

**TOWN OF DEERFIELD
BOARD OF SELECTMEN**

March 19, 2012

MINUTES

Call to Order

5:30pm: Vice Chairman, Alan O'Neal called the meeting to order.

Pledge of Allegiance to the Flag

Vice Chairman O'Neal asked all to rise and pledge allegiance to the Flag.

Present: Alan O'Neal Vice Chairman; Stephen Barry, Bill Perron and R. Andrew Robertson, Selectmen

Also Present: Leslie A. Boswak, Town Administrator

Board of Selectman Organizational Items

Vice Chairman O'Neal informed the Board that the Town is in receipt of a letter of resignation from Chairman Reagan citing personal and professional reasons.

Motion: Selectman Robertson moves to accept Chairman Reagan's resignation

Second: Selectman Barry

No Discussion – All in Favor – Motion Carries

Vice Chairman O'Neal asked that the Town Administrator send out a thank you to Mr. Reagan for his service to the Board. Selectman Barry suggested that the Town send out a request for any parties interested in joining the Board of Selectman to notify the Town Administrators Office. Vice Chairman O'Neal confirmed, asking that a notice be posted in the Forum, on the Town Website and around various public buildings, they will give two weeks to collect interested responses and take the matter from there.

Motion: Selectman Robertson moved that the Board appoint Selectman Barry as Chairman

Second: Vice Chairman O'Neal

No Discussion – All in Favor – Motion Carries

Motion: Selectman Robertson moved that the Board appoint Selectman O'Neal as Vice Chairman

Second: Selectman Perron

No Discussion – All in Favor – Motion Carries

Committee Appointments:

Planning Board/Selectman's Member

Motion: Vice Chairman O'Neal moved to appoint Selectman Perron as the Board's Planning Board Member

Second: Selectman Robertson

No Discussion – All in Favor – Motion Carries

Planning Board/Selectman's Alternate

Motion: Vice Chairman O'Neal moved to appoint Selectman Robertson as the Board's Planning Board Alternate

Second: Selectman Perron

No Discussion – All in Favor – Motion Carries

Municipal Budget Committee/Selectman's Member

Motion: Vice Chairman O'Neal moved to appoint Chairman Barry as the Board's MBC Member

Second: Selectman Robertson

No Discussion – All in Favor – Motion Carries

Municipal Budget Committee/Selectman's Alternate

Motion: Selectman Robertson moved to appoint Selectman O'Neal as the Board's MBC Alternate

Second: Selectman Perron

No Discussion – All in Favor – Motion Carries

Heritage Commission Representative

Selectman Robertson will continue until the vacant Board of Selectman position is filled – at which time the Board will revisit appointing a representative.

School Board Representative

Motion: Vice Chairman O'Neal moved to appoint Selectman Robertson as the Board's School Board Representative

Second: Selectman Perron

No Discussion – All in Favor – Motion Carries

Department Budgetary Updates

Welfare & Assistance

Denise Greig of the Welfare Committee has provided the Board with a memo detailing her projected allowances for the 2012-2013 fiscal year. The projections are the same as are currently in place.

Motion: Vice Chairman O'Neal moves to approve the Assistance Payment Schedule as presented

Second: Selectman Robertson

No Discussion - All in Favor – Motion Carries

Fire Department & Government Buildings

Mark Tibbetts presented the Board with information surrounding the bid for building of a new fire truck. He expressed that the Town has a fantastic working relationship with Valley. Specifically because the Department will be looking for a poly-bodied truck, the number of vendors is extremely limited and he would like permission to go ahead and give the job to Valley. Vice Chairman O'Neal is of the opinion that, while the bids returned may be minimal to none, he feels it is important to go through the motion of requesting multiple numbers so as not to get locked into a contract that has been inflated due to a lack of competition. Selectman Robertson agreed, noting that there is a Bid Policy in place for any expenditure greater than \$10,000 and he feels the Department should conduct a full due diligence for a purchase so large. Vice Chairman O'Neal asked Mr. Tibbetts to put out the fire truck specifications to the four or five companies with whom he has spoken and request that sealed bids be returned in two weeks. Mr. Tibbetts agreed and noted that he will also be getting bids on the GBW building improvements, including the windows and siding, along with the fire escape to be installed at the Fire Station.

Mr. Tibbetts also updated the Board on the status of the Waterline and Pump House replacement project. The Town needs to change the casing on the waterline from PVC material to steel. The job is labor intensive and is scheduled to begin in April. He is in the process of securing a water tank from the National Guard so that the businesses in the building can continue to operate while the waterline is down. Vice Chairman O'Neal asked what the total expected cost for the project is. M. Tibbetts answered \$3,900. Vice Chairman O'Neal asked if it would make sense to bid the entire project out so as not to use overtime with Town employees. Chairman Barry pointed out that part of the project will be covered with FEMA funds and that the total expenditure should be well below the \$10,000 bid minimum. M. Tibbetts confirmed, stating that they have a good handle on the project.

Highway

Alex Cote requested that the Board of Selectman review the paving projects proposed by the Highway Department for 2012. He feels the recommended course of action will suit the Town's needs as outlined in the 20 year paving plan. The Board of Selectman reviewed, and agreed with A. Cote's recommendations. A. Cote noted that it has been suggested to him that the Town add a requirement that bidders have a 5% performance bond to protect from rising costs and/or a job that is done improperly. The Board agreed and L. Boswak confirmed that she will include language addressing the potential requirement for a 5% performance bond with the request for bids.

