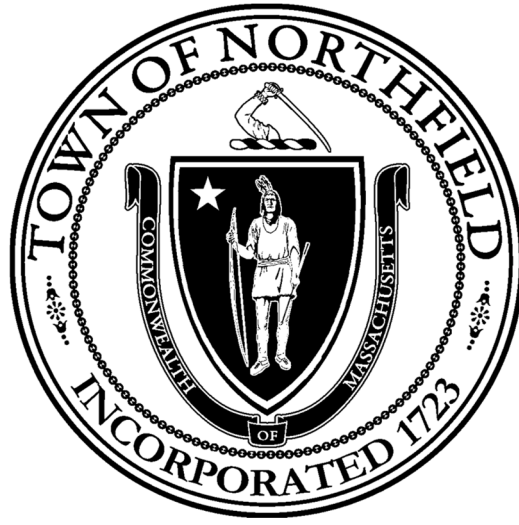


TOWN OF NORTHFIELD



Transcript of Articles and Motions in the Warrant for the

ANNUAL TOWN MEETING

Monday, May 1, 2023 at 7:00 p.m.

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TOWN OF NORTHFIELD



WARRANT

Annual Town Meeting

Monday, May 1, 2023

At 7:00 o'clock in the evening at Pioneer Valley Regional School
97 F. Sumner Turner Drive

Franklin, ss

To any of the Constables of the Town of Northfield, in said County of Franklin, Commonwealth of Massachusetts.

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of the Town of Northfield, who being qualified to vote in elections and Town affairs, to meet at Pioneer Valley Regional School, 97 F. Sumner Turner Drive, in said Northfield, on Monday, the first day of May 1, 2023 at 7:00 p.m.; then and there to act upon the enclosed articles, to wit:

In case all articles in the foregoing Warrant shall not be acted upon at the Meeting called for on Monday, May 1, 2023, to meet in Adjourned Sessions at such time and place as the meeting shall determine.

This site is accessible to the handicapped and designated parking is provided. If requested, at least one week before the meeting, warrants with large print can be available. Please call the Town Clerk's office at least one week before the Town Meeting at 413-498-2901 x112.

REPORT OF THE FINANCE COMMITTEE TO THE CITIZENS OF NORTHFIELD

The Finance Committee's role is to make recommendations to our voters on items coming before the Town Meeting for action. The proposed budget we are recommending is intended to fund sufficiently the current level of services and maintain the Town's financial health. We arrived at these recommendations following interviews with our larger departments. The Finance Committee meets almost weekly from February into April to hear the justification for the various requests regarding the Town's Operating Budget and Special Articles.

Requests were evaluated with supporting information provided by Town Departments, Boards, Committees and Commissions. The Finance Committee recommends and supports the FY24 budget requests. We are recommending a Cost-of-living (COLA) increase of 6% for employees and the Boards receiving stipends.

A prime concern of the Finance Committee is always balancing the needs of our various Departments, Boards, Committees and Commissions with the effect on our Tax Rate. We also consider the working conditions for our employees, including maintenance of the equipment that they use, buildings they work in as well as safety on the job.

We recommend and support the assessments of the Pioneer Valley Regional School District and the Franklin County Technical School. Northfield is a member of both Districts enabling our students to have choices supporting their career plans. Northfield is one of four towns in the Pioneer Valley Regional School District and one of 19 members of the Technical School District. Northfield is represented by 3 of our citizens on the PVRSD School Committee and 1 citizen on the Franklin County Technical School Committee.

We wish to thank all our staff, employees, volunteers, and elected officials for their consideration of the effect of their requests on our Taxpayers.

The Northfield Finance Committee:

Dan Campbell, Chairman;

Bernhard Porada, Vice Chairman;

