



FY2025 BUDGET AND ANNUAL TOWN REPORT



NORTHFIELD
Massachusetts



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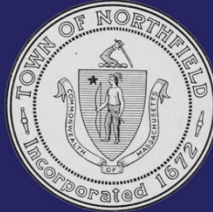
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Introduction



NORTHFIELD
Massachusetts



Budget Message

I am pleased to present the Fiscal Year 2025 Proposed Budget, which incorporates the latest information available regarding revenue projections and departmental expenditure requests.

The Town Administrator’s Recommended Operating Budget totals \$9,950,593, which is an increase of \$400,265 (4.19%) from the current operating budget. The Ambulance Enterprise Fund, which is exclusive of the General Fund, totals \$822,067.00 as proposed, which is an increase of \$249,676.00 (43.62%) and the Wastewater Enterprise Fund, which is exclusive of the General Fund, totals \$528,067.00 as proposed, which is an increase of \$143,429.00 (37.29%). In this proposal, our functions of government are funded as follows:

Expenditure by Function	FY2025	% of Total
General Government	954,390.00	9.59%
Public Safety	793,121.00	7.97%
Education	5,506,554.00	55.34%
Public Works	1,432,920.00	14.40%
Human Services	175,202.00	1.76%
Culture & Recreation	321,606.00	3.23%
Debt Service	0.00	0.00%
Benefits	766,800.00	7.71%
Total Operating Budget	9,950,593.00	100%

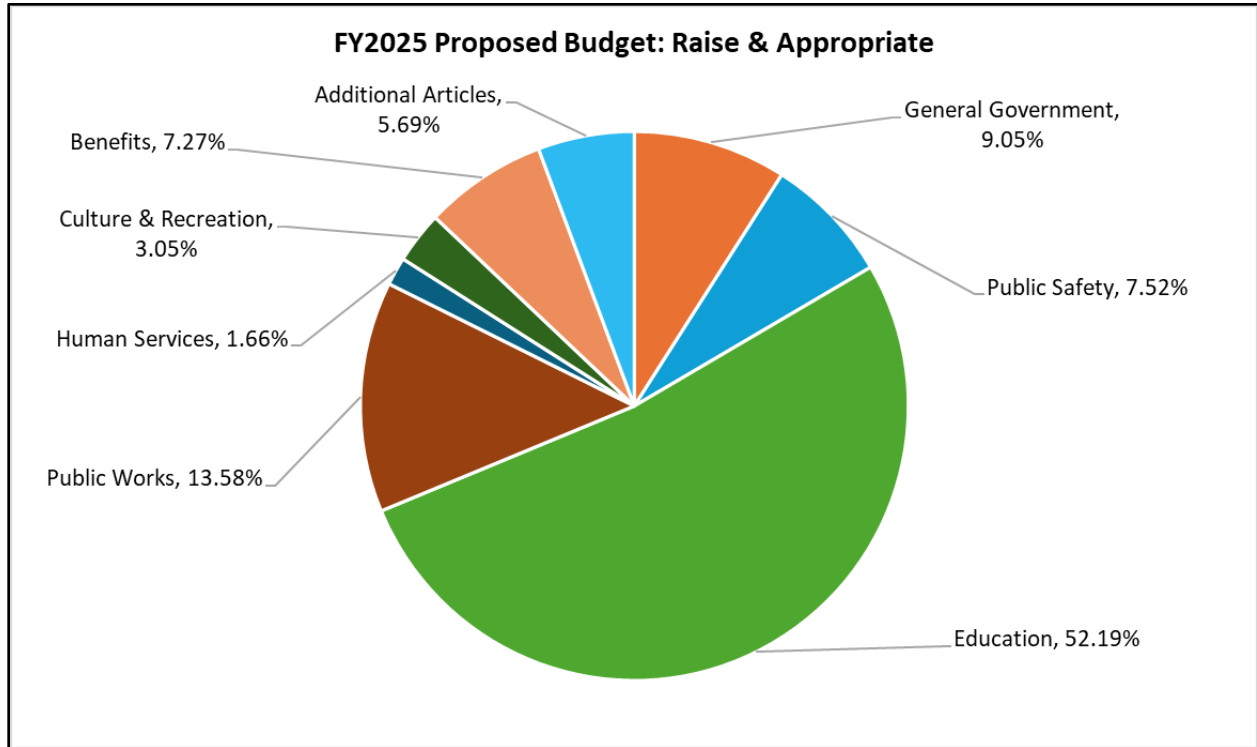
Additional Articles	FY2025	% of Total
Highway Truck & Equipment	400,000.00	58.82%
Public Safety Building	200,000.00	29.41%
Total Additional Articles Budget	600,000.00	100%

Included in this letter is a summary of the budget. The Finance Committee and I started the budget process in November with Capital requests to the departments and then held budget hearings beginning in January. The Select Board will begin reviewing preliminary information in February and will be voting their recommendations after deliberating and voting on the various budgets and articles at their joint meeting tentatively scheduled for March 26th.

Even though review of the budget details will continue right up until Town Meeting on May 6th, the Budget has been developed in conformance with the goals and objectives established by the Select Board and Town Departments throughout this and previous years.



The Select Board, Finance Committee, Department Heads, and Town Administrator meet periodically to discuss financial forecasts, revenue projections, the various financial indicators, and the implications of the information for the upcoming FY2025 budget. The following pie chart provides a pictorial view of the total Raise and Appropriate budget.



The following goals and objectives are direct outcomes of these conversations:

Select Board Goals and Objectives/Budget Priorities

1. Completing long-term facilities needed for the Fire, Ambulance, and Police departments remains a priority. With the Emergency Services Building Committee project not funded in the spring of 2023, there has had to be a return to the drawing board.
2. Northfield’s Grant Development Director has had a very busy and successful this year; and has received numerous grants to benefit the community. (For a full update, please see the Grant Development Director section under Administration.)
3. The development of a budget that is within the limits of Proposition 2 ½, in compliance with the Town’s Comprehensive Financial Policies, and does not rely on one-time funding sources or unsustainable practices for operating expenses.
4. To maintain a level service budget, while always striving to improve service delivery.
5. To protect and improve the Town’s overall Financial Condition, which is broadly defined as our ability to maintain existing service levels; withstand local and regional economic disruptions (like we have seen with COVID-19); and to meet the demands of natural growth, decline, and change.



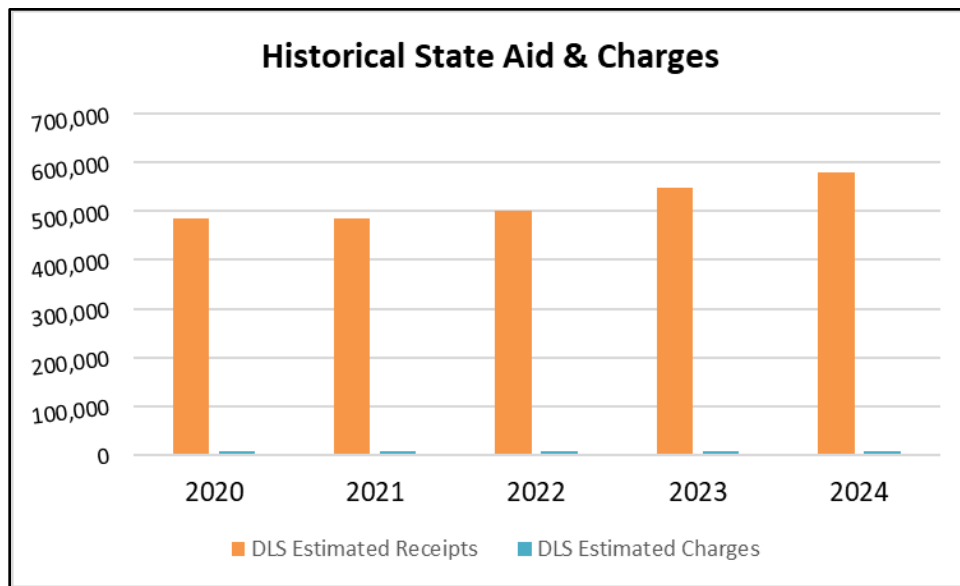
6. To maintain Northfield as an affordable place to live as well as a desirable place to operate a business.
7. To protect the Town’s long-run solvency beyond the immediate budget cycle by developing clear policies regarding issues such as debt, adequate funding of reserves, OPEB liabilities, and capital investment.

As the FY2025 budget process unfolds, individual department goals and objectives are developed within these Town-wide umbrella goals to ensure that long-term perspectives that span beyond just the upcoming fiscal year are taken into consideration.

Recent Developments

During the month of March, several significant budgetary items will be finalized, including School Assessments, refined State Aid estimates, and new growth figures. Collectively, these items represent the final pieces of the FY2025 budget.

State Aid - The current budget model assumes State Aid at the Governor’s Budget proposal, an increase of \$444,877 or about 3.5%. The House and Senate will begin to debate their versions of the budget,

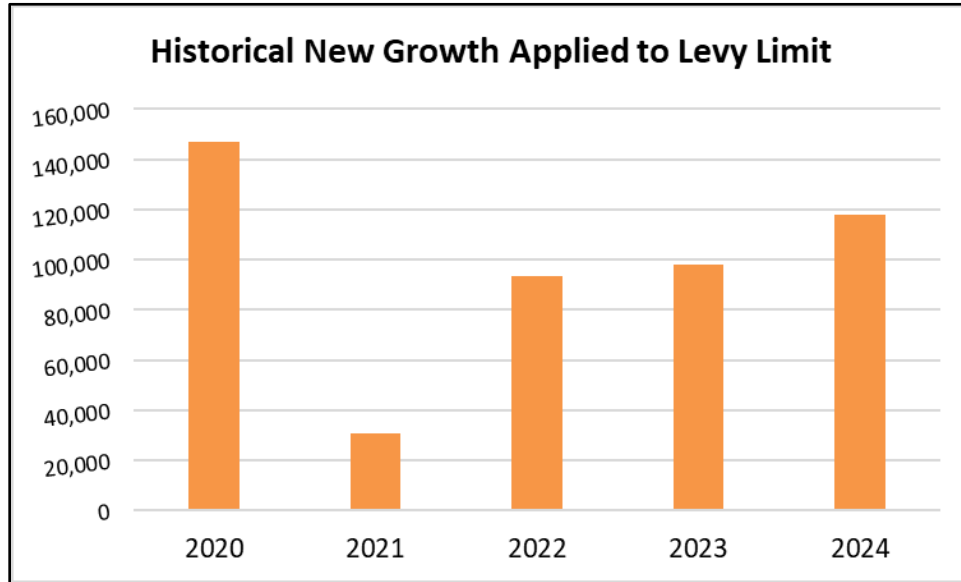


Division of Local Services Trends in Municipal Cherry Sheet Aid

which typically does not get finalized until well after our Town Meeting. In addition, the Town has limited information regarding State Assessments, and it is the net effect of the new aid and the increase in charges that really determines if Northfield is better off compared to the previous year. Once Town Meeting passes the FY2025 Budget, any State Aid received above level funding can only be used to reduce local taxes.



New Growth - In accordance with Proposition 2½, a municipality is allowed to increase its levy limit each year by an amount based on the value of new development and other growth in the tax base. The purpose of this provision is to recognize that new development results in additional municipal costs. In anticipation of FY2025 New Growth is estimated at \$50,000 in new tax dollars. We try to estimate a reasonable amount of funds as we won't know until the new values are set what the actual number will be. We are hoping that new growth will increase if the Campground on Pierson Road is finished a in 2024 and the three approved solar arrays are built on Pine Meadow Road. Both would represent significant new development coming to Town to be added as new growth to the tax base.



Division of Local Services New Growth Table

ARPA Grant Funding – Northfield is fortunate to be the recipient of \$884,166.40 of federal grant funds related to the pandemic. To date, the Select Board have voted to commit these funds to projects that include:

ARPA Expenditure	Total	% of Total
Wastewater	107,976	12.1%
Water	25,000	2.8%
Police / Fire / EMS	157,518	17.6%
Grant Match / Misc	4,000	0.4%
Store Front Improvement	100,000	11.2%
Highway	37,729	4.2%
Town Hall Departments	57,666	6.4%
Senior Center	72,300	8.1%



Recreation	12,278	1.4%
Grant Director	260,000	29.1%
Internet / Comcast	13,500	1.5%
COVID Premium Pay	46,314	5.2%
Total ARPA Expenditures	894,281	100%

Budget in Brief

Similar to prior year budgets, the FY2025 Proposed Budget relies on projections regarding available revenue, thereby accepting the limits of the Town's financial resources. Considerable attention is paid to balancing the needs of the community and the expectations of Northfield's citizens, with the development of a fiscally responsible financing plan. The budget is based upon an established ceiling of revenue derived from local property taxes in accordance with Proposition 2½. Added to these revenues are State Aid, Departmental Receipts such as fees, permits, interest earned, and available funds such as Free Cash and Other Special Revenues. Accordingly, the following revenue and expenditure assumptions were used to develop the FY2025 recommended budget:

Revenues

- Tax Levy will increase by no more than the 2.5% (less Excess Levy Capacity) as is allowed by Proposition 2½ plus New Growth.
- New Growth estimate is prepared by the Assessor's Office and is based on adjusted historical averages.
- Local Receipt estimates are based on trend analysis of actual town collections by category and reflective of economic impacts.
- State Aid projections are using the Governor's Budget proposal but will not be final until the legislature votes them, usually after May.
- Other Available Funds are typically appropriated for one-time capital and other expenditures while maintaining a balance that will provide for a stable amount for use in future years.

Expenditures

- Town and School Operating Budgets to increase only by the amount of available funds after meeting the funding requirements of all obligations.
- Franklin County Regional Retirement Assessment will total \$241,737 per the existing funding schedule established by the Retirement Board.
- General Fund Other Post-Employment Benefits (OPEB) funding will increase to \$100,000 this fiscal year from \$75,000 last fiscal year.
- Employee Health Insurance expense is increasing by 8% after years of modest if any premium increases.



- Capital Expenses will total \$1,586,572 and will be made from Free Cash, the Stabilization Fund, Enterprise Funds and the operating budget (detailed later in the report).

Total Town Compensation

This budget includes total employee compensation increases of \$94,573.75 (4.9%) including all steps on the compensation chart as well as a 3% Cost of Living Adjustment (COLA) voted by the Finance Committee. This is based on the Social Security Cost of Living Adjustment.

Capital Requests

Funding for recommended FY2025 projects requires Town Meeting approval of articles that are contained in the Annual Town Meeting Warrant. The proposed FY2025 Capital Requests total \$1,536,572, of which \$916,572 is anticipated to be funded through Free Cash, resulting in no additional tax impact. An additional \$20,000 from the Sewer Enterprise Fund and the balance of \$600,000 will come from raise and appropriate. The proposed funding will add no new debt service to the general fund operating budget. It will allow the Town to leverage \$58,000 from free cash toward pursuing grant opportunities that continue to pay for many infrastructure improvements and enhance many Town programs. It will also allow the Town to purchase new trucks for the Highway Department and Fire Department as well as set aside an additional \$500,000 in the Emergency Services Building Committee Account to continue saving money toward emergency service building projects with the hope to reduce future borrowings.

It is important to note that up until a few years ago, many highway projects contained in the capital requests were funded through the utilization of Chapter 90 funds, which we now commit to roadway improvements and engineering rather than equipment purchases. This has allowed us to hire engineering help and prepare for or supplement grant funding opportunities in order to stretch our limited Chapter 90 funding through state grant programs for infrastructure like Small Bridge Program grants; MassWorks grants; and Complete Streets grants. Today, there is a dedicated funding sources for capital projects, through the Capital Stabilization Account, which can be used to fund the FY2025 capital requests.

The Finance Committee's role is to act in an advisory capacity to Town Officials and the citizens at Town Meeting, so the Committee's input and comments are an important part of the Town's Capital Planning Process.

FY2024 Goals & Accomplishments

The most important aspect of the budget process is the generation of operational and financial plans, program review and the establishment of goals and objectives that will serve the citizens of the community in this and future years. The financial data that is generated is intended to support the Town's policies, programs, and objectives that are identified and articulated during the budget process. The budget serves not only as a financial plan, but also as a short-term strategic plan linked to our more long-term objectives and the vision for the community.



During FY2024 several key goals and initiatives were achieved. These include:

1. Public Safety
 - Transitioning the Police Department from the use of many part-time officers to four (including the chief) full-time officers under the new Massachusetts Police Reform Act.
 - Review and adoption by the Select Board of updated Police Department Polices.
 - Purchase of new Ambulance for the EMS Department.
 - Purchase of new Police Car for the Police Department.
 - Replacement of the Fire Department breathing gear.
2. Economic Development
 - Hiring a Grant Development Director (using ARPA funds)
 - Continuing to work on the funding of the Pauchaug-Schell Bridge Project
 - Creating a Storefront Improvement Program.
3. Expansion of Human Services - The Council on Aging has done much to improve the services offered to our senior population. The new work done on our Senior Center has quickly helped it become a very vibrant part of our community with activities and services being provided to many. The increase in funding for the Program Coordinator's hours has helped with program expansion as well.
4. Recreational Funding – Increase in funding for the Recreation Director Position has led to a direct increase in programs available to both youth and adults. Additional funds for staffing of the Pioneer gym has allowed for continued use of the weight room and the introduction of Pickle Ball space.
5. 350th Anniversary – The amazing amount of hard work and dedication by the 350th Committee volunteers has led to an *amazing* year full of activities including the fabulous parade and fireworks on September 30th. The work of these amazing residents truly showcased the spirit of community involvement and pride!

The focus of the Select Board and Town Administrator continues to be on enhancing communication through the Town Website and now a new Newsletter! Also, by maintaining solid financial planning (Financial Management Policies), addressing facility needs (Town Hall, Library, and Elementary School) and the encouragement of appropriate economic development. These key areas of focus will continue as we move into FY2024 and beyond.

Major Upcoming Issues or Projects

Looking forward to FY2025, the primary focus likely to dominate much of our time remains facilities as we look forward to continuing our work on our emergency services departments and their physical needs.

The other primary projects in FY2025 include:



1. Implementation of a regional structure and funding for ambulance services with Bernardston, Erving, and Gill.
2. Infrastructure Improvements - We will continue to aggressively tackle road and culvert repairs; and we acquired a Massworks grant to replace the culvert and sidewalks on Highland.
3. Focus on implementation and funding for Sewer Asset Management Plan.
4. Exploring the economic goals and development needs of Northfield businesses.

These projects as well as other smaller capital improvements scheduled throughout FY2025 will continue to add to the quality of life in Northfield.

Conclusion

Northfield residents' requests and expectations steer our budget endeavors; and the FY2025 Proposed Budget is balanced pending passage of the regional school budgets and the final State budget. The proposal demonstrates this administration's commitment to provide exceptional public services and continue making improvements in the community all within the constraints of our available resources. The FY2025 Proposed Budget is within the budgetary increase allowable under limits of Proposition 2½. The Budget minimizes the tax impact to the extent possible while maintaining a level services budget.

I would like to thank the members of the Finance Committee, the Treasurer Collector and Assessor's Office, and of course, the Select Board for their leadership and policy direction.

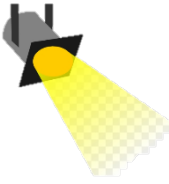
It continues to be a pleasure to work with the town employees, Boards, Committees, and residents whose vision has allowed us to move so many projects forward over the years. Finally, I hope that this document will be helpful to residents and others who are interested in learning more about the Town's budget and finances.

Respectfully submitted,

Andrea Llamas
Town Administrator



Spotlight: Enterprise Funds



Northfield Ambulance

Northfield Ambulance – Established in the late 1980’s as a non-profit, volunteer non-transport first response agency, Northfield Emergency Medical Services (NEMS) has steadily grown to a Town department (2005), first upgrading to Basic Life Support (BLS) transporting (2010) and is now licensed (since 2014) at the paramedic level Advance Life Support (ALS) providing all levels of pre-hospital care. Over the past several years, as private for-profit ambulance companies have reduced their 911 response in favor of higher revenue transport runs and other area non-profit and municipal EMS services have struggled to provide ALS-level care, NEMS has filled the void and expanded its primary service area. As one of the only reliable area providers of ALS-level care, NEMS is now providing primary response under annual agreement to three neighboring municipalities (Bernardston, Erving and Gill).

This rapid growth has not only created substantial strain and burnout on the mostly volunteer/call department, but has resulted in underlying organizational, staffing, management, and financial structures that are unsustainable and extremely vulnerable to external risks. The department has a single full-time benefited paramedic, and departmental leadership and management is part-time with significant uncompensated time. The facility is substandard, with a couch as sleeping quarters, and cannot accommodate the fleet, forcing one ambulance to be housed offsite which prevents licensing that vehicle for ALS service. Capital equipment replacement has not been strategically planned for and is largely dependent on revenue growth and occasional Town Meeting appropriations.

A Regional Emergency Medical Services Study, which was funded with the Community Compact Cabinet’s FY22 Efficiency and Regionalization grant program identified an immediate need to engage the towns with which NEMS has annual agreements and formalize a long-term agreement that could provide the foundation for a sustainable agency and shared community commitment.

As the Study wrapped up in late 2023, an EMS Task Force comprising the EMS Chief, and two representatives from each Town was created and has met regularly. The Task Force has now reached consensus on the desired level of service, the operational and staffing resources needed to provide it, and, lastly, quantified the funding required to sustain it. The Study recommends, and the Task Force has affirmed, the need to undertake a regional EMS implementation project. A grant for funding the implementation of this study was submitted to the state in January 2024.

The Town of Northfield has, as part of its annual budgeting process, developed an FY2025 budget for NEMS that meets the staffing and operational needs of the regional service. The revenue estimates fall \$194,484, short of covering the proposed budget. The Town representatives (including elected officials) on the Task Force have recommended their respective FY2025 budgets include \$25,000 each (\$100,000 total) to help close this deficit, and part of the requested grant funding is to cover the remaining shortfall



(\$94,484) to help with the transition for the first year. The \$155,000 grant request also includes funding of the following:

Task 1 - Communications & Public Outreach

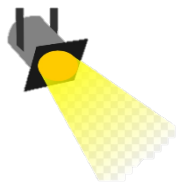
Task 2 – Regional Site/Facility Feasibility Analysis

Task 3 – Survey of Regional Comparable Agency Costs & Service Area Expansion Analysis

Task 4 – Create/Revise Organizational Structure/Chart and Job Descriptions

Task 5 – Development of Regional Agreement and Task Force Facilitation

As a result, the Ambulance Enterprise budget for FY2025 is \$822,067, a \$249,676 increase from FY2024. This year the budget also includes a request to the Town for a payment of \$25,000—as it does for all of the other three towns served by NES.



Sewer District

Sewer District – Through an Enterprise Fund, the Town operates a municipal sewer system that serves 284 customers. Small sewer systems are much more difficult to operate and maintain than larger systems because they generally have significantly less financial, managerial and technical

resources. The Town’s sewer system is composed of approximately 9.5 miles of sewer pipe, and 204 sewer manholes. The Town sends its wastewater to the Northfield Wastewater Treatment Facility (WWTF) which treats an average of 0.078 million gallons per day.

On October 24, 2022, the Massachusetts Clean Water Trust and MassDEP approved an Asset Management Planning Grant for the Town of Northfield's sewer system. The total approved project cost is \$117,430 with a 60% reimbursement grant (\$70,458), 20% cash match (\$34,642), and 20% in-kind services match (\$12,330).

Tighe & Bond evaluated the Town of Northfield’s sewer system to compile an asset inventory from a variety of existing data sources such as the Town's current GIS, record plans, wastewater management plans, annual reports, and operations and maintenance plans. Interviews with system operations and maintenance staff and site visits were conducted to develop a thorough understanding and inventory of the sewer system. The goal is for the Asset Management Plan to facilitate a proactive approach for the Town to better manage the system. The report included the following:

- Criticality based risk assessment of the sewer collection system
- Horizontal probability of failure and consequence of failure ranking
- Risk based risk assessment
- Recommendations and cost summaries
- Cost impacts and funding analysis
- System maps and inventory tables



Several projects have been identified as a result of the study and will be pursued using applicable grant programs as available. The study made many recommendations that the Sewer Department will be working to evaluate and implement. One was to initiate on-going evaluation of the sewer system (CCTV) and another was to continue work on easements and clearing, both of which have been added this year to the operating budget. The study identified that the plant needed additional staffing in addition to the one full-time employee, and as such the FY2025 budget adds an additional full-time assistant plant operator position.

The Sewer Commissioners continue to work to implement the necessary and appropriate recommendations from the Asset Management Plan as they work to achieve the results necessary to respond to the Department of Environmental Protection (DEP) Consent Order, in consideration of, and within the constraints of the financial implications for the District's rate payers.

As a result, the budget for FY25 will be \$528,068, which is an increase of \$143,375 over FY24 (37%).



Community Profile

Northfield, MA



The Community

The Town of Northfield is a charming rural community of approximately 3,000 residents located in Franklin County and northwestern Massachusetts. With a substantial amount of open space, Northfield is a Town of farmland, forested hills, streams, wetlands, and abundant wildlife. The Town is considered to be a part of the Springfield, Massachusetts, metro area. Northfield enjoys a tradition of open government with a high level of service and a strong sense of community. The Town remains passionate about citizen engagement and has tremendous respect for its proud history.

Northfield was settled in 1673 and incorporated in 1723. The Town was an early attraction for colonial settlers due to its rich and fertile plains along the Connecticut River where Europeans had begun farming in 1673. However, its history has been turbulent as the Town was twice abandoned before a permanent settlement was achieved in 1714. Northfield's early fame was based on land,

but its later international reputation was built on missionaries. The Town was known for producing large numbers of Protestant missionaries. In 1879, Northfield Seminary was established. The girls' school later grew into the Northfield School for Girls, now Northfield Mount Hermon School in the neighboring community of Gill, which also became coeducational.¹

Firstlight Power sited their pumped-storage hydroelectric facility in Northfield; and they also use the location for a wildlife exhibit and visitor center. The utility company provides boat tours on the Connecticut River and has year-round recreational and education programs, including cross-country skiing.

Additionally, there are numerous cultural, educational, historical, and recreational amenities located both within and in close proximity to Northfield, including colleges and universities; museums and artist galleries; historic sites; trails and conservation areas for skiing, hiking, walking, climbing; as well as lakes and rivers for fishing and paddling. Further, the southeast corner of Town is protected by the Northfield State Forest.

The Town is 35.37 square miles in size, of which 34.42 square miles are land area. Northfield is bordered by Vernon, Vermont, Hinsdale and Winchester, New Hampshire, on the north; Warwick on the east; Erving on the south; and Gill and Bernardston on the west. It is the only Town in Massachusetts situated on both sides of the Connecticut River. Northfield is about 12 miles from Greenfield, 25 miles from Amherst, and 44 miles from Springfield.²

The Town does not have an interstate with the closest being Interstate 91 in neighboring

¹ Town of Northfield, MA Website, [About Northfield, MA Web Page](#), Accessed Dec. 18, 2023.

² Town of Northfield, MA Website, [Demographics, Northfield, MA Web Page](#), Accessed Dec. 18, 2023.



Bernardston. There is no public transportation in Town; although the Amtrak Vermonter line, which runs through Town, does have stops in Greenfield and Brattleboro, Vermont.

Demographics



According to the U.S. Census, 2021 American Community Survey 5-year estimates, the Town of Northfield’s racial makeup is approximately 90% white, 6% Hispanic or Latino, and 4% two or more races. The median age of Northfield’s residents is 47.6, which is demographically similar to the median age of Franklin County residents at 47.5%. Additionally, of Northfield’s population, 19.8% of residents are aged 65 and older compared to the State at 18%. Of the Town’s residents 8.4% are veterans as compared to 4.3% Statewide.

The median annual household income in Northfield is \$83,750, compared to the State median of \$89,026. Approximately 6.5% of residents live in poverty, which is lower than the State poverty average of 10.4%. 44% of Northfield’s residents hold a bachelor’s degree or higher and 21% a graduate or professional degree.

There are 1,407 housing units in Northfield with an 84% home ownership rate compared to the State average of 62.2%. The median value of an owner-

occupied housing unit is \$267,000, which is about three-fifths of the State median value of \$424,700.

Of the Town’s class of workers ages 16 and older, 59.6% are employed by a private company; 25% work for a local, state, or federal government agency; and 10.1% are not-for-profit wages and salary workers. Types of industries for the Northfield civilian population are fairly evenly disbursed with the following being the most prevalent: education services, healthcare and social assistance at 27.2%; arts, entertainment, and recreation, and accommodation and food services at 11.2%; professional, scientific, and management, and administrative and waste services at 10.2%; and public administration at 8.6%.³

Government

Northfield has an Open Town Meeting form of government that serves as the legislative body of the Town. The Town’s government is comprised of a five-member Select Board that serves as the Chief Executive Officers of the Town. Select Board members are elected to staggered three-year terms.

The Board is responsible for policy & carrying out most of the decisions made at Town Meeting. The Select Board’s specific responsibilities include review of bills and payroll; signatory authority for all notes, bond issues, abatements, and weekly town warrants, which itemize all Town department bills and payroll; granting and issuing licenses and permits; control of town property; calling Town meetings by the issuance of the Town Warrant; awarding bids and contracts. The Select

³ U.S. Census Bureau, Northfield town, Franklin County, MA, [US Census Bureau Community Profile Northfield MA](#), Accessed Dec. 18,2023



Board is the appointing authority for all Town employees.



The Select Board also acts as the appointing authority for the Conservation Commission, Zoning Board of Appeals, Council on Aging, Cultural Council, Historical Commission and most of the other Boards and Committees in town.

Elected officials include Board of Assessors, Board of Health, Board of Library Trustees, Recreation Commission, Moderator, Sewer Commission, and Board of Trustees of Veterans Memorials.

The Town’s By-laws & regulations are located on its website; and detail the appointment of the Town Administrator as the chief administrative officer for all Town agencies, other than the Schools. The Town Administrator is responsible for executing the policy directives of the Select Board and for managing the operations and activities of the Town.

The Town Administrator is specifically responsible, via By-law, for supervision of all Town employees hired by the Select Board and coordinating with all other departments and employees of the Town; producing an estimate of revenues available for the ensuing fiscal year; calling for all department budgets; preparing a draft budget for the Finance Committee to review; reviewing all departmental budgets; serving as Chief Procurement Officer and as Personnel Officer; administering the Town’s insurance program; and serving as liaison between

the Town and other local, state and federal officials. The Town Administrator is also responsible for communications with residents, employees, Town boards, commissions, and volunteers.⁴

Finances

Northfield is traditionally a financially conservative community. The FY2024 operating budget was \$11.25 million, which is approximately a 10% decrease over the FY2023 operating budget of \$12.2 million. In FY2023, Free Cash was certified at \$396,023, which is 3.6% of the budget. According to the Division of Local Services, in FY2022, the Town has a very low total outstanding debt. In FY2022, the Town’s General Stabilization Fund was reported as \$539,417 and a Special Purpose Stabilization Fund balance of \$1.25 million was also documented, comprising 11.4% of the budget.



Northfield is primarily a residential community, with an FY2024 single CIP tax rate of \$13.58 per \$100 valuation. This was the same rate as the previous year’s tax rate. The average annual single family tax bill in FY2024 was \$4,189. In FY2023, residential taxes comprised approximately 56.3% and CIP 43.7% of the \$8.67 million total tax levy.⁵

⁴ Town of Northfield, MA Website, [Town of Northfield Website, Boards and Committees Web pages](#), Accessed dec. 18, 2023.

⁵ Division of Local Services, MA Department of Revenue, Northfield Municipal Dashboard, [DLS Gateway Northfield MA](#), Accessed Dec. 18, 2023.



Challenges and Opportunities

- **Capital Needs.** Like many communities, the Town has experienced infrastructure issues as programmatic needs have changed and facilities have aged. The Town's present capital need relates to an up-to-date facility for its Police, Fire and Ambulance Service.
- **Economic Development.** The Town is facing fiscal pressures surrounding funding capital needs as well as ongoing demands for services. Currently, the majority of the tax base is residential. Additional revenues are needed to close the gaps related to these financial pressures, which can make the Town less affordable for residents unless creative revenue opportunities are explored. Northfield is interested in attracting thoughtful commercial development that will fit with the Town's character, though there remains some small pockets in Town that lack Internet and cell service. Additionally, the Town has two independent water districts.
- **Housing.** There are approximately 1,407 housing units in town, most of which are owner occupied, with a median value of \$267,000, according to U.S. Census data. The Town's population is aging, thus the need for additional senior housing has been raised as a concern.
- **Education.** Education is a high priority in Northfield. A 12-member Pioneer Valley Regional School District School Committee, who are elected, oversee the policies and budget for the three-Town District's public K-12 elementary and secondary school system. The Town is one of the three communities, including Leyden, and Bernardston, that belong to the Pioneer Valley Regional School District. The Northfield Elementary School, which serves students PreK-6, and the Pioneer Valley Regional School, are both located in Northfield. The Town is also served by a regional vocational technical school located nearby Turners Falls. Operating assessments for the two schools total approximately \$5.4, which is 49% of the Town's annual operating budget.
- **Finances.** The FY2024 budget is approximately \$11.25 million. The budget process faces challenges via a need for increased services without significantly increasing residents' taxes. Northfield, like many communities, is facing revenue constraints.
- **Former Northfield Mount Hermon Campus.** The campus is now primarily owned by Thomas Aquinas College. Thomas Aquinas is a small (400 student) satellite from its main campus in California. A smaller portion of the campus is owned by the Moody Center, a non-profit organization dedicated to promoting the legacy of Dwight Moody, a 19th century evangelist. The Moody Center intends to become a destination for persons interested in Moody and his teachings. Both organizations appear willing to collaborate with the Town on their developments, which will naturally impact the community.



Organization-Wide Strategic Goals

GOAL #1	
TO PROTECT THE TOWN’S OVERALL FINANCIAL CONDITION IN CONFORMITY WITH THE TOWN’S FINANCIAL POLICIES.	
A	By ensuring that current and future revenues are sufficient to support current and anticipated future operating expenses.
B	By maintaining adequate financial reserves of at least 5% of the operating budget to deal with unexpected financial disruptions.
C	By ensuring that certified available general fund revenues (“free cash”) is never used to cover operating expenses.
D	By developing a budget that is within the confines of Proposition 2 ½ and includes reasonable tax increases (when necessary) to maintain current service levels and address pressing capital needs.
GOAL #2	
TO SUPPORT VITAL TOWN EMERGENCY SERVICES DEPARTMENTS.	
E	By continuing to advocate and pursue all funding options, including at the Regional and State levels to reduce the burden on the taxpayers while continuing to provide top quality emergency response.
F	By continuing to work to improve or replace aging/outdated facilities for Police, Fire and Ambulance Departments.
GOAL #3	
TO MAINTAIN AND SUPPORT NORTHFIELD AS AN AFFORDABLE PLACE TO LIVE, LEARN AND TO DO BUSINESS.	
G	By continuing to improve and maintain vital infrastructure like sewer and water.
H	By encouraging economic development through maintenance of a single tax rate.
I	By developing and/or supporting local and regional programs, for example, storefront assistance, for local small business owners and shops.
GOAL #4	
TO PRESERVE COMMUNITY SPIRIT AND ENCOURAGE BROAD CROSS SECTION COMMUNITY INVOLVEMENT BY AND THROUGH NORTHFIELD’S NATURAL ASSETS.	
J	By supporting and promoting a sense of community spirit through support of local events and activities.
K	By focusing on and developing Northfield’s existing resources, including the town’s environmental advantages and unique history, as well as supporting new ideas and activities.



Town-Wide Organizational Chart





Position Summary Schedule

FTE Positions – Fiscal Years 2023, 2024, and 2025 (Budget)

Description	FY 2023	FY 2024	FY 2025 Budget
Administration and Finance	1.65	2.2	2.2
Assessors	1	1	1
Council on Aging	1.5	1.65	1.65
Highway	5.15	5.15	5.15
Fire Department	On-call	On-call	On-call
EMS/Ambulance	8.4	8.4	8.4
Inspectional Services	.5	.5	.5
Library	2.65	2.65	2.65
Planning/ZBA/Economic Development	.15	1.15	1.15
Police Department	5.5	5.5	6.5
Public Health (Includes Tranfer Station)	3.65	3.65	3.65
Select Board/Town Hall General	2.65	2.65	2.65
Town Clerk	1.0	1.2	1.2
Sewer	1.5	1.5	3.0
Recreation	.5	1.0	1.2
Total # of FTEs	35.8	38.2	40.9

**Full Time Equivalent positions are based upon 40 hours per week. Part-time positions have been combined to create FT equivalent positions.*

Overall, personnel wages represent approximately 20% of the Town’s Operating Budget. As position vacancies occur, every effort is made to re-examine positions with a view toward restructuring or combining positions wherever possible.

It is important to note that Northfield has experienced a number of retirements in the past few years. With succession planning, we expect transitions to be as seamless as possible but must also be realistic when considering funding for new recruits.



Budget Process & Calendar

Budget Process

As Budget Officer, the Town Administrator is charged with preparing the annual budget. Preliminary revenue projections are prepared in December and updated periodically throughout the budget process. Department heads, boards and commissions are first asked to submit their capital budget and special article requests in November. Then they are asked to submit their operating budget requests by January and budget hearings are conducted with the Finance Committee throughout the months of January and February.

The budget process begins with the submissions from the various department heads and board and committee chairs. These submissions include financial capital plans, program reviews and the establishment of goals and objectives. The culmination of this data, the annual budget, serves as the financial plan and ultimately the vision for the community.

This budget has been developed upon projected assumptions of available revenues as restricted by Proposition 2 ½. The budget ceiling is established by estimating revenues and the floor is created by fixed costs such as: debt service, state assessments, employee benefits and the requirements under the education reform law. The remaining portion of the revenue estimates is for discretionary spending on items such as Public Safety, Public Works, Human Services, Culture and Recreation and other community services and priorities.

During the months of January, February and March, the Finance Committees hold public meetings with the Town Departments and Committees to discuss the Town Administrator's compiled budget document, propose changes and to answer questions from the public. All meetings are required to be posted at least 48 hours prior to their scheduled time.

The Finance Committee then recommends their budget which is compiled in a Town Meeting handout which is posted on the Town's website and is available on the evening of the Town Meeting. This booklet is a tool to assist taxpayers with their decision-making process. The booklet includes the recommendations of the Finance Committee, votes of the Select Board and other budget information.

Northfield has an Open Town Meeting form of government. Registered voters are encouraged to attend through newspaper articles, website postings, and various other means of communication. Town meeting participants appropriate funds for the operating budget. Any amendments to these appropriations require action at either a regular or a Special Town Meeting unless otherwise provided for by General Law. The Finance Committee gives Town Meeting participants explanations of the budget and all of the special article requests. The Select Board, Finance Committee, Town Administrator or appropriate board or committee member responds to questions about the budget.



FY2025 Finance Budget Calendar

OCTOBER

16 – Monday: Finance Committee Meeting – Agenda: Minutes to date; Review/Set Budget Calendar; Update on FY23 closeout; Free Cash Certification status; Update on FY24 budget to-date; Capital request process

18 – Wednesday: Send out Department/Capital Article Request Forms

NOVEMBER

13 – Monday: Finance Committee Meeting – Review Capital Plans, Budgets and Requests; Tax Rate Setting Update; Revenue review

14 – Tuesday: Send out Department Operating Budget Request Forms

15 – Wednesday: Department Capital/Article Requests Due (4 weeks)

20 – Monday: Finance Committee Meeting – Review Capital Plans, Capital Requests, Tax Rate Setting update, Revenue Review

DECEMBER

11 – Monday: Meet with School District for preliminary discussions on upcoming FY25 budget

14 – Thursday: Department Operating Budget Request Forms Due (4 weeks)

18 – Monday: Finance Committee Meeting – First review of budget requests

JANUARY

8 – Monday: Department Budget Meetings

15 – Monday: MARTIN LUTHER KING DAY HOLIDAY

22 – Monday: Department Budget Meetings

29 – Monday: Department Budget Meetings

FEBRUARY

5 – Monday: Department Budget Meetings

12 – Monday: Department Budget Meetings

15 – Thursday: School Committee vote on FY2025 School Budget

19 – Monday: PRESIDENTS DAY HOLIDAY

26 – Monday: Department Budget Meetings



MARCH

- 4 – Monday: Finance Committee Meeting
- 11 – Monday: FINALZE BUDGET
- 18 – Monday: WARRANT CLOSED
- 19 – Tuesday: Selectboard Meeting (Review warrant articles)

APRIL

- 1/8 – Monday: Finance Committee Meetings (if needed)
- 15 – Monday: PATRIOTS DAY HOLIDAY
- 16 – Tuesday: Select Board sign Annual Town Meeting and Election Warrants
- 23 – Tuesday: LEGALLY MUST POST ELECTION WARRANT BY
- 29 – Monday: LEGALLY MUST POST TOWN MEETING WARRANT BY

MAY

- 6 – Monday: ANNUAL TOWN MEETING
- 7 – Tuesday: TOWN ELECTION



Boards, Committees & Commissions



NORTHFIELD
Massachusetts



Elected Officials

	Title	Term Expires
Board of Assessors		
Robert MacEwan		2025
Alice Lord		2026
Beth Walker		2024
Board of Health		
Kathryn Bridges		2025
Ruth Potee		2025
Alison Wahlstrom		2026
David Balk	Chair	2024
Karen Boudreau		2024
Board of Library Trustees		
Alex Strysky		2025
Deb Potee		2025
Lloyd Parrill		2026
Jon McGowan	Chair	2026
Nolan Kitfield		2024
Pauline Borrego		2024
Select Board		
Heath Cummings		2025
Barbara Jacque		2026
Alexander Meisner	Chair	2024
Bernard Boudreau	Vice Chair	2024
Sarah Kerns	Clerk	2026
Board of Trustee of Veterans' Memorials		
Alex Meisner	BOS Rep	
Francis Froment		2025
Raymond Zukowski		2025
Denis Brennan		2026
Phil Watson		2024
Dan Ryan		2024



Constables	Title	Term Expires
Frank Froment		2024
David Kelly		2024
Al Stone		2024
Grandon Water District		
Peter Weiss		2026
Moderator		
Nathan L'Etoile		2024
Planning Board		
Margaret Riordan		2027
Michele Wood		2028
Steve Serendynski		2024
Tammy Pelletier		2026
Joe Graveline		2026
PVRS – Federal Election Ballot		
Sylvia Cummings		2024
Steve Martin		2024
Riena Dastou	Chair	2026
Recreation Commission		
Stacy Bond	Secretary/Director	
Chelsea Depault		2024
Laura Fries	Chair	2026
Courtney Lawler		2025
Josh Roman		2025
Bob Emberly		2024
Sewer Commission		
Dan Gray		2025
Karen Boudreau		2026
Tom Walker		2024



Officials Appointed by Town Moderator

	Title	Term Expires
Finance Committee		
Beth Walker	Secretary	
Gail Weiss		2024
Bernhard Porada	Vice Chair	2024
Anthony Matteo		2025
David McCarthy		2025
Dan Campbell	Chair	2026
Sue Kaczinski		2026
FranklinCounty Tech School – May		
Laura Earl		2024
Non-Partisan Caucus – January, yearly		
Joanne Gardner		2024
Beth Walker		2024
Pam Eldridge		2024
Northfield Regional School District Planning Committee		
Deb Potee		
Patricia Shearer		
Riena Dastous		



Officials Appointed by Select Board

	Title	Term Expires
Agricultural Commission		
Kristen Norwood		2025
Jesse Robertson Dubois		2026
William Llewelyn		2026
Don Baker		2026
Jose Madiedo		2024
Board of Registrars		
Pam Eldridge		2025
Dan Campbell		2026
Heather Tower		2024
Robin McKeon		2024
Community Preservation Commission – Appointed by Committee Listed		
Tony Matteo		2024 Finance
Mary Mayshark-Stavelly		2024 Historical
Victoria Luksha		2024 Conservation Comm.
Tammy Pelletier		2024 Planning Board
Susan Space		2024 Open Space
Lindsay McCarthy		2024 At Large/BOS
Bob Emberly		2024 Recreation Comm.
Margaret Livingstone		2024 COA
Lara Dubin		2024 At Large/BOS
Conservation Commission		
Sarah Kerns		2024
Victoria Luksha		2025
Mike Barry		2025
Charles Blanker		2026
William Llewelyn	Chair	2026



Title	Term Expires
Council on Aging	
Elizabeth Whitcomb	2023
Deb Lanoue	2023
Margaret Livingstone	2025
Jim Whitcomb	2024
Christine Harris	2024
Debby Wiesen Kelly	2023
Peter Vearling	2025
Cultural Council	
Bruce Kahn	2026
Barbara Lemoine	2024
Victoria Luksha	2024
Ann Linge	2025
Cynthia Durham	2025
Election Officers	
Nina Sibley	2024
Sandra Campbell	2024
Victoria Luksha	2024
Deb Potee	2024
Bethany Walker	2024
Bruce Kahn	2024
Pam Eldridge	2024
Susan Secco	2024
Joe Graveline	2024
Katherine Johnson	2024



	Title	Term Expires
Emergency Services Facility Committee		
Floyd Dunnell		2024
Heath Cummings	BOS	
Mark Fortier		2024
Jon Hall		2024
Bernhard Porada		2024
Steve Serendynski		2024
David McCarthy		2024
Barry Bordner		2024
Victoria Luksha		2024
Energy Committee		
Judy Wagner		2024
Andrew Vernon		2024
Joseph Spirit		2026
Jim Van Natta		2025
Historical Commission		
Barbara Jacque	Chair	2025
Mary May Stavely		2025
Stacy Bond		2026
Don Campbell		2026
Joe Graveline		2025
Mary King		2024
Open Space Committee		
Joanne McGee		2025 BOS
Robert Perlman		2025 BOS
Matt Diluzio	Chair	2026 BOS
Sarah Kerns		2025 ConCom
Susan Space		2025 BOS



	Title	Term Expires
Stewardship Advisory Subcommittee to the Conservation Commission		
Gretchen Licata		2024 BOS
Andrew Vernon		2024 BOS
Charlie Blanker		2024 ConCom
Sarah Kerns		2024 ConCom
Bob Pasteris		2024 Open Space
Town Hall Master Plan		
Stephen Serendynski	Chair	2024
Alex Meisner		BOS Rep
Trust Fund Committee		
Margaret Livingstone		2025
Jessie Wiggin		2024
Tom King		2025
Pam Eldridge		2025
Trustee, Fred W. Wells Will		
Rebecca Frost		Term exp. Is up to probate court and trust
Veteran Graves Officer		
Denis Brennan III		2024
Zoning Board of Appeals		
Michael Bird		2026
Al Dietrich		2027
Shawn Foster		2028
Erin Jaworski		2028
Jennifer Cox	Chair	2025
Larry Hansen	Alternate	2025



	Title	Term Expires
Schell Bridge Advisory Committee		
Sue Ross		2025
Jon McGowan		2025
Tim Bowen		2025
Barb Richardson		2025
Steve Stoia		2025
Judith Wagner		2025

350th Anniversary Committee

Martha Morse
Patricia Shearer
Stacy Bond
Mary King
Bruce Kahn
Alex Meisner
Rhoda Yucavitch
Lindsay McCarthy
Magda Ponce Castro
Joan Stoia
Steve Stoia

	Title	Term Expires
American Rescue & Recovery Plan		
Victoria Lucksha		At Large
Barbara Jacque		BOS
Dan Campbell		FinCom
Andrea Llamas		TA
Michele Turner		TX/TC
Mallory Sullivan		Grant Developer

Grandin Water District

Alex Strysky 2024



Economic Development Advisory Committee

Virginia Hastings	2024
Sarah Kerns	2024
Steve Stoia	2024
Robin van der Maat	2024
Nohham Cachet-Schilling	2024

EMS Regionalization Task Force

Barbara Jacque
Andrea Llamas

Final Report of the Northfield 350th Anniversary Committee

2023

Reconnecting Northfield

In 2023 Northfield commemorated 350 years since Europeans first visited in the year 1673. In 1723 this place was incorporated as the town of Northfield. The place the Europeans found in 1673 was populated by Indigenous people, the Sokoki. During our 350th year the Anniversary Committee has acknowledged these first residents as well as those who came later, the people who have made Northfield what it is today.

