

Selectboard present: Jack Spanbauer, Chair; Jed Proujansky

Selectboard absent: Dan Gray

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

Others present: Jennifer Tufts & Joan Deely, Community Preservation Committee Co-Chairs; Kathy Wright & Chad Glover, Building Utilization & Planning

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 2/11/14 Payroll warrant of \$23,444.00**
 - On a motion by Proujansky, seconded by Spanbauer **the board VOTED unanimously to approve the 2/11/14 Vendor warrant of \$54,089.34**
 - On a motion by Proujansky, seconded by Spanbauer **the board VOTED unanimously to approve the 2/18/14 Payroll warrant of \$25,262.45**
 - On a motion by Proujansky, seconded by Spanbauer **the board VOTED unanimously to approve the 2/18/14 Vendor warrant of \$32,714.57**
- **Review and Approval of Minutes**
 - On a motion by Proujansky, seconded by Spanbauer **the board VOTED unanimously to approve the 2/4/14 Selectboard minutes as written.**
- **Summary of meetings attended by Selectboard members**
 - Spanbauer: Master Plan Committee (2/12) and Finance Committee (2/10)
 - Proujansky: Building & Grounds Committee and Budget Hearing for PVRS District.
- **Old Business**
 - Sign EMS Affiliation Agreement-Spanbauer and Proujansky had questions and would like town counsel to review. Markel to forward to counsel.
 - Sign EMS Ambulance Agreement-tabled for review
- **New Business**
 - Surplus Bids Opening
 - Corkery: \$787.00 for the Roller; \$302.00 for the Suburban
 - Kevin Steiner: \$357.00 for the Suburban
 - Webber Nursery: \$2,685.00 for the Roller
 - All bids taken under advisement. Markel to review and check all paperwork is complete.
 - Awards to be given at the 2/25/14 Selectboard meeting
 - Community Preservation Rep. RE: Secretary appointment
 - Tufts and Deely explained they were not aware of the process of hiring a secretary and assumed because the CPC has a budget for administrative assistance they were able to hire one. Spanbauer explained the process for new positions requires town meeting approval complete with a job description, step and grade.
 - The Selectboard understood it was not done maliciously but needs to be rectified.
 - Markel was asked to look into a job description and pay grade.
 - Deely and Tufts will provide an article for Town Meeting.
 - Tufts addressed the delay of payment to the First Parish Church for the Webster room repairs. It was acknowledged the process needs to be made clear to the recipient of funds if there are contractual stipulations. The Selectboard agreed saying it cost the town in legal fees to resolve.
 - Tufts requested another meeting to discuss further. Spanbauer suggested the CPC present their articles in March.
 - Deely asked why the Historical Commission was required to sign the First Parish Church project. Markel said the MA Historical Committee requires their signatures for approval.
 - Building Use & Planning RE: FY2015 & Capital Improvement projects
 - Wright and Glover presented the projects recommended by the Building Utilization & Planning Committee.
 - Town Hall: Vestibule airlock; heating pipe insulation; complete unfinished room; update electrical for kitchen and ticket closet.

- Elementary School: Repair partition walls in bathrooms near auditorium; extend canopy at parking lot entrance and add gutters; Repair porch on west side near fire escapes.
 - Other projects for Building Maintenance personnel to complete: Sand & paint doors; Paint cupola; pave parking lot and bus loop. Spanbauer said the paving may need to be a money article.
 - Discussion about items being the responsibility of the town and of the district.
 - Spanbauer asked about the suggestion to split the accountant’s office. BUPC said it was not on their priority list with talk of adding an assistant for the accountant and treasurer.
- A suggestion of a full renovation of the Town Hall interior and exterior project on the capital plan. Glover said if a block of money was to be borrowed he would rather see a firehouse or emergency service building. Spanbauer added the tax revenue of the campus and the upcoming proposed WMECo project would generate funds.
- The BUPC does not support a pellet boiler for Town Hall because of maintenance requirements. Spanbauer said they would need to talk to Bob Pasteris of the Energy Committee.

• **Board and Committee Meetings/Announcements**

Date	Activity	Time	Place
2/19/14	By-Law Committee	7pm	Town Hall
2/19/14	Conservation Commission-canceled		
2/20/14	Planning Board	7pm	Town Hall
2/20/14	Community Preservation Commission	7pm	Town Hall
2/21/14	Council on Aging	9:30 am	Town Hall
2/24/14	Finance Committee	7pm	Town Hall
2/25/14	Selectboard	7pm	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 Roundtable; Town Hall Master Plan Committee; Council on Aging; Agricultural Commission; Building Use & Planning; Electronic Communication & Cable TV; Open Space Committee; Conservation Commission
- **Town Administrator Updates:**
 - Attended TA Search Committee meeting
 - Graveline request: Historical Commission has not met to form a response.
- **Appointments:**
 - Fire Dept.
 - On a motion by Spanbauer, seconded by Proujansky **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, 1st Lt.; Rob Hunter, 2nd Lt.; Jeff Grover, 3rd Lt.; Donald Morin, Secretary/Treasurer; David Adams; Ben Briggs; Jason Brooks; Patrick Brunette; Kevin Connolly; Amanda Dunnell; Richard Fitzgerald; Mark Fortier; Fredd Fuller; Chris Kalinowski; Steve Malsch; Scott Milton; Jay Nelson; Tom Newton; John Otto; Rory Shippa; Pat Spedding; John Ware; James Wright; term expires 1/31/15.
- **Request for Use:**
 - On a motion by Proujansky, seconded by Spanbauer **the board VOTED unanimously to approve the request** from Ruth Gallagher to reimburse Loaves & Fishes \$374.90 for emergency fuel.

- On a motion by Proujansky, seconded by Spanbauer **the board VOTED unanimously to approve the** request from Steve Malsch of the Northfield Fire Dept. to use the Elementary School Kitchen & Cafeteria on Sun. Feb. 23, 2014 from 7am-11am for a pancake breakfast.

- **Proposed Agenda Items**

- Prioritize Capital Requests

On a motion by Spanbauer, seconded by Proujansky the board VOTED unanimously to adjourn at 8:19pm.

Recorded by Sandra L. Wood, Secretary

_____ 02/25/14
Selectboard Clerk Date Approved