Sue Kaczinski

Tony Matteo

David McCarthy

TOWN OF NORTHFIELD FISCAL YEAR 2024 BUDGET SUMMARY

	FY2023	FY2024 REQUESTED	FINANCE COMMITTEE RECOMMENDED FY2024
EXPENDITURES			
Omnibus	9,028,916	9,583,573	9,583,573
Special Articles-General Fund	629,575	0	0
Special Articles-Free Cash	496,000	394,980	394,980
Special Articles-Other Funds	770,187	0	0
Special Articles-Enterprise Funds	1,115,454	1,123,060	1,123,060
Special Articles-CPA Funds	15,000	7,825	7,825
Reserved for CPA Fund	28,000	28,000	28,000
Cherry Sheet Charges	7,381	6,115	6,115
Cherry Sheet Offsets	6,474	7,421	7,421
Overlay	150,000	100,000	100,000
AMOUNT TO BE APPROPRIATED	12,246,987	11,250,974	11,250,974
REVENUES			
Cherry Sheet Receipts (FY24 estimated)	507,169	535,000	535,000
Local Est Receipts (FY2024 estimated)	654,068	425,000	425,000
Estimated Revenue-CPA	28,000	28,000	28,000
Certified Enterprise Sewer (\$414,359)	5,000	150,000	150,000
Certified Enterprise EMS (\$170,837)	300,000	15,000	15,000
Available Free Cash General Fund (\$396,023)	496,000	394,980	394,980
Stabilization (Gen: \$538,835.59) (Cap: \$672,284.46)	770,187	0	0
Enterprise Funds (Accounts)	810,454	917,060	917,060
Enterprise Fund-Transfer to General for Indirect	32,000	41,000	41,000
CPA Funds-Approp Fund Bals	15,000	7,825	7,825
Overlay	0	0	0
Other Avail Funds (ATM articles)	187	0	0
TOTAL EST RECEIPTS & AVAILABLE FUNDS	3,618,065	2,513,865	2,513,865
AMOUNT TO BE RAISED BY TAXATION	8,844,437	8,737,109	8,737,109
MAXIMUM ALLOWABLE LEVY 2 ½	9,977,137	10,256,565	10,256,565
AMT UNDER MAXIMUM LEVY	(1,132,700)	(1,519,456)	(1,519,456)
OVERRIDE OR EXCLUSIONS REQUIRED	0	0	0
TAX RATE (FY24 estimated)	\$13.58	\$13.70	\$13.70
TAX RATE AT LEVY LIMIT	\$15.89	\$16.08	\$16.08

GLOSSARY OF TERMS

Appropriation: An authorization to make expenditures and to incur obligations for specific purposes. An appropriation is granted by Town Meeting and is usually limited in time and amount as to when it may be expended. Any part of the general appropriation not spent or encumbered by June 30 automatically reverts to surplus, which may become Free Cash. A specific appropriation is carried forward from year to year until spent for the designated purpose or transferred by Town Meeting vote to another account.

Assessed Valuation: A valuation set upon real or personal property by the Board of Assessors as a basis for levying taxes.

Budget: A plan of financial operation consisting of an estimate of proposed expenditures for a given period and the means of financing them. The budget is voted in the spring at Town Meeting for the fiscal year that begins the following July 1st.

Capital Budget: A plan of proposed capital outlays and the means of financing them for the current year.

Cherry Sheet: An annual statement received from the Massachusetts Department of Revenue detailing estimated payments to the town for the next fiscal year and the estimated state and county government charges payable by the town. The Assessors in setting the tax rate use these amounts. The actual receipts and charges may vary from the estimates.

Community Preservation Act (CPA): The Town adopted the Community Preservation Act (CPA) in 2002. This Act allows the town to collect up to a 3% surcharge (Northfield has voted only 0.5%) on property tax bills (the funds can be matched up to 100% by the state when funds are available), which creates the Community Preservation Fund, to use for Community Preservation purposes. Each year, the town must appropriate, or reserve (but not necessarily spend), 10% of the funds for each of the three Community Preservation purposes: Open Space, Historic Resources, and Community Housing. The remaining 70% of the funds can be appropriated or reserved used for any of the three purposes and for Recreation and for administration.

Debt Service: Payment of interest and repayment of principal to holders of the Town's debt instruments.

Fiscal Year: A 12-month period, commencing July 1 and ending June 30, to which the annual budget applies. Fiscal years are often denoted FYXX with the last two numbers representing the calendar year in which it ends, for example FY18 is the fiscal year ended June 30, 2018.

Free Cash: Free cash is the portion of unreserved fund balance available for appropriation. It is not cash but rather is approximately the total of cash and receivables fewer current liabilities and earmarked reserves reduced also by reserves for uncollected taxes. This is also referred to as "available cash". The amount is certified annually by the Massachusetts Department of Revenue.

General Fund: The major town owned fund which is created with town receipts and which is charged with expenditures payable from revenues.

Grant: A contribution of assets by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the state and federal governments. Grants are usually made for specific purposes.

Line-Item Budget: A format of budgeting that organizes costs by type of expenditure such as expenses, equipment, and salaries.

Overlay: The amount set aside to allow for uncollected property taxes. An amount for overlay is added to the appropriations and other charges. Overlay Surplus – see below.

Overlay Surplus: The unused amount of the overlay for prior years, which may be transferred, by vote of the Town, to the reserve account or used for extraordinary items.

