

[NORTHFIELD SELECT BOARD MEETING MINUTES]

July 25, 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: Police Chief Jon Hall; Fire Chief Floyd “Skip” Dunnell; Robert Henry

- Meeting called to order at 6:02 pm
- **Scheduled Appointments**
 - Jon Hall, Police Chief – Mutual Aid Agreements
 - Legal Standard Mutual Aid Agreements with Hinsdale and Winchester, NH allowing Northfield police to respond to aid requests
 - Motion by Boudreau, seconded by Kerns the Select Board voted to authorize Police Chief Jon Hall to sign the Mutual Aid Agreement with Winchester, NH
 - Motion by Boudreau, seconded by Jacque the Select Board voted to authorize Police Chief Jon Hall to sign the Mutual Aid Agreement with Hinsdale, NH
 - Skip Dunnell, Fire Chief – Review Fire Chief job description, Possible Vacancy/Interim Candidates, Code Red Use Policy
 - Review Fire Chief job description
 - Chief Dunnell made edits to the Fire Chief job description and said there were no state statutes on requirements for the position to the best of his knowledge
 - The Fire Department functions per department bylaws adopted in 1942
 - Chief Dunnell reviewed the how the departments functions, the election of officers, recruiting and training
 - Possible Vacancy/Interim Candidates
 - Tier of leadership explained. The Chief can assign the next in charge in his absence. If Deputy Chief is not available the next in charge would be the Captain. Dunnell would rather assign the next in command rather than appoint an interim
 - Discussion on having the department bylaws reviewed by town counsel in comparison with Massachusetts bylaw for compliance and if approval of the bylaws needed by vote at town meeting
 - Code Red Use Policy
 - Chief Dunnell explained how the system was used for town-wide notification of emergencies
 - Review of the draft policy
 - remove “procedure” and replace with “policy” in the title
 - Allow the Town Administrator or Town Clerk to administer non-emergency notifications approved by the Select Board
 - Add Fire Chief to the list of emergency use notifiers
 - Motion by Kerns, seconded by Boudreau the Select Board voted to adopt the Code Red Notification policy as amended
- **Review and Approval of Warrants**
 - Motion by Jacque, seconded by Boudreau the Select Board voted to approve the 6/30/23 Payroll warrant of \$9,457.47. Discussion: clarification on fire department gift account. Approved
 - Motion by Jacque, seconded by Boudreau the Select Board voted to approve the 6/30/23 Vendor warrant of \$18,986.41
 - Motion by Jacque, seconded by Boudreau the Select Board voted to approve the 7/26/23 Payroll warrant of \$78,760.57
 - Motion by Jacque, seconded by Boudreau the Select Board voted to approve the 7/26/23 Vendor warrant of \$1,195,516.96
- **Review and Approval of Minutes**

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- Motion by Jacque, seconded by Boudreau the Select Board voted to approve the 7/11/23 minutes as amended
- **Meetings/Events attended by Selectboard members**
 - Kerns: attended Sewer Commission; 2 Economic Development Advisory; Open Space Committee; Conservation Commission; Grandin Water District; School Committee; resident with property flooding; member of Sewer Commission re: consent order
 - Boudreau: attended Open Meeting Law training; viewed School Committee meeting
 - Jacque: met with Town Administrator and EMS Chief Fortier; attended Emergency Services Facility; Franklin Regional Council of Government Finance and Council meetings; Open Meeting Law training
 - Meisner: attended School Committee meeting; Assessed storm damage and assisted the Highway and Fire Departments with flooding issue on Four Mile Brook Rd.
- **Town Administrator's update**
 - Received first draft of EMS Regionalization and Efficiency Grant report. Will meet with consultants and Chief Fortier to discuss
 - ARPA
 - Committee is meeting Monday to discuss an additional Store Front application and a department application for use of unallocated existing funds
 - Received email request from Superintendent at Pioneer Valley Regional School District
 - Regarding volunteers to serve on a District Planning Committee to work with a design firm to work on a Facility Master Plan, if interested response needed by 7/28
 - There are 5 meetings and workshops participants are required to attend
 - Open Meeting Law and Public Records Law training with town attorney Jeff Blake.
 - 22 people attended
 - Power Point presentation with handout for all the topics discussed
 - Possible annual workshop after town election for new officials
 - First round of Assistant Town Clerk Interviews 7/26
 - Finishing up full review of all the new and updated job descriptions to update and create new performance evaluations
 - Reviewing outline for Citizen's Academy materials. Will reach out to departments, etc. for possible schedule this fall.
 - Received approval on the close out for the \$2million MassWorks grant work done on Warwick Road/Northfield Road. Should receive the final reimbursement request for just under \$600,000 and the project is done.
 - Approximately 8 applicants for Highway position. Boudreau and Meisner to be on screening and hiring teams
 - Police Officer application period ending soon. Interviews will be scheduled.
 - MMA/MIIA Code of Conduct best practice guidelines distributed for Select Board review.
 - Schedule Select Board Goal Setting Workshop/Retreat
- **Business**
 - Northfield Elementary School Lease Amendment- Tabled, the School District would like to submit a different Appendix to the lease amendment.
 - School Resource Officer update
 - July 20 meeting attended by Meisner, Kerns, Cummings and Chief Hall.
 - No vote taken due to voting on item not included on the agenda
 - Robert Henry, 137 Wanamaker Rd confirmed and reported the meeting held this evening rendered a no vote on the Student Resource Officer
 - Discussion on the vote and next steps forward
 - Henry voiced his opinion citing his expertise of intelligence gathering and the positives of having an officer on the premise
 - Chief Hall will implement a plan moving forward

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- **Topics not reasonably anticipated by the chair 48 hours in advance of the meeting**
- **Committee/Board Appointments**
 - Accept Alex Meisner's resignation from the 350th Committee
 - Meisner read his resignation submitted to Stacy Bond, Chair of the 350th Anniversary Committee
 - Motion by Jacque, seconded by Boudreau the Select Board voted to accept Meisner's resignation from the 350th Anniversary Committee with regret. Meisner abstained
- **Proposed Agenda Items**
 - Review of the ongoing list.
 - August 8 items included Code of Civil Conduct/meeting protocol policy
 - Assistant Town Clerk Appointment or update
 - Assistant Treasurer/Collector appointment or update
 - Highway Truck Driver/Laborer Appointment or update
 - Police Officer Appointment or update
 - Lighting of the flag on Veterans Memorial
 - Fire Department bylaws
 - Request by Kerns for Town Administrator update to include bulleted topic items. Llamas to include on next agenda
- **Announcements**
 - Route 2 closing and traffic diversion to Route 10 & 63
- **Recognition for Service**
 - Mary King & Joan Stoia for the Youth Hostel 350th Anniversary event
- **Motion by Jacque, seconded by Meisner the Select Board voted to adjourn at 8:30 pm**

Recorded by Sandra L. Wood, Secretary

_____	8/8/23
Select Board Clerk	Date Approved