

# BOARD of SELECTMEN

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*February 24, 2016*

The Deerfield Board of Selectmen held a public meeting on February 24, 2016, at 6:30 PM, at Town Offices, 8 Conway Street, South Deerfield, MA

*Present: Carolyn Shores Ness, Mark Gilmore. ABSENT: David Wolfram*

*Also Present: Douglas C. Finn*

## Call to Order

The meeting was called to order at 6:37 PM, and quorum was declared.

## Hearings / Appearances Before the Board

Superintendent Martha Barrett, FRS Schools, presented some information related to the proposed Deerfield Elementary School Roof Project Presentation. Ms. Barrett read a statement regarding the history of the school, efforts to create a stabilization fund, the history of the project, the current condition of the school (including walls, windows, and carpeting). Ms. Barrett briefly outlined the timeline for the project, and the accommodations in place to allow for construction.

Ms. Barrett introduced Kelly Claffey (Pinck & Company). Ms. Claffey spoke about the history of the MSBA, the process by which an OPM is appointed by the MSBA, a summary of Pinck & Company and their role in providing project oversight for the town, and the efforts in collaboration with the Town related to this project.

Ms. Claffey reminded the Board that Pinck & Company is prequalified, has completed about a dozen similar projects since 2009, and briefly summarized the staff involved with the project.

Ms. Claffey introduced Jeff Yost, of Raymond Design Associated ("RDA"). Mr. Yost provided a brief history of RDA's project history, including RDA's history with the MSBA. Mr. Yost further described the basic elements of the new roof design, and the advantages to the new design.

There was some discussion related to the causes of the failure of the current roof, and the warranty of the current roof. There were some questions fielded and answers given regarding snow loads, shingle quality, warranties, and other similar matters.

There was some conversation regarding the use of asphalt shingles, versus a so-called standing-seam roof system. Mr. Gilmore asked for a cost comparison between a standing seam roof system, and the proposed asphalt shingle system. Mr. Yost agreed to send information to the Interim Town Administrator for disbursement to the Board of Selectmen.

Ms. Barrett closed out the presentation by reiterating the need to replace the roof, and the efforts expended to replace the roof at the lowest possible cost. Ms. Barrett reminded the viewers about the upcoming debt-exclusion vote, and the need for voters to participate in the decision.

Mr. Gilmore suggested that the problem originated with a lack of maintenance, and that there could be opportunities to better preserve town assets in the future.

Mr. Gilmore asked about the Clerk of the Works selection. Ms. Claffey stated that the Building Inspector had assisted by providing names, and reviewing the proposed options. Mr. Gilmore stated that his concern was not for a lack of oversight, but having too much oversight could also be detrimental.

Mr. Yost spoke briefly about the construction process, and the purposes and roles of various levels of oversight.

Mr. Gilmore stated that his concern was in the potential for the ‘watering down’ of responsibility for failure of the roof, or failure to follow the construction plans properly.

Mr. Jeff Upton stated that there should be ‘one telephone number’ that the town could call in case of component failure, in order to find a remedy, and make repairs as needed.

Mr. Gilmore also stated his concerns for communication issues causing delays.

Ms. Ness expressed her gratitude for the work that Patti Cavanaugh and Marti Barrett have expended in order to complete the project. Ms. Barrett reiterated the necessity of a positive vote in order to complete the project in a timely way.

The date and time of the debt-exclusion was reiterated.

### Inspection Fees

At the request of the Building Commissioner, the issue of a waiver of fees was considered. The board agreed to take it up at the meeting on Friday.

The question of insurance details is being worked out. The question of keeping records of was discussed.

Ms. Barrett, Ms. Claffey, and Mr. Yost were thanked for their time.

## Public Comment

There was no public comment.

## Selectmen's Comments / Announcements

### Updates – SCEMS, SCSC, Tilton Library

Mr. Gilmore reiterated information related to a recent presentation by the Tilton Library Space Needs committee. Public input is still encouraged and welcomed.

*\* May include business not reasonably anticipated at the time of posting.*

Mr. Gilmore also reiterated information from the SCEMS meeting from the previous Thursday, including information related to the potential build-out of new quarters for the ambulance service at the Whately Office Building on Sandy Lane.

Mr. Gilmore finally spoke about the South County Senior Center, including efforts to continue outreach, space needs for the outreach officer, and the urgency of getting an outreach staff person in place.

Mr. Gilmore spoke about the importance of conducting outreach, and various outreach activities that have been conducted, and the potential for additional outreach activities that could be possible with a proper outreach coordinator.

Ms. Ness asked about the SCEMS budget. Mr. Finn affirmed that the budget was in hand, with only HR costs being verified for accuracy. Ms. Ness asked about the potential for a joint meeting between the BOS and the Finance Committee. Mr. Finn stated that he would arrange an opportunity.

## **Board of Health Comments / Announcements / Appearances**

Ms. Ness spoke briefly about the Zika virus, the concerns that have been expressed, and the efforts expended to distribute information. Ms. Ness also spoke about the efforts to abate potential transmission sources of the virus – namely mosquito abatement. Ms. Ness spoke about the ability of mosquitos to breed, and the positive benefits of mosquito abatement programs.

Mr. Gilmore spoke about ‘engineering design’ changes that can actively reduce mosquito populations, but his concerns about ‘spraying’ and other intrusive measures, due to the long-term impacts of such activities.

