

[NORTHFIELD SELECT BOARD MEETING MINUTES]

November 15, 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
Finance Committee Present: Lois Stearns, Chair; Bernard Porada; Sue Kaczinski; Dan Campbell; David McCarthy; Tony Matteo
Also Present: Andrea Llamas, Town Administrator; Sandra L. Wood, Town Secretary; Wendy Levy, Finance Committee Secretary; Tyler Bourbeau, BNCTV
Others Present: Patricia Kinsella, Superintendent; Reina Dastous, Chair/School Committee; James Trill, Principal Northfield Elementary; Jordan Burns, Finance Director; Melissa Gerry, Bernardston School Committee; Michele Giarusso, Budget Subcommittee; Jeff Gendron, Scanlon & Associates Auditor

- Meeting called to order at 6:11 pm
- Finance Committee convened at 6:11 pm
- **Scheduled Appointments**
 - Joint meeting with the Finance Committee
 - Superintendent/School Committee
 - Introduction of Jim Trill, NES Interim Principal
 - Former Northfield resident, educator at Linden Hill School and principal of Erving Elementary School. 30 years in the education field. Retired for 3 years
 - Trill is interested in supporting education and stay active in the community.
 - Fall enrollment update
 - Superintendent Kinsella explained the difference between foundation and assessment enrollment. School choice (out) students are counted in foundation enrollment but not assessment. Kinsella to forward document on both systems to Llamas to distribute
 - FY24 budget cycle kick-off: calendars & parallel processes, major themes (R Dastous, J Burns, M Giarusso)
 - Review of the meeting calendar for the Budget Sub Committee
 - January 30, 2023 -meeting of the Select Board/Finance Committee/School Committee for budget review agreed by all parties
 - Major Themes (J Burns)
 - Working on the Warwick departure and facilities master plan
 - Warwick Separation Agreement/District Agreement update
 - Kinsella explained Warwick’s right to leave the district and the process they need to become their own district. They will continue to participate in the middle and secondary level of the PVRs district. The debt has been paid off and approved by DESE. The district is working collaboratively with Warwick
 - Stearns inquired in paying off the loan incurred by the food service program in 2018.
 - Kinsella responded the guidance from the prior overseer advised against paying off early.
 - Warwick assessment would stop July 1. Chap. 70 will decrease. Estimate of 170k from incoming choice students. Increase in assessments calculated at 7% of initial year.
 - Kinsella will forward the citation of what a control board will implicate to Llamas
 - Cost of the overseer is \$15k/year
 - Review of the District agreement update: timeline of the district agreement
 - Vote would come to the town in 2024
 - School Resource Officer (SRO) Memorandum of Understanding (MOU)
 - Dastou explained the school committee has new members who need to reorganize and meet to update members of the topic. Part of the discussion will be budgetary. If there is no SRO the police department will not be compensated
 - Matteo left the room at 7:25pm and returned at 7:35pm
 - The Superintendent, police department and Select Board sign the MOU and get the order from the School Committee
 - Members of the Select Board expressed their opinion for having an SRO in the school. Dastou responded funding and fiscal priorities would guide the decision. If the town

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provided the entire cost of the SRO Dastou did not anticipate a problem with having the position in the school

