

**TOWN OF DEERFIELD  
BOARD OF SELECTMEN  
November 18, 2013  
MINUTES**

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**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, Jan Foisy, Finance Director

**Pledge of Allegiance to the Flag**

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

**Recess to Public Hearing – RSA 31:95-b, Acceptance of \$5,100.00 from the NH Housing Finance Authority for a supplemental NH Community Planning Grant**

Harriet Cady asked how the money will be spent to which Planning Board Chair Fred McGarry answered that the funds will pay for the preparation of a Design Charrette of Deerfield Center/Deerfield Village. He added that the acceptance requires no matching money from the Town, but will have a match made through volunteer hours. Ms. Cady asked how this differs from the last charrette that was done, Mr. McGarry answered that the previous charrette included the proposed Safety Complex within its plans, that building project was voted down and so this new charrette will be better reflective of the current situation.

**Reconvene**

**Motion** – Vice Chairman O'Neal moves to accept the \$5,100 from the NH Housing Finance Authority

**Second** – Selectman Robertson

**All in Favor – Motion Carries**

**RSA 31:95-b, Acceptance of \$3,000.00 anonymous donation to Fire Department**

**Motion** – Vice Chairman O'Neal moves to accept \$3,000 gifted anonymously

**Second** – Selectwoman Hutchinson

**All in Favor – Motion Carries**

**RSA 31:95-b, Acceptance of \$602.40 from NH DRED Grant for purchase of wildland firefighting equipment/clothing**

**Motion** – Vice Chairman O'Neal moves to accept \$602.40 from NH DRED Grant

**Second** – Selectman Robertson

**All in Favor – Motion Carries**

**Scheduled Appointments**

- **Kelly Roberts – Safety Policy Update; Temporary Alternative Duty Policy**

Kelly presented the Board with two policies drafted by the Joint Loss Management Committee for adoption. The Safety Policy Update is a renewal of the policy adopted August 27, 2012, and a newly created Temporary Alternative Duty Policy. She spoke that the Alternative Duty Policy manages the intent of the law and will become a part of the Town's Personnel Policy. Chairman Barry thanked Kelly and the Committee for their work.

**Motion** – Selectman Robertson moves to adopt the Safety Policy Update

**Second** – Vice Chairman O'Neal

**All in Favor – Motion Carries**

**Motion** – Vice Chairman O'Neal moves to adopt the Temporary Alternative Duty Policy

**Second** – Selectman Robertson

**All in Favor – Motion Carries**

Kelly also informed the Board that there will be a mandatory training course at the GBW Building on December 10<sup>th</sup> at 9a for Department Heads and she would invite the Board to attend.

- **Conservation Commission 2014 Budget – Erick Berglund**

Mr. Berglund asked that the Board approve the appointment of new member Deborah Campelia with a term through April 30, 2016.

**Motion** – Selectman Robertson moves to appoint Deborah Campelia to the Conservation Commission

**Second** – Selectwoman Hutchinson

**All in Favor – Motion Carries**

Mr. Berglund informed the Board that the Conservation Commission plans to submit a Warrant Article for the reimbursement of funds the Commission originally provided to the Forest Commission in 2009 for the development of a Forest Management Plan. After the cuts planned for this fall the Forest Commission will have revenue to refund the loan. Vice Chairman O’Neal suggested the Warrant wording be made in a way that will allow for future or a varying amount of reimbursement, for example to state “an amount not to exceed.” The Commission will work to fine tune the language so that it is most effective. There will also be a Warrant Article regarding the designation of a Conservation area on Dow Road as Town Forest. Selectman Robertson noted that it will need to be clearly designated where access to that property will be. Overall the proposed 2014 Conservation Commission budget was flat year over year and the Board had no further questions.

- **Planning Board 2014 Budget – Fred McGarry**

Mr. McGarry reviewed the proposed 2014 Planning Board Budget at a year over year increase of \$53. A significant percentage increase is shown in the printing line, up from \$1 to \$250 as they plan to finalize amendments to the Pleasant Lake Watershed and Village District. The Board is also planning for an increase in the Equipment line as several drawings will be stored in a tube file system and they plan to acquire a 4 drawer vertical file. He noted that they had projected \$550 for Register Recordings and has spent just over \$250 YTD, they could consider reducing this line by \$100.

