

July 8, 2020

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/Kayla Drumgool, BNCTV

Others Present:

- **Meeting was called to order at 6:00 pm**
 - Read for the Record Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the town of Northfield Selectboard will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of Northfield's website, at northfieldma.gov. For this meeting, members of the public who wish to watch the meeting may do so in the following manner: The meeting will be filmed and broadcast in live time by BNCTV, Channel 17 and a link will be posted on the Town's website at northfieldma.gov. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event we are unable to do so, despite best efforts, we will post on the Town's website an audio or video recording, or other comprehensive record of proceedings as soon as possible after the meeting
- **Citizens' concerns**
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- **Review and Approval of Warrants**
 - 7/2/20 Payroll warrant of \$74,699.52
 - 6/30/20 Vendor warrant of 75,362.39
 - 7/2/20 Vendor warrant of 12,474.60
 - On a motion by Meisner seconded by Cummings the board voted to approve the warrants as read
- **Review and Approval of Minutes**
 - On a motion by Meisner, seconded by Cummings to approve the 6/22/20 minutes as written.
- **Interim Selectboard Meetings-** Annual Town Meeting- Appreciation to all involved
- **Business**
 - Deb Potee; Regionalization Planning Board
 - Informing Selectboards where the committee is with attempt to study and consider regionalizing PVRs and Gill Montague as one high school. This is a 2-3-year plan. Study is being done because of financial restraints and stabilize declining enrollment. The RPB is working with consultants. Report was due 6/30. School committee supported the process. Result of the study will be presented in the fall.
 - Challenges: transportation will be part of the study; diversity of Gill Montague school. School loyalty
 - Milestones/timeline: RPB is not meeting over the summer. More information will be provided with the consultant's final report. Publicity needs to be started to get people used to hearing it.
 - Limiting enrollment to tech school discussion: No. FCTS has higher standards and takes a lot of students.
 - Award EV Charging Station Bid
 - 3 responses
 - AEG recommended with a 5 year plan
 - One-unit dual charger.
 - Eversource installs infrastructure at no cost.
 - Annual data fee applied at the start. Rates to charge, using our aggregation rates, will be calculated to cover costs. Use charges will eventually cover annual fees. Collection account will have a limit set by the Selectboard. Collections over the limit will go to the General Fund.
 - Llamas to ask for other towns data
 - On a motion by Meisner, seconded by Cummings the board voted to award the EV Charging Station bid to Advanced Energy Group.
 - Frank Froment/Rebecca Sommer-Petersen: COA request to appoint Senior Center Director

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- Request to hire Becky on full- time permanent position.
- Sommers-Petersen enjoys the job and with the CoA's assistance during the pandemic they have been very innovative.
- New initiatives: Grants from Lifepath, cultural celebrations; renewed app for Lifepath for funding yoga . Increased attendance to exercise classes during covid because of Zoom. Bernardston frozen meals and frozen food boxes to distribute those seniors needing food. Expanded the Senior Learning Network via video.
- CoA supports Sommers-Petersen and says she is doing an outstanding job.
- Motion by Meisner, seconded by Cummings the board voted to appoint Rebecca Sommers-Petersen as the Senior Center Director.
- Recreation Commission
 - A commission with additional employees and sports/playground programs. Vacant Secretary/Program Director position. Job description being updated.
- Town Administrator Evaluation
 - Selectboard members weighed in on each section of the performance evaluation
 - Administration: TR- Outstanding; HC-Exceeds Expectations; AM- Meets/Exceeds Expectations
 - Personnel: TR- Outstanding; HC-Exceeds Expectations; AM- Below/Meets Expectations
 - Planning/Grants: TR-Exceeds Expectations; HC- Outstanding; AM Outstanding
 - Selectboard: TR- Meets Expectations; HC-Outstanding; AM- Meets Expectations
 - General Duties: TR- Outstanding; HC- Outstanding; AM- Meets/Exceeds Expectations
 - Procurement: TR-Exceeds Expectations; HC-Exceeds Expectations; AM-Exceeds Expectations
 - Finance/Budget/Town Meetings: TR-Below Expectations; HC-Outstanding; AM-Outstanding
 - Interaction and Relations with Peers and the Public; TR- Exceeds Expectations; HC- Meets Expectations; AM- Meets Expectations
 - Overall: TR- More than satisfactory; HC- More than satisfactory; AM-Satisfactory
 - Llamas response: taking the budget on due to the change in finance department personnel and redesigning the process took more time and changed how information was distributed.
- Revise Meeting Schedule
 - Next meeting scheduled tentatively for 7/27. To be determined
- Appropriation Transfers
 - \$571.60 from Employee Appreciation to Secretary Salary
 - \$1,837.01 from Selectboard Tech & Meetings to Town Administrator Salary
 - \$127.37 from Assessor's Other Purchase Services to Assessor's Clerk Salary
 - \$2,587.87 from Legal Expense #1 to Treasurer's Salary
 - \$2,954.25 from Legal Expense #2 to Treasurer office supply
 - \$3,944.12 from Town Hall Pellet to Computer Supplies & Services
 - \$561.40 from Town Clerk Other to Town Clerk Salary
 - \$1,875.32 from Town Hall Maint. Fuel Oil to Building Maint. Salary
 - \$538.86 from Building Inspector Mileage to Building Inspector Salary
 - \$763.00 from Police Community Policing to Animal Control Salary
 - \$58.16 from Bd of Health Secretary to Shared Health Agent
 - \$.50 from Memorial Day Supplies to FRCOG Assessment
 - Motion by Meisner, seconded by Cummings the board voted to approve all requests for appropriation transfers between or within departments.
- Time off request form

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- On a motion by Meisner, seconded by Cummings the board voted to approve the stated form of the time off request.
- **Town Administrator's update**
 - Warwick Rd conference call; Speed data analysis for East St. & Pine Meadow Rd., enforceable violations = 1%. Options for Selectboard to post 25mph.; Schell Bridge design process/ right of way; Municipal Vulnerability Preparedness; Clear Gov progress
- **Correspondence:** (2) Support for electrical charger
- **Appointments:**
 - Motion by Meisner, seconded by Cummings the board voted to re-appoint Lara Dubin to the Community Preservation Committee; term expires 6/30/21
 - Motion by Meisner, seconded by Cummings the board voted to re-appoint Arthur Davis to the Open Space Committee; term expires 6/30/23
 - Motion by Meisner, seconded by Cummings the board voted to re-appoint Bill Llewelyn to the Conservation Commission; term expires 6/30/23
 - Motion by Meisner, seconded by Cummings the board voted to re-appoint Bill Llewelyn to the Agricultural Commission; term expires 6/30/23
 - Motion by Meisner, seconded by Cummings the board voted to appoint Donald Baker to the Agricultural Commission; term expires 6/30/23
- **Announcements**
 - From Chief Leighton, Traffic Control equipment: Thanked Officer Jeremy Lawler for building radar trailer
 - Meisner apologized for missing 7/6 meeting and thanked Rogers and Cummings for meeting on 7/6.
- **Proposed Agenda Items**
 - Invite Superintendent Scagel for trajectory of PVRs and response to the Regionalization Planning Board presentation.
- **Recognition of service:** Town Administrator Andrea Llamas, Northfield Police, Highway Dept. and BNCTV at town meeting

Motion by Meisner, seconded by Cummings the board voted to adjourn at 8:03 pm

Recorded by Sandra L. Wood, Secretary

Selectboard Clerk

8/3/20
Date Approved