

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
July 14, 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, and Jeff Shute Selectmen

Excused: R. Andrew Robertson, Selectman

Also Present: Michael Wright, Town Administrator; Jan Foisy, Finance Director; Police Chief Gary Duquette; Fire Chief Mark Tibbetts

Pledge of Allegiance to the Flag

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

Scheduled Appointments

Michael DiCroce– Candidate for Rockingham County Attorney

Michael DiCroce introduced himself and provided a personal and professional overview. He lives in Fremont, NH and has worked as a prosecutor in Rockingham County for the past twenty-three years. He ran for the position of County Attorney in 1998, losing to fellow Republican Jim Reams. He has worked to prosecute more than 100 jury trials over his career and has extensive experience in Office Management including managing budgets and employees. He feels he would bring a fresh perspective to the Office and would ask for your support.

Molly Grant – Peterson Road

Ms. Grant introduced herself to the Board. She has resided in Town at the corner of Candia and Peterson roads since 1991. She runs two businesses from her home, the sale of custom made leather soled shoes and the operation of a Bed and Breakfast called the Wild Orchard Guest Farm. Ms. Grant spoke that in 1995 Candia Road was designated as a scenic road and would ask that the Board consider changing the name of Peterson Road to “Wild Orchard Lane” as she feels this has a more scenic sound to it. Selectwoman Hutchinson indicated that she had spoke on the matter with a local Town Historian and believes that the name “Peterson” would have come from the former residents who owned property there in the late 1800’s. As such, she expressed her concern with changing the name without a more compelling reason. Chairman Barry concurred, noting that the Board has a set of criteria that should be met for changing the name of a Road and that a name having Historical Significance is one of those criteria. He shared Selectman Robertson’s position that he would not be in favor of a change of the name.

Ms. Grant indicated that the only other resident of the road had no problem with the name and there were other Town Residents in attendance who were not in support of the change. At this time the Board is not inclined to make a name change for Peterson Road, but thanked Ms. Grant for her bringing the item up for review.

Chief Gary Duquette – PD Restructuring

Chief Duquette updated the Board that he has been working with the Town Administrator and Finance Director to create a plan of modest restructuring within the Police Department. The intent behind his proposal is to recognize a core group of Department employees who maintained the Department in the absence of a Chief and to show appreciation for their efforts. Chief Duquette proposes that Detective Sergeant Daniel Deyermond be promoted to Lieutenant with a pay increase of \$0.85/hour (\$34/week), that Officers Joel Hughes, Alan Wilson and Mike Lavoie be provided a raise of \$0.70/hour (\$28/week), and that Officers Glenda Smith and Roger St. Onge be provided a raise of \$0.50/hour (\$20/week). Chief Duquette spoke that with Officer Deyermond’s promotion would come increased responsibilities within the Department as fits into the larger goals for mentoring and professional development.

If approved, the impact to the current budget would be less than \$7,500, an amount that can be absorbed this year as a result of the Department having not had a Chief on the payroll for nearly half the year. The increase would be reflected in the budget in subsequent years. Selectwoman Hutchinson asked what the rationale behind the increase amounts was, whether it was based on individual performance, Administrator Wright responded that in part it was performance based, but it also reflected the realignment of personnel now on staff.

Motion – Vice Chairman Pitman moves to authorize the Police Chief to promote Daniel Deyermond to Lieutenant
Second – Selectwoman Hutchinson
Vote – Yea 4, Nay 0, Abstained 0 – Motion Carries

Motion – Vice Chairman Pitman moves to increase the pay rate for Daniel Deyermond by \$0.85/hour, for Mike Lavoie, Joel Hughes and Alan Wilson by \$0.70/hour and for Glenda Smith and Roger St. Onge by \$0.50/hour.

Second – Selectman Shute

Discussion – Vice Chairman Pitman thanked Chief Duquette for a great job in putting together this proposal and feels it will be a positive morale booster within the Department. Chairman Barry asked that as part of this and the previous recognition for the Police Department members, that the Board includes Letters of Commendation in the individual personnel files, all members agreed.

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

Regular Business

-Minutes of June 30, 2014

Motion – Vice Chairman Pitman moves the minutes as written

Second – Selectwoman Hutchinson

Discussion – Vice Chairman Pitman asked that the last motion on page 3 “son call” be corrected to “on call”. Selectman Shute noted that there are two spellings of Officer “Pearl” on page 4 and that it should be corrected as “Keegan Pearl”.

