

May 2, 2017

Northfield Town Hall
69 Main St

Selectboard Present: Jack Spanbauer, Chair; Tracy Rogers; Julia Blyth

Also Present: Paul Boushell, Town Administrator; Sandra L. Wood, Town Secretary; Tyler Bourbeau, BNCTV

Others Present: Chief Rob Leighton; David Clark

- **Meeting was called to order at 6:00 pm**
- **Review and Approval of Warrants**
 - On a motion by Rogers, seconded by Blyth the board voted unanimously to approve the 4/25/17 Payroll warrant of 31,665.75
 - On a motion by Rogers, seconded by Blyth the board voted unanimously to approve the 4/25/17 Vendor warrant of \$32,514.86
 - On a motion by Rogers, seconded by Blyth the board voted unanimously to approve the 5/2/17 Payroll warrant of \$24,464.01
 - On a motion by Rogers, seconded by Blyth the board voted unanimously to approve the 5/2/17 Vendor warrant of \$14,049.41
- **Review and Approval of Minutes**
 - On a motion by Blyth, seconded by Rogers the board voted unanimously to approve the 4/18/17 minutes as written.
- **Interim Selectboard Meetings**
 - Town Meeting 5/1/17
- **Meetings attended by Selectboard members**
 - Spanbauer: Senior Center breakfast & lunch, event at Cameron's Winery; warrant & zoning review.
 - Met with Andrea Woods, FRCOG; OPM for the Emergency Services Facility project
 - Meeting with Superintendent Ruth Miller, the Selectboard chairs of Bernardston & Leyden & TA of Warwick RE: Cost effective strategy to move the Superintendent's office
 - Rogers: H.E.A.R.T, proposal for applying for a community compact grant
 - Blyth: Open Space & Energy Committee meetings
 - FRCOG, Gill Selectboard & First Light; Settlement negotiations and amending the confidentiality agreement.
- **Old Business**
 - Credit Card Use Policy Revised
 - On a motion by Spanbauer, seconded by Rogers the board voted to approve the May 2 version of the Credit Card Policy.
 - First Light Confidentiality agreement
 - Blyth met with FRCOG counsel to review the First Light confidentiality agreement contract
 - Property update from Jim Hawkins
 - Follow up on the Woodard property on Winchester Rd.
 - Attorney to contact the town on the Smith and Parsons properties on Caldwell Rd.
 - Town Administrator search update
 - Rogers holding a meeting on Thursday to set interview dates.
 - Town Hall drainage
 - Engineering consultant will be scheduled to come in to explain before BETA engineering can continue.
 - There will not be enough funds to install lighting to the parking lot but conduit should be installed for future lighting addition. Boushell to contact OWL Engineering.
- **New Business**
 - Signatory form and contract for release of Chapter 90 Funds
 - On a motion by Rogers, seconded by Blyth the board voted to approve the Selectboard Chair signing of the signatory form and contract for release of Chapter 90 Funds.
 - Emergency Service Facility O.P.M./request for qualifications
 - Spanbauer explained the cost parameters and requirements involved with building the Emergency Services Facility.

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- Andrea Woods of the FRCOG will provide the Request for Qualifications for the project manager to help the town find out if the facility can be on School St. and develop the scope of work.
- On a motion by Spanbauer, seconded by Blyth the board voted to ask Andrea Woods of FRCOG to prepare an RFQ and oversee the RFQ process for hiring an Owners Project Manager (OPM) for the Emergency Services Facility. Rogers abstained.
- Short term license agreement between First Light Hydro and Town of Northfield; Term 6/11/17, 9am-6pm. – TABLED.
 - Nfld Historic Commission event- request will be sent to Historical Commission to be present at 5/16 meeting for more details.
- **Town Administrator's update**
 - Reported there is no Regional Animal Control officer
 - Working on IFB for Caldwell Rd property cleanup
- **Appointments:**
 - On a motion by Spanbauer, seconded by Rogers the board voted unanimously to appoint David R. Clark as a Reserve Officer to the Northfield Police Department; term expires 12/31/17.
- **Boards and Committees /Announcements**
 - New Openings: A number of committees and boards have openings. A list is available for viewing on the Employment Opportunities page of www.northfieldma.gov and on the Town Hall posting board.
 - Announcements:
 - May 6 is Clean Sweep day; Highway Garage from 9a-Noon
 - Congressman McGovern will be on hand at Town Hall on June 3 from 4p-5p
 - Memorial Day Parade May 29; starts at 10am from Trinitarian Church, ends at Town Hall

On a motion by Rogers, seconded by Blyth the board voted to adjourn at 6:28 pm.

Recorded by Sandra L. Wood, Secretary

Selectboard Clerk

05/16/17
Date Approved