

**TOWN OF DEERFIELD  
BOARD OF SELECTMEN  
September 22, 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; Rebecca Hutchinson, R Andrew Robertson and Jeff Shute Selectmen

**Also Present:** Michael Wright, Town Administrator; Jan Foisy, Finance Director; Penny Touchette, Assessing & Bookkeeping; Joe Manzi, Parks & Recreation Director; Mark Tibbetts Fire Chief; Cindy McHugh, Rescue Captain; Gary Duquette, Police Chief

**Pledge of Allegiance to the Flag**

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

**Review of 2015 Budgets:**

**Parks & Recreation** – J. Manzi spoke that the only changes to the Parks and Recreation Department budget are the addition of lines for Old Home Day and the Gazebo Field Maintenance. He described that the fireworks bill for Old Home Days is \$4,000, a cost they expect to remain static for the years to come. Budgeting \$2,000 for this event would allow them to cover some of that cost. The intention with the Gazebo Maintenance line is to replace one third of the playground chips each year and to cover electricity and restroom expenses incurred at the field. J. Manzi explained that the Gazebo field is not an area Parks & Recreation is generating any revenue from. The Board thanked Mr. Manzi for his budget and justifications.

**Fire Department** – Chief Tibbetts spoke that the proposed 2015 budget includes an increase in the telephone line of \$500 for the new CAD system which will allow vehicles to be equipped with computers for communication to keep the radio channels free. He has also broken the Uniforms Line out to include a new Protective Gear line. There are three sets of protective gear needing replacement in 2015. Chairman Barry noted the increase from \$4,500 to \$16,000 in the Equipment Non-Electronic line and asked if that included the breathing apparatus? Chief Tibbetts answered yes, that the line includes the purchase of two Self-Contained Breathing Apparatus at a cost of \$5,803 each. The Department has 20 SCBA packs and 10 spare bottles, there is a 10 year life expectancy for each unit and annual maintenance of the air packs costs \$2,900. Chairman Barry asked for an update on the pump repairs, Chief Tibbetts answered that the parts have not yet arrived, he hopes for work to begin his week.

**Rescue Squad** – C. McHugh spoke that the only change to the Rescue Squad over 2014 is an increase of \$481 in the Telephone line. This represents the Rescue portion of the CAD system described by Chief Tibbetts. Chairman Barry asked how the squad was in terms of staffing, C. McHugh answered that they are always actively looking for new members, but that they are currently strongly staffed with seventeen members. Selectwoman Hutchinson asked about the increase in the Training and Seminars line, C. McHugh answered that a veteran Member of the squad has requested to take an intermediate level course and she has budgeted to help that individual with purchasing books for the Paramedic program. Selectwoman Hutchinson asked whether members are contracted to reimburse the Department for training costs if they leave the squad pre-maturely, C. McHugh answered that yes, members sign a one year contract.

**Government Buildings** – The Board noted the large increase to the Contract Line, this is due to the new cleaning contract. J. Foisy spoke that the new provider is working out well so far and pointed out that there is a decrease in the Part Time Employee line related to the outside contracting for cleaning services. The Rubbish Collection line has gone down significantly from 2014 as the new contract is at a much lower rate.

**George B. White Building** - Chief Tibbetts spoke that the Parks & Recreation portion of the lower level, along with half of the rear outside wall is scheduled to be repaired and re-sided in 2015. The siding of the building will be completed in 2016. Selectman Robertson noted the plans to replace the floor in the bathrooms near Parks & Recreation and asked whether there were any plans to address the fixtures, walls, ceiling or other states of disrepair in that area. Chief Tibbetts answered that yes, the wall in that area has rot and there are plans to pull it out. Chairman Barry noted that the "Other Charges & Expenses" line had previously been used to fund emergency repairs and asked whether there were plans to put money back into that line, or to add funds back to the Emergency Infrastructure fund? Chief Tibbetts will work with the Town Administrator to draft a

Warrant Article to place \$20,000 back into that reserve. The Board asked that Chief Tibbetts also compile a list of concerns for the GBW Building. Chief Tibbetts agreed and noted that the Warrant Article for \$35,000 for the next phase of work to the exterior of the building has some \$5,000 additional built in in case they run into any unexpected problems.

**Town Hall** – Chief Tibbetts spoke that they plan to paint the two exterior sides of the Town Hall in 2015. Chairman Barry asked if the sprinkler system had been repaired and Chief Tibbetts confirmed that it has. He added that the chimney work is expected to conclude tomorrow, both chimneys are now in excellent shape.