Property Tax Levy: The amount produced by multiplying the assessed valuation of property by the tax rate. The tax rate is expressed "per thousand dollars" of assessed valuation.

Reserve Fund: Money set aside by Town Meeting to be allocated by the Finance Committee for extraordinary or unforeseen expenditures.

Stabilization Fund: A special reserve funded by Town Meeting for future expenditures.

Terms associated with Proposition 2½:

Debt or Capital Exclusion: The Town can assess taxes in excess of the levy limit by voting a debt exclusion or capital outlay exclusion. This amount does not become a permanent part of the levy limit base, but does allow the Town to assess taxes for a specific period of time in excess of the limit for payment of debt service costs or for payment of capital expenditures.

Excess Levy Capacity: The difference between the Town's tax levy limit and its actual tax levy for the current year. It is the additional tax levy that could be raised without asking for an override.

New Growth: The amount of property tax revenue that the Town can add to its allowable tax levy as a result of new construction, alterations, subdivisions or change of use which increases the value of a parcel of land by more than certain amounts.

Override: An amount, voted by the Town, which is permanently added to the levy limit. A majority vote of the Selectmen allows an override question to be put on the ballot. Override questions must be presented in dollar terms and must specify the purpose of the override. Overrides require a majority vote of approval by the Town.

Tax Levy Limit: The maximum amount of the tax levy for a period under the restrictions of Proposition 2½. It is calculated as the prior year limit plus new growth plus 2.5% of the prior year levy limit.

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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.

Submitted by the Select Board.

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.

MOTION BY: ALEXANDER MEISNER

VOTE REQUIRED: MAJORITY – PASSED UNANIMOUS

NOTES: This article removes the requirement of the Moderator reading the entire warrant to Town Meeting at the start of the meeting.

The Finance Committee recommends this Article.
The Select Board recommends this Article.

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.

Submitted by the Select Board.

MOTION: I move the Town hear and act upon the reports of the several Town Officers, Boards, Committees, Commissions and Trustees.

MOTION BY: BERNARD BOUDREAU

VOTE REQUIRED: MAJORITY – PASSED UNANIMOUS

NOTES: This article authorizes Town Meeting to proceed and act on the recommendations of the Town Officers.

The Finance Committee Recommends this Article.
The Select Board recommends this Article.

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.

Submitted by the Select Board.

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.*

MOTION BY: MARY BOWEN

VOTE REQUIRED: MAJORITY – PASSED UNANIMOUS

NOTES: This article authorizes the Select Board to apply for, accept, and use any funds that may be available to the Town under state or federal grants as a board.

The Finance Committee recommends this Article.
The Select Board recommends this Article.

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

RESOURCES 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: 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.

MOTION BY: BERNHARD PORADA, Finance Committee

VOTE REQUIRED: MAJORITY – **PASSED MAJORITY**

NOTE: This Article advances the Operating Budget for the Town for the Fiscal Year that begins on July 1st. The Finance Committee has balanced the available revenue with the department requests and is advancing this budget for the approval of Town Meeting.

The Finance Committee recommends this Article.
The Select Board recommends this Article.

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
Budgeted Surplus	\$0
TOTAL:	\$572,321

and that \$572,371 be raised as follows:

Department Receipts	\$572,371
Town Tax Levy	-0-
TOTAL:	\$572,371

Submitted by the Select Board.

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.

MOTION BY: HEATH CUMMINGS

VOTE REQUIRED: MAJORITY - PASSED MAJORITY

NOTES: This Article authorizes the “Enterprise Fund” of the Emergency Medical Services Department of the Town. It permits the use of dedicated funds collected for the services provided to be spent within the fiscal year for the expenses of operating the department.

The Finance Committee recommends this Article.

The Select Board recommends this Article.

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.

Submitted by the Select Board.

MOTION: I move the Town vote to transfer \$15,000 from the Emergency Medical Services Enterprise Fund for Ambulance Equipment.

MOTION BY: BARBARA JACQUE

VOTE REQUIRED: MAJORITY - PASSED UNANIMOUS

NOTES: This would allow for the purchase of equipment to convert the van ambulance being replaced to a basic level service vehicle, including radios and basic equipment.

The Finance Committee recommends this Article
The Select Board recommends this Article.

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
Transfer to General Fund	\$ 41,000
<u>TOTAL:</u>	<u>\$ 385,689</u>

and that \$385,689 be raised as follows:

Department Receipts	\$385,689
Town Tax Levy	-0-
<u>TOTAL:</u>	<u>\$385,689</u>

Submitted by the Sewer Commission

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.

