

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
September 8, 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, Selectmen

Also Present: Michael Wright, Town Administrator; Jan Foisy, Finance Director; Richard Pelletier, Building Inspector & Transfer Station Manager

Pledge of Allegiance to the Flag

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

Scheduled Appointments

Fire Department Updates

Chairman Barry updated that the cost estimate to fix the pump at the Fire Station is \$16,240. The Department is working to see whether insurance monies might be used to help with this unexpected expense.

Budget Presentations

Building Inspector – The proposed 2015 Building Inspector budget was submitted at \$48,788, a year over year decrease of \$90 attributed to the reduction in the Health Line. Richard Pelletier updated the Board that building in Town is busy, there are currently 16 homes in progress with two more expected to begin, the amount of activity is an increase over 2013. All but one will be subject to impact fees. The Inspectors vehicle is in good condition, it is a 2007 with approximately 24,000 miles on it.

Transfer Station – The Transfer Station budget was submitted in the amount of \$372,395, an increase of 13% year over year. R. Pelletier spoke that the increase is due to the increased costs of disposal services and inclusion of \$25,000 for the repaving of the Station lot. The pavement at the Transfer Station is approximately 21 years old and has significant cracking. The Highway Agent has advised that a new top coat would be required as it is damaged beyond the point of sealing. Generally the compactors and other equipment are in good condition.

R. Pelletier will be putting forward a Warrant Article in the amount of \$30,000 for the building of a new building to house the Swap Shop. He envisions it being on a slab and located over where the mulch is currently stored. Selectwoman Hutchinson spoke that there will be a “Save the Swap Shop” meeting held on October 7th at 7pm at the GBW building to address the recent struggles in securing volunteers to run the Swap Shop. She asked that Rick or one of the attendants be in attendance and felt the suggestion of a new building may generate some fresh life to the operation. J. Foisy reminded that the next Hazardous Waste Day is scheduled for Saturday, November 1st.

Zoning Board of Adjustments – The ZBA budget was submitted at \$3,402, up from \$2,227, with the increase primarily in the Part Time Employee line. Josh Freed, Chairman for the ZBA explained that this increase is because they anticipate business for the Board to pick up in the coming year. Previously the budget has been reduced across multiple cycles as fewer developers were applying for subdivisions and other development had slowed. This year, looking at the cases they expect to review and in speaking with the Building Inspector on building permits they are projecting an uptick in activity.

Chairman Barry thanked the team for the additional context and made note that in August the Select Board received a letter from resident Bernie Cameron with suggestions for improving the ZBA process. The two suggestions put forward included a “How To” cover letter for Applicants filling out the forms and a mandatory site visit prior to meeting for review. J. Freed confirmed that the ZBA was also in receipt of Ms. Cameron’s letter. He spoke that the Board has been strongly discouraged from providing individuals with guidance on how to fill out the State Forms. He understands the process can be confusing and spoke that it is common that an Applicant struggles. Regarding site visits, he described that, while site visits are typical for Lake front lots, most often they are not necessary. He reminded that the Board is made up of volunteers and felt that one member doing a site visit prior to a meeting will

likely not be helpful as they are a group of individuals making decisions in a very autonomous way. In all the ZBA expressed its appreciation of Ms. Cameron's feedback and J. Freed indicated that he will ask the Board to revisit the instructions page request.

Planning Board –The Planning Board budget was submitted in the amount of \$35,410, a \$162 increase over 2014. Chairman Fred McGarry spoke that this is money that was originally requested in 2014 for the purchase of filing cabinets and other storage equipment.

F. McGarry updated the Board that the Planning Board has been working with the Town Administrator to apply for a Southern NH Planning Commission grant for the work needed to update the Capital Improvement Plan. Additionally, he asked that the Select Board consider revising its process for approving Intent to Excavate form. Recently there was an issue where an Intent to Excavate was approved without review by the Planning Board and the individual excavating was found to be in violation of boundary lines. The Board agreed to be mindful of such approvals going forward.

