

Board of Selectmen Meeting  
Minutes – March 13, 2013

**Present:** Selectmen – Mark Gilmore, Carolyn Shores Ness, Elizabeth Clarke  
Executive Administrator: Kayce Warren

The meeting was called to order at 3:00 pm in the conference room at town hall.

**Minutes:** None were reviewed.

**Public Comments:** Ms. Warren asked the Board to clarify which Board member would represent the Town on the Cooperative Public Health Service. **A motion was made by Ms. Ness, seconded by Ms. Clarke, and unanimously voted, that Mr. Gilmore will represent Deerfield and Mr. Calisewski will serve as alternate.**

**Selectmen's Comments/ Announcements:** There are several open committee positions; one is on the Personnel Committee. Interested persons should submit a letter of interest to the Board of Selectmen. A request was made that a list of open positions appear on the web site and also on the open items list.

**Board of Health Comments/ Announcements:** Keep washing your hands.

**Appearances before the Board/ Hearings:** none

**Discussion/Decision Items:**

**Franklin County Emergency Communications Agreement:** Since no one from EMS (Police/ Fire/ Ambulance) was present to explain the proposed agreement, the Board was not prepared to act on this item. Mr. Gilmore spoke of a previous plan that became expensive and proved not to meet the communication needs. A narrative explaining the changes would be helpful, as would some feedback from the potential users. This item will be revisited at a later meeting.

**Appointment of public weighers:** Ms. Warren presented a list of persons who serve as public weighers for TREW Corp/ Warner Bros. She explained that this is an annual appointment. **A motion was made by Ms. Ness, seconded by Ms. Clarke, and unanimously voted, to appoint Sidney Amidon, Leo Chicoine, Robert Greene, James Houle, Todd Jarvis, and Paul Olson.** (list attached)

**Deerfield Lions Antique Auto Show:** The Deerfield Lions Club will hold its annual Antique Auto Show on July 20 with a rain date of July 21. A waiver of the transient vendor fee has been requested. Mr. Gilmore recused himself, as he is a member of the Lions Club. **A motion was made by Ms. Ness, seconded by Ms. Clarke, and voted, to waive the vendor license. (2-0-1)**

**Hearing officer: Biting Dog complaint:** Ms. Warren explained that the Administrator was requesting that the Board appoint him as a hearing officer to facilitate the handling of a matter involving a dog that has bitten some people. He would hold a hearing and make a recommendation to the Board. The Board chose not to accept the offer.

Ms. Ness provided additional information about an effort by several towns including Greenfield and Montague to figure out a way to meet the Animal Control Officer (ACO) requirements from the state.

The plan was to use someone named Killeen from Greenfield and split his salary between the towns. The ACO is required to take 12 weeks of training which is held in the eastern end of the state. Ms. Ness said the ACO would report to the Police Chief, who would be the hearing office; therefore she could not support the request that the Administrator be the hearing officer.

**Town Administrator position:** With the planned retirement of the current Administrator, the time may be appropriate for addressing several potential changes to the way the Town governs itself. The question before the Board is which to do first. They are identified as follows:

1. Should the structure of town governance be changed? One suggestion is to create a five (5) member Board of Selectmen. The revised Open Meeting Law makes it difficult for a three member board to function. Other changes include combining municipal services (fire and water) into one municipal entity and revising the management of Town finances by creating a finance director.
2. Revising the description of the Administrator position. Should an interim person be appointed while the search for a new administrator is in progress?
3. Now that the Town has passed the 5,000 population point, are there operating changes that need to be made?

Ms. Ness thought the structural matters should be dealt with first. Mr. Gilmore seemed to be concerned about the job description, as he has requested job descriptions from department heads; some have been received. He also said he has met with someone who works with the state and could help with preparation of a job description for the administrator position. He would like Ms. Ness and Ms. Clarke to meet with this person. He thought the Personnel Board could be helpful in framing the job description.

Ms. Clarke suggested setting a goal by next meeting (3/27) to identify possible structural changes raised by anybody. A request for suggestions will be circulated for input to department heads. She will prepare an introduction to accompany the request.

**FY'14 Budget requests:** The Frontier budget proposes an 11.4% increase for Deerfield, which presents a problem for the Town. The school committee was slated to vote on the budget last evening; however the result of a vote, if one was taken, was not known. Mr. Kubiak has been reviewing other budgets looking for places that could be tightened. However, Mr. Gilmore was opposed to doing this. It was agreed that there needs to be a multi-town discussion about the magnitude of the Frontier Regional School budget.

A motion was made that the Board enter into executive session to discuss strategy with respect to collective bargaining with the Police Department, as an open meeting may have a detrimental effect on the Town's bargaining position, as declared by the Chair. Roll call vote: Gilmore – Y, Ness – Y, Clarke –Y. Mr. Gilmore announced that the Board will not reconvene in Open session.

With that, the public portion of the meeting adjourned.

Respectfully submitted,  
Priscilla Phelps