MOTION BY: ALEXANDER MEISNER

VOTE REQUIRED: MAJORITY - PASSED UNANIMOUS

NOTES: This Article authorizes the “Enterprise Fund” for the operation of the Sewer Department. It permits the use of dedicated funds collected for the services provided to be spent within the fiscal year for the expenses of operating the sewer department.

The Finance Committee recommends this Article.
The Select Board recommends this Article.

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.

Submitted by the Sewer Commission.

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.

MOTION BY: BERNARD BOUDREAU

VOTE REQUIRED: MAJORITY - PASSED UNANIMOUS

NOTES: These funds will replace the old copper main on Meadow Street. The new PVC pipe will be 6-inches and will couple up with the 6-inch main. This line will run down Meadow Street to the Sewer plant.

The Finance Committee recommends this Article.
The Select Board recommends this Article.

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:

Submitted by the Select Board.

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

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.

MOTION BY: MARY BOWEN

VOTE REQUIRED: MAJORTIY – PASSED UNANIMOUS

NOTES: This Article reauthorizes the annual spending limits on the revolving funds for the Fiscal Year 2024 beginning on July 1, 2023 through June 30, 2024.
The Finance Committee recommends this Article.
The Select Board recommends this Article.

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.

Submitted by the Select Board.

MOTION: *I move the Town transfer \$100,000 from Free Cash to pay for winter road deficit expenses.*

MOTION BY: HEATH CUMMINGS

VOTE REQUIRED: MAJORITY – PASSED UNANIMOUS

NOTES: Due to several winter storms, including the February ice storm that resulted in extensive tree damage, additional funding is need to cover the costs of operating the Highway Department including salaries, materials and hired contractors.

The Finance Committee recommends this Article.
The Select Board recommends this Article.

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.

Submitted by the 350th Anniversary Committee

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

MOTION BY: BARBARA JACQUE

VOTE REQUIRED: MAJORITY – PASSED UNANIMOUS

NOTES: In order to carry out the objectives for the 2023 celebration of the Town’s 350th, the Committee has expenses. For example, expenses for activities such as Fireworks, parade, movie series, historical exhibits, sanitation, signage, as well as administrative expenses including postage, advertising, banners, etc.

The Finance Committee recommends this Article.
The Select Board recommends this Article.

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.

Submitted by the 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.

MOTION BY: BOARD OF ASSESSORS

VOTE REQUIRED: MAJORITY - PASSED UNANIMOUS

NOTES: This would cover the special costs of specialized legal services to defend the Town at the Appellate Tax Court for an appeal.

The Finance Committee recommends this Article.
The Select Board recommends this Article.

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.

Submitted by the Select Board.

MOTION: I move that the Town transfer from Free Cash the sum of \$60,000 to purchase a Highway Department truck.

MOTION BY: ALEXANDER MEISNER

VOTE REQUIRED: MAJORITY - PASSED UNANIMOUS

NOTES: This article would purchase a smaller truck that would be more economical than using the large municipal dump truck to take to jobs and for when they have to go for parts and equipment when on a job.

The Finance Committee recommends this Article.
The Select Board recommends this Article.

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.

Submitted by the Select Board.

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.

MOTION BY: BERNARD BOUDREAU

VOTE REQUIRED: MAJORITY – PASSED UNANIMOUS

NOTES: This article would allow for the installation of a key card access system and some key cards for the exterior access doors to the Northfield Elementary School. This will be able to monitor who accesses the building as well as decrease the chance of doors needing to be left unlocked, or additional keys to be distributed. This will increase safety for the Northfield Elementary School students and staff.

The Finance Committee recommends this Article.
The Select Board recommends this Article.

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.

Submitted by the Select Board.

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.

MOTION BY: MARY BOWEN

VOTE REQUIRED: MAJORITY -PASSED UNANIMOUS

NOTES: This article would allow for the installation and/or repair of shades on classroom windows. Many classrooms have mission or non-functional shades now. This will allow teachers and staff to pull down shades in lock down situations. This will increase safety for the Northfield Elementary School students and staff.

The Finance Committee recommends this Article.
The Select Board recommends this Article.

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.

Submitted by the Select Board.

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.

MOTION BY: HEATH CUMMINGS

VOTE REQUIRED: MAJORITY - PASSED UNANIMOUS

NOTES: This article would allow for the remaining funding needed to complete the work necessary to replace the bathrooms that are in extremely poor condition and do not meet the needs of the student population. They are not handicap accessible, several stalls are unusable and the plumbing is in total need of replacement due to continued leaking. \$240,000 was voted last year, but the current cost estimate is above the previous amount allocated, including engineering and bidding costs.

