

May 29, 2018  
Northfield Town Hall  
69 Main St

Selectboard Present: Tracy Rogers, Chair; Julia Blyth; Alexander Meisner

Also Present: Bernard Kubiak, Interim Town Administrator; Sandra L. Wood, Town Secretary; Tyler Bourbeau/Kayla Drumgool, BNCTV

Others Present: Chief Leighton; Christopher Miner; Kathy Wright & Chad Glover, Building Planning & Use; Principal Meghan Desmarais, NES; Judith Wagner, Schell Bridge Advisory Chair; Bill Kilpatrick; Tom Walker Highway Superintendent

- **Meeting was called to order at 6:00 pm**
- **Citizens' concerns**
  - Bill Kilpatrick: observations regarding traffic, potholes on Gulf Rd.; missing street signs. Results from traffic study have not been received.
- **Review and Approval of Warrants**
  - On a motion by Blyth, seconded by Meisner the board voted to approve 05/22/18 Payroll warrant of \$30,849.70
  - On a motion by Blyth, seconded by Meisner the board voted to approve 05/22/18 Vendor warrant of \$39,902.39
  - On a motion by Blyth, seconded by Meisner the board voted to approve 05/29/18 Payroll warrant of \$21,746.91
  - On a motion by Blyth, seconded by Meisner the board voted to approve 05/29/18 Vendor warrant of \$28,008.41
- **Review and Approval of Minutes**
  - On a motion by Blyth, seconded by Meisner the board voted to approve the minutes of 05/02/18 w/Fin Com as amended.
  - On a motion by Blyth, seconded by Rogers the board voted to approve the minutes of 05/07/18 as written
  - On a motion by Blyth, seconded by Meisner the board voted to approve the minutes of 05/09/18 w/Assessors as written.
  - On a motion by Blyth, seconded by Meisner the board voted to approve the minutes of 05/15/18 as amended
  - On a motion by Blyth, seconded by Meisner the board voted to approve the minutes of 05/17/18 as written.
- **Meetings attended by Selectboard members**
  - Rogers: FRTA; Interim TA Kubiak
  - Blyth: HEART
  - Meisner: Senior Breakfast ft. former members of Town Governance Study Committee
- **Old Business**
  - Town Governance Study Committee
    - Meisner expressed interest in being on the committee. Holding off on appointments to see if additional interest forms are submitted.
  - Schell Bridge; letter to MassDOT for endorsement of citizens choice
    - Judith Wagner presented the request to send a letter to MassDOT Bridge Project Management Director James Dalton supporting design #3 as the preferred style.
    - On a motion by Blyth, seconded by Meisner the board voted to sign the letter.
  - NES improvements
    - Kathy Wright requested the Selectboard consider combining the work on the cupola and the north entrance as both would need a lift.
    - Two estimates for the south building will be coming to the Town Administrator
    - Kubiak to contact OWL Engineers on electrical
    - Wright updated status of funding from last year and this year's annual town meeting for carpeting replacement.
    - Tom Walker explained proposed schedule for paving work. Principal Desmarais cited multiple programs going on at the school during the summer but will be worked around.
    - Building Planning & Use will schedule meeting with Kubiak next week.

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- **New Business**

- Interim Town Administrator
  - Appoint as Chief Procurement Officer
    - On a motion by Blyth, seconded by Rogers the board voted to appoint Bernard Kubiak as the Chief Procurement Officer.
  - Authorize the Interim Town Administrator to sign warrants in lieu of the Selectboard
    - The position was voted and approved to sign per the Selectboard in March of 2017
    - Wood explained the process when the TA has to sign the warrants.
- Participation in the Franklin Regional Collective Highway Bids for FY 2019
  - On a motion by Blyth, seconded by Meisner the board voted to participate in the Franklin Regional Collective Highway bid contract on behalf of the town for FY 2019
- Cemetery mowing contract
  - On a motion by Rogers, seconded by Blyth the board voted to award the three year bid to Snow & Sons for cemetery mowing.
- Chief Leighton; earned time
  - Leighton's vacation time has built up over the past two years due to the department being short- staffed. He has not been able to take all of his earned vacation time. The chief and accountant agree on the amount of hours accrued.
  - Kubiak's explained regardless of the personnel policy, the state labor department rules if earned time is not taken due to valid reasons including staff shortages, the time is owed to the employee. Kubiak suggested a deferred compensation account be established. The accrued hours in question equals 433 and at the current pay rate comes to \$20,322.74. The personnel policy allows for 2 years of earned time to be rolled over.
  - Meisner had concerns about department scheduling and the Chief's schedule and cited complaints he has received in regards to the Chief's work schedule. He requested to see the schedule and the Chief's contract. Kubiak to collect the data for Meisner to review. Meisner was not comfortable signing off on the request until the numbers have been confirmed by the accountant.
  - On a motion by Rogers, seconded by Blyth the board voted to buy back Chief Leighton's 433 hours and place into a deferred compensation account contingent upon the accountant confirming the numbers.

- **Town Administrator's update**

- Meeting staff/departments heads
- Cupola project
- Town Counsel re: School St
- Reviewing budgets

- **Topics not reasonably anticipated by the chair 48 hours in advance of the meeting**

- FRCOG Elevator & Lift Maintenance Services contract award
  - On a motion by Blyth, seconded by Meisner the board voted to award the elevator contract to United Elevator Company.
- School budget
  - Outcome of funds required will determine if an override will be needed.

- **Correspondence:**

- Thank you note from Bob Whitaker for the STOP sign on Commonwealth Ave.
- M.Patterson Field: Closing schools

- **Appointments:**

- On a motion by Blyth, seconded by Meisner the board voted to re-appoint Christopher Sulda as the temporary seasonal roadside mower for the Highway Dept.
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- Police Officer
  - Per the recommendation of the Police Search Committee, Chief Leighton requested the Selectboard appoint Christopher Miner as a full time officer instead of a reserve officer. Miner has been working for the town of Buckland for two years.
  - On a motion by Blyth, seconded by Meisner the board voted to appoint Christopher Miner as a Full-Time Officer to the police department.
- On a motion by Rogers, seconded by Meisner the board voted to appoint Julia Blyth to the HEART Committee
- On a motion by Blyth, seconded by Meisner the board voted to appoint Jay Nelson to the Fire Dept.; term expires 1/31/19
- **Announcements**
  - Gunnery Sgt. Ames Trail opening on Rte. 63, Sat. June 2
- **Proposed Agenda Items**
  - Town Governance Study Committee
  - Hampshire Cog contract for electrical aggregation

On a motion by Rogers, seconded by Blyth the board voted to adjourn at 7:15pm.

Recorded by Sandra L. Wood, Secretary

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Selectboard Clerk

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Date Approved