

[NORTHFIELD SELECT BOARD MEETING MINUTES]

August 22, 2023

Northfield Town Hall
69 Main St

Select Board Present: Alexander Meisner, Chair; Bernard Boudreau, Vice Chair; Sarah Kerns, Clerk; Heath Cummings

Select Board Absent: Barbara "Bee" Jacque

Also Present: Andrea Llamas, Town Administrator; Sandra L. Wood, Town Secretary; Tyler Bourbeau, Bernardston Northfield Cable TV (BNCTV)

Others Present: Liz L'Etoile, Four Star Farm; Todd Aldrich, B2C2 Cycling; Highway Superintendent Tom Walker; Cody Gibbons; Barry Bordner; Reina Dastous, School Committee Chair; Superintendent Patricia Kinsella; Pioneer Valley Regional School Principal Matthew Sullivan; Northfield Elementary School Principal Kristen Schreiber; Grant Development Director Mallory Sullivan; Virginia "Jinx" Hastings

- Meeting was called to order at 6:02 pm
- **Scheduled Appointments**
 - **6:00 pm** – Highway Truck Driver/Laborer Appointment – Cody Gibbons
 - Experience in manual labor positions and working with steel
 - Interested in type of work offered in the position
 - Has Commercial Driver's License (CDL) and has signed up for Hoisting license
 - Motion by Kerns, seconded by Cummings the Select Board voted to appoint Cody Gibbons at Grade 7 Step 2 as a truck driver laborer
 - **6:15 pm** – Special Events Permits: Four Star Brewery with Temporary 1-day Liquor License; B2C2 Cycling
 - Four Star Farm
 - A celebration of the hop harvest for sellers and growers
 - Private ticketed event in the hop area of the farm
 - Motion by Kerns, seconded by Cummings the Select Board voted to approve the temporary one-day liquor license to Four Star Farm for 10/7/23
 - Motion by Boudreau, seconded by Cummings the Select Board voted to allow Four Star Farm a special event permit on 10/7/23 for Oktoberfest contingent on TIPS certification and permit fee
 - B2C2 Cycling
 - Todd Aldrich requesting special permit for cyclo-cross race on September 23, 2023 at the Northfield Mountain Recreation Center
 - Food/Beverage vendors to address required permits on their own as required
 - Review of 4 porta-potties and the facilities bathrooms for the approximately 325 participants, staff and spectators
 - Motion by Boudreau, seconded by Cummings the Select Board voted to grant a special permit to B2C3 for cyclo-cross race on 9/23/23 contingent on Board of Health vendor permits. Fee waived
 - **6:30 pm** – Pioneer Valley Regional School (PVRs) and Northfield Elementary School (NES) Principals
 - Matthew Sullivan- PVRs Principal
 - In education for 20 years
 - Started with inmate teaching, continued his career with middle school then progressed to school administration at Monson Academy as vice principal and principal
 - Sullivan is interested in working in a 6-year school, grades 7-12 and sees it as a centerpiece of the community
 - Sullivan described his administrative style as collaborative, communication and jumping in with both feet
 - Budgeting constraints: needs careful spending, prioritizing and improvements
 - Sullivan described his cell phone policy
 - Phones off and away: recording creates safety issues.
 - Description of violation procedure by teachers
 - Sullivan will look into a process for PVRs use
 - Superintendent Kinsella reported the availability of a \$15,000 grant for cell phone solutions

[NORTHFIELD SELECT BOARD MEETING MINUTES]

August 22, 2023

Northfield Town Hall
69 Main St

- Sullivan wants to bring Homecoming back to coincide with the town's 350th Anniversary celebration in September
- Kristen Schreiber- NES Principal
 - Schreiber started her career at Amherst Elementary in 2001, and Sanderson Academy
 - Received an administration license during the COVID pandemic
 - Held position of Assistant Principal in Turners Falls
 - Administrative style: listener, recognizes everyone has a voice and acknowledges small pieces help to create the big picture
 - Budgeting constraints: complicated and appreciates support of administration
 - Cummings relayed a situation where Schreiber organized an all school hike in collaboration with Sam Richardson
 - Boudreau mentioned the program Happy Feet involving elementary children and the Senior Center. Schreiber has worked with Administrative Program Assistant Robin Jenkins in the past
 - Sullivan mentioned a Seniors Helping Seniors program for technology assistance at the high school level
 - Sullivan announced former Dean of Students and Interim Principal Cathy Hawkins Harrison has retired and thanked her for her assistance in the transfer. Scott Frenier has replaced her as Dean of Students
- **7:00 pm** – Mallory Sullivan – Grant Development Director Update-
 - Town Hall E-Newsletter
 - A collaborative of what staff are working on in a bi-monthly e-newsletter
 - Listed topics such as updates and reminders from departments, meeting and events, election reminders, etc.
 - Process will be re-evaluated with feedback. May look into hardcopy version and costs associated
 - This would be in addition to grant work. Kerns asked if it would interfere, and Mallory did not feel this would interfere and would help with the community outreach part of the job
 - Vacant Storefront Program & Business Property Owner Outreach
 - Mallory gave an overview of the state program for use of tax credits for the Economic Development Incentive Program grant connecting prospective business owners with vacant storefront owners. If granted, matching funds will be required. A commercial storefront directory would be listed on the town website or in paper form at Town Hall. Mallory proposed a letter be sent to property owners to notify them of the program and collect data to add to the directory for prospective business owners looking for property in town
 - Kerns voiced her frustration and felt it was by passing what the Economic Development Advisory has been discussing and working on.
 - Llamas explained this is Mallory's job and some projects will coordinate with the Advisory and others will be separate economic development projects coordinated with Llamas as part of Mallory's job
 - Kerns explained the Advisory is also creating a list of business owners and felt the Advisory was being bypassed
 - Mallory felt this as a more targeted program and separate from the Advisory project.
 - Cummings clarified Mallory reports to the Town Administrator, not the Advisory and asked about the Advisory's minutes for information on their progress and if it was best to have Mallory on the Advisory. Kern's reported the minutes are in progress and would be approved at their next meeting. Llamas