The Finance Committee recommends this Article.
The Select Board recommends this Article.

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.

Submitted by the Select Board.

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.

MOTION BY: BARBARA JACQUE

VOTE REQUIRED: MAJORITY **-PASSED UNANIMOUS**

NOTES: This article would grant the Select Board the authority to petition the General Court for special legislation to allow Chief Dunnell the ability to continue to serve as Fire Chief for the Town of Northfield despite the age restrictions as prescribed by Massachusetts General Law requiring retirement at age 65. This is the second extension requested by the Town. The state approved a request in 2018 allowing Chief Dunnell to serve until age 70.

The Select Board recommends this Article.

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.

Submitted by the Select Board.

MOTION: I move the Town transfer from free cash the sum of \$75,000 to deposit into the Town's OPEB Trust Fund.

MOTION BY: ALEXANDER MEISNER

VOTE REQUIRED: MAJORITY **- PASSED UNANIMOUS**

NOTES: This Article would provide funds for the fifth year so that the Town would be contributing to the Town's Trust Fund to meet future OPEB payout obligations.

The Finance Committee recommends this Article.

The Select Board recommends this Article.

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-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; or take any other action related thereon or in relation thereto.

Submitted by the Select Board.

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.

MOTION BY: BERNARD BOUDREAU

VOTE REQUIRED: TWO-THIRDS VOTE – PASSED UNANIMOUS

NOTES: The office of the MA Attorney General has settled lawsuits against opioid manufacturers, distributors and retailers for their role in contributing to the opioid crisis in Massachusetts. The settlements provide the cities and towns funds from now through 2038 to strengthen resources for opioid prevention, harm reduction, treatment and recovery. We received our first payments in July of 2022 and will continue to through 2038. By law these funds need to be accounted for separately and spent on specific types of programs, etc. Therefore, the only mechanism that exists to segregate and carry these fund forward at this time is through a Stabilization Account. The language above allows for the creation of that account and the automatic deposit of these funds as they are received into that account. When the Town goes to spend these funds, they will have to be appropriated out at a Town Meeting.

The Finance Committee recommends this Article.
The Select Board recommends this Article.

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.

Submitted by the Council on Aging.

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.

MOTION BY: DEBRA LANOU

VOTE REQUIRED: MAJORITY - PASSED UNANIMOUS

NOTES: The Council on Aging is unable to find any approved bylaws for the Town of Northfield's Council. This document sets the structure, policies and procedures in place for the Town's Council on Aging.

The Finance Committee recommends this Article.
The Select Board recommends this Article.

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.

Submitted by the Select Board.

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.

MOTION BY: HEATH CUMMINGS

VOTE REQUIRED: MAJORITY - PASSED UNANIMOUS

NOTES: The Planning Board was informed by the State that a new flood plain bylaw is required to enable citizens that own property in a designated flood plain to obtain insurance. Properties totaling 2 million dollars are involved. It is also way to prevent construction from occurring in a flood plain.

The Finance Committee recommends this Article.
The Select Board recommends this Article.

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: 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.

MOTION BY: LARA DUBIN, Community Preservation Committee

VOTE REQUIRED: MAJORITY - **PASSED UNANIMOUS**

NOTES: This article will update 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. This would correct the bylaw in law as the Town does not have a Housing Authority, and align it with the current practice of appointing a Council on Aging representative to the Community Preservation Committee.

The Select Board recommends this Article.

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.

Submitted by the 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

MOTION BY: LARA DUBIN, Community Preservation Committee

VOTE REQUIRED: MAJORITY - **PASSED UNANIMOUS**

NOTES: This article is following Massachusetts General Law that requires the reserving of certain percentages of the Community Preservation Act funds for specific purposes. This is done annually at Town Meeting. "Estimated annual revenue" is the total of the amount to be collected in the upcoming fiscal year, i.e., FY 2024, under the local surcharge and the November state matching funds for the prior fiscal year.

The Finance Committee recommends this Article.
The Select Board recommends this Article.

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.

Submitted by the 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.

MOTION BY: LARA DUBIN, Community Preservation Committee

VOTE REQUIRED: MAJORITY - PASSED UNANIMOUS

NOTES: This article would provide funding for 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.

The Finance Committee recommends this Article.
The Select Board recommends this Article.

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.

Submitted by the 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.

MOTION BY: LARA DUBIN, Community Preservation Committee

VOTE REQUIRED: MAJORITY - PASSED UNANIMOUS

NOTES: This article would provide funding 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.

