

TOWN OF DEERFIELD
BOARD OF SELECTMEN
July 24, 2017 Minutes

Call to Order

5:30 pm – Chairman Barry calls the meeting to order

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

Pledge Allegiance to the Flag

Chairman Barry asks all to rise and pledge Allegiance to the Flag

Presentation of Wheelabrator Community Partnership Grant – John Farese

Mr. Farese thanked the Board for having him at the meeting. Mr. Farese representing Wheelabrator Technologies presented the Town of Deerfield with a check in the amount of \$2,000.00 as part of their community partnership grant program. He explained that it is a way that the company gives back to the community to show how much they appreciate the Town's business and is something that the company is doing with all the communities that Wheelabrator has as business partners in New Hampshire and Massachusetts. It is a new program that they will be continuing to do every year. Mr. Farese stated that he had talked with the town administrator and discussed ideas that the town had that Wheelabrator thought were good ideas as to how to spend the money. Again, Mr. Farese thanked the town for its business. The Board thanked Mr. Farese and Wheelabrator for thinking of Deerfield. Mr. Farese stated that it is another way to meet members of the community and if there are any issues, questions or problems or anything that the company can help with in regards to solid waste, the town knows who to talk with.

Trustee of the Trust Funds – Jim Sullivan re: Cemetery Trust Funds

Jim Sullivan of Wild Turkey Road introduced himself as representing the Trustees of the Trust Funds. Chairman Barry thanked him and the other members for being trustees. Mr. Sullivan stated that he had spoken a number of months ago in regards to the "rock and a hard place" that the Cemetery Maintenance Funds, AKA Perpetual Care Funds have been operating. It has become more of a rock and a hard place as the committee went into the 2017 budget year to pay the town back for expenses that were incurred in 2016. Last year Don Watts approached Mr. Sullivan because he was new on the committee dealing with this issue. Mr. Watts was having a problem resolving how to move trust fund money around. Mr. Sullivan and Mr. Watts discussed this and how the town had helped by increasing the amount set aside by the town from \$5,000.00 to \$10,000.00. The situation was discussed with the new members of the committee along with the history of the structure of the cemetery funds including the relatively small size of the principle that the Cemetery Trust Funds has and the rules on how that money can be applied. In other words, monies set aside for the Morrison Cemetery can only be used at that cemetery and monies for the Old Center Cemetery can only be used at that location. There was also something called "Fund A" and "Fund B" and those were swept together some years ago representing nearly a dozen more cemeteries in Deerfield. Mr. Sullivan was told that there was a move to locate all the cemeteries in town and in fact a few cemeteries were identified that Mr. Sullivan didn't even know existed. As of last December, it was noted that there are approximately 110 cemeteries located in Deerfield. Not all of them are under care but it does show how the size of the cemetery operation that the town has. Mr. Sullivan has gone

through some thinking as to how to take the \$10,000.00 and apply it to the cemeteries and then use the remaining \$3,000.00 total from the four funds to apply to the cemeteries that they can be used for but that the funds are short approximately \$4,500.00 that the \$10,000.00 and the trust fund income would not cover. It's different for the four funds but approximately 70 percent is principle and 30 percent is retained income. Last year, the trustees needed to dig into the retained income which was also done the previous year but nothing compared to this year. The trustees are now in a pattern where the expenses even with the \$10,000.00 provision that the Town made for the cemetery trustees to cover these expenses, is still falling short and it looks like it will continue to do so. Mr. Sullivan provided Mr. Harrington an expense sheet showing the income and expenses. The sheet shows that in 2007 through 2012, the fund had benefited greatly in the investments that were made in Jenny Mae mutual funds that returned a good principle and gain in income. That went south when the Federal Reserve started to manipulate the market and interest rates fell. Therefore the cemetery fund lost the good income stream. Part of the reason that the Trust Fund committee changed from South Direct Investments to the Service of Cambridge is to have access to professional advice to be conservative but still get a decent income. It has worked but we are in a market that things that we are allowed to invest in (those defined in RSA's) are such that they are low producer of income. They tend to be slightly higher than money market rates. The new company is getting us income but not the stream of income that was had with the mutual funds. This is also shown on the spreadsheet provided to the Board and Mr. Harrington. It was mentioned by the finance department that maybe it was time to make the expenses to maintain the cemeteries a town expense. Chairman Barry asked Mr. Sullivan what if there was a five year moratorium on using the cemetery trust funds and just used tax funds? Would that help at all? Mr. Sullivan stated that it would help but that it would just push the problem five years away. Mr. Sullivan stated that he didn't think that the cemetery funds would be in any better condition in any year. In any year there is approximately \$3,000.00 to \$5,000.00 produced in income so we would accumulate \$3,000.00 to \$5,000.00 a year. Chairman Barry stated that in essence the town would need to raise the amount that the town funds to \$20,000.00 to \$25,000.00 to fund the cemetery accounts and still have a moratorium for the next five years and then revisit the issue at that time to see if it is viable to return to how it was being done. Chairman Barry stated that he didn't think that it would be even then. Selectman Robertson stated that they would need to receive accurate figures in regards to the cemetery funds. He also stated that in the past he remembers that the Board had asked if there needed to be more monies set aside for maintenance and that the Municipal Budget Committee seemed to be on board with that at the time. Selectman Robertson stated that there seemed to be general support to increase the budget for maintenance. Mr. Sullivan stated that that would be a positive move. He would still try to obtain the best income from investment but due to rising costs he didn't think that it would cover the cost of maintenance. Mr. Sullivan stated that in speaking with other towns of our size around the state that this isn't an isolated problem. Chairman Barry and Selectman Robertson stated that we never collected enough for lots. The town is selling lots for \$800.00. All agreed that that was a very good price and maybe the Board and the Trustees should look at that cost. It was stated that the town would put in the budget monies to the trust fund starting in 2018. Mr. Sullivan stated that they would need to figure out how to cover the problem for 2017. Chairman Barry asked if there was going to be a problem to let the Board know so that they could look at the budget to see how they could cover costs still outstanding. Mr. Sullivan stated that the Cemetery Trust committee has been trying to come up with creative ways to cover expenses at a cemetery such as an "Adopt a Cemetery" and other ideas like this.

