

May 20, 2019  
Northfield Town Hall  
69 Main St

Selectboard Present: Alexander Meisner, Chair; Tracy Rogers; Heath Cummings

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

Others Present: Bill Kilpatrick, Gulf Rd.; John Dale, School St.; Sandi Whitney Campbell; Heather Tower, Senior Center Director

- Meeting was called to order at 6:00 pm
- **Reorganization of the Selectboard**
  - On a motion by Cummings, seconded by Meisner the board voted to appoint Alex Meisner as Selectboard Chair and a member of the Trustees of Soldier's Memorials
  - On a motion by Rogers, seconded by Meisner the board voted to appoint Heath Cummings Clerk of the Selectboard.
  - On a motion by Meisner, seconded by Rogers the board voted to appoint Alex Meisner to the FRCOG Comprehensive Economic Development Committee (CEDS)
  - On a motion by Meisner, seconded by Rogers the board voted to appoint Heath Cummings to the FRCOG Planning Board
  - On a motion by Meisner, seconded by Rogers the board vote to appoint Denis Brennan as representative to the Upper Pioneer Valley Veterans Services
  - On a motion by Meisner, seconded by Cummings the board voted to appoint Alex Meisner representative to the Franklin Regional Council of Governments
  - On a motion by Meisner, seconded by Cummings the board voted to appoint Tracy Rogers representative to the Franklin Regional Transit Authority
  - On a motion by Meisner, seconded by Rogers the board voted to appoint Floyd "Skip" Dunnell as the Community Emergency Response Coordinator
  - On a motion by Meisner, seconded by Rogers the board voted to appoint Tracy Rogers to the Emergency Services Facility Committee
  - On a motion by Meisner, seconded by Rogers the board voted to appoint Alex Meisner to the Town Hall Master Plan Committee
  - On a motion by Meisner, seconded by Rogers the board voted to appoint Heather Tower to the Housing & Redevelopment Authority Citizen Advisory Committee
- **Citizens' concerns**
  - Bill Kilpatrick: Gulf Rd signage concern
  - John Dale: requested stump in right of way be removed in front of his property. Meisner to contact Highway Superintendent Walker
- **Review and Approval of Warrants**
  - 4/30/19 Payroll warrant of \$27,300.19
  - 4/30/19 Vendor warrant of \$35,853.42
  - 5/7/19 Payroll warrant of \$33,666.76
  - 5/7/19 Vendor warrant of \$51,906.95
  - 5/14/19 Payroll warrant of \$36,749.59
  - 5/14/19 Vendor warrant of \$502,477.82
    - On a motion by Meisner, seconded by Rogers the board voted to approve the warrants as written.
- **Review and Approval of Minutes**
  - On a motion by Rogers, seconded by Meisner the board voted to approve the minutes of 04/29/19 as written
- **Interim Selectboard Meetings**
  - Town meeting May 6
- **Meetings attended by Selectboard members**
  - Rogers: FRTA Advisory; Schell Bridge update; Emergency Services
  - Meisner: Fire Dept.; Schell Bridge update

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- o Cummings: Schell Bridge update

- **Business**

- o Donation of a sign for Center Cemetery
  - Sandy Whitney Campbell presented an engraved oak sign donated by the Whitney family.
- o Permission to contract diesel & heating fuel for FY20 with FRCOG
  - Notification from the FRCOG to authorize services to bid on diesel and heating oil for the town was read
  - On a motion by Meisner, seconded by Cummings the board voted to have FRCOG Andrea Woods, purchasing program manager make the decisions regarding the FRCOG contract with the Town of Northfield for fuel oil and gasoline/diesel
- o P/T Assistant & Maintenance Worker job description for Sewer Department
  - Position is under the supervision of the wastewater department
  - Position not licensed. To perform general maintenance and trained how to do readings
  - On a motion by Meisner, seconded by Cummings the board voted to accept the job description of the part time assistant and maintenance worker
- o Council on Aging Program Coordinator job description
  - Job description changed to reflect actual position
  - On a motion by Rogers, seconded by Meisner the board voted to accept the job description
- o Special Town Meeting June 17, 2019 warrant articles
  - There has been no update to the school budget to date
  - Meeting scheduled for Thursday, May 30 at 9:00 am to approve and sign the special town meeting warrant
- o Appointment of Financial Assistant
  - Deb Lee was the finalist for the position
  - On a motion by Meisner, seconded by Rogers the board voted to appoint Debra Lee as the financial assistant for the Town of Northfield

- **Town Administrator's update**

- o Gulf Rd-received letter from the state approving signs. Will meet with Highway Superintendent Tom Walker
- o Emergency Services Facility- approved the agreement for a feasibility study

- **Topics not reasonably anticipated by the chair 48 hours in advance of the meeting**

- o Letter from DESE regarding the superintendent's five year contract. Suggests the superintendent work with the towns. The contract was signed prior to the commission deciding on the school's debt.
- o It will be suggested the superintendent attend the next 4 town district meeting.

- **Correspondence:**

- o FEMA: notification of field surveying for flood risk management May 2019-winter 2020
  - Meisner read a summary of the letter
- o East Northfield Water Company: rate increase

- **Appointments:**

- o On a motion by Meisner, seconded by Rogers the board voted to appoint Shawn Foster to the ZBA; term expires 12/31/23
- o On a motion by Meisner, seconded by Cummings the board voted to appoint Sam Stevens as part-time assistant and maintenance worker for the Sewer Department, pending classification at grade 1 step 1 at \$13.14/hour
  - Due to Sewer Commissioner Tom Walker's relationship to Stevens, he abstained from voting at the Sewer Commission meeting leaving a lack of a quorum for the appointment.

- **Announcements**

- o The Northfield VFW Memorial Day parade will be Mon. May 27, 10 am
- o Paving Winchester Rd. & Pine St. June 3 & 4 weather permitting
- o Coffee with your Congressman: Jim McGovern will host a gathering on Sat. June 15 from 10a-1130a at Town Hall
- o Notification from MassDOT approving signage for Heavy Commercial Vehicle Exclusion on Gulf Rd.

## [NORTHFIELD SELECTBOARD MEETING MINUTES]

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- **Recognition for Service**

- Thank you to everyone who assisted with the election and town meeting including local businesses Mim's and Cameron's Winery for donating food and beverages for those working the election.

- **Proposed Agenda Items**

- East Northfield Water Company

On a motion by Meisner, seconded by Rogers the board voted to adjourn at 7:08 pm.

Recorded by Sandra L. Wood, Secretary

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Selectboard Clerk

06/03/19  
Date Approved