

TOWN OF NORTHFIELD, VERMONT
BOARD OF SELECTMEN
Minutes of May 12, 2015

- I. **ROLL CALL.** Chair John Quinn III, Selectmen Lynn Doney, Matthew Gadbois, Kenneth W. Goslant, and K. David Maxwell. Also present were Town Manager Jeffrey Schulz, Acting Clerk Kenneth McCann, Arlington Supplee (Board of Listers), Ramon Hudson (Road Foreman), Eileen Supplee, and Kathleen Lott (*Northfield News*).

Chair Quinn called the meeting to order at 7:00 p.m.

- II. **PLEDGE OF ALLEGIANCE.** The Board members and the public were asked to rise and recite the Pledge of Allegiance.
- III. **SET/ADJUST AGENDA.** There were no changes to the posted agenda.
- IV. **PUBLIC PARTICIPATION (SCHEDULED):**

- a. **Arlington Supplee, Board of Listers: Renewal of Personal Services Contract.** Manager Schulz stated that Mr. Supplee had submitted for Board approval a renewal of Charlene Lathrop's contract for providing technical assistance to the Listers. This is an annual contract timed with the fiscal year and the rate of pay remains the same as last year. Manager Schulz noted that Mr. Supplee and the other Listers remain very pleased with Ms. Lathrop's performance. Chair Quinn asked how long Ms. Lathrop has been assisting the Listers in this manner. Mr. Supplee stated that Ms. Lathrop originally was elected Lister in 2006. Soon after she resigned that position the following year she was hired as a contracted employee. Mr. Supplee added that neither he nor the other Listers have the time or expertise to perform the work that Ms. Lathrop does so well. Motion by Selectman Maxwell, seconded by Selectman Goslant, to approve the renewal of and authorize Manager Schulz to sign Ms. Lathrop's contract. **Motion passed 5-0-0.**

V. **DEPARTMENT HEAD REPORT**

- a. **Road Foreman Ray Hudson.** Manager Schulz noted that the Highway Infrastructure Planning & Projects Committee met earlier today with him and Mr. Hudson. There was a discussion of a proposed work project plan for the Highway Department for this summer and early fall. There are a number of projects that need to be done and it is hoped that all can be completed before winter sets in. Once the project list has been finalized, the plan is to update it every two (2) weeks to indicate what work has been completed, what remains to be done, and if any priorities have changed.

Selectman Gadbois noted that Norwich University (NU) rents a street sweeper and operator from DuBois Construction in order to clean out campus roads, parking lots, etc. Has there been any thought of the Town renting out its sweeper (and operator) to NU? Chair Quinn thought that it would not be an effective use of municipal employee time to perform this type of subcontracting work. However, there have been preliminary discussions over whether the Town and NU could share ownership of a street sweeper in the future.

Selectman Gadbois asked if there had been any further thought of adding an additional handicapped parking space on Depot Square adjacent to the current one in front of the Northfield Pharmacy. Selectman Goslant serves on the Highway Committee and he noted that a major concern in the past was the probability of losing two (2) or more storefront parking spaces in order to meet ADA requirements regarding handicapped space width, etc. Selectman Gadbois would like more research done on this because he feels that an additional handicapped space at that location is needed.

Selectman Maxwell asked if any new projects have become necessary since the Town Highway budget was approved earlier this year. Manager Schulz stated that the new catch basins on King Street will cost more than had been anticipated. In addition, King Street and East Street may need to be repaved to repair any road damage that might occur during the King Street Water Main Replacement Project. Some Highway Department funds might need to be expended to do this.

