

Selectboard present: Jack Spanbauer, Chair; Dan Gray; Jed Proujansky

Also present: Kevin Paicos, InterimTown Administrator; Sandra L. Wood, Town Secretary; Tyler Bourbeau, BNCTV

Others present: David Rainville, The Recorder; Bob Pasteris, Energy Committee Chair

The meeting was called to order at 7:00 pm

- **Citizens' concerns-** none
- **Review and Approval of Warrants**
 - **On a motion by Gray, seconded by Proujansky the board VOTED unanimously to approve the 10/29/13 Payroll warrant of \$19,680.11**
 - **On a motion by Gray, seconded by Proujansky the board VOTED unanimously to approve the 10/29/13 Vendor warrant of \$808,217.60 (PVRs assessment)**
 - **On a motion by Gray, seconded by Proujansky the board VOTED unanimously to approve the 11/05/13 Payroll warrant of \$18,406.54**
 - **On a motion by Gray, seconded by Proujansky the board VOTED unanimously to approve the 11/05/13 Vendor warrant of \$662.47**
- **Review and Approval of Minutes**
 - 10/15/13-tabled for 11/12/13 meeting
 - On a motion by Proujansky, seconded by Gray **the board VOTED to approve the 10/22/13 Selectboard minutes.** After discussion Spanbauer made a motion to withdraw the motion to approve, Proujansky seconded, motion passed. Minutes to be addressed at 11/12/13 meeting.
- **Summary of Interim Selectboard Meetings-** none
- **Summary of meetings attended by Selectboard members**
 - Spanbauer: 11/4/13 Finance Committee meeting.
- **Old Business**
 - Assessment of Structure Contract for Fire Station.
 - Paicos met with Chief Dunnell to review assessment of fire station floor and suggested the board approve the evaluation from Clough Harbour.
 - **On a motion by Proujansky, seconded by Spanbauer the board VOTED unanimously to accept the proposal from CHA of \$5,725 for structural evaluation on the fire station.**
 - Vote date/time of Special Town Meeting
 - **On a motion by Proujansky, seconded by Gray the board VOTED unanimously to hold a special town meeting at PVRs on December 9 at 7:00 pm**
 - Vote warrant articles for STM
 - The board reviewed the draft articles and will vote 11/19
 - Paicos presented an additional proposed article for EMS to upgrade a donated ambulance to BLS status. EMS is asking for \$15,000 to do the upgrade to meet OEMS standards. The vehicle would serve as back up.
 - Paicos recommended the article be added. Proujansky and Spanbauer requested more information. Proujansky asked about the business plan. Paicos said he had the information but has not had time to create a business plan for the board or Chief Fortier. He said it would be a large project.
 - Spanbauer asked the board to review the warrant and get back to Paicos with comments.
 - Approve new TA Job Description/pay grade
 - Paicos met with Spanbauer and Chad Glover of the Finance Committee to do a position wage and salary evaluation for the new Town Administrator job position. The result of scores was higher than the existing top grade of 14 and they recommend a grade 15 be established.

