



**Deerfield Selectboard/Board of Health/Sewer Commissioners**

May 17, 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 17, 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 193<sup>rd</sup> 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
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
  - Public Works Superintendent – Transfer Station Stickers & Bag Pricing; Letter of Support for 350<sup>th</sup> Parade (Permitting)
    - Scarborough provided information for the Board to consider a \$5 increase in Transfer Station Sticker to adhere to the 'pay as you throw' concept and work towards the Transfer Station being self-sufficient. Or as an alternative, proposed retaining sticker price and increasing Large Bag Price by \$3.
    - The Board discussed maintaining Small Bag pricing as typically these are purchased by those on fixed income and increasing the Large Bags by \$3.

***Motion to maintain the current Transfer Sticker Price of \$70 and Small Bag Bundles 10 for \$17 and increase the Large Bag Bundles of 10 for \$28 – McDaniel***  
***Second: Hilchey*** ***Vote: Hilchey – aye, Ness -aye, McDaniel – aye, (3-0-0)***

  - The 350<sup>th</sup> Celebration Parade a permit through MassDOT was required and Scarborough was seeking a letter of support from the Board.

***Motion to provide a letter of support for the 350<sup>th</sup> Celebration Parade on June 17<sup>th</sup> for MassDOT and use the Selectboard's Stamp for signature – McDaniel***  
***Second: Hilchey*** ***Vote: Hilchey – aye, Ness -aye, McDaniel– aye, (3-***





the Leary Lot and or a solution for parking as there are vehicles that utilize the Leary Lot Space.

- Placeholder: 350<sup>th</sup> Parade – Waiver of Insurance Requirements for Parade Participation

**Motion to approve Waiver of Insurance Requirements for Parade Participation List as presented – McDaniel**

**Second: Hilchey**

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

- Placeholder: General Appointments/Resignations – Jennifer Remillard resignations from Historic Commission and Alternate ZBA Member; Ann-Mary Cloutier to Conservation Commission

**Motion to accept the resignation of Jennifer Remillard from the Historic Commission and ZBA– McDaniel**

**Second: Hilchey**

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

**Motion to post vacancies on the Town Website – Hilchey**

**Second: McDaniel**

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

**Motion to appoint Ann-Mary Cloutier to the Conservation Commission– McDaniel**

**Second: Hilchey**

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

- Placeholder: Employment Policies, Citizens Interest Forms, Job Descriptions, and Related Documents for Review and Approval.

- The Board discussed a fillable Citizens Interest Form for guiding the review process for residents seeking to join Municipal Boards & Committees. Nolan would seek current examples and work towards a draft.
- Discussion on the Planning/Economic Development Coordinator occurred noting emphasis on Grant Writing Support, Coordination with entities for support on larger projects such as the Master Plan or Bylaw Creation. Revisions to the job description noting the direction and supervision would be reviewed by the Personnel Board.

**Motion to sign the Preservation Restriction documents between the Town of Deerfield and Pocumtuck Valley Memorial Association for the Indian House Historical Work– McDaniel**

**Second: Hilchey**

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

**Motion for purposes of this document Trevor McDaniel will act as the chair of the Selectboard and sign in the appropriate places– McDaniel**

**Second: Hilchey**

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

## 9. Mail

- Mary L. Moore – Speeding on Thayer Street

## 10. Town Administrator’s Report/Updates

- Warren updated the Board on the USDA Bond/Loan Process, HR Issues, Legal/Litigation, Shared Streets & Spaces, Annual Appointments, Master Plan, Community One-Stop,

Congregational Church Feasibility Study, Job Descriptions, Tilton Library Project, and considerations for WWTP Operator Training Path.

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; Jun. 14, 28, 2023

13. Adjourn

***Motion to adjourn at 8:10 pm – McDaniel***

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

Respectfully submitted,

Alex Herchenreder

Documents List:

- Selectboard/Board of Health/Sewer Commissioners Agenda, May 17, 2023
- Selectboard/Board of Health/Sewer Commissioners Packet, May 17, 2023