

[NORTHFIELD SELECT BOARD MEETING MINUTES]

August 9, 2022

Northfield Town Hall
69 Main St

Select Board Present: Barbara “Bee” Jacque, Chair; Heath Cummings, Vice Chair; Bernard Boudreau, Clerk; Alexander Meisner; Mary Bowen

Also Present: Andrea Llamas, Town Administrator; Sandra L. Wood, Town Secretary (remote); Otis Wheeler, BNCTV

Others Present: Chief Jon Hall; James Vohr; Sarah Kerns; Bruce Kahn; Virginia “Jinx” Hastings

- Meeting called to order at 6:00 pm
- **Scheduled Appointments**
 - 6:00 pm
 - Appoint Aiden Oakes to the Fire Department; term expires 01/31/23-applicant did not attend. Item tabled
 - Appoint Robert Johnson, Transfer Station Attendant -applicant withdrew
 - 6:15pm Chief Hall: Vehicular Pursuit Policy; Police Officer Hiring
 - Vehicular Pursuit Policy
 - Review of the policy. No intervention tactics to be removed. Pursuits include surrounding states
 - Under section to notify the supervisor, Chief Hall made note “under the responsibility of the dispatcher” was included
 - Motion by Meisner, seconded by Boudreau the Select Board voted to approve the Massachusetts Chiefs of Police Association Policy 1.02 regarding Northfield vehicle pursuits policy as amended effective immediately.
 - When amended and signed Chief Hall will post on the town website
 - Hiring
 - Jacque met with Chief Hall, Superintendent Kinsella, Town Administrator Llamas and School Committee Chair Dastous to discuss goals and objects relating to the Student Resource Officer position
 - To re-establish communications between the Town & School District
 - Update the District on Northfield police department hiring of a full-time day officer, MA laws and Northfield’s hiring process
 - Discussed moving forward on the SRO and consult on safety needs, MOU and timeline as well as establishing a way to discuss safety in general
 - Northfield hiring process reviewed: posting, screening, hiring, appointment
 - Hired officers would apply for the SRO position via a lateral transfer process when appropriate.
 - Officers would visit and learn layout of the school
 - Current MOU expiring in June 2023
 - Next steps
 - School Chair Dastous to appoint a subcommittee to work on the MOU/SRO. Jacque to work with subcommittee.
 - Superintendent to send out list of safety drills
 - Chief Hall to identify polices, training needed with School Committee and District input
 - Jacque and Llamas to meet with Emergency Management Director and public safety Chiefs on training and drills
 - Training needs for non-emergency personnel to be identified
 - Interim Principal Jim Trill to be introduced to the Select Board at a future meeting
 - Superintendent will be notified when communications are desired with District employees
 - Jacque will be notified by subcommittee when assistance is needed
 - Remarks
 - Chief Hall would like community input as well as what the school wants

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- Members of the Select Board and Chief Hall do not want a repeat of the last attempt to hire a candidate and would like a positive approach
 - Cummings added the SRO position is much more than security and includes numerous trainings for programs like cyber bullying. Chief Hall added the program helps keep children out the criminal justice system
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- **Review and Approval of Warrants**
 - Motion by Meisner, seconded by Boudreau the Select Board voted to approve the 8/10/22 Payroll warrant of \$66,487.88
 - Motion by Bowen, seconded by Cummings the Select Board voted to approve the 8/10/22 Vendor warrant of \$120,676.52
- **Review and Approval of Minutes**
 - Motion by Cummings, seconded by Boudreau the Select Board voted to approve the 07/12/22 Ex. Session Real Estate Snow Property
 - Motion by Cummings, seconded by Boudreau the Select Board voted to approve the 07/12/22 Ex. Session Real Estate Kiwanis
 - Motion by Cummings, seconded by Boudreau the Select Board voted to approve the 07/12/22 Ex. Session Comcast Negotiation
 - Motion by Meisner, seconded by Cummings the Select Board voted to approve the 07/26/22 minutes as amended
- **Meetings/Events attended by Selectboard members**
 - Boudreau: Friends of Seniors
 - Bowen: FRTA Representative
 - Meisner: Transfer Station attendant hiring team
 - Jacque: stood in for Cummings on School Committee negotiations; Interim NES Principal Jim Trill; with Llamas, Superintendent Kinsella, School Committee Chair Dastous, and Chief Hall; Select Board training with Bob Deane
- **Business**
 - Vote & sign State Primary warrant
 - List of positions read
 - Motion by Meisner, seconded by Bowen to sign the Warrant for the Massachusetts State Primary Tuesday September 6, 2022, from 7am -8pm
 - Shared services MOU for FERC Relicensing w/ FRCOG
 - Services for Northfield, Gill, Montague, and Erving for 300 hours at a maximum of \$20,000. FRCOG to pay \$10,000 and Northfield will pay \$2,500
 - The lawyer works for the Connecticut River Conservancy but will not double bill
 - Motion by Meisner, seconded by Cummings the Select Board voted to sign the Shared Services MOU with the Franklin Regional Council of Governments for Legal Services for the Firstlight FERC relicensing.
 - Update Special Event Permit process
 - Last meeting the Seasonal permit was covered
 - This discussion to cover the policy for all events
 - Distinguished from the Seasonal permit as a one-time event permit.
 - Amendment to Seasonal permit
 - Motion by Bowen, seconded by Cummings the Select Board voted to amend the Seasonal Event permit application process to include on the first page “but no more than 300 people”
 - Updates: application fee; increase in time to apply based on size of event; change term “recommended” to “required” for preliminary review by the Select Board; traffic & crowd management; abutter notification twice; changes to fee schedule including definition of “day” to be determined by the Select

