

**MEETING OF THE NORTHFIELD SELECTBOARD
JULY 30, 2013
7:00 PM
NORTHFIELD TOWN HALL
MINUTES**

Selectboard present: Jack Spanbauer, Chair, Jed Proujansky

Selectboard not present: Dan Gray

Others present: Town Administrator Tom Hutcheson; Eric Meals, Chief Operator, Wastewater Treatment Plant; Mark Fortier, EMS Chief; David Rainville, The Recorder.

The meeting was called to order at 7:02 p.m.

Citizens' concerns: none.

- **Review and Approval of Warrants**
- **On a motion by Proujansky, seconded by Spanbauer, the Board VOTED unanimously to approve the payroll warrant of \$24,700.94.**
- **On a motion by Proujansky, seconded by Spanbauer, the Board VOTED unanimously to approve the vendor warrant of \$52,056.08.**

- **Review and Approval of Minutes**
 - The Board postponed approving the 7/23/13 minutes.

- **Summary of Interim Selectboard Meetings**
 - None.

- **Summary of meetings attended by Selectboard members**
 - None.

- **Old Business**
- Sign contract with Triple B Blasting for work on South Mountain Road
 - The original bonds have not yet been received, and so the contract is not ready to sign.
- Sign photovoltaic contract with A. R. Sandri, Inc.
 - The contract has not yet been received from Sandri, and so is not ready to sign. Hutcheson will call Sandri for an update.
- Sign wastewater treatment plant generator contract with Bergeron Electrical Services, Inc.
 - The Selectboard signed the contract for Bergeron; Hutcheson will forward to the Town Accountant.
- Mark Fortier: ALS intercept agreement (V,S)
 - Spanbauer invited EMS Chief Fortier to the table. Fortier said that the contract was the same as it had been in the past, except he had been able to negotiate a reduction in cost, from \$350 per call to \$300. On a motion by Spanbauer to approve the contract, seconded by Proujansky, the Board VOTED unanimously to sign the ALS intercept agreement with BayState Ambulance.
 - Fortier announced that the EMS headquarters will be hosting an Open House on Saturday, August 17, from 11 a.m. to 2 p.m., and will offer refreshments.
 - Spanbauer thanked the Sheriff's Department for their program using inmates to help. Proujansky noted that the program has also been used by the school. Hutcheson will draft a letter to Sheriff Donelan thanking him for his work on the program.
- Conservation Commission special municipal employee (5)
 - Hutcheson reported that as the Conservation Commission had noted, consultants working for the Town are barred by the Conflict of Interest law from working for private interests in Town unless the position of wetlands protection consultant, which might be filled by any number of people, is designated as a special municipal employee. This recognizes the potential conflict of interest and puts the Town and consultant on notice that while the consultant may work on unrelated projects in town, they still may not represent private interests regarding any project they are also working on for the Town. **On a motion by Spanbauer, seconded by Proujansky, the Board voted unanimously that consultants hired by the Conservation Commission for work that is paid for through the Wetlands Protection Fund are to be designated as Special Municipal Employees in accordance with Massachusetts regulations.**

- Town Administrator replacement (JS) (15)

- Spanbauer presented the situation and issues. Proujansky noted the Town might have to pay more for an interim, though with the expected reduced hours, the effect on the budget should be neutral. The budget should include some overlap time in case the permanent administrator is different from the interim. Spanbauer noted that there have been 21 applicant for the interim position, quite a few with municipal experience in Massachusetts. He suggested a process of reviewing and rating them this week; if there is a clear Number One, the Board can offer them the position. Proujansky questions whether Selectboard meetings to review the candidates could be held in executive session. On a motion by Proujansky, seconded by Spanbauer, the Board voted unanimously for Hutcheson to contact Town Counsel regarding the question. Proujansky clarified the process; Board members should rate the candidates and give their ratings to Hutcheson by Monday noon; Hutcheson will compile into an overall rating. Hutcheson will contact Gray and let him know about the process.

- **New Business**

- Town Hall floor waxing (TH) (5)
 - Jack Ware has offered to wax the Town Hall basement floor in cooperation with the Town Hall custodian. **On a motion by Spanbauer, seconded by Proujansky, the Board VOTED unanimously to have Jack Ware do the floor in association with Tammy pelletier for \$18.00 per hour.**
- Old Wendell Road: Request to maintain (Tom Walker) (10)
 - This item was postponed until next week.
- Request to dispose of old safe (TH) (5)
 - The old safe, for which the new cabinets are a replacement, has no key. Although it is not likely to be worth anything, Hutcheson asked for a week to post it on Craigslist to see what the best offer might be by Monday; moving it would be part of the offer.

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

- None.

- **Board and Committee Meetings/Announcements**

Date	Activity	Time	Place
8/6/13	Selectboard	7:00 pm	Town Hall
8/6/13	Library Trustees	6:00 pm	Dickinson Library

- **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 opening for an alternate appointment to the ZBA; Wired West; Cultural Council; Emergency Services Facility Committee; Master Plan Roundtable; Town Hall Master Plan Committee; Council on Aging; Agricultural Commission; Building Use & Planning; Electronic Communication & Cable TV; Emergency Services Committee; Open Space Committee; School Committee Representative
- **Announcements:** Town Hall offices will be closed Friday, August 2; the Senior Center will be open as usual.
- **Correspondence:** *Letter from the Board of Assessors
 - Spanbauer introduced the letter and read excerpts; Hutcheson has drafted a reply. Please submit any changes by Monday. The Selectboard is in complete agreement with the Assessors on the desirability of a Payment In Lieu Of Taxes (PILOT) agreement with the new owners of the campus. Spanbauer and Hutcheson met with Amy Minnich of the National Christian Foundation, the current campus owners, who reported that she is mentioning the topic of a PILOT to potential owners. The Town will also speak with Redemption Christian Academy. The letter to the Assessors will be on next week's agenda.
- **Town Administrator Updates:**
 - None.
- **Appointments:**
 - **On a motion by Proujansky, seconded by Spanbauer, the Board VOTED to appoint Mike Barry to the Conservation Commission, with a term expiring 6-30-2016.**
- **Request for Use:** None.

- **Request for One-Day Temporary Liquor License:** On a motion by Proujansky, seconded by Spanbauer, the Board VOTED unanimously to grant one-day liquor licenses to the Kiwanis Club for Aug. 5, 5:30 – 8:00 p.m.; Aug. 12, 5:30 – 8:00 p.m.; Aug. 19, 5:30 – 8:00 p.m.; and Sunday, Aug. 25., 5:30 – 8:00 p.m.
- **Proposed Agenda Items**
 - None.

Meeting adjourned at 7:35pm

Selectboard Clerk

Date Approved

Recorded by Tom Hutcheson, Town Administrator