

**Town of Deerfield
BOARD OF SELECTMEN
September 14, 2015
MINUTES**

Call to Order

5:30p - Chairman Stephen Barry called the meeting to order.

Present: Stephen Barry, Chairman; Richard Pitman, Vice Chairman; Rebecca Hutchinson, and Jeff Shute Selectmen

Excused: R. Andrew Robertson, Selectman

Also Present: Jan Foisy, Town Administrator

Pledge of Allegiance to the Flag

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

Scheduled Appointments

Mark Young - Highway Department

M. Young updated the Board that roadside mowing has begun for the season. They have decided not to cut the knotweed in order to stop it from spreading further. He has been in contact with the Department of Agriculture and Department of Transportation, both suggest the best course of action is to hire a contractor to spray. The process requires special permitting. The Road Agent was referred to contractor Prescott Toll of Epsom, NH who quoted the job at \$105/hour plus materials, totaling approximately \$2,500-\$3,000 for the season. Other quotes were obtained, one from a contractor in Rochester, NH at \$150/hour plus materials. It was noted that Kate Hartnett, who is very knowledgeable on the topic, was involved in the process of contacting the contractors. M. Young asked for the Board's approval in contracting with Prescott Toll and getting permits to treat for the 2016 season. He plans to start with the larger areas at Griffin, Reservation and Ridge roads.

Motion: Vice Chairman Pitman moves to sign the contract with Prescott Toll for 2016 at a rate of \$105/hour plus materials with a cap of \$3,000

Second: Selectwoman Hutchinson

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

M. Young noted that the Department plans to do some shim paving on Birch Road. He has received a quote from Broxx Construction, who was contracted to do the other road reconstruction in Town. The rate for the work was \$80/ton. He also checked with Bourassa of Stratham who will be doing work in Candia, NH in the coming weeks, a price of \$74/ton was quoted. Funds are available in the Road Reconstruction line of the budget. The Board had no objections to the plans. M. Young closed by updating that the construction on the Storage Building is coming along well.

Chief Mark Tibbetts - Fire Department

Chief Tibbetts opened by thanking the leadership of the Deerfield Fair Association for their cooperation during the State Fire Marshall's inspection of the fairground. All permits were issued and he has been brought up to date with the progress of the work and re-wiring projects. The main cut off switch has been installed, wires have been raised, and the work continues. M. Tibbetts spoke that the sub-committee is doing a great job and that he has been very pleased. He will be responsible for inspecting the tents and rides in the week leading up to the Fair.

Chief Tibbetts went on to speak regarding the recent incident at 185 North Road. He spoke that he issued the permits to the resident on the Class II day. The fire was done in an open field and burned as was appropriate. Unfortunately, a stump that burned allowed the fire to travel underground, resulting in the fire that required the Department to respond. He spoke that the homeowner, in his opinion, did everything correctly and that the State has investigated the incident and found the same.

Chief Tibbetts closed by informing the Board that Rescue 11 has been experiencing some engine problems and will be having work done. The vehicle is a 2006 Ford F250.

Chief Gary Duquette - Police Department Staffing

Chief Duquette suggested that, as the Department has been unlucky with part-time staffing in the past, that the Town consider filling two full time officer positions instead of one. He spoke that the Department has been busy, the arrests year to date are more than double those in 2014 with four months still to go. He will pull together budget-specific figures for the Board's review at its next meeting, but wanted to express that he feels the money is better spent on a full time officer. Selectwoman Hutchinson asked about the increase in arrests and whether there is something the Board should be aware of? Chief Duquette replied that a majority of the arrests are drug related. He indicated that crimes include everything from heroin to marijuana, the increase in arrests is attributable to the staff being more aggressive in their targeting of offenders. Vice Chairman Pitman asked what impact the proposal would have on the part time employee line. Chief Duquette answered that he would still like to keep on one part time officer who has been with the Department for 18 years, but that he would take a piece of that line and move it toward a full time employee. There are currently 6 full time Officers including the Chief, one part time Officer and one Administrative Assistant who also works as a part time Officer. Three part time Officers have been terminated since the Chief began with the Department.

Joe Manzi - TD Bank Employee Volunteer Program - \$500 Grant

J. Manzi spoke that through the volunteer work of Jasmine Tordoff, TD Bank has awarded the Parks & Recreation Department a grant for \$500 through its Employee Volunteer program.