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Board; add cannabis to “no alcohol, tobacco sponsors on town property” and add the Select Board may grant temporary liquor license.

- Discussion on capping amount of people and effect on infrastructure. Decision to be determined by the Select Board at time of application review
- Clarification that any number of participants in a large event must come before the Select Board. The reference to 500 up triggers additional time requirement
- Insurance page review. Llamas to include additional text provided by the town insurance service
- Safety Departments must be notified. Recommend applicant hire outside safety service to avoid monopolizing town resources. Applicant will follow Northfield safety department advice. Application page will have wording added: “to be filled out by department”
- Disclaimer read at the end of Department Review section
- Site plan checklist reviewed; Code Requirements for Fire Safety; Food Service
- Traffic and Crowd Management Permit review; addition of NOTE stating applicant required to include a professionally prepared traffic study/plan for the entirety of the event.
- Comments

- Sarah Kerns 39 Highland-concern with noise quiet as a natural resource. Required as a landlord to provide to tenants. Enforcement and costs to the town. Taken under select Board advisement as policy moves forward
- Bruce Kahn-capping attendance can be for public safety-under Select Board advisement
- James Vohr- seasonal permit at 300 is variable. Jacques pointed out that if a problem occurred with the seasonal permit the Select Board would address at renewal. Llamas checking wording on permit
- Jinx Hastings, North Lane-feels like a win-win for applicant. Concerns about events coming to town and abutters. Would like more definition to gathering venues. Asked if residents had a vote on approval of event. Under Select Board advisement
- Kerns- is there a metric standard? Concerned the town would be sued for denial of permit
- Cummings clarified the application is not a hearing with an appeal process

- Motion by Meisner, seconded by Cummings the Select Board voted to approve the Town of Northfield Special Event Policy & Procedures as amended with new insurance language from our insurance company

○ ARPA Funding Requests Motions:

▪ Comcast expansion

- Service to 7 new residential customers on Millers Falls Rd. and Four Mile Brook Rd previously unserved
- Total cost per the contract will be \$27,000, Half paid by Comcast, half by Northfield
- Motion by Meisner, seconded by Bowen the Select Board voted to approve the expenditure of \$13,500 from ARPA funds to pay for Broadband Infrastructure expansion costs.

▪ Sewer Dept. request

- Need OSHA approved Confined Space and Safety equipment

- Motion by Meisner, seconded by Cummings the Select Board voted to approve the expenditure of \$17,920 from ARPA funds to purchase Confined Space and Safety Equipment for the Northfield Wastewater Treatment Plant.

• **Town Administrator’s update**

- Traffic Counts – Roads: South Mountain, Pine Meadow, Bennet Brook, Four Mile Brook, Access Road
- 350th Earmark for \$10,000 – thanks to Sen. Comerford

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- **Committee/Board Appointments**

- Motion by Meisner, seconded by Cummings the Select Board voted to appoint Katherine Johnson as an Election Officer; term expires 8/15/23
- Motion by Bowen, seconded by Meisner the Select Board voted to appoint Ann Linge to the Cultural Council; term expires 6/30/25
- **Re-appointments**
 - Election Officers: terms expire 8/15/23
 - Motion by Bowen, seconded by Cummings the Select Board voted to re-appoint Pamela Eldridge, Pam Veith, Nina Sibley, Susan Secco, Patricia Stone, Al Stone, Victoria Luksha, Sandra Campbell, Bruce Kahn, Joe Graveline, Bethany Walker as Election Officers; terms expire 8/15/23
 - Board of Registrars; term expires 8/15/25
 - Motion by Bowen, seconded by Cummings the Select Board voted to re-appoint Pamela Eldridge to the Board of Registrars; term expires 8/15/25

- **Proposed Agenda Items**-Public Safety Building update

- **Recognition for Service:** to the audience members; Officer Jeremy Lawler for fostering injured stray dog
- Motion by Cummings, seconded by Meisner the Select Board voted to adjourn at 9:25 pm

Recorded by Sandra L. Wood, Secretary

Select Board Clerk

8/23/22
Date Approved