

November 21, 2017

Northfield Town Hall  
69 Main St

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

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

Others Present: Robert MacEwen; Joe Graveline; Carol Lebo; Judy Wagner; Tammy Pelletier; Heather Tower; Beth Walker; Barbara Brasseur; David Brasseur; Caty Kostecki

- Meeting was called to order at 6:00 pm
- **Review and Approval of Warrants**
  - On a motion by Spanbauer, seconded by Blyth the board voted to approve the Payroll warrant of \$31,799.26
  - On a motion by Spanbauer, seconded by Blyth the board voted to approve the Vendor warrant of \$318,712.09
- **New Business**
  - Town Administrator Evaluation review
    - The overall rating by the Selectboard was satisfactory.
    - More than satisfactory:
      - in knowledge, data gathering
      - liaison with town counsel with a request to be cc'd on communications with town counsel
      - handling of difficult negotiations and complaints
    - Satisfactory
      - in procurement and use of services available
      - takes advantage of informational workshops
    - Mixed review on preparation of the warrant. The appearance of the warrant was satisfactory but members requested the warrant to be available sooner before they have to sign to review thoroughly.
    - The board would like to see improved:
      - communications with people
      - more timely distribution of information and correspondence in preparation for meetings
      - keep items requested by the Chair on the agenda for open discussion
      - communications with the police chief needs to be resolved
      - Requested improvement in the time frame for the development of job descriptions.
    - Special projects, the annual budget items were not applicable for review at this time.
  - Individual overall comments from the Selectboard
    - Rogers: satisfactory; important to be affective as well as being right
    - Spanbauer: satisfactory; improvement needed; not stepping up to level but can be achieved
    - Blyth: satisfactory; knowledge of policy and finance; people communications needs improvement; improvement needed in providing materials the Selectboard needs to review
  - Future Plans
    - The Chair requested Morales submit a list of short and long term goals
    - Mend fences
    - Next review to be scheduled in July
  - Comments from Others Present
    - Robert MacEwen: felt communications were better; trusts Morale's judgement and values his input; helpful to the Board of Health and Board of Assessors
    - Joe Graveline: enjoys relationship with Morales; very professional
    - Carol Lebo: appreciated Morales coming to Historical Commission meeting and listening to concerns
  - Morale's Comments
    - Will address improving communications with all members of the Selectboard
    - Looks forward to working with boards and committees
    - Addressing communications with police chief
    - Clarification of the level of police chief and completion of MOU of the School Resource Officer has delayed progress in developing job description

**[NORTHFIELD BOARD OF SELECTMEN MEETING MINUTES]**

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- Feels there may some resentment because he doesn't socialize with individuals fearing it will be seen as favoritism.

On a motion by Blyth, seconded by Spanbauer the board voted to adjourn at 6:35pm.

Recorded by Sandra L. Wood, Secretary

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Selectboard Clerk

12/19/17  
Date Approved