Motion: Vice Chairman Pitman moves to accept the \$500 grant

Second: Selectman Shute

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

J. Manzi also spoke to the Board regarding the request to use the Department's passenger van for the DCS Magnet program. He indicated that the request was for use of a 15 passenger van, but that the vehicle is a 12 seater, with room for only 10 students who must ride in the rear

seats. He expressed his opposition to use of the vehicle outside of the Parks & Recreation programs. He prefers to have the resource remain onsite and available for the Department's use at all times. In other updates, J. Manzi thanked all of the Town Departments, especially the Parks & Recreation Commission for another successful Old Home Day event.

The 2016 proposed Budget was presented. J. Manzi spoke that the the only change from the proposed 2015 budget was an adjustment to the full time employee line as a result of the last Town Employee pay increase approved by the Board. The Budget also includes amounts for Old Home Day and upkeep at the Gazebo.

2016 Budgets

Chairman Barry spoke that the Executive Budget for 2016 is level funded at \$7,461. The proposed Legal budget is \$23,572. It was noted that as of September 8th the 2015 Legal line has spent \$7,800, but Chairman Barry spoke in support of the proposed figure. Ambulance is budgeted at \$11,000, a contracted service with a cost increase of \$500 from 2015. The Forestry Commission is once again budgeted at \$6, and \$1 is budgeted for the Tax Anticipation Note.

Longevity Award - Deborahann Treantafel - 5 Years of Service - Parks & Recreation

Chairman Barry presented a 5 year longevity award to Deborahann Treantafel. The Board thanked Ms. Treantafel for her dedicated service.

Regular Business

Minutes - August 24, 2015

Motion: Vice Chairman Pitman moves the minutes as written

Second: Selectwoman Hutchinson

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

Minutes - September 1, 2015

Motion: Vice Chairman Pitman moves the minutes as written

Second: Selectman Shute

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

Accounts Payable - \$20,590.41

Motion: Vice Chairman Pitman moves to approve

Second: Selectman Shute

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

Payroll Manifest - \$49,380.97 (\$37,942.06 net)

Motion: Vice Chairman Pitman moves to approve

Second: Selectwoman Hutchinson

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

Impact Fee Adjustment

Chairman Barry noted that at the August 26th meeting of the Planning Board a recommended adjustment to the Town's Impact Fees was approved.

Motion: Vice Chairman Pitman moves to approve

Second: Selectwoman Hutchinson

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

Timber Tax Levy - \$0 - Town of Deerfield, Brown Road Harvest

Motion: Selectwoman Hutchinson moves to approve

Second: Selectman Shute

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

Raymond Ambulance - Contract for 4/1/16 - 4/1/21 - \$11,000/year with a \$500 each year ending at \$13,000 in 2021

Motion: Vice Chairman Pitman moves to approve the contract with Raymond Ambulance

Second: Selectwoman Hutchinson

Discussion: Selectman Shute asked whether the contract for a term of 5 years was standard. Vice Chairman Pitman, together with Rescue Captain McHugh answered yes.

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

Correspondence

Jack Hutchinson wrote to inform the Board that one of the prior appointments to the 250th Anniversary Committee was made in error and asked that the Board appoint Fran Menard to the Committee.

Motion: Selectwoman Hutchinson moves to appoint Fran Menard

Second: Selectman Shute

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

The Southern New Hampshire Planning Commission is asking that the Town appoint a representative to the Brownfields Advisory Committee to work on a \$400,000 community wide assessment grant from the EPA. Fred McGarry has volunteered to serve.

Motion: Vice Chairman Pitman moves to appoint Fred McGarry

Second: Selectwoman Hutchinson

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

The Board has received a Permanent Permit Application for Property Tax Exemption from James Ritchie of 72 Nottingham Road.

Motion: Vice Chairman Pitman moves to approve the application

Second: Selectman Shute

Discussion: Chairman Barry noted that the application was submitted on August 28, 2015 well after the April 15th deadline. As a result it was recommended the application be denied.

Second Withdrawn: Selectman Shute

Motion Withdrawn: Vice Chairman Pitman

Motion: Vice Chairman Pitman moves to deny the application

Second: Selectman Shute

Discussion: Selectwoman Hutchinson asked whether a precedent for this type of denial has been set in the past. Chairman Barry confirmed yes.

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

Chairman Barry noted that during the January 2010 revaluation, a current use application was brought forward and approved in error. As a result, the Town would like to abate \$1,400 in taxes on Map 419, Lot 48 at 112 Middle Road.

Motion: Vice Chairman Pitman moves to approve

Second: Selectwoman Hutchinson

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

Intent to Cut Wood or Timber - Melinda Geddes Trust, Nottingham Rd

Signatures Executed

Chairman Barry spoke that AVATAR will be at the September 28th meeting to present the final numbers from the 2015 reassessment. One resident has requested a re-inspection of the interior of their home and reconsideration of the assessment. Selectwoman Hutchinson asked about precedence that may have been set in this situation. Chairman Barry responded that residents have had numerous opportunities to request re-inspections through the process. The Board was not in favor of moving forward with the requested re-inspection this late into the project.

