

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
December 28, 2017
MINUTES**

Call to Order

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

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

Absent: Fred McGarry, Selectman

Pledge of Allegiance to the Flag

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

Chairman Barry recognized Mr. Oehler to come to the microphone.

Mr. Oehler stated that he just wanted to come in and personally thank the Board for your support of the raises requested by Mark Young, the road agent for us at the highway department and Richard and Andy in particular for putting it all in a good perspective in regards to my longevity and my job description.

Chairman Barry thanked Mr. Oehler for all that he does down there.

Mr. Oehler stated that it's our job and thank you very much.

Regular Business:

Outstanding Minutes of 12/20/2017

Motion: Vice Chairman Pitman moves to approve

Second: Selectman Robertson

Discussion: Selectman Shute stated that there was something in here about Fred being excused and the way that it was written was kind of strange. He stated that he was sorry that he isn't able to put his hand on it.

Chairman Barry asked if it was when his wife told him he wasn't going to be able to show up here.

Selectman Shute stated, yes, he was banned from attending.

Selectman Robertson stated that that is what Selectman McGarry stated.

Selectman Shute stated that it didn't sound right the way that it was written.

Chairman Barry stated, but correct.

Selectman Shute stated asked if it could be written differently.

Mr. Harrington asked if putting in parentheses (by his wife) if that would be okay. All agreed.

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

Account Payable Manifest – 12/26/2017 - \$70,895.69

Motion: Selectman Shute moves to approve
Second: Selectman Robertson
Discussion:
Vote: Yea 4, Nay 0, Abstained 0 – Motion Carries

Account Payable Manifest – 12/28/2017 - \$80,718.70

Motion: Vice Chairman Pitman moves to approve
Second: Selectman Robertson
Discussion: Chairman Barry asked Mr. Harrington why the Board was acting on three different accounts payables. Mr. Harrington stated the first was from last week which would have been done on Monday and the second one was this weeks.
Vote: Yea 4, Nay 0, Abstained 0 – Motion Carries

Account Payable Manifest – 1/2/2018 - \$1,033,930.97 of which \$1,000,000.00 is for the school

Motion: Selectman Robertson moves to approve
Second: Selectman Shute
Discussion:
Vote: Yea 4, Nay 0, Abstained 0 – Motion Carries

Payroll Manifest - \$61,091.37 (gross), \$45,773.38 (net)

Motion: Vice Chairman Pitman moves to approve
Second: Selectman Robertson
Discussion:
Vote: Yea 4, Nay 0, Abstained 0 – Motion Carries

Chairman Barry stated that he had a **request for an abatement** for Mary Austin and Shelley Tetrault of 165 Griffin Road, Deerfield, NH.

The request is to abate \$876.00 for the 2017 property tax on Map 207, Lot 6-1 located at 34 Levi Hill Road for the reason that the first half bill was higher than the total amount billed due to the property being placed into current use.

Motion: Selectman Robertson moves to grant the abatement
Second: Selectman Shute
Discussion:
Vote: Yea 4, Nay 0, Abstained 0 – Motion Carries

Timber Tax Levy - \$1,564.21 – Margaret M. Curry, et al.

Motion: Selectman Robertson moves to levy the timber tax
Second: Selectman Shute
Discussion:
Vote: Yea 4, Nay 0, Abstained 0 – Motion Carries

Application for Current Use – Janet & Andreas Kowokoski, 119 North Road, Map 208-16-1, putting the remaining 5.39 acres into current use.

Proposes to enroll 5.39 acres of a 42-acre parcel into the unmanaged, all other forest category for a total of 42.090 acres in current use and the taxpayers have opted not to receive the 20% recreation adjustment.

Motion: Vice Chairman Pitman moves to enroll 5.39 acres into current use

Second: Selectman Robertson

Discussion:

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

Chairman Barry stated in regards to the dental coverage and rates for 2018, if the board is willing to go forward with the dental plan that we approved, he would like the board's permission to sign the contract.

Motion: Selectman Robertson moves to authorize the Chairman to sign the dental insurance contract on behalf of the Board.