Our 350th events, 70 in number, were intended to “Reconnect Northfield”. The official team of people who worked toward this goal included the 350th Anniversary Committee and several committee subgroups. These individuals, who are listed at the end of this report, worked for 3 years putting the 350th commemorative year together. Many other volunteers helped at individual events or worked independently in small teams to create an event. Residents responsible for such occasions include Corinne Fitzgerald and Bonnie L’Etoile who planned the Harvest Dinner Dance at Snow’s Northfield Golf Club, and Barry and Patty Bordner who organized the 350th Anniversary Golf Tournament. Also, the Tree50th Project, spearheaded by Judy Wagner, Martha Tenney and the Northfield Garden Club, raised money for fifty trees which have been bought and planted along Northfield’s streets. What a thoughtful gift these trees are for future residents.

Our audiences were wonderful! So many people from town and nearby attended our 350th events – the lectures, the historical trails and Main Street walks, the musical events including but not limited to the Pioneer Valley Symphony concert (thank you Pam Eldridge!), and of course our Parade and Fireworks Day, which couldn’t have happened without Four Star Brewery. We gathered together so many times between January 1, when we set out luminaria, and December 31 when candles were again lit all over Northfield, marking the end of our 350th year. We appreciate 350th committee member Pat Shearer for spearheading the candle lighting effort, and for so much more too.

What holds our town together? It is many things. Northfield’s churches showed how vital they are, not just to our history but in keeping us connected today. Trinitarian Congregational Church (TCC), First Parish Unitarian (FP), and Community Bible Church (CBC) provided venues for 350th events free of charge, and sponsored their own 350th events too - a free chicken barbecue (TCC), a 350th variety show (FP) and a program celebrating D.L. Moody’s summer conference music, *Hymnology in Northfield* (CBC). Our town has limited public spaces that provide ADA-compliant access and adequate parking, so we are very grateful for the wholehearted support which the churches offered us. Special thanks go to Martha Morse, 350th committee member and Trinitarian trustee, for working with other Trinitarian members to open the church for a great many programs and rehearsals, and for attending nearly every event all year long.

Schools are instrumental in keeping us connected, and 2023 found both Pioneer Valley School and Northfield Elementary School providing venues for 350th events. Our second event of the year, and a huge one, featured raptor rehabilitator Tom Ricardi who thrilled over 200 children and their families at NES with his astounding birds of prey. Then Pioneer’s auditorium and staff rescued the Pioneer Valley Symphony concert intended for the golf club when thunderstorm predictions required us to relocate indoors – the symphony of Disney favorites was wonderful! And our school administration and staff members showed that they are accommodating and amazing.

The 350th committee’s budget and efforts supported 70 events during 2023. The town of Northfield voted a budget of \$82,000, plus business sponsorships raised \$48,000, state/local grants brought in another \$13,000 and individual donors gave over \$14,000 to the 350th commemoration effort. As of this writing, \$147,309 has been spent on 350th anniversary events out of a total income to date of \$172,521. These figures are not final, but it is clear that the fundraising and promotional efforts of the 350th Community

Engagement Group headed by Joan and Steve Stoa were extremely successful. We couldn't have offered so many programs without the funds raised and the publicity arranged by this small but powerful Community Engagement team. Thanks also to Leslie and Paul of Cameron's Winery for providing food at several events, 350th promotion, and having great Parade costumes too!

A list of our business sponsors appears at the end of this report, as well as a list of the 70 events of the 350th anniversary year.

What other glue holds a community together? The public library does, and Northfield is fortunate to have one of the best. Dickinson Memorial Library celebrated the 125th birthday of its beautiful building in 2023 yet the staff made time to help with the 350th commemoration. Misha Storm, Jane Lyle-Jaworski and Matt Atwood provided space for 350th programs, helped with promotion and publicity, and sponsored 350th library events, including a dozen coffee hours on local topics so that residents could reconnect and talk about our town's history. Library Director Misha is also an archivist; her expertise aided the Oral History Project planned by the Community Engagement group in recording many interviews of current and former residents. These interviews are available at the library for future listening.

Recording our 350th events for the future is so important. The majority were videorecorded by our cable tv company, BNCTV. The 350th committee is grateful to Otis Wheeler and Tyler Bourbeau for their expertise and hours of work which has made lectures and the parade viewable from links posted on the library's website. And Norm Eggert of Phillipston took hundreds of photos of the 350th anniversary events and provided them to us free of charge. Thank you to Norm Eggert Photography! Our 350th Anniversary website was vital to providing the public with a calendar of events throughout the year, including photo exhibits, event descriptions and town histories. Lindsay McCarthy created the webpage and did an excellent job maintaining it, alongside her 350th Treasurer and merchandise sales responsibilities. The 350th webpage will be archived on the Dickinson Memorial Library's website. And key to our merchandise sales was the Adria Lowery Unique Floral Design shop – thank you to Adria for selling our Tom White 350th commemorative pottery.

Northfield town departments and personnel helped during 2023 in so many ways. The police sent an officer to calm traffic near several hugely popular events at Trinitarian and at First Light, and their management of safety, parking and traffic on Parade and Fireworks Day was essentially flawless. The Junior Firefighters set up tables for the free chicken barbecue, with youthful energy and enthusiasm. Andrea Llamas was a great coordinator of people, materials and activities as she worked with 350th Anniversary Chair Stacy Bond to organize our grand parade, with the Northfield Highway Department's generous help. Bruce Kahn as Entertainment Coordinator planned music events throughout the year, and made sure the sound equipment vital to the parade and other events was working perfectly. And Bob Henry was Stacy Bond's right-hand man all through the year, helping the committee in so many ways. Thank you also to the Northfield Open Space Committee for help creating history signs for our trails.

It takes a village, they say. In our 350th year, the residents of a town on two sides of a great river worked together to commemorate, to celebrate and to reconnect Northfield. Thank you to everyone who helped stage our great effort of 2023, especially the committee members named on the following page and every other volunteer too.



350th Anniversary Committee and Working Group Members

Stacy Bond, 350th Chair, Parade & Fireworks Coordinator (Northfield Historical Commission)
Lindsay McCarthy, Treasurer, Website Manager, Merchandise Sales Coordinator
Mary King, Secretary, History Focus Group Coordinator (Northfield Historical Commission)
Bruce Kahn, Entertainment Coordinator
Pat Shearer, Kids & Family Focus Coordinator
Joan Stoia, Community Engagement Group Coordinator (Northfield Historical Commission)
Steve Stoia, Community Engagement Group Coordinator
Martha Morse
Rhoda Yucavitch

350th Anniversary Major Underwriters

Barry & Patty Bordner
Cold River Materials
Senator Jo Comerford's Office
First Light Power Systems
Greenfield Recorder
Greenfield Savings Bank
Northeast Paving
Northfield Mount Hermon School
Potee-Martin Family
Thomas Aquinas College

350th Anniversary Contributing Sponsors

Cohn & Company
Grassroots Fund of New England
Greenfield-Northampton Cooperative Bank
Sugarloaf Gardens
WHA1 98.3 FM

Our 350th anniversary events were supported by Friends of the 350th and individual supporters too numerous to mention here.

Visit our webpage for a complete list - <https://northfield350.org>

Agricultural Committee

Chair: Jose Madiedo

Email: jamadiedo@hotmail.com

Ag Com Secretary: Stacy Bond

Email: stacyelizabethbond@yahoo.com

The Northfield Agricultural Commission (Ag Com) develops working relationships between farmers and the community, Town boards, state and federal agencies, legislators and environmental organizations. The Northfield Agricultural Commission is comprised of 7 fully appointed members: 3 from past agriculture experience, 3 active, 1 member of Open Space and 2 alternates serving staggered three-year terms.

Please visit the town website to find our agricultural map, which is planned to be updated in 2024: [agcomm_map.pdf \(northfieldma.gov\)](http://agcomm_map.pdf(northfieldma.gov))

Community Preservation Committee Town Report Letter

The following proposals were approved for Community Preservation Act Funding at the May 2023 Annual Town Meeting:

\$2,825 to the Northfield Senior Center to purchase a propane grill and a recreational storage shed to be placed behind the town hall; the placement of the shed is subject to the approval of the Northfield Selectboard. The shed and grill will allow the Senior Center to provide more opportunities for outdoor gatherings, events, and recreational activities.

\$2,000 to the Northfield Farms Field Library to replace the Field Library sign on the front of the building. The current sign is deteriorating and rotting to the point of being removed as a safety hazard. The Field Library is considered an important historic and community resource. The Ladies Benevolent Society is the caretaker of this building and will arrange for the work to be done and will make sure that the work done will meet the Secretary of the Interior's Standards for Rehabilitation which pertain to historic buildings.

\$3,000 to repair the crumbling stonework of the outside fireplace located behind Squakheag Village at 88 Main Street. This fireplace was part of Northfield's American Youth Hostel which was the first official American Youth Hostel location in the United States established in 1934. This project will be overseen by Janice Newton and is subject to the approval of the Franklin County Regional Housing & Redevelopment Authority who own the property.

Also approved was an adjustment to the CPC bylaws stating that "One member of the Council on Aging, as designated by the Council On Aging, to act in the capacity of, or perform like duties of, a member of a Housing Authority." This article updated the wording of the Community Preservation Committee's bylaws to allow the Council on Aging to choose and appoint their representative to the Community Preservation Committee.

The Community Preservation Committee held its annual CPA Informational Forum on Thursday, November 9th in person at the Town Hall. At this forum we presented information about the Community

Preservation Act, how the CPA funding works, how to apply for funding and to give examples of past approved CPA projects in Northfield.

In 2023 the Community Preservation Committee members were: Bob Emberly (Recreation Commission), Susan Space (Open Space Committee), Lindsay McCarthy (Member-At-Large), Robin Conley (Conservation Commission), Tammy Pelletier (Planning Board), Margaret Livingstone (Council on Aging/Housing), Mary King (Historical Commission), Anthony Matteo (Finance Committee) and Lara Dubin (Member At-Large).

Submitted by Lara Dubin
Chair, Community Preservation Committee

Conservation Commission Annual Town Report Letter

The Conservation Commission is an appointed body whose purpose is to protect and preserve the natural resources of the Town and to enforce the protection of wetlands.

A major aspect of the Commission's work is reviewing, approving, and controlling the conditions under which work may be done which affects a river, stream, or wetland in Northfield. **Anyone** seeking to do any work within 100 feet of a wetland, 200 feet of a river or stream, or in any area that may cause additional runoff into a wetland, river, or stream **must obtain prior approval** of the Commission. In order to get that approval, they **must** file documents, providing complete information on the site and the proposed work, by filling out a Request for Determination form or a Notice of Intent.

The Conservation Commission Stewardship/Advisory Subcommittee advises the Conservation Commission on the uses of the Town's Conservation areas including Town conservation lands and CR properties and to be active stewards of said properties.

The business of the Land Stewardship /Advisory Sub Committee is to consider and encourage recreation, preservation, conservation, and education uses.

Meetings are held every third Wednesday of the month at 7:00 pm.

The website is <https://www.northfieldma.gov/conservation-commission>

Updates from the Commission

The Northfield Conservation Commission (ConsCom) was very involved with the proposed 18000 square foot Safety Complex at 121 Main Street. There was a total of eight hearings held January through June. The site bordered on Mill Brook wetlands. A few site visits occurred, and commissioners hiked the area with a Town-hired wetland specialist and, on another date, with the architect. ConsCom hired David Cameron, Wetlands Scientist, to assess previous flagging of the site, narrow the study area, and make further recommendations. Mr. Cameron also inspected the site following a heavy rain event on December 22, 2022. ConsCom members were concerned about the proposed diesel generator. Discussions often revolved around the riverfront area and the management of drain water. ConsCom stopped the environmental studies in May after Town vote to not fund the safety complex and the Town Administrator requested to withdraw the project.

Town of Northfield – Annual Report & FY2025 Budget

In May, ConsCom signed a Beaver Conflict Resolution Permit. At least two manholes were submerged and infiltrating the sewer system in the Glenwood Ave to Pine Street area.

In June, ConsCom issued a Cease & Desist order to a resident on Millers Falls Road. An excavator was used to dig along an intermittent stream. Wetlands Protective Act (WPA) prohibits disturbance within 100' of intermittent streams. There was much resistance to a site visit by ConsCom, but the issue was settled with property owner hiring a Wetlands Specialist. The focus turned to stabilization of the site with a plan to properly remediate the stream and 100' buffer zone. By December, the site was stabilized, and the issue will continue in the spring of 2024.

Another issue with ongoing challenges was storm water runoff onto King Philip's Hill and an abutting property. It has not been determined where the source of the storm water runoff originates. A site visit will be planned in spring, 2024 to make further assessments and to create plans for remediation. In August, a WPA Emergency Certificate Form was signed to restore emergency and public access to Connecticut River following a flooding. Silt and debris needed to be removed from the Pauchaug concrete boat ramp. The silt was tested twice for contaminants and, finding none, the silt and debris were removed.

Several Requests for Determination of Applicability (RDA) were addressed.

- 1) A single pole tracking solar panel that was slightly within the buffer zone of a stream was allowed, in consideration of no impact to the stream.
- 2) Another RDA addressed a small stream modification for recreational use by grandchildren. It was also determined to have minimal impact on the stream.
- 3) A young man introduced himself and informed ConsCom of his agricultural endeavor to dig an irrigation line to a proposed native species nursery. A code exists of agricultural exemptions. The site is near the State Route 63.
- 4) Another new resident introduced himself and informed ConsCom of planned agricultural endeavors on a recently purchased property with a conservation restriction (CR). Clarification of the CR was discussed.
- 5) At the December meeting, MassDOT presented plans for embankment stabilization and minor road repairs along Rte 63 at the Roaring Brook culvert crossing. Plans were approved, and work will commence in the spring.

- ConsCom, in July, signed off on a land grant application for the purchase of a section of Mill Brook wetlands. By December, the owners declined the sale of the property.
- Through an Information Technology (IT) grant, ConsCom has obtained two tablets, one for the commission and one for the Stewardship Committee in order to enable field mapping for both.
- ConsCom made donations of native plants to PVRS for use in their many proposed land improvement projects.
- ConsCom addressed 4 anonymous complaints in 2023.

Robin Conley resigned as a voting member of ConsCom as she relocated to Keene, NH. She remains as an associate member without voting privileges. She will continue clerical duties. We welcomed Sarah Kerns

as the new commissioner. Bill Llewelyn remains as chair, Charlie Blanker as vice-chair, Mike Barry and Tori Luksha remain as commissioners.

All minutes and related documents are public and may be accessed through the town website. Our email address is Conscom@northfieldMA.gov.

Open Space Committee Annual Town Report Letter

Bob Perlman assumed chairmanship of the Open Space Committee in November, replacing Matt Diluzio, who had resigned. Matt was feted with an apple pie in recognition of his excellent service. Joanne McGee remained as Secretary.

Long-time member Robin Conley, who had been instrumental in many Committee undertakings, resigned in June, having moved out of Town. Sarah Kerns succeeded Robin as Conservation Commission representative to the Open Space Committee, and Susan Space took Robin's place as representative to the Community Preservation Act Committee. The Committee thanks Robin for her excellent service and will miss her.

The Committee voted to award the Citizen Stewardship Award to Cooper Bullock, a senior at Pioneer Valley Regional High School. Cooper was instrumental in developing plans to renew and increase the trails around the high school, and, as Senior Class President, encouraged students to volunteer at several work weekends.

The Committee took part in Northfield's 350th Anniversary celebration by leading trail walks and by printing revised trail information leaflets and distributing them at trailheads. Joanne and Julia Blyth worked with members of the Historic Commission and an anthropologist from the University of Massachusetts to develop wording for an interpretative sign which was erected at the Calvin Swan Historic Homesite on the Brush Mountain trail. In August, Joanne led a well-attended hike to the site, and Matt led the hike on further to Brush Mountain.

Trail improvements and other projects discussed and researched during the year include a handrail and steps or ramp for the new bridge in the Mill Brook Wetland area, another new bridge there, activities in coordination with PVRS, and a possible new trail link to the New England Trail. Some potential projects will involve grant funding.

The Committee is seeking new members and invites anyone with an interest in Northfield's scenic open space, extensive forests and trails, and vital waterways to come and help make a contribution to the Town. Also, our chair is known to occasionally bring in home-made pies and chocolate macaroons.

Board of Trustees of Veterans Memorials & Veterans Services Information

Maintain Veteran's memorials. Specific to the main memorial adjacent to the Town Hall, add names of Veterans that have documentation of entering military service from Northfield. Assure the United States Flag is properly flown at full or half-staff at the direction of 4 USC ch. 1, the President of the United States and the Governor of Massachusetts.



Shared Services



NORTHFIELD
Massachusetts



Franklin Regional Council of Governments

Contact	Phone & Email	Location
Linda Dunlavy, Executive Director	413- 774-3167 info@frcog.org	12 Olive Street, Greenfield, MA 01301

Mission Statement

The FRCOG’s mission is to foster a vibrant, sustainable region for all, and to leverage resources that promote collaboration and efficiency within our member communities. We do this by providing advocacy, planning, and cooperative services – both proactively and in direct response to our member communities’ needs.



Brief Description of the Department

The FRCOG provides planning services, programming, and advocacy to all Franklin County municipalities. Our municipal service programs – Collective Purchasing, the Cooperative Public Health District, Cooperative Building, Plumbing, and Electrical Inspection, and Town Accounting – are available to any municipality. The Community Health Department gathers data and works to improve the factors that impact health in the region; the Planning Department assists with local planning and larger regional projects; and the Emergency Preparedness and Homeland Security Programs prepare and train first responders and local officials.

The following is a list of services specific to Northfield:

Climate Resilience and Land Use

- Assisted the energy committee with completing the FY23 MA Green Communities Annual Report and analyzing town energy use.
- Provided technical assistance related to the Federal Energy Regulatory Commission relicensing of the Northfield Mountain pumped storage and the Turners Falls dam hydroelectric projects, resulting in a signed recreation settlement agreement. The process continues into 2024.
- Prepared a memo summarizing known short-term rental numbers in Franklin County towns and revenues for towns that have opted in to the lodging tax, and a summary of existing bylaws across the state, related to short-term rentals. Towns can use that info to develop policies and bylaws, if desired.



Community Health

- Conducted the annual student health survey to assess teen attitudes and behavior among middle and high school students. Staff reported to Pioneer Valley Regional School (PVRSD) administrators on results from 90 Pioneer students, representing 64% of the 8th, 10th, and 12th grade classes. Survey data meets federal requirements for the school and is valuable for grant writing and program planning.
- Worked with PVRSD admin and staff to implement Restorative Practices school climate improvements.
- Supported town officials with information and technical assistance on spending opioid settlement funds.
- Worked with town officials to recruit residents to fill out the Massachusetts Community Health Survey, to better understand local needs and encourage state investment in improving health outcomes.
- Supported Northfield's participation in Franklin County Age- and Dementia- Friendly Communities initiative by working with the steering committee, subcommittees, and community partners to write and publish a five-year action plan in response to local priorities identified from the needs survey data.
- Provided 6 Northfield children with summer camp scholarships through a Community Health Improvement Plan, Foundation for Community Justice mini grant to improve youth health.

Economic Development

- Provided assistance for the town's application for local digital equity planning services from the Massachusetts Broadband Institute and began working on the eight-town Franklin County Cooperative Digital Equity Plan, for which Northfield is the lead community.
- Supported municipal and Northfield Center business community engagement with the consultants conducting the Rural Downtown District Management Study, as funded by a state grant to FRCOG.
- Presented to the select board materials prepared for use in soliciting community input on potential future reuse of the fire station, an inventory of Main Street commercial properties, a commercial façade-improvement program report, and a visitor-center research memo.
- Met with the new municipal staff to review planning services and provide information.
- Presented at a meeting of the Northfield Economic Development Advisory Committee in September to review planning services and provide information.

Shared Municipal Services

- Northfield contracted with the FRCOG to receive collective bid pricing for highway products and services, including rental equipment, heating and vehicle fuel, elevator maintenance, fire alarm and fire extinguisher services, and dog tags and licenses. Staff also assisted with a Collective 5-year bid for Student Transportation encompassing 9 Franklin County School Districts, including Pioneer Valley Regional School District.



- Organized and facilitated educational information meetings for members of town energy committees, including presenting information on various topics and conducting follow-up communication.
- Northfield is a public health nursing program member of the Cooperative Public Health Service (CPHS), a health district based at the FRCOG. CPHS staff:
 - o Hosted drop-in nursing hours at the Senior Center and Squakheag Village, serving 41 different people in 88 separate contacts.
- Gave 259 Flu and 257 COVID vaccinations at drop-in nursing hours and home visits. Among these, Northfield residents received 46 vaccines, including 11 home visits.
- Completed state-mandated infectious disease surveillance and reporting for communicable disease cases in district member towns, checking state disease reporting system daily and following up as required, including 75 Northfield cases.
- Offered sharps collection and box exchange in collaboration with Franklin County Solid Waste Management District at all drop-in nursing hours: 69 boxes exchanged.
- Facilitated COVID-19 and flu vaccine clinics between state mobile vendors and local schools and senior centers, including one at Pioneer and one at the Northfield Senior Center. These two clinics served 110 individuals and provided 177 doses of vaccine. In total, served more than 325 people in North County clinics, including many Northfield residents.
- Hosted a “shoe spraying” clinic with the Board of Health as part of tick-bite prevention outreach: served 11 people and sprayed 14 pairs of shoes.
- Provided dementia education to members of public at the library and to the COA before starting memory café.

Training and Education

The following list represents the FRCOG workshops, roundtables and training sessions that Northfield public officials, staff, and residents attended, and the number in attendance.

Public Health & Community Awareness		
Age- and Dementia-Friendly Community Talk — 2		Opioid Overdose Response — 1
Food Safety — 1		Opioid Settlement Presentation — 5
Healthy Living for Brain & Body — 1		Restorative Practices — 4
Mass in Motion Community Engagement — 1		Understanding Alzheimer's & Dementia — 2
NARCAN Trainer Certification — 1		USDA Rural Development Grant Info Session — 2

Emergency Prep & Homeland Security		Municipal Officials' Continuing Education
Child Assessment, Recognition, & Stabilization — 1		Selectboard 101 — 1
Firefighter Fire Response — 1		One-Stop Municipal Grants Info Session — 2
K-9 Life Support Certification — 7		



Planning, Conservation, & Development	
Environmental Protection Grant Info Session — 1	

Transportation
Engaged in contract to install Franklin County Bikeway wayfinding signs in spring 2024.
Conducted traffic count on Highland Avenue
Participated in the National Park Service’s development of a Foundation Document for the New England National Scenic Trail. Completed summary report for electric vehicle station survey in the town of Northfield. Completed summary report for electric vehicle station survey in the town of Northfield

Budget

Account Description	FY2023 Budget	FY2024 Budget	FY2025 Proposed Budget	\$ Variance	% Variance
FRCOG ASSESSMENT	26,874	26,915	28,878	1,963	7.29%
Total	26,874	26,915	28,878	1,963	7.29%



Franklin County Regional Animal Shelter & Animal Control

Contact	Phone & Email	Location
Shelter Director: Leslee Colucci	Phone no: 413 676 9182 Email: fcsodogshelter@gmail.com https://www.fcrdogkennel.org	Franklin County Regional Animal Control 10 Sandy Lane Turners Falls, MA 01376
Kyle Dragon, Lead Regional Animal Control Officer Judie Garceau, Regional Animal Control Officer	413-774-7340 animalcontrol@fcso-ma.us	

Mission Statement

Our mission is to protect and improve the lives of stray, lost and unwanted dogs by offering a safe, welcoming facility, providing care and enrichment, and finding a home best suited for each animal.





Brief Description of the Department

Franklin County Regional Animal Shelter

The Franklin County Shelter is a regional shelter serving towns in Franklin County. It is a group of mostly volunteers, led by Shelter Director Leslee Colucci. They are determined to help every dog who enters the facility in every way possible.

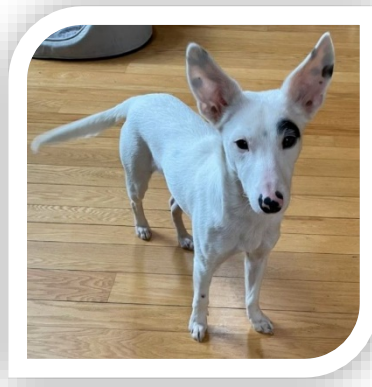
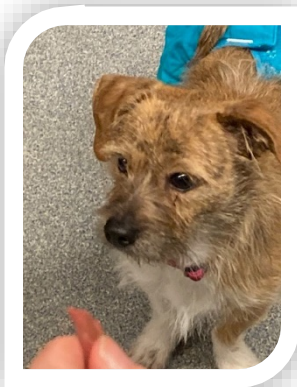
The Regional Dog Shelter was the vision of Sheriff Christopher Donelan who saw the need in the community for a dog sheltering facility. In 2012, the Franklin County Sheriff's Office was awarded a twenty-thousand-dollar grant to be used for the refurbishing of an old town building, to turn it into a working Shelter. Inmates in the (pre-release) program at Franklin County Correctional Institute worked for several months turning an empty storage building into a usable facility.

In the spring of 2023, with the assistance of the Franklin County Regional Dog Shelter and local veterinarians Amy Rubin and Jaime Remillard we were able to host rabies vaccination clinics in Turners Falls and Heath, through which a total of 96 pets were vaccinated.

In addition to operating the Regional Dog Shelter and Adoption Center. The Franklin County Sheriff's Office also operates a Regional Animal Control Officer program.

In 2019, the Franklin County Sheriff's Office in partnership with the Towns of Buckland, Colrain, Gill, Heath, Monroe, Northfield, and Shelburne join to create the Franklin County Regional Animal Control program to provide full-time services to these towns. Since its inception, the Franklin County Regional Animal Control program has expanded to provide these services to (12) towns in Franklin County. The program has also expanded its staff to include a part-time Animal Control Officer.

During 2023, Franklin County Regional Animal Control logged 880 calls for service between January 1st and December 31st, 2023, which resulting in 1455 corresponding action(s).





Volunteering

The dogs need you! There is a never-ending need for new volunteers to help care for the dogs. As we are growing and getting busier, we need more volunteers to help provide the dogs with socialization, training, and just good old play time. Please come by for an application and to see how you can help with the care of the dogs!

Adopting

See dogs available for adoption on the website. You can call the shelter at 413-676-9182 to meet them.

Donating

How your donations help us:

We have many dogs throughout the year who require extra veterinary care or services. Your support makes a big difference in our efforts to get them back on their feet and into a loving home.

Trends/Metrics

District Calls for Service:

- 🐾 22 – Animal bite reports
- 🐾 179 – Animal complaints or concerns
- 🐾 134 – Investigations
- 🐾 83 – Found or lost animals
- 🐾 23 – Inspections
- 🐾 33 – Sick or injured animals
- 🐾 74 – Assistance to other agencies
- 🐾 51 – Hearings, Meetings or Trainings

**Note: The above does not represent all the calls that were received*

Other Statistics:

- 🐾 24 – Animal surrenders
- 🐾 47 – Canines picked up
- 🐾 33 – Cat(s) picked up
- 🐾 13 – Wildlife picked up
- 🐾 1 – Other animals picked up
- 🐾 20 – Warnings issued
- 🐾 9 – Dog hearings
- 🐾 7 – Citations issued

Budget

Please see Police Department.



FRCOG Public Health

Contact	Phone & Email	Location
Phoebe Walker Director of Community Health	413- 774-3167 www.frcog.org	12 Olive Street, Greenfield, MA

Mission Statement

The CPHS Health District works to protect and promote public health in its 15 member towns, under the direction of the local Boards of Health. A Board of Health works to maintain and improve the quality of life in their community by ensuring safe water, housing, air, and foods, and to prevent infectious and chronic diseases. The CPHS staff works together with Northfield Board of Health members and residents to improve the health of the community.



Brief Description of the Department

The Town, along with the other member towns of Bernardston, Buckland, Charlemont, Colrain, Conway, Erving, Gill, Hawley, Heath, Leyden, Monroe, Northfield, Rowe, and Shelburne, is served by the public health nursing program of the CPHS, a health district based at the Franklin Regional Council of Governments. Staff members include Program Manager Randy Crochier, Public Health Nurses Lisa White and Meg Ryan, and Epidemiologist and Community Health Educator Maureen O’Reilly.

Northfield’s representative to the CPHS Oversight Board in 2023 were Board of Health members Alison Wahlstrom and Karen Boudreau.

CPHS activities in Northfield on behalf of the Board of Health during 2023 included:

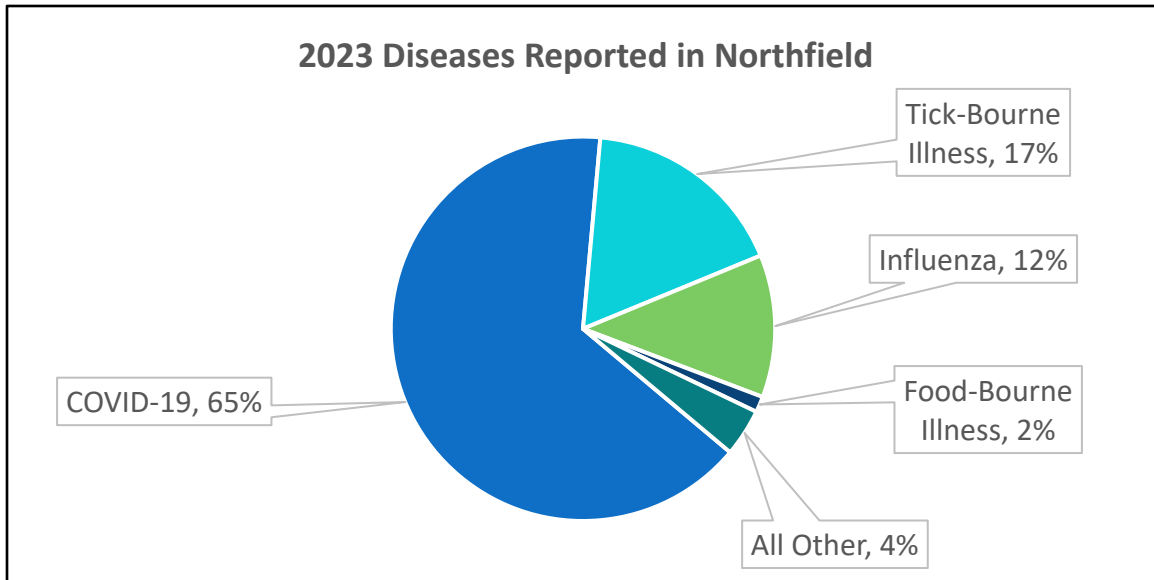
- Facilitated COVID-19 and flu vaccine clinics between state mobile vendors and local schools, libraries, and senior centers. Clinics in CPHS towns served 726 individuals and provided 1075 doses of vaccine. Clinics at the Northfield Senior Center served 49 people (78 doses) and Pioneer Valley Regional School served 61 people (99 doses).
- Additionally, the nurses gave 259 Flu and 257 COVID vaccinations at drop-in nursing hours, and home visits and carried vaccines to nursing hours throughout the season. Northfield residents received 46 vaccines, including 11 in-home visits.
- Served as a resource for residents and hosted monthly drop-in nursing hours at the Senior Center and Squakheag Village monthly, serving 41 different people in 88 separate contacts. Services included blood pressure and other health screenings, assistance addressing health concerns, and where appropriate, wellness visits in the home.



- Completed state-mandated infectious disease surveillance and reporting for communicable disease cases, checking state infectious disease reporting system daily and following up as required, including 75 Northfield cases. (See pie chart below).
- Offered sharps collection and box exchange in collaboration with Franklin County Solid Waste Management District. At all drop-in nursing hours, residents can pick up hazardous waste boxes appropriate for needle disposal and can bring full boxes for disposal. 69 boxes were exchanged over the year.
- Supported Franklin County Age- and Dementia- Friendly Communities initiative by working with the steering committee and community partners to write and publish a five-year action plan in response to local priorities identified from the needs survey.
- Provided presentation for the public on Understanding Dementia and Alzheimer’s Disease at the Dickinson Memorial Library.
- Provided basic education on dementia and working with those living with dementia to volunteers at the Senior Center, prior to the Senior Center starting a Memory Café.
- Offered tick-bite prevention outreach by collaborating with the board of health to provide education materials and 7 permethrin shoe-spraying events districtwide, including one in Northfield.
- Served as town’s arbovirus coordinator, monitoring weekly data reports on mosquito and tick borne disease from the state and providing regular updates to the town.
- Provided a biweekly newsletter for BOH members, to provide updates to pertinent public health topics, including upcoming events/trainings, visualizations of local data, and relevant epidemiological analyses.
- As part of community outreach, provided a monthly flyer on a variety of public health topics to BOH, town administrator, Council on Aging, library and senior center.
- Registered with the Department of Public Health to become a Community Naloxone Program, so that CPHS can dispense the medication naloxone (Narcan) at no-cost. Hosted a “Train the Trainer” event: community members can now train their peers on recognizing and responding to opioid overdose.
- Offered two low-cost 3-in-1 Food Safety trainings (ServSafe®, Mass Allergens Awareness and Choke Saver with use of EpiPen® and Narcan®) for town residents and business employees.



Trends/Metrics



Budget

Please refer to the Board of Health for budget information.



Franklin County Solid Waste Management District

Contact	Phone & Email	Location
Jan Ameen, Executive Director Amy Donovan, Program Director	413-772-2438 info@franklincountywastedistrict.org	117 Main Street, 2 nd Floor Greenfield, MA 01301

Mission Statement

The Solid Waste District was formed in 1989 to help Franklin County towns manage all aspects of their solid waste – recyclables, organics, hazardous waste, wastewater treatment sludge, and trash. We continue to provide assistance to 21 member towns through administrative support, professional consultation, trainings, and outreach to residents and businesses.



Brief Description of the Department

The Franklin County Solid Waste Management District is comprised of twenty-one member towns in western Massachusetts. The District's governing body is its Board of Representatives, which includes representatives from each member municipality. The District is staffed by an Executive Director, Program Director, and Administrative Assistant.

Each town pays an annual administrative assessment that covers 70% of the District's administrative operating expenses. The remainder of the budgeted expenses is paid through a fee-for-service program and grant income.

A review of recycling tonnage for 2023 shows that it was almost identical to 2022 recycling tonnage. District residents recycled just over 2,500 tons of paper and containers through their town programs. The recyclables were processed at the Springfield Materials Recycling Facility and sold, primarily to domestic companies, to be recycled.

We held a May and October Clean Sweep bulky waste collection in 2023. Events were held at Mohawk Trail Regional High School, Northfield highway garage, and Whately transfer station. Combined, the events served 500 households and collected over 45 tons of bulky waste, scrap metal, appliances, electronics, propane tanks, tires, and other items.



We held our annual household hazardous waste collection in September 2023 at Greenfield Community College and Orange transfer station. This event allows residents to properly dispose of toxic cleaners, automotive products, pesticides, and other toxic products. A total of 360 households participated in this event. Residents have access every year to other hazardous waste collection events in the Pioneer Valley.

We applied for and received grants from the Massachusetts Department of Environmental Protection worth \$107,100 for District towns. This grant funding is a result of a town's successful waste management infrastructure.

Budget

Please refer to the Board of Health for budget information.



Veterans' Services

Upper Pioneer Valley Veterans' Service District

Contact	Phone & Email	Location
Christopher Demars Director	413-772-1571	294 Main Street Greenfield, MA 01301

Mission Statement

To advocate for veterans, their spouses, dependents, widows, or widowers for Veterans' Benefits on the Local, State and Federal levels.



Brief Description of the Department

Upper Pioneer Valley Veteran's Service District assists veterans and their families in obtaining federal benefits which can include:

- Filing for compensation and non-service-connected pensions.
- Filing for burial benefits.
- Filing dependent death benefits.
- Obtaining gravestones and markers.
- Veterans Administration healthcare.
- Obtaining military records.
- Filing for military medal replacements.

Upper Pioneer Valley Veteran's Service District also assists in obtaining Commonwealth of Massachusetts benefits by:

- Filing for Mass General Law Ch. 115 financial assistance for qualified individuals.
- Filing for state annuity for 100%-service-connect veterans.
- Filing for property tax exemptions.

In addition, Upper Pioneer Valley Veteran's Service District provides referral services for:

- Issues regarding homelessness, health, education, and employment.
- Archival of discharges for District veterans.
- Referral and assistances for discharge upgrade requests.
- Assistants for Certificate of Release of Discharge from Active Duty (DD Form 214) corrections.
- SHINE counselor assistance.

NORTHFIELD Office Hours: fourth Tuesday of the month from 9-11 a.m. at the Northfield Town Hall, Senior Center. • VSO Brian Brooks



The Office has maintained continued outreach operations across the District. The Office has also dramatically increased the amount of VA claims we have been completing due to increased VA Presumptive diseases for numerous eras of service:

- District now brings in over \$2,005,921.53 in Federal money per month from the VA in Disability Compensation, Veteran Pension, DIC Compensation and Death Pension. This is an increase of VA Benefits from CY22 of 341,580.51 a month.
- District hired a new Deputy Director Stacey Geneczko who has completed all her National Certifications for the VA.
- District hired new Veteran Service Officer (VSO) Jeffrey Cochran who has completed all his National Certifications for VA. This brings the office from 1 to 3 VA Certified VSO now in the office.
- VSA Laura Thorne has maintained her SHINE certification and is helping veterans and their dependents, taking some of the load off the Senior Centers.
- The Director Chris Demars conducted a Chapter 115 presentation with GCTV for outreach.
- Expect a significant increase to Chapter 115 benefits for all City and Towns due to inflation and cost of living adjustments by the State of Massachusetts.
- We project a slight increase of the overall operational budget Fiscal FY2025 budget while continuing to expand services in 2024.
- The Office has produced 143 claims and 46 appeals with VA for Veterans and their Dependents this year.

Budget

Please see Town Administration for budget information.



Financial Overview



NORTHFIELD
Massachusetts



Town Administrator's Financial Condition & Outlook Discussion

Northfield is in good financial condition, especially considering the continued impacts of COVID-19 and the consequent economic fallout. The Town's financial reserves remain strong. The tax rate has fallen for the last 3 out of 4 years and remained level this past year. The tax base remains constant and is actually growing.

We must continue to implement and adhere strictly to our Financial Management Policies in order to maintain our position. Uncertainties surrounding the level of State Aid and future increases in the retirement assessment and health insurance premiums remain significant areas of potential exposure and will be watched during future budget cycles.

It is clear that not using one-time reserves to fund budget deficits strengthens the Town's financial condition by not allowing reliance on one-time revenues in the operating budget. In addition, the use of Free Cash and the Stabilization Fund for significant capital investments has ensured that one-time funds are primarily used for one-time expenditures. The growth in revenue from property taxes, new growth as well as excellent tax collections, are financial strengths for the Town. Growth, however, cannot be relied on to continue at the same levels.

The residents' service needs continue to grow. The need to address this growth and maintain service-level solvency sometimes requires a corresponding increase in personnel. In Fiscal Year 2025 the budget proposes the growth in hours of the Recreation Director and program staff due to the success of new recreation programs and the demands placed on the current staff. The Highway Department has changed the more technical maintenance position to a grounds and building maintenance position with a corresponding decrease in the salary. The department is proposing to hire a new laborer/driver adding to the current staff of four laborers to improve services. With increasingly frequent storm events, the department is struggling to maintain response to these emergencies along with routine and necessary highway department demands.

Moving forward, it will be important for the Town to continue to fund its Other Post-Employment Benefits (OPEB) liability. Other Post-Employment Benefits (OPEB) are the benefits, other than retiree pensions, offered to retirees and their dependents. These benefits consist of retiree medical insurance. OPEB liability is the present value of benefits for retired and vested employees. An unfunded liability reflects an incurred obligation, payable in the future, for which limited reserves have been set aside.

Northfield's OPEB Liability as of June 30, 2024 is \$1,352,007. As of January 1, 2024 we have approximately \$641,500 in the Trust Fund making us just over 40% funded. If OPEB funding passes at Town Meeting, we expect to have a balance of close to \$750,000 in the Trust Fund. This would move us closer to 50% funded.



The Town previously contracted with an actuary to develop an initial funding plan to begin to address this liability. The FY2025 budget contains a \$100,000 appropriation to the OPEB Trust Fund. In addition to funding the liability, the Town continues to advocate for proposed legislative changes at the State level regarding the local obligation for retiree health insurance that would reduce its OPEB liability.



Revenue Narrative

Overview

The Town of Northfield receives revenue from a variety of sources, including taxes, user fees and charges, licenses, and permits, and the Commonwealth of Massachusetts. To estimate future revenues, the Town uses historical analysis. The financial team also incorporates any major outside factors that may affect the overall environment of the coming fiscal year, such as changes in state laws or policies, or general economic growth or contraction. By analyzing historical trends and foreseeable future changes, the financial team tries to ensure stability in Town finances and avoid budgetary shortfalls.

The below table shows the funds available to support general fund operating and capital budgets.

Description	FY2022 Recap	FY2023 Recap	FY2024 Budget
Total Property Tax Levy	8,346,000.57	8,663,425.70	9,010,742.95
State Aid	500,160.00	547,542.00	579,669.00
Local Funds	564,030.00	632,571.00	657,825.00
Other Available General Funds	1,000,000.00	790,000.00	
Free Cash	609,237.00	690,800.00	394,980.00
Enterprise Fund Est. Receipts	708,071.00	1,101,883.00	1,123,010.00
Total Revenue	11,727,498.57	12,426,221.70	11,766,226.95

Note: the table above does not include revenues used to fund capital investments through one-time financing sources.

Major Revenue Sources

Overview of Property Taxes

In FY2024, property taxes are estimated to be approximately 75% of the Town’s annual revenue. It is typical in many cities and towns in Massachusetts for property taxes to comprise the main source of revenue. Property taxes are assessed on real property (land and buildings) as well as personal property (e.g. merchandise and machinery). The Board of Assessors and assessing staff are responsible for assessing the full and fair cash value of real and personal property in Northfield. Every five years, a full recertification of values must be performed in accordance with Massachusetts General Laws. Northfield’s last full recertification was performed in FY2022, and the next recertification is planned for FY2027.



Proposition 2 ½ - Levy Limits

Annual tax levy growth is limited by Proposition 2 ½, the Massachusetts General Law that limits the annual growth in a municipality’s total tax levy (i.e., revenue generated by property taxes) to 2.5%, plus an allowance for new growth. New growth is new development in Northfield or changes to properties that result in higher assessed value. New growth does not include increased value due to revaluation. A second overarching constraint of Proposition 2½ limits the total tax levy to no more than 2.5% of the municipality’s total assessed valuation. This limit is referred to as the “levy ceiling.” The town of Northfield historically has not assessed property taxes up to the levy ceiling.

A municipality is allowed to increase taxes beyond the levy limit with voter approval, either for an override which becomes a permanent part of the tax levy calculation or through a debt exclusion, which is a temporary increase used to pay for the debt service for a capital project (i.e. new school or other municipal facility). Northfield has not had an override or debt exclusion in recent memory.

Description	Fiscal Year 2022 per Recap	Fiscal Year 2023 per Recap	Fiscal Year 2024 per Recap	Fiscal Year 2025 Estimate
Prior Year Levy Limit	9,312,053.00	9,638,154.00	9,977,137.00	10,344,206.00
2.5 % Increase	232,801.00	240,954.00	249,428.00	258,605.00
New Growth	93,300.00	98,029.00	117,641.00	50,000.00
Debt Exclusions	0.00	0.00	0.00	0.00
Total Property Tax Levy Limit	9,638,154.00	9,977,137.00	10,344,206.00	10,652,811.00
Tax Levy	8,346,000.57	8,663,425.70	9,010,742.95	9,545,921
Excess Levy Capacity	1,292,153.43	1,313,711.30	1,333,463.05	1,106,890
Town’s Levy Ceiling	12,942,135.00	15,064,980.00	15,948,869.00	16,588,260.00

State Receipts

State aid represents about 5% of the Town’s revenues in FY2024. State aid is broken down into several categories, primarily Chapter 70 Education Aid and Unrestricted General Government Aid (UGGA). As a member of two regional school districts, Northfield receives almost no Chapter 70 funding as it goes directly to the Districts. The Town received a very small amount for a student that attended a non-regional school. UGGA predominantly makes up the balance of the 5% of State aid that the Town receives. While state aid is a source of revenue for Northfield, its purchasing power has declined over time as state aid growth has stagnated. State aid was drastically cut during the Great Recession and took many years to return to pre-Great Recession levels. Since then, state aid to Northfield has typically increased between 3-5% percent per year, shifting more of the budgetary burden onto Northfield taxpayers.



Description	FY2022 Final	FY2023 Final	FY2024 Recap
Chapter 70	4,016.00	4,589.00	5,019.00
Unrestricted General Government Aid	397,084.00	418,527.00	431,919.00
Veterans Benefits	5,533.00	4,283.00	559.00
Exempt: VBS and Elderly	12,204.00	13,469.00	14,245.00
State Owned Land	74,980.00	99,081.00	120,208.00
Public Libraries	6,343.00	7,593.00	7,719.00
Total	500,160.00	547,542.00	579,669.00

Local Receipts

Local receipts are locally generated revenues, other than real and personal property taxes. These are estimated to comprise approximately 5% of revenue in FY2024. Examples include motor vehicle excise taxes, investment income, penalties and interest on taxes, departmental revenue, fines, and license and permit fees. The Town has a practice of conservatively budgeting these items and routinely collects more than was budgeted. As a result, local receipts in excess of estimates help contribute to the Town’s positive year-end results and free-cash certifications. Motor vehicle excise revenue projected for FY2025 is \$400,000 while FY2023 actual collections were \$400,395. Motor Vehicle tax is the Town’s largest local receipt and is almost two-thirds of total local receipts.

