

December 19, 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; Tyler Bourbeau/Kayla Drumgool, BNCTV

Others Present: Jim Bell; Susan O'Connor & Annie Chappell, Energy Committee; Bob Dean, FRCOG; Tom Walker, Superintendent & Kevin Steiner, Foreman, Highway Dept.; Chief Rob Leighton; Heath Cummings, PD; Andrew Vernon, Greater Northfield Watershed Association

- 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 \$38,961.51
 - On a motion by Spanbauer, seconded by Blyth the board voted to approve the Vendor warrant of \$35,296.77
- **Review and Approval of Minutes**
 - On a motion by Blyth, seconded by Spanbauer the board voted to approve the executive session minutes of 11/2/17
 - On a motion by Spanbauer, seconded by Blyth the board voted to approve the executive session minutes of 11/14/17
 - On a motion by Spanbauer, seconded by Blyth the board voted to approve the minutes of 11/21/17
 - On a motion by Spanbauer, seconded by Blyth the board voted to approve the minutes of 11/28/17. Rogers abstained
 - On a motion by Blyth, seconded by Spanbauer the board voted to approve the minutes of 12/4/17
 - On a motion by Spanbauer, seconded by Rogers the board voted to approve the minutes of 12/12/17 as amended. Blyth abstained.
- **Meetings attended by Selectboard members**
 - Rogers: H.E.A.R.T.
- **Old Business**
 - TA Goals
 - Short term: Budget process; FY18 capital projects; centralize procurement; evaluate cash-flow risk with Treasurer & Accountant; payroll auto- deposits; performance evaluations; floating admin. Asst. for boards & committees currently without; be less formal
 - Long term: seek alternative funding streams; keep Selectboard members symmetrically informed; Identify grant opportunities to address capital/infrastructure needs; overhaul & update town bylaws; with Accountant & Treasurer create fiscal policies and encumbrance procedure; cross training or internship for assisting boards & committees
 - HEART Committee membership
 - Rogers inquired if expanding membership to teachers and school committee members with voting rights would be acceptable. Spanbauer concerned about conflicts of interest.
 - Snow Plowing Contract
 - Tom Walker, Highway Superintendent addressed the board requesting the snow plow agreement be granted due to a shortage of staff. The contractor service would be called as needed and would not include sanding at a rate of \$65/hr.
 - Morales explained the insurance coverage would not be the same but the contractor came highly recommended by the FRCOG
 - On a motion by Spanbauer, seconded by Blyth the board voted to execute the agreement with Johnson Paving for snow plowing services as delineated in the agreement of services.
 - Phase I Environmental report; Caldwell Rd
 - There is funding for the assessment. If mitigation is required there are no set funds available.
 - On a motion by Spanbauer, seconded by Blyth the board voted to approve the Phase I report from Tighe & Bond.
 - Energy Reduction Plan

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- Presentation from Susan O'Connor & Annie Chappell, Energy Committee. Projects for PVRs will need to be reviewed and signed off by the school committee as the Selectboard has no control or say in capital expenses. The Selectboard was concerned if PVRs does not meet Green Communities guidelines it would diminish opportunities of grants for the town. Projects for NES would be under the jurisdiction of the Selectboard. O'Connor said NES and the library would be the priority.
 - On a motion by Spanbauer, seconded by Blyth the board voted to move ahead with the report.
- Electrical Aggregation
 - Bob Dean of Franklin Regional Council of Government proposed a county wide electrical aggregation with an option for residents to opt out.
 - A warrant article and vote to participate at the annual town meeting and an appointed representative to the selection committee to aid in developing proposals is required.
 - On a motion by Rogers, seconded by Spanbauer the board voted Susan O'Connor as primary representative with Blyth and Morales as alternatives.
- Approval of SRO Grade & Step
 - On a motion by Blyth, seconded by Spanbauer the board voted to approve the Student Resource Officer job description as a grade 8.
- **New Business**
 - Jim Bell; Disclosure/Exemption as an employee and committee member
 - Bell is a member of the school committee and a track coach. A disclosure and vote as a special town employee is required from each district town.
 - On a motion by Spanbauer, seconded by Blyth the board voted to appoint Jim Bell as a special municipal employee.
 - Snow Cancellation Policy
 - Rogers requested an amendment to the policy and for the Town Administrator to communicate with the Highway Superintendent instead of the Selectboard Chair.
 - On a motion by Rogers, seconded by Blyth the board voted to amend the policy and direct the Town Administrator to communicate with the Highway Superintendent to make a decision.
 - Shared Human Resource
 - Bob Dean presented a proposal for towns interested in a shared human resource service
 - School Resource Officer retroactive compensation
 - Discussion to compensate the position of School Resource Officer to date of hire.
 - On a motion by Spanbauer, seconded by Blyth the board voted to approve retroactive compensation for Heath Cummings as the School Resource Officer effective as of date of hire.
 - Floating Administrative Asst.
 - Morales recommended a position to recruit personnel for multiple boards/committees who need someone to take minutes, do filing, post meetings, etc. Looking for someone interested in learning about municipal government.
 - Position could be up to 10 hours per week. Not all boards/committees meet weekly or monthly.
 - Due date of Annual Town Meeting articles
 - On a motion by Spanbauer, seconded by Blyth the board voted to open the Annual Town Meeting warrant on January 1, 2018 and to close the warrant on February 27, 2018.
 - Capital item prioritization
 - Established during the budget process and the Selectboard prioritizes additional capital items
 - FY19 Selectboard & Town Administrator budget proposal
 - Review of the Selectboard budget
 - Discussion of building maintenance position and hours spent doing building maintenance vs. filling in as supplemental help for the highway department. Selectboard questioning why position is coming out of their budget. To be revisited.