- # Town of Northfield

[NORTHFIELD SELECT BOARD MEETING MINUTES]

August 22, 2023

Northfield Town Hall
69 Main St

- Franklin Regional Council of Government (FRCOG) grant program invited Northfield to participate based on the ongoing economic development. Greenfield had pulled out of the program opening the available space
 - The program is to help create sustainable economic models to downtown districts
 - Time frame is one year at no cost
 - Kickoff meeting in September. There will be public meetings as part of the program
- EMS Regionalization and Efficiency Grant
- Meeting with Chief Fortier scheduled for 8/29
- Town Hall Parking Lot
 - Lot has been paved and marked.
 - Signs on order for Police, employee and handicap parking
 - Landscaping to be done
 - Kerns asked about the 350th trees. Llamas is in communication with them for trees out back. Kerns referred to a local tree business in town. Llamas will look into
- Veterans Memorial Light -Highway Superintendent Tom Walker is involved in the project and parts have been purchased
- 350th Parade – September 30th from 1:00 – 3:00
 - The route is Main St., Route 10 – starting at Pine Street and coming down to the intersection at Maple
 - Sending mail notification to residents on the streets where the parade will be lining up soon to alert them that this is coming – their roads will be open, but will be roughly one lane as we use the other to line up the parade
- **Business**
 - Town Clerk Notary Services Guidelines (Policy)
 - The Select Board reviewed the guidelines. Once approved the guidelines will be posted on the town website
 - Llamas pointed out some of the limitations for what a Notary can and cannot do. Having a policy would help as a referral if they need to turn down a request
 - Motion by Kerns, seconded by Boudreau the Select Board voted to adopt the Notary Services Guidelines Policy as written effective immediately
 - Sign Boat Ramp Clean Up Contract - Department of Fish and Game - Office of Fishing and Boating Access
 - This is a contract thorough the Town as the fiscal agent for the State to get the boat ramp cleaned up and open
 - The state contracts with the town and the town pays the private contractor directly to do the work
 - The town has been through this procedure in the past for similar work and is the most efficient way to complete the project.
 - The state reimburses the town
 - Motion by Boudreau, seconded by Cummings the Select Board voted to sign the contract with the Department of Fish and Game Office of Fishing and Boating Access
 - Emergency Services Facility Committee (ESFC) New Goals and Composition
 - Discussion on current membership of Police, Fire and EMS Chiefs, Planning Board, Finance Committee and Select Board members with an addition of three more non-department affiliated members creating a quorum requirement of 5
 - Cummings commented on working with professionals on the project and needing citizens on the committee to reduce the misconceptions and get the project done

[NORTHFIELD SELECT BOARD MEETING MINUTES]

August 22, 2023

Northfield Town Hall
69 Main St

- Kerns spoke with the fire department and Chief, supporting expansion as long as there is building experience. Kerns reported citizens wanted to contribute at the meetings but didn't feel they could
- Llamas defended the committee adding it took years to get to this point
- Meisner added his frustration after spending a lot of time on the project to be told the Select Board wasn't trusted by residents and members of the fire department. Agreed to include additional residents cautioning to keep the number to a doable quorum
- Cummings asked for Citizen Interest forms to include strong case input and able to participate
- Due date Sept 14 by Noon
- Cummings reported the ESFC is on hiatus to see what happens with the EMS regionalization process
- Gulf Road Closure – Code Red Announcement
 - Under the new policy it is up to the Select Board to approve the use of the Code Red system for a non-emergency announcement
 - Brief discussion concurred the use for this announcement of the Gulf Rd. closure for culvert work on August 29
 - Motion by Boudreau, seconded by Cummings the Select Board voted to put the Gulf Road Closure on Code Red
- **Committee/Board Appointments**
 - **Re-Appointments**
 - **Election Officers:** Motion by Boudreau, seconded by Cummings the Select Board voted to re-appoint Victoria Luksha, Susan Secco, Katherine Johnson, Joe Graveline, Deborah Potee, Bethany Walker, Sandra Campbell, Pamela Eldridge and Nina Sibley as election officers; terms expire 8/15/24
- **Proposed Agenda Items**
- **Announcements**
 - From Highway Superintendent Tom Walker: Gulf Rd will be closed August 29 for culvert replacement
 - Citizen Interest forms for the Emergency Services Facility Committee due September 14 by noon
 - Meisner announced the passing of Sam Browning and Sam's contributions as a pioneer of the town and someone who would help if asked. He had a talent to craft and build. Northfield lost a legend he will be missed
 - Volunteers are needed for the 350th Anniversary parade
- **Recognition for Service**
 - To the Highway department for the Town Hall parking lot project
 - To Cathy Hawkins Harrison for her service to the Pioneer Valley Regional School District
- Motion by Cummings, seconded by Kerns the Select Board voted to adjourn at 8:20 pm

Recorded by Sandra L. Wood, Secretary

Select Board Clerk

9/5/23
Date Approved