

[NORTHFIELD SELECT BOARD MEETING MINUTES]

April 19, 2022

Northfield Town Hall
69 Main St

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

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

Others Present: Matthew DiLuzio; Misha Storm, Library Director; Freida Guillette; Taelour Cornett (remote); Interim Superintendent Patricia Kinsella; School Committee Chair Julie Burke; Julian Mendoza, The Recorder; Stephanie Winslow, School Committee

- **Meeting called to order at 6:00 pm**

- **Scheduled Appointments**

- 6:00 pm Magda Ponce Castro, 350th Parade subcommittee, request to close Route 10, letter of support to MassDOT; request to use parking -TABLED
- 6:15 pm Matthew DiLuzio request for appointment to the Open Space Committee; term expires 6/30/23
 - DeLuzio explained his interest in nature, foraging, hiking, farming, and real estate inspired him to join the Open Space Committee
 - Has interest in doing a nature talk at the library
 - Leading a hike 4/23 starting at Birnam Rd to the Ridge trails
 - Grew up in Northfield
 - Connecting people with the land connects his real estate business with his interest in Open Space
 - If there was a conflict of interest between open space and his real estate job, he would step out and has examined the Massachusetts laws
 - Motion by Meisner, seconded by Jacque the Select Board voted to appoint Matthew DiLuzio to the Open Space Committee; term expires 6/30/23
- ~~6:30 pm~~ 7:00pm Dickinson Library Director Misha Storm request to appoint Freida Guillette and Taelour Cornett as Substitute Library Assistants
 - Freida Guillette has been a volunteer since 2017
 - Worked in special education in the Mohawk school district and received a master’s degree from Cambridge University
 - Taelor Cornett has worked in the Montague Library system since 2019
 - Cornett is interested in history and felt it was good to for the future to preserve
 - Motion by Boudreau, seconded by Jacque the Select Board voted to appoint Freida Guillette and Taelour Cornett as Substitute Library Assistants; grade 1 step 1.
- 7:15 pm Superintendent Kinsella; Pioneer Valley Regional School Budget
 - Discussion on budget session attendance, conflict of meeting schedules and timing of final budget presentation to include in the warrant
 - Discussion to reinstate 4 town meeting
 - Northfield’s percentage of the school budget comes to 1.7% from the overall percentage increase of 2.54% total
 - Kinsella explained the 2018 special legislation with the fiscal overseer Rick Kingsley saying there is an over reliance on one time funding
 - The reduction of some athletics and programming was a result of under spending and cleaning up during the budget process making it look like reductions but turned out to be expenses were not put into the correct line item or needing to create new line items.
 - Discussion on administration salaries. Finance overseer Kingsley okayed \$160,000 and the Department of Elementary and Secondary Education supported \$155,000. Kinsella noted the elementary principal makes less than some of the teachers that work for her.

April 19, 2022

Northfield Town Hall
69 Main St

- In lieu of a hiring consultant for the Superintendent, the school committee has used guidance of the Massachusetts Association of School Committees (MASC)
- The bulk of the budget goes to personnel
- The assessment is based on number of students. Once the assessment has been voted by the school committee it is sent to the Treasurer
- **Review and Approval of Warrants**
 - Motion by Jacque, seconded by Boudreau the Select Board voted to approve the 04/21/22 Payroll warrant of \$62,508.95
 - Motion by Meisner, seconded by Boudreau the Select Board voted to approve the 04/21/22 Vendor warrant of \$114, 215.93
- **Review and Approval of Minutes**
 - Motion by Jacque, seconded by Boudreau the Select Board voted to approve the 3/22/22 Contract Negotiation Exec session minutes as written
 - Motion by Meisner, seconded by Jacque the Select Board voted to approve the 3/22/22 Real Estate Negotiation Exec session minutes as amended
 - Motion by Jacque, seconded by Meisner the Select Board voted to approve the 4/5/22 minutes as written
 - Motion by Jacque, seconded by Boudreau the Select Board voted to approve the 4/6/22 Water District Forum @ PVRs minutes as written
- **Interim Selectboard Meetings**
 - Water District Forum
- **Meetings/Events attended by Selectboard members**
 - Bowen: MMA Conference; School Committee meeting
 - Boudreau: Friends of Northfield Seniors; Finance Committee
 - Cummings: Finance Committee; watched School Committee meeting
 - Meisner: Emergency Services Facility Site visit
 - Jacque: Pre-construction meeting for Complete Streets; American Rapid Recovery Act Committee
- **Business**
 - Warrant approval; article assignment
 - The Select Board approved most of the articles with the exception of the Select Board stipend increase, which was to be removed and the article for the electronic sign outside of Town Hall which will remain on the warrant but without a position support or non-support taken by the Select Board
 - Motion by Jacque, seconded by Meisner the Select Board voted to sign warrant. Warrants signed
 - Approve updated Computer, Electronic Mail and Internet Use Policy
 - To clarify, when a board/committee is assigned a town email, the password will be given to the Town Secretary. This does not include employees' passwords
 - Motion by Jacque, seconded by Meisner the Select Board voted to approve the updated Computer, Electronic Mail, and Internet Use Policy
 - Emergency Services Facility update
 - Geotech included matrix in their report
 - A citizen sponsored meeting will be held at Dickinson Library on 4/20 at 6pm
 - The proposed site has not been determined to be viable
 - Brief discussion on compliance issues to update the current Fire Department building
 - Space assessments were updated at the last Emergency Services Facility meeting
 - Discussion on keeping debt to keep the tax rate down
 - Appoint Bernard Boudreau as an on-call wastewater treatment operator
 - Meisner inquired if Boudreau had contacted the Attorney General's office for conflict of interest. Boudreau has not but can and will check with the AG.

