



## Deerfield Selectboard/Board of Health/Sewer Commissioners

February 8, 2023, 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/Sewer Commissioners was held on February 8, 2023, at 6:00 pm at the Deerfield Municipal offices, Main Meeting Room, 8 Conway Street, South Deerfield, MA, Meeting was recorded by FCAT and/or Town of Deerfield Staff. This meeting was held in a **Hybrid** fashion with the opportunity both in person and remote participation in accordance with Chapter 107 of the Acts of 2022 which extended the Governor's March 12, 2020, Order Suspending Certain Provisions of the Open Meeting Law, M.G.L. c.30A § 20, until March 31, 2023.

Board members present: Tim Hilchey, Trevor McDaniel, and Carolyn Shores-Ness

Also present Kayce Warren, Town Administrator; Chris Nolan, Assistant Town Administrator; Alex White, Health Agent; Deborah Yaffe; Chris Harris and Stan Adams, Friends of Deerfield; and other members of the public.

1. Call to Order
2. Public Comment – Up to 20 Minutes with each speaker timed at approx. 2 minutes each; see Public Comment Procedure Voted 2/9/2022.
3. Scheduled Hearings
4. Appearances
  - 6:15 pm - Ad Hoc Human Rights Committee Representative – Clarification of Ad Hoc Committee Goals and Timeline
    - Yaffe discussed what the goals outlined in the initial charter of the Committee's launch. The Board discussed the Committee to focus on being proactive in their work in conjunction with being reactive to situations that arise. Town Counsel would be contacted to explore responses to any violations and report back as soon as possible.
  - 6:30 pm – Peter Thomas, Records Archiving in collaboration with Pocumtuck Valley Memorial Association
    - Thomas spoke to record hunting in Old Deerfield to seek out early Town records. Records found in the Senior Center would need a significant amount of funding to stabilize and digitize. Coordination with PVMA could provide assistance in the undertaking as well as Historic Deerfield. A MOU was crafted between the Town and PVMA to hold certain records and provide access for any public records requests.
5. Selectboard Reports/Announcements
  - Friends of Deerfield – Update on 350<sup>th</sup> Anniversary Events Sponsored by Friends of Deerfield
    - Harris provided background on upcoming events sponsored by the Friends of

Deerfield to including the weekend in June to show Fireworks, provide a Chicken Barbeque, and Parade. The Time Capsule created by Franklin Technical School would be on display in Town Hall in the near future.

**Motion to support activities outlined by the Friends of Deerfield with close coordination with the Town Administrator- Ness**

**Second: Hilchey**

**Vote: Hilchey – aye, McDaniel – aye, Ness – aye**

- Light Up the Night Luminary
- Softball League Registration
- 6. Board of Health/Health Agent Discussion Items/Reports/Announcements
  - Covid-19 & Flu Update
- 7. Minutes

**Motion to approve minutes from January 27, 2023- Ness**

**Second: Hilchey**

**Vote: Hilchey – aye, McDaniel – aye, Ness – aye**

- 8. Discussion/Decision Items
  - Open Annual Town Meeting Warrant

**Motion to declare the Warrant for Annual Town Meeting open (currently scheduled for April 24, 2023 at 7:00 pm in Frontier Regional School Auditorium) with intent to close said Warrant on March 8, 2023. – Ness**

**Second: Hilchey**

**Vote: Hilchey – aye, McDaniel – aye, Ness – aye, (3-0-0)**

- Open Space & Recreation Plan Support Letter

**Motion to approve the Open Space & Recreation Plan Support Letter– Ness**

**Second: Hilchey  
(3-0-0)**

**Vote: Hilchey – aye, McDaniel – aye, Ness – aye,**

- Sewer Abatements – 28 Conway Street; 208A North Main Street, 72 North Main Street
  - McDaniel spoke to the abatement requests and 28 Conway Street incurred the minimum hookup and service fee and cannot be abated. An abatement of \$132.74 for 64 Graves Street was proposed. 72 North Main filling up swimming pool the water usage remained within typical usage of the home. 208A North Main Street assed as a two-family home and the owner would need to work with the Assessors' office to reclassify to qualify for the 125% abatement of the winter reading.
- DPC Amendment to SDWWTF Engineering Services Agreement (Phase 2) for Approval

