

[NORTHFIELD SELECT BOARD MEETING MINUTES]

October 4, 2022

Northfield Town Hall
69 Main St

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

Select Board Absent: Mary Bowen

Also Present: Andrea Llamas, Town Administrator; Sandra L. Wood, Town Secretary; Tyler Bourbeau, BNCTV

Others Present: Chief Hall; Chad Sumner; Chris Sellers

- Meeting called to order at 6:01 pm
- **Scheduled Appointments**
 - 6:00 pm Request from Chris Sellers of The Brewery at Four Star Farm for a temp liquor license, malt only, for the Great River Challenge October 8, 2022, from 10a-2p at Northfield Mountain Recreation Center 99 Millers Falls Rd
 - Permit for serving participants at the end of the event
 - Motion by Cummings seconded by Meisner the Select Board voted to approve Request from Chris Sellers of The Brewery at Four Star Farm for a temp liquor license, malt only, for the Great River Challenge October 8, 2022, from 10a-2p at Northfield Mountain Recreation Center 99 Millers Falls Rd
 - 6:15 pm Police Officer Hiring – Chad Sumner
 - Chief Hall recommended Sumner as an asset to the department.
 - Sumner is a 17-year veteran of the Greenfield Police Department
 - Sumner is looking to focus his career on a smaller community for a change of pace and spend more time with his family
 - Chief Hall believes Sumner would be a good fit for the Student Resource Officer, but the discussion will come later.
 - Sumner is confident he will adapt to the change and his goal is to renew his commitment to being a police officer.
 - Motion by Meisner, seconded by Cummings the Select Board voted to appoint Chad Sumner as a full- time police officer at grade 7 step 10 starting October 17, 2022, contingent on a full background check
- **Review and Approval of Warrants**
 - Motion by Cummings, seconded by Meisner the Select Board voted to approve the 10/5/22 Payroll warrant of 61,912.70
 - Motion by Cummings, seconded by Meisner the Select Board voted to approve the 10/5/22 Vendor warrant of \$91,204.45
- **Review and Approval of Minutes**
 - Motion by Meisner, seconded by Boudreau the Select Board voted to approve the Select Board minutes of 09/20/22 as amended
- **Meetings/Events attended by Selectboard members**
 - Boudreau: FRCOG Emergency Preparedness; Grant Developer hiring
 - Jacque: Historical Commission; Stakeholder/FERC relicensing for First Light; Police department hiring
 - Meisner: hiring teams for Grant Developer and Police department
- **Town Administrator’s update**
 - Attended a Review Committee meeting for the Birnam Road bridge replacement project. Project management team, DOT and the engineers discussed conditions found and possible solutions. Project is a full replacement. They are looking to address the bridge alignment with the channel and the scour and bank erosion. Probably 2 or so years out on actual construction.
 - ADA Grant submitted for hearing loops Senior Center, Library Meeting room and town hall Select Board meeting room. Grant for installation of equipment to help hearing impaired residents participate in programs or meetings in those spaces using blue tooth and/or hearing devices on lanyards. The grant was for \$50,000. Hope to hear sometime in November. Thanks to Colleen and some residents who worked with her on gathering all the data and

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putting much of the grant content together. Thanks to Misha as well who helped put together information for the library.

- Sent in Quarterly reports for Massworks (\$380,000 reimbursement request), ARPA, Close report for the Green Communities Grant (NES work)
- Received the signed contract for the \$40,000 Shared Streets Grant – Tom to purchase sidewalk clearing equipment. He is working on a sidewalk inventory so there can be a review of length and condition of each sidewalk, and a plan on what will be cleared, etc.
- Lightning Strike Update: The last thing that is being worked on is the Fire Alarm system – and I think BNCTV is still working on some equipment installation. We have filed all the expenses to date with the insurance company and received our first check for \$13,578.90 to pay the first three invoices we submitted the first week of September. We have submitted \$24,262.28 for invoices total and we will get all but the \$1,000 deductible paid.
- The Accountant, Treasurer, Assessor's Office (our Finance Team) are all working on closing out Fiscal Year 2022 We will be looking to get free cash by the end of this month – and then look to be setting the Tax Rate.
- Fiscal Year 2021 Audit: The Finance Team and I compiled Town responses to the management letter. I have sent them with a few questions to the Auditor. Once he answers I think we can quickly finalize the Audit and we can schedule him to come in and talk to you.

