

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
December 30, 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, Jan Foisy, Finance Director

Pledge of Allegiance to the Flag

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

Scheduled Appointments

Deb Boisvert – Cable Contract Update

Deb Boisvert provided the Board with a status update of the Town’s cable contract negotiations with MetroCast. The current contract will lapse 12/31/13, but as long as the Town continues its negotiations with MetroCast in good faith, there should be no problem continuing under the current contract. The items most important to the citizens, rates, bundles and content, were all items unavailable for negotiation. Public Access Channels were some of the only things open for discussion and no other cable providers are interested in servicing the Town of Deerfield. Deb commented that it was interesting to note the MetroCast views itself largely as an Internet Company versus a Cable Provider, and this has shaped the way the new contracts are written. Going forward the contract should be finalized in approximately two months. It will come before the Board who will then hold a public hearing, and vote on whether or not to execute the revised contract.

Alex Cote – Plowing Routes

Alex Cote is seeking guidance from the Board, there is a situation where one of the current plow trucks under contract with the Town is for sale and the individual looking to purchase the equipment is currently under contract with two other trucks for the Town’s roads. If the existing contract were to be re-assigned to the individual purchasing the truck this would put three of the Town’s six plow trucks under the direction of one individual. Selectman Pitman and Chairman Barry indicated they were not overly concerned, noting that the Town has had a successful history with the contractor in question. Vice Chairman O’Neal asked how the sale would impact the Town’s contractual obligation to the seller. Alex responded that the contract would need to be re-written to reflect insurance updates, but that yes, the intention would be to transfer the existing contract to the purchaser of the truck. Selectman Robertson spoke that the conversation may be different if they were just going into the plowing season, but that being mid-season he would suggest the Highway Department just find a way to best work with the situation. The Board thanked Alex for bringing the issue up for discussion, but agreed that at this point it was not overly concerning to have three trucks being run by a single contractor. Alex agreed, noting that for the record he generally does not feel it is good procedure to have so many eggs in one basket, so to speak.

David O’Neal – Deerfield Fair Update

David O’Neal updated the Board that the Fair Association is in the process of talking with Engineers. Regarding the 2014 Fair contracts with the Fire and Rescue workers, he asked if the Fair could pay the Town one sum, as it does with the Police Department, rather than managing payroll for the individuals who work. J. Foisy spoke that if handled that way, the amounts would need to be included in the Town’s budget. Selectman Robertson asked what the approximate amounts would be, D. O’Neal answered \$8,000 for Fire services and roughly \$3,400 for rescue. Vice Chairman O’Neal spoke that there is the potential that, if the Warrant Article to establish a revolving fund for these types of Special Details passes, the issue will be moot. Chairman Barry agreed, if the Warrant Article passes there would be no problem proceeding as D. O’Neal suggested, but if it fails he does not believe it would be possible for the 2014 Fair. In that case, Chairman Barry agreed that it should be a goal for 2015 to include in the Budget. D. O’Neal asked how the proposed contracts should be presented. Chairman Barry answered that the Fair Association should work with the Department Heads to negotiate and establish the scope of work and then bring the proposed contracts before the Board for final approval.

Non-public Session 5:49 pm

Motion: Vice Chairman O'Neal moves to enter into a Non-Public Session under RSA 91A:3 Ilc

Second: Selectman Robertson

Roll Call Vote – Pitman, yes; Hutchinson, yes; Robertson, yes; O'Neal, yes; Barry, yes

The non-public session ended at 6:00 p.m. Chairman Barry noted for public record that no action was taken during the non-public session

Motion – Vice Chairman O'Neal moves to seal the minutes from the non-public session

Second – Selectman Robertson

Roll Call Vote – Pitman, yes; Hutchinson, yes; Robertson, yes; O'Neal, yes; Barry, yes

Regular Business/Signatures

- Minutes December 9, 2013

Motion – Selectman Pitman moves the minutes as written

Second – Selectman Robertson

All in Favor – Motion Carries

- Minutes December 16, 2013

Motion – Selectman Robertson moves the minutes as written

Second – Selectwoman Hutchinson

All in Favor – Motion Carries

- Minutes December 18, 2013

Motion – Selectwoman Hutchinson moves the minutes as written

Second – Selectman Robertson

Discussion – Selectwoman Hutchinson noted that under adjournment, the 2nd is said to have been made by "Selectwoman Robertson" and should be "Selectman".