Description	FY2022 Actual	FY2023 Actual	FY2024 Recap Estimate
Motor Vehicle Excise	440,463.92	400,395.00	400,000.00
Meals and Beverage Local Tax	1,100.23	5,137.00	5,000.00
Penalties and Interest on Taxes	25,360.30	34,671.00	30,000.00
Payments in Lieu of Taxes	11,210.42	6,204.00	0.00
Fees	73,883.50	68,600.00	65,000.00
Departmental Revenue	48,096.83	78,807.00	75,000.00
Licenses and Permits	53,953.25	29,721.00	27,000.00
Fines and Forfeitures	5,176.19	6,067.00	5,000.00
Investment Income	6,432.21	17,442.00	15,000.00
Medicaid Reimbursement			
Misc. Non-Recurring			
Total Local Receipts	665,676.85	647,044.00	608,500.00

Enterprise Funds

Northfield operates two enterprise funds including Sewer and Emergency Services (Ambulance). An enterprise fund is an accounting and financial reporting mechanism whereby all expenditures and revenues for a particular business-type activity are segregated into a special fund. However, an enterprise



fund does not establish a separate autonomous entity from the municipal government. The principal revenues for the enterprise funds are fees for services, through sewer rates, as well as related services, including ambulance charges. The Northfield enterprise funds have been self-supporting through user fees and not a burden to the property tax levy.

This year the Town will be asked to pay \$25,000 to the Ambulance Enterprise Fund along with the other three towns being served by Northfield Ambulance. This is the first step toward a potential regional or district service.

Each fiscal year, the enterprise funds are charged for their portion of costs that are allocated in the general fund, including a portion of salaries for Town Hall employees (for example, the Accountant and the Treasurer), insurance, employee benefits, etc.

Sewer Enterprise Indirect Costs	FY2023 Amount	FY2024 Amount	FY2025 Proposed Amount
Debt Service	23,663.00	23,000.00	23,000.00
Indirect Costs (Benefits, Retirement, Payroll Taxes)	32,000.00	41,000.00	55,000.00
Total	55,663.00	64,000.00	78,000.00

Ambulance Enterprise Indirect Costs	FY2023 Amount	FY2024 Amount	FY2025 Proposed Amount
Debt Service	55,884.00	0.00	0.00
Indirect Costs (Benefits, Retirement, Payroll Taxes)	7,000.00	22,000.00	71,743.00
Total	62,884.00	22,000.00	71,743.00

Free Cash & Enterprise Funds

Free cash is the remaining unrestricted money from operations of the previous fiscal year including unexpended free cash from the previous year, actual receipts in excess of revenue estimates shown on the tax recapitulation sheet, and unspent amounts in budget line-items. Historically, the Town has never relied on Free Cash to balance the operating budget. Typically, the Town utilizes Free Cash to pay for non-recurring expenses, capital requests, and funding the Town’s Stabilization (savings) accounts.



Certified Fund	FY2021	FY2022	FY2023	FY2024
Free Cash	635,378.00	591,379.00	396,023.00	928,934.00
Sewer	191,945.00	377,251.00	414,359.00	284,887.00
Ambulance	25,931.00	336,010.00	170,837.00	323,261.00

The FY2024 Budget included the use of \$394,980 in Free Cash funds as follows:

- \$100,000 for Snow and Ice Deficit Expenses
- \$11,980 for 350th Anniversary Expenses
- \$25,000 for Assessor’s Legal Expenses
- \$60,000 for a Highway Pick-up Truck
- \$83,000 for improvements to a Bathroom at Northfield Elementary School
- \$25,000 for door security improvements at Northfield Elementary School
- \$15,000 for window security improvements at Northfield Elementary School
- \$75,000 for OPEB (Other Post-Employment Benefit) Expenses

The Fiscal Year 2025 Budget proposes to use \$916,572 (out of certified funds of \$928,934) of Free Cash Funds as follows:

Description	FY2025 Proposed
Northfield Elementary Capital Requests	55,000.00
Emergency Services Budget	25,000.00
Grant Match Funds	30,000.00
Energy Projects	33,000.00
Police Cruiser and Equipment	113,572.00
Fire Department Truck	225,000.00
Highway Radio Equipment	35,000.00
Other Post Employment Benefits (OPEB)	100,000.00
Emergency Services Building Fund	300,000.00
TOTAL	916,572.00



Other Financing Sources

Description	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Proposed
Community Preservation	57,530.00	43,000.00	35,825.00	159,523.00
Reserved For Appropriation		170,000.00		
General Stabilization Fund	1,000,000.00			
Capital Stabilization		600,000.00		
ARPA	372,667.60	505,138.21	17,033.60	\$16,319.67
Overlay			35,000.00	
Total Other Funding Sources	1,430,197.60	1,318,138.21	52,858.60	175,842.70



Consolidated Financial Schedule

Description	FY2023	FY2024	FINANCE COMMITTEE RECOMMENDED FY2025
EXPENDITURES			
Omnibus	9,028,916	4,137,876	4,460,689
Schools		5,459,977	5,561,554
Special Articles-General Fund	629,575	0	625,000
Special Articles-Free Cash	496,000	394,980	911,572
Special Articles-Other Funds	770,187	0	0
Special Articles-Enterprise Funds	1,115,454	1,123,060	1,345,136
Special Articles-CPA Funds	15,000	7,825	131,523
Reserved for CPA Fund	28,000	28,000	28,000
Cherry Sheet Charges	7,381	6,115	6,141
Cherry Sheet Offsets	6,474	7,421	7,761
Overlay	150,000	100,000	100,000
AMOUNT TO BE APPROPRIATED	12,246,987	11,265,254	13,177,376
REVENUES			
Cherry Sheet Receipts	507,169	579,669	588,224
Local Est Receipts	647,044	622,000	600,000
Estimated Revenue-CPA	28,000	28,000	28,000
Certified Enterprise Sewer (\$284,887)	5,000	150,000	20,000
Certified Enterprise EMS (\$323,261)	300,000	15,000	0
Available Free Cash General Fund (\$928,634)	496,000	394,980	911,572
Stabilization (Gen: \$545,106.65) (Cap: \$686,682.42)	770,187	0	0
Enterprise Funds (Accounts)	810,454	917,060	1,325,136
Enterprise Fund-Transfer to General for Indirect	32,000	41,000	44,280
CPA Funds-Approp Fund Bals	15,000	7,825	131,523
Overlay	0	0	0
Other Avail Funds (ATM articles)	187	0	0
TOTAL EST RECEIPTS & AVAILABLE FUNDS	3,611,041	2,755,534	3,648,735
AMOUNT TO BE RAISED BY TAXATION	8,844,437	8,692,734	9,528,641
MAXIMUM ALLOWABLE LEVY 2 1/2	9,977,137	10,256,565	10,652,811
AMT UNDER MAXIMUM LEVY	(1,132,700)	(1,563,831)	(1,124,170)
OVERRIDE OR EXCLUSIONS REQUIRED	0	0	0
ESTIMATED TAX RATE	\$13.58	\$13.58	\$14.36
ESTIMATED TAX RATE AT LEVY LIMIT	\$15.89	\$16.08	\$16.05
FULL AND FAIR CASH VALUE	612,926,000	637,954,765	663,530,409
<i>Levy Ceiling</i>	15,323,150	15,948,869	16,588,260

Note: Information for FY2025 is a projection based on the estimates and assumptions contained in this model. Every \$500,000 represents approximately 80 cents per thousand on the tax rate.



Fund Balance

Governmental Funds

The town of Northfield’s FY2022 Financial Report¹ stated the following;

“The focus of governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing financing requirements. In particular, the general fund unassigned fund balance may serve as a useful measure of a government’s net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, governmental funds reported combined ending fund balances of \$5,576,131 or an increase of \$762,098 (16%) in comparison with the prior year.

The breakdown of the governmental funds is as follows:

- *Nonspendable fund balance – \$194,506 (4%)*
- *Restricted fund balance – \$1,290,462 (23%).*
- *Assigned fund balance – \$1,916,617 (34%).*
- *Unassigned fund balance – \$2,174,546 (39%)”*

General Fund / Other Governmental Funds – Year Ended June 30, 2022

Description	Beginning Balance	Ending Balance	\$ Change	% Change
General Fund	\$3,674,916	\$4,165,255	\$490,339	13.34%
American Recue Plan Act	\$0	\$45	\$45	100%
Public Works Infrastructure Grants	\$0	\$30,000	\$30,000	100%
Non-major Governmental Funds	\$1,139,117	\$1,380,831	\$241,714	21.22%
Total Net Position General Funds	\$4,814,033	\$5,576,131	\$762,098	15.83%

¹ Town of Northfield, Massachusetts, “Report on the Examination of Basic Financial Statements”, “For the Year Ended June 30, 2022”, Page 12.



Proprietary Funds

The town of Northfield’s FY2022 Financial Report² stated the following:

“The Town maintains one type of proprietary fund. Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements. The Town uses enterprise funds to account for its ambulance (EMS) and sewer activities.”

“The Ambulance Fund has accumulated a fund balance of \$761,804 used in the financing and operations of the Town’s emergency medical services. The fund shows an increase of \$226,076 (42%) in total operations for the year. This change was mainly attributed to operating revenues exceeding operating expenses by \$169,748, investment income of \$1,501, interest expense of \$1,057 and transfers in from the general fund of \$55,884.”

“The Sewer Fund has accumulated a fund balance of \$1,187,626 used in the financing and operations of the Town’s sewer system. The sewer fund shows an increase of \$11,370 (1%) in total operations. This change was mainly attributed to operating revenues exceeding operating expenses by \$41,867, interest income of \$2,505, interest expense of \$1,002 and transfers out to the general fund of \$32,000.”

Proprietary Funds – Year Ended June 30, 2022

Description	Beginning Balance	Ending Balance	\$ Change	% Change
Ambulance Fund	\$535,728	\$761,804	\$226,076	42.20%
Sewer Enterprise Fund	\$1,176,256	\$1,187,626	\$11,370	1.00%
Total Net Position Proprietary Funds	\$1,711,984	\$1,949,430	\$237,446	13.87%

Fiduciary Funds

OPEB - The Town of Northfield voted at the May 8, 2018 Annual Town Meeting pursuant to MGL Ch32B, section 20 to establish an Other Post Employment Benefit Trust Fund and have the Town Treasurer serve as the custodian of the fund. Establishing this fund gives the Town the vehicle to set aside funds to pay for this future liability. Rather than establish our own fund, the Town has chosen to participate in a fund established by the State to pool communities funds to achieve better results. The State Retiree Benefits Trust Fund (SRBT) is established pursuant to Massachusetts General Laws to have general supervision, management, investment and reinvestment of the OPEB Trust Fund, including the funds invested by the Town of Northfield per an Investment Agreement with the Town executed in 2019.

² Town of Northfield, Massachusetts, “Report on the Examination of Basic Financial Statements”, “For the Year Ended June 30, 2022”, Page 8, 12-13.



The town of Northfield’s FY2022 Financial Report³ stated the following:

“Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statement because the resources of those funds are not available to support the Town’s own programs. The accounting used for fiduciary funds is much like that used for proprietary funds.”

TOWN OF NORTHFIELD, MASSACHUSETTS		
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION		
FIDUCIARY FUNDS		
FOR THE YEAR ENDED JUNE 30, 2022		
	Other Post Employment Benefits Trust Fund	Private Purpose Trust Funds
Additions:		
Employer Contributions	\$ 135,501	\$ -
Investment Income	(19,500)	1,176
Total Additions	116,001	1,176
Deductions:		
Other Postemployment Benefits	60,501	-
General Expenses	-	5,627
Total Deductions	60,501	5,627
Change in Net Position	55,500	(4,451)
Net Position at Beginning of Year	384,737	163,235
Net Position at End of Year	\$ 440,237	\$ 158,784

Note: Other Post Retirement Benefits (OPEB) is discussed further in the Non-Departmental section.

³ Town of Northfield, Massachusetts, “Report on the Examination of Basic Financial Statements”, “For the Year Ended June 30, 2022”, Page 8 & 28.



Stabilization Funds Summary

Stabilization Accounts

Stabilization funds are municipal “savings accounts.” These funds are able to be carried forward from year to year unlike annually appropriated budget lines. Pursuant to Massachusetts General Law (M.G.L. c. 40, § 5B), a municipality, through a vote of Town Meeting, may establish one or more stabilization funds and designate the purpose for which each fund is established. The creation of a stabilization fund requires a majority vote of Town Meeting. Appropriation of funds into a stabilization fund is by majority vote. Appropriation of funds out of a stabilization fund requires a two-thirds vote of Town Meeting. Any interest that is earned from the investment of stabilization fund monies accrues to the stabilization fund. There is no limit on the cumulative balance of all stabilization funds in a municipality.

It is the policy (Northfield Financial Policies and Procedures) to maintain overall general fund reserves including the Town’s combined stabilization funds and free cash between 5% and 10% of the Town’s Prior Year’s General Fund operating budget. The Town’s Policy states:

General Stabilization Fund - *The Town shall maintain a general stabilization fund whose primary purpose is to replace declines in general fund revenue due to economic downturn. The target level of the fund shall be 5% of the Prior Year’s General Fund operating budget, an amount estimated to support the operating budget through three years of economic downturn. The Town shall strive to annually appropriate to the general stabilization fund 35% of certified free cash in excess of 3% of the Prior Year’s General Fund operating budget (see above) until the target minimum balance is met.*

Once the target level of the fund is reached, if any use of the fund reduces the balance below the target level, a plan for replenishment of the fund shall be developed per the procedure described below.

In fiscal years when no appropriation into the General Stabilization Fund is required because it is at its target, funding sources historically targeted for this purpose but not needed will be re-directed to funding the Town’s OPEB liability.



Special Purpose Stabilization Fund(s) - The Town shall maintain one or more specialized stabilization funds to finance future needs. Sources of financing appropriations into special purpose stabilization funds shall include each or some combination of taxation; available funds including but not limited to free cash and overlay surplus; and other non-recurring or potentially inconsistent revenue sources. Such stabilization funds shall include but not be limited to the following.

Capital Stabilization Fund(s) - To finance selected future capital needs as identified through the Town’s annual capital planning process (see Capital Planning policy) on a pay-as-you-go basis or to subsidize debt service of large capital projects, (e.g., municipal or school construction) to mitigate the impact on taxpayers. Use of a Capital Stabilization Fund(s) to finance projects on a pay-as-you-go basis can serve to preserve the Town’s debt capacity for major capital projects.

The Town will strive to appropriate 2% of the Town’s Prior Year’s General Fund operating budget into a capital stabilization fund(s) annually.

Funds Appropriated into Stabilization Account by Fiscal Year

Description	FY20	FY21	FY22	FY23	FY24	Proposed FY25
General Stabilization	\$150,000	\$100,000				
Capital Stabilization			*\$1,150,000		\$500,000	

*\$1,000,000 Transferred from the Town General Stabilization to the new Capital Stabilization Account in FY2022.

Account Balances (at Annual Town Meeting each year prior to appropriation/transfer)

Description	FY20	FY21	FY22	FY23	FY24	As of March 2024
General Stabilization	\$1,048,094	\$1,371,683	\$1,527,630	\$528,987	\$538,835	\$545,107
Capital Stabilization	N/A	N/A	N/A	\$1,223,000	\$672,284	\$686,683



Other/Special Funds – Cell Tower Easement Proceeds

Cell Tower Revenue Account – This account is the result of the sale of an easement by the Town to a Cell Tower company in 2019. Town meeting voted on May 2, 2016 (Article 22) to sell a permanent easement to SBA Communications Company for the cell tower they had been leasing for almost 20 years. Under MGL the proceeds from the sale of real estate are to be reserved for real estate transactions or other capital projects.

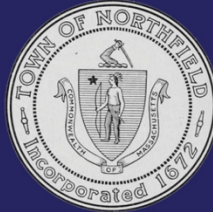
Description	FY20	FY21	FY22	FY23	FY24	As of March 2024
Cell Tower Proceeds	N/A	\$472,221	\$472,221	\$482,222	\$312,011	\$312,011



Balance Sheet¹ - June 30, 2022 (Audited)

TOWN OF NORTHFIELD, MASSACHUSETTS BALANCE SHEET - GOVERNMENTAL FUNDS JUNE 30, 2022					
	General Fund	American Rescue Plan Act Grant Fund	Public Works Infrastructure Grants Fund	Nonmajor Governmental Funds	Total Governmental Funds
Assets:					
Cash and Cash Equivalents	\$ 2,267,477	\$ 381,429	\$ -	\$ 1,373,777	\$ 4,022,683
Investments	1,822,791	-	-	-	1,822,791
Receivables, net of allowance for uncollectibles:					
Property Taxes	82,741	-	-	156	82,897
Tax Liens	155,021	-	-	79	155,100
Excise Taxes	47,070	-	-	-	47,070
Due from Other Governments	48,804	-	1,459,754	16,290	1,524,848
Due From Other Funds	356,809	-	-	-	356,809
Other	4,318	-	-	-	4,318
Total Assets	\$ 4,785,031	\$ 381,429	\$ 1,459,754	\$ 1,390,302	\$ 8,016,516
Liabilities:					
Warrants and Accounts Payable	\$ 229,264	\$ -	\$ 485,708	\$ 5,716	\$ 720,688
Accrued Payroll	13,802	-	-	3,250	17,052
Payroll Withholdings	39,575	-	-	-	39,575
Due To Other Funds	-	-	356,809	-	356,809
Other	69,374	-	-	270	69,644
Unearned Revenue	-	381,384	-	-	381,384
Total Liabilities	352,015	381,384	842,517	9,236	1,585,152
Deferred Inflows of Resources:					
Unavailable Revenue	267,761	-	587,237	235	855,233
Fund Balance:					
Nonspendable	-	-	-	194,506	194,506
Restricted	-	45	30,000	1,260,417	1,290,462
Assigned	1,916,617	-	-	-	1,916,617
Unassigned	2,248,638	-	-	(74,092)	2,174,546
Total Fund Balance	4,165,255	45	30,000	1,380,831	5,576,131
Total Liabilities, Deferred Inflows of Resources and Fund Balances	\$ 4,785,031	\$ 381,429	\$ 1,459,754	\$ 1,390,302	\$ 8,016,516

¹ Town of Northfield, Massachusetts, "Report on the Examination of Basic Financial Statements", "For the Year Ended June 30, 2022", Page 18.



Departmental



NORTHFIELD
Massachusetts



General Government



NORTHFIELD
Massachusetts



Governance

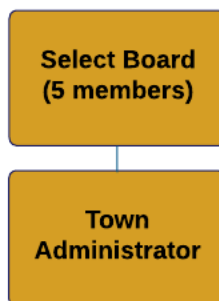
Contact	Phone & Email	Location
Alexander Meisner, Chair Bernard Boudreau, Vice-Chair Sarah Kearns, Clerk Heath Cummings, Member Bee Jacque, Member	ameisner@northfieldma.gov bboudreau@northfieldma.gov skerns@northfieldma.gov hcummings@northfieldma.gov bjacque@northfieldma.gov	Northfield Town Hall Second Floor 69 Main Street

Brief Description of Department



The Select Board is the Chief Executive Office for the town of Northfield. The Board comprises five (5) members elected for staggered 3-year terms. The Board holds their meetings bi-monthly at 6:00 p.m. in the Select Board Meeting Room in the Town Hall (This is subject to change so please check the calendar and agenda on the Town Website). Their meetings can also be seen on BNCTV channel 1075.

Organizational Chart



FY23 Accomplishments

- Hired Grant Development Director
- Joined Pioneer Valley Mosquito Control District (PVMCD)
- Held 2024 Select Board Planning Session, which had training in Open Meeting Law and Public Records Law, as well as reviewed and updated Town polices for public participation at town of Northfield Select Board Meetings, Citizens’ Concerns Protocol, Electronic Mail, and social media.



FY24 Goal Updates

GOAL #1	Economic Development
Objectives	<p>Review results of Local Rapid Recovery Program (LRRP)</p> <p>Apply for One-Stop State Grants that tie in prior Select Board discussions re: pocket parks & parking and crossings on Main Street, business Park --Get engineering support for a design that pushes/engages MassDOT for changes</p> <p>Continue to pursue Schell Bridge funding</p> <p>Continue to pursue Complete Streets funding to improve streets and sidewalk improvements</p> <p>Engage with storefront businesses, and other businesses (home-based, farm-based)</p>
Measurement	<p>Review LRRP Priorities and use to focus grant priorities</p> <p>Apply for One-Stop Grants – including: Business Park study assistance; Main Street Improvements; Highland Ave Culvert and sidewalk improvements)</p> <p>Continue to apply for Schell Bridge Federal Grant Funding</p> <p>Apply for Complete Streets grant– Highland Avenue Sidewalks</p> <p>Used ARPA funds to support local businesses with Storefront Improvements</p>
Timing	1-2 years
Status Update	<p>Used LLRP Priorities to apply for and receive three (3) One Stop Grants:</p> <ul style="list-style-type: none"> a. Community Planning Grant (Business Park - \$40,000) b. Commonwealth Places Grant (Place Making/Main Street \$8,000 - \$4,000ARPA Match) c. Mass Works (Highland Ave culvert and sidewalks - \$490,000 match to Complete Streets grant) <p>USDOT Reconnecting Communities and Neighborhoods grant funding (Application in on September 29, 2023)</p> <p>Complete Streets grant for Highland Ave sidewalks received (\$127,380)</p> <p>Used \$100,000 of ARPA funds to implement Storefront Improvement Program</p>



GOAL #2	Mosquito Control
Objective	Measure and monitor risks to residents for mosquito borne diseases
Measurement	Join Pioneer Valley Mosquito Control District (PVMCD) Collaborate with the Board of Health
Timing	1-2 years; complete by 2024
Status Update	Complete Joined PVMCD as of June 1, 2023 Board of Health managing future coordination efforts

GOAL #3	Public Safety
Objective	To continue to meet the needs of the Town’s Emergency Services Departments, both their facility (physical) needs, as well as support for their programs and staff. To meet the needs of the community through the Town’s public service departments
Measurement	Site Selection for new Emergency Services Facility Complete Emergency Medical Services (EMS) Community Compact Regionalization Study Update Police Body Policies, Hardware and Software Support Police Department Clinical Support Program School Resource Officer
Timing	1-2 years
Status Update	Proposal to fund new Emergency Services Facility at Town Meeting failed EMS Regionalization Study completed 10/31/2023 Police Department body camera policy updated. ARPA funding approved for use of updates to hardware and software Clinical Support Program Intermunicipal Agreement signed Police Officer was trained as an SRO and made available to the School District with most all expenses covered. School Committee declined to move forward with funding and filling the position



GOAL #4	Human Resources
Objective	Establish Northfield as a positive and competitive place to work – an “employer of choice”
Measurement	Make Town Clerk appointed vs. elected Review Compensation plan and salary schedule Town Administrator review procedure
Timing	1 – 2 years
Status Update	Completed at Town Meeting – May 2023 Community Compact Grant – In progress with consultant Town Administrator procedure in contract to be followed

GOAL #5	Community Outreach
Objective	To improve communication with other Boards and Committees as well as with the Public – create an “outreach strategy”
Measurement	Invite other Boards and Committees to Select Board Meetings for more regular updates Building more proactive relationship with Finance Committee and School District (Budget Calendar) through regular meetings and communication Improved communication and dissemination of Special Town meeting need and materials – Explore use of mailings Increase use of Town Website
Timing	1-2 years
Status Update	Implemented – routinely inviting Boards and Committees to Select Board meetings Implemented – Inviting the School Committee and Finance Committee representatives to annual fall budget meeting to discuss upcoming school priorities Receiving regular updates on the Budget Calendar from the Town Administrator Working on how best to advertise and communicate Special Town Meetings and priorities



GOAL #6	Infrastructure
Objective	To increase understanding and information on Water and Sewer
Measurement	On-going communication with the Sewer Commissioners Updates on the formation of the Grandin Water District
Timing	On-going
Status Update	Continuing

FY25 Goals

GOAL #1	Public Safety
Objective	To continue to meet the needs of the Town’s Emergency Services Departments, both their facility (physical) needs, as well as support for their programs and staff. To meet the needs of the community through the Town’s public service departments
Measurement	Continue work on the Emergency Services Facility by establishing new goals and established and appointing new members to the Emergency Services Facility Building Committee Move forward with the Emergency Medical Services (Ambulance) Regionalization Continue to update Police Policies Revise Fire Department Policies and Procedures Establish Fire Chief Succession Emergency Management Director – Work with Select Board to discuss roles and responsibilities in Town-wide Emergencies All Select Board members achieve appropriate Incident Management Training
Timing	1 – 2 years

GOAL #2	Human Resources
Objective	Continue to establish Northfield as an “employer of choice”
Measurement	Complete update to Classification Plan Complete update to Salary Wage Schedule Implementation of annual evaluations
Timing	2024



GOAL #3	Community Outreach
Objective	To improve communication with other Boards and Committees as well as with the Public – create an “outreach strategy”
Measurement	Continue to invite Town departments for updates Continue Town Meeting outreach Work on encouraging/supporting planning for Townwide activities Review and continue use of the Town website Town Report/Warrants – updates to format/presentation
Timing	2024

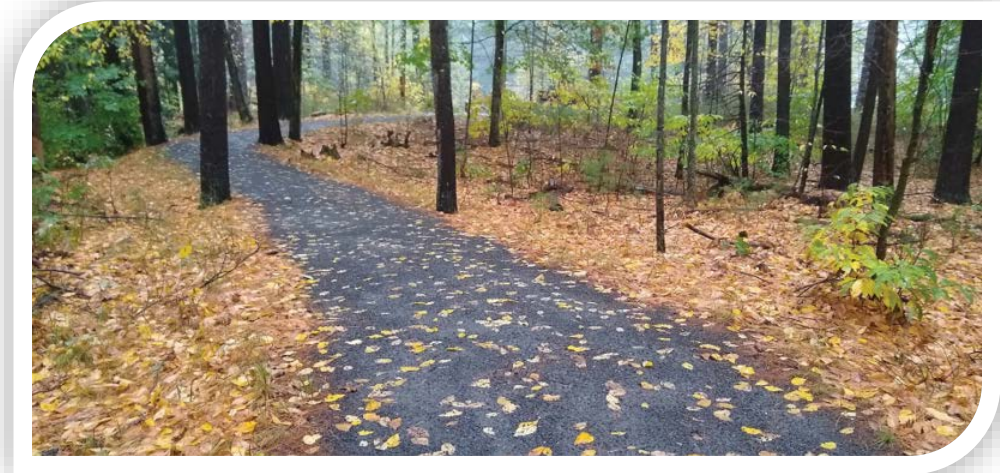
GOAL #4	Infrastructure
Objective	To continue to receive information on Water and Sewer and support solutions and funding initiatives. To focus on Roads and Highway Department issues
Measurement	Continue on-going communication with the Sewer Commissioners Continue to receive updates on the formation of the Grandin Water District Establish a roads working group for updated work on roads and road issues in Town
Timing	On-going

GOAL #5	Board Development
Objective	To support the Select Board members training and development in areas relevant to Select Board responsibility
Measurement	Participate in outside trainings offered On-going trainings in topics such as employment law, hiring, discipline, evaluations Continue to support a positive working environment MMA Selectmen’s Handbook
Timing	On-going



Budget – Selectboard

Account Description	FY2023 Budget	FY2024 Budget	FY2025 Proposed Budget	\$ Variance	% Variance
SELECT BOARD-STIPENDS	11,909	12,624	13,002	378	2.99%
SECRETARY SALARY	56,898	60,311	62,121	1,810	3.00%
SELECT BOARD WAGES (Bd Clrk)	9,945	14,011	19,296	5,285	37.72%
SELECT BOARD-OTH PURCH	2,500	2,500	2,500	-	0.00%
SELECTBOARD-ADVERTISING	2,000	2,000	2,000	-	0.00%
SELECTE BOARD-TECHNOLOG	6,100	6,900	5,000	(1,900)	-27.54%
SELECT BOARD-MEETINGS	1,500	1,000	1,000	-	0.00%
SELECT BOARD-TELEPHONE	2,500	4,500	5,000	500	11.11%
SELECT BOARD-POSTAGE	1,500	1,500	4,150	2,650	176.67%
SELECT BOARD-OFFICE	3,000	2,500	2,500	-	0.00%
SELECT BOARD-OTHER	1,000	750	750	-	0.00%
SELECT BOARD-MILEAGE	100	100	100	-	0.00%
SELECT BOARD-DUES	1,500	1,500	1,500	-	0.00%
SELECT BOARD-EMPL.	600	500	500	-	0.00%
Total	101,052	110,696	119,419	8,723	7.88%





Budget – Boards & Committees

Account Description	FY2023 Budget	FY2024 Budget	FY2025 Proposed Budget	\$ Variance	% Variance
FIN COMM WAGES (moved to Boards Clerk line)	1,456	-		-	0.00%
FIN COMM-MEETINGS	55	-		-	0.00%
FIN COMM-OTHER SUPPLIES	25	-		-	0.00%
FIN COMM-DUES &	175	200	200	-	0.00%
RESERVE FUND	55,000	55,000	55,000	-	0.00%
CONSERV COMM-ADVERTISI	50	50	50	-	0.00%
CONSERV COMM-MEETINGS	400	400	400	-	0.00%
CONSERV COMM-POSTAGE	100	100	100	-	0.00%
CONSERV COMM-OFFICE	100	100	100	-	0.00%
CONSERV COMM-OTH	75	75	75	-	0.00%
CONSERV COMM-MILEAGE	50	50	50	-	0.00%
CONSERV COMM-DUES	225	225	225	-	0.00%
PLANNING BD STIPENDS	4,000	6,000	6,180	180	3.00%
PLANNING BD-OTH PURCH	1,000	2,000	2,000	-	0.00%
PLANNING BD-ADVERTISING	1,000	700	700	-	0.00%
PLANNING BD-MTGS	300	300	300	-	0.00%
PLANNING BD-POSTAGE	100	100	100	-	0.00%
PLANNING BD-OFFICE	250	250	250	-	0.00%
PLANNING BD-MILEAGE	120	120	120	-	0.00%
PLANNING BRD DUES & MEMBERSHIPS	300	300	300	-	0.00%
ZBA-WAGES- PT	2,377	2,519	2,595	76	3.02%
ZBA-ADVERTISING	350	750	750	-	0.00%
ZBA-MEETINGS & SEMINARS	250	250	250	-	0.00%
ZBA-POSTAGE	250	250	250	-	0.00%
ZBA-OFFICE SUPPLIES	100	100	100	-	0.00%
OPEN SPACE COMM-PURCH	1,200			-	0.00%
OPEN SPACE	200	1,500	1,500	-	0.00%
AG COMM-WAGES PT	300	300	300	-	0.00%
AG COMM-SUPPLIES	500	500	500	-	0.00%
HISTORICAL COMM-PURCH	500	500	500	-	0.00%
MAINTAIN HISTORIC MARKERS	500	500	500	-	0.00%
Total	71,308	73,139	73,395	256	0.35%



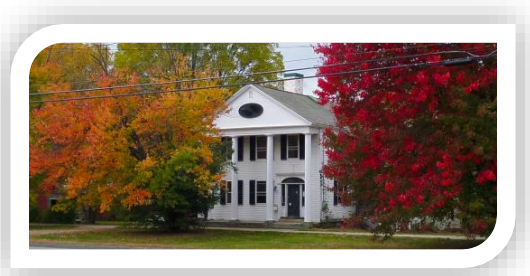
Administration

Contact	Phone & Email	Location
Andrea Llamas Town Administrator	(413) 498-2901 x115 allamas@northfieldma.gov	Town Hall Second Floor 69 Main Street

Mission Statement

To implement the policies established by the Select Board, to provide overall administration to the Town’s municipal organization, and to foster and support a culture of continuous improvement and customer centered services and programs.

Brief Description of the Department



The Town Administrator is appointed by the Select Board for a three-year term. The Town Administrator’s responsibilities and duties as defined by the 2014 Annual Town Meeting approved by-law include being the Chief Administrative Officer for the Town. In the by-law, the Town Administrator is responsible for the daily supervision of all Town employees hired by the Select

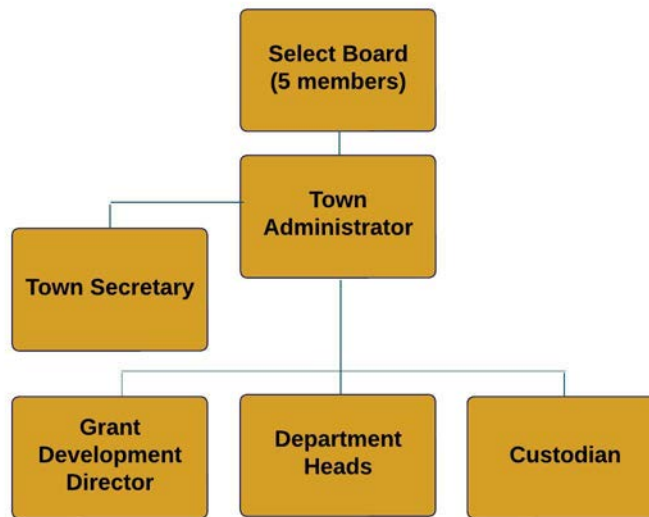
Board and coordinates with all other departments and employees of the Town. He/she works with the Town’s financial staff and annually estimates Town revenues and calls for department budgets to be prepared and compiles them into a draft budget for submission to the Finance Committee and Select Board. The Town Administrator monitors Town budgets throughout the course of the year to ensure actual spending is consistent with the approved Town budget.

Under the by-law, the Town Administrator is the Chief Procurement Officer and ensures that all purchasing, and contracts are made in a manner consistent with Massachusetts Statute and local bylaws. He/she also serves as the personnel officer for the Town and assists all appointing authorities with training, recruitment, discipline, and termination. The Town Administrator administers the annual employee evaluation process.

The by-law further maintains that the Town Administrator manages the Town’s insurance program including worker’s compensation, employee group health insurance and property/liability insurance for all Town employees and assets. It also states that the Town Administrator serves as the liaison between the Town and other local, State and Federal officials, as well as Town Counsel and other advisors to the Town. Lastly, the by-law requires that the Town Administrator attend the meetings of the Select Board and Town Meetings. And that he/she perform all other duties he/she may be assigned from time to time by the Select Board. In the course of the Town Administrator’s job, he/she works with the Building Inspector, the Animal Control Officer and oversees issues that may arise with Town Buildings.



Organizational Chart



FY23 Accomplishments

- Hired Grant Development Director
- Worked with FEMA on updates to the Millers Watershed maps
- Managed application and acceptance to the Pioneer Valley Mosquito Control District
- Manage ARPA funding process with Committee and Select Board
- Oversaw Town three-year bid with Electrical Aggregation Program consultant
- Oversaw transition from Elected to Appointed Town Clerk
- Managed Northfield Elementary School Bathroom project from engineering to construction bid
- Participated in the Emergency Medical Services (Northfield Ambulance) Community Compact Regionalization and Efficiency Grant
- Participated in the University of Massachusetts Clean Energy Extension Solar Infrastructure Assessment Project
- Oversaw Town Audit for FY2022 and management letter response (with Financial Team)
- Worked with 350th Committee on organization of the 350th Anniversary Parade
- Worked with the Select Board to institute a Code Red Policy for emergency use of the Town's reverse 911 system
- Organized Open Meeting Law and Public Records Law Training for departments, board, and committee members (22 attendees)
- Oversaw hiring of Assistant Town Clerk, Police Officer, Highway Driver/Laborer, Maintenance and Buildings Technician
- Oversaw the negotiations and signing of 10-year Comcast Cable contract
- Participated in the First Light FERC 40-year relicensing Recreation negotiations



FY24 Goal Updates

GOAL #1	Update/Improve Town Facilities
Objective	<p>Complete Town Hall door fob replacements for offices</p> <p>Update and renovate Town Hall restrooms – including handicap accessibility</p> <p>Improve Town Hall Parking lot and signage</p> <p>Continue to work with Emergency Services Facilities Building Committee</p> <p>Improve lighting in Select Board meeting room and various offices and meeting rooms</p>
Measurement	<p>Contractor and locksmith complete door fob installation and activation</p> <p>New bathroom renovations</p> <p>Parking lot - expand parking, correct drainage, update to ADA compliant signage</p> <p>Get quote from electrician for additional lighting in Select Board meeting room, first floor meeting room, Town Secretary's office, Town Administrator's office</p>
Timing	Compete in 2024
Status Update	<p>Complete</p> <p>ADA Grant submitted</p> <p>Complete</p> <p>Complete</p>

GOAL #2	Town Clerk Continuity of Operations
Objective	To create an appointed rather than an elected Town Clerk
Measurement	Town Meeting approve Town Clerk as an appointed position
Timing	At Annual Town Meeting May 2023.
Status Update	Complete – Started July 1, 2024



GOAL #3	Improve Citizen Knowledge and participation in Town Government
Objective	To create a new Town Annual Report/Budget Document
Measurement	Select Consultant to work with and review and select model for new document Town Departments/Boards/Committees submission of materials for new document
Timing	On-going
Status Update	Consultant and model document selected Department/Board/Committee submission of materials on-going

GOAL #4	Codification / Policies and Procedures
Objective	Continue to work with Town Clerk on codification of Town bylaws and policies Continue to review and revise Town Personnel Policies as needed Continue to work with Select Board to update and revise Select Board Policies as needed
Measurement	Codification of newly adopted Town bylaws submitted for codification (Flood Plain and Community Preservation update) Town Personnel Policies updated and submitted to the Select Board for approval (Electronic (email) Access and Use / Social Media) Select Board Policies submitted to Select Board for Approval (Public Participation at Town of Northfield Select Board Meetings / Citizens' Concerns Protocol / Town Lawyer Access
Timing	Complete in FY2025
Status Update	Ongoing

GOAL #5	ARPA Funds
Objective	To facilitate Select Board approval of use of the Town's ARPA funds for a variety of uses
Measurement	Work with ARPA Committee to bring requests for funding to the Select Board
Timing	Complete allocation of funds in 2024
Status Update	Completed



FY2025 Goals

GOAL #1	Improve Citizen Knowledge and Participation in Town Government
Objective	To establish and run a Citizen’s Academy To create a new Town Annual Report/Budget Document Explore additional dissemination of Town Meeting warrant documents
Measurement	In conjunction with Town Departments – develop curriculum regarding town government function and operation Completion and dissemination of new Town Annual Report/Budget document Collect pricing for meeting materials mailings and begin mailings
Timing	1 year

GOAL #2	Water/Sewer Infrastructure
Objective	Continue to work with Sewer Commission and Wastewater Superintendent on implementation of Sewer Asset Management Plan recommendations
Measurement	Assist in finding funding to obtain needed engineering support and funding for capital work
Timing	Ongoing

GOAL #3	Fire Department Continuity of Operations
Objective	To assist Department in transition to a new Fire Chief To assist Department in completion of review and revising of Department Policies and Procedures for adoption by Select Board
Measurement	Appointment of new Fire Chief Select Board adopt new Fire Department Policies and Procedures
Timing	1 Year



GOAL #4	EMS/Ambulance Regionalization
Objective	Complete Regionalization of EMS / Ambulance Department with Erving, Bernardston, and Gill
Measurement	Get Efficiency and Regionalization Grant for the Task Force to continue work to transition the Department to Regional structure Assist in establishing location for new regional department facility
Timing	1 -2 years

GOAL #5	Improve Emergency Services Departments Facilities
Objective	Continue to work on improving the facilities for the Police, Fire and Ambulance Departments
Measurement	Continue to explore potential options, locations, buildings, improvements to the current facilities
Timing	On-going

GOAL #6	Select Board Policies and Procedures
Objective	Continue to work with Select Board to review, update and revise Select Board Policies
Measurement	Finish review, updating and Select Board Adoption of all existing Select Board Policy. Institute any new Select Board Policies as Board deems necessary
Timing	1-2 years.

GOAL #7	Review Town Roads Classifications
Objective	To continue to classify and clarify Town Roads statuses and designations To work on priorities for road status and improvements
Measurement	Establish regular meetings and set priorities for working Roads Group (Select Board member and Highway Superintendent)
Timing	1 – 2 years



Trends/Metrics

Description	FY2022	FY2023	FY2024 (2nd Qtr.)	FY2025 (Target)
Class II Auto Licenses	2	2	2	2
Class III Auto Licenses	2	2	2	2
Alcohol – Retail	2	2	2	2
Alcohol – On Premise	5	6	6	6
Special Event permits	--	1	4	--

Budget – Town Administration

Account Description	FY2023 Budget	FY2024 Budget	FY2025 Proposed Budget	\$ Variance	% Variance
MODERATOR-SALARY	67	81	84	3	3.70%
MODERATOR-EXPENSES	10	10	10	-	0.00%
TOWN ADMIN SALARY	107,500	115,670	119,149	3,479	3.01%
TOWN ADMIN-MEETINGS	1,500	2,000	2,000	-	0.00%
TOWN ADMIN EXPENSE	600	400	400	-	0.00%
TOWN ADMIN-MILEAGE	850	600	600	-	0.00%
TOWN ADMIN-DUES &	1,200	1,500	1,500	-	0.00%
TOWN LEGAL EXPENSE	40,000	40,000	40,000	-	0.00%
COMP REPAIR/REPLACE	1,000	1,000	1,000	-	0.00%
COPY MACHINE-REPAIR	2,000	3,000	3,000	-	0.00%
COMP SUPPL & TELEPHONE	3,500	4,500	4,500	-	0.00%
COMP SUPPL& SERV-SPPT	34,000	36,000	36,000	-	0.00%
COMP SUPPL& SERV-OTH	34,655	32,955	32,955	-	0.00%
TOWN HALL CUSTODIAN SALARY	20,079	21,284	21,923	639	3.00%
TOWN HALL ELECTRICITY	15,000	15,000	15,000	-	0.00%
TOWN HALL MAINT-FUEL OIL	1,000	1,500	2,000	500	33.33%
TOWN HALL - PROPANE	1,000	1,000	500	(500)	-50.00%
TOWN HALL MAINT-PELLET	13,000	10,000	10,000	-	0.00%
TOWN HALL MAINT-WATER	650	1,000	1,200	200	20.00%
BLDG MAINT REPAIR	9,000	7,000	7,000	-	0.00%
TOWN HALL MAINT - OTH SUPPLIES	6,000	5,000	5,000	-	0.00%
TOWN BLDG SEWER USE	6,000	8,000	8,000	-	0.00%
TOWN ELEV & ALARM	10,000	11,000	15,000	4,000	36.36%
TOWN HALL MAINT- RUBBISH	3,000	3,000	3,000	-	0.00%
TOWN HALL MAINT- CUSTOD SUPPLIES	2,000	5,000	5,000	-	0.00%
TOWN HALL MAINT-CAP PROJECTS	3,000	3,000	3,000	-	0.00%
TOWN REPORTS	1,000	1,000	3,000	2,000	200.00%
TOWN CLOCK ELEC	175	175	200	25	14.29%
Total	317,786	330,675	341,021	10,346	3.13%



Budget – Other

Account Description	FY2023 Budget	FY2024 Budget	FY2025 Proposed Budget	\$ Variance	% Variance
BLDG INSP-SALARY	32,285	34,992	36,042	1,050	3.00%
GAS INSPECTIONS	500	500	-	(500)	-100.00%
PLUMBING INSPECTION	500	500	2,300	1,800	360.00%
WIRE INSPECTION	500	500	2,300	1,800	360.00%
BLDG INSP-POSTAGE	50	50	50	-	0.00%
BLDG INSP-OFFICE	400	200	200	-	0.00%
BLDG INSP-MILEAGE	900	500	500	-	0.00%
CONSTABLE WAGES	3,235	3,429	3,532	103	3.00%
CONSTABLE	300	300	300	-	0.00%
VETERANS DISTRICT	8,268	8,985	9,814	829	9.23%
SOLDIER RELIEF-BENEFIT	20,000	10,000	10,000	-	0.00%
NFLD FARMS	700	1,000	1,200	200	20.00%
VETERANS MEMORIAL CTE	1,000	1,000	1,000	-	0.00%
MEMORIAL DAY-SUPPLIES	2,000	2,500	2,500	-	0.00%
Total	70,638	64,456	69,738	5,282	8.19%



Grant Development Director

Contact	Phone & Email	Location
Mallory Sullivan Grant Development Director	413) 498-2901 x111 grantdevelopmentdirector@northfieldma.gov	Town Hall First Floor 69 Main Street

Mission Statement

This mission of the Office of the Grant Development Director is to advance Town priorities by supporting departments and committees in developing grant applications to secure funding and to promote a livable and vibrant community through economic development projects that engage residents.

Brief Description of the Department



The Grant Development Director provides professional management of grant development, application, administration, and reporting. The incumbent manages economic development planning and performs a variety of public relations and implementation functions related to projects and grants.

The Grant Development Director works with the Town Administrator, Town committees, local businesses, collaborating organizations, and organized groups of residents to achieve the goals of grants and funded projects.

