

November 14, 2017

Northfield Town Hall  
69 Main St

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

Also Present: Willie Morales, Town Administrator; Sandra L. Wood, Town Secretary; Kayla Drumgool, BNCTV

Others Present: Judy Wagner, Schell Bridge Advisory Chair; Barbara Richardson, Friends of Schell Bridge; Lois Stearns, Finance Committee Chair; Susan O'Connor & Lynn Hansell, Energy Commission; Chief Leighton; Alex Pirozhkov

- Meeting was called to order at 6:00 pm
- **Elect new chairman**
  - Spanbauer announced he was stepping down as chair of the Selectboard
  - On a motion by Blyth, seconded by Spanbauer the board voted Tracy Rogers as chair.
- **Review and Approval of Warrants**
  - On a motion by Spanbauer, seconded by Blyth the board voted to approve the 11/7/17 Payroll warrant of \$29,017.87
  - On a motion by Spanbauer, seconded by Blyth the board voted to approve the 11/7/17 Vendor warrant of \$34,659.51
  - On a motion by Spanbauer, seconded by Blyth the board voted to approve the 11/14/17 Payroll warrant of \$26,771.07
  - On a motion by Spanbauer, seconded by Blyth the board voted to approve the 11/14/17 Vendor warrant of \$83,966.18
- **Review and Approval of Minutes**
  - On a motion by Spanbauer, seconded by Blyth the board voted to approve the 10/16/17 minutes as written. Rogers abstained.
  - On a motion by Spanbauer, seconded by Blyth the board voted to approve the 10/31/17 minutes as written.
  - On a motion by Spanbauer, seconded by Blyth the board voted to approve the 10/24/17 as amended by the Bd. of Assessors. Rogers abstained.
- **Interim Selectboard Meetings**
  - Executive session 11/2/17
- **Meetings attended by Selectboard members**
  - Blyth: All Boards meeting; MCAP; PVRs Community Forum
  - Rogers: All Board meeting; School Committee Leadership meeting; H.E.A.R.T.; Bernardston Selectboard
- **Old Business**
  - Schell Bridge Advisory Update
    - Judy Wagner of the Schell Bridge Advisory and Barb Richardson of Friends of Schell Bridge addressed the Selectboard
    - Report from the Advisory was distributed and presentation of bridge choices reviewed.
    - The Advisory asked for the Selectboards' advice for getting input from the abutters to the project. The Advisory does not feel the abutters have been heard from.
    - The Selectboard agreed to a sidebar meeting to include personnel to answer questions. Questions may include emergency vehicle support and design deterrent to jumping.
  - Review School Resource Officer job description
    - Changes were reviewed.
    - Blyth voiced concerns for the budget with some of the changes based on the MOU. The MOU is required and can be resolved after it is established.
    - On a motion by Spanbauer, seconded by Rogers the board voted to approve the job description for the School Resource Officer as edited by Chief Leighton.
  - Review Special Town Meeting Warrant
    - Warrant reviewed with articles including a marijuana moratorium, title research for the proposed Emergency Services Facility- \$15,000, Phase II Design of the Emergency Services Facility- \$68,825,

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drainage issue at NES- \$16,700, the Town Administrator expense account- \$1,210, and an FY2017 outstanding payroll item- \$83.16.

