

**Town of Deerfield
BOARD OF SELECTMEN
September 12, 2016
MINUTES**

Call to Order

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

Present: Stephen Barry, Chairman; Richard Pitman, Vice Chairman, Andrew Robertson and Jeff Shute, Selectmen

Excused: Fred McGarry, Selectman

Pledge of Allegiance to the Flag

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

Chairman Barry asked for a moment of silence to honor the passing of Jim Alexander and Peter Menard.

Scheduled Appointments

Joe Manzi - Parks & Recreation Misc.

J. Manzi presented the Board with to sign. The letter was to the Land Water Conservation Fund State Liaison Office regarding the Conservation Fund Grant. The Grant monies would be used toward Phase II of the Hartford Brook field improvements, the cost of Phase II totaling \$57,500. The grant is a \$25,000 matching grant. Selectman Shute noted the Parks & Recreation Commission was in full support of applying for the grant.

Motion: Selectman Shute moves to authorize the Chair's signature

Second: Selectman Robertson

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

J. Manzi presented two Personnel Action requests, one to raise Liam Riley's wage by \$1.50/hour due to his turning 18 years old, the second to raise Deb Treantafel's wage by \$0.50/hour due to her performance and increasing responsibilities within the Department.

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

Second: Selectman Robertson

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

Finally, J. Manzi spoke that the Department has received a request from the Deerfield Bulldogs to use Hartford Brook for practice during the week of the Deerfield Fair. The group would plan to illuminate the field with portable lighting, until approximately 8p on three dates that week. The Board had no objections with the understanding that the use, and more importantly the lighting, was to be on a temporary basis.

Mark Tibbetts - Fire Chief

Chief Tibbetts paid respects to the passing of longtime Auxiliary member Anita Merrill.

Chief Tibbetts reported that the Department had responded to two serious automotive accidents on Thursday and Saturday. At one, the 25 years old Jaws of Life failed, at a second there was a delay in getting the Jaws to the scene from across Town. He requests permission to purchase a second set of Jaws and Spreader for the Department at a cost of \$11,330. He noted that he will work with the Town

Administrator to identify the funds in the budget. Rescue Captain Cindy McHugh confirmed the need for the equipment, especially given the size of the Town, the Board had no objections.

Motion: Selectman Robertson moves to approve the purchase of cutting shears/Jaws of Life as described

Second: Selectman Shute

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

Chief Tibbetts reported on a recent structure fire and praised the work of members of the Department. He described that some 90,000 gallons were hauled to the scene and that the efforts fully drained the closest water source. He suggested that with the 2017 Budget Cycle the Town look to install a 30,000 cistern at the Center of Town at an approximate cost of \$50,000. He noted that the Department is unable to rely on natural pond sources. The Board had no objections to putting the item forward to voters.

2017 Budget Review

Cemeteries

The Cemetery Commission proposes a \$5,000 budget increase due to Tree Care costs. The Commission Chair reported that there is currently \$3,600 in the budget with \$1,600 owed to Mark Young and an estimated \$1,000 - \$1,500 for fall clean up. The Board thanked the Commission for the update.

Executive Budget

\$7,461 - the Board had no comment.

Ambulance

\$11,500, a \$500 increase over 2016. J. Foisy noted that this is year one of a new five year contract.

Forestry Commission

\$6 - the Board had no comment.

Memorial Day

\$600 - J. Foisy reported that this amount would place new US and POW flags at each cemetery.

Advertising & Regional Associations

\$4,040 - J. Foisy reported that this is a 5% increase over 2016 and is based on an estimated population figure of 4,385.

Supervisors of the Checklist

\$2,624 - Ms. Harriet Cady reported that the Supervisors will need to purchase a fireproof file cabinet at an estimated cost of \$800. The Board was in support of the purchase being made this year if funds are available, and if not, to include in the 2017 budget amount.

Regular Business

Minutes - August 22, 2016

Motion: Vice Chairman Pitman moves to approve

Second: Selectman Shute

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

Accounts Payable - \$278.57 & \$43,336.64

Motion: Vice Chairman Pitman moves to approve

Second: Selectman Robertson
Vote: Yea 4, Nay 0, Abstained 0 - Motion Carries

Primary Election Coverage

Chairman Barry reminded members that three would need to be present at the polls tomorrow at 7a and at the close.