Regular Business

-Minutes of August 25, 2014

Motion – Vice Chairman Pitman moves the minutes as written

Second – Selectman Shute

Discussion – Selectwoman Hutchinson asked that the typo on page 3 under Correspondence paragraph 5, line 3, "once" be corrected to "one". Additionally she asked that page 4 under "Online Police Log" that the final sentence be revised to read "The Board suggested that going forward Chief Duquette provide the FORUM with activity statistics only."

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

-Accounts Payable - \$18,422.58, \$1,134.43 and \$3,242.50 – totaling \$22,799.51

Motion – Vice Chairman Pitman moves to approve

Second – Selectwoman Hutchinson

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

-Appointment Form – Inspector of Election – Rebecca Hutchinson

Motion – Vice Chairman Pitman moves to approve the appointment

Second – Selectman Shute

Vote – Yea 3, Nay 0, Abstained 1 – Motion Carries

-Appointment Form – Inspector of Election:

Barbara Daley	Madeline Folks	Cathleen Bergman	Gay Brearley
Herbert McKinney	Thomas Folks	Roger Marquis	Debra Smith
Dick Boisvert	Carol Levesque	Amy Marquis	
Bernie Cameron	Maureen Mann	Doleen Jones	
Barbara Matthews	Eve Hazen	Philip Bilodeau	

Motion – Vice Chairman Pitman moves to approve the appointments

Second – Selectman Shute

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

-Non- Contemporaneous Business – August 29, 2014 – 4 Members Signing

- **Accounts Payable - \$509,000.80**
- **Payroll Manifest - \$52,406.77 (\$39,733.50 net)**

Correspondence

Use of EOC Conference Room

The Board has received a request from the Emergency Management Co-Directors that use of the EOC room be restricted to internal meetings only due to the nature of the equipment in the room and to prevent the possibility of items going missing. The Board was in agreement.

Request to Surplus – Steve Jamele

The Board has received a request to surplus several pieces of IT Equipment, including a character generator, printers and monitors. S. Jamele indicates that it is all either not working or not compatible with current systems.

Motion – Vice Chairman Pitman moves to approve the surplus

Second – Selectwoman Hutchinson

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

Dental Insurance - \$710.60

J. Foisy updated that the Town is eligible to have an amount of \$710.60 returned as a result of the Local Government Center settlement. This can be received in the form of a check or by way of a Premium Holiday to be applied to the October bill. She indicated the simplest way to handle this is to request a Holiday and that the reduction will impact eight employees.

Motion – Vice Chairman Pitman moves to request that Health Trust apply a Contribution Holiday in the amount \$710.60 to the October 2014 bill.

Second – Selectman Shute

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

Fire Services Grant - \$576.93

Chairman Barry updated that the Fire Department is working to secure a grant in the amount of \$576.93

