

February 20, 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; Tyler Bourbeau/Kayla Drumgool, BNCTV

Others Present: Deidre Olsen; Susan Louisignau; Steve Roberto; Chief Leighton; Steve Seredynski; Judith O'Brien, OWL Engineering

- The meeting was called to order at 6:00 pm

- **Citizens' concerns**

- **Gulf Rd**

- Deidre Olsen, Susan Louisignau addressed the issue of large tractor trailer using Gulf Rd and causing traffic hazards. The Town Administrator will contact the FRCOG to do a traffic count. Review of the count will be addressed at a later date.

- Steve Roberto: Gulf Rd needs repairs and requested they be done when possible.

- **Review and Approval of Warrants**

- On a motion by Spanbauer, seconded by Blyth the board voted to approve the 02/13/18 Payroll warrant of \$22,745.58
  - On a motion by Spanbauer, seconded by Blyth the board voted to approve the 02/13/18 Vendor warrant of \$63,578.55
  - On a motion by Spanbauer, seconded by Blyth the board voted to approve the 02/20/18 Payroll warrant of \$24,101.19
  - On a motion by Spanbauer, seconded by Blyth the board voted to approve the 02/20/18 Vendor warrant of \$12,135.95

- **Review and Approval of Minutes**

- 01/23/18-tabled
  - 02/06/18-tabled

- **Meetings attended by Selectboard members**

- Rogers: HEART
  - Blyth: First Light relicensing

- **Old Business**

- DMH Town Hall Electrical Upgrade Phase 2-Change Order
    - Steve Seredynski and Judith O'Brien gave a recap on the project and requested a change order
    - Request to add a light and update Secretary's office wiring to code
    - On a motion by Spanbauer, seconded by Rogers the board voted to approve the change order for \$3,300.

- **New Business**

- Police Officer Recruitment
    - Morales did not feel he was being included in the process. Leighton is following the same practice as in the past. Morales understands the confusion and read the personnel policy stating the Town Administrator's involvement and felt the Chief and the TA should go over the resumes to forward the best ones to the committee. Morales wants to include situational questions in the interview process.
    - On a motion by Rogers, seconded by Spanbauer the board approved the inclusion of Willie on the hiring committee with Rob as lead and the hiring committee will make the decision of what questions to ask with Willie's input.
  - Non-Partisan Caucus Public Notice
    - The caucus will be held March 6 at 6:30pm. Public notice was read.
    - On a motion by Spanbauer, seconded by Blyth the board voted to approve the notice for the Non-Partisan Caucus on March 6, 2018.
    - Public notice was signed.

- Town Accountant & Treasurer Collector Roles

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

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- After meeting with the Accountant and Treasurer, Morales updated the job descriptions for both positions and requires the Selectboards approval.
- The Selectboard requested the tracked changes for review and follow up at the next meeting.
- **Town Administrator's update**
  - Town Hall parking lot
  - Elevator phone operational
- **Proposed Agenda Items**
  - Wages for part time police officers, volunteer EMS & Fire personnel
  - Accountant & Treasurer job description changes

**On a motion by Rogers, seconded by Spanbauer the board voted to adjourn at 7:00 pm**

Recorded by Sandra L. Wood, Secretary

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Selectboard Clerk

3/6/2018  
Date Approved