

Board of Selectmen Meeting  
Minutes - January 28, 2014

Present: Selectmen- Mark Gilmore, Carolyn Shores Ness, David Wolfram  
Interim Town Administrator - Wendy Foxmyn,  
Executive Administrative Assistant- Kayce Warren

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

Minutes: Minutes of the January 4, 2014 meeting were reviewed and approved. The January 15<sup>th</sup> meeting was approved, as well.

Public Comment:

Selectmen's Comments/Announcements:

Board of Health Comments/Announcements:

- Tobacco Control Updates – The Board has voted to discontinue work with the coalition until some issues can be worked out. Mr. Calisewski plans to attend a tobacco training meeting on Thursday.
- Medical Marijuana – Licenses are expected to be issued on Friday. Ms. Ness is disappointed that there is no information available on regulations. The new licensees have 120 days to meet the license requirements.

**Hearings/Appearances before the Board:**

- **Historical Commission:** Present – John Nove, Bud Driver, Betty Hollingsworth

Archeological Accountability Policy - Mr. Nove explained the Historical Commission's position with regard to removal of artifacts from the soil with no knowledge or approval from the Town, especially on public lands. Removal of artifacts from private land, often with no return to the land owner is also a concern. The Archeological Accountability Policy is intended to provide the Commission with information about the locations of artifacts so that a map of sensitive areas can be kept. Examples of several previous situations were given by Bud Driver. A current example is notification received from AT&T of proposed digging of a trench through an extensive area. **A motion was made by Ms. Ness, seconded by Mr. Wolfram, and unanimously voted to support the policy.** A letter of support will be prepared.

Public meeting - On Friday, January 31<sup>st</sup> there will be a public meeting at 1:00 pm at the Deerfield Town Hall to discuss a bill, sponsored by Representatives Kocot and Story that is before the House regarding archeology, paleontology, and geological studies of the Connecticut River Valley.

Contract for repairs to gravestones - **A motion was made by Ms. Ness, seconded by Mr. Wolfram, and unanimously voted to award the contract for cemetery gravestone repair to Grave Stone Services of**

**New England.** This is the same firm that has performed work for the commission. The project funded with CPA funds is in the amount of \$16,500.00.

- **Bayer Corporation:** Present – Gary Griswold (Bayer), Mike Petrin (T&B), Richard Calisewski (Building Inspector, BOH agent)

Mr. Griswold presented an application for a sanitary sewer hook-up to the South Deerfield Waste water Treatment Plant. Bayer is located in the Whately Industrial Park. Mr. Calisewski reported that he and Mr. Patterson (Highway & Sewer Superintendent) have visited the facility to see what the situation is. He said the planned expansion of the building will cause an issue with the existing septic system. He is satisfied the usage will be for bathrooms only and would be no more than that of a small restaurant. He was concerned about a problem with a manhole that will need to be repaired. Mr. Petrin (engineer) presented revised plans. Water usage would average 500 gallons per day; the connection size has been reduced to 2" with an in-line flow meter. Note was made of a problem with the manhole which will need to be addressed. Mr. Griswold listed several items that needed to be resolved.

Several interested persons shared concerns. Diane Martin pointed out that the commercial complex on the corner of RT's 116 and 5 & 10 has wanted to hook up to the sewer system for a long time. John Paciorek, representing DEDIC, read a letter in which the DEDIC's position was unanimously against making any decision until studies have been completed. At this time DEDIC is not willing to grant permission for a sewer line to cross DEDIC property unless there has been approval by a town meeting vote. Mr. Paciorek also reminded that if the rate of 850,000 gallons of flow per day were to be exceeded for an extended period of time DEP would require the Town to build a new WWTP. Robert Decker, III reminded that currently there are several buildings in the industrial park that are not occupied; when they do go back on-line some of what is currently considered excess capacity will likely be used up.

In summary, Mr. Gilmore indicated he is in favor of moving forward with the request, Ms. Ness is satisfied that her concerns have been met, and Mr. Wolfram has a conflict of interest but wants what is best for Deerfield. Bayer will put things on hold until the Board of Selectmen has established some baselines. Mr. Calisewski suggested checking deeds for possible water and/or sewer easements. Mr. Wolfram would like to have a discussion about the safety issue due to traffic coming out from Pine Street.

