

November 4, 2020  
Northfield Town Hall  
69 Main St

Selectboard Present: Alexander Meisner, Chair; Heath Cummings; Barbara “Bee” Jacque  
Also Present: Andrea Llamas, Town Administrator; Sandra L. Wood, Town Secretary; Otis Wheeler, BNCTV

- **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. 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
- **Review and Approval of Warrants**
  - Motion by Meisner, seconded by Jacque the board voted to approve the 10/22/20 Payroll Warrant of \$55,624.26
  - Motion by Meisner, seconded by Cummings the board voted to approve the 10/22/20 Vendor Warrant of \$87,854.65
  - Motion by Meisner, seconded by Jacque the board voted to approve the 11/5/20 Payroll Warrant of \$51,775.58
  - Motion by Meisner, seconded by Cummings the board voted to approve the 11/5/20 Vendor Warrant of \$943,960.01
- **Review and Approval of Minutes**
  - Motion by Meisner, seconded by Jacque the board voted to approve the minutes of 10/19/20
- **Meetings/Events attended by Selectboard members**
  - Meisner: Halloween festivities
  - Jacque: Historical Commission; historical description for Open Space plan and other entities requiring data
- **Business**
  - 350<sup>th</sup> Anniversary Committee
    - Historical Commission has two members and is looking into why the 350th Committee has not met.
    - The 350th Committee needs a chair & the Historical Commission’s Stacy Bond will help by organizing an initial meeting.
    - Meisner is the representative for the Selectboard
- **Town Administrator’s update**
  - Terms for Elected and Appointed Officials (to run July 1-June 30)
    - Elected – Can only be changed by Special Act
    - Appointed – Investigate the applicable term fixed by state law for each committees/board. Changing term of office may have the effect of shortening terms of office for some current officials and effectively “removes” them from office – where their term may be fixed by law. Each board/committee must be reviewed and determine how to accomplish the task, so the terms remain appropriately staggered as provided by law.
      - Ad-hoc Committees – Changing is allowed, they are created by a vote of the Selectboard and there is no appointment fixed by law
      - Appointed Committees – Investigate the legislative underpinning of each body and determine whether the Town has the flexibility to change – some may be able to be done by bylaw – would have to include a “transition clause” for the changeover.

- Elected Committees –Accomplished by filing special legislation. Often change is effective upon passage by the legislature. Sometimes they want to include an acceptance by voters at an election.
- Llamas to explore further
- Change to Town Hall Opening – Currently in Phase 2 -some public hours. This included:

B: Town Facilities Open with Reduced Hours and Limited Capacity

When it is determined appropriate to do so, the Selectboard will vote to reopen Town Offices to the public for limited hours and by appointment. Staff when not in the building will continue to work remotely. Residents will still be encouraged to make appointments with Town employees.

- Safety protocols regarding PPE & Face Covering, Cleaning procedures, social distancing, etc. in place and in effect
- Sanitizing stations at each entrance as members of the public enter the buildings
- Restrooms limited to staff and people conducting official business
- All employees returned to their office. Employees who have documented underlying health conditions continue some hours present and some remotely.
- Public Meetings able to be held with Committee members present if social distancing can be observed. Guests and will continue to be encouraged to attend remotely if possible. Encourage to continue to use outdoor spaces or remote meeting as possible.
- Due to new orders and advisories from the Governor's Office, meeting with Police/Fire/EMS and Board of Health on Friday morning to discuss what they think as well. Update from FRCOG Health District indicates an increase in COVID cases in the county.
- Board to revisit after Llamas meets with Safety meeting on 11/6
- Pellet Boiler
  - Parts needed
  - Meeting with Finance Committee for funding to replace circulator pumps
- Board of Health received grant for the Transfer station
- **Citizens' concerns**
  - MassDOT removing political signs
    - Llamas suggested getting a road layout from MassDOT to delineate where personal property begins
- **Committee/Board Appointments**
  - Motion by Jacque, seconded by Cummings the board voted to approve the Reina Dastous as an Election Officer; term expires 8/15/21
- **Proposed Agenda Items**
  - Town Hall Open changes; East Northfield Water Co.
- **Announcements**
  - Meisner: thanked all well-wishers and Town Hall Staff for gift on the birth of his son Jackson Gerald Meisner
- **Recognition for Service**— Halloween –Town residents for safe and fun Halloween and safe and smooth election (shout out to the poll workers)

**EXECUTIVE SESSION**

Motion by Meisner, seconded by Cummings the board voted to go into executive session at 6:52 pm to discuss litigation: Under M.G.L. c. 30A, Sec. 21(a) 3; to discuss strategy with respect to litigation if an open meeting may have a detrimental effect on

**[NORTHFIELD SELECTBOARD MEETING MINUTES]**

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the litigating position of the public body and the chair so declares and to adjourn. On a roll call vote Meisner said yes, Cummings yes and Jacque yes

- Selectboard adjourned at 7:25 pm.

Recorded by Sandra L. Wood, Secretary

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Selectboard Clerk

11/17/20  
Date Approved