- On a motion by Spanbauer, seconded by Blyth the board voted to approve the Special Town Meeting warrant as written.
- STM Warrant posting
  - Posting to occur after the Finance Committee reviews on 11/15.
- Personnel Policy Amendment 4.3.1
  - Review of when insurance coverage begins
  - On a motion by Rogers, seconded by Spanbauer the board voted to add a clause to the Personnel Policy 4.3.1 that the effective date of insurance coverage for all qualifying employees will be on date of hire.
- Legality of ZBA decision
  - Counsel advised the ZBA ruling was supported by case law in their decision. Per MGL 114 §17, if the property was town owned and contained Indian artifacts, the town would not be able to move forward. In this case the property is privately owned and MGL does not apply.
  - Morales and Blyth apologized if any offense was taken in reviewing the ZBA decision.
- Site Access Agreement
  - To initiate the final part of phase I for brownfields. If no agreement giving access we cannot move forward to getting the site assessed to see if there is invasive hazardous waste.
  - Does not commit the town but would commit the town if they found hazardous material
  - FRCOG is working to get the town grants to complete the project
  - Vote tabled until next meeting
- **New Business**
  - On a motion by Spanbauer, seconded by Blyth the board voted to appoint Alex Pirozhkov as a Patrolman, Grade 8 Step 1 term expires 12/31/17
  - Request from Cameron's Winery to change hours of pouring wines
    - Request to change so the business can hold wine & cider dinners and special events
  - On a motion by Spanbauer, seconded by Blyth the board voted to approve the request from Cameron's Winery to change hours for pouring wines to Monday- Wednesday 11am – 9pm; Thursday – Saturday 11am to 11pm; Sunday Noon to 4pm
    - Revised certificate signed
  - On a motion by Spanbauer, seconded by Blyth the board voted to approve the request from Cameron's Winery to extend hours of pouring wines on December 31, 2017 to 11:55 pm. for an event.
    - Document granting permission for request signed.
  - Energy Committee: Electrical Aggregation
    - Susan O'Connor and Lynn Hansell of the Energy Committee addressed the Selectboard
    - They advised they would need Selectboard approval for the annual Green Communities Report. A number of projects are being lined up. A clean energy walkthrough was done at PVRs. A full energy audit is being done and will be finished in January 2018
    - Projects for grant application include the elementary school heating system and insulation for PVRs
    - The FRCOG will hold an informational meeting and is encouraging aggregation. The Energy Committee would like the Selectboard to attend the meeting with them.
    - The aggregation would be for residential use. An article will be submitted for Annual Town Meeting.
  - Hiring an interim Superintendent for 2018-2019
    - At a meeting hosted by the Bernardston Selectboard including representatives from all four towns Selectboards, a proposal was made to share a superintendent with another school district.
    - Mahar has shown interest. Gill/Montague, the FCTS and Pioneer have also conversed and proposed a new regionalization, not just an interim position.
    - Draft letter from Bernardston has been edited from original to look into all offers such as the one from Mahar. This would be for a superintendent and a business manager.

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- The agreement would buy time to hire a superintendent
  - The board agreed with the content of the letter.
- Expectations of the H.E.A.R.T. Committee
  - The Selectboard understood the committee was to hire a consultant to look at the operating numbers vs. numbers around the state.
  - The committee is looking into the district agreement but is not proposing any changes until research is complete.
  - Gill/Montague's version of H.E.A.R.T and the Superintendent has been invited to the next PVRs district H.E.A.R.T. Our committee is looking to combine forces.
  - The committee found a study done in 2008 for a Franklin County school district. The hiring of a consultant has been put on hold.
- Sign SRO MOU
  - Changes were made and Chief Leighton will bring the document to Superintendent Miller for her review
- **Town Administrator's update**
  - Abandoned Housing Initiative-Board of Health has condemned a property due to sanitary code violations. AHI takes over receivership and brings the property up to code.
  - Tighe & Bond recommendations for brownfields.
  - NES wiring study from OWL Engineering
  - Phase II of Town Hall Electrical upgrade kick-off meeting
  - Signatory for Whitney Estate to receive funds on behalf of the town's fire department and to sign off on disbursements.
    - On a motion by Spanbauer, seconded by Blyth the board voted for town counsel serve as our designee and signatory for all matters to the town's interest regarding the estate of Ellen Whitney.
  - Requested permission to sign and agreement between the town and UNIBANK Fiscal Advisory Services. Selectboard tabled granting permission until the next meeting so the agreement can be reviewed by the board members.
  - Working with the state inspector to schedule elevator inspection.
- **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](http://www.northfieldma.gov) and on the Town Hall posting board.
  - Announcements:
    - Town Administrator Performance Review on Tuesday, 11/21/17 at 6:00 pm Selectboard meeting

#### **Executive Session & Adjourn**

**On a motion by Rogers, seconded by Spanbauer the board voted to go into executive session at 7:35pm to discuss an amendment to Executive Session minutes of 11/ 02/17 under reason #2: To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel. On a roll call vote Spanbauer said yes, Rogers said yes and Blyth said yes**

**And**

**On a motion by Rogers, seconded by Spanbauer the board voted to go into executive session at 7:35pm to discuss a Mediator Contract under reason #2: To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel and adjourn. On a roll call vote Spanbauer said yes, Rogers said yes and Blyth said yes.**

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Meeting adjourned at 7:55 pm

Recorded by Sandra L. Wood, Secretary

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Selectboard Clerk

11/28/17  
Date Approved