

Board of Selectmen Minutes
Meeting – December 18, 2013

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

The meeting was called to order at Deerfield Town Hall, 8 Conway Street at 6:30 pm.

Minutes: Minutes of November 7 and 20 Board meetings were approved, with amendments.

Public Comment: none

Selectmen's Comments/ Announcements: Mr. Gilmore reported that at temperatures below 10° salt is not effective in melting snow or ice on the roads. He also publicly thanked Yankee Candle for gifts to the Towns which included \$16,000 in scholarships to the schools and \$8,000 to the fire departments for communication equipment. Ms. Ness thanked the Highway crew for assistance in putting up holiday lights. People called her to comment on the good conditions of the roads following the recent snowstorm.

Board of Health Comments/Announcements: Mr. Wolfram reported he went with Mr. Calisewski on an inspection.

Hearings/ Appearances before the Board:

- **FY'15 Budget – Present - Skip Olmstead (Finance Committee)**

Mr. Olmstead said the Town is increasing expenditures faster than it is increasing revenue. He proposed: 1) operating budgets be kept to 2% - 2.5% ; 2) any over that % be reviewed by the BOS, before moving on to the Finance Committee. Ms. Foxmyn will stress this at her meeting with department heads at a scheduled meeting. He said the proposed elementary budget is 6.2%; noting that schools have become reliant on school of choice monies to balance their budgets.

One of the largest budget items is payroll. Mr. Gilmore discussed his understanding of the merit based system which he said was intended to encourage proficiency and allow people to move through the ranks of a classification chart. He said the intent is that every seven years the job market is looked at to determine the worth of positions. The wage schedule is then be adjusted up or down.

A motion was made by Ms. Ness, seconded by Mr. Wolfram, and unanimously voted, to recommend a 2% goal for proposed 2015 budgets. It will be presented in a memo to the department heads.

- **Housing Production Plan – Present – John Waite (Planning Board)**

Mr. Waite presented a synopsis of the work of the Planning Board subcommittee in developing the plan with the assistance of Alyssa Larose (FRCOG). He said affordable (work force) housing has long been a priority as most people living in Deerfield fit into that category. Findings of the

committee are that some zoning changes could be made to permit a greater variety of types of housing within the center of town. To move the plan forward, he suggested there might need to be someone to serve as a housing coordinator.

He went on to say the Planning Board has unanimously voted to adopt the Plan being presented for support of the Board of Selectmen prior to submission to DHCD to show that the town has a housing plan. After further discussion, a motion was made by Ms. Ness, seconded by Mr. Wolfram, and unanimously voted, to support the plan.

Discussion/ Decision Items:

- **Payroll and vendor warrants** – In a motion made by Ms. Ness, seconded by Mr. Wolfram, and unanimously voted, the Board approved the signing of the December 4th warrant (W14-12) totaling \$2,895,771.59, the December 18th warrant (#W14-13) totaling \$1,722,554.48, and the December 31st warrant (W14-14).
- **WMECO Midnight Shutoff Hold Harmless Agreement** – Present – MA Swedlund (Energy Resources Committee)
Ms. Swedlund presented a Hold Harmless document from WMECO with the explanation that this was the first time the power company would implement midnight shut-off of selected streetlights. There are three phases of reduction in street lighting: 1) shutting off 37 lights, 2) turning off 50 lights shutoff at midnight, and 3) reduction of lumens to achieve an estimated \$5,000 per year savings in energy costs for the town. Mr. Wolfram estimated that police coverage for the installation of shutoff timers would be a cost to the town, initially reducing the savings.
- **Sewer abatement** – A motion was made by Ms. Ness, seconded by Mr. Wolfram, and unanimously voted, to approve an abatement to correct an error in calculation of a sewer bill of John Jankowski.
- **2014 Liquor Licenses** – A motion was made by Ms. Ness, seconded by Mr. Wolfram, and unanimously voted, to approve the renewal of liquor licenses for 2014 and authorize the use of signature stamps.
- **Deerfield River Liquors** – Keno request – Deerfield River Liquors (formerly the Keg N 'Kork) submitted a request for a Keno license. No comment from the Board within 21 days would permit the license to move forward. There being no objections, no action to oppose the license was made.
- **Annual Permit Renewals** – A motion was made by Ms. Ness, seconded by Mr. Wolfram, and unanimously voted, to approve the general business licenses as presented.
- **Franklin County Regional Emergency Planning Committee Report**
 - FC Reg. Sheltering Plan - Following discussion led by Ms. Ness, a motion was made by Mr. Gilmore, seconded by Mr. Wolfram, and unanimously voted, to authorize the Chair to sign an addendum to the Franklin Regional Sheltering Plan.
- **WWTP USEPA reports** – A motion was made by Ms. Ness, seconded by Mr. Wolfram, and unanimously voted, to authorize the WWTP Chief Operator to sign electronic USEPA reports.
- **Reserve Fund transfer** – A motion was made by Ms. Ness, seconded by Mr. Wolfram, and voted, to approve the transfer of \$700.00 from the Reserve Fund to replenish the ZBA postage account.

- **Weston & Sampson landfill monitoring contract-** Present: Dan Lawrence
After a discussion with the Mr. Lawrence regarding the revised requirements for monitoring wells following a recent meeting with DEP officials, Ms. Ness made a motion, seconded by Mr. Wolfram, and unanimously voted, to sign the Weston & Sampson contract.

There was discussion about the status of a well on the Melnik property. A letter from DEP is anticipated.

- **Appointments** - A motion was made by Ms. Ness, seconded by Mr. Wolfram, and voted, to appoint Sarah Misiun to the position of Assistant Treasurer/Collector. Ms. Misiun will begin work on December 30th.

A letter of interest in serving on the ZBA has been received; it will be passed to the ZBA.

Town Administrator Screening Committee – Acting on the recommendation of the Interim Administrator, the Board voted, in a motion made by Ms. Ness and seconded by Mr. Wolfram, to appoint Joanne Carney as the Chair for the Screening Committee. A second motion was made to appoint Personnel Board member John Paciorek, Library Director, Sara Woodbury, former Town Clerk, Treasurer, Collector Mary Stokarski, Chief Financial Officer for Deerfield Academy Keith Finan, Tom Scanlon Jr. of Scanlon and Associates, and Frontier School Superintendent Martha Barrett. to serve on the committee with a provision that others may be added, if the committee wishes. A motion was made, seconded and voted, to make committee members Special Municipal Employees. Ms. Foxmyn will serve as staff for the committee.

The Personnel Board will meet on December 26th to work on a job description for the position. It will be on the agenda for the Board of Selectmen's January 2nd meeting.

- **Tobacco regulations** – Ms. Ness made a motion, seconded by Mr. Wolfram, to re-sign the sale of tobacco and nicotine delivery product regulations due to a change in language.

The next Board meetings will be January 2, 15th and 29th.

The Community Preservation Committee is accepting proposals which are due by March 1st. Mr. Gilmore suggested that as awareness of the fund increases some guidelines for use of the funds may need to be set. To set aside housing funds a Housing Trust Fund could be created.

Ms. Ness made a motion, seconded by Mr. Wolfram, to adjourn the meeting. The vote was unanimous.

Respectfully submitted,
Priscilla Phelps

Attachments: Annual Liquor License Applications
General Permit Applications