



Deerfield Selectboard/Board of Health/Sewer Commissioners

May 3, 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 May 3, 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 House Bill Number 58 of the 193rd General Court, 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, 2025.

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; Kevin Scarborough, DPW Superintendent; Denise Mason, Chair of CCI Committee; Chris Curtis, MVP Consultant; Tom Fydenkevez, Sunderland representative to SCSC Board of Oversight; Joyce Palmer-Fortune, Whately representative to SCSC Board of Oversight; Ava Gips; and other members of the public.

1. Call to Order

Motion to appoint Carolyn Shores-Ness Selectboard Chair for the year – McDaniel

Second: Hilchey

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

Motion to appoint Carolyn Shores-Ness Board of Health Chair for the following year – McDaniel

Second: Hilchey

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

Motion to appoint Trevor McDaniel Selectboard Clerk for the following year – Ness

Second: Hilchey

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

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 – South County Senior Center Board of Oversight and Denise Mason from Connecting Communities Initiative Committee on Grant Updates for 1821 Building (Formerly South Deerfield Congregational Church), Earmark and Feasibility Study

McDaniel discussed limitations of the current Senior Center before having to send out an RFP due to procurement laws.

Warren spoke to work towards retaining the Earmark Received which focused on a feasibility study for the Senior Center.

Palmer-Fortune noted concerns of lack of understanding since January regarding the scope of the project.

McDaniel if the Senior Center was made or could it be environmentally sound what steps are left to have final signoffs on the building. Does it provide enough space to use the kitchen and sanctuary hall.

Warren asked clarifying questions regarding whether the space would be utilized as a permanent space or temporary.

McDaniel responding noting the lack of funding available and lack of an alternative location.

Warren clarified that the \$100,000 Earmark is for construction use and \$75,000 is for the feasibility study(s).

Palmer-Fortune stating that a clear scope the Board of Oversight could focus on the scope while members could focus on the Feasibility Study. Noting that if the space can meet the needs and can it be made environmentally safe. Testing of Asbestos work and any mold issues should be addressed. The Feasibility Study could include the cost of keeping the building running and long-term efficiency/costs with utilizing the space. If between the three towns we don't have a commitment to fund those long term costs then it will ultimately fail.

Ness our plan would be to have the building be linked into the geothermal system within our campus plan.

Fydenkevez we need consider a five-year plan vs a one year plan and that would include determining if the Congregational Church is safe.

Hilchey the Town has already gone down the path of determining the costs of utilizing the building through Structural Engineering. The Feasibility Study in his mind is can the space be utilized for a given need. Asking a clarifying question is the component of the study to include alternative locations within five miles.

Fydenkevez is supportive of the addition consideration of locations and how much would a renovation cost. We could purchase a property and start a new facility instead. One option is after the remediation is completed what is there for space and does it have enough square footage/configured efficiently. Expressed concerns that Deerfield footing the bill for

the entire project. Ashfield created a group that would share expenses and that could be replicated here that would help long term.

McDaniel supported the idea as a long term plan but was seeking a short-term plan to move the project forward towards making the building usable with the feasibility study or lose the Earmark. The goal would be using the location as a temporary Senior Center and seek approval for a kitchen remodel or remove the pews to make it usable for example. Losing the funding would be detrimental and while waiting for the feasibility study work will move forward on structural work, water remediation, etc. Long Term if a temporary space was secured can we find funding from all three towns to build something new or rehab the existing location.

Mason we are submitting a grant application for the Community One Stop for a pre-construction grant for up to one million dollars and in order to do a temporary senior center we would need letters of support. Without the letters of support, the grant would be pivoted to apply for a Community Center for Deerfield with Senior Services. Soft materials would be removed, and contractor would be coming in next week to examine the basement, foundation, and other structural elements.

Palmer-Fortune expressed concern that the Board of Oversight has not seen the Environment Assessments and the feasibility study appears to be continuously delayed. Vapor Barrer should be part of the feasibility study.

McDaniel noting the frustration we are all volunteers and limited on capacity. There simply aren't enough volunteers in local government to have things done perfectly.

Palmer-Fortune the \$75,000 grant started months ago and if all we need is a scope we should have had that on our agenda in January. Lets get the scope done and the feasibility study going.

Hilchey suggested the next course of action for the Board of Oversight would be Joyce should write up what she believes needs to be in the scope and share with Kayce and Tom as well to have a meeting next week.

McDaniel has been in local government and continues to learn new things every day.

