

**Board of Selectmen Meeting
April 25, 2012**

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

The meeting was called to order at 6:30 pm. Mr. Gilmore announced that the Board has just concluded a meeting with the Personnel Board.

Minutes: Review of Minutes of previous meetings was postponed until next meeting.

Public Comments: None

Selectmen's Comments/ Announcements: A reminder that the Annual Town Meeting is April 30th and elections on May 7th.

Appearances before the Board:

EMS Present: Mark Russo

Mr. Russo, director of the Emergency Medical Service, reported that he has a candidate for the open Emergency Services position. He recommended Jason Dorval, who has been working with the service for four years. Mr. Dorval has been a paramedic since 2003. He currently is a paramedic for AMR, working as a field supervisor. He will fill the open intermediate level position, but plans to continue to work with AMS in order to keep his paramedic status. **A motion was made by Ms. Ness, seconded by Ms. Clarke, and unanimously voted, to approve the appointment of Jason Dorval.** Mr. Kubiak said there had been a good response to the employment notice; very well qualified applicants responded.

Mr. Russo provided some up-to-date information of the service. He said during the year there have been 165 requests for service; 110 of those became transports. There were 40 intercepts with BHA. This number is expected to be reduced by half once the service level is upgraded. He said there is an investigation into the feasibility of establishing a regional service. Bruce Baxter, a consultant for FRCOG, is collecting statistics. He has had some difficulty receiving information from Shelburne Control. Sunderland is interested in a possible regional service. Whately has shown some interest, as well. Hatfield and Conway are invited to attend meetings and may wish to become involved at some point. The goal of regionalization is to provide 24/7 service at the paramedic level.

Progress is being made in a joint effort with the fire departments to develop guidelines for responding to fire scenes. Some personnel are taking training in responding to hazmat situations. In addition, the department has visited nursery schools.

Mr. Russo has some good news – the balance sheet of expenses vs. income is showing improvement even with sheets showing income through the end of March and expenses through the end of April.

Capital Improvements Committee: Present: Tom Clark

Mr. Clark submitted an amended Capital Improvements Plan. The committee voted to support the public works building. It agreed with the Highway Director's decision to delay the purchase of a brush cutter attachment (\$77,000). **A motion was made by Ms. Ness, seconded by Ms. Clarke, and voted to accept the revised Capital Improvement Plan.** Mr. Clarke then asked if the many non-profits in town had been approached about making a contribution toward the public works building.

Discussion/Decision Items:

Warrants – Ms Clarke asked if the typos in the People's United article had been corrected. Mr. Kubiak said it had been spell-checked. Ms. Clarke commented that a person needs to do the proofreading and she doesn't have time to do it.

The Special Town Meeting has only two articles. Ms Clarke will present the first article, and Mr. Gilmore will do the second.

Mr. Kubiak posed a question to the boards about using a portion of stabilization funds to reduce the amount the Town would need to borrow to pay for the proposed public works building. Ms. Ness defined the Stabilization Fund as a long term savings account. She said some money needed to be kept as emergencies that arise tend to be unpredictable and catastrophic. The Town needs to be in a position to provide matching funds in a timely fashion in order to assess possible funding. **A motion was made by Ms. Clarke, seconded by Ms. Ness, and unanimously voted, to support the Capital Improvements and Finance Committees recommendation that one million dollars be taken from stabilization for financing of the Highway Garage project.** Mr. Gilmore said he was in favor of paying down on the debt a year from now when it's known how things shake out.

Personnel Committee: Present: Jay Wallace, Al Olmstead, Joanne Carney, John Paciorek

Speaking for the committee, Mr. Paciorek said it had 5 questions for the BOS.

- 1.) What are the Board's expectations/ priorities for this committee?

