

[NORTHFIELD SELECT BOARD MEETING MINUTES]

June 27, 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: Senior Center Director Colleen Letourneau; Council on Aging Chair, Deb Lanou; Robin Jenkins; Asst. Town Clerk Amanda Lynch; Town Clerk Dan Campbell; Joe Graveline, Old Ferry Rd; Matthew Sheldon for Brown Dog Bike Tours

- Meeting called to order at 6:00 pm
- **Scheduled Appointments**
 - Amanda Lynch – Town Clerk Job Description and Appointment
 - Lynch has continued with education and has applied to become a notary
 - Appreciates the smooth operations of the Town Clerk’s office in Northfield and Town Hall staff
 - Continuing education by attending conferences locally and at the state level
 - Long term goal to attain additional certifications when credits are available
 - Has resources available to respond to requests for information not immediately attainable, i.e. ADA compliance as queried by Kerns
 - Motion by Jacque, seconded by Cummings the Select Board voted to appoint Amanda Lynch to the position of Northfield Town Clerk effective upon completion of conditions and activities noted in the letter at 35 hours per week, benefitted position with pay rate of \$25.74 per hour grade 7 step 5 with a start date of July 10, 2023
 - Dan Campbell was thanked for his years of service
 - Town Clerk Job Description
 - Job description updated to reflect as an appointed position from elected
 - Motion by Kerns, seconded by Jacque the Select Board voted to accept the Town Clerk job description as amended.
 - Position will be supervised by the Town Administrator
 - Council on Aging appointment; Robin Jenkins, Administrative Program Assistant
 - Senior Center Director Colleen Letourneau introduced Robin Jenkins to be appointed as Administrative Program Assistant to the Senior Center/Council on Aging
 - Jenkins has municipal experience
 - Education background in recreation and leisure services, program set up for a range of age groups
 - Motion by Jacque, seconded by Boudreau the Select Board voted to offer Robin Jenkins the position of Council on Aging/Senior Center Administrative Program Assistant at the rate of \$23.62 per hour grade 6 step 3 with a start date of July 5, 2023
 - Matthew Sheldon for Shaun Naughton/Brown Dog Bike Tours; special event permit application for cycling challenge
 - Matthew Sheldon explained the course on Alexander Hill Rd, bottom to top 36 times
 - Can register up to 50 participants, ten have signed up so far
 - Three years’ experience
 - Aid stations at top and bottom across from the power lines and down from Mt. Grace parking lot
 - Northfield chosen for challenge of the hill and view at the top
 - Motion by Boudreau, seconded by Jacque the Select Board voted to grant a special event permit for Brown Dog Bike Tours for the Everest Challenge on Alexander Hill July 29- July 30, 2023 from 6 am until noon the following day
- **Citizens’ Concerns** (limit 3 minutes per speaker)

