

[NORTHFIELD SELECT BOARD MEETING MINUTES]

April 18, 2023

Northfield Town Hall
69 Main St

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

Select Board Absent: Alexander Meisner

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

Others Present: Helena Maguire; Cheryl George; Stacy Bond

- Meeting was called to order at 6:02 pm
- **Scheduled Appointments**
 - 6:00 pm
 - Chocolate Guild of St. Patrick’s Church; Helena Maguire request to use town flag logo on packaging and small flags
 - Request to use the town flag logo on fundraising packaging of chocolate candy
 - Stacy Bond of the 350th Anniversary Committee advised if the Guild was interested in using the 350th logo to request a meeting with the committee for approval
 - Motion by Boudreau, seconded by Bowen the Select Board voted to approve the request pending coordination and cooperation of the 350th Anniversary Committee
 - PTO Cheryl George; May 20 Spring Carnival & Fun Run Special Event
 - George reported the Fun Run will go from Northfield Elementary to the IGA on Main Street and back to the school.
 - The fundraiser no longer charges families and is asking for food donations
 - Motion by Boudreau, seconded by Bowen the Select Board voted to approve the Northfield Elementary School Parent Teacher Organization Fun Run and Spring Carnival for May 20, 2023 from 9 am – 1pm and waive the fee.
- **Review and Approval of Warrants**
 - Motion by Cummings, seconded by Boudreau the Select Board voted to approve the 04/19/2023 Payroll warrant of \$69,489.30
 - Motion by Cummings, seconded by Boudreau the Select Board voted to approve the 04/19/2023 Vendor warrant of \$284,380.64
- **Review and Approval of Minutes**
 - Motion by Cummings, seconded by Bowen the Select Board voted to approve the 02/21/23 Executive Session minutes as written
 - Motion by Bowen, seconded by Cummings the Select Board voted to approve the 03/21/23 minutes as written
 - Motion by Cummings, seconded by Bowen the Select Board voted to approve the 04/04/23 minutes as written
- **Meetings/Events attended by Selectboard Members**
 - Boudreau: Highway candidate interviews; Friends of Seniors; Sewer Commission
 - Cummings: Emergency Services Facility Committee
 - Jacque: Franklin Regional Council of Government Finance Committee; American Rescue Plan Storefront; Emergency Services Facility Committee; meeting with Chief Dunnell and Llamas; Historical Commission
- **Town Administrator’s update**
 - Pioneer Valley Mosquito Control District has hired a new Director
 - there should be a vote in the next 2-3 weeks to admit Northfield to the district
 - surveillance will start this year
 - testing starts around Memorial Day – involves moving the traps to find the “hot spots”
 - Conducted two interviews for Maintenance/Driver/Laborer position.
 - Received the signed Agreement for EMS between Northfield and Gill. They will serve as Gill’s primary ambulance July 1, 2023.

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- **Business**

- Review & Sign the Annual Town Meeting Warrant
 - Warrant articles assigned
 - Discussion on the Select Board stipend article. Article was not recommended by the Finance Committee
 - Motion by Cummings, seconded Bowen the Select Board voted to remove the Select Board stipends article
 - Article 18 – Fire Chief Extension
 - Llamas met with Jacque and Chief for discussion with input from Senator Comerford and the insurance provider, and agreed to move forward with request
 - Discussion also included plan for succession
 - Special Town Meeting – Emergency Services Building Update
 - Motions to articles assigned
 - Both articles must pass by a 2/3 vote
 - Finance Committee supported both articles
 - Llamas explained the variables in calculating the tax rate using conservative revenue projections at the full 13.5 million
 - Bids were reviewed by the project manager
 - Brief discussion on permitting which may not be completed before the Special Town Meeting
 - School Resource Officer (SRO)Memorandum of Understanding (MOU)
 - Vote to eliminate the job descriptions of part-time officer and SRO and leave position assignment and hours of work to the discretion of the Police Chief
 - MOU
 - Cummings confirmed \$30,000 has been budgeted by the school for the position but the position has been budgeted by the department.
- Bowen left the room at 7:40 pm and returned at 7:41 pm
 - Boudreau felt the school committee should budget the \$30,000 as it was important the other towns contribute to the expense
 - Discussion of review time period. The board agreed to three years.
 - Curriculum and Personnel subcommittee of the School Committee will review after Select Board review and approval
 - Motion by Cummings, seconded by Bowen the Select Board voted to accept the 2023 School Resource Officer Memorandum of Understanding between the Pioneer Regional School District and the Northfield Police Department with the special notations that we are accepting the language on page nine and the town will be the responsible party for any other foreseeable costs as well as the notation on page 12 that this agreement will be in full force and effect for three years
 - SRO
 - Jacque clarified Chief Hall's suggestion the job description refer to a police officer and the SRO position is a role with the functions defined in the MOU, and to vote to eliminate the job description of a part-time officer and SRO leaving the assignment of SRO to the discretion of the Police Chief
 - Cummings explained the SRO is a defined role just as the Sergeant or Chief is a separate job description with defined responsibilities. Vote tabled until Cummings and Meisner talk to Chief Hall

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- Motion by Cummings, seconded by Bowen the Select Board voted to approve the elimination of the part-time officer job description and leave the assignment of hours and work to the discretion of the Police Chief
- Agenda items for Senator Comerford visit June 13
 - Questions for the Senator
 - Explanation why the House Ways & Means unrestricted general government aid and library aid is lower than the Governor's numbers
 - Grant development and economic development
 - Funding school security
- May Select Board Meeting Schedule
 - Due to town election falling on a regular meeting date the board scheduled the next meeting for Wednesday, May 3 followed by regular schedule Tuesday dates of May 16 and 30
- Time Off Request
 - Motion by Boudreau, seconded by Cummings the Select Board voted to approve the time off request for Town Administrator Llamas
- **Citizens' Concerns**
 - Bowen introduced a Linden Avenue road condition issue from Gail Streeter
- **Correspondence:**
 - Resignation notice from Program Assistant for the Senior Center/CoA Linda Keech
 - Resignation letter read
 - Council on Aging and Senior Center Director suggesting changes to the job description. Boudreau to be part of the classification team
 - Motion by Boudreau, seconded by Bowen the Select Board voted to accept with regret the resignation of Program Assistant for the Senior Center/Council on Aging Linda Keech
- **Committee/Board Appointments**
 - Motion by Bowen, seconded by Cummings the Select Board voted to appoint Spirit Joseph to the Energy Committee; term expires 12/31/23
- **Proposed Agenda Items**
 - Road challenges with Highway Superintendent Tom Walker
 - Highway department staff
- **Recognition for Service**
 - Linda Keech service to the town
 - Recreation Commission for playing field improvements:
- Motion by Jacque, seconded by Bowen the Select Board voted adjourn at 8:25 pm

Recorded by Sandra L. Wood, Secretary

Select Board Clerk

5/3/2023
Date Approved