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

-Payroll Manifest - \$994 (net \$764.99)

Motion – Vice Chairman Pitman moves to approve

Second – Selectwoman Hutchinson

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

-Accounts Payable - \$21,590.74

Motion – Vice Chairman Pitman moves to approve

Second – Selectman Shute

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

Scheduled Appointments Continued

Northwood Lake Association, DES and Epsom Board of Selectmen – Northwood Lake Milfoil

Kevin Ash with the Northwood Lake Watershed Association introduced himself and provided an overview of the mission of the Northwood Lake Watershed Association as relates to its work with invasive species. The group has coordinated the efforts to remove milfoil from Northwood Lake by both chemical and physical means. Mr. Ash presented maps detailing the location of milfoil infestation and the Town property lines along the Northwood Lake shoreline along with cost details for treatment. Treatment this year, done using Diver Assisted Suction Harvesting (DASH), has resulted in over 3,000 gallons of milfoil being harvested over a two week period. In 2014 there were 26 days of DASH contracted, for 2015 the Association is looking to do a chemical treatment in conjunction with DASH. In the past Northwood has provided financial support of these efforts, \$5,000 in 2014, and the request for support has been well received recently by the Epsom Select Board.

Chairman Barry spoke that the Town had no funds available for this type of project in 2014, but suggested that the Board could support a Warrant Article for 2015 to see if the Community would support this effort. Epsom Selectman Chris Bowes stated that Epsom would like to see all three Towns that border the Lake on board with helping this program. He suggested that support amounts from each town based on the percentage of shoreline owned may be a good way to approach the funding. Selectwoman Hutchinson asked where the funds have historically come from, Mr. Ash answered that it has been a combination of Northwood support, DES grants, local fundraising and Association membership dues. It was noted that the Town of Northwood has a standing Warrant Article to set aside funds each year to maintain a revolving fund to the treatment of the infestation in its two bodies of water. Amy Smagula, a freshwater biologist with the NH DES, spoke to the diver certification requirements for harvesting of Milfoil and suggested that Deerfield may want to establish a “rainy day” revolving fund for this issue that could be used should an infestation arise in Pleasant Lake.

The Board agreed that it would be open to putting this item forward as a Warrant Article in March and asked that the Association stay in touch with the Town Administrator later this year in identifying a specific dollar amount to be raised.

Dee Jones – Friends of the Library & Deerfield Garden Club

Ms. Jones spoke to invite the Board of Selectmen and all community members to a Garden Party to be held Saturday, August 16th during Old Home Day from 2-4pm behind the Philbrick-James Library. During this time the groups will be dedicating the Garden.

Evelyn DeCota – Philbrick-James Library

Ms. DeCota updated the Board that she has been working with Mr. Duffley on finalizing the contract for the repair work to be done at the Library. Due to travel and some email issues she has been unable to obtain the finalized contract in time for tonight's meeting, however she does have the scope of work and total cost amount finalized and the Library would ask permission to being work as soon as possible.

Motion – Vice Chairman Pitman moves to approve the project at the Library with Mr. Duffley, in the amount of \$20,951, subject to the final contract being reviewed and approved by Selectman Shute and Administrator Wright.

Second – Selectwoman Hutchinson

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

E. DeCota updated the Board on the status of the other projects and repairs being done at the Library. They have addressed the outdoor lighting issue and would ask permission to work with the Road Agent and Town Engineer to address the winter snow and ice issues on the front steps. She was excited to report that, at this time, the 2015 preliminary budget includes no major building repair projects.

Regular Business Continued

-Melanson, Heath & Company 2013 Audit Accounting Report

Motion – Selectwoman Hutchinson moves to authorize the Chair to sign the Report

Second – Selectman Shute

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

-Town Clerk Refund Request – 60 South Rd, \$4,898 to property owner as a result of double payment

Motion – Vice Chairman Pitman moves to approve the refund

Second – Selectwoman Hutchinson

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

-Form MS 5

Motion – Vice Chairman Pitman moves to approve the signing of the MS 5

Second – Selectman Shute

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

-Application – Veteran's Tax Credit (\$500) and Elderly Tax Exemption (\$154,000) – Paul & Margaret Dewey