The Board has received a letter from Maryanne Boyle of 195 North Road regarding a recent fire that spread to her property. Ms. Boyle questioned the issuance of the fire permit and found the activities of her neighbors regarding the burn to have been careless and reckless endangerment. She asks that the incident be investigated. Vice Chairman Pitman spoke that Chief Tibbetts had provided a valid explanation of what occurred earlier in the meeting and asked the Town Administrator to craft a response letter to Ms. Boyle.

Chairman Barry updated that the Code Enforcement issue on Middle Road is in process legally with fines being assessed. The Town is now waiting on a judgement.

The Town has received a letter from Raymond Ambulance regarding the Union Leader Article published recently describing a delayed response. Raymond Ambulance describes that the Department is having issues with Rockingham Discount being able to ring the Raymond Ambulance pagers and that they are working to resolve the problem.

A letter was received from State Senator John Regan regarding the State budget issues and his desire to reach an agreement.

Communication was received from the Department of Safety indicating that it will work with the Town on the reinspection of its Municipal Fleets that have inspections set to expire September 30, 2015.

Town Administrator Report

J. Foisy reported that the Safety Complex surveys were mailed out on Friday and that she has received several responses back.

The front septic at the George B. White Building had an incident during the past week and pumping will be done.

The Finance office will be closed Tuesday, as the staff will be at a conference. And finally, it was reported that Kevin Barry is doing as well as can be expected.

Unfinished Business

Selectwoman Hutchinson spoke regarding the Board's review of the Fire Department as she felt it was appropriate to share the work that has been done to date. The Board has heard from current and former members and is working on a review of the Department as part of ongoing best practices, similar to what was done with the Police Department. The Fire Chief is aware of and in support of the review. An inspection of the facilities, including equipment, was done with a representative from the Town's insurer and Primex will be putting together a full report. It is expected that suggestions for change will be forthcoming. Some suggested interview questions have been put together for current and former Department members as a way to identify what the Department is doing well and where there are areas for improvement.

Selectman Shute spoke that there were four areas identified as key concerns with the current Fire facilities, the exhaust system, the lack of a contamination room, the inadequate room for gear, and that new vehicles, including vehicles at the facilities during mutual aid calls, cannot fit into the Station and must be left to idle outside. Chairman Barry added that the Board has heard from two members of the Fire Department regarding the state of the squad, one of whom has since resigned. Vice Chairman Pitman noted that the Board has also brought on some very well educated advisers to assist with the process. Residents are encouraged to make arrangements with the Fire Chief to visit the facilities and assess the needs for themselves.

In other matters, Selectwoman Hutchinson suggested that, when people are invited to speak with the Board, that it be made clear what the topic for discussion is so that they can be better prepared and everyone will have a more efficient use of time.

Citizens Comments

Ms. Harriet Cady spoke that, under State law, the Town cannot commit to a five year ambulance contract without a Warrant Article set before voters, she believes the Raymond Ambulance contract will need to wait to be approved until March. Regarding the Fire house, she spoke that the building has had new siding and windows put in a few years ago, while the upgrades may not be sufficient, she wants to clarify that money has been spent. She has been reviewing local

facilities and believes that the complex in Fremont is what Deerfield should be modeling its plans after.

Ms. Kathy Shigo spoke regarding the denial of the Property Tax Exemption and asked that the Board reconsider. She felt there may be a valid reason why the application was submitted so long after the deadline and asked the Board to revisit the application.

Mr. John Dubianski, speaking as a member of the Fire Department, not for the Department, expressed his concern that the Fire Chief was not present for the summary of events to date that the Board presented. He believes the update will generate questions in Town and that the Chief should have been informed of the Board's intention to raise the topic so that he might be better prepared to handle questions. Additionally, he asked that, should the Board choose to speak to former members of the Department, that a formal protocol be put in place around the information gathering and evaluation of feedback.

Mr. Shane Carter of 3 Parade Road asked whether the Board has received the letter emailed on August 20th. The Board was unaware of the correspondence. Mr. Carter summarized that he had asked about the stump grinding timeline for the Parade and that he had been able to determine ownership of the plot through some deeding research. A copy of the letter was given to the Town Administrator for follow up.

Adjourn

Motion: Vice Chairman Pitman moves to adjourn the meeting of September 14, 2015

Second: Selectman Shute

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

Next Meeting Monday, September 21st, 2015 @ 5:30p

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