



## Deerfield Selectboard/Board of Health

August 24, 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 August 24, 2022, at 6:00 pm at the Deerfield Municipal offices, Main Meeting Room, 8 Conway Street, South Deerfield, MA. Meeting was recorded by FCAT. This meeting was held in **hybrid** fashion with the opportunity for both in-person attendance 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; Jennifer Gannett, Assistant Town Administrator; Carlene Hamlin, Interim Town Clerk; Alex White, Health Agent; Mark Russo; Carl Sabo; Jan Ameen; Kevin Scarborough; and other members of the public.

1. McDaniel calls the meeting to order at 6:02 pm
2. Public Comment – Up to 20 minutes with each speaker timed at approx. 2 minutes; see Public Comment Procedure voted 2/9/2022
3. Schedule Hearings
4. Appearances
  - 6:15 pm – Mark Russo, Quiet Zones along Rail Line
    - Russo described his experience living along the rail line over time and the gradual increase in use by the Valley Flyer and Amtrak. The required notification of the horn has grown to be more intrusive and would like the Selectboard to pursue a “No Horn Zone” designation from DOT and FTA. The Selectboard would work on a letter to begin the process. Sabo affirmed Russo's concerns as he also has challenges with the Railroad in Keets/Hillside Road.
  - 7:15 pm – Jan Ameen, Kevin Scarborough, Sustainable Materials Recovery Program for Mattress Collection Container
    - Ameen spoke to the process moving forward for the recovery of items from the existing stream at the transfer stations in Western Massachusetts. Grant funding was applied for and awarded to collect Mattresses on a district level. Suggested costs for the recycling or for the bulk recycling be \$35 per item and the Solid Waste District would handle the administration. Scarborough was supportive of the program and greatly appreciative of Ameen's work. Hilchey asked clarifying questions regarding box spring costs and whether payment could be accepted online

prior to disposal.

**Motion to accept the Sustainable Materials Recovery Program Grant– Ness**

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

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

5. Selectboard Reports/Announcements

- Selectboard Letter in Support of Library Project to State Representatives
- Emergency Management Meeting Update
- FRCOG Reorganization Meeting Update

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

- Vaccine Clinic Extended Hours

7. Minutes

**Motion to approve minutes from January 5,2022 – McDaniel**

**Second: Ness  
1)**

**Vote: Hilchey – abstain, McDaniel – aye, Ness – aye, (2-0-**

**Motion to approve minutes from January 10,2022 – McDaniel**

**Second: Ness  
1)**

**Vote: Hilchey – abstain, McDaniel – aye, Ness – aye, (2-0-**

**Motion to approve minutes from January 12,2022 – McDaniel**

**Second: Ness  
1)**

**Vote: Hilchey – abstain, McDaniel – aye, Ness – aye, (2-0-**

**Motion to approve minutes from January 26,2022 – McDaniel**

**Second: Ness  
1)**

**Vote: Hilchey – abstain, McDaniel – aye, Ness – aye, (2-0-**

**Motion to approve minutes from February 9,2022 – McDaniel**

**Second: Ness  
1)**

**Vote: Hilchey – abstain, McDaniel – aye, Ness – aye, (2-0-**

8. Discussion/Decision Items

- Franklin County Bar Association Road Race October 1<sup>st</sup>

**Motion to approve support the Franklin County Bar Association Road Race – Ness**

**Second: Hilchey**

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

**(3-0-0)**

- CCC – SunnyDayz Municipal Compliance Document Sign Off

***Motion to approve the Compliance Documents as presented and authorize the Chair to sign– Ness***

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

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

- South County Billing Write-Off Request
  - Ness described a bit of the background on potential write-offs and how they work. The collection process was thorough, and the majority of the bills are taken care of through insurance/Medicare. The Request was for bills dating back to 2015.
  - Hilchey discussed continued improvement with collection from Comstar & their respective Collection Services as the amount is not an insignificant amount.

***Motion to approve this write off to the amount of \$120,942.21 – Ness***

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

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

- South Deerfield Common Updates
  - McDaniel spoke to discussions held with the Town Common Committee as well as with MassDOT with updates to the plans presented previously by Berkshire Design. MassDOT proposed additional measures to calm traffic although funding source is unclear. Ness suggested pursuing supplemental budget funding in the near future. Hilchey was curious about the permitting process and potential for larger funding requests for the library project.
- South County Senior Center Administrative Office Lease
  - The Board discussed moving the Senior Center location temporarily to Sunderland

***Motion to move forward with lease agreement as presented – Hilchey***

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

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

- Placeholder: Leary Lot/Hamshaw Lumber
  - Warren spoke to the multi-faceted proposal for the property, road, parking lot, etc. Continued involvement in discussions with Counsel would occur to move the process forward.
- Placeholder: Sewer Bylaw Amendment Proposal, Regulations, Special Act (1935 Acts 343) For Discussion
  - Regulation and Bylaw updates necessitated by advice from Counsel and Updates to the WWTF to occur soon to ensure compliance.

***Motion to authorize Town Counsel to make amendments to the 1935 Special Act –***

**Hilchey**

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

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

**Motion to authorize Town Counsel to forward amendments of the 1935 Special Act & Sewer Bylaws to DPC Engineers for review – Hilchey**

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

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

- Placeholder: Policies – Telecommuting, Public Records Request Access Policy for Review Approval
  - Warren spoke to Telecommuting had become more and more prevalent, a policy should be implemented and would need to be sent to Bargaining Agents for review.
  - Public Records Request Access Policy formally would need to be voted by the Board. Hamlin discussed the large increase in Public Records Requests in Deerfield and the Town Clerk has the ability to coordinate with all departments. Some communities had a separate position solely for handling Public Records Requests.

**Motion to adopt the Public Records Request Access Policy with corrections as needed– McDaniel**

**Second: Hilchey**

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

- Placeholder: Appointments/Resignations – Lisa Middents Appointment to Personnel Board (Present- Jan 1, 2023)

**Motion to update Lisa Middents term on the Personnel Board effective August 24<sup>th</sup> through December 31<sup>st</sup>, 2022- McDaniel**

**Second: Hilchey**

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

**Motion to accept the resignation of Jennifer Gannett as of September 7, 2022- McDaniel**

**Second: Hilchey**

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

- First Read: Diversity, Equity, and Inclusion Statement Examples

9. Mail

10. Town Administrator’s Report/Updates

11. Items Unanticipated 48 hours prior to posting

- Nupro TIF and TIF Agreement for certified vote

**Motion the Selectboard vote to endorse the terms of the Tax Incentive Financing**

**Agreement between the Town of Deerfield and Nupro, LLC. and submit an article for Town Meeting approval on the upcoming Special Town Meeting scheduled for October 24, 2022 – McDaniel**

**Second: Ness**

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

12. Upcoming Regular Meetings- September 7,21, 2022; October 5, 19, 2022; Nov. 2, 16, 30, 2022; Dec. 14, 28, 2022.

13. Adjourn

**Motion to adjourn at 8:36 pm – McDaniel**

**Second: Ness**

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

Respectfully submitted,

Alex Hercheneder

Documents List:

- Selectboard/Board of Health Agenda, 08/24/2022
- Selectboard/Board of Health Packet, 08/24/2022