

TOWN OF DEERFIELD  
BOARD OF SELECTMEN  
September 18, 2017  
Minutes

**Call to Order**

5:30 pm – Vice Chairman Pitman calls the meeting to order

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

**Pledge Allegiance to the Flag**

Vice Chairman Pitman asks all to rise and pledge Allegiance to the Flag

**Budget Review:**

**Cemeteries:**

Maureen Mann stated there hasn't been a full survey of the cemeteries in town since Joanne Wasson did a fantastic job in the 1980's. One of the things that the cemetery trustees did this summer was to try to find all the cemeteries, assess their condition and evaluate what had to be done. They are asking for some increases starting with the first line concerning the cemetery superintendent. Mark hasn't had a raise in almost twenty years that he has doing this. Now that they are aware of the poor condition of a lot of the cemeteries it was thought that it would be appropriate to give Mark a raise to \$75.00 a quarter. That is why the line for superintendent is \$1,900.00. As for tree care there are trees in multiple cemeteries that they are working on now. Tree care is getting more expensive and there are always trees that need to be taken care of. The major increase is in the maintenance line. That line is \$19,199.00. When Joanne Wasson did the assessment, there were approximately 109 cemeteries. It is hard to tell the exact number because there are double cemeteries labeled A and B for example. There were three more cemeteries that have been found since the survey by Joanne Wasson. There is a list of town owned cemeteries that the town is already maintaining but there are two more town owned cemeteries that we have found that have not been maintained. There are some cemeteries that the town has traditionally maintained because of the historic value that are not town owned cemeteries. Beyond that there is an issue regarding RSA 289.... are the RSA's for cemeteries trustees and there is a section referred to as "abandoned cemeteries" which is defined as a cemetery has not been maintained for a period of twenty years. When Joanne Wasson did her assessment of cemeteries there were ones that then were in poor shape which are now worse. Ms. Mann thought that there is a case to be that they have been abandoned. We are not saying that they now have to be taken care of but the cemetery trustees are saying that the maintenance that is being done now and some maintenance that will have to be done just to keep some cemeteries protected at all, that is where the increase is coming from. Looking back to 2009, the biggest maintenance budget we had was a little more than \$18,000.00. So while this is bigger than the maintenance budget from 2016, it is only a little over \$1,000.00 higher than has been previously budgeted in the past. Ms. Mann stated that maintenance isn't just lawn care but also includes maintaining the walls, gates and fences. There are a lot of cemeteries that are right on the edge and things like fences decline. The Cemetery Trustees are trying to establish a group of "Friends of the Cemetery" similar to the "Friends of the Library". They had tons of people that would be willing to take care of a particular cemetery. It can't just be turned over to people so the trustees are trying to determine what are the historic cemeteries and what are the abandoned cemeteries and get the current cemeteries both private and town owned and get those in good shape. Some of these will be a one-time thing but some of the maintenance may be ongoing. Dues and subscriptions are \$20.00 for the three trustees to belong to the NH Cemetery Association. The trustees have been notified that the subscription to the association is going to be going up but no figure has been announced so the line has been increased \$200.00. The other item that is going to go up quite a bit is supplies. That is because there hasn't been anything done. One of the things that Ms. Mann thought was critical is that since the surveys have been done of all the cemeteries that could be found have been GPSed with the exception of six which can't be found. They have been photographed and assessed as to what the problems are with them. In order to get that material together, the trustees would like to get the materials that Joanne Wasson got together and add to it and make three copies; one to keep in the cemetery folder, one for the library and one to keep in the files for the cemetery trustees. There are also digital copies of huge spreadsheets with all the information and pictures of the cemeteries. The estimates that have been received to make the booklets are about \$200.00 each. Beyond that there is a herbicide budget that doesn't come under maintenance. People that are willing to help out with cemeteries would need to use a product called D2 to clean the headstones. If this product is not used, it will obscure what is written on the stone as opposed to cleaning off the algae. So with that being said, the trustees would like to increase the budget of this line from \$200.00 to \$1,000.00. Same goes with the meetings and training budget line. There was a wonderful training session that the historic society arranged that was concerning how to stand up stones that had fallen, showed them how to clean stones including the safest and best ways to achieve it. Since they came out they didn't charge the trustees for the training instead they took a donation. If we are going to have "Friends of the Cemetery" or Adopt a Cemetery, there is going to be a need for training. The budget line for this was raised \$100.00 and there is still \$1.00 for any grants that might be awarded.

Vice Chairman Pitman thanks Ms. Mann for a very thorough report and asked any of the Select Board if they had any questions of Ms. Mann.

Selectman McGarry stated he did. He went on to say that it shows a \$5,000.00 balance on tree care and asked if no monies had been spent on tree care. Ms. Mann stated that they have asked Mark Young to go around to all the cemeteries and assess which trees should be taken down immediately and once that is done the trustees are sure that the entire \$5,000.00 will be used.

Ms. Mann stated also that the Contracting Line is also going to be used up and may even be short.