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- Joe Graveline: concerned special town meeting warrant posted when folks weren't around; inquired about plans to sell town assets to get to goal to use for project; what was spent for the Emergency Services Facility project; looking for transparency
- Kerns asked for clarification on input on items on the agenda
- **Review and Approval of Warrants**
 - Motion by Jacque, seconded by Cummings the Select Board voted to approve the 06/28/23 Payroll warrant of \$123,984.46
 - Motion by Cummings, seconded by Jacque the Select Board voted to approve the 06/28/23 Vendor warrant of \$294,224.47
 - Motion by Jacque, seconded by Boudreau the Select Board voted to approve the 07/01/23 Vendor warrant of \$266,414.26
- **Review and Approval of Minutes**
 - Motion by Boudreau, seconded by Jacque the Select Board voted to approve the minutes of 06/13/2023 as written
- **Meetings/Events attended by Selectboard members**
 - Meisner: met with Superintendent Kinsella for environmental classroom tour; Volunteer appreciation lunch at Four Star Farm Brewery sponsored by the Council on Aging; School Resource Officer meeting of the Curriculum Sub Committee
 - Jacque: met with resident re: Special Town Meeting experience; Curriculum Sub Committee & School Committee; Police Chief; Historical Commission
 - Boudreau: viewed the last Emergency Services Facility Committee meeting
 - Kerns: Emergency Services Facility Committee; Conservation Commission; Economic Development Advisory Committee; Grant Developer; meet & greet at Mim's; Dickinson Library Historical coffee hour; Northfield Elementary School Forest land use
- **Town Administrator's update**
 - Received the Town Audit for FY2022. Reviewing the Management letter with the Financial Team and will be writing up the Town response. Will forward electronically to each SB member.
 - This week the grant applications for the Small Bridge Grant (School Street) and the Municipal Road Safety Grants are due (2 radar signs for installation)
 - Assistant Town Clerk screening team: Llamas, Wood, Amanda Lynch and Kerns; Hiring team to include Meisner
 - Draft of Fire Chief job description
 - Senator Comerford re: Chief Dunnell extension
- **Business**
 - Special Town Meeting Warrant
 - Motion assignment
 - Kerns opened discussion on the wording of "the Select Board voted unanimously to recommend this article" inferred the Select Board recommended the articles versus the Select Board putting the articles forward for the public to vote. She did not feel she was giving her approval of the articles but agreeing to put the article on the warrant. Specifically, "to recommend this article" is misleading. Kerns inquired if it was legal or required.
 - Llamas responded it was not required nor a legal issue but had been used previously without question. The Select Board could vote to remove the language
 - Kerns recommended instead of "recommend this article" to "offer this article for a vote"
 - Llamas explained by the Select Board signing the warrant they approve the articles listed as the creators of the warrant
 - Options were to revoke, change or remove the language from the warrant
 - Jacque felt it was important to include the Select Board's recommendation and where they stand. Kerns disagreed, that it was agreed to include for a vote

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- Kerns felt the board made a mistake about the speed of having the emergency town meeting at the end of the fiscal year for a building that was not going to be available involving articles 1,2 and 3. The urgency did not pertain to articles 4, 5 and 6 and they should be removed.
 - Kerns motioned to table articles 4,5 and 6 from the upcoming town warrant because not enough time was given to investigate, and it does not pertain to the emergency
 - Llamas explained removing the articles would have to be done on town meeting floor as the warrant has already been posted. Article 4 for highway equipment was under urgency for the fiscal year
 - Meisner recommended bringing up the concerns on town meeting floor
 - Jacque commented on the conversations of timing of the fiscal year and the special town meeting were done to bring projects forward. To be able to present at the annual town meeting options not involving the costs and long-term borrowing. The timing was urgent but not an emergency.
 - Llamas added the meeting was set before school ended for the year so citizens would still be in town before leaving on summer vacations, otherwise it would be September before a special meeting could be held
 - Motion by Kerns to remove the sentence “the Select Board voted unanimously to recommend this article”, seconded by Boudreau. Vote: 2 yes, 3 no- motion failed
 - Motion by Kerns to vote again on inclusion of the articles because of the sentence wording of the special town meeting warrants June 28, 2023. Seconded by Boudreau.
 - Discussion: Kerns stated she did not recognize that her vote to include it on the warrant would be counted as a vote to support it
 - Cummings clarified the board would be taking a revote on a revote and then revote. He was not in favor of reprinting the warrants because of a misunderstanding of the process
 - Kerns stated she did not misunderstand the process, but feels the wording is deceptive
 - Boudreau stated the purpose was to discuss concerns but was not necessary to reprint the warrants. Those with concerns can speak at the meeting. In future adjustments can be made
 - Kerns agreed to withdraw the motion so as to not waste time and money reprinting
 - Articles assigned
 - Cummings commented that article 6 was not to fund the Emergency Services Facility project as was being rumored
 - Llamas explained the procedure for transferring the care and custody of the properties from the Tax Collector to the Select Board
 - Kerns inquired about maps being available. Llamas to bring tax maps to meeting
- Motion by Jacque, seconded by Cummings the Select Board voted to approve Cameron’s Winery request for 1-day Temporary Liquor License; Fiddleheads Gallery/Deerfield Valley Art Association art show 105 Main St; July 20, 2023, 5:30pm-9:00pm
- Letter of Appreciation to William Messer
 - Mr. Messer celebrated his 100th birthday and has served the community in the school district and country as a veteran
 - Motion by Jacque, seconded by Boudreau the Select Board voted to approve and send a letter of congratulations to Mr. William Messer
- School Resource Officer update