Palmer-Fortune trying to understand how we got here in the first place because we always seem to be in that place were its like here write us a letter to say the senior center is going in this church and I don't want to do that until I know the cost of that place being safe and mold free and friendly to all people with all kinds of health problems. It really cant be a place were there's mold spores.

Hilchey what we need to do is discuss with FRCOG to assist with an RFP and in the interim work on the scope of work and we do not have to wait until the Board of Oversight Meeting.

Palmer-Fortune Mold is going to require remediation and what will the cost be. We want the building safe and what is the cost going to be to make that happen.

Mason expressed that within the Grant Application remediation would be included and completing the Feasibility Study before the deadline of June 2nd would not be possible.

Warren noting the study is a more complex study called design construction which includes more details.

Palmer-Fortune her understanding of the feasibility study was that someone would make a determination to figure out costs and report back to us whether the space is adequate enough for a senior center.

Hilchey spoke to potential of Deerfield Academy was going to donate money for the fellowship hall for a smaller version of the temporary space and the sanctuary is going to be developed in a parallel trac for use as a temporary Senior Center Community Center or as a functional space for the town to use because we are going to move on to a different plan.

The Feasibility Study, should focus on is the space good for a temporary one in the fellowship or all is a larger one encompassing the entire building a more permanent thing. Parallel to that we would have people come in to say what structural tings need to be done to the sanctuary side of the building and can we separate that off.

WE need to focus on the Feasibility Study on is it big enough, is the fellowship hall big enough for a temporary space, what is the cost of fixing the food service capabilities of that space, is there anything else in the surrounding area that is five miles from here that could be used as an alternative.

It is Deerfield's responsibility to look at the building and say is it structurally reparable and then develop a plan to do that along with grant writing. If we can decide if the Board of Oversight is not in favor of writing a letter of support, we can go about our plans for this other stuff.

The whole building should be remodeled but this would not occur in 11 months, the potential for separation of the two portions.

Ness bringing the group back stating the three items on the scope from Joyce were making

the space safe, is the space adequate for our programs currently and in the future, and what are the costs associated.

Fydenkevez suggested rolling the study created earlier as a primer to then address all issues related to that locations along with programs. We are not making a commitment to on building or another it comes down to the Town of Deerfield if it doesn't meet the requirements for what we need for our seniors then we can say we need to move on.

McDaniel expressed concern with the \$100,000 grant and what to do with the funding as it is tied directly to that building.

Fydenkevez supports the notion that the building and grant funding is a shared responsibility between the Board of Oversight and the Town of Deerfield. If we can match up our goals and will set forward a plan in a few year. Can the building meet our needs after the feasibility study is complete.

Palmer-Fortune reiterating the three portions of the scope to include safety specifically mold and asbestos including the process of compliance, the cost of making the place mold free or environmentally safe, will the space meet our needs, and the costs to making meet our needs, and will it meet our future needs... I want the data and the results from the feasibility study so that we can make good decisions based on the data.

Mason should I change direction on the Grant Application, I need to know whether you all would write a letter of support. If you cannot I need to change tactics.

Palmer-Fortune was concerned that she was unprepared to provide a letter of support and would have liked to know this information prior to the meeting.

Mason the previous funding was for regionalization but were able to secure \$75,000 to see whether a transitional senior center would be effective.

Hilchey would like to get the ball moving and proposed contacting FRCOG to begin the RFP Process for the Feasibility Study.

The group would meet again in the future and would discuss further options for the Senior Center. Materials would be circulated prior to meeting for a more informed discussion.

- 6:45 pm – Chris Curtis – MVP Grant Application, Certification of Match and Approval of Letter of Support
 - Curtis highlighted Green Infrastructure projects including Tree Boxes, Reconstruction of the Deerfield Elementary School Entry Way, Rain Gardens, proposed idea of

Business Outreach for support in Center of Town. The Board discussed potential Grant Funding sources for critical projects.

- Scarborough proposed remediation to drainage issues in Old Deerfield and asked clarifying questions regarding DPW responsibilities on upcoming contracts.