Mr. Sullivan spoke in regards to his service with the Trustees of the Trust Funds. He has been the bookkeeper for the last nine years and that he is not going to rerun for the committee. It presents a double problem of first finding someone to step up and second to find someone that

wants to be the bookkeeper. Mr. Sullivan stated that they would need the Boards help in trying to fill this position of which the Chairman stated that they would need to start looking. Mr. Sullivan stated that the committee thought that maybe by reassigning some of the duties of the bookkeeper to other members that it would help in finding a replacement. Mr. Sullivan stated that anyone watching the video, if they had a skillset in bookkeeping and finance that maybe they would like to apply for the position. Chairman Barry stated that there were six or seven months to find someone and that Mr. Sullivan's time and service are greatly appreciated.

Regular Business:

Review of Outstanding Minutes of 7/10/2017

Motion: Selectman Robertson moves to approve the minutes as presented

Second: Selectman McGarry

Discussion: Selectman McGarry had a few corrections/additions

Page 1, 1st paragraph, about halfway down the paragraph change "shows" to "show"

Page 2, under building inspector, 4th line from bottom, insert "for" in front of electrical and plumbing and insert permits

Page 8, 2nd paragraph from top, spelling of Sarah's name change to Kjendal to replace Shingle throughout,

Spelling of police officer Maley to Molet

Replace "Mr. Harrington" said to "Selectman Robertson" said that "Officer Molet" also liked to distribute ice cream

Selectman McGarry also gave Mr. Harrington Ms. Kjendal's phone number.

Vote: Yea: 3, Nay 0, Abstained 0, Motion Carries

Accounts Payable Manifest of \$51,540.04

Motion: Selectman McGarry moves to approve

Second: Selectman Robertson

Vote: Yea: 3, Nay 0, Abstained 0, Motion Carries

Selling of lot at the Old Center Cemetery to Mary Ann McKenzie

Motion: Selectman Robertson moves to approve

Second: Selectman McGarry

Vote: Yea: 3, Nay 0, Abstained 0, Motion Carries

Appointment of Lucas Bernier as a full time probationary officer

Motion: Selectman Robertson moves to approve

Second: Selectman McGarry

Vote: Yea: 3, Nay 0, Abstained 0, Motion Carries

Appointments to the Conservation Commission – Haley Andreozzi, Benjamin Menard

Motion: Selectman Robertson moves to approve

Second: Selectman McGarry

Vote: Yea: 3, Nay 0, Abstained 0, Motion Carries

Contract with Skycomm for \$590.00 to install security at the Hartford Brook concession building and \$25.00 a month for monitoring service - Chairman Barry asked for a motion to allow him to sign the contract.

Motion: Selectman McGarry moves to approve the Chairman to sign the contract

Second: Selectman Robertson

Vote: Yea: 3, Nay 0, Abstained 0, Motion Carries

Chairman Barry stated that the town needs to send in a revised MS-535 as the town paid off the fire truck in 2016. The payoff was accounted on the incorrect line. An amended MS-535 is required to correct this.

Motion: Selectman Robertson moves to send the amended MS-535

Second: Selectman McGarry

Vote: Yea: 3, Nay 0, Abstained 0, Motion Carries

Shoreline permit submitted for signature by Sarah Kjendal for the project on Gulf Road.

Motion: Selectman Robertson moves to approve signed the permit in conjunction with testimony given at the last Board of Selectmen meeting on July 10, 2017

Second: Selectman McGarry

Vote: Yea: 3, Nay 0, Abstained 0, Motion Carries

Personnel Action Reports – Request to grant Cherie Sanborn, Assessing Clerk an hourly rate increase from \$15.75 to \$16.85 recommended by the Town Administrator. This is due to additional duties assigned with the leaving of the finance director.

