

[NORTHFIELD SELECT BOARD MEETING MINUTES]

May 17, 2022

Northfield Town Hall
69 Main St

Select Board Present: Barbara “Bee” Jacque, Chair; Bernard Boudreau, Clerk; Mary Bowen

Selectboard Absent: Heath Cummings; Alexander Meisner

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

Absent: Andrea Llamas, Town Administrator

Others Present: Amanda Lynch; Town Clerk Dan Campbell; Denis Brennan, VFW Post 9874 & Trustee of Veterans Memorials Chair

- Meeting called to order at 6:00 pm
- **Scheduled Appointments**
 - Asst. Town Clerk appointment
 - Town Clerk Dan Campbell introduced Amanda Lynch to the Select Board
 - Lynch interested in this line of work for a small town and has a family history of assisting with Town Meeting through the Grange in Dummerston, VT.
 - Lynch will work 10 hours a week and attend classes specializing in town clerk office procedures and certifications
 - Motion by Boudreau, seconded by Bowen the Select Board voted to appoint Amanda Lynch as Assistant Town Clerk at grade step 1 effective immediately.
- **Review and Approval of Warrants**
 - Motion by Boudreau, seconded by Bowen the Select Board voted to approve the 05/19/22 Payroll warrant of \$59,155.03
 - Motion by Bowen, seconded by Boudreau the Select Board voted to approve the 05/19/22 Vendor warrant of \$324,281.25
- **Review and Approval of Minutes**
 - Motion by Bowen, seconded by Boudreau the Select Board voted to approve the 4/19/22 Executive Session minutes, Real Estate
 - Motion by Boudreau, seconded by Bowen the Select Board voted to approve the 4/19/22 Executive Session minutes, Contract Negotiation
 - Motion by Boudreau, seconded by Bowen the Select Board voted to approve the 5/5/22 minutes as written
- **Meetings/Events attended by Selectboard members**
 - Jacque: Emergency Services Facility, a pit dig, with Cummings met with EMS Chief Fortier
 - Boudreau: Friends of Senior Center
- **Business**
 - Jacque relayed information from the meeting with Chief Fortier and Cummings
 - The agreements are essentially the same as the previous version except for the dates of July 2022 through June 2023 and the dollar amount, from Art. IV of the agreements, for participating in a regionalization study and business plan for each.
 - The term “donation” was Bernardston’s wish to pay separately from Northfield’s general fund
 - Renewal/termination language allows for ending the agreements if switching to regionalization
 - Last year’s concerns included fees, how they would be determined, terminology of fee vs. donation, if regionalization was appropriate and if the Finance Committee agreed
 - Concerns this year are the regionalization study starting May 23 and should address realistic funding and structure for moving forward with participating towns and possibly adding other nearby towns.
 - FY22 Revenue by town: Northfield \$136,000, Bernardston \$105,000, and Erving \$33,000
 - Private ambulance services are withdrawing service from small towns creating a need for regionalization. Northfield will be well positioned to enhance its service
 - For FY23
 - Regular updates with EMS

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- Discuss agreements at the beginning and end of budget cycle; include the Finance Committee
 - Educate the public and allow time for contracts prior to May-June of 2023
- Motion by Boudreau, seconded by Bowen to approve the service contract between the Town of Northfield and the Town of Bernardston from July 1, 2022, to June 30, 2023
- Motion by Boudreau, seconded by Bowen to approve the service contract between the Town of Northfield and the Town of Erving from July 1, 2022, to June 30, 2023
- EMS Lease
 - Terms cover until June 30, 2024, with option to sign on for third year through June 30, 2025
 - Brief review of monthly payment
 - Motion by Bowen, seconded by Boudreau the Select Board voted to approve and renew the lease with Sandri Realty Inc. at 42 Main Street from July 1, 2022, to June 30, 2024
- Emergency Services Facility Committee (ESFC) Update
 - Geotech core samples and pit tests were done last week with results due by the next ESFC meeting
 - Phase I ending. Phase II will be design work and cost estimate.
 - Discussion on viability of proposed site. Test samples will determine if the site is viable
 - Feedback should be directed to the ESFC
- Approve the American Recovery Act Management Plan, Policy & Procedure
 - Jacques explained the procedure for requesting projects covered by ARPA. Forms submitted would be reviewed by the committee and forwarded to the Select Board for approval.
 - All requests would be documented for auditing purposes
 - Multi year projects can be submitted
 - All departments will be notified after the policy is approved
 - Setting up a fund for a grant program to aid local businesses is one of the proposals
 - Motion by Boudreau, seconded by Bowen the Select Board voted to approve the American Recovery Act Management Plan, Policy & Procedure
- Performance Evaluation Timeline
 - Written feedback from each Select Board member due to Jacques by June 14 for June 28 evaluation of the Town Administrator
 - The members agreed to have the evaluation in open meeting
- Select Board priorities for the year
 - Jacques created a list of priorities for members to review and bring back for discussion on future agendas
- **Proposed Agenda Items**
 - Emergency Services Facility update
 - Selectboard priorities
 - ARPA
 - Ethics Commission findings on Boudreau as an emergency sewer operator
- **Announcements:** Call out to volunteers to apply for the Pre-Commissioner openings of the proposed Grandin Water Dist.
 - Denis Brennan of V.F.W Post 9874 announced the schedule of the Memorial Day parade, Monday May 30, 2022, starting at the Trinitarian Church at 10 am.
- **Motion by Bowen, seconded by Boudreau the Select Board voted to adjourn at 7:35 pm**

Recorded by Sandra L. Wood, Secretary

Select Board Clerk

5/31/22

Date Approved