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- Appointment of Heath Cummings as School Resource Officer; grade 8, step 1
 - On a motion by Spanbauer, seconded by Blyth the board voted to appoint Heath Cummings as School Resource Officer at grade 8 step 1.
- **Class II & III Renewals**
 - On a motion by Spanbauer, seconded by Blyth the board voted to approve the renewal for Homer Browning III; DBA Homer Browning III; 6 Homer Rd. Class II license expires 01/01/19
 - On a motion by Spanbauer, seconded by Blyth the board voted to approve the renewal for Homer Browning III DBA Homer Browning III; 6 Homer Rd. Class III license expires 01/01/19
 - On a motion by Spanbauer, seconded by Blyth the board voted to approve the renewal for Henry Boyd; DBA Boyd's Auto Body; 952 Millers Falls Rd; Class III license expires 01/01/19
 - On a motion by Spanbauer, seconded by Blyth the board voted to approve the renewal for H. Brian Wood; DBA Northfield Auto Body LLC; 99 Main St.; Class II license expires 01/01/19
- **Topics not reasonably anticipated by the chair 48 hours in advance of the meeting**
 - Blyth apologised for her involvement at the Mitchell site and for her absence at the last meeting due to weather. She did not initiate the visit and believed permission had been granted. Blyth felt there had been a miscommunication and had not been a part of the letter received from the Greater Northfield Watershed. Her intent when running for Selectboard was to protect the town.
 - Andrew Vernon of GNWA said the letter was to check on the compliance. He clarified Blyth was not involved in writing the letter.
- **Appointments:**
 - **Re-appointments**
 - **Police:**
 - On a motion by Spanbauer, seconded by Blyth the board voted to re-appoint David Clark, Oleg Cobilieanschi, John Cowan, Heath Cummings, Benjamin Goody, William Kimball, Igor Komerzan, Jeremy Lawler, Christopher Maselli, Stephen Shearer, David Shoemaker and Benjamin Welcome as Reserve Officers to the Police Dept. ; terms expire 12/31/18
 - On a motion by Spanbauer, seconded by Blyth the board voted to re-appoint Matron Vivien Venskowski; term expires 12/31/18
 - On a motion by Spanbauer, seconded by Blyth the board voted to re-appoint Auxiliary Officers Gary Sibilia and Len Crossman; terms expire 12/31/18
 - On a motion by Spanbauer, seconded by Blyth the board voted to re-appoint Chief Christopher Redmond and Sgt. Jason Bassett as Mutual Aid; terms expire 12/31/18
 - **EMS:**
 - On a motion by Spanbauer, seconded by Blyth the board voted to re-appoint Mark Fortier, Chief; Jill Fortier, Capt.; Tom Valle, Capt.; Ed Laraway, Capt.; Randy Wheelock, Capt. ; Tom Newton, Michael Shedd, Shelly Otto, Carolyn Shedd, Tammy Wheelock, Mariah Anthony, Joey Larson, Stephanie Townsley, Patrick Spedding, David Adams, Norman Calkins, Amy Weeks, Mickey Leclair Jr., Jason Edson, Tim Putnam, Tim Matthews and Rebecca McMannus as members of Northfield EMS; terms expire 12/31/18
 - On a motion by Blyth, seconded by Spanbauer the board voted to re-appoint Donald Campbell, Sue Ross and Joan Stoia to the Historical Commission; terms expire 12/31/2020
 - On a motion by Blyth, seconded by Spanbauer the board voted to re-appoint Ted Thornton and Suzanne McGowan to the Council on Aging; term expires 12/31/2020
 - On a motion by Blyth, seconded by Spanbauer the board voted to re-appoint Annie Chappell and Lynn Hansell to the Energy Committee; term expires 12/31/2020
 - On a motion by Blyth, seconded by Spanbauer the board voted to re-appoint Al Dietrich; term expires 12/31/2022; Tim Rogers request from alternate to full appointee, to the ZBA; term expires 12/31/2021
- **Boards and Committees /Announcements**

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- **Proposed Agenda Items**

- Shared HR from FRCOG
- Floating Admin. Asst.
- TA Goals
- Budgets

On a motion by Blyth, seconded by Spanbauer the board voted to adjourn at 7:31pm

Recorded by Sandra L. Wood, Secretary

Selectboard Clerk

01/23/18
Date Approved