

August 3, 2020

Northfield Town Hall
69 Main St

Selectboard Present: Alexander Meisner, Chair; Heath Cummings; Barbara “Bee” Jacque

Also Present: Andrea Llamas, Town Administrator; Tyler Bourbeau, BNCTV

Others Present: Remote participation: Tanya Gaylord, Finance Director PVRSD

- **Meeting 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

- **Reorganization of the Selectboard**

- Assignments:
 - On a motion by Meisner, seconded by Cummings the board voted to appoint Alex Meisner as Selectboard Chair/member of Trustees of Soldiers’ Memorials
 - On a motion by Meisner, seconded by Cummings the board voted to appoint Bee Jacque as Selectboard Clerk
 - On a motion by Meisner, seconded by Jacque the board appointed Heath Cummings to the Emergency Services Facility Committee
 - On a motion by Meisner, seconded by Cummings the board voted to appoint Alex Meisner to the Town Hall Master Plan Committee
 - On motion by Meisner, seconded by Cummings the board voted to appoint Alex Meisner to the 350th Anniversary Committee
 - On a motion by Meisner, seconded by Cummings the board voted to appoint Bee Jacque to the Franklin Regional Council of Governments Council. On a motion by Cummings, seconded by Jacque the board voted to appoint Alex Meisner as alternate to the FRCOG Council.
 - On a motion by Meisner, seconded by Cummings the board voted to appoint Meisner to the FRCOG Planning Board.
 - On a motion by Meisner, seconded by Jacque the board voted to appoint Heath Cummings to the Regional Emergency Planning Committee
 - On a motion by Meisner, seconded by Cummings the board voted to appoint Bee Jacque to the FRCOG Comprehensive Economic Development Committee as a nomination.
 - On a motion by Jacque, seconded by Cummings the board voted to appoint Alex Meisner to the Housing & Redevelopment Authority Citizen Advisory Committee
 - On a motion by Meisner, seconded by Jacque the board voted to appoint Heath Cummings to the Franklin Regional Transit Authority

- **Review and Approval of Warrants**

- On a motion by Meisner, seconded by Cummings the board voted to approve the 7/16/20 Payroll warrant of \$90,152.21
- On a motion by Meisner, seconded by Cummings the board voted to approve the 6/30/20 Vendor warrant of \$93,494.40

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- On a motion by Meisner, seconded by Cummings the board voted to approve the 7/16/20 Vendor warrant of \$328,278.06 (County Retirement/Insurance)
- On a motion by Meisner, seconded by Cummings the board voted to approve the 7/30/20 Payroll warrant of \$70,234.80
- On a motion by Meisner, seconded by Cummings the board voted to approve the 7/30/20 Vendor warrant of \$99,789.91
- **Review and Approval of Minutes**
 - 7/6/20 & 7/8/20
 - On a motion by Jacque, seconded by Meisner the board voted to approve the minutes of 7/6/20 and 7/8/20 as written.
- **Meetings/Events attended by Selectboard members**
 - Meisner: Sewer Commission meeting: bidding for infrastructure; Glenwood Ave project
- **Business**
 - Cares Act Funding (PVRs)
 - PVRs Finance Director Tanya Gaylord reviewed the expense list pertaining to Northfield's portion of supplies and personal protection equipment required to start the school season
 - Superintendent Scagel letter to parents reviewed asking for response whether their children will participate at the schools or continue to attend remotely addressed.
 - Staff not wishing to return to school have the option of the Family Medical Leave
 - Llamas reported approximately \$60,000 of the \$263,798 funding has been used.
 - The focus will be on town schools. Supplies purchased in 12-week quantities. Funding will also come from additional grants.
 - On a motion by Meisner, seconded by Jacque the board voted to approve the FY21 Municipal Cares Act Request of \$75,865.
 - Jacque requested in future; documentation be provided before meeting for thorough review
 - Town Hall Reopening Plan
 - Staff input gathered.
 - Limited hours Mon. Tue. & Wed. 9am-Noon and by appointment.
 - Restrooms are closed to the public.
 - Custodian will clean public areas before staff arrives and after noon.
 - On a motion by Meisner, seconded by Cummings the board voted to start the Town of Northfield re-open plan August 10, 2020 phase I with a performance evaluation in one month.
 - Highway department-call for appointment.
 - Dickinson Library-Trustees will govern opening.
 - Playground has signage and requires adult supervision. Signage needed for basketball court. If violated, rims to be removed.
 - Traffic Count – Warwick Road (FRCOG)
 - Llamas requested and received the posted speed limits for Warwick Rd approved in 1972. Memo to Highway Superintendent Walker to put up signs as designated.
 - Posting signs will allow police to enforce the law.
 - Signs will be put up on Northfield Rd. to Rte. 142.
 - Pine Meadow Rd. does not have posted speed limit currently.
 - Letter to be sent to businesses on Pine Meadow Rd to cooperate with traffic excesses.
 - Appointment of Hill Town Accounting for Accounting Services
 - Three proposals reviewed by Llamas
 - Funding discussed with the Finance Committee

[NORTHFIELD SELECTBOARD MEETING MINUTES]

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- On a motion by Meisner, seconded by Cummings the board voted to approve Hill-Town Municipal Accounting Services.
 - Sign merged TA evaluation
 - On a motion by Meisner, seconded by Cummings the board voted to accept the merged Town Administrator evaluation. Jacque abstained.
 - Request from Loaves & Fishes for emergency financial reimbursement: \$2,058.69 approved by the Trust Fund Committee.
 - On a motion by Meisner, seconded by Jacque the board voted to approve the request to reimburse Loaves & Fishes \$2058.69.
 - The board thanked Loaves & Fishes for their help to those in need.
 - Sign Open Space and Recreation Plan contract with FRCOG
 - Jacque reported the Historical Commission contributes to the study and spoke with Julia Blyth of the Open Space Committee on the historical impact
 - The plan is updated every seven years to qualify for grants.
 - On a motion by Meisner, seconded by Cummings the board voted to approve signing the Open Space Recreation Plan contract with the FRCOG.
 - **Town Administrator's update**
 - Greenfield offering small business grants. Information on the website
 - Municipal Vulnerability Preparedness/Hazard Mitigation Plan-meeting scheduled with the Planning Board August 27.
 - **Correspondence:** PVRSD Opening: Meisner summarized Superintendent Scagel's letter to parents
 - **Announcements**
 - Greenfield Awarded Grant to Support Franklin County's Small Business
 - **Recognition for Service**
 - To former Selectboard member Tracy Rogers for service to the town for over six years. The Selectboard thanked Tracy and wished circumstances had allowed them to thank her during what would have been her final meeting in July.
 - **Proposed Agenda Items**
 - Dog Hearing
 - **Executive Session & Adjourn**
- On a motion by Meisner, seconded by Cummings the board voted to go into executive session at 7:37pm for Personnel matter under M.G.L. c.30A, Sec. 21, Reason #1, To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual. The individual to be discussed in such executive session shall be notified in writing by the public body at least 48 hours prior to the proposed executive session; provided, however, that notification may be waived upon written agreement of the parties and not return to open session. On a roll call vote: Meisner said yes, Cummings said yes and Jacque said yes.

Meeting adjourned at 9:25pm

Recorded by Sandra L. Wood, Secretary

Selectboard Clerk

8/24/20
Date Approved