

**TOWN OF DEERFIELD  
BOARD OF SELECTMEN  
March 31, 2014  
MINUTES**

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**Call to Order**

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

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

**Excused:** Selectwoman Hutchinson

**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.

**Scheduled Appointments**

**Denny Greig & Kevin Barry – Emergency Management Grants**

D. Greig updated the Board that there are two Emergency Management Grants the Department is eligible for. The first for the updates to the Emergency Operations Plan was previously executed by the Board, but has not been submitted. As the Town is operating under a default budget D. Greig was waiting for confirmation that it was OK to proceed. J. Foisy has confirmed with the auditor that, because the funds will be netted out at year end that it is OK to include the monies on the Grant line of the budget without going over. The second Grant is a performance grant for the purchase of a base radio and antenna to be located at the School, this will allow for Fire, Police and Dispatch to communicate directly with DCS in an emergency. The Grant also includes the purchase of a computer aided dispatch system with three software licenses to be located in the Emergency Operations Center, the Fire Command vehicle and the Rescue Command vehicle. The matching component of the Grant has been satisfied by various purchases made over the last year.

**Motion:** Selectman Robertson moves that the Board accept the Emergency Management Planning Grant for the purchase of a base radio, antenna and software in the amount of \$9,441 with matching purchases totaling \$9,455.63

**Second:** Vice Chairman Pitman

**Vote: Yea 4, Nay 0, Abstained 0 – Motion Carries**

**Richard Pelletier – Building Inspector/Transfer Station**

R. Pelletier presented the Board with the Casella Contract. A new contract is required as the firm will be replacing the large Municipal Solid Waste (MSW) container that has rotted out at the Transfer Station. The current container has been there for more than twenty years. R. Pelletier also updated the Board that he has met with representatives of the 911 system regarding their Enhanced Notification System, it is similar to reverse 911 and the Town is welcome to join or ignore the service.

**Motion:** Vice Chairman Pitman moves to approve the 10 year contract with Casella effective April 1, 2013 and terminating March 31, 2024

**Second:** Selectman Robertson

**Vote: Yea 4, Nay 0, Abstained 0 – Motion Carries**

**Motion:** Selectman Robertson moves to authorize the Emergency Management Group to enter into the Enhanced Notification System with 911 through the NH Department of Safety and to authorize Chairman Barry to sign said agreement

**Second:** Vice Chairman Pitman

**Vote: Yea 4, Nay 0, Abstained 0 – Motion Carries**

R. Pelletier presented a pie chart detailing the costs of waste disposal in Town. The Board thanked him for the information and would encourage more people to recycle. R. Pelletier pointed out that the cost to dispose of glass is \$20/ton whereas the fee for MSW is \$76/ton. Selectman Robertson suggested putting the information in the FORUM and at the Transfer Station. R. Pelletier reminded the Board that the Town can get its crushed glass back for free if it so chooses, noting that in many areas it is a popular material as road base. The Board asked that Mr. Pelletier check with the new Road Agent to see if there was an interest.

As Building Inspector, R. Pelletier updated that the current projects in Town have been progressing very slowly. He has five or six builders who obtained permits, but are waiting on improved weather to proceed.

