

**Town of Deerfield
BOARD OF SELECTMEN
December 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

Mr. & Mrs. Campbell - 2015 Tax Bill Delivery

Ms. Campbell explained that they purchased a three acre parcel of land in September 2015 that was part of an eleven acre parcel of land subdivided into three lots. They were the recipients of the 2015 tax bill for the entire eleven acres. Upon visiting the Town Clerk/Tax Collector they were told the issue would be resolved in April 2016 when the maps are updated, they made an estimated payment Friday past based on three of the eleven acres. As they were the third and final party to purchase a lot it was unclear why they received the full bill. It was noted that a parcel subdivided in May would not be reflected in tax allocations until the following April, however the outstanding tax issue is usually addressed at closing. It was clear that the bill should have been presented to the owner of record as of April 1, 2015, a Mr. Skip Kelley. Chairman Barry asked that the Town abate the amount paid by the Campbell's and forward the tax bill to the April 1, 2015 owner to resolve as necessary with the new owners. J. Foisy spoke that she would further research the deeds and bring the necessary abatement paperwork forward for the Board's approval. Vice Chairman Pitman clarified for the Campbell's that there would be no interest or penalties accrued while the matter is sorted.

2016 Town Budget Updates

J. Foisy updated the Board that a number of adjustments to the proposed 2016 Town Budget have been made to reflect a change in estimated fuel prices. The budget will be based on the following adjusted prices:

	1/1 - 6/30	7/1 - 12/31
Oil:	\$2.079	\$2.70
Propane:	\$1.099	\$2.00
Gas	\$2.70	\$2.70
Diesel:	\$3	\$3

The usage estimates remain unchanged. Vice Chairman Pitman asked for the net result of the adjustments. At its recent meeting the MBC approved the following changes: The Equipment Maintenance line for the Rescue Squad was increased \$1,500 for maintenance associated with the LUKAS machine; the Highway Safety budget was reduced \$848; the Emergency Management budget was reduced \$125; the Animal Control Officer Part Time Employee line was reduced \$1,500 and the Parks and Recreation budget was reduced \$2,000 in the Old Home Day line.

The fuel adjustments, together with adjustments made by the MBC, result in a new bottom line figure of \$3,862,705

Motion: Vice Chairman Pitman moves to approve the bottom line as read

Second: Selectwoman Hutchinson

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

Regular Business

Minutes - November 30, 2015

Motion: Vice Chairman Pitman moves the minutes as written

Second: Selectwoman Hutchinson

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

Accounts Payable - \$27,125.76

Motion: Selectman Shute moves to approve

Second: Selectwoman Hutchinson

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

Payroll Manifest - \$349.44 (\$312 net)

Motion: Vice Chairman Pitman moves to approve

Second: Selectwoman Hutchinson

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

Highway Department - Winter Contractor's Agreement - CJD Partners, Middle Rd

Motion: Vice Chairman Pitman moves to approve

Second: Selectwoman Hutchinson

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

Joint Loss Management Committee - Policy Update

The Joint Loss Management Committee ("JLMC") recommends amending the Safety Policy to require quarterly, as opposed to monthly, inspections. It also suggests that Employees be reminded of the goal of the Policy and the need for immediate reporting of incidents. Posting of Safety Bulletins and ongoing training is also recommended.

Motion: Selectwoman Hutchinson moves to amend the policy as stated

Second: Selectman Shute

Discussion: The Board thanked the JLMC for its work

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

JLMC - 2015 Department Inspections and Recommendations

The JLMC reported on the Department assessment conducted during 2015. It recommends the research and purchase of emergency number decals for Town telephones, a lighted exit sign at the Birch Road Fire Station, and containers for storing chemicals as the Fire Station and Highway Departments.

Timber Tax Levy - \$4,856.19 - 228 N. Road

Motion: Vice Chairman Pitman moves to collect the tax

Second: Selectwoman Hutchinson

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

State of NH Division of Forests & Lands - Fire Warden Appointments

The Fire Chief recommends appointment of Gary Clark, Alex Cote, John Dubiansky, Dave Farrar, Matthew Fisher, Matthew Kimball, Keith Rollins and Jeffrey Smith as Deputy Fire Wardens and Mark Tibbets as Fire Warden.