Ms. Clarke responded she would like to see a coherent, comprehensive personnel policy that removes some of the questions that always seem to come up in difficult situations. Mr. Paciorek said the committee was working on that by reviewing the bylaw, studying the recommendations of D I Jacobs, and Town Council. They'll put them together and present the resulting policy to the Selectmen. The final step would be going to Town Meeting for acceptance and approval.

Ms. Clarke said her second expectation is getting a structured employee compensation plan up and running. She said she understood there was some disagreement at the department head level. Should the Board of Selectmen do employee reviews or should the Town Manager be the one to do this? Mr. Paciorek said this had been established long ago. Different people report to different Selectmen. For example: The Highway

Superintendent reported to him; the Chief of Police reported to the chairman of the Board; and the Treasurer/Town Clerk reported to Ms. Ness.

Ms. Clarke commented that a chart of who reported to who would be needed. Ms. Carney thought the Personnel Board could prepare the chart. Mr. Kubiak said there are two organizational charts: one that has been around a long time, and one suggested by labor council. Needless to say, they're different. Most towns have gone to a strong Town Administrator. To which Mr. Paciorek commented that there was the choice of a diffused government or a king. Mr. Olmstead commented that where once the School Committee actually had an active role in operation and decisions pertaining to schools, today the Superintendent is responsible for everything except the hiring and firing of the Superintendent.

- 2) Who will develop the policies that define the scope and duties of the Personnel Board members? Do the Selectmen want to be involved? Select board members thought the Personnel Board should work on this. The final plan should be such that it would work regardless who is on the committee. Mr. Gilmore commented that whatever was learned would be shared with the Board of Selectmen.
- 3) What is the role of Personnel Board as a human resource in working with department heads? Ms. Ness said she hoped the Personnel Board would be an important resource for the evaluation process. She anticipated there will be questions, especially, as the change is made from steps to ranges for compensation and with job descriptions that are challenging and actually represent the jobs people do. She said, "We want to reward initiative." Mr. Olmstead said he preferred to tackle one task at a time. Mr. Wallace suggested prioritizing the many tasks before the Board. Number one is the Police Chief position, as that is before us now. After that he expects to begin working on the Personnel bylaws. He did note that the committee has to be flexible enough to add new things as they came up. Ms. Clarke thought a coherent policy followed by good job descriptions might be the order of attention.
- 4) What are the personnel policies and practices, i.e. how the town operates? Should they be broken down by departments such as Highway or Police? Mr. Gilmore suggested that the various departments should be asked to define their role, operating policies and present them to the Personnel Board for review.
- 5) Should this board report directly to the Board of Selectmen (or to the Town Administrator)?

Mr. Paciorek said when the Personnel Bylaw was written the Town didn't have a Town Administrator. The suggestion was to take a look at what that bylaw requires and begin there. There will likely be some things that the committee might want to change. There is a provision that employees are prohibited from serving on the committee. Is this still something the committee recommends? Another provision is that one member should be a Finance Committee member. Mr. Kubiak said he has experience in these areas and has material that he is willing to share.

Following Mr. Gilmore's comment that the evaluation process needs to get started, there was discussion about establishing a calendar so that people knew what and when tasks need to be completed. Ms. Carney reminded that someone needs to monitor the progress. Mr. Kubiak said currently he shares this with Ms. Stokowski. He thinks the Personnel

Board, as a neutral group, could provide quality assurance. Since there are two new department heads, D I Jacobs will need to provide training. He will continue to advocate for what he sees that works. Mr. Gilmore asked if this process could begin this year. The consensus is yes. He wanted to know if Mr. Kubiak could coach the new department heads enough so that they could get the process started without calling in the consultant. He would like to hold off on bringing in the consultant until people have begun the process. There was discussion about the reporting process, which will need further discussion at a future meeting.

