

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

Also present: Kevin Paicos, Interim Town Administrator; Sandra L. Wood, Town Secretary; Tyler Bourbeau, BNCTV

Others present: Asst. EMS Chief Randy Wheelock; 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 Gray, seconded by Proujansky the board VOTED unanimously to approve the 9/10/13 Payroll warrant of \$19,270.59
 - On a motion by Gray, seconded by Proujansky the board VOTED unanimously to approve the 9/10/13 Vendor warrant of \$46,727.80
 - On a motion by Gray, seconded by Proujansky the board VOTED unanimously to approve the 9/17/13 Payroll warrant of \$17,176.11
 - On a motion by Gray, seconded by Proujansky the board VOTED unanimously to approve the 9/17/13 Vendor warrant of \$460,320.21
- **Review and Approval of Minutes**
 - On a motion by Gray, seconded by Proujansky the board VOTED unanimously to approve the 9/3/13 Selectboard minutes as written.
- Welcome Kevin Paicos as Interim Town Administrator
- **Summary of meetings attended by Selectboard members**
 - Gray & Proujansky; 9/10 Recreation meeting
 - Spanbauer; 9/12 Wired West with Rep. Paul Mark. Spanbauer thanked Wired West Rep. Brian Brault for his work and dedication to the project.
 - Spanbauer; 9/13 Town Governance Study Committee
- **Old Business**
 - Sewer Liner Bid award
 - Low bid was Clearflow at \$11,200.00
 - Spanbauer noticed the proposal made no mention of the actual lining of the project. Paicos to contact and follow up.
 - **On a motion by Gray, seconded by Proujansky the board voted unanimously to award the bid to Clearflow pending clarification that the lining is included.**
 - Questions for the TGSC re: TA job description
 - Spanbauer reviewed his list of questions and asked they be forwarded to Chair of the Town Governance Study Committee along with a bullet list of items from Paicos.
- **New Business**
 - Dickinson Insulation and Air Sealing Bid Award
 - **On a motion by Spanbauer, seconded by Gray the board VOTED unanimously to award the air seal and insulation bid of \$17,200.00 for the Dickinson Memorial Library to Energia.**
 - Schedule Staff meeting
 - Wood to schedule staff meeting for Monday, September 23.
 - Randy Wheelock, EMS Asst. Chief RE: EMS appointments
 - Wheelock gave the service level of Christina Baker, Stephanie Townsley and Kelly Lonkey and what their contributions would be to the EMS department.
 - Proujansky asked Wheelock if their status would help the EMS with their upgrade. Wheelock responded yes and would be viable if the EMS status changed from I-Tech to A-Tech by performing menial tasks freeing the paramedics to focus on their level of service.
 - Proujansky asked about the payroll. Wheelock explained the payroll would not change due to a number of former EMS members resigning.
 - Proujansky asked for the business plan stating he would need to review before making a recommendation to upgrade the EMS status.
 - Signatures for Sewer Dept. loan renewal; request from Barb Brassor, Treasurer

- On a motion by Spanbauer, seconded by Gray the board VOTED unanimously to rollover and renew the Bond & Tighe note for \$30,500.

- **Board and Committee Meetings/Announcements**

Date	Activity	Time	Place
9/18/13	Master Plan Steering Committee	7:00 pm	Town Hall
9/18/13	Conservation Commission	7:30 pm	Town Hall
9/20/13	Council on Aging	9:30 am	Town Hall
9/25/13	Master Plan Roundtable Forum	7:00 pm	Nfld Elementary
9/26/13	Board of Health	4:45 pm	Town Hall
10/1/13	Selectboard	7:00 pm	Town Hall
10/1/13	Open Space Committee	7:30 pm	Town Hall
10/1/13	Energy Committee	6:00 pm	Dickinson Library

