

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: Jerry Wagoner, Chair and Jenny Tufts, Open Space Committee; Bob Pasteris, Chair John Cervasco and Annie Chappell, Energy Committee; Sue Pasteris; David Rainville, The Recorder.

The meeting was called to order at 7:00 pm

- **Citizens' concerns**-none
- **Review and Approval of Warrants**
 - **On a motion by Spanbauer, seconded by Gray the board VOTED unanimously to approve the Payroll warrant of \$23,367.53**
 - **On a motion by Spanbauer, seconded by Gray the board VOTED unanimously to approve the Vendor warrant \$449,363.57**
- **Review and Approval of Minutes**
 - **02/19/13-tabled**
 - **On a motion by Spanbauer, seconded by Wright the board VOTED to approve the Selectboard minutes of 2/26/13 as written. Spanbauer and Wright yes. Gray abstained.**
- **Summary of Interim Selectboard Meetings**
 - 03/04/13 joint meeting with Finance Committee
- **Summary of meetings attended by Selectboard members**
 - Spanbauer met with Tom Walker, Superintendent of Streets & Building Maintenance and Hutcheson to discuss So. Mountain Rd and the Town Hall front steps.
 - Spanbauer met with Bob Pasteris of the Energy Commission to coordinate the boiler and the roof of the shed.
 - Gray attended a meeting on the new regulations for animal inspectors. A Selectboard appointment is required and a 12 week training course at \$400. The Selectboard can give the Board of Health authority to appoint.
 - Gray was invited to and attended a basketball game at Redemption Christian Academy on 3/4/13.
- **Old Business**
 - Selectboard budget items
 - Wright explained the reason behind the added \$300 budget request for The Fortnightly under the Selectboard budget.
 - **On a motion by Spanbauer, seconded by Gray the board VOTED unanimously to support the Fortnightly budget request.**
 - Overview of articles for Annual Town Meeting, close warrant
 - Hutcheson explained the process leading to the first draft and added that the Finance Committee has not developed a recommendation at this time.
 - **On a motion by Gray, seconded by Spanbauer the board VOTED unanimously to close the Annual Town Meeting Warrant.**
 - Review draft laptop policy
 - Wright read the draft
 - Spanbauer made a motion and Wright seconded but after discussion the motion was withdrawn by Spanbauer.
 - Gray was not in favor of laptops leaving the building with town documents on them because they are crucial to town business and could be stolen. Wright said the laptops would have passwords and files would be backed up. Spanbauer asked Hutcheson to do further review and to add an additional item to the policy stating if a laptop contains executive session information it cannot leave the building.
 - Review position review policy
 - Wright read the policy.
 - Spanbauer said the same process has been followed for the past thirteen years. This puts in writing.
 - **On a motion by Gray, seconded by Spanbauer the board VOTED unanimously to approve the Position Review Policy as written.**
 - Proposed completion of Records Room

- Files have been removed and are ready for disposal. Letters to the state will be sent notifying them of intent. The amount of files to be destroyed is too large to burn. Wright said a shredding service would cost a few hundred dollars. The files will be destroyed as soon as the state gives permission.
 - Building Maintenance cleaned out the rest of the room and would like to put down a floor, put up shelving and paint the walls. There is no heating or ventilation in the room. \$2,000 is available for building maintenance and the board approved the work.
 - **On a motion by Gray, seconded by Spanbauer the board VOTED unanimously to approve the request to use maintenance funds to make improvements.**
 - Sign Lane Deed
 - The land is located behind the tower in West Northfield and abuts Lane Construction.
 - Gray thought it was a trade. Hutcheson found a trade was illegal. The appraised value of the land is \$4,000 for just under an acre.
 - **On a motion by Spanbauer, seconded by Wright the board VOTED unanimously to sign the deed for the Lane land transfer approved at the 2012 Annual Town Meeting.**
- **New Business**
 - Open Space Committee 2012 Citizen Steward
 - Jerry Wagener, Chair and Jenny Tufts of the Open Space Committee presented the Citizen Steward award to Robert Pasteris. Pasteris is Chair of the Energy Committee and has spent multiple years applying for Green Communities status for Northfield. The grant application award gave the Town of Northfield \$143,000 to update town lighting and windows for the Town Hall and the Library. Tufts thanked Pasteris and the Energy Committee for their efforts. Pasteris’s name has been added to the stewardship award plaque located in the main hallway at Town Hall.
 - Pasteris thanked everyone for the honor and extended special thanks to the Energy Committee, his wife Sue and to the late Walt Congdon who acted as a mentor to Pasteris when the Energy Committee was started in 2005. He encouraged people to come and get involved in the Energy Committee and the Master Plan Committee if they are interested in community service.
- **Topics not reasonably anticipated by the chair 48 hours in advance of the meeting**
 - Spanbauer requested the board and Hutcheson to invite Superintendent Doiron and the school committee to attend the meeting on April 16 for budget talk.
 - Gray asked why a topic was removed regarding setting a date to receive interest forms for the Town Governance Study. Wright explained there were only five received and wanted to give people a chance to send in their interests. Forms received do not contain explanations why they want to be on the committee or background information qualifying them for the position. Hutcheson was instructed to contact those who passed in their forms to fill in this information. March 18 is the cutoff date to turn in forms. The Selectboard will appoint on the 19th at their meeting.

• **Board and Committee Meetings/Announcements**

Date	Activity	Time	Place
03/06/13	Agricultural Commission	7pm	Town Hall
03/06/13	Master Plan Committee Public Information Mtg.	7pm	Town Hall
03/06/13	Conservation Commission	7:30 pm	Dickinson Library
03/07/13	Selectboard Ex. Session RE:2-to be rescheduled		
03/11/13	Finance Committee/Selectboard joint meeting	7pm	Town Hall
03/12/13	Recreation Commission	7pm	Town Hall
03/12/13	Non-Partisan Caucus	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 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 Governance Study Committee

- Announcements:
 - The PVRSD Budget Subcommittee is meeting on Thursday, March 14, 2013 at 7 p.m. in the PVR Library. Wright urged all Selectboard members to attend.
- Correspondence:
 - Letter from Northfield Mount Hermon listing land available for purchase. Spanbauer requested Hutcheson send a memo to Northfield Campus Collaborative and Open Space Committee to pursue if interested.
 - Tufts letter to the Selectboard requesting Mitchell Aggregate be taken to court for permit violations.
 - Hutcheson was directed to reply to the letter with a copy of the letter from the ZBA on the subject and to speak with Building Commissioner Jim Hawkins to get his perspective as he is the reviewer.
- Town Administrator Updates:
 - Work on the Warrant
 - Four Mile Brook Rd project
- Request for Use:
 - **On a motion by Spanbauer, seconded by Gray the board VOTED unanimously to approve the request from Ruth Gallagher of Loaves and Fishes for reimbursement of \$389.90 for emergency fuel assistance.**
- Proposed Agenda Items
 - **See Topics not reasonably anticipated by the chair 48 hours in advance of the meeting**

On a motion by Gray, seconded by Spanbauer the board VOTED unanimously to adjourn at 8:12 pm.

Recorded by Sandra L. Wood, Secretary

Selectboard Clerk

Date Approved