

**TOWN OF DEERFIELD  
BOARD OF SELECTMEN  
November 5, 2012  
MINUTES**

**Call to Order**

5:30pm: Chairman, Steve Barry called the meeting to order.

**Pledge of Allegiance to the Flag**

Chairman Barry asked all to rise and pledge allegiance to the Flag.

**Present:** Steve Barry, Chairman; Alan O'Neal, Vice Chairman; Bill Perron, and Richard Pitman and R. Andrew Robertson Selectmen

**Also Present:** Leslie Boswak, Town Administrator; Jan Foisy, Finance Director

**Public Hearing**

Chairman Barry recessed the meeting to open a Public Hearing under RSA 31:95-b, regarding the acceptance of an anonymous donation of \$7,800 for the purchase of four laptop computers for the Police Department's cruisers.

Vice Chairman O'Neal asked if there would be any matching funds. Leslie answered no, because this is a gift.

With no further comments the Public Hearing is closed at 5:35.

**Motion** – Vice Chairman O'Neal moves to accept the donation

**Second** – Selectman Pitman

**All in Favor – Motion Carries – The Board thanks the donor(s)**

**Scheduled Appointments**

**A. Heritage Commission – Moderator's Desk**

Heritage Commission Representative Fran Menard updated the Board on the restoration project of the Moderator's Desk. They had originally received an estimate of \$3,000 for the work to be done, but have recently received another bid from local Bruce Charest for \$1,425. The Heritage Commission has \$2,600 in its Heritage Fund and expects to receive other contributions from the Historical Society and private donors. The Board advised the Commission to proceed as described, nothing that as long as the cost is less than \$5,000 no Public Hearing is required. They asked Ms. Menard to inform them once the donations are received so that they can formally accept.

**Motion** – Selectman Robertson moves to allow the Heritage Commission to move forward with the Desk Restoration project

**Second** – Selectman Pitman

**All in Favor – Motion Carries**

**B. Library – 2013 Budget Presentation**

Library representative Evelyn DeCota presented the Board with the proposed 2013 budget. It was noted that the Part Time line is up \$638. This reflects a 5% raise for one assistant with over ten years of service and a 3% raise for the other two. The Heating Oil line is also up \$1,000, the Library is budgeting \$3,000 for the purchase of books and would like to add \$2,000 to the Equipment line for the purchase of shelving. Chairman Barry recommended reducing the salary line by \$638, noting that raises are not something the Board recommends if they are not done for all Departments and employees equally. There was discussion that, as the default budgets are routinely approved, that the Library consider putting some of its larger items, like the shelving purchase, before the voters as a Warrant Article.

Evelyn noted that the Library is in need of a roof repair and that the anticipated cost of \$5,000. There was some discussion as to whose responsibility this is, the Board advised that because it is a Town Building, that they will find the funds to cover this expense, the Library need not look within its budget to cover.

**Motion** – Vice Chairman O'Neal moves to remove \$638 from the salary line, to present the \$2,000 for the purchase of Shelving as a Warrant Article and to reduce the Book purchase line from \$3,000 to \$1,500.

**Second** – Selectman Robertson

**All in Favor – Motion Carries**

Evelyn asked the Board if the Fire House becomes vacant as a result of the proposed new Safety Complex, how could that impact the Library. She noted they are in need of room to expand. The Board agreed that it can be considered, but

felt there was ample time to plan. Ms. DeCota also asked for an update on the proposed Traffic Calming Plan. Selectman Robertson noted that the State has asked them to revise their plans. Evelyn commented that the Library is in need of more parking, not less, and pointed out that they have had issues with the employees of the local restaurant using the already limited Library Parking. The Board will look into this.

**C. Highway Department – 2013 Budget Presentation**

Vice Chairman O’Neal opened discussion by asking what the increase in the payroll line represented. Alex indicated that there are two longevity awards in 2013 totaling \$400 and that because of some restructuring of hours the part time line has been changed. The Winter Contracting line was up \$1,600 and Alex attributed this to the restructuring of a truck, the Department has lost Chuck Richards and the replacement contractor truck runs at a higher rate. The Culvert Reconstruction line was down \$950, and overall the Department budget was up \$37,000 year over year. Alex noted that he plans to put forward another Warrant Article for the purchase of a used wood chipper, but that is the only Warrant Article planned.

