

**Town of Deerfield
BOARD OF SELECTMEN
April 6, 2015**

MINUTES

Call to Order

5:30p: 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: Jan Foisy, Town Finance Director/Interim Town Administrator; Penny Touchette, Bookkeeper/Assessing Supervisor

Pledge of Allegiance to the Flag

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

Scheduled Appointments

Mark Young, Highway Agent - Pleasant Hill Rd

Road Agent Mark Young informed the Board that the Department's Winter Budget had gone significantly over and, now that it is time to put the Road Reconstruction work out to bid, he recommends that the Town scale back its plans a bit in order to stay within the bottom line. He recommends to still complete the work on Pleasant Hill, but to put the 1,000 feet of work on planned for South Road on hold. The Board was in agreement.

James Sullivan - Trustee of the Trust Funds

Mr. Sullivan said that, due to a change in RSAs, the Trustees are now required to report to the Board the status of the Town funds held in Trust. He presented the Board with a copy of the MS9 and MS10 and summarized the overall performance of the common fund. He also spoke that Roger Hartgen has agreed to serve another term as Alternate Trustee of the Trust Funds.

Mr. Sullivan displayed the growth of the common fund over the period of time it has been held with Cambridge Trust. Funds had grown approximately \$61,000 or 5.9% before fees. With the passing of recent Warrant Articles, the Town is now permitted to engage management services for its Capital Reserve Funds. The Trustees plan to open conversation with Cambridge to discuss that approach and negotiate terms.

Motion: Vice Chairman Pitman moves to appoint Roger Hartman as Trustee of the Trust Funds alternate for a 1 year term.

Second: Selectman Robertson

Vote: Yea 4, Nay 0, Abstained 0 - Motion Carries

Regular Business & Signatures

- **Minutes of March 30, 2014**

Motion: Vice Chairman Pitman moves the minutes as written

Second: Selectman Robertson

Vote to approve: Yea 4, Nay 0, Abstained 0 - Motion Carries

- **Accounts Payable - \$87,762.43**

Motion: Vice Chairman Pitman moves to approve

Second: Selectman Robertson

Vote: Yea 4, Nay 0, Abstained 0 - Motion Carries

- **Property Tax Credit/Veterans Exemption - Michael Sullivan, 124 Middle Rd**

Motion: Selectman Robertson moves to approve

Second: Vice Chairman Pitman

Vote: Yea 4, Nay 0, Abstained 0 - Motion Carries

- **Committee Appointments -**

Alan Perkins - Forestry Commission (through 4/30/17)

Philip Bilodeau - Forestry Commission (through 4/30/17)

Serita Frey - Conservation Commission (through 4/30/18)

Erick Berglund - Conservation Commission (through 4/30/18)

Carol Levesque - Heritage Commission (through 4/30/18)

Motion: Vice Chairman Pitman moves to approve the appointments

Second: Selectman Robertson

Discussion: Chairman Barry thanks all the individuals for their willingness to be involved.

Vote: Yea 4, Nay 0, Abstained 0 - Motion Carries

- **Intent to Cut Wood or Timber - Joanne Bradbury Rev Living Trust - 30 Thurston Pond Rd**

Signatures executed

Correspondence

Chairman Barry noted that Mitigation Funds Program through the Northern Pass has extended the deadline. If/when the Town has a project in mind it can submit an application.

The groundwater summary report from the landfill has been received, it is proposed that the Town move to an every other year testing and that permit application is under review.

Police Chief Duquette has sent a memo to the Board describing a desire to change the process where the Police Department is a collection agency for bad checks presented to the Town's various Departments. Chief Duquette spoke that he would like to stay away from the Department handling funds unrelated to its core duties. It was suggested that Section 5.1 of the Returned Check Policy be amended to delete "...once paperwork is completed the returned checks will be presented to the Police Department for collection." Selectman Robertson asked whether a Public Hearing was required, J. Foisy answered no, because this was a policy of the Town. Her thought was that the responsibility for corresponding with the individuals who presented the bad check would fall to each Department. If the funds remained uncollected for a given period of time it would then be escalated to the Police. The Board was in agreement and the Town Administrator will draft language for formal adopting.

Chairman Barry announced that the Planning Board will be hosting an informational session on Wednesday, April 8th at 7p at the GBW Building to discuss the Village Planning District and Workforce Housing.

The Town has received a response letter from Governor Hassan acknowledging the communication sent as a result of Warrant Article 20's passing.

The ZBA has sent a memo indicating that all members have agreed to continue to serve another term. The Board asked the Town Administrator to prepare the necessary paperwork and communicate with Joshua Freed on the appointments.

An item has come up where the Supervisors of the Checklist are looking to code payment so that it is drawn of the Town Meeting budget. Because \$2,504 remains in the Supervisor's Budget the Board directed that all expenses should continue to be paid from that line until it has run out, at which time an alternate funding source will be discussed.

The US DOT is in the process of administering its TIGER Grants. The Road Agent is aware and is handling as applicable.

Town Administrator Report

J. Foisy asked permission to post the Finance Director/Human Resources position internally for five days and, depending on applications, would recommend promoting Penny Touchette to that role, in addition to her current duties, at a salary of \$52,000/year. Additionally, if approved, she would like to add an additional \$150/week to Ms. Touchette's pay for the interim period until a new bookkeeper can be brought on, with a June 6th target date for that addition. The Bookkeeper position will be posted externally at a rate of \$15-\$18/hour depending on experience.

J. Foisy has spoken with Steve Jamele on the request to post public meetings to YouTube. There is some capacity to load 1-2 meetings at a time through the website, and there is also the ability to stream online the content that runs on Channel 24. Space allowed on YouTube free of charge is limited.

On April 13th J. Foisy and M. Young will be attending a Major Disaster meeting to look into FEMA reimbursements for the snowstorm of January 26 - 28. The Town could stand to receive some \$19,000 in reimbursements.

ASPLUNDH has asked permission to park vehicles in the parking lot across from the GBW Building. The Board had no objections, however Selectman Robertson asked that the be considerate of the coming Baseball season and associated rise in parking volumes in that lot.

J. Foisy has looked into the Boston Post Cane Awards through Crown Trophy. The pieces cost approximately \$60 each and she would ask the Board's permission to arrange for the purchase of two Awards to be presented to Jeanette Winslow and John Dearborn. There were no objections.

The Sump Pump in the GBW Building has failed; M. Tibbetts has coordinated replacing the unit.

Finally, J. Foisy noted that the IRS has raised its mileage reimbursement rate from \$0.56 to \$0.575/mile. She asked the Board's pleasure and it agreed to continue to use the IRS rate as stated.

Unfinished Business None

New Business

Chairman Barry spoke that with two employees, Jan Foisy and Penny Touchette, carrying the load of three positions, he would look to compensate J. Foisy an additional \$200/week until a third member of staff can be brought on. The Board had no objections.

Other Business

Vice Chairman Pitman asked whether it would be possible to break out what the cost of the latest Primary Election was; Selectman Robertson seconded the request noting that in his review of the Accounts Payable he found the expense to be significant... J. Foisy will provide.

Citizens Comments None

Adjournment

Motion: Vice Chairman Pitman moves to adjourn the meeting of April 6th

Second: Selectman Robertson

Vote: Yea 4, Nay 0, Abstained 0 - Motion Carries

Next Meeting Monday, April 20th @ 5:30p

*The Minutes were transcribed and respectfully submitted by Katherine A. Libby, Recording Secretary.
Pending approval by the Board of Selectmen.*