

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: EMS Chief Mark Fortier; EMS Asst. Chief Randy Wheelock; Barry Bordner, Chair, Nathan Hussey, Christian Guertin, Steve Stoaia, David Chula, Sam Richardson, Town Governance Study Committee; Maureen Spaulding; Conservation Commission Chair Bill Llewelyn; Energy Committee Chair Bob Pasteris; LB Giza; David Rainville, The Recorder.

The meeting was called to order at 7:04 pm

- **Review and Approval of Warrants**
 - On a motion by Gray, seconded by Proujansky the board VOTED unanimously to approve the 7/16/13 Payroll warrant for \$25,135.98
 - On a motion by Gray, seconded by Proujansky the board VOTED unanimously to approve the 7/16/13 Vendor warrant for \$52,519.70
 - On a motion by Gray, seconded by Proujansky the board VOTED unanimously to approve the 7/23/13 Payroll warrant for \$29,132.03
 - On a motion by Gray, seconded by Proujansky the board VOTED unanimously to approve the 7/23/13 Vendor warrant for \$113,661.42
- **Review and Approval of Minutes**
 - On a motion by Proujansky, seconded by Gray the board VOTED unanimously to approve the 7/9/13 Selectboard minutes as written.
 - On a motion by Gray, seconded by Proujansky the board VOTED unanimously to approve the 7/17/13 Selectboard minutes as written.
- **Summary of Interim Selectboard Meetings**
 - 7/17/13 staff meeting- Don Jacobs, hired consultant gave a presentation on job descriptions.
- **Summary of meetings attended by Selectboard members**
 - Spanbauer: Master Plan Committee; Rick Wood of NMH to follow up land interest letter
 - Proujansky: Electronic Communications and Cable TV for upgrading internet and networking for public buildings
- **Old Business**
 - Sign contract with Triple B Blasting for South Mountain Road work
 - no paperwork to sign from Triple B
 - Proujansky: Report back on the year-end transfer of funds across accounts
 - Consulted with Finance Chair Lois Stearns. MGL states both boards need to sign but no rule saying in what order. Process to remain as is.
 - Proujansky: Proposed meeting with the Mass. Broadband Institute, State Reps., and others
 - Meeting will be set up to discuss pricing.
 - Town Governance Chair Barry Bordner: Interim report from Town Governance Study Committee
 - Bordner read a statement urging the Selectboard to engage an interim Town Administrator and postponing hiring a full time replacement until they present their recommendations. The proposed completion date is October 1, 2013. The recommendation will include a job description for a strong Town Administrator and bylaws to help the town come into compliance with open meeting laws. The Selectboard asked for the job description to be presented sooner.
 - Spanbauer asked if the proposed job description would result in a higher grade in compensation. Bordner stated Bernie Kubiak, consultant, felt the current pay rate was consistent. Spanbauer asked for a job description to be submitted by September 1. The recommendation may lead to a special town meeting.
 - LB Giza asked how many towns had been interviewed by the TGS committee. Bordner replied seven. Giza presented her resume to the Selectboard for interest in the interim and permanent position.
- **New Business**
 - Mark Fortier/Randy Wheelock: EMS update/questions/requests
 - Fortier reviewed the EMS operations for the past year. He reported the department did not get the grant for a second ambulance and requested how the money appropriated at Town Meeting could be utilized by the department. Spanbauer said the article needed to go to town meeting. Fortier asked how \$25,000 from the enterprise fund could be allocated to outfit a second ambulance.
 - Spanbauer asked for budget analysis and life expectancy of an ambulance. Fortier explained it is engine hours and body condition rather than mileage that wears on an ambulance. Proujansky said he was interested in a budget plan for long term in order to buy the right equipment over a longer period of time. Wheelock can provide information on a replacement plan. The proposal would need a town meeting vote.
 - Fortier requested the Selectboard write a letter of support to upgrade to the next ALS level. A recent law change requires an upgrade to paramedic or advanced EMT and if there is no upgrade the unit will be downgraded to basic service. Fortier was asked to forward the contact information of the state inspector to Hutcheson.

