

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
September 23, 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: 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

- **Alex Cote – Forestry Timber Cuts**

Alex updated the Board on the Conservation Commission's planned management cuts at McNeal Woods, the Dowst-Cate Forrest and at the 50 acres on Brown Road adjoining the Transfer Station. Three proposals were presented. The quoted costs were Brown Rd - \$2,900 + 14% of the gross stumpage, McNeal - \$2,900 + 14% of gross stumpage, and Dowst-Cate - \$3,600 + 11% of gross stumpage. The anticipated gross amounts from stumpage were \$12,000 each for Brown Rd and McNeal and \$20,000 for Dowst-Cate. The management plans and costs were put together by Charlie Moreno who has been brought on by the Conservation Commission as the Town Forrester.

Selectwoman Hutchinson asked how many acres were involved, to which Alex answered approximately 203 acres. Selectman Robertson asked if it had been decided where the money from the projects would go. Alex answered that the Commission has paid some \$5,000 towards forestry management to date and would expect that money to be reimbursed through these projects, the rest would have to be discussed. Vice Chairman O'Neal asked if the contracts had been vetted through the Legal Department, and Alex answered that they had not. The Board is in favor of moving forward with the formal RFPs once the contracts have been reviewed by legal and are executed. Alex noted that they would hope to begin cutting late this winter or in the dry summer season of 2014.

- **Alex Cote – Highway Department 2014 Budget Overview**

Alex presented the Board with an overview of the proposed 2014 Highway Department Budget. New lines were added for Equipment Rentals and Unexpected General Contractor Expenses. He pointed out that the Building Maintenance line has increased, along with the Salt Usage. Chairman Barry asked if there were any equipment purchases planned for the Department. Alex answered that a 450 Truck and KX080 Excavator Lease/Purchase would be presented in Warrant Articles.

- **Chief Greeley – Police Department 2014 Budget Overview**

Chief Greeley updated the Board that he had met with the Fair Association to review the proposed contract and the only issue was with payment for a trainee to be working road detail. He has revised the contract to remove that portion and also noted a change in the number of scheduled hours from 283 to 294, still well within the amount allocated in the 2013 Budget's Special Detail line.

Motion – Vice Chairman O'Neal moves to approve the Outside Detail contract as revised

Second – Selectman Robertson

All in Favor – Motion Carries

The Police Department is in receipt of a Motorola Single Band APX 7000 Radio, valued at \$3,537.84 under RSA 31:95-e. Vice Chairman O'Neal asked what will be happening with the old radios being replaced. Chief Greeley answered that they expect to reprogram them and put them to use within the Fire Department.

Motion – Vice Chairman O'Neal moves to have Chairman Barry sign the grant for acceptance of the portable radio valued at \$3,537.84

Second – Selectman Robertson

All in Favor – Motion Carries

Chief Greeley informed the Board that he has been contacted by PSNH and they are willing to donate \$9,000 toward the purchase of an off-highway recreational vehicle (OHRV) to assist with answering calls in remote locations. Chief Greeley has spoken with an individual in the business and believes he can obtain and equip an OHRV as well as a trailer to store it in for \$9,000. Selectman Robertson voiced his opinion that it is a good idea, with lots of Parks and land to be covered in town, the OHRV would help immensely. The Board agreed that Chief Greeley should go forward with the project and coordinate with the Town Administrator's Office to present additional details at a Public Hearing.

In reviewing the 2014 proposed budget Chairman Barry asked which cruiser was being replaced? Chief Greeley answered that the Explorer is being replaced to which Chairman Barry asked if it were possible that the Explorer was being underutilized because the Officers are not able to pursue in it. Chief Greeley did not believe that was the case. He has spoken with Grappone Ford and the estimated trade in value for the vehicle is \$6,000. Vice Chairman O'Neal asked if the \$30,000 budgeted would be for a new Explorer and Chief Greeley answered no, that it is a different SUV similar to the vehicles Northwood uses. The remainder of the Department's budget was reviewed. The Full-Time Salary line has a reduction, while the Part Time Salary line has increased \$5,000. Overtime and the Special Detail Officer lines have gone up. Chief Greeley will again be presenting a Warrant Article for a Special Detail Revolving Fund and noted that the Department will be sending out communication to the community to try and educate/raise support for the plan. Chief Greeley noted the increase in the Dispatch Fee and explained that the Department is still contesting with the County Commissioner on its plans to institute the new fee to fund some of its improvement.

Selectman Robertson asked if the change in phone rates seen in the Highway Department's budget was the same for the Police Department. Chief Greeley was unaware of any new rates. It was suggested that the Town Administrator's Office research the various phone line options, including speaking with Metrocast regarding their Business Bundle. Chairman Barry commented that they will want to think about any safety issues that may come with having phones on a cable line with Metrocast.

