

**TOWN OF DEERFIELD  
BOARD OF SELECTMEN  
February 23, 2015**

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:** Jan Foisy, Town Finance Director/Interim Town Administrator; Gary Duquette, Chief of Police; Mark Tibbetts, Fire Chief

**Pledge of Allegiance to the Flag**

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

**Scheduled Appointments**

**Police Chief Duquette - Update PSSG Report**

Chief Duquette spoke to the recommendations made by the PSSG Report on the areas below:

- A. Policies and Procedures** - This is currently the main focus of the Department. A large project, Department employees are working on consolidating and updating all manuals.
- B. Evidence Room** - Following PSSG's comments the Department purchased software to better track the evidence and property in its possession using a barcode system. The Department's Detective is now responsible for maintaining the evidence room and has attended a 2-day training on the job.
- C. Case Management - Reports** - Chief Duquette feels that the Department has a good review process in place. The goal is to have all reports completed by the end of an Officer's shift, or worse case before they leave on a day off. All reports are reviewed and signed off on by both the Sergeant and the Chief.
- D. Hiring & Field Training** - The hiring and training process will follow the policies and procedures once updated and adopted.
- E. Personnel Files** - Files are maintained at the Town Offices.
- F. Field Training Program** - All new hires attend an 8 week program headed by the Sergeant, Chief Duquette had no concerns with this process.
- G. Staffing & Employment** - Chief Duquette has reviewed the scheduling and developed a shift schedule. The Department currently has a member out on extended leave and is waiting on the return of that employee to fully deploy the new rotation.
- H. Training Records** - The Department, through the work of an Administrative Assistant, is now current with the maintenance of its training records. Chief Duquette commented that there are not a lot of funds available for training, but that attendance at such sessions is relative to the role the employee is serving.
- I. Promotions** - This item is not high on the Chief's priorities, but when the situation arises, promotions will be dictated by the revised policies.
- J. Employee Growth & Development** - Employee evaluations were done in 2014 and will now be conducted annually. The evaluation form is being adjusted to better reflect the work the Officers do on a daily basis.
- K. Community Engagement** - The Department put on a Citizens Police Academy in 2014 that was well received and that program will continue. Social media and website updates have also been more of a focus.
- L. Special Details** - Chief Duquette commented that improvement in this area will be contingent upon the passage of the Warrant Article and the ability to utilize revolving funds.

Vice Chairman Pitman asked whether there was anything the Department needed from the Select Board. Chief Duquette responded no, that he feels things are going well. Selectwoman Hutchinson thanked Chief Duquette for the report and asked what time frame was estimated for completing the Policies and Procedures work. Chief

Duquette felt the project would take a couple of months. Selectwoman Hutchinson spoke that she attended the Community Police Academy and felt the program was well worth the time, she found it to be fun and informative and encouraged attendance.

#### **Mark Tibbetts - Government Buildings & Infrastructure Updates**

M. Tibbetts updated the Board that one of the furnaces at the Town Hall has been experiencing problems. At this point, the cost of parts and labor is so extensive that he recommends the Town replace the unit entirely. He has received two bids, one in the amount of \$6,850 and a second for \$5697.17. Selectman Robertson asked how old the failing furnace was, M. Tibbetts answered that the problem furnace is 14 years old. He spoke that the location of the furnace and poor ventilation has contributed to its deterioration. The Board authorized M. Tibbetts to move forward with the repairs and replacement of the furnace and will finalize movement of funds from the Municipal Government Building and Infrastructure Emergency Repairs Fund when the final figures are available.

M. Tibbetts provided further updates that the doors for the rear of the Town Hall are complete and waiting for the snow and ice to melt to be installed. Other projects, including the renovation of the bathrooms near the Parks & Recreation Department, will be wrapped up in the coming weeks. Selectman Robertson asked about the vandalism to the Men's Restroom and whether that cost the Town any additional money? M. Tibbetts answered that yes, due to some individuals bypassing the "Do Not Enter" obstacles tile had to be broke up and re-laid in the Men's room, but that he does not expect there to be any additional cost for this added work. In other matters, he thanked the Fire and Highway Department volunteers who helped to shovel off the George B. White Building roof. The Fire Station roof has also had the snow removed. Selectwoman Hutchinson asked what happens when M. Tibbetts leaves on vacation, M. Tibbetts answered that, with respect to the Fire Department, there is a deputy left in command. For Town business individuals can reach out to Rick Pelletier, Jan Foisy or Penny Touchette, or ultimately he will answer his cell phone to answer questions. The Board discouraged the contacting of employees while they are on vacation and felt this was an area for improvement.

