

**TOWN OF DEERFIELD
BOARD OF SELECTMEN**

July 15, 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, Richard Pitman and R. Andrew Robertson Selectmen

Also Present: Leslie Boswak, Town Administrator

Scheduled Appointments

- **Mr. & Mrs. Willwerth – Assessing of 51 Lake Rd**

Mr. & Mrs. Willwerth presented the Board with an overview of the issues they have with the property value assessed on their land on Lake Rd. Mr. Willwerth feels the values assigned by AVITAR are unreasonably high, the property has a 60 day occupancy restriction, the 50' X 80' lot cannot be built on and currently has a camper on it which is not a permanent structure. Chairman Barry asked what was on the property prior to the tornado and if the Willwerth's had attempted to rebuild the structure? Mr. Willwerth responded no, that there had been a one-year window to rebuild and that at the time they did not have the money or time to do so. Chairman Barry listed the points on which AVITAR based its assessment, including a structure that is "Intended to be permanent" and "Intended to be stationary", he asked if the camper was registered, which might indicate the intention that it not be permanent or stationary. Mr. Willwerth answered that it is not registered as they are in Deerfield very little of the year and are currently trying to sell the property. He added that he should not pay taxes on a full calendar year if they are only able to occupy the land for 60 days. The Board will reach out to AVITAR regarding this issue and will re-visit in two weeks.

- **Kelly Roberts – Joint Loss Management Committee Update**

Kelly presented the Board with an update on the formation and workings of the Joint Loss Management Committee. The Committee has created a Town Safety Policy and maintains binders with the Policy and related topics within each Department. These binders are available to all employees. Safety Inspections are done by the Committee and quarterly meetings are held to review the results. The Town's Safety Policy will next be updated in January 2014 and the Committee will be reaching out to Department heads in the coming weeks for updates to their specific areas of work. The Committee is looking for the Board of Selectmen's support so that attention to work safety stays fresh, and would ask that the when reviewing the 2014 budget proposals that the Board keep safety in mind. Kelly publicly thanked all committee members, employees and the Board of Selectmen for making the program possible and relevant.

The Board thanked Kelly for her work on the Joint Loss Management Committee project and for handling the task so well, and publically stated its support for, and the importance of, promoting safety in the workplace.

- **Alex Cote – Forestry Commission Update**

Alex informed the Board that, after 4 years of work, the Forestry Commission has several Forestry Management reports completed. He would ask for the Board's blessing to move forward in the process of conducting a timber harvest on the Dowst-Cate Town Forrest, with work to be done at the end of Summer/early Fall. The Board gave its approval for the Commission to move ahead with soliciting a Request for Proposal for work to be done. Alex added that the Commission plans to request a harvest be done on the Coffeetown Road Forest in 2014 as there is a disease affecting the Hemlock trees in that area and the wood should be pulled while it may still be worth something.

Alex reported that David Sidmore's term has expired and that the Commission may be down to two members. The Board asked that it be advertised that the Commission is seeking interested applicants.

- **Public Input – Coffeetown Road Pavement Removal**

Chairman Barry opened discussion regarding the removal of the pavement on Coffeetown Road anticipated to begin on July 16th. John Linscott of 7 Coffeetown Rd expressed his concerns to the Board. The apron of his driveway has been built up 6 to 8 inches to assist with water runoff and would like to see that left undisturbed, Alex was not

immediately familiar, but will look into the driveway and water re-direct mentioned and be in contact with Mr. Linscott. Roberta Levey and Kevin Scrivner of 19 Coffeetown Road expressed their concerns with the plan, noting they would not have purchased their home if the road were not paved. They have concerns with the current poor condition of the road, referencing tree roots that are showing and ditching that has been done up to the rock walls. They also indicated a concern for the negative impact a dirt road would have on property values. Chairman Barry noted that the Board is aware that the road is a problem, the funds are not available to properly repair a paved road and as a result reverting to gravel is the best available solution. Gene Cummings of 22 Coffeetown Rd spoke that she had no issue with the road reverting to gravel. Her real concern is with the width of the road as it seems to grow wider with each round of work that is done. She believes it is designated as a scenic road and wants to see it maintained that way. She also suggested that the high volume of heavy truck traffic from PSNH may be responsible for the rapid breakdown in the pavement as she regularly sees ten to twelve trucks traveling the road at a time. It was agreed that the repair work by the Highway Department to Coffeetown Road will move forward as planned and that the Board will continue to keep residents informed as the project progresses.

- **Joan Bilodeau & Linda Perry – Library Front Entry Project**

The Library Trustees have contacted multiple contractors to solicit work quotes for the Front Entry Project. Westfield Construction is still interested and will be re-reviewing the work scope this week to confirm his previously submitted price. They identified another individual, complete with references, insurance, etc., who would do the work at a cost of \$17,400. Chairman Barry advised the Library Trustees to wait for a final number from Westfield and then return, at which point the Board should be ready to go forward, taking action with their recommendations.

- **Fred McGarry – Planning Board Grant Discussion**

Fred McGarry apologized to the Board for missing the scheduled July 1st appointment. He wants to discuss the possibility of grant monies available from the New Hampshire Housing Finance Authority. There is a potential for a grant of \$6,000 towards a design charrette associated with the Village District project currently under review by Jack Mettee of Mettee Associates. This would be similar to the grant received for a design charrette that was done for Deerfield Center where a group of architects come in for a weekend of brainstorming and planning. The grant would require a \$400 cash match. The Planning Board needs to formally review, but Mr. McGarry believes they can find the matching funds in the budget. To go forward they would be looking for a letter expressing interest to be composed and signed by both the Selectmen and Planning Boards. The Board agreed that the Grant should be pursued and will work to put together a letter for both parties to sign stating interest.

