

September 30, 2020

Northfield Town Hall
69 Main St

[NORTHFIELD SELECTBOARD MEETING MINUTES]

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

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

Others Present: Thomas Walker, Highway Superintendent

- **Meeting called to order at 5:10 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. Limited in-person attendance of members of the public may 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

- **Business**

- Highway Department Maintenance Position Job Description and Hiring
 - Review of protocol and position
 - Move position and budget to the Highway Dept. from Town Hall
 - Work order structure
 - Walker to field calls/electronic work orders and assign to Maintenance position
 - No calls except for emergencies
 - Cummings to review work order software with Walker for better tracking of work orders/projects
 - Maintenance will keep a schedule maintenance log for all town buildings as assigned for routine maintenance
 - Departments will consult with Walker and Maintenance about budgeted project requests during budget season
 - Primary location for Maintenance person will be at the Highway garage
 - Comparison of 2006 and 2015 job description reviewed. Llamas to add to 2015 version any differences from 2006 with Walker approval.
 - Cummings briefly explained software for efficient work order tracking. Departments submitting orders will be able to see their work order status.
 - Binders will be kept for each town owned building. Walker has binders at the garage.
 - Walker has scheduled maintenance binder
 - Maintenance position to attend school project meetings for input and technical advice. May want to oversee project
 - Llamas would like to see an annual building maintenance article to keep capital projects down by doing routine maintenance
 - Committees involved must speak with department head, not directly to Maintenance
 - Position is Grade 6. Experience will determine step.
 - OSHA will be added under job description function
 - Hiring team to consist of Walker, Llamas and Meisner
- Highway Department Temporary Help Hiring
 - Length of temporary hire is unknown
 - Position is Temporary Driver Laborer
 - Non-benefitted position
 - Contractors can be used for plowing if needed
- Highway Department Road Work Update

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- South Mountain project will not be done this year due to pandemic
- Culvert work on Four Mile Brook Rd still planned
 - Need to meet with abutters
- Maple St. to be paved where water main broke this summer
- Rustic Ridge to be addressed and will be investigated in the next 2 weeks
- Culvert on Old Wendell Rd. in plans, weather permitting as well as work on Louisiana/Ferncliff
- Weather permitting affects all projects
- Tree work discussion for Four Mile Brook Rd, Holly and Louisiana

Motion by Meisner, seconded by Cummings the board voted to adjourn at 6:25 pm

Recorded by Sandra L. Wood, Secretary

Selectboard Clerk

10/5/20
Date Approved