

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
November 4, 2013
MINUTES**

Call to Order

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

Present: Steve Barry, Chairman; Alan O'Neal, Vice Chairman; Richard Pitman Selectman

Excused: Rebecca Hutchinson and R. Andrew Robertson, Selectmen

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

Pledge of Allegiance to the Flag

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

Scheduled Appointments

- **Library – 2014 Budget – Proposed \$22,913, \$530 increase**

Evelyn DeCosta reviewed the proposed 2014 Library budget. There is an increase in the custodial line from \$10.40/hr to \$12/hr, representing an \$832 difference over 2013. The installation of two permanent poles to provide outdoor lighting will cost \$900, this is an item identified during the safety inspection. The proposed budget also includes a \$100 longevity award. Chairman Barry asked what maintenance items were being considered. Ms. DeCosta spoke that the Library will be applying for a grant to cover work to be done on the chimney, retaining walls, and window sills, at an approximate total cost of \$26,000. Chairman Barry asked when the Library would know if it had received the LCHIP grant monies, they replied that the official announcement will come in January. Vice Chairman O'Neal asked what the anticipated cost for the Chimney work is. Library representatives answered approximately \$6,000, rental of cherry picker-type equipment being the driver of that figure.

Ms. DeCosta provided an update to the Library's search to secure custodial help. She suggested the Board consider adding hedge and shrub trimming to the Town Wide Mowing contract as the Library is struggling to find a custodian comfortable performing those sorts of tasks. She also asked that the Board consider hiring a part-time on-call maintenance employee to handle snow removal at the Library. Vice Chairman O'Neal indicated the Board would consider this further when it conducts its review of the work Mark Tibbetts will be giving up in 2014.

- **Chief Greeley – 2014 Police Department Budget - \$652,585, \$22,807 increase**

Chief Greeley reviewed the proposed 2014 Police Department Budget. The Budget presents a \$22,807 increase over 2013, of that number \$6,000 falls under contractual services and \$11,000 is for the State Retirement System. The full-time employee line shows a reduction of \$1,063, with the part-time employee line increasing almost \$5,000. Chief Greeley noted that the budget includes funds for a barcode system in the evidence room. The cruiser line shows a decrease which is contributed to the anticipated \$6,000 trade in for the Explorer towards the cost of the new SUV.

Chief Greeley spoke that the part-time line is up as use in that area has been heavy. The Department is currently \$1,900 overspent in that line for 2013. The proposed 2014 increase represents an increase in part time employee hours from 176 to 480. Vice Chairman O'Neal noted the budget calls for three on call officers and asked how that would affect uniforms, weapons, and vest needs? Chief Greeley answered that they are OK on weapons, but would need additional vests and uniforms.

Chief Greeley indicated that the Detail line is up from \$26,112 in 2013 to \$29,920. This expectation was based on the 2013 figures, but he hopes that the line will be eliminated completely with the approval of a Warrant Article to create a revolving fund for these expenditures.

Chairman Barry noted that the budget includes the Rockingham County Dispatch fee and asked if there had been any update to that item of contention. Chief Greeley is waiting to hear more, he does not know if a final decision on the matter will be made by March, but chose to include it in the 2014 budget to avoid a shortfall. The fee is split between the Fire and Police Departments. Chairman Barry suggested the Board send a letter to the County Commissioners stating its opposition to the fee and urging an expedient decision as 2014 budgets need to be finalized. The Board agrees.

Vice Chairman O'Neal asked Chief Greeley to explain the value added to the Town in increasing the detail line in an effort to have more of that work done by Town employed Officers. Chief Greeley answered that if the detail is worked by Town employees the Town generates revenue for the administration and cruiser fees. Chairman Barry asked why the Admin line was overspent this year. Chief Greeley answered that it was training and qualifications courses that drove that cost.

With no further questions on the 2014 Police Department budget, the Board received a request from Chief Greeley to hire Darrell Bradley as an on-call officer at \$15.50/hr to start, increasing to \$16/hr after the probationary period. Vice Chairman O'Neal asked if this would replace on-call Officer Joe Lister. Chief Greeley answered no; he has received a notice of resignation from another on-call officer whose last day will be Thursday. Selectman Pitman asked what Mr. Bradley does currently and Chief Greeley answered that he is a full-time officer in Newfields, adding that he has taken his psych and polygraph within the last year and has passed the physical agility and background check. Vice Chairman O'Neal asked that the distinction be clear that he will be brought on as an On-Call Officer with no scheduled hours, versus a Part-Time Officer with scheduled hours, so that, with considerations for Union rules, the position is stated accurately and clearly.