### Regular Business

#### **-Minutes of March 17, 2014**

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

**Second** – Selectman Shute

**Discussion** – Vice Chairman Pitman asked that “Ben Wyman” be corrected to “Don Wyman”

**Vote to approve as amended – Yea 4, Nay 0, Abstained 0 – Motion Carries**

#### **-Minutes – March 24, 2014**

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

**Second** – Selectman Shute

**Vote – Yea 4, Nay 0, Abstained 0 – Motion Carries**

#### **-Accounts Payable - \$32,862.66**

**Motion** – Selectman Robertson moves to approve

**Second** – Selectman Shute

**Vote – Yea 4, Nay 0, Abstained 0 – Motion Carries**

#### **-Payroll Manifest - \$48,183.78 (\$36,643.90 net)**

**Motion** – Selectman Shute moves to approve

**Second** – Selectman Robertson

**Vote – Yea 4, Nay 0, Abstained 0 – Motion Carries**

#### **-Timber Tax Levy of \$35 to Dennis & Margaret Sklarski, Birch Rd**

**Motion** – Selectman Robertson moves to approve

**Second** – Selectman Shute

**Vote – Yea 4, Nay 0, Abstained 0 – Motion Carries**

#### **-Permit Application – Veteran’s Tax Exemption – Robert & Vicky Hogan, Sawyer Farm Rd**

**Motion** – Vice Chairman Pitman moves to approve

**Second** – Selectman Robertson

**Vote – Yea 4, Nay 0, Abstained 0 – Motion Carries**

#### **-Permit Application – Veteran’s Tax Exemption – Mary Lee Keech, Perkins Rd**

**Motion** – Vice Chairman Pitman moves to approve

**Second** – Selectman Robertson

**Vote – Yea 4, Nay 0, Abstained 0 – Motion Carries**

#### **-Appointments**

Kate Hartnett – Conservation Commission

Amy Harrington – Parks & Recreation Commission

Jonathan Hutchinson – Parks & Recreation Commission

Ernie Robert – Parks & Recreation Commission

**Motion** – Vice Chairman Pitman moves to approve the appointments

**Second** – Selectman Shute

**Vote – Yea 4, Nay 0, Abstained 0 – Motion Carries**

#### **-Appointment of Glenda Smith as Veasey Park Commissioner**

**Motion** – Selectman Shute moves to approve the appointment

**Second** – Vice Chairman Pitman

**Vote – Yea 4, Nay 0, Abstained 0 – Motion Carries**

#### **-Appointment of Part Time Police Officers Scott Loignon, Joseph Lister, Glenda Smith, Darrell Bradley and Roger St. Onge**

**Motion** – Vice Chairman Pitman moves to approve the 5 appointments

**Second** – Selectman Robertson

**Vote – Yea 4, Nay 0, Abstained 0 – Motion Carries**

**-F550 Order Form – Highway Department**

**Motion** – Vice Chairman Pitman moves to authorize the Chair to sign the 2015 F550 order form

**Second** – Selectman Robertson

**Vote** – Yea 4, Nay 0, Abstained 0 – Motion Carries

**-Horse Associations – Request to hire Deerfield Rescue Squad at a rate of \$150/day**

Twin State American Saddlebred Assoc – May 9-11

NH Horse & Trail Horse Show – June 6-8

Maine Morgan Horse Club – July 3-5

Granite State Morgan Horse Show – Aug 29-31

**Motion:** Vice Chairman Pitman moves to approve the hiring of the Rescue Squad for the 4 shows

**Second:** Selectman Robertson

**Discussion:** J. Foisy noted that the applicable budget line has \$1. The Board asked that, prior to approving, the Rescue Department should identify where the approximately \$2,000 will come from. The vote was tabled until that information is provided. J. Foisy reminded the Board that \$20/day is returned to the Town general fund.

**-Fort Mountain Trucking Extension Request**

**Motion:** Selectman Robertson moves to extend the deadline for the 2013/2014 report of wood cut to June 30

**Second:** Selectman Shute

**Vote:** Yea 4, Nay 0, Abstained 0 – Motion Carries

**-Town Clerk/Tax Collector Report – Collection Progress as of 3/28/2014**

2009 Liens = 92%

2011 Liens = 60%

2010 Liens = 83%

2012 Liens = 33%

First Bill of 2013 = 98% & Second Bill of 2013 = 97%

**Town Administrators Report**

Regarding the staff realignment discussed at the previous meeting, M. Wright recommends that the Board reallocate the 10 hours per week of Penny Touchettes' time to the Assessing Department and to hire an additional Part Time Clerk in that Office. As a result of this shift in job function, M. Wright recommends increasing the rate of pay for that Accounts Payable/Assessing position to \$21.25/hour and advertising for a Part Time Assessing Clerk.

**Motion:** Selectman Robertson moves to proceed as recommended

**Second:** Selectman Shute

**Vote:** 4 Yea, 0 Nay, 0 Abstained – Motion Carries

M. Wright recommends that where J. Foisy is operating in the capacity of Finance Director, HR Director, Deputy Town Administrator and Deputy Accountant that her rate of pay be increased from \$2,003.60 to \$2,210 per period.