Organizational Chart

See Administration

FY23 Accomplishments

- Successfully secured \$953,699 in competitive grant funding across 9 grants
- Successfully attained 2 technical assistance awards to support initiatives of town departments
- Designed and facilitated Storefront Renovation Program
- Started Town Hall E-newsletter, published every other month, to keep residents apprised of Town department initiatives, opportunities to get involved, and community events
- Generated and distributed Economic Development Community survey



Grants Awarded in FY23

Grant and Grantor Agency	Project/Purchase	Grant Amount
Emergency Rural Health Care Grants Program <i>U.S. Dept. of Agriculture</i>	Purchase of New Ambulance	\$48,215.00
Assistance to Firefighters – <i>Federal Emergency Management Agency</i>	Purchase of New Firefighting Gear	\$120,671.90
Complete Streets <i>Mass Dept. of Transportation</i>	Highland Ave Sidewalk Reconstruction	\$127,380.00
Mass Works Infrastructure Program <i>Mass Executive Office of Economic Development</i>	Highland Ave Culvert Design and Replacement	\$490,000.00
Commonwealth Places (One Stop) <i>MassDevelopment</i>	Community Placemaking Workshop Series	\$8,000.00
Community Planning Grant <i>Mass Executive Office of Housing and Livable Communities</i>	Business Park Feasibility Study	\$40,000.00
Municipal Road Safety Program <i>Mass Executive Office of Public Safety and Security</i>	Speed Radar Signage and Enforcement Overtime	\$20,000.00
Municipal Small Bridges Program <i>Mass Dept. of Transportation</i>	School Street Bridge Design	\$100,000.00

Technical Assistance Awarded in FY23

Grant and Grantor Agency	Project	Grant Type
Digital Equity Planning Grant <i>Mass Broadband Initiative</i>	Regional Digital Equity Plan	Technical Assistance

FY24 Goal Updates

- Grant Priority Development
- Community Placemaking Project
- Business Park Study
- Support departments in completing the administrative requirements of grants
- Expand town communications strategy
- Obtain Massachusetts Certified Public Purchasing Official Certification



GOAL #1	Provide Grants to Business Owners for Façade Improvements
Objective	Help existing businesses attract more customers Increase investment in Northfield’s Village Center Districts to preserve buildings, attract new businesses to vacant storefronts, and elevate Northfield’s historic charm Support Northfield’s long-term economic sustainability as the recovery from Covid-19 continues
Measurement	8 storefront renovation grants totaling \$100,000 were made through the Storefront Renovation Program Grants ranged from \$2,068 to \$23,850 and funded a variety of projects ranging from painting, window repairs
Timing	All funds allocated. \$93,290 have been distributed to grantees, with remaining funds to be distributed upon project completion, prior to the end of FY24
Status Update	Completed



Cameron’s Winery, Northfield Food Mart/IGA, and Fiddleheads Gallery, Recipients of Storefront Renovation Program funding



GOAL #2	Meet with Department Staff and Town Committees
Objective	Collaborate with Town Administrator, Town Departments, and Town Committees, to identify goals, grant needs, additional resources, and capacity Support proactive planning efforts to anticipate and meet future grant submission cycles Identify areas of alignment between existing grant programs and community priorities Determine if planning documents and community engagement are necessary in any topical areas.
Measurement	Met with representatives of and/or attended meetings of 12 boards and committees Created inventory of grants Provided all town departments with grant priority worksheets
Timing	Ongoing
Status Update	Ongoing

GOAL #3	Apply to Grant Programs in Alignment with Town Priorities
Objective	Attain funding and technical assistance to further the goals of the Town of Northfield, as documented in the Town Master Plan, Open Space and Recreation Plan, Local Rapid Recovery Plan, Community Resilience Building and Hazard Mitigation Regional Plan, and other local and regional plans
Measurement	Apply to 10 or more grant programs
Timing	Ongoing 1 grant received in FY2024 1 technical assistance grant received in FY2024 5 grants proposals submitted and under review in FY2024
Status Update	Ongoing

GOAL #4	Community Placemaking Project
Objective	Implement Community Placemaking Workshop Series
Measurement	Procure consultant to lead community engagement workshops and create implementation plan Engage 25 or more residents in planning process Apply for funding to implement 1 or more projects recommended in the final plan.
Timing	Complete by July 2024



Grants Awarded in FY24

Grant and Grantor Agency	Project/Purchase	Grant Amount
Massworks	Highland St. Culvert & sidewalks	\$490,000
Complete Streets	Highland St. Culvert & sidewalks	\$127,380
MassWorks	Partnering with Warwick for road work on Warwick & Northfield Roads	\$2,000,000
Community Planning	Business Park Feasibility Study	\$40,000
Placemaking Workshop	Streetscape Improvements	\$8,000
USDA Ambulance Grant	New ambulance for EMS fleet	\$48,215
Regionalization and Efficiency Grant		\$40,000
Community Compact IT Grant	IT Library Upgrades	\$11,000
Assistance to Firefighter Grant	Breathing apparatus for the Fire Department	\$120,671
Small Bridges	School Street Bridge Engineering	\$100,000
Road Safety	Flashing Beacons and Traffic Enforcement	\$20,000
Mass Executive Office of Public Safety and Security	Body-Worn Cameras and Camera Equipment	\$7,670.00

Technical Assistance Awarded in FY24

Grant and Grantor Agency	Project	Grant Type
Efficiency and Regionalization Grant (Subrecipient of FRCOG)	Rural Downtown District Management Project	Technical Assistance

Grant Proposals Submitted in FY24 and Under Review

Grant and Grantor Agency	Project/Purchase	Grant Request
Municipal Americans with Disabilities Act Grant <i>Mass Office on Disability</i>	Town Hall Bathroom ADA Improvements	\$210,000.00 requested
Reconnecting Communities and Neighborhoods U.S. Dept. Of Transportation	Schell Bridge Reconstruction	\$24.98 million requested
Green Communities <i>Mass Dept. of Energy Resources</i>	Northfield Elementary School Ventilation & Air Sealing of Attic Ducts Dickinson Memorial Library Heat Pump	\$189,95.00



Eversource Go Green Partnership Challenge <i>Mass Dept. of Conservation and Recreation</i>	Tree Plantings	\$7,000.00
AED for Public Safety and First Responder Vehicles Equipment Program <i>Mass Executive Office of Public Safety and Security</i>	AED	\$2,500.00
Efficiency and Regionalization Grant Community Compact, <i>Massachusetts Department of Revenue</i>	EMS Regionalization	TBD

FY25 Goals

- Grant Priority Development
- Community Placemaking Project Implementation
- Support departments in completing the administrative requirements of grants
- Support Town Administrator in carrying out communications strategy

GOAL #1	Grant Priority Development
Objective	Collaboratively develop grant priorities with Town Administrator, Town Departments, and Town Committees, in alignment with documented goals Apply to 10 or more grant programs Determine if planning documents and community engagement are necessary in any topical areas
Measurement	Submit applications for 10 or more grant programs
Timing	Ongoing

GOAL #2	Long-Range Planning
Objective	Identify functions of town governance in need of planning process and identify funding sources to support community engagement and plan development
Measurement	Identify technical assistance and/or planning grants that align with needs Apply to programs if grant program timeline allows
Timing	Grant-Dependent



GOAL #3	Grant Implementation
Objective	Support town departments and committees in successfully carrying out grant objectives while maintaining compliance with grantor agency Communicate grant outcomes to the public
Measurement	Meet funding use and reporting deadlines Write press releases on grant outcomes and share with community
Timing	Ongoing/Grant-Dependent

Trends/Metrics

Description	FY2022	FY2023	FY2024 (2 nd Qtr.)	FY2025 (Target)
Apply for grants	N/A	21	6	10
Receive grant awards	N/A	11	1	5
Reach new residents each year through newsletter	N/A	N/A	TBD	75

Budget

The position is funded by ARPA.



Accountant

Contact	Phone & Email	Location
Erin Degnan Finance Assistant	413-498-2901 x202 edegnan@northfieldma.gov	Town Hall 69 Main Street

Mission Statement

To monitor expenses against budgetary amounts, review and approve bills, prepare reports, and maintain accurate financial records to keep the Town in compliance with the local budget as well as state financial requirements.

Brief Description of the Department

The Office is responsible for maintaining and administering a financial accounting and management information system that provides accurate, complete, and timely information pertaining to all financial activities of town departments.



The Accountant is responsible for oversight of fiscal compliance with all local, state, and federal statutes, regulations, and other mandates, as well as adherence to Generally Accepted Accounting Principles (GAAP) and sound internal control procedures.

Duties include:

- Certification of availability of funds
- Detailed records as prescribed by statute
- "Free Cash" Certification
- Periodic State and Federal mandated reporting
- Internal control review and audit administration
- Appropriation and expenditure review and controls
- Vendor payment review
- Review and post receipts
- Reconciliation of cash and receivables



Organizational Chart



FY23 Accomplishments

- Worked with Financial Staff and Town Administration to complete audit of FY2022
- Oversaw financial transactions of \$15,144,001.40 in revenue and \$14,852,630.81 in expenditures

FY24 Goal Updates

GOAL #1	Reconcile Police Detail Account
Objective	Work with Police Department to reconcile unpaid Police Detail Bills in system with amounts collected. Re-invoice outstanding uncollected invoices.
Measurement	Reduce amount of outstanding invoices and reduce the balance listed as uncollected.
Timing	1 – 2 years; complete in 2025
Status Update	In progress for 2025

GOAL #2	Hire in-house Town Accountant
Objective	Transition from contracted accounting to hiring of in-house Town Accounting
Measurement	Support Financial Assistant with Training for Municipal Accounting Certification Completion of Municipal Accounting Classes
Timing	1-2 years; complete in 2025
Status Update	In progress for 2025



GOAL #3	Completion of FY23 Audit
Objective	Work with Financial Staff to complete audit of FY2023
Measurement	FY2023 Audit completion
Timing	Complete in FY2024
Status Update	In progress

FY25 Goals

GOAL #1	Transition from Contracted Accounting to Appointed Town Accountant
Objective	Transition from contracted accounting to hiring of in-house Town Accountant
Measurement	Fund Town Accountant position Transition Financial Assistant to Town Accountant Position
Timing	July 1, 2024

GOAL #2	Reconciliation of Agency Accounts
Objective	Reconcile agency accounts to ensure receipts and expenses are being accurately posted
Measurement	Reconciliation
Timing	7/1/2024-6/30/2025

GOAL #3	Improve Reconciliation Time
Objective	Perform regular cash reconciliation with the Treasurer
Measurement	Monthly cash reconciliation with Treasurer with clear records of such
Timing	7/1/2024-6/30/2025



Budget

Account Description	FY2023 Budget	FY2024 Budget	FY2025 Proposed Budget	\$ Variance	% Variance
ACCOUNTANT SALARY	36,890	39,104	47,502	8,398	21.48%
FINANCIAL ASSISTANT	20,492	22,210	16,650	(5,560)	-25.03%
FINANCIAL AUDIT		17,000	18,000	1,000	5.88%
ACCOUNTANT-MEETINGS	400	400	400	-	0.00%
ACCOUNTANT-OFFICE & MILEAGE	300	300	300	-	0.00%
ACCOUNTANT-DUES	50	50	50	-	0.00%
Total	58,132	79,064	82,902	3,838	4.85%



Assessor

Contact	Phone & Email	Location
Bethany Walker Assistant Assessor	413-498-2901 ext. 118 assessors@northfieldma.gov	Town Hall 69 Main Street

Mission Statement

The mission of the Board of Assessors Office is to value Real and Personal Property in accordance with the laws of the Commonwealth of Massachusetts, administer exemption, abatement, and excise programs and assist taxpayers, as well as other Town departments, in a courteous, innovative, and fiscally responsible manner.

Brief Description of the Department

The Board of Assessors is an Elected three-member board that serves staggering terms that meets on the second Wednesday of each month. The Board of Assessors Office has an Assistant Assessor who runs the office on a day-to-day basis and provides a high level of customer service and information to assist taxpayers and the general public with questions and issues they may have pertaining to Real Estate, Personal Property and Motor Vehicle.



The Assessors are responsible for administering the property and motor vehicle excise tax for the Town of Northfield effectively and equitably. The property tax includes real and personal. Assessments in Massachusetts are based on full and fair cash value as of January 1 of each year for the upcoming fiscal year. The Assessors determine the assessment of each property in the town and classify each property according to its use for residential, commercial, Industrial, or Personal Property.

Assessed values are subject to quinquennial revaluation to attain certification by the Department of Revenue as mandated by law. The Board of Assessors are responsible to plan and carry out the reassessment program necessary to achieve full and fair cash value in accordance with the requirements of MA General Laws, Chapter 40, §56. The Assessors Implement annual interim adjustment for the years in between.



The Assessors review and process all exemptions for qualifying Seniors, Blind, Widowed and/or Disabled Veterans as well as all abatement applications for Motor Vehicle, Real Estate and/or Personal Property. The Assessors are responsible for defending all appeals made to the Appellate Tax Board. The Assessors administer all special assessments under forest management, agricultural / horticultural and open space preservation programs and review applications for accuracy and timeliness.

The Board of Assessors plays a major role in the financial management of Northfield. Each year the board must review and value all new construction and track this value to determine new growth, allowing the levy limit to increase accordingly. The Board of Assessors annually meets with the Selectboard and holds a Tax Classification Hearing. The Assessors provide information to the Selectboard to make an informed decision when voting whether or not to shift the tax levy among residential, commercial, industrial, and personal property based on guidelines established by the law. Submission of the Recapitulation Sheet for approval of the annual tax rate each year is a time-consuming and complex task.



Organizational Chart



FY23 Accomplishments

- Successfully completed an interim revaluation of all property in Northfield
- Inspected 150 Real Estate Properties for Cyclical Inspection
- Inspected 167 Building Permits



FY24 Goal Updates

GOAL #1	Upgrade Assessing Software Program
Objective	Have the most up-to-date version of our Assessing program. This service will also provide “on the cloud” benefits
Measurement	Complete conversion of all parcels with the least amount of disruption
Timing	1-3 months
Status Update	Tax File for FY2024 billing must be complete to do this upgrade; currently on schedule to start the upgrade process in mid to late December

GOAL #2	Cyclical Inspection
Objective	Stay on track for Interim Year Adjustments
Measurement	Complete 150 Real Estate and 10 Business Related Personal Property Inspections
Timing	1-2 Months (aiming for February & March 2024)
Status Update	On target for meeting time frame

GOAL #3	Educate Public on what the Assessor’s office does and what is available to help the public
Objective	Have the taxpayers have a better understanding of how Assessing works
Measurement	An educated community
Timing	Ongoing
Status Update	Townwide newsletter published more often allows for more information to be put out to public

GOAL #4	Resolve Unknown Paperwork from Boards Clerk
Objective	Provide the missing information for the Boards Clerk so they may file the paperwork in the appropriate folder
Measurement	Reduce the paperwork in the Assessor’s office and provide information to another dept
Timing	Ongoing
Status Update	Down to one box remaining, completed a large amount already



GOAL #5	Continue to strive for the highest level of customer service
Objective	Exceed customers/taxpayers' expectations
Measurement	Quick turnaround time
Timing	Ongoing
Status Update	Ongoing

FY25 Goals

GOAL #1	Valuation/Commitment Books Safely Stored
Objective	Provide safe protection for the books required to be retained
Measurement	Achieve safe protection for books
Timing	FY2025

GOAL #2	Re-Organization of Office
Objective	Make office more organized and remove unnecessary paperwork
Measurement	Reduce clutter
Timing	Eliminate years of paperwork no longer needed in office. Townwide shredding event helps to get this task going

Trends/Metrics

Description	FY2022	FY2023	FY2024 (2 nd Qtr.)	FY2025 (Target)
Building Permits Inspected (occurs in Jan-March of FY)	166	187	n/a	n/a
Chapter Land Parcels Processed for FY	277	297	304	n/a
Exemption/Abatement Applications Processed (occurs in Dec-April of FY)	55	56	n/a	n/a
Motor Vehicle Abatements Processed (Calendar Year)	120	91	n/a	n/a
Fiscal Year Deed Transactions	52	50	33	n/a



Budget

Account Description	FY2023 Budget	FY2024 Budget	FY2025 Proposed Budget	\$ Variance	% Variance
ASSESSORS CLERK SALARY	44,555	48,291	49,739	1,448	3.00%
ASSESSORS STIPENDS	6,616	7,013	7,223	210	2.99%
ASSESSORS- COMP SUPPORT	7,800	11,300	11,300	-	0.00%
ASSESSORS-OTH PURCH	600	600	600	-	0.00%
ASSESSORS-MAP	3,300	3,500	3,700	200	5.71%
ASSESSORS-BOOKBINDING	500	500	500	-	0.00%
ASSESSORS-MEETINGS	1,000	1,000	1,000	-	0.00%
PROFESSIONAL SERVICES	39,300	39,300	39,300	-	0.00%
ASSESSORS-POSTAGE	800	1,100	1,100	-	0.00%
ASSESSORS-OFFICE	500	700	1,200	500	71.43%
ASSESSORS-REG OF DEEDS	25	25	25	-	0.00%
ASSESSORS-MILEAGE	300	300	300	-	0.00%
ASSESSORS-DUES	220	225	225	-	0.00%
ASSESSORS TECH & LEGAL	-	-	35,000	35,000	100.00%
Total	105,516	113,854	151,212	37,358	32.81%



Treasurer

Contact	Phone & Email	Location
Michele Turner Treasurer	(413) 498-2901 ext. 113 mturner@northfieldma.gov	Town Hall 1 st Floor 69 Main Street

Mission Statement

The Treasurer is responsible for the management and investment of all Town funds, payroll administration and benefits, and reconciliation of bank accounts as well as management of tax title accounts.

Brief Description of the Department

The position is responsible for the deposit, investment, and disbursement of Town funds. The Treasurer is empowered by the Town meeting to issue debt on behalf of the Town with the approval of the Selectmen. During the year, the Treasurer must determine the cash needs of the Town (i.e., when money will be available to invest and when money will have to be borrowed to meet expenses.) The Treasurer should maintain a cash flow budget, which is updated and adjusted monthly. They should review the banking services that are available and competitively seek those that are most cost effective. A strong record-keeping system is also important to document performance. This requires maintaining a good record-keeping system and organization to deposit revenue into Town accounts as soon as possible. All receipts must be turned over to the Treasurer at least once a week (or more often during heavy collection periods).





Organizational Chart



FY23 Accomplishments

The major accomplishment for FY2023 was finishing the year with a strong improvement in the processes between the Accountant and Treasurer to close out the Fiscal Year.

- Attended MCTA Annual School for Treasurer 2nd year track
- Utilized Software to Improve Receipt Posting / Ledger Comparison
- Records Maintenance and Destruction
- OPEB/Workers Comp and Financial Audits completed before 12/31/2023.
- Reduced Tax Title Accounts from 37 to 15

FY24 Goal Updates

GOAL #1	Monthly Reconciliations with Accountant
Objective	<i>Reconcile bank to book each month</i>
Measurement	<i>Complete and Accurate Cashbook and Receipts to Accountant</i>
Timing	Monthly throughout the year
Status Update	<i>Up to date</i>

GOAL #2	Turnovers to Treasurer in a Timely Manner
Objective	Every Department to regularly turnover receipts to Treasurer
Measurement	Monthly Turnovers at minimum
Timing	Weekly, at least monthly for some departments
Status Update	Reminder notices sent to Departments that are not meeting minimum requirement of monthly turnovers.



GOAL #3	Assess Bank Accounts
Objective	Maximize Earnings on Investments and Interest
Measurement	Change in Investments and Accounts
Timing	End of Fiscal Year
Status Update	Invested Trust Funds and Opted for Short Term CD's

GOAL #4	Employee Hiring Packets
Objective	Improve Efficiency in Onboarding Employees
Measurement	Timely and Complete Employment Forms
Timing	Beginning of Fiscal Year
Status Update	This process has improved the timeliness of returned documentation

FY25 Goals

GOAL #1	Trust Account Management
Objective	Inventory Trust Accounts
Measurement	Gain Historical Knowledge of Current Trust Funds
Timing	End of Fiscal Year

GOAL #2	Employee Engagement
Objective	Promote Materials for Education of Employee Benefits
Measurement	Health/Retirement/Benefits Employee Understanding
Timing	Beginning of Fiscal Year

GOAL #3	Close Out Old Accounts
Objective	To minimize the amount of bank accounts held by the Town
Measurement	Reduction in Unnecessary Accounts
Timing	End of Fiscal Year



GOAL #4	Tailings
Objective	To complete the Tailings process on Old Vendor Account
Measurement	Outstanding Check List – back on the books or removed
Timing	End of Fiscal Year

Goal #5	OPEB Audit Materials
Objective	Census data for Audit Materials efficiency
Measurement	Database Specific to this Information
Timing	Fall 2024

Trends/Metrics

Treasurer's Year-End Cash – DOR	FY 2022	FY 2023	FY2024 (2 nd Qtr.)	FY2025 (Target)
Part 1: A	30.00	30.00	30.00	N/A
Part 1: B	152,204.83	76,713.43	79,517.04	N/A
Part 1: C	131,2827.93	233,6183.87	131,8547.77	N/A
Part 1: D	5,035,020.41	3,709,160.66	4,530,944.42	N/A
Part 1: E	0	278,800.43	284,495.47	N/A
Part 1: F	951,369.26	1,054,060.97	1,469,046.19	N/A
Part 1 Total	7,451,452.43	7,454,949.36	7,682,580.89	N/A





Budget

Account Description	FY2023 Budget	FY2024 Budget	FY2025 Proposed Budget	\$ Variance	% Variance
TREASURER SALARY	20,599	31,340	33,021	1,681	5.36%
ASST. TREASURER		6,000	6,468	468	7.80%
TREAS-MEETINGS	300	300	300	-	0.00%
TREAS-POSTAGE	2,200	2,200	2,200	-	0.00%
TREAS-PURCH/PAYROLL FEE	-	5,000	5,500	500	10.00%
TREAS-OFFICE SUPPLIES	2,000	2,000	1,500	(500)	-25.00%
TREAS-MILEAGE	100	100	100	-	0.00%
TREAS-DUES	50	50	50	-	0.00%
TREAS-BONDS	250	250	250	-	0.00%
Total	25,499	47,240	49,389	2,149	4.55%



Tax Collector

Contact	Phone & Email	Location
Michele Turner Tax Collector	413-498-2901 ext. 113 mturner@northfieldma.gov	Town Hall 1 st Floor 69 Main Street

Mission Statement

The Office of the Tax Collector is committed to providing all services in a polite, courteous, and prompt manner to the public while conducting its duties in strict accordance with all federal, state, and local laws, rules, and regulations.



Brief Description of the Department

The position is responsible for managing the collection of real estate, motor vehicle, and personal property taxes committed by the Board of Assessors. Timely action pursuing delinquent accounts dramatically increases the likelihood of eventual collection of the tax due. In addition to issuing bills and processing payments the position also authorizes the issuance of refunds due to abatements, exemptions, or overpayments on taxes. The Collector works closely with attorneys, mortgage companies and local banks to assist with requests for real estate tax information.

Organizational Chart





FY23 Accomplishments

- Massachusetts Certified Municipal Collector through December 2025.
- Improved efficiency of Receivable Reconciliation with Accountant by fixing any broken links in software system.

FY24 Goal Updates

GOAL #1	Uncollectible Prior Year Motor Vehicle Excise
Objective	Reduce Outstanding Motor Vehicle Receivables
Measurement	Approval by Board of Assessors
Timing	Before end of FY2024
Status Update	Years 1993-2000 schedule of Uncollectible has been completed

GOAL #2	Tax Taking
Objective	Tax Taking on Real Estate FY 2022
Measurement	Lien Recorded at Registry of Deeds after Advertisement Date
Timing	Second Half of F20Y24
Status Update	Notices have been sent to Taxpayers regarding Advertisement

GOAL #3	Request for Records Destruction
Objective	Records Retention and Destruction According to MGL
Measurement	Destroy approx. 8 bankers' boxes worth of obsolete records
Timing	Fall FY2024
Status Update	Completed

GOAL #4	Hire Assistant
Objective	Position Created for PT Assistant Treasurer/Collector
Measurement	Position Filled
Timing	Fall FY2024
Status Update	Complete



FY25 Goals

GOAL #1	Continue to Collection Process Delinquent Real Estate
Objective	Tax Taking for FY2023
Measurement	Notify, Advertise and Perform Tax Taking to Perfect Lien
Timing	Second Half of FY2025

GOAL #2	Maintain Current Outstanding Lists
Objective	Report as Uncollectible Prior Year Excise Taxes 2020 and prior
Measurement	Confirm Outstanding Excise is on record with Deputy Collector
Timing	Before End of FY2025

GOAL #3	Request for Destruction of Records
Objective	Continue with Records Retention and Destruction
Measurement	Maintain and Organize Permanent Records/Destroy Obsolete
Timing	Fall FY2025

GOAL #4	Procedure Manual
Objective	To Have Office Procedures Documented for Transitions
Measurement	Completed Manual
Timing	Throughout the Fiscal Year



Trends/Metrics

Receivable Outstanding Balances as of 6/30	FY2022	FY2023	FY2024 (2 nd Qtr.)	FY2025 (Target)
Real Estate	72,510.12	112,937.12	180,004.59	N/A
Personal Property	2,340.93	2,718.00	8,422.53	N/A
Motor Vehicle Excise	73,069.81	76,165.35	53,495.46	N/A

Budget

Account Description	FY2023 Budget	FY2024 Budget	FY2025 Proposed Budget	\$ Variance	% Variance
TAX COLLECTOR SALARY	18,342	31,340	33,021	1,681	5.36%
ASST. COLLECTOR		6,000	6,468	468	7.80%
TAX COLL-MEETINGS	300	300	300	-	0.00%
TAX COLL-POSTAGE	4,200	4,200	4,200	-	0.00%
TAX COLL-OFFICE SUPPLIES	2,000	2,000	2,000	-	0.00%
TAX COLL-MILEAGE	100	100	100	-	0.00%
TAX COLL-DUES	50	50	50	-	0.00%
TAX COLL-BONDS	250	250	250	-	0.00%
TAX TITLES-PROFESSIONAL	1,300	1,300	1,300	-	0.00%
TAX TITLES-ADVERTISING	900	900	1,000	100	11.11%
TAX TITLES-REG OF DEEDS	1,500	1,500	1,500	-	0.00%
Total	28,942	47,940	50,189	2,249	4.69%



Town Clerk

Contact	Phone & Email	Location
Amanda Lynch Town Clerk	413-498-2901 x112 townclerk@northfieldma.gov	Town Hall 69 Main Street 1 st Floor

Mission Statement

The mission of the Town Clerks office is to provide excellent service to the community. Keep record of the official proceedings and vital statistics of the Town and protect and preserve records for the town of Northfield providing access to residents and the general public. The Town Clerks office will uphold the integrity of the Towns democratic process and administer all local, state, and federal elections; providing all United States Citizens, residing in the town of Northfield, age 18 years or older, the right to vote and to assure that the integrity of their vote is maintained throughout every election. The Town Clerks office will impartially discharge and perform all the duties in accordance with the by-laws of the town of Northfield and the laws of the Commonwealth.

Brief Description of the Department

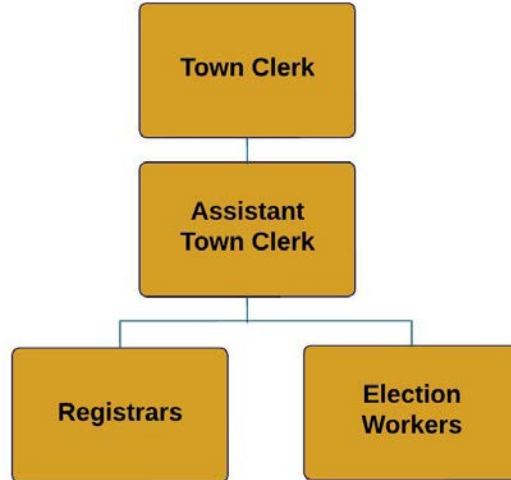
Many of the duties of the Town Clerk are governed by federal, state and local by-laws. The following is a list of some of the duties carried out by the Town Clerk: Chief Registrar of Voters, Chief Election Official, Recording Officer, Registrar of Vital Records, Public Records Official, Supervisor of Voter Registration, and Licensing Officer.

- Prepares local election ballots, oversees the polling place and all elections and election related activities
- Records and certifies all actions of the Town Meeting, submits any By-Law or Zoning By-Law amendments to the Attorney General's Office
- Posts all hearing and meeting notices
- Records and administers Oath of Office and records all Appointments and Resignations of all Town officials
- Issues Fuel Storage Licenses, Raffle/Bazaar Permits, Dog Licenses, Certified requests for Public Records, Business Certificates, Marriage Licenses, and birth/death certificates
- Conducts the Annual Municipal Census, commonly known as the "Street List" every January
- Assists the public with genealogical research





Organizational Chart



FY23 Accomplishments

The Town Clerk's office successfully changed hands with the retirement of long-time Town Clerk Dan Campbell and the appointment of Assistant Town Clerk Amanda Lynch to Town Clerk. Dan returned to the office in August when he was hired as Assistant Town Clerk. The transition was smooth and enhanced service to the public by increasing office hours and providing additional services.

- Printing Street List in office
- Expanded Wednesday office hours
- Two Notary's in office - Town Clerk and Assistant Town Clerk





FY24 Goal Updates

GOAL #1	Increase and Update Facilities
Objective	Assess records in vault. Preserve archival records Update filing system
Measurement	Organize chronologically Purchase acid free archival boxes Create folders and categories
Timing	1 – 2 years; complete in 2024
Status Update	In progress Working with Historical Society and Library Archived historical records

GOAL #2	Education and Training
Objective	Increase knowledge
Measurement	Attend all conferences and trainings
Timing	Ongoing
Status Update	Completed Summer and Fall classes

GOAL #3	Improve Services to Public
Objective	Voter status updates Notification system for all elections and Town Meeting
Measurement	Mail Voter confirmations Establish robo call on CodeRed
Timing	Ongoing, complete by February 2024
Status Update	Voter confirmations mailed daily



FY25 Goals

GOAL #1	Election Preparation
Objective	Establish emergency plan Create election day binder Election worker trainings
Measurement	Work with State Elections Division to create continuity plan Annual training for election workers
Timing	1 year

GOAL #2	Enhance Volunteerism
Objective	Effective recruiting Advertisement of board and committee openings
Measurement	Work with school and local veterans' services
Timing	1 year

GOAL #3	Digitize Archives
Objective	Vital records Meeting minutes
Measurement	Contact General Code or other vendor
Timing	1-2 years

Trends/Metrics

Description	2022	2023	FY2024 (2 nd Qtr.)	FY2025 (Target)
Registered voters	2311	2394	2480	2500
Birth Certificates Issued	18	27	4	30
Death Certificates Issued	25	23	4	--
Marriage Intentions Issued	26	16	0	30
Dog Licenses Issued	367	374	47	375



Budget

Account Description	FY2023 Budget	FY2024 Budget	FY2025 Proposed Budget	\$ Variance	% Variance
TOWN CLERK SALARY	44,555	47,228	48,262	1,034	2.19%
ASST TOWN CLERK SALARY	10,598	11,237	12,651	1,414	12.58%
TOWN CLERK-OTH PURCH	500	750	750	-	0.00%
TOWN CLERK-RECORDS	1,500	1,500	2,000	500	33.33%
TOWN CLERK-MEETINGS	250	750	750	-	0.00%
TOWN CLERK-POSTAGE	200	200	500	300	150.00%
TOWN CLERK-OFFICE	300	300	500	200	66.67%
TOWN CLERK-DOG SUPPLIES	350	350	350	-	0.00%
TOWN CLERK VITALS	200	200	200	-	0.00%
GENERAL CODE UPDATES	1,500	2,500	2,500	-	0.00%
TOWN CLERK-OTHER	1,500	1,500	1,500	-	0.00%
TOWN CLERK-MILEAGE	50	50	50	-	0.00%
TOWN CLERK-DUES	300	300	100	(200)	-66.67%
TOWN CLERK BONDS	100	200	200	-	0.00%
ELECTIONS-WAGES	4,000	4,500	4,500	-	0.00%
ELECTIONS-PURCH	3,500	3,500	4,000	500	14.29%
ELECTIONS-POSTAGE	350	1,500	2,000	500	33.33%
ELECTIONS-OFFICE	150	150	150	-	0.00%
ELECTIONS-OTHER	3,000	3,000	4,000	1,000	33.33%
TOWN CLRK/REGISTRAR	200	200	200	-	0.00%
REGISTRAT-CENSUS	2,000	2,500	2,000	(500)	-20.00%
REGISTRAT-OFFICE SUPP	200	200	200	-	0.00%
REGISTRAT-OTHER PURCH	500	500	500	-	0.00%
Total	75,803	83,115	87,863	4,748	5.71%



Public Safety



NORTHFIELD
Massachusetts



Police

Contact	Phone & Email	Location
Jonathan Hall Chief of Police	413-498-2901 police@northfieldma.gov	Town Hall 69 Main Street Lower Level

Mission Statement



The Northfield Police Department is committed to working as a team with our community to ensure the safety, security, and quality of life for those who reside in and visit our Town. We are dedicated to transparent policing that relies on respect, fairness, and dignity, while maintaining the highest level of ethical standards and safeguarding the Constitutional rights of all people.

Brief Description of the Department

Northfield Police Department is proud to serve and protect the town of Northfield. Northfield covers 25.37 sq. miles with a population of over 3,000. Over the years, the Northfield Police Department has typically had one patrol officer working at a time and the officers work in collaboration with Massachusetts State Police to ensure police coverage/response 24/7.

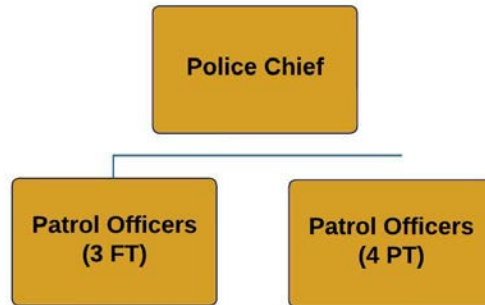
Over the last year, the Police Department has added a second day shift officer Monday - Friday as the department focuses on its administrative obligations while also ensuring an officer is visible throughout the day and proactively engaging the community and deterring crime and traffic related issues.

The Chief of Police oversees 3 full-time patrol officers and 4 part-time officers. Patrol officers have various other assignments to include Firearms Training Officer, Evidence Officer, School Resource Officer, Firearms Registry Officer, IT Liaison Officer, Sex Offender Registry Officer and more.





Organizational Chart



FY23 Accomplishments

- Northfield PD implemented Body Cameras in May of 2022. This year the Body Camera system was upgraded to an online platform and now providing Discovery to the Court has been streamlined. This Fall new Body Cameras were ordered to replace the older less dependable models. 95% of the Body Camera purchases and upgrades were purchased through grants
- Northfield PD has adhered to the State’s requirements of ensuring ALL officers are full-time certified. As of this Summer, ALL Northfield Officers are now full-time certified, completing the required trainings and Academy
- Northfield PD has made it a priority to ensure the Rules and Regulations (R&R), and the Policy and Procedures (P&P) are to industry standards. The Chief of Police joined a Policy and Procedure Committee with other local PDs to review, revamp and implement more standardized R&R and P&P. The final product is being reviewed by the Northfield Selectboard for Town approval and is due to be implemented on January 1, 2024





FY24 Goal Updates

GOAL #1	Update Rules and Regulations/Policy and Procedures
Objective	Implement current Rules and Regulations, and Policy and Procedures. Standardize as closely as possible with similar area towns
Measurement	Comparison with Accredited departments and comparison to similar area towns
Timing	Implement January 2024, adjust throughout the year
Status Update	Under review of Selectboard

GOAL #2	Decrease Weather-Related Vehicle Accidents
Objective	Decrease vehicle accidents related to natural events, primarily snow and ice. Proactively create detours to avoid non-resident vehicles traveling through known dangerous routes, primarily Gulf and South Mountain Road
Measurement	Comparison of yearly statistics to measure effectiveness of detours
Timing	This winter will be the first attempt at proactive detours during weather events that typically cause vehicle accidents
Status Update	Pending results

GOAL #3	Decrease Speeding
Objective	Decrease speed of vehicles on Main St., Maple St., and Gulf Rd. Purchasing fixed radar poles displaying vehicles' speed on Main St. Working with DOT to widen the 35mph zone on both ends of Main St. Utilizing Traffic Safety Grant for funding of purchase of radar poles and to increase enforcement
Measurement	Comparison of yearly statistics to measure effectiveness of radar poles to deter vehicles speeding
Timing	2 years
Status Update	Complete- Nov 2023; Applied for and received grant Pending; Purchase of Radar pole Pending; DOT approval to widen 35mph zone on Main St. and to authorize the radar pole placement



GOAL #4	New Firearms
Objective	Purchase of firearms, firearms equipment, and accessories to optimized and standardize the departments handguns and rifles
Measurement	Finish objective and test at Firearms Range with Instructors
Timing	FY2024
Status update	Complete - September 2023

GOAL #5	Provide SRO
Objective	Hire and train a full-time police officer to be an SRO and ensure our schools are safe Create MOU agreed upon by Town, PD and Schools
Measurement	Implement SRO
Timing	FY2024
Status update	Compete. Hired and trained Full-time officer to be SRO, Officer Chad Sumner Complete; MOU Goal terminated - Pioneer Valley Regional School chose not to have an SRO even after Northfield Selectboard offered to provide an SRO free of charge

FY25 Goals

GOAL #1	Hire 5th Full-Time Police Officer
Objective	Post position, hire and train full-time patrol officer. One-year probationary period to continually evaluate
Measurement	Successful employment of full-time Police Officer
Timing	2 years

GOAL #2	Purchase New Cruiser and Standardize Cruisers and Equipment
Objective	Purchase a new cruiser and ensure the equipment within ALL cruisers is optimized and standardized
Measurement	New Cruiser
Timing	FY2025



GOAL #3	Increase Community Policing Efforts
Objective	Work with officers to establish new community policing efforts that further connects the PD with the community
Measurement	Implementation of a new community policing effort
Timing	FY2025

Trends/Metrics

Description	FY2022	FY2023	FY2024 (2 nd Qtr.)	FY2025 (Target)
Traffic Enforcement	1044	1247	403	TBD
Arrest/Summons	80	76	19	TBD
Offenses Reports	172	158	71	TBD
Accident Report	39	58	13	TBD
Total Calls for Service	6895	9428	3223	TBD

Call For Service Breakdown

Call Reason	FY2022	FY2023	FY2024 (2 nd QTR.)
209A VIOLATION/SERVICE	10	5	2
ABANDONED 911 CALL	18	13	5
911 CALL	110	121	38
ADMINISTRATIVE	233	392	91
ALARM BURGLAR OR HOLDUP	42	43	18
EMS ALARM - LIFELINE ACTIVATED	30	30	10
FIRE ALARM	37	56	23
ANIMAL COMPLAINT	84	89	23
ASSIST CITIZEN	72	123	40
ASSIST OTHER AGENCY	30	56	15
ASSAULT			1
ARTICLES LOST	2	3	3
ARTICLES RECOVERED	9	11	10
BREAKING & ENTERING AUTO	1	1	4
BREAKING & ENTERING PAST	3	3	2
BUILDING/LOCATION CHECK	2201	2626	824



Call Reason	FY2022	FY2023	FY2024 (2 nd QTR.)
BYLAW VIOLATION			1
CHECK WELFARE	38	71	28
CIVIL ISSUE	2		2
CRUISER MAINTENANCE	56	73	15
CARBON MONOXIDE HAZARD	3	4	2
COMMUNITY POLICING	457	838	214
COMPLAINT	15	11	4
CSO FOLLOW UP	1	31	2
CSO OUTREACH	6	18	4
CAR VS DEER	17	18	1
DISABLED MV	65	72	17
DRILL/TESTING	21	9	9
ESCORT/TRANSPORT	7	14	1
FIREARMS LICENSING	9	35	12
STRUCTURE FIRE	15	4	1
FIRE WORKS	2	3	6
FOLLOW UP INVESTIGATION	50	100	37
FRAUD/SCAM	15	28	7
GENERAL INFO	73	71	58
HARASSMENT	8	8	2
HIT AND RUN		2	1
ILLEGAL DUMPING	10	6	3
INVESTIGATION	29	26	7
JUVENILE OFFENSES	2		1
KEEP THE PEACE	2	10	3
LARCENY	5	3	1
LINE DOWN, POWER,PHONE OR CABL	16	31	7
LOCKOUT	11	5	1
MEDICAL EMERGENCY	161	189	70
MISSING PERSON	3	1	1
MISCELLANEOUS	85	45	18
MOTOR VEHICLE ACCIDENT NO INJU	33	58	17
MOTOR VEHICLE COMPLAINT	71	66	36
Motor Vehicle Accident w/Injury	7	6	0
MOTOR VEHICLE - STOLEN			1
MOTOR VEHICLE VIOLATION	1075	1234	371
NOISE COMPLAINT	12	7	3
NOTIFICATION	24	30	8



Call Reason	FY2022	FY2023	FY2024 (2 nd QTR.)
OFFICER WANTED	53	54	25
PAPERWORK SERVICE	21	21	1
PARKING COMPLAINT	1	6	1
PATROL AREA	446	1000	146
POWER OUTAGE/FAILURE	5		1
RADAR/TRAFFIC ENFORCEMENT	723	1258	870
ROLLING 9	8	14	2
SAFETY HAZARD	24	37	16
SECTION 12	4	1	0
SERVICE CALL	13	1	4
SHOTS FIRED	13	4	3
SEX OFFENDER REGISTRATION	4	7	1
SPILL OR LEAK			1
SCHOOL RESOURCE OFFICER DUTIES	6		0
SUICIDE ATTEMPT/THREAT	3	1	1
SUMMONS SERVICE	3	4	2
SUSPICIOUS PERSON	6	12	5
SUSPICIOUS ACTIVITY	43	34	11
SUSPICIOUS VEHICLE	52	48	26
TRAFFIC HAZARD	53	67	10
TRAFFIC CONTROL	46	70	9
TRESPASS	3	4	1
UNWANTED PERSON	2	2	3
VANDALISM	4	6	1
WATER RESCUE	1	11	1
Total	6895	9428	3222





Budget

In FY2024, the Northfield PD hoped to hire a new full-time officer and implement a full-time SRO. The PVRS District opted not to have an SRO. In addition, Northfield PD's Sergeant left for a job with MSP. Therefore, Northfield PD will continue the same course for FY2025, and the PD is hopeful to find a full-time officer that fits our team and our community. The FY2025 budget below show no increase from FY2024, as the PD's current needs and future goals remain the same as FY2024. In FY2024, the Operations budget was increased for the anticipated rising gas prices and these prices seem to have stabilized.

Account Description	FY2023 Budget	FY2024 Budget	FY2025 Proposed Budget	\$ Variance	% Variance
POLICE SALARIES & WAGES	386,564	456,780	456,206	(574)	-0.13%
POLICE-MEETINGS &	2,000	-	-	-	0.00%
POLICE-TRAINING	14,283	12,500	12,500	-	0.00%
POLICE COMMUNITY	2,000	10,000	10,000	-	0.00%
POLICE HOLIDAY PAY	9,862	10,800	10,800	-	0.00%
POLICE-UNIFORMS	8,911	8,911	8,911	-	0.00%
POLICE-QUINN BILL	23,151	16,873	21,566	4,693	27.81%
POLICE-CRUSIER REPAIR	5,000	5,000	5,000	-	0.00%
POLICE-MDT & RADAR	2,600	2,600	2,600	-	0.00%
POLICE-CJIS MAINT	800	800	800	-	0.00%
POLICE-IMC MAINT	2,640	2,640	2,640	-	0.00%
POLICE-OTH PURCHASES	8,800	8,800	8,800	-	0.00%
POLICE-PROFESSIONAL	1,000	-	-	-	0.00%
POLICE-TELEPHONE	2,300	2,300	2,300	-	0.00%
POLICE-POSTAGE	300	-	-	-	0.00%
POLICE-OFFICE SUPPLIES	1,500	1,800	1,800	-	0.00%
POLICE-GASOLINE	16,870	21,087	21,087	-	0.00%
POLICE-FRCOG RADIO	4,500	4,500	4,500	-	0.00%
POLICE-DUES	2,000	2,000	2,000	-	0.00%
CIVIL DEFENSE-PURCH	4,000	4,000	4,500	500	12.50%
CIVIL DEFENSE-SUPPLIES	500	500	500	-	0.00%
ANIMAL CONTROL OFFICER SALARY	9,975	8,870	8,870	-	0.00%
ANIMAL CONTROL-REGIONAL KENNEL	700	700	1,000	300	42.86%
Total	510,256	581,461	586,380	4,919	0.85%



Fire

Contact	Phone & Email	Location
F. M. "Skip" Dunnell III Fire Chief	(413) 498-5100 northfieldmafire@yahoo.com	Fire Station 93 Main Street

Mission Statement

To save lives, protect property, and help neighbors in their time of need.

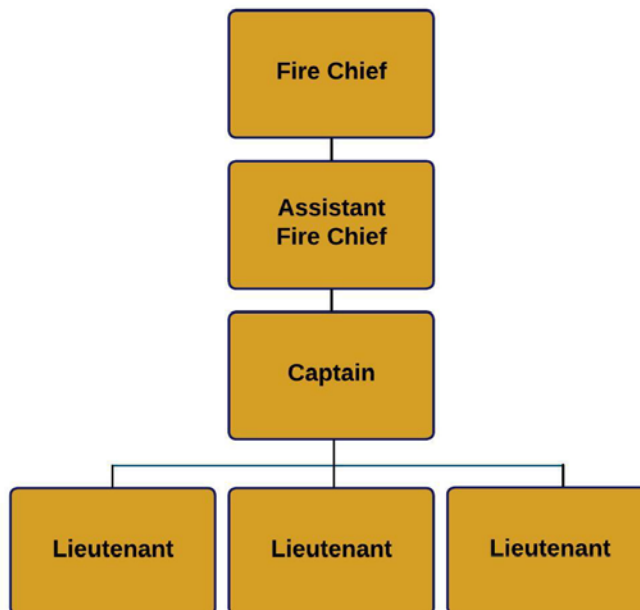
Brief Description of the Department

We are a Call/Volunteer department made up of 25 on-call members. Serving the town of Northfield is our duty 24 hours a day, 7 days a week, 365 days a year. Please check back often for site updates including fire safety information, news, pictures, and any upcoming fire department events.



More information can be found at <https://www.northfieldmafire.com>.

Organizational Chart





FY23 Accomplishments

The Northfield Fire Department had another active year. Two of the five structure fires were major. The apartment building at 5 Pine Street had heavy flames pushing from the 2nd and 3rd floors on arrival. Once residents from the 1st floor were evacuated, an aggressive attack was made. The bulk of the fire was knocked down preventing spread to the apartment building next door. The building is currently under renovation as an apartment building again. The second major fire was the Sage Chapel at the Thomas Aquinas College. Heavy smoke was pushing from the building upon arrival. Firefighters quickly advanced hose lines to put the fire down. After a few weeks of repair, the historic chapel was back in use.

Our response numbers show smoke detector alarms are on the increase. We are finding smoke and CO detectors are faulty because they are well out of their 10-year life span. Remember detectors should be replaced once they are 10 years old to prevent false alarms.

Even though Eversource has spent days trimming trees around their wires local weather events continue to cause downed power lines throughout the town. Never cross or approach a downed power line as they can still be energized and are an extreme hazard. Stay 100 ft. away and call 911.

Your firefighters are diverse, dedicated, disciplined, and devoted to protecting the lives and property of the citizens of Northfield. I want to thank each and every one of them for the job they do 24/7/365. I also want to thank all the other departments, boards and committees that assisted us throughout the year.





Trends/Metrics

Description	2022	2023
Structure Fires	3	5
Motor Vehicle Accidents	12	19
Vehicle Fires	2	2
Brush Fires	5	4
Illegal Burning	4	2
Smoke Investigations	5	3
Power Lines Down	11	26
Electrical Fires	3	4
Mutual Aid Given	8	25
Received Mutual Aid	33	12
Fire Alarms		
Thomas Aquinas College	17	20
Moody Center	2	6
PVRS	5	5
NES	2	1
Residential	8	23
Total	34	55
Carbon Monoxide Alarms	4	6
Propane Leaks	3	5
Lightning Strikes	4	
Public Assist	7	
Oil Burner Malfunction	3	2
Arson Investigations	1	2
Search for Lost Persons		2
Water Rescues		3
Technical Rescue		1
Landing Zone for Medical Helicopters	5	3
Hazmat	2	
Assist Ambulance	2	3
Assist Highway Department	3	3
TOTAL	154	187



Budget

Account Description	FY2023 Budget	FY2024 Budget	FY2025 Proposed Budget	\$ Variance	% Variance
FIRE DEPT STIPENDS	6,574	6,970	7,176	206	2.96%
FIRE DEPT WAGES	55,176	58,486	60,241	1,755	3.00%
FIRE DEPT INSP	3,500	3,500	3,500	-	0.00%
FIRE STA ELECTRIC	8,500	8,500	8,500	-	0.00%
FIRE STA MAINT-FUEL OIL	8,000	9,000	9,000	-	0.00%
FIRE DEPT-PROPANE	180	200	200	-	0.00%
FIRE STA MAINT-WATER	800	800	800	-	0.00%
FIRE HYDRANTS-WATER FEE	7,600	7,600	7,600	-	0.00%
FIRE STA MAINT-OTHER SUPPLIES	700	1,000	1,200	200	20.00%
FIRE STA MAINT-OTH PURCH	100	100	200	100	100.00%
FIRE DEPT-OTH PURCH	8,000	10,500	11,500	1,000	9.52%
FIRE DEPT-TELEPHONE	650	400	400	-	0.00%
FIRE DEPT-POSTAGE	120	120	150	30	25.00%
FIRE DEPT-OFFICE	600	600	600	-	0.00%
FIRE DEPT-OTHER SUPPLIES	7,000	7,500	7,500	-	0.00%
FIRE DEPT-GASOLINE	500	550	650	100	18.18%
FIRE DEPT-DIESEL	3,500	4,000	4,500	500	12.50%
FIRE STA MAINT-REPAIR	2,000	2,000	2,000	-	0.00%
FIRE PONDS-OTH PURCH	3,000	3,000	3,000	-	0.00%
FIRE DEPT-FRCOG RADIO	4,500	4,500	4,500	-	0.00%
FIRE DEPT-DUES	400	600	800	200	33.33%
FIRE DEPT-OTHER	500	500	500	-	0.00%
FIRE DEPT HOSE & EQUIP	12,000	12,000	12,000	-	0.00%
EMD Stipends	3,250	3,250	3,500	250	7.69%
Total	137,150	145,676	150,017	4,341	2.98%



Emergency Medical Services (EMS)

Contact	Phone & Email	Location
Mark Fortier EMS Chief	413-498-5112 Nfldems@Verizon.net	EMS Building 41 Main Street

Mission Statement

Northfield EMS is a department of the town of Northfield tasked with the protection and saving of human lives by providing the highest level of prehospital emergency medical care 24 hours a day 7 days a week 365 days a year to the citizens and visitors of the town of Northfield.