- If the department is upgraded to paramedic level Fortier is requesting a 30 hour non-benefit position to be paid out of the enterprise fund. The group discussed the position be held by more than one individual each working less than 20 hours per week. Spanbauer asked to see the numbers worked out.
 - Sign letter of intent to contract with Bergeron Electrical Services, Inc. for wastewater treatment plant generator and related equipment delivery, installation, and testing
 - Project was put out to bid by the Sewer Commission for use when power goes out.
 - **On a motion by Spanbauer, seconded by Gray the board VOTED unanimously to award the contract for a Wastewater Treatment Plant Generator And Transfer Switch and related services to Bergeron Electrical Services with a total bid price of \$25,950.00**
 - Authorization to proceed with Clough Harbor for engineering work for Town Hall front steps
 - Past specifications done for the steps were beyond the planned budget and the consultant withdrew from the project. Tom Walker, Highway Superintendent & Building Maintenance Supervisor offered a proposal from Clough Harbour.
 - **On a motion by Gray, seconded by Proujansky the board VOTED unanimously for the Clough Harbour & Associates proposal of engineering specifications of the Town Hall front steps for \$4,200.**
 - Energy Committee Chair Bob Pasteris: Green Communities; Notice of award to Sandri Energy for photovoltaic system
 - Sandri Energy was the low bid at \$13,834.80 for photovoltaic materials.
 - **On a motion by Gray, seconded by Proujansky the board VOTED unanimously to award the contract to Sandri Energy for the photovoltaic system materials.**
 - Town Administrator resignation and replacement
 - Spanbauer referred to the conversation with the Town Governance Study Committee above. He requested the Selectboard meet the next two weeks and an ad in the MMA for an interim Town Administrator. Proujansky requested an ad in the local paper. Hutcheson was requested to call people he knew with possible interest in the position.
 - Conservation Commission Chair Bill Llewelyn: Request for special municipal employees
 - Llewelyn and Spanbauer noted there may have been a position of this kind about 10-11 years ago. Hutcheson was asked to check with the accountant on the funding.
 - A special municipal employee classification addresses conflict of interest of a consultant who does other work in town.
 - Llewelyn wants the position to be controlled by the Conservation Commission as a “wetlands consultant” paid out of the Conservation Commission wetlands protection fund. The funds come from the Notice of Intent fee. The bill submitted would be signed by the Selectboard.
 - The Selectboard will revisit this at their meeting on 7/30/13.
 - Llewelyn requested a monthly report on this account. Hutcheson will look into.

• **Topics not reasonably anticipated by the chair 48 hours in advance of the meeting**

• **Board and Committee Meetings/Announcements**

Date	Activity	Time	Place
7/25/13	Board of Health	4:45 pm	Town Hall
7/30/13	Selectboard	7:00 pm	Town Hall
8/6/13	Library Trustees	6:00 pm	Dickinson Library
8/6/13	Selectboard	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 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; School Committee Representative; Conservation Commission
- **Announcements:**
 - Town Secretary will be out the week of July 29-Aug. 3
- **Correspondence:**
 - Letter from Patricia Johnson requesting repair of Old Wendell Rd.
 - Spanbauer said a conversation with Tom Walker, Superintendent of Streets & Building Maintenance would be required to discuss upgrading the section of Old Wendell Rd. in question.
 - Letter from Lois Stearns requesting maintenance for Capt. Beers historic marker on Rte 63
 - Hutcheson to talk to Historical Commission Chair Marie Ferre.

- Town Administrator Updates:
 - The Town has received a check for \$4,400 from Lane Construction for the land transferred as a result of Article 15 of the May 7, 2012 Annual Town Meeting vote: To see if the Town will vote to authorize the Selectboard to sell 0.924 acres of land located off Caldwell Road, the southwest corner of Assessors Book Map 25 Lot C1, to the Lane Construction Company, said parcel having been appraised for \$4,400.00, or pass any vote or votes relative thereto.
 - We have received a request to look into the upkeep of landscaping around Town monuments. I have a note in to the Highway Superintendent to check on current upkeep operations.
 - We have received an invitation from the FRCOG to participate in a regional shelter program. I have put the invitation in the Mail-Other folder and given copies to the EMD, Police, and Fire Departments, asking for input. The current plan calls for Towns to contribute to regional shelters that would open if local shelters were overwhelmed. Due to low shelter use in the past I don't expect our emergency services to be interested in the program, but over time it could develop into a useful program.
 - The State has given PVRSD authority to spend at last year's levels. I have check with Deb Mero and we are not required to take any further action.
 - We have received a request to maintain a section of Old Wendell Road that is not currently maintained. I have spoken with Tom Walker about the process and put it on the agenda for the next meeting.
 - Jack Ware has proposed waxing the Town Hall floor with Tammy; this would be at \$18.00/hr. I'll put it on the agenda for July 30.

• **Appointments:**

- **On a motion by Gray, seconded by Proujansky the board VOTED unanimously to appoint Robert Leighton to the Natural Hazard Mitigation Committee; term expires 6/30/2014**
- **On a motion by Gray, seconded by Proujansky the board VOTED unanimously to appoint Kathleen F. Wright to the Building Utilization and Planning Committee; term expires 12/31/13**
- **On a motion by Gray, seconded by Proujansky the board VOTED unanimously to appoint Kathleen F. Wright to the By-Law Committee; term expires 4/30/2014**
- **On a motion by Gray, seconded by Proujansky the board VOTED unanimously to appoint Jerry Wagener to the Open Space Committee; term expires 6/30/2016**
- **On a motion by Gray, seconded by Proujansky the board VOTED unanimously to appoint Jerry Wagener to CEDS; term expires 6/30/2016**

On a motion by Proujansky, seconded by Spanbauer the board VOTED unanimously to adjourn at 8:45 pm.

Recorded by Sandra L. Wood, Secretary

Selectboard Clerk

Date Approved