

**Town of Deerfield  
BOARD OF SELECTMEN  
December 28, 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, R. Andrew Robertson and Jeff Shute Selectmen

**Also Present:** Jan Foisy, Town Administrator

**Pledge of Allegiance to the Flag**

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

The Board thanked Mr. Sansoucy for the donation of cheese and crackers and welcomed anyone in attendance to share.

**Regular Business**

**Minutes - December 14, 2015**

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

**Second:** Vice Chairman Pitman

**Discussion:** Selectwoman Hutchinson noted that the price per family for the 250th Anniversary Kickoff Dinner in January is \$10/family not \$20.

**Vote to approve as amended: Yea 4, Nay 0, Abstained 1 - Motion Carries**

**Accounts Payable - \$535,715.47 (\$500,000 transferred to the School)**

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

**Second:** Selectman Robertson

**Vote: Yea 5, Nay 0, Abstained 0 - Motion Carries**

**Accounts Payable - \$57,222.85**

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

**Second:** Selectman Robertson

**Vote: Yea 5, Nay 0, Abstained 0 - Motion Carries**

**Petition Pole License - NH Electrical Co-Op - Multiple Poles along Haynes Rd**

**Motion:** Selectman Robertson moves to approve

**Second:** Vice Chairman Pitman

**Vote: Yea 5, Nay 0, Abstained 0 - Motion Carries**

**Recommendation to abate \$500 of the 2015 taxes billed to Dean Jerry of 108 Middle Rd to reflect a Veteran's tax credit that was not properly applied to the bill**

**Motion:** Selectman Robertson moves to approve  
**Second:** Selectman Shute  
**Vote:** Yea 5, Nay 0, Abstained 0 - Motion Carries

**Non-Contemporaneous Business - December 18 - 3 Members Signing**  
**Payroll Manifest - \$51,941.84 (\$39,349.38 net)**  
**Accounts Payable - \$584,087.80 (\$500,000 transferred to the School)**

**Intent to Cut Wood or Timber - John Thibodeau, Meetinghouse Hill Rd**  
*Signatures executed*

### **Correspondence**

The Town has received a Holiday Card from the Southern New Hampshire Economic Development Center.

Chairman Barry noted that the MBC has posted the Public Hearing to be held December 12 at the Town Hall. On January 16, 2015 the Select Board made and approved a motion to suggest that the meeting be moved to the GBW conference room in order to be televised. Selectman Robertson spoke that the change has been suggested to the MBC Chairman. There is time to make the change and re-post the meeting. The Board asked that the Town Administrator ask again that the Public Hearing be held at the GBW Building, the Town is able to cover the expense of re-running the notice in the newspaper.

The Town Administrator has submitted a request to make Ozzy Electric the Electric Contractor for the Town Buildings based on their intimate knowledge of the systems and the price breaks afforded the Town on work completed thus far. Selectman Robertson expressed discomfort with the idea, preferring to maintain the bid process, especially for work to cost more than \$5,000. Selectwoman Hutchinson agreed.

The Town has received the groundwater summary report on the landfill at Brown Road and it is within acceptable guidelines.

The State of New Hampshire Department of Parks & Recreation will be visiting Deerfield to inspect the three stewardship properties, the basketball courts at the GBW Building (2008), the tennis court at the GBW Building (1983) and Bicentennial Field (1977).

The Primary Election will be held Tuesday, February 9th at the Town Hall from 7a to 7p.

The Conservation Commission provided its monthly update. Alan Perkins spoke to the Commission on the effects the timber harvest at Dowst Cate has had on the trails. Deb Campelia updated the group on results from the recent survey of the Lindsey Flanders property and Jeannie Menard provided information she obtained from attending a recent Northern Pass meeting.

The Town has received \$210,870.09 from the State of NH for Meals and Rooms tax revenue.

The Town has been asked to join the NH Public Works Mutual Aid Program. Chairman Barry asked that members of the Board review the information. The Board will look to Chief Tibbetts for a formal recommendation.

### **Town Administrator's Report**

J. Foisy reported that the Primex report on the Police Department has been posted to the Town Website. Additionally, the Highway Department is ready for the expected Tuesday storm. The Town Offices will close at 2:30 on December 31st and the Transfer Station will be closed December 31st, re-opening on January 2nd.

The MBC has reduced the 2016 Town Budget by \$25,000 to move the paving at the Transfer Station from the budget out to a Warrant Article. Chairman Barry noted that the Select Board had also debated the pros and cons of presenting the work in the budget versus by way of a Warrant Article. The Warrant Article will be in the amount of \$32,250. With the adjustment the draft default budget bottom line will be \$3,837,705, \$78,665 higher than the default budget. Selectman Robertson noted that the Chair of the MBC had made a motion to remove an additional \$95,000 from the budget, an amount that would reflect increases to employee compensation, he preferred the amount be presented by Warrant Article. The motion failed.

J. Foisy presented the three financing options for the Fire Tanker lease.

- Option 1 - 5 year term, 4 pmts of \$59,145, 1 pmt of \$174,425.81 - 2.63% interest
- Option 2 - 6 year term, 5 pmts of \$58,145, 1 pmt of \$119,280.85 - 2.69% interest
- Option 3 - 7 year term, 6 pmts of \$59,145, 1 pmt of \$36,307.16 - 2.78% interest

J. Foisy noted that the Town is currently paying \$59,145 for the lease on the Fire Engine and has the money due for the lump sum of approximately \$180,000 set aside in the Capital Reserve fund. Chairman Barry recommended proceeding with the 6 year option for the Tanker. Vice Chairman Pitman asked Chief Tibbetts whether any additional large purchases were planned in the coming six years. Chief Tibbetts spoke that the next estimated need will be in eight years.