- Spanbauer explained for the board to move forward they would need to vote to create the grade 15 and vote to assign the job description for an empowered Town Administrator. Gray asked why it could not wait until after special town meeting. Spanbauer said it needed to be approved so the Finance Committee could move forward. Spanbauer read the TA articles on the draft warrant.
 - Paicos explained the current position of Town Administrator was a vote to change the title only from Administrative Assistant and was not voted to be established as a position by MA general law.
 - **On a motion by Proujansky, seconded by Spanbauer the board VOTED to establish a grade 15 equal to grade 14 plus 5% for all steps 1-10 with step 1 at \$61,287 to potentially \$74,875 for step 10. Proujansky and Spanbauer yes, Gray no. Vote passed.**
 - **On a motion by Proujansky, seconded by Spanbauer the board VOTED to assign the new empowered Town Administrator with the job responsibilities as described in the town warrant as grade 15. Spanbauer and Proujansky yes, Gray no. Vote passed.**
 - Interim Town Administrator
 - Paicos said he could call the Collins Institute at UMASS to see if there was anyone willing to fill in.
 - Proujansky asked about advertising. Paicos suggested advertising in The Beacon online. The Board requested Paicos do contact Collins Institute and place the ad in The Beacon.
- **New Business**
 - Transfer of FY2014 funds from MA Cultural Council to Local Cultural Council contract
 - **On a motion by Spanbauer, seconded by Gray the board VOTED unanimously to sign the contract.**
 - WMECo: Expansion of Electric Substation Facilities
 - Paicos said WMECo wants to install another transmission line and would like to meet in a joint meeting of the Selectboard, ZBA and Planning Board. The project would need permitting and local zoning or could be turned over to the DPU. Paicos did not recommend turning this over to the DPU unless the boards were convinced doing so would not be harmful to the town. Paicos said it looked like it would have little impact on the town.
 - Proujansky voiced concerns about increased energy production and river erosion.
 - Paicos was asked to coordinate a meeting of the requested boards.
 - Bob Pasteris, Energy Committee Chair; Grant Application Authorization for Pellet Boiler System
 - Pasteris asked for the Selectboard's approval to apply for a grant for a Pellet Boiler System for the Town Hall. He explained about the feasibility study done by Bowman Engineering and said the town would save about \$5,000 with the pellet system in place and the current system acting as back up. There is a cost share of 25%. Pasteris said funds from Green Communities could be used to cover the 25%.
 - Proujansky asked for Pasteris's thoughts on emissions. Pasteris said there would be more particulates but the system was state of the art. Pellet storage would be at the back of the building holding 25-28 tons of pellets.
 - **On a motion by Proujansky, seconded by Gray the board VOTED unanimously to support applying for the grant to purchase a pellet system to heat Town Hall.**
 - Town Secretary job description/pay grade
 - Spanbauer requested a pay grade analysis for the Town Secretary position. The analysis showed the grade level at 7. Proujansky clarified the grade would go from 6 to 7 making it a 5% increase and \$2200 for the rest of the year. Spanbauer also requested the increase be retroactive to October 1 for the extra work when Hutcheson left and before Paicos started. Spanbauer said the Finance Committee supported the increase and suggested using a Reserve Fund transfer.
 - **On a motion by Proujansky, seconded by Spanbauer the board VOTED to increase the pay an additional \$2200 per year and \$325 retroactive from October 1. Proujansky and Spanbauer yes, Gray no.**
 - Discussion prior to vote: Gray asked why this couldn't wait until next budget and said he has been receiving rebuttals from other employees. He was not disagreeing with the increase but felt it should take place during the budget plan. Spanbauer and Proujansky said Wood should be paid for the job being done. Gray asked if all job descriptions would be stepping up. Paicos replied no. Gray said he was concerned about tapping into the Reserve Fund. Proujansky said it would save more in the long run.
 - Approve MIIA Grant Application
 - Paicos explained the grant was for CO2 detection equipment for the ambulance.

- **On a motion by Gray, seconded by Spanbauer the board VOTED unanimously to approve the grant application**
 - 41 Main St. Lease Renewal
 - Lease rate is the same as last year with no other changes.
 - **On a motion by Gray, seconded by Spanbauer the board VOTED unanimously to approve the renewal of the lease contract.**
 - November 13 Assessor’s meeting
 - The Selectboard will meet with the Assessors and Town Governance Study Committee to discuss the TGSC report and the Assessors’ concerns.
 - **Topics not reasonably anticipated by the chair 48 hours in advance of the meeting**
 - Town Hall Front Steps- Discussion will take place at a later meeting. Bids to go out this winter.
 - Surplus Equipment- **On a motion by Gray, seconded by Proujansky the board VOTED unanimously to declare the 1989 Subarban and a roller as surplus equipment.**
 - Temporary Employment- due to shortage in help, Tom Walker, Superintendent of Streets & Building Maintenance, has requested Matt Llewelyn’s temporary status be extended 90 days to help with plowing rather than contract out plowing at additional cost to the town.
 - **On a motion by Gray, seconded by Spanbauer the board VOTED unanimously to authorize the DPW to continue to employ Matt Llewelyn for an additional 90 days.**
- **Board and Committee Meetings/Announcements**

Date	Activity	Time	Place
11/6/13	Agricultural Commission	7:00 pm	Town Hall
11/12/13	Selectboard	7:00 pm	Town Hall
11/12/13	Recreation Commission	7:30 pm	Nfld Elementary

- 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; Conservation Commission
- Announcements:
 - Acting Sergeant Minckler has accepted a position and will leave the Northfield Police Department.
 - Acting Chief Leighton has stated he is interested in the Chief’s position permanently.
 - The Award Ceremony for Harold Williams has been rescheduled for Friday November 8, 11 am.
 - Town Hall offices will be closed on Veteran’s day Monday November 11, 2013
 - The Recreation Commission will hold Basketball sign up at the Elementary School on Nov. 12 @ 7pm
- Town Administrator Updates:
 - All items currently being worked on have been addressed on the agenda.
- **Request for Use:**
 - **On a motion by Gray, seconded by Spanbauer the board VOTED unanimously to approve the request from Ruth Gallagher to reimburse Loaves and Fishes from the Trust Fund \$353.90 for emergency fuel.**
 - **On a motion by Gray, seconded by Proujansky the board VOTED unanimously to approve the request from Ruth Gallagher to reimburse Loaves and Fishes from the Trust Fund \$344.90 for emergency fuel.**

On a motion by Spanbauer, seconded by Gray **the board VOTED unanimously to adjourn at 8:19 pm.**

Recorded by Sandra L. Wood, Secretary

Selectboard Clerk

Date Approved