Brief Description of the Department

Staffed by a combination of full-time, per diem, and volunteer EMT's & Paramedics, Northfield EMS is the Paramedic level ambulance service for the towns of Northfield, Bernardston, Erving & Gill. In addition to being the ambulance provider, Northfield EMS also provides medical first aid for Northfield.

FY23 Accomplishments

- Took delivery of Ambulance 3 (2022 Ford 555 Horton 457) utilizing retained earnings and USDA grant funding
- Finalized service agreement to the Town of Gill
- 100% service to primary response call



FY24 Goal Updates

GOAL #1	Determine Facility
Objective	EMS Facility
Measurement	Acquire adequate facility to support current and ongoing mission of the department
Timing	Ongoing until completed
Status Update	Continue to engage with Northfield Emergency Services building committee Identify possible consolidated or standalone options



GOAL #2	Implement Study Recommendation
Objective	Implement Collins Center Study recommendations
Measurement	Long term department sustainability
Timing	Ongoing throughout FY 2025
Status Update	Ongoing Multi-Town Task Force meetings Application for grant funding being completed Working to finalize assessment model and IMA's

FY25 Goals

GOAL #1	Position Security
Objective	Increase position security (convert hours to rehire able positions)
Measurement	Creation of fulltime positions
Timing	Beginning of FY2025





Budget

Account Description	FY2023 Budget	FY2024 Budget	FY2025 Proposed Budget	\$ Variance	% Variance
EMS Director Salary	4,336	20,000	50,000	30,000	150.00%
EMS Administration	-	-	10,619	10,619	100.00%
EMS Asst. Director Salary	1,759	10,000	10,000	-	0.00%
EMS Wages	329,345	413,263	548,257	134,994	32.67%
EMS ALS Coordinator	664	1,664	1,714	50	3.00%
EMS Training Captain	1,664	1,664	1,714	50	3.00%
EMS Supply Captain	387	500	515	15	3.00%
EMS-BLDG MAINT CAPTAIN	387	500	515	15	3.00%
EMS-VEH MAINT CAPTAIN	387	500	515	15	3.00%
EMS Electricity	1,800	2,000	2,000	-	0.00%
EMS Heating Fuel Oil	4,500	5,500	5,500	-	0.00%
EMS Building Maintenance Supplies	2,500	3,000	3,000	-	0.00%
EMS Vehicle Maintenance	5,000	6,000	6,000	-	0.00%
EMS Building Lease	15,000	16,000	17,000	1,000	6.25%
EMS Professional Training	5,000	7,000	7,000	-	0.00%
EMS Transport Related Expenses	25,000	25,000	25,000	-	0.00%
EMS Telephone	500	500	500	-	0.00%
EMS Postage	300	300	300	-	0.00%
EMS FRCOG Radio Maintenance	4,500	4,500	4,500	-	0.00%
EMS Office Supplies	1,500	2,000	2,000	-	0.00%
EMS Diesel	5,500	6,500	6,500	-	0.00%
EMS Medical Supplies	15,000	16,000	16,000	-	0.00%
EMS Other Charges	8,000	2,500	25,175	22,675	906.99%
EMS Uniforms	2,000	2,000	2,500	500	25.00%
EMS Dues & Memberships	2,000	2,000	2,000	-	0.00%
EMS Service Licenses & Inspections	1,500	1,500	1,500	-	0.00%
EMS Retirement	-	-	16,696	16,696	0.00%
Medicare	-	-	9,045	9,045	0.00%
EMS Health Insurance	7,000	22,000	46,002	24,002	109.10%
Long Term Debt Principle	49,884	-	-	-	0.00%
Long Term Debt Interest	6,000	-	-	-	0.00%
Total	501,413	572,391	822,067	249,676	43.62%



Public Works



NORTHFIELD
Massachusetts



Highway

Contact	Phone & Email	Location
Thomas Walker Highway Superintendent	413-498-5117 nhwy@northfieldma.gov	41 Caldwell Road

Mission Statement

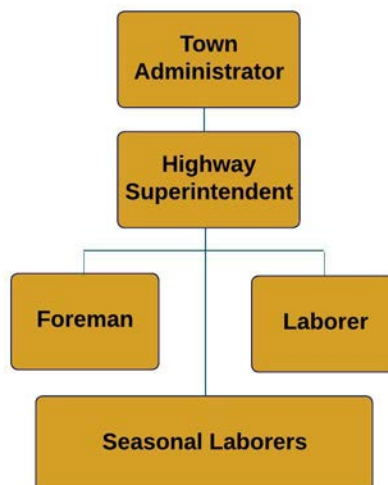
The mission of the Highway Department is to maintain and improve the Town's infrastructure and serve requests of the public in an efficient and timely manner, within budget.



Brief Description of the Department

- Maintaining streets & signage, as well as storm drains
- Rapid response to all snow/ice and other inclement weather emergencies and conditions
- Mowing and clean-up of Town owned recreational fields and greens
- Responsible for contracted services, such as paving, road striping, snow plowing, etc.
- Maintaining dirt roads as in grading, cleaning ditches, raking, opening culverts
- Respond to requests from the Public in a timely and courteous manner
- Maintenance of all equipment and vehicles

Organizational Chart





FY23 Accomplishments

- Repaving multiple roads including part of Warwick Road, Birnam Road, North Lane, and several roads on the cliff
- Purchase of new pick-up truck, new hook truck, and new debris truck to make us more efficient in road maintenance during storm situations
- Culverts replaced as well as a lot of ditching and drainage work
- Upgrade of telephone at the highway department
- Rehabilitated Town Hall Parking area with paving



FY24 Goal Updates

GOAL #1	Improve Roadways
Objective	Complete Paving on Multiple Roads
Measurement	Continued work on Project
Timing	2-3 years; partially completed should be complete in FY2025
Status Update	Work in Progress

GOAL #2	Improve Parking at Town Hall
Objective	Rehabilitate Town Hall Parking
Measurement	Completion of Project
Timing	18 years; completed in 2024
Status Update	Complete

GOAL #3	Purchase updated Equipment
Objective	Purchase of new vehicles
Measurement	Increase efficiency
Timing	3 ½ years
Status Update	Completed Purchase



FY25 Goals

GOAL #1	Highland Ave Improvements
Objective	Highland Avenue Sidewalk and Culvert Project
Measurement	Receiving Grant Chapter 90 Funding Waiting on Engineering to Move Forward
Timing	1-2 years

GOAL #2	School Street Improvements
Objective	School Street Bridge Repair
Measurement	Small Bridge Grant Received Chapter 90 Funding
Timing	1-2 years

GOAL #3	Paving of Several Roads
Objective	Pave Ferry Road and Lower Farms Road
Measurement	Paid by Town Funds
Timing	1 year



GOAL #4	General Maintenance
Objective	Grading, Road Sign Repair, Mowing, Ditch Cleaning, Etc
Measurement	Performed by Highway Employees
Timing	Annually

GOAL #5	Purchase of Equipment
Objective	Purchase a new dump truck
Measurement	Current dump truck is 20 years old
Timing	1 year

Trends/Metrics

Description	FY2022	FY2023	FY2024 (2 nd Qtr.)	FY2025 (Target)
Respond to Public Requests	100%	100%	100%	100%
<i>Response to Weather Conditions</i>	100%	100%	100%	100%
Town-Wide Road Paving	50%	50%	50%	100%
Curb – Cut/Road Openings	10	12	10	-





Budget

Account Description	FY2023 Budget	FY2024 Budget	FY2025 Proposed Budget	\$ Variance	% Variance
HWY SUPT-OTHER PURCH SERVICES	1,000	1,000	3,100	2,100	210.00%
HWY SUPT-MEETINGS	1,000	2,000	1,000	(1,000)	-50.00%
HWY SUPT-TELEPHONE	4,800	4,100	3,000	(1,100)	-26.83%
HWY SUPT-POSTAGE	100	100	50	(50)	-50.00%
HWY SUPT-OFFICE	1,000	1,200	1,100	(100)	-8.33%
HWY SUPT Other Supplies	-	-	-	-	0.00%
HWY SUPT-Other Expenses	1,000	1,000	1,000	-	0.00%
HWY SUPT-UNIFORM	7,200	7,200	7,350	150	2.08%
HWY SUPT-FRCOG	3,500	3,000	3,000	-	0.00%
HWY DEPT WAGES REG	292,812	298,342	261,959	(36,383)	-12.20%
MAINT. WAGES Seasonal	-	-	-	-	0.00%
HWY BR BLINKING LIGHT	200	200	300	100	50.00%
HWY BR & ENGINEERING	5,000	5,000	5,000	-	0.00%
HWY BR & RAILS-PUB WKS	164,300	200,000	240,000	40,000	20.00%
OIL & STONE-OTH PURCH	100,000	100,000	150,000	50,000	50.00%
HWY TOOLS-OTHER	1,260	1,260	1,260	-	0.00%
HWY BR & RAILS-OTH	55,500	70,000	70,000	-	0.00%
SURVEY BOUNDS TOWN	10,000	10,000	10,000	-	0.00%
SNOW REMOVAL WAGES	83,693	89,952	160,660	70,708	78.61%
SNOW REMOVAL SERVICES	15,000	15,000	15,000	-	0.00%
SNOW REMOVAL-DIESEL	13,000	13,000	13,000	-	0.00%
SNOW REMOVAL-SAND	10,000	10,000	10,000	-	0.00%
SNOW REMOVAL-SALT	25,000	50,000	50,000	-	0.00%
SNOW REMOVAL-OTHER EXPENSES	12,390	12,390	12,390	-	0.00%
STREET LIGHTS	17,000	17,000	18,000	1,000	5.88%
MAINT HWY ELECTRIC	4,200	6,000	6,000	-	0.00%
MAINT HWY GARAGE REPAIR & MAINT	3,800	3,800	1,500	(2,300)	-60.53%
MAINT HWY GARAGE-PURCH SERVICES	1,000	2,200	3,800	1,600	72.73%
HWY GARAGE-FUEL OIL	2,500	1,500	2,200	700	46.67%
Machine Maint-Repair & Maint	42,200	42,200	50,000	7,800	18.48%
Machine Maint-Other Purch Services	2,800	2,800	2,800	-	0.00%
Machine Maint-Gasoline	4,000	6,000	6,000	-	0.00%
Machine Maint-Diesel	16,000	18,000	24,000	6,000	100.00%
Machine Maint-Parts & Supplies	35,000	40,000	40,000	-	0.00%
MAINT HWY GARAGE-OTH EXPENSES	6,500	4,500	4,500	-	0.00%
Total	942,755	1,038,744	1,177,969	139,225	13.40%



Tree Warden

Contact	Phone & Email	Location
Thomas Walker Tree Warden	413-498-5117 nhwy@northfieldma.gov	41 Caldwell Road

Mission Statement

The mission of the Tree Warden is to respond to citizens’ inquiries, to determine if a particular tree is on Town property, to determine if a tree needs to be pruned or removed, to plant new trees and maintain current trees. Public Hearings are held when necessary.

Brief Description of the Department

The Tree Warden responds to determine the overall health and maintenance of trees on municipally owned property and along town right of way on town owned streets.



Organizational Chart

See Highway Department Organizational Chart

FY23 Accomplishments

- Removal of dead trees
- Storm Clean-Up
- Increased pruning of trees to maintain health

FY24 Goal Updates

GOAL #1	Tree Improvement
Objective	Removal of dead trees and diseased trees and replacement with native species
Measurement	Continued work on Project
Timing	Annually
Status Update	Work in Progress



GOAL #2	Removal and Tree Trimming for Electrical Company
Objective	Remove and maintain trees to prevent power outages
Measurement	Continued Work on Project
Timing	Annually
Status Update	Work In Progress

GOAL #3	Purchase updated Equipment (Debris Truck)
Objective	Purchase of new debris truck
Measurement	Increase efficiency
Timing	1 year
Status Update	Completed Purchase

FY25 Goals

GOAL #1	Continued Tree Maintenance
Objective	Continue removal of dead and diseased trees and replace with native species
Measurement	Continued Work on Project
Timing	Annually

GOAL #2	Continued Compliance with Eversource
Objective	Remove and maintain trees to prevent power outages
Measurement	Continued Work on Project
Timing	Annually



Trends/Metrics

Description	FY2022	FY2023	FY2024 (2 nd Qtr.)	FY2025 (Target)
Removal of Dead and Diseased Trees	100%	100%	40%	100%
Public Tree Hearings	0	0	0	-
New Trees Planted	0	0	31	Increase number planted with donations or grants

Budget

Account Description	FY2023 Budget	FY2024 Budget	FY2025 Proposed Budget	\$ Variance	% Variance
TREE DEPT-OTHER PURCH SERVICES	1,500	2,500	2,500	-	0.00%
TREE DEPT-ARBORIST/VEG MGMT SERVICES	8,000	7,000	7,000	-	0.00%
TREE DEPT-OTH EXPENSES	500	500	500	-	0.00%
TREE DEPT-NEW TREES	-	-	1,500	1,500	100.00%
Total	10,000	10,000	11,500	1,500	15.00%



Cemetery

Contact	Phone & Email	Location
Thomas Walker Cemetery Commissioner	413-498-5117 nhwy@northfieldma.gov	41 Caldwell Road

Mission Statement

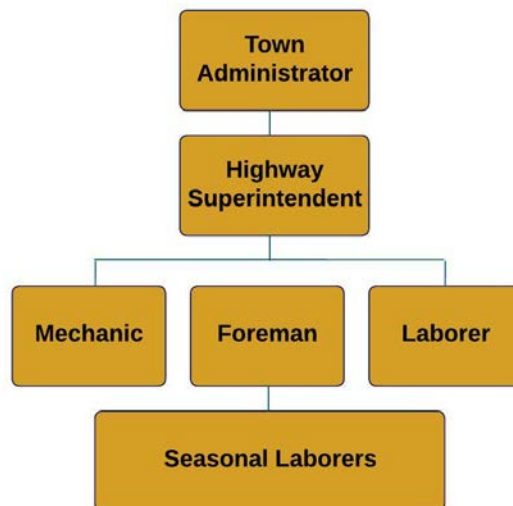
The mission of the Cemetery Department is to maintain and service all cemeteries in Northfield.

Brief Description of the Department

The Cemetery Department sells plots to all local cemeteries, performs burials, and maintains cemeteries as well as all records and deeds pertaining to them.



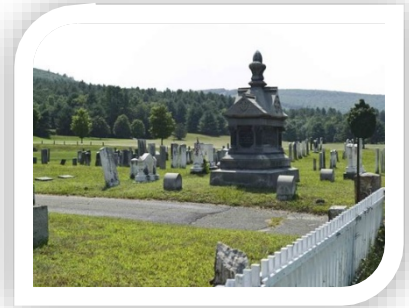
Organizational Chart





FY23 Accomplishments

- Selling of plots
- Burials
- Online Mapping Started
- Cemetery Maintenance



FY24 Goal Updates

GOAL #1	Online Mapping of Cemeteries
Objective	Create and easier way for staff and public to view cemetery plots and burials
Measurement	Continued work on Project Geo-mapping Completed by Cemify Entering information for plots and burials Reviewing old mapping and deeds
Timing	2-5 years
Status Update	Work in Progress

GOAL #2	Maintenance of Cemetery Grounds
Objective	Maintain landscaping, mowing, grave marking, repair of headstones
Measurement	Continued Work on Project
Timing	Annually
Status Update	Work In Progress

GOAL #3	Hiring of Mowers
Objective	Hired Snow and Sons to complete Cemetery Mowing
Measurement	Increase efficiency
Timing	Annually
Status Update	Work In Progress



FY25 Goals

GOAL #1	Online Mapping Continued
Objective	Create and easier way for staff and public to view cemetery plots and burials
Measurement	Continued work on Project Entering information for plots and burials from old mapping /deeds
Timing	2-5 years

GOAL #2	Pentecost Cemetery
Objective	Layout mapping of new section, remove debris, prepare area for mowing
Measurement	Will begin in Spring of 2024
Timing	1-2 years

GOAL #3	Farm Cemetery Repaving
Objective	Repave cemetery roads for easier travel
Measurement	Will begin in spring 2024
Timing	1-2 years

Trends/Metrics

Description	FY2022	FY2023	FY2024 (2 nd Qtr.)	FY2025 (Target)
Deeds Sold	10	15	12	-
Burials	3 full 12 ashes	4 full burials 5 ashes	3 full burials 5 ashes	-



Budget

Account Description	FY2023 Budget	FY2024 Budget	FY2025 Proposed Budget	\$ Variance	% Variance
CEMETERIES-WAGES REG	3,500	3,500	3,500	-	0.00%
CEMETERIES-WAGES PT	500	500	500	-	0.00%
CEMETERY WAGES OT	2,000	2,000	2,000	-	0.00%
CEMETERIES-OTH PURCH SERVICES	20,000	25,000	25,000	-	100.00%
CEMETERIES-OTH EXPENSES	4,000	4,000	4,000	-	0.00%
Total	30,000	35,000	35,000	-	0.00%



Maintenance

Contact	Phone & Email	Location
Thomas Walker (Temporary) Building Maintenance	413-498-5117 nhwy@northfieldma.gov	41 Caldwell Road

Mission Statement

The mission of the Building Maintenance Department is to keep municipal buildings in good working order with the best interests of the Town.

Brief Description of the Department

Building Maintenance responds to all work orders for municipally owned buildings.





Organizational Chart



FY23 Accomplishments

- Fire Alarm systems inspected
- Fire Extinguishers expected
- Elevators Inspected
- General Building Maintenance

FY24 Goal Updates

GOAL #1	General Building Maintenance
Objective	Maintain buildings and ground
Measurement	Continued work on Project
Timing	Annually
Status Update	Work in Progress





FY25 Goals

GOAL #1	Town Hall Bathroom
Objective	Update bathrooms and improve handicap accessibility
Measurement	Continued Work on Project
Timing	2-3 years

GOAL #2	Recreation Fields
Objective	Assist recreation with fields maintenance
Measurement	Continued Work on Project
Timing	Annually

GOAL #3	Library and Town Hall Grounds
Objective	Mowing lawns and landscaping, maintaining grounds at Library and Town Hall
Measurement	Continued Work on Project
Timing	Annually

Trends/Metrics

Description	FY2022	FY2023	FY2024 (2 nd Qtr.)	FY2025 (Target)
Work Orders	Est. 50	Est. 50	Est. 20	-
Inspections Completed	100%	100%	100%	100%

Budget

The Maintenance Department is a subdivision of the Highway Department and therefore shares a budget for required expenses. Please refer to the Town Administrator and Highway Department sections for budget information.



Sewer

Contact	Phone & Email	Location
Isaac Golding Chief Operator	413-498-5116 nwwtf@northfieldma.gov	Northfield WWTF 104 Meadow Street

Mission Statement

The Board oversees the Wastewater Treatment Plant, the Collection System, and its employees; develops the annual budget with the chief operator's assistance; sets the sewer rate yearly; oversees repairs, and expansion of the Collection System and the Treatment Plant.

Brief Description of the Department

The Sewer system is made up of 182 manholes and 44,786 feet of gravity sewer. Varying types of pipe include asbestos cement (AC), vitrified clay (VC), and polyvinyl chloride(PVC). The Sewer plant was constructed in 1972 and consists of headworks, two aeration basins, two clarifiers, recirculation pumps, two effluent contact tanks, chlorine room and sludge tank.



1. Treats wastewater to meet State and Federal limits to safely discharge to a surface body of water
2. Run daily, weekly, monthly and year tests and reports in accordance to NPDES Permit
3. Maintain collection system which includes easement clearing, manhole inspections, pipe inspections, backups, hookups, breaks and anything involving the collection system.
4. Manage chemicals and sludge to meet discharge requirements



Organizational Chart



FY23 Accomplishments

- SSO - Sanitary sewer overflow notification system was implemented
- Pipe lining completed - Area of Highland Ave, Mill St. to Ct River lined and manholes rehabilitated
- DO project - Dissolved oxygen monitoring installed on the aeration basins
- Flow Data - digitized and backed up digitally from a analog system
- ARPA - Funds used to replace aerators, purchase safety equipment, Asset Management Plan
- Plant water lines replaced - some leaking lines were replaced at the plant
- Lighting strike August - minor damage, VFD replaced
- GIS - map of the sewer system was developed
- Cl2 sensor - digital logging of chlorine dosage for effluent(also a permit requirement)

FY24 Goal Updates

GOAL #1	Remote access for alarm systems
Objective	Allows access of alarms without being onsite
Measurement	Cuts down on trips to the plant Lowers man hours
Timing	Summer 2023
Status Update	System being updated to add more user's adjustability



GOAL #2	Chlorine Monitoring
Objective	Monitors chlorine levels in effluent to surface body of water
Measurement	State requirement Lowers manhours since everything is digital
Timing	Summer 2023
Status Update	Completed Some updates maybe required

GOAL #3	Develop Asset Management Plan
Objective	Asset Management Plan
Measurement	Project on how to correct collection system issues GIS mapping Staffing requirements
Timing	FY2023
Status Update	Completed

GOAL #4	Locate Manholes
Objective	Manhole location
Measurement	Some manholes have not been located
Timing	Mostly conducted during the warm months Requires easement clearing, metal detection, and line location
Status Update	Ongoing

FY25 Goals

GOAL #1	Easement Clearing
Objective	Clear sewer easements
Measurement	This will allow access to sewer manholes and lines in case of a emergency and regular maintenance Also, a requirement of the Consent Order
Timing	Ongoing



GOAL #2	Inspect manholes in collection system
Objective	Visually inspect all of the manholes in the collection system
Measurement	Determine if a manhole needs repair or not
Timing	Usually done during the warmer months

GOAL #3	Flush lines
Objective	Flush all of the dead-end lines
Measurement	Flushing lines with low flow helps move solids that have accumulated
Timing	Summer FY2025

GOAL #4	Line inspections
Objective	Camera sewer lines
Measurement	Determines status of pipe and if repairs or lining is needed
Timing	Summer FY2025 and ongoing

GOAL #5	Aeration Basin On Demand and remote access
Objective	Move from timed operation to on demand usage and automatic shutoff during high flow.
Measurement	This will make the plant run more efficiently and reduce plant visits during high flow.
Timing	FY2025

Trends/Metrics

The majority of sewer call ins are related to high flow situations. The most common discharge violations were biological oxygen demand(BOD), E. Coli, Total suspended solids(TSS) and high flow(greater than .275 mgd).

Description	FY2022	FY2023	FY2024 (2 nd Qtr.)	FY2025 (Target)
Sewer Alarms	45	125	50	TBD
Back up calls	4	3	1	0
Sludge Loads	16	12	5	TBD
Discharge Violations	16	39	3	TBD



Budget

Account Description	FY2023 Budget	FY2024 Budget	FY2025 Proposed Budget	\$ Variance	% Variance
Sewer Dept Collector	4,317	4,695	5,070	376	8.00%
Sewer Wages Regular	67,700	73,591	144,885	71,294	96.88%
Sewer Wages Part Time	32,289	29,539	30,720	1,180	4.00%
Sewer Overtime	26,000	20,000	22,000	2,000	10.00%
Sewer Oncall	8,736	9,496	9,904	408	4.29%
Sewer Dept Wages-Asst Maint	16,449	5,138	9,740	4,602	0.00%
Sewer Commissioners	1,821	1,930	3,301	1,371	71.01%
Sewer Electricity	15,000	21,000	21,829	829	3.95%
Sewer Heating	4,500	9,000	9,000	-	0.00%
Sewer Propane	1,000	1,000	1,080	80	8.00%
Sewer Water	650	800	1,000	200	0.00%
Sewer Professional Services	20,000	20,000	24,000	4,000	20.00%
Sewer Coll Systems	20,000	20,000	24,000	4,000	20.00%
Sewer Meetings	500	500	1,000	500	100.00%
Sewer Lab Testing	4,000	8,000	9,000	1,000	12.50%
Sewer Sludge Removal	20,000	24,000	31,000	7,000	29.17%
Sewer Telephone	1,800	1,800	2,000	200	11.11%
Sewer Postage	300	400	1,000	600	150.00%
Sewer Office Supplies	1,000	1,000	1,080	80	8.00%
Sewer Vehicle Fuel	2,000	3,500	4,000	500	14.29%
Sewer Parts	23,000	25,000	29,500	4,500	18.00%
Sewer Lab Supplies	4,500	6,000	8,500	2,500	41.67%
Sewer Dept - Chemicals	6,000	7,000	8,000	1,000	14.29%
Sewer Other Expenses	10,000	11,000	11,880	880	8.00%
Sewer Clothing	800	800	800	-	0.00%
Sewer Dues & Memberships	450	450	500	50	11.11%
Sewer Reserve Fund	15,000	15,000	20,000	5,000	33.33%
Sewer LT debt principle	23,000	23,000	23,000	-	0.00%
Sewer Safety Training	-	-	1,000	1,000	100.00%
CCTV Yearly Inspection (10%)	-	-	10,000	10,000	100.00%
Easement & Clearing Yearly	-	-	15,000	15,000	100.00%
Sewer Interest on Notes	633	-	-	-	0.00%
Sewer Indirect Cost Trnsfr to GF	32,000	41,000	44,280	3,280	8.00%
Total	363,445	384,639	528,067	143,429	37.29%



Human Services



NORTHFIELD
Massachusetts



Council on Aging

Contact	Phone & Email	Location
Colleen R. Letourneau L.S.W. Director, Council on Aging and Senior Center	413-498-2901 X 114 seniorcenter@northfieldma.gov	Northfield Town Hall 69 Main Street Ground Floor

Mission Statement

The mission of the Northfield Council on Aging is to provide services to promote healthy living and aging of Northfield citizens ages 60 and older in the Town of Northfield and surrounding communities.

Brief Description of the Department

The Northfield Council on Aging and its Senior Center offers Senior citizens programs and activities to promote healthy living and aging. Health clinics such as the Foot and Blood Pressure clinics, Nursing drop-in clinics, and Flu and Covid immunization Clinics are offered on an ongoing basis. The Senior Center coordinates with a trained volunteer to offer S.H.I.N.E. (Serving the Health Insurance Needs of Everyone) clinics during Medicare’s Open Enrollment period; and there is a monthly Veterans clinic. Seniors are

provided ongoing referrals for tax assistance through Vita Tax, Fuel Assistance, housing, and emergency assistance of varying degrees. Referrals to LifePath’s Aging Services Access Points (A.S.A.P’s) for a variety of supportive services to Seniors, caregivers and the disabled are also available.

The Senior Center’s Administrative Program Assistant helps income- eligible Seniors to complete Brown Bag applications and supervises the Brown



Bag monthly disbursements from the Western Mass Food Bank as well as with Farmer’s Market coupons. The Senior Center offers workshops and educational speakers on issues related to scams, identity theft, estate planning, elder law, and advanced directives. The COA also offers weekly exercise classes named Healthy Bones and Balance (an R.S.V.P. Retired Senior Volunteer Program) and 60+ Yoga. There are three different walking programs named “Happy Feet”. One





walk is appropriate for Seniors without mobility barriers, another walk is for those requiring easy and paved terrain due to having mobility concerns, and one walk incorporates the Northfield Elementary kindergarten class. This "Happy *Little* Feet" intergenerational walk offers children an opportunity to join Seniors during their recess time to do an activity and enjoy a snack at the Senior Center before walking back to their school escorted by the Seniors in the group. The COA also provides these children with festive tee shirts to match their Senior friends. Cultural Grants along with some COA funding, provides musical entertainers that also offer intergenerational events with the elementary school and Town folk. The COA shares a handicap accessible van for Senior rides with a neighboring Town. These vans provide rides to medical appointments and errands for the Seniors of Northfield. Additionally, the Senior Center provides art classes, a knitting group that makes items for the Warm the Children campaign, TED Talk, technology assistance, self-defense classes, and coffee socials with speakers, games, and social time.



The COA hosts occasional meals out of the serve-safe kitchen for take and go or eat-in for nutrition and socialization. The Senior Center provides Seniors with a safe nonjudgmental place with a welcoming and friendly environment to gather and participate in events that they can enjoy and learn from. The Director helps Seniors and their families to find resources and solutions to complex concerns as they navigate the medical and social systems associated with aging. Being a member of the AARP/LifePath's Age and Dementia Friendly Communities initiatives has led to additional programming and adaptations of a hearing loop system in the Senior Center to aide those with hearing loss to hear the speaker, television, music, and instructions in a workshop or art class. This decreases the sense of isolation one may feel when they have difficulty hearing. The Northfield Council on Aging has all the Seniors' best interests at heart.



Organizational Chart



FY23 Accomplishments

- Expanded programs and activities to Seniors and increase the numbers of event sign-ins
- Successfully increased the number of sign-ins from 3,544 in FY2022 to 4,448 in FY2023
Resulted in an increase of 904 sign-ins to activities hosted by the Council on Aging in FY2023
- Engaged and recruited volunteers and increased their hours served
Successfully increased the volunteer hours from 1,076 in FY2022 to 1,531 in FY2023
Resulted in an increase of 455 more volunteer hours in FY2023
- Held successful Flu and Covid clinics at the Senior Center
- Installed a Hearing Loop system and amplification devices in the Senior Center, the Library's conference room, and Select Board meeting room. This was funded by monies from the ARPA grant. Making these rooms accessible for people with hearing deficits and making improvements to the Town by implementing enhancements that decrease barriers of communication to align with the COA's focus and long-range goals to improve livability in Town.
- The Northfield Senior Center/Council on Aging has been accepted as the 601st community in the AARP/LifePath Age and Dementia Friendly community's initiatives project. These devices will improve hearing accessibility for all the citizens with hearing loss or deafness who may attend meetings or events in any one of these adapted rooms
- Volunteers built a new recreational shed to benefit the Council on Aging/Senior Center. Funding was in part made possible by the Community Preservation Committee (CPC) and their grant. A new BBQ grill and lawn games are ready to provide outside entertainment
- Increased outreach and referrals to Seniors and families in need
- Submitted a complete document to the Select Board and the Town's Council on Aging's By Laws section and updated the Policies and Procedures
- Created a new job description for an Administrative Program Assistance, interviews of candidates and selection of a new hire was completed in FY2023 for FY2024



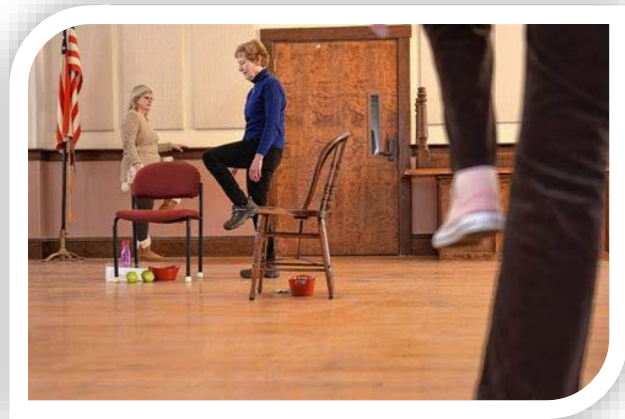
FY24 Goal Updates

GOAL #1	Continue to expand the programs and activity offerings to engage as many seniors as possible through education, entertainment, wellness , advocacy, social support, and exercise
Objective	Offer programs that continue to pique interest and that are proven popular. Create new programs addressing the interests and needs of our population
Measurement	Will expand programs and offerings increasing numbers of sign ins
Timing	Ongoing
Status Update	In process



GOAL #2	Continue to promote the benefits of volunteerism to grow the pool of volunteers and subsequently their volunteer hours
Objective	Enlist others to recruit volunteers through word of mouth, through the Retired Senior Volunteer Program (R.S.V.P.) Community Action and Ameri-Corps Pioneer Valley advertising and advocacy
Measurement	Work with R.S.V.P. and current volunteers to encourage interest in joining Northfield’s Council on Aging volunteer workforce Measured by increased numbers of volunteers and increased numbers of hours served
Timing	Ongoing-will review at end of each fiscal year
Status Update	In Process

GOAL #3	Offer programming in the hearing loop enhanced Senior Center and increase participation in this adapted environment
Objective	Increase participation for hearing impaired persons in the Senior Center to benefit from the hearing loop and amplifier devices
Measurement	Increase participation of people attending programs to enjoy the benefits of the hearing enhanced room. Measured by sign ins and statistics in MySeniorCenter data base
Timing	Ongoing
Status Update	In process





FY25 Goals

GOAL #1	Offer a New Monthly Memory Cafe
Objective	Create a new monthly program for people living with Alzheimer’s disease or other cognitive declines (Care Recipients) and their Caregivers (Care Partners)
Measurement	Serve up to 20 people each month Track participants attending by the sign ins in MySeniorCenter’s (MSC) database Track repeat participants by sign ins Offer satisfaction surveys at the end of each 2-hour program to track success of the program Additional tracking of person’s served that use the hearing loop system to see if this helps them in comprehension and satisfaction of the activity offered
Timing	Ongoing

GOAL #2	Offer programs in the hearing adapted senior center and track usage of the hearing loops system
Objective	To increase attendees that utilize the hearing loop system to improve access to activities
Measurement	Count the numbers of sign ins utilizing the hearing loop system
Timing	Ongoing

GOAL #3	Offer in person meals monthly
Objective	To increase a broader spectrum of participants in the senior center or out in the pavilion
Measurement	Track attendance in MySeniorCenter data base to measure success of the program
Timing	Ongoing



Trends/Metrics

Description	FY2022	FY2023	FY2024 (2 nd Qtr.)	FY2025 (Target)
# of event sign ins	3544	4448	1294	5000
# of volunteers	36	54	60	65
# of volunteer hours	1076	1531	683	1600

Budget

Account Description	FY2023 Budget	FY2024 Budget	FY2025 Proposed Budget	\$ Variance	% Variance
COA-DIRECTOR WAGES	63,350	73,062	75,253	2,191	3.00%
COA-WAGES PT	19,760	21,470	29,478	8,008	37.30%
COA-MEETINGS & SEMINARS	500	1,500	1,600	100	6.67%
COA-POSTAGE	1,402	1,524	1,524	-	0.00%
COA-OFFICE SUPPLIES	700	700	700	-	0.00%
COA-OTHER SUPPLIES	1,500	1,500	1,500	-	0.00%
COA-OTHER CHARGES	400	400	400	-	0.00%
COA-MILEAGE	300	600	1,025	425	70.83%
EQUIPMENT & REPAIRS	-	-	3,000	3,000	#DIV/0!
COA-DUES & MEMBERSHIPS	600	600	600	-	0.00%
Total	88,512	101,356	115,080	13,724	13.54%



Health

Contact	Phone & Email	Location
David Balk Board of Health Chairman	413-498-2901, ext. 117 bdhealth@northfieldma.gov	Town Hall 69 Main Street Second floor

Mission Statement

The mission of the Board of Health is to serve as a resource for education and information on the health and welfare needs of the community. The Board of Health is responsible for permitting and inspecting entities to ensure compliance with local, state, and federal Sanitary and Environmental Codes.

Brief Description of the Department

The Board is comprised of five members and a part-time administrative assistant. The Board directs a shared health agent, public health nurse, transfer station recycling coordinator, and the animal inspector.

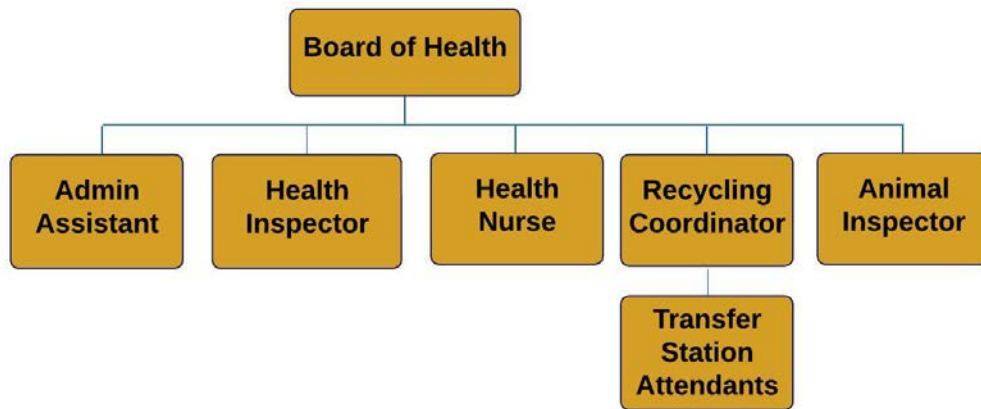
Transfer station attendants are also under the direction of the Board but via the transfer station recycling coordinator. Thru the authority of the Massachusetts General Law, Chapter 111, Section 31, the Board has the authority to make reasonable regulations.



The Board oversees health and welfare related issues, permits for septic haulers and installers, soil evaluations and percolation tests, septic system installations, well installations, food permits, camps, pools, bed and breakfasts, housing issues, transfer station operations, and animal issues.



Organizational Chart



FY23 Accomplishments

- Supplied Covid Test Kits
- Held Wellness Trainings (Flu Clinics, Hording Issue Training, Tic Boot Spraying)
- Held Hazardous Waste Collection Day
- Held Bulky Waste Collection Day
- Initiated Mosquito Surveillance Program
- Provided Emergency Septic and Well Permits with Inspections





FY24 Goal Updates

GOAL #1	Improve Transfer Station Facilities
Objective	Provide Additional Space at Transfer Station Facility
Measurement	Research Costs and Present to Board
Timing	1 – 2 years; complete engineering and design in 2024
Status Update	Work on in Winter and Spring 2024

GOAL #2	Wellness Education Trainings
Objective	Provide Additional Trainings with Various Topics
Measurement	Discuss with Public Health Nurse
Timing	1-2 years; complete list of possible topics
Status Update	Work on in Winter and Spring 2024

GOAL #3	Additional Information on Board Website
Objective	Provide Additional Information on Board Website
Measurement	Work with Administrative Assistant to update forms
Timing	6 months;
Status Update	Work on in Winter and Spring 2024

GOAL #4	Board of Health Fee Schedule
Objective	Review and Update Fee Schedule
Measurement	Update Spread Sheet and Present at Town Meeting
Timing	1 year; by next town meeting in May 2025
Status Update	Work on in Winter and Spring 2024

GOAL #5	Workforce Standard Compliance for Members
Objective	As required by the State, have staff trained
Measurement	Provide staff with training options
Timing	1 year as required by state
Status Update	Work during year



FY25 Goals

GOAL #1	Transfer Station Additional Space Installation
Objective	Provide additional structures at the Transfer Station
Measurement	Build structures as determined in 2024 design review
Timing	July 1, 2025, to June 30, 2026

GOAL #2	Update Operations at Transfer Station
Objective	Implement changes to the flow and operation of Transfer Station
Measurement	Increase efficiency of Transfer Station
Timing	During 2025

GOAL #3	Wellness Trainings Schedule
Objective	Produce a Wellness Trainings Schedule for Website
Measurement	Website Calendar for easier review by public on scheduled events
Timing	During 2025

GOAL #4	Emergency Supplies for Board
Objective	Locate Funding for Emergency Supplies for Board
Measurement	Provide Storage of Emergency Supplies for use by the Board
Timing	During 2025

GOAL #5	Drug Addition Information
Objective	Provide Drug Addition Information via State Funding
Measurement	Research Information and find doctors or nurses to review
Timing	During 2025



Trends/Metrics

Description	FY2022	FY2023	FY2024 (2 nd Qtr.)	FY2025 (Target)
Food Permits	18-\$1,015	20-\$1,145	1- \$95	20-\$1,145
Septic (new/repair) Permits	20-\$2,370	25-\$3,570	6-\$780	25-\$3,570
Septic Installers Permits	6- \$360	5- \$300	2- \$120	6- \$360
Septic Haulers Permits	3- \$180	2- \$120	2- \$120	3- \$180
Camp Permits	1- \$60	1- \$60	0	2- \$120





Budget

Account Description	FY2023 Budget	FY2024 Budget	FY2025 Proposed Budget	\$ Variance	% Variance
SHARED HEALTH AGENT	12,998	12,998	12,998	-	0.00%
BD OF HEALTH STIPENDS	3,032	3,214	3,310	96	2.99%
BD OF HEALTH-SECY	3,682	3,650	3,760	110	3.01%
SEPTIC INSPECTION FEES	2,500	2,500	1,500	(1,000)	-40.00%
BD OF HEALTH-OTH PURCH S	500	500	500	-	0.00%
BD OF HEALTH-MTGS &	1,200	1,200	1,000	(200)	0.00%
BD OF HEALTH-REG NURSE	18,826	16,367	16,367	-	0.00%
MOSQUITO CONTROL	-	5,000	5,000	-	0.00%
BD OF HEALTH-TELEPHONE	100	100	100	-	0.00%
BD OF HEALTH-POSTAGE	100	100	100	-	0.00%
BD OF HEALTH-OFFICE	500	500	1,500	1,000	0.00%
BD OF HEALTH-OTHER	600	600	500	(100)	-16.67%
BD OF HEALTH-MILEAGE	400	400	200	(200)	-50.00%
BD OF HEALTH-DUES & MEMBERSHIPS		300	300	-	0.00%
TRSF STA-WAGES REG	38,617	47,271	47,271	-	0.00%
TRSF STA-ELECTRICITY	2,000	2,000	3,000	1,000	50.00%
TRSF STA- OTH PURCH SERVICES	7,500	7,500	7,500	-	0.00%
TRSF STA-HAZ WASTE COLL	3,200	3,200	3,200	-	0.00%
TRSF STA-TIPPING FEES	51,000	51,000	51,000	-	0.00%
TRSF STA-TRUCKING FEES	51,000	51,000	61,000	10,000	19.61%
TRSF STA-METAL&BULKY	4,000	4,000	4,000	-	0.00%
TRSF STA-COMPACTOR	6,000	6,000	6,000	-	0.00%
TRSF STA-RECYCLING COORD	10,771	11,674	12,024	350	3.00%
TRSF STA-TELEPHONE	200	200	200	-	0.00%
TRSF STA-OTHER SUPPLIES	9,000	9,000	9,000	-	0.00%
SOLID WASTE DISTR-PURCH	13,930	14,986	15,756	770	5.14%
ANIMAL INSPECTOR-WAGES	2,317	2,415	2,487	72	2.98%
ANIMAL INSPECTOR-OTH		500	500	-	0.00%
Total	243,973	258,175	270,073	11,898	4.61%



Culture & Recreation



NORTHFIELD
Massachusetts

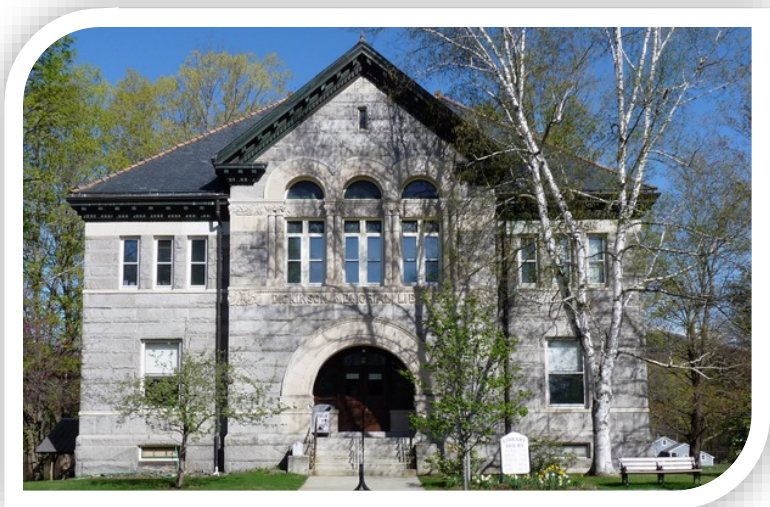


Library

Contact	Phone & Email	Location
Misha Storm Library Director	413-498-2455 northfielddirector@cwmares.org	Dickinson Memorial Library 115 Main Street

Mission Statement

Housed in an 1897 granite structure, the Dickinson Memorial Library’s mission is to preserve the historic integrity of the building while providing the citizens of Northfield access to information through the most up-to-date technology. The Library strives to be the heart of the community by responding to the Townspeople’s informational, educational, cultural, and recreational needs. Through careful selection the Library provides print and non-print materials, offers programs for children and adults, and endeavors to provide service in an enthusiastic and professional manner.

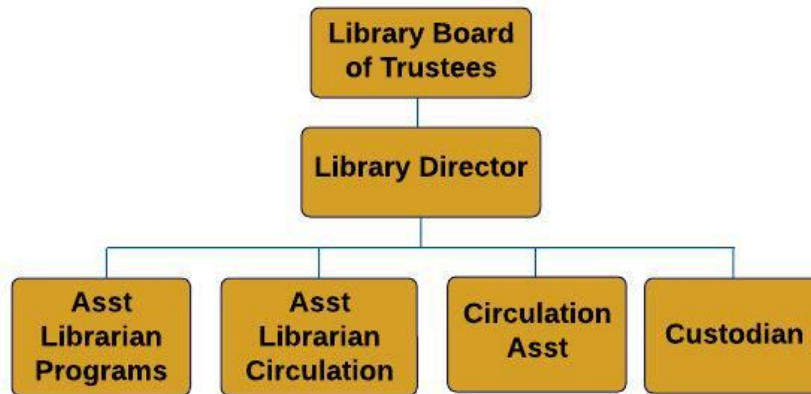


Brief Description of the Department

The Dickinson Memorial Library opened to the public in 1898. Today, the Library is open 31 hours a week to our community, including Northfield and surrounding towns. We have a collection of 18,927 items at the Library, and are a member of the CWMARS networks, allowing community members to have access to the collections of over 100 other libraries. We also provide access to a variety of digital collections and provide services for our community such as the use of public computers, copier and fax machine, and general tech help. We host a full calendar of programs for all ages in the community, a place for all ages to learn, and are a community hub for conversations and socializing.