Motion – Selectwoman Hutchinson moves to approve

Second – Selectman Shute

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

-Notice Computer Adjustment – Aaron Cady, 28 Old Center Rd. Assessor recommends a land use change tax adjustment resulting in a 2014 abatement of \$1,500 for map 209, Lot 8

Motion – Vice Chairman Pitman moves to approve as recommended

Second – Selectwoman Hutchinson

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

-Recording of the previous sale of a lot in Morrison Cemetery – Wendy & Chuck Margelot

Motion – Vice Chairman Pitman moves to approve

Second – Selectman Shute

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

-Non- Contemporaneous Business – July 3rd and 4th – 3 Members Signing

- Accounts Payable - \$377,070.59 (\$250,000 transferred to the school)

- Payroll Manifest - \$55,479.77 (\$42,293.88 net)

-Notice of Intent to Excavate – Paul & Alice Smith, Blake's Hill Rd

Signatures Executed

Scheduled Appointments Continued

Award Bids – GBW Building

Mark Tibbetts recommends that the Board contract with Gary Anderson in the amount of \$25,550 for the next installment of repairs to the GBW building. Vice Chairman Pitman asked whether he feels the additional expense \$1,800 over the lesser bid is justified, M. Tibbetts answered yes, that he experienced problems last year in going with the lowest bidder and feels that Gary Anderson has proved himself as a quality contractor. Work done by Mr. Anderson in the past has run smoothly and been completed on time.

Motion – Vice Chairman Pitman moves to approve the contract with Gary Anderson for \$25,550 and to authorize the Chair to sign.

Second – Selectwoman Hutchinson

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

Award Bids – Propane

Mark Tibbetts recommends awarding the Propane contract to Rymes Propane & Oil in the amount of \$1.609/gallon, with a contract to run through April 2015. \$2.11/gallon is the amount used in the current budget and the Board suggested keeping that number the same as they would expect the cost to climb after April.

Motion – Vice Chairman Pitman moves to approve the contract with Rymes

Second – Selectman Shute

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

Award Bids – Heating Oil

Mark Tibbetts recommends awarding the Heating Oil contract to Buxton oil in the amount of \$3.339/gallon. Although this was not the least expensive bid, he has found that in contracting with a new vendor there is a period of adjustment in working with a new vendor, and especially where the GBW Building requires weekly deliveries, this adjustment period can result in areas running out of fuel during the time of high demand. He has had no issues with Buxton. Chairman Barry spoke that he has found Hartman to be a reputable company and suggested that the lesser bid be considered more carefully. M. Tibbetts will discuss further with the School, as this is a joint contract, and return with a recommendation in two weeks.

Award Bids – Diesel

It is recommended that the Town contract with Irving Oil at a variable rate of \$0.117 over the rack rate, currently \$3.389/gallon.

Motion – Vice Chairman Pitman moves to approve the contract with Irving Oil

Second – Selectman Shute

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

Mark Tibbetts – Additional Updates

Mark Tibbetts updated the Board that the cleaning company contracted to service the GBW Building has terminated their services effectively immediately. He and Jan Foisy have made alternative inquiries and recommend contracting with R&W Cleaning of Manchester, NH for a six month period. Selectwoman Hutchinson asked whether the references had been checked on R&W Cleaning, M. Tibbetts answered not yet, but that he plans to do so this week.

Motion – Selectwoman Hutchinson moves to approve a 6 month contract with R&W Cleaning for the GBW Building

Second – Vice Chairman Pitman

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

M. Tibbetts spoke that work has been done in clearing and cleaning up around the Gazebo. Prepping has been done to pressure wash and paint the Gazebo in time for Old Home Day. Additionally he expects to have all three outdoor lights working in time for the event. Selectwoman Hutchinson asked for an update on the sign at the GBW building, M. Tibbetts answered that the gentleman who provided the original quote has been in the hospital for some time. He is now home and getting back on his feet. The Town Seal and GBW Sign work will be completed once he is back up and running.

Selectman Shute updated that the new chips have been delivered to the playground at the gazebo, the Parks & Recreation Commission is looking to add a boarded to the area so that the material is not lost to erosion. Vice Chairman Pitman indicated that he has a number of large wooden beams he will donate to the project.

Town Administrators Report

- The Town has received solicitation for Fire coverage from the Deerfield Fair Association, they request a proposal to

include a minimum of four personnel by day and two by night and have asked that they pay via a single check to the Town. M. Wright will verify coverage availability, but the Town will be unable to accept payment by a single check as the Warrant Article for the Special Detail Revolving Fund creation did not pass. He indicates that this may be a good opportunity to generate more community advocacy for the passage of that Warrant Article.