Chief Greeley closed by adding that they will again be submitting a Warrant Article in conjunction with the Fire Department for the proposed Safety Complex.

Vice Chairman O'Neal noted that in the last invoice there was a laptop computer charged to the cruiser line and asked Chief Greeley why it was allocated this way? Chief Greeley answered that it was a purchase made in 2012 to go in the new cruiser at that time and that it was appearing now due to a delayed invoicing by the vendor. His view is that the cost of the car is inclusive of equipping that car and thus placed the laptop under the Cruiser line as opposed to Computer Technology. Chairman Barry agreed that a case could be made for both ways of accounting and suggested that when the Department is budgeting for the purchase of a new cruiser that it detail every piece of equipment needed for that vehicle.

- **Chief Tibbetts – Fire Department, Government Buildings 2014 Budget Overview**

Chief Tibbetts provided an overview of the proposed 2014 Fire Department Budget. He noted that in 2016 the Department will need to replace its air packs, because this is a significant expense, at \$6,000 a piece, he has begun to budget for a few each year to spread out the cost. Chairman O'Neal noted that the only negative to this would be if there were opportunity for a grant in 2016 to help with the purchase the Town would only be eligible for those due to expire. Mark agreed and added that he plans to put in for a grant in 2016 if there are any available.

Under the Town Hall budget Chief Tibbetts noted that the electricity line had gone up some, they will be painting the front in 2014. He informed the Board that there have been problems with the sprinkler system and the location of the control panel. Some parts have burned out when the area flooded. He has scheduled for PSNH to come correct this issue this week.

Chief Tibbetts explained that the \$23,000 increase to the Maintenance line for the GBW Building includes \$13,590 for the repair of the center section of roof, \$3,900 for the changeover of the electric meters and work to be done to bring the cables running to the building above ground so that they are not impacted when digging in the lot needs to be done.

Chief Tibbetts spoke to two warrant articles he plans to submit, one asks for \$35,000 to continue with the 5th year of improvements to the Town Clerk's side of the GBW Building under Government Building Renovations. The other is for the replacement of the Fire Department's Chevy Tahoe. The vehicle is 10 years old with 115,000 miles on it. It would be the Fire Department's desire to keep the vehicle for use with traveling to training sessions or to fire calls. Chairman Barry asked Chief Tibbetts to research and provide the Board detail as to what the past two years of maintenance costs have been, along with what the engine run time for the vehicle is.

Chief Tibbetts closed by informing the Board that he has another Warrant Article to put \$30,000 into the Capital Reserve

fund for the future purchase of a Tanker.

- **Acceptance of \$1,000 Grant from Walmart for Parks & Rec. RSA 31:95-b**
Joe Manzi has requested that the Board accept a grant from Walmart in the amount of \$1,000 for the Parks & Recreation Commission.
 - Motion** – Vice Chairman O’Neal moves to accept the grant
 - Second** – Selectman Pitman
 - All in Favor – Motion Carries**
- **2014 Budget – Initial Review by Department**
The Board of Selectman took a cursory review of the proposed 2014 Budgets by Department and indicated to the Finance Director which Departments they wished to have on put on their meeting schedule for further discussion and review. While the Board agreed several smaller budgets did not require further conversation, they stressed that any Department is welcome to speak to them regarding its proposed 2014 budget.

Regular Business/Signatures

- **Minutes September 9, 2013**
 - Motion** – Vice Chairman O’Neal
 - Second** – Selectman Pitman
 - Vote – 4 yea, 0 nay, 1 abstained – Motion Carries**
- **Accounts Payable – \$304,599.65 (with \$250K to the school) and \$5,000 – totaling \$309,599.65**
 - Motion** – Vice Chairman O’Neal moves to approve the accounts payable
 - Second** – Selectman Robertson
 - All in Favor – Motion Carries**
- **Payroll Manifest – \$49,486.53 (net \$37,988.79) - Reviewed & signed by Chairman Barry, Vice Chairman O’Neal and Selectwoman Hutchinson on 9/15**
 - Motion** – Selectwoman Hutchinson moves to approve the Payroll Manifest of 9/15
 - Second** – Vice Chairman O’Neal
 - All in Favor – Motion Carries**
- **Accounts Payable - \$32,173.27 – Reviewed and signed by Chairman Barry, Vice Chairman O’Neal and Selectwoman Hutchinson on 9/15**
 - Motion** – Vice Chairman O’Neal moves to approve the Accounts Payable of 9/15
 - Second** – Selectwoman Hutchinson
 - All in Favor – Motion Carries**
- **Hazardous Waste Day**
Chairman Barry informed the Board that the only available day for the Hazardous Waste Day is October 12th, the same day as the Town Wide Yard Sale. The Board can go forward with this date, or can encumber the money and put off the event until Spring. The Board agreed to keep the October 12th date for this year.
 - Motion** – Vice Chairman O’Neal moves to sign the contract with Clean Harbors for the October 12th Hazardous Waste Day in the amount of \$8,000
 - Second** – Selectman Robertson
 - All in Favor – Motion Carries**
- **Old Center Cemetery – Selling of 2 Lots @ \$800/ea to Edward & Sandra Cross**
 - Motion** – Vice Chairman O’Neal moves to approve
 - Second** – Selectman Robertson
 - Discussion** – Vice Chairman O’Neal notes that each lot holds 4 burial plots and asked for an update from the Cemetery Commission on space availability at the Town Cemeteries
 - All in Favor – Motion Carries**
- **MS 5 – Town Financial Report**
 - Motion** – Selectman Robertson moves to approve
 - Second** – Vice Chairman O’Neal
 - All in Favor – Motion Carries**