Chairman Barry noted that the current year’s expenditures are approximately \$10,000 under budget, and asked if the Board was expecting any significant year end expenses. Mr. McGarry agreed that it is unlikely the full \$10,000 will be spent. Legal Services and the Consultant lines were noted as potential wild card areas each year. The Board was OK with the Planning Board budget as presented.

- **Cemetery Commission 2014 Budget – Roger Hartgen**

Mr. Hartgen presented the Select Board with a level funded Cemetery Commission Budget, he spoke that the current amounts are working well in conjunction with \$5,000 from the Trust Funds. There is a new individual doing cemetery maintenance, a Mr. Tyler Partridge. YTD the Commission has expended \$12,740, they have a \$400 payment to the Cemetery Superintendent due to be paid in the 4Q along with whatever maintenance money is needed through year end. Chairman Barry spoke that the Town will need to publicize that it is looking for a new Cemetery Commission Member and Roger confirmed yes, that his intent is to retire. The Board had no further questions at this time.

- **Veasey Park 2014 Budget – Glenda Smith**

Glenda Smith presented a proposed 2014 Veasey Park Budget of \$32,133, an increase of \$6,226 YOY. She noted that the primary increase is that they are again asking for a Parking Attendant for the Park. She spoke that further work needs to be done in creating an ordinance to enforce the parking by permit only. Vice Chairman O’Neal asked about the \$200 reimbursement for Lifeguards, Ms. Smith responded that the cost of getting certified as a lifeguard is currently \$475 and this is to try and reimburse some of that cost for the individuals. Select Woman Hutchinson asked if it is easy to find lifeguards for hire and if most are young, first time workers. Ms. Smith answered that the availability ebbs and flows, but that yes, for most it is a first job. Vice Chairman O’Neal expressed concern with the reduction in the Maintenance and Repair line, Ms. Smith clarified that the cost of swim suits was shifted to a different line, there is not an actual reduction to the amount for Maintenance and Repair.

Chairman Barry asked what progress has been made for the Kayak Access and Ms. Smith indicated that the Veasey Park Commission is waiting on the Select Board to discuss that further. She spoke that they would like to encumber some money from 2013 to pay for a new septic design. Rick Pelletier will look into this and see what can be done before year end.

- **Rescue 2014 Budget – Cynthia McHugh**

The Rescue budget was presented at \$47,374, a year over year decrease of \$607. Cynthia McHugh spoke that the Department will be short this year for Training Funds. She would propose for 2014 moving \$800 from the uniform line and increasing the Training line by \$1,000, a net increase of \$200 to the Department’s 2014 Budget. Selectwoman Hutchinson asked what the Special Duties Stipend line represented. Ms. McHugh answered that as the Rescue Volunteers work at Horse Shows, the show pays the Town and the Town in turn pays a stipend to the Rescue workers.

Ms. McHugh indicated that the Department would like to put in a Warrant Article for the purchase of a new EKG Machine. A new unit would cost \$31,967 and is used on just about every call where chest pain is involved. There are some variable options where the Department could trade in another piece of equipment toward the cost of the new machine. The Board agreed to present a Warrant Article for the purchase of a new EKG Machine and to see how it is received by the voters. They would also like to see a Warrant Article to set aside another \$5,000 for Equipment Replacement as was done last year. Ms. McHugh

informed the Board that a new CPR Machine will be something to consider.

Selectwoman Hutchinson formally thanked the Rescue Team for services rendered to a member of her family this past summer and commended the work they do.

- **ZBA 2014 Budget – Josh Freed**

The ZBA Budget was presented at \$30,402, a decrease of \$1,175 over 2013. Josh Freed spoke that they have not had to go to court for the last four or five years which has helped to keep costs down. They have proposed an increase in the part time employee line as they may be overspent in that line for 2013. He noted that they have worked to update the bylaws and train new members – there does continue to be a lack of people willing to serve as an alternative member.

