

**Board of Selectmen  
Meeting – November 30, 2011**

**The meeting was called to order at 9:00 am.**

**Present:** Selectmen: Mark Gilmore, Carolyn Shores-Ness, Elizabeth Clarke  
Town Administrator: Bernie Kubiak

**Interviews for Highway Superintendent:**

**1<sup>st</sup> Interview – Keith Bardwell**

Ms. Ness began the interview by asking what innovative actions Mr. Bardwell would recommend for solving drainage problems that exist all over town. Mr. Bardwell said the problem is not always the towns to resolve and spoke of identifying the source to determine responsibility. There was a discussion of the use of software for a highway management system. Mr. Bardwell said he didn't have much experience with such a program, but he was interested and saw the advantages once the program was up and running. He has not had experience performing evaluations. He said it would be difficult, but he would do what was needed. There was discussion of water problems in the Town of Deerfield and surrounding communities. Experience with planning and construction of buildings was discussed. Mr. Bardwell had questions about flexibility of scheduling and benefits such as disability insurance.

Deliberation – Ms. Clarke commented in the difference in Mr. Bardwell's demeanor between this interview and his previous one. She felt he was much more careful in his responses, perhaps not wishing to step on toes. Mr. Gilmore noted he seemed to be less sure now about being the boss in charge of making decisions. Ms. Ness said he knows the different software packages that are out there, but he seems much more hesitant about actually implementing them now than previously. Perhaps because this involves money. When asked about the situation involving a newer employee who was better qualified than a twenty year employee for a particular position, he seemed not to want to hurt people's feelings. As an "insider" (being from the neighboring town) Ms. Clarke thought it would be difficult for him to put his imprint on things.

**2<sup>nd</sup> Interview – Shawn Patterson**

Mr. Patterson came prepared with material to demonstrate projects that he has been involved with in the past few years. He said, unlike the Cape, Deerfield looked to him like a place that was trying to grow in what he called "the right way." Ms. Ness described the town-wide drainage problem and asked how he might handle it. Mr. Patterson said he would need to see what she was speaking of, but he talked about retention ponds, swale, and underground drainage systems. His managerial experience involves working with 7 - 15 people, including some military. He has a military area to maintain, including an airfield that has to be kept open for helicopters. His staff includes equipment operators, mechanics, and a foreman – similar to the Deerfield DPW. He performs evaluations every three months based upon job descriptions and performance. Bonuses are given for meeting standards which serves as an incentive to do a good job. He gave examples of his management style. He recognized that there would be a learning curve, but he feels it won't take him long to get up to speed.

Questions for the Bd – Mr. Patterson inquired about the staff he would have. He was told he would have a reliable group of guys who rely on the leader and have not been used to their full potential. One worker was interviewed for the Superintendent position and presented some really good ideas. This individual is a certified safety instructor whose skills could be utilized to train department personnel. The Department head is in charge and is not micromanaged by the BOS. Interfacing with the public and prioritizing will be key. The Board is looking for ways to do things differently. It is looking for long term strategic planning. The previous Supervisor met the expectations; all of the strategic issues are taken care of. There's a list of things that need to be done. Building a new highway garage is a priority. There is a designer in place and funding available, but a site has to be determined. The matter of compensation was raised. Mr. Patterson left stating that the position sounded like a challenge, to which he looked forward.

Deliberation – Mr. Gilmore began by commenting that we' have a lot of potential, how are we going to pay for it, and what are we going to use it for. We're going to put a lot of money into a person and will expect a lot in return. He used the example of purchasing a tractor trailer to move a lawnmower. The tractor could certainly move the lawnmower, but it would destroy the lawn in the process. He thought it not wise to purchase the tractor without knowing what it was going to be used for. Ms. Clarke felt there was plenty of potential use for the trailer. Mr. Gilmore described Mr. Patterson as a 3 yr guy; he may be the right person to get the process started. There will be a change in management style. Some members of the existing highway crew may not want to go along with the changes.

Ms. Clarke raised the point that at the present time the Town has an enormous liability in that things aren't documented. Thus an expectation of the new highway director is that time will need to be spent in the office moving that part of the position forward. This will mean he will have less time in the field. Mr. Gilmore added that there will need to be other changes such as clerical support, an office to work out of, basically, the tools to get the job done.

There was a brief discussion about concerns that Mr. Gilmore had over issues that were allowed to develop in the police and highway departments, where appropriate management techniques may not have been followed. This is a topic for another time, perhaps in executive session. His immediate concern was that the Highway Superintendent had not been willing to participate in the new highway garage project. He expects that whoever is hired will be a vital part of the project.

One of the tools needed is an office space. He needs to be where his men are, but it would be good to have space in the town office as well. Ms. Clarke suggested that he be invited to seen the possibilities.

Mr. Kubiak was asked what he thought about the choices. His response was that Mr. Bardwell, who is a licensed surveyor, would be a safe choice; he would move things forward, gradually. Mr. Patterson likes to get things done; he's assertive and would move things along much more quickly. He would be comfortable working with either gentleman.