- Notice of Intent to Cut Wood or Timber – David Sidmore

Signatures Executed

- Notice of Intent to Cut Wood or Timber – Martha Anne Curry etal

Signatures Executed

- Philbrick James Library Commission Trustee

The Board is in receipt of a letter from the Library announcing the resignation of Library Trustee Sandra Yacopucci, it is the Commission's desire to appoint Maureen Mann to this role until the next elections

Motion – Vice Chairman O'Neal moves to accept the resignation of Ms Yacopucci and to appoint Ms Mann to serve the role of Library Trustee through the next elections

Second – Selectwoman Hutchinson

All in Favor – Motion Carries

The Board expressed their deep thanks to Ms Yacopucci for her service and asked that the Town Administrator send a letter acknowledging her work.

- Philbrick James Library Maintenance Position

The Board is in receipt of a letter from the Library announcing the resignation of the Library's Maintenance man, John Morrison, effective September 25th. The Library describes how they have expanded the position so that the individual is responsible for regular maintenance of the buildings heating and water systems. They would ask that the hourly wage be raised from \$10.40 to \$12/hour. This raise translates into an additional \$16/week, or a total of \$832 for the 2014 Library Budget. The Commission will cover the additional expense of \$224 through the close of 2013 from its funds.

Motion – Selectman Robertson moves to approve the change in the janitorial hourly rate for the Library from \$10.40 to \$12/hr

Second – Vice Chairman O'Neal

All in Favor – Motion Carries

- Letter from the Residents of Courtois Lane

The Board is in receipt of a letter from the residents of Courtois Lane requesting the road name be changed to Ridge View Lane, or if that is unavailable to Grand View Lane.

Motion – Selectman Pitman moves to approve the change so long as it meets 911 specifications

Second – Selectman Robertson

All in Favor – Motion Carries

The Board asked Jan to coordinate with Rick any necessary communications and/or updates.

- Proposed Voluntary Lot Merger Form

The Board is in receipt of a proposed Voluntary Lot Merger Form from Penny Touchette, Accounts Payable, it was reviewed and everyone was OK with its format.

Unfinished Business None

Town Administrator's Report

Jan asked that the Board would take action on three pieces of equipment to be placed in surplus, a 1988 Jeep Cherokee, a 1959 Alumina-Craft boat and a 1959 Tenny Boat Trailer. The items will be posted around Town and the Board will accept closed bids for their purchase.

Motion – Vice Chairman O'Neal moves to surplus the items as described

Second – Selectman Robertson

All in Favor – Motion Carries

Jan also informed the Board that she is in receipt of paperwork from Police Chief Greeley that the cost to cover the Police Department while the front wall was open was \$1,587.84. Vice Chairman O'Neal noted that this was not covered in the initial Bid, but confirmed that it can be charged to the Warrant Article, to which Jan responded yes.

Other Business

Selectwoman Hutchinson noted that she has some concern with the Northern Pass meeting scheduled for October 8th. She has asked Leslie to reach out to PSNH to determine what format they plan to use in running the meeting and has not heard back yet. She stressed that the meeting should have a open question and answer period where everyone in attendance can participate in and listen to the issues raised. Vice Chairman O'Neal added that there may need to be consideration given to the

space available at the Legion Hall, all agreed that should capacity become an issue they would like to see priority given to Town residents, though they were not sure how that would be executed. The meeting will be discussed further in the coming weeks.

New Business None

Citizens Comments None

Adjournment to Non Public Session RSA 91-A:3, II

Motion – Selectman Robertson moves to enter a Non Public Session under RSA 91-A:3, II

Second – Selectman Pitman

Vote – 5 yea, 0 Nay – Motion Carries

Public Meeting Adjourns at 7:05p

Next Meeting Monday, October 7th @ 5:30pm

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