- **Transfer Station/Building Department 2014 Budget – Rick Pelletier**

The Transfer Station proposed 2014 budget shows an increase of \$299 year over year, Rick Pelletier spoke that this was in the contracted services line for the Security and Porta Potties. Vice Chairman O’Neal noted that \$2,000 was budgeted for recycling of tires and only \$615 was spent this year, Mr. Pelletier answered that the tires were not broken out in some of the earlier runs. Vice Chairman O’Neal noted that the Hazardous Waste line had not been fully spent for the last two years, Mr. Pelletier confirmed, but noted that the number is based on a recommendation from the vendor of what a Town the size of Deerfield should budget. He updated the Board that they are now able to recycle anti freeze and cooking oil. He would like to consider a new building, perhaps in the 2015 budget cycle. This would be for more efficient storage of recyclable materials and to bring items, such as copper and batteries, inside which are sometimes stolen. He estimated that there was \$5,000 in revenue lost this year due to theft.

Vice Chairman O’Neal noted the Engineering Test line and recalled that in a previous report the testing firm had suggested the Town could cut out a testing, resulting in a cost savings.

**Building Inspection 2014 Budget – Rick Pelletier**

The Building Inspection budget was presented at \$48,788, a decrease of \$29 from 2013. Mr. Pelletier spoke that the permitting income is on track since last year. He expects that Browns Mill will be built out by spring.

- **Administration 2014 Budget – Leslie Boswak**

The Town Administration budget was presented at \$226,861, an increase of \$39,370 year over year. Leslie Boswak spoke that the majority of that increase is the addition of an employee to handle the 91A Compliance issues at an annual salary of \$38,000. She noted there was also an increase in the Legal Notices, Telephone and Vendors lines. Selectwoman Hutchinson asked how much time is currently being spent on 91A issues and what other work isn’t getting completed as a result of that. Ms. Boswak answered that it was hard to quantify, it may be 90 minutes one week, and several hours another. Police Chief Greeley asked if the employee might also work on 91A issues for his and other Departments. Ms. Boswak answered yes, that the intent was to have the person cover all departments, committees, conduct training and be a general “Compliance Officer”. She pulled the salary estimate from a para legal type position through the State. Selectwoman Hutchinson felt a more full explanation of the duties and need should be documented, including examples where other work has suffered because an employee had to handle a 91A issue outside of their normal scope of work.

Ms. Boswak presented the proposed Personnel Administration budget. This is down \$3,963 year over year. She spoke that the Performance Pay line has not been spent this year, but that they intend to do so in December and would like to maintain that line.

Jan Foisy spoke that the Town Employees Health Insurance renewal was at a rate increase of 7.15%, this is largely because renewal was done on December 1<sup>st</sup>. The increase is reflective of additional employees added to the plan. She has also included a Life/ADD Insurance Policy for emergency personnel. This policy would cover death in the line of duty for all non-benefited Fire, Police, and Rescue workers. Currently without this coverage, were someone to be killed in the line of duty, the Town would be responsible for potentially significant travel and funeral expenses for the family. The policy is at a cost of \$3,600/year. Vice Chairman O’Neal asked if that item would be included in the default budget, Ms. Boswak answered no, because it is something new and is not required by any law.

- **Fire Department Update – Chief Tibbetts**

Chairman Barry indicated that he has spoke with Chief Tibbetts regarding storing the fire engine at PK Lindsey and the availability of space at the Deerfield Fairgrounds Fire House. Chief Tibbetts feels that due to the age and condition of the engine it is not appropriate to house it in cold storage. Selectman Robertson asked why the truck was being kept. Chief Tibbetts answered that the truck is the Town’s original fire engine from 1931, and is a valuable piece of the Town’s history. The cost to store it at PK Lindsey through April of 2014 is \$500. Vice Chairman O’Neal suggested the facility at PK Lindsey may want to be reviewed by the Town’s insurance carrier and wanted to be sure the concerns for the way the truck was stored, among other stacks of items, be addressed. Chief Tibbetts confirmed that all other equipment will be moved to the facility at the Fairgrounds

for Winter Storage including their trailer and the wood chipper.

- **Police Department Update – Chief Greeley**

Chairman Barry read to the Board a letter from Chief Greeley stating his plans to retire effective December 31, 2013. Chief Greeley expressed his appreciation for the Town and the work they have done with him and spoke that his decision is in no way related to the assessment of the Department. The Police Department will continue to work on the issues identified by PSSG. He plans to continue work as a part time Police Officer.