- Northfield Elementary School (NES) Lease
 - District lawyer drafting with an addendum to change the boundaries around the leased property
 - The town would continue to be responsible for the maintenance of the ball fields.
 - Kinsella, members of the school committee, Burns and Kaczinski left the meeting
 - Auditor report
 - Jeff Gendron of Scanlon & Associates presented the FY21 report
 - 2 deficiencies: cash & investment reconciliation procedures and Tax Accounts reconciliation
 - Changes in procedures have been made. The Police Department budget procedure is being modified.
 - Llamas will make the audit service a yearly operation budget item
 - The Finance Committee left the Select Board room at 8:35 pm and continued their meeting
 - **Review and Approval of Warrants**
 - Motion by Meisner, seconded by Boudreau the Select Board voted to approve the 11/18/22 Payroll warrant of \$69,898.13
 - Motion by Meisner, seconded by Cummings the Select Board voted to approve the 11/18/22 Vendor warrant of \$521,559.86
 - **Review and Approval of Minutes**
 - Motion by Boudreau, seconded by Cummings the Select Board voted to approve the minutes of 11/01/22 as amended.
 - **Meetings/Events attended by Selectboard members**
 - Bowen: Holiday fairs
 - Jacque: First Light negotiation; agenda; budget & personnel with Town Admin & Police Chief
 - **Town Administrator's update**
 - Grandin Water District: The Gov signed the bill on Nov. 3, 2022. Meeting with DEP Thursday, Nov 17. Attendees:
 - Grandin Water District ("GWD"):
Alex Strysky, Tim Cosgrove, Peter Weis - GWD Board Designates
Jeffrey T. Blake, Esquire - KP Law, P.C., counsel for GWD
Andrea Llamas - Town Administrator, Northfield
Dennis McCarthy - VP Finance and CFO for Thomas Aquinas College
Purna Rao – RCAP Solutions
 - ENWC:
Donald G. Glascoff, Jr. - President of ENWC, Thomas G. Baxter, P.E. - ENWC consultant
Eric J. Krathwohl, Esquire - Rich May, P.C., counsel for ENWC
Paula Carr - administrative assistant for ENWC
 - NMH:
Mary E. McEneaney - Assistant Head of School for Finance & Operations, and CFO/COO
Mark D. Cress, Esquire - Partner at Bulkley Richardson, counsel for NMH School
 - The overall purpose of the meeting will be to establish a cooperative framework for the transition to GWD with full regulatory support and adequate financing.
 - Comcast: planning to have the license and buildout agreement for signature at next meeting.
 - Tax Rate: Tax rate for FY23 has been certified \$13.58 – last year was \$13.85. Working on Free Cash and Enterprise Fund Certifications.
 - Codification: Finished and posted on website.
 - Lightning Strike/Insurance – Received payment and have paid all bills associated. Last two expenditures submitted today for Fire Alarm work and last BNCTV invoice.
- **Business**

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- Emergency Services Facility Committee update & next steps
 - Planning Board Application Not Required (ANR) for plot plan approved and will need Select Board signature of acceptance
 - Discussion on forming a design working group to work on the next phases
- Declare Highway Surplus Equipment
 - Motion by Meisner, seconded by Boudreau the Select Board voted to declare Highway Surplus Equipment:

4	1000 gal. plastic tanks & piping
1	Power America Steam Cleaner
1	Sweeper attachment
1	2007 F450 Truck w/ plow
1	MT5 Brush Hog
1	2005 MT trackless
1	snowblower
1	Broom
1	Power angle plow
1	500 gal. water tank
2	Pair steel ramps
1	Gas power compressor
1	Jonsered chainsaw
1	Makita backpack blower
2	Mount pistons

- Cemetery Closing/Winter Regs/Overnight parking ban- notices read
 - Motion by Bowen, seconded by Meisner the Select Board voted to close the town cemeteries effective December 1, 2022, to April 15, 2023, weather permitting
- Meisner left the meeting at 8:58 pm
- **Topics not reasonably anticipated by the chair 48 hours in advance of the meeting**
 - Deed Acceptance- time restraint
 - Motion by Bowen seconded by Cummings the Select Board voted and executed the Deed Acceptance from NGC Realty, LLC for property located at Main Street and Dickinson Street, Northfield pursuant to the vote taken under Article 23 of the 2022 Annual Town Meeting.
 - Motion by Boudreau, seconded by Cummings the Select Board voted to allow the Chair to sign any other documents necessary for the closing on the NGC Realty, LLC property located at Main Street and Dickinson Street, Northfield.
 - Document signed
- **Proposed Agenda Items**
 - Input on Soulfest due November 22 and policy addendums on special permit application
 - Highway Superintendent Tom Walker for update on speed limit inventory and sidewalk inventory
 - Select Board priority list
 - Design workgroup
 - First Light settlement
- **Announcements**
 - School Committee vacancy
- **Recognition for Service**
 - To the Fire/Police/EMS/Highway for emergency response and Select Board Chair Jacques response to deadly fire on East St.

Motion by Jacques, seconded by Cummings the Select Board adjourned at 9:11 pm

Recorded by Sandra L. Wood, Secretary

Select Board Clerk

12/6/22
Date Approved