**A motion was made by Ms. Ness, seconded by Ms. Clarke, and unanimously voted, to offer the position of Highway Superintendent to Mr. Shawn Patterson.**

Ms. Clarke will contact Mr. Patterson to let him know that the Board is preparing an offer. The offer will be based upon an annual salary of \$73,000 with benefits to include 2 weeks of vacation, 10 days of sick time, 1 personal day, and payment of 65% of his medical insurance.

She will call Mr. Bardwell to advise him of the Board's decision.

### **Appearance before the Board:**

**Police Department:** Present: Chief Michael Wozniakewicz

1. The Chief would like to appoint John Collin as a Special Police Officer. He is a 1990 graduate of part-time police academy and currently is a part-time officer in Northfield. His full-time job is with the Key Program where he works with juveniles. Mr. Collin holds an assoc. degree from GCC. **A motion was made by Ms. Ness, seconded by Ms. Clarke, and voted, to appoint him for the period 12/30/2012 – 6/30/2012.**

2. **A Motion was made by Ms. Ness, seconded by Ms. Clarke, and voted, to increase Michele Duguay's hours to 30.** Ms. Duguay has been filling in for Carol Guisto who recently retired due to illness. Mr. Kubiak will check the bylaws to see if this change must be posted. When she goes to full-time the position will be posted. She will continue to be paid at her current wage.

3. New cruiser – The Chief asked the Board to declare the cruiser it replaces as surplus. **A motion was made by Ms. Ness, seconded by Ms. Clarke, and voted to declare the old cruiser surplus.** It will now be made available through the bidding process.

4. **A motion was made by Ms. Ness, seconded by Ms. Clarke, and voted to reinstate 6 vacation days for the Chief that he was unable to take in a timely fashion.** Mr. Kubiak will so advise the Treasurer.

5. The Chief advised the Board that he has bought the last Crown Vic. The next time he orders it will be for a different vehicle. He expects the price will be greater. Therefore, he is advising that he is increasing his capital expense item for the next budget.

There was a brief discussion of the situation on Rt. 5. Ms. Ness explained what is happening.

### **Discussion/ Decision Items:**

**1. Waste Hauling Contract** - The contract with Wickles Trucking will expire on December 31<sup>st</sup>. Mr. Kubiak recommended that the contract be extended for 60 days to give the new highway superintendent a chance to weigh in and Jan Ameen a chance to work out some issues. Ms. Clarke noted that the current agreement is not a contract, it is simply a price sheet. **A motion was made by Mr. Gilmore, seconded by Ms. Clarke, and voted to authorize Mr. Kubiak to extend the contract with Wickles.**

**2. Request to remove land from 61A** – The Board discussed a request of Judy Taragonski to take 3.3 acres of land out of chapter 61A, as she is selling the parcel near the junction of Rt. 116

& Rt. 5. The Board had no objections, but did voice concerns about parking along the road in that area.

**3. Recreation Department – a.) There is a request that Philip Toy be appointed to the department. A motion was made by Mr. Gilmore, seconded by Ms. Clarke, and voted to appoint Phil Toy to the Recreation Department.**

b) There is also a request that a BOS member attend the December meeting. Reminder was made that this is a department with a substantial budget and a paid employee that is not overseen by a BOS liaison. Mr. Gilmore suggested that he and Mr. Kubiak work with the department to develop a policy for the department and a job description. Ms. Clarke offered to be the BOS liaison.

c.) A third request is for Mr. Kubiak's assistance in identifying land that could be used for athletic fields. Mr. Kubiak said Community Preservation money cannot be used to develop athletic fields on town-owned land; however, it can be used to purchase land for recreational purposes that is not currently owned by the Town. A needs statement identifying what the dept. is looking for should be the first step.

**4. Green Communities Contract – Ms. Ness made a motion, seconded by Ms. Clark, and voted, to authorize Mr. Kubiak to sign the Green Communities Contract.**

**5. A motion was made by Ms. Ness, seconded by Ms. Clarke, and voted, to grant permission for the Historical Commission to release an RFP for graveyard restoration.**

6. Sewer rate – Present: Mary Stokarski. Ms. Stokarski explained the process used to establish a fair rate. It involved taking an average of 2010 winter usage plus 25%. Abatements would show on the bills, so that people could see the amount abated. In a few instances abatements would be made where the amount was greater than \$25. **A motion was made by Mr. Gilmore, seconded by Ms. Clarke, and voted to approve the water rate of \$5.51/ 1,000 gallons including abatements over \$25.00.**

**7. Tractor/mower – After discussion a motion was made by Ms. Ness, seconded by Ms. Clarke, and voted, to borrow money from the stabilization fund to purchase the tractor/mower.** Using this financing route would save the Town \$6,100 in fees. Ms. Stokarski explained that money could be borrowed from the fund, but had to be replaced by the end of the year. At some point a town meeting vote would be required.

8. The Board agreed to authorize Mr. Kubiak to approach Mr. Calisewski about serving as Animal Inspector until the end of the year. This due to the death of Mike Raffa, who had been serving as the Animal Inspector.

At this point the meeting adjourned.

Respectfully submitted,

Priscilla Phelps