



Deerfield Selectboard/Board of Health

January 12, 2022 6:00 pm

8 Conway Street, South Deerfield

MA 01373

Pursuant to a notice duly filed with the Town Clerk, a meeting of the Deerfield Selectboard/Board of Health was held on January 12, 2022 at 6:00 pm at the Deerfield Municipal offices, Main Meeting Room, 8 Conway Street, South Deerfield, MA, Meeting was recorded by FCAT. Meetings normally held at the Municipal Offices are being held remotely, with adequate, alternative means of public access, and where required, public participation provided, in accordance with the Governor's March 12, 2020, Order Suspending Certain Provisions of the Open Meeting Law M.G.L. c.30A § 20.

Board members present: David Wolfram, Trevor McDaniel, and Carolyn Shores-Ness

Also present Kayce Warren, Town Administrator; Jennifer Gannett, Assistant Town Administrator; Alex White, Health Agent; Lili Dwight, Chair of the Senior Housing Committee; and other members of the public.

1. Wolfram calls the meeting to order at 6:04 pm
2. Scheduled Hearings
3. Appearances
 - 6:00 pm Public Works Supt: Sewer/WWTP updates and approval for position descriptions (Revised) Certified Operator, Chief Operator; Pay Range adjustments for Certified and Chief Operator positions; operational service contract with Town of Amherst.
 - Scarborough was unavailable for the meeting; Warren describes revisions completed at the Personnel Board meeting earlier this week. Both are in support of the revisions made. Training would be an option if the right person is found who is willing to learn.

Motion to approve Chief Operator and Certified Operator job descriptions as presented- McDaniel

***Second: Ness Vote: Wolfram – Abstain (Technical Difficulties),
McDaniel – aye, Ness - aye; (2-0-1)***

Motion to approve MOU agreement with the Town of Amherst-Ness

Second: McDaniel Vote: Wolfram – aye, McDaniel – aye, Ness - aye; (3-0-0)

The Selectboard is appreciative of the support of the Town of Amherst in assisting them with the WWTP and Water District and would like to extend their many thanks. The Town of Deerfield is more than happy extend their support Amherst on any future challenges.

- Lili Dwight – Senior Housing Yearly Update
 - Dwight provides an update on criteria for Senior Housing on Town owned property that would be completed under MGL 40B which supports affordable housing for 55+ year residents. Striving for housing located in the center of the community that provides walkable access to services and entertainment. Supporting sustainable energy sources and outdoor recreation will be part of the proposal. FRCOG and Sunderland have and will be excellent resources moving forward. A needs assessment survey and feasibility study would be next steps with funding sought from the CPC.

4. Selectboard Reports/Announcements

- Ad Hoc Town Common Committee Informational Session at 6:30 pm 1/13/2022
- Massachusetts Municipal Association Conference Moved to Remote
 - Discussion on alternative strategies to interact with key stakeholders for securing grant money. Consideration for additional assistance with grant writing and management.

5. Board of Health Reports/Announcements

- Covid-19 Updates, Emergency Measures/ Policies
 - Ness describes Emergency Meeting held where the Board of Health voted to implement all remote meetings via Zoom, Mask Mandate Advisory, and By Appointment Only business to be conducted at the Town Hall. Omicron variant of Covid-19 was detected via random sampling analysis and with continued Vaccination and Booster participation the board is optimistic for reducing the spread.
 - Discussion on a Town Wide Mask Mandate; McDaniel understands the benefits of implementing the mandate but is concerned with the additional staffing requirements to ensure compliance throughout the municipality. McDaniel and Wolfram are in support of both options. If people are not going to wear a mask by now, it is difficult to make them change their mind. The spike recently has been due to students returning for the most part.
 - Gannett reiterates concerns from business owners that a mandate will provide support for their requirements in their businesses. The board is in favor of considering the mandate if the numbers are to spike.

Lili Dwight: Expresses her opinion is in support the mask mandate to help provide business owners give support from the Board of Health.

Denise Mason: Expresses her opinion that a mask mandate would improve overall public health, she is concerned with the rising number of hospitalizations.

Kathy Sylvester: Expresses her opinion that a mask mandate would allow her to continue feeling safe within the town while conducting her shopping.

- Warren responding to how rapidly implementation of a mandate could occur, is cautious as the proper language is not available now from counsel. The Municipal Mandate voted previously without review posed concerns from counsel regarding alternative face coverings due to medical exemption. The board discusses adding language to follow the CDC guidelines within the mandate if approved.

Motion to enact a Town Wide Mask Mandate that is to be effective January 18th, 2022, through January 31st, 2022, and review on January 26th, 2022 for further consideration and subsequent upon approval from counsel. The Town Administrator is authorized and will facilitate and stamp on behalf of the Board of Health -Ness

Second: McDaniel ***Vote: Wolfram – aye, McDaniel – aye, Ness - aye; (3-0-0)***

Motion to approve the revised order dated January 12, 2022, for Municipal Mask Mandate- Ness

Second: McDaniel ***Vote: Wolfram – aye, McDaniel – aye, Ness - aye; (3-0-0)***

6. Minutes

7. Discussion/Decision Items

- Open Annual Town Meeting Warrant, Special Town Meeting
 - Warren discusses opening the Town Meeting Warrant and to close it by the closest meeting next month. Potential for Special Town Meeting to discuss at a later date.