Alternate Health Agent: Present: Dick Calisewski

In a follow-up to previous discussion of having alternate persons qualified and available to provide health services in the event Mr. Calisewski is unavailable, Mr. Calisewski said he has talked with some potential candidates. He is willing to create a list of tasks and provide names of health agents who would be qualified to perform the required services. An agreement should be prepared that grants the appropriate authority to perform health services in Deerfield, including what those services are, and how they will be compensated. Mr. Calisewski noted that another alternative always available would be to call Charlie Kanicki, of the Department of Health, to cover for him. **A motion was made by Ms. Ness, seconded by Ms. Clarke, and voted, to appoint Nicole Zobko (Greenfield Health Agent) and Gina McNeely (Montague Health Agent) to be alternate Health Agents in Deerfield.**

Cooperative Health Services (FRCOG): Mr. Kubiak presented a revised draft Memorandum of Understanding which he received this afternoon. Ms. Clarke said the agreement is for three years, with only one year of funding. In order to drop out, a years notice has to be given, which equates to agreeing to pay for a year beyond the first year, should Deerfield wish to leave. She further noted that the Town's representative to the Oversight Committee has to be a member of the Board of Health, which for Deerfield is one of the Selectmen. An alternate can be appointed.

Ms. Ness said that Conway doesn't want to participate. It is being allowed to contract for nursing services independently, which is what she proposes that Deerfield do.

Comments and questions of the plan should be submitted to the FRCOG by May 11th. Mr. Kubiak stated that Phoebe Walker (FRCOG) is coming to the May 23rd meeting to answer any questions. He said there is a bail out clause if funding for the second and third years does not become available.

Mr. Gilmore said Deerfield has a good health system, but he's not averse to improving it. Ms. Clarke doesn't like a contract without numbers that has a one year termination clause. She could, however, live with a 90 days termination notice. She wants to know what the administrative costs are and what they're based upon (population?). One amendment she would like to make is that the alternate representative to the Oversight Committee be whom ever the Board appoints – not necessarily a health agent.

Mr. Calisewski, while admitting that he has not read the proposed agreement, called attention to item #3 which appeared to him to mean that the FCROG would assume all functions of the health agent. That appeared to be for those who chose full membership. Mr. Kubiak said the

services to towns that elect not to have full services, but lesser shared services are not clear. Mr. Calisewski wanted to know who keeps the records, and where will they be located. He gave as examples: temporary food permits and septic plans.

Mr. Calisewski had a question for the Board with regard to policy for food permits for hot dog carts – mobile food carts. They have no sanitary/bathroom facilities; he feels they are not sanitary and would not allow them in town. These are units that come in for the day or weekend. He has had some requests. He mentioned a person who wanted to sell ice cream out of the trunk of his car. Mr. Gilmore thought this matter should be tabled for another time and asked Mr. Calisewski to come up with some recommendations.

Parking request: The Board approved a request by Deerfield Academy for no parking on Albany Road on May 26 – 28 during graduation activities

VFW Street closing: The Board said it made sense to close Park Street on the day of a road race which will begin and end on Park Street with the provision that the closing be coordinated with the Police Department.

Quitclaim Deed: The board signed a quitclaim deed for a property exchange with Scott Peabody for a twenty foot strip of land at the entrance to the highway garage site.

Sale of Surplus Cruiser: A motion was made by Ms. Ness, seconded by Ms. Clarke, and voted, to accept the bid of Kevin Moriarty in the amount of \$3,500 for the cruiser.

Rec. Dept consent / release forms: Mr. Kubiak will have Council review the forms as it has been a few years since they were previously approved by Council.

One Day Liquor License: A motion was made by Ms. Ness, seconded by Ms. Clarke, and voted, to approve a one day liquor license for Pocumtuck Valley Association on May 4th.

A motion was made, seconded and voted in a roll call vote to go into executive session with respect to collective bargaining as an open session may have a detrimental effect on the bargaining position of the Select board. The Board will not reconvene in open session. The vote: Gilmore – Y, Clarke – Y, Ness – Y.

Respectfully submitted,
Priscilla Phelps