The Finance Committee recommends this Article.

The Select Board recommends this Article.

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.

Submitted by the 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.

MOTION BY: LARA DUBIN, Community Preservation Committee

VOTE REQUIRED: MAJORITY - **PASSED UNANIMOUS**

NOTES: This article would provide funding 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.

The Finance Committee recommends this Article.

The Select Board recommends this Article.

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:

Submitted by the Selectboard.

MOTION: I move the Town adopt the resolution outlined in Appendix 2 of the Town Meeting Warrant document.

MOTION BY: BARBARA JACQUE

VOTE REQUIRED: MAJORITY – PASSED UNANIMOUS

NOTES: This article seeks to recognize and express the Town's gratitude for the service rendered by the parties sited in Appendix 2 of this document.

The Select Board recommends this Article.

TOWN MEETING END 7:51 PM

APPENDIX 1: Town Meeting Parliamentary Procedure

Parliamentary procedure has a long history. Originating in the early English Parliaments it came to America with the first European settlers and became uniform in 1876 when Henry Robert published his manual, known as “Robert’s Rules of Order.”

Parliamentary procedure means that everyone may be heard and to come to decisions without confusion. It means democratic rule, flexibility, the protection of rights and most importantly a fair hearing for everyone.

The basic parts of parliamentary procedure provide for the presentation of motions, the seconding or the expression of support of another’s motion, an opportunity to debate and an ability to make a decision.

There are five general types of motions:

- Main Motion: These introduce subjects for consideration.
- Subsidiary Motions: These change how the main motion is handled. (They are voted on before the main motion.)
- Privileged Motions: These concern special or important matters not related to the pending business. In general, they are considered before other types of motions.
- Incidental Motions: These are questions of procedure that arise out of other motions and they must be considered before the other motion.
- Motions that bring a question again before the assembly: These enable certain items to be reconsidered. In general, they are brought up when no business is pending.

Some questions relating to motions:

- Is it in order? Your motion must relate to the business at hand and be presented at the right time. It must not be obstructive, frivolous or against the law.
- May I interrupt the speaker? Some motions are so important that the speaker may be interrupted to make them. The original speaker regains the floor after the interruption has been attended to.
- Do I need a second? Usually, yes, A second indicates that another member would like to consider your motion and it prevents spending time on a question that interests only one person.
- Is it debatable? Parliamentary procedure guards the right to free and full debate on motions. However, some subsidiary or privileged and incidental motions are not debatable.
- Can it be amended? Striking out or inserting wording, or both can change some motions. Amendments must relate to the subject as presented in the main motion.
- What vote is needed? Most require only a majority vote (more than half the members present and voting). But, motions concerning the rights of the town meeting, borrowing, and some other miscellaneous subjects may require “super majorities” of $\frac{3}{4}$ or $\frac{9}{10}$ ’s depending on the applicable state law.
- Can it be reconsidered? Some motions can be debated again and revoted to give members a chance to change their minds. The motion to reconsider must come from the “winning” side.

How Do I Present My Motion?

Obtain the Floor:

- Wait until the previous speaker is finished.
- Rise and address the Moderator. Say, "Mr. Moderator."
- Wait until you are recognized.
- State your name and address for the record.

Make your motion:

- Speak clearly and concisely.
- State your motion affirmatively. Say, "I move that we do..." Instead of "I move that we do not..."
- Stay on the subject and avoid personal attacks.

You wait for a second:

- Another member will say, "I second the motion."
- Or the Moderator will call for a second.
- If there is no second, your motion will not be considered. (Motions made at the direction of a board or committee (more than one person) do not require a second.)

The Moderator states your motion:

- The Moderator must say, "It is moved and seconded that we..."
- After this happens, debate or voting can occur.
- Your motion is now "assembly property," and you can't change it without consent of the body.

You expand on your motion:

- As the person who made the motion, you are allowed to speak first.
- Direct all comments to the Moderator
- Keep to the time limit for speaking.
- You may speak again after all other speakers are finished.
- You may speak a third time by a motion to suspend the rules with a 2/3 vote.

- The Moderator puts the question:
- The Moderator asks, "Are you ready for the question?"
- If there is no more debate, or if a motion to stop debate is adopted, a vote is taken.
- The Moderator announces the result.

The method of voting on a motion:

- Voice: The Moderator asks those in favor to say "aye" and those opposed to say "no." A member may move for an exact count.
- General Consent: When a motion isn't likely to be opposed, the chair says, "If there is no objection..." Members show consent by their silence. If someone says, "I object," the matter must be put to a vote.
- Show of hands: Members raise their hands to verify a voice vote, or as an alternative to it. This does not require a count. A member may move for an exact count.
- Ballot: Members write their vote on a slip of paper and is done when secrecy is desired.