Town Administrators Report

- M. Wright advised the Board that a response letter has been sent to the State Office of Historic Preservation clarifying the process the Town used to weigh in on a proposed cell phone tower.
- Reminder that Employee Appreciation Day will be Friday, September 12th beginning at Noon.
- M. Wright is working with the Planning Board on revisions to the Zoning Ordinance to address language that lacks specificity and is difficult to enforce. Proposed changes will be presented as a Warrant Article.
- The Upper Lamprey Scenic Byway Council met on September 2nd in Deerfield. They will be working to create organizational bylaws, a Statements of Significance, and other documents to legitimize the entity so that they will be eligible for future State and Federal funds.
- The past due taxation previously discussed by the Board has received payment and the Admin. Office will deal with any adjustments as authorized by the Board.
- A tenant at the rear part of the GBW Building has asked to make improvements to their signage. The Country Cuts by Claire location will be submitting a cost estimate to the Board, the plan is to upgrade and bring consistency to the look of the sign so that it is similar to the Yanni's signage. Additionally, the Town plans to make upgrades to the center bulletin board and will consider including signage for Parks & Recreation in that project.
- Construction materials for the next phase of work to be done at the GBW Building are expected to arrive September 10th and completion is expected in two weeks.
- J. Foisy has obtained a quote for having the Office and EOC rooms added to the generator load. Ozzy Electric has quoted a cost of \$2,000. Chairman Barry suggested putting this on the list of year end projects to be addressed with any surplus funds.
- J. Foisy updated the Board that she recently attended a training put on by Primex and it has been suggested that the Town use Best Doctors for any Workers Compensation Claims.
- Replacement of four copier and printing machines is due to be addressed in 2015. J. Foisy is working to gather quotes from three vendors, currently a five year lease looks to be the best course of action for the Town. The machine in the Administration office was purchased in 2008 for a cost of \$11,086, maintenance costs were \$1,142 this year. The copier in the Assessing area was a refurbished purchase in 2008 in the amount of \$2,000 and annual maintenance runs \$481, and finally the machine in the Town Clerk/Tax Collectors Office was a refurbished purchase in 2009 for \$2,500 with annual maintenance costs of \$507. It is the desire to have new machines in place this year.

Unfinished Business

Chairman Barry updated the Board that he has conversed with Town Attorney Barton Mayer regarding any potential liabilities the Town may have with taking legal advice from Town Administrator Michael Wright. Mr. Mayer indicated that the Town has no additional exposure or liability and should be glad that it was able to hire someone with that experience and background. He did stress that the Town and M. Wright should continue to be conscious of knowing where the limit for advice lies and when to engage outside counsel. The Board will discuss the using of funds from the Legal Department Budget toward the Town Administrator's salary more fully at a later meeting where all five members are present. Selectwoman Hutchinson asked whether Mr. Mayer would put that opinion in writing, Chairman Barry responded that he had not made that request, but that following the conversation he was very comfortable that there is no cause for concern.

In other unfinished business, Selectwoman Hutchinson noted that there were several items on the Municipal Association

Legislative Policy Recommendations list that she feels would warrant further discussion, including policies related to Right to Know Costs and SB2 Town procedures. M. Wright indicated that the Town will need to identify representation by September 26th to attend the NHMA hearing on the policies. Local discussion of policies recommendations will be put on the agenda for the next Select Board meeting.

New Business None

Other Business None

Citizens Comments

Harriet Cady provided a background of the State legal and court proceedings that have resulted in the money coming back to the Town in the form of a “payment holiday”. She spoke that it is a violation of the Law for the Town to accept money that does not go through the Treasury and have the associated public hearings and would advise that the Town not accept any payment holiday that has not been accounted for through the formal accounting ledgers. With regards to the appointing of Inspectors of Election, Ms. Cady spoke that it is the role of the Board to appoint equal representation from both parties. She found the list to be comprised solely of Democrats and does not find the list of appointees to be a fair representation of the Community. Selectwoman Hutchinson clarified that the Town Clerk put forward an extensive effort in soliciting Republican involvement, but that no list of appointments was presented.

Maureen Mann spoke that, while she understands the reasoning behind the ZBA’s position to not put up instructions for applicants, she would suggest that if there is a State-created resource that a link be prominently displayed through the Town’s website. Regarding the Police Log published in the FORUM, she updated that a second report was submitted by the Chief of Police with explanation that the Board had advised him not to provide individual names.

Kathy Shigo stated that she is a reader of the Union Leader police logs and that she rarely sees Deerfield residents listed. She asked whether the Transfer Station generated any revenue to offset its budget, Chairman Barry offered to discuss how the Department’s revenues funnel into the Town finances off line following the meeting. Finally, Ms. Shigo asked whether there was any update to the proposed traffic changes at the intersection with Church Street, Chairman Barry answered not at this time.

Adjournment – 6:50p

Motion: Vice Chairman Pitman moves to adjourn the meeting of September 8, 2014

Second: Selectman Shute

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

Next Meeting Monday, September 15th @ 5:30p

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