Motion: Selectwoman Hutchinson moves to approve the appointments

Second: Selectman Shute

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

Town Clerk/Tax Collector - Request to refund \$736.51 to Triangle Credit Union due to an overpayment

Motion: Selectwoman Hutchinson moves to approve

Second: Selectman Shute

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

Town Clerk/Tax Collector - Request to refund due to overpayment - 38 Candia Rd (\$1,634, 58), Mtn View Rd (\$2,552), and 222 South Rd (\$1,762)

Motion: Vice Chairman Pitman moves to approve

Second: Selectwoman Hutchinson

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

Abatement Request - Map 414 Lot 12 - Petersen Rd

Chairman Barry reported that the Assessor has recommended denial of the abatement request as there is nothing in the property's deed that would prohibit future subdivision.

Motion: Vice Chairman Pitman moves to approve

Second: Selectwoman Hutchinson

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

Permit Application - Veteran's Tax Credit - \$500 - Paul Langlois, 41 Ridge Road

Motion: Vice Chairman Pitman moves to approve

Second: Selectwoman Hutchinson

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

AB Lumber - Update of Account to reflect new owner Bellets

Motion: Vice Chairman Pitman moves to approve

Second: Selectman Shute

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

Non Contemporaneous Business - December 4th and 5th - 5 Members Signing

Accounts Payable - \$1,045,810.28 (\$500,000 transferred to the School)

Payroll Manifest - \$76,617.86 (\$61,403.85 net)

Correspondence

The National Association of State Treasury is seeking signatures for its letter regarding the preservation of tax advantages associated with municipal bond investing. Each Board member agreed to review and consider the letter and will speak with the Town Administrator if they wish to put their name forward.

A request to abate \$629 of the 2015 taxes on Map 405 Lot 11-001 on North Road has been received. The Town Administrator asks that the Board sign the associated Property Tax Collector Supplemental Warrant to the State of NH.

Motion: Vice Chairman Pitman moves to approve

Second: Selectwoman Hutchinson

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

The Town Clerk/Tax Collector reports that the first half of 2015 tax bills have been 97% paid. The second half collection is 91% complete.

MetroCast is in negotiation with AMC Networks, if an agreement cannot be reached the associated channels will be removed from the lineup effective December 31.

Steve Jamel submitted a description of the estimated costs associated with cloud data storage and off site shared server storage. The memo notes the cost prohibitive nature of the storage, with cloud servers running some \$12,000/year. The information was in response to concerns raised by the MBC.

The Board has received a request for an Elderly Tax Exemption from Attorney Snyder. Because the request was not filed by the deadline it was suggested that the residents consider filing for a Hardship Abatement for the 2015 Tax Year and process the Elderly Tax Exemption paperwork in a timely manner for 2016. The Board encourages Attorney Snyder to proceed as suggested.

Motion: Selectwoman Hutchinson moves to deny the Elderly Tax Exemption request

Second: Selectman Shute

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

Chairman Barry, in reviewing the Parks & Recreation Commission minutes of its November meeting asked Selectman Shute to provide an update on Hartford Brook field. Selectman Shute

spoke that several residents have come forward and volunteered a tremendous donation of labor associated with power, a well, irrigation and the construction of a building at the field. The building will be the same size as that at Bicentennial Field and house concessions, storage and maintenance. Due to the impending freeze and the desire to have building take place in the slow January and February months the footers have been poured.

Chairman Barry cheered the great donation, but expressed his concern that the Board was not given notice of the plans to move forward with construction on Town property. He spoke that the Parks & Recreation Commission should have first requested permission from the Board. Selectwoman Hutchinson spoke that she understood that the Commission had received the necessary approval from the Building Inspector and asked what sort of precedent has been set in this situation as to the requirement for permission. She noted that the property has been set aside for athletic purposes. Chairman Barry reiterated that he is happy the project is progressing, but stressed that the property is Town owned and he does not think anything should be built on Town property without the approval of the Board. Selectwoman Hutchinson asked that the process be reviewed. Selectman Shute will present the building plans and a progress report at the December 28th Select Board meeting.

The Board is in receipt of a letter from the Site Evaluation Committee. Anyone wishing to be added to an electronic notification distribution list regarding the Joint Application from Northern Pass and PSNH should contact the Committee Administrator. Selectwoman Hutchinson asked that the Board Members be added and that the Town Administrator circulate the communication to all Town Committees for consideration.

The Board has received an email from Debbie Smith asking that it reverse its decision to remove Glenda Smith from the Veasey Park Commission as the bylaws do not state that Commission Members need be residents of Deerfield. With further discussion the Board agreed that it did not want to appoint Committee Members to Town Committees who do not reside in Deerfield. The Board will not take any further action on the matter at this time; Selectwoman Hutchinson volunteered to reach out to Debbie Smith directly.

