

**Town of Deerfield
BOARD OF SELECTMEN
October 17, 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.

Scheduled Appointments

John Duffy - Pleasant Lake Preservation Association

Mr. Duffy, together with Tom Brennan, informed the Board that the Association has filed a petition Warrant Article for supplemental funding for its Lake Host Program. In past years the effort has been funded through a NH DES Grant and NH Lakes Association monies. Mr. Duffy presented the Programs current coverage, the scheduled is filled by volunteers and some paid employees, and there are additional hours the Association is looks to fill. The Warrant Articles seek \$2,500 from the Towns of Deerfield and Northwood. The Members of the Board had no questions and offered their support of the Warrant Article.

Kevin Ash - Northwood Lake Association

Mr. Ash presented the Board with maps and other visual aids to describe how the 2016 support was spent. 28 acres of milfoil in Northwood Lake were treated with herbicide in June at a cost of \$21,000, harvesting efforts ran for 27 days in June yielding 2,600 gallons of milfoil at an approximate cost of \$27,500. A DES grant covered 40% of the funding. Mr. Ash presented a breakdown of the efforts and financial cost by Town. The Association is waiting for final year end surveys from the DES and Aquatics Program vendor, but believe the harvests to have been effective. The Lake Hosts on Northwood Lake inspected 748 watercraft over 15 weekends and had 2 saves from outgoing milfoil this year. Mr. Ash urged the Board and Deerfield to continue its support of the effort to control the milfoil. The cost for containment efforts in 2017 are expected to be between \$50,000 and \$55,000. The Association will seek the same \$8,000 level of support from Deerfield by way of a Warrant Article. Mr. Ash also urged for support of the Pleasant Lake prevention efforts, demonstrating how, once infected, the annual expense is significant. The Select Board thanked Mr. Ash for his presentation and was in favor of the Warrant Article.

Cindy McHugh & Chief Tibbetts - EMT & Fire Staffing

Chairman Barry asked whether the Board should be concerned with the two Department's ability to cover calls received. Chief Tibbetts responded that he has no issues. Currently there are two to three people available during the day and he has a strong Mutual Aid resource in Raymond. C. McHugh voiced that there are some challenges, but at this time she does not see the need to add a Full Time employee. She recommended that the Town increase the funds in the Department's Training line in an effort to pull more people into the program. She also recommended changing from a stipend to hourly compensation for call response. The Department fields some 275/year.

Selectman Robertson noted that several surrounding Towns employ full time coverage, C. McHugh confirmed, but noted that the Ambulance Service in one local time covers the added cost of a Full Time Employee. Selectman Shute asked how many Rescue Personnel were available during the day, C. McHugh responded between three and six, depending on the day.

The Board urged the Department Heads to ask the Town to act accordingly when it becomes a problem meeting the needs of the Town. It was stressed that the Town does not want to be in a situation where it is relying too heavily on just two individuals.

Jeanne Menard of Mountain Road congratulated the Board for thinking ahead, noting that a shift to combine the Rescue and Fire Position would take a lot of planning and have widespread ramifications. She feels that the Town does over-rely on too few members and encouraged the Board to look at the culture of the Departments so that new people are being brought into a healthy environment where members won't feel as if they *have* to attend every call. She urged the Town to guard the tremendous resources it has in volunteerism and encouraged everyone to keep the conversation going at the November 12th NH Listens Program.

2017 Budget Review

Veasey Park - \$8,300 increase

Travis McCoy spoke that the Commission would like to propose a General Labor position at a cost of \$4,928. The position would patrol the parking lot, handle the distribution of stickers and other general park maintenance. The position would be used primarily to open the park at the start of the season, painting tables, performing bathroom maintenance and other duties that take the Lifeguards away from guarding. Vice Chairman Pitman asked about the Repairs and Maintenance line of \$4,600, Mr. McCoy responded that the funds would cover picnic tables, benches, signage, yard tools and solar lights. The Board thanked the Commission for their time put into preparing the budget.

Fire Department - \$16,045 increase

Chief Tibbets spoke that the Budget included the purchase of a spreader to provide for two complete sets (cutters and spreaders) for the Town.

Water Holes & Forest Fire - Unchanged

Selectman Robertson asked whether anyone aside from Chief Tibbets was handling the maintenance of the Water Holes, Chief Tibbets answered no, but that he enjoys doing it himself as a chance to get away.

Government Buildings - \$2,241 increase

Chief Tibbetts described that the increase was due to heat costs for the Fire House at South Rd, an increase in the mowing contract, and namely due to electric and rubbish collection cost climbs.

George B. White Building

Work planned for the GBW Building for 2017 includes painting and replacing of carpet tiles at a cost of \$19,624. Chairman Barry asked whether there would be any Warrant Article put forward for the building, Chief Tibbetts responded that he would look to the Board for a recommendation. \$28,000 was added to the Budget to address the interior repairs. Vice Chairman Pitman asked what portion of the interior costs would be attributed to the space occupied by the Police Department, Chief Tibbetts will provide the breakdown.

Town Hall - \$1,200 Decrease

Chief Tibbetts described that the front side of the building is to be painted in 2017. There are no current issues with the sprinkler system.