**Water Holes/Forest Fires** – Chief Tibbetts spoke that the Water Hole maintenance is in good shape, the Forest Fire Budget includes money for equipment, training and one cell phone.

**Warrant Articles – Fire Department** – Chief Tibbetts updated the Board that he plans to put forward a Warrant Article for \$50,000 to be placed in Capital Reserves for Fire Equipment Purchases. He will also put forward a Warrant Article for the purchase of a replacement vehicle for the Department's Tahoe, currently 11 years old. Finally, he spoke that both the Fire and Rescue Associations have voted in the affirmative to turn the land around the Station over to the Town with the passing of a Warrant Article for an addition to the Fire House. Both Associations will meet next week to review the final plans and Chief Tibbetts expects to be able to make a full presentation to the Select Board in two weeks. There will also be plans put forward for the construction of a Safety Complex, Chief Tibbetts indicated that the Fire House Addition will cost approximately \$550,000 and is intended to serve as a minimal band-aid to get the Department through the next few years. Selectwoman Hutchinson reminded the Chief of the Board's desire to have plans and proposals presented earlier in the year to allow ample time for Public review, comment and input. She expressed concern that the plans were coming forward for review so late.

#### **Regular Business**

Chief Tibbetts updated the Board that he has received two quotes for the work to be done on the rear doors of the Town Hall. He would recommend replacing the two doors and threshold with new cedar doors and contracting with Dave Whatmough and Jackson Lumber & Millwork in the amount of \$3,725.90. The plans have been reviewed and approved by the Heritage Commission.

**Motion** – Selectman Robertson moves to approve spending \$3,725.90 from the Town Buildings & Infrastructure Fund for the work as described

**Second** – Selectwoman Hutchinson

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

#### **Review of 2015 Budgets Continued**

**Police Department** – Chief Duquette spoke that the Department has proposed a 2015 budget with a 3.32% increase over 2014. The largest contributor to this increase can be seen in the Employee lines and is due to the recent restructuring and associated rate changes done within the Department. Other smaller increases are seen in the Computer Technology line with an additional \$486 to cover anti-virus software and firewall support fees, and in the Ammunition and Firearms and Training lines. Chief Duquette explained that Officers have three different weapons systems they have to qualify on and stressed the importance of having money to complete proper training. Chairman Barry noted that the Special Detail line is at \$19,000 year to date and asked whether the amount remaining would be sufficient through year end. Chief Duquette answered yes, adding that they have been monitoring the line closely. Chief Duquette plans to put forward a Warrant Article to establish a revolving fund for Special Details as has been presented to voters in the past.

Selectwoman Hutchinson asked for an update on how the Department has been addressing the issue identified by the consultants. Chief Duquette answered that the Department has been able to purchase an Evidence Management Software and that an Officer attended a 2-day training session on Evidence Management. That individual was able to identify several areas where the Department could improve and refine its practices. Additionally they are working to put in place a better process around reporting and to improve on the infrastructure that supports the review, sign off and, where applicable delivery to the Prosecutor, of those reports. Chairman Barry asked if the Department had a wish list and Chief Duquette answered no, that there is a need for some upkeep on smaller items, but that there is nothing major that stands out. Selectman Robertson shared that he noticed repeatedly during the Spring and Summer that many of the out of town Officers hired to work Detail were distracted and inattentive to the drivers on the road. He found it striking and feels the Town would be better served by having Deerfield Officers working those Detail assignments.

**Highway Safety** – Chief Duquette spoke that the proposed 2015 Highway Safety Budget has no significant changes over 2014.

**Animal Control** - Chief Duquette spoke that the proposed 2015 Animal Control Budget has no significant changes over 2014.

## Regular Business

### **-Minutes of September 15, 2014**

**Motion** – Vice Chairman Pitman moves the minutes as written  
**Vote to approve – Yea 4, Nay 0, Abstained 1 – Motion Carries**

### **-Accounts Payable - \$569,956.54 (with \$500,000 transferred to the School)**

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

**Second** – Selectman Robertson

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

### **-MS1 Copy to be signed and filed electronically with the DRA**

**Motion** – Selectman Robertson moves to approve the MS1

**Second** – Selectman Shute

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

### **-Timber Tax Levy - \$536.35 to Sharon Godlewski & Melissa Zych, Middle Rd**

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

**Second** – Selectwoman Hutchinson

**Discussion** – Selectman Robertson asked whether the Town has reviewed the values it uses for Timber taxes recently. P. Touchette answered that yes, the State sends a rate sheet quarterly detailing the highs and lows and that the Town's valuations typically hit in the middle of that range.

