

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
March 24, 2014
MINUTES**

Call to Order

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

Present: Steve Barry, Chairman; Richard Pitman, Vice Chairman; Rebecca Hutchinson, R. Andrew Robertson and Jeff Shute

Also Present: Michael Wright, Town Administrator; Jan Foisy, Finance Director

Pledge of Allegiance to the Flag

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

Regular Business

-Payroll Manifest - \$4,463.76 (\$3,043.14 net)

Motion – Vice Chairman Pitman moves to approve

Second – Selectman Robertson

Vote – Yea 5, Nay 0, Abstained 0 – Motion Carries

-Accounts Payable - \$49,371.47

Motion – Vice Chairman Pitman moves to approve

Second – Selectwoman Hutchinson

Vote – Yea 5, Nay 0, Abstained 0 – Motion Carries

-Appointment – Richard Pelletier, Health Officer & Denise Greig, Deputy Health Officer

Motion – Selectman Robertson moves to approve the appointments

Second – Selectman Shute

Vote – Yea 5, Nay 0, Abstained 0 – Motion Carries

-Appointment – Denise Greig, Welfare Administrator, Matthew Lopez, Animal Control Officer, Cynthia McHugh, Deputy Animal Control Officer & John Watts, Cemetery Commission Chair

Motion – Vice Chairman Pitman moves to approve the appointments

Second – Selectman Robertson

Discussion – Selectman Robertson noted that the newly appointed Road Agent asked whether it would be a conflict to continue in his role as Superintendent of the Cemeteries, the Board did not see any conflict with Mr. Young operating in both roles. Chairman Barry thanked Roger Hartgen for his twenty seven years of service on the Cemetery Commission.

Vote – Yea 5, Nay 0, Abstained 0 – Motion Carries

-Appointment – Heritage Commission - Kelly Ann Roberts, Lindsey Coombs, Daniel Tripp Sr. and James Deely

Motion – Selectman Robertson moves to approve the appointments

Second – Selectwoman Hutchinson

Vote – Yea 5, Nay 0, Abstained 0 – Motion Carries

-Permit Application – Veteran’s Tax Exemption – Peter & Lucinda Borrone

Motion – Vice Chairman Pitman moves to approve

Second – Selectman Robertson

Vote – Yea 5, Nay 0, Abstained 0 – Motion Carries

-Permit Application – Veteran’s Tax Exemption & Service Connected Credit – Matthew & Meghan Augusta

Motion – Vice Chairman Pitman moves to approve

Second – Selectman Robertson

Vote – Yea 5, Nay 0, Abstained 0 – Motion Carries

-MS 232 (Previously MS2)

Motion – Selectwoman Hutchinson moves to approve the 2014 MS 232

Second – Selectman Robertson

Vote – Yea 5, Nay 0, Abstained 0 – Motion Carries

-Health Trust Property Liability Cancellation Form

Signatures Executed

-Letter to Judith Marshall thanking her for her service and accepting her resignation

Signatures Executed

Citizens Comments

Erik Berglund spoke that he had written to the Board last week on some items concerning the Northern Pass and requested the Town submit its support for House Bill 569. M. Wright confirmed that the item was addressed at the last meeting and that the Board encouraged everyone to participate in the Hearing. E. Berglund would request the Board take PSNH up on their offer to hold a Public Hearing regarding the D118 project, the Board agreed and will get something on the calendar as soon as possible. Regarding the public input on the hiring of the new Police Chief, E. Berglund asked what will happen next, Chairman Barry responded that there will be three department heads sitting in on tonight's interviews and that the process will continue forward from there.

Other Business

Selectman Robertson asked that the Board consider getting back in the habit of having more frequent meetings with Department Heads. Selectwoman Hutchinson agreed and added that she would like to see a quarterly budget review included on the meeting agendas. J. Foisy confirmed that information could be made available, but noted that numbers typically trail by 30 days. Selectman Shute spoke that he has received comments on the cost of disposing items at the landfill and suggested that perhaps R. Pelletier could put together a pie chart to show the breakdown of costs.

M. Wright informed the Board that the Town has received a request for reimbursement for damage done to a vehicle that ran over a down sign post. The individual was told that the Highway Department was aware of the hazard and that after making the call they placed an orange cone identifying the post. The motorist is requesting the Town reimburse \$95 for an alignment. Selectman Robertson spoke that it is generally the Board's policy not to pay for damages caused by pot holes or other road hazards. The Board asked M. Wright to gather more information, specifically a better explanation of what was hit and where it was located.

Scheduled Appointments

Officer in Charge Daniel Deyermond – Employment

M. Wright recommended that the Board approve a change in compensation for Officer in Charge Deyermond from \$25.15 to \$27.15 through the end of April, for a total 4 week cost of \$480. Chairman Barry asked Officer Deyermond whether he was working more than was originally expected, Officer Deyermond responded yes, that he the position required far more than he originally thought, he is covering the jobs of two Officers while keeping the Department afloat. He noted that the original agreement was for him to serve in this transitional role through the end of March.

Motion: Vice Chairman Pitman moves to increase the pay rate of Officer in Charge Deyermond to \$27.15/hr through the end of April

Second: Selectman Robertson

Vote: Yea 5, Nay 0, Abstained 0 – Motion Carries

2014 Budget Review

M. Wright presented a comprehensive overview of the 2014 budget shortfalls. Due to a payout of \$3,023.96 to the prior Town Administrator and a change in compensation for Jan Foisy during the transition the Town Administration budget is overspent for 2014. Under the Assessing Department, Judy Marshall will be retiring April 15th and it is M. Wright's recommendation that Penny Touchette split her time between Administration and Assessing. He suggested that she spend 10 hours per week in the Assessing Office. Additionally he recommended hiring a part time clerk in the Assessing office for the balance of the year for 12 hours per week. Finally, M. Wright recommended reflecting a portion of the Town Administrator's salary under the Legal line. He provided examples of how the Town Administrator's time is spent working on legal matters and suggested that 4 hours per week be assigned to the Legal line. Implementing these changes would bring all three Departments (Assessing, Legal and Town Administration) in line.

Motion: Selectman Robertson moves to approve the changes as recommended

Second: Vice Chairman Pitman

Discussion: Selectwoman Hutchinson spoke that she was not comfortable making a decision at this point and asked for additional time to consider the proposal. The vote was tabled until a further date.

The Board will put a review of Town Administration Employee's duties and compensation on the agenda for the next meeting.

Unfinished Business

M. Wright updated the Board that he has been working with Officer Lavoie to retrieve files and other materials from the County Prosecutor's Office. The Town has a court date set for April 2nd with approximately 7 items to be handled at that time. The Town Administrator is pursuing various options for prosecutorial coverage. At this time only one formal proposal has been received at a cost of \$21,000/year or \$250 per case. M. Wright spoke that many of the Attorneys he has spoke with are seeking a more long term arrangement, there is the potential that the new Police Chief could decide to contract these services in house by sending an Officer through the Course. He will continue to keep the Board informed of updates relating to the situation.

Recess 6:10p

Reconvene 6:22p

Motion: Vice Chairman Pitman moves to enter into a Non Public Session under RSA 91-A3, b

Second: Selectman Robertson

Vote: Yea 5, nay 0, Abstained 0 – Motion Carries

Adjournment 10:21p

Motion:

Second: Vote: Yea 5, Nay 0, Abstained 0 – Motion Carries

Next Meeting Monday, March 31st @ 5:30pm

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