

**TOWN OF DEERFIELD  
BOARD OF SELECTMEN  
October 20, 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 Department; Mark Tibbetts, Fire Chief; Evelyn DeCota, Library Director; Mark Young, Highway Agent

**Pledge of Allegiance to the Flag**

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

**Longevity Award – Mark Tibbetts – 20 Years**

Chairman Barry, together with the Board, presented Mark Tibbetts with a Longevity Award for twenty years of service to the Town. He was given a round of applause and sincere gratitude was expressed by the Board for his dedication to Deerfield.

**Review of 2015 Budgets:**

**Library**

E. DeCota presented the proposed 2015 Library Budget. An amount of \$6,240 was moved from the Part Time Employee line to the Contracted Services line as a cleaning company has been contracted to takeover that task. One hundred additional gallons of oil were added to the heating estimates for 2015. E. DeCota also provided updates that the paving of the Library parking lot has been completed. The chimney repair work has been put on hold until spring of 2015 and waterproofing of the entryway has not yet been done. The Board thanked Ms. DeCota for the information.

**Highway Department**

M. Young presented the 2015 proposed Highway Department Budget. He noted the increase to the Maintenance portion of the budget with additional funds for salt, sand and cutting edges. The Department plans to put forward a Warrant Article in the amount of \$73,000 for the construction of a storage shed to be located behind the salt shed. The space will be used seasonally to store unused equipment such as the grader, sanders, and crack sealer. M. Young expects that with a new space they will be able to discontinue use of the storage trailer that is leaking and in disrepair.

Selectman Robertson asked whether there were plans for road reconstruction or paving beyond the Pleasant Hill work. M. Young answered that they plan to grind and pave a portion of South Road. Selectwoman Hutchinson asked how the shift to a 4-day work week had gone over the summer. M. Young felt it was highly beneficial to the Department. With the onset of shorter days the Department plans to return to 8 hour workdays this week, but would like to continue with the Summer Hours in 2015. Chairman Barry noted that the amount budgeted for salt has increased from \$43,000 to \$70,000 and asked if there was enough to make it through the close of 2014. M. Young replied that the shed is currently  $\frac{3}{4}$  full and need for additional purchases will depend on the weather. They will however need to purchase additional sand. Additional monies were also added to the Maintenance and Repair line for some in-house work to be done to the Town's back hoe.

M. Young asked the Boards approval to change the job title of employee Matthew Kimball from Truck Driver/Laborer to Truck Driver/Operator with an associated increase in compensation. He spoke that Mr. Kimball has attended trainings and achieved certifications and is able to skillfully operate all equipment within the Department. The hourly rate would increase from \$15.37 to \$17.00.

**Motion** – Selectman Robertson moves to authorize the Highway Agent to promote Matthew Kimball as described

**Second** – Vice Chairman Pitman

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

Selectman Shute asked about the increase from \$4,056 to \$7,000 in the Part Time Employee Line. M. Young responded that \$7,000 was the amount originally requested for 2014 prior to the default budgets passing. The Board thanked the Road Agent for his presentation.

## **Warrant Articles**

As this juncture the following Warrant Articles are anticipated by the Board:

- \$50,000 to be added to the capital reserve fund for the purchase of fire apparatus and equipment
- \$42,000 for the purchase of a new fire command vehicle
- \$35,000 for the next phase of repairs to the GBW Building (J. Foisy noted this number may need to be increased)
- \$73,000 for the construction of a highway shed
- \$31,000 for the construction of a storage shed at the Transfer Station
- \$25,000 to be added to the capital reserve fund for Government Buildings and Infrastructure
- \$10,000 to be added to the capital reserve fund for Rescue Vehicles and Equipment
- The 2015 Operating Budget
- The creation of a revolving fund for special detail services
- Authorization for the Trustees of the Trust Funds to pay for investment management services for the Town's capital reserve funds
- \$5,000 for the Milfoil work on Northwood Lake
- Enacting of an Animal Control Statute

Chief Tibbetts reported that both the Fire and Rescue Associations have approved the plan for an addition to the Fire Station. He expects to make a full presentation to the Board on that Warrant Article at the next meeting.

