

July 1, 2019

Northfield Town Hall
69 Main St

Selectboard Present: Alexander Meisner, Chair; Heath Cummings

Selectboard Absent: Tracy Rogers

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

Others Present: Bill McGee, Neighbors @ Home; Bill Kilpatrick, Gulf Rd; Heather Tower, Senior Center Director

- Meeting was called to order at 6:00 pm
- **Citizens' concerns**
 - Bill Kilpatrick: update for exclusion signage on Gulf Rd; request to place street signs intersecting Gulf Rd.; paving on Gulf Rd.
- **Review and Approval of Warrants**
 - 6/18/19 Payroll warrant of \$34,805.62
 - 6/18/19 Vendor warrant of \$64,047.32
 - 6/25/19 Payroll warrant of \$29,215.74
 - 6/25/19 Vendor warrant of \$29,188.55
 - On a motion by Meisner, seconded by Cummings the board voted to approve the warrants as listed.
- **Review and Approval of Minutes**
 - 06/03/19
 - 06/12/19
 - On a motion by Meisner, seconded by Cummings the board voted to approve the minutes of 6/3/19 and 6/12/19 as written.
- **Interim Selectboard Meetings-** Special Town meeting 6/17 19
- **Meetings attended by Selectboard members**
 - Cummings: PVRs graduation; NES graduation; dedication of basketball court
- **Business**
 - Bill McGee – Neighbors at Home Program Update
 - Program launched July 1
 - Insurance coverage for volunteers and members is \$3,000 yearly
 - Looking to involve high school age volunteers
 - Appointment of new Council on Aging Program Coordinator
 - Linda Keech to fill the temporary part-time position
 - On a motion by Meisner, seconded by Cummings the board voted to appoint Linda Keech as the temporary Council on Aging Program Coordinator for 15 hours a week at \$17/hour and to be reviewed in 90 days.
 - Sign Agreement for Services – Emergency Medical Services between Northfield and Bernardston
 - On a motion by Meisner, seconded by Cummings the board voted to accept and go into agreement for services between the Town of Northfield EMS and the Town of Bernardston EMS effective dates of July 1, 2019 through June 30, 2020
 - First Light – Amendment to Tax Valuation Agreement
 - Money appropriated at 2019 Town Meeting to get a new assessment done. Will not be in time for this year's taxes.
 - One year extension using current valuation
 - On a motion by Meisner, seconded by Cummings the board voted to grant a one year extension to First Light Hydro and the Town of Northfield
 - Complete Streets Prioritization Plan Scope of Work
 - Convene committee to work with FRCOG
 - Analyze street study for safety gaps and present list to Selectboard
 - Selectboard prioritizes list then submit for state funded grant

[NORTHFIELD SELECTBOARD MEETING MINUTES]

