

[NORTHFIELD SELECT BOARD MEETING MINUTES]

May 5, 2022

Northfield Town Hall
69 Main St

Select Board Present: Heath Cummings; Barbara “Bee” Jacque; Alexander Meisner; Bernard Boudreau; Mary Sullivan-Bowen (see votes taken at 6:08 pm below for reorganization)

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

- Others Present: Clayton Browning; Police Chief Jon Hall
- Meeting called to order at 6:00 pm
 - Reorganization of Board- 6:08 pm
 - Motion by Boudreau, seconded by Meisner to nominate Barbara “Bee” Jacque as Chair
 - Motion by Boudreau, seconded by Bowen to nominate Heath Cummings as Chair
 - Ballot vote: Jacque voted as Chair
 - Motion by Jacque, seconded by Meisner the Select Board voted Heath Cummings as Vice Chair
 - Motion by Cummings, seconded by Meisner the Select Board voted Bernard Boudreau as Clerk
 - Motion by Boudreau, seconded by Bowen to move the slate on the appointments of Regional Organizations: Jacque as a nominee to the Franklin Regional Council of Government Comprehensive Economic Development Committee; Boudreau to the FRCOG Planning Board; Denis Brennan to the Upper Pioneer Valley Veterans Services; Meisner to the Housing & Redevelopment Authority Citizen Advisory Committee; Jacque as representative to the FRCOG and Meisner as alternate; Bowen as representative to the Franklin Regional Transit Authority; Floyd “Skip” Dunnell as the Community Emergency Response Coordinator; Boudreau as representative to the Regional Emergency Planning Committee
 - Motion by Boudreau, seconded by Cummings to move the slate of the Subcommittee/Special Projects: Cummings to the Emergency Services Facility Committee; Meisner to the Town Hall Master Plan Committee and 350th Anniversary Committee; Jacque to the American Rescue Plan Act Committee with Brian Brault at large.
- **Scheduled Appointments**
 - 6:00 pm Hearing: Request from Clayton Browning to transfer Class II license
 - Motion by Meisner seconded by Cummings the Select Board opened the hearing at 6:00 pm. Roll call vote: Boudreau yes, Bowen yes, Cummings yes, Meisner yes and Jacque yes.
 - Read for the record: Notice is hereby given, under Chapter 140, section 58, of the MGL that a Public Hearing will be held on Thursday, May 5, 2022, at 6:00 pm, in the Selectboard Meeting room, Northfield Town Hall, 69 Main St., Northfield, MA to consider the transfer of the Class II-Motor Vehicle License of Homer F. Browning III dba Homer F. Browning III to Clayton Browning dba Browning Automotive, 22 Upper Farms Rd, to buy/sell second hand motor vehicles, purchase and display second hand motor vehicles for resale in retail transactions, and display second hand motor vehicles not owned by them pursuant to an agreement in which they receive compensation, whether solely for displaying the vehicles, upon the sale of each vehicle with conditions per MGL Chapter 140 section 58.
 - Browning has been in the car business for over 20 years.
 - No restrictions are attached to this license
 - Discussion of inventory turnover
 - There have been no issues with the neighbors
 - Motion by Meisner, seconded by Boudreau the Select Board voted to approve the transfer of the Class II license from Homer F. Browning III to Clayton Browning dba Browning Automotive, 22 Upper Farms Rd. License expires January 1, 2023
 - Hearing closed at 6:08 pm
 - ~~6:30~~ 6:56 pm Police Chief Jon Hall: Updates to Body Worn Camera Policy
 - Modifications to the policy
 - Section B Recording; 1. Mandatory Recording; b. Pedestrian stops/detention
 - Section C Media; 3. Storage of Media; a. 11) Unattended Deaths and 12) Test

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- Cruiser cameras are not in the budget currently
- Motion by Meisner, seconded by Cummings the Select Board voted to amend the Body Worn Camera Policy Section B Recordings 1.b Pedestrian stops/detention and Section C 3. Storage of Media 1) Traffic Stops; 2) Calls for Service; 3) Arrest/custody; 4) Medical; 5) Transport; 6) Domestic; 7) OUI; 8) Section 12; 9) Officer Initiated; 10) Interview; 11) Unattended Deaths; 12) Test
- **Review and Approval of Warrant**
 - Motion by Meisner, seconded by Boudreau the Select Board voted to approve the 5/5/22 Payroll warrant \$59,439.22
 - Motion by Meisner, seconded by Boudreau the Select Board voted to approve the 5/5/22 Vendor warrant \$75,532.41
- **Review and Approval of Minutes**
 - Motion by Bowen, seconded by Meisner the Select Board voted to approve the 4/5/22 Executive Session minutes as written
 - Motion by Boudreau, seconded by Bowen the Select Board voted to approve the 04/11/22 Select Board and Joint meeting minutes with the Finance Committee as amended. Meisner and Bowen abstained
 - Motion by Meisner, seconded by Boudreau the Select Board voted to approve the minutes of 4/19/22 as amended
- **Interim Selectboard Meetings**
 - Annual Town Meeting 05/02/22
- **Meetings/Events attended by Selectboard members**
 - All: Town Meeting
 - Cummings: Superintendent interviews; Emergency Services Facility Committee
 - Meisner: Hiring Committee for potential Asst. Town Clerk
 - Jacque: Emergency Services Facility Committee; citizens' group meeting on Emergency Services Facility; Franklin Regional Council of Government Executive Committee; Superintendent and Principal interviews; Water Company site visit; Asst. Town Clerk Hiring Committee
- **Business**
 - Post Town Meeting discussion
 - Discussion on holding public forum prior to town meeting as was done with the water district to possibly detract from the negative comments from participants who have not come forward before town meeting with their comments and questions
 - Citizens' rights to voice their opinion
 - Placement of microphones seemed challenging. Possibly have volunteers standing next to mics for assistance.
 - *Meisner exited the room at 7:38 pm, returned 7:40 pm*
 - Suggestions included postcards mailed out prior to the meeting directing residents to the town website for information on the Select Boards warrant review schedule
 - Town Meeting/Election Recap - Next Steps
 - Grandin Water District
 - Certified vote asking to file the Home Rule Petition to the legislator has been sent in
 - Select Board signed a letter to the Clerk of the Senate to file the petition
 - Llamas met with the working group- Water Co., RCAP, and Thomas Aquinas, to discuss next steps
 - Having the Select Board collect Citizen Interest forms with letters and resumes to select pre-commissioners to learn what will be involved in the positions and be ready when the district becomes legal. RCAP can provide the training.
 - Emergency Services Facility Committee
 - Next ESFC agenda includes review of future contracts for OPM services and GeoTech update
 - Surveyor contacted for proposal and estimate for work to finish