**Motion to approve the agreement for \$185,120.46. – Ness**

**Second: Hilchey**

**Vote: Hilchey – aye, McDaniel – aye, Ness – aye,**

**(3-0-0)**

- Community Memorandum of Understanding for Greenfield Region CNP for Approval

***Motion to approve the MOU and authorize the chair to sign- Hilchey***

***Second: Ness***

***Vote: Hilchey – aye, McDaniel – aye, Ness – aye, (3-0-0)***

- FY2024 Budgets
  - Warren emphasized Legal Expenses, Staff Salaries, and Contracted Services as the remaining items to approve for FY24. Discussion on Permitting Software, Board of Health Goals,

***Motion to approve Legal Expenses line item as presented- McDaniel***

***Second: Ness***

***Vote: Hilchey – aye, McDaniel – aye, Ness – aye***

***Motion to approve Selectboard Salaries line item as presented- Ness***

***Second: Hilchey***

***Vote: Hilchey – aye, McDaniel – aye, Ness – aye***

***Motion to approve Contracted Services line item as presented- Ness***

***Second: Hilchey***

***Vote: Hilchey – aye, McDaniel – aye, Ness – aye***

- Use of ARPA Funds for Grant Writing (\$30-50k)
  - Warren discussed the Planning Board’s desire for a Planner/Grant Writer position to be incorporated for the upcoming fiscal year. Utilizing ARPA funding for a long-term position is not recommended, the proposal was considered as a starting point.
- Leary Lot Drawings, Additional Design, Stakeholder Outreach Meetings
  - The Board discussed next steps on the Leary Lot and where everyone is at in the process. Counsel, Berkshire Design, and Hamshaw Lumber are still in discussions. Outreach to all businesses Downtown would be critical to adoption of the proposed expansion.
- Adoption of a Policy Barring Town Employees to Boards and Committees
  - The Board discussed consideration for the policy to more closely regulate employees of the Town on Boards/Committees with the exception for State & Federal requirements and prohibition from certain positions.
- Franklin County Municipal Aggregation – Planning Requests for Proposal
  - Future meeting would occur between Colonial Power Group and municipalities within Franklin County to further expand the existing aggregation program.
- Status of Solar Installation Above Former Landfill – Delays
  - Warren discussed updates on the Nexamp Solar project that has been progressing, although not at a rapid pace. Challenges with land ownership, Site Plan Review applicability, and Eversource connection logistics has slowed progress. The Board was in support of moving forward and requesting Nexamp and their representatives

to attend a meeting for discussion.

- Placeholder: General Appointments
- Placeholder: Employment Policies

9. Mail

- Eversource – Tree Work for System Reliability

10. Town Administrator’s Report/Updates

- Warren provided her report on collaboration with Counsel on litigation matters, Hiring/Onboarding of new staff, Assisting with the Community Compact Grant, USDA Loan documentation, education waiver, and Non-Profit stakeholder discussions.

11. Items Unanticipated 48 hours prior to posting *\*The matters listed are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed, and other items listed may also be brought up for discussion to the extent permitted by law.*

- Time Capsule Display
- Library Building Committee

***Motion to appoint Denise Mason as the CCI Representative to the Tilton Library Building Committee-Hilchey***

***Second: Ness***

***Vote: Hilchey – aye, McDaniel – aye, Ness – aye***

12. Upcoming Regular Meetings: Feb. 22; Mar. 8, 22, 2023

13. Adjourn

***Motion to adjourn at 8:20 pm – Hilchey***

***Second: Ness***

***Vote: Hilchey – aye, McDaniel – aye, Ness – aye, (3-0-0)***

Respectfully submitted,

Alex Herchenreder

Documents List:

- Selectboard/Board of Health/Sewer Commissioners Agenda, 02/08/2023
- Selectboard/Board of Health/Sewer Commissioners Packet, 02/08/2023