

[NORTHFIELD SELECT BOARD MEETING MINUTES]

May 16, 2023

Northfield Town Hall
69 Main St

Select Board Present: Alexander Meisner, Chair; Bernard Boudreau, Vice Chair; Sarah Kerns, Clerk; Barbara “Bee” Jacque; Heath Cummings
Also Present: Andrea Llamas, Town Administrator; Sandra L. Wood, Town Secretary; Tyler Bourbeau, BNCTV
Others Present: Patter Field; Stacy Bond, 350th Anniversary Chair; Hannah Bedard; Gary Conaway; Steve Stoia; Bob Henry; Mallory Sullivan, Grant Developer

- Meeting called to order at 6:00 pm
- **Scheduled Appointments**
 - **6:00 pm**
 - Patter Field; 350th Anniversary Chicken Barbeque Special Event application
 - Franklin County Community Meals is providing the food
 - Event is free rain or shine
 - Constables will be on site for parking
 - Motion by Jacque, seconded by Cummings the Select Board voted to approve the special permit for the 350th Anniversary/Trinitarian Congregational Church barbeque for Saturday, June 10 from 4:30-7:30pm with set up on June 9, breakdown on June 11 with a contingency of the Board of Health signature and fee waived
 - Recreation Summer Program appointments-Summer Program Director & Assistant Summer Program Director
 - Stacy Bond, Recreation Commission Program Director introduced Hannah Bedard and Gary Conaway to the Select Board as the Recreation Commissions recommendation to appoint
 - Summer Program Director position
 - Hannah Bedard has been interviewed and recommended by the Recreation Commission
 - Bedard gave a background on education, her position as a school psychologist in a supervisory capacity and working with children
 - Duties include developing a summer program and supporting the counselors and participants. Currently working on first aid training
 - Summer Program Assistant Director position
 - Gary Conaway is attending school to become a teacher and has worked as a substitute teacher in Northfield. He has worked as an assistant manager at Staples
 - Motion by Jacque, seconded by Boudreau the Select Board voted to appoint Hannah Bedard as Summer Program Director, temporary seasonal unbenefited position at \$20.90/hour, grade 5 step 6
 - Motion by Jacque, seconded by Boudreau the Select Board voted to appoint Gary Conaway as Summer Program Assistant Director, temporary seasonal unbenefited position at \$19.18/hour grade 4 step 6
 - Bond thanked the Kiwanis for their donation to the program
- **Citizens’ Concerns**
 - Steve Stoia, Main St:
 - As a member of the Northfield Area Tourism & Business Association (NATABA), commented on the development of an empowered Town Administrator and a five member Select Board from the work of the former Town Governance Study Committee. Referred to the work of the Business Park Committee. Requests the Select Board take citizen input into consideration when creating economic development and keep momentum going.
 - Bob Henry, Wannamaker Rd:
 - Suggested adding the Select Board emails to the NATABA list so they can attend meetings
 - Review of policy regarding citizen concern submissions
- **Review and Approval of Warrants**

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- Motion by Boudreau, seconded by Jacque the Select Board voted to approve the 05/17/23 Payroll warrant of \$75,278.62
- Motion by Boudreau, seconded by Jacque the Select Board voted to approve the 05/17/23 Vendor warrant of \$191,244.47
- **Review and Approval of Minutes**
 - Motion by Cummings, seconded by Kerns the Select Board voted to approve the minutes of 5/3/23 as amended
- **Meetings/Events attended by Selectboard members**
 - Kerns: Mill Brook historical walk; met with residents to listen to concerns; met with Chief Hall
 - Boudreau: Friends of Northfield Seniors
 - Meisner: 350th Anniversary; Emergency grant signing; agenda with Llamas & Wood
 - Jacque: transfer of documents to Meisner; met with a few residents on economic development; met with a few property owners along the river; American Rescue Plan Storefront application review
- **Town Administrator's update**
 - Northfield Elementary School Bathrooms – Bids were opened. Basic project to be considered. Not enough funding for the extended alternate. Meeting with the engineer to review
 - Emergency Management Service Study – Meeting with the consultants next week to review a draft.
 - Economic Development Planning Council Listening Session - attending with Grant Developer on Friday 5/19 in Springfield.
 - The final paving on Warwick Road for the MassWorks grant is finishing soon. New grant being submitted for Highland Ave. To date \$1,861,808 of the \$2 million has been spent
 - Town Audit for FY2022 wrapping up. Auditor to attend a future meeting. OPEB Audit is complete for 2021-2022
- **Business**
 - Grant Developer Director Update
 - American Recovery Plan Act (ARPA) Awards
 - Store Front Committee has awarded
 - Program launched in February
 - Four grants out of seven applications awarded for various renovations
 - \$56,800 of the \$100,000 allocated
 - Still accepting allocations on a rolling basis
 - Grants/Applications
 - In the last six months \$35,000,000 in grants have been applied from federal and state sources
 - Sullivan reviewed the list of grants and their status of awarded, under review, in development and prospective
 - Awarded grants include money to put toward a new ambulance, and digital equity planning
 - Under review: firefighters, Schell Bridge, Complete Streets, place making workshops, and business park study which ties in with the information the Business Park Committee collected and Select Board priorities
 - In Development: MassWorks for culverts on Highland Ave
 - Prospective: projects not yet committed to but include water, sewer and open space/recreation
 - Sullivan to meet with the respective boards and committees
 - Sullivan tracking the two Schell Bridge requests with the Department of Transportation and congressional earmarks
 - Green Communities and Massachusetts Department of Energy Resources (DOER) Energy Efficiency & Conservation block Grant money to be determined