J. Foisy recommended the following encumbrances:

- \$500 - Record Retention
- \$9,715 - Tile and Installation of a downstairs bath at the GBW Building
- \$8,263 - Tile and Installation of an upstairs bath at the GBW Building
- \$3,125 - Automatic Handicap Accessible Door and Front Door at the GBW Building
- \$7,529 - Replace the Front Door of the GBW Building
- \$5,750 - Construction work associated with the Vertical Wheelchair Lift
- \$5,510.94 - Wheelchair Lift
- \$3,200 - Paint the Floor, Bench, and Doors at the Town Hall
- \$1,689.15 (x3) - Fire Turnout Gear
- \$5,803 (x3) - SCBA Units

\$4,621.38 - High Power Radio for the Rescue Squad  
Totaling \$70,690.77

**Motion:** Selectman Robertson moves to approve the encumbrances

**Second:** Vice Chairman Pitman

**Discussion:** Selectman Robertson spoke that he was happy the Town was able to address the handicap access to the conference room. Vice Chairman Pitman asked approximately how much will remain from the 2015 funds; J. Foisy responded that, depending on the winter storm and a final payroll, there will be approximately \$300,000 remaining.

**Vote: Yea 5, Nay 0, Abstained 0 - Motion Carries**

Chairman Barry noted that \$16,772 will be removed from the proposed 2016 Warrant Article, as the Chair Lift was part of the 2015 encumbrances

**Motion:** Selectman Robertson moves to approve the Warrant Articles as written

**Second:** Selectwoman Hutchinson

**Discussion:** Chairman Barry confirmed that the Warrant Articles would include one for \$35,250 to pave at the Transfer Station, Selectman Robertson confirmed.

**Vote: Yea 5, Nay 0, Abstained 0 - Motion Carries**

It was noted that each \$554,667 in spending represents roughly \$1 in taxes per \$1,000 in property value. If all Warrant Articles proposed were to pass it would be approximately \$1.19/\$1,000 in tax impact.

### **Unfinished Business**

Selectman Shute asked that the Board approve a Letter of Authorization for Jones & Beach Engineers Inc. to act on the Town's behalf for the septic design and review process at Hartford Brook.

**Motion:** Vice Chairman Pitman moves to approve the LOA

**Second:** Selectman Robertson

**Discussion:** Selectman Robertson asked whether a well would be dug, Selectman Shute responded yes that he believes they are working on pricing and necessary bids; the last figure he heard was \$5,700. Vice Chairman Pitman asked whether payment of the Engineering fee to the State would be processed before year end, Selectman Shute confirmed that the request to the State is in and the intention is for the fee to come from the amount donated. J. Foisy confirmed that the paperwork would be processed before year end. Selectman Shute thanked and acknowledged the following individuals for their work and donations on the project thus far:

Dave Drapeau	Joe Coronation	Chris Albert	Dan Yeaton
Tony Brock	Sean Reed	Steve Rollins	Jeff White
Rick Pelletier			

**Vote: Yea 5, Nay 0, Abstained 0 - Motion Carries**

Chairman Barry noted that the plans for the building will be available at the Town Office if anyone wishes to review them.

### **Other Business**

Selectman Robertson asked whether the Parks & Recreation Commission would be putting forward a Warrant Article to accompany the Hartford Brook project. Selectman Shute responded that he believes the Article will be finalized during the Commission's January meeting and he will bring it before the Board when final.

Vice Chairman Pitman updated that he and Chief Tibbetts have met to review the numbering at Willow and Sunset Lanes and will present a recommendation for renumbering at an upcoming Select Board meeting.

Selectwoman Hutchinson asked that the Town Administrator work to schedule regular meeting appointments with the Fire and Police Departments along with the Planning Board. It was suggested the Fire and Police meet with the Board of Selectmen monthly, and that Land Use Boards be seen quarterly.

Selectwoman Hutchinson reported that she had spoken with Deb Smith regarding the Board's decision around the Veasey Park Commission membership and, while disappointed, Ms. Smith seemed to understand the logic. Selectman Robertson spoke that he researched the matter further and found an RSA to support the Board's position.

### **Citizens Comments**

Ms. Harriet Cady spoke that the Supervisors of the Checklist recently completed a review of its files and mailed letters to some 700 registered voters asking that they fill out forms to bring all records current. The expanded set of information collected on each voter, such as birthdays, is a State Law. Cleaning up the list will allow the Supervisors to clean out some of the registered voters who no longer reside in Town and to have a more true reflection of voter turnout rates. Voters needing to return the card can bring it to the Town Clerk, the Supervisors of the Checklist, or with them on Election Day. Selectwoman Hutchinson asked why the Supervisors made the decision to take on the project now, Ms. Cady responded that many times the signatures on Petition Warrant Articles are unable to be verified, the cleanup must be done every 10 years. The Board thanked the Supervisors for the clarification.

Regarding the encumbrances, Ms. Cady asked whether all purchases had contracts and associated bills that have been paid in 2015. J. Foisy responded yes. Ms. Cady thanked the Board for not making Ozzy Electric the Town Electrician as she feels the Town Administrator should be doing RFPs for each project. Finally, Ms. Cady asked how long the Groundwater Summaries for the Brown Rd landfill are required. The Board agreed to find out.

**Adjourn**

**Motion:** Vice Chairman Pitman moves to adjourn the meeting of December 28, 2015

**Second:** Selectman Robertson

**Vote:** Yea 5, Nay 0, Abstained 0 - Motion Carries

**Next Meeting Monday, January 11, 2016 @ 5:30p**

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