The consultant's report on the Police Department was received, a copy will be available in the Town Offices and J. Foisy will ask the Chief of Police if there is any objection to its being published on the Town website.

Penny Touchette has asked that the Board take action regarding the numbering of homes on High Meadows Drive. There are concerns communicated from the Assessors that the numbering does not comply with the 911 numbering system. Re-numbering of the homes requires either a Public hearing or that each property owner sign a waiver. The Board asked that Penny Touchette and Rick Pelletier put together a recommendation for a viable numbering system, that homeowners be notified of such and that a Public Hearing be scheduled. Vice Chairman Pitman asked that the numbering at Willow Lane be corrected at the same time. With only five property owners affected on Willow the Town will pursue voluntary waivers.

Town Administrator's Report

J. Foisy reported that the MBC has asked that a video of its meetings be put online. There is not sufficient memory via the website, but they will be loaded to YouTube. She asked whether the Board wants its meetings broadcast on the same channel, there were no objections. J. Foisy asked whether Members approved of the proposed 2016 meeting schedule, there were no objections.

A bid for paving at the Transfer Station was obtained in the amount of \$32,250, \$10,000 over the amount budgeted. Vice Chairman Pitman suggested that the budget remain at \$25,000 and to look to see whether the Road Agent can achieve some coordinated economies of scale when other paving is being done locally.

The reconstruction of the door at the George B. White building has been estimated at \$5,500 with an electric lift to cost \$11,000 plus wiring and electrical. Chairman Barry asked that the project be revisited at the December 28th meeting and if funds are available that the \$20,000 needed for the work be secured.

Finally, J. Foisy has spoken with Tom Stevens regarding Rita Stevens receipt of the Boston Post Cane. The family would like to reserve the Town Hall on January 10th from 12 - 4p to celebrate Rita's 95th birthday and present her with the Cane, the Board agreed and members will plan to be in attendance.

Selectman Shute noted that the 2016 schedule calls for a meeting on December 29th which falls on a Thursday. J. Foisy will correct.

Chairman Barry spoke that he has been contacted by a resident trying to reach the Building Inspector. The complaint is that the Inspector does not answer his phone and that the voice mailbox is full. Chairman Barry asked that the Town Administrator direct the Inspector, verbally and in writing, to answer his phone when on duty and to keep his mailbox clear each day. He also asked that the Inspector's Office be reconstructed so that visitors can see his desk to determine whether or not he is available.

Unfinished/Other/New Business

Selectwoman Hutchinson has been approached by Planning Board Chair Fred McGarry asking that the Board agree to meet with the Executive Director of the Southern New Hampshire Planning Commission regarding the Upper Lamprey River Scenic Byway. The Board agreed to listen to the presentation.

Selectwoman Hutchinson reminded everyone of the Beard Growing Contest that will kick off January 9th as part of the 250th Anniversary Celebration. Categories and prizes are available for both existing beards and those who start clean shaven. Tickets for the January 9th dinner event are available through Jack Hutchinson, Ernie Robert and the Parks & Recreation Department. The cost is \$5 per person or \$20 per family. Following the dinner a reading of the proclamation and articles of incorporation will be done at the Town Hall.

Citizens Comments

Ms. Harriet Cady spoke that she recently visited the Assessing Office to review the cards. It is a requirement that, when the Assessor visits a property, he/she initial and date the card. She found that several cards had no such marking and that, under the contract, all should have been visited. She voiced particular concern with the assessment of a property at 63 Stage Rd. Ms. Cady asked that the Selectmen review the number of cards with no visit.

Ms. Cady felt it would be better to re-open the side door at the George B. White Building and to build a ramp down versus installing the expensive piece of equipment. Regarding Hartford Brook, Ms. Cady completely agreed with Chairman Barry's position and noted that the construction of the Gazebo would be a precedent to review. She added that any donations must come to the Board to be accepted as unanticipated revenue. Selectwoman Hutchinson responded that she understands all donations to date to have been made in kind.

Finally, Ms. Cady spoke that she participated in the tour of Deerfield for the Holiday Lighting contest. She enjoyed the event, but felt that, due to the lack of a public news outlet, many houses that were beautifully decorated were not officially "entered" into the contest for consideration. She preferred when the Women's Club more fairly judged every lit home in Town. Selectwoman Hutchinson agreed that the loss of the Communicator was negatively impacting the distribution of news in Town and that it is something the Board will continue to work to address.

Adjourn

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

Second: Selectman Shute

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

Next Meeting Monday, December 28, 2015 @ 5:30p

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