#### **Regular Business & Signatures**

- **Minutes of February 9, 2015**
  - Motion** – Vice Chairman Pitman moves the minutes as written
  - Second** – Selectman Robertson
  - Discussion** - Selectwoman Hutchinson asked that the minutes be corrected under the section discussing the possibility of holding the Town and School deliberative sessions on the same day. Her comments were that the Town Moderator may have suggestions or an opinion on the change, but she did not mean to imply that the Boards should check with that individual as to whether or not the change would be acceptable.
  - Vote to approve as amended – Yea 4, Nay 0, Abstained 0 – Motion Carries**
- **Accounts Payable - \$547,345.01 (\$500,000 transferred to the School)**
  - Motion** – Vice Chairman Pitman moves to approve
  - Second** – Selectman Robertson
  - Vote – Yea 4, Nay 0, Abstained 0 – Motion Carries**
- **Accounts Payable - \$236.54**
  - Motion** – Vice Chairman Pitman moves to approve
  - Second** – Selectman Robertson
  - Vote – Yea 4, Nay 0, Abstained 0 – Motion Carries**
- **Technical Services Support Agreement for the Rescue Squads LifePak 12 - Physio-Control - \$1,170/year**
  - Motion** – Selectman Robertson moves to approve
  - Second** – Selectwoman Hutchinson
  - Vote – Yea 4, Nay 0, Abstained 0 – Motion Carries**
- **Tax Collectors Warrant - \$14,000 Land Use Change Tax, RJM Holding, South Rd**
  - Motion** – Vice Chairman Pitman moves to collect
  - Second** – Selectman Robertson

- Vote – Yea 4, Nay 0, Abstained 0 – Motion Carries**
  - **Veterans Tax Credit - Stephen Campbell & Amy Richter, 202 Mt Delight Rd**
  - Motion** – Selectman Robertson moves to approve
  - Second** – Vice Chairman Pitman
  - Vote – Yea 4, Nay 0, Abstained 0 – Motion Carries**
- **Request to waive the Town Hall Rental Fees for a June 16th NH Humanities Event to be hosted by the Deerfield Democrats**
- Motion** – Vice Chairman Pitman moves to approve
- Second** – Selectman Robertson
- Vote – Yea 4, Nay 0, Abstained 0 – Motion Carries**
- **Non – Contemporaneous Business – February 13, 2015 – 2 Members Signing**
- Accounts Payable - \$70,055.46**
- Payroll Manifest - \$52,001.30**

**Correspondence**

Chairman Barry noted that nothing further has been received on the Babb Road project.

Members of the Board received an email from a Resident complaining about the condition of the property at 2 North Road. Rick Pelletier will be visiting with the property owner, but the issue was generally felt to be outside the purview of the Select Board.

The Board has received an additional \$3,649 from the Town Forrester.

The Board is in receipt of a list of the inspection of bridges in Deerfield.

The Board has received a request from Kelly Roberts to begin a Monday “Pet of the Week” initiative on the Town Clerk’s Social Media pages with the goal to drive traffic to the sites. Selectman Robertson spoke in favor of the idea, but felt that the pets featured should be required to be licensed.

**Town Administrator’s Report**

J. Foisy reported that, through the last winter storm the Highway Department has overspent its Winter Contractor budget line by \$23,480.50. The Sand and Salt lines are holding OK for now. Vice Chairman Pitman asked how that figure was determined and J. Foisy spoke that she was using expenditure through January 19, 2015 assuming the March passage of a MBC or Default budget.

**Unfinished Business**      None

**New Business**

Selectman Robertson commented that, since advertising, the Town has received a fair number of applicants for the Town Administrator position and he feels it is important to keep moving forward in making a decision. The other Members agreed. The applications will be discussed at the next meeting when all Members are in attendance.

**Citizens Comments**      None

**Adjournment – 6:05p**

**Motion:** Vice Chairman Pitman moves to adjourn the meeting of February 23rd

**Second:** Selectman Robertson

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

**Next Meeting Monday, March 9th @ 5:30p**

*The Minutes were Transcribed and Respectfully Submitted by Katherine A. Libby, Recording Secretary.*

*Pending Approval by the Board of Selectmen*

