

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: Daryl Cornwell; Bill Kilpatrick; David Rainville, The Recorder

The meeting was called to order at 7:00 pm

- **Citizens' concerns-none**
- Gray thanked Jack Ware and support from the Kiwanis for waxing the floors.
- **Review and Approval of Warrants**
 - **On a motion by Spanbauer, seconded by Gray the board VOTED unanimously to approve the Payroll warrant of \$18,494.68**
 - **On a motion by Spanbauer, seconded by Gray the board VOTED unanimously to approve the Vendor warrant of \$25,371.87**
- **Review and Approval of Minutes**
 - **On a motion by Spanbauer, seconded by Gray the board VOTED unanimously to approve the Selectboard minutes of 01/29/13 as written.**
- **Summary of Interim Selectboard Meetings-none**
- **Summary of meetings attended by Selectboard members**
 - Joint meeting with Finance Committee 2/4/13
 - Wright attended the FRCOG budget meeting which approved the FY2014 statutory charges for Northfield at \$12,689 and the FRCOG assessment at \$17,107.00. There was a total \$4,000-\$5,000 increase in both areas from FY2013.
 - Spanbauer met with Hutcheson and Tom Walker, Superintendent of Streets to discuss blasting on So. Mountain Rd
 - Spanbauer attended a Master Plan Steering Committee site visit of Northfield and a Master Plan Steering Committee meeting on 1/30.
- **Old Business**
 - Sign Special Town Meeting warrant
 - The Selectboard reviewed the minor changes suggested by counsel.
 - Hutcheson explained there would be a grant agreement made with the First Parish Church in regards to funding the foundation repair.
 - Hutcheson understands the motion for the Recreation Commission article may not go through and that Joe Stacy has spoken to the Moderator on the subject.
 - **On a motion by Spanbauer, seconded by Wright the board VOTED unanimously to sign the Special Town Meeting warrant as presented.**
 - Job description review
 - Wright explained this was a request for quotations for job description review and development. The draft being reviewed contained changes Wright was suggesting.
 - Spanbauer and Gray expressed their opinions on whether the available funds for the project should be listed or not. Spanbauer felt the funds should be listed; Gray and Wright preferred the funds be left off so the prospective bidders would read the entire scope and provide their bids accordingly.
 - Discussion will continue at the next meeting.
 - Town Hall maintenance items remaining in FY13
 - If the re-purposing article passes at the Special Town Meeting the shed can be lifted and a concrete slab installed and the shed re-roofed; installation of the canopy across the back can be prepared; paving of the north and south driveways and running of conduit to the Scout house; replacing the three propane tanks with one tank moved to behind the Scout house with a secure fence and painting the windows and trim could be done with the \$14,811.63 remaining in the account.
 - Wright was concerned about the order of projects. For example the lining of the sewer pipes, a capital item, should be done before the canopy is built so the pavement is not dug up twice.
- **New Business**
 - Budget items:
 - Selectboard, including capital items; repairs and maintenance for Town Hall, other Town buildings

- The Selectboard reviewed the capital items and were asked to prioritize. Wright said they needed a plan of attack and expressed her concern over the electrical project.
 - Spanbauer noted there would not be enough under the levy limit to do all the projects.
 - Hutcheson suggested borrowing now with the lower interest rates to do the Town Hall electrical project citing it would be less expensive in the long run. Spanbauer said if the town borrowed and were over the levy limit, debt exclusion would be needed.
 - The Selectboard made primary priorities then decided to continue the discussion at the next meeting in order to review the list more thoroughly and present dollar figures.
 - Police Department budget: salaries and wages
 - Meeting to be posted for Friday, February 8 at 9:30am.
- Staffing the Emergency Operations Center February 13 for a Vermont Yankee exercise.
 - Spanbauer will attend the event.
- Draft 2013 Annual Town Meeting schedule and Selectboard warrant items
 - The Selectboard will review and continue discussion at the next meeting.
- New position of Financial Assistant
 - Deb Mero, Accountant and Barbara Brassor, Tax Collector/Treasurer approached Lois Stearns, Chair of the Finance Committee and Hutcheson requested a part time employee to work as back up to their offices in case of emergency and retirement.
 - Wright said a job description would be required for vote at Town Meeting.
 - Spanbauer said the request was reasonable but \$10,000 would take funds away from the capital projects. Gray suggested the voters decide.

• **Board and Committee Meetings/Announcements**

Date	Activity	Time	Place
2/6/13	Nfld Campus Collaborative-canceled		
2/6/13	Master Plan Steering Committee	7:00 pm	Town Hall
2/11/13	Finance Committee	7:00 pm	Town Hall
2/12/13	Recreation Commission	7:00 pm	Town Hall
2/13/13	Board of Assessors	7:00 pm	Town Hall
2/13/13	Planning Board	7:00 pm	Town Hall
2/14/13	Board of Health	4:45 pm	Town Hall
2/14/13	Historical Commission	7:00 pm	Town Hall
2/19/13	Energy Committee	5:30 pm	Dickinson Library
2/19/13	Selectboard	7:00 pm	Town Hall
2/19/13	Open Space Committee	7:30 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; Council on Aging; Agricultural Commission; Building Use & Planning; Electronic Communication & Cable TV; Emergency Services Committee; Open Space Committee
- Announcements:

- Town Offices will be closed Mon. Feb. 18 for Presidents’ Day
- Town Offices will be closed Tue. Feb. 19 for records maintenance. Town Secretary will be available to take messages.
- Town Administrator Updates:
 - Working on the Special Town Meeting warrant and the budget.
 - Highway: Working through a new snag in the Four Mile Brook Road project having to do with the straightening of the road near the power lines. We should still be able to do that work this spring.
 - Green Communities project update: We have received the first check for Green community work—almost \$36,000. Bob Pasteris is working on Library insulation as the first project
 - Other: STAM meeting February 14
- The Library has gotten a grant of land from NMH for the parking lot in back, provided it is only used as a parking lot. I’d like to pass it by Katie Klein at Kopelman & Paige to see if the strings attached are usual and, if it seems too restrictive, get their opinion on whether the Town should make a counterproposal
- **Appointments:**
 - **On a motion by Spanbauer, seconded by Gray the board VOTED unanimously to appoint Jay Nelson to the Fire Department term expiring 01/31/14**
- **Request for Use:**
 - **On a motion by Spanbauer, seconded by Gray the board VOTED unanimously to approve the request from Kari Blood of Kestral Land Trust to use the Auditorium for a Landowner Workshop for land conservation on March 7, 2013 from 6pm – 10pm.**
 - **On a motion by Spanbauer, seconded by Gray the board VOTED unanimously to approve the request from Ruth Gallagher of Loaves & Fishes for reimbursement of \$378.90 for emergency fuel assistance.**

On a motion by Gray, seconded by Spanbauer the board VOTED unanimously to adjourn at 8:25 pm.

Recorded by Sandra L. Wood, Secretary

Selectboard Clerk Date Approved