

MEETING OF THE NORTHFIELD SELECTBOARD

JANUARY 3, 2012

7:00 PM

NORTHFIELD TOWN HALL

AGENDA

***INDICATES A CHANGE FROM THE DRAFT VERSION**

Selectboard present: Kathy Wright, Dan Gray, Jack Spanbauer.

Also present: Tom Hutcheson, Town Administrator; Tyler Bourbeau, BNCTV

Others present: William Fitzpatrick; David Rainville, The Recorder.

The meeting was called to order at 7 p.m.

- **Citizens' concerns**-None.
- **Review and Approval of Warrants**
 - **On a motion by Spanbauer, seconded by Gray, the Board VOTED unanimously to approve the payroll warrant for 12/24/12 for \$24,052.78.**
 - **On a motion by Spanbauer, seconded by Gray, the Board VOTED unanimously to approve the vendor warrant for 12/24/12 for \$15,418.32.**
 - **On a motion by Spanbauer, seconded by Gray, the Board VOTED unanimously to approve the payroll warrant for 12/31/12 for \$18,252.29.**
- **Review and Approval of Minutes**
 - **On a motion by Spanbauer, seconded by Gray, the Board VOTED unanimously to approve the minutes of 12/18/12 were approved as amended.**

- **Summary of Interim Selectboard Meetings**

There were executive sessions regarding a contract for the Acting Chief on Dec. 27 and Dec. 31.

- **Summary of meetings attended by Selectboard members**

Wright reported that she, Chief Crossman, and Hutcheson met regarding the Police Department budget.

- **Old Business**

- Renew FRCOG contract for procurement services for South Mountain. Road

Hutcheson explained that this would simply extend the term of the contract six months. Spanbauer noted that Superintendent of Streets Walker had other work this last fall, and didn't want the possibility of leaving the road disrupted over the winter. **On a motion by Spanbauer, seconded by Gray, the Selectboard voted unanimously to extend the contract Renew FRCOG contract for procurement services for South Mountain. Road to 6/30/13.**

- Approve Selectboard budget

Wright noted that all salaries will be set by the Finance Committee once the cost of living is determined.

Proposed changes to the previous budget are:

Under Selectmen's Expenses, the postage was increased by \$100, to \$1600. Postage is up \$50 due to an anticipated price rise. Other Purchased Services is up \$50 for pre-employment physicals, etc. Office supplies up \$400 due to increased use of shared copier as printer. Mileage is down \$55. Dues and memberships are down \$191 due to shifting MMPA to Town Administrator line. Employee appreciation was raised \$300 to \$600. Subtotal: up 1,098.

Under Administrator's budget, meetings and seminars went down \$651, as Hutcheson has completed procurement training.

Mileage is down \$525 for the same reason. Dues and memberships went up, as MMPA is accounted for here now.

Subtotal: down \$961.

Computers: Repair and Maintenance is up \$100, the cost of one service call, due to anticipated needs. Other service is up due to new fees. BMSI and Point expenses are up, tentatively, \$219. Subtotal: up \$219.

Copy machine repair and maintenance is up \$343 due to increased use.

Town Hall Maintenance: Electricity is up \$550 due to anticipated higher costs. Repair and Maintenance is up \$3000, offsetting a \$3000 deduction under Other Supplies. Rubbish removal is down, tentatively, \$50. Fuel oil is up \$400. Propane is up

230 based on year-to-date expenses for this year. Other Supplies is down \$300, as discussed above. Subtotal: up \$1,130.

Town Building Alarm Maintenance is up \$200, the cost of one service call.

Town Building Sewer Use is up \$200, based on year-to-date expenses.

Town Clock is up \$150, based on \$150 not covering expenses.
 Gas Inspections are up \$970, based on anticipated bills.
 Wire Inspections are up \$355, based on year-to-date expenses.
 Street Lights are up \$800, based on higher expenses and an underestimate from last year.
 Athletic Field Maintenance is down \$3000; this line item is now submitted by the Recreation Commission.
 Total rise in budget compared with last year, not including salaries: \$2,578.

Wright concluded the agenda item by saying she was interested in the possibility of re-purposing some accounts that are not fully expended.

