

Board of Selectmen Meeting  
Minutes - July 11, 2012

Present: Carolyn Shores Ness, Elizabeth Clarke  
Absent: Mark Gilmore, Bernie Kubiak (Town Administrator)

The meeting was called to order at 6:30 pm.

**Minutes:** A motion was made by Ms. Clarke, seconded by Ms. Ness, and voted, to approve the minutes of June 6, 2012.

**Public Comments:** Bud Driver requested confirmation that the Assessors are no longer negotiating with non-profits. He was advised that this is not accurate and that the Board of Selectmen have taken a more active role in the process, as well. The non-profits are aware of the services provided by the Town and respond in many ways, including "in-kind" ways.

On the matter of Clark Cross Road, Ms. Clarke said if the pins are not in place within two weeks she would like to be advised.

**Selectmen's Comments/ Announcements:** none

**Board of Health Comments/ Announcements:** Ms. Ness reminded people to limit exposure to mosquitoes and check for ticks.

**Appearances before the Board:** None

**Discussion/ Decision Items:**

**Reorganization of the Board:** No action taken

**Appointment of Owner's Project Manager:** No action taken

**Technical Assistance for the Planning Board:** Ms. Clarke asked for clarification of the services that Pat Smith provides to the Planning Board. Ms. Ness explained that Ms. Smith provides expertise on an as needed basis to assist the Planning Board in matters that come before it. **A motion was made by Ms. Ness seconded by Ms. Clarke and voted, to approve an agreement with the FRCOG for Technical Assistance for the Planning Board. (2-0)**

**Streets and Livability Grant:** Ms. Ness said that a committee for selection of a consultant is being formed. John Waite and Max Antes from the Planning Board, Henrietta Kocot from the Historic Commission, and M.A. Swedlund from the Energy Committee are members. **A motion was made by Ms. Clarke, seconded by Ms. Ness, and voted, that Ms. Ness represent the Board of Selectmen on the Streets and Livability Committee.**

**Fee Schedule:** **A motion was made by Ms. Clarke, seconded by Ms. Ness, and voted, to accept the revised schedule of fees for inspections. (2-0)** Ms. Clarke commented that she still doesn't have any context to compare fees to costs to perform services. Everybody who charges fees should check the list to be sure his/her fees have been included.

**A second motion was made by Ms. Clarke, seconded by Ms. Ness, and voted, to include the addition of a \$10 fee for addition of a second vehicle to the Transfer Station Fee.**

**Transfer of Funds:** A motion was made by Ms. Clarke, seconded by Ms. Ness, and voted, to transfer \$6,843 from the Reserve Fund for the Retirement Assessment. This amount is based upon an estimate by the Retirement Board.

**CodeRed:** A motion was made by Ms. Clarke, seconded by Ms. Ness, and voted to accept and sign the CodeRed contract. (2-0)

**Additional Member of Frontier Regional School Committee:** The Town of Deerfield is entitled to an additional representative to serve on the school committee. The Board would like persons who would be interested in serving in this capacity from September until annual town meeting to make their interest known.

**FRTA Advisory Board:** A motion was made by Ms. Clarke, seconded by Ms. Ness, and voted, to appoint Robert Decker III to the FRTA Advisory board. (2-0)

**Emergency Veterinary Services:** A budget for this service needs to be established. Ms. Clarke suggested it would be a good cause for someone who wants to do some fundraising. She also suggested that the representative for the Town be a veterinarian. More discussion needs to be held, but Ms. Ness is willing to be the representative who is called until this has happened.

**Sewer permit:** A motion was made by Ms. Clarke, seconded by Ms. Ness, and voted, to approve a permit for a sewer connection at 10 Mountain Road. (2-0)

**Draft Open Items tracking form:** The Board went through the Open Items list discussing each as they went along. Public Works Building – Appoint an OPM at the next meeting.

CodeRed – A meeting date needs to be set to include persons who need to be involved in using the notification system.

Personnel Evaluation system – Ms. Clarke would like to have a date set to see first reviews.

Committee processes – Ask Ms. Warren to set up meeting for committee heads for a date in Sept.

Oxford Property – Put this on the agenda for next week.

Internal Policies – Ask the Town Administrator's staff to propose a policy. The staff should be able to figure out how it will work, as they know where the glitches are.