Organizational Chart



FY23 Accomplishments

- Created a digital local history collection, providing access to over 1,000 Northfield items online. The initial establishment of this collection and the procedures that make it possible will allow us to continue to preserve and provide easy access to our local history
- Fully returned to in-person programming, hosting a total of 253 programs throughout the year. Many of these programs were collaborations with the 350th Committee; and all of them provided opportunities for community members to mingle
- Enthusiastically supported the first year of 350th programming, creating events that reached well beyond our usual Library audience and welcoming individuals to come to the Library for 350th information and other resources, such as luminera supplies
- Added new technology to the Library for both staff and patrons, including new computers, stronger and more easily accessible Wi-Fi, and a new copier and scanner for public printing. These additions are thanks to grant funding and the Friends of Dickinson Memorial Library





FY24 Goal Updates

GOAL #1	Reconfigure and update processed records and finding aid and make available to public
Objective	Improve access to and expand the Northfield History Collection
Measurement	Combine duplicate collections and update finding aid to match Minimize backlog of incoming history materials by scheduling regular time to do the work Rehouse materials using grant provided supplies Keep updated finding aid accessible to patrons, online and in Library
Timing	1 – 2 years to be complete in 2024
Status Update	As of January 2024, collections have been combined. Working on interfiling the backlog of materials and then will make the finding aid accessible

GOAL #2	Support Northfield's 350th Anniversary Celebration
Objective	Be a visible resource and supporter of Northfield's 350th to support the efforts of the 350th Committee and create Library outreach opportunities
Measurement	Plan and execute a variety of programs about Northfield history Continue partnership with oral history project Be a place for information, both about events and about Northfield's history Participate in Town parade
Timing	Throughout the 2023 calendar year
Status Update	Completed successful 350th year

Dickinson Memorial Library has a new resource!

Northfield's Digital Local History Collection

Explore Northfield's history from your couch through a text searchable online collection! Or come to the library and have us show it to you.

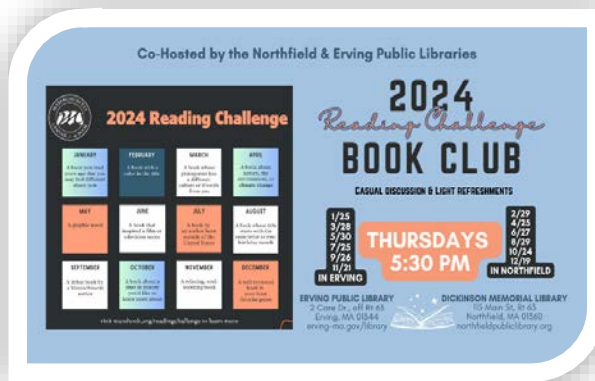
The collection is just getting started, and we will be adding to it often. Right now, the bulk of the collection is The Northfield Press.

Check it out under Resources, Local History.



GOAL #3	Always have two people on duty while still allowing staff downtime for completing projects and time for required breaks
Objective	Provide exceptional customer service by supporting Library staff
Measurement	Allow Director one day a week for focused time via WFH or working Mondays and Programming Librarian two days a month for focused time Add more Circulation Assistant hours to cover the desk and ensure that there are always two people in the Library when we are open. Create a schedule that allows for all staff to have the opportunity for a lunch break
Timing	1 year to be completed by June 2024
Status Update	Circulation Assistant hours have been added, but are currently being covered by State Aid, regular focus time has been created for Director and Programming Librarian. Lunch break schedule needs to be made and Circulation Assistant hours should be coming from the operating fund

GOAL #4	Repair and conserve upstairs reading room's original and historic paint
Objective	Restore and preserve the historic integrity of the building
Measurement	Gather quotes and apply to CPC grant, consider alternate and additional funding Schedule work, prepare space for disruption, and host conservators Adjust seating and install didactic materials about the project
Timing	1-2 years, to be completed in 2024
Status Update	Quotes and grant application in, waiting for results and then will move forward





GOAL #5	Create a current Strategic Plan
Objective	Create a 5-year plan for the library with community input and considering Northfield’s master plan
Measurement	Attend updated trainings, schedule visit with MLS consultant, talk with other directors, and identify key players in the planning process Schedule community meeting, compile interview questions, create survey Host community meeting/focus group, conduct individual interviews with key community members, distribute community survey
Timing	To be completed in the 2024 calendar year
Status Update	Trainings completed and work has begun with consultant

FY25 Goals

GOAL #1	Create a current strategic plan
Objective	Create a 5-year plan for the library with community input and considering Northfield’s master plan
Measurement	Evaluate data and create a draft of strategic plan for Trustee approval Have Trustee and staff approval. Submit to MBLC and MLS by deadline Distribute plan to the public
Timing	To be completed by December 2024

GOAL #2	Expand Materials Budget
Objective	Meet the annual state Materials Expenditure Requirement with more ease and in a way that benefits our collection and serves our community
Measurement	Increase Materials line in operating budget Identify and pursue grant opportunities for collection development
Timing	To be completed, with ongoing grant work by FY26



GOAL #3	Expand the Digital Local History Collection
Objective	Improve access to the Northfield History Collection and continue to build relationships with the Historical Society and Historical Commission
Measurement	<p>Create a list of digitization priorities and watch for overlap and opportunities from all three collections</p> <p>Receive funding for shared in-house digitization equipment, to be kept at the library, but available for Society and Commission use</p> <p>Send more complicated items and books out to Boston Public Library for digitization quarterly</p> <p>As the collection grows, create outreach opportunities for library and with Society and Commission</p>
Timing	Starting and planning in the second half of FY23, implementation throughout FY2024 and continuing into the next few years

GOAL #4	Increase programs that create gathering opportunities
Objective	Continue to be a community hub for Northfield and be a “third place” for individuals
Measurement	<p>Focus program planning on conversation and gathering in addition to traditional lectures</p> <p>Create a monthly coffee and conversation hour</p> <p>Add a fourth monthly book club to the calendar, a collaboration with Erving Public Library</p> <p>Create more comfortable and available places for people to meet and work in the library</p>
Timing	Throughout FY2024





Trends/Metrics

Description	FY2022	FY2023	FY2024 (2 nd Qtr.)	FY2025 (Target)
Number of current library cards	2,293	2,257	2,108	2,300
Physical Items Checked Out	32,819	40,810		43,000
Digital Items Checked Out	10,091	10,029		12,000
Number of library programs	242	253		250
Program attendance	4,097	5,358		5,000
Attendance at library	13,582	20,225		23,000

Budget

Account Description	FY2023 Budget	FY2024 Budget	FY2025 Proposed Budget	\$ Variance	% Variance
D MEM LIB-LIBRARIAN SAL &	129,637	139,128	147,714	8,586	6.17%
D MEM LIB-ELECTRICITY	4,500	4,500	4,500	-	0.00%
D MEM LIB-FUEL OIL	6,500	6,500	6,500	-	0.00%
D MEM LIB-WATER	650	650	650	-	0.00%
D MEM LIB-MAINT SUPPLIES	800	800	800	-	0.00%
D MEM LIB-COMPUTER	350	350	350	-	0.00%
D MEM LIB-TELEPHONE	600	600	600	-	0.00%
D MEM LIB-POSTAGE	100	100	100	-	0.00%
D MEM LIB-OFFICE SUPPLY	1,400	1,400	1,400	-	0.00%
D MEM LIB-CUSTODIAL	250	250	250	-	0.00%
D MEM LIB-REPAIR & MAINT	2,000	2,000	2,000	-	0.00%
D MEM LIB-LBRY MATERIALS	30,000	30,000	32,000	2,000	6.67%
D MEM LIB-CWMARS	6,995	6,995	6,100	(895)	-12.79%
Total	183,782	193,273	202,964	9,691	5.01%



Recreation Commission

Contact	Phone & Email	Location
Stacy Bond NRC Secretary/Director	413-498-2901 x126 reccom@northfieldma.gov	Town Hall 69 Main Street

Mission Statement

The mission of the Recreation Commission is to offer recreational activities to Northfield residents.

Brief Description of the Department

The Northfield Recreation Commission consists of five elected positions, serving three-year staggered terms. Additionally, the NRC Secretary/Director is a hired Town employee, who works for the committee.

The Charge of the Northfield Recreation Committee is to provide the residents of Northfield with a wide range of recreational opportunities. The Commission meets once a month to discuss on-going recreation activities, up-coming activities, and to come up with new activities to offer the residents of Northfield.



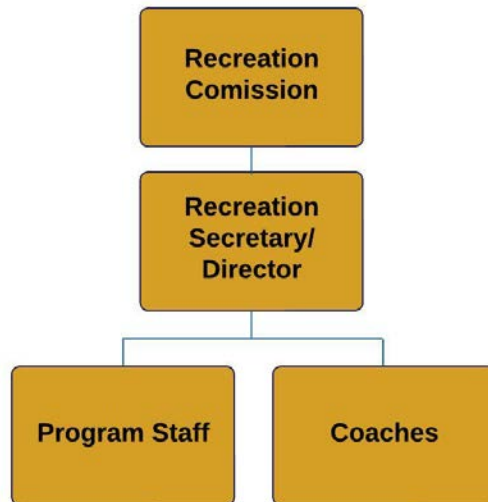
Current activities include:

- Youth sports (i.e. Soccer, Basketball, Baseball, Softball, Track and Field, etc.)
- Adult sports (i.e. Soccer, Basketball, Softball, Pickleball, etc.)
- Adult Exercise Classes and use of the Auxiliary Weight room at Pioneer
- Family Outdoor Movies
- Youth Summer Program that includes offering employment to nearby residents and teenagers
- Group trips to local sports events
- Miscellaneous recreational opportunities (i.e. Swimming, Cross-Country Skiing, Clinics, etc.)

All activities can vary, and we are always looking to offer what residents want!



Organizational Chart



FY23 Accomplishments

- Renovated both the Northfield Elementary Baseball field and also the West Northfield Playground Softball field (for which we have use of during the week)
- 2023 was the year that we brought the Youth Summer Program back after about a four-year hiatus!
- Brought in many new programs including our most popular: Pickleball!





FY24 Goal Updates

GOAL #1	Implement Youth Summer Program
Objective	To hire staff and plan youth summer program
Measurement	4 weeks of summer program offered
Timing	For the month of July in 2023
Status Update	NRC successfully offered four weeks of our summer program to 36 children in 2023. Next year we plan to offer longer hours to better accommodate parents work schedules and to increase attendance

GOAL #2	Offer Programs to a Wider Age Range of Northfield residents
Objective	Facilitate participation from a wider age range of Northfield residents
Measurement	Increase in participation and offering new programs and recreation opportunities
Timing	For FY 2024
Status Update	Offered two outdoor family movies Offered two opportunities to play Pickleball per week Organized a Northfield vs. Deerfield adult Softball game Brought two exercise classes per week to town

FY25 Goals

GOAL #1	Offer More Recreational Opportunity
Objective	Provide new programs to the residents of Northfield. Pick up from where the 350 th committee left off
Measurement	Offer 5-10 new programs that the NRC has not previously offered
Timing	FY2025

GOAL #2	Improve Athletic Fields
Objective	To improve the playing fields at NES and West Northfield Playground
Measurement	Establish a healthy grass field and better dirt infields
Timing	FY2025



GOAL #3	Change Secretary/Director Job to a Benefitted Position
Objective	To increase the hours of the Secretary/Director job so that we may reach our goals of offering more activities to the community
Measurement	We hope that the Town will also see this need and pass it at Town meeting. (Many neighboring towns have benefitted Directors, some have full time, and some have multiple directors while ours is only part time. Additionally, we cannot offer more activities at this time without this passing)
Timing	Vote on at Town Meeting in May 2024 for FY2025

Trends/Metrics

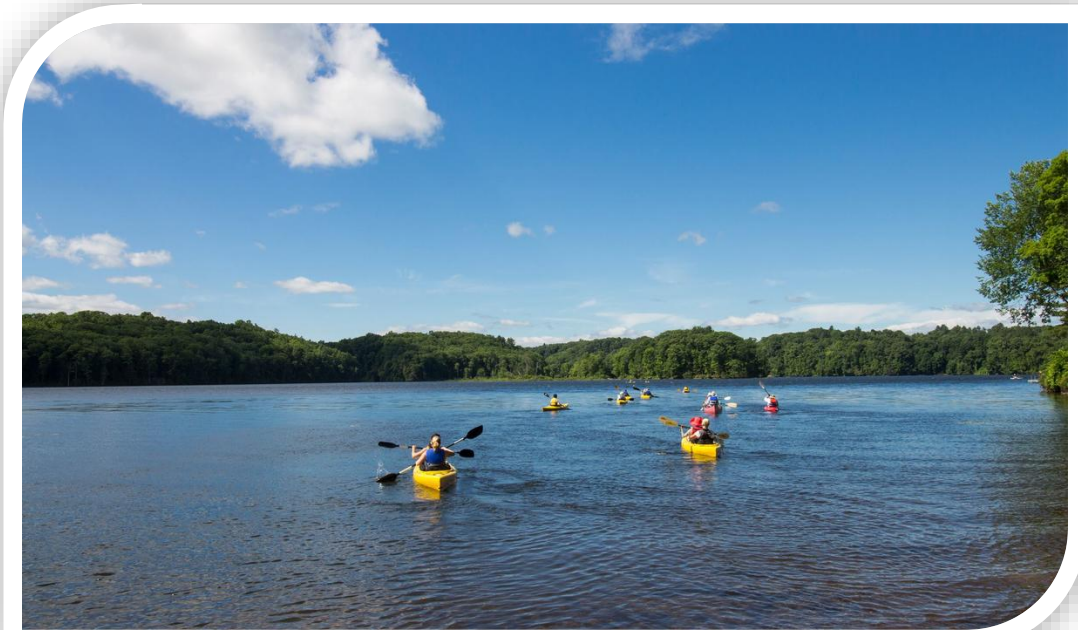
Description	FY2022	FY2023	FY2024 (2 nd Qtr.)	FY2025 (Target)
Youth Fall Sports Participation	n/a	n/a	79	80
Youth Winter Sports Participation	n/a	79	54 (sign-ups are still happening)	80
Youth Spring Sports Participation	n/a	47	Not happened yet	55
Summer Programs	0	0	44	50
Adult programs for the year	n/a	69	Difficult to determine as based off calendar year	75

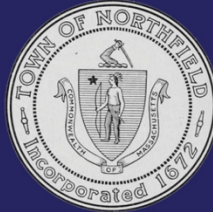
Note: We do not have solid numbers prior to use of “MyRec” website, which has only been in use for a little over 12 months. Also, on the website for the adult programs, many of the sign-ups are for Jan 1st to Dec 31st, so it’s difficult to divide up for fiscal year purposes.



Budget

Account Description	FY2023 Budget	FY2024 Budget	FY2025 Proposed Budget	\$ Variance	% Variance
REC PROG DIR	7,038	20,482	39,000	18,518	90.41%
REC COMM-WAGES	1,422	9,588	15,000	5,412	56.45%
REC COMM-VOLUNTEER	250	2,500	1,500	(1,000)	-40.00%
REC COMM-PURCH SVCS	2,100	8,000	8,000	-	0.00%
REC COMM-SUPPLIES	1,700	2,500	2,500	-	0.00%
MAINT ATHL FIELD-PURCH	7,000	7,000	7,000	-	0.00%
MAINT ATHLETIC-SUPPLIES	1,000	1,250	1,250	-	0.00%
Total	20,510	51,320	74,250	22,930	44.68%





Education



NORTHFIELD
Massachusetts



Education Overview

Pioneer Valley Regional School District



The town of Northfield is a member of the Pioneer Valley Regional School District alongside the towns of Leyden and Bernardston. The original agreement establishing the region was signed in 1999 and is in the process of being amended. The District is governed by a nine-member School Committee elected District-wide with three members from each town. The town of Warwick withdrew from the District effective FY2024 and now tuitions their students into the High School.

The regional agreement outlines how the annual apportionment of costs are calculated and incurred by each member town for the three schools: Bernardston Elementary School, Northfield Elementary School, and Pioneer Valley Regional High School. Two categories are considered in the annual assessment, capital expenditures and operating expenditures. Capital apportionment is determined using the October 1 enrollment “preceding the first day of the fiscal year” in the applicable school. Operating cost apportionment utilizes the total member town’s enrollment within the region on October 1 prior to the start of the fiscal year and uses a five-year rolling average.

In FY2024, the District undertook a financial review that resulted in the adjustment of various accounts and a discovery of additional funds that should be certified to the Districts Excess and Deficiency Account (E&D). In light of this, the School Committee voted on October 26, 2023, to adjust the District FY2024 assessments to the Towns. As a result, although the Town voted on a budget of \$4,742,844 at Annual Town Meeting in May of 2023, for the FY2024 school budget, this was adjusted at this October’s 2023 meeting. The assessment was reduced to \$4,617,984, a reduction of \$123,979. The Town’s remaining three payments for the year were each reduced by \$41,000.

The School Committee also voted to return additional E&D funds to the towns once the State certified the E&D account in February. From the Northfield funds the District will pay for certain improvements to the Northfield Elementary School, with a plan to return any excess funds accordingly. The projects will be the replacement of the front doors and a new dishwasher at Northfield Elementary School.



Enrollment (DESE)¹

School	FY2022	FY2023	FY2024	FY2025 (5 Year Average)
Bernardston Elementary School	189	204	207	193
Northfield Elementary School	203	200	168	183
Pioneer Valley Regional	265	256	241	268
Total	657	660	616	644

Per Pupil Expenditure²

District	FY2020	FY2021	FY2022
Pioneer Regional School District	\$19,886.46	\$22,724.82	\$21,632.08
<i>State Average</i>	<i>\$17,572.21</i>	<i>\$19,117.74</i>	<i>\$20,271.13</i>

¹ DESE School and District Profiles, "Pioneer Valley", "Students",
<https://profiles.doe.mass.edu/profiles/student.aspx?orgcode=07500000&orgtypecode=5&&fycode=2024>.

² DESE School and District Profiles, "Pioneer Valley", "Finance",
<https://profiles.doe.mass.edu/profiles/finance.aspx?orgcode=07500000&orgtypecode=5&>



Franklin County Technical School District

The town of Northfield is a member of the Franklin County Technical School District. Since 1976, Franklin County Technical School has provided a valuable combination of technical training and academic education to students from the region.



Mission Statement

It is the mission of Franklin County Technical School to prepare all students to achieve a future of successful careers, technical and intellectual curiosity, healthy life choices and strength of character.





Enrollment (DESE)³

School	FY2022	FY2023	FY2024	FY2025 (5 Year Average)
Franklin County Technical School	583	602	621	573
Total	583	602	621	573

Member towns' enrollment as of October 1, 2023, is as follows:

Member Town	FY2023	Member Town	FY2023
Bernardston	30	Montague	74
Buckland	18	New Salem	14
Colrain	23	Northfield	40
Conway	7	Orange	93
Deerfield	35	Shelburne	10
Erving	27	Sunderland	9
Gill	13	Warwick	5
Greenfield	132	Wendell	8
Heath	11	Whately	18
Leyden	4		
Total		571	

³ DESE School and District Profiles, "Franklin County Regional Vocational Technical", "Students", <https://profiles.doe.mass.edu/profiles/student.aspx?orgcode=08180000&orgtypecode=5&fycode=2023>.



Per Pupil Expenditure⁴

District	FY2020	FY2021	FY2022
Franklin County Technical School	\$25,453.96	\$25,107.13	\$25,900.37
<i>State Average</i>	<i>\$17,572.21</i>	<i>\$19,117.74</i>	<i>\$20,271.13</i>

⁴ DESE School and District Profiles, “Franklin County Regional Vocational Technical”, “Finance”, <https://profiles.doe.mass.edu/profiles/finance.aspx?orgcode=08180000&orgtypecode=5&&fycode=2022>



Pioneer Valley Regional School District

Updates: *From the Superintendent*

Pioneer Valley Regional School District (PVRSD) operates three schools: Bernardston Elementary (serving students PreK-6 from Bernardston and Leyden), Northfield Elementary (serving students PreK-6 from Northfield), and Pioneer Valley Regional School (serving students grades 7-12 from all three towns).

Departure of Warwick

On July 1, the Warwick Community School officially reopened as part of the brand-new Warwick School District. The final transition process was notably collaborative; and we wish our colleagues in Warwick every success with their new District. Warwick-resident students in PreK-6 who previously attended Northfield Elementary School now attend the Warwick Community School. Warwick-resident students in Grades 7 - 12 may attend Pioneer Valley Regional School through a tuition agreement with the town of Warwick. (Students from Vernon, VT, may attend our secondary school through a similar tuition agreement.)

Financial Improvements

The District continues to improve its financial operations, as evidenced by the School Committee's vote in October 2023, to return \$740,214 to our member towns and to pay off a state note of \$198,000. In addition, the School Committee committed to \$614,000 in key investments over the next several years. Those investments will support curriculum renewal, the PVRSD facility, and staff compensation.



Facilities Master Plan

The District completed a Facilities Master Plan (FMP) during 2023 that produced comprehensive facilities conditions assessment reports on all three buildings. These reports provide important information to both the District and member towns regarding deferred and upcoming maintenance needs.

CannonDesign, an architecture and design firm that works with educational organizations across the country, was the vendor on this project. Cannon convened a stakeholder group of students, staff,



parents/guardians, town officials, and School Committee members, to develop guiding principles for the process and to provide ongoing feedback on options developed by Cannon. At the end of the process, Cannon recommended that the District consider a long-range plan to consolidate all of its facilities on the current site of Pioneer Valley Regional School. That recommendation will be further explored during 2024. The District paid for the project with Covid-era ESSER grand funding.

Administrative Team

Four new administrators joined the District over the summer. We welcomed new Principals at NES and PVRHS, a Director of Student Services, and a Director of Teaching & Learning. Now that we have a full team of talented and dedicated administrators, the District will be developing a longer-range and comprehensive plan to strengthen our curricular, instructional, and student support services.



Updates: *From PVRHS Principal*



The year 2023 was a year of both change and development for Pioneer Valley Regional School, marked by the introduction of a new administrative team, several new teachers, and new class offerings. As the calendar turns to 2024, the foundation has been laid for the next steps in our school's continued growth.

There have been significant changes to programming offered at Pioneer, both in terms of class offerings as well as activities. One important example is the return of the woodshop program, which has rapidly become a highly popular class amongst students. Currently offered to students from grades 7 through 12, the woodshop allows students to engage in hands-on learning, express their creativity, and effectively channel their energy in a way that was not previously accommodated.

Another significant adjustment involves the Pathways program and how that time is utilized. This year, Pioneer introduced two new components of the Pathways program, RTI and Clubs. RTI, or Response to Intervention, is a program that allows students to receive individualized, direct, targeted instruction and academic support during the school day. Providing students with a specific, dedicated time to work on targeted areas of academic need is proving valuable and highly beneficial to our students. A second change that was made to Pathways is the inclusion of time for student clubs to meet. Due to a range of factors, including transportation and the high percentage of our students who participate in sports, the



number of students who could attend after-school clubs and activities has diminished. As these extracurricular activities are essential components of a balanced and enjoyable student experience, it was imperative that we provide a time for students to participate. At the close of 2023, Pioneer proudly offers over 20 students clubs and activities with a student participation rate of 100%.

Athletically, Pioneer has had a successful year, fielding teams that earned success either on the scoreboard or in growth and experience. Highlights include both boys and girls basketball, with the girls' team finishing the season with a winning record and a win in the state tournament, and the boys' team enjoying a 20-4 record before bowing out in the state quarterfinals. The boys baseball team also had a tremendous season, finishing an impressive 19-2 before ending the season in the state semi-finals. As a school, we are proud of our athletic accomplishments, but more importantly, we are proud of the fact that our athletes are also outstanding young people.

An additional and noteworthy development has been an extensive and continuing effort to reach out and communicate with students and families. Both administrators and faculty made a concerted and consistent attempt to engage in conversation with students and families in an attempt to learn more about their experiences with the school, their preferences, their areas of concern, and their hopes for the future. This effort was largely centered around students in Grade 8, with the rationale that our school needs to do a better job of retaining more students entering into Grade 9. While the fruits of this work are not yet realized, the efforts made in 2023 were well received by both parents and students and promise good results moving forward.



A final important development in 2023 was the process of introducing Career Innovation Pathways to our students. In 2023, Pioneer advanced through the first steps for this designation, which will offer students broad entry points into important and rewarding careers or further areas of study. This is not to be confused with a vocational program; rather it is a means by which students can accrue real-world experience by doing hands-on work while also accruing academic credit. It is an exciting opportunity, and in pursuing this our school is strengthening both its academic standing and the options that will be available to our students.

Undoubtedly, there is much work left to be done, but Pioneer Valley Regional School closes 2023 on strong footing and can look to the future with optimism. Continuing to bolster our academic offerings, providing a rich and varied array of activities, and supporting our students academically, socially, and emotionally are hallmarks of a quality education and school experience, and we can proudly say that we are delivering on these promises. We conclude 2023 with hope and confidence that our future is bright.



Updates: From NES Principal



As the new principal at Northfield Elementary School, I have had the pleasure of getting to know our school through interviews with students, staff, and town residents. I have been welcomed into classrooms, walked to our local library with third graders, and passed food hand-to-hand from the doorstep of NES to the doorstep of the food pantry alongside students and citizens. NES is a community inside as well as part of our greater community.

With the shift of our enrollment as students from Warwick left to join the reopened Warwick Community School, our numbers have decreased. January of 2023 began with a total of 207 students (28 students from Warwick) and ended in June with 24 students returning to Warwick. We had a graduating class of 28 sixth graders. September of 2023 began with an enrollment of 170 students and the calendar year ended with 165 students in the NES enrollment. Throughout the year we gained a few students and had a few that left for private school, homeschool, or have moved out of Northfield.

The educators at NES are professionals who are always working to improve their practice. This happens through professional development and curriculum reviews. During 2023, teachers continued to work on their knowledge of the science of reading as well as the adoption of The Collaborative Classroom English Language Arts curriculum.

Social-emotional learning is vital to student learning. To develop common language and practices across the school for routines and behaviors, the district and the staff have invested a great deal of time, beginning in August 2023, in professional development for Responsive Classroom practices. This approach focuses on developing engaging academic practices, positive community, effective management of the learning environment, and developmentally responsive teaching.

Play is another important part of learning. In the spring of 2023, a group of teachers from each elementary school agreed to be a part of a grant from DESE (the Department of Elementary and Secondary Education). This Playful Learning Institute (PLI) pilot initiative is designed for participants in grades preschool through third grade to gain “tools and strategies to intentionally design and embed playful learning across the course of the day”.¹ Playful learning supports deep dives into content, creates equitable access to learning for all children, and creates many varied opportunities for authentic assessment, particularly during

¹ Massachusetts Department of Elementary and Secondary Education. “Playful Learning Institute, Preschool through 3rd Grade.” *Playful Learning Institute, Preschool through 3rd Grade - Student and Family Support (SFS)*, Department of Elementary and Secondary Education, www.doe.mass.edu/sfs/earlylearning/pli.html.



instructional blocks across the content areas.” The grant provides direct coaching and observations from DESE to support classroom initiatives and learning.





Franklin Technical School District

Updates

The Franklin County Technical School awarded 123 diplomas to our seniors in June of 2023. Massachusetts students are required to pass the MCAS to receive a high school diploma, and once again, our students were very successful in meeting this high academic standard. The State has adjusted its measures for evaluating district/school accountability, and FCTS maintained the equivalent of a Level 2 accountability status out of a 5-point scale, with 1 being the highest and 5 the lowest. Additionally, the district is meeting targets the Department of Education set for passing rates of students of high risk with disabilities.



FCTS has the advantage of utilizing vocational students and licensed instructors from carpentry, electrical, plumbing, landscaping, and advanced precision machining to provide maintenance and repairs to our school grounds and facility, saving member towns tens of thousands of dollars annually. These shop programs also saved member towns an estimated \$100,000 in capital improvement projects.

Franklin County Technical School students are learning the value of paid work opportunities through a newly revamped Cooperative Education Program (Coop). In 2023, FCTS had approximately 38% of our seniors involved in paid co-op jobs related to their vocational field of study. FCTS also offers excellent academic offerings with increased course offerings in advanced placement, honors, foreign language, credit recovery, and special education to provide all students with the opportunity to be prepared for college and career readiness.

Franklin County Technical School continues to experience increased enrollment and popularity within Franklin County, which has translated to new vocational-technical programs in the fields of Veterinary Animal Science, Medical Assisting, and a new Aviation Technician program. These new vibrant programs are the first new vocational programs at FCTS in more than 40 years, bringing the total number of Chapter 74 vocational-technical programs to 15. Unlike other school districts, which may offer a 45-minute course in a trade, FCTS students follow a strict Chapter 74 guided program where students are immersed in their trade for 6.5 hours a day. This robust schedule allows students to meet industry competency guidelines.



FCTS is in the final process of completing a new 4,800-square-foot Veterinary Science Learning Center and Clinic. The building is located on the FCTS campus and is targeted for a soft opening in the spring of 2024. This facility will be used to provide students with real-world experiences in the veterinary field.

The new Aviation program is slated to start during the 2024 -2025 school year. This program will provide students with Federal Aviation Administration (FAA) credentials in Aviation Maintenance Technology (AMT). FCTS was fortunate to receive a 4.2-million-dollar competitive grant to build a new 12,000-square-foot aviation hangar. This grant should cover the entire cost of the facility with no additional financial help needed from our member towns.



The FCTS hangar will be located on the adjacent

Turners Falls Municipal Airport grounds. The facility will include a twin-engine airplane, two single-engine airplanes, one glider, and one helicopter, as well as machines, equipment, engine simulators, and tools required by the FAA for an AMT certification program. FCTS will become one of the few high schools in the country to offer a credentialed FAA program. Graduating students of the AMT program will have the opportunity to obtain 1200 hours of FAA training, allowing them to sit for an FAA license exam. Upon leaving high school, an FAA certification will send our students on their way to a career in aviation.

FCTS is nearly 50 years old and is one of the few remaining regional vocational schools in Massachusetts without a Massachusetts School Building Authority (MSBA) funded facility. In late 2022, FCTS was invited into the MSBA eligibility phase of a school-building process. This process will conclude in the Spring of 2024, at which time, the MSBA will determine if FCTS will receive State funding for a Feasibility Study. This study will take several years to complete and will include a design phase to determine the anticipated costs of a potential project. FCTS has budgeted money over the last several years to fund a Feasibility Study without having to bond or charge our member towns with additional assessments. At the conclusion of the Feasibility Study, the MSBA and FCTS will determine if it is “feasible” to go out to our member towns to build a new facility, renovate, or seek other alternatives.

Franklin County Technical School’s technical programs continue to improve and evolve through competitive Skills Capital Grants. FCTS has received more than 6.2 million dollars in State grants over the last 6 years. These funds have significantly enhanced our Welding, Medical Assisting, Veterinary Science, Machine Technology, and Aviation vocational-technical programs. FCTS also partners with the Franklin Hampshire Regional Employment Board and Greenfield Community College to offer an evening program for underemployed and displaced workers to obtain a certification in Advanced Precision Machining using the latest 21st-century technology in our CNC machines. Through these highly competitive skills grants, FCTS also received \$500,000 to build a mobile welding simulator lab to develop technical skills toward certification. FCTS will partner with the Franklin County House of Corrections to utilize the new mobile



welding simulator lab. These Skills Capital Grants exemplify FCTS's ability to form public/private partnerships to advance technical skills for all those willing to learn.

In addition, FCTS applied for and received a total of 1.8 million dollars in grants over the last several years to implement new adult evening training programs through the Commonwealth Corporation's Career Technical Initiative (CTI). Since 2022, FCTS initiated adult training courses in Welding, Auto Technology, and Carpentry through the CTI grant. FCTS continues to explore more programs for evening courses in 2024. The CTI grants are helping FCTS to start its adult program offerings, such as electrical and hobby courses with plans to add more in the future. FCTS has hired a full-time adult evening school coordinator to accomplish these goals and meet industry and community needs.

The following lists our many projects conducted in the past few years:



- Home building project on Petty Plain Road in Greenfield. Funded by a non-profit foundation.
- Storage shed for the Charlemont Federated Church
- Pavilion for Shelburne Falls pocket park
- Town of Heath parking lot and office lights retrofitting
- Landscaping design for Shelburne Falls pocket park
- Landscaping at the Shelburne Hills Cemetery
- Landscaping at Veteran's Memorial Park in Pelham
- Landscaping at Peskeompskut Park in Turners Falls

- Tree planting for South Deerfield and Turners Falls
- Wreaths made and hung at the Conway Covered Bridge
- Technology support to the Montague Senior Center
- Website development for the UCC Church in Conway
- Audio and video help for online church services at the First Congregational Church of Ashfield
- New construction assistance on the new FCTS Hangar and Veterinary buildings
- Culinary presentation to the Northfield Senior Center
- Luncheons for the Montague Housing Authority and the Erving Red Hat Society
- Breakfast Catering for the Chamber of Commerce, School Resource Officer's and Light Up the Fairgrounds



- Repairs to the Highland Cemetery Gate in Millers Falls
- Fabrication of an air conditioner cover for the Town of Warwick
- Installed a bench at the French King Bridge in Erving
- Installed brackets for the Franklin County Land Trust for signage
- Repairs to recycling carts for the Franklin County Fair
- Time capsule design and construction for the towns of Deerfield and Northfield
- Blood pressure clinic and nail clinic for the Erving Senior Center.
- Volunteer work at the Arbors Assisted Living and RegalCare facilities in Greenfield
- Holiday meals served at the Stone Soup Cafe in Greenfield
- Cosmetology services for Poet Seat Nursing Home, Linda Manor Assisted Living, Quabbin Valley Nursing Home, and the Bernardston Senior Center
- Volunteer work at the Dakin Humane Society

The Franklin County Technical School is forward-thinking as it continues to review labor demand and market analysis to add new programs to its offerings. The School Committee supports our students as they obtain competencies and training to make them competitive in the workplace or at college. Our partnerships with our communities are important for our programs, and we thank those who allow our students the opportunity to practice their trades out in the field.

Respectfully,

Mr. Richard J. Kuklewicz
School Committee Chairman

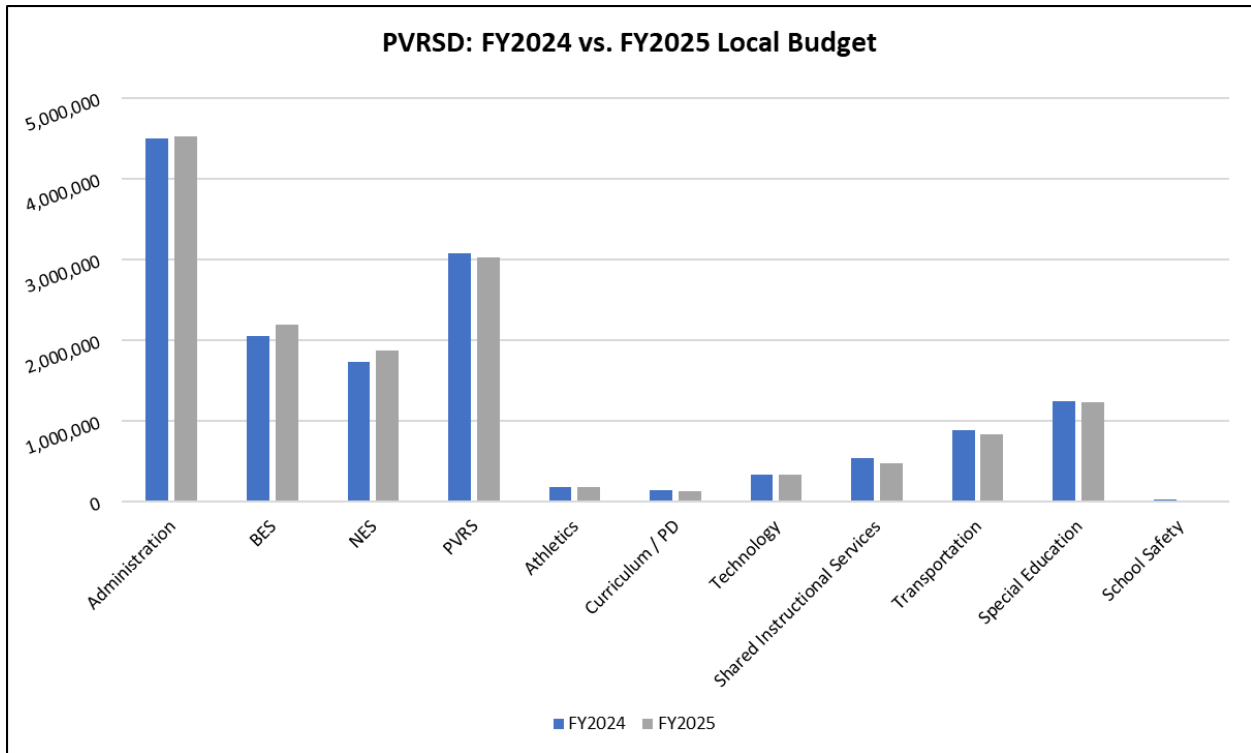
Mr. Richard J. Martin
Superintendent-Director



PVRSD: FY2025 Budget Request

Proposed Local Expenditure Budget

Category	FY2024 Budget	FY2025 Proposed Budget	\$ Increase	% Increase
Administration	4,503,316	4,527,386	24,070	0.53%
BES	2,049,830	2,193,741	143,911	7.02%
NES	1,736,523	1,874,841	138,318	7.97%
PVRS	3,072,427	3,020,055	(52,372)	-1.70%
Athletics	183,850	177,650	(6,200)	-3.37%
Curriculum / PD	145,500	132,500	(13,000)	-8.93%
Technology	339,922	337,182	(2,740)	-0.81%
Shared Instructional Services	538,518	478,780	(59,738)	-11.09%
Transportation	881,172	839,667	(41,505)	-4.71%
Special Education	1,239,880	1,234,430	(5,450)	-0.44%
School Safety	30,000	0	(30,000)	-100.00%
Total Expenditures	14,720,938	14,816,232	95,294	0.64%



Additional PVRSD budget information, including full budget documentation by line item is available on the Pioneer Valley Regional District website: <https://pvr.pvrsk12.org> under the Administration / Finance / FY2025 Budget Development Process tabs.

Budget – PVRSD

Account Description	FY2023 Budget	FY2024 Budget	FY2025 Proposed Budget	\$ Variance	% Variance
ELEM SCH MAINT REPAIR	15,000	-	25,000	25,000	100.00%
SCHOOL COMM STIPENDS	831	881	907	26	2.98%
PVRSD ASSESSMENT	4,765,610	4,711,438	4,713,157	1,719	0.04%
TUITION & TRANSP-OUT OF	40,000	55,000	40,000	(15,000)	-27.27%
Total	4,821,441	4,767,319	4,779,064	11,745	0.25%

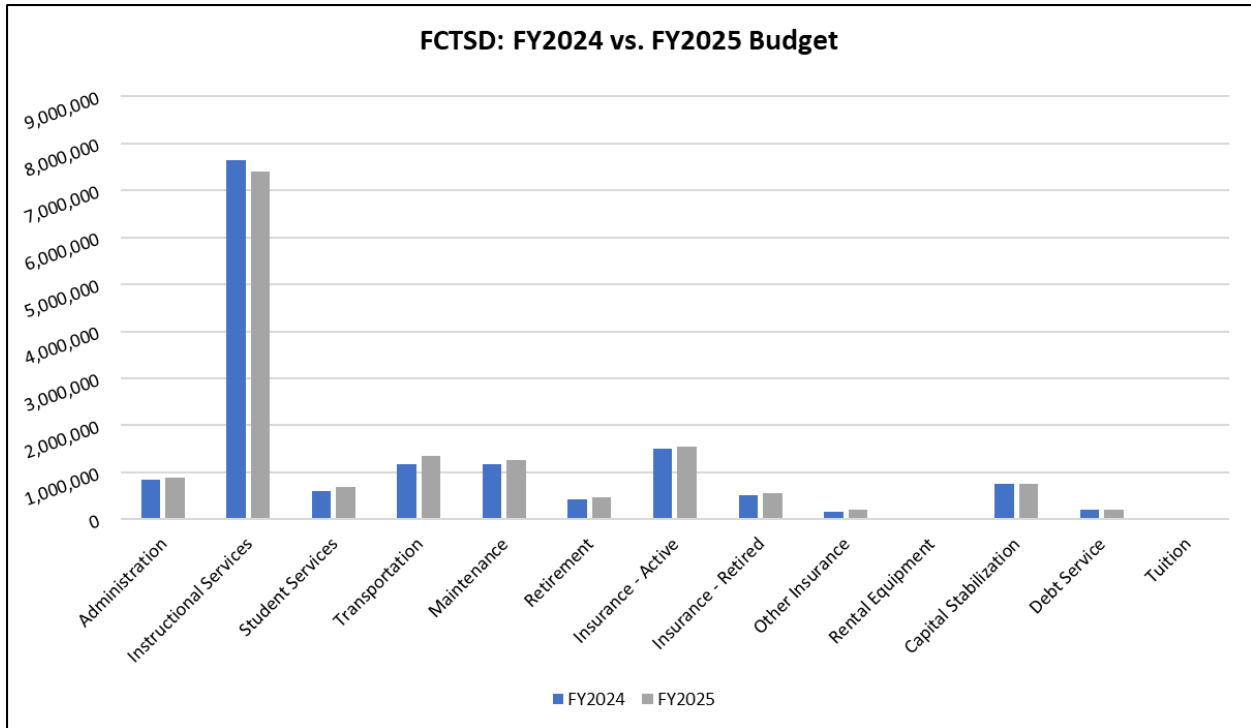
Note: PVRSD Capital is a separate Article totaling \$55,000.00.



FCTSD: FY2025 Budget Request

Proposed Expenditure Budget

Category	FY2024 Budget	FY2025 Proposed Budget	\$ Increase	% Increase
Administration	847,318	883,285	35,967	4.24%
Instructional Services	7,635,161	7,407,462	(227,699)	-2.98%
Student Services	601,270	700,914	99,644	16.57%
Transportation	1,183,349	1,354,000	170,651	14.42%
Maintenance	1,167,324	1,270,481	103,157	8.84%
Retirement	425,000	480,000	55,000	12.94%
Insurance - Active	1,501,100	1,554,500	53,400	3.56%
Insurance - Retired	525,000	551,250	26,250	5.00%
Other Insurance	161,500	198,900	37,400	23.16%
Rental Equipment	0	0	0	0.00%
Capital Stabilization	750,000	750,000	0	0.00%
Debt Service	200,120	204,118	3,998	2.00%
Tuition	18,000	18,000	0	0.00%
Total Expenditures	15,015,142	15,372,910	357,768	2.38%



Budget – FCTSD

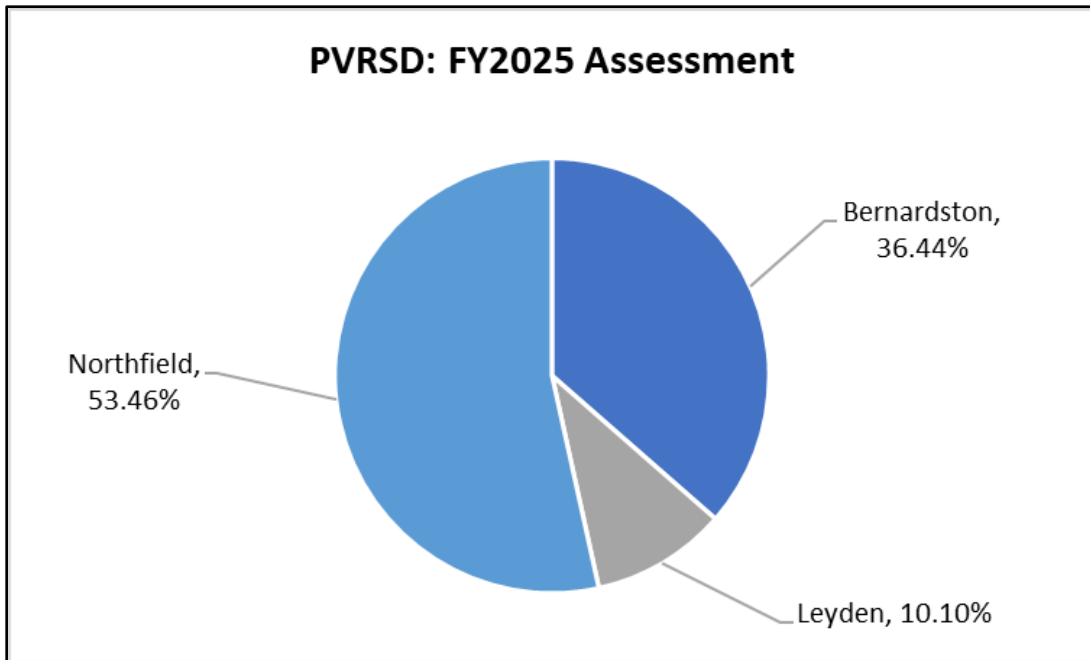
Account Description	FY2023 Budget	FY2024 Budget	FY2025 Proposed Budget	\$ Variance	% Variance
FRNKLN CTY TECH SCH	454,573	650,700	715,827	65,127	10.01%
FRNKLN CTY TECH-CAPTL	11,431	11,433	11,662	229	2.00%
Total	466,004	662,133	727,489	65,356	9.87%



PVRSD: FY2025 Revenue Projections

Proposed Distribution of Assessments (By Town)

Town	FY2024 Actual	FY2025 Proposed Assessment	\$ Increase	% Increase
Bernardston	\$3,099,273	\$3,212,147	\$112,874	3.64%
Leyden	\$858,291	\$890,361	\$32,070	3.74%
Northfield	\$4,601,334	\$4,713,157	\$111,823	2.43%
Total Budget	\$8,558,898	\$8,815,665	\$256,767	3.0%



Additional PVRSD budget information, including full budget documentation by line item is available on the Pioneer Valley Regional District website: <https://pvrs.pvrsk12.org> under the Administration / Finance / FY25 Budget Development Process tabs.