**Motion:** Vice Chairman Pitman moves to approve the increase as recommended

**Second:** Selectman Robertson

**Vote:** 4 Yea, 0 Nay, 0 Abstained – Motion Carries

Finally, regarding staff, M. Wright recommended waiting until the 90 day review period for the Town Administrator to take formal action on reallocating part of that salary to the Legal Department. He spoke that there are approximately 15 parcels of land he is addressing from 2007 through 2009 and he expects 15 more to come before the Town with packages offering they come into compliance. This is work that was previously done by outside council that can now be done in house. M. Wright also spoke to the initiatives to develop overlap and cross training between roles in an effort to achieve future cost savings. The Board will look to take action on the recommendation when it conducts the 90 day review on or about May 1<sup>st</sup>.

M. Wright reviewed the instance of storm damage to a vehicle in Town on March 13<sup>th</sup>, the area where the sheared sign post was hit had been unplowed at the time and it was unclear where the road boundaries were. Because the Highway Department was aware of the issue and had not addressed it, M. Wright recommends that the Board authorize expending the \$95 as requested. The Board agrees.

The Cable Committee met on March 25<sup>th</sup> and have a new contract to be brought before the Board. Prior to scheduling the Public Hearing, the Committee would ask if it is still the Board's pleasure to accept the 3% franchise fee. That fee resulted in \$27,715.90 to the General Fund in 2013. Selectman Robertson spoke that it has been the preference of the Board to follow the recommendations of the Cable Committee. Committee Chair Deb Boisvert responded that the feelings on the Committee were mixed. Chairman Barry asked whether a reduction or waiver of the franchise fee by Deerfield would result

in lower rates for subscribers and Ms. Boisvert answered no, that there are Towns within the consortium who take 0% and others who take 5%, it appears to have no impact on the rates for end users.

**Motion:** Selectman Robertson moves to continue to capture the 3% franchise fee

**Second:** Vice Chairman Pitman

**Vote: Yea 4, Nay 0, Abstained 0 – Motion Carries**

M. Wright indicated that there is \$2,500 available through the Cable Contract for reimbursement of capital investments made by the Town. The Board asked that the funds be used this year on the down stairs meeting facilities improvements. The Board will look to hold the Public Hearing with the Cable Committee during its May 5<sup>th</sup> meeting. The Cable Committee did not feel it would be necessary to have the Committee Attorney present at that hearing, the Board agreed.

M. Wright has met with Evelyn DeCota with the Library, they are scheduled to meet with the Board next week to discuss chimney work and other building improvements planned for the 100 year celebration. They have asked whether it is ok to consult with the Town's Engineer on the projects as they did on the work to the front steps.

**Other Business** None

**Unfinished Business** None

**New Business**

a. **2014 Town Election/Budget Review** - Tabled

b. **2014 Select Board Goals**

Selectman Robertson spoke that the previous Town Administrator had started having an all-Department Head meeting with some regularity (monthly?) and that it was found to be very useful. He suggested that M. Wright look into scheduling that type of meeting. Vice Chairman Pitman added that the work sessions with the Fair Association Board of Directors had also been useful and well received and suggested that those be restarted once a Police Chief has been hired.

c. **2014 Town Department Goals** – Tabled

d. **2014 Town Goals** - Tabled

**Citizens Comments**

Barb Hughes asked if there has been any further development on the hiring of a Prosecutor for the Police Department. M. Wright answered that yes, six packets have been submitted. He is reviewing them and hopes to put a recommendation before the Board by the end of the month.

Harriet Cady suggested that the Board invite the County Commissioner in to discuss the County Budget. She has submitted Right to Know Requests at the County Level and has some real concerns with the way money is being spent.

**Non Public Session RSA 91-A:3, II e**

**Motion:** Vice Chairman Pitman moves to enter into a Non Public Session under RSA 91-A:3, e

**Second:** Selectman Robertson

**Vote: Yea 4, nay 0, Abstained 0 – Motion Carries**

**Reconvene**

**Motion:** Vice Chairman Pitman moves to seal the minutes of the Non Public Session

**Second:** Selectman Robertson

**Vote: Yea 4, Nay 0, Abstained 0 – Motion Carries**

**Adjournment**

**Motion:** Vice Chairman Pitman moves to adjourn the meeting of March 31<sup>st</sup>

**Second:** Selectman Robertson

**Vote: Yea 4, Nay 0, Abstained 0 – Motion Carries**

**Next Meeting Monday, April 7<sup>th</sup> @ 5:30pm**

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