

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

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

Others present: 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 9/24/13 Payroll warrant of \$30,252.57
 - On a motion by Gray, seconded by Proujansky the board VOTED unanimously to approve the 9/24/13 Vendor warrant of \$25,323.51
 - On a motion by Gray, seconded by Proujansky the board VOTED unanimously to approve the 10/1/13 Payroll warrant of \$17,080.58
 - On a motion by Gray, seconded by Proujansky the board VOTED unanimously to approve the 10/1/13 Vendor warrant of \$12,885.08
- **Review and Approval of Minutes**
 - On a motion by Proujansky, seconded by Gray the board VOTED unanimously to approve the Selectboard minutes of 09/17/13as written.
- **Summary of meetings attended by Selectboard members**
 - Spanbauer and Proujansky: staff meeting on 9/30
 - Spanbauer: Master Plan Steering Forum; Schell Bridge panel
- **Old Business**
 - Conservation Commission Request for Approval to hire a Special Municipal Employee
 - Paicos is waiting for information from town counsel in regards to special town employee status. He explained there are special rules for small towns and advised to hold off on further conversation until the information is clear.
 - Discussion as to whether Bill Lattrell would be a consultant or special municipal employee to avoid conflict of interest. Paicos said the options were to call the ethics lawyer of the day to get an opinion or contact town counsel to get a formal opinion.
 - Paicos will contact Bill Llewelyn, Chair of the Conservation Commission.
 - Request to hire Bill Lattrell as Special Municipal Employee to the Conservation Commission- appointment on hold pending town counsel advisement.
 - Recreation Commission Request for Approval to make all members Special Municipal Employees
 - Paicos not sure of the rationale for request and will contact Melissa Gamache, Chair of the Recreation Commission for more information.
 - Proposed Town Administrator Job Description
 - Paicos explained options for collecting salary data and was directed by the board to proceed.
 - Proujansky and Spanbauer explained the process of changing the town charter or creating a bylaw, going to town meeting to vote the change in the Town Administrator's duties and the approval of the Atty. General's office.
- **New Business**
 - Personnel Committee letter to the Selectboard on the Personnel Policy
 - Staff comments will be reviewed.
 - The board was asked to submit their thoughts on future work and replacing Lisa White.
 - Schedule Executive session for personnel issue
 - The labor attorney needs to sum up the facts before an executive session for review is scheduled.
 - Gray stated he had a complaint against an employee and would talk to Paicos.
 - Franklin County Law Enforcement Mutual Aid Agreement
 - Paicos explained the agreement as a link between all communities in Franklin County and recommended the agreement to provide more resources for the town. The current system in place only includes a few surrounding towns. The agreement allows police departments to invite another town(s) police department to assist when needed.
 - The board will review the agreement and discuss with Acting Chief Leighton at the next meeting.

- Request from Heather Tower, Senior Center Director: yearly grant contract
 - Yearly formula grant for CoA programs. Senior Center Director Heather Tower will be asked to attend the next meeting to explain details.
 - **On a motion by Gray, seconded by Proujansky the board VOTED unanimously to approve the yearly CoA formula grant and have Tower come in to explain.**

● **Board and Committee Meetings/Announcements**

Date	Activity	Time	Place
10/2/13	Master Plan Committee	7pm	Town Hall
10/3/13	Master Plan Committee	7pm	Nfld Elementary School
10/3/13	Community Preservation Committee	7pm	Town Hall
10/3/13	Sewer Commission	5pm	Town Hall
10/7/13	Finance Committee	7pm	Town Hall
10/7/13	Town Governance Study Committee	7pm	Town Hall
10/8/13	Recreation Commission	7pm	Town Hall
10/9/13	Board of Assessors	6pm	Town Hall
10/9/13	Planning Board	7pm	Town Hall
10/10/13	Board of Health	4:45pm	Town Hall
10/10/13	Historical Commission	7pm	Town Hall
10/10/13	Personnel Committee	7pm	Town Hall
10/15/13	Energy Commission	5:30pm	Dickinson Library
10/15/13	Selectboard	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 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:
 - Franklin County Clean Sweep Collection; Sat. Oct. 19; 9am-Noon; Northfield Highway Garage
 - Monday October 14 the Town Hall Offices will be closed for the Columbus Day holiday.
 - Tuesday October 15th (in two weeks) the Dickinson Memorial Library is presenting Gardening is Murder. Join us for this humorous discussion of horticultural anecdotes and observations. Neal Sanders is the author of six mysteries, including many stories which center on garden clubs. The program will be held at 6:30 in the library meeting room
- Correspondence:
 - Pelletier complaint re: Whitney Trucking debris
 - Spanbauer had an email from Ben Briggs regarding the medal ceremony for Harold Williams on Nov. 1 at 11 am.
- Town Administrator Updates:

- **Four Mile Brook Grant/Project** – I met with Kimberley MacPhee on Sept. 18 in her office at FRCOG for a briefing on the project. She gave me the history and current grant status. She confirmed that the grant would expire on June 30, 2014 and that no further extensions of the grant would be given. She also advised that there was still a substantial town share yet to be reported or possibly expended. She offered to send a memo with an update. The next day she sent an update indicating that the Town needed to expend \$108,205.79 in order to be compliant with grant town spending share. She also noted that it was possible that eligible expenses had not yet been reported to her. On October 1, 2013 Tom Walker and Debbie Mero joined me to review town expenditures to date. Tom will review spending on the Four Mile Brook Rd. /Rt. 63 intersection as well as expenditures on an eligible part of South Mt. Road. These expenses may total the required sum. We will meet with Kimberley next week to determine if the Town has yet met its expense match and will formulate a plan to do so if we are short.
- **EMS/ALS Service** – I met with EMS Director Mark Fortier today. He gave me a tour of the facility and we discussed his proposal to upgrade the BLS service to ALS. I told him that the Board awaiting his detailed proposal and further had asked me to review that proposal. Mark agreed to send me his budget, revenue projections and related material. I will review that information and prepare a detailed memo to the Board with my recommendations
- **Request for Use:**
 - On a motion by Gray, seconded by Proujansky the board VOTED unanimously to approve the request from the Master Plan Steering Committee to use the Northfield Elementary School Cafeteria on Thursday October 3, 2013 from 7p-9p.
 - On a motion by Gray, seconded by Proujansky the board VOTED unanimously to approve the request from Robert Johnson to use the Dining room for a gun safety course on Saturday October 26, 8a-12:30p. No firearms will be used during the course.
- **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 Northfield Kiwanis for a one-day temporary liquor license on October 7, 21, 28, 2013 from 5pm to 8:30 pm at the Town Hall.

On a motion by Gray, seconded by Proujansky the board VOTED unanimously to adjourn at 7:55 pm.

Recorded by Sandra L. Wood, Secretary

_____ _10/15/13_
 Selectboard Clerk Date Approved