Selectman Maxwell asked if there any consideration of addressing the poor sidewalks on East Street and on the east side of the Depot Square by the Northfield Savings Bank. This had been considered part of the next (third) phase of the Village Common Rehabilitation Project. Mr. Hudson believes that there are some Highway funds available to do this. He also has discussed with Manager Schulz the poor condition of the sidewalks on Slate Avenue. Should those sidewalks be replaced, the drainage issues there should also be resolved. Currently, stormwater runoff is going into the residents' yards, driveways, etc. Some temporary fixes have been done over the years but this has been haphazard at best. Chair Quinn and the other Selectmen then thanked Mr. Hudson for his report.

VI. APPROVAL OF MINUTES

- a. **April 28, 2015 (Regular Meeting).** Motion by Selectman Gadbois, seconded by Selectman Goslant, to approve the minutes. **Motion passed 4-0-1, with Selectman Maxwell abstaining.**

VII. APPROVAL OF BILLS

- a. **Warrant #22-15.** Motion by Selectman Gadbois, seconded by Selectman Maxwell, to approve Warrant #22-15 in the amount of \$473,275.44. Selectman Gadbois was concerned about the amount of a payment to Verizon Wireless. Manager Schulz noted that the Town is switching its cell and phone service from AT&T to Verizon Wireless in order to save about \$100 per month. However, since Verizon bills a couple months in advance, the first invoice will be higher than usual. Chair Quinn asked if SymQuest had replaced all the computer network switches in the Municipal Building. Manager Schulz confirmed that both switches were replaced; one had failed and the other was in very poor condition. Chair Quinn asked why the new tire balancer had to be returned. It was discovered that it would not work on the tires on the Ambulance units. **Motion passed 5-0-0.**
- b. **Approval of Bi-Weekly Payroll through April 26, 2015.** Motion by Selectman Gadbois, seconded by Selectman Maxwell, to approve the bi-weekly payroll in the amount of \$80,777.75. **Motion passed 5-0-0.**

VIII. SELECT BOARD

- a. **Bid Award for the Annual Financial Audit.** Manager Schulz stated that Finance Director Laurie Baroffio solicited bid proposals from independent certified public accounting firms to conduct the annual financial audit of the previous fiscal year. Four (4) bids were submitted by the deadline (04/27/15) but one was withdrawn due to a perceived conflict of interest. The remaining bids were from Kittell, Branagan & Sargent (\$23,000); Fothergill, Segale & Valley (\$25,000); and Sullivan, Powers & Company (\$31,200). In Ms. Baroffio's opinion, each of the bidders are well-qualified and able to conduct the annual audit in a timely and efficient manner. Therefore, it is her recommendation that the Town hire the low bidder: Kittell, Branagan & Sargent. Motion by Selectman Maxwell, seconded by Selectman Doney, to hire the accounting firm Kittell, Branagan & Sargent to perform the annual financial audit. **Motion passed 5-0-0.**
- b. **Agreement to Join Mountain Alliance (formerly Tri-Town Alliance).** Manager Schulz had nothing new to report at this point. The agreement still is being finalized by the current members of this solid waste management district (Randolph, Brookfield, and Braintree) and Manager Schulz expects that it will be ready for Board approval at the next regular meeting (05/26/15). He added that in anticipation of Northfield joining the Alliance, our residents will be able to take part in a household hazardous waste collection this coming Saturday (05/16/15) in Randolph from 8:00 a.m. to 1:00 p.m. The collection will be held at the closed landfill just past the Randolph Transfer Station (250 Landfill Road). It is expected that another collection will be held in Northfield this fall.
- c. **Request to Hold 5k Race and Family Fun Run (Benefit Event for the Friedrich's Ataxia Research Alliance).** Mary Nadon Scott is organizing a 5k Race and Family Fun Run on Saturday, July 18, 2015, in order to raise funds for the Friedrich's Ataxia Research Alliance. Friedrich's Ataxia, from which Ms. Scott herself suffers, is a debilitating, progressive disease that attacks the nervous system. The long-term effects include complete paralysis and the possible accelerated development of life-shortening ailments, such as diabetes and heart disease. There is no cure at this time and Ms. Scott's goal is to hasten the development of one through fundraising and increased awareness of this disease and its impact. She is working with the Norwich University (NU) Athletics Department in developing the race course, which would begin on the NU campus; travel into the community along Central Street, Wall Street, and Water Street; and then return by the same route to finish on the NU campus.