## **Scheduled Appointments**

### **Update – Fire Department and Rescue Squad**

M. Wright has been looking into the current Job Description of the Fire Chief as relates to that individuals involvement with the Rescue Squad. He proposed making changes to the Job Description so that "Head of Fire Department and Rescue Squad" was amended to read simply "Head of Fire Department". Under Duties and Responsibilities, the current description reads that the Fire Chief is responsible for "Emergency Medical Services". M. Wright proposed wording changes that would define Emergency Medical Services as independent from the activities of the Fire Chief. Under Educational Requirements, it was advised that the document include language such as "...or equivalent field experience" and under the Minimum Qualifications section, M. Wright suggested deleting out National EMT and Emergency Services certifications.

The next step will be for the Rescue Squad to inform the Board how they wish to identify themselves. There is some concern that a shift to operate more independently from the Town may impact the way employees are classified, with potential ramifications to qualifying for benefits. M. Wright is speaking with Primex (our insurance carrier) to learn more.

Chief Tibbetts is comfortable with the suggested changes to the job description. He stressed the desire to have the Board clearly spell out what the role and responsibilities will be for any Rescue Squad liaison. The Board will wait to see a final revised Fire Chief Job Description before taking action and will continue to consider the matter as more is reported back by the Rescue Squad.

## **Regular Business**

### **-Minutes of October 6, 2014**

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

**Second** – Selectman Robertson

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

### **-Accounts Payable - \$26,679.99**

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

**Second** – Selectman Robertson

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

### **-Veterans Tax Credit – 2015 Tax Year – Sean Avery**

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

**Second** – Selectman Robertson

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

### **-Nestle Water Contract for Bottled Water at a savings of \$1.90/bottle – 2 Year Term**

**Motion** – Selectwoman Hutchinson moves to authorize the Chair to sign the contract

**Second** – Selectman Shute

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

**- Tax Collectors Warrant – Scott & Lauri Emerton, 4 McCarron Rd - \$6,700 Current Land Use Change Tax**

**Motion** – Selectman Robertson moves to approve

**Second** – Vice Chairman Pitman

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

**-Non-Contemporaneous Business approved October 10<sup>th</sup> & 11<sup>th</sup>**

Accounts Payable - \$522,189.77 (\$500,000 transferred to the School) – 3 Members Present

Payroll Manifest - \$54,444.73 (net \$40,720.20) – 3 Members Present

**-Town Hall Rental Waiver Request – Coffeehouse November 15<sup>th</sup> to benefit the FORUM Online**

**Motion** – Vice Chairman Pitman moves to grant the waiver

**Second** – Selectman Robertson

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

**-Town Hall Rental Waiver Request – American Legion Auxiliary – December 13<sup>th</sup> Cookie Walk & Raffle**

**Motion** – Selectman Robertson moves to grant the waiver

**Second** – Selectwoman Hutchinson

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

**-Contribution Assurance Program – Primex**

J. Foisy described that the agreement is to lock in a rate for the coming two years in an amount not to increase more than 9% per year.

**Motion** – Selectman Robertson moves to authorize the Chair to sign the agreement

**Second** – Vice Chairman Pitman

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

**-Winter Contracts – Highway Department**

The Highway Agent has presented contracts with Steve Rollins and Gary Sanborn (2) for the Board's approval.

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

**Second** – Selectman Robertson

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

**-Intent to Cut Wood or Timber – Kate Hartnett, Thurston Pond Rd**

Signatures Executed

**-Intent to Cut Wood or Timber – Alden & Catherine Dill, Griffin Rd**

Signatures Executed (Selectman Robertson abstaining)

**-Intent to Cut Wood or Timber – Jo Anne Bradbury, Thurston Pond Rd**

Signatures Executed

**-TD Bank North – Letter of Credit/Trust Agreement Program with BNY Mellon**

J. Foisy explained that the agreement calls for a daily average to be taken on the Town's accounts to allow for expanded protection beyond the current \$5M cap.

**Motion** – Vice Chairman Pitman moves to authorize the Chair to sign the Agreement

**Second** – Selectman Robertson

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

**Correspondence**

The Town has received notification from the DES that the application for an individual sewage disposal system at Veasey Park requires additional information. Vice Chairman Pitman confirmed that the matter is being actively worked on by Fred McGarry and the Planning Board.

Notice has been received with the 2015 Workers Compensation and Unemployment rates. The Member Contribution amount is expected to decrease from \$4,198 to \$2,754. Worker's Compensation will increase from \$25,318 to \$30,642.

