

Board of Selectmen Minutes
Meeting – June 18, 2014

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

The meeting was called to order at 6:00 pm at the Deerfield Town Hall, 8 Conway Street.

Minutes: In a motion made by Ms. Ness, and seconded by Mr. Wolfram, minutes of meetings held on April 9, 10, and 17 were approved.

Public Comment: Mr. Coderre said he thought the Board made the right decision with determining that the candidates were “not a good fit.” He is impressed with the job that Ms. Warren is doing.

Selectmen’s Comments/Announcements:

Board of Health Comments/Announcements: Ms. Ness reminded everyone to look out for ticks.

Hearings/Appearances before the Board:

- Rail Yard Public Involvement – Present: Lyndsey Colburn, Tim Mosher, and Lynn Rose
Ms. Colburn reported that the area of interest for this meeting was two releases that occurred in the vicinity of the fuel islands. She described the response release actions being taken. Remediation was determined to be excavation of contaminated soils. Since these spills occurred there has been increased training to prevent/minimize spillage.
- Mutual Aid- Present: John Paciorek, Jr. Mr. Paciorek explained the state-wide mutual aid agreement. A motion was made by Mr. Gilmore, seconded by Mr. Wolfram, and unanimously voted, to authorize the Chair of the Board to sign the mutual aid agreement.
- Assessors – Present: John Coderre
Mr. Coderre recommended that the Board approve and accept the bid of Patriot Properties, Inc. to provide Data Verification & Triennial Recertification Services. There is now a requirement to verify personal property of small businesses. A motion was made by Mr. Gilmore, seconded by Mr. Coderre, and unanimously voted, to accept the bid and award the contract.

Discussion/Decisions Items:

- **Hazardous Mitigation Plan:** Ms. Ness explained that the Town has been working on getting a hazardous mitigation plan accepted so that \$768,000 in funding can be released for restoration of the riverbank area near the South Deerfield treatment plant. In a unanimous vote, the Board approved a motion made by Mr. Gilmore and seconded by Mr. Wolfram to sign a Certificate of Adoption. FEMA is expected to release the funds.
- **South Deerfield Cemetery Association – Brookside Sewer Hook-up** – A motion was made by Mr. Gilmore, seconded by Mr. Wolfram, and unanimously voted to approve connecting the Brookside Cemetery office building to the South Deerfield sewer system. There was discussion about billing, as

the usage from the building would be minimal. However, there might be usage from watering of the grounds, etc.

- **SCEMS IMA - There** has been a change in the SCEMS agreement to include the addition of Whately's ambulance. **A motion was made by Ms. Ness, seconded by Mr. Wolfram, and unanimously voted to accept the revised plan.** The lease from the Deerfield Fire District was not included.
- **Highway Department: Present** – Shawn Patterson, Mike Phillips, Kevin Scarborough
Resignation- A motion was made by Ms. Ness, seconded by Mr. Gilmore, and unanimously voted to accept the resignation of Shawn Patterson with regret.

Transition - Mr. Patterson proposed a reorganization of the department, moving Mike Phillips from foreman to an assistant position to help Kevin Scarborough, who will serve as interim highway department superintendent. Mr. Wolfram was in favor of acting on the suggestion, as was Mr. Gilmore. He asked if the position needed to be posted. Being an interim position, that would not be necessary. There was discussion of supporting the interim positions and asking the Personnel Board to prepare job descriptions for the new position. Discussion was that Mr. Scarborough, as the interim highway director, shouldering the overall responsibility for the department, would be reclassified to grade 6, step 1; Mr. Phillips, as the assistant director, would be classified at grade 3, level 10 and his pay increased by \$2.00/ hr. **After further discussion a motion was made, and unanimously voted, that Mr. Scarborough would move to grade 6, step1 and Mr. Phillips to grade 3, step 10 with a \$2.00/hr. increase.**

Next week the Board would like to conduct an overall review of the department, including status of the STRAP grant for River Road along with other projects. Mr. Gilmore asked that the reorganization plan of the department include information about who the sewer technician reports too.

- **Liquor License Violation:** July 16, 2014 at 6:35 pm was set as a date for holding a hearing on a liquor license violation.
- **Mass Developers:** Ms. Warren reported that there will be a bus tour of potential development sites. The tour will be a drive-by event, where someone from the area will board the bus and give a brief presentation. The Board designated Ms. Warren to make the presentation. Mr. Gilmore suggested some better photos be used. The site being promoted is the Oxford property. A question was asked about including DEDIC sites, but at this time DEDIC has no sites to develop.
- **Resignation:** A motion was made by Ms. Ness, seconded by Mr. Wolfram, and unanimously voted, to accept with regret the resignation of Bill McGoldrick as Electrical Inspector.

Town Administrator's Report:

- **CIC Grant** - Ms. Warren is working with Tim Dodd to prepare a draft report on the grant. It is due in early July.
- **Procurement** - Mr. Warren reported on several upcoming purchases for which RFP's will be issued playground for the elementary school, library soffits, and a cemetery fence.
- **Appointments list** – The list will be available next week for the Board to act upon.

- RR bridge - Notice has been received of plans to replace a bridge over railroad tracks. The bridge will include a bike lane. There was conversation about working with MassDOT to design a bike path in the area to include safe access to Montague or Rt. 5 for bikers.

- Insurance renewal - The Board was presented with renewal information. Mr. Gilmore was concerned that it has just been received and needed to be signed and returned to be effective as of July 1st. He thought it aggravating. Ms. Ness said the Town should get a quote from MIIA; it is wise business practice to get quotes from other companies every few years. She would like to put out requests for quotes in November.

Other Items:

- Volunteer Appreciation luncheon tomorrow. Mr. Gilmore and Ms. Warren will attend. Ms. Ness has a commitment.

- Emergency communication - Ms. Ness reported that the communication tower is down and has been for three weeks. She will attend a meeting of the radio oversight committee tomorrow to learn what the issues are. She is especially concerned about the lack of notification about the downed tower. There has to be a protocol for such situations.

- Request - Mr. Wolfram requested that Bernie Kubiak's name be removed from outgoing emails. Ms. Warren will look into this.

- Mr. Wolfram suggested issuing an injunction against the railroad on doing any construction on the Pleasant Street crossing until the Town has received a response to its request that the Conway Street crossing be activated and the Pleasant St. crossing be closed. He noted that the casement was said to be unsafe for vehicle traffic, yet trains go across it. Ms. Warren was given instructions to prepare a letter cc'd to Lisa Mead (Town Counsel), Peter James, Police Chief, Highway Director, and others.

Upcoming Meetings: The Board will meet on June 25, 2014 and again on July 16, 2014.

A motion was made, seconded, and voted, to adjourn the meeting with the signing of the warrant.
(#W14- 26)

Respectfully submitted,
Priscilla Phelps

Documents: Resignation letter – Shawn Patterson