

[NORTHFIELD SELECT BOARD MEETING MINUTES]

May 31, 2022

Northfield Town Hall
69 Main St

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

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

Others Present: Highway Superintendent Tom Walker; Fire Chief Floyd “Skip” Dunnell

- Meeting was called to order at 6:04 pm
- **Scheduled Appointments**
 - 6:08 pm Highway Superintendent Tom Walker- Highway projects
 - Current paving schedule discussed. Areas include Cross Rd, Ashuelot, and a section of Gulf Rd
 - Culvert work on So. Mountain Rd to begin after school year ends to avoid bus transportation issue
 - Other projects included work on Ferry Rd., general pothole and washout repairs, grass mowing, sign repairs, grading dirt roads
 - Pothole at the Elementary School has been determined as the town’s project. Will need to obtain a permit from the state
 - Moody Street work to start next week
 - Work to be done on the Bennett Brook intersection
 - 6:30 pm Fire Chief Skip Dunnell - Emergency Services Facility update (ESFC)
 - Review of project from 2007 to present. Reference to sites considered and matrix available for viewing in Town Hall main entrance
 - Preliminary concept from 2011 for space needs compared to first concept submitted by Caolo & Bienek Associates
 - ESFC is waiting for the final report from GeoTech on the core sample findings of the proposed site.
 - Phase I almost complete and ESFC will notify the Select Board when ready to move to Phase II. Organization of the committee may change but not until Phase II
 - A request for proposal for land has been posted to explore other possible sites
 - Dunnell and Cummings requested the public with interest in the project come to the meetings to voice suggestions and concerns and to refrain from waiting until town meeting
- **Review and Approval of Warrants**
 - Motion by Cummings, seconded by Boudreau the Select Board voted to approve the 6/02/22 Payroll warrant of \$62,866.75
 - Motion by Boudreau, seconded by Cummings the Select Board voted to approve the 6/02/22 Vendor warrant of \$1,282,741.05
- **Review and Approval of Minutes**
 - Motion by Bowen, seconded by Boudreau the Select Board voted to approve the minutes of 05/17/22 as written. Cummings abstained
- **Meetings/Events attended by Selectboard members**
 - Bowen: Franklin Regional Transit Authority; Memorial Day parade
 - Cummings: Campus Center Community Collaborative Committee; Memorial Day parade
 - Jacque: Memorial Day parade; grant workshop; Emergency Services Facility committee; American Recovery Plan; Zoning Board hearing
- **Business**
 - Revoke Boudreau appointment as an on-call wastewater treatment operator
 - After consulting with Ethics Board attorneys, conflicts for both Karen Boudreau of the Sewer Commission and Bernard Boudreau resulted in the request to revoke the appointment
 - Motion by Cummings, seconded by Bowen the Select Board voted to revoke Bernard Boudreau’s appointment as an on-call wastewater treatment operator. BBoudreau abstained

May 31, 2022

Northfield Town Hall
69 Main St

- Proposed Grandin Water District Update
 - Legislative bill number has not been assigned by the state. Request for support letters on hold
 - No “pre-commissioner” citizen interest forms have been submitted. Select Board can appoint two positions now with one of the positions being put on the ballot next year for users to elect and the other would be a two-year term if the law passes. A member of the Select Board can be appointed.
- Performance Evaluation timeline
 - Llamas finishing up evaluations. Completed evaluations to be available by the next Select Board meeting for review
- Select Board priorities
 - Mosquito Control
 - The town was notified by the Pioneer Valley Mosquito Control District (PVMCD) that due to receiving many requests to join they are not able to include the town at this time due to lack of staffing. Membership is on hold and will be revisited next year.
 - Need to collaborate with the Board of Health on the next steps
 - Rules for opting out of aerial spraying have changed since last year. Jacque to address with the Board of Health for possible joint meeting
 - Jacque to request topic be added to the Franklin Regional Council of Government (FRCOG) meeting to discuss how to move the PVMCD forward
 - Economic Development
 - Llamas met with the FRCOG Economic/Planning Department to investigate technical assistance funding and contacted other FRCOG departments for:
 - Grants and project priority
 - Start with Mass Downtown Initiative (MDI) grant through One Stop for a consultant to design wayfinding signage, approved through the Local Rapid Recovery program. Letter of support signed by the Select Board
 - Reuse of the Fire Station: too early to discuss at this time but FRCOG can start process with brownfields assessment and prepare for Real Estate Technical Assistance Grant
 - Funding for storefront improvement
 - Pursue grants for Complete Streets and funding for Streetscape Development
 - Funding for Economic Development Planner with a three-year contract. More discussion under American Recovery Plan agenda item
 - Jacque proposed a subcommittee for future discussion.
- Cummings left the room at 8:08pm and returned at 8:14 pm
- American Recovery Plan (ARPA)
 - ARPA Committee Funding Requests/Recommendations
 - Economic Development Planner
 - Llamas gave a brief review of the job description
 - Town has \$860,000 in ARPA funds. ARPA Committee deliberates how to distribute funds to benefit all levels of the constituency. All ARPA funding has been designated as lost revenue
 - 3-year contract to be funded with ARPA funds with a calculated potential cost of \$260,000. Recommended by the ARPA Committee
 - ARPA funds need to be obligated by December 31, 2024. Goal to obligate early
 - Motion by Bowen, seconded by Boudreau the Select Board voted to approve the ARPA request for funding to hire a Town Economic and Development Planner
 - EMS/Fire Department Pagors

