

[NORTHFIELD SELECT BOARD MEETING MINUTES]

July 11, 2023

Northfield Town Hall
69 Main St

Select Board Present: Alexander Meisner, Chair; Bernard Boudreau, Vice Chair; Sarah Kerns, Clerk; Barbara “Bee” Jacque
Select Board Absent: Heath Cummings

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

Others Present: Tom Walker, Highway Superintendent; Robert Perlman; Larry Jarvis; Denis Brennan, Veterans Memorials Chair

- Meeting called to order at 6:00 pm
- **Scheduled Appointments**
 - **6:00 pm**
 - Tom Walker-Town Hall parking lot; road maintenance update
 - Town Hall parking lot
 - Hopes to begin first week in August, weather permitting
 - Diseased trees to be removed
 - New plantings and hedge row
 - Temporary entrance for disabled to be installed
 - Road Maintenance update
 - Storm damage on Pine Meadow Rd to be addressed
 - Future projects include Lower Farms Rd, paving; Four Mile Brook Rd, repair and paving; Linden Ave in the fall.
 - Warwick Rd is complete
 - Pine Street sewer needs to be fixed
 - Report of damage on Swamp Rd. making it impassible
 - Walker responded the road is not maintained and tree removal is needed
 - Robert Perlman Open Space Appointment; term expires 6/30/25
 - Perlman is retired from Commonwealth public service
 - Would like to give back to the community
 - Motion by Boudreau, seconded by Kerns the Select Board voted to appoint Robert Perlman to the Open Space committee; term expires 6/30/25
- **Citizens’ Concerns (limit 3 minutes per speaker)**
 - Larry Jarvis, 25 St. Mary’s St: questions on town meeting procedures concerning hand and voice counts. Offered suggestions on the Emergency Services building project. Asked why the town needed an ambulance service
- **Review and Approval of Warrants**
 - Motion by Jacque, seconded by Boudreau the Select Board voted to approve the 6/30/23 Payroll warrant of \$12,992.27
 - Motion by Jacque, seconded by Boudreau the Select Board voted to approve the 6/30/23 Vendor warrant of \$534,085.17
 - Motion by Jacque, seconded by Kerns the Select Board voted to approve the 7/12/23 Payroll warrant of \$63,094.21
 - Motion by Jacque, seconded by Boudreau the Select Board voted to approve the 7/12/23 Vendor warrant of \$139,755.59
- **Review and Approval of Minutes**
 - Motion by Jacque, seconded by Boudreau the Select Board voted to approve the minutes of 06/27/23
- **Interim Selectboard Meetings**
 - June 28 Special Town Meeting
- **Meetings/Events attended by Selectboard members**
 - Kerns: Open Space Committee; Tax Collector; Assessor; Sewer Commission; Veterans of Foreign Wars event; presentation on the Northfield Chateau