Second: Selectman Shute

Discussion:

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

Chairman Barry asked the Board to authorize him to sign a form canceling the current health coverage as we change over to the new one.

Motion: Selectman Robertson moves to authorize the Chairman to sign the cancellation form of the health insurance that we presently have on behalf of the Board.

Second: Selectman Shute

Discussion:

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

Chairman Barry stated that the Board appointed Kelly (Roberts) as the temporary town clerk/tax collector effective January 1st, 2018. We need to give her delegation of deposit authority.

Motion: Selectman Robertson moves to give Kelly (Roberts), the acting town clerk/tax collector delegator deposit permission for authorization.

Second: Selectman Shute

Discussion:

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

Chairman Barry stated that signed our contract with HealthTrust, we need to secure portal authorized user certification and this would be John (Harrington) being the administrator for the town and Chairman Barry would need permission of the Board for the Chairman to sign this.

Motion: Vice Chairman Pitman moves to allow the Chairman to sign authorization for Mr. Harrington to be the administrator and allow secure portal user certification.

Second: Selectman Robertson

Discussion:

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

Chairman Barry stated that the 2009 TaxMate map maintenance proposal for the town of Deerfield, he believed to be Cartographics which Selectman Robertson stated was the town's online maps.

Chairman Barry continued that we'll pay 3154 for the map. GIS maintenance services under this contract and an additional 15 for each record they have to add to it and the Board needs to sign this.

Motion: Selectman Robertson moves that we approve the GIS tax map contract

Second: Selectman Shute
Discussion:
Vote: Yea 4, Nay 0, Abstained 0 – Motion Carries

The second part is where they put the maps online for Cartagraphics in the amount of \$2,400.00. There is a need for a motion to approve this contract also.

Motion: Vice Chairman moves to approve the contract for Cartagraphics in the amount of \$2,400.00
Second: Selectman Shute
Discussion:
Vote: Yea 4, Nay 0, Abstained 0 – Motion Carries

Chairman Barry stated that at the Board meeting last week, we asked the town administrator to put together a letter to the state asking them to appoint the new fire chief as the Fire Warden for Deerfield. The Chair asked if everyone saw the letter to which they all agreed.

Chairman Barry asked for a motion to sign it or not.

Motion: Selectman Robertson moves that the Board authorize the Chairman and the Board of Selectmen to sign the letter requesting a change of fire warden for the town of Deerfield.
Second: Selectman Shute
Discussion: Selectman Robertson stated that he's not sure as to what to expect. I don't know because we're asking this and it is solely his call as to appointing.
Vote: Yea 3, Nay 1, Abstained 0 – Motion Carries

Chairman Barry stated that there are two deputy warden appointment forms from Chief Tibbetts. Do we want to take action on them?

Selectman Robertson stated that the only thing he would ask, I have no problem with either person but I would want that to be in keeping with the incoming fire chief's desires. He wasn't certain if the incoming fire chief had reviewed them or not.

Chairman Barry stated that the two appointments as deputy forest wardens, one is for Dianne Kimball and one is for Adam Gill.

Incoming chief Matt Fisher stated that that wasn't under his purview as fire chief so that would be up to the warden and get that recommendation.

Vice Chairman Pitman asked why we are rushing this, the chance of a forest fire right now while we're going through this major transition.

Chairman Barry stated that he is asking what the Board wants to do with the request from the fire warden, Chief Tibbetts, the fire warden.

Vice Chairman Pitman asked if we just approved a letter to have him be removed, why are we acting on something.

Chairman Barry stated that all he is asking if the Board wants to act on it.

Selectman Robertson stated that he would like to hold them for another night.

Vice Chairman Pitman stated that he is not against the people at all but it is that the timing isn't good.

Chairman Barry stated that this is the biennial inspection of municipally-owned bridges for the town of Deerfield. It's dated December 18th so I would ask that this report be passed onto the road agent and to see that all the recommended actions are taken or why they shouldn't be. He asked if that was agreeable with the Board members.

Selectman Robertson stated that he didn't know if the Planning Board got a copy of that automatically too but they might be interested.

Chairman Barry stated that that would be a great idea particularly if they are going to be working on the CIP or the Master Plan.