April 19, 2022

Northfield Town Hall
69 Main St

- Boudreau will answer to Chief Operator Golding
- Motion by Meisner, seconded by Bowen the Select Board voted to appoint Bernard Boudreau as an on-call wastewater treatment operator; grade 7 step 1 effective immediately. Boudreau abstained
- **Town Administrator's update**
 - COMPLETE STREETS – Met with the Contractor on site.
 - This week might see the installation of the wetland's barriers
 - The road will not be closed for construction except a day or so at the end of the project for paving.
 - New sidewalks and correction of the topography to help avoid ponding/icing as well as visibility around the curve at the 4-way intersection. From Route 10 to the Auditorium on Winchester to improve pedestrian safety.
 - Will straighten out the intersection with Highland (removing island) and installing 4-way stop.
 - Installation of handicap corners and crosswalks at Pine and Holton intersections with Highland
 - Should take about 2 months.
 - MEMORIAL DAY PARADE (May 30) – invited to participate – if you want to please let Sandra or Denis Brennan know for sure.
 - SCHELL BRIDGE – WSP has been working with MassDOT closely on the Value Engineering study (that an independent engineering firm is preparing) that MassDOT referenced in the letter they sent to you regarding their decision not to move forward with the bids received.
 - They hopefully will have that completed in the next few weeks.
 - Independent of that, MassDOT is going to prepare a Federal Grant application under the "Rural Grant" program that is accepting applications by May 23rd to try and secure additional funding for the project to make up for the current budget shortfall.
 - Meeting with the engineer and Jim from MassDOT to discuss this process and some information that they may need from the Town and local advocates to support this grant application.
 - Working on setting up a day and time to meet with them and discuss.
 - The Town applied for a HOUSING REHABILITATION GRANT last year in coordination with Erving (acting as the lead town) and Warwick.
 - The Franklin County Regional Housing and Redevelopment Authority is administering the grant.
 - The Town of Northfield applied for 6 units at \$40,000 each for a total of \$240,000.
 - The Town also has unexpended (reimbursed) funds from previous loans that have been paid back (just over \$23,000) are being added to the funding that is available.
 - The Town of Erving has signed the contracts.
 - Part of the grant is a Citizen Participation Plan that calls for the three towns to establish a Citizens Advisory Council – which will:
 - provide oversight of the program performance
 - Be made up of one member from each of the Towns (encouraged to be low to moderate income)
 - They will receive quarterly progress reports
 - Be invited to attend all future public hearings/informational meetings
 - No regularly scheduled meetings they need to attend
 - The Housing Authority is asking each town to help identify a member – looking to appoint by end of June.
 - TA PERFORMANCE REVIEWS
 - Cover the Memo
 - Distribute and set date to return to the Chair
 -
- **Citizens' Concerns**
 - Meisner reported the snowmobile bridge has been lodged underneath the Mill Bridge for some time.

[NORTHFIELD SELECT BOARD MEETING MINUTES]

April 19, 2022

Northfield Town Hall
69 Main St

- Joe Graveline, Planning Board member: read a disclaimer to the Select Board and Planning Board citing he has no financial or any association the Restore the North Woods
- **Proposed Agenda Items**
 - Class II license transfer request from Clayton Browning; meeting on Thursday May 5, 2022
- **Announcements**
 - 9am hike with Matt DiLuzio meeting at Birnam Rd
 - Block Party will be delayed until August-September due to scheduled road construction
 - Superintendent finalist Community Forum May 3
- **Recognition for Service:** Thank you to the Kiwanis for the Easter Egg Hunt
- **Executive Session**
 - **Motion by Meisner, seconded by Boudreau the Select Board voted to go into EXECUTIVE SESSION at 9:50 pm for – Real Estate** negotiation under reason M.G.L. c.30A, Sec. 21(a) 6 To consider the purchase, exchange, lease, or value of real estate, if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body.
 - **And**
 - **EXECUTIVE SESSION-Contract negotiation** under reason M.G. L. c30A, Sec. 21(a) 2 To conduct strategy sessions in preparation for contract negotiations with non-union personnel and adjourn. On a roll call vote, Meisner said yes, Cummings said yes, Jacque said yes Bowen said yes and Boudreau said yes
 - **Meeting adjourned at 10:08 pm**

Recorded by Sandra L. Wood, Secretary

Select Board Clerk

Date Approved