Motion by Selectman Goslant, seconded by Selectman Maxwell, to authorize the use of Town streets for this benefit run. Selectman Maxwell asked if the current construction on Central Street would require the race to be rerouted. Manager Schulz believes that the construction should be completed before the race is held. Selectman Gadbois noted that even if that is not the case, the construction crew has done a good job of shutting down work for the weekend and allowing the street to remain open. **Motion passed 5-0-0.**

- d. **Northfield Observances Request to Block Off Common on Labor Day Weekend.** The Select Board received a letter from Northfield Observances Chairperson Diane McKain asking that the Northfield Common be blocked off from through traffic from 5:00 p.m. on Friday, September 4, 2015, through Monday, September 7, 2015, for the annual Labor Day Weekend Festivities. Motion by Selectman Maxwell, seconded by Selectman Goslant, to approve the request to block off the Northfield Common for the Labor Day Weekend. **Motion passed 5-0-0.**
- e. **Northfield Observances Request for Parking Ban for Labor Day Parade.** Ms. McKain also requested a parking ban on Main Street from the Crescent to Kenyon's Hardware Store starting at 7:30 a.m. on Labor Day (09/07/15) that would last for the duration of the Annual Labor Day Parade. Motion by Selectman Maxwell, seconded by Selectman Goslant, to approve the request. **Motion passed 5-0-0.**
- f. **Northfield Observances Request to Hold Labor Day Morning Coin Drop.** In a separate letter, Northfield Observances Vice-Chair Nancy Smith requested permission to hold a coin drop at two (2) locations on Labor Day morning. The funds generated would be used to support the Labor Day Weekend Festivities. Motion by Selectman Goslant, seconded by Selectman Gadbois, to approve the request. **Motion passed 5-0-0.**

IX. BOARD MEMBERS' COMMENTS, CONCERNS, QUESTIONS

- a. **King Street Water Project.** Selectman Gadbois asked if any of the businesses on East Street have asked to have a new sprinkler system installed to take advantage of the higher water pressure created by the installation of the new water mains in the area. Manager Schulz knows of one business owner who is considering it. He will check with Utility Superintendent Patrick DeMasi to see if others are interested or might be.
- b. **Northfield Municipal Pool.** Chair Quinn asked if an opening date has been set for the pool. Manager Schulz will be meeting with Pool Director Shannon Palone later this week and that will be decided at that time. Chair Quinn asked if O'Maddi's was still interested in providing catering service to the pool this summer. Manager Schulz will check on this.
- c. **Eugene Roux.** Selectman Goslant noted the recent passing of long-time Northfield Road Foreman Eugene Roux. Mr. Roux worked for the Northfield Highway Department for forty-six (46) years prior to his retirement in July 2000.

X. TOWN MANAGER'S REPORT. Manager Schulz had nothing to add to his written report.

XI. PUBLIC PARTICIPATION (UNSCHEDULED)

- a. **Kathleen Lott: FEMA Buyout Property Demolition.** Ms. Lott asked if a date has been set for razing the last standing FEMA buyout property (449 Water Street). Manager Schulz stated that the demolition date has not yet been established. The Northfield Fire Department will be conducting live fire training on the structure prior to its demolition.

XII. ADJOURNMENT. Motion by Selectman Maxwell, seconded by Selectman Goslant, to adjourn. **Motion passed 5-0-0.**

The meeting adjourned at 7:50 p.m.

Respectfully submitted,

Kenneth L. McCann

Kenneth L. McCann, Acting Clerk

An audio recording of this meeting is available in the Town Manager's Office.

These minutes were approved at the regular Select Board meeting of May 26, 2015.