

**Town of Deerfield
BOARD OF SELECTMEN
December 5, 2016
MINUTES**

Call to Order

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

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

Pledge of Allegiance to the Flag

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

Regular Business

Minutes - November 21, 2016

Motion: Selectman Robertson moves to approve the minutes

Second: Selectman Shute

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

Minutes - November 28, 2016

Motion: Vice Chairman Pitman moves to approve the minutes

Second: Selectman Robertson

Discussion: Selectman McGarry asked that page 1, paragraph 1, line 2 of the "Phil and Joan Bilodeau" section be changed to reflect that Attorney Whitley is "representing" not "defending" Deerfield. On the final page of the minutes under Unfinished Business Selectman McGarry asked that the clarification of "at Church St" be added to his remarks around the 135 foot height of the towers. He asked that "call" be changed to "calls" and "plan" be changed to "plans" in that same section.

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

Accounts Payable - \$520,769.92 (\$500,000 transferred to DCS)

Motion: Vice Chairman Pitman moves to approve

Second: Selectman Robertson

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

Payroll Manifest - \$63,756.68 (\$41,696.93 net)

Motion: Selectman Robertson moves to approve

Second: Selectman Shute

Discussion: J. Foisy noted that the Manifest includes the stipends for the Rescue Squad and that the next cycle will include Fire Department stipends.

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

Veterans Tax Credit - \$500 & Veterans Disability Tax Credit - \$2,000 - David Blache, 90 Hartford Brook Rd

Motion: Selectman Robertson moves to approve the contracts

Second: Selectman McGarry

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

Sale of Deed - Old Center Cemetery - \$800 - Gregory & Leigh McHugh

Motion: Vice Chairman Pitman moves to approve

Second: Selectman Shute

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

2016 Equalization Municipal Data Certificate

Chairman Barry described the DRA Assessment to Sales Ratio was arrived at through review of 74 qualified sales in Deerfield. The median is 92.2% and the coefficient dispersion is 8.5. Chairman Barry had asked the Town Administrator to inquire about the variance. The response from AVATAR was that the Deerfield Real Estate Market had appreciated 7.8% between 2015 and 2016 and that the IAAO indicates a coefficient dispersion of less than 20 is an indicator of good assessment equity.

Motion: Selectman Robertson moves to authorize the Board's signature of the certificate

Second: Selectman McGarry

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

Request to Surplus - Dell Computer - Steve Jamele

Motion: Vice Chairman Pitman moves to authorize the surplus of equipment

Second: Selectman Robertson

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

Town Clerk/Tax Collector - Request to refund \$3,808 to Wells Fargo Real Estate due to an overpayment on Map 419 Lot 102 on November 29th

Motion: Selectman Robertson moves to approve

Second: Vice Chairman Pitman

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

Acceptance of Donated Equipment - Copier from Capital Copy, by way of Jim Spillane

Motion: Selectman Robertson moves to accept the copier

Second: Selectman Shute

Discussion: Chairman Barry noted that there are several departments, Parks & Recreation, Fire and/or Rescue who may have a use for the equipment. Selectman Robertson asked that a letter of thanks be sent to Jim Spillane and Capital Copy.

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

Intent to Cut Wood or Timber - Map 409, Lot 62, Anne Kay Burnette

Signatures Executed

Intent to Cut Wood or Timber - Map 409, Lot 47, Helen and James Tomlinson

Signatures Executed

Intent to Cut Wood or Timber - Map 415, Lot 57, Jeanne Menard

Signatures Executed

Review of Correspondence

Attorney Whitley has advised the Town that the Northern Pass Attorney has requested a meeting to discuss the assessment, noise and other impacts of the project in Deerfield. The Board confirmed it would

like Attorney Whitley to speak with the counsel and would like to ask Mr. Sansoucy to participate in the conversation.

The Board has received a proposed Master Services Agreement for revisions to the Town Website at a cost of \$12,000. Members were not interested in pursuing the agreement.

The Board has received a petition to regulate moorings on Pleasant Lake. A decision will be postponed until additional information is obtained.

Town Administrator's Report

J. Foisy reported that one of the Highway Department trucks has broken down at the Deerfield/Epsom line and will remain at the location overnight until repairs can be carried out tomorrow. DeCato Sand and Gravel has been sold. The Highway Agent will be using FL Merrill, the purchase road materials to fill the sheds for winter.

The new water tank and hot water heaters have been installed at the George B. White Building.

A draft of the 2017 Select Board meeting dates was presented for review.

Unfinished Business

Selectman McGarry spoke regarding the Board's November 2015 request that the Fire Department implement seven policies. He has reviewed the Departments report and found several of the policies to be inadequate. Copies of Selectman McGarry's comments were circulated. Regarding the policy to have all personnel letters reviewed by the Town Administrator prior to going out, Selectman McGarry was in agreement. Questions remained around the formation of a New Member Committee. Selectman McGarry asked whether the Committee's decisions were reached by majority vote, and does the Chief have the authority to veto decisions. Further clarification was requested and it was suggested that at least one member of the Committee be a Non-Officer. Membership rotation was also advised.

Regarding the Promotion/Demotion policy to require personnel changes be approved by the Select Board prior to action, Selectman McGarry suggested that additional language be added to require the Chief and Officers present supporting documentation for the promotion/demotion. Regarding Exit Interviews, Selectman McGarry proposed that Officers meet with all Members before the individual leaves the Department, and that the Exit Interview panel be chosen by the departing member. He asked that a written statement of the exit interview be placed in the individual's personnel file.

Selectman McGarry found the command structure descriptions to be lacking and strongly suggested that the Department prepare an organizational chart showing lines of responsibility and listing of Officers. Similarly he suggested that the Delegation of Duties be revised to include more description around the duties of each individual member and to provide further detail around the backup persons responsible for the various duties the Chief carries out.

Finally, Selectman McGarry suggested that the Continuing Education and Personnel Management areas include a review by the Town Administrator, along with a description of the course completed and certification from the individual completing the course. Selectman McGarry asked for a response from the Fire Chief by the Board's December 19th meeting. Chairman Barry and the Board Members were in agreement. Selectman Shute noted his review also found the standard operating procedures and guidelines to be lacking.

Non Public Session

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

Second: Selectman Robertson

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

Reconvene

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

Motion: Vice Chairman Pitman moves to seal the minutes of the Non-Public Session

Second: Selectman McGarry

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

Other or New Business

None

Citizens Comments

None

Non Public Session

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

Second: Selectman Shute

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

Reconvene

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

Motion: Vice Chairman Pitman moves to seal the minutes of the Non-Public Session

Second: Selectman McGarry

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

Adjourn

Motion: Vice Chairman Pitman moves to adjourn the meeting of December 5, 2016

Second: Selectman Robertson

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

Next Meeting Monday, December 12, 2016 @ 5:30p

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