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- Meisner: Dan Campbell retirement luncheon; Police Chief
- Jacque: FirstLight stakeholders; Dan Campbell luncheon; Linda Keech, Outreach Coordinator Retired
- **Town Administrator's update**
 - Schell Bridge –did not receive the RAISE Federal Grant.
 - We have an earmark request pending – announcement late summer/early fall.
 - Grant Developer let them know that we are interested in participating in the debriefing with USDOT regarding the application.
 - Grant Developer is researching other – more recreation and regional economic development type grants
 - Citizen Academy – started an outline based on material collected from ideas done in other towns.
 - Select Board Code Red Policy proposal to include announcing Town Meeting
 - Postings for Highway department, Police department and assistant Tax Collector/Treasurer positions
- **Business**
 - Review Fire Chief Job Description; creation of committee & timeline
 - Extension Bill was referred to the House Committee on Public Service, on June 23 the Senate concurred
 - Hearing on the extension bill held 7/11/23. Comment period for written testimony was open from 9 to 5 today. Chief Dunnell was informed
 - Review of job description
 - Discussion of level of education and experience
 - Job description to be forwarded to the fire department; request input on assigning an interim
 - Public forum to be held at a later date
 - Add approved job description to the town website
 - End of Fiscal Year 2022 Account Transfers
 - Motion by Jacque, seconded by Boudreau the Select Board voted to transfer \$1,500 from Town Hall Pellets to Legal; motion amended by Jacque, seconded by Kerns to transfer \$4,000 from Town Hall Pellets to Legal; unanticipated expenses
 - Motion by Kerns, seconded by Jacque the Select Board voted to transfer \$1,000 from Town Hall Custodian Salary to Recreation wages; shortage in program assistant wages due to increased programs
 - Motion by Boudreau, seconded by Jacque the Select Board voted to transfer \$3,600 from Town Hall Custodian salary to Council on Aging Director wages; budget error
 - Review Audit and Management Letter & Town Responses
 - Review of management letter, policy and procedure
 - Discussion on Police off-duty details account to pay out the balance before additional details are requested. The Treasurer is instituting a 30/60/90-day payment schedule
 - Auditor and Treasurer to be scheduled at a future meeting for further discussion. Llamas to collect questions from the board prior to meeting
 - Review and discuss schedule for Select Board priority and goal setting
 - Topic to be addressed when full board present
 - LAND Grant letter of support
 - To pursue a Local Acquisition for Natural Diversity (LAND) grant to help pay for the purchase of property the Open Space Committee voted to recommend acquiring in the Mill Brook area. Located above land previously purchased as a potential site for the Emergency Services Building.
 - The Grant would pay 52% of the land acquisition. Town meeting required for remainder. Grant notification will be in the fall
 - Grant approval does not mean the town has to purchase the property
 - Motion by Jacque, seconded by Boudreau the Select Board voted to authorize Town Administrator Llamas to apply for the LAND grant program

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- Motion by Boudreau, seconded by Kerns the Select Board voted to approve/sign the letter of support and authorization to apply for the LAND program grant
- **Committee/Board Appointments**
 - Motion by Jacque, seconded by Kerns the Select Board voted to accept Lisa McLoughlin's resignation from the Historical Commission with regret
 - Motion with Jacque, seconded by Kerns the Select Board voted to appoint Mary Mayshark-Stavely as full member to the Historical Commission; term expires 12/31/25
 - Motion by Kerns, seconded by Boudreau the Select Board voted to accept Robin Conley's resignation from Conservation Commission and Open Space Committee with regret
 - Motion by Boudreau, seconded by Jacque the Select Board voted to appoint Sarah Kerns as a full Conservation Commission member; term expires 6/30/24
 - Re-appointments
 - Motion by Boudreau, seconded by Jacque the Select Board voted to re-appoint Bill Llewelyn and Charlie Blanker to the Conservation Commission; terms expires 6/30/26
 - Motion by Boudreau, seconded by Jacque the Select Board voted to re-appoint Bill Llewelyn to the Agricultural Commission; term expires 6/30/26
 - Correction
 - Motion by Jacque, seconded by Boudreau the Select Board voted to appoint Cynthia Durham to the Cultural Council; term expires 6/30/25 (term correction)
- **Proposed Agenda Items**
 - Review of list; move the auditor item to a later date and add the Police Chief on mutual aid, flagpole lighting update and Meisner's resignation from the 350th Anniversary Committee. To future topics, signage
- **Announcements**
 - Motion by Kerns, seconded by Boudreau the Select Board voted to accept the resignation of Robert Hunter effective 7/28/23 from the Highway Department with regret
 - Due to river conditions, the public is advised to stay out of the Connecticut River at this time
- **Recognition for Service**
 - Highway department for delivery to Town Hall assist
 - To Robin Conley for years of service to the town
- Motion by Jacque, seconded by Kerns the Select Board voted to go into Executive Session at 7:40 pm to discuss LAND Grant real estate discussion under M.G.L. c.30A, Sec. 21 (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. Review and approval of executive session minutes 5/30/23 & 6/13/23 and adjourn not returning to open session. On a roll call vote: Meisner yes, Kerns yes, Boudreau yes and Jacque yes.
- Meeting adjourned at 8:01 pm

Recorded by Sandra L. Wood, Secretary

Select Board Clerk

7/25/23
Date Approved