Selectman McGarry also asked if the cleaning material that was previously mentioned could be bought under this year's budget as the supplies line currently shows that \$200.00 has not been expended.

Ms Mann stated that one of the things that the trustees want to do with the supplies line is to get the initial booklet together and updated.

Selectman McGarry also asked Ms. Mann if she had an estimate for each of the cemeteries as to what the expected cost is going to be to maintain them for 2018 or is the number in the budget the approximate cost and figure out how far that will go.

Ms. Mann stated that the number that was submitted for the next year budget is close to the amount that has already been expended this year. This year's number doesn't include two town owned cemeteries that weren't included in this year's budget.

Selectman McGarry asked again if there were estimates on what it would cost to get the maintenance done on each cemetery. Ms. Mann stated that they don't have individual amounts for each of the cemeteries due to only being notified that they were coming before the board tonight. Trustees got together today to get the budget prepared and it is really hard to know estimates of each cemetery. There are wall problems, grass issues, leaves and in a couple of places, there are rail problems. The trustees didn't have those estimates but stated that they will get those figures as soon as possible.

Selectman McGarry stated that it would be great to have those figures ready when the Trustees appear before the budget committee.

Selectman Robertson stated that his concern about the Cemetery budget is that there isn't enough funding particularly with tree problems. He stated that he had been working with the oldest cemetery in the town which is located down by the fairgrounds and that there is still a couple of massive bull pine trunks in it and that one incident there could wipe out a third of the town's historic stones. Selectman Robertson stated that if the Trustees thought that they could use more funding that they should ask for it. Ms. Mann stated that they could spend enormous amounts of money on cemeteries. Ms. Mann stated that they hoped that the \$5,000.00 would cover the obvious items that needed to be done. The Trustees are relying on Mark Young to tell them that certain trees need to be done immediately and what could wait. Ms. Mann stated that one of the cemeteries, the Robertson Cemetery has two civil war veterans in it and one can barely walk through it because there are so many dead trees. By law, if the cemetery has been determined to be abandoned then the town should take over maintenance of that cemetery but realistically, everything that needs to be done can't be done this year. Ms. Mann stated that this is the first cemetery that the trustees would like to work on. Ms. Mann went on to say that they could probably spend at least \$20,000.00 just clearing the trees in that cemetery which have fallen over on grave stones. Ms. Mann also stated that without Joanne Wasson, the trustees would not be able to find what they did this summer but also like to say that the people of the town of Deerfield have been wonderful in letting the Trustees on their property. Many people helped in finding cemeteries that were located out in the woods and swamps of Deerfield.

**Ambulance:**

The budget was up \$500.00 from last year. Selectman Robertson stated that the town has a long term contractual deal with Raymond Ambulance.

**Debt Services:**

No debt services

**Memorial Day**

Same as last year which is \$600.00

Selectman Robertson stated that typically there is a charge for flags on the line in question. Some years there have been groups that have donated the flags so that no money was expended.

**Supervisors of the Checklist:**

This presentation is going to be scheduled for another time. Ms. Cady stated that although she hasn't put together the official budget, she thought that it would be up approximately \$1,500.00. Ms. Cady also stated that to remember that next year is a gubernatorial election which requires the supervisors have three meetings to register people before the election.

**Executive:**

Selectman Robertson stated that it is the same as it has always been unless the Select Board wants to give itself a raise. It was determined to stay the same.

**Forestry Commission:**

All lines within the Forestry Commission are \$1.00. Selectman Robertson stated that the Conservation Commission has been working with the Forestry Commission and that is why all the lines are currently at \$1.00.

**Heritage Commission:**

No changes as they didn't spend all their budget.

**Advertising/Regional Association:**

No changes

**Review of Outstanding Minutes:**

**Motion:** Selectman Robertson moves to approve the minutes of September 11, 2017 as written

**Second:** Selectman Shute

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

**Accounts Payable Manifest - \$57,577.63**

**Motion:** Selectman Robertson moves to approve

**Second:** Selectman McGarry

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

**Payroll Manifest (two ex-employees) \$6,395.46**

**Motion:** Selectman Robertson moves to approve that amount

**Second:** Selectman McGarry

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

Selectman Robertson stated that for the record, this finishes up payment for Mr. Manzi and Ms. DeCota

A cemetery deed was returned to the town.

**Motion:** Selectman Robertson moves to allow the Vice Chairman to sign the deed to be returned.

**Second:** Selectman Shute

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

A letter of clarification regarding a Timber Tax was brought to the board in which it stated that the payment should be made to the owner according to the logger.