**D. Forestry Commission – Forest Plan Overview**

Alex presented the Board with the proposed Forestry Plan, including the management plans for the Freese’s Pond Town Land and the Board was comfortable with the plans.

**E. Town Administration – 2013 Budget Presentation**

Leslie presented the proposed 2013 Town Administration Budget, the department is up \$1,420 year over year, this is due to a \$400 longevity award, mileage reimbursement requirements and contractual vendor agreements within the maintenance line. The Board was comfortable with the Budget as presented.

**F. Town Website**

Leslie presented the Board with an overview of potential vendors for the Town Website update project. The front runner is the provider Virtual Town Hall who runs websites for a number of local communities. Leslie also walked the Board through a demonstration of the Cartographic GIS features that are available for purchase. Specifically they looked at how the technology can be used to more quickly and efficiently identify property abutters and generate mailing lists.

The current service for Avatar’s Online Tax Cards costs the town \$2,420 per year. The proposed Cartographic site would cost a one-time set up fee of \$1,900 with an ongoing annual fee of \$1,800. Currently the Town pays \$750/year for support and hosting of the website through Metrocast. The Virtual Town Hall service would cost the Town \$1,995/year, resulting in an annual increase of \$625 if the Town opted to use both Cartographic and Virtual Town and School. Leslie noted that they have budgeted \$5,000 for the website improvements, the initial cost of \$3,995 would leave \$1,000 available in the line. They expect that the Cartographic site can be live as early as January 1, 2013, with the expectation that it will be in the early development stages.

**Motion** – Selectman Pitman moves to approve entering a contract with Virtual Town Hall

**Second** – Selectman Robertson

**All in Favor – Motion Carries**

**Motion** – Vice Chairman O’Neal moves to move forward with a contract for the Cartographic Tax Card Program

**Second** – Selectman Robertson

**All in Favor – Motion Carries**

**Regular Business/Signatures**

**- Approval of Minutes from October 15, 2012**

**Motion** – Vice Chairman O’Neal moves to approve the Minutes as written

**Second** – Selectman Robertson

**All in Favor – Motion Carries**

**- Approval of Minutes from October 22, 2012**

**Motion** – Vice Chairman O’Neal moves to approve the Minutes as written

**Second** – Selectman Robertson

**All in Favor – Motion Carries**

**- Approval of Minutes from October 23, 2012**

**Motion** – Vice Chairman O’Neal moves to approve the Minutes as written – noting that this was the Tax Rate Setting Meeting

**Second** – Selectman Robertson  
**All in Favor – Motion Carries**

**- Approval of Minutes from October 29, 2012**

**Motion** – Vice Chairman O’Neal moves to approve the Minutes as written

**Second** – Selectman Robertson

**All in Favor – Motion Carries**

**- Accounts Payable - \$43,324.98**

**Motion** – Vice Chairman O’Neal moves to approve

**Second** – Selectman Robertson

**Vote - All in Favor – Motions Carries**

**- Letter to Rymes Heating Oil**

Chairman Barry signed a letter to Rymes Heating Oil advising them that because the Town is a Municipality it is exempt from Federal and State taxes.

**- Notice of Computer Adjustment, Resultant Tax Abatement to SNHS**

The Board is in receipt of an abatement for \$1,099 for the 2012 Property Taxes of SNHS as the property should have been assessed under RSA 75; 1-1 for Low Income Housing.

**Motion** – Vice Chairman O’Neal moves to approve

**Second** – Selectman Robertson

**All in Favor – Motion Carries**

**- Application for a Pole – Public Service of NH**

**Motion** – Vice Chairman O’Neal moves to approve the pole

**Second** – Selectman Robertson

**All in Favor – Motion Carries**

**- Land Use Change Tax - \$1,650 to Remeis – Sunset Ln, Deerfield**

**Motion** - Vice Chairman O’Neal moves to approve

**Second** – Selectman Robertson

**All in Favor – Motion Carries**

**- Land Use Change Tax - \$0 – Sidmore Revocable Trust – Housekeeping Item**

**Motion** - Vice Chairman O’Neal moves to approve

**Second** – Selectman Robertson

**All in Favor – Motion Carries**

**- Planning Board Appointment**

The Planning Board has recommended the appointment of Fred McGarry to the Southern New Hampshire Planning Commission.

