

April 27, 2021

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 (remote); Tyler Bourbeau, BNCTV

- **Meeting was called to order at 6:00 pm**

- Read: 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. 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 Cummings the board voted to approve the 4/22/21 Payroll warrant of \$53,211.16
- Motion by Meisner, seconded by Jacque the board voted to approve the 4/22/21 Vendor warrant of \$121,766.27

- **Review and Approval of Minutes**

- Motion by Meisner, seconded by Cummings the board voted to approve the 3/22/21 minutes w/ Finance Committee
- Motion by Meisner, seconded by Cummings the board voted to approve the 3/23/21 Executive Session minutes
- Motion by Meisner, seconded by Cummings the board voted to approve the 4/12/21 minutes
- Motion by Meisner, seconded by Jacque the board voted to approve the 4/12/21 minutes w/Finance Committee & PVRSD

- **Meetings/Events attended by Selectboard members**

- Meisner: Sewer Commission; met with Town Administrator Llamas and Highway Superintendent Tom Walker
- Jacque: Historical Commission; Planning Board; Franklin Regional Council of Government Council; Schell Bridge Advisory; Jo Comerford “Town Hall” session

- **Business**

- Personnel
 - Police Sergeant Job Description – update
 - Review of 2-4 year eligibility requirement for Sergeant position
 - Selectboard felt more years should be required in terms of experience handling situations including assault, drug crimes, crime scene management, etc.
 - Discussed review of area towns standards. Llamas to collect data
 - Budget discussion for hiring a sergeant with 5-7 years’ experience. Competition with larger communities draws applicants away if Northfield’s salaries are lower. Need to adjust the payscale in general to keep personnel
 - Item tabled until research is collected
 - FLSA Status – Assessors Clerk, Town Secretary Position
 - Change job descriptions from non-exempt to exempt
 - Allows for more flexibility during busy times of the years; staff will self- regulate and continue to submit time sheets
 - Motion by Meisner, seconded by Jacque the board voted to change the Assessors Clerk and Town Secretary FLSA status
 - Highway Department Driver/Laborer and Foreman Classifications
 - Rankings were done by Meisner, Llamas and Finance Committee Chair Lois Stearns
 - Individual rankings were compared and differences discussed

[NORTHFIELD SELECTBOARD MEETING MINUTES]

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- Truck Driver/Laborer was classified as a grade 7 and Foreman as grade 9
- Motion by Meisner, seconded by Cummings the board voted to reclassify the Truck Driver/Laborer to grade 7 and reclassify Foreman to grade 9 with efficacy immediately.
- Appoint Andrea Llamas as the alternate representative to the Animal Control Advisory Committee
 - Motion by Meisner, seconded by Jacque the board voted to appoint Andrea Llamas as the alternate representative to the Animal Control Advisory Committee
- Appoint Jakob Davidson as a Reserve Officer to the Northfield Police Dept.; term expires 12/31/21
 - Memo from Chief Leighton and Sgt. Pirozhkov read requesting Davidson appointed as a Reserve Officer
 - Motion by Meisner, seconded by Cummings the board voted to appoint Jakob Davidson as a Reserve Officer to the Northfield Police Dept.; term expires 12/31/21
- Request from the Building Commissioner to update the Building Permit Fee Schedule
 - Motion by Meisner, seconded by Jacque the board voted to update the Building Permit Fee schedule as amended
- Selectboard Compensation
 - The board discussed increasing the stipend for the Selectboard and other boards to attract semi - professional skill sets citing the amount of time required to prep and attend meetings, phone calls etc.
 - Suggestion of a survey discussed
- Time Off Request
 - Motion by Meisner, seconded by Cummings the board approved the request for time off
- American Rescue Plan Act (ARPA) Committee
 - Funding will trigger Federal audit
 - Rules will apply and use should be planned
 - Guidelines to be released May 10. All funds to be spent by 2023
 - Llamas suggested a member of the Selectboard, Finance Committee, Treasurer and herself for the committee. The board suggested an at-large member of the community be added.
 - Motion by Meisner, seconded by Jacque the board voted to create an ARPA Committee with five members
- Motions for Town Meeting Warrant Articles
 - Motions assigned
- Memorial Day Parade
 - Memo from Denis Brennan, Commander of the V.F.W read citing due to pandemic conditions there will be no parade. Single location for memorial with Pioneer Valley Regional Band
 - New guidelines have been issued since Commander Brennan sent the notice. Parade can take place following new guidelines. Llamas to talk to Brennan
- Request for Mosquito Management Plan
 - Requirements are needed if opt-out is preferred including public hearing
 - And education component for the public is mandatory
 - The state Mosquito Control Task Force is holding a listening session on topic May 3
 - Jacque to communicate with Julia Blyth for additional information; meeting to be scheduled prior to town meeting on May 3 for update.
- Resignation from the Board of Health Department
 - Letter of resignation read
 - Motion by Meisner, seconded by Cummings the board voted to accept the resignation of Catherine L. Kostecki as secretary of the Board of Health
- **Town Administrator's update**
 - Town Meeting will be in the PVRs gymnasium

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- Green Communities grant due May 7; Meisner to sign bid award before next meeting
 - Town Hall drainage report from engineers: recommendation of containment structure
- **Citizens' concerns**
 - Julia Blyth letter re: mosquito control
 - Gulf Rd safety
- **Committee/Board Appointments**
 - Update: Rebecca Frost appointment as Trustee to the Fred Wells Will has been finalized by the Franklin County Probate Court
 - Motion by Meisner, seconded by Jacque the board voted to appoint Rebecca Frost as Trustee to the Fred Wells Will Trust Fund, Northfield representative; term expires April 15, 2026
- **Proposed Agenda Items:** Gulf Rd
- **Announcements:** Beginning April 27th the Dickinson library will be open 2 days and one evening a week. See the library website for details
- Motion by Meisner, seconded by Cummings the board voted to adjourn at 8:00 pm

Recorded by Sandra L. Wood, Secretary

Selectboard Clerk

5/18/21
Date Approved