

**TOWN OF DEERFIELD  
BOARD OF SELECTMEN  
September 15, 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:** Rebecca Hutchinson, Selectwoman

**Also Present:** Michael Wright, Town Administrator; Jan Foisy, Finance Director; Penny Touchette, Assessing & Bookkeeping

**Pledge of Allegiance to the Flag**

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

**Review of 2015 Budgets**

**Conservation Commission – Serita Frey**

S. Frey spoke that the Conservation Commission budget has remained the same for the past several years. This year there is an additional line item for a Trails Committee. This work has been several years in the making. The expectation is that much of the costs of creating and maintaining the Town's trail system will be paid for through grants and fundraising, but the understanding is that that the money needs to be included in the budget. They have included \$500 for this work. Chairman Barry asked that the Commission create a one page explanation of what the money in this line will do to inform the MBC and community of their intentions. Chairman Barry also noted that nine months through 2014 the Commission has only spent 25% of their approved budget. S. Frey will ask the treasurer Erick Berglund for further clarification and to describe the spending expectations through year end.

**Legislative Updates**

The Board reviewed NH Municipal Association (NHMA) Legislative Policy proposals which would be advocated during the next session of the State Legislature. The majority of the recommendations were supported. The Board did have questions or concerns about the following areas:

- Establishing a provision to require anyone elected to non-volunteer positions to be subject to background and criminal records checks. *Selectman Robertson expressed concerns as to how the check could be done in a timely manner so that the individual can assume his/her duties immediately. The Board recommended not supporting the provision as written.*
- Recommending that Municipal Library budgets appear before voters on SB2 Ballots as Warrant Articles separate from the Town Operating Budgets. *The Board felt this would be complicated and an increased risk for the funding of the Library. They were not in support of the policy.*
- Establishing a provision where a Town can, by vote of the Select Board, impose a fee not more than \$10 for mailing done as convenience to the public. For example, information sent to a builder, the Town could charge for reimbursement of that mailing. *The Board agreed as written they would not support this measure.*
- Establishing a provision to give public employers greater flexibility in hiring private employers for contracted services. *The Board was not in support of this provision.*
- Allowing Towns to appoint the Town Clerk/Tax Collector. *The Board was not in support of this measure, it prefers this continue as an elected position.*
- To eliminate the requirement for Boards to conduct a perambulation every seven years. *The Board does not support this measure.*
- To expand the limitation for MBC Appropriations beyond the current 10% allowance. *The Board would like to discuss this item further at its next meeting with additional clarification around the intent.*
- Regarding changes to the taxation of private occupants on public lands. *The Board requests additional information on this proposal.*
- To limit the diversion of highway funds for non-highway purposed. *The Board does not support this measure as written, and would request additional information.*

Further information will be sought on these areas where the Board has requested clarification. The NHMA will hold a conference on September 26<sup>th</sup> where policies will be voted on by participating communities.

**Motion:** Vice Chairman Pitman moves to appoint Michael Wright as Deerfield’s representative at the NH Municipal Association Policy Conference on September 26<sup>th</sup>

**Second:** Selectman Robertson

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

**Regular Business**

**-Minutes of September 8, 2014**

**Motion** – Vice Chairman Pitman moves the minutes as written

**Second** – Selectman Shute

**Discussion** – Selectman Shute asked that the first sentence under the Transfer Station Budget review be changed from “13% year over year” to read “13% over last year’s budget”

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

**-Accounts Payable - \$22,158.14**

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

**Second** – Selectman Robertson

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

**-Payroll Manifest - \$49,334.14 (net \$36,845.35)**

**Motion** – Selectman Robertson moves to approve

**Second** – Selectman Shute

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

**-Old Center Cemetery Lot Deed – David E Whatmough**

**Motion** – Vice Chairman Pitman moves to approve the sale in the amount of \$800

**Second** – Selectman Shute

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

**-Appointment Forms – Inspector of Election:**

Cheri Sanborn	Ann Crown	Cynthia Kelsey
Cynthia Tomlinson	Melissa Yurek	Elaine Alexander
Meredith Briggs	Kirk Sciola	
Cara Dickson	Joyce Pelletier	
Melissa Buckner	Kevin Chalbeck	

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

**Second** – Selectman Robertson

**Discussion** – Chairman Barry noted that the Board has received a response from the Moderator in regards to the Citizens Comments made at the last meeting calling for equal party representation. Moderator Hutchinson indicated that members of the Republican Party were asked many times to provide a list and ensured that a good faith effort was made to solicit involvement by him and the Town Clerk. He would ask that if another individual is interested in serving as the point person for the Town’s Republicans that they reach out to the Town Clerk.