Assessment Calculations (By Town)

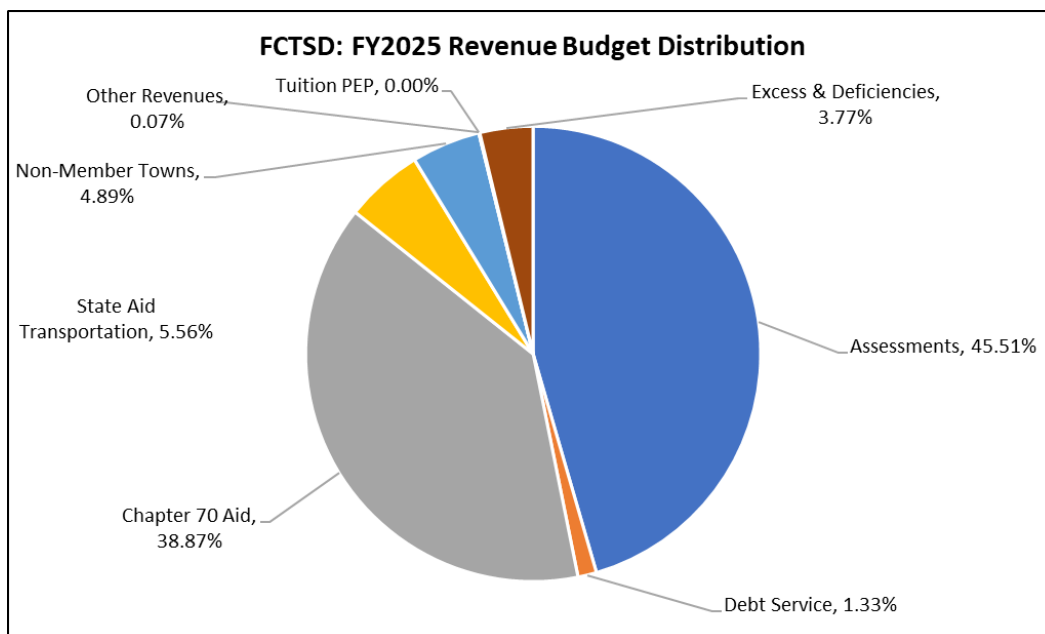
		Bernardston		Leyden		Northfield		Totals
		K-6 total	7-12 total	K-6 total	7-12 total	K-6 total	7-12 total	
FY22	10/1/21	121	79	29	11	144	117	
	12/1/21	122	78	34	11	144	117	
	FY22 avg.	200		42.5		261		503.5
FY23	10/1/22	130	82	33	16	136	99	
	12/1/22	129	81	33	16	140	99	
	FY23 avg.	211		49		237		497
FY24	10/1/23	125	73	37	17	131	93	
	12/1/23	125	73	37	17	128	94	
	FY24 avg.	198		54		223		475
FY25 assmt. %		40.89%		9.05%		50.06%		
FY24 assmt %		40.43%		8.41%		51.16%		
Change from FY24		0.46%		0.64%		-1.10%		
FY25 Budget Assessment		\$3,212,147		\$890,361		\$4,713,157		
Net assmt. change from prior year		\$112,874		\$32,070		\$111,823		
% Change from FY24		3.74%		3.64%		2.43%		

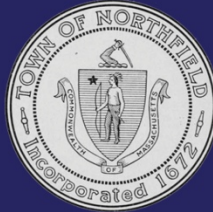


FCTSD: FY2025 Revenue Projection

Proposed Revenue / Assessments Budget

Category	FY2024 Budget	FY2025 Proposed Budget	\$ Increase	% Increase
Assessment to Towns	6,792,395	6,996,167	203,772	3.00%
Debt Service	200,120	204,118	3,998	2.00%
Chapter 70 Aid	5,957,693	5,974,823	17,130	0.29%
State Aid Transportation	739,605	855,302	115,697	15.64%
Non-Member Towns	650,000	752,500	102,500	15.77%
Tuition PEP	0	0	0	0.00%
Other Revenues	10,000	10,000	0	0.00%
Excess & Deficiencies	665,330	580,000	(85,330)	-12.83%
Total Revenues	15,015,143	15,372,910	357,767	2.38%





Non-Departmental



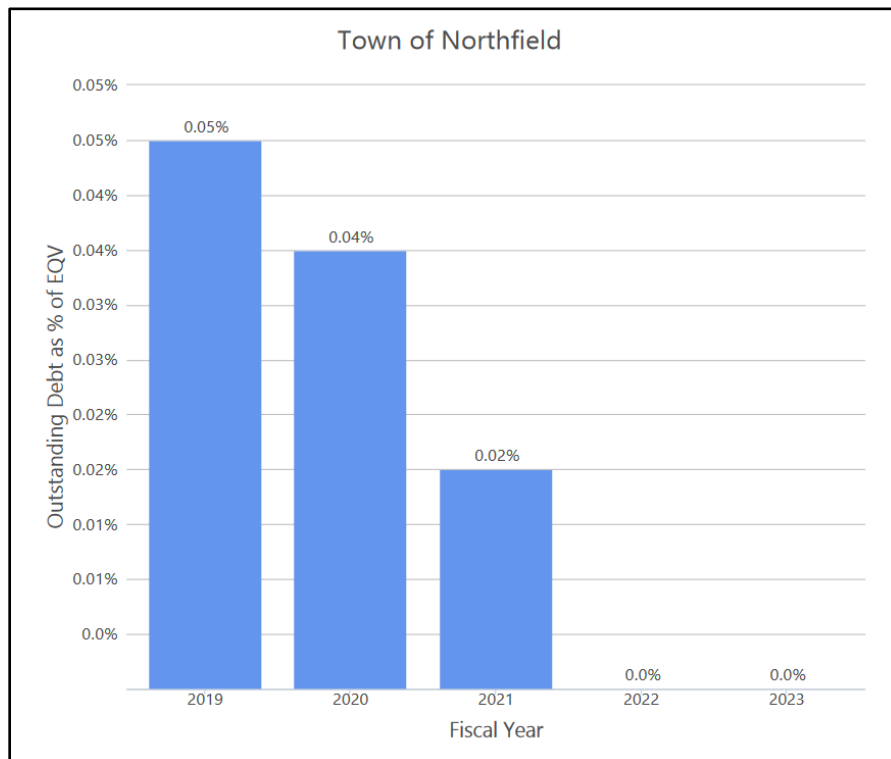
NORTHFIELD
Massachusetts



Debt Service

Overview

Long-term debt is strictly controlled in Massachusetts by statute. One of the planning stages is to determine whether the project falls into one of the categories contained in M.G.L. Chapter 44, Section 7 or 8. Section 7 lists those purposes for which a community may borrow inside the debt limit, while section 8 lists those purposes allowable outside the debt limit. The debt limits are defined in M.G.L. Chapter 44, Section 10. This statute limits debt authorized by the town to not more than 5% of their equalized valuation (EQV), which in Northfield’s case is \$663,530,409 for 2024. This translates to \$33,176,520 the Town of Northfield. Currently the Town has no authorized debt. The following bar graph depicts calculations through 2023 according to the Department of Local Services¹.



The Town’s Financial Policies and Procedures speak to the Town’s accepted policy regarding debt management. Debt policy and management are seen as a way to incorporate the cost of long-term capital costs into the structure of the Town’s budget and financial health. Long term debt and savings are used

¹ Division of Local Services, “Town of Northfield”, https://dlsgateway.dor.state.ma.us/reports/rdPage.aspx?rdReport=Dashboard.Category_6_Debt.



hand-in-hand to help manage the cost to taxpayers and help stabilize the impact of expensive capital needs.

In this vein, the Town's Debt Policy recognizes that the Town should carry some debt as a part of the annual operating cost with the goal of keeping up the Town's capital resources.

Town Policy

*"Total General Fund, non-exempt, long term debt service as a percentage of the Town's Prior Year's General Fund operating budget shall not exceed 10 percent with a target of 3 percent. In addition, as a general rule, the **Town shall strive to maintain a debt service floor of 2 percent of the Prior Year's General Fund operating budget** representing a commitment to maintaining its capital assets from recurring revenue." (emphasis added)*

The process to consider funding a project by borrowing begins during the planning stages for the capital project when it is determined how the project will be financed. If the town finds that raising the amount of the project cannot be done through taxation and estimated receipts, either because of the size of the project or because of Proposition 2 ½ limitations, then financing through a bond issue may be the only other alternative. This provides the town with the opportunity and means to spread the cost of the project over a number of years; therefore, over a number of appropriations for debt service and interest. Bond principal and interest costs can be determined in a general way for planning purposes.

If warranted, other short-term options for financing capital projects, may include reimbursable grants, anticipation of property tax collections through internal borrowing, or tax anticipation notes.

For more detail on the Town's Debt Policy Short-term financing for capital projects, reimbursable grants, or in anticipation of property tax collections through internal borrowing or the issuance of bond, grant or tax anticipation notes is appropriate.

Any Town issued debt has to be approved at Town Meeting. It requires a 2/3rds vote of the residents at a Town Meeting to allow the town to issue any debt. If the repayment of the debt would cause the Town to exceed the Towns Levy Limit, then the residents must also approve an Override or a Debt Exclusion – both of which also require a vote on the Town Meeting election ballot. A Proposition 2½ Override is a permanent increase to the Town's tax levy. A Debt Exclusion is a temporary increase to the Town's tax levy until the borrowing expenses are paid in full.



Pension, Benefits & Insurance

Pension

Town employees are part of the Franklin Regional Retirement System. It is a government agency that serves: 487 retirees, 42 beneficiaries, 946 active employees, and 561 inactive members with funds on deposit; for the towns and agencies in Franklin County, Massachusetts. They are organized under Massachusetts General Law, Chapter 34b, and subject to the provisions of Chapter 32 of the Massachusetts General Laws. They are guided by the State oversight commission known as PERAC (Public Employees Retirement Administration Commission).

Every 2 years an actuary calculates the total retirement expense the System will payout for the next dozens of years, and then subtracts the funds they have on hand and determines how short they are from being fully “funded”. They also calculate the annual expense for each of the next 30 years and combine the two amounts and spread the payments out over the next group of years – that’s the basis for the assessment the employer units pay each year. Each employer’s share of the assessment is determined by its percentage of total salaries (of all units), note, they do a five-year averaging of salaries.

Membership enrollment eligibility into the Franklin Regional Retirement System is not the member’s choice. If an employee of one of the employer units of this system is working 20 or more hours per week on a regular basis, and in a position earning greater than \$5,000 annually, then the employee must become a member of the Franklin Regional Retirement System.

Members are eligible for a retirement benefit when they have accrued at least 10 years of service credit for time worked, and they have reached the age of 60 for regular employees, or age 55 for public safety employees.

Please visit frsma.com for more information and agendas for the monthly board meetings.

The Town of Northfield’s Financial Report¹ ending June 30, 2022 states;

Contributions – “MGL Chapter 32 governs the contributions of plan members and the Town. Plan members are required to contribute to the System at rates ranging from 5% to 9% based upon their membership date with an additional 2% contribution after exceeding \$30,000 in annual covered compensation. The Town is required to pay into the System its share of the system-wide actuarial determined contribution that is apportioned among the employers based on active current payroll. Administrative expenses are funded through investment earnings. The Town’s proportionate share of the required contribution to the System

¹ Town of Northfield, Massachusetts, “Report on the Examination of Basic Financial Statements”, “For the Year Ended June 30, 2022”, Page 48-51, 59.



for the year ended December 31, 2021 was \$201,910, representing 22.59% of the covered payroll, an actuarially determined amount that, when combined with plan member contributions, is expected to finance the costs of benefits earned by plan members during the year and an additional amount to finance any unfunded accrued liability.”

Pension Liability – “As of June 30, 2022, the Town reported a liability of \$800,236 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2021, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of January 1, 2022. Accordingly, update procedures were used to roll back the total pension liability to the measurement date. The Town’s proportion of the net pension liability was based on a projection of the Town’s long-term share of contributions to the pension plan relative to the projected contributions of all participating members, actuarially determined. At December 31, 2021, the Town’s proportional percentage was 2.63%, which was a slight increase from the last measurement.”

	1% Decrease 6.25%	Current Discount Rate 7.25%	1% Increase 8.25%
Town's net pension liability	\$ 1,491,227	\$ 800,236	\$ 215,469

Schedule of the Town’s Proportionate Share of the Net pension Liability:

Measurement Date	Town's proportion of the net pension liability (asset)	Town's proportionate share of the net pension liability (asset)	Town's covered employee payroll	Net pension liability percentage of covered employee payroll	Plan fiduciary net position as a percentage of the total pension liability
12/31/2021	2.63%	\$ 800,236	\$ 893,884	89.52%	87.05%
12/31/2020	2.60%	\$ 1,053,623	\$ 847,896	124.26%	81.05%
12/31/2019	2.62%	\$ 1,281,191	\$ 828,575	154.63%	76.27%
12/31/2018	2.87%	\$ 1,759,489	\$ 804,329	218.75%	68.98%
12/31/2017	2.84%	\$ 1,299,394	\$ 771,158	168.50%	75.89%
12/31/2016	2.78%	\$ 1,461,629	\$ 919,977	158.88%	70.75%
12/31/2015	2.78%	\$ 1,295,695	\$ 746,875	173.48%	71.73%
12/31/2014	2.57%	\$ 964,631	\$ 792,965	121.65%	75.98%

Budget

Account Description	FY2023 Budget	FY2024 Budget	FY2025 Proposed Budget	\$ Variance	% Variance
COUNTY RETIREMENT	215,955	223,878	241,737	17,859	100.00%
Total	215,955	223,878	241,737	17,859	7.98%



Other Post Retirement Benefits (OPEB)

The Town of Northfield’s Financial Report² ending June 30, 2022 states;

Plan Description - “In addition to providing pension benefits, the Town provides post-employment health care and life insurance benefits for retired employees, their dependents and beneficiaries. The benefits, benefit levels, employee and employer contributions are governed by Massachusetts General Law chapter 32. There are approximately 42 active, retired employees and beneficiaries that meet the eligibility requirements. The plan does not issue a separate financial report.”

Investment & Funding Policy – “The Town’s policy in regard to the allocation of invested assets is established and may be amended by the Selectboard by majority vote of its members. The OPEB plan’s assets are managed on a total return basis with a long-term objective of achieving and maintaining a fully funded status for the benefits provided through the OPEB plan. The long-term real rate of return on OPEB investments was determined using the Town’s investment policy. As of June 30, 2022, investments, concentration and rate of return information consisted of pooled funds in the Town’s Pension Reserve Investment Trust (PRIT) Fund under the supervision of the Pension Reserves Investment Management (PRIM) Board described earlier under Deposits and Investments (refer to note 3A). The contribution requirements of plan members and the Town are established and may be amended through Town ordinances. For the period ending on the June 30, 2022, total Town premiums plus implicit costs for the retiree medical program were \$60,501. The Town also made contributions to an OPEB Trust of \$75,000 for a total contribution during the measurement period of \$135,501. The Town did establish a trust fund in order to contribute funds to reduce the future OPEB liability. As of June 30, 2022, the trust balance is \$440,237.”

OPEB Liability – “The following presents the Town’s the net OPEB liability as well as what the Town’s net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (5.30%) or 1-percentage-point higher (7.30%) than the current rate:”

		1% Decrease		Current Discount Rate		1% Increase	
Schedule of Funding Progress:							
Other Post Employment Benefits							
Measurement Date	Actuarial Fiduciary Net Position (A)	Actuarial Total OPEB Liability (B)	Actuarial Net OPEB Liability (B-A)	Actuarial Funded Ratio (A/B)	Actuarial Covered Payroll (C)	Actuarial Percentage of Covered Payroll ((B-A)/C)	
6/30/2022	\$ 440,237	\$ 1,324,882	\$ 884,645	33.23%	\$ 1,184,536	74.68%	
6/30/2021	\$ 384,737	\$ 910,730	\$ 525,993	42.24%	\$ 1,307,722	40.22%	
6/30/2020	\$ 230,695	\$ 888,432	\$ 657,737	25.97%	\$ 1,269,633	51.81%	
6/30/2019	\$ 131,592	\$ 780,025	\$ 648,433	16.87%	\$ 1,431,947	45.28%	
6/30/2018	\$ 131,490	\$ 764,523	\$ 633,033	17.20%	\$ 1,390,240	45.53%	

² Town of Northfield, Massachusetts, “Report on the Examination of Basic Financial Statements”, “For the Year Ended June 30, 2022”, Page 52-55, 63.



The most recent OPEB valuation utilized a Reporting Date and Fiscal Year ending June 30, 2023 with a Valuation Date of July 1, 2021 and a Measurement Date of June 30, 2023 in accordance with Statement Nos. 74 and 75 of the Governmental Accounting Standards Board ("GASB 74/75"). The valuation noted, "The Total OPEB Liability ("TOL") went from \$1,324,882 for the June 30, 2022 Reporting Date to \$1,352,007 for the June 30, 2023 Reporting Date for an increase of \$27,125." The following table depicts the valuation detail.

Valuation Date:	July 1, 2021	July 1, 2021
For the Measurement Period ending on the Measurement:	June 30, 2023	June 30, 2022
Date of: For the Reporting Period & Fiscal Year ending on:	June 30, 2023	June 30, 2022
I. Total OPEB Liability	1,352,007	1,324,882
II. Fiduciary Net Position [Plan Assets]	543,157	440,237
III. Net OPEB Liability (Asset) [I. - II.]	808,850	884,645
IV. Funded Ratio [II. / I.]	40.17%	33.23%
V. Employer OPEB Trust (Contribution)/Withdrawal	(75,000)	(75,000)
VI. Pay-as-you-go Cost	83,812	60,501
VII. Money Weighted Rate of Return	6.09%	(4.55%)
VIII. Discount Rate	6.30%	6.30%
IX. Crossover Date	N/A	N/A
X. Actuarially Determined Contribution (ADC)	69,334	66,796

The discount rate used to measure the Total OPEB liability was 6.30% as of June 30, 2023, and 6.30% as of June 30, 2022. The projection of cash flows used to determine the discount rate assumed that contributions will be made in accordance with the Town’s funding policy. Based on these assumptions, the OPEB Plan’s Fiduciary Net Position is projected to be sufficient to make all projected benefit payments to current plan members. Therefore, the long-term expected rate of return on the OPEB Plan assets was applied to all projected future benefits payments.

The Town is projected to be fully funded in the year 2030. The Town is expected to contribute \$100,000 annually beyond pay-as-you-go costs.

Budget

Account Description	FY2023 Budget	FY2024 Budget	FY2025 Proposed Budget	\$ Variance	% Variance
OPEB	75,000	75,000	100,000	25,000	100.00%
Total	75,000	75,000	100,000	25,000	33.33%



Unemployment Compensation

The Town has not had any unemployment claims over the last three years. This has kept our unemployment rate at a factor of 0.1%.

Budget

Account Description	FY2023 Budget	FY2024 Budget	FY2025 Proposed Budget	\$ Variance	% Variance
UNEMPLOYMENT	31,000	31,000	25,000	(6,000)	100.00%
<i>Total</i>	31,000	31,000	25,000	(6,000)	-19.35%

Health Insurance

The Town provides employee health insurance through the Hampshire County Group Insurance Trust. It is a member run organization administered through an Insurance Advisory Committee (IAC). The IAC is made up of an assigned representative from each of the 70 member units with a weighted voting system. In Northfield, that representative is our Treasurer.

Currently the Town insures 20 active employees and 25 retirees. The Town contributes 75% toward employee health insurance for active employees and 50% for retirees. As members of the Hampshire County Group Insurance Trust the Town currently offers two plans through Blue Cross and Blue Shield of Massachusetts. The first plan is a network plan (less expensive) and the second plan is a non- network plan (more expensive).

Not all employees who are eligible for health insurance through the Town participate in the Town’s plans. Currently there are about five employees who are receiving their insurance outside of the Town (predominantly through a spouse). Twenty-one of the twenty-five retirees are only receiving their supplemental insurance plan through the Town as they are receiving medicare indendently. The town offers optional dental, vision and disability plans, however these are 100% employee self paid.

This coming year the Town will be experiencing an 8% increase in the cost of Health Insurance Premiums through the Trust. We have always cautiously budgeted for potential changes in the Town’s enrollment.



Budget

Account Description	FY2023 Budget	FY2024 Budget	FY2025 Proposed Budget	\$ Variance	% Variance
CH 32B HEALTH INSURANCE	225,516	246,608	279,992	33,384	100.00%
CH32B HEALTH INS-RETIRED	66,215	62,762	68,726	5,964	9.50%
CH32B LIFE INSURANCE	1,216	1,280	1,280	-	0.00%
CH32B LIFE INS RETIRED	937	979	1,065	86	8.78%
Total	293,884	311,629	351,063	39,434	12.65%

Medicare / FICA

According to the IRS, the Federal Insurance Contributions Act (FICA) outlines mandatory Medicare taxes for both employees and employers. At present, the tax rate for Medicare is 1.45% employee and 1.45% employer for a total of 2.9%. Additional Medicare taxes may apply for employees whose annual wages exceed \$200,000.³

The Town of Northfield does not withhold or pay into the federal social security system as a pension plan is in place allowing an exception.

Budget

Account Description	FY2023 Budget	FY2024 Budget	FY2025 Proposed Budget	\$ Variance	% Variance
MEDICARE EXPENSE	32,000	34,000	34,000	-	100.00%
Total	32,000	34,000	34,000	-	0.00%

Workers Compensation

The Town belongs to the Massachusetts Interlocal Insurance Association (MIIA). It is a member owned Trust comprised of municipalities across Massachusetts. Started in 1982 it has grown as a nonprofit organization governed by Boards of Directors and Trustees comprised primarily of government officials from member municipalities. This provides a unique understanding by and of local government. MIIA oversees the Town's Worker's Compensation and Property and Casualty lines of Insurance.

The Town has been fortunate enough to have had very few Workers Compensation claims over the last few years. As a result, our premium for Workers Compensation has stayed relatively flat, or even slightly fallen.

³ IRS. Topic No. 751, Social Security and Medicare Withholding Rates. <https://www.irs.gov/taxtopics/tc751>.



Budget

Account Description	FY2023 Budget	FY2024 Budget	FY2025 Proposed Budget	\$ Variance	% Variance
WORKERS COMP	20,000	20,000	25,000	5,000	100.00%
<i>Total</i>	20,000	20,000	25,000	5,000	25.00%

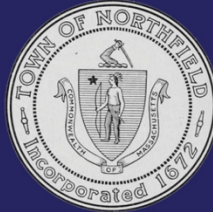
Other Insurance

Other insurance includes the insurance for the Town's vehicles and buildings (property and casualty). The Town has made only one claim in the last five years on our building insurance. That claim was for a lightning strike on Town Hall in 2022. The total for the claim was \$41,463.88 for which the Town was responsible for a \$1,000 deductible. Between 2020 and 2022 the Town had a few vehicle claims involving primarily windshields. The Town's property and casualty insurance has remained relatively stable.

The projected increase for FY2025 is due to the revaluation of the Town Buildings which had not occurred in five years. As a result, and to protect town assets, premiums went up close to 15%.

Budget

Account Description	FY2023 Budget	FY2024 Budget	FY2025 Proposed Budget	\$ Variance	% Variance
OTHER INSURANCE	84,000	87,360	90,000	2,640	100.00%
<i>Total</i>	84,000	87,360	90,000	2,640	3.02%



Capital Outlay



NORTHFIELD
Massachusetts



Capital Narrative

Northfield's Capital Planning Process

The town of Northfield is governed by its Town Bylaws, which have established a shared responsibility for the annual capital planning process between the Town Administrator and the Finance Committee. Further, Northfield's Financial Policy A-2 Capital Planning delineates funding options, timeline, and process instructions surrounding the capital process. The policy also provides a definition for a capital project as:

"A major, non-recurring expenditure that generally meets the following criteria:

- *Massachusetts General Law permits the Town to issue bonds to finance the expenditure;*
- *Project cost is \$25,000 or greater;*
- *Proposed project or asset to be acquired has a useful life of 5 years or more including:*
- *New public buildings, or additions to existing buildings, including land acquisition costs and equipment needed to furnish the new building or addition for the first time;*
- *Alterations, renovations, or improvements to existing buildings;*
- *Land acquisition and/or improvements, unrelated to public buildings, but necessary for conservation, recreation or off-street parking;*
- *Major equipment acquisition, replacement or refurbishment, including but not limited to vehicles, furnishings, and information technology systems' hardware and software or other items that combined in purpose together make it a capital project;*
- *New construction or major improvements to the Town's physical infrastructure, including streets, sidewalks, stormwater drains, and the sanitary sewer system. Infrastructure improvements must extend the useful life of the infrastructure by at least ten (10) years to be appropriately classified as a capital project;*
- *Feasibility studies, engineering design services, or consultant services, which are ancillary to a future capital project."*

The Town's Policy includes the capital goals of maintaining its physical assets by providing funding in the annual operating budget to protect its capital investments and minimize future maintenance and replacement costs, and to pursue a program of preventative maintenance as a cost-effective approach to protecting its capital investments and maximizing the useful life of its capital assets including the procurement of outside services where Town staff capacity or expertise appears insufficient to perform such preventative maintenance. The Town endeavors to provide and preserve the infrastructure and equipment needed for achieving the highest levels of public services and quality of life possible by annually



reviewing and updating the departmental 10-year Capital Improvement Plans to ensure adequate investment in the Town's capital assets.

An important part of the capital process is the identification of financing sources for capital needs and projects. These can include; Town budgeted general operating revenues; Enterprise Fund revenues; available funds, (e.g., Special Purpose Stabilization Funds, Free Cash, Retained Earnings, and Overlay Surplus); and grant funds from the federal and state governments.

Long-term debt shall be considered an appropriate funding source for capital requests whose costs cannot be accommodated within the annual operating budget without adversely affecting the financing of services.

The Town Administrator shall have responsibility for coordinating the development of the proposed annual department capital plans, to be delivered on a timeline that supports the annual budget process. The Town Administrator shall create the form on which capital project requests are submitted. The Town Administrator shall include projects recommended for funding in the upcoming fiscal year (the Capital Budget) and identify prospective sources of funding for projects in the Capital Budget. He/she will keep a schedule of current debt service and projected annual debt service based on projects in the Capital Budget.

Only projects that have gone through the annual capital planning process will be considered for funding unless required by an emergency, which may be determined based on their hazard to public safety, potential damage to people or property, regulatory requirements, grant availability, or other factors. Emergency requests will be submitted to the Town Administrator, for review and consideration. If the Town Administrator deems the request constitutes an emergency, he/she shall transmit the request, including a recommendation of the source of funding, to the Finance Committee and the Select Board for consideration.

Generally, in consultation with the department head, after the completion of a capital project or acquisition financed through a special article, the Town Accountant shall close out the project so any unexpended balance financed with cash or bond proceeds can be re-deployed for other purposes pursuant to Massachusetts General Law or regulation.

The graphic on the subsequent page summarizes the Town's capital planning process.



Northfield's Capital Process Calendar

September Town Administrator creates budget calendar and request process.	October Budget calendar and capital request forms are sent to department heads and other staff.	November All capital request forms are due to Town Administrator. Town Administrator and Finance Committee review capital requests.	January - February Department budget meetings are held with Finance Committee.
March - April Finance Committee sends a recommended budget to the Selectboard. Capital and operating budgets are finalized by Selectboard. Warrant articles are generated and approved.	First Monday in May Town Meeting approval of upcoming year's budget is followed by department head preparation for acquisition and/or project management plan (if needed), and development activities <i>beginning</i> on July 1.		July 1 - Ongoing Beginning of fiscal year; monitoring of new and ongoing projects as needed.



Historic Capital Projects

Annually the town of Northfield reviews, recommends, and funds a list of capital projects. Over the past five years, roughly 34 projects have been approved and funded using a combination of general fund appropriations, Enterprise Funds, Free Cash, and special funds totaling approximately \$3,078,954. A variety of capital improvements have been made including repairs to municipal buildings such as the Town Hall, the highway garage, and school facilities, as well as vehicle and equipment replacements. These capital improvements have strengthened the Town’s service delivery and benefited numerous Town departments and the community as a whole.

The tables below detail historical capital projects, by year.

Capital Projects FY2024

2024 Project Description	2024 Funding
Elementary School Doors and Window Security, Flooring, and Bathroom Improvements	\$123,000
Highway – F250 Pick-Up Truck Replacement (2016)	\$60,000
Highway – Dynaweld Utility Trailer (1996)	\$60,000
Sewer Plant Water Line	\$150,000

Capital Projects FY2023

2023 Project Description	2023 Funding
Transfer Station – Trash Compactor	\$21,000
Elementary School Flooring and Bathroom Improvements	\$250,000
New Ambulance	\$300,000
Highway – International Dump Truck Replacement (2005)	\$200,000
Police Cruiser and Police Software	\$57,575

Capital Projects FY2022

2022 Project Description	2022 Funding
Elementary School flooring, computer switch	\$28,000
Fire Department - radios and related equipment	\$32,000
Mill Street sewer repair/manhole Installation	\$25,000
Ambulance - radios and related equipment	\$10,000



2022 Project Description (Cont.)	2022 Funding (Cont.)
Highway Truck Replacement (2007 F450 and the 2012 International)	\$270,000
Highway – loader replacement (2015)	\$200,000
Highway Garage furnace/heating replacement	\$40,000
Town Clock repairs	\$10,000

Capital Projects FY2021

2021 Project Description	2021 Funding
Ambulance cardiac monitor	\$37,000
Fire Department power unit for “Jaws of Life”	\$15,000
Elementary School flooring, wiring, communication, and fire alarm systems	\$159,000
Town Hall security improvements	\$15,000
Electrical vehicle charger and installation at Town Hall	\$20,000
Police cruiser and radios	\$66,018
Highway garage ventilation system and diesel fuel tank	\$45,000





FY2025 Capital Outlay

Below are the capital requests the Finance Committee are recommending be considered by Town Meeting:

Capital Projects FY2025

2025 Project Description	Funding Source	2025 Funding
Elementary School refrigeration and flooring	Free Cash	\$55,000
Grant Match Fund	Free Cash	\$25,000
Sewer remote access	Sewer Enterprise Fund	\$20,000
Police cruiser and equipment	Free Cash	\$113,572
Fire Department truck	Free Cash	\$225,000
Highway Department truck and Equipment	Raise and Appropriate	\$400,000
Energy projects	Free Cash	\$33,000

Capital Projects Detail

1) Elementary School Refrigeration and Flooring

- The Walk-in cooler/freezer at Northfield Elementary School is experiencing problems and needs to be replaced. This is critical to preparing and serving students lunch on a daily basis. The School has received a grant that will partially pay for the purchase of the new equipment, but there is also, installation, electrical costs, and removal of the old unit.
- Flooring: The Town has provided approximately \$10,000 per year for many years to replace carpeting and tile throughout the elementary school room by room.

2) Sewer Remote Access

- This funding will allow the operator to remotely access the controls for the Wastewater Plant aerators, improve efficiency, and help with electrical cost savings for the Wastewater Department.

3) Police Cruiser and Equipment:

- This article is in line with the Police Department’s 10-year Capital Plan. The cost of this purchase has been increased due to the need to have a HYBRID cruiser arrive fully



equipped and operational. The quote of \$104,48.50 includes necessary repeater equipment.

- Previous purchases did not include this necessary equipment to keep the purchase price down for the Town, but now all the cruisers have been outfitted with this equipment using ARPA funds.
- Also included in the quote is an AED (Automatic Defibrillator) for \$2,655.68 that is now standard in our cruisers.
- The cost includes the portable radio at \$6,167.34 for the officer driving the cruiser to have ALL the equipment needed for patrol.
- The repeater/radios ensure the officers can communicate inside the schools and other buildings/area (Gulf Road) without strong radio reception.
- Once this new vehicle arrives, we will move the radio and laptop in the oldest cruiser, car 4 (over 100K miles), into the cruiser we have, currently without either.
- The request does NOT include a trade-in of the oldest cruiser, Car 4. The Chief is requesting to keep Car 4, which only has a trade-in value of \$2,000 - \$5,000. He feels it is more financially responsible to keep it. Although Car 4 is not dependable as a patrol vehicle, it can still be utilized as a decoy cruiser to decrease speeding throughout Town (Residents appreciate this.), and as a backup cruiser to use on traffic details.

4) Fire Department Truck:

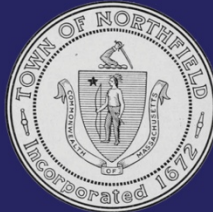
- To replace the 1986 GMC Rescue Truck.
- The truck is 37 years old and replacement parts are hard to find.
- The truck cab is beginning to develop rust and the door hinges to the compartments have corrosion.
- The Rescue Truck carries extraction (Jaws of Life), cribbing; Hazardous Materials equipment as well as ice and water rescue gear, and highangle ropes hardware and a generator with lights.

5) Highway Department Truck and Equipment:

- To replace a 2005 Dump Truck.
- Beginning to experience wiring issues with current vehicle.
- Body beginning to get rust.
- Has had engine work done and will need more.
- Hope to get \$30,000 - \$35,000 trade-in on current vehicle.

6) Energy Committee Projects

- To continue the Energy Committee's work on reducing energy use and moving the Town toward electrification and renewable energy sources and to have funds to complete engineering and site assessments.
- To have funds for professional assistance on defining and pricing projects.



Appendices



NORTHFIELD
Massachusetts



Glossary of Terms

ABATEMENT - Abatement is a reduction of tax liability. The Board of Assessors grant abatements for real estate and personal property taxes in cases where an individual's assessed valuation is determined to be in excess of fair market value.

ACCRUAL BASIS FOR ACCOUNTING – A method of accounting that recognizes revenue when earned, rather than when collected, and recognizes expenses when incurred, rather than when paid.

APPROPRIATIONS - A legal authorization to expend money and incur obligations for specific public purposes. Massachusetts municipal finance laws require that all general-purpose expenditures be authorized by a majority vote of Town Meeting.

There are two basic types of appropriations - operating appropriations, and special article appropriations. Operating appropriations last for one fiscal year only, and any unobligated balance is closed at the end of the fiscal year. Salaries is an example of an operating appropriation. Special Article appropriations are generally voted for a specific project, such as the completion of a capital improvement or the purchase of a piece of capital equipment. Special article appropriations are closed upon completion of the project for which the funds were voted.

ARTICLE - An article or item on the Town Warrant.

ASSESSED VALUATION - The valuation of real estate or other property determined by the Town Assessor for tax levying purposes in accordance with the legal requirement that property be assessed at "full and fair cash value" certified periodically by the Commonwealth's Commissioner of Revenue (no less frequently than once every three years).

ASSETS – Property, plant and equipment owned by the Town.

AUDIT – A comprehensive examination as to the manner in which the government's resources were actually utilized concluding in a written report of its findings. An accounting audit is intended to ascertain whether financial statements fairly present the financial position and results of operations of the Town. The Town is required to conduct an audit annually. An outside Certified Public Accountant (CPA) audit is directed primarily toward the expression of an opinion as to the fairness of the financial statements and submission of a management letter. An auditor must be independent of the executive branch of government. A state auditor, private CPA, or public accountant, or elected auditor meets this test.

BOND - A written promise to pay a specified sum of money, called the face value or principal amount, at specified dates in the future, called the maturity date(s), together with periodic interest at a specified rate. The difference between notes, usually one year or two years in length, and a bond is that the latter runs for a longer period of time.



BOND ANTICIPATION NOTE (BAN) – A temporary note issued typically for one year. This is commonly used to defer the initial pay down of debt or to accommodate reimbursement for borrowed notes from a private source or other governmental entity.

BUDGET - The budget is the Town's financial plan for a given fiscal period. The annual budget includes an estimate of proposed expenditures, as well as a forecast of estimated revenues and other financing sources. The Advisory Committee reviews the Town's Recommended Budget in detail and forwards its recommendations to the Town Meeting. Town Meeting adopts the budget by voting a series of appropriations, which may not; in the absence of an override of Proposition 2 1/2 exceed the estimated total amount of revenues and other financing sources for the fiscal period.

CAPITAL EXPENDITURE - A major, non-recurring expenditure involving land acquisition, construction or major rehabilitation of a facility, or purchase of equipment costing \$10,000 or more with a useful life of five years or more.

CAPITAL IMPROVEMENT PROGRAM (CIP) - A financial planning and management tool which: identifies public facility and equipment requirements; places these requirements in order of priority; and schedules them for funding and implementation.

CHAPTER 90 - Massachusetts General Laws Chapter 90, Section 34 authorizes the Commonwealth to allocate funds to municipalities through the Transportation Bond Issue for highway construction, preservation and improvement projects that create or extend the life of capital facilities. Routine maintenance operations such as pothole filling and snow and ice removal are not covered. The formula for determining the Chapter 90 level of funding is based on a municipality's miles of public ways, population, and level of employment. Municipalities receive Chapter 90 funds on pre-approved projects on a reimbursement basis.

CHERRY SHEET - The State allocates a portion of generated revenue to municipalities each year for education and general governmental expenditures. The amount of state aid each community will receive is itemized in a financial statement printed on cherry colored paper (thus the name). The amount of reimbursement is a function of the State budget. Towns usually receive notification in late summer, subsequent to the beginning of the fiscal year.

CLASSIFICATION - Massachusetts municipal finance law requires that all real estate and personal property be appraised at "full and fair cash valuation" for the purpose of assessing property taxes. Once the Commissioner of the Massachusetts Department of Revenue certifies that properties are appraised at "full and fair cash valuation" (once every three years), the Board of Selectmen may impose a tax classification plan, whereby a portion of the residential tax burden may be shifted to the commercial/industrial class of taxpayers.



DEBT EXCLUSION - The amount of taxes assessed in excess of the Proposition 2-1/2 levy limit for the payment of debt service costs attributable to a vote of the electorate. These funds are raised to retire the debt service for the project. They are not added to the tax levy limit for the following fiscal year.

DEBT SERVICE - Payment of interest and principal on an obligation resulting from the issuance of bonds.

DEPARTMENT – A division of the Town that has overall management responsibility for an operation or group of related operations within a functional area.

DEPRECIATION – 1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, and inadequacy of obsolescence. 2) That portion of the cost of a capital asset that is charged as an expense during a particular period. Depreciation is based on historic costs not replacement value.

ENCUMBRANCE – To encumber funds means to set aside or commit funds for future expenditure. Encumbrances include obligations in the form of purchase orders, contracts, or salary commitments, which are chargeable to an appropriation and for which a part of the appropriation is reserved.

ENTERPRISE FUNDS - Enterprise Funds, authorized by MGL Ch. 44§53F ½, are used to account for operations which are financed and operated in a manner similar to business operations and where the costs of providing goods or services are financed in whole or in part by user charges (charges for services). Services accounted for in Enterprise Funds are tangible and can be measured for determining a charge for services.

In Massachusetts, the most common types of government enterprises include utility or utility-type services for water treatment and delivery, sewerage collection and treatment, and electricity generation and distribution. Less common but prevalent operations include hospitals, airports, parking, swimming pools, and golf courses.

Individual services must ordinarily be accounted for in separate Enterprise Funds. Segregation is essential for determining the total cost of services and the extent to which user charges cover that cost. Although a community may decide to recover only a portion of its costs from user charges, it is essential from a management point of view that it understands what its total costs are. Such costs include amounts for repayment of long-term debt and related interest and estimates for depreciation.

EXPENDITURE – The spending of money by the Town for the programs or projects within the approved budget.

FISCAL YEAR (FY) - The Town operates from July 1st through June 30th fiscal year.



FREE CASH - The amount certified annually by the Dept of Revenue that represents the unreserved fund balance less all outstanding tax receivables. This balance is created when actual revenues exceed those estimated and/or expenditures are less than appropriations for any given fiscal year. These funds may be appropriated by the Town Meeting as a resource for the next fiscal year's operations or any other purpose authorized by state statute. Certified Free Cash is available for appropriation by Town Meeting for any lawful purpose.

FUND BALANCE - The amount for which cash, accounts receivable, and other assets exceed liabilities and restricted reserves. Monies in the various governmental funds as of June 30 that are neither encumbered nor reserved, and are therefore available for expenditure once certified as part of Free C

FUNDING SOURCE – The specifically identified funds allocated to meet budget requirements/expenses.

GENERAL FUND - Revenues derived from the tax levy, state aid, local receipts and available funds are considered General Fund revenues. The General Fund is distinguished from Enterprise Funds and Special Revenue Funds.

GRANT – A contribution by one government unit or outside agency to another governmental unit. The contribution is usually made for a specific purpose but is sometimes for general purposes.

LEVY LIMIT - The maximum amount of money which the Town can raise from the property tax levy, without an override of proposition 2 1/2.

LIABILITY – Debt or other legal obligation which must be paid, renewed, or refunded at some future date, but does not include encumbrances.

LOCAL RECEIPTS - A category of revenue sources including department charges for services, investment income, fines, and forfeitures, building permits and excise taxes. These revenues are not considered part of the Proposition 2 ½ Tax Levy.

MODIFIED ACCRUAL BASIS FOR ACCOUNTING – A method of accounting that recognizes revenue when it is actually received and recognizes expenditures when a commitment is made.

MOTOR VEHICLE EXCISE - All Massachusetts vehicle owners who have their vehicle(s) registered in the Commonwealth of Massachusetts pay an annual motor vehicle excise tax to the town. The Registry of Motor Vehicles creates a listing of all vehicles registered in Natick and the book value assigned to each vehicle. The Town uses this information to bill all owners an annual tax equal to 2 ½ percent or \$25 for each \$1,000 of the vehicle's value.



NEW GROWTH - In addition to a standard 2 1/2% annual increase in the property tax levy, Proposition 2 1/2 allows the levy to be increased further by the sum of certain qualifying new construction valuation, multiplied by the prior year tax rate. Qualifying new construction valuation is known as "New Growth".

OPERATING BUDGET – The portion of the budget that pertains to daily operations, which provide basic services for the fiscal year. The operating budget contains appropriations for such expenditures as personnel, supplies, utilities, materials, travel, and fuel and the proposed means of financing them.

OVERLAY - The amount raised in the tax levy for funding abatements granted by the Board of A

OVERRIDE - An action taken by the voters of the town to exceed the limit placed on tax revenue growth by the State tax limitation law known as Proposition 2 ½. The tax levy limit can be exceeded only if a majority of residents voting approve an override. This sum is then added to the base levy for the next fiscal year, and this becomes a permanent addition to the tax levy limit.

PROPOSITION 2 ½ - A tax limitation measure passed by Massachusetts voters in 1980 which limits the growth of the total property tax levy to 2.5% per year. The total revenue allowed to be raised through real estate and personal property taxes cannot increase by more than 2.5% from one fiscal year to the next unless the residents of the town vote to approve a debt exclusion or an operating override. New construction values are in addition to this limit.

RESERVE FUND - An amount set aside annually within the budget of the town to provide a funding source for "extraordinary and unforeseen" expenditures.

RETAINED EARNINGS – The accumulated earnings of the enterprise funds.

RESOURCES - Total dollar amounts available for appropriation including estimated revenues, fund transfers, and beginning fund balances.

REVALUATION - Massachusetts municipal finance law requires that the Massachusetts Department of Revenue formally certify that property tax assessments represent the "full and fair cash valuation" of properties. The process of determining the "full and fair cash valuation" of taxable property is known as Revaluation.

REVENUE - Budgetary resources.

REVOLVING FUND – As authorized under M.G.L. Ch. 53 E ½, departmental revolving funds allow communities to raise revenues from a specific service and use those revenues without appropriation to support the service. The total amount that may be spent from each revolving fund must be re-authorized each year at the annual town meeting. Wages or salaries for full-time employees may be paid from the revolving fund only if the fund is also charged for all associated fringe benefits.



SCHOOL BUILDING ASSISTANCE PROGRAM – A program started by the Commonwealth of Massachusetts with a mission to partner with Massachusetts communities to support the design and construction of educationally-appropriate, flexible, sustainable, and cost-effective public-school facilities.

SEWER & WATER CHARGES - The Town operates a Water and Sewer Enterprise Fund to manage these municipal operations. Users of sewer and water services provided by the Town pay charges depending upon usage. Revenue received from charges for sewer and water services is used to fully support the costs of utility operations, assessments, debt service obligations, personnel costs, and capital projects.

STABILIZATION FUND – Massachusetts General Law Ch.40, Sec. 5B, authorizes a Town to create one or more stabilization funds and appropriate funds to them for any lawful purpose.

TAX LEVY - The total amount raised through real estate and personal property taxes.

TAX LEVY LIMIT - The maximum amount that can be raised within the restrictions imposed by Proposition 2 ½.

TAX RATE - The amount of tax levied for each \$1,000 of assessed valuation.

USER FEES - Fees paid for direct receipt of a public service by the user or beneficiary of the service.



Financial Policies: *Budget Excerpts*

For a full list of Northfield's Financial Policies visit:

https://www.northfieldma.gov/sites/g/files/vyhlf991/f/uploads/northfield_financial_policies_january_2022_w_adpt_by_date.pdf

A-1 ANNUAL BUDGET PROCESS

PURPOSE

The purpose of this policy is to articulate the principles to be followed in the formulation of the recommended annual operating budget, formalize the steps that culminate in the adoption of the annual budget, and identify the parties responsible for preparing and presenting the budget.

APPLICABILITY

This policy applies to the Finance Committee regarding its role in the development of the proposed annual operating budget, the Selectboard, the Town Administrator, the Town Accountant, the Board of Assessors, and Town Meeting.

DEFINITIONS

Annual Budget - comprised of requests for funding for general fund operations, enterprise fund operations and capital projects.

Enterprise Fund - a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. Revenues and expenses of the service are segregated into a fund with financial statements separate from all other governmental activities.

General Fund - the primary fund used by a government entity to account for general government services. This fund is used to record all revenues and expenditures that are not associated with special-purpose funds, e.g., enterprise funds and grant funds. The activities being paid for through the general fund constitute the core administrative and operational tasks of a municipality.

POLICY

The following principles shall guide town officials in the preparation of the recommended annual operating budget for presentation to town meeting:

- As required by Massachusetts General Law (M.G.L. c.44, §31 and M.G.L. c.59, §§ 21C-23), the recommended annual operating budget shall be balanced; that is, total recommended appropriations shall be supported by estimates of revenue equal to those appropriations.
- Recommended appropriations shall be realistically budgeted and revenues shall be conservatively estimated.



- As a general rule, sources of estimated revenue shall be reasonably expected to recur annually to sustain recurring annual expenditures.
- The document presenting the recommended annual budget shall include a presentation of estimated revenues and the assumptions underlying the estimates.
- The Town will seek to avoid using budgetary relief offered by statute or regulation that balances the budget at the expense of future years, such as amortizing deficits over multiple years.
- The Town shall maintain reserves for emergencies and other purposes (see Financial Reserves Policy) and shall maintain liquidity sufficient to pay bills on time to preclude the need to borrow in anticipation of revenue.

PROCEDURES

The following procedures shall be followed in the development and presentation of the recommended annual operating budget:

- The recommended annual operating budget – inclusive of general fund operations and enterprise fund operations – shall be the responsibility of the Finance Committee.
- Prior to the beginning of the budget process, the Town Administrator shall develop a calendar outlining the steps to be followed in the development of the budget and the proposed dates they are scheduled to occur. The calendar shall be distributed to the Selectboard and the Finance Committee for their review and comment.

The calendar shall include, but not be limited to, dates for the following:

- Presentation by the Town Administrator to a joint meeting of the Selectboard and the Finance Committee on the status of the current year's budget, preliminary estimates of revenue for the ensuing fiscal year, and proposed budget guidelines to accompany instructions to Department Heads, Board and Committees for submittal of their operating budget requests for the ensuing fiscal year.
- Deadline for submittal to the Town Administrator of operating budget requests of Departments, Boards and Committees for the ensuing fiscal year.
- Presentation by the Town Administrator to the Finance Committee and Selectboard of a multi-year revenue and expenditure forecast.
- Presentation by the Town Administrator to the Selectboard of operating budget requests for the ensuing fiscal year for review and discussion.
- Transmittal to the Finance Committee by the Town Administrator, on behalf of the Selectboard, of operating budget requests.
- Budget hearings by the Finance Committee on operating budget requests.