Ms. Ness reiterated the fact that spraying is ‘way down the line’, and should not be a concern to residents at this time.

Oh, and, keep washing your hands.

It was MOVED by Gilmore, SECONDED by Ness

To approval of 1-day Liquor License – Amherst Chamber of Commerce for YCC

Sugarloaf Cemetery Fence Contract

The board executed the Contract with Fitzgerald Fence for Sugarloaf Cemetery Fence

Authorizing signing of Payroll and Vendor Warrants

It was MOVED by Gilmore, SECONDED by Ness

*To approve consent agenda items as presented.*

VOTED: 2, 0, 0.

## Discussion / Decision Items

### New England Patient Network – Host Agreement

Mr. Finn spoke briefly about the status of the host agreement with NEPN regarding the placement of a medical marijuana dispensary

### Approval of MOU – Pellet Bag Pickup -- (MOU Cost to Town: \$350)

It was MOVED by Ness, SECONDED by Gilmore

*To approve the MOU as presented.*

VOTED: 2, 0, 0.

### Appointment of BOS Office Administrative Clerk

Mr. Finn requested appointment of Ms. Kathleen Dolan as Administrative Clerk for the Town of Deerfield.

It was MOVED by Ness, SECONDED by Gilmore

*To appoint Kathleen Dolan as Administrative Clerk, effective 2/24/2016.*

VOTED: 2, 0, 0.

## FY2017 Budget Discussion

### Use of Municipal Building Funds

Mr. Finn described a number of potential upgrades to the Town Hall and Senior Center, including

- Repairs to Town Hall (Doors, Locks, Alarm System)
- Repairs to South County Senior Center (cleanup of 2<sup>nd</sup> Floor and Basement)

There was discussion related to the topic of capital improvements as well as operational maintenance.

### PEG Access funds

Mr. Finn outlined a proposal to manage PEG access funds in accordance with DOR recommendations.

### Police School Resource Officer

Mr. Finn asked the Board for direction on the inclusion of a school resource officer in the Police Department budget.

Mr. Gilmore stated that the funding mechanism was of concern at this point. Mr. Gilmore stated that, will the private schools have provided support for this position, and he expressed concerns related to the source of funds for the position. Mr. Jeff Upton stated that the finance committee had expressed similar support, and similar concerns.

Mr. Finn stated that the position is currently filled by a full-time officer, with that officer's regular shifts being filled out by per-diem staff. Mr. Gilmore stated that, while the position is being filled, the cost of a permanent full-time position would cost about a third higher due to benefits.

*\* May include business not reasonably anticipated at the time of posting.*

Mr. Gilmore stated, personally speaking, that the Town provide some portion of the funding for this position, and that the public and private schools provide some portion, the position should be permitted.

Gilmore: "The funding is the key issue."

Gilmore also advised that the police department should also look at potential reductions in their budget to help offset the cost of this new position.

There was some further discussion. In the end, the board concluded that they were looking for a good-faith effort on the part of the schools to assist with funding the position.

### **Other Budget Items**

Mr. Finn requested clarification on whether or not a cost of living adjustment would be offered to certain employees.

Mr. Gilmore stated that he would like to see department heads write a narrative to recommend specific reasons why an individual would merit the increase. Ms. Ness agreed that the board is moving towards a merit-based system of reimbursement.

Mr. Finn restated the expectations of the board for clarification, and the concerns related to the current system. Mr. Finn also suggested the possibility of a part-time HR officer who could assist with employee reviews. Mr. Gilmore stated that any additional staff should not take over responsibilities being performed by current employees.

## **FIRST READING: Annual Town Meeting Warrant**

Mr. Finn presented a first draft of a warrant for Annual Town Meeting.

### **Acceptance of Resignation of Moderator**

The board received the resignation from Peter James as Town Moderator, effective Midnight May 1, 2016.

It was MOVED by Gilmore, SECONDED by Ness

*To accept with great regret the resignation of Peter James as Town Moderator, and to direct the Town Clerk to list the position of moderator on the next available ballot.*

VOTED: 2, 0, 0.

The Board wished Mr. James all due success and happiness in his future endeavors.

## **Annual Town Meeting Warrant – First Reading**

Mr. Finn presented a first draft of the Annual Town Meeting Warrant. There was discussion of certain items as proposed, and discussion about potential items to be included.

*\* May include business not reasonably anticipated at the time of posting.*

There was extensive conversation related to the costs of sanitary sewer operations, capital upgrades of same, and funding resources for same. Mr. Jeff Upton expressed concern over a proposal to fund upgrades; of a non-sewer user having to pay for upgrades to a system to which he does not have access.

There was additional review. Changes:

- Increase Appropriation to Montague for DPU / Berkshire Gas moratorium legal expenses to \$10,000
- Remove \$10,000 Mosquito abatement from warrant, and add to Board of Health.
- Pass specific parcels before ALL department heads – including Fire and Water districts – for review.
- Increase moderator's salary. Review all salaries.

## Upcoming Meetings

- February 26, 2016 - 3 PM
- March 9, 2016 - 6:30 PM
- March 18, 2016 – 3 PM
- March 23, 2016 – 6:30 PM

## Other Business

## Adjourn

It was MOVED by Gilmore, SECONDED by Ness,

*To Adjourn*

VOTED: 3, 0, 0.

The meeting adjourned at 9:30 PM.

Attest,

Douglas Finn  
Interim Town Administrator