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

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

<u>Others present</u>: Bob Markel; Ken Elstein, HCOG; Randy Wheelock, EMS Asst. Chief; Skip Dunnell, Fire Chief; Chief Leighton; John Richardson

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 Payroll warrant of \$20,605.89
  - On a motion by Gray, seconded by Proujansky the board VOTED unanimously to approve the Payroll warrant of Vendor warrant \$101,129.07
- Review and Approval of Minutes
- 10/15/13-tabled
  - 10/22/13-tabled

On a motion by Gray, seconded by Proujansky the board VOTED unanimously to approve the Selectboard minutes of 11/05/13 as writ.

On a motion by Gray, seconded by Proujansky the board VOTED unanimously to approve the Selectboard minutes of 11/12/13as writ.

11/13/13-tabled

# Summary of Interim Selectboard Meetings

11/13/13-Assessors; Spanbauer & Proujansky

11/18/13-Finance Committee; Spanbauer & Proujansky

- Old Business
  - Ken Elstein: Petition for Electricity Aggregation for residential, non-profit, and business customers revised agreement
    - Elstein asked the BoS to sign the revised amended agreement giving the town authority not to accept a bid without affecting other participating communities. The agreement allows residents to buy electricity from a source other than WMECo.
    - On a motion by Proujansky, seconded by Spanbauer the board VOTED unanimously to approve the amendment of the agreement.
  - o Personnel Policy
    - On a motion by Gray, seconded by Proujansky the board VOTED unanimously to approve the changes to the personnel policy.
  - Sign Special Town Meeting Warrant
    - The Selectboard asked Asst. EMS Chief Randy Wheeler to speak about article 6 regarding funds for outfitting the donated second ambulance. Wheeler said the funds would come from the enterprise fund to retrofit the vehicle.
    - On a motion by Gray, seconded by Proujansky the board VOTED unanimously to support article 6, ambulance article.
    - On a motion by Gray, seconded by Proujansky the board VOTED unanimously to approve the Special Town Meeting Warrant.
  - o Interim Town Administrator Interview; Robert Markel
    - Markel gave a history as to how he came to municipal government. He had retired and decided to do interim work.
    - On a motion by Gray, seconded by Spanbauer the board VOTED unanimously to appoint Robert Markel as interim Town Administrator.

#### New Business

- Appointment of Sergeant
  - Chief Leighton requested John Richardson be appointed Sergeant. He has been with the department since January 2013 and has 14 years' experience.
  - After some discussion the board agreed in the future to announce this type of appointment and accept feedback prior to appointing per Proujansky's request.

- On a motion by Proujansky, seconded by Gray the board VOTED unanimously to appoint John Richardson as Sergeant at Grade 9 Step 3.
- Meeting schedule

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- The tentative December schedule is Dec. 3 and 17.
- Grant agreement between the Commonwealth of Massachusetts, DEP and the Town of Northfield
  - On a motion by Gray, seconded by Proujansky the board VOTED unanimously to approve Spanbauer as the authorized signatory.
- Surplus Equipment Policy
  - Policy required to sell, auction or sealed bid.
  - On a motion by Gray, seconded by Proujansky the board VOTED unanimously to accept the policy as written.
- FRCOG CIC grant application for Regional Fire Response
  - On a motion by Gray, seconded by Spanbauer the board VOTED unanimously to support the grant application for Regional Fire Response.
  - Signing does not entail a commitment.
- Topics not reasonably anticipated by the chair 48 hours in advance of the meeting
  - MEMA grant contracts (s)
    - Due to EMD Tom Newton's work schedule, Chief Dunnell asked to be the signatory on the grants from MEMA for 2013/2014. Newton will still be responsible for quarterly reports and siren tests.
    - On a motion by Gray, seconded by Proujansky the board VOTED unanimously to authorize Chief Skip Dunnell as signatory and sign MEMA grant contracts.

# Board and Committee Meetings/Announcements

Date	Activity	Time	Place
11/20/13	Master Plan Steering Committee	7:00pm	Nfld Elementary School
11/20/13	Conservation Commission	7:30pm	Town Hall
11/20/13	Selectboard/Assessors Tax Classification hearing	6:00 pm	Town Hall
11/21/13	Community Preservation 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 <u>www.northfield.ma.us</u> 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:
  - The last day to register to vote in the Special Town Meeting is Friday November 29th. Voter registration will be held at the Northfield Town Hall between the hours of 9 am and 8 pm. To register to vote, you must be a U.S. citizen, a resident of Northfield and at least 18 years old on or before the election. You may register in person or by mail (postmarked no later than the final registration date) Any questions please contact the Town Clerk at 498-2901
- Correspondence: Proujansky read the letter from Pat Shearer, Chair of the PVRS School District Committee addressed to Louis Bourdeaux of the Bernardston Board of Selectmen. Subject: Bullying
- Appointments:none
- Request for Use:
  - On a motion by Gray, seconded by Proujansky the board VOTED unanimously to approve the request from Steve Stoia of the Northfield Kiwanis for use of the gymnasium at the Elementary School for the Holiday Bazaar December 6, 3pm-9pm and December 7 8am-3:30 pm.
- Request for One-Day Temporary Liquor License:

#### NORTHFIELD BOARD OF SELECTMEN MEETING MINUTES

- On a motion by Gray, seconded by Proujansky the board VOTED unanimously to approve the request from Louis Guillette of Northfield Kiwanis for one day liquor licenses on 12/2/13 & 12/16/13 from 5p-8p at 69 Main St. Town Hall.
- Proposed Agenda Items
  - Draft contract for Police Chief; executive session.

# On a motion by Gray, seconded by Spanbauer the board VOTED unanimously to adjourn at 8:15pm.

Recorded by Sandra L. Wood, Secretary

Selectboard Clerk

Date Approved