

**Selectboard present:** Jack Spanbauer, Chair; Dan Gray; Jed Proujansky

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

**Others present:** Rich Fitzgerald, Planning Board Chair; Tammy Pelletier, Custodian; MJ Adams, Franklin County Regional Housing & Redevelopment Authority

The meeting was called to order at 7:00 pm

Spanbauer announced the resignation of Town Clerk Gail Zukowski. Gail was thanked for her 14 years of service.

- **Review and Approval of Warrants**
  - On a motion by Gray, seconded by Proujansky **the board VOTED unanimously to approve the** Payroll warrant for 4/29/14 at \$24,228.29
  - On a motion by Gray, seconded by Proujansky **the board VOTED unanimously to approve the** Vendor warrant for 4/29/14 \$267,014.14 (PVRS)
- **Review and Approval of Minutes**
  - **On a motion by Proujansky, seconded by Gray the board VOTED unanimously to approve the 4/22/14 minutes as amended.**
- **Summary of Interim Selectboard Meetings**
  - 4/22/14 executive session
- **Summary of meetings attended by Selectboard members**
  - Spanbauer- Finance Committee on 4/28 for reserve fund transfer
- **Old Business**
  - Assign motions for ATM-motions assigned
  - Bob Pasteris: Pellet Boiler Installation Grant
    - Pasteris asked the Selectboard for their support on the Pellet Boiler and the heat zoning for Town Hall
    - Ash removal will take minimal time per week and can be disposed at Martin's Farm. The Selectboard suggested Building Maintenance could bring it to the transfer station where Martin's would pick up.
    - The heat zone project will be hired out and will need a request for bid.
    - Pasteris was notified of the grant conformation but will not know the dollar amount until a later date.
    - **On a motion by Gray, seconded by Proujansky the board VOTED unanimously to support moving forward on both projects.**
  - Collins Institute Contract
    - The request to transfer funds was approved by the Finance Committee
    - **On a motion by Proujansky, seconded by Gray the board VOTED unanimously to approve the the contract and expenditure of \$7,000 to hire the Collins Institute to help in hiring a Town Administrator.**
  - Four Mile Brook Storm water Management for Unpaved Roads project; DEP Invoice-payment voucher, match certification form, quarterly report & MBE/WBE for Project 10-07/319
    - Documents were signed.
  - Northfield Golf Course Liquor License: resign to correct typo
    - License signed.
  - Contract for Kenney Masonry
    - **On a motion by Proujansky, seconded by Gray the board VOTED unanimously to sign the contract with Kenney Masonry.**
  - Letter of Authorization from Hampshire COG RE: electrical aggregation
    - No obligation required
    - **On a motion by Gray, seconded by Proujansky the board VOTED unanimously to sign the Letter of Authorization.**
- **New Business**
  - Rich Fitzgerald: Master Plan
    - The Master Plan was approved by the Planning Board on March 12. Copy at Dickinson and viewable on line.
    - Discussed article on the warrant to support eight main goals.
    - Requested an Implementation Committee to review and update the current zoning by-laws and to dissolve the Roundtable Sub Committee.
    - The by-law update will cost approximately \$75,000. \$27,000 has been requested on the ATM warrant to start the process with an audit by an outside consultant of the current by-laws. Project could take a few years to complete. The project is more than the Planning and Zoning Boards can execute. Public input is needed. The consultant would be hired to advise, not re-write the zoning by-laws.
    - The excess of special permits and variances may be hurting new businesses from coming to town.
  - MJ Adams: HRA rep for CDBG
    - Adams asked the Selectboard if the town would be interested in participating in the program and gave an overview of the program.

- The Selectboard agreed to participate in the CDBG program and asked Adams to use Markel as point person.
  - Handouts and applications will be available at the Annual Town Meeting on May 5.
- Town Hall Grounds Spring Cleanup
  - Pelletier asked the Selectboard for help with grounds clean-up of the Town Hall property. Markel will contact Tom Walker, Superintendent of Streets & Building Maintenance and check the expense from last year.
- Interim Town Clerk
  - Markel explained the position needs special skills and will be a difficult transition. The interim does not need to be a resident. The Selectboard will need to decide if the position will remain elected or become appointed and follow the process to change.
  - Markel to contact the MA Clerks Association to see if a retired Town Clerk is available.

• **Board and Committee Meetings/Announcements**

Date	Activity	Time	Place
4/30/14	Four Mile Brook Watershed Advisory	6:30pm	Town Hall
5/5/14	Annual Town Meeting	7pm	PVRS
5/6/14	Library Trustees	6pm	Dickinson Library
5/6/14	Annual Election	12-8pm	Town Hall
5/7/14	Agricultural Commission	7pm	Town Hall
5/8/14	Board of Health	4:45pm	Town Hall
5/8/14	Historical Commission	7pm	Town Hall
5/12/14	Finance Committee	7pm	Town Hall
5/13/14	Selectboard	7pm	Town Hall
5/13/14	Recreation Commission	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](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; Town Hall Master Plan Committee; Council on Aging; Agricultural Commission Alternates; Building Use & Planning; Electronic Communication & Cable TV; Open Space Committee; Conservation Commission
- Announcements:
  - Clean Sweep Day; May 17; 9am-noon at the Highway Garage
- Correspondence:
  - From ZBA RE: Mitchell well readings.
- Town Administrator Updates: finished up budget and warrant/motions

On a motion by Gray, seconded by Spanbauer **the board VOTED unanimously to adjourn at 7:59 pm.**

Recorded by Sandra L. Wood, Secretary

\_\_\_\_\_ 05/13/14  
 Selectboard Clerk Date Approved