

Board of Selectmen Meeting
Minutes - November 19, 2014

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

The meeting was called to order at 6:37 pm by Carolyn Shores Ness at the Deerfield Town Hall, 8 Conway Street, South Deerfield.

Minutes: (none reviewed)

Public Comment: (none)

Selectmen's Comments/ Announcements: Congratulations to the Volley Ball and Hockey teams for wonderful seasons.

Board of Health Comments/ Announcements:

Hearings/ Appearances before the Board:

- **Assessors & Finance Committee:** Present – John Coderre, Assessor; Brenda Hill, Accountant; Skip Olmstead, Finance Committee; Tom Clark, Bruce St. Peter

At Annual Town Meeting Free cash was accounted for incorrectly in the omnibus budget. As a result, that budget needs to be re-voted at a Special Town Meeting (STM). Notice of a STM requires posting of the warrant 14 days prior. December 8th was suggested date for the meeting. A tax classification hearing can be held on December 10th, two days after the STM. These actions will delay getting tax bills out.

An item on the STM warrant will address a shortage in the appropriation for the landfill at annual town meeting. Some time was taken to explain the changes that have occurred in the monitoring of the landfill, including a change of engineers, reduction in number of required existing monitoring wells, and then additional new monitoring wells required by DEP.

Another topic for discussion was the Western Mass Regional Library building. If the plan is for Deerfield to purchase the building, those present felt it should be decided at an Annual Town Meeting, not a STM. The wisdom of Deerfield purchasing the building located in another town was questioned. Mr. Gilmore said the owners of the building have kept the building off the market waiting for Deerfield to “do what we said we would.” He said it was a bargain and he felt it would be short-sited not to move on it. He did agree that since the building is located in Whately, it made sense for Whately be the purchaser.

In anticipation of the 2015 budget season Mr. Olmstead felt it important to understand where the revenues available to the Town come from. He noted that over the last five year period the

overall increase in revenues has been roughly 3% per year. There has been little growth in revenues to the Town from the state over the past five years. From this information, he believes revenues for FY'16 will likely come from: 10 million in taxes, 1.5 million in state revenues, and 1.5 in local receipts for a total of 13 million dollars.

- **Highway Department** : Present – Kevin Scarborough

River Road project - The milling has been completed and guardrails will be installed this week. A reimbursement request is expected to be submitted this month. Ms. Warren noted that there are several requests filed and awaiting attention. There is about \$80,000 remaining in the River Road project account.

WWTP (Old Deerfield) – Schmidt Electric has requested more information, possibly CAD drawings of the plant. Unfortunately, since the plant was built in 1971, CAD drawings don't exist. This project is funded by a grant.

FRTA – (bus stop) There has been a meeting to look over a proposed bus stop site near the monument on North Main Street across from Frontier. It was determined not to be a safe spot. Another site in the turn-around or possibly one further down North Main near Car Quest will be considered.

ADA access – replacement doors – Work on replacing entry doors will begin next Tuesday. Crash bars will be installed on the Police Department entry door.

RR Culvert at Conway Street – The culvert under the tracks in that area is crumbling and had to be shored up. The major concern is whether the work done will restrict the flow of water resulting in people close to the tracks being flooded out. The Conservation Commission and DEP have been consulted regarding the rights of the Town, as this is a rail road project. It appears since it's interstate commerce project no local permits are required. If there is a flooding problem, according the rail road representative, it would be up to the home owner to negotiate a resolution with the rail road. Documentation photos of existing conditions with GPS coordinates have been taken. Ms. Ness suggested BOS submitted a letter to further document this discussion.

Mr. Wolfram said he was the one who made the phone call to find out what was going on. He was told they were raising the culvert a foot. He contacted the health agent and additionally asked about how this activity would affect Bloody Brook. He is concerned that it would fall to citizens of the town to face the brunt of the potential problem.

Mr. Gilmore said clearing of waterways is something that the town itself can't do on private property, but it can encourage clean-up activities on the part of residents. He agreed with Mr. Scarborough's assessment that to really resolve the water flow the towns of Hatfield, Whately,

and Deerfield would need to cooperate on a project beginning at the Connecticut River and work from mouth to source clearing the river.

New England Bakers – Mr. Scarborough and Keith Milne, the chief operator paid a visit to New England Bakers facility to investigate the types of waste that will be entering the sewage system. The flow from the facility will be “low” and is expected to be something that the WWTP can easily handle.

Bridge at McClelland Farm Rd – MassDOT is planning to replace the bridge over the railroad tracks. The bridge will be wider to accommodate two travel lanes, bike lanes on both sides, and sidewalks. Plans are at the 25% stage now. Construction is scheduled for 2016; completion by 2018. There should be no significant impact to the town.

Bridge Inspections – Mr. Scarborough has requested a report on the rating of the Stillwater Bridge and the dry bridge over rail tracks at North Main Street. Of concern is the status of the North Main Street Bridge for which he has been told there is no plan. The Stillwater Bridge, already rated as a “5” shifted as a result of storm Irene.