Payroll Manifest - \$52,994.10 (\$40,067.37 net)
Motion: Selectman Robertson moves to approve
Second: Selectman Shute
Vote to approve: Yea 4, Nay 0, Abstained 0 - Motion Carries

Current Land Use Change Tax - \$6,500 - Map 419, Lot 27, Sub-Lot 26, Cobble Trail Rd
Motion: Selectman Robertson moves to collect the tax
Second: Vice Chairman Pitman
Vote: Yea 4, Nay 0, Abstained 0 - Motion Carries

Current Land Use Change Tax - \$6,500 - Map 419, Lot 27, Sub-Lot 29, Cobble Trail Rd
Motion: Selectman Robertson moves to collect the tax
Second: Vice Chairman Shute
Vote: Yea 4, Nay 0, Abstained 0 - Motion Carries

Current Land Use Change Tax - \$6,500 - Map 419, Lot 27, Sub-Lot 30, Cobble Trail Rd
Motion: Vice Chairman Pitman moves to collect the tax
Second: Selectman Shute
Vote: Yea 4, Nay 0, Abstained 0 - Motion Carries

Current Land Use Change Tax - Charles & Linda Bouchard, 190 North Rd - \$1,900
Motion: Selectman Robertson moves to collect the tax
Second: Selectman Shute
Vote: Yea 4, Nay 0, Abstained 0 - Motion Carries

Melanson Heath - Audit Services Contract - \$16,350 (2017), \$16,750 (2018) & \$17,000 (2019)
Motion: Vice Chairman Pitman moves to authorize the Chair's signature
Second: Selectman Robertson
Vote: Yea 4, Nay 0, Abstained 0 - Motion Carries

Ozzy Electric - Electrical Contract for GBW Bathroom Renovations - \$1,804
Motion: Selectman Shute moves to authorize the Chair's signature
Second: Selectman Robertson
Vote: Yea 4, Nay 0, Abstained 0 - Motion Carries

Gary Anderson Home Improvement - Contract for GBW Bathroom Renovations - \$11,800
Motion: Selectman Robertson moves to authorize the Chair's signature
Second: Selectman Shute
Vote: Yea 4, Nay 0, Abstained 0 - Motion Carries

Dec-Tech - Contract for GBW Bathroom Renovations - \$8,263

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

Second: Selectman Robertson

Discussion: Chairman Barry indicated that quotes had been received from New England Flooring (\$9,502) and Modern Dimension Tile & Stone (\$9,254). Vice Chairman Pitman asked whether the three contracts would cover all of the work to be done? Chief Tibbetts confirmed yes.

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

Fire & Rescue Compensation Policy Update

J. Foisy has requested that the Town allow for Full Time and Part Time employees on the Fire and Rescue Squads to be compensated for time missed due to rescue response.

Motion: Vice Chairman Pitman moves to approve

Second: Selectman Robertson

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

Boy Scouts - Parking Lot Use Request for Town Wide Yard Sale October 8th

Motion: Selectman Robertson moves to approve the use of either the Town Hall or George B. White Parking Lots

Second: Selectman Shute

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

Steve Jamele - Request to Surplus Eaton Omni Backup for PBX Phone

Motion: Vice Chairman Pitman moves to approve

Second: Selectman Robertson

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

Non Contemporaneous Business - August 26th - 3 Members Signing

Payroll Manifest - \$57,288.94 (\$43,599.18 net)

Accounts Payable - \$23,451.13

Non Contemporaneous Business - September 2, 5 & 6 - 3 Members Signing

Accounts Payable - \$542,490.77 (\$500,000 transferred to the School)

Intent to Cut Wood or Timber - Shirley Hutchinson - Currier Road

Signatures Executed

Scheduled Appointments Continued

Safety Services Committee Update

Committee members Rebecca Hutchinson, Dwight Barnes and Erin Dibacco were present to provide an update. The NH Listens meeting is scheduled for November 12th. The Committee recently met with Chief Duquette, Chief Tibbetts and Cindy McHugh to review the written materials. Open Houses have been scheduled to tour the current facilities on October 13th from 3-5p and October 15th from 9-11a. The group also plans to meet and present to eight different organizations in Town to encourage awareness of and participation in the event. R. Hutchinson noted that walk ins on November 12th are welcome, but that pre-registration is encouraged. There will be free childcare provided at the event. The Committee emphasized that there are no specific proposals for the facilities at this time and noted that the role of the Select Board, Police, Fire and Rescue directors will be to listen at this time.

