

Board of Selectmen Minutes
Meeting – February 26, 2014

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

The meeting was called to order by Ms. Ness at the Deerfield Town Hall, 8 Conway Street..

Minutes of the February 12, 2014 are on hold until next meeting.

Public Comments: none

Selectmen's Comments/Appointments: none

Board of Health Comments/Announcements:

Tobacco - Ms. Ness reported that a permit has yet to be designed. She also reported working with the tobacco coalition is on hold until some issues are resolved.

Hearings/Appearances before the Board:

- VFW Road Race – Present- John Reino

Mr. Reino, a Deerfield resident and member of the local VFW Post, presented plans for the third annual 5K and 10K road race to be held on Saturday, May 24th, beginning at 8:30 am. He said the route would be the same as last year. The Police Department has been notified and traffic control will be provided. A motion was made by Mr. Wolfram, seconded by Ms. Ness, and voted, to approve this event.

Discussion/Decision Items:

- Incremental Late fees – The Town's bylaw regarding licensing of dogs states there is a \$20.00 late fee. It also allows the BOS to set fees for licensing each year. Ms. Hancock has suggested that instead of the flat \$20.00 late fee, a graduated fee for late registration of dogs be instituted. There was also discussion of a ticketing process for picking up loose dogs. Ms. Ness didn't wish to increase fees for those who are in compliance, but she did recommend a ticketing process with aggressive fees for repeat offenders. Possibly a fee schedule can be worked out for discussion next meeting.

- The Animal Control Officer(ACO) has been under the supervision of the Police Department. There was discussion about moving the ACO to BOH, as is the case in some other towns. Currently, fees collected go into the general fund. For ease in tracking expense vs revenues this might need to be changed. The intent is to cover the cost of the ACO who is shared with Greenfield and Montague.

- Old Deerfield Craft Fair: Ms. Ness made a motion, seconded by Mr. Wolfram, and voted, to waive the transient vendor fee. In a second motion Ms. Ness moved the fair plans be approved, as presented. Mr. Wolfram seconded the motion. The vote was unanimous.

- SCEMS: Present – Bill Swasey , Deerfield Fire Chief

Mr. Swasey was present to make the Board aware of an issue that has developed over the cost of leasing space for the new regional ambulance service. He requested that the BOS direct the Board of

Oversight to use the same formula for all three towns when calculating cost for leasing space. Mr. Wolfram agreed that there has to be an equitable solution and suggested shifting some equipment to other locations.

- Authorized Signatory: Ms. Warren asked the Board to authorize her, as the Interim Town Administrator, to sign certain forms and contracts on behalf of the Town. She explained the need for timely submission of signed paperwork for Chapter 90 contracts, FEMA paperwork, CIC grants, and other amendments. In a motion made by Mr. Wolfram, seconded by Ms. Ness, and voted, authorization was granted.
- Signing of Warrant: A motion was made by Ms. Ness, seconded by Mr. Wolfram, and voted, to sign Warrant #14 – 18, totaling \$1,176,665.47 (payroll \$256,818.99, vendors \$919,846.48)
- Police Department: Ms. Ness made a motion, seconded by Mr. Wolfram, and voted, to sign the revised Integrated Police Collective Bargaining Agreement. The agreement was revised to correct clerical errors.
- Appointments/Openings: A motion was made by Ms. Ness, seconded by Mr. Wolfram, and voted to accept the resignation of Steve Gochinski from the Rec. Committee.
- Procurement Training: Ms. Warren reported the Town does not have a certified procurement officer. She asked the Board to approve her attendance at procurement training classes that will be held in Huntington on March 5-7. She explained that there are two sections to the training, the one in March (a general overview) and the second in June (supplies and services). The cost is \$450.00 for each class. A motion was made by Mr. Wolfram, seconded by Ms. Ness, and voted to approve the request.
- SCEMS financial update: According to information learned from conversations with Tim Dodd of the Division of Local Services, SCEMS can be structured financially as an Enterprise Fund. Since Deerfield is slated to serve as the fiscal agent there is concern about managing an influx of accounting work with the current staff. Ms. Warren will meet with Ms. Hancock and Ms. Hill next week to discuss this.

She is also meeting with David Zamojski to go over CIC grant contract language for provision to the Board of Oversight. She went on to describe a plan to be worked out for disbursement of the grant funds once they become available. Mr. Zamojski is working on a purchasing schedule for equipment needed for the move to paramedic level service.

Upcoming meetings of the Board are scheduled for March 12 and March 26.

There being no further business before the Board a motion was made, seconded, and voted to adjourn the meeting with the signing of the warrant.

Respectfully submitted,
Priscilla Phelps