Town bylaws – Ms. Clarke will map out into sections to go out to groups to work on improving.

DEDIC – Ask the Town Administrator look up statutes regarding mandatory roles that have to be filled.

Senior Housing – A review of town-owned real estate needs to be done to identify potential parcels. The Town voted to use the Franklin County Regional Housing and Development Authority as its agent for developing senior housing. Ms. Ness said on two occasions the Town was in line for senior housing, but withdrew. Ms. Clarke said the pickle factory site would be ideal.

Add to list: Review of Town-owned real estate.

Highway – Data collection of information for the ACAM system is in progress. Help in entering the data is to be provided to by Homeland Security. Ms. Ness said the help will come from Josh Shenley's (EMD) staff. The project, for which funding is available, is to be finished by December. This project includes the locating of all culverts.

Tobacco – Ms. Ness says there's a draft policy which Mr. Calisewski will distribute. At the August 1st meeting there will be a public hearing to review the policy.

Transfer Station – Progress is being made at the site. Mr. Patterson is getting quotes on asphalt for paving. He will be meeting with Jan Ameen to make decisions on the site and arrival date of the compactor.

Emergency Medical Services – The plan is to dissolve the old committee that has accomplished its mandate and establish a new committee with new mandate.

Fee schedule – Everyone who charges fees should review the schedule.

Streets & Livability Grant – Letters have gone out for interested committee people.

Clark Cross Rd – Pins will be set within a week or two.

**MassReady web site information:** Ms. Ness explained that Homeland Security has sent out a request for information as part of the process of creating a formal plan/process. This will be on the next meeting agenda for discussion by the whole board. Input from others such as police and fire departments, and people involved during emergencies, needs to be included. People who've lived here a long time know they can call Ms. Ness, but new folks do not.

**Reinstate vacation days for Town Administrator:** Ms. Ness wasn't sure what the policy was for doing this and suggested this be tabled for discussion at the next meeting. Mr. Kubiak was unable to take days because he was too busy.

Procedure for staff in Town Administrator's office re: requests from BOS and responding to difficult inquires/requests from town residents: Ms. Clarke would like the staff to present a proposal to the BOS, possibly at an August meeting.

**Highway Department: A motion was made by Ms. Ness, seconded by Ms. Clarke and voted to hire Kevin Scarborough as foreman,** as recommended by the Highway Superintendent. Ms. Clarke questioned the role of two foremen. It appeared that there were no clear divisions of responsibilities until Mr. Patterson clarified his division of labor plan.

**Permit process for events:** Ms. Ness reported that over the weekend an alumni of Deerfield Academy, who operates a Lacrosse camp, held a tournament that involved 750 kids, plus parents. Although he has a camp permit, it could not be used for this event due to the change in ratio of staff to participants. The Town doesn't have a permitting process for large scale events such as this. Generally, these things have been handled through the Police Department. There needs to be a clear defining of what requires a permit. Required services include: extra police presence, standby ambulance and personnel, sanicans, and food vendor permits (inspections) are clearly items that require permits. Mr. Kubiak and Ms. Warren are researching how other towns handle these events. Mr. Kubiak will prepare a proposal that includes a check list of items to have in place.

**Highway proposal:** Mr. Patterson presented a proposal for delegating responsibilities amongst his highway crew with the intent of establishing groundwork for creating a Department of Public Works. The plan is incentive based and includes changes in titles and compensation, working within the existing department budget. He would like to discuss his plan at a future meeting. He is presenting it now to give the Board a chance to think about it.

The discussion continued with Ms. Ness reporting on her pursuits of assistance from the Silver Jackets (Army Corps) for 65% funding for projects on River Road. She said she advised that if there is another event, such as those of last year, the Town will be dumping rock along the riverbank for stabilization. She said EWP money doesn't have to be tied to an event, but Army Corp money does. The current request is being tied to Tropical Storm Irene.

Ms. Clarke commented that there were people who feared that Mr. Patterson would be more of an administrative person, than a hands-on in the field guy. She was glad that he attended meetings and reported on what the department is doing.

There was additional discussion about what information needs to be collected and entered into the culvert section of the ACAM data base.

A motion was made by Ms. Clarke, seconded by Ms. Ness, and voted, to adjourn the meeting at 8:08pm with the signing of the warrant.

Respectfully submitted,  
Priscilla Phelps