The Committee feels strongly that a community mailing should occur ahead of the meeting. A draft of the communication was presented, the Committee asked that it go out in envelopes under seal of the Town to differentiate it from some of the other political mailings hitting mailboxes heavily at this time of year. The group agreed to gather cost options together for mailing to the approximately 1,800 households.

Review of Correspondence

Chairman Barry spoke that the Deerfield Veterans Tax Credit is currently set at \$500 with 179 credits in issuance. The Town is unable to raise the amount of the credit, but could include all Veterans in Town, not only those meeting the standards set. Members agreed they would like to continue to move forward with the issue by way of Warrant Article. P. Touchette will look to gather additional information on how many additional residents may be impacted by the change.

The State DOT estimates the 2017 Highway Block Grant payment will be \$144,628.77.

The Welfare Office Hours have changed effective September 1st, to 2:30-4:30p on Monday, 10a-12p on Wednesday, and by appointment.

The Town has requested proposals for Contracted Town Planner Services.

Haynes Road will be closed for a culvert installation on September 12.

Town Administrator's Report

J. Foisy reported that the Office is looking into Health Insurance options and will be bringing that information to the Board shortly. They are also considering going to an online time tracking software that would have the capability to import data directly into payroll. The change would impact all employees except those receiving stipends and those at the Transfer Station. The update would cost \$9,733 in year one with an ongoing annual expense of \$1,350. Because the update would not result in any reduction of personnel the Board was not in favor of pursuing the software at this time.

Unfinished, Other or New Business

Selectman Robertson spoke that he had noticed that the agenda for the 250th Anniversary Committee's July meeting included a line to decide the fate of Old Home Day. He does not feel that was under the charge of the Committee and feels that the property at 1 Candia Road was purchased by the Town for the purpose of hosting community events like Old Home Day. The suggested alternative he has heard is to change the event to a Deerfield Day held at the Fairgrounds and the matter was presented to the Parks & Recreation Commission with some urgency to decide. Members agreed that more time to consider the matter should be taken and asked that it be made clear to the Parks & Recreation Commission that the fate of Old Home Day will be decided under the direction of the Select Board.

Citizens Comments

Ms. Harriet Cady spoke that she prefers Old Home Day to be held at the Town Center, noting the Historical Society's Museum and the importance of seeing the beautiful Town Hall.

Bill Von Hassel spoke that he has been aware of the problems with water sources in Town and would propose that the Town consider adding reliable cistern sources around the Town. He finds it unrealistic that with some 64 square miles of land that the Town would rely on Freeses Pond as a water source and emphasized that all the equipment, buildings and staffing of a Fire Department are worthless without water.

Non Public Session

Motion: Vice Chairman Pitman moves to enter into a Non Public Session under RSA 91A:3II(c)

Second: Selectman Robertson

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

Reconvene

Chairman Barry noted for the record that no action was taken during the Non-Public Session.

Motion: Selectman Robertson moves to seal the minutes of the Non-Public Session

Second: Selectman Shute

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

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Motion: Vice Chairman Pitman moves to enter into a Non Public Session under RSA 91A:3II(c)

Second: Selectman Robertson

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

Reconvene

Chairman Barry noted for the record that no action was taken during the Non-Public Session.

Motion: Selectman Robertson moves to seal the minutes of the Non-Public Session

Second: Selectman Shute

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

Adjourn

Motion: Vice Chairman Pitman moves to adjourn the meeting of September 12, 2016

Second: Selectman Robertson

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

Next Meeting Monday, September 19, 2016 @ 5:30p

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