Revaluation of Property - \$1,477 Decrease

Penny Touchette spoke that the Contracted Appraiser Line has been adjusted and the Legal line, for representation in the FairPoint case, has been removed. The Vendor line has increased from \$1,800 to \$2,400 for the online mapping system. A salary increase of 2.5% was recommended, translating to an approximately \$400 increase.

Town Administration - \$4,219 Increase

\$3,500 of the increase was attributed to a recommended salary increase for Penny Touchette and Peter Lemay. Selectman Robertson asked whether the Board should consider an adjustment to the full Time Employee line with the upcoming retirement of the Town Administrator. Two NH Towns he has seen recently filled Town Administrator positions at \$134,500 and \$90,000. While Deerfield won't be able to afford that rate, he would like to be prepared to attract new applicants to the position. The Board will consider the matter further. Chairman Barry recommended a 3% increase in salary for the Town Administrator.

Legal - \$23,572 (Unchanged)

Chairman Barry noted that the Town has spent \$18,350 of the 2016 budget. J. Foisy confirmed that the line will likely be overspent.

Insurance

J. Foisy noted that the figures have not yet been finalized, Dental rates will be unchanged, but a majority of the increase will be due NH Retirement Rates.

Personnel & Administration - \$3,717 Increase

The Board had no questions on this Budget.

Regular Business

Minutes - October 3, 2016

Motion: Vice Chairman Pitman moves to approve

Second: Selectman Robertson

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

Accounts Payable - \$38,567.60

Motion: Selectman Robertson moves to approve

Second: Selectman Shute

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

Land Use Change Tax - \$6,500 Map 419, Lot 27, Sub-Lot 27 - Tukcor Real Estate

Motion: Vice Chairman Pitman moves to collect

Second: Selectman Shute

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

Timber Tax Levy - \$720.63 - John & Lorena Cinnamon, Mountain Rd

Motion: Selectman Robertson moves to collect

Second: Selectman Shute

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

Request to Sign the Deed - 123 Nottingham Rd, Map 416, Lot 66 - Alan J. Lunsted

Motion: Vice Chairman Pitman moves to approve

Second: Selectman Robertson

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

GIS Internet Services Maintenance Agreement - Cartographics - \$2,400 - 1/1/2017 through 12/31/2017

Motion: Selectman Robertson moves to sign the contract

Second: Selectman Shute

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

Request to Surplus - Spots Computer

Motion: Vice Chairman Pitman moves to approve

Second: Selectman Robertson

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

Non Contemporaneous Business - October 7, 8 & 9 - 3 Members Signing

Payroll Manifest - \$68,660.09 (\$53,078.87 net)

Accounts Payable - \$553,460 (\$500,000 transferred to DCS)

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

Review of Correspondence

The Pleasant Lake Preservation Association has presented a Petition Warrant Article.

Response from the Attorney at the NH Municipal Association has been received indicating, effective March 26, 2016, the entire Select Board must be present at the polls for the entire vote and tally of the vote. Only a quorum is required during a State Primary. If a member of the Board is unable to be present he can appoint a Selectman pro tem to perform his duties.

Catalina Celentano of Eversource has requested that the Town post an ad on its website regarding Eversource's partnership with Manchester Community College to train linemen.

The Town has received a bill from Attorney Whitley in the amount of \$3,597.15, only \$674.10 remains in the Northern Pass Defense Fund. Selectman Robertson suggested that the Town send what money is available and let Attorney Whitley know that it is looking for more. Jeanne Menard asked about the

\$10,000 donation cap, J. Foisy clarified that more than \$10,000 in donations can be accepted, but that a Public Hearing will need to be held, to date \$8,825 has been donated.

Kate Hartnett is planning to appear before the Planning Board for a discussion around Northern Pass.

Town Administrator's Report

J. Foisy reminded the Board that their presence at the polls on November 8th is required. Steve Jamele will be looking into a new phone system for the Town Offices, the current system, installed in 2008 has been experiencing troubles. She will look to the Board for a recommendation on whether to include the expense in the Town Budget or as a Warrant Article.

Unfinished, Other or New Business

Selectman Shute spoke that the Parks & Recreation Commission has been approached by an individual interested in filling a vacancy with the Commission who is also compensated by the Parks and Recreation Department for Programs she runs. The Commission has asked whether this conflict would be an issue. The Board agreed that so long as the individual not make salary recommendations and recuse herself from any vote that may directly affect her, that there would be no concern.

Selectman Shute asked about the ability to get Wi-Fi for the After School Program. He spoke that several kids are using the internet for accessing homework assignment. J. Foisy will check with Steve Jamele on the logistics. Selectman Shute updated that 140 children are enrolled in the After School Program with an average daily attendance between 90 and 100.

Citizens Comments

Ms. Harried Cady spoke that the Supervisors of the Checklist Office needs vacuuming and she was told by the Building Janitor that they were unable to go into the space. J. Foisy confirmed that no one is to access the Supervisor's Office without a Supervisor present; she will relay that it is OK to clean so long as a Supervisor is there to oversee.

Adjourn

Motion: Vice Chairman Pitman moves to adjourn the meeting of October 17, 2016

Second: Selectman Robertson

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

Next Meeting Monday, October 24, 2016 @ 5:30p

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