

Board of Selectmen Minutes
Meeting of June 4, 2014

Present: Selectmen – Carolyn Shores Ness, Mark Gilmore, David Wolfram

1. Meeting Convenes – 6:30 p.m.
2. Minutes of previous meetings for review and approval: none at this time
3. **Public Comments** – [Referring to Michael Bissonnette] Max Hartshorne wanted to know what Ms. Ness' thoughts (as depicted in the recent Recorder article written by Kathleen McKiernan) were based on.
4. **Selectmen's Comments/Announcements**
 - Congratulations to the Frontier Regional School's Class of 2014
5. **Board of Health Comments/Announcements** – Ms. Ness asks that everyone police their yards for mosquito breeding grounds. Mosquitoes and ticks are out in full force.
6. Hearings/Appearances before the Board
 - **6:45 – Yankee Candle/Chandler's Restaurant Change of Manager Hearing.** Judith Kundl, Associate General Counsel for The Yankee Candle Company and Kristin Henry, General Manager of Chandler's Restaurant were present. Ms. Henry has worked full-time at Chandler's Restaurant for 15 years. She has always lived in Franklin County. She has been Serve Safe certified since the year 2000 and Serve Safe Alcohol certified since 2009. Ms. Henry has held positions in all areas of the restaurant throughout the 15 years that she has worked there and now she is General Manager. Mr. Gilmore made a motion to accept the change of manager on the Yankee Candle Company Chandler's Restaurant liquor license from Gregory Monette to Kristin Henry. Mr. Wolfram seconded the motion. Vote passed unanimously (3-0-0).
7. Discussion/Decision Items
 - **Discuss/Approve/Vote – FRCOG Traffic Count Request** – The Board agreed that the best time to do a traffic count is during the school year. The Chief of Police would be an appropriate person to ask for advice as to where to do the traffic counts but the Board thought that the locations should include North Main Street, Elm Street, Conway Street and the 4 way intersection in the center of town.
 - **Discuss/Approve/Vote – Second Half FY2014 Sewer Commitment #2** – Mr. Gilmore made a motion to accept the bill registration for the increased assessment for the second half of the sewer year of 2014 in the amount of \$15,696.51 at a rate of \$5.85 per 1000 gallons. Mr. Wolfram seconded the motion. Vote passed unanimously (3-0-0).
 - **Discuss/Approve/Vote – Transfer Requests**
 - ✚ Ms. Ness made a motion to transfer \$5,000 from the Veterans Benefits account to the Treasurer's Expense account. Mr. Gilmore seconded the motion. Vote passed unanimously (3-0-0).
 - ✚ Ms. Ness made a motion to transfer \$2,000 from the Reserve Fund account to the Treasurer's Expense account. Mr. Gilmore seconded the motion. Vote passed unanimously (3-0-0).

- ✚ Mr. Gilmore made a motion to transfer \$15,000 from the Reserve Fund for legal expenses. Mr. Wolfram seconded the motion. Vote passed unanimously (3-0-0).
- ✚ Mr. Gilmore made a motion to transfer \$5,000 from Selectmen's Staff Salaries to Contracted Services for unanticipated costs for computer maintenance and consulting services for this past fiscal year. Mr. Wolfram seconded the motion. Vote passed unanimously (3-0-0).

- **Discuss/Approve/Vote – MEMA EMPG** – We still have communication issues in the north end of town so the Chief Paciorek suggested that we invest in some portable radios that can be assigned out in events. They have combined two grants: FY13 and FY14. Bob at MEMA thought that it was a reasonable idea. FFY13 has \$1,975 and FFY14 has \$2,460. The radios that were specked out by Chief Paciorek are roughly \$900 each so we could purchase between 3 and 5 radios.

- **Discuss/Approve/Vote – SCEMS Inter-Municipal Agreement** – Sunderland has signed off. There was a language change and that had to be clarified. The change pertained to Whately adding their ambulance so that all three ambulances have been identified. Sunderland is waiting for one more signature and then they will be passing along the original for our signatures. Mr. Gilmore made a motion to sign the SCEMS Inter-Municipal Agreement with the description of changes mentioned when it arrives. Mr. Wolfram seconded the motion. Vote passed unanimously (3-0-0).