- Effective July 14th the taxes for the first half of 2014 are at a 93.2% collection rate, well in line with expectations. The Town Administrator will be working with the Board and Tax Collector in the coming weeks to develop a strategy for bringing non-payment properties into compliance before going to Deed.
- Intent to Cut has been submitted by the Merrill's on their North Road property. Because there is a Conservation Easement on the property, the Conservation Commission will be reviewing at their meeting this evening and the request will come before the Select Board in two weeks.
- There is a tract of land, 0.3 acres in size, on Mountain Rd Extension that was created as a result of subdivision. The owners are currently paying approximately \$100/year in taxes on the land that is unbuildable. It appears to have no practical use, other than to potentially serve as a future water source for the Town in firefighting efforts. The Town Administrator would ask the Board to empower him to negotiate with the Land Owner on ways the Town might assume responsibility of the property if mutually beneficial terms could be decided on. The Board was in agreement.
- The Upper Lamprey River Scenic Byway has been finalized and is looking to appoint a commission. Fran Menard has offered to serve as alternate; Administrator Wright will look to present two names as primaries to the Board for approval at its next meeting.
- Administrator Wright stated that the Southern NH Regional Planning Grant monies are still available for the Town to use in updating its Capital Improvement Plan. He expects the process to be finalized in September/October of this year and to run parallel to the Department budgeting preparation. The intent is to form a sub-committee under the guidance of the Planning Board. A formal work scope and Grant details will be brought forward for acceptance shortly.
- The Town has received notice that the Warhol litigation has been initially dismissed. The case is subject to Court reconsideration, the Plaintiff is expected to re-file in a more limited scope but it is very likely the Town will see a final dismissal shortly. The conclusion of this case will leave the Town with no outstanding court litigations in process beyond recurring utility abatement claims.
- Officer Bragg is working to institute a Biggest Loser-type, weight control competition among the Town Departments. The four teams competing are the Police Department, the GBW Building Employees, the Highway and Transfer Station and the Fire and Rescue Departments. Prizes will be awarded for the best individual weight loss by a male and female, the largest change to BMI, and the overall Team award.
- The Town Administrator will be holding a Department Head meeting on Wednesday, July 16th, one of the items he would like to see re-instituted is an Employee Recognition Day
- The DOT will be coming before the Select Board to do a presentation on improving road signage.
- The Select Board has been invited by the Conservation Commission to attend a celebration for the signing of the Conservation Easement this evening at 8p m at the Nine Lions Tavern.
- J. Foisy presented the Board with a proposed 2015 Budget Presentation Schedule. The Board was okay with the timeline as submitted.

Correspondence

Chairman Barry indicated that the Board is in receipt of a letter from a Resident in arrears with taxes requesting the Town create a settlement arrangement. Historically these matters have been handled by asking that the resident take some action, in the form of payment, prior to any consideration for interest reduction or other settlement. The Board asked that the Town Administrator reach out to the individual to advise them of the process.

Other Business

Vice Chairman Pitman read a communication from the Deerfield Fair Association regarding Special Detail arrangements with the Rescue Squad. Administrator Wright indicated that he has received some feedback on the matter, in the past the Town provided the equipment for the Rescue Squad to work during the Fair and in exchange the Fair made a \$500 donation to the Squad, it may have been communicated that this year the Fair was no longer wanting to pay that flat fee. The Board agreed

that there is a need to meet with the Fair Association promptly to clear communication. Vice Chairman Pitman will be meeting with the Head of Security for the Fair and will provide a date for all parties to meet as soon as possible.

Unfinished Business None

New Business None

Citizens Comments

Harriet Cady noted that the 2013 Audit is coming quite a bit later in the year than normal and asked why? Administrator Wright answered that the volume of work and increased Federal requirements has increased for the Auditors and, as a result, their schedules have been pushed back. He expects the results to be forthcoming. Ms. Cady asked that the MS5 be sent to the MBC for review. Jan Foisy will do so.

Adjournment – 7:10p

Motion: Vice Chairman Pitman moves to adjourn the meeting of July 14, 2014

Second: Selectman Shute

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

Next Meeting Monday, July 28th @ 5:30p

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