Chairman Barry asked if the Board wanted to tackle the encumbrances now. All agreed. He asked if everyone looked at the list. He also stated that he was going to read them off.

Selectman Robertson stated that he had a quick question before the Chair started that again, looking at the fire department things, I'm assuming that Matt (Fisher) has had some input on what we are encumbering for.

Chairman Barry stated that that was his understanding.

Vice Chairman Pitman stated that he also had a question as did Cindy ask for the uniforms for the rescue squad.

Chairman Barry stated that she had and Vice Chairman Pitman asked if she was all set right now and she stated yes.

Chairman Barry asked if there were any other specific questions. All agreed that it looked pretty good.

Selectman Robertson stated that the only thing that stood out was that Southern New Hampshire updated the impact fees. I know \$2,000.00 isn't the end of the world but that seems pretty steep for looking at our impact fees and determining whether they were in keeping with other communities around us or not.

Vice Chairman Pitman asked if that is what that represents?

Selectman Robertson stated that he believed so.

Mr. Harrington stated that a copy of that agreement came via e-mail today from Southern New Hampshire. He was copied on it and I've checked with Fred McGarry and that is something that the Planning Board had voted on and he recommended carrying it forward as an encumbrance to pay for the contract.

Chairman Barry stated that the Board is looking to encumber the following:

\$6,200.00 for the site and topographic work that's ongoing right now at the site of the safety complex or PD or whatever.

\$5,990.00 for a new flagpole for the G.B. White building.

\$3,030.00 to partition to build space for the building supervisor and electrical work.

\$2,465.00 for the high vis safety jackets for the rescue squad.

\$3,970.00 for Firehouse Software for fire/rescue management and reporting.

\$2,470.00 for EMS winter reflective coats for EMS members. This will be for existing and new members including part-time employees.

\$8,500.00 for five sets of EMS protective gear for fire/rescue.

\$12,348.00 for three portable radios for fire/rescue.

\$9,042.00 for three sets of structural gear for the fire/rescue.

\$2,000.00 for the Planning Board to update the town's impact fees as directed by the Planning Board.

\$54.23 for Cemeteries for supplies needed for additional updated record cleaning and repair of walls and stones.

\$2,971.00 for cemetery tree work, remainder of already planning and contracted.

\$500.00 from the town clerk/tax collector to encumber to be used for record preservation, microfilm, scan records.

Chairman Barry stated that that is all of them and what action does the Board want to take?

Motion: Selectman Robertson moves to encumber a total of \$59,540.23 as outlined in the specific items read by the Chair.

Second: Selectman Shute

Discussion: Selectman Robertson stated that he would note for the record that the remaining balance is \$206,870.48.

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

Town Administrator's Report

Mr. Harrington stated that he had two items this evening.

One is to bring the Board's attention to the current balance in the Highway Road Maintenance. It's currently a negative \$161,104.54 and he is asking the Board if they wish to consider moving any money out of the winter road maintenance emergency trust fund at this time.

Chairman Barry stated that their budget is overspent but our budget is \$208,000.00 plus surplus.

Mr. Harrington stated with the just approved encumbrances, \$206,000.00.

Chairman Barry stated that he is comfortable leaving the money where it is. Selectman Robertson stated that felt that it was good where it is as long as we are good on the bottom line. Selectman Shute also agreed.

Chairman Barry stated that they done good not to take any money out of the emergency fund because next year's coming in four days.

Selectman Robertson stated to put it out there, some of that overage is because of the state block grant that we got for construction.

Vice Chairman Pitman asked if that amount was \$30,000.00 something. Selectman Robertson stated the work on Range Road was thrown in there so it wasn't necessarily that how the highway agent just crashed right through the end of the budget and Mr. Harrington added that much of it was due to the heavy spring/winter we had this year.

Mr. Harrington stated that he had one more item is to mention to put on the record that Chief Mark Tibbett's turned in his cell phone in today as fire chief and that the phone and that the phone is going to be left in service for a period of time with a voice mail directing people that want to contact the fire department for related issues to

incoming Chief Fisher who has a town phone with a new number and that all other calls be directed to the town's main phone offices and we will assist them at that point.