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- Meisner and Jacque along with Chief Hall and School Committee Chair Reina Dastou, attended the meeting of the Curriculum Sub Committee and had a sense the committee was back at square one and was just absorbing the memorandum of understanding.
- Jacque reviewed points from the meeting and recommended a letter be sent to the School Committee
 - Incident reports for children who have reached a crisis point
 - Cummings commented on being proactive rather than reacting as a crisis occurs
 - Boudreau felt not having an SRO creates a negative image of Pioneer
 - The Chief is being called out directly on these incidents
 - Kerns commented the Select Board was at a pause and thought it was up to the parents to step forward and asked if there was a way to get out and talk to people
 - Meisner agreed the parents are the stakeholders
 - Cummings asked for clarity on number of subcommittee members (4), the last time they met, (June 15), did they have the MOU, (yes), were there sentiments in favor of the position, (reference back to square one comment and the data presented to all the members)
 - Jacque mentioned the Clinical & Support Options (CSO) has been riding with the police and assisting with the incidents
 - Cummings wanted to know why no one has contacted him as the former SRO for information and voiced his frustration. He was not saying they did not want the SRO but they weren't showing what they did want and hope they get this done before school starts
 - The money budgeted is in fiscal year 23 and 24. Not knowing affects Chief Hall's scheduling
- Review Franklin Regional Council Of Government request \$2500 for First Light Erosion-completed at previous meeting
- Vote End of the Year Transfers- tabled to 7/11/23 meeting
- Sign Letter of support for Municipal Road Safety Grant
 - Motion by Cummings, seconded by Jacque the Select Board voted to sign the letter of support for the Municipal Road Safety Grant
- **Committee/Board Appointments**
 - **Re-appointments**
 - Motion by Jacque, seconded by Cummings the Select Board voted to re-appoint as listed:
 - Veterans Graves Officer: Denis Brennan; term expires 6/30/24
 - Community Preservation Commission: Lara Dubin, and Lindsay McCarthy; term expires 6/30/24
 - Town Hall Master Plan: Steve Seredynski; term expires 6/30/24
 - Open Space Committee Matt DiLuzio; term expires 6/30/26
 - Agricultural Commission Donald Baker and Jesse Robertson-DuBois; terms expire 6/30/26
 - Cultural Council: Bruce Kahn; term expires 6/30/26
 - **Appointments**
 - Motion by Jacque, seconded by Boudreau the Select Board voted to appoint: Cynthia Durham to the Cultural Council; term expires 6/30/26
- **Proposed Agenda Items**
 - Fire Chief job description/creation of committee
 - Executive session for Park Grant
 - Develop Community Outreach Town Meeting policy
 - Citizen Academy
- **Announcements**
 - Please reduce speed on roads; with warmer weather use appropriate level of caution

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- **Recognition for Service:** Mr. William Messer; the district school bus drivers; Joan & Steve Stoia for the 350th Anniversary banners along Main Street; Senior Center Outreach Coordinator Linda Keech
- **Motion by Jacque, seconded by Cummings the Select Board voted to adjourn at 8:09 pm**

Recorded by Sandra L. Wood, Secretary

Select Board Clerk

7/11/23
Date Approved