

# Board of Selectmen

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July 1, 2015

A regular meeting of the Deerfield Board of Selectmen was held on July 1, 2015, at Town Offices, 8 Conway Street, South Deerfield, Mass.

*Present: Carolyn Shores Ness (Chair), David Wolfram*

*Also Present: Kayce Warren, Town Administrator*

The meeting was called to order at 6:33 PM.

## Hearings/Appearances before the Board

### 6:35 PM - Joyce Palmer Fortune (Cable Committee, FCAT)

Ms. Palmer Fortune introduced Chris Collins, new general manager for FCAT. Mr. Collins expressed his enthusiasm for public access television, and encouraged the viewers and local residents to participate in local media.

Ms. Palmer Fortune also provided a brief update as to the status of the negotiations related to the renewal of the Cable Franchise Agreement. Generally, the contract has been negotiated, with some notable exceptions being the video-return network and other PEG-Access related upgrades.

Ms. Palmer Fortune also spoke about a PEG-Access MOU / side letter of agreement that would appoint FCAT as the designated PEG-access provider. Ms. Ness expressed concerns about some of the aspects of the agreement, including a "PILOT" payment that FCAT would make to the town on an annual basis.

Ms. Palmer Fortune also requested approval of an interim budget that would be in force until the Franchise Agreement is renewed. The board will take the budget under advisement, to be considered for approval on July 15. (Updated budgets will be forwarded to the board for review).

## Public Comment

There were some residents of Thayer Street presented concerns related to the fencing and trees south of the Highway Garage (Merrigan Way), abutting Thayer Street.

The concerns were addressed briefly by Town Administrator.

The Thayer Street residents argued that the timeline for planting trees and fencing, promised by the town was not being adhered to, and that time was running out.

The Board attempted to allay concerns, stating that emergency projects had postponed other regular and planned work. The board also described other issues related to the storm-water management systems.

## Board of Trustees, Tilton Library

### Planning and Design Grant / OPM Services Contract

Representatives from the Tilton Library presented information to the board.

*Present:        Library Needs Assessment committee:*

*Ralph Healy, David Lamb*

*Tilton Library Trustees: Nancy Maynard (Chair), Grant Bialek,  
Cindy Von Flatem, Kathleen O'Rourke*

*Friends of Tilton Library:*

*Judy Holmes (President)*

*Also present: Sara Woodbury, Library Director*

The committee recommended the hiring of P3 Inc. as Owners Project Manager for the planning and design phase of the library renovation and expansion. Assistance from Andrea Woods (FRCOG) was provided to establish an RFQ for an OPM.

The process of establishing the RFW, the application review process, hiring was considered.

Questions regarding the scope of the needs assessment were fielded by the committee.

There was discussion about the design considerations that the committee had reviewed.

The committee was asked to return to the Board of Selectmen on a quarterly basis to report the status of the project, and the progress being made.

The board agreed to sign the contract, approving the hiring of P3, Inc. as OPM for the planning and design phase of the project.

## Selectmen's Comments/Announcements

### Resignation of N. Coffin from Police Department

It was MOVED by Wolfram, SECONDED by Ness

*To accept the resignation of Nate Coffin as Officer with the Deerfield Police Department.*

*VOTED: 2, 0, 0.*

### Resignation of Diana Damon from South County Senior Center

It was MOVED by Wolfram, SECONDED by Ness

*To accept the resignation of Diana Damon as Director of the South County Senior Center.*

*VOTED: 2, 0, 0.*

## Streetscapes

Ms. Ness reminded Town Administrator of the MassWorks Deadline (September), and encouraged some proposal related to Streetscape design and construction.

Ms. Ness also reminded Town Administrator of the deadline for the 319 Grant (April, 2016). Franklin Area Conservation District will be developing a grant application for a storm water management plan for the Upper Road / Stillwater Bridge area; the Conservation District will request the grant, with a match expected from TransCanada.

## In Memoriam: Janet Swem (Former Town Accountant)

The following was read into the record:

*The Board of Selectmen wish to acknowledge the passing on June 13 of Former Town Accountant, Janet Marie Swem.*

*Janet was born on April 4, 1951, in Syracuse NY. She attended Syracuse public schools, and later studied at St. Lawrence University, where she met her husband Paul in 1970.*

*Prior to her work in Deerfield, Janet served as town accountant for Ashfield. She also supported many other towns, through her work for the Franklin Regional Council of Governments, and through her own financial consulting service.*

*Janet served the Town of Deerfield for many years as Town Accountant, retiring in 2013.*

*Janet is survived by her husband, Paul; her sons, Nathan and Brian; her sisters, Beverly and Sandra; and many loving nieces and nephews.*

*Janet lived fully, actively, and honestly, with grace and charity. Those wishing to do so, may honor Janet's legacy with a donation in her name to a charity of their choice.*

*The Board of Selectmen join with the officers, volunteers, employees and residents of the Town of Deerfield, in extending our sincere condolences to the family of Janet Swem.*

## Discussion/Decision Items

### Discuss/Approve/Vote – Hampshire Council of Governments - 32B Report

The Hampshire Council of Governments 32B report, related to the Insurance Trust activities, was received and reviewed. Ms. Ness stated her appreciation for the excellent management of the trust.

