

**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:** Tom Walker, Superintendent of Streets & Building Maintenance; Andrew Boyden

- The meeting was called to order at 7:00 pm
  - Gray announced this was Wright's last meeting and thanked her for the time she gave to the town.
- Citizens' concerns- none
- **Review and Approval of Warrants**
  - **On a motion by Spanbauer, seconded by Gray the board VOTED unanimously to approve the 4/23/13 Payroll warrant of \$24,888.42.**
  - **On a motion by Spanbauer, seconded by Gray the board VOTED unanimously to approve the 4/23/13 Vendor warrant \$262,670.90 (PVRS assessment)**
  - **On a motion by Spanbauer, seconded by Gray the board VOTED unanimously to approve the 4/30/13 Payroll warrant \$15,539.61**
  - **On a motion by Spanbauer, seconded by Gray the board VOTED unanimously to approve the 4/30/13 Vendor warrant \$5,283.87**
- **Review and Approval of Minutes**
  - **On a motion by Spanbauer, seconded by Gray the board VOTED unanimously to approve the 04/08/13 joint meeting minutes with the Finance Committee as amended.**
  - **On a motion by Spanbauer, seconded by Wright the board VOTED unanimously to approve the Selectboard minutes of 04/16/13 as amended.**
- **Summary of Interim Selectboard Meetings- 04/29/13 Warrant Approval**
- **Summary of meetings attended by Selectboard members**
  - Spanbauer
    - Spoke at the Senior Center on 4/24 about the budget
    - Attended a reception for School Committee member Pat Shearer with Wright. Thanked Shearer for her service to the town.
    - Attended the Finance Committee meeting on 4/26 with Gray
- **Old Business**
  - Grant agreement and restriction for Community Preservation project
    - Hutcheson said the church did not have all the information requested. Signing has been postponed
  - Job descriptions review
    - The bid received was opened and read with a fixed cost of \$4,750.0 for 140 hours.
    - Gray said they were probably good at their job but found the proposal repetitive felt the employee interviews could take longer than proposed. Spanbauer also questioned the breakdown cost of the project manager.
    - Hutcheson told the board the company received good references from Deerfield and Erving.
    - **On a motion by Spanbauer, seconded by Gray the board VOTED unanimously to award the job description project to DI Jacobs and move towards negotiating a contract with them.**
  - Order of taking for Four Mile Brook Road project
    - Hutcheson explained this would complete the taking for the remaining parcels on Four Mile Brook Road.
    - **On a motion by Spanbauer, seconded by Gray the board VOTED unanimously to approve and execute an Order of Taking to acquire three parcels of land, being parcel G-1 (2,572 square feet, more or less), located upon the property of Lauren Kaplan at 466 Four Mile Brook Road , and parcel 2-1 (20,755 square feet, more or less) and Parcel 3 (332 square feet, more or less), located upon the property of Western Massachusetts Electric Company at Four Mile Brook Road, as shown on a plan entitled "Roadway Acquisition Plan of land in Northfield, Massachusetts," dated January 22, 2013, prepared by Bryant Associates, Inc., which plan is on file with the Town Clerk, and authorize Town Counsel to record said Order of Taking with the Franklin Registry of Deeds.**

- **New Business**
  - Elevator contract issues and update
    - The current elevator contract expires in June. Hutcheson said because of problems with the current provider the town took part in the FRCOG bid. If the town joins the FRCOG’s elevator service the cost will go down 1/3 of what they pay now. The town would pay out of pocket for emergency service calls. The Town Hall elevator works on a hydraulic system that goes out of alignment periodically.
    - Hutcheson said if FRCOG hires the company that won the bid the town should try it for a year.
- **Topics not reasonably anticipated by the chair 48 hours in advance of the meeting**
  - Request from Sewer Commissioners for legal counsel
    - **On a motion by Spanbauer, seconded by Gray the board VOTED unanimously to allow the Sewer Commission to contact legal counsel.**

- **Board and Committee Meetings/Announcements**

Date	Activity	Time	Place
5/1/13	Agricultural Commission	7:00 pm	Town Hall
5/1/13	Nfld Campus Collaborative	7:00 pm	Town Hall
5/7/13	Library Trustees	6:00 pm	Dickinson Library
5/8/13	Board of Assessors	7:00 pm	Town Hall
5/8/13	Planning Board	7:00 pm	Town Hall
5/9/13	Board of Health	4:45 pm	Town Hall
5/9/13	Historical Commission	7:00 pm	Town Hall
5/13/13	Finance Committee-canceled	7:00 pm	Town Hall
5/14/13	Selectboard	7:00 pm	Town Hall
5/14/13	Recreation Commission	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 Roundtable; Town Hall Master Plan Committee; Council on Aging; Agricultural Commission; Building Use & Planning; Electronic Communication & Cable TV; Emergency Services Committee; Open Space Committee
- **Announcements:**
  - Property Taxes due May 1, 2013
  - Exemptions and Abatements due May 1, 2013 to the Assessor’s office
- **Correspondence:**
- **Town Administrator Updates:**

There are three changes to the motions I mailed out: 1) Gail found that the motion for Article 29 referred to Article 28; 2) the motion for Article 6 ended with a comma instead of a period, and Deb Mero requested that the motion for Article 23 be changed to mirror the language for Article 24, which Town Counsel has approved. All these changes have been made in the hard copies in your folders. I also assigned Kathy an extra motion by mistake and mixed up the usual order; I can change that if anyone wishes.