- **Discuss/Approve/Vote – Draft Annual Appointments**

There are 3 vacancies on the 7 member Conservation Commission.

Mr. Gilmore made motion to make David W. Wolfram the fiscal agent for the SCEMS until the end of the FY14 year. Ms. Ness seconded the motion. Vote passed unanimously (3-0-0).

The Zoning Board of Appeals has one vacancy so if anyone is interested in serving on the ZBA, please send a letter of interest to the Board of Selectmen.

- **Discuss/Approve/Vote – Town Administrator Position**

Mr. Gilmore started by saying that he doesn't feel that we can interview Kayce for the Town Administrator job because we aren't really sure what we are looking for.

Of the three candidates, Mr. Wolfram was leaning more towards Andrew Golas than the other two even though there would be a significant learning curve for him. The other two candidates are both lawyers, both are from bigger city environments and both basically delegating everything that has to be done. He doesn't feel that that would not work for our town.

Ms. Ness stated that she was not comfortable with any of the candidates and she felt that the Board should suspend the search. With Max Hartshorne as the only resident present, the questions and answers led to a back and forth discussion where Mr. Gilmore shared many different thoughts about not only the replacement of the Town Administrator but also the structure and workings of the entire Selectmen's Office.

At the end of the discussion, Ms. Ness made a motion to suspend the search process so that Wendy can notify the candidates. Also, for the June 18th meeting, ask Kayce to come up with a list of what is not getting done. Mr. Gilmore seconded the motion. No vote ever was taken.

Mr. Wolfram made a motion to notify the candidates that we are still evaluating the position and we are not ready to make a decision and that we may be interviewing additional candidates. Mr. Gilmore seconded the motion. Vote passed unanimously (3-0-0).

Mr. Gilmore made a motion that Kayce put together a list of items that we are missing out of the office with the support of Wendy Foxmyn to take over the day-to-day office activities for a week to facilitate that list and give the Board recommendations as to ways of achieving the shortfalls that are in place (a gap analysis). Mr. Wolfram seconded the motion. Vote passed unanimously (3-0-0).

- *Energy Loan BAN – Greenfield Cooperative Bank – Bond Anticipated Note = .47% acknowledged and signed
- ***WWTP Certified Operator Positions** – Kenneth McGowan and Gary Benoit – Mr. Gilmore made a motion to send a letter of hire to Keith Milne, WWTP Chief Operator, Kenneth McGowan, WWTP Certified Operator and Gary Benoit, WWTP Certified Operator. Mr. Wolfram seconded the motion. Vote passed unanimously (3-0-0).

8. **Town Administrator's Report –**

- ✚ The Deerfield Energy Resources Committee received the DOER Grant that they applied for in the amount of \$25,759. Congratulations to Kristin Bakker and M.A. Swedlund for all of their hard work.
- ✚ Siemens has requested a meeting for their year two performance - Assurance Report. They are coming to Deerfield tomorrow and they will meet with Kristin, M.A., Shawn, Kevin, Kayce and Bob Lesko. They suggested that the Board request a semi-annual report from the Deerfield Elementary School showing their energy consumption and savings that allows everyone to see a comparison to the baseline start.
- ✚ The Board received a resignation from the Planning Board. The Board of Selectmen and the Planning Board must both vote to fill the position until the next election. If anyone is interested in joining the Planning Board, please submit your letter of interest to the Board of Selectmen and/or the Planning Board.

9. **Upcoming meetings**

BOS/BOH: 6/18/, 6/25 -- There Board will not meet on July 2

10. * Any other business that may come before the Board not reasonably anticipated at the time of posting.
11. Ms. Ness made a motion to adjourn with the signing of the signing of payroll and vendor warrants. Mr. Wolfram seconded the motion. Vote passed unanimously (3-0-0).

Respectfully submitted,

Patricia Kroll