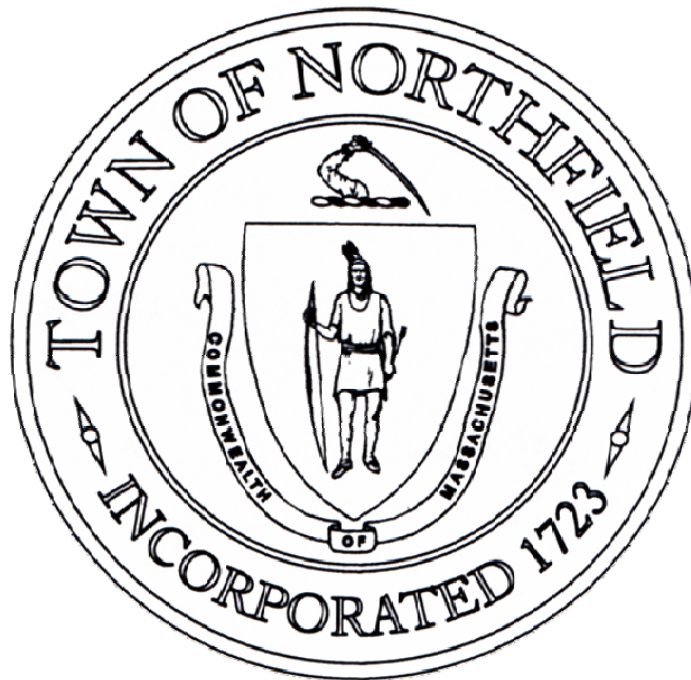


**TOWN OF NORTHFIELD**  
**SPECIAL TOWN MEETING WARRANT**  
**December 9, 2013 – 7:00 p.m.**

Pioneer Valley Regional School  
97 F. Sumner Turner Road  
Northfield, Massachusetts





# Special Town Meeting Warrant

## COMMONWEALTH OF MASSACHUSETTS

FRANKLIN, SS

To any of the Constables in the Town of Northfield, in the County of Franklin,

### GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of the Town of Northfield, qualified to vote in elections and in Town affairs, to meet at the

### **Pioneer Valley Regional School**

on Monday, December 9, 2013 at seven o'clock in the evening (7:00 p.m.), then and there to act on the following:

#### **Article 1. (Submitted by the Selectboard)**

To see if the Town will vote to waive the reading of the Warrant and the Notice to the Constables and act on the motions of the following articles, or pass any vote or votes relative thereto.

#### **Article 2. (Submitted by the Selectboard)**

To see if the Town will vote to hear and act upon the reports of the several Town Officers, Boards, Committees, Commissions and Trustees, or pass any vote or votes relative thereto.

#### **Article 3. (Submitted by the Selectboard)**

To see if the Town will vote to accept the provisions of Mass. General Law Ch. 41 sec. 23A establishing the position of Town Administrator in the Town of Northfield, or pass any vote or votes relative thereto.

#### **Article 4. (Submitted by the Selectboard)**

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide a sum or sums of money to supplement the amount voted at the May 6, 2013 Annual Town Meeting to pay the salary of the Town Administrator or pass any vote or votes relative thereto.

*Estimated amount requested: \$1,000.*

#### **Article 5. (Submitted by the Selectboard)**

To see if the Town will vote, pursuant to Mass. General Law Ch. 43B Sec. 13, to enact a new General By-Law to read as follows:

“Town Administrator – Responsibilities and Duties

1. The Town Administrator shall be the Chief Administrative officer of the Town and shall function under the policy guidance of the Board of Selectmen.
2. The Town Administrator is responsible for the daily supervision of all Town employees hired by the Board of Selectmen and shall coordinate with all other departments and employees of the Town.

3. The Town Administrator shall annually confer with all appropriate authorities, including the Town Accountant, Treasurer, Collector of taxes and others as necessary, to produce an estimate of revenues available for the ensuing fiscal year, and shall make the estimate available to the Selectmen and Finance Committee.
  4. The Town Administrator shall annually call for all department budgets and shall prepare a draft budget, balanced with available revenue, for submission to the Board of Selectmen and Finance Committee for their review and approval or recommendation.
  5. The Town Administrator shall be responsible for the review and accuracy of all warrants for the payment of bills and employee payroll. His/her signature shall be sufficient approval for payment of all warrants, if designated by the Board of Selectmen or if the Selectmen's signatures are not available.
  6. The Town Administrator shall review all departmental budgets during the course of the fiscal year to ensure actual spending is consistent with budgeted sums and shall keep the Board of Selectmen and Finance Committee advised of any pending concerns.
  7. The Town Administrator shall be the Chief Procurement Officer of the Town and shall ensure that all purchasing and contract award is made in a manner consistent with Mass. Statute and local by-law.
  8. The Town Administrator shall serve as the personnel officer of the Town and shall be available to assist all appointing authorities with training, recruitment, discipline and termination of all employees. He/she shall further ensure that a system of annual employee evaluation is in-place, as approved by the Board of Selectmen, and that all employees of the Town receive an annual work performance evaluation.
  9. The Town Administrator shall administer the Town's insurance program including workmen's compensation, employee group health/life insurance and property/liability insurance.
  10. The Town Administrator shall serve as the liaison between the Town and other local, State and Federal officials, as well as Town Counsel and other advisors to the Town.
  11. The Town Administrator shall attend all meetings of the Board of Selectmen and Town Meetings, unless excused by the Board of Selectmen.
  12. The Town Administrator shall perform all other duties as he/she may be assigned from time to time by the Board of Selectmen."
- or pass any vote or votes relative thereto.

**Article 6. (Submitted by the Board of Library Trustees)**

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide a sum or sums of money to repair or replace the plaster ceilings in the northeast and southeast rooms on the second floor of the Dickinson Memorial Library or pass any vote or votes relative thereto. *Estimated amount requested: \$4,000.*

**Article 7. (Submitted by the EMS Department)**

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide a sum or sums of money to pay for repairs and bring up to serviceable level an ambulance of the EMS Department or pass any vote or votes relative thereto. *Estimated amount requested: \$15,000.*

Given under our hands this \_\_\_\_\_ day of \_\_\_\_\_ in the year of our Lord two thousand and thirteen:

Attest:

\_\_\_\_\_  
John G. Spanbauer, Chairman

\_\_\_\_\_  
Gail V. Zukowski CMMC  
Town Clerk

\_\_\_\_\_  
Dan A. Gray

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jed Proujansky  
BOARD OF SELECTMEN

FRANKLIN SS.

Pursuant to the within Warrant, I have notified and warned the inhabitants of the Town of Northfield by posting up attested copies of the same at the Town Hall, the U.S. Post Office in Northfield, the Dickinson Memorial Library, the Field Library, Northfield Farms and V.F.W., West Northfield, in said Town seven days at least before date hereof, as within directed.

\_\_\_\_\_  
Constable of Northfield

**MAY REMOVE AFTER December 10, 2013**

\_\_\_\_\_  
Date