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

### **-AVATAR Contract Review**

P. Touchette presented the Board with a Memo and back up materials regarding a proposed contract with Avitar for the 2015 revaluation. She noted that the contract presented by Avitar includes revaluation of the Utility properties in Town, a service that has been historically provided by George Sansoucy. Key differences between AVATAR and Sansoucy are that the AVATAR cost includes data verification as well as any hours associated with litigation proceedings. The Sansoucy fees have historically cost \$8,000-\$10,000 annually and any hours spent on litigation were billed to the Town separately. The contract as presented totals \$229,401 over a five year period; compared to the \$292,500 the Town paid over the previous five years (that amount does not include Data Verification expenses). The Board thanked P. Touchette for pulling together the information. They will review and make a formal decision at the next meeting. P. Touchette will also request that Avitar prepare a quote for service that does not include Utility appraisals.

### **-Health Reimbursement Arrangement Resolution**

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

**Second** – Selectman Robertson

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

### **- Health Insurance HMO Arrangement**

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

**Second** – Selectman Robertson

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

## Correspondence

**Bruce Johnson – Warrant Article** – The Town has received an email from Webster Selectman Bruce Johnson asking they put forward a Warrant Article to ask that the State of NH provide meaningful reform to education funding. The Board, feeling it would be more appropriately handled by the School will forward to the School Board for consideration.

**Cease & Desist Letter** – The Town is in receipt of a letter from a resident describing a cease and desist issued by the Code Enforcement Officer. M. Wright will work to re-draft the cease and desist to address the resident's concerns.

## Town Administrators Report

- The Town Administrator, together with the Planning Board Chair and Code Enforcement Officer, have been working to address a situation on Town deeded land on Corey Rd. The Town was made aware that trenching and excavation work were active on the property. Additionally there is an individual residing on the land. The parcel was deeded to the Town in January, under possession of a Trust the owners had been working with counsel to pursue redemption, but following the removal of a Trustee that work had been on hold since June. M. Wright will continue to work with

the appropriate persons to keep the process moving forward, the Board asked that if the Attorney for the Trust has not been heard from within two weeks that the process of eviction be started.

- M. Wright recapped the four policies not supported by the Board in current form for the upcoming NH Municipal Association Legislative Policy Review session. Those policies include providing a maximum \$10 reimbursement fee for mailing services, a change to the 10% appropriation rule for the Deliberative Sessions, taxing of private occupants on public lands, and the diversion of highway funds. Selectwoman Hutchinson shared feedback she received that putting a floor on the amount the Budget Committee can reduce appropriations would reduce the significance of the Deliberative Session and perhaps further discourage Citizen attendance.

#### **New Business**

Selectwoman Hutchinson shared that she has attended meetings of the 250<sup>th</sup> Anniversary Committee and there has been discussion of putting forward a warrant article for 2015 to ask for funds to support this event. The Committee is seeking guidance as to whether this should be a petition warrant article or one put forward by the Select Board. Selectman Robertson voiced his interest in seeing the Select Board and Committee work together to promote the article. The Select Board asked that the Committee come before the Board with a presentation outlining its plans.

#### **Other Business**

Vice Chairman Pitman reminded that a time for a member of the Board to attend an inspection of the Fairgrounds with the Fire Chief has not been determined. Chairman Barry, who previously offered to attend, will not attend, Vice Chairman Pitman and Selectman Shute will.

#### **Unfinished Business**

Chairman Barry spoke regarding the allocation of the Town Administrators salary. He asked the pleasure of the Board and indicated that he feels comfortable leaving the salary accounted for as it currently is, entirely under the Town Administration budget line. The Board was in agreement. Vice Chairman Pitman added that he does like to see the value of how the Administrator's time is spent broken out.

#### **Citizens Comments**

Harriet Cady spoke that she did not recall the changing of the Supervisors of the Checklist office location being discussed by the Board. Chairman Barry responded that it was discussed and voted on by the Board at its last meeting. Additionally, Ms. Cady spoke that each time she goes into the bathrooms on the lower levels she sees water running. She asks that the Town check to address this issue so that the pump is not running continuously.

#### **Adjournment – 6:50p**

**Motion:** Vice Chairman Pitman moves to adjourn the meeting of September 22, 2014

**Second:** Selectman Robertson

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

**Next Meeting Monday, September 29<sup>th</sup> @ 5:30p**

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