More Motions:

A motion to lay on the table: This motion is used to lay something aside temporarily to take care of more urgent matters. It should not be used to prevent debate or to kill a question. Members can “take from the table” a motion for reconsideration. This must happen by the end of the town meeting.

A motion to indefinitely postpone: This is a parliamentary strategy. It allows members to dispose of a motion without making a decision for or against. This is useful in case of a badly chosen main motion for which either a “yes” or “no” vote would have undesirable consequences.

APPENDIX 2: A Resolution of Gratitude

RESOLUTION

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:

350 th Anniversary Committee	Carol O’Brien, Sue Ross, Brian Brault
Ad Hoc Water Supply Committee	Phil Baker, Sue Kaczinski, Beth Walker, Tony Stavely
Agricultural Commission	Stacy Bond
American Rescue & Recovery Plan	Brian Brault
Board of Health	Dan Gray, Phil Baker
Business Park Committee	Barry Bordner, Jack Spanbauer, Steve Seredynski, Jon MacDougal, Shawn Foster
Community Preservation	Carol Pike
Constable	David Brassor, Fredd Fuller, James O’Shea
Council on Aging	Howard Hastings, Virginia Hastings, Carol Pike
Cultural Council	Mary Mayshark Stavely, Jennifer Goselin
Election Officer	Barbara Jacque, Gail Stone, David Stone, Jerry Scott, Diane Fuller, Barbara Lemoine, Melissa Morgan Oakes, Deb Potee, Jessie Wiggin
Emergency Services Facility Committee	Dave Quinn Jr., Kevin Connolly, Alex Pirozhkov
Energy Committee	Alex Strysky
Finance Committee	Lois Stearns, Jack Spanbauer
Highway Dept	Josh Neil, Josh Bonaiuto, Ryan O’Connell, Matt Orrell
Open Space Committee	Jerry Wagener, Jennifer Tufts
Pioneer Valley Regional School Committee	Julie Burke, Stephanie Winslow
Recreation Commission	Joe Stacy, Ed Bassett, Stacy Bond
Zoning Board of Appeals	Tim Rogers

TOWNSPEOPLE OF NORTHFIELD
MAY, 2023

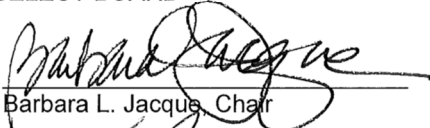
APPENDIX 3: Finance Committee Recommended Sources of Funds

Article Number	Purpose	Department	Requested	Finance Committee Recommends	Raise & App (before state/local receipts)	Free Cash	Enterprise	Community Preservation Funds
1	Waive Reading	Select Board						
2	Accept Reports	Select Board						
3	Apply and Accept Grants	Select Board						
4	Omnibus	Finance	9,583,573.00	9,583,573.00	9,583,573.00			
5	EMS Budget	EMS	572,371.00	572,371.00			572,371.00	
6	EMS Capital	EMS	15,000.00	15,000.00			15,000.00	
7	Sewer Enterprise Fund	Sewer	385,689.00	385,689.00			385,689.00	
8	Sewer Capital - New Water Line	Sewer	150,000.00	150,000.00			150,000.00	
9	Revolving Funds	General						
10	Snow and Ice Deficit	Select Board	100,000.00	100,000.00		100,000.00		
11	350th Anniversary Expenses	350th Committee	11,980.00	11,980.00		11,980.00		
12	Assessors Legal Expense	Assessors	25,000.00	25,000.00		25,000.00		
13	Highway - Pick up truck	Highway	60,000.00	60,000.00		60,000.00		
14	NES Bathroom Improvements		83,000.00	83,000.00		83,000.00		
15	NES - Door Access	PVRSD	25,000.00	25,000.00		25,000.00		
16	NES - Window Coverings	PVRSD	15,000.00	15,000.00		15,000.00		
17	Fire Chief Term	Select Board						
18	OPEB	Select Board	75,000.00	75,000.00		75,000.00		
19	OPIOD Stabilization Account	Select Board						
20	Council on Aging Bylaws	Planning Board						
21	Flood Plain Bylaws	Board of Health						
22	CPC Bylaw - Membership	Town Clerk						
23	CPA - Annual Funds	CPC	28,000.00	28,000.00				28,000.00
24	CPA - Senior Center Shed	CPC	2,825.00	2,825.00				2,825.00
25	CPA - Field Library Sign	Select Board	2,000.00	2,000.00				2,000.00
26	CPA - Outside Fireplace		3,000.00	3,000.00				3,000.00
27	Resolution							
	Overlay		100,000.00	100,000.00	100,000.00			
	State Offsets/Charges		13,536.00	13,536.00	13,536.00			
	Total:		11,250,974.00	11,250,974.00	9,697,109.00	394,980.00	1,123,060.00	35,825.00