**Motion** – Selectman Pitman moves to accept the resignation of Chief Greeley effective December 31<sup>st</sup>

**Second** – Selectman Robertson

**All in Favor – Motion Carries**

L. Boswak suggested the Board consider utilizing PSSG as there is still some time remaining under their contract. The Group is willing to work with the Town in compiling a job description and strategizing for recruitment, etc. She will have something outlined at the next meeting and the Board would like to have an appointment scheduled with Kim of PSSG to discuss further. Chairman Barry expressed his concern at being able to fill the position at the salary level currently paid, he feels that Deerfield has one of the lowest paid Police Chiefs in the state for a Town of its size. Chief Greeley spoke that if the Board went the route of hiring a Chief for administrative duties only, they would need to bring on an additional full time officer. The Board agreed to engage PSSG as soon as possible to begin developing a go-forward plan.

The Board asked Ms. Foisy to email a current totals/recap to Members and will plan to finalize the 2014 Proposed Budget at next Monday's meeting for presentation to the MBC on November 26, 2013.

**Regular Business/Signatures**

- **Minutes October 28, 2013**

**Motion** – Selectman Pitman moves the minutes as written

**Second** – Selectwoman Hutchinson

**All in Favor – Motion Carries**

- **Minutes November 4, 2013**

**Motion** – Selectwoman Hutchinson moves the minutes as written

**Second** – Selectman Robertson

**All in Favor – Motion Carries**

- **Minutes November 5, 2013**

**Motion** – Selectman Robertson moves the minutes as written

**Second** – Selectwoman Hutchinson

**All in Favor – Motion Carries**

- **Accounts Payable – \$63,123.69**

**Motion** – Selectman Robertson moves to approve the accounts payable

**Second** – Vice Chairman O'Neal

**All in Favor – Motion Carries**

- **Land Line Phone Contract - FairPoint**

L. Boswak informed the Board that Steve Jamele had done an analysis of the Town's land line phone contract, by rearranging the current contract with Fairpoint the monthly cost can be reduced from approximately \$800 to approximately \$500. A contract was presented authorizing Fairpoint to serve as the local and regional provider for the Town of Deerfield.

**Motion** – Vice Chairman O'Neal moves to authorize Chairman Barry to sign the new contract

**Second** – Selectman Robertson

**All in Favor – Motion Carries**

**Second** – Selectman Robertson

**All in Favor – Motion Carries**

- **Tax Map Maintenance Proposal – 4/1/2014 – 3/31/2015 - \$2,950**

**Motion** – Vice Chairman O'Neal moves to approve the Tax Map Maintenance Proposal for \$2,950

**Second** – Selectman Robertson

**All in Favor – Motion Carries**

- **Notice of Computer Adjustment – Change to assessment Deerfield Elderly Housing, 1 Upham Drive – Abate \$459 for 2013 Tax Year**

**Motion** – Vice Chairman O'Neal moves to approve

**Second** – Selectman Robertson  
**All in Favor – Motion Carries**

**- 3 Winter Highway Contracts – Rollins, Tibbetts and Sanborn (2 trucks)**

**Motion** – Selectman Pitman moves to approve the Winter Highway Contracts  
**Second** – Vice Chairman O’Neal  
**All in Favor – Motion Carries**

**- Town Hall Fee Waiver Request – Deerfield Women’s Club Silver Tea**

**Motion** – Vice Chairman O’Neal moves to waive the Town Hall Fee  
**Second** – Selectman Robertson  
**All in Favor – Motion Carries**

**- Deerfield Women’s Club Annual Silver Tea – Permanent Waiver**

**Motion** – Selectman Pitman moves to permanently waive the Town Hall fee for the Silver Tea  
**Second** – Vice Chairman O’Neal  
**All in Favor – Motion Carries**

**- Deerfield American Legion Women’s Auxiliary Cooke Walk & Raffle Town Hall Fee Waiver Request**

**Motion** – Selectwoman Hutchinson moves to waive the Town Hall Fees  
**Second** – Vice Chairman O’Neal  
**All in Favor – Motion Carries**

**- Notice of Computer Adjustment – Abatement of \$19,943 on properties now owned by the Town (Sandpit Ave, Corey Rd, 123 Nottingham Rd, 278 South Rd, 10 Range Rd, Raymond Rd & Pinecrest Rd)**