Vote to approve the minutes as amended - All in Favor – Motion Carries

- Accounts Payable – \$57,455.77 and \$10,675.71 – Totaling \$68,131.48

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

Second – Selectman Robertson

All in Favor – Motion Carries

- Professional Services Agreement Modification – PSSG

Contract hours have been expanded to 18/week technical assistance in addition to aiding in the search process for the new Police Chief - \$19,350 is added to the contract for a new total of \$27,145 to be taken from the Police Department Budget

Motion: Vice Chairman O'Neal moves to approve the Professional Services Agreement Modification

Second: Selectman Robertson

All in Favor – Motion Carries

- Gemini Data Backup & Recovery Opt Out Form

Motion: Vice Chairman O'Neal moves to approve the opt out

Second: Selectman Robertson

Discussion: J. Foisy spoke that, at the advisement of Steve Jimele the Town does not need these backup services, the result is a reduction in cost of \$900 in the Municipal Software budget

All in Favor – Motion Carries

- Timber Bond – \$700 - Hopkinton Forestry – Map 413, Lot 059

Motion: Vice Chairman O'Neal moves to approve

Second: Selectman Robertson

All in Favor – Motion Carries

- Fairground Sites – Computer Adjustment/Abatement

Backup information on the requested abatements of \$553.60 to Tom Jacobs of Ye Olde Yankee Tavern and \$329.27 for Anne Carricini was provided. The Building was removed in the 2013 tax year. Taxes were unpaid in 2011, 2012 and 2013

for a total of \$553.60. The Town can send this on to the Deerfield Fair Association, but has historically had very little success in recouping back taxes on Fair vendors. Vice Chairman O'Neal suggested that going forward the Town find a way to tax the Fair Association for all structures on the property and leave the collection to the Fair, to be done at the time of registration. Currently tax revenue from stands on the grounds represents \$8,500, but Vice Chairman O'Neal feels that the Fair would have a much higher success rate in collecting than the Town sometimes has. The Board agreed and asked the Town Administrator to make sure this approach falls within DRA guidelines. The goal will be to make this change effective April 1, 2014.

Motion: Selectman Robertson moves to approve the adjustments of \$553.60 and \$392.27 as requested

Second: Vice Chairman O'Neal

The Town will send a formal letter to the Fair Association describing the requested change.

All in Favor – Motion Carries

- Notice of Intent to Cut Wood or Timber – Hopkinton Forestry & Land Clearing

Signatures Executed

- Notice of Intent to Cut Wood or Timber – Tom & Cynthia Welch – Reservation Rd

Signatures Executed

- Personnel Change – Appointment of Dan Deyermond as Officer in Charge of the Police Department as of 12/31/2013 with a \$1/hour rate increase

Signatures Executed

- GBW Proposed Wood Pellet Boiler System

The Board has discussed replacing the Boiler in the GBW building with a Wood Pellet Boiler System. There is currently a Rebate System in place with the State of New Hampshire. L. Boswak spoke that the total estimated cost of a new system is \$50,000, the rebates are awarded on a first come, first serve basis and, if received, would reduce the cost to \$35,000. At current oil and pellet rates this would represent a payback period of 5 years. Vice Chairman O'Neal spoke that he felt applying was premature. The Board asked the Town Administrator to compile and present more information on the cost and installation of the Pellet System for their review.

- Request for Vacation Time Carry Forward – Joel Hughes (30 hours) and Evelyn DeCota

Motion: Selectman Pitman moves to grant the carry over requests

Second: Vice Chairman O'Neal

Discussion: Chairman Barry spoke that Officer Hughes request is a large amount, however because the current Department scheduling situation has put him in this position, he is comfortable with approving the request.

Vote: All in Favor – Motion Carries

- Health Trust – Returned Surplus of \$812.18 from the Town Dental Plan

Motion: Selectman Robertson moves to request a contribution holiday in the amount of \$812.18 from Health Trust

Second: Vice Chairman O'Neal

All in Favor – Motion Carries

Non-Contemporaneous Business

- Payroll Manifest – \$56,290 - Reviewed & signed by Chairman Barry, Vice Chairman O'Neal and Selectman Robertson December 23, 2013

- Accounts Payable – \$561,433.93 - Reviewed & signed by Chairman Barry, Vice Chairman O'Neal and Selectman Robertson December 23, 2013

Unfinished Business

Police Chief Search Process:

Selectwoman Hutching voiced her concern with the process that was selected to solicit community input on the hiring of the new Police Chief. Following the Select Board meeting on December 9th she had drafted questions for the potential search committee to review and was surprised to be told that the Board would be doing a survey instead. She has concern that the decision was made to reverse a previous agreed upon course of action without the full Board being present, she does not see this as collaborative leadership and would ask to revisit the topic. Chairman Barry spoke that he felt the survey would be the more simple way to go about collecting community feedback, and Selectman Pitman agreed, adding that he liked that the survey was a way of including everyone in Town with an opinion to share, not just a select group.

Selectwoman Hutchinson feels that a written survey is a far inferior method for gathering feedback when compared to an open discussion and exchange of ideas. She understands there was a concern for the resource of Time, but feels strongly that just one meeting with the group she identified would reap more valuable results than a written survey. Selectman Robertson spoke that the main driver of his decision to go forward with a survey was that it was following the recommendation of the consultant they have hired to direct them in the job search process.

