

**TOWN OF DEERFIELD
BOARD OF SELECTMEN**

**April 22, 2013
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; Rebecca Hutchinson and Richard Pitman Selectmen

Also Present: Leslie Boswak, Town Administrator

Absent: R. Andrew Robertson, Selectman

Regular Business/Signatures

- Review of Minutes from April 8, 2013

Motion – Selectman Pitman moves to approve the Minutes as written

Second – Vice Chairman O'Neal

All in Favor – Motion Carries

- Review of Minutes from April 15, 2013

Motion – Selectwoman Hutchinson moves to approve the Minutes as written

Second – Vice Chairman O'Neal

All in Favor – Motion Carries

- Review of Minutes from April 18, 2013

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

Second – Selectman Pitman

All in Favor – Motion Carries

- Accounts Payable – \$276,684.30 – of which \$250,000 is transferred to the school

Motion – Vice Chairman O'Neal moves the accounts payable

Second – Selectman Pitman

All in Favor – Motion Carries

- Payroll Manifest in the Gross amount of \$1,919.19 (\$1,479.53 net)

Motion – Vice Chairman O'Neal moves to approve

Second – Selectman Pitman

All in Favor – Motion Carries

- Bridgestone Ultimate Purchaser/Vendor Certificate – Discounted Tire Purchase Program

Motion – Selectwoman Hutchinson moves to approve the Chair to sign the agreement

Second – Vice Chairman O'Neal

All in Favor – Motion Carries

- State of NH Department of Safety – Grant of a Portable Radio to the Town valued at approximately \$1,500

Motion – Selectman Pitman moves to accept the radio

Second – Vice Chairman O'Neal

Discussion – L. Boswak noted that because this is physical property and not monies a Public Hearing is not required

Vote – All in Favor – Motion Carries

- Appointments

Carolyn Hoague – Heritage Commission

Fran Menard – Heritage Commission

Mel Graykin – Heritage Commission

Joshua Freed – Board of Adjustment

Deborah Smith – Veasey Park Commission

Travis McCoy – Veasey Park Commission

David Linden – Conservation Commission

Melissa Robertson – Parks & Rec Commission

Don Tordoff – Cemetery Commission

David Sidmore – Forestry Commission

Motion – Vice Chairman O’Neal moves to approve the appointments as read
Second – Selectwoman Hutchinson
All in Favor – Motion Carries

- Re-Appointments – 1 year Term

Cindy McHugh – Assistant Animal Control Officer	Richard Pelletier – Health Officer
Matt Lopez – Animal Control Officer	Denny Greig – Deputy Health Officer
Denny Greig – Welfare Administrator	

Motion – Selectman Pitman moves to approve the re-appointments as read
Second – Selectwoman Hutchinson
All in Favor – Motion Carries

- Appointments – Police Department

Robert Moser – Full Time Officer	Roger St. Onge – Part Time Officer
Joseph Lister – Part Time/On Call Officer	Scott Logan – Part Time Officer

Motion – Vice Chairman O’Neal moves to approve the Officer appointments as read
Second – Selectwoman Hutchinson
All in Favor – Motion Carries

- Timber Tax Levy - \$1,855.55 – Dwight & Audrey Barnes & The Joseph T. Brown Family Trust

Motion – Vice Chairman O’Neal moves to approve
Second – Selectman Pitman
All in Favor – Motion Carries

- Land Use Change Tax – Sheila Szelog, Nottingham Rd – Removing 3.60 acres from current use, \$6,000

Motion – Vice Chairman O’Neal moves to approve
Second – Selectwoman Hutchinson
All in Favor – Motion Carries

- Land Use Change Abatement – Computer Adjustment for Keith & Sheila Freischlag, Reservation Rd - \$1,000 Reduction

Motion – Vice Chairman O’Neal moves to approve
Second – Selectwoman Hutchinson
All in Favor – Motion Carries

- Notice of Abatement – Kyle Matthew Bozoian, Bliss Rd - \$336 reduction of 2012 Property Tax

Motion – Vice Chairman O’Neal moves to approve
Second – Selectman Pitman
All in Favor – Motion Carries

- Notices of Intent to Cut Wood or Timber

Dwight & Audrey Barnes	Joseph T. Brown Family Trust
Nellie Rollins (2)	Malcolm & Bernadette Cameron
Tim DiMatteo	Mathis Family Limited Partnership
Paul & Charlotte Buffington	

Signatures Executed

Appointments

Cable Committee Update – Deb Boisvert

Deb Boisvert provided the Board with an update of the recent activities of the Cable Committee. The negotiations with the Consortium in Gilford and Metrocast are expected to close in June. Deerfield’s contract runs through December, and upon completion the Consortium will provide a boiler plate contract that Deerfield can then use legal council to customize. The work of tailoring the contract to each Town’s needs is estimated to take approximately four hours.

In the past Deerfield has had access to Public Stations through the Lakes Region Public Access, this organization is going through a restructure as they look to employ a new business model. One impact is that Deerfield has the ability to access a Government Channel (which it is currently doing) and an Education Channel. After speaking with the School Board the plan is to go forward with creating/accessing an Education Channel, at a minimum the School will be posting a calendar of events.

The Committee needs from the Town a list of locations in Town that the Board would like to have Cable and/or Internet access provided, for example the Town Hall, Library and Transfer Station. This information is requested by May 1st so that it can be used in the final negotiations. The Town Administrator will provide the Committee with that information and thanked Ms. Boisvert for her update.