Joe Manzi has written to the Board that the Parks and Recreation Department has received a grant from Walmart in the amount of \$2,000.

**Motion** – Vice Chairman Pitman moves to accept the Walmart grant

**Second** – Selectman Shute

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

Chief Tibbetts updated the Board that Fire Engine 2 has been picked up by Valley today for services. Additionally, the Department has been made aware of a recall by International on the front drive shaft of four wheel drive vehicles. This will affect one truck. There has been trouble recently with the Fire Alarm at the Town Hall. The pump associated with that sprinkler system is not working and it appears the line underground is broken. Chief Tibbetts, together with the Highway Department, Simplex and Ozzy Electric, will be at the Town Hall tomorrow to dig down and learn more. It was confirmed that the panel at the Town Hall was hit by lightening. Chief Tibbetts will be compiling all the necessary information and submitting it to the insurance company. A final bill for the other pump repairs has not been received, but he expects it to be around \$18,150, this will put the Department over budget.

#### **Town Administrators Report**

- At the request of the Board, M. Wright has looked into the performance evaluation policies for Town employees. The personnel handbook of record was last revised in 2008 and provides that reviews are to be done in June, submitted to the Select Board in July and for the Board to take any action in September. The document was generated with the anticipation that employees would be given constant increases and promotions. As that is not in line with the current environment he would suggest the policy be updated. In the short term, M. Wright proposes that ever employee have an interim evaluation done by November 15<sup>th</sup> for the Board to review at its November 17<sup>th</sup> meeting. Going forward the Town would reinstitute the June cycle. M. Wright suggested that the performance policy, employee handbook and job descriptions have some review done by the Board at the end of this year or beginning of next. The Board had no objections to the proposed course of action.
- M. Wright offered additional information on the proposed Animal Control Warrant Article. The Animal Control policy is currently using a statute that requires adoption by the legislative body. RSA 466-38 states, among other details, that it will be unlawful for any dog to run at large, and requires the ballot vote yes or no.
- M. Wright has been in contact with the Attorney representing the Tax Deeded property previously discussed. With more than \$100,000 owed in back taxes and penalties the Town is looking to do redemption, but there are several factors involved with the proceeding. Eviction of the unauthorized tenant on the property is under consideration and the Town expects a proposal from the former landowner's Attorney on how best to move forward.
- The State has reported some numbers needed for the Tax Setting. Revenues have come in \$500 over the 2014 estimates. Increases were also seen in the Rooms and Meals tax and the Highway Block amounts. The next step will be to figure out what amount will be used to offset the 2015 tax rate, a meeting will be scheduled as soon as all of the numbers are available.
- J. Foisy will be presenting the Board with completed Budget Packages and would ask that members review and make any necessary notes so that the finalized materials can be presented to the MBC.
- J. Foisy would like to allow employees to use a personal day on Friday, December 26<sup>th</sup>. The Board had no objections. The final Select Board meeting for 2014 will be Monday, December 29<sup>th</sup>.

**Other Business** None

#### **Unfinished Business**

Chairman Barry asked that the Town send a letter to the Fair Association requesting a copy of the contract signed with the Engineering firm.

**New Business** None

#### **Citizens Comments**

Kathy Shigo asked if there has been any update to the pole being removed at the center of Town. Chairman Barry indicated that they are waiting for cable and telephone lines to be taken down before anything further can be done. Harriet Cady spoke that the School has provided the Budget Committee with an estimate that \$17,000 will be returned to the Town this year. With that amount being \$300,000 in previous years, can tax payers expect quite a jump in the tax rate? The Board could not make any comment as the information is not yet fully available.

#### **Adjournment to Non Public Session – 6:55p**

**Motion:** Vice Chairman Pitman moves to adjourn to Non Public Session under RSA 91-A: 3, II c

**Second:** Selectman Shute

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

#### **Reconvene**

Chairman Barry notes for the record that no action was taken during the Non Public Session.

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

**Second:** Selectman Robertson

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

**Adjournment**

**Motion:** Vice Chairman Pitman moves to adjourn the meeting of October 20, 2014

**Second:** Selectman Shute

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

**Next Meeting Monday, November 3<sup>rd</sup> @ 5:30p**

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