**Motion** – Vice Chairman O’Neal moves to approve the abatement  
**Second** – Selectman Robertson  
**Discussion** – Selectman Robertson asked what the process would be if someone is living at the properties now owned by the Town. L. Boswak will look into it and report back.  
**All in Favor – Motion Carries**

**- Notice of Abatement - \$1,501 to Deerfield Fair Association for Cotton Rd property moved into current use**

**Motion** – Vice Chairman O’Neal moves to approve the abatement  
**Second** – Selectman Robertson  
**All in Favor – Motion Carries**

**- Notice of Abatement - \$10 to Donald and Carol Willoughby, Map 424, Lot 057**

**Motion** – Vice Chairman O’Neal moves to approve the abatement  
**Second** – Selectwoman Hutchinson  
**All in Favor – Motion Carries**

**- 2013 Equalization Municipal Assessment Data Certificate – Cyclical in Progress – To be submitted to the DRA**

**Motion** – Vice Chairman O’Neal moves to approve  
**Second** – Selectman Robertson  
**All in Favor – Motion Carries**

**- Notice of Intent to Cut Wood or Timber – John Garland, North Rd**

Signatures Executed

**- NH Community Planning Grant Program**

Signatures Executed

**- Notice from State of NH Department of Safety – 2013 NH Fire Standards & Training Award to Chief Tibbetts**

The Board commended Chief Tibbetts on the award and will send a formal letter congratulating him.

**- Cleaning Estimates – GBW Building, Library & Parks and Recreation**

Chairman Barry presented the Board with two cleaning cost estimates. Work includes the GBW Building three times weekly, the Library three times weekly, and the Parks & Recreation area two times weekly (to be funded by the revolving fund). NH Cleaning Services submitted a quote of \$1,150/month, \$675/month, and \$600/month respectively at a total of \$29,100 for the year. Mr. Clean submitted a quote of \$1,300/month, \$480/month, and \$440/month respectively at a total of \$26,640/year.

Vice Chairman O’Neal asked if the hiring of a part time employee had been fully considered, and asked what the companies submitting quotes used for hours and scope of work. There was discussion as to the struggle to locate an individual willing to do the

job for the \$10/hour rate. Chairman Barry spoke in favor of hiring a professional service for one year to see the difference in quality of cleaning.

The Board will revisit this item at next Monday's meeting and finalize for inclusion in the 2014 Proposed Budget.

**Non-Contemporaneous Business**

- Payroll Manifest – \$44,255.19 (\$33,423.62 net) - - Reviewed & signed by the full Board on November 8, 2013

- Accounts Payable – \$514,039.47 (\$500,000 transferred to the school) - Reviewed & signed by the full Board on November 8, 2013

**Unfinished Business**        None

**Town Administrator's Report**

L. Boswak was pleased to report that Westfield Construction has just about wrapped up its work at the Library. She, Vice Chairman O'Neal and Rick Pelletier has walked through a punch list with Westfield on the items left to be addressed, but the work done looks fantastic. The Eagle Scout bricks at the walkway need to be removed with sand added beneath and replaced, they also discussed the need for any new book depository on the steps to not be made of metal, as the rust was unable to be fully removed. The winter contractor addressing snow at the library will need to use limited salt and a plastic shovel so as not to damage the steps.

**New Business**

Selectman Robertson informed the Board that he has been approached by Kate Hartnett with the Planning Board regarding Thurston Pond Rd and a new Subdivision Plan there. It seems as though the road has reverted to abutters, there is some concern regarding the maintenance agreement and waiver and he wanted to make sure the Board was aware it may come before them in the near future.

**Other Business**    None

**Citizens Comments**

H. Cady noted that the single bathroom at the lower level of the Steel Building smells of mildew and the paper is peeling, when the Women's club paid to improve the bathroom at the Town Hall the cost was less than \$300, she would think something similar could be done here at a similarly small expense.

**Adjournment**

**Motion** – Selectwoman Hutchinson moves to adjourn the meeting of November 18, 2013

**Second** – Selectman Robertson

**All in Favor – Motion Carries**

**Meeting Adjourns at 7:55p**

**Next Meeting Monday, November 25th @ 5:30pm**

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