- Preparation by the Assessors of a new growth estimate on or about March 1st, which will inform the final budget figure for use in the Annual Budget Process.
- Joint Meeting of the Finance Committee and the Selectboard to discuss - including final revenue estimates - the operating budget to be recommended by the Finance Committee to the Annual Town Meeting as well as other financial articles to be included in the Annual Town Meeting warrant (capital and non-capital financial articles).
- Preparation and transmittal of the Finance Committee’s report to Town meeting on the recommended budget for the ensuing fiscal year. The report shall include but not be limited to the following:
 - A description of the important features of the budget
 - A description of any major changes from the current year in financial policies, expenditures, and revenues, together with the reasons for such changes
 - A summary of the Town’s debt position
 - Other material the Finance Committee deems appropriate

REFERENCES

M.G.L. c. 41, §108 M.G.L. c. 44, §31
M.G.L. c.59, §§ 21C-23

Town of Northfield, Capital Planning policy

Town of Northfield, Financial Reserves policy

A-2 CAPITAL PLANNING

PURPOSE

Capital assets – roads and bridges, utility infrastructure, equipment, vehicles, parks, buildings, and technology – are critical components in supporting the delivery of municipal services and contributing to the quality of life in the town.

The purpose of this policy is to define an annual capital planning process to identify the need for the acquisition of new capital assets, the replacement of existing assets, and the proposed financing of each.

APPLICABILITY

This policy applies to all town departments, boards, and committees that maintain an inventory of capital assets; to the Town Administrator with responsibility for creating a proposed annual Capital Improvement Plan; to the Selectboard in its role to review capital projects proposed for funding; and, to the Finance Committee, acting as the Town’s Capital Committee, with responsibility to review and make recommendations on capital projects proposed for funding.



DEFINITIONS

Annual Budget: comprised of requests for funding for general fund operations, enterprise fund operations and capital projects.

Available Funds: Funds established through previous appropriations or results of favorable operating results at fiscal year-end, e.g., Free Cash, Stabilization Fund(s), Overlay Surplus, and Enterprise Retained Earnings.

Capital Improvement Plan: a 6-year plan prepared annually as part of the annual budget process which is comprised of the Capital Budget proposed for consideration for funding in the upcoming fiscal year (year 1 of the Plan), and years 2-6 including capital projects identified as candidates for funding in future fiscal years.

Capital Project: a major, non-recurring expenditure that generally meets the following criteria:

- Massachusetts General Law permits the Town to issue bonds to finance the expenditure;
- Project cost is \$25,000 or greater;
- Proposed project or asset to be acquired has a useful life of 5 years or more including:
 - New public buildings, or additions to existing buildings, including land acquisition costs and equipment needed to furnish the new building or addition for the first time;
 - Alterations, renovations, or improvements to existing buildings;
 - Land acquisition and/or improvements, unrelated to public buildings, but necessary for conservation, recreation or off-street parking;
 - Major equipment acquisition, replacement or refurbishment, including but not limited to vehicles, furnishings, and information technology systems' hardware and software or other items that combined in purpose together make it a Capital Project;
 - New construction or major improvements to Town's physical infrastructure, including streets, sidewalks, stormwater drains, and the sanitary sewer system. Infrastructure improvements must extend the useful life of the infrastructure by at least ten (10) years to be appropriately classified as a Capital Project;
 - Feasibility studies, engineering design services, or consultant services which are ancillary to a future Capital Project.

POLICY

The following shall be the policy of the Town:



- To maintain its physical assets by providing funding in the annual operating budget to protect its capital investments and minimize future maintenance and replacement costs.
- To pursue a program of preventative maintenance as a cost-effective approach to protecting its capital investments and maximizing the useful life of its capital assets including the procurement of outside services where Town staff capacity or expertise appears insufficient to perform such preventative maintenance.
- To endeavor to provide and preserve the infrastructure and equipment needed for achieving the highest levels of public services and quality of life possible by annually developing a six-year Capital Improvement Plan to ensure adequate investment in the Town's capital assets.
- The following shall be considered in the identification of financing of capital:
 - Town Budgeted General Operating Revenues, Enterprise Fund revenues, Available Funds, (e.g., Special Purpose Stabilization Funds, Free Cash, Retained Earnings and Overlay Surplus), and grant funds from the federal and state governments.
 - Long-term debt shall be considered an appropriate funding source for capital requests whose costs cannot be accommodated within the annual operating budget without adversely affecting the financing of services.
 - The target for spending from General Fund operating revenue in the annual Capital Budget – to finance debt service on projects proposed for funding with debt and those proposed for funding with cash (pay-as-you-go projects) - shall be equal to 5% of the Prior Year's General Fund operating budget. The 5% shall be comprised of the following:
 - 2% of the Prior Year's General Fund operating budget shall be targeted for building renewal and equipment replacement on a pay-as-you-go basis.
 - 3% of the Prior Year's General Fund operating budget shall be targeted to fund debt service on non-exempt debt-financed projects.
 - If, in any year, funds needed for the Capital Budget recommended to Town Meeting are below the target of 5% of the Prior Year's General Fund operating budget, the difference in revenue allocated for this purpose shall be appropriated into a capital stabilization fund to offset the costs of future capital projects.
 - The term for which debt is issued shall comply with the limits in Massachusetts General Law. Notwithstanding these limits, debt maturities should be equal to or less than the useful life of the asset being financed.
 - To the extent practicable, assets with short useful lives that are replaced regularly, e.g., police cruisers, shall be funded in the operating budget.

PROCEDURES



- The Town Administrator shall have responsibility for coordinating the development of a proposed annual Capital Improvement Plan, to be delivered on a timeline that supports the Annual Budget Process. The Town Administrator shall create the form on which capital project requests are submitted. On or about November 1st, the Town Administrator shall develop and transmit to the Selectboard and the Finance Committee a calendar identifying dates in the development of the plan including:
 - a schedule for the submission to the Town Administrator of capital project requests for years 1 through 6 of the Capital Improvement Plan by Town departments, Boards and Committees.
 - Presentation by the Town Administrator to the Selectboard and Finance Committee of capital budget requests for the ensuing fiscal year (year 1 of the Capital Improvement Plan) for review and discussion.
 - Dates, if needed, for Departments, Boards and Committees requesting capital projects to appear before the Selectboard and/or the Finance Committee to respond to questions about project proposals for any projects proposed for the ensuing fiscal year.
 - a joint meeting of the Finance Committee and Selectboard to discuss the recommended Capital Improvement Plan, and for the Finance Committee to vote to approve its recommended Capital Budget to the Annual Town Meeting,
- The Capital Improvement Plan shall:
 - include projects recommended for funding in the upcoming fiscal year (the Capital Budget)
 - identify prospective sources of funding for projects in the Capital Budget (see the Town's Financial Reserves and Debt Management Policies)
 - a schedule of current debt service and projected annual debt service based on projects in the Capital Budget identified as candidates for debt financing.
 - A list of requested projects by department with estimated costs and indication of departmental priority for years 2 through 6 of the Capital Improvement Plan
- Only projects that have gone through the annual capital planning process will be considered for funding unless required by an emergency, which may be determined based on their hazard to public safety, potential damage to people or property, regulatory requirements, grant availability, or other factors. Emergency requests will be submitted to the Town Administrator, in a form prescribed by the Town Administrator, for review and consideration. If the Town Administrator deems the request constitutes an emergency, he/she shall transmit the request, including a recommendation of the source of funding, to the Finance Committee and the Selectboard for consideration.



- In prioritizing each capital request, the Selectboard in its Capital Improvement plan proposed to the Finance Committee, and the Finance Committee in its Capital Improvement Plan recommended to Town Meeting, shall determine how the project addresses the following criteria:
 - Eliminates a hazard to public health and safety?
 - Required by state or federal laws or regulations?
 - Uses outside financing sources, such as grants?
 - Stabilizes or reduces operating costs?
 - Replaces a clearly obsolete facility, makes better use of an existing facility, or relieves an overburdened situation?
 - Maintains or improves productivity or existing standards of service?
 - Supports adopted plans, goals, objectives, and policies of the Town?
 - Directly benefits the Town's economic base by protecting and increasing property values?
 - Provides new programs having social, cultural, historic, economic, or aesthetic value?
 - Increases operational or personnel costs?

- Generally, in consultation with the Town Administrator, within six months after the completion of a capital project or acquisition financed through a special article, the Town Accountant shall close out the project so any unexpended balance financed with cash or bond proceeds can be re-deployed for other purposes pursuant to Massachusetts General Law or regulation.

REFERENCES

M.G.L. c. 41, § 106B M.G.L. c. 44, §§ 7-8
M.G.L. c. 44, § 20 M.G.L. c. 44, § 33B

Division of Local Services Best Practice: [Presenting and Funding Major Capital Projects](#)



Town of Northfield

Commonwealth of Massachusetts

WARRANT FOR SPECIAL TOWN MEETING

Wednesday, April 19, 2023

At 6:30 o'clock in the Evening

At Pioneer Valley Regional School 97 F. Sumner Turner Road

There were 422 in attendance.

The meeting started at 7:22 pm.

Then recessed for a presentation on the Emergency Services Building.

The meeting was continued at 9:20pm with the results as follow:

ARTICLE 1: To see if the Town will vote to raise and appropriate a sum of money to pay the costs of a new Emergency Services Building, including costs of design, engineering, project management, construction, site preparation, the acquisition and installation of furniture, fixtures and equipment, and all other incidental costs related thereto, and to authorize the Treasurer, with the approval of the Selectboard, to fund such appropriation by borrowing, or take any other action thereon or in relation thereto.

MOTION BY: Heath Cummings

MOTION: I move that the sum of \$13,500,000 (Thirteen million, five-hundred thousand dollars) be appropriated by the Town to pay the costs of the Emergency Services Building project listed in Article 1, including costs of design, engineering, project management, construction, site preparation, the acquisition and installation of furniture, fixtures and equipment, and all other incidental costs related thereto; and that to meet this appropriation, the Treasurer, with the approval of the Selectboard, be authorized to borrow such sum under Section 7(1) of Chapter 44 of the General Laws or any other enabling authority, and to issue bonds and/or notes of the Town to finance such project.

The Motion Failed 191 Yes, 157 No- The Two-thirds vote was not met.

ARTICLE 2: To see if the Town will vote to transfer from available funds, or otherwise provide a sum or sums of money for to pay the costs of a new Emergency Services Building, including, design, engineering, project management, construction, site preparation, the acquisition and installation of furniture, fixtures and equipment, and all other incidental costs related thereto, or take any other action thereon or in relation thereto.

MOTION BY: Bernie Boudreau

MOTION as amended: I move that the following sums be transferred from available funds to pay a portion of the costs of a new Emergency Services Building contingent on prior motion passing

- **\$312,011.80 be transferred from the account containing the proceeds from the sale of a cell tower easement and;**

- **\$450,000.00 be transferred from the Town’s Capital Stabilization account.**

**Vote taken prior to Article 1 ballot result. Motion Passed, two-thirds requirement was met.
Article 1 failed, due to the contingency in Article 1, Article 2 failed.**



**Town of Northfield
Commonwealth of Massachusetts**

**WARRANT FOR ANNUAL TOWN MEETING
Monday, May 1, 2023
At 7:11 O'clock in the Evening
At the Pioneer Valley Regional School, 97 F. Sumner Turner Rd.
Total Participants 139**

ARTICLE 1: To see if the Town will vote to WAIVE THE READING OF THE WARRANT AND THE NOTICE to the Constables and act on the motions of the following articles: or take any other action thereon or in relation thereto.

MOTION BY: ALEXANDER MEISNER

MOTION: I move the Town waive the reading of the Warrant and the Notice to the Constables and act on the motions of the following articles.

[VOTE REQUIRED: MAJORITY] – PASSED UNANIMOUS

ARTICLE 2: To see if the Town will vote to HEAR AND ACT UPON THE REPORTS OF THE SEVERAL TOWN OFFICERS, BOARDS, COMMITTEES, COMMISSIONS AND TRUSTEES; or take any other action thereon or in relation thereto.

MOTION BY: BERNARD BOUDREAU

MOTION: I move the Town hear and act upon the reports of the several Town Officers, Boards, Committees, Commissions and Trustees.

[VOTE REQUIRED: MAJORITY] – PASSED UNANIMOUS

ARTICLE 3: To see if the Town will vote to AUTHORIZE THE SELECT BOARD TO APPLY FOR STATE OR FEDERAL GRANTS, AND TO EXPEND ANY MONIES RECEIVED, as set forth in the appropriate grant application; or take any other action thereon or in relation thereto.

MOTION BY: MARY BOWEN

MOTION: I move the Town vote to authorize the Select Board to apply for state or federal grants, and to expend any monies received, as set forth in the appropriate grant application.

[VOTE REQUIRED: MAJORITY] – PASSED UNANIMOUS

ARTICLE 4: To see if the Town will vote, under the provisions of the General Laws of Massachusetts, Chapter 41, §108, and any amendments thereto, to fix the salaries of all elected officials for Fiscal Year 2024, and raise and appropriate or transfer from available funds any sum or sums therefor, and further raise and appropriate or transfer from available funds any sum or sums of money for the maintenance of the several departments of the Town, and for other necessary charges, in accordance with the amount recommended by the Finance Committee as shown in the final column of the Warrant; or take any other action thereon or in relation thereto.

	FY2023 Appropriation	FY2024 Requested	Finance Committee Recommended
GENERAL GOVERNMENT			
MODERATOR SALARY	67	81	81
MODERATOR EXPENSE	10	10	10
SELECT BOARD STIPENDS	11,909	12,624	12,624
SECRETARY SALARY	56,898	60,311	60,311
SELECT BOARD WAGES PT	9,945	14,011	14,011
SELECT BOARD EXPENSE	22,300	23,750	23,750
TOWN ADMIN SALARY	107,500	115,670	115,670
TOWN ADMIN EXPENSE	4,150	4,500	4,500
FINANCE COMMITTEE EXP	1,711	200	200
RESERVE FUND	55,000	55,000	55,000
ACCOUNTANT SALARY	36,890	39,104	39,104
ACCOUNTANT EXPENSE	750	17,750	17,750
FINANCIAL ASSISTANT	20,492	22,210	22,210
ASSESSORS STIPENDS	6,616	7,013	7,013
ASSESSORS CLK WAGES	44,555	48,291	48,291
ASSESSORS PROPT INSPE	39,300	39,300	39,300
ASSESSORS EXPENSE	15,045	19,250	19,250
TREASURER SALARY	18,342	31,340	31,340
TREASURER EXPENSE	9,900	15,900	15,900
TAX COLLECTOR SALARY	18,342	31,340	31,340
TAX COLLECTOR EXPENSE	6,900	12,900	12,900
TOWN LEGAL EXPENSE	40,000	40,000	40,000
COMPUTER SUPPLY & SVC	75,155	77,455	77,455
TAX TITLE	3,700	3,700	3,700
TOWN CLERK SALARY	44,555	47,228	47,228
TOWN CLERK EXPENSE	17,348	19,837	19,837
ELECTIONS/REGISTRAR	13,900	16,050	16,050
CONS COMM EXPENSE	1,000	1,000	1,000
PLANNING BD STIPENDS	6,000	6,360	6,360
PLANNING BD EXPENSE	3,070	10,130	10,130
ZBA EXPENSE	3,327	3,869	3,869
OPEN SPACE COMMISSION	1,400	1,500	1,500
AG COMMISSION EXPENSE	800	800	800
CUSTODIAN WAGES	20,079	21,284	21,284
TOWN HALL MAINTENANCE	69,650	70,500	70,500
TOWN REPORTS	1,000	1,000	1,000
TOWN CLOCK	175	175	175
TOTAL	787,781	891,443	891,443

PUBLIC SAFETY

POLICE SALARIES/WAGES	435,860	506,953	506,953
POLICE OPERATING EXP	59,221	60,438	60,438
FIRE DEPT STIPENDS	6,574	6,970	6,970
FIRE DEPARTMENT WAGES	55,176	58,486	58,486
FIRE DEPT OPERAT/MAINT	46,050	50,870	50,870
FIRE DEPT HOSE & EQUIP	12,000	12,000	12,000
FIRE DEPT INSPECT FEES	3,500	3,500	3,500
FIRE HYDRANTS	7,600	7,600	7,600
FIRE PONDS	3,000	3,000	3,000
BLDING INSPECT SALARY	32,285	34,992	34,992
BLDING INSPECT EXPENSE	1,350	750	750
GAS INSPECTIONS	500	500	500
PLUMBING INSPECTIONS	500	500	500
WIRE INSPECTIONS	500	500	500
CIVIL DEFENSE	4,500	4,500	4,500
ANIMAL CONTROL OFFICER	9,975	8,870	8,870
ANIMAL CONTROL EXP	700	700	700
TREE DEPARTMENT EXP	10,000	10,000	10,000
CONSTABLE WAGES	3,235	3,429	3,429
CONSTABLE EXPENSE	300	300	300
TOTAL	692,826	774,858	774,858

EDUCATION

RES MAINTENANCE	15,000	0	0
SCHOOL COM STIPENDS	831	881	881
PVRS ASSESSMENT	4,765,610	4,711,438	4,711,438
PVRS CAPITAL	0	30,525	30,525
FCTS OPERATING	454,573	650,700	650,700
FCTS CAPITAL	11,431	11,433	11,433
TUITION & TRANSPORT OUT OF DISTRICT	40,000	55,000	55,000
TOTAL	5,287,445	5,459,977	5,459,977

PUBLIC WORKS/FACILITIES

HIGHWAY ADMIN EXPENSE	19,600	19,600	19,600
HIGHWAY DEPT WAGES	292,812	318,502	318,502
HIGHWAYS, BRIDGES/RAILS	236,260	286,460	286,460
OIL & STONING	100,000	100,000	100,000
SNOW & ICE EXPENSE	75,390	100,390	100,390
SNOW & ICE WAGES	83,693	89,952	89,952
STREET LIGHTS	17,000	17,000	17,000
MACHINE/FACILITIES MAINT	118,000	127,000	127,000
SOLID WASTE DISTRICT	13,930	14,986	14,986
TRANSFER STATION	183,288	192,845	192,845
CEMETERY WAGES/EXP	35,000	35,000	35,000
TOTAL	1,174,973	1,301,735	1,301,735

HEALTH AND HUMAN SERVICES

BD OF HEALTH STIPENDS	3,032	3,214	3,214
SEPTIC INSPECTION FEES	2,500	2,500	2,500
BD OF HEALTH EXPENSE	7,028	7,350	7,350
SHARED HEALTH AGENT	12,998	12,998	12,998
REGIONAL NURSE	18,826	16,367	16,367
MOSQUITO CONTROL	5,000	5,000	5,000
ANIMAL INSPECTOR	2,415	2,915	2,915
COUNCIL ON AGING	93,065	101,356	101,356
SOLDIERS RELIEF	20,000	10,000	10,000
TOTAL	164,918	161,700	161,700

CULTURE/REC/OTHER

DICKINSON LIB WAGES	129,637	139,128	139,128
DICKINSON LIB EXPENSE	54,145	54,145	54,145
NFLD FARMS LIBRARY	700	1,000	1,000
RECREATION COMMISSION	5,472	22,588	22,588
REC PROGRAM DIRECTOR	7,038	20,482	20,482
MAINT ATHLETIC FIELD	8,000	8,250	8,250
HISTORICAL COMMISSION	500	500	500
MAINT HISTORIC MARKERS	500	500	500
MEMORIAL DAY	2,000	2,500	2,500
VETERANS MEMORIAL COM	1,000	1,000	1,000
FRCOG ASSESSMENT	26,874	26,915	26,915
VETERANS DISTRICT	8,268	8,985	8,985
TOTAL	244,134	285,993	285,993

DEBT SERVICE

INTEREST ON NOTES	0	0	0
TOTAL	0	0	0

INSURANCE/RETIREMENT

COUNTY RETIREMENT	215,955	223,878	223,878
INSURANCE & BENEFITS	460,884	483,989	483,989
TOTAL	676,839	707,867	707,867

TOTAL	9,028,916	9,583,573	\$9,583,573
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MOTION BY: BERNHARD PORADA, Finance Committee

MOTION: I move the Town, under the provisions of the General Laws of Massachusetts, Chapter 41, §108, and any amendments thereto, fix the salaries of all elected officials for Fiscal Year 2024, and raise and appropriate the sums therefore and the sums for the maintenance of the several departments of the Town in accordance with the amount recommended by the Finance Committee as shown in the final column of the Warrant, as a Grand Total of the Omnibus article of \$9,583,573.

[VOTE REQUIRED: MAJORITY] – PASSED MAJORITY

ARTICLE 5: To see if the Town will vote to appropriate a sum or sums of money to operate the EMERGENCY MEDICAL SERVICES ENTERPRISE FUND as shown below or take any other action relative thereon or in relation thereto:

Wages and Salaries	\$448,071
Expenses	\$124,300
<u>Budgeted Surplus</u>	<u>\$0</u>
<u>TOTAL:</u>	<u>\$572,321</u>

and that \$572,371 be raised as follows:

<u>Department Receipts</u>	<u>\$572,371</u>
<u>Town Tax Levy</u>	<u>-0-</u>
<u>TOTAL:</u>	<u>\$572,371</u>

MOTION BY: HEATH CUMMINGS

MOTION: I move the Town raise from Departmental Receipts the sum of \$572,371 to operate the Emergency Medical Services Enterprise Fund as set forth in Article 5.

[VOTE REQUIRED: MAJORITY] - PASSED MAJORITY

ARTICLE 6: To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide a sum or sums for AMBULANCE EQUIPMENT or take any other action relative thereon or in relation thereto.

MOTION BY: BARBARA JACQUE

MOTION: I move the Town vote to transfer \$15,000 from the Emergency Medical Services Enterprise Fund for Ambulance Equipment.

[VOTE REQUIRED: MAJORITY] - PASSED UNANIMOUS

ARTICLE 7: To see if the Town will vote to appropriate a sum or sums of money to operate the SEWER ENTERPRISE FUND as shown below or take any other action relative thereon or in relation thereto:

Sewer Commissioner Salaries	\$ 1,980
Sewer Dept. Collector	\$ 4,695
Sewer Dept. Wages	\$137,764
Oper. & Maint. Sewer Plant	\$162,250
Reserve Fund	\$ 15,000
Maturing Debt – Principal	\$ 23,000
Maturing Debt – Interest	\$ 0
<u>Transfer to General Fund</u>	<u>\$ 41,000</u>

TOTAL: _____ **\$ 385,689**

and that \$385,689 be raised as follows:

Department Receipts	\$385,689
Town Tax Levy	-0-
TOTAL:	\$385,689

MOTION BY: ALEXANDER MEISNER

MOTION: I move the Town raise from Departmental Receipts the sum of \$385,689 to operate the Sewer Enterprise Fund as set forth in Article 7.

[VOTE REQUIRED: MAJORITY] - PASSED UNANIMOUS

ARTICLE 8: To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide a sum or sums for a NEW WATER LINE FOR THE SEWER TREATMENT PLANT, or take any other action relative thereon or in relation thereto.

MOTION BY: BERNARD BOUDREAU

MOTION: I move the Town vote to transfer the sum of \$150,000 from the Sewer Enterprise Fund to pay for a new water line to the Sewer Treatment Plant.

[VOTE REQUIRED: MAJORITY] - PASSED UNANIMOUS

ARTICLE 9: To see if the Town will vote to fix the maximum amount that may be spent during fiscal year 2024 beginning on July 1, 2023 for the REVOLVING FUNDS established in the town by-laws for certain departments, board, committees, agencies, or officers in accordance with the provisions of G.L. c.44, §53E½, as most recently amended, or take any other action thereon or in relation thereto:

Revolving Fund	Authorized to Spend	Use of Funds	Revenue Source	FY24 Limit
Recreation Programs	Recreation Commission	Activities	Fees Rec'd	\$35,000
Council on Aging Breakfast & Lunch Program	Council on Aging Director	Senior Meals	Fees Rec'd	\$5,000
Recycling Fund	Board of Health	Recycling Costs	Fee's Received	\$60,000
Gas Inspection	Gas Inspector	Salaries & Expenses	Inspection Fees	\$10,000
Plumbing Inspection	Plumbing Inspector	Salaries & Expenses	Inspection Fees	\$10,000
Wiring Inspection	Wiring Inspector	Salaries & Expenses	Inspection Fees	\$10,000

Tax Title Revolving	Town Treasurer/Collector	Tax Title Expenses	Tax Title Fees	\$10,000
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MOTION BY: MARY BOWEN

MOTION: *I Move the Town vote to fix the maximum amount that may be spent during Fiscal Year 2024 for the revolving funds as set forth in Article 9.*

[VOTE REQUIRED: MAJORITY] – PASSED UNANIMOUS

ARTICLE 10: To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide a sum or sums to pay for WINTER ROADS DEFICIT expenses or take any other action relative thereon or in relation thereto.

MOTION BY: HEATH CUMMINGS

MOTION: *I move the Town transfer \$100,000 from Free Cash to pay for winter road deficit expenses.*

[VOTE REQUIRED: MAJORITY] – PASSED UNANIMOUS

ARTICLE 11: To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide a sum or sums for the 350TH ANNIVERSARY COMMITTEE expenses or take any other action relative thereon or in relation thereto.

MOTION BY: BARBARA JACQUE

MOTION: *I move the Town vote to raise transfer from Free Cash the sum of \$11,980 for 350th Anniversary Committee expenses.*

BARBARA JACQUE MADE MOTION TO AMEND MOTION TO “the Town vote to transfer from Free Cash the sum of \$11,980 for 350th Anniversary Committee expenses” REMOVING THE WORD “RAISE” VOTE TO AMEND PASSED UNANIMOUSLY

[VOTE REQUIRED: MAJORITY] – PASSED UNANIMOUS

ARTICLE 12: To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide a sum or sums to cover the costs associated with LEGAL SERVICES FOR APPELLATE TAX COURT or take any other action relative thereon or in relation thereto.

MOTION BY: BOARD OF ASSESSORS

MOTION: *I move the Town vote to transfer from Free Cash the sum of \$25,000 to cover the costs associated with legal services for Appellate Tax Court.*

[VOTE REQUIRED: MAJORITY] - PASSED UNANIMOUS

ARTICLE 13: To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide a sum or sums to purchase a HIGHWAY DEPARTMENT TRUCK or take any other action relative thereon or in relation thereto.

MOTION BY: ALEXANDER MEISNER

MOTION: I move that the Town transfer from Free Cash the sum of \$60,000 to purchase a Highway Department truck.

[VOTE REQUIRED: MAJORITY] - PASSED UNANIMOUS

ARTICLE 14: To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide a sum or sums to purchase a KEY CARD ACCESS SYSTEM FOR DOORS AT THE NORTHFIELD ELEMENTARY SCHOOL or take any other action relative thereon or in relation thereto.

MOTION BY: BERNARD BOUDREAU

MOTION: I move that the Town transfer \$25,000 from Free Cash to pay for the purchase of a key card access system for doors at the Northfield Elementary School.

[VOTE REQUIRED: MAJORITY] – PASSED UNANIMOUS

ARTICLE 15: To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide a sum or sums to purchase and/or repair BLACKOUT ROLLER SHADES ON CLASSROOM WINDOWS AT THE NORTHFIELD ELEMENTARY SCHOOL or take any other action relative thereon or in relation thereto.

MOTION BY: MARY BOWEN

MOTION: I move that the Town transfer \$15,000 from Free Cash to pay for the purchase and/or repair of blackout roller shades on classroom windows at the Northfield Elementary School.

[VOTE REQUIRED: MAJORITY] -PASSED UNANIMOUS

ARTICLE 16: To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide a sum or sums to engineer, bid, renovate and refurbish the existing BATHROOMS IN THE SOUTH BUILDING OF THE NORTHFIELD ELEMENTARY SCHOOL and costs associated therewith, or take any other action relative thereon or in relation thereto.

MOTION BY: HEATH CUMMINGS

MOTION: I move that the Town transfer \$83,000 from Free Cash to pay for the costs of engineering, bidding, renovating and refurbishing the existing bathrooms in the south building of the Northfield Elementary School and any costs associated therewith.

[VOTE REQUIRED: MAJORITY] - PASSED UNANIMOUS

ARTICLE 17: To see if the Town will vote to authorize the Select Board to petition the General Court for special legislation to allow Floyd Dunnell III, the Town of Northfield Fire Chief, notwithstanding the provisions of any general or special law to the contrary, to serve in such position until December 31,

2026 (age 73, 4 months), or until the date of his retirement or non-reappointment, whichever occurs first; provided, however, that he is mentally and physically capable of performing the duties of his office. Provided further, that the Town will, at its own expense, require that Chief Dunnell be examined by an impartial physician designated by the Town to determine such capability; and provided further, that no deductions from the regular compensation of Floyd Dunnell III shall be made under Chapter 32 of the General Laws for retirement or pension purposes. Provided, however, that the General Court may make clerical and editorial changes of form only to the bill unless the Select Board approve amendments to the bill prior to enactment by the General Court, and to authorize the Select Board to approve such amendments which shall be within the scope of the general public objectives of the petition, or take any other action relative thereon or in relation thereto.

MOTION BY: BARBARA JACQUE

MOTION: I move that the Town grant the Select Board the right to petition the General Court for special legislation to allow Floyd Dunnell III to serve as Fire Chief until December 31, 2026 (age 73, 4 months), or until the date of his retirement or non-reappointment, whichever occurs first; provided, however, that he is mentally and physically capable of performing the duties of his office. Provided further, that the Town will, at its own expense, require that Chief Dunnell be examined by an impartial physician designated by the Town to determine such capability; and provided further, that no deductions from the regular compensation of Floyd Dunnell III shall be made under Chapter 32 of the General Laws for retirement or pension purposes. Provided, however, that the General Court may make clerical and editorial changes of form only to the bill unless the Select Board approves such amendments to the bill prior to enactment by the General Court, and to authorize the Select Board to approve such amendments which shall be within the scope of the general public objectives of the petition.

[VOTE REQUIRED: MAJORITY] -PASSED UNANIMOUS

ARTICLE 18: To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide a sum or sums of money to deposit into the Town's OPEB TRUST FUND or take any other action relative thereon or in relation thereto.

MOTION BY: ALEXANDER MEISNER

MOTION: I move the Town transfer from free cash the sum of \$75,000 to deposit into the Town's OPEB Trust Fund.

[VOTE REQUIRED: MAJORITY] – PASSED UNANIMOUS

ARTICLE 19: To see if the Town will vote, pursuant to the provisions of G.L. c.40, §5B, to create a new special purpose stabilization fund, to be known as the OPIOID SETTLEMENT STABILIZATION FUND, which may be expended for all of the purposes allowed by law, including those outlined in applicable opioid-litigation settlement documents, a document prepared by the Substance Abuse Bureau of the Commonwealth's Office of Health and Human Services Department, found at <https://www.mass.gov/doc/massachusetts-abatementterms/download> entitled "Abatement Strategies", and consistent with any state guidelines or regulations further clarifying allowable uses of opioid litigation settlement funds; and further, to adopt the last paragraph of said §5B and dedicate to such fund, without further appropriation, 100% of the opioid litigation settlement funds received by the Town; and further to, transfer from available funds a sum of money equal to that received or to be received by the Town from opioid

Town of Northfield – Annual Report & FY2025 Budget

litigation settlements resulting from the Town’s participation in the national Opioid Multi-District Litigation into said Opioid Settlement Stabilization Fund; or take any other action related thereon or in relation thereto.

MOTION BY: BERNARD BOUDREAU

MOTION: I move that the Town, pursuant to the provisions of G.L. c.40, §5B, to create a new special purpose stabilization fund, to be known as the Opioid Settlement Stabilization Fund, which may be expended for all of the purposes allowed by law, including those outlined in applicable opioid-litigation settlement documents, a document prepared by the Substance Abuse Bureau of the Commonwealth’s Office of Health and Human Services Department, found at <https://www.mass.gov/doc/massachusetts-abatement-terms/download> entitled “Abatement Strategies”, and consistent with any state guidelines or regulations further clarifying allowable uses of opioid litigation settlement funds; and further, to adopt the last paragraph of said §5B and dedicate to such fund, without further appropriation, 100% of the opioid litigation settlement funds received by the Town; and further to, transfer from available funds a sum of money equal to that received or to be received by the Town from opioid litigation settlements resulting from the Town’s participation in the national Opioid Multi-District Litigation into said Opioid Settlement Stabilization Fund.

[VOTE REQUIRED:TWO-THIRDS VOTE] – PASSED UNANIMOUS

ARTICLE 20: To see if the Town will vote to adopt the COUNCIL ON AGING BYLAWS as set forth in the Final Draft dated February 21, 2023 available in the Town Clerk’s Office, or take any other action in relative thereon or in relation thereto.

MOTION BY: DEBRA LANOU

MOTION: I move that the Town vote to adopt the Council on Aging Bylaws as set forth in the Final Draft dated February 21, 2023.

[VOTE REQUIRED: MAJORITY] - PASSED UNANIMOUS

ARTICLE 21: To see if the Town will vote to adopt the PROPOSED FLOODPLAIN OVERLAY DISTRICT BYLAW dated April 12, 2023 as available in the Town Clerk’s Office, to replace the current Section 10.1 Floodplain Overlay District in the Town of Northfield Zoning Bylaws, or take any other action in relative thereon or in relation thereto.

MOTION BY: HEATH CUMMINGS

MOTION: I move that the Town vote to adopt the Proposed Floodplain Overlay District Bylaw dated April 12, 2023 as available in the Town Clerk’s Office, to replace the current Section 10.1 Floodplain Overlay District in the Town of Northfield Zoning Bylaws.

[VOTE REQUIRED: MAJORITY] - PASSED UNANIMOUS

ARTICLE 22: To see if the Town will vote to edit and amend the Northfield COMMUNITY PRESERVATION COMMITTEE BYLAW, passed at Annual Town Meeting March 2, 2009, Article 15, to strike the following language:

- One member to act in the capacity of, or perform like duties of, a member of a Housing Authority; this member to be appointed by the Selectboard

And replace it with the following:

- One member of the Council on Aging, as designated by the Council On Aging, to act in the capacity of, or perform like duties of, a member of a Housing Authority.

or take any other action thereon or in relation thereto.

MOTION BY: LARA DUBIN, Community Preservation Committee

MOTION: I move that the Town edit and amend the Northfield Community Preservation Committee Bylaw, passed at Annual Town Meeting March 2, 2009, Article 15, as stipulated above in this warrant.

[VOTE REQUIRED: MAJORITY] - PASSED UNANIMOUS

ARTICLE 23: To see if the Town will reserve from the FY 2024 COMMUNITY PRESERVATION FUND the following estimated amounts to be set aside from estimated annual revenue: the sum of 5% (\$1,400) for administrative expenses; 10% (\$2,800) for open space purposes; 10% (\$2,800) for historic preservation; 10% (\$2,800) for affordable housing; and the remaining 65% (\$18,200) to the FY 2024 Community Preservation Fund budgeted reserve; or take any action thereon or in relation thereto.

MOTION BY: LARA DUBIN, Community Preservation Committee

MOTION: I move the Town reserve from the FY 2022 Community Preservation Fund the following estimated amounts be set aside from estimated annual revenue: the sum of 5% (\$1,400) for administrative expenses; 10% (\$2,800) for open space purposes; 10% (\$2,800) for historic preservation; 10% (\$2,800) for affordable housing; and the remaining 65% (\$18,200) to the FY 2023 Community Preservation Fund budgeted reserve.

LARA DUBIN MADE MOTION TO AMEND MOTION TO “Town reserve from the FY 2024 Community Preservation Fund the following estimated amounts be set aside from estimated annual revenue: the sum of 5% (\$1,400) for administrative expenses; 10% (\$2,800) for open space purposes; 10% (\$2,800) for historic preservation; 10% (\$2,800) for affordable housing; and the remaining 65% (\$18,200) to the FY 2024 Community Preservation Fund budgeted reserve.” CHANGING FY 2022 TO 2024 AND FY 2023 TO 2024 MOTION TO AMEND PASSED UNANIMOUSLY

[VOTE REQUIRED: MAJORITY] - PASSED UNANIMOUS

ARTICLE 24: To see if the Town will vote to appropriate for open space/recreational preservation purposes the sum of \$2,000 from the Community Preservation Fund balance for Open Space/Recreation and \$825 from the Community Preservation Fund for Undesignated Funds for a total of \$2,825 to go towards the purchase of a RECREATIONAL STORAGE SHED AND PROPANE GRILL FOR THE NORTHFIELD SENIOR CENTER, or take any action there on or in relation thereto.

MOTION BY: LARA DUBIN, Community Preservation Committee

MOTION: I move that the Town appropriate the sum of \$2,000 from the Community Preservation Fund balance for Open Space/Recreation and \$825 from the Community Preservation Fund for Undesignated Funds for a total of \$2,825 to go towards the purchase of a recreational storage shed and propane grill for the Northfield Senior Center.

[VOTE REQUIRED: MAJORITY] - PASSED UNANIMOUS

ARTICLE 25: To see if the Town will vote to appropriate for historical preservation purposes the sum of \$2,000 from the Community Preservation Fund balance for Historical Preservation and/or the Undesignated Fund balance to replace the SIGNAGE ON THE NORTHFIELD FARMS FIELD LIBRARY building, or take any action thereon or in relation thereto.

MOTION BY: LARA DUBIN, Community Preservation Committee

MOTION: I move the Town appropriate the sum of \$2,000 from the Community Preservation Fund balance for Historical Preservation and/or the Undesignated Fund balance to replace the signage on the Northfield Farms Field Library building.

[VOTE REQUIRED: MAJORITY] - PASSED UNANIMOUS

ARTICLE 26: To see if the Town will vote to appropriate for historical preservation purposes the sum of \$3,000 from the Community Preservation Fund balance for Historical Preservation and/or the Undesignated Fund balance to repair the HISTORIC OUTSIDE FIREPLACE LOCATED AT 88 MAIN STREET, or take any action thereon or in relation thereto.

MOTION BY: LARA DUBIN, Community Preservation Committee

MOTION: I move the Town vote to appropriate the sum of \$3,000 from the Community Preservation Fund balance for Historical Preservation and/or the Undesignated Fund balance to repair the historic outside fireplace located at 88 Main Street.

[VOTE REQUIRED: MAJORITY] - PASSED UNANIMOUS

ARTICLE 27: To see if the Town will adopt the resolution outlined in Appendix 2 of this document.

WHEREAS the efficient administration of Town affairs is achieved through the largely voluntary assumption of official responsibilities by elected or appointed officers combined with the loyal and faithful service of salaried employees, and,

WHEREAS certain persons have during the calendar year of 2022 concluded periods of service during which they have made substantial contributions to the public weal,

BE IT RESOLVED that the names and nature of service by the following named persons be herewith noticed and recorded in the minutes of this Annual Town Meeting of 2023 in grateful recognition of their work on behalf of the Town:

MOTION BY: BARBARA JACQUE

MOTION: I move the Town adopt the resolution outlined in Appendix 2 of the Town Meeting Warrant document.

[VOTE REQUIRED: MAJORITY] – PASSED UNANIMOUS

TOWN MEETING END 7:51 PM



**Town of Northfield
Commonwealth of Massachusetts
Special Town Meeting
JUNE 28, 2023 At 6:30 o'clock in the evening
At Pioneer Valley Regional School 97 F. Sumner Turner Road**

226 Registered Voters in attendance. Meeting started at 6:30pm

ARTICLE 1: To see if the Town will vote to transfer from available funds, or otherwise provide a sum or sums of money to pay the costs of a new Emergency Services Building, including, design, engineering, project management, construction, site preparation, the acquisition and installation of furniture, fixtures and equipment, and all other incidental costs related thereto, or take any other action thereon or in relation thereto.

MOTION BY HEATH CUMMINGS

MOTION: I move that the following sums be transferred from available funds to pay the costs of an Emergency Services Building including design, engineering, project management, construction, site preparation, the acquisition and installation of furniture, fixtures and equipment, and all other incidental costs related thereto.

- **\$312,011.80 be transferred from the account containing the proceeds from the sale of a cell tower easement and;**
- **\$450,000.00 be transferred from the Town's Capital Stabilization account.**

[TWO-THIRDS VOTE REQUIRED] DID NOT PASS 119 YES 86 NO

ARTICLE 2: To see if the Town will vote to Raise and appropriate for Fiscal Year 2024 a sum or sums of money to pay the costs of a new Emergency Services Building, including, design, engineering, project management, construction, site preparation, the acquisition and installation of furniture, fixtures and equipment, and all other incidental costs related thereto, or take any other action thereon or in relation thereto.

MOTION BY BARBARA JACQUE

MOTION: I move that the Town raise and appropriate for FY24 \$500,000 to pay the costs of an Emergency Services Building including design, engineering, project management, construction, site preparation, the acquisition and installation of furniture, fixtures and equipment, and all other incidental costs related thereto.

[MAJORITY VOTE REQUIRED] VOTE PASSED MAJORITY

ARTICLE 3: To see if the Town will vote to authorize the Select Board to acquire, by purchase, gift or eminent domain, a fee simple interest in the property located at 168 Main Street, said property identified as Parcel ID #17-A11A-1, and described in a deed recorded with the Franklin Registry of Deeds in Book 5402, Page 240, AND Parcel ID #17-A11B-1, as described in a deed recorded with the Franklin Registry of Deeds in Book 3174, Page 249, on such terms and conditions as the Select Board deems appropriate, with the care, custody and control of said property to be held by the Select Board for general municipal purposes, including a public safety facility, and, as funding for said acquisition, to raise and appropriate, transfer from available funds, borrow, or otherwise other costs incidental and/or related thereto; and, further, to authorize the Select Board to enter into all agreements and execute any and all instruments on behalf of the Town as may be necessary or appropriate to carry out the purposes of this article, or take any other action thereon or in relation thereto.

MOTION BY ALEX MEISNER

MOTION: I move that the Town authorize the Select Board to purchase a fee simple interest in the property located at 168 Main Street, said property as Parcel ID #17A11A-1, and described in a deed recorded with the Franklin Registry of Deeds in Book 5402, Page 240, AND Parcel ID #17-A11B-1, as described in a deed recorded with the Franklin Registry of Deeds in Book 3174, Page 249 on such terms and conditions as the Select Board deems appropriate, with the care, custody and control of said property to be held by the Select Board for general municipal purposes, including a public safety facility, and, as funding for said acquisition transfer from available funds in the Emergency Services Building Account the amount of \$675,000.

Motion to vote by ballot.

[TWO-THIRDS VOTE REQUIRED] VOTE DID NOT PASS

ARTICLE 4: To see if the Town will vote to transfer the available remaining funds from Article 19 voted at Annual Town Meeting May 2, 2022 for the purchase of a new or used Debris Truck for the Highway Department.

MOTION BY SARAH KERNS Second by Alex Meisner

MOTION: I move that the Town transfer the available remaining funds from Article 19 voted at Annual Town Meeting May 2, 2022 of \$81,169.20 for the purchase of a new or used Debris Truck for the Highway Department.

[MAJORITY VOTE REQUIRED] VOTE PASSED UNANIMOUS

ARTICLE 5: Bylaw on Committee membership

Amend/Replace Bylaw currently:

Any person appointed by an authorized appointing authority for the Town of Northfield to a Town board, commission, committee or council to represent the Town of Northfield on a board, commission, committee or council must be a registered voter in the Town of Northfield. Further, following appointment, if such person changes his/her residence from the Town of Northfield, he/she can no longer serve the Town in that capacity.

To read:

Any person appointed by an authorized appointing authority for the Town of Northfield to a Town board, commission, committee or council to represent the Town of Northfield on a board, commission, committee or council must be a ~~registered voter~~ **resident** in the Town of Northfield. Further, following appointment, if such person changes his/her residence from the Town of Northfield, he/she can no longer serve the Town in that capacity.

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MOTION BY BERNARD BOUDREAU Second by Barbara Jacque

MOTION: I move that the Town amend the current Section 24-1 of the Town of Northfield General Bylaws to read:

Any person appointed by an authorized appointing authority for the Town of Northfield to a Town board, commission, committee or council to represent the Town of Northfield on a board, commission, committee or council must be a resident in the Town of Northfield. Further, following appointment, if such person changes his/her residence from the Town of Northfield, he/she can no longer serve the Town in that capacity.

Motion to table Article 5 by Sarah Kerns Barbara Jacque seconded.

MOTION TO TABLE ARTICLE 5 PASSED

ARTICLE 6: To see if the Town will vote to transfer the care, custody and control of certain properties, being Assessor's Map 24-D1-1 (Parker Avenue), Assessor's Map 24-D2-1 (Parker Avenue), Assessor's Map 24-D3-1 (Parker Avenue), Assessor's Map 24-D4-1 (Parker Avenue), Assessor's Map 24-D5-1 (Great Meadow Road), Assessor's Map 24-D9-1 (Rear Parker Avenue), Assessor's Map 31-A6.2-1 (St. Mary's Street), Assessor's Map 40-B1-1 (Gill Center Road), Assessor's Map 55-D9-1 (Cross Road) and Assessor's Map 64-A1-1 (Swamp Road), from the board or commission having the care, custody and control thereof, from the purpose for which the properties are currently held, to the Select Board for the purpose of conveyance, and authorize the Select Board to convey said properties by such method, including auction, and on such terms and conditions, and for such consideration, as the Select Board deems appropriate, or take any other action relative thereon or in relation thereto.

MOTION BY BARBARA JACQUE Second by Alex Meisner

MOTION: I move that the Town transfer from the board or commission having the care, custody and control thereof to the care, custody and control of the following properties to the Select Board for the purpose of conveyance, and authorize the Select Board to convey said properties by such method, including auction, and on such terms and conditions, and for such consideration, as the Select Board deems appropriate:

- Assessor's Map 24-D1-1 (Parker Avenue)
- Assessor's Map 24-D2-1 (Parker Avenue)
- Assessor's Map 24-D3-1 (Parker Avenue)
- Assessor's Map 24-D4-1 (Parker Avenue)
- Assessor's Map 24-D5-1 (Great Meadow Road)
- Assessor's Map 24-D9-1 (Rear Parker Avenue)
- Assessor's Map 31-A6.2-1 (St. Mary's Street)
- Assessor's Map 40-B1-1 (Gill Center Road)
- Assessor's Map 55-D9-1 (Cross Road)
- Assessor's Map 64-A1-1 (Swamp Road)

Homer Stavely made Motion to Amend Article 6 from "I move that the Town transfer from the board or commission having the care, custody and control thereof to the care, custody and control of the following properties to the Select Board for the purpose of conveyance, and authorize the Select Board to convey said properties by such method, including auction, and on such terms and conditions,

and for such consideration, as the Select Board deems appropriate” to “I move that the Town transfer from the board or commission having the care, custody and control thereof to the care, custody and control of the following properties to the Select Board” removing the words “for the purpose of conveyance, and authorize the Select Board to convey said properties by such method, including auction, and on such terms and conditions, and for such consideration, as the Select Board deems appropriate”

MOTION TO AMEND PASSED

[TWO-THIRDS VOTE REQUIRED] PASSED TWO-THIRDS VOTE

Meeting END at 8:40 PM.

Election workers Nina Sibley, Katherine Johnson, Susan Secco, Victoria Luksha, and Pamela Eldridge.
Constables David Kelly and Frank Froment.