

PARTICIPATING FINCOM MEMBERS: Lois Stearns, Dan Campbell, Jack Spanbauer, Sue Kaczenski, Bernhard Porada and Tony Matteo

ALSO PARTICIPATING IN VIDEO CONFERENCE: Andrea Llamas, Town Administrator; Beth Walker, FINCOM Secretary

As per the Agenda:

"Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, MGL, C30A. s20, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Town of Northfield Finance Committee will be conducted via remote participation. These minutes will be posted on the Town of Northfield Website as soon as possible after the meeting"

The FINCOM meeting was called to order at 6:00 pm by Stearns

• **REVIEW AND APPROVAL OF MINUTES**

- The minutes from the July 9, 2020 meeting were reviewed
 - ***A motion was made by Campbell, seconded by Matteo and VOTED unanimously to accept the July 9th, 2020 minutes as presented. ROLL CALL IN FAVOR VOTES: Stearns, Campbell, Porada, Kaczenski, Matteo and Spanbauer***

• **STATUS ON END-OF-YEAR FINANCE REPORTS**

- Llamas stated that there were a few bills, small figures, that were not submitted on time

• **UPDATE FROM TOWN ADMINISTRATOR AND DISCUSSION OF ITEMS FROM ANNUAL AND SPECIAL TOWN MEETING TO INCLUDE ANY ACTIONS NEEDED**

- Current status on Town Meeting articles
 - Article 11: Money for Ambulance cardiac monitor. Per Llamas, the money may not get spent, funds may come from FEMA and/or Cares Act
 - Article 12: Replace power unit in Jaws of Life. Per Llamas, unknown status
 - Article 13: NES Capital Projects. Per Llamas, project has been bid and is underway, ideally trying to get the majority of the project, if not all, completed before students return so as to not interfere with the classrooms.
 - Article 14: Community Preservation Church Steeple. Project is in the works currently
 - Article 15: Community Preservation Calvin Swan Homestead. Matteo believes the project to be completed.
- Current status on Special Town Meeting articles
 - Article 3: Town Hall Security Improvements. Per Llamas, mid-September the project should start
 - Article 4: Treasurer/Tax Collector Office Safe. Per Llamas, no action as of yet
 - Article 5: Electric Vehicle Charger. Per Llamas vendor is all set to go, project is being held up by Eversource at the moment; need a pole hearing.
 - Article 6: Police Cruiser. Per Llamas, cruiser has been ordered
 - Article 7: Police Radios. Per Llamas, she believed that they have been ordered
 - Article 8: Highway Department ventilation system. Per Llamas, parts on order, the area/site is all prepared and ready to go
 - Article 9: Highway Department Diesel fuel tank. Per Llamas, project is in the works
 - Article 10: ADA Transition plan. Per Llamas, the grant went out last week (due October). Llamas is working with the Selectboard to have a policy put in place and need a third-party vendor.
 - Article 11: Library door opener. Llamas believes the project has not started as of yet; she will be working with Deb Kern.

NORTHFIELD FINANCE COMMITTEE MEETING MINUTES
AUGUST 25, 2020 6:00 PM
VIDEO CONFERENCE

- Article 12: Business Park. Per Spanbauer, the group has not met since Town Meeting.
- Article 20: Preston Memorial. Per Llamas, status is unknown as the moment
- Campbell asked Porada/Llamas status on property near post office in reference to the Public Safety Facility.
 - Llamas advised that a site survey was done and she had contacted Skip Dunnell to schedule a meeting. Llamas wants to get the report out to the members of the Public Safety Facility committee
- Porada asked about end of year funds remaining in the Fire Dept budget.
 - Porada was concerned that no money appears to be spent for training
 - Also, per Porada, it appeared that no money was spent for repairs to the fire station to stabilize the building
- At town meeting there was a brief discussion on the board's clerk secretary position and the responsibilities for that position; more specific to the CONSCOM. Llamas has worked with Bill Llewelyn, CONSCOM chair, and the boards clerk secretary to go over rolls and responsibilities.
- Town meeting also had a discussion on the EMS service with Bernardston. Most recently, Bernardston Selectboard has now requested say as to where they want the \$10,000 that they had originally agreed to give Northfield towards EMS ambulance service. Concerns from FINCOM as that is not how EMS had presented the payment to FINCOM or at Town Meeting. The agreement between Bernardston and Northfield goes until 7/2021.
 - Stearns had done some research on some towns that share ambulance service. Some towns had a formula to calculate what each town would contribute.
- Llamas had a brief discussion on the Maintenance position
- Matteo asked Llamas how to get the Community Preservation funds balance; Llamas advised him to contact Erin in Accounting
- Llamas suggested to the FINCOM to send out Capital Requests to all departments/committees in September.

• **NEXT MEETING**

- The Selectboard will revisit their meeting date of choice. Currently they are Monday evenings, but may go back to Tuesdays; allowing the FINCOM to then go back to Monday evenings. Llamas will advise the final decision by the Selectboard.
- No date set at this time

A motion was made by Campbell, seconded by Porada and VOTED unanimously to adjourn FINCOM meeting. ROLL CALL IN FAVOR VOTES: Stearns, Campbell, Porada, Matteo, Kaczinski and Spanbauer

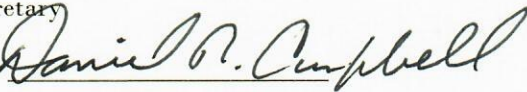
Meeting adjourned at 7:42 pm

Submitted by:

Bethany Walker

FINCOM Secretary

Approved On:



Approved By:

9/3/2020