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- The Energy Committee would like to complete projects at the Northfield Elementary School
- Sign Letters of Support for Grant Applications
 - Letters in support of the three Community One-Stop grants for Highland Avenue improvements, the business park, and place making workshops
 - Motion by Jacque, seconded by Boudreau to sign and approve a letter of support for the Northfield Community Planning grant application; sign and approve a letter of support for the Northfield's Commonwealth Places application and approve and sign a letter of support for Northfield's MassWorks Infrastructure Program application
 - Sullivan is working with the town's Master Plan and Open Space and Recreation plan as a foundation
- Economic Development Advisory Committee proposal
 - Sullivan feels this would be essential to public feedback for economic development
 - Review of Sullivan's memo drafted of a purpose, mission, goals and structure
 - Structure proposed: a Select Board member, two business owners and two residents
 - Kerns suggested preserving and protecting be added by including the areas of farming, historical crafting and adding another citizen and business owner
 - Jacque recommended action-oriented members to move forward
 - Letter of intent to be posted on the town website with June 6 as a deadline to submit letters of interest
- Firstlight Recreation Agreement
 - Kerns asked about the non-disclosure agreement (NDA).
 - The recreation section of the agreement is no longer part of the non-disclosure agreement
 - Boudreau questioned section 2.2 as contradictory with section 3.2 regarding flow and fish passage. Jacque clarified the difference being 3.2 is a reference to erosion which will be a separate discussion.
 - Agreeing with the recreation agreement removes us from opposing the fish and flow. This does not exclude us from erosion discussion
 - Agreements are filed with the Federal Energy Regulatory Commission
 - Kerns commented on being required to support Firstlight
 - Jacque reviewed elements of participation the town will have as a result of the agreement it did not have before including annual meetings with all stakeholders
 - Motion by Jacque, seconded by Cummings the Select Board voted to sign the Firstlight Recreation Settlement Agreement. 4 yes, 1 no- PASSED
- Campus/Center Community Collaborative Committee (C5)
 - Discussion whether to dissolve or redesign. Critical comments created problems. Possibly reconvene as an advisory and liaison between the town and Thomas Aquinas. Llamas to find out if Thomas Aquinas has a similar set up in California between the college and the town
 - Kerns expressed interest in participating in an advisory group for the best interest of the town
 - To be re-addressed to discuss the group purpose
- School Resource Officer Position (SRO)
 - No response to date on review by the Subcommittee of the School Committee
 - Brief discussion on cleaning up the job description
 - Meisner to be the liaison to the School Committee and follow up with the subcommittee
 - Motion by Jacque, seconded by Boudreau the Select Board voted to appoint Alex Meisner as School Committee liaison
- Senator Jo Comerford Visit her office needs topics

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- Comerford's office needs to reschedule for July due to being in session. Dates of 7/11 and 7/25 proposed
 - Boudreau added topic to list on available grants
 - Jacque reviewed list
- Declare Surplus Equipment: 1995 Dynaweld trailer; 1,000 gallon spray tank
 - Motion by Boudreau, seconded by Cummings the Select Board voted to declare the 1995 Dynaweld trailer and 1,000 gallon spray tank as surplus equipment
- **Committee/Board Appointments**
 - Motion by Jacque, seconded by Kerns the Select Board voted to appoint Deb Potee as an Election Officer; term expires 8/15/23
 - Motion by Jacque, seconded by Kerns the Select Board voted to appoint Bob Emberly to the Recreation Commission; term to next annual election May 2024
- **Proposed Agenda Items**
 - Code of Conduct
 - Select Board priorities
 - Performance evaluations
- **Announcements**
 - 350th Anniversary Barbeque June 10
 - June 6 deadline to submit applications for the Economic Development Advisory Committee
 - May 29, Memorial Day parade
 - Federal Energy Regulatory Commission comment period extended to May 26
- Motion by Jacque, seconded by Cummings the Select Board voted to adjourn at 8:08 pm

Recorded by Sandra L. Wood, Secretary

Select Board Clerk

5/30/23
Date Approved