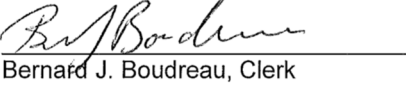
You are directed to serve this Warrant by posting a copy thereof attested to by you in writing in each of six public places in the Town at least seven days before the time for holding the meeting called for in the Warrant. Herefore fail not, and make do return of this Warrant, with your doings thereon, to the Town Clerk of said Town on or before the Eighteenth Day of April, 2023

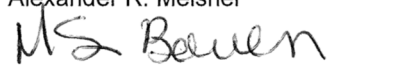
Given under our hands this Eighteenth Day of April in the year of our Lord two thousand and twenty-three.


SELECT BOARD


Barbara L. Jacques, Chair


Heath F. Cummings, Vice-Chair


Bernard J. Boudreau, Clerk

Alexander R. Meisner

Mary Bowen

Attest:

Daniel Campbell, Town Clerk

4/20/2023
Date

Franklin, SS

Pursuant to the within Notice Posting, I have notified and warned the inhabitants of the Town of Northfield by posting up attested copies of the same at the Town Hall, U.S. Post Office in Northfield; the Dickinson Memorial Library; the Field Library, Northfield Farms and the VFW, West Northfield, in said Town seven (7) days at least before date hereof, as within directed.



Constable of Northfield

4/20/2023
Date

MAY REMOVE AFTER MAY 2, 2023



**Town of Northfield, Massachusetts
COMMONWEALTH OF MASSACHUSETTS**

FRANKLIN, SS.

To any of the Constables in the Town of Northfield, in the County of Franklin,

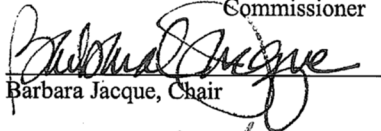
GREETINGS:

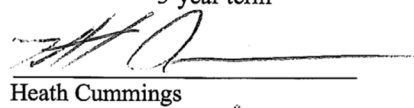
You are directed to notify and warn the inhabitants of the Town of Northfield, qualified to vote in the elections and Town affairs, to meet at the

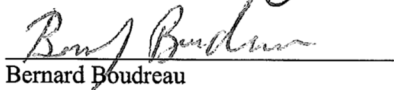
Northfield Town Hall, 69 Main Street

In Northfield on Tuesday, May 2, 2023, at noon (12:00 o'clock), then and there to bring in their votes by ballot for the following officers for the coming year:

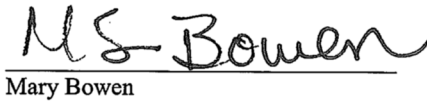
Two	Selectboard	3-year term
One	Board of Assessors	3-year term
One	Board of Health	3-year term
One	Board of Health	2-year term
Two	Board of Library Trustee	3-year term
One	Planning Board	5-year term
Two	Recreation Commission	3-year term
One	Recreation Commission	1-year term
One	Sewer Commission	3-year term
One	Board of Trustees of Veterans Memorials Veteran	3-year term
One	Grandin Water District Commissioner	3-year term


Barbara Jacquie, Chair

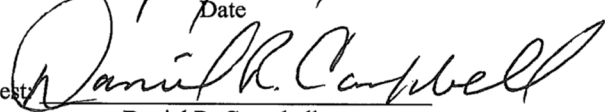

Heath Cummings


Bernard Boudreau


Alexander Meisner


Mary Bowen

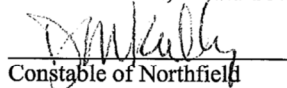
4/19/2023
Date

Attest: 
Daniel R. Campbell
Town Clerk

MAY BE REMOVED AFTER May 3, 2023

Franklin, SS

Pursuant to the within Notice Posting, I have notified and warned the inhabitants of the Town of Northfield by posting up attested copies of the same at the Town Hall, U.S. Post Office in Northfield; the Dickinson Memorial Library; the Field Library, Northfield Farms and the VFW, West Northfield, in said Town seven (7) days at least before date hereof, as within directed.


Constable of Northfield

Date 4/20/2023