Discussion/Decision Items

- Special Town Meeting – A motion was made by Ms. Ness, seconded by Mr. Gilmore, to declare the warrant for a Special Town Meeting on December 8, 2014, at 7:00 pm at the Deerfield Town Hall to be open. Articles to the warrant: 1) Omnibus budget; 2) Transfer Station operations; 3) Unpaid bill from FY’14; 4) Establish revolving fund for electrical, gas, and plumbing; 5) Authorization to dispose of the Old Highway Garage; and 6) Accept a local option of the General Laws .
- A motion was then made by Ms. Ness, seconded by Mr. Wolfram, to close the Special Town Meeting Warrant for December 8, 2014. During discussion Police Chief Paciorek requested that there be an article for a police cruiser. An article for purchase of a police cruiser was added to the warrant, and the motion to close the warrant was voted.
- The treasurer anticipates she will need 2 million dollars for a period of 60 days to cover bills and payment of the bond in anticipation of tax revenues. A motion was made by Ms. Ness, seconded by Mr. Gilmore, and voted to authorize the Treasurer to borrow up to \$2,000,000 in anticipation of revenues.
- Set 2015 Sewer Rate – Mr. Scarborough presented a ball park overview of what would be needed to upgrade the WWTP system. He did so to provide a prospective for arriving at user fees in anticipation of costs to upgrade the system. After discussion, a motion was made by Mr. Wolfram, seconded by Mr. Gilmore, and unanimously voted that the fiscal year 2015 sewer rate will be \$6.43 per thousand gallons, based on actual water usage during the winter period and an abatement for summer usage above 125% of

each individual's previous winter use (residential accounts only) as long as the abatement is greater than \$25.00. The service fee is \$50.00 per year (\$25.00 per bill).

- Executive Assistant – Ms. Warren reported that the search committee wishes to recommend Mr. Douglas Finn, currently the general manager of FCAT, for the Executive Assistant position. She detailed his many qualifications. The committee recommended that he be offered the position and be compensated at grade 3, step 5. Mr. Wolfram made a motion, seconded by Mr. Gilmore, and unanimously voted, to accept the recommendation.
- SCEMS – Ms. Warren reported that during a routine audit of accounts, it was discovered that the Town was out of compliance with procurement requirements for ambulance billing services. An RFQ was issued; three responses were received. Ms. Warren recommends all three be rejected and the Town proceed under sole source procurement and award the bid to Comstar Ambulance Billing Service. Ms. Warren said after considering the bids, as the procurement officer for the town, she feels because of its unique capabilities, Comstar Ambulance Billing Service is the only practicable vendor. Justification includes the cost and time required to transition to another company. Mr. Gilmore made a motion, seconded by Mr. Wolfram, and unanimously voted, to reject all bids and accept the sole source recommendation, as there is no cost-benefit to accepting the low bidder.
- Mileage reimbursement- The town currently reimbursement for travel at \$.46/ mile. IRS currently allows \$.56 per mile. Mr. Wolfram made a motion, seconded by Mr. Gilmore, and voted, to take this suggestion under advisement.
- Old Highway Garage - A motion was made by Mr. Wolfram, seconded by Mr. Gilmore, and voted, to declare the old highway garage surplus property and include it on the next Town Meeting warrant for approval from the Town to dispose of it. Mr. Gilmore clarifies that the action authorization, but does not require disposition.
- Resignation – A motion was made by Ms. Ness, seconded by Mr. Wolfram, and unanimously voted, to accept the resignation of Paul Sokoloski from the Conservation Commission with regret. Members were thankful to Paul for his knowledge and skills for more than 25 years.
- Update Harassment Policy – In a motion made by Mr. Gilmore, seconded by Mr. Wolfram, and unanimously voted, the Board accepted the revised version of the Freedom from Unlawful Harassment, Discrimination and Sexual Harassment Policy. Effective date is November 19, 2014.

Town Administrator's Report

Recreation Department - A motion was made by Ms. Ness, seconded by Mr. Wolfram, and voted to appoint Jeff Galli to the Recreation Committee. Mr. Gilmore said the Board is still looking for a report from the Rec. Committee detailing plans for "gearing up" the department. This needs to be followed up on.

Police Department – A report on police activities has been received from the Police Chief. Mr. Gilmore said the Board now needs to carefully review it.

Traffic issues on N. Main Street – The Police Chief and Highway Superintendent have taken some actions to address a concern from Ms. Paciorek, the crossing guard at Pleasant and N. Main St. (intermittent patrols and pedestrian crossing signs)

Pipeline – A Kinder Morgan representative has contacted the office to report a delay in the open house meetings previously scheduled as Kinder Morgan is considering a change in the pipeline route. Meetings will be rescheduled.

Next meeting – On the agenda for next meeting will be information about a potential grant for the elementary school roof. The Energy Resources Committee will be present with a report, as well. Mr. Gilmore requested information be provided ahead of time.

Ms. Warren passed on a request for a public meeting to provide information about the proposed Western Mass Library Building.

Ms. Ness reports - Ms. Ness reported on a plan for mosquito control that will involve spraying. She has attended Resilient Community meetings. She talked about two state watershed efforts.

Upcoming meetings: December 3 and 17.

Mr. Gilmore made a motion, seconded by Mr. Wolfram, that the meeting be adjourned with the signing of the warrant.

Respectfully submitted,
Priscilla Phelps

Document List:

Revenue Anticipation Memo	McClelland Farm Rd Bridge 25% plan
Sewer Rate Memo	
Harassment Policy	
Ambulance Billing Recommendation	
Executive Assistant Recommendation	