**Motion:** Selectman Robertson moves to approve to abate \$667.10

**Second:** Selectman McGarry

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

**Current Use Penalty - \$7,500.00 – John and Janice DeFrenzo, 5 Woodcrest Drive**

**Motion:** Selectman Robertson moves to approve to collect the LUTC money in the amount of \$7,500.00

**Second:** Selectman McGarry

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

**Petition and Pole License – Nottingham Road**

**Motion:** Selectman Robertson moves to approve petition and pole license

**Second:** Selectman Shute

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

**Petition and Pole License – 3/85 – Saddleback Mountain Road**

**Motion:** Selectman Shute moves to approve petition and pole license

**Second:** Selectman Robertson

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

## **Town Administrator's Report:**

Mr. Harrington had one item. As a reminder to the community, Friday, October 5<sup>th</sup>, Monday, October 10<sup>th</sup> and Tuesday, October 11<sup>th</sup>, the Town Clerk will not be able to process any motor vehicle registrations due to a software update at the state level. There is a sign out front but did want to remind everyone.

## **Unfinished Business:**

### **New Police Policy**

It was tabled to this week so that everyone could have a chance to read it.

**Motion:** Selectman Robertson moves to approve the policy

**Second:** Selectman Shute

**Discussion:** Selectman Shute stated that it was a good start. Selectman Robertson stated also that it was a boiler plate policy.

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

Selectman Robertson asked if citizens could get a copy of the policy from the police department to which Mr. Harrington stated that anyone could get it from him.

## **New Business:**

Selectman Robertson brought up that people had been asking him the status of roadside mowing. Selectman Robertson stated that he had talked with Mr. Harrington about it and it has been found that the mowing had been started. People with small children, in particular were concerned as their children are being hidden at the ends of driveways by the growth of the sides of the road.

Selectman McGarry stated that he had picked up a couple of copies of the traffic layout of Church, Route 107, Candia Road from Keech and Nostrom and provided them to Mr. Harrington. Selectman McGarry stated that it could be something that could be looked at, at a later time.

## **Denny Greig – Safety Policy**

Ms. Greig appeared before the Board as Chair of the Joint Loss Management Committee. She stated that the committee had been working on a major update to the safety policy for the town. The committee has been working on the policy over a number of months on the safety policy. It has been organized a little differently but that the core principles have remained the same in terms of the objectives and the roles and responsibilities of the various folks within the town. The most significant change is in the reorganization of the actual safety rules. There were specific rules that were incorporated from the Department of Labor and upgraded some of the other policies with regard to toxic substances and blood borne pathogens. The other item that was included was emergency procedures for town building that talks about evacuation, lock downs and that kind of thing. The committee will be getting together and having trainings for different departments and buildings. It is not just about the George B. White Building but other buildings as well. Ms. Greig stated that it has become a more flexible document going forward.

Selectman Robertson stated as the trainings going forward with scheduling training for the G.B. White building and the departments located here, he asked that either Mr. Harrington or Ms. Greig notify the Select Board so that at least one selectman can sit on the training. Ms. Greig stated that one of the objectives would be working with Primex also.

**Motion:** Selectman Robertson moves to sign the updated Town of Deerfield Safety Policy

**Second:** Selectman Shute

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

One last item, Ms. Greig thanks the committee for all the work on this revised policy.

## **Other Business:**

**None**

## **Citizen's Comments:**

Ms. Cady stated that in today's paper that the Town of Deerfield selects land for the new safety complex. She was concerned because there was a statement made by the company that we paid \$2,000.00. Ms. Cady stated that there were complaints by participants that people were not being heard at the meeting and that even in committee, people's comments weren't being heard. She, herself does not want to see a separate police station being built unless plans are submitted for the two so that one being added onto the other could be done easily architecturally. Ms. Cady also stated that she feels that the town has put the cart in front of the horse as there has not been a committee

that has looked at other towns to see what they have for safety complexes, what they have done to put up a fire or police station. With the internet it is easy to look at any number of towns. In her travels to Vermont last year she saw a station in Johnson, VT, which is a college town that she saw a station that she thought would be good for Deerfield. She passed the information along to Chief Tibbetts. She didn't know if that went any further. Ms. Cady stated that she would like to see pictures from the internet of what other towns currently have and what would be appropriate for Deerfield.

Ms. Cady also stated a statement from Rebecca said that at the meeting another thing we could do was nothing. That according to Ms. Cady was kind of true but more planning to do it right the first time was made by at least three people in Ms. Cady's break out group. Ms. Cady stated that she would like to see the selectmen look more closely to see what can be done to get the best cost for the tax payers of Deerfield. Ms. Cady also stated that yes we have the eleven acres in town but do we have any other area that is central to the whole town. Yes, it seems to be a good location but is it good for Freese's Pond which flows into the Lamprey River. Ms. Cady stated that she served on the Lamprey River Regional Planning Commission she stated that the Commission is very concerned about any building with parking lots that would have salt or cleaning fluids going into the river.

Vice Chairman asked Ms. Cady to state for the record which paper that the article was in. She stated that it was today's Union Leader and that she would leave it with the Board. Deerfield official's eye land for new Safety Complex was the name of the article.

**Motion:** Selectman Robertson moves to adjourn

**Second:** Selectman Shute

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

**NEXT MEETING: Tuesday, September 26, 2017**

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