- **Business**

- Police Chief
 - Officer Step Adjustment
 - Chief Hall proposed Officer Cobileanschi be approved for grade 7 step 5. Cobileanschi has completed the full-time academy training, is a dependable employee and receives positive feedback from the community
 - Cobileanschi is working on his college degree
 - Cobileanschi will be taking over evidence duties
 - Motion by Meisner, seconded by Cummings the Select Board voted to approve the step and grade adjustment for Officer Oleg Cobileanschi to grade 7 step 5 effective immediately
 - Police Department Staff Planning
 - Chief Hall requested the part-time pay be increased to \$22.00/hr to keep the town competitive
 - Occasionally part timers fill in for full time officers when they are out
 - Chief Hall foresees the number of part-timers on staff going down due to certification requirements.
 - Chief Hall assured the Select Board the budget would cover the increase.
 - Brief discussion of increase amount to keep Northfield competitive with area patrols
 - Motion by Cummings, seconded by Meisner the Select Board voted to increase the part time officer wage from \$19.00 to \$22.50/hour.
 - Discussion on further staff planning to be addressed in a meeting with the Finance Committee and School Committee in November.
 - Traffic/Speeding Concerns
 - Meisner relayed concerns from residents on Old Wendell Rd. and East St. on speeding.
 - Discussion on creating policy like Greenfield's 25 mph town wide postings. Llamas relayed process for implementing to apply for the restriction. Hall felt the posting would be unpopular. A possible solution would be to increase the amount of signage for the current speed limits.
 - Hall and Llamas will continue to discuss the topic
 - Residents reporting speeders are urged to provide more details
- Sign Purchase and Sale – Snow Property

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- Motion by Meisner, seconded by Boudreau the Select Board voted to sign and accept the purchase and sale agreement of the Snow property
 - Surveyor to finish project
 - ANR to the Planning Board prior to closing and deed filing with the registry
 - Emergency Services Facility – Vote to extend design development & project management (phase II)
 - Discussion on multiple forums to take place before going to town meeting for vote on final design
 - Motion by Meisner, seconded by Cummings the Select Board voted to extend the design development and project management for the Emergency Services Facility to enter phase II with Colliers as the Operation Project Manager and Caolo & Bieneck as the architectural designers
 - Select Board Priorities Update
 - Jacque to send out list for future discussion
- **Topics not reasonably anticipated by the chair 48 hours in advance of the meeting**
 - Llamas adjusted time off request
 - Motion by Meisner, seconded by Cummings the Select Board voted to accept and reschedule time off as written
- **Correspondence:**
 - Resignation: Jennifer Tufts from the Open Space Committee
 - Motion by Meisner, seconded by Cummings the Select Board voted to accept the resignation of Jennifer Tufts with regrets
 - Note from Elizabeth Netts to member Meisner thanking him for the ChargePoint EV station
- **Proposed Agenda Items**
 - ARPA requests
 - Highway update/close cemeteries notice
 - Appoint the Grant Developer
- **Announcements**
 - Emergency Services Facility Forum; Oct 17 @ 6pm @PVRS auditorium
 - Franklin County Solid Waste Management District Clean Sweep Day; Sat. Oct. 22 9am-noon; Northfield Highway Garage
- **Recognition for Service:** Dickinson Library Dog Show; Senior Center Happy Feet & Little Feet program thanks to Colleen Letourneau
- Motion by Cummings, seconded by Meisner the Select Board voted to adjourn at 8:04 pm

Recorded by Sandra L. Wood, Secretary

Select Board Clerk

10/18/22
Date Approved