

**Town of Deerfield
BOARD OF SELECTMEN
January 25, 2016
MINUTES**

Call to Order

5:30p - Chairman 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.

Scheduled Appointments

Deputy Secretary of State David Scanlon, Town Moderator & Supervisors of the Checklist

Mr. Scanlon introduced himself and spoke to the letter that was mailed to some 700 residents from the Supervisors of the Checklist. He described that the accepted standard to remove someone from the checklist would be to find that "it is more likely than not" that the individual should be removed, i.e. due to relocation or death, and to then send a 30 day letter. Town Moderator J. Hutchinson spoke that he finds it great the Supervisors took action and are seeking to clean the list of registered voters. He asked Mr. Scanlon whether the Supervisors could accept a signature on a Petition Warrant Article if there was not an accompanying voter registration card. Mr. Scanlon agreed that not having the card would make it problematic, but felt that if the person signing is known he/she should not be disqualified based on the technicality. Ms. Harriet Cady noted that, if the petitioner were to put their printed name, signature and phone number, the Supervisors would be able to call to verify the individual's status.

J. Hutchinson asked whether a voter with a missing registration card, if challenged at the polls, would cause a problem. Mr. Scanlon spoke that any voter can be challenged. Mr. Tom Dillon provided a recap of the situation and clarified that it is not the Supervisor's role to disqualify signatures, but rather to validate them. He spoke that several signatures presented on Petition Warrant Articles appeared to have been forged, for example by a spouse. All Petition Warrant Articles submitted this year had twenty five valid signatures and the disqualified named had no impact. Mr. Scanlon agreed that the process followed in validating signatures was appropriate. Ms. Cady clarified that the training the Supervisors receive is through the Help America Vote act, but that the trainers are employees of the State who know the laws inside and out. A member of the audience asked whether it was appropriate to ask for a telephone number on a voter registration form, Mr. Scanlon answered that a telephone number is not a requirement and that providing it would be voluntarily. The Board thanked Mr. Scanlon for his time and insight.

Department Updates - General Assistance

Denise Greig recapped for the Board the services and programs under her oversight. The Department is currently working on updating the Standards of Needs and will be presenting recommendations to the Town in the coming weeks. Ms. Greig described local events and support initiatives, including a Winter Clothes Drive at DCS, a Foot Care Clinic scheduled for January 27th, a free dental care program, and the Town Wide Clean-Up scheduled for April 16th. Selectwoman Hutchinson asked what frequency Ms. Greig felt would be appropriate for updates to the Board, Ms. Greig felt quarterly would be fine and added that, with the absence of the Communicator, she appreciates the opportunity to get information out to the Community.

Department Updates - Emergency Management

Kevin Barry and Denise Greig updated that Emergency Management will be working to update the School Emergency Plan. Several State and Federal resources are available to assist with the process. The team continues with emergency preparedness outreach. They meet with the Greater Manchester Public Health Network, which serves as a resource for information and training. The Department continues to offer Fire Academy and Emergency Management courses to the Town's Emergency Personnel. It was suggested Emergency Management provide bi-annual updates to the Board.

Department Updates - Town Clerk/Tax Collector

Kevin Barry reported that the 2016 Dog Licensing notices have been posted and are beginning to roll in. The 2015 Property Taxes are 96% collected and Mr. Barry anticipates the Town will go to lien on some properties mid-July. The Board and Mr. Barry agreed that quarterly updates from the Town Clerk/Tax Collector would be appropriate. A member of the audience asked whether the Office might consider aligning Dog Registrations with Auto Registrations so that they are due in the owner's birth month. Mr. Barry responded that the April 30 deadline is dictated by State Law.

Department Updates - Parks & Recreation

Joe Manzi reported that the project at Hartford Brook is moving along with permitting and septic design completed. He thanked the volunteers behind the push. The After School Program enrollment is large and programs are running well with bowling, knitting, chess and theater clubs. The Cookie Clubhouse has been popular along with Yoga and Country Line Dancing. Other upcoming programs include a Father/Daughter, Mother/Son Valentine's Day Dance and a June 5th trip to the Boston Red Sox. Selectman Robertson asked about the After School Program enrollment and J. Manzi reported that more than 100 children are registered, with between 60 and 70 in attendance each day. Parks and Recreation will provide updates to the Board quarterly and continue to pass along minutes from the monthly Commission meetings.

Regular Business

Minutes - January 11, 2016

Motion: Vice Chairman Pitman moves the minutes as written

Second: Selectman Robertson

Vote to approve: Yea 5, Nay 0, Abstained 0 - Motion Carries

Accounts Payable - \$52,957.32

Motion: Vice Chairman Pitman moves to approve

Second: Selectwoman Hutchinson

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

Tax Collector's Supplemental Warrant - \$518 update to Sherwood Woods

Motion: Selectman Robertson moves to collect the supplemental amount

Second: Selectwoman Hutchinson

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

Permit Application - \$500 Veteran Tax Credit - Mark & Melissa Dilperowski, Middle Rd

Motion: Vice Chairman Pitman moves to approve

Second: Selectman Robertson

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

Notice of Timber Tax Abatement - Computer Adjustment - \$1,271.23 of the 2015 Timber Tax on Map 405 Lot 072

Motion: Selectman Robertson moves to approve the adjustment

Second: Selectman Shute

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

Town Prosecutor Change - Chief Duquette recommends contracting with Michael DeCroce at the same rate

Motion: Vice Chairman Pitman moves to approve and authorize the Chair's signature

