

Board of Selectmen Meeting
Minutes - June 6, 2012

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

Minutes: none reviewed

Public Comments: none

Selectmen's Comments/Announcements:

Ms. Ness reported she has heard wonderful things about the Memorial Day event and thanks everyone for all the great work.

Ms. Clarke announced the Tilton Library is collecting books for its annual book sale which will be held at the Deerfield Town Hall, 8 Conway Street on Friday, July 6 (5pm – 7pm), Saturday, July 7 (9am – 2 pm), and Sunday, July 8 (11am – 2pm). The library is involved in a strategic planning process; persons interested are encouraged to contact the Librarian.

Mr. Gilmore announced that the South County Senior Center will hold a Senior Prom on Friday, June 22 from 6:30pm to 10:00pm at the Polish American Citizens Club. Students from Frontier Regional have volunteered to help with decorations and chaperone the event. Tickets are free and are available at the Senior Center.

Board of Health Comments/ Announcements:

Ms. Ness said there's a lot of standing water which is a breeding place for mosquitoes. Please continue to check for ticks. The Board has received a letter from a person interested in health issues. Ms. Ness will contact that person about helping on the EDS committee. She also noted the EDS drill will be October 21st and there will be a ham radio event sometime in September.

Appearances before the Board/Hearings:

FRCOG - Cooperative Public Health Service

Present: Phoebe Walker, Dick Calisewski, Health Agent

Ms. Walker reminded that a grant had been received for a hybrid shared health district that will officially begin as of July 1st. The contract to be signed will be limited to the nursing services, the same as is currently being provided. Mr. Calisewski had questions about funding which Ms. Walker was able to explain. Essentially, the change for Deerfield will be a seat on the Board of Overseers that will be filled by a Selectboard member. Ms. Ness volunteered to be the Selectboard representative. Mr. Gilmore also expressed interest. The Health Agent will be the alternate. **A motion was made by Ms. Ness, seconded by Ms. Clarke, and unanimously voted, to sign the contract for nursing services.**

Clark Cross Road - Present: Gary Kolakoski, Bud Driver

Mr. Kolakoski presented his research showing that decisions were made regarding Clark Cross Road. He said that in 1999 Clark Cross Road was discontinued from bound 3 to Mill River Road. The road from bound 3 to Greenfield Road was to be maintained by the Town to existing conditions. In 2001 there was a question about the width of the road and the Town hired the FRCOG to do a survey. The Mylar of that survey was never recorded at the Registry of Deeds and seems to have been lost. The bounds were never set. The Kolakoskis have had a Mylar made from a copy of the survey, which they have been assured will be accepted by the Registry of Deeds. They passed the Mylar to the Board of Selectmen, who will see that it is recorded. Mr. Gilmore promised it will "get to the right hands" and he'll see that it's done. He suggested that the Kolakoskis check back in a week. In further discussion, the need to get the bounds placed was noted. Suggestions were that Kenneth Blank, the surveyor who stamped the plan, or Rose

Associates of Conway be asked to do this. Mr. Calisewski said he had two open permit matters awaiting resolution of the road boundaries.

Discussion/ Decision Items:

Annual Appointments - The board reviewed lists of persons who need to be reappointed for fiscal year 2013. **A motion was made by Ms. Ness, seconded by Ms. Clarke, and unanimously voted, to appoint persons for FY'2013, as per the attached sheets, excepting those marked "hold for June 23."**

Highway: Present - Shawn Patterson

Mechanic Position - Fifteen applications were received, six were interviewed. The most qualified for the dual purpose position of mechanic and equipment operator is Charles Willard, III. In addition to his mechanical and equipment operator skills, he has his own tools and programs which is a great benefit for the Town. **A motion was made by Ms. Ness, seconded by Ms. Clarke, and unanimously voted, to offer the position to Mr. Willard.** He will be paid at a grade 2, step 3 level.

River Road - Mr. Patterson reported that the road is deteriorating faster than anticipated. He said an engineering plan is nearly complete and temporary repairs will be made. An application for a S.T.R.A.P. grant to make more permanent improvements to the ¾ mile strip of road is being prepared. It could provide up to \$100,000.

Connecticut River - Ms. Ness said she had talked to Rita Thibodeau (NRCS) regarding the Emergency Watershed Protection Program and the area of concern on River Road. She learned that any work done there has to be done by the Army Corps of Engineers. She has contacted someone named Alan (with a Greek last name that she couldn't pronounce) who will be contacting Mr. Patterson. She told him that he should be looking for \$500,000 - \$750,000 for every 1,000 feet of riverbank. In addition she has learned about federal Tiger Grants, one of which is two million dollars for the Long Island Sound Initiative, which would include the length of the Connecticut River. \$600,000 of that funding is for the portion of the river that passes through Massachusetts.

Deerfield River Watershed - Ms. Ness reported that there was a meeting at UMass with Kevin Moody of the Federal Highway Administration to discuss the work being done to identify areas that are damaged over and over again. A GIS overlay map shows the areas where projects have been revisited many times in the past 13 years. Technical help is needed. Mr. Patterson has drafted a list of trainings that would be helpful. Technical help in assessing sites and training for the highway departments in the twenty towns up and down the Deerfield River is being sought by Ms. Ness. She said the Army Corps has a technical assistance group called Silver Jackets, which won't bring much money, but will provide engineering assistance.