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- On a motion by Meisner, seconded by Cummings the board voted to submit the prioritization grant to the state for the Complete Streets Program with the Town of Northfield and the Franklin Regional Council of Government
- End of the Year Requests for Appropriation Transfers
 - On a motion by Meisner, seconded by Cummings the board voted to approve the request for \$1,050.00 be transferred from Town Clerk Expense to Elections & Registrations
 - On a motion by Meisner, seconded by Cummings the board voted to approve the request for \$1,500.00 to be transferred from Workers Comp Ins. to Unemployment Ins.
 - On a motion by Meisner, seconded by Cummings the board voted to approve the request for \$198.50 to be transferred from Town Hall Maint. to Town Reports.
 - On a motion by Meisner, seconded by Cummings the board voted to approve the request for \$2,000.00 from Highway Machine Maintenance to Highway Garage Maintenance
 - On a motion by Meisner, seconded by Cummings the board voted to approve the request for \$3,000.00 to be transferred from Tuition & Transp. to Wire Inspection Svcs.
 - On a motion by Meisner, seconded by Cummings the board voted to approve the request for \$5,000 to be transferred from Town Admin. Salary to Legal Expense.
 - On a motion by Meisner, seconded by Cummings the board voted to approve the request for \$5,000 to be transferred from Town Admin. Salary to Computer Svcs.
 - On a motion by Meisner, seconded by Cummings the board voted to approve the request for \$122.50 to be transferred from Constable Expense to Constable Salary.
- Proposed Personnel Policy Updates
 - Updated to reflect 10 hour days
 - Sick leave based on hours not days
 - On a motion by Meisner, seconded by Cummings the board accepted the proposed changes to the town Personnel Policy, effective July 1, 2019.
- Acknowledgement of Open Meeting Law complaint received from Michael Townsley June 13, 2019 re: June 10, 2019 meeting
 - On a motion by Meisner, seconded by Cummings the board voted they hereby acknowledges receipt of the Open Meeting Law Complaint from Michael Townsley dated June 12, 2019 and received June 13, 2019. Following its review, discussion and deliberation of the Complaint, the Board votes to issue a response as follows:
 1. The June 10, 2019 meeting of the Selectboard was duly noticed and opened;
 2. Without waiving its claim that the June 10, 2019 meeting was properly posted and opened, the Committee maintains that any alleged violation of the Open Meeting Law was cured by a June 12, 2019 duly notice meeting of the Selectboard at which the final recommendation of School District budget request was entertained and voted;
 3. The Complaint does not set forth any facts or allegations that the Committee deliberated outside of a public meeting and it is the Committee's position that no improper deliberation took place outside of a public meeting;
 4. Consistent with its review of the Complaint and its discussions tonight, the Committee authorizes Town Counsel to respond to the Complaint as deliberated, on its behalf, and designates the Town Administrator to work with Town Counsel to issue its final response.
- Acknowledgement of Right of First Refusal from NGC Realty LLC, Edward J. Snow, Jr., Manager; Birnam Rd.
 - Letter notifies the board and requests Right of first refusal for 7+ acres to become three residential building lots
 - On a motion by Meisner, seconded by Cummings the board officially acknowledged the Right of First Refusal from NGC Realty, Ed Snow Jr. manager for the Birnam Rd lots.

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- Request to place DARE programs clothing donation box
 - On a motion by Meisner, seconded by Cummings the board voted to approve the request to place a DARE collection box on town property.
 - Proceeds go to support the DARE program
 - Meisner requested future updates on the box
- KPLaw Determination and Consent Pursuant to the MA Rules of Professional Conduct, Rule 1.7-Representation of Town of Leyden connection with a certain Intermunicipal Agreement with the Pioneer Valley Regional School District
 - KP Law requesting approval from Northfield to represent Leyden in matter concerning agreement with PVRSD
 - On a motion by Meisner, seconded by Cummings the board voted to give consent to KP Law to represent Leyden in connection with a certain Intermunicipal Agreement with the Pioneer Valley Regional School District
- **Town Administrator's update**
 - Cell tower easement payment of \$472,221.80. Will be certified in free cash in the fall
 - FY18 audit has begun
 - PVRSD Town Administrators are reaching out to bring parties together for discussions moving forward
- **Appointments:**
 - Re-appointments
 - On a motion by Meisner, seconded by Cummings the board voted to appoint:
 - Denis Brennan, Veterans Graves Officer; term expires 6/30/20
 - Jennifer Goselin and Mary Mayshark-Stavely; Cultural Council; term expires 6/30/22
 - Betty Gibson and Pam Eldridge, Trust Fund Committee; term expires 6/30/22
 - Carol Pike, Yolanda Merchant and Lara Dubin; Community Preservation Committee; term expires 6/30/20
 - Jerry Wagener, Open Space Committee; term expires 6/30/22
 - Stacy Bond, Agricultural Commission; term expires 6/30/22 and
 - Steve Seredynski, Town Hall Master Plan Committee; term expires 6/30/22
- **Recognition for Service** – Northfield Highway Department: For assisting the Fire Department by preparing the Fire Department ladder building to receive Northfield's new ladder truck. Letter from Chief Dunnell read.

On a motion by Meisner, seconded by Cummings the board voted to adjourn at 7:15 pm

Recorded by Sandra L. Wood, Secretary

Selectboard Clerk

7/15/19

Date Approved