Motion: Selectman Robertson moves to approve the increase

Second: Selectman McGarry

Vote: Yea: 3, Nay 0, Abstained 0, Motion Carries

Request to grant Peter Lemay a temporary rate increase of \$4.50 per hour until such time as a finance/HR director can be hired retroactive from June 26th, 2017

Motion: Selectman Robertson moves to approve the temporary increase

Second: Selectman McGarry

Vote: Yea: 3, Nay 0, Abstained 0, Motion Carries

Notice of Intent to Cut Wood or Timber – Nottingham Road - Menard Family Partnership

A note from the town's attorney has been received regarding contact by NH Electrical Cooperative which stated that the NHEC is dropping all their appeals from the years 2010, 2011 and 2012.

A letter from the Deerfield Fire Association was read stating that the membership was in agreement in supporting Assistant Chief Matthew Fisher as a candidate for Fire Chief for the Town of Deerfield at their meeting on June 27, 2017 which was signed by Mark Tibbetts, President of the Association.

A letter from the Deerfield Rescue Association that on July 12, 2017, a vote was taken and the Rescue Association fully supports the submission of Matthew Fisher as the successor for Mark Tibbetts as Fire Chief starting on January 1st, 2018 which was signed by Cindy McHugh.

The Chairman stated that he would like to take up the matter of fire chief when there is a full board.

Town Administrator's Report

Update on the painting at the George B. White Building - All the interior painting has been completed on the main floor and up above. The next phase of remodeling will be the flooring in

the Assessing and Building Inspector's Office and the Tax Collector/Town Clerk's Office, Emergency Management Room, Welfare Office and the front lobby area. This will be done over a four day period from August 7th through August 10th. The Assessing, Building Inspector and the Town Clerk/Tax Collector's offices will be closed during this period. Should the work not take as long, the offices would open when completed. The upper offices and the rooms upstairs as well as the lobby will be done at a later date to be determined. LED light bulbs for the ceiling lights will be installed throughout the building starting with the Town Clerk's/Tax Collector's Office and the Building Inspector's Office since those rooms will be undergoing remodeling at this time. This is part of the Eversource Rebate program so the town will be receiving \$5.00 for each bulb that is replaced.

Sometime at the beginning of August the town will be starting the Eversource Energy Agreement which was previously agreed to replace the outside lighting with LED lighting.

A question from Selectman Robertson in regards to the hiring of a Finance/HR Director. Selectman Robertson wanted to know if the Town Administrator had an idea as to when one might be hired. Mr. Harrington stated that the job posting was open until July 26th. Mr. Harrington stated that he has started to go through the applications. Mr. Harrington hoped to have a decision by the end of August. Selectman McGarry asked how many had applied for the position to which Mr. Harrington stated there were fifteen. Selectman Robertson added that he wanted to make sure that we stayed on top of the hiring situation with budget season coming so to give the new person time to get settled.

Tax Payment Plan letter – it was asked that it wait until a full board was available.

Fire Department Drug Policy Update – Selectman Robertson asked if the fire chief had read and was in agreement with the policy. Mr. Harrington stated that prior to this; the only directive was from the Town Administrator's Office. There wasn't an official policy on the books. Both Chief Tibbetts and Matthew Fisher have reviewed the policy. Chairman Barry asked if it was okay to share the draft policy with the fire department members at their meeting the next night. Selectman McGarry had some changes that he thought would be appropriate. He started with talking about the "drug misuse program" but there is no definition of what the "drug misuse program" is. It's also mentioned that a fire fighter would need to go through testing if there were personal injury involved with an accident. What would happen to a fire fighter should they total a fire truck. Would that be grounds for testing an individual? Chairman Barry asked if it were now in the policy. There were a number of questions or comments, Chairman Barry asked that they be passed into the town administrator.

Old/New/Unfinished Business

Chairman Barry stated that he had a recommendation for the roof at the town hall. Mr. Pitman gave a recommendation to award I Roof using Ico charcoal gray colored shingles for \$17,999.00.

Motion: Selectman Robertson moves to approve the award to I Roof.

Second: Selectman McGarry

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

Citizen's Comments:

Mrs. Cady spoke in regards to using the award that was received by the town from Wheelabrator Technologies to be used for the facility that generates it. It was suggested that

the money be used to build a swap shop for instance. It was suggested that since the amount wasn't enough to build a building for the swap shop that it be put into a trust fund until such time as there is enough to go forward.

Also Mrs. Cady mentioned that the company that has in the past built fire trucks for the town had a big going out of business auction and she felt that the Town should be able to send the fire chief to go and obtain any equipment that is needed by the town. She stated that there is a trust fund for equipment for the fire department so that we could pay for it.

It was also stated by Mrs. Cady that the N.H. Municipal Association sends out a book monthly which the Town should use to advertise for items/jobs needed.

Mrs. Cathy Shigo of Cate Road wanted to know what if the shingles for the Town Hall roof are going to be okay in color in regards to the historical significance of the building. She didn't want to see red or green roofing going on the building. It was stated that they were going to be charcoal gray.

Motion: Selectman McGarry moves to adjourn

Second: Selectman Robertson

Vote: Yea: 3, Nay 0, Abstained 0, Motion Carries

Next Meeting: August 7, 2017 at 5:30 p.m.

*The Minutes were transcribed and respectfully submitted by Dianne L. Kimball, Recording Secretary
Pending approval by the Board of Selectmen*