

## [NORTHFIELD SELECTBOARD MEETING MINUTES]

October 2, 2018

Northfield Town Hall  
69 Main St

Selectboard Present: Tracy Rogers, Chair; Julia Blyth; Alexander Meisner

Also Present: Bernard Kubiak, Interim Town Administrator; Sandra L. Wood, Town Secretary; Kayla Drumgool, BNCTV

Others Present: Joe Graveline, Historical Commission; Bill Kilpatrick, Gulf Rd.; Dan Campbell, Town Clerk; Judy Tate; Bob MacEwen, Board of Health Chair

- Meeting was called to order at 6:00 pm
- **Citizens' concerns**
  - Joe Graveline: Historical Commission First Firehouse dedication; read letter requesting access to town counsel for new bylaw proposal. Kubiak to refer counsel to Historical Commission Chair Carol Lebo.
  - Bill Kilpatrick: inquired on progress of Gulf Rd. traffic study, traffic warning signs and completion date of work being done. No updates at this time. Weather becomes a factor in progress of construction. Requested a revised schedule.
- **Review and Approval of Warrants**
  - 9/25/18 Payroll warrant of \$33,571.17
  - 9/25/18 Vendor warrant of \$110,619.52
  - 10/2/18 Payroll warrant of \$26,951.94
  - 10/2/18 Vendor warrant of \$182,190.89
    - On a motion by Rogers, seconded by Blyth the board voted unanimously to approve the warrants as written.
- **Review and Approval of Minutes**
  - On a motion by Blyth, seconded by Rogers the board voted to approve the minutes of 9/18/18 as amended.
- **Meetings attended by Selectboard members**
  - Rogers & Blyth: PVRs Budget meeting on 10/1
    - Accountant to be notified to hold the lunch deficit payment until an overseer is hired. Northfield, Bernardston and Leyden Selectboards voted to request an overseer be hired by Nov. 1
  - Rogers: Teacher contract negotiation meeting
  - Blyth: H.E.A.R.T.
  - Meisner: Sewer Commission
- **Old Business**
  - Revote the amendment to Dunnell Legislation; House 4765
    - On a motion by Rogers, seconded by Blyth the board approved the changes to H4675, "An Act authorizing the town of Northfield to continue the employment of Floyd Dunnell, III," made by Amendment H4675-1 and consider the amendment to be a technical change. Vote: 3/0
    - Vote document was signed by the Selectboard and certified by the Town Clerk Dan Campbell.
  - Code of Conduct; Public participation
    - Correction of typos in Public participation document. Both documents approved. To be distributed by the Town Clerk to new employees and committee members. Copies to be distributed to current boards, committees, employees and available in the Selectboard Meeting Room.
    - On a motion by Blyth, seconded by Meisner the board voted to accept the Public Participation document as amended.
  - Chapter 90 signoffs
    - The board gave the responsibility of signing off of Chapter 90 documents to the Town Administrator.
    - Project details will be announced at meetings
    - Evening roads meeting with the Highway Superintendent will be held during budget discussions.
- **New Business**
  - East Northfield Water Company
    - Rogers in contact with Dept. of Environmental Protection reporting discolored water

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- DEP in contact with East Northfield Water
  - Kubiak has been contacted by Erick Toledo of Resources for Communities & People to offer services for residents in Northfield effected by the recent water issues
- Schedule meeting with Town Governance Study Committee
  - Meeting to be scheduled. Possible dates 10/16 or 10/30
- **Town Administrator's update**
  - Succession planning for the Town Accountant position
    - Updated job description
    - Looking into internal person for position
  - Planning for the Animal Control Officer position
    - In contact with Sheriff's department for regional service
  - 314 Caldwell Rd Update
    - Contamination minimal; 2 cubic yards affected. Removal required before selling or re-use. Cost analysis to follow
  - Investigating CLEAR.gov budget software
  - Reserved PVRs auditorium for December 10 & 17; possible special town meeting
- **Correspondence:**
  - Denis Brennan update received on Veterans Memorial clean-up; Kubiak to address shrub maintenance with building maintenance.
- **Appointments:**
  - On a motion by Blyth, seconded by Meisner the board voted to appoint Judy Tate to the Council on Aging; term expires 12/31/2020
- **Announcements**
  - Planning Board forum on marijuana establishments originally scheduled for Oct. 4 has been postponed until Oct. 11 per Planning Board Chair Rich Fitzgerald
  - Clean sweep; October 20, 9a-Noon @ highway garage

On a motion by Rogers, seconded by Blyth the board voted to adjourn at 6:46pm.

Recorded by Sandra L. Wood, Secretary

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Selectboard Clerk

10/16/18  
Date Approved