

Present:

John Nove (chair), Mary Andrianopoulos, Bud Driver, Ken Schoen, Jane Trigère, Henrietta Kocot, Bonita Conlon.

Guests: Jane Wrisley, Kayce Warren, Doug Finn, David Barclay

Meeting called to order at 5:30

Clerk's Report: November meeting minutes. Moved by Ken; seconded by Bud; all approved.

Budget Report: No monies spent

Guest reports: Jane Wrisley, Kayce Warren & Doug Finn

Guest Report Regarding Updates on Ongoing Projects**South Deerfield Town Commons Lighting:**

Ms. Jane Wrisley from the Deerfield Women's Club provided an update regarding ongoing work on the South Deerfield Town Common project.

The Deerfield Women's Club in conjunction with the Day Lily and Kim's Hair Salon has raised funds for rewiring of the South Deerfield Town Commons. The Commons' electrical wiring was going to be replaced since squirrels destroyed/ate the wiring and the installation of the holiday lighting was not possible as a result. An initial estimate to replace and rewire the electrical wires by private contractors was excessive. However, students from the Franklin County Technical School enabled the Town to do the work at a significantly lower cost. The project will be completed next week.

The Women's Club is also maintaining the garden beds. The large evergreen tree was cut down. New evergreens were donated but not yet planted on the South Deerfield Town Common. There was some discussion underway as to whether deciduous trees might be more appropriate.

The head of the DPW is responsible for the maintenance of municipal properties.

Sugarloaf Cemetery fence:

Town Administrators, Ms. Kayce Warren and Mr. Doug Finn, provided an update regarding the bidding process for the replacement of the Sugarloaf Cemetery fence. On November 13th, 2015, Doug sent out a total of 13 Invitations For Bid (IFB) with the instructions electronically. The deadline for contractors to submit bids in hardcopy was November 23rd, 2015. Only one bid from Fitzgerald Fence (for \$15,250) was received by the deadline that met the IFB submission requirements and was under the \$16,500 budget limit. Fitzgerald Fence's proposal is to replace Sugarloaf Fence with a slip rail fence; however, the company will use commercially prepared granite posts that will not be custom hand carved posts.

The DHC expressed concern to Ms. Warren and Mr. Finn in that the proposed bid from Fitzgerald Fence called for commercially prepared granite posts that did not resemble the more authentic granite 'historic-looking' post. The DHC provided the Town copies of pictures regarding the authentic fence that surrounded the Sugarloaf Cemetery and the intent was to replace the current posts and fence with structures that resembled the authentic historic structures. Ms. Warren and Mr. Finn indicated that the renovation must stay within parameters of plan and the specifications of the IFB.

Sugarloaf Fence Motion: Bud Driver moved that the award of the contract to Fitzgerald Fence be contingent upon the stone surfaces of the post that Fitzgerald Fence installs is more consistent with the more original historic posts. A unanimous vote ensued.

Fitzgerald Fence will be asked to examine the fence in front of the PVMA and that Fitzgerald Fence replicate the stone surfaces on all four sides of the granite post. Moreover, Fitzgerald Fence will be asked to confirm this in writing with respect to how the design and construction the Sugarloaf Cemetery Fence will approximate the authentic fence. If this is not possible, the DHC moved that the bidding process will start over with specific language, details and photographs, that will approximate the authentic, rustic fence.

Updates on Ongoing Projects

Civil War Memorial: John Nove reported that the Civil War Memorial statue was removed from its obelisk, crated and it is now lying down on the ground. By the end of week, a crane will arrive and the statue will be removed, and stored in a classroom in the PVMA Teacher's Center where the conservation work will continue.

Albany Road Cemetery restoration: The Albany Road Cemetery restoration of 17 Childs family memorial stones has been completed. John Nove will request that the Town of Deerfield send out an IFB to complete the restoration of the remaining stones in need of repair using CPA funds already approved.

Old Business

-Bonita Conlon's status as a Commission member will be brought up at the December 16, 2015 Select Board meeting. Both Bonita Conlon and Mary Andrianopoulos need to complete State Code of Ethics tutorial and need to be sworn in by officials in Town of Deerfield.

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New Business

- Because of the time spent with guests, discussion of New Business on the agenda was tabled until January.
- Next meeting will be January 4th, 2016.

Meeting was adjourned: 7:00 p.m.

Respectfully submitted by Mary Andrianopoulos, clerk