson Library
2/5/13	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](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 Committee; Town Hall Master Plan Committee; Council on Aging; Agricultural Commission; Building Use & Planning; Electronic Communication & Cable TV; Emergency Services Committee; Open Space Committee

- **Town Administrator Updates:**

- Following up on Jack's request for information on Town maintenance of access to the Town Forest, a couple of weeks ago, although there appear to be no specific requirements to maintain access, it was a goal. If the Town does not maintain such spots, and allows volunteers to do so, the volunteers should be required to sign the standard "hold harmless" form.  
The letter to residents regarding WiredWest that the Selectboard approved last week is in the Letters To Be Signed folder.  
I have contacted the Building Inspector regarding a complaint that the business at 90 East Street is operating outside of the allowed hours.  
I plan to request a transfer of funds from the reserve fund for elevator maintenance. Neither elevator passed its inspection, due mainly to the battery lowering device issue, which is now finally resolved.  
The MMA conference was very informative. I heard about the Governor's rather bold proposal to fund education, innovation, and infrastructure—mostly transportation, through raising the income tax while lowering most sales taxes and doubling the personal exemption. I received MIIA credit for attending an emergency management session and heard about economic development best practices.  
I plan to take the tour of the town offered by the Master Plan Steering Committee for the consultants, which is tomorrow afternoon, starting at 2:30 or 3.  
The Finance Committee has scheduled the Selectboard for February 4 to discuss the cost of the union contract.  
The Energy Committee is getting ready to implement the energy reduction plan, working first with the Library. Our first check from the State, for about \$35,000, should be arriving soon.

- **Appointments:**

- Fire Department; term expires 01/31/14: **On a motion by Wright, seconded by Spanbauer the board VOTED unanimously to appoint: Floyd "Skip" Dunnell, Chief and Forest Fire Warden; David Quinn, Asst. Chief and Asst. Forest Fire Warden; Tom Holton, Captain and Asst. Forest Fire Warden; Mike Quinn, 1<sup>st</sup> Lt.; Rob Hunter, 2<sup>nd</sup> Lt.; Jeff Grover, 3<sup>rd</sup> Lt.; Donald Morin, Secretary/Treasurer; David Adams; Ben Briggs; Jason Brooks; Patrick Brunette; Kevin Connolly; Amanda Dunnell; Richard Fitzgerald; Mark Fortier; Fredd Fuller; Rob Hunter; Chris Kalinowski; Steve Malsch; Scott Milton; Tom Newton; John Otto; Rory Shippa; Pat Spedding; Jeremy Underwood; John Ware; James Wright; Jason Clemmons; Nathan Hutchinson to the Fire Department; term expiring 01/31/14.**
- EMD Department; term expires 01/30/14: **On a motion by Wright, seconded by Spanbauer the board VOTED unanimously to appoint: Tom Newton, Director; Floyd "Skip" Dunnell, Asst. Director; Ben Briggs, Administrative Asst. to the EMD Dept.; term expiring 01/30/14.**

- **Request for Use:**
  - **On a motion by Spanbauer, seconded by Wright the board VOTED unanimously to approve the request of \$99.24 for emergency assistance approved by the Trust Fund Committee on 1/24/13.**
- **Proposed Agenda Items**
  - **Wright requested capital items and repair and maintenance to the Town Hall be included on the next agenda.**
- **On a motion by Spanbauer, seconded by Gray the board VOTED unanimously to adjourn at 8:52 pm.**

Recorded by Sandra L. Wood, Secretary

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Selectboard Clerk

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Date Approved