Motion to declare the warrant for the Annual Town Meeting Open currently scheduled for April 25, 2022 at 7 pm at Frontier Regional School Auditorium with the intent to close said warrant on February 23, 2022- McDaniel

Second: Ness ***Vote: Wolfram aye, McDaniel – aye, Ness - aye; (3-0-0)***

- Reconsider the EV Charging Rate for Leary Lot
 - Gannett speaks to discussion held with representative from Voltrek who services the EV charging stations stating in their opinion the rate charged was above the average rate and suggests reducing per kilowatt cost from .75 to .35 cents perk kw hour. Warren suggests creating a revolving fund for the receipt of payments from the

charger that would be created at Town Meeting. McDaniel would like to discuss this further with Greenfield as they have already gone through the process and found a solution after trial and error.

- Job Descriptions – Outreach Coordinator, Town Clerk/Treasurer/Collector, Asst. Town Clerk, Asst. Treasure/Collector, etc. and stipends for approval
 - Warren describes discussion with Personnel Board regarding Senior Center Job Description, Town Clerk, etc.
 - Stipends for Assistant Town Clerk and Assistant Treasurer/Collector

Motion to approve the Senior Center Outreach Coordinator Job Description- McDaniel

Second: Ness Vote: Wolfram aye, McDaniel – aye, Ness - aye; (3-0-0)

Motion to approve the Treasurer/Collector/Town Clerk Job Description- McDaniel

Second: Ness Vote: Wolfram aye, McDaniel – aye, Ness - aye; (3-0-0)

Motion to approve Assistant Town Treasurer Collector with as amended to read must be surety bonded or must obtain surety bond and Assistant Town Clerk with amendments from Personnel Board and obtain surety bond Job Descriptions- McDaniel

Second: Ness Vote: Wolfram aye, McDaniel – aye, Ness - aye; (3-0-0)

Motion to approve temporary pay adjustment of \$34.58 per hour effective January 1st, 2022 for the Assistant Town Treasurer/Collector and \$27.66 per hour for the Assistant Town Clerk and Temporary pay adjustment for the hourly rate of \$39.27 per hour for the Town Accountant/Budget Director to perform in an advisory capacity for the financial department until a permanent replacement is found for each position or one year whichever is less- Ness

Second: McDaniel Vote: Wolfram aye, McDaniel – aye, Ness - aye; (3-0-0)

- Placeholder: Annual/other Permits for approval
- Placeholder: Purchase & Sale agreement, Nupro LLC (Map 168 Lot 21, parcels 2-1, 2-2) for approval and signature
- Placeholder: - Appointments: Asst. Town Clerk as Burial Agent

Motion to amend a previous vote and approve the Assistant Town Clerk to act as the Burial Agent- Ness

Second: McDaniel Vote: Wolfram aye, McDaniel – aye, Ness - aye; (3-0-0)

8. Mail

9. Town Administrator's Report/Updates

- A thank you for all the supportive staff assisting the Town Administrator
- Contracts and many legal discussions
- HR Training
- Website Update

10. Public Comment

Wolfram asks for public comment

Analee Wulfkuhle: Suggests the Selectboard consider adopting a Town Planner position to assist with initiatives whether the role is as a consultant and or a full-time employee.

Discussion on budgets and how the position could be funded.

11. Items Unanticipated 48 hours prior to posting

- SCSC Director Position
 - McDaniel discusses the recommendation for Jennifer Remillard for the position and would be in favor of authorizing the Town Administrator to enter discussions to see if she is still interest in the position.
Motion to authorize the Town Administrator to negotiate with Jennifer Remillard for the director position at the South County Senior Center- McDaniel
Second: Ness Vote: Wolfram aye, McDaniel – aye, Ness - aye; (3-0-0)
- Bill H.3821 – An Act creating a Municipal and Public Safety Building Authority; testimony discussion
 - McDaniel will testify in support of this bill to speak on behalf of the board, additionally the board agrees that the funding is very low and would be more beneficial for 5 or 10 million dollars.
- DPC Contract for updating the Standard Operating Procedures
 - McDaniel speaks to the continued support from DPC Engineering with creation of a Standard Operating Manual that a new hire could easily understand and follow for the day-to-day operations.

Motion to approve the contract with DPC for assistance with the Operational Manual- Ness

Second: McDaniel Vote: Wolfram – aye, McDaniel – aye, Ness - aye; (3-0-0)

12. Upcoming Meeting –January 26; February 9, 23; 2022

13. Adjourn

Motion to adjourn at 9:02- Ness

Second: McDaniel Vote: Wolfram – aye, McDaniel – aye, Ness - aye; (3-0-0)

Respectfully submitted,

Alex Herchenreder

Documents List:

- Selectboard/Board of Health Agenda, 01/12/2022
- Selectboard/Board of Health Meeting Packet 01/12/2022 v3