We have received the final signed copy of the State contract extending the Four Mile Brook Road project for an additional year, to June 30, 2014. I have written a letter of thanks and commendation regarding Kimberly Noake MacPhee’s quick, thoughtful, and decisive action that allowed this extension to be granted. We’ll

need to meet with her before the end of the fiscal year to extend the FRCOG's contract to manage the grant for us.

The Energy Committee is ready to bid the PV system for the senior center pavilion. Peter Talmage has e-mailed me the materials needed; all the installation will be volunteer except the electrician.

On a related note, at your request in regard to the Hampshire Solar item on the warrant, I asked Bob Pasteris about the likelihood of Northfield getting 15% of its electricity from solar. (The standard contract calls for 85% of a town's electricity to come from Hampshire Solar, though that can be negotiated.) He said that it would take about six times the number of panels planned for senior pavilion. The cost of the materials for that is about \$11,000, so if the town spent an additional \$66,000 on solar panels (without labor), we could generate 15% of our electricity use.

I've been in touch with the Community Preservation Committee, which has not yet elected a new chair, but which will have a representative at Town Meeting to make their motions.

I am planning a vacation in July which could be two weeks. I'm not sure of the exact dates yet, but I thought I'd give you a heads up. I'll solidify plans soon and let you know.

Jeremy and the Highway Department are almost ready to begin rebuilding the shed behind Town Hall, so don't be surprised if you see some activity on that next week.

- Also, a reminder that there is a ZBA site visit at the Mitchell property to which the Selectboard has been invited at 10 a.m. on Saturday

- **Appointments:**

- **On a motion by Spanbauer, seconded by Gray the board VOTED unanimously to appoint Don Thornton, Dog Officer, term expires 4/30/14.**
- **On a motion by Spanbauer, seconded by Gray the board VOTED unanimously to appoint Ted Penick as Fred W. Wells Will Trustee, term expires 4/30/14.**
- **On a motion by Spanbauer, seconded by Gray the board VOTED unanimously to re-appoint Fred Fuller as seasonal Highway Department employee, from June 10 to November 4 at \$15.00/hour.**
- **On a motion by Spanbauer, seconded by Gray the board VOTED unanimously to re-appoint Matthew Llewellyn, as seasonal Highway employee, from May 13 to August 30 at \$12.00/ hour.**
- Andrew Boyden
  - Tom Walker, Superintendent of Streets & Building Maintenance introduced Boyden. Boyden is from Northfield.
  - **On a motion by Spanbauer, seconded by Gray the board VOTED unanimously to appoint Andrew Boyden, Highway Department truck driver/laborer, full time, effective Monday, May 13; Grade 6 Step 3.**

- **Request for Use:**

- **On a motion by Spanbauer, seconded by Gray the board VOTED unanimously to approve the request from Sharon Jones of PVRSD Office of Special Education to use the K Classroom, Computer Lab at Northfield Elementary School from June 24, 2013 through July 26, 2013 from 9am to 2pm. (request approved by Principal King)**
- **On a motion by Spanbauer, seconded by Gray the board VOTED unanimously to approve the request for \$1,000 approved by the Trust Fund Committee for emergency aid.**

- **Request for One-Day Temporary Liquor License:**

- **On a motion by Spanbauer, seconded by Gray the board VOTED unanimously to approve the request from Steve Stoia of the Northfield Kiwanis for One-Day Temporary Liquor License: May 6, 13 & 20, 2013; 6pm-8:30 pm; Town Hall Dining Room.**

This was Wright's last Selectboard meeting. Wright thanked the town and said she appreciated the employees for their work. She thanked Spanbauer and Gray. She said during her terms there had been disagreements and challenges but the town will continue to move forward. Spanbauer thanked Wright for her six years of service.

**On a motion by Spanbauer, seconded by Gray the board VOTED unanimously to go into executive session at 7:54 pm under reason #6 to consider the purchase, exchange, lease or value of real estate, if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body and reason #7, to comply with, or act under the authority of, any general or special law to approve for release executive session minutes and adjourn. On a roll call vote Wright said yes, Gray said yes and Spanbauer said yes.**

**Meeting adjourned at 7:55 pm.**

Recorded by Sandra L. Wood, Secretary

\_\_\_\_\_ 5/13/13  
Selectboard Clerk Date Approved