- **ISO Report** – Present – Dick Calisewski, Building Commissioner

Mr. Calisewski reported that following the most recent evaluation of code enforcement in Deerfield by the Insurance Services Office, Deerfield has been downgraded. This means that property and casualty insurance on all properties in town will be higher. He went on to discuss some of the things that need to be done to correct the situation. He said there is a window of opportunity (2-3 months) in which to make some adjustments. He suggested that someone needs to be in charge of making sure that permits and records be retained at Town Hall and available for public inspections. Currently, building inspection files are here and available, but plumbing and electrical records are not. Another issue is the availability of the public to contact the inspectors through a town phone rather than an individual's home phone.

Mr. Gilmore requested that Mr. Calisewski prepare a proposal in writing (an organizational chart) that outlines the policies and procedures for the code enforcement inspectors so that the BOS can review and approve.

### **Discussion/Decision Items:**

- Cemeteries Restoration – The Board signed the Restoration and Assessment bid requested by the Historical Commission.
- Franklin Conservation District - Ms. Ness explained the work being done by a Creating Resilient Communities group of 20 towns in searching for money to fix many of the problems that remain following storm Irene. She requested a letter of support for a grant application to pay for pre-engineering work that is needed in order to get available FEMA money. There is potentially \$750,000 to be awarded to an inland group. **She made a motion, seconded by Mr. Wolfram, and voted to authorize the Chair to sign a letter of support for a Fish & Wildlife Grant.**
- **Warrants #14-16** – A motion was made by Ms. Ness, seconded by Mr. Wolfram, and voted to sign the warrants: payroll - \$259,216.02, vendor -\$573,291.46, totaling \$832,507.48 when they become available.
- **Hazardous Mitigation Plan** – Mr. Gilmore reported that he had attended a meeting earlier in the day at which the Hazardous Mitigation Plan was reviewed and updated for submission to MEMA.

### **Town Administrator's Report:**

- Tilton Library – A report is expected on historical significance and structural condition of the building.
- Oxford property – No information is available yet.
- Green Communities - The committee is working on plans for pole mounted solar panels on Old Deerfield WWTP. There are issues due to the fact that the site is in a flood plain and near the river. Mr. Gilmore asked about the landfill site project. It's on hold at the moment. Mr. Gilmore wanted it continue to move forward. Another potential solar site was mentioned by Mr. Wolfram. At the MMA meeting some solar street lighting information was gathered which will be directed to the Green Energy Committee.
- Evaluations – This round of evaluations will use the pre-Jacobs form. It's a simpler form. There was a question about evaluating department heads. Mr. Gilmore thought the liaison procedure should be reinstituted, where individual board members could conduct evaluations which would be shared, formalized, and communicated to the department head. Mr. Gilmore will evaluate Kayce Warren, Matt Russo, and John Paciorek, Jr., Ms. Ness will evaluate Dick Calisewski and Shawn Patterson. Mr. Wolfram will evaluate Barbara Hancock, Brenda Hill, and Sue Antonellis.
- Town Administrator – The screening committee has met. The deadline for applications is February 10<sup>th</sup>. Applications will be directed to Pat Kroll.
- Grants – Ms. Foxmyn has responded to questions for the EMS grant. Award of the CIC grants is expected the second week of February. There are several other grants that the Town may benefit from in a small way. (Police, animal control)

- Budgets – Ms. Foxmyn said Ms. Warren is doing an amazing job of getting the budget together. Information available seems to suggest that local aid to education will be \$25.00 per student.

Upcoming meetings – The Deerfield Elementary School budget will be discussed on 2/5/ 14 at 7pm at the elementary school. Ms. Foxmyn recommended that an effort be made to attend a FRCOG presentation led by Rick Kingsley, Director of Local Services, entitled “Show me the Money,” that explains the budget process. That meeting is scheduled for 1/19/14 7—9 pm.

A motion was made that the Board enter into executive session to discuss strategy in preparation for negotiations with nonunion personnel. Roll call vote: Gilmore –y, Ness – Y, Wolfram – Y. The Chair announced that the Board will reconvene in open session.

Following the executive session the Board reconvened and announced that it had appointed Kayce Warren as the Interim Town Administrator.

Respectfully submitted,  
Priscilla Phelps