

**TOWN OF DEERFIELD
Board of Selectmen Minutes
June 8, 2011**

Present: Selectmen – Carolyn Shores Ness, Elizabeth Clarke
Town Administrator – Bernie Kubiak
Absent: Mark Gilmore

The meeting was called to order at 7:30 PM.

Minutes: None available.

Public Comment: None

Selectmen's Comments / Announcements: Clean Water Action group has registered with the Police Department and has been issued door-to-door soliciting permits. The members of this group are carrying photo ID and will be soliciting for membership in the organization.

Board of Health Comments: In November, a call was received for an unresponsive person-unconscious, no pulse, etc. Deerfield Police responded and immediately started CPR. Deerfield Emergency Medical Services took over and transported the person to Franklin Medical Center. Upon arrival the person had a pulse, good vital signs, and was transferred to ICU. The Western MA Emergency Medical Services recognized with "Safe" certificates the following people for their actions in saving this person: Michael Thomas, Jennifer Yazwinski, A.J. Muszynski, Jessie Rosnik, Kathy Belanger, Jeff Belanger, Zak Smith, and David Zamojski.

Ms. Ness reminded everyone to be careful during this extremely hot weather. She said the Senior Center is usually open during hot weather as a cooling center.

Green Communities Application: Present: M.A. Swedlund

Ms. Swedlund reported that the application for acceptance of Deerfield as a Green Community is ready to send in tomorrow. She said it is the result of two years of work and wouldn't be at this point without the help of Mr. Kubiak and Stacy Metzinger (FRCOG). As is frequently the case, at the last moment DOER has made some changes, which need to be re-voted by the Board. Ms. Swedlund asked Mr. Kubiak to explain the changes. He said the Board voted to approve the application previously, but had not signed it. Secondly, there are two F150 pick-ups that, when replaced, will need to meet the new vehicle standards. He expects these trucks to be replaced within five years.

Ms. Swedlund said there were 5 criteria to be met to qualify as a Green Community. In her conversation with DOER on Friday she learned Criteria 1- as-of-right zoning, Criteria 2 – expedited permitting, and Criteria 5 – adopting the stretch code have been met. She said DOER had some questions about plans to meet Criteria 3 & 4. Criteria 4 – fuel efficient vehicles, can be met. Criteria 3- meeting the 20% reduction in energy use is being worked on.

A motion was made by Ms. Clarke, seconded by Ms. Ness, and voted to approve and sign the fuel efficient vehicle policy. Mr. Kubiak said the streetlight and idling policies, previously approved, have not changed; they just need to be signed.

Streetlights: A question was asked about the streetlight status. Ms. Swedlund said that she and Mr. Paciorek will resume their physical review of the lights when it gets dark early enough so that they can go out before their bedtime. Upon completion, they will make recommendations.

Ms. Swedlund said she had spent a huge chunk of time preparing a chart which she presented. WMECO charges a flat rate for the pole, light, and fixture regardless of whether it's working or burned out. Persons with burned out lights should notify the Selectmen. Ms. Ness said she had read an article stating that WMECO was replacing bulbs in all the towns and that it just had the towns of Northfield, Shelburne, and Buckland left to do. She was sure this had not happened in Deerfield. Mr. Kubiak said WMECO was inventorying street lights in towns. The company has been replacing all incandescent lights.

Ms. Swedlund's chart showed that the town has 5 different types of bulbs. Her chart detailed the cost of each type. She said the town has 326 lights; she feels that 52 could easily be eliminated without affecting safety. In doing so the town could save an estimated \$8,200 per year. The current annual bill is \$45,000 per year.

WMECO has developed a plan to shut off selected lights at midnight. Swedlund says there are 60 lights that could qualify for that. These lights would have photo cells and timers so that the timer would turn the lights off at midnight and on again in the AM. Lights would come on in the evening by light.

Ms. Swedlund said that with the projected savings in energy use resulting from the streetlight project the 20% energy reduction goal will be reached. This includes the anticipated energy savings that will be derived from the replacement of the school roof. There was discussion about getting an engineering report completed. Mr. Kubiak said an RFQ is the next step for that project. Ms. Swedlund expressed hope that if the town is awarded a Green Communities Grant, a portion of the funds can be directed toward the school roof.

Mr. Kubiak said kudos go out to Dr. Nash for her help and letter of support. He thought the plan that has been developed is very workable. The size of the grant will be affected by the quality of the plan, as well as the number of plans submitted and the amount of funding available.

Committee Appointments for FY'12: A list of committees and members to be reappointed was reviewed. When it came to Civil Defense – Emergency Manager appointee - a question was asked about who would be in charge in the event of a nuclear disaster. Ms. Ness advised Ms. Clarke that there are several courses that Selectmen need to take. NIMS 700 and ICS 100 are required of public officials. Both are available on-line. Ms. Ness said there are additional courses available, as well. There needs to be someone appointed to the Community Preservation Committee to represent the Regional Housing Authority. Appointments to DEDIC, Gas and Plumbing Inspectors, and Personnel Committee were held out for further discussion. A motion was made by Ms. Clarke, seconded by Ms. Ness, and voted, to approve the appointments that were agreed without requirement for further discussion. (See attached list)

Mr. Kubiak explained that the DEDIC committee members were appointed without terms, they continue until they resign or are voted out. There needs to be some decisions made

about the continuation of this committee and/or its focus. There are a number of concerns about this special committee. One concern is there hasn't been an audit in years. Mr. Kubiak said there is a provision that funds remaining once the committee's work is done be returned to the town.