Ms. Ness said she is excited about the energy from Homeland Security. It now will accept replacement of culverts for critical infrastructure. She and Mr. Patterson attended a meeting on May 29th where the program was rolled out. Staff will come in and enter the Town's data into a data base, which Mr. Patterson will be in charge of maintaining. She said this is a huge step, as in the event things need to be replaced, they can be replaced with what is appropriate rather than what was there. The guys from the State Police Fusion Center are willing to work with us. She said the EMD from Northampton, in charge of this area, is a very practical person. She anticipates replacements should be faster and more efficient.

Ms. Ness said there is \$26,000 from Clean Water to replace the culvert on Mill Village Road, once the Franklin Conservation District votes to approve the expenditure.

Letter to Patrick Administration: The Board briefly discussed submitting a request to the Governor to file a supplemental bill to reimburse the Towns a full 25% for the damage caused by Tropical Storm Irene. Surprise was expressed that this bill had not already been filed. Mr. Kubiak will be asked to prepare a letter, a copy of which will also go to the Ways and Means Committee.

Emergency Ham Radio Equipment: A motion was made by Mr. Gilmore, seconded by Ms. Clarke, and unanimously voted, to authorize the expenditure of up to \$1,000 in support of ham radio operating equipment within the Town.

Support for MEMA radios for Deerfield Fire Departments: Mr. Gilmore briefly explained how the towns in the region contribute to the MEMA emergency radio communication system. He said each year towns are allotted a sum of money to be used for emergency preparedness. He recommended that Deerfield lend its allotment to the maintaining of the communication system. Mr. Kubiak will be asked to contact Bill Swazey, the South Deerfield Fire Chief, to advise him of the Board's support.

Reorganization of Board: The Board spent time reviewing the chart prepared and presented by Ms. Clarke at a recent meeting. She suggested that they begin by establishing goals for the coming year. This might be done by listing projects (works in-progress) and prioritizing them. Some items that were mentioned: financial reporting process for emergencies, a personnel evaluation system, Board of Health, CodeRed, DEDIC, regionalization of emergency services, personnel bylaw review and revisions, and committee processes and procedures. There was discussion about better tracking of projects, i.e. follow through so that projects are completed and final results are known.

There was discussion about better administrative control of the Selectmen's office by establishing Board of Selectmen priorities for action by the Town Administrator. Mr. Gilmore asked Ms. Clarke if she would be willing to be the liaison to Mr. Kubiak's office. She could provide help in establishing the priorities to be focused on. He said there needs to be a basic understanding of the chain of command in that office. The Administrator would be provided a list of priorities that the Board of Selectmen wants him to work on and come back to the Board with an end product. Ms. Warren, who is the office manager, needs to assume the role of determining the needs/ requests of visitors to the office and direct them to the appropriate source(s) for help. That way the persons have the satisfaction of getting their needs met. Ms. Clarke said things need to be redesigned so that "we get this stuff out of the way of the big projects."

There was discussion about delegating. A request needs first be identified, a determination made as to its importance, and then the best provider be found to get the project done. If there isn't enough interest, or no one wishes to do it, then the project moves down on the priority list. Ms. Ness talked about the Open Space Committee, which she has chaired several times. Mr. Gilmore and Ms. Clarke suggested she delegate the leadership position to someone who has been on the committee, so Ms. Ness could move on to other items on her list where her attention is more important. Ms. Clarke, speaking about herself, said she could do more with committees if she could just review reports prepared by others on the committees. She could do this in the evening.

The Board agreed to revisit the list individually and come back to a future board meeting prepared to discuss priorities.

Tobacco Stings: Present: Mr. Calisewski

Mr. Calisewski reported that recently in another town a tobacco sting was conducted. The resulting report was mistakenly given to the Deerfield Board of Health and the store where the sting took place was mistakenly identified as a Deerfield location. Because the store identified has a zero tolerance policy, an employee nearly lost his job. Fortunately, the store identified questioned the report, as possibly a scam, since the sting had not happened at that location. Mr. Calisewski felt

the Board should be aware that the Tobacco Coalition is not following the established procedures, resulting in unnecessary difficulties.

Flat File Bids: On June 6, 2012 the bids for flat files were opened. There were seven bidders. The high bidder for Unit #1 was Suzanne Jewell with a bid of \$200. The high bidder for Unit #2 was Nafis Azad with a bid of \$70.00. The high bidder for Unit #3 was Mariah Doren with a bid of \$400.00. **A motion was made, seconded, and voted to approve the bids as presented.** (see attached listing)

A motion was made to go into executive session to discuss strategy with respect to collective bargaining as an open meeting may have a detrimental effect on the bargaining position of the Selectboard. The vote was: Gilmore – Y, Ness – Y, Clarke – Y. Mr. Gilmore announced that the Board would not reconvene in open session.

Respectfully submitted,
Priscilla Phelps

Attachments:
List of persons appointed for FY'13
Flat file bid tabulation