Motion to support the MVP Grant Project Upgrades and Matching Funds– Ness

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

Motion to approve and sign the MVP Grant Letter of Support– Ness

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

Motion to submit the MVP Grant Application as presented – Hilchey

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

Motion to approve the MVP Grant 2.0 Application – Ness

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

5. Selectboard Reports/Announcements

- Union 38 Field Hockey Clinic August 14th through 18th 9 to 11:30 am
- Founder’s Day Weekend May 5th through 7th

6. Board of Health/Health Agent Discussion Items/Reports/Announcements

- Tick Testing

7. Minutes – 4/11/2023 & 4/5/2023

Motion to approve minutes from April 5, 2023 – McDaniel

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

Motion to approve minutes from April 11, 2023 – McDaniel

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

8. Discussion/Decision Items

- Police Department HVAC Bid cancellation

Motion to cancel the Police Department HVAC Bid – McDaniel

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

- One-Day Liquor License Approvals: Yankee Candle (5/11/2023, 6/3/2023)

Motion to approve the One Day Liquor License for Yankee Candle on May 11, 2023 – Ness

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

Motion to approve the One Day Liquor License for Yankee Candle on June 3, 2023 – Ness

Second: Hilchey

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

- USDA Loan Approval for South Deerfield Wastewater Treatment Plant Project Loan/Bond
- Leary Lot update – Deerfield & Hamshaw Purchase & Sale Agreement, EV chargers, EVIP Grant Certification
 - Nolan provided the Board with an update on a grant award from MassDEP to install two charging stations at the Leary Lot. Application for a Federal Grant was also in the works. Meeting with Berkshire Brewing with staff to gather input on their long-term goals in relation to the Leary Lot.

Motion to approve and sign the Purchase and Sale Agreement – Ness

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

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

- 350th Anniversary Fireworks – Announcement and Update
 - Nolan noted the approval of the State Fire Marshal Plan proposed additional language for the 350th Anniversary Fireworks

Motion the Town of Deerfield accepts the State Fire Marshal Site Plan for Celebratory 350th Fireworks with Frontier Playing Fields being the prime viewing area and thereby authorizes the Friends of Deerfield to work with Frontier Regional School, Town of Deerfield Police, South Deerfield Fire District, 350th Steering Committee, 350th Parade Work Group, Highway Department, and Recreation Committee to define, execute plans for Post Parade/Pre-Fireworks and Fireworks Events – Ness

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

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

- Waiver of Insurance Requirement for Parade Participation

Motion to waive insurance liability requirement for the 350th Parade as presented– Ness

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

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

- Participation in FRCOG Regional Digital Equity Plan
 - Warren proposed to the Board participating with FRCOG with other Municipalities to examine inequities in the lack of broadband access throughout the hill towns. The Board was supportive but did not want to overburden Staff as all members are reaching maximum capacity.

Motion to authorize the Town Administrator to participate in the FRCOG Regional Digital Equity Plan at their discretion – Hilchey

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

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

- Receipt of Complaint Regarding Drainage – 215 Conway Rd
Motion to send a letter on behalf of the resident at 215 Conway Road – Ness
Second: Hilchey **Vote: Hilchey – aye, McDaniel -aye, Ness – aye,**
(3-0-0)

- Placeholder: General appointments
 - Administrative Assistant to the Police Department
Motion to begin the hiring process for the Administrative Assistant to the Police Department – Ness
Second: Hilchey **Vote: Hilchey – aye, McDaniel -aye, Ness – aye,**
(3-0-0)

- Placeholder: Employment Policies

9. Mail

- Steven Pistrich – Letter Regarding Wastewater Treatment Plant Project
 - Consideration of a visual barrier between the SDWWTP was considered and if material is available would be installed.
- Ava Gips – Library Potted Plant Sale Jumping Worm Concerns
 - Gips discussed with the Board Jumping Worm Invasive species that could spread through the upcoming Plant Sale. The Board would forward concerns to the Library Director and urge the Library to be Cautious as a lack of regulatory power limits the Boards actions.
Motion to encourage the Library to be vigilant and mitigate as possible- Ness
Second: Hilchey **Vote: Hilchey – aye, McDaniel -aye, Ness – aye,**
(3-0-0)

10. Town Administrator’s Report/Updates

- Warren updated the Board on Municipal Aggregation, Welcoming the new Assistant Treasurer Collector next week, USDA Loan Documentation Progress, and Leary Lot Updates.

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.*

12. Upcoming Regular Meetings: May 17,31; Jun. 14,28, 2023

13. Adjourn

- Motion to adjourn at 8:38 pm – McDaniel**
Second: McDaniel **Vote: Hilchey – aye, McDaniel -aye, Ness – aye, (3-0-0)**

Respectfully submitted,

Alex Herchenreder

Documents List:

- Selectboard/Board of Health/Sewer Commissioners Agenda, May 3, 2023
- Selectboard/Board of Health/Sewer Commissioners Packet, May 3, 2023

Approved May 31, 2023