Library Stair Project – Library Trustees

The Library Trustees presented the Board with a packet of information describing recent projects involving the building and would like information on how to move forward with the stair restoration project and bidding process. Chairman Barry indicated that the Selectmen, together with the Library Trustees, will need to create an outline of the work to be done and create bid wording that encompasses all specs. The Trustees indicated that their main concern for the project is with the tiling, they want to ensure that any hired contractor have expertise working with tile of historical significance as well as have the ability to acquire matching tile, and to have the work be historically accurate. The number one concern is maintaining the historical integrity of the building. Vice Chairman O’Neal suggested a mandatory site walk and review of a contractor’s past projects would want to be a part of the bidding process.

The Trustees noted that the State Historical Preservation Office will need to be included in conversations as the scope of work is defined, to determine if the current bricks are historically significant, or if cement forms could be used as a replacement. Documentation of the work will also need to be done as the building is part of a historical district. Selectwoman Hutchinson asked when the Westfield Proposal had been created and the Trustees indicated that it was done in the fall of 2012. After having a few contractors say “no” to the job, due to the scope of work, representatives from Westfield put together the proposal for the Library as a courtesy to give a real sense of the work that would be involved.

It was concluded that the Town Administrator will contact the State Preservation Office to begin the conversation, and the Board of Selectmen will begin drafting language for the Bid. Selectmen will have the final decision as to whom the work is awarded to, but Chairman Barry noted they will listen “loudly” to the Library Trustees.

Correspondence

- Letter from Historical Society

The Board is in receipt of a letter from the Historical Society, they have been made aware that some old Town records are in the safe at the Town Hall. They would like to have them preserved, and have the funds to do so, but would look to the Town to open the safe for them. The Town Administrator’s office has been unable to locate the combination to the safe, the Board will pass along permission to the Historical Society to go ahead with the project with the expectation that they will determine how to open the safe.

- PSNH Letter

The Board received a copy of the communication sent to abutters of the upcoming PSNH line project. Selectwoman Hutchinson expressed her disappointment in the letter, she felt at the last meeting that the Board had made it clear the letter should include “Pending Approval” language and PSNH did not make those changes prior to mailing the communication. The Board agreed that it would like to send a letter to PSNH expressing it’s disappointment that they did not do what they said they would.

- Primex – Worker’s Compensation Credit

The Board is in receipt of communication from Primex indicating that there will be a credit of approximately \$14,496.70 that the Town can take in the form of a check, or have credited to its 2014 Workers Compensation premiums. Vice Chairman O’Neal expressed concerns with using the funds to reduce the applicable budget line as this would not be a recurring event. The Board will revisit for a formal decision later in July once the exact dollar amounts are available.

Unfinished Business

Chairman Barry read a prepared response to the Citizens Comments made by Harriet Cady at the April 8th Selectmen’s meeting. Ms. Cady expressed concern that Town Bid Policies were not being followed, specifically as relates to the purchase of Police Cruisers and Heating Oil. It was noted that the current purchase policy threshold requires bids to be obtained for any item that is more than \$10,000 and that the policy has provisions for exceptions to this requirement. Heating Oil purchases have gone out to bid all of the past three years. Additionally, the purchase of Police Cruisers was done from a State approved bid list. In both instances the policy was followed and the statements made by Ms. Cady were incorrect.

Town Administrator’s Report

- After considering the alternative of the Town Hall, The Farmer’s Market would like to remain at the front of the GBW

Building for this summer's markets with the understanding that inside space will not be available.

- The Heritage Commission has requested that the Safe in the Town Hall be moved so that the Public would be better able to view it, after reviewing this does not appear to be something easily done due to the size of the safe. The issue may be revisited if the Commission wants to look into the cost to relocate.
- Website updates have been sent to the vendor, but have not appeared on the site yet. Training starts tomorrow with updates expected to go live on Monday, April 29th. The conversion involves moving from a Metrocast Server to a Time Warner Cable Server.
- The Fire and Police Chiefs have been working with two local contractors on the Safety Complex Construction Project. They were approached after the Town Voting that these contractors believed the construction could be done at a less expensive cost. The Chiefs are working to obtain more firm pricing with the contractors ideas and plan to bring forward for discussion at the May 20th meeting.
- Leslie has been working at the request of the Heritage Commission and Board of Selectman to clean up the back of the Town Hall. She has been speaking with various groups, including the Parks and Rec Department, about better uses for the space and will bring information to the Board as it becomes available.

Vice Chairman O'Neal asked if there had been a contractual violation regarding the vendor's lack of timely updating of the Website information. Leslie responded that they had been wonderful up until April 10th, she is not sure if someone is out of the office, but had decided to wait to address at the training session as it could be handled in a face to face conversation. Vice Chairman O'Neal also suggested that they may want to consider a "go live" time of Sunday or Monday evening so as not to risk missing as many emails. Leslie will ask if that is a possibility.

Other Business None

New Business None

Citizens Comments

Kevin Chalbeck expressed that he was disappointed to hear the comments on the Safety Complex. Considering the number of times the project has been discussed he would have expected the numbers presented to have been the sharpest possible.

Chairman Barry replied that the comments about the Safety Complex are for a redesigned version not the same project presented to the voters in March.

Deb Boisvert indicated that she hopes the Heritage Commission will be included in the work to be done with opening the safe so as to be sure the item is handled with care.

Adjournment

Motion – Selectman Pitman moves to adjourn

Second – Selectwoman Hutchinson

All in Favor – Motion Carries

Meeting Adjourns at 6:45pm

Next Meeting Monday, April 29th @ 8:00am

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