

Board of Selectmen/Board of Health Minutes
January 4, 2014

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

Others Present: Jay Wallace, Personnel Board Chair; Joanne Carney, Personnel Board Clerk and Chair of Town Administrator Screening Committee; Skip Olmstead FinCom Chair and Personnel Board member; Ralph Healy, FinCom member and Garage Building Committee Chair; Patricia Kroll, Administrative Assistant in BoS/BoH office; Kathleen McKiernan, The Recorder

The meeting was called to order at Deerfield Town Hall, 8 Conway Street at 9:30 a.m.

Minutes: Minutes of December 18, 2013 were approved.

Board of Health Comments/Announcements: Ms. Ness made a motion, seconded by Mr. Wolfram, to re-sign the Environmental Tobacco Smoke regulations, discussed and approved earlier. This version had final, minor edits from Town Counsel.

Hearings/ Appearances before the Board:

- **Town Administrator Search** – Members of the Personnel Board presented recommendations to the Selectmen of a job description (minor changes to current job description) and salary range (entire range of Grade VI - \$60,000.00 - \$75,000.00) for advertising the position. They recommended the Selectmen appoint Ralph Healy to the Screening Committee. **The Board voted unanimously to appoint Mr. Healy to the Screening Committee.** A lengthy discussion was had among all present about the Town Administrator job description with M. Gilmore and C. Shores Ness supporting a position with less administrative authority than currently exists. D. Wolfram supported a strong town administrator role, supervising departments and strengthening and consolidating the human resources under the town administrator. Personnel Board members and Interim Town Administrator pointed out the recommendations fell short of the Dept. of Revenue's report to make the position stronger than it currently is and pay more. M. Gilmore produced, and copies were made, of an edited version of the job description. This was reviewed and discussed with consensus reached on most of the suggested changes. This document (Town Administrator job description 2014 is attached to these Minutes).
- **Reclassification of Full-Time Administrative Assistant in Board of Selectmen/Board of Health Office** – The Board was presented a recommendation from the Personnel Board to upgrade the Administrative Assistant position, currently held by Patricia Kroll from Grade I to Grade II on the classification plan and to move her from Grade I, Step 7 (\$16.83/hour) to Grade II, Step 6 (\$18.43/hour) and for this upgrade to be implemented with the next payroll period. The Board reviewed the documentation provided: a position rating analysis, revised position description, and a memo from Interim TA W. Foxmyn detailing Ms. Kroll's employment experience with the town. Ms. Kroll came to the table to address the Board and answer questions. She requested additional pay in order to address what she believed were inequities and misinformation she had been given about benefits and credible service for retirement. S. Olmstead suggested the Board consider offering Ms. Kroll a lump sum for this additional increase she was requesting so the cost would not be recurring. M. Gilmore told Ms. Kroll to prepare a proposal. **The Board voted unanimously to adopt the revised position description reclassification as recommended.**

Other Business

- **The Board voted unanimously to sign a letter of support for the Tilton Library's application to the Mass. Board of Library Commissioner's building planning and design grant application.** M. Gilmore asked W. Foxmyn to look into Sunderland's library.
- **Housing Production Plan – The Board voted unanimously to sign a letter of support for the town's Housing Production Plan.** Planning Board Chair John Waite attended the previous Board meeting, presented the Plan, answered questions and asked for the Board's support. M. Gilmore thanked the residents who participated in putting the plan together.
- **Open Space and Recreation Plan -The Board voted unanimously to sign a letter of support for the OSRP.**
- **District Local Technical Assistance (DLTA) –** W. Foxmyn described this program offered by FRCOG through funds regional planning commissions receive from the state. DLTA is made available for planning projects, such as the two plans for which the Board just signed letters of support, as well as for other projects around municipal regional services. The Baxter study, laying the groundwork for SCEMS, was DLTA-funded. The Board reviewed a list of potential projects, including two from the Planning Board, prioritized them, and authorized W. Foxmyn to submit them to FRCOG for consideration. *(Final document attached to these Minutes).*
- **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 payroll and vendor warrants.**
- **Reserve Fund transfers –** Funds for the Owner's Project Manager (OPM) for the Highway Garage Building project have run out and the Highway Superintendent/OPM Shawn Patterson submitted a request asking for sufficient funds to continue to pay him for his oversight of the project through anticipated completion. The budget for this item was insufficient. **A motion was made by Ms. Ness, seconded by Mr. Wolfram, and voted unanimously, to recommend the Finance Committee transfer \$4000.00 from the Reserve Fund to the Owner's Project Manager account.**
- **Lion's Club Auto Show – The Board voted to grant the transient vendor permit and waive the fee for the Lion's Club event to be held on July 9, 2014.**
- **ZBA Special Permit Comment Request/29 Elm St. – The Board voted unanimously to support this special permit request and the comment form will be returned to the ZBA with this information.**

Town Administrator's Report – W. Foxmyn distributed housing modification program brochures to the Board and discussed how this program and others could be utilized to address some of the housing options the Board discussed in a previous meeting about needs in Deerfield. She told the Board about the Dept. Heads' meeting held on Dec. 19 where staff was informed they would be receiving budget request forms soon and the Selectboard was instructing departments to submit budgets with no more than a 2% increase, excluding salaries and benefits.

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

At 2:30 p.m. Ms. Ness made a motion, seconded by Mr. Wolfram, to adjourn the meeting. The vote was unanimous.

Respectfully submitted,

Wendy Foxmyn, Interim Town Administrator

NOTE: These Minutes were re-constructed from memory as the audiotape was unavailable and Minutes were not taken.

Attachments: DLTA 2014 Request form.