Transfer Station

Rick Pelletier informed the Board that the Transfer Station should have the funds to move forward with repainting of the landfill structure and will be putting that job out to bid. They will plan for the work to be completed in mid to late June and will need to adjust the landfill hours to allow for the work to be done. The request for bids will go out this week. Chairman Barry suggested that for the purchase of a new front end loader, as was approved at the Town voting, they may want to coordinate a committee to help with the location and evaluation of any used equipment. R. Pelletier confirmed and noted that he has heard from some of the vendors that they have some winter leases that are expiring and the equipment due back will have extremely few hours on it. He will review the vendors and come back with more information in two weeks.

Default Budget

L. Boswak presented to the Board the proposed default Town budget. There were changes made to balance the budget along a handful of department lines, anticipated needs that were covered include a furnace at the Town Hall, a furnace at the GBW Building, IT equipment, and Legal expenditures.

Motion – Vice Chairman O'Neal moved to approve the default budget as presented

Second – Selectman Robertson

No further discussion – All in Favor – Motion Carries

Regular Business

- Outstanding Minutes – March 12th, 2012

Motion to approve as written – Selectman Robertson

Second – Vice Chairman O’Neal

No Discussion – All in Favor – Motion Carries

- Payroll Manifest - \$50,189.95 – net \$38,992.32

Motion to approve the manifest – Vice Chairman O’Neal

Second – Selectman Robertson

No Discussion – All in Favor – Motion Carries

- Accounts Payable - \$72,051.66

Motion to approve the Accounts Payable – Vice Chairman O’Neal

Second – Selectman Robertson

No Discussion – All in Favor – Motion Carries

- Application for Veterans Tax Credit – Sylvia Bigin, Map 210, Lot 049

Motion to approve – Selectman Robertson

Second – Vice Chairman O’Neal

No Discussion – All in Favor – Motion Carries

- Current Use Application – Ridge Road, Michael & Linda Cannata Map 414, Lot 085

Motion to approve – Selectman Robertson

Second – Selectman Perron

No Discussion – All in Favor – Motion Carries

- Appointment of Kelley Roberts as the Deputy Town Clerk/Tax Collector expiring March 2015

Motion to Approve the Town Clerk’s Recommendation – Vice Chairman O’Neal

Second – Selectman Robertson

No Discussion - All in Favor – Motion Carries – The Board would like to thank Ms. Roberts for her service

- Intent to Cut Wood or Timber – Hammond property on Raymond Road Map 424, Lot 048 & Brodsky property on Mountain View Road, Map 409, Lot 025 No Discussion – Signatures Executed

- Request for a waiver of the Town Hall rental fees for the upcoming Coffee House – Funds to be used in support of the DCS 8th Grade Class Trip

Motion to Approve the Waiver – Vice Chairman O’Neal

Seconded – Selectman Perron

Discussion – Selectman Robertson will recuse himself from the discussion as he would directly benefit from the decision to approve.

Vote – 3 yea, 0 nay, 1 abstained – Motion Carries

- Correspondence – Town is in receipt of two bills from the Town Attorney dated 2/29/2012. One is for \$3,760 for work done related to the Cady suit, the other for \$1,080 for assorted work.

Town Administrator’s Report

L. Boswak informed the Board that the next two meetings will be evening meetings, following that the Board will return to its normal schedule.

Other Business None

New Business

Selectman Perron informed the Board that the Planning Board will be holding a Public Hearing on the Northern Pass Project April 10th and has asked if the Board of Selectman would like to be a part of that event. Chairman Barry feels that members should attend. He has heard concerns from the public about what the health and/or safety effects of having a 300+KW line running through populated areas will be. Should the Board consider posing that question to a State agency? Selectman Robertson commented that he believes the question has been raised by several Northern Pass Opponents and it seems to be a matter of varying opinions. Selectman Perron noted that the Northern Pass has said they could have as many as twenty specialists at the meeting to speak to the risks. Selectman Robertson feels that the Board of Selectman should not act in an official capacity without a clear understanding

of the Town's wishes. The Board agrees.

Citizens Comments None

Nonpublic Session:

6:30 pm Vice Chairman O'Neal made a motion to enter a Nonpublic Session under RSA 91-A:3,II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant. Seconded by Selectman Robertson.

Roll Call Vote: Perron-Yes; Robertson-Yes; O'Neal-Yes; Barry-Yes

6:38 pm The Nonpublic Session ended.

No Action/No Decisions:

It was noted that no action was taken or decisions made within the Nonpublic Session.

Minutes Sealed:

MOTION: Vice Chairman O'Neal made a motion to seal the Minutes of the Nonpublic Session as divulgence of information contained in those minutes would likely adversely affect the reputation of a person or persons not a member of this Board. Seconded by Selectman Robertson.

Roll Call Vote: Perron-Yes; Robertson-Yes; O'Neal-Yes; Barry-Yes

Meeting Adjourned

6:40pm

Motion – Vice Chairman O'Neal

Second – Selectman Robertson

All in Favor - The March 19, 2012 meeting is adjourned

Next Meeting Monday, March 26th at 5:30 pm

*The Minutes were Transcribed and Respectfully Submitted by Katherine A. Libby, Recording Secretary.
Pending Approval by the Board of Selectmen*