

Town of Deerfield
Board of Selectmen Meeting
August 21, 2013 Minutes

Present: Selectmen: Mark Gilmore, Carolyn Shores Ness
Interim Town Administrator: Wendy Foxmyn

Hearings/Appearances before the Board: none

Minutes: A motion was made by Ms. Ness, seconded by Mr. Gilmore, and voted, to accept the minutes of the August 14, 2013 meeting.

Public Comments: none

Selectmen's Comments/Announcements:

- There will be a Special Election on September 9, 2013 to elect a third Selectman.
- On Monday, August 26, 2013 the Planning Board will be creating a subcommittee to work on a housing production plan for the Town of Deerfield.

Board of Health Comments/Announcements:

- There will be a Hazardous Waste Collection Day September 21, 2013 at GCC. Mr. Gilmore read a list of things that will be accepted. Preregistration prior to September 13th is required. The Town pays for this.
- Check for ticks; mosquitoes continue to be fierce.

Discussion/Decision Items:

- **A motion was made by Ms. Ness, seconded by Mr. Gilmore, and unanimously voted, to approve a wine and malt pouring license for the Deerfield Craft Fair for September 20-23.**
- Appointments - **A motion was made and seconded, and voted, to appoint Gregory Shearer to the Cable TV committee.** Mr. Gilmore said he wants to set up a meet and greet meeting within the next week to get this committee organized.

Interim Town Administrator's Report:

- **Staff vacancies** – Town Accountant, Town Clerk/Treasurer/Collector, and Town Administrator. Ms. Foxmyn wishes to move forward with advertising the Accountant position as soon as possible as it needs to be filled prior to October 15th. She has scheduled a meeting with the Personnel Board for September 3rd to discuss increasing the hours of the accountant position up to 32 in order to make the position more attractive. Mr. Gilmore wanted to see the job description; he was concerned about justifying the increase in hours.

Shortly thereafter, she wishes to concentrate on the Clerk/Treasurer/Collector position which will become available in December. The Town's bylaws require that the position(s) be advertised; however, that does not preclude hiring from within. To prepare for possible changes in that department, she plans to meet with the staff of that office.

In October DOR will be conducting a review focusing on the Administrator's position and with possible shifts that may be going on in the financial department. Ms. Foxmyn hopes the review will be complete in November, so that the search for a Town Administrator can begin. She hopes the position will be filled by February.

- **Department Heads meeting:** A meeting of the department heads will be held next week. Ms. Foxmyn is working on the agenda. Her plan is to apprise everyone of the upcoming changes in staffing and to use this meeting as an opportunity for departments to share information.

- **Special Town Meeting** - A date for the meeting has not been set. It was expected to be sometime in September when the matter going to a regional emergency medical service could be put before the Town. However, the ambulance issue will not be ready until sometime in October. The regional service will include Deerfield, Whately, and Sunderland. Mr. Gilmore thought it was time to begin the public discussion. He is impatient for the Town of Deerfield to have the increased service.

Other possible articles - The Planning Board also has two zoning issues, which have timelines for holding public hearings, that may need to be brought to the Town for a vote. A potential article is approval of an MOU for a dog officer. Mr. Gilmore would like to see a job description for the position.

- **Deerfield River Portage** – The company has submitted an appeal to the ZBA for a cease and desist order issued to it. It is a business operating without permits.

- The tobacco regulations are almost ready for presentation at a public hearing.
- The Site hearing for the piggery operated by Mr. Romanowski, previously continued, can be rescheduled now that his attorney has returned from vacation. This will be held on September 11, 2013.
- Interest in development of a Town policy regarding Medicinal marijuana continues.
- The Town is moving forward with issues relating to the Senior Center.
- September 6th at 1:30 pm has been set for a meeting to discuss regional EMS issues concerning Deerfield officials.
- Funding opportunities through MassWorks are once again available. Last year the Town's submission for a River Road project was turned down. It should be resubmitted. Dan Lawrence, of Weston & Sampson is preparing an application for hazardous mitigation funds. Mr. Gilmore wanted to be sure that it got submitted.

Ms. Foxmyn announced there was no need for an executive session, as a response from the Police Union negotiators has not been received.

There being no other business before the Board, a motion was made, seconded, and voted to adjourn. The next meeting is scheduled for September 11, 2013.

Respectfully submitted,
Priscilla Phelps

Documents: Interim Administrator's Report

