

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
August 26, 2013
MINUTES**

Call to Order

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

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

Also Present: Leslie Boswak, Town Administrator

Non Public Session 5:30 p.m.

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

5:45 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**

Non Public Session 5:45 p.m.

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

6:04 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**

Non Public Session 6:04 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.

6:10 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**

Pledge of Allegiance to the Flag

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

Scheduled Appointments

- **Chief Greeley – Fair Police Details**

Chief Greeley informed the Board that he had a meeting with the Fair Association Board of Directors to discuss the pay for Officers working regular duties not associated with the Fair during its operation. It was suggested that the Town pay the standard rate for those Officers and that the Fair would pay the difference to the Fair Detail Rate. Chairman Barry instructed that the outside vendor contract would need to be revised so that it is presented to be between the Fair Association and the Board of Selectmen, not the Police Department as has been done previously. Selectwoman Hutchinson asked what had been done in past years to which Chairman Barry answered that the Fair had paid the full detail rate for all

Officers on duty during the four days. The Board agreed that for this year the Fair should only pay the difference between the normal pay (to be paid by the Town) and the Detail rate.

Chairman Barry noted that he would like to have the administrative assistant working in the Police Station as normal during the Fair, he does not want someone to have to go to the Fairgrounds should some normal business issue come up. Vice Chairman O'Neal suggested that Jan generate a spreadsheet with the Officer's schedules for the four days of the fair and actual financial figures, breaking out FICA, MEDI, and Retirement components so that everyone can see what the clear cost is. The Board agreed. Chairman Barry added that he has always been uncomfortable with the Fair covering the Town's regular Police expenses during that week. Vice Chairman O'Neal agreed and suggested looking to see how other communities, such as Hopkinton and Loudon, handle similar detail situations.

All were in agreement that the arrangement needs to be discussed further. For the current year the Board will move forward with what has been presented as agreeable to both parties, and the issue will be re-visited during the proposed Fair work session scheduled for November. The Fair Directors will be invited to this work session in November.

The Chief informed the Board that he will be working at the Hopkinton Fair this coming weekend during his scheduled time off.

Regular Business/Signatures

- Accounts Payable - \$300,918.83 – with \$250,000 transferred to the School

Motion – Vice Chairman O'Neal moves to approve the Accounts Payable

Second – Selectman Robertson

All in Favor – Motion Carries

- Appointment Form – Part-time Police Officer Glenda Smith effective through April 30, 2014

Motion – Selectman Robertson moves to approve the appointment

Second – Selectwoman Hutchinson

Vote – Yea 4, Nay 1 – Motion Carries

- Termination of Employment – Temporary Police Officer Robert Mozer – Effective Immediately

Motion – Selectman Robertson moves to terminate employment

Second – Vice Chairman O'Neal

All in Favor – Motion Carries

- Form MS 1 – 2013 for Signatures & Approval – To Be Submitted Electronically to DRA

Motion – Selectman Robertson moves to sign and submit electronically

Second – Vice Chairman O'Neal

All in Favor – Motion Carries

- Federal Excise Tax Exemption Form to Be Submitted to CITGO

Motion – Vice Chairman O'Neal moves to authorize Chairman Barry to sign

Second – Selectman Robertson

All in Favor – Motion Carries

- Correspondence File

Chairman Barry noted that the Town has a Correspondence File with two sets of paper documenting communication and visits of the State Fire Marshall and State Electrical Board where the Deerfield Fair is concerned. Additionally it is understood these offices have made thirteen visits this year that were done without communication to the Town. Vice Chairman O'Neal asked that copies of the file be forwarded to the Fair Association and all agreed. Chairman Barry asked Chief Tibbetts to communicate to the Board prior to each time he plans to visit the Fair and Mark agreed to do so.

Unfinished Business

Chairman Barry noted that the GBW Project Bid is in need of awarding. The discussion had been to wait until work was completed on the South Station so as to evaluate the performance of Guimond Construction. Selectman Pitman spoke that the work had been completed and was acceptable. The Board did not have a current quote for the GBW work that took into account deductions for materials already purchased. Leslie will get the numbers together and the bid award will be finalized at the next meeting. Mark has put together a list of pros and cons for both contractors. He will submit this to the Board for review ahead of the upcoming decision.

Town Administrator's Report

Leslie reported that, after looking into the cost to remove the individual meters for 4 rooms in the GBW Building she has a quote from Ozz-E Electrical Service, Inc. of \$3,730. Based on historical usage, Penny has estimated that the payback period for this project will be 2.7 years. Vice Chairman O'Neal noted that when power is out and the generators are in use these rooms are not backed up and he thinks the work should be included in the budgeting process for the coming year. The Board agreed.

Other Business None

New Business None

Citizens Comments None

Adjournment

Motion – Selectman Pitman moves to adjourn the meeting of August 26th 2013

Second – Selectman Robertson

All in Favor - Motion Carries

Meeting Adjourns at 6:25 p.m.

Next Meeting Tuesday, September 3rd @ 5:30pm

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