

Board of Selectmen Minutes
Meeting – February 12, 2014

Present: Selectmen—Mark Gilmore, David Wolfram Absent: Carolyn Shores Ness
Interim Town Administrative – Kayce Warren

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

Minutes: Mr. Wolfram made a motion, seconded by Mr. Gilmore, and unanimously voted, to accept the minutes of January 28, 2014 as written.

Public Comments: Mr. Vern Harrington asked that he be put on the next meeting agenda to discuss availability of a building on Coates Avenue which he would like to purchase.

Selectmen's Comments/Announcements: Word has just been received that Deerfield schools will be closed tomorrow, due to a severe storm expected to deliver several inches of snow. A reminder to residents there is no parking on the street. Vehicles will be towed.

Board of Health Comments/Announcements: In Ms. Ness's absence, members present reminded everyone to continue washing hands and signing the birthday song.

Hearings/Appearances before the Board:

Police Dept.: Present: Chief John Paciorek, Jr.

The Chief requested approval of the appointment of a new officer, Nicolas Pickunka. The officer's qualifications include a degree in Criminal Justice. The chief went on to explain he needs to have a large number of part-time/reserve officers so he can keep the hours worked by these officers under 20 hours per week. If they regularly work more than twenty hours they are entitled to benefits, an added expense to the Town.

Highway Dept.: Present: Shawn Patterson, Highway Director

- Storm - Mr. Patterson reported on the coming storm. It is expected to be 10 – 14" on heavy wet snow coming at 1-2" per hour with strong gusting winds. The plan is to pre-treat the roads before beginning the clearing process. A question was asked about closing Town Hall on Thursday. Following discussion, the consensus was that all non-essential personnel should stay home. **The Board declared Town Hall will be closed on Thursday, February 13th.**
- New building – Move in date for the new highway building is expected to be March 28th. At this point the project is coming in under budget. Contingency funds have not been tapped and there is \$40,000 in credits to further reduce the cost.
- Department – 66% of the budget has been expended because of the snow. Some accounts, notably salt is over budget, but it appears there will be funds available in other accounts. One of his men is out having suffered a concussion on the job. The members discussed the upcoming snow storm, determining that the Town Hall would be closed the next day to preserve public safety. Due to a possible necessity to deficit spend; Mr. Gilmore advised that a Declaration of a State of Emergency would be prepared beginning on February 13, 2014 at 7:00 am.

Building Inspections: Present: Dick Calisewski, Building Commissioner

- Insurance rating (ISO) - Mr. Calisewski requested the Board approve a letter to ISO regarding a response to an ISO report downgrading the Town's insurance rate. It outlines the actions which are being taken to improve the Town's insurance rating. A policy and procedure plan for implementing the required actions will be available at the next Board meeting.
- Alternate Inspector – Mr. Calisewski requested that the Board appoint Kyle Scott, a Northampton Building Inspector, to be an alternate to cover when he is sick or on vacation and to be available when a second opinion is needed. **Mr. Gilmore made a motion, seconded by Mr. Wolfram, and voted, to make that appointment.**

Board of Health: Present – Dick Calisewski, Board of Health Agent

Mr. Calisewski, also the Health Agent, requested that Valerie Bird be appointed alternate health agent. **Acting as the Board of Health, a motion was made by Mr. Gilmore, seconded by Mr. Wolfram, and voted, to appoint Valerie Bird as alternate health inspector.**

Regional EMS: _ Present: Matt Russo, Deerfield Representative to South County EMS

- Fiscal agent - Mr. Russo reported that he had recently met with the Deerfield Collector/Treasurer and Accountant regarding the financial administration of the new enterprise. They felt they had been left out of the loop and were looking for answers. Mr. Russo said he was caught off guard, as he has been busy working on the organizational side of things and was unprepared to manage the financial side. [Deerfield is to serve as the fiscal agent for the regional emergency service.] He felt he was not well enough informed to understand the difference between an enterprise fund and a revolving fund, which he was questioned about. Mr. Wolfram's understanding was that the regional service was to operate as a stand-alone entity. As such, employees would not be Deerfield employees. Unfortunately, according to Ms. Warren that is not how the service was voted. She said the duties and expectations of a fiscal agent need to be clarified in the form of an agreement.
- Drivers Insured - A concern has been raised that as the towns share services, all persons who may drive the ambulances be listed on each towns' policies.
- Possible building - The WMass library building is back on the market again. Mr. Russo reminded that the South County Senior Center had been interested in space in the building. There is interest in a Recreation center as well. He hoped the three towns would take a second look at this possible location.
- Upgrade of current service – An inspection by the state for the requested upgrade in service to paramedic level is in progress. Several items were questioned, one of which involved having a plan for situations requiring two paramedics on board. Some training requirements were recommended, as well.

Discussion/Decision Items:

- Budget schedule – The Board would like to wait until most of the budgets are in and then hold meetings separate from regular board meetings to hold reviews of those that appear to require further explanation.
- Special Municipal Employees – **A motion was made by Mr. Gilmore, seconded by Mr. Wolfram, and voted, to accept the Special municipal employee definition.** (Selectmen Policy 2014-01)

- Limit length of BOS meetings – **A motion was made by Mr. Gilmore, seconded by Mr. Wolfram, and voted to adopt a policy of limiting Board of Selectmen meetings to no longer than four (4) hours, unless determination was made ahead of time there was a need for a longer meeting.**
- Town Office Closure Policy – Past practice has been that if Town Hall was officially closed, employees would be paid for the time; however, if the office is not officially closed and employees chose not to work due to inclement weather they could do so by taking a personal or vacation day. **A motion was made by Mr. Gilmore, seconded by Mr. Wolfram, and voted, to make this a formal policy that should be included in the Personnel Manual.**
- Home Business Permit renewal – **A motion was made by Mr. Gilmore, seconded by Mr. Wolfram, and voted, to approve the renewal of a home business permit for Julie Lord, owner of Jules@30 Conway.**
- Appointment - **A motion was made by Mr. Wolfram, seconded by Mr. Gilmore, and voted, to appoint Joanne Carney as a registrar of voters for a term to end in 2016.**
- Exit letter - A letter to the Board from Wendy Foxmyn will be discussed at the next Board meeting. Mr. Wolfram commented that the Siemen contract intended to reduce the use of energy at the elementary school seems not to be working as it appears energy use has increased. Ms. Warren was requested to send a letter asking why.
- Executive Session – Mr. Gilmore announced that an agreement was made to award a contract to Wendy Foxmyn for consulting services, not to exceed \$3,500.00. The Board also voted to give Ms. Foxmyn a 3% bonus (\$2,105). A letter of agreement for the services of Kayce Warren as Interim Town Administrator was signed.
- Warrants #14-17 totaling \$833,992.42: (payroll \$264,574.54, vendors \$464,282.24, school \$105,135.64) were signed.

The meeting was adjourned with the signing of the warrants.

Respectfully submitted,
Priscilla Phelps

Documents: Special Municipal Employee Policy (Selectmen Policy 2014-01)
ISO Letter from Building Commissioner