

Board of Selectmen Minutes  
Meeting – February 13, 2013

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

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

**Minutes:** none reviewed

**Public Comments:** none

**Selectmen's Comments/Announcements:** Ms. Clarke reminded that there are several vacancies on boards and committees. She urged interested persons to contact the Town Administrator.

**Board of Health Comments/Announcements:** Ms. Ness said that people should keep washing their hands it's one of the simplest ways to ward off viruses.

**Appearance before the Board/Hearings:**

**Liquor License transfer:** Present – Melissa Winters, Chris Sexton, and Neil Johnson

Mr. Johnson owner of Keg'n Kork has transferred his business to Purple Meadow Ventures, Inc. owned by Melissa Winters and her husband Chris Sexton. Ms. Winters said she will be the on-site manager. She prefers to hire persons who are at least 24 years old and have some experience. After discussion, **a motion was made by Ms. Ness, seconded by Ms. Clarke, and unanimously voted, to approve the transfer the liquor license to Purple Meadow Ventures, Inc. d/b/a Deerfield River Liquors.**

**Deerfield Craft Fairs:** Present - Timothy Neumann

Mr. Neumann said there will be two craft fairs this year. The first one will be held earlier than usual this year in June due to a change in the schedule of activities at Deerfield Academy. He said the event will be much smaller as many vendors will not be available on that weekend. The Fall event, held on September 21 & 22 will be held as usual. He requested that the Transient Vendors Licenses be waived. **A motion was made by Ms. Ness, seconded by Ms. Clarke, and voted, to waive the Transient Vendor Licenses for the 2013 Old Deerfield Craft Fairs.**

**Discussion/Decision Items:**

**Ice Cream Vendor Licensing:** Mr. Kubiak reported that due to a new law, ice cream vendors now are required to be licensed. He explained the law was to establish uniform regulations for selling ice cream; it was also intended to prevent criminals, sex offenders, and pedophiles from having contact with children. Since candidates for permits are required to be fingerprinted and have background checks, Mr. Kubiak recommended that the Police Chief be the appointing authority. **A motion was made by Ms. Ness, seconded by Ms. Clarke, and unanimously voted, to authorize the Police Chief to be the appointing authority for ice cream vendor permits.**

**DPW Training in Debris Management:** Ms. Ness reported that she and Debbie Shriver are working with Josh Schenley on a grant to provide training for the DPW in management of debris. She explained that some of the debris in the river resulting from 2011 storms has become stabilized and will likely stay in place, but some is not stable and is likely to move in another event. She wants Mr. Patterson to review the application before it is submitted.

**Appointments to Historic Commission:** Ken Schoen and Betty Hollingsworth read letters of support for the appointment of David “Bud” Driver and Todd Kmetz to the commission. **A motion was made by Ms. Ness, seconded by Ms. Clarke, and voted, to appoint both gentlemen to the Historic Commission.**

**Reserve Fund Transfer:** The Town Treasurer has submitted a request for a transfer of \$4,500 to pay Verizon for interest on \$21,000 in back taxes that it withheld during 2008 and 2009 as part of the settlement of a law suit. Interest is being calculated at 8%. **A motion was made by Ms. Ness, seconded by Ms. Clarke, and voted under protest, to transfer \$4,500 for short term interest.**

**Comcast negotiations:** The Town needs to have representation at meetings to negotiate a new contract with Comcast. Mr. Kubiak is willing to attend the initial meetings, but his time is limited, so he will need to be replaced. There should be other representatives as well. The suggestion was made by Mr. Kubiak that members of the previous negotiating committee be polled to see if any will serve again. He thought that Paul Allis might be available. He said that Doug Finn (FCAT) would be involved. He also noted that there is a vacancy for the Town on the cable TV committee.

**Regional Fire services study:** Ms. Ness wanted to convey to FRCOG that the Deerfield Fire Chiefs were interested in participating in a regional services study.

**Change of election date:** Mr. Kubiak raised the possibility of changing the annual town elections to April 30<sup>th</sup>, to coincide with the special state primary election. He has yet to discuss the logistics of doing this with the Town Clerk, but wanted to give notice to the possibility. This will be discussed further at the next meeting.

**Change in Schedules:** The Selectmen (BOS) will change their meeting night from Wednesday to Tuesday night. This happens to be the same night that the Finance Committee (FC) meets. The possibility that the BOS could join the FC during some of the deliberations was discussed. Beginning the BOS meeting earlier, possibly at 6:00 pm, would allow the BOS to do much of its business prior to the FC meeting that begins at 7:00 pm. Mr. Kubiak will consult Mr. Gilmore to learn his availability.

**Open Items List:**

1. **Public works** - next step is opening of sub bids on 2/22 and general contractor bids on 3/8
2. **Personnel Evaluation** – next step is to revise personnel bylaw so that the evaluation process can move forward
3. **Bylaw review** - a grievance process needs to be prepared for approval at annual town meeting
4. **Union negotiations** - a meeting is scheduled for this Friday (2/15)
5. **Oxford property** – a survey combining all information known about the site/ the Town needs to issue a taking of the property
6. **Dedic-** nothing happening
7. **Senior Housing** – no change

8. **Highway** - continue working on data input/a second round of homeland security grants will keep the project moving forward
9. **Stillwater bridge** - keep pursuing the issue of debris in the river/ monitor position on bridge rotation plan
10. **Tobacco regulations** - complete draft
11. **Transfer station** – project completed - take off list; replace with overall Town buildings maintenance plan
12. **Restructuring EMS** – on-going / There will be another meeting next Monday / Whately is out/ an MOU will be prepared by 4/1/ Matt Russo will propose a budget for Deerfield as a standalone service
13. **Streets Livability** – Project is complete except for the final presentation after Town meeting
14. **Piggery** –
15. **Open Positions** – the list has been revised
16. **Green Communities** – on-going
17. **Library steps** – project complete – take off list
18. **Senior Center study** – waiting to hear from W.J. Devlin
19. **Gravestone Restoration** – waiting for spring
20. **Comcast negotiations** – the committee needs to meet
21. **Open Space** – an invitation to a public information meeting is forth coming
22. **River Road** – need to re-apply for grants
23. Skip
24. **Broadband** – hoping to participate in a group purchase (FRCOG) for ISP services
25. **Emergency Task list** – decision made not to sign an MOU re: emergency shelters as it seems most concerns have been addressed
26. **Emergency training event** – use a road race or bike race / Mr. Kubiak will discuss with Mr. Gilmore
27. **Town Administrator** – Ms. Clarke would like to hold a community input meeting to give people a chance to voice ideas. Mr. Kubiak suggested bringing in outside professionals for help. Ms. Clarke wants feedback from Mr. Kubiak about what has worked and what has not, suggestions about how things might be done differently, etc. A vision meeting for reshaping town government was scheduled for February 28<sup>th</sup> at 6:30 pm, assuming that Mr. Gilmore can be present.
28. **Remote participation Policy** – Ms. Clarke will work on this.

At this point a motion was made by Ms. Ness to enter into executive session to discuss strategy with respect to collective bargaining, as an open meeting may have a detrimental effect on the government's bargaining position. The Board will not reconvene in open session. Roll call vote: Ms. Clarke – Y, Ms. Ness – Y.

Respectfully submitted,  
Priscilla Phelps