In other business, Selectman Robertson asked if the Planning Board was aware of the changes at the Shaughnessey Rigging location to include a propane filling station and metal salvage. Fred answered that no, the property owners had not been before the Planning Board to have these activities approved and that he has asked Rick Pelletier to visit them this week to discuss the approvals that would be necessary to continue operation. Vice Chairman O'Neal indicated that he believes the Propane Filling Station was inspected by the Fire Chief and that there may have been a breakdown in as far as which Departments/Boards needed to be involved prior to operating.

Regular Business/Signatures

- **Accounts Payable – \$23,833.02**

Motion – Vice Chairman O'Neal moves the accounts payable

Second – Selectman Robertson

All in Favor – Motion Carries

- **Deerfield Board of Adjustment – Appointment of Jonathan Leer, term to expire April 2015**

Motion – Selectman Pitman moves to accept the appointment

Second – Vice Chairman O'Neal

All in Favor – Motion Carries

- **Planning Board – Appointment of Fred McGarry to the Southern New Hampshire Planning Commission**

Motion – Vice Chairman O'Neal moves to approve the appointment

Second – Selectwoman Hutchinson

Vote – **All in Favor – Motion Carries**

- **State of NH Department of Revenue – Asking if the Town will be using Form PA28**

Motion – Vice Chairman O'Neal moves not to use the PA28 Form

Second – Selectman Robertson

All in Favor – Motion Carries

- Tax Refund Request from the Town Clerk to issue checks as follows:

John Brant - \$2,785 John Pandelli - \$3,565 Scott Stantel - \$2,977
Chase - \$1,392 CCO Mortgage - \$3,099 OCWEM Loan Servicing - \$3,319

Motion – Vice Chairman O’Neal moves to approve the refunds as requested

Second – Selectman Robertson

All in Favor – Motion Carries

- Tax Refund Request from the Town Clerk to issue \$2,067 refund for double payment made on 2 Echo Valley Rd

Motion – Vice Chairman O’Neal moves to approve

Second – Selectman Robertson

All in Favor – Motion Carries

- George Sansoucy – Utility Assessing Contract

Motion – Vice Chairman O’Neal moves to sign the contract for \$8,000

Second – Selectman Robertson

Discussion – Vice Chairman O’Neal noted that this price is in line with previous years and the contract has been reviewed by the Board.

All in Favor – Motion Carries

- Deerfield Women’s Club – Request for waiver of Town Hall Rental fees for September 10th Reciprocity Meeting

Motion – Selectman Pitman moves to grant the waiver

Second – Selectman Robertson

All in Favor – Motion Carries

- Workers Compensation Premium Holiday – Phase 2

As was discussed at the April 22, 2013 Board of Selectmen meeting, there is \$14,496 owed to the Town through the Worker’s Compensation Premium Holiday, the Town can elect to have this applied as a credit to its 2014 premium owed or to receive the amount via check. The Board was in favor of receiving this money as a check, they would not be interested in reducing the budget line for 2014 as it is not a permanent reduction.

Motion – Vice Chairman O’Neal moves the \$14,496 be returned to the Town by check

Second – Selectman Robertson

All in Favor – Motion Carries

- Notice of Decision from ZBA - 27 North Rd Property can have a helicopter pad – the issue will now go before the Planning Board

Town Administrator’s Report

Historically there has been no official communication between the Town of Deerfield and the Deerfield Fair Association, apart from potential overlap where an individual may serve on both Boards. From time to time Leslie has heard rumblings of the Fair’s dissatisfaction with the Town’s Services and would request the Selectmen’s blessing to attend a Fair Board of Directors meeting to introduce herself, discuss the service provided to the Fair by the Town and to open and improve the lines of communication. The Board was in favor of this suggestion and Leslie will reach out to be put on an upcoming meeting agenda with the Fair Board of Directors.

Unfinished Business

Chairman Barry noted that at the Board’s meeting the previous Monday it was agreed to enter into agreement with the Public Safety Strategies Group, that contract needs to be executed.

Motion – Selectman Robertson moves to sign the contract

Second – Vice Chairman O’Neal

All in Favor – Motion Carries

Leslie will furnish that organization’s schedule as soon as it is made available.

Other Business

Selectman Robertson attended the concert put on by the Parks and Recreation Department this past Friday and indicated that it was very well attended and felt it was a great program. Vice Chairman O’Neal commented that it seemed to work well with the Farmer’s Market being held at the Town Hall.

New Business None

Citizens Comments None

Non Public Session 6:46 p.m.

Motion – Vice Chairman O’Neal moves to enter a Non Public Session under RSA 91-A, II (c) **Second** – Selectman Robertson seconds the Motion. **Roll Call Vote:** Pitman – yes; Hutchinson – yes; Robertson – yes; O’Neal – yes; Barry – yes.

6:53 p.m. Motion – Vice Chairman O’Neal moves to end the non-public session **Second** – Selectman Robertson
Vote: All in Favor – Motion Carries

Motion: - Vice Chairman O’Neal moves to seal the minutes of the non-public session. **Second:** Selectman Robertson **Vote: All in Favor – Motion Carries**

Motion – Selectman Pitman moves to adjourn **Second** – Selectman Robertson
Vote: All in Favor – Motion Carries

The July 15, 2013 meeting is adjourned at 6:53 p.m.

Next Meeting Monday, July 22nd @ 8:00am

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