Ms. Ness said the Personnel Committee responsibilities needs to be reviewed. There is currently one remaining member. The Town has a bylaw that details what the Personnel Committee does. Whether it is adequate, or not, may need to be decided. A new evaluation of employees' policy has been developed and now needs to be implemented. Ms. Ness said the Board needs to see how the new expectations work.

Ms. Clarke wanted to know more about the Highway Garage Committee. She said she was going to be the thorn that gets the Garage Committee going. Members don't have terms, they serve until the garage is built. Mr. Kubiak will pole the committee to see if they can meet on some Saturdays. The two key items at this point are site selection and final design.

Resolution honoring African –American Revolutionary War Patriots of Deerfield: Mr. Kubiak said there is a foundation that is looking into a possible monument to honor these people. He said there were 4 from Deerfield: Caesar Dickinson, Mr. Kendall, Tufdemeral, and Cato Pumpey. The Liberty Foundation would like the Board to consider a resolution recognizing the African-American War Patriots and encouraging Congress to construct the proposed Liberty Memorial. Tim Neumann at the PVMA is very excited about this and feels it would fit well with its programs. Ms. Clarke made a motion to have the Board draft a resolution in support of the African-American Memorial. Ms. Ness seconded the motion which passed unanimously. Mr. Kubiak will draft a resolution.

Authorization for Police Chief to Work Paid Details: The policy proposed is that the Police Chief be allowed to work up to 100 years of paid details in a year. A paid detail is payment by a third party for police services, such as directing traffic around the installation of a utility pole. This would not include response in an emergency, which the Chief would work as a paid Town employee. A motion was made by Ms. Clarke, seconded by Ms. Ness, and voted, to approve a policy to permit the Police Chief to work up to 100 hours of paid detail a year.

Title III Older Americans Grant Process: This is a program to fund exercise programs for senior citizens. Mr. Kubiak said he has "floated" this around, but he hasn't had any response. Ms. Ness said the Board should support senior activities. She thought if not an exercise program, something to do with disease prevention would be appropriate. If Mr. Kubiak can find something that would be suitable, he will prepare a grant application.

Annual Audit Letter: The Board discussed a letter prepared by Accountant, Janet Swem in response to the findings of the auditors. The major area of concern is the revolving fund for the ambulance service. DOR has commented on this fund too, because the deficit seems to be getting bigger. This is often due to the long delay in reimbursement by insurance companies. Ms. Ness pointed out that ambulance activity is sporadic, so that sometimes it's operating in the black and other times in the red. She said the basic problem is that insurance claims take 180 days to be processed. Mr. Kubiak said Ms. Swem suggests all parties involved sit down and discuss ways to better manage the fund. He thought it might be as simple as increasing the appropriation for that fund at the beginning of each fiscal year.

Ms. Ness said the ambulance service had to drop from intermediate to basic service, which means that there are intercepts by other ambulance services when needed. The service is charged for the intercept service, but the fees do not come back to the ambulance service. She reported that there are now enough trained people so that the service can go back to intermediate level, eliminating intercept charges. The ambulance service has a waiver from the state that allows the Town to operate with only one EMT on board.

Ms. Clarke said she wasn't questioning the quality of service. She said she was concerned that services were provided (the intercepts) where the cost could not be recouped. Mr. Kubiak said the ambulance service is working on an agreement on shared ambulance service intercepts. Getting certified again as an intermediate service will mean: 1) we won't have to pay for those transfers, and 2) we'll be able to charge higher rates. The other piece is the fact that the fund ends up in the red each year. He said a hard look needs to be taken at collections; possibly taking people to small claims court.

Ms. Clarke said there were two other items in the auditor's report that she didn't understand. Mr. Kubiak explained that these items had to do with handling of benefits for retired town employees. He said he thought some of the concern might be because the program used to do the calculation was from another accounting firm.

A motion was made by Ms. Clarke, seconded by Ms. Ness, and voted, to approve the letter from Janet Swem in response to the auditor's report.

Solid Waste Agreement: The Franklin Regional Solid Waste District agreement was presented for signing. Questions were asked about the 3% fee and length of this contract. Note was made that there is a fuel adjustment provision in the memorandum of understanding. A motion was made by Ms. Clarke, seconded by Ms. Ness and voted, to approve and sign the one year agreement for hauling of solid waste.

Liquor License Permit: A motion was made, seconded, and voted to approve a one day liquor license for Deerfield Academy for an event on June 10 & 11, 2011 and that the dates be for the 9th - 12th to cover stocking. Mr. Kubiak recommended that a license be granted for dates June 9 – 12 to cover the time for delivery and storage of liquor for specific events.

Senior Center – New Employee: This is a 10 hour position. A motion was made, seconded, and voted to approve the hiring of Susan Corey as Program Assistant at the Senior Center.

Discussion: Whately School Board concern – Mr. Kubiak said the matter of reconfiguring the Frontier Regional School Board to meet one person/ one vote is a matter of law, as is the matter of school of choice students moving from a feeder school to the next school up. Whately also believes that the funding formula is unfair and it pays more on a per student basis than the other towns. Ms. Ness said reconfiguring the formula can't be done without all four towns present, so it makes no sense to hold a meeting which Sunderland has already said it will not attend. Mr. Kubiak will communicate this to Whately.

BOH Brochure: Ms. Ness reported that through MAPCO, a public health organization, she has received \$100 that can be used for printing as long as it's related to emergency public

health. She would like to use it to have copies of an informational brochure about the dispensing site (Frontier). It would be something that could be put on the table out front.

A motion was made to adjourn.

Respectfully submitted,
Priscilla Phelps

Attachment: List of persons appointed