**Motion** – Vice Chairman O’Neal moves to approve

**Second** – Selectman Robertson

**All in Favor – Motion Carries**

**- Flexible Spending Account – Revised Contract**

**Motion** – Vice Chairman O’Neal moves to approve the Chairman’s signing the revised contract

**Second** – Selectman Robertson

**All in Favor – Motion Carries**

**- Fraud Policy**

**Motion** – Vice Chairman O’Neal moves to approve the policy as written

**Second** – Selectman Robertson

**All in Favor – Motion Carries**

**- Police Department – Surplus Radios**

The Police Department is seeking permission to surplus two Motorola Cruiser Radios. Chief Greeley noted that the Northwood Fire Department has expressed an interest. The Board is OK with this and Chief Greeley will report back with specific details.

**Unfinished Business**      None

**Town Administrator's Report**

The Transfer Station and Police Department need to purchase a new Trash Compactor (\$19,500) and Bullet Proof Vests (\$8,900) respectively. Leslie presented the Board with a spreadsheet detailing where there are additional funds available from each department to fund these purchases. Vice Chairman O'Neal asked why the Gas line for the Police Department was so much under spent, was it fewer miles or was the original estimate too high? Chief Greeley and Jan Foisy will look into it, but suspected it had something to do with the Department having two fewer cruisers on the road for a portion of the year.

**Motion** – Selectman Pitman moves to approve the purchases as Leslie described

**Second** – Vice Chairman O'Neal

**All in Favor – Motion Carries**

It was noted that where there are only two vendors who sell the Trash Compactors that this item will not be put to public bid. The Board also requested that Leslie and Jan look into the current budgets to identify \$5,000 to fund the repair of the Library roof.

Leslie informed the Board that the Town of Candia has approved the Lamprey River Scenic Byway and the Southern New Hampshire Planning Commission wishes to appear before the Board to request their support. Selectman Robertson noted that he is OK supporting this endeavor as long as it requires zero funds from the Town.

**Motion** – Vice Chairman O'Neal moves that the Chairman sign the Lamprey River Scenic Byway Support Letter

**Second** – Selectman Robertson

**All in Favor – Motion Carries**

**Other Business**      Selectman Perron asked if Leslie had looked into the proposed dates for the Winter Farmer's Market. Leslie confirmed that she had and there is no conflict. The Board was in favor of the Farmer's Market moving forward as described.

**New Business**      Chairman Barry proposed that the Town consider presenting two Warrant Articles before the voters this year. There are significant required safety equipment expenditures for the Fire and Police Departments. He would suggest creating a "Fire Safety Equipment Capital Reserve Fund" and a "Police Department Safety Equipment Capital Reserve Fund" funding each with \$5,000/year toward the purchase of the necessary equipment. The Board was in favor. The Warrant Articles will be drafted and the process will go from there.

**Citizens Comments**

Kathy Shigo asked if, since the Town is now aware of the Library's need for a roof repair if that project should be put to Public Bid in the attempt to find a lower cost vendor. Chairman Barry indicated that because it is such a niche area, being a slate roof, that he unfortunately is confident that the \$5,000 is a best price. Ms. Shigo also noted that after years of writings and discussions she is thrilled that the paving of Nottingham Rd is in the budget this year.

**Nonpublic Session:**

**7:40 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:**      Pitman-Yes; Perron-Yes; Robertson-Yes; O'Neal-Yes; Barry -Yes

**7:48 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:**      Selectman Robertson 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 Vice Chairman O'Neal.

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

Chief Greeley discussed purchase of IMC Software for the Police Cruisers. The Selectmen requested Chief Greeley obtain additional information and bring this back to them at a later date.

**Meeting Adjourned**

**Motion** – Selectman Pitman moves to adjourn

**Second** – Selectman Perron

**All in Favor – Meeting is Adjourned at 7:52 pm**

**Next Meeting Tuesday, November 13<sup>th</sup> @ 8:00am**

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