

TOWN OF DEERFIELD
BOARD OF SELECTMEN
September 9, 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 and Richard Pitman Selectmen

Excused: R. Andrew Robertson, Selectman

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

Pledge of Allegiance to the Flag

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

Scheduled Appointments

- **GBW Bid Award**

The Board is in possession of a bid from E. Guimond Construction for the work to be done at the GBW Building in the amount of \$15,484. The updated bid includes an \$800 electrical allowance, with specifications of \$7,942 due at start up and the balance due upon completion. Mark provided feedback from the work done by E. Guimond at South Station. He noted that the team did not come with enough lumber on the first day of work and did not have the door openings ready for when the overhead door company came to do their install. This caused delays in the project, but did not result in any additional costs.

Motion – Vice Chairman O'Neal moves to award the GBW Renovation work on the Police Station side to E. Guimond Construction in the amount of \$15,884

Second – Selectwoman Hutchinson

Discussion – Selectman Pitman asked if all the materials were on site and ready to be used. Mark answered that he was waiting on a door, but that the siding was here. **Vote – All in Favor – Motion Carries**

- **2014 Budget Presentation & Schedule**

Leslie presented the Board with a proposed schedule for 2014 Department Budget reviews beginning at the 9/23 meeting. She suggested the Board meet with the Highway, Police and Fire Departments at that time for a brief overview so as to give the larger Departments ample time to prepare for their final presentations on 11/4. She further recommended the Board identify at the 9/23 meeting which budgets would not need to have representation seen, and potentially accept them at that time. She will email the Board the proposed schedule of Department Budget review times.

Vice Chairman O'Neal asked if Leslie had seen the preliminary budgets and, if so, were there any salary increases? Leslie responded that yes, she has seen them, and the only increase in salaries is in the Police Department where a vacant entry level position is being proposed to be filled at a higher experience and compensation rate.

- **Chief Greeley – Fair Contract**

Vice Chairman O'Neal opened discussion by stating that he would like to see a spreadsheet breakdown of compensation for Officers working Special Detail on site during the Fair, matching what was pulled together by Jan for Officers working off-site during that time. He feels that more explanation is needed as to what the rates in the proposed contract are representing. Selectman Pitman asked how Town Employees who are on vacation time, but working Special Detail at the Fair come into play in the contract. Selectwoman Hutchinson asked for clarification that those on vacation are working for the Town as a type of sub-contractor and are being compensated at the Special Detail Rate. Chairman Barry and Jan confirmed, noting that no Officers work directly for the Fair Association. Those on vacation are viewed by the Town solely as working under the Special Detail contract and at that specified rate.

Vice Chairman O'Neal expressed his concern that this contract largely effects the Special Detail line in the budget and he would like to see it clearly spelled out, what dollar amount is expected for Special Detail of both on and off-site Town Officers during the Fair's operation. If there is \$14,000 remaining in the available balance of that budget and the Fair duties exceed that amount, then there is a problem. Chairman Barry asked Chief Greeley to provide the Board with how many hours Deerfield Officers will be working Special Detail at the Fair. Discussion was tabled while Chief Greeley retrieved that information from his Office.

Regular Business/Signatures

- Minutes August 19, 2013

Motion – Selectman Pitman moves the minutes as written

Second – Vice Chairman O’Neal

All in Favor – Motion Carries

- Minutes August 26, 2013

Motion – Selectman Pitman moves the minutes as written

Second – Vice Chairman O’Neal

All in Favor – Motion Carries

- Minutes September 3, 2013

Motion – Vice Chairman O’Neal moves the minutes as written

Second – Selectman Pitman

All in Favor – Motion Carries

- Accounts Payable - \$518,822.61 – with \$500,000 transferred to the School

Motion – Selectman Pitman moves to approve the Accounts Payable

Second – Vice Chairman O’Neal

All in Favor – Motion Carries

- LCHIP Proposal Checklist – Re: Grant for Library Building Restoration

Leslie informed the Board that the paperwork was received that morning and the deadline for applications is Friday. The project has a budgeted cost of \$27,527 and the Library will be asking for \$13,700 with the balance to come from the Library’s funds. The Library Trustees will be acting on the Grant Application at their meeting tonight at 7p, it will be awarded in January and the Library would be notified in December if they were awarded the funds from a pool of approximately \$4.1 million.

