

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

Also present: Town Administrator, Tom Hutcheson; Sandra L. Wood, Town Secretary; Tyler Bourbeau, BNCTV

Others present: David Rainville, The Recorder; Sue Ross; Tom Walker, Superintendent of Streets & Building Maintenance; Eric Meals; Don Jacobs,

The meeting was called to order at 7:00 pm

Gray thanked Tom Walker, Superintendent of Streets & Building Maintenance for the line marking of the parking lot behind Town Hall.

- **Review and Approval of Warrants**
 - On a motion by Gray, seconded by Proujansky the board VOTED unanimously to approve the 5/14/13 Payroll warrant of \$22,335.96
 - On a motion by Gray, seconded by Proujansky the board VOTED unanimously to approve the 5/14/13 Vendor warrant of \$51,211.70
 - On a motion by Gray, seconded by Proujansky the board VOTED unanimously to approve the 5/21/13 Payroll warrant of \$22,787.59
 - On a motion by Gray, seconded by Proujansky the board VOTED unanimously to approve the 5/21/13 Vendor warrant of \$25,643.10
- **Review and Approval of Minutes**
 - On a motion by Proujansky, seconded by Gray the board VOTED unanimously to approve the Selectboard minutes of 5/13/13 as written.
- **Summary of meetings attended by Selectboard members**
 - Spanbauer
 - Met with Tom Walker, Superintendent of Streets & Building Maintenance, Jeremy Underwood, Building Maintenance and Hutcheson to review the Town Hall Maintenance budget on 5/15.
 - Met with Andrea Woods of the FRCOG, Walker and Hutcheson in regards to rock removal on So. Mountain Rd.
 - Met with Rep. Paul Mark and Mary Jane Bacon of Senator Rosenberg's office, Sue Ross, Steve Tower, Pete Talmage and Marie Ferre to discuss the Schell Bridge Proposal. The discussion will continue at the June 4 Selectboard meeting. MassDOT proposes to take down the existing structure and replace it with a pedestrian/bikeway bridge. The Selectboard will be required to provide a letter of support so the DOT can apply for federal funds. Hutcheson said Natalie Blais of Representative McGovern's office also offered to write a letter of support.
- **Old Business**
 - Meet Don Jacobs, sign contract for job description reviews
 - Jacobs introduced himself and reviewed the goals and objectives.
 - Jacobs expects to have the proposed job descriptions in 30-60 days. The \$4,750.00 contract is for 90 days.
 - **On a motion by Gray, seconded by Proujansky the board VOTED unanimously to sign the contract with Don Jacobs Consulting in reference to job description reviews.**
 - Elevator contract
 - Hutcheson gave copies of Baystate and the FRCOG contracts to the board for review. Permission to participate in the FRCOG contract was needed.
 - Proujansky requested Hutcheson suggest to the FRCOG that there be penalties if Eagle does not respond to service calls in a timely manner.
 - **On a motion by Gray, seconded by Proujansky the board VOTED unanimously to give Eagle Elevator a try.**
- **New Business**
 - Senior Center Director hiring process
 - Spanbauer explained the need for a replacement due to Suzanne Travisano leaving the position. Travisano is staying until June 28.
 - The group discussed advertising and the timeline. Proujansky said there may be no way to hold the schedule submitted by Travisano. He suggested the ad read the position will remain open until filled with a June 5 deadline.

- From Senator Rosenberg’s office
- Town Administrator Updates:
 - It’s time to consider renewing with MIIA again. They continue to provide good service. The specific coverage’s I’m dealing with now are professional liability for law enforcement; public officials’ professional liability; and workers compensation. I recommend we stay with MIIA and that I provide the updates they are requesting.
 - The Green Communities photovoltaic project for the pavilion is moving forward and should be ready to complete in June. Peter Talmage put together a list of necessary materials; all work will be volunteer.
 - The Community Preservation Committee will be convening to review the updated proposal for the Town Hall steps. The best information I have is that while the steps to the previous Town Hall were stone, and the plans called for them to be used in the current Town Hall, there weren’t enough of them to use, and I haven’t found any evidence that the current Town Hall ever had stone steps. If anyone has any further information on this, one way or the other, please let me know.
 - I had a meeting with Natalie Blais this afternoon, from Rep. McGovern’s office. She is meeting with all the Town Administrators in the district. I mentioned the strong agricultural interests of the town (Rep. McGovern is on the Agriculture Committee); that other post-employment benefits was not much of a problem in Northfield, but that reform would still be welcome; that Northfield is in the midst of a Master Plan process; that we were very interested in the fate of the campus but have not yet found a way to become influential in that process; and I mentioned the Schell Bridge news we heard about earlier, and she said she’d be happy to write a letter of support if we needed one.
 - **Appointments:** see “Senior Center Director hiring process “ above
- **Request for One-Day Temporary Liquor License:**
 - **On a motion by Gray, seconded by Proujansky the board VOTED unanimously to approve the request from Steve Stoia of the Northfield Kiwanis for One Day Temporary Liquor License on June 3, 10, 17, 24, 2013 from 5:30pm-8pm at the Kiwanis Park, School Street**
- **Proposed Agenda Items**
 - Schell Bridge discussion
 - Schedule staff meeting

On a motion by Spanbauer, seconded by Gray the board VOTED unanimously to go into executive session at 7:50 pm to discuss a complaint against a town employee under reason #1- To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or discuss the discipline or dismissal of, or complaints or charges against, a public officer, employee, staff member or individual and adjourn. On a roll call vote Spanbauer said yes, Proujansky said yes and Gray said yes.

Meeting adjourned at 8:30pm

Recorded by Sandra L. Wood, Secretary

_____ 06/04/13
 Selectboard Clerk Date Approved