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- Town Clerk
 - The question to change to appointed will go on next May ballot
- PVRS budget
 - Cummings concerned about few people questioned the \$4,000,000 budget
 - *Bowen left the room at 8:00 pm and returned approximately 30 seconds later.*
 - Would like to see the School Committee several times during the budget process before town meeting or have a multi town, School Committee, Superintendent round table discussion.
- Schell Bridge Update
 - Llamas has received and uploaded letters of support along with other materials to the engineers working on the Federal Rural grant application. Met with the Department of Transportation and consulting firm WSP
 - Letter to Transportation Secretary Pete Buttigieg reviewed
 - Motion by Meisner, seconded by Cummings the Select Board voted to approve the letter of support regarding the Schell Bridge
 - Jacque mentioned Pioneer Valley Regional School may be interested in submitting a letter of support
- Ambulance – Agreements for Emergency Medical Service Renewals - Bernardston and Erving
 - The only change was a one-year agreement in order to participate in an efficiency and regionalization grant
 - Discussion on the different terms fee vs. donation with a request to keep both contracts uniform
 - Contract funding is allocated to ambulance account, (\$20,000) and operations (\$15,000)
 - Cummings and Jacque to speak to EMS Chief Fortier and bring information back to next meeting
- Highway Department Resignations
 - Resignation letters received from Mathew Orrell and Ryan O'Connell
 - Boudreau and Meisner agreed to be on the hiring committee
- Motion by Bowen, seconded by Meisner the Select Board voted to approve the request from Kathy Hawkins Harrison of Loaves & Fishes for reimbursement of emergency assistance, \$2,612.29
- Time Off Request-TA Llamas
 - Motion by Meisner, seconded by Cummings the Select Board voted to approve the time off request as written
- Letter of congratulations to Thomas Aquinas College for first graduating class
 - Letter read
 - Motion by Meisner, seconded by Boudreau to approve the letter to Thomas Aquinas College
- Resignations from the 350th Anniversary Committee: Carol O'Brien and Sue Ross
 - Motion by Meisner, seconded by Cummings to accept the resignations of Carol O'Brien and Sue Ross from the 350th Anniversary Committee effective immediately.
- **Town Administrator's update**
 - Storm Funds of \$560,280 has been received
 - Town will receive OPIOID funds over the next 15 years for a total of \$32,172. Exploring options to set up account
 - Contacted a surveyor for proposal on survey and lot work. In contact with Ed Snow to set up time. Information will move the project forward for a purchase and sale agreement.
- **Topics not reasonably anticipated by the chair 48 hours in advance of the meeting**
 - Appoint Philip Baker to the Board of Health; term expires at next town election
 - Error on the election ballot. Ballot read Vote for One, should have read vote for two.
 - Per advice of counsel, Select Board appoints person next highest votes received to term expiring at next election

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- Motion by Cummings, seconded by Meisner the Select Board voted to appoint Philip Baker to the Board of Health, term expires at next town election
- Resignation of Ed Bassett from the Recreation Commission
 - Motion by Meisner, seconded by Boudreau the Select Board voted to accept the resignation of Ed Bassett from the Recreation Commission
- Appoint Chelsea Depault to the Recreation Commission; term expires at next town election
 - Motion by Meisner, seconded by Boudreau the Select Board voted to appoint Chelsea Depault to the Recreation Commission, term expires at next town election
- **Proposed Agenda Items**
 - Emergency Services Committee update
 - EMS service agreements with Bernardston & Erving
 - Memorial Day parade participation
 - Highway update
 - Performance Evaluation timeline
 - Select Board priorities per consultant
 - NATABA
- **Recognition for Service** Condolences to the family of Kathy Wright, former Select Board member, on her passing
- Motion by Meisner, seconded by Cummings the Select Board voted to adjourn at 8:55pm

Recorded by Sandra L. Wood, Secretary

Select Board Clerk

Date Approved