May 31, 2022

Northfield Town Hall
69 Main St

- 60 pagers for Fire and EMS to be used with the new CoMIRS system as well as the legacy 450mhz system until it is taken out of service.
 - Motion by Cummings, seconded by Bowen the Select Board voted to approve the request of \$48,867.60 through the use of ARPA funds for sixty (60) pagers
 - Grant applied for by the FRCOG is not guaranteed and will not be available until fall.
- Asset Management Plan for Wastewater Treatment Facility
 - Department of Environmental Protection (DEP) had been working with the treatment plant and notified Llamas
 - Full amount designated for grant application to show town commitment, but may only need \$35,000 as a match
 - Project is part of the consent order from the DEP
 - Motion by Bowen, seconded by Cummings the Select Board voted to approve the request for funding from ARPA to pay for the Asset Management Plan at the Wastewater Treatment Facility of \$117,430.
- **Town Administrator's update**
 - Receipt of the Shared Streets and Spaces Grant to pay for snow removal/sidewalk maintenance equipment - \$40,000.
 - First Meeting May 24th with consultants for Efficiency and Regionalization Grant – fact finding and just received their first data request.
 - MassDOT and WSP (engineers for MassDOT) submitted a federal grant application on Monday, May 23rd, to try to receive additional federal funding to move forward with the Schell Bridge project. Many organizations sent in letters of support – thank you to the Schell Bridge Committees for their work in rounding up many of these letters. We received letters from our Federal Senators (Warren and Neil) as well as Congressman McGovern as well as our State Reps – Mark/Whipps and Comerford.
 - Received notice MassDot has approved a bridge preservation project on the current Rte 10 bridge. Possibly a few years out before we see the work to be done.
 - Thanks to Assistant Accountant Erin Degnan and Treasurer Michele Turner for completing the State paperwork for the Town to be fully reimbursed for around \$1300 for employees who filed for COVID time and met all the requirements for the Town to waive use of their sick time. The Select Board has continued to allow for employees to file for COVID time without penalty to their sick time, but the State reimbursement program for this has ended.
 - Town received email from Eversource with the Town's "Scorecard" that measures the value of Eversource's proactive tree work. The Scorecard shows:
 - Over 2021
 - Number of tree related emergency calls
 - Clearance standard needed to be maintained
 - Number of Emergency calls
 - Percent of tree-related outages (due to trees)
- **Topics not reasonably anticipated by the chair 48 hours in advance of the meeting**
 - Dunnell gave the Select Board a briefing on the major accident of May 29th
- **Correspondence:** MassDOT on future Route 10 Bridge work; Thomas Aquinas thank you letter to the Select Board for the letter of congratulations on their first graduating class
- **Committee/Board Appointments**
 - Motion by Boudreau, seconded by Cummings the Select Board voted to appoint Victoria Luksha to the Conservation Commission; term expires 6/30/22
 - Motion by Bowen, seconded by Cummings the Select Board voted to appoint Victoria Luksha as an Election Officer; term expires 8/15/22

[NORTHFIELD SELECT BOARD MEETING MINUTES]

May 31, 2022

Northfield Town Hall
69 Main St

- **Proposed Agenda Items**
 - COVID sick pay
 - Emergency Services Committee
 - Economic Development Planner
- **Announcements:**
 - Karen Boudreau of the Sewer Commission plans to do a Sewer Commission newsletter for updates
 - Northfield Golf course and Council on Aging will schedule concerts in July and August
- **Recognition for Service**
 - To EMS, Police, Fire and Highway for work at the accident over the weekend
- **Motion by Bowen, seconded by Boudreau the Select Board voted to adjourn at 8:55 pm**

Recorded by Sandra L. Wood, Secretary

Select Board Clerk

6/14/22
Date Approved