

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
December 17, 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; Bill Perron, Richard Pitman and R. Andrew Robertson Selectmen

Also Present: Jan Foisy, Finance Director

Absent: Chairman Steven Barry

Scheduled Appointments

A. Glenda Smith – Longevity Award - Postponed

B. Library Stair Project

Vice Chairman O'Neal welcomed the Library Trustees. There is work needing to be done to the Library steps, initial projections of cost have been done, but the Board suggested waiting until closer to December 31st to make a decision on how to proceed. Later in the year there may be monies able to be encumbered that could benefit this project. Selectman Robertson noted that as the project moves forward the Board will look to the Trustees for Request for Proposal input and project scope. There is a Board meeting at 2pm on December 31st where the situation of funds will be better known and both the Board and Library Trustees will proceed from there.

C. Jan Foisy – 2012 Encumbrances

Encumbrances from the current year's budget totaling \$55,490.51 have been proposed to be expended as follows:

- Assessing - \$1,800 for the purchase of Tax Management Online GIS software
- IT - \$400 to replace the Firewall Software
- IT - \$1,997 for the Virtual Town Hall Software
- Planning Board - \$2,500 to update the Impact Fee Schedule
- Insurance - \$6,000 for Health Reimbursements
- Insurance - \$7,905 for Vaccines including Hep B and Rabies
- Police - \$14,773 for the IMC Mobil Software
- Police - \$8,580 for the purchase of Body Armor Bullet Proof Vests
- Police - \$1,226.27 for Metal Tac Stand Shooting Target & Backboards
- Transfer Station - \$4,725 for the Removal of the Compactor and Chute
- Veasey Park - \$3,279 for the purchase of a new Raft
- Assessing - \$1,305.24 for Data Verification
- Planning Board - \$1,000 to update the Site Plan Review Requirements

Motion – Selectman Robertson moves to approve the encumbrances as read

Second – Selectman Pitman

Discussion – Selectman Robertson noted that if there are any changes between now and year end that these can be revisited

Vote – All in Favor – Motion Carries

Vice Chairman O'Neal noted that an additional encumbrance of \$155.88 from the Warrant Article #6 was made to finish the Vinyl Window Blinds.

Motion – Selectman Robertson moves to encumber \$155.88 for the blinds

Second – Selectman Perron

Vote – All in Favor – Motion Carries

D. 2012 Budget/Warrant Articles

Vice Chairman O'Neal had no specific items to discuss as related to the 2013 Proposed Warrant Articles. He noted that the MBC is still in the review process. There were some comments available from Legal, regarding the Safety Complex Warrant for

\$2.4M legal advised that the Town should be sure to adhere to Public Notice requirements. Language changes were also suggested on the Warrant Article concerning the Sanborn property. A new Warrant Article has been drafted to request \$23,477 to fix the stairs at the Library though Vice Chairman O'Neal added that it may not be pursued. No action will be taken until December 31st.

Regular Business/Signatures

- Approval of Minutes from December 3rd and December 10th

Motion – Selectman Robertson moves to approve the Minutes as written

Second – Selectman Pitman

All in Favor – Motion Carries

- Accounts Payable - \$46,498.07

Motion – Selectman Robertson moves the accounts payable

Second – Selectman Perron

All in Favor – Motion Carries

- Resolution of Health Reimbursement - \$2,500

Motion – Selectman Robertson moves to authorize Vice Chairman O'Neal to sign the Resolution as stated

Second – Selectman Perron

Vote – All in Favor – Motion Carries

- IRS Notice – Mileage Reimbursement Rates have gone up to 56.5 cents/mile

Motion – Selectman Robertson moves to raise the Town reimbursement rate from 55.5 cents/mile to 56.5 cents/mile

Second – Selectman Pitman

Vote – All in Favor – Motion Carries

- Notice of Intent to Cut Wood or Timber – 116 South Rd

Signatures Executed

- Timber Tax Levy - \$621.19, Sherry & Robert Moulton, 33 Church Street

Motion – Selectman Robertson moves to approve the levy

Second – Selectman Pitman

Vote - All in Favor – Motions Carries

- Vehicle Registration Refund Request - \$91.42 – Y. Akhtyrski, 250 Middle Rd

Motion – Selectman Perron

Second – Selectman Robertson

Vote - All in Favor – Motions Carries

- Tax Refunds for Over Payment – 9 Properties

111 Raymond Rd - \$3,010

3 Coffeetown Rd - \$2,132

51 Haynes Rd - \$2,816

121 Nottingham Rd - \$2,988

40 Brown Rd - \$2,313

5 McCarron Rd - \$184

243 Middle Rd - \$2,686

10 Holt Rd Ext - \$1,640

South Rd - \$5

Motion – Selectman Pitman moves to approve the refunds as stated

Second – Selectman Perron

Vote - All in Favor – Motions Carries

- Software Purchase and Installation of Avatar Tax Collecting Services - \$7,900

Motion – Selectman Robertson moves to go forward with the purchases as previously discussed

Second – Selectman Perron

All in Favor – Motion Carries

- Default Budget

Voting on the Default Budget was tabled until such time as the full Board is present.

- Email from the LGC Staff Attorney – Paul Sanderson

Vice Chairman O'Neal informed the Board that it was cc'd on an email from LGC Staff Attorney Paul Sanderson. The MBC had asked if it was necessary to separate out raised for elected officials as a Warrant Article Item and it appears to be the opinion of Mr. Sanderson that that is not necessary.

Unfinished Business None

Town Administrator's Report None

Other Business

Selectman Robertson noted that he has received a few calls from citizens asking what the Town stands to gain or lose from the LGC Insurance Premium "Holiday". J. Foisy answered that the Town's Dental and Property Liability Insurances are currently carried through the LGC and she believes that the refund will be in the \$8,000 range, likely to come off of the 2014 bill.

New Business None

Citizens Comments

Harriet Cady commented that she has paperwork from St Mary's Bank and another institution indicated that they do give loans to elected officials. She does not want to hear again that Elected Officials are unable to get loans. Regarding the Library Stairs, Ms. Cady feels that where it is considered a hazard that it should be part of the Building Improvements Budget and not considered as a Warrant Article. She asked if there were contracts already in place for the Encumbrances voted on at tonight's meeting, the Board advised that she could request that information of the Town Administrator's Office. Finally Ms. Cady noted that the LGC Legal Opinion provided contradicts what was said at a recent conference she attended.

Adjournment

6:15pm

Motion – Selectman Pitman moves to adjourn the meeting of December 17, 2012

Second – Selectman Robertson

Vote – All in Favor – Meeting is Adjourned

Next Meeting Monday, December 24th @ 8:00am

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