Motion – Selectman Pitman moves to approve the hire of Darrell Bradley as an On-Call Officer

Second – Vice Chairman O'Neal

All in Favor – Motion Carries

Chief Greeley noted that the Public Safety Strategies Group stated in their findings that the evidence room needs work. They recommended a barcode system as well as shelving and bins for the evidence room. He has obtained an estimate from TriTech for the barcode system at a cost of \$2,950. This includes \$2,500 for the initial set up and a \$450 annual maintenance charge. Storage is expected to cost \$870, for a total cost of \$3,800 to address the evidence room needs. Chairman Barry asked if there was money in the 2013 budget to handle this immediately. Chief Greeley indicated he could possibly buy the shelving by year end. It was agreed the goal will be to finance the purchases this year and Chief Greeley will check back in the last two weeks of December to report.

- **Chief Tibbetts – 2014 Government Buildings, GBW Building, Town Hall, Fire Department and Water Holes & Forrest Fires Budgets**

Government Buildings - \$85,213

Chief Tibbetts indicated that he would like to raise the mowing line from \$5,800 to \$6,200 to get all mowing done 20 times during the year. Vice Chairman O'Neal asked if the hedging and trimming at the Library could be included with this scope of work, Chief Tibbetts estimated that would be at an additional cost of around \$300. Chairman Barry suggested that line be increased from \$6,500 to include the work at the Library.

Chairman Barry asked where the reduction of Chief Tibbetts stipend would be seen, J. Foisy answered under GBW Building. The hiring of an On Call Custodian will also pull from that area. Vice Chairman O'Neal asked what the purpose of lowering the stipend was, to which J. Foisy answered as Chief Tibbetts is decreasing his hours, the result is a decrease in pay. Chairman Barry agreed with this methodology, adding that when a new individual is brought on to do this job he would imagine a totally different salary structure.

J. Foisy informed the Board that she has solicited pricing from several cleaning companies, many were unwilling to travel to Deerfield to do the work, but she has received two quotes for 3 days cleaning at the GBW Building, one is at a cost of \$325/week, the second for \$1,150/month. Vice Chairman O'Neal suggested the scope be revised to coordinate cleaning of the Library and Chief Tibbetts added at the Parks and Recreation Director's Office is also seeking service. J. Foisy will ask the vendors to revise their price with adding the services at the Library.

GBW Building - \$138,107, an increase of \$23,330

Chief Tibbetts noted that the majority of the increase in this budget is in the Repair & Maintenance line. He has solicited prices on repairing the lower roof at the transitional area between the back and middle building and received a quote of \$13,590 from Therrien Roofing. There is also an anticipated cost of \$17,000 for the electrical work that needs to be done in the building. Chief Tibbetts has included the cost to move the electricity at GBW from underground in the parking lot to an inside switch room, this would be at a cost of \$6,000. Vice Chairman O'Neal asked if the current location of the electric lines is well documented, suggesting that it should be a non-issue going forward now that everyone knows what is where. Chairman Barry asked Mark to put the locations on a map. The cost to move the lines was left in the GBW Building budget for now and the Board will plan to discuss further.

Town Hall - \$32,645, an increase of \$755

Chief Tibbetts spoke that most of the projected increase is in the electricity line, he is working closer to determining the actual usage. There is a concern that there will be a spike in the electricity bill from October, when PSNH did work on the sprinkler systems they did not notify the Town that a fire pump was running several days in reverse phase. Vice Chairman O'Neal asked for an update on the conditions of the furnaces in the Town Hall. Chief Tibbetts spoke that one is 8 years old, the other 20 years old, but that both were rebuilt last year and seem to be running good.

Fire Department - \$161,325, an increase of \$37,354

Chief Tibbetts spoke that \$25,000 of the increase is due to stipends, the remainder reflects the purchase of two self-contained breathing apparatuses at a cost of \$6,000 per unit.

Water Holes & Forest Fires - \$7,451, an increase of \$502

There was no discussion on this proposed budget

\$35,000 for GBW Building Improvement – Warrant Article

This is the 4th year of the 5 year plan to reside the GBW Building. Vice Chairman O'Neal spoke that he noticed the building's AC units are currently on the ground, can those be relocated to the roof, or closer to the shed with a fence to enclose them? Chief Tibbetts said yes, that he will look to address this. Chairman Barry added that they would like to have the asphalt removed on the back side where Parks & Recreation uses the outside area. Chief Tibbetts confirmed yes, that the asphalt can be removed in conjunction with the other work being done.

\$42,000 for Chevy Tahoe Replacement – Warrant Article

Chief Tibbetts spoke that the current vehicle is 10 years old with 118,000 miles on it. Chairman Barry asked if it could be used for two more years, to which Chief Tibbetts answered it may make it one more year, but it is getting tired. Selectman Pitman suggested holding off on this purchase for another year, the Board agreed to leave it in for now and discuss further down the road.