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

**-Appointment Form – Parks & Recreation Commission – Brian Leighton**

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

**Second** – Selectman Shute

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

**-Request to Surplus – Town Clerk/Tax Collector – Cassio Calculator & Keyboards**

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

**Second** – Selectman Robertson

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

### **-Insurance Recommendation**

After doing extensive research, J. Foisy recommends that the Board remain with the same Insurance coverage as the prior year. The cost has gone up slightly; there is a \$4,000 deductible and HRA of \$3,500 where the employee is responsible for the first \$500. Additionally, she suggests that the Board leave the stipend for those employees who do not use the Town's insurance at \$200/month. The Board was in agreement and thanked Jan for her research.

### **-Town Hall Painting Bid**

Mark Tibbetts recommends that the Board award the bid to paint the Town Hall to Quality Painting in the amount of \$3,500. Two other bids were received in the amounts of \$4,200 and \$4,700.

**Motion** – Vice Chairman Pitman moves to award the work to Quality Painting for \$3,500

**Second** – Selectman Robertson

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

### **Correspondence**

Chairman Barry shared that long time resident Jeanette Winslow passed away this morning, the Board sends its condolences to her family and friends.

The Board is copied on a letter from Mark Tibbetts thanking Mark Young Trucking for their donation of time and \$2,500 to do the repairs to the front of the Fire Station.

Finally, the Board is in receipt of Jeff Shute's letter of resignation from the Parks & Recreation Commission, Selectman Shute will stay on with the Commission as the Board's liaison.

### **Town Administrators Report**

- M. Wright stated that the Planning Board has passed the initiative to move forward with the Capital Improvement Plan Update. He has been in touch with the various Department Heads to ask that they begin to compile their items to be included in the plan.
- The Town is working with the Dam Commissioners in preparation for the upcoming inspection of dams. Mark Young and the Highway Department have been working to complete the necessary brush removal in the affected areas.
- Work on the D118 project has picked up again. PSNH will be doing areal flyovers in the coming days and has mailed a postcard to all abutters notifying them of such.
- There has been a request for the Board to discuss the future coordination and integration of the Towns Fire and Rescue Squads. Specifically the groups would like to address the duties of the Fire Chief and the current overlapping of those responsibilities with Rescue and Emergency Services. Chairman Barry recalled that the Select Board had placed the Fire Chief in charge of the Rescue Squad, Selectman Robertson agreed recalling that there were specific reasons it was structured this way. The Board would like to hear more from both parties on the matter and M. Wright will facilitate that discussion.
- M. Wright is working with the Animal Control Officer on revising the Animal Control Policy and will present that document to the Board for review next meeting.
- M. Wright is scheduled to attend a meeting on Labor & Employment Updates on October 9<sup>th</sup>.

### **Unfinished Business**

Chairman Barry updated that work on the GBW Building will begin Monday, September 22<sup>nd</sup> or after the Fair. J. Foisy has recommended that, upon completion of the wall, the Parks & Recreation office and Supervisors of the Checklist swap locations. The Supervisors of the Checklist space has a window and will allow better supervision of what is happening in the hallway. Additionally the Parks & Recreation staff is on site daily and would prefer to use that location.

**Motion:** Selectman Robertson moves to approve the switch in offices

**Second:** Selectman Shute

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

Selectman Robertson reminded the Board that the Revaluation Contract is due for renewal in 2014. While he expects that AVATAR will remain the most cost effective option, he suggested that requests for proposals be solicited. Additionally, he spoke that there have been a couple of interesting developments with regards to the valuations of the Public Utilities in Town. The NH Electrical Co-Op is looking to reduce their assessment by some \$1.2 million and conversely PSNH is looking to increase their assessed value by \$14.2 million.

Vice Chairman Pitman shared that the Fair Association would ask to have a Select Board member present when the Fire Department does their walk of the fairgrounds. Chairman Barry and/or Selectman Shute agreed to attend.

Selectman Shute noted that the Employee Appreciation Day went very well and thanked M. Wright and others involved for putting it together.

**New Business** None

**Other Business** None

**Citizens Comments**

Harriet Cady spoke that it seems to her that AVATAR has sold their assessing programs broadly, as a result she would suspect that any other company could provide the same services they do and would want to see that contract put out to bid. She noted that there has been no change to the law that requires the Board to appoint the Inspectors of Election between September 15<sup>th</sup> and October 15<sup>th</sup> and asked if the Board will be re-approving the names voted on last week? Chairman Barry confirmed they will look into the matter. Finally, Ms. Cady spoke that the law is written that it becomes the Select Board's duty to appoint the Inspectors of the Election if/when a political party does not submit its list.

**Adjournment – 7:00p**

**Motion:** Vice Chairman Pitman moves to adjourn the meeting of September 15, 2014

**Second:** Selectman Robertson

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

**Next Meeting Monday, September 22<sup>nd</sup> @ 5:30p**

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