- 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:
 - Reminder to all Boards and Committees: It is a legal requirement to turn in approved and signed original minutes in a timely manner to the Town Clerk.
- Correspondence:
 - Delabruere v. PVRs district issue
 - Spanbauer said the Selectboard has no jurisdiction in the matter. Gray responded that being part of the town budget the town was involved. Proujansky and Paicos explained the budget approved at town meeting gave the school complete control over the budget. Residents are able to question the budget at town meeting.
 - Gray asked about the town representatives to PVRs. Proujansky said Pat Shearer and Bill Wahlstrom are the town representatives to the school board.
 - MassDOT/Schell Bridge notification
 - Spanbauer summarized the content
 - Letter from Deana Prest of the Personnel Committee
 - Spanbauer requested the topic for a future agenda
- Town Administrator Updates:
- 1. **Orientation** – I reported for work on September 10, 2013 and was briefed on many Town issues by Sandra (she is a true professional and an invaluable resource for the Town and the Board), and given a tour of the Town Hall and its staff. Jack visited later that morning and provided a detailed brief on many other pending issues and current priorities. On Wed. Jack, Sandra and I met to discuss aspects of the Board mtg. agenda for tonight and finalized the contents.
- 2. **Four Mile Brook Grant/Project** – on September 17th I visited the area twice and reviewed the extensive file. I spoke briefly with Kimberly MacPhee (via VM) and arranged to meet next week to discuss the project and pending deadlines. Kimberly and I will meet in her office on Sept. 18th.
- 3. **Schell Bridge Demolition/Reconstruction** – On September 18th I spoke with Mary-Jane Bacon at Sen. Rosenberg's office. Mary-Jane was very generous with her time and gave me an in-depth history of the project. We agreed that she would contact the regional Mass. Highway office for an update on the project from their point of view. She very kindly did

so and sent me an update e-mail Friday morning. I forwarded the update to the Board with a couple suggestions. I look forward to the Board's discussion of this issue so we can begin to formulate an action plan and advance the project.

- 4. **Town Hall Projects** – I reviewed the Sewer Service Lining IFB this past weekend and the bid process results. At the Board meeting on Sept. 17th I will make a recommendation to the Board to award the bid to the apparent low bidder as all bid materials appear to be in order.
- 5. **Town Government Study Committee** – I spoke with committee Chair Barry Bordner on the 13th at length re. the history of this effort and the committee's work to date. Barry provided me an excellent summary of the committee make-up, research conducted and general conclusions reached. We set-up a personal meeting for Sept. 17th at his office. Today we met as planned and continued our discussions in greater detail. Barry expects his committee will provide its final report sometime in the next few weeks. He is satisfied that the committee's work has been thorough and that the resultant recommendations are essentially final at this point. He welcomes the Board's discussion of the Town Administrator job description and any comments that the Board would like to offer the committee as they finalize their report. Last week I prepared a comparison of the current TA job description and the Committee's proposed job description in Excel format, noting the essential differences with particular emphasis on areas where the TA's authority has been expanded. I e-mailed that analysis to the Board in the hope that it will assist with your deliberations tonight regarding the new job description.
- 6. **Personnel Issue** – I spoke last week with labor Counsel David Jenkins regarding this issue. He provided me a detailed summary of the facts in the matter. I will provide necessary info to the Board in executive session.
- 7. **Generator for WWTF** – I spoke with Eric Meals concerning this issue last week and have researched procedures for sale of surplus equipment. I will assist Eric and the Sewer Commissioners with the sale process.
- 8. **Green Communities Process** – Bob Pasteris visited the office and we collaborated on finalizing and advertising the Town Hall insulation IFB. That IFB has now been advertised in the Goods and Supplies Bulletin and will shortly be advertised in a local paper. Bids will be opened in early Oct. and a bid award recommendation made for one of the Board's Oct. meetings. Bob is a knowledgeable committee Chair and provides great value to the community in leading our energy conservation effort.
- 9. **Pending Projects/Meetings** – I will meet with Eric Meals on Sept. 18th to assist him with a vendor issue concerning the installation of equipment at the WWTF. I will meet with Tom Hutcheson also on the 18th to review all pending projects. I spoke with Lois Stearns, Fincom Chair last week and we agreed to meet next week on Wednesday.
- **Appointments:**
 - **On a motion by Gray, seconded by Proujansky the board VOTED unanimously to appoint Stephanie Townsley, Christina Baker and Kelly Lonkey appointments to the Northfield EMS; term expires 12/31/13.**
- **Request for Use:**
 - **On a motion by Gray, seconded by Proujansky the board VOTED unanimously to approve the request from Ruth Gallagher for reimbursement of \$332.90 to Loaves and Fishes for emergency fuel.**
 - **On a motion by Gray, seconded by Proujansky the board VOTED unanimously to approve the request from Barbara Brassor of Dick's Angels/Relay for Life for use of the Dining area on December 6, 2013 after 3pm and December 7, 2013 from 7am-4pm.**

On a motion by Gray, seconded by Proujansky the board VOTED unanimously to adjourn at 7:48 pm.

Recorded by Sandra L. Wood, Secretary

_____ 10/1/13
 Selectboard Clerk Date Approved