\$30,000 to Capital Reserve for a new Tanker – Warrant Article

Chief Tibbetts explained that this is to set aside money toward the purchase of a new Tanker targeted for 2015 at an estimated cost of \$400,000. This would replace Tank 2 which is currently 26 years old. Chairman Barry suggested making this Warrant Article \$50,000.

Alex Cote – 2014 Highway Department Budget - \$750,626, an increase of \$13,150 (1.78%)

Alex reviewed that the full time employee line is down \$400, the part time employee line shows an increase of \$2,944 to \$7,000 and the over time line is flat. He has reduced the Town Attorney line to \$1 as they have not used those services for a number of years. The telephone line has a \$2,745 increase. The Contracting line has an increase of \$5,000 to cover any unexpected events, that raise is offset by a decrease in the reconstruction line. The Highway Department building has been updated with a new bathroom fan, shower, and range, among other improvements funded by a donation.

For materials, Alex noted that Eastern Mineral charges \$0.25/ton more for salt, but that he still prefers to split the contract between two vendors. This adds \$112 total to the budget, but he feels it is worth the added cost, the Board agreed. The 2014 budget plans for paving of 2,700 feet of South Rd, all of Pleasant Hill Rd, 100 feet of intersection where Coffeetown Rd meets Rt 43, and 100 feet of intersection where Harvey Rd meets 43.

Vice Chairman O'Neal asked for an update on the Chipper rental contract. Alex informed the Board that they are paid through October, there is a buy-out option and he will get the specific details. He expressed his appreciation for the Board's support of the long term lease rental of the Chipper, indicating that it has made a big difference for the Department and the work they have done around Town.

\$90,400 to purchase an Excavator – Warrant Article

Alex is seeking approval from the Town to purchase an 18,000 lbs machine to match the unit that they currently rent. There are some options for leasing the equipment, but something needs to be done. This year the Highway Department has spent \$9,000 in excavator rental fees. Vice Chairman O'Neal voiced his support for the Warrant Article and suggested the wording be made flexible to allow Alex to shop for the best new or used deal among a variety of makes and models.

\$67,000 to purchase a new F550 – Warrant Article

Vice Chairman O'Neal noted that it appears the department is using the F450 and F250 as daily patrol trucks, yet Alex is looking to purchase a bigger truck going forward. Alex confirmed, stating that the larger chassis is only \$1,800 more, and that the \$67,000 figure represents a complete truck with wiring, strobes, etc. He stated there are some lease options for this vehicle as well. Vice Chairman O'Neal asked whether this price would be at State rates and Alex confirmed yes, he

also provided the Board with the maintenance records on the current vehicle dating back to 2003.

Chairman Barry stated that the backhoe is not up to the work load that it is currently being used for and suggested that the lack of an excavator for the Department has contributed to the wear and tear on that piece of equipment. Continued use in this way will likely result in another breakdown of the backhoe Alex felt that those were fair statements and added that finding parts for the backhoe is difficult.

Scope of Work – Mark Tibbetts

Alex provided the Board with a scope of work for Mark Tibbetts. Chief Tibbetts indicated that he could continue to plow the water holes and cisterns as the Fire Department has a vested interest in their accessibility during storms. He will be giving up plowing of the GBW building, Fire Station and Town Hall. Vice Chairman O’Neal asked if Alex had received any interest and Alex confirmed yes, that he has provided the names of 4 interested contractors to Leslie. Vice Chairman O’Neal was concerned that if the building lot and water hole/cistern plowing work was split up that there may not be enough work for one person to do. Chief Tibbetts spoke that if someone insists on the whole package of work he is fine with that. Alex has the names of the contractors interested, mainly Mr. Sanborn, and he will arrange contracts for the Board’s review.

Regular Business/Signatures

- Minutes October 21, 2013

Motion – Selectman Pitman moves the minutes as written

Second – Vice Chairman O’Neal

All in Favor – Motion Carries

- Accounts Payable – \$47,766.46

Motion – Vice Chairman O’Neal moves to approve the accounts payable

Second – Selectman Pitman

All in Favor – Motion Carries

- Letter to National Electricity Division Expressing the Board’s Opposition to the Northern Pass Project

Signatures Executed

- Tax Collectors Warrant - \$6,265,932

Motion – Vice Chairman O’Neal moves to approve

Second – Selectman Pitman

Discussion – Vice Chairman O’Neal stated for the public that the current tax rate is set at \$22.65. Of that, \$3.65 is to the Town, \$0.96 to the County, \$15.81 to the School and \$2.23 to the State School