The board signed the report, acknowledging receipt of same.

### Discuss/Approve/Vote – Equipment Rental Bid Award

It was MOVED by Wolfram, SECONDED by Ness

*To award the Equipment Rental Bid to H. C. Kocot, Inc., as the lowest Responsible and Responsive bidder.*

*VOTED: 2, 0, 0.*

#### **Discuss/Approve/Vote – Special Fund for DES Playground Donations**

It was MOVED by Wolfram, SECONDED by Ness

*To setup a special fund for donations for the DES Community Playground Project.*

*VOTED: 2, 0, 0.*

#### **Discuss/Approve/Vote – One-Day Liquor License – Fr. County Sportsmen's Club**

It was MOVED by Wolfram, SECONDED by Ness

*To approve the application for a one-day liquor license from the Franklin County Sportsman Club for August 22, as presented.*

*VOTED: 2, 0, 0.*

#### **Discuss/Approve/Vote – One-Day Liquor License – Deerfield Arts Bank (July 2, 9)**

It was MOVED by Wolfram, SECONDED by Ness

*To approve the application for a one-day liquor license from the Deerfield Arts Bank for July 2, and 9, as presented.*

*VOTED: 2, 0, 0.*

### **Town Administrator's Report**

#### **CIC Grant**

The Town Administrator reported on the current status of the CIC grant. Mark Abrams will continue to work on refining the administrative services costs related to the South County EMS.

#### **Thank you letter – David and Josephine Otto**

A thank-you letter was received from David and Josephine Otto. Ms. Warren acknowledge the coordinated efforts of Kevin Scarborough and representatives from TransCanada in concluding repairs quickly.

#### **Transfer Station – waste hauler transition.**

A transition in waste haulers at the Transfer Station went smoothly, and without any down-time. Transfer station will also be open on Saturday, July 4, 2015.

## MSBA Agreement

The MSBA has given approval to the letter of intent by the town related to the Elementary School Roof Project. Town Administrator asked the board to review the MSBA Agreement, and be prepared to sign the agreement no later than July 15.

The agreement has 33 items, and there are some preliminary issues related to the agreement. The board was requested to provide any concerns in writing to the Superintendent of Schools for submission to the MSBA.

*Ness: What about the Town's cost? Monies from Private Schools?*

*Warren: Some monies have been put away (\$200,000?). This will be verified.*

There will be more information available soon.

## Franklin County Regional Kennel – Agreement

The agreement has been included in the packet for review, and the board will ask to sign the agreement on July 15.

## ODWWTP Solar Project – Update (Memos from Dick Calisewski)

Town Administrator updated the board on the status of the Old Deerfield Wastewater Treatment Plant Solar Project.

Specific concerns related to the overall cost of the project, the reason for the change-work order, the availability of 'as built' plans, and other issues.

Town Administrator acknowledged the support of the DERC in relation to this project, particularly in focusing Town Administrator and Inspections Department on specific areas of concern.

The \$10,455 Change Work order was discussed, as well as the reasons for it. The Town Administrator requested approval for release of the appropriation, which would allow the project to be completed.

Town Administrator also reported on some of the physical deficiencies of the project, including the height of the inverters, as well as the overall capacity of the array.

It was MOVED by Wolfram, SECONDED by Ness

*To authorize release of the funds requested in the M. L. Schmitt Change Work Order request.*

*VOTED: 2, 0, 0.*

## Support Letter for Rebuild of General Pierce Bridge, Montague

A draft copy of a letter in support of repairs of the General Pierce Bridge, connecting Greenfield ("Bingville") with Montague ("Montague City") at Montague City Road.

It was MOVED by Ness, SECONDED by Wolfram

*To authorize the Chair to revise and send a letter of support.*

VOTED: 2, 0, 0.

### **Declare Surplus: 1989 Ford F800 Dump Truck**

It was MOVED by Wolfram, SECONDED by Ness

*To declare a 1989 Ford F800 as surplus, and to dispose of it by sealed bid.*

VOTED: 2, 0, 0.

### **Superintendent of Public Works Search Committee**

The Search Committee recommended Kevin Scarborough as the finalist for the position of Superintendent of Public Works Operations.

It was MOVED by Ness, SECONDED by Wolfram

*To accept the recommendation from the search committee, and offer the position of Superintendent of Public Works Operations to Kevin Scarborough and, upon acceptance, to so appoint.*

Voted: 2, 0, 0.

### **Selectmen's Concerns**

David Wolfram requested that department heads submit to the Board of Selectmen a list of licenses and certifications necessary as a condition of employment. Wolfram stated that the town should support the cost of these certifications.

Town Administrator stated that in many cases, those licenses and certifications are already paid for through department budgets.

A list will be compiled and will be forthcoming.

### **Upcoming meetings:**

Upcoming meeting schedule was discussed:

*July 22, 2015 – 6 PM*

*July 29, 2015 – 7 PM*

*at Greenfield Middle School – Kinder Morgan "Siting" public hearing.*

### **Adjourn**

It was MOVED by Wolfram, SECONDED by Ness

*To Vote to authorize signing of payroll and vendor warrants, upon completion, and at the convenience of the Board members.*

VOTED: 2, 0, 0.

Adjourned at 8:22 PM.

Respectfully submitted,  
Douglas C. Finn