Second: Selectman Robertson

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

Letter to Harold & Martha Rhodes, Trustees of the Fieldstone Trust, confirming that installation of solar panels will not impact the Barn Preservation easement on the property

Signatures Executed

Letter to State Judiciary Committee asking support for HB 1611 re: Right to Known Charges

Signatures Executed

Non-Contemporaneous Business - January 14, 16 and 18 - 3 Members Signing

Accounts Payable - \$25,242.50

Payroll Manifest - \$53,984.29 (\$40,348.23 net)

Katz & Stevens Request to un-merge previously merged lots

Motion: Selectman Robertson moves to approve the un-merging as requested

Second: Selectwoman Hutchinson
Vote: Yea 5, Nay 0, Abstained 0 - Motion Carries

Petition for Intervenor Status with Northern Pass Site Evaluation Committee

Motion: Selectman Robertson moves to sign the petition, together with the Planning Board, to be considered as intervenor with the Site Evaluation Committee

Second: Selectwoman Hutchinson
Vote: Yea 5, Nay 0, Abstained 0 - Motion Carries

Correspondence

The Town has received a bill for representation from Mr. Sansoucy in the amount of \$379.53.

A response was received from Eversource detailing the power outages in Deerfield between October 5th and December 15, 2015. Eversource cited tree trimming as the primary cause of outages and expects the work to continue in 2016.

The Conservation Commission provided a summary of their January meeting.

A letter from the Town of Franconia regarding Municipal Intervention with the Site Evaluation Committee considering the Northern Pass Project was received. Selectman Robertson reported on the Londonderry Northern Pass Public Hearing.

A neighbor of Veasey Park has asked permission to use the parking area May 21st for overflow parking. Selectman Robertson cautioned from an insurance perspective that the Town will want to make clear the expectations for use, otherwise there were no objections. The Town Administrator will put together a letter responding to the request.

The 2016 proposed Rockingham County budget was received, totaling \$80,625,256, a \$480,967 and 0.6% increase over 2015.

Town Administrator's Report

J. Foisy updated that the Board's report for the Town Report is due Friday, Selectman Robertson agreed to draft the piece. Suggestions are also needed for the dedication of the Town Report. Once the deliberative sessions scheduled for January 30 (Town) and February 6 (School) are concluded J. Foisy will need the Board to draft explanations to accompany the Warrant Articles.

Chairman Barry spoke that there has been a problem getting enough of the MBC members to sign the MS-7. Two more signatures are needed.

Motion: Selectman Robertson moves to sign the Town Warrant and Default Budgets
Second: Vice Chairman Pitman
Vote: Yea 5, Nay 0, Abstained 0 - Motion Carries

Unfinished Business

Selectwoman Hutchinson asked that the Board finalize the procedures and content for Exit Interviews to be conducted whenever an employee leaves service. She presented a list of recommended questions and hopes to work with the Town Administrator and Fire Chief to finalize. She asked whether the Members felt a written survey or face to face interview would be better. Selectman Robertson spoke that it may be important to distinguish between Employees of the Town and members of the Fire Department who are volunteers. He indicated he was not interested in pushing the process as strongly as they might with a departing employee. Selectwoman Hutchinson agreed, but noted that the entire exercise is voluntarily.

Chairman Barry spoke that he does not see a problem, nor a need for the formal process at this time. Selectwoman Hutchinson reminded that putting a process in place for exit interviews was a directive of the letter the Board sent to the Fire Chief this past summer. She feels it is a good procedure to put in place across all Town Departments; it would not be a requirement, but rather an opportunity for the Town to ask for valuable input. She will formalize the process and work with Chief Tibbetts on any input he may have.

Citizens Comments

Bill Von Hassel of Middle Road spoke that most companies he has worked for had exit interviews. He went on to say that he was one of the individuals who received a letter from the Supervisors of the Checklist and asked about statements made at the last Board meeting that there was no way to tell who was sent the letter? How will the Supervisors track the responses? He finds the entire process to be poorly executed and a waste of taxpayer money. He asked what happened to the voter registration card he filled out in 2001, when did the breach occur, and expressed reluctance to provide his personal information with no assurances about how it will be safeguarded. He asked that the Board consider a vote of no confidence and request the Supervisor's resignation.

Ms. Harriet Cady spoke that the letter sent indicated voters "may" be removed, not that the "will" be removed and reported that some 100 letters have been returned as undeliverable, which will allow the Supervisors to proceed with the 30 day removal letters. She spoke that there is a very precise process of tracking who received the letter and which have been returned by the Post Office. She spoke that she finds Mr. Von Hassel's remarks to be offensive and that the Supervisors did not always have keys to the files where the records were kept and cannot be held accountable. Ms. Cady also spoke that there was a Public Hearing on the Rockingham County Budget on January 19th. She asked that the Board write a letter to the NH Municipal Association asking for Public Notice of such meetings.

Meredith Briggs, a former Supervisor of the Checklist, spoke of her experience when she, Cheri Sanborn and Diane Valade served as Supervisors. She attested that the women were meticulous with testing and training and beyond thorough in their keeping of the records. Ms. Briggs stated that, when Ms. Sanborn left her post, a complete walk through and total inventory

of the Department was conducted, down to the pencils. She too asked, what happened to the 750 cards?

Adjourn

Motion: Vice Chairman Pitman moves to adjourn the meeting of January 25, 2016

Second: Selectman Robertson

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

Next Meeting Monday, February 8, 2016 @ 5:30p

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