- **New Business**

- New England Relay; June 22-23, 2013; Approve a 24-hour relay running race from the Community Running Association, in conjunction with the New England Chapter of the American Liver Foundation. Runners coming from Gill to the PVRS parking lot. (TH) (5)

After ascertaining that the relay race would not disrupt traffic, **on a motion by Gray, seconded by Spanbauer, the motion passed unanimously.**

- Review draft emergency designer selection and procurement policies (TH) (5)

Hutcheson noted that the Town’s current designer selection procedure does not include a provision allowing an expedited process during emergencies. He presented a proposed policy to allow such expedited procedures. **Gray moved to accept the policy.** Spanbauer seconded the motion. Passed unanimously. Hutcheson presented the draft emergency procurement policy, also to allow expedited procedures. **On a motion by Gray, seconded by Spanbauer, the motion passed unanimously.**

- Review draft CORI policy (TH) (10)

Hutcheson presented a policy for CORI checks based on the State Public Safety model policy. This would enhance the Town’s legal standing in case of a dispute. **On a motion by Gray, seconded by Spanbauer, the motion passed unanimously.**

- Review policy for distributing police Department schedule (KW) (10)

Wright asked Gray what he would like and noted Chief Crossman’s letter on the subject. Gray said that having a draft schedule was fine. Wright asked Hutcheson to ask the Chief to continue sending draft schedules.

- **Topics not reasonably anticipated by the chair 48 hours in advance of the meeting**

Hutcheson requested permission to request assistance from Town Counsel in an employee matter. Gray proposed an executive session prior to involving Counsel. Hutcheson said it was in the best interests of the Town to have Counsel present at the executive session. **Spanbauer moved to involve Town Counsel in the matter, Wright seconded. Passed unanimously.**

- **Board and Committee Meetings/Announcements**

Wright announced Board and Committee meetings:

Date	Activity	Time	Place
01/08/13	Selectboard	7:00 pm	Town Hall
01/08/13	Recreation Commission	7:00 pm	Town Hall

- Openings: A number of committees and boards have openings. A list is available for viewing on the Current Openings page of www.northfield.ma.us and on the Town Hall posting board. Current openings for, among others, Wired West; Cultural Council; Emergency Services Facility Committee; Master Plan Committee; Town Hall Master Plan Committee; and alternate appointments to the ZBA.

Wright announced Board and Committee opening.

- No announcements:
- No correspondence.
- Town Administrator Updates:
 - He has received the Council on Aging budget, which gives them the honor of being the first Department to submit its proposed budget.
 - He is working to get the stalled front steps project moving again, and have submitted a proposal to the CPC that should help let the re-designed project move forward.
 - Chief Crossman has asked to schedule a public safety meeting on Monday, January 7th at 5 p.m. to discuss the response an “active shooter,” as happened at Sandy Hook. The PD has already met with the school administration; this meeting should conclude the planning phase for this type of event.
 - There is a company offering to do videos for a program called "Communities of Distinction", but it really is an advertisement for the community that the community has to pay for. A similar program, “Today in America,” tried to do the same thing last year.
 - Responses to the letter regarding the Four Mile Brook Road Advisory Committee indicate so far that the Committee will stay about the same size until the terms expire in June; one person indicated a desire to step down.
 - He has called the lawyer for the Hidden Pond Lane issue but had to leave a message and have not gotten a response. I’ll keep trying.
- **Appointments:**
 - Northfield Campus Collaborative; term expires 12/31/2015:Re-appointment for Barb Richardson
Spanbauer moved, Wright seconded. Passed unanimously.
 - Police Department; term expires 12/31/2013: Auxiliary Officers : Re-appointment for Dave Clark, Jack Ware
Gray moved. Spanbauer seconded. Passed unanimously.
 - Energy Committee; term expires 12/31/~~13~~*15: Re-appointment for Pete Talmage
Spanbauer moved. Gray seconded. Passed unanimously.
 - Historical Commission; term expires 12/31/~~13~~*15: Re-appointment for Ruth Potee
Spanbauer moved. Gray seconded. Passed unanimously.
- **Request for Use:**
 - Martha Alexander Fund: Request from Ruth Gallagher of Loaves and Fishes for reimbursement of \$359.90 for emergency fuel assistance.
Spanbauer moved. Gray seconded. Passed unanimously.
- **Request for One-Day Temporary Liquor License:** none.
- **Proposed Agenda Items:** none

Wright moved to adjourn at 8:25pm. Spanbauer seconded. Passed unanimously.

Recorded by Tom Hutcheson, Town Administrator

Selectboard Clerk

Date approved