

**TOWN OF DEERFIELD  
BOARD OF SELECTMEN  
October 27, 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; Penny Touchette, Assessing Department; Cindy McHugh, Rescue Squad Captain

**Pledge of Allegiance to the Flag**

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

**Tax Rate Setting**

Chairman Barry opened discussion by laying out several scenarios for the Board's consideration. The amounts to be applied from the Town's unreserved fund balance ranged from \$250,000 on the low end to \$450,000 at the high. The target for the capital reserve is 8-10% of the Town's Operating Budget remaining after applying unreserved fund monies. The following options were considered.

**Scenario A – Applying \$450,000** – Would barely raise the tax rate from \$22.650 to \$22.654 but would reduce the amount in reserve to \$1,029,000, below the 8% floor historically used.

**Scenario B – Applying \$357,000** – Would raise the tax rate by \$0.19 but barely maintain the 8% reserve.

**Scenario C – Applying \$250,000** – Would increase the tax rate by \$0.36, leaving \$1,229,000 in the reserves, between the DRA recommended 8 to 10% range.

Chairman Barry spoke that he feels the Board needs to send a clear message that, just maintaining the current level of services at the Town and School, will still result in an increasing tax rate as the cost for those services increases. He expressed his discomfort in bringing the fund balance below the 8% and voiced favor for applying \$250,000 to pay down the tax rate. Selectman Shute asked whether the figures included Warrant Articles. Chairman Barry answered that the total figure is for the amount the Town is obligated to pay for 2014, Warrant Articles included. M. Wright added that the Town is operating under a default budget in 2014. The budget amount will be higher in 2015 and so if the Board opts to make no or only a slight increase to the rate this year it may be in a position of having a more drastic increase next year.

**Motion** – Selectman Robertson moves to use \$250,000 as the amount by which to offset the 2015 tax rate

**Second** – Vice Chairman Pitman

**Discussion** – Selectwoman Hutchinson spoke that she was going to suggest using the \$357,000 scenario, but after additional discussion is comfortable with the \$250,000. She feels strongly that the amount left in reserve is the critical piece to this decision. Vice Chairman Pitman concurred. Chairman Barry spoke that the percentage left in reserves is for any unforeseen expenses the Town incurs, but also so that it can pay bills without having to borrow against future cash flows. This saves the Town money in the long run.

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

**Regular Business**

**-Minutes of October 20, 2014**

**Motion** – Selectman Robertson moves the minutes as written

**Second** – Selectwoman Hutchinson

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

**-Accounts Payable - \$536,750.33 (\$500,000 transferred to the School)**

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

**Second** – Selectman Robertson

**Discussion** – Vice Chairman Pitman notes for the record that the manifest includes \$14,839 for the Fire Department's Pump, an amount \$4,000 less than originally expected.

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

- Payroll Manifest - \$50,505.86 (net \$38,217.85)**  
**Motion** – Vice Chairman Pitman moves to approve  
**Second** – Selectman Robertson  
**Vote** – Yea 5, Nay 0, Abstained 0 – Motion Carries
- CAI's Contract for Mapping Services - \$1,800 for term from 11/16/2014 – 11/15/2015**  
**Motion** – Vice Chairman Pitman moves to authorize the Chair to sign the contract  
**Second** – Selectman Robertson  
**Vote** – Yea 5, Nay 0, Abstained 0 – Motion Carries
- Intent to Cut Wood or Timber – Helen McGovern, Baker Ave**  
Signatures Executed
- \$500 Donation to the Parks & Recreation Department through the TD Bank Volunteer Program for hours donated by Jasmine Tordoff**  
**Motion** – Selectman Robertson moves to accept the \$500  
**Second** – Selectwoman Hutchinson  
**Vote** – Yea 5, Nay 0, Abstained 0 – Motion Carries
- Timber Harvest Sale Agreement – G&C Morse & Sons, Lebanon, ME – Town Forest**  
**Motion** – Selectman Robertson moves to sign the contract  
**Second** – Vice Chairman Pitman  
**Vote** – Yea 5, Nay 0, Abstained 0 – Motion Carries
- Timber Bond, Tax Levy and Abatement of \$2,555.75 – G&C Morse & Sons, Lebanon, ME – Town Forest at Map 416, Lot 16**  
The anticipated Timber Tax Levy for the Town Forrest cut was estimated to be \$2,555.75. Once the cut has been completed the Assessing Office will adjust the amounts of the bond, levy and abatement accordingly.  
**Motion** – Selectman Robertson moves to levy and abate the amount as stated.  
**Second** – Selectman Shute  
**Vote** – Yea 5, Nay 0, Abstained 0 – Motion Carries

### Correspondence

The Board has received a letter from the Deerfield Rescue Squad asking whether squad members are covered under the Town's Workers Compensation Policy. The letter asks for written response within thirty days of receipt and, if Members are not covered an explanation as to why. M. Wright spoke that the Primex Attorney has been given the question to review and he anticipates a response this week.

A letter on behalf of the Board was sent to the Deerfield Fair Association. The correspondence requests that the Fair provide a copy of the contract it has entered into to address Life Safety and Fire Compliance at the fairgrounds. Selectman Robertson asked whether the Board had the authority to make the request. Chairman Barry responded that the request is being made in the spirit of working together and that it can never hurt to ask.

### Unfinished Business

M. Wright presented the Board with the old and updated Fire Chief Job Descriptions as reviewed at the last meeting. The Board asked the Rescue Squad Captain's opinion on the language (they had previously identified language they were not comfortable with) and C. McHugh spoke that she feels it is a change in the right direction but requested further discussion with the Board was needed when benefit issues were resolved as noted in the letter to the Selectmen.

- Motion** – Selectman Robertson moves to revise the Fire Chief Job Description to the October 2014 version
- Second** – Selectwomen Hutchinson Vice Chairman Pitman
- Vote** – Yea 5, Nay 0, Abstained 0 – Motion Carries

### New Business

A resident has been tentatively identified as the current eligible holder of the Boston Post Cane (issued to the most senior resident of the Town). Staff will verify and contact the individual about accepting the cane. M. Wright noted the cane was being prepared for issue recently to Jeanette Winslow but she was not able to come to a presentation being under assisted living care. The Board had intended to arrange a presentation at the care facility but Jeanette entered hospice before such a presentation could be made and passed away shortly after. It was recommended that a presentation be announced for the

period of time that Jeanette was the Boston Post Cane holder. The Board all concurred.

The Planning Board requested a meeting with the Board of Selectmen. The Board recalled that periodic meetings used to be scheduled with all boards, commissions, and committees and the practice should be restarted. A meeting with the Planning Board was set up at the next Selectmen's meeting (November 3) at 6:00pm. The Town Administrator was directed to set up future meetings with the other boards.

#### **Citizens Comments**

Harriet Cady told the Board about a recent state housing meeting which addressed the impact of old zoning laws. Some of the laws on the books addressed community goals from a long time ago and were not viable anymore or really acted as an impediment to housing needs in NH today. She thought our Land Use staff and boards should be aware.

#### **Adjournment**

**Motion:** Vice Chair Pitman moves to adjourn the meeting of October 27, 2014

**Second:** Selectman Robertson

**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*