Motion: Selectwoman Hutchinson moves that the Board meet with an Advisory Council to include representatives from the Welfare, Fire, Highway, Police (a Non-Applicant) and Parks and Recreation Departments, the School and the Fair Association, to discuss the qualities they are looking for in a Chief of Police

Second: Selectman Robertson

Vote: Yea 1, Nay 4, Abstained 0 – Motion Fails

Performance Awards:

The following 2013 Performance Awards were proposed, to be handed out at the next Select Board Meeting:

| | | |
|-----------------------|-------------------------|-----------------------|
| Kelly Roberts - \$300 | Deb Treantafel - \$100 | Jan Foisy - \$100 |
| Evelyn DeCota - \$100 | Rick Pelletier - \$100 | Leslie Boswak - \$200 |
| Denise Greig - \$100 | Penny Touchette - \$100 | Mike Lavoie - \$200 |

Motion: Selectman Pitman moves to approve the Performance Awards

Second: Selectman Robertson

All in Favor – Motion Carries

Encumbrances:

Town Clerk/Tax Collector - \$500 to be combined with \$500 in the 2014 budget for record preservation and microfiche scan records

IT - \$1,418.08 to replace the ID Badge Printer and \$2,372.86 for equipment in the new Board of Selectman Meeting Room; including a projector screen, new microphones and cameras

GBW Building - \$1,875 to install a 3 ft wrought iron fence outside the Police Department

Town Hall - \$2,395 for the Simplex Grinnell Sprinkler Maintenance

Police Department - \$869.89 for Evidence Room Equipment and \$3,422.50 for the PSSG contract balance

Rescue Squad - \$1,708 for an airway monitor

Transfer Station - \$2,600 to replace the guardrails and chains

Veasey Park - \$1,200 for a septic system design

Library - \$7,537 for chimney repair

2013 Encumbrances total \$25,898.33 leaving a surplus of \$73,794

Motion: Selectman Pitman moves to approve the encumbrances

Second: Selectwoman Hutchinson

All in Favor – Motion Carries

2014 Warrant Articles:

The Board discussed the proposed 2014 Warrant Articles. Included in the list were:

- To establish a Capital Reserve Fund for the purchase of Fire Apparatus & Equipment and fund with \$50,000
- \$35,000 to for repairs to the middle section of the GBW Building
- To establish a Capital Reserve Fund for Rescue Vehicles and Equipment and fund with \$10,000
- To establish a 250th Anniversary Committee
- \$67,000 for the purchase of a work truck for the Highway Department
- \$90,400 for the purchase of an Excavator for the Highway Department
- \$42,000 for the purchase of a command vehicle for the Fire Department
- To establish a revolving fund for collection and payment of Public Safety Services work
- To establish the Edith Boisvert Town Forrest
- To reimburse the Conservation Fund \$10,000 from the Forestry Commission

Selectman Robertson noted that it will be important the Board make clear the intent of the revolving accounts and solicit support for that Warrant Article, all agreed.

Town Administrators Report

L. Boswak asked the Board whether the 2014 Meeting schedule looked OK and was approved for posting. The Board confirmed. Additionally she asked that the Board approve the proposed cover of the Town Report, they historically use

Deerfield Scenes and she presented a piece of the Baker's Barn done by a Deerfield Resident. The Board approved.

Other Business

Selectman Robertson spoke regarding the hiring of a new Town Administrator. In the past interviews were done by a two person committee, but he would suggest that for this round interviews be conducted by the full Board. All agreed and L. Boswak noted that 21 applications have been received to date.

New Business None

Citizens Comments

H. Cady spoke that encumbrances are required by law to be presently billed or contracted; she will visit the Town Office tomorrow to request to see the bills for the projects described. She also suggested that the Board include some of the Department Heads who would regularly work with the Chief of Police in the interview process.

K. Alexander suggested that perhaps both the survey and the search committee be used in identifying the qualities sought in a new Chief of Police, she felt both would provide important insight.

P. Pindris suggested that the Town look to see how other Towns with Fairgrounds handle the collection of their property taxes. Selectman Pitman confirmed that he will be reaching out to other Towns to ask the question.

Non-public Session 7:00 pm

Motion: Vice Chairman O'Neal moves to enter into a Non-Public Session under RSA 91A:3 II

Second: Selectman Robertson

Roll Call Vote – Pitman, yes; Hutchinson, yes; Robertson, yes; O'Neal, yes; Barry, yes

The non-public session ended at 7:24 p.m. Chairman Barry noted for public record that no action was taken during the non-public session

Motion – Vice Chairman O'Neal moves to adjourn to a Non-Public Session under RSA 91-A:3, II

Second – Selectman Robertson

Roll Call Vote – Pitman, yes; Hutchinson, yes; Robertson, yes; O'Neal, yes; Barry, yes

Motion – Vice Chairman O'Neal moves to seal the minutes from the non-public session

Second – Selectman Robertson

Roll Call Vote – Pitman, yes; Hutchinson, yes; Robertson, yes; O'Neal, yes; Barry, yes

Meeting Adjourns at 7:25p

Next Meeting Monday, January 13th @ 5:30pm

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