

January 23, 2018

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; Otis Wheeler, BNCTV

Others Present: Tom Valle, EMS; Steve Serendynski; Rachel Shearer; Adam Martin; Ethan Sicard

- Meeting was called to order at 6:00pm
- **Review and Approval of Warrants**
 - On a motion by Spanbauer, seconded by Blyth the board voted to approve the 12/26/17 Payroll warrant of \$25,922.26
 - On a motion by Spanbauer, seconded by Blyth the board voted to approve the 01/02/18 Payroll warrant of \$23,477.28
 - On a motion by Spanbauer, seconded by Blyth the board voted to approve the 01/02/18 Vendor warrant of \$905,385.86
 - On a motion by Spanbauer, seconded by Blyth the board voted to approve the 01/09/18 Payroll warrant of \$30,913.19
 - On a motion by Spanbauer, seconded by Blyth the board voted to approve the 01/09/18 Vendor warrant of \$78,390.70
 - On a motion by Spanbauer, seconded by Blyth the board voted to approve the 01/16/18 Payroll warrant of \$25,667.35
 - On a motion by Spanbauer, seconded by Blyth the board voted to approve the 01/16/18 Vendor warrant of \$27,200.61
 - On a motion by Spanbauer, seconded by Blyth the board voted to approve the 01/23/18 Payroll warrant of \$33,131.39
 - On a motion by Spanbauer, seconded by Blyth the board voted to approve the 01/23/18 Vendor warrant of \$80,761.13
- **Review and Approval of Minutes**
 - On a motion by Blyth, seconded by Spanbauer the board voted to approve the minutes of 12/19/17 as amended.
- **Interim Selectboard Meetings**
 - 01/16/18 w/ Board of Assessors
- **Meetings attended by Selectboard members**
 - Rogers: H.E.A.R.T.
- **Old Business**
 - Town Hall Drainage
 - The abutter is ready to move forward with the project.
 - Beta Engineering will provide proposal.
 - Article needed for purchase or easement
 - Steve Serendynski related concerns for proper wetlands requirements
 - Shared HR from FRCOG
 - Due to lack of interest of area towns the FRCOG has rescinded the project
 - Floating Admin. Assistant
 - Morales is looking for staff to help multiple boards & committees with minutes and postings who do not currently have administrative assistance.
 - Pay to be incentive to work multiple boards. Spanbauer suggested adding a 2 hour attendance fee for pay if the board or committee fails to meet quorum the day of the meeting and has to cancel.
 - The Selectboard agreed to try the position
 - FY19 Selectboard Budget
 - Review of presented budget
 - Request for Morales to: work with Facilities Director Tim Brandl in replacing the elementary school fire escape doors. Brandl is getting quotes for replacement; verify the worth of the ladder truck; put funds away for OPEB; work with Assessors regarding revaluation.

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- Morales and Accountant Deb Mero have met with IT vendor Guardian to negotiate charges and service fees.
- Town Administrator goals
 - The board comments included: improving time management and requested documents to be signed or reviewed during a meeting be presented at least 2 days prior or with the packet sent by the secretary; proposed schedule of the Town Meeting Warrant; completing the Town Hall parking lot project by Oct. 1; RFP for the cell tower by July 1; waterproofing Town Hall exterior by August 1; finishing the elementary school parking lot by August 15; try to attain \$200,000 in grant funding; be cost effective on articles voted by the town; manage the budgets of the departments; keep the boards informed and continue to distribute copies of town counsel correspondence pertaining to the Town Administrator and Selectboard.
- **New Business**
 - On a motion by Spanbauer, seconded by Blyth the board voted to designate the members of the Board of Health, the members of the Board of Assessors and the Conservation Commission's contract consultant as "Special Municipal Employees" pursuant to the state policy of the Board of Selectmen adopted October 6, 2015.
 - Annual report to the ABCC-signed
 - Police Hiring Committee
 - On a motion by Spanbauer, seconded by Blyth the board voted to appoint Tracy Rogers, Robert Leighton, Lois Stearns, Bernhard Porada & Amanda Dunnell to the Police Hiring Committee; term expires 12/31/18
 - Assign Tracy Rogers as Selectboard rep on the school union negotiation
 - On a motion by Spanbauer, seconded by Blyth the board voted to assign Tracy Rogers as representative for the school union negotiations
 - FRCOG Local Technical Assistance Projects request
 - The board chose and prioritized the following topics from the form: Continuing Education, Opioid Task Force, Housing (for Seniors) and Recreational Marijuana
- **Town Administrator's update**
 - FERC intervention
 - Change in Building Maintenance Supervisory role
 - Morales recommended the board have Building Maintenance person report to the Highway Superintendent instead of the Town Administrator.
 - On a motion by Blyth, seconded by Rogers the board voted to accept the recommendation from the Town Administrator as set forth in the memorandum to change our structure of our Building Maintenance person to be over seen by the Highway Superintendent. Rogers and Blyth yes, Spanbauer, no.
- **Appointments:**
 - EMS
 - On a motion by Rogers, seconded by Blyth the board voted to appoint McLellan White, EMT to the Northfield EMS; term expires 12/31/18
 - On a motion by Rogers, seconded by Blyth the board voted to appoint Rachel Shearer, EMT to the Northfield EMS; term expires 12/31/18
 - On a motion by Rogers, seconded by Spanbauer, the board voted to appoint Adam Martin, Paramedic to the Northfield EMS
 - On a motion by Rogers, seconded by Spanbauer, the board voted to appoint Ethan Sicard, Paramedic to the Northfield EMS.
 - **Re-appointments**
 - Fire Department
 - Officers: On a motion by Rogers, seconded by Spanbauer the board voted to appoint Floyd "Skip" Dunnell, Chief & Forest Fire Warden; David Quinn, Asst. Chief & Asst. Forest Fire Warden; Tom Holton, Capt. & Asst. Forest Fire Warden; Mike Quinn, 1st Lt.; Rob Hunter, 2nd Lt.; Jeff Grover, 3rd Lt.; Amanda Dunnell, Secretary/Treasurer; terms expire 01/31/19

[NORTHFIELD BOARD OF SELECTMEN MEETING MINUTES]

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- On a motion by Rogers, seconded by Spanbauer the board voted to appoint David Adams, Mariah Anthony, Jason Brooks, Pat Brunette, Norman Calkins, Dan Chabott, Mark Fortier, Jacob Fuess; Fredd Fuller; Andrew Goodwin, Robert Hunter, Chris Kalinowski, Michael Lovett, Steve Malsch, Alec Milton, Caleb Milton, Scott Milton, Don Morin, Thomas Newton, Eric Oakes, John Otto, Matt Shippa, Patrick Spedding, John Ware and James Wright to the Fire Department; terms expire 01/31/19
- Emergency Management
 - On a motion by Rogers, seconded by Spanbauer the board voted to appoint Floyd “Skip” Dunnell as the EMD director; term expires 01/30/19.
- **Boards and Committees /Announcements**
- **Proposed Agenda Items**
 - FERC intervenor decision

On a motion by Blyth, seconded by Spanbauer the board voted to adjourn at 7:09pm

Recorded by Sandra L. Wood, Secretary

Selectboard Clerk

3/6/2018
Date Approved