Vote - All in Favor – Motion Carries

- Winter Contracts – Paul Smith, WF Grace and Jonathan Winslow

Motion – Vice Chairman O’Neal moves to approve

Second – Selectman Pitman

All in Favor – Motion Carries

- Amendment of Cemetery Deed – Ivan & Mary Nelson to Ivan Nelson & Susan Reed

Motion – Vice Chairman O’Neal moves to amend as stated

Second – Selectman Pitman

All in Favor – Motion Carries

- Dental Insurance Contract – HealthTrust - No Rate Change from 2013

Motion – Vice Chairman O’Neal moves to approve the Dental Insurance Contract

Second – Selectman Pitman

All in Favor – Motion Carries

- Notice of Abatement - \$1,840 to the Duran Family Rev Trust, Map 423 Lot 10 – Wash from previous overpayment on Map 423 Lot 9 due to a lot line adjustment

Motion – Vice Chairman O’Neal moves to approve

Second – Selectman Pitman

All in Favor – Motion Carries

- Technical Services Support Agreement – Physio Control Inc & Deerfield Rescue Squad – Defibrillator Monitor & Repair, \$1,080/term – payable annually

Motion – Vice Chairman O’Neal moves to approve \$1,080 to Physio Control Inc

Second – Selectman Pitman

All in Favor – Motion Carries

- Notice of Intent to Cut Wood or Timber – Elizabeth Bartol – Coffeetown Road

Signatures Executed

- Property & Liability Insurance Proposals

Chairman Barry presented two proposals for Property & Liability Insurance. Coverage can be obtained through Primex at a cost of \$46,033 or through Property Liability Trust at a cost of \$42,961. He is of the understanding that Property Liability Trust may not be fully funded and recommends going with Primex. For a cost of \$68,261 the Town can enter into contract with Primex for 18 months of coverage running through December 31, 2015, bringing the policy in line with the fiscal year.

Motion – Vice Chairman O’Neal moves to sign with Primex for P&L Insurance coverage through 12/2015 at a rate of \$68,261

Second – Selectman Pitman

Discussion – Vice Chairman O’Neal voiced the importance of bringing the coverage in line with fiscal year in order to avoid any mid-year rate changes that may result in a budgeting shortfall. Chairman Barry added that by signing an 18 month contract Primex agrees to reduce the rate of the Workers Compensation Policy

Vote – All in Favor – Motion Carries

-Primex - Unemployment Compensation Policy Renewal – 1/2014 – 1/2015 - \$4,198 (decrease of \$3,373 YOY)

Motion – Selectman Pitman moves to approve

Second – Vice Chairman O’Neal

All in Favor – Motion Carries

- Primex - Workers Compensation Policy Renewal – 1/1/2014 – 1/1/2015 - \$28,852 (increase of 8% YOY)

Motion – Vice Chairman O’Neal moves to approve

Second – Selectman Pitman

All in Favor – Motion Carries

- Citizen’s Correspondence – Mr. Mailhot Formal Complaint to the Board of Selectmen

Mr. Mailhot wrote the Board expressing his discontent with the way the Fairgrounds have allowed lengthy Fireworks Displays to be run on the property, a late night and lengthy disruption to the neighbors. He request that no future permits be issued allowing the activity. Selectman Pitman suggested the issue be discussed at tomorrow’s meeting with the Fair Association. Vice Chairman O’Neal asked that someone check with Mark as to whether any similar complaints were received and to find out whether property abutters were notified.

Other Business None

Unfinished Business None

Town Administrator’s Report

L. Boswak reminded everyone that there will be a Workshop meeting held November 5th at 6:30p in the Emergency Management Room with the Select Board and the Deerfield Fair Association.

New Business None

Citizens Comments

K. Shigo, noting the large size of the Police budget, asked how many part time and full time officers are currently on the force and how many vehicles are there? The Board will get that information and provide it to her. Regarding noise, Ms. Shigo expressed her concerns with the plans for a helicopter landing pad currently being worked on by the Planning Board. She feels this noise will change the dynamic of the Town, appreciates that Deerfield is rural, open and peaceful. The issue with the noise from the fireworks is temporary, but the helicopter pad will be a permanent disruptive noise.

H. Cady spoke that typically the County budget is approved by the House of Representatives in January, so the Board will probably have the dispatch fee figure by then. She suggested in its letter to the County that the Board use the nursing home and court systems as examples where Deerfield shares in costs that may not accurately reflect the usage of the Town.

Adjournment

Motion – Selectman Pitman moves to adjourn the meeting of November 4, 2013

Second – Vice Chairman O’Neal

All in Favor – Motion Carries

Meeting Adjourns at 7:55p

Next Meeting Tuesday, November 5th @ 6:30pm

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