Motion – Vice Chairman O’Neal moves to authorize Chairman Barry to sign the LCHIP grant application for the Library Restoration Project

Second – Selectman Pitman

All in Favor – Motion Carries

- Planet Aid Collection Bin Agreement

Chairman Barry has an agreement from Planet Aid to host three collection bins in Town at the Transfer Station, South Station and the GBW Building with estimated annual revenue of \$2,500-\$3,000 for the Town. Selectman Pitman suggested they may want to consider placing one at both the Town Hall and the GBW Building and expressed concern with locating a bin at South Station. It was agreed the Agreement as proposed was a good place to start and that changes can be discussed in the future.

Motion – Selectman Pitman moves to approve and sign the Planet Aid Collection Bin Agreement

Second – Vice Chairman O’Neal

All in Favor – Motion Carries

Scheduled Appointments – Continued

Chief Greeley returned and informed the Board that the schedule for on-site Officers during the Fair is for 283 hours. At \$30/hour this represents \$8,490 of the Special Detail Budget line. He added that the rates listed in the contract, for example \$8.95/hr, are for the State Retirement/FICA/Medicare costs of the Officers are paid with a separate check that passes directly through to the respective State and Federal agencies. The \$30/hour Special Detail rate is the only component that comes through the Special Detail line. He stated that the contract before the Board is basically the same contract as the previous year, but with the addition of the On-Call spreadsheet breakout of costs. Chairman Barry asked if an Officer was scheduled to be on site in the regular Department during the Fair and Chief Greeley confirmed yes that Glenda would be working 8 hours in the office in addition to 8 hours on the road Friday night.

Motion – Vice Chairman O’Neal moves to sign the Outside Detail proposal contract to the Deerfield Fair Association, with the addition that specifies On-Site Officers at rates listed, with an estimated 283 hours of work

Second – Selectman Pitman

All in Favor – Motion Carries

On a separate topic, Vice Chairman O’Neal asked Chief Greeley how long Glenda will be operating under the FTO. Chief Greeley answered that the training takes 8 weeks, but because she is working a split schedule, as Office Staff Monday, Tuesday and

Thursday, and training on the road with Sgt. Lavoie on Wednesday and Friday, that it will take slightly longer than 8 weeks.

Regular Business/Signatures - Continued

- Notice of Intent to Cut Wood or Timber – Jessica Dallaire

Signatures Executed

- Notice of Intent to Cut Wood or Timber – Sandy & Patrick Cassier

Signatures Executed

Unfinished Business None

Town Administrator’s Report

Leslie asked for the Board’s guidance regarding the use of the new Loader purchased for the Transfer Station. At the time the purchase was approved the use was specified as for the Transfer Station only, except in instances where there was an emergency. Since then, the Highway Department has requested use of the equipment on days when the Transfer Station is closed. Vice Chairman O’Neal asked what the status of the Highway Department’s backhoe was to which Leslie answered that it had been repaired, but she believes it had a new breakdown when being used on Friday to begin moving fill across the street at the Bicentennial Parking Lot.

Chairman Barry noted that the added use of the Loader by the Highway Department would significantly reduce the anticipated life expectancy presented to voters. If there is a pressing need he feels something could be worked out between Rick and Alex, however use of the Loader by the Highway Department should not be done on a regular basis.

The Board agreed that cutting across the road from the GBW Building does need to be addressed, but that it is not a top priority and can be discussed with the Road Agent at his next meeting with the Board.

Other Business None

New Business

Vice Chairman O’Neal informed the Board that he has spoken with Leslie regarding the Hazardous Waste day scheduled for October 12th and asked that if possible it be pushed back a weekend so as not to conflict with the Town Wide Yard Sale day.

Citizens Comments

Harriet Cady asked how a Citizen would know when they are able to come in to review the manifest now that they are being signed outside of the formal meetings. Leslie answered that they would be available on the same time table as before the law change. Ms. Cady stated that when she served as auditor for the Deerfield Fair that a check was made payable directly to the Chief of Police for his work during his week of vacation and not paid through the Town. She stated that if the Board were to review the Fair books she believes the Chief was working under their Security line.

Adjournment

Motion – Selectman Pitman moves to adjourn the meeting of September 9, 2013

Second – Vice Chairman O’Neal

All in Favor - Motion Carries

Meeting Adjourns at 6:30p

Next Meeting Monday, September 23rd @ 5:30pm

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