Vice Chairman asked if that was the town office line to which Mr. Harrington affirmed

Mr. Harrington stated that we will have to direct them to who they need to talk to because Mark not only took calls about fire department related issues but builders, contractors and the such so we will direct them in the proper area.

Selectman Robertson stated that all the folks that have that number saved in their phone.

Mr. Harrington stated that he thought that that was the most efficient way of handling it than trying to direct people with multiple numbers.

Chairman Barry asked if anyone had questions for the town administrator.

None noted.

Chairman Barry – 2018 Budget and Warrant Review.

Selectman Robertson stated that all that was needed was to approve our final numbers.

Vice Chairman Pitman asked to go to Page 87 of the budget. He asked if that would be the correct balance for Article 1. Chairman Barry stated that yes it would be correct for Article 1. The number that is on Article 1 is not the right number or is it.

Mr. Harrington stated yes and was affirmed by Chairman Barry as \$4,270,659.07.

Motion: Selectman Robertson moves \$4,270,659.07 as the bottom line of our 2018 Budget

Second: Selectman Shute

Discussion: Selectman Robertson stated that he would note that the primary changes in the budget process to date have been the budget committee adding money to the budget. The largest single addition they made is a \$100,000.00 with the intention of seeing more road resurfacing and reconstruction being done.

Vice Chairman asked if that was in the town budget to which Chairman Barry stated that it is in the MBC budget for the town not the town budget prepared by the Board.

Selectman Robertson stated that there were a couple other tweaks but that was the significant changes that were made.

Chairman Barry stated that it looks like a \$106,600.00 has been added by the MBC.

Selectman Robertson stated that they had cut a couple of small items and added a couple of small items.

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

Warrant Articles

First, Chairman Barry stated that he had a request from Maureen Mann regarding the cemetery trustees. She stated that the cemetery trustees want to put in a warrant article to increase the size of the board from three to five members. Chairman Barry asked if the Board was willing to do that?

All members present on the Board agreed to do this.

Mr. Harrington stated that that is Number 11. It's in your draft warrant articles now. It's at the top of the second page.

Chairman Barry stated that the only problem is finding someone to fill those.

Chairman Barry asked if there were any questions on the warrant articles or anything that the Board needs to look at.

Selectman Robertson stated that the only question he had was regarding Articles 8 and 9 and wondered if these were repeats from last year or were these new numbers that came from both the lake associations.

Mr. Harrington stated that these are the numbers that came from them. He also stated that he wanted to point out to Article 4 since the Board has decided not to act on the emergency expendable trust fund for the winter road maintenance, that's already at \$100,000.00 which is our cap so I would think at this point Article 4 would be unnecessary. All the board members agreed. It was removed.

Chairman Barry stated that if there is nothing else that he would entertain a motion to approve the warrant articles as amended and written.

Motion: Vice Chairman Pitman moves to approve the warrant articles as amended and written

Second: Selectman Robertson

Discussion: Vice Chairman Pitman asked if the dollars and cents would be filled in as far as what the estimated tax impact would be. Mr. Harrington stated that he would do the tax impact.

Chairman Barry stated that \$570,000.00 is equal to \$1.00.

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

Chairman Barry stated that he would propose to go into non-public session.

Motion: Vice Chairman Pitman moves to go into non-public session under RSA 91-A:3, II, B, the hiring of any person as a public employee.

Second: Selectman Robertson

Discussion:

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

Chairman Barry stated for the record that no action was taken in the non-public session and could he get a motion to seal the minutes.

Motion: Vice Chairman Pitman moves to seal the minutes of the non-public session.

Second: Selectman Robertson

Discussion:

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

Motion: Selectman Robertson moves that effective on today's date, we offer employment to James Lindquist and Benjamin Blake for the Fire-Rescue Department understanding that these are 30-hour, part-time positions.

Second: Selectman Shute

Discussion:

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

Motion: Selectman Robertson moves we offer Jonathan Goldrick an on-call with the Fire-Rescue Department with the understanding that there are no guaranteed hours or shifts with the on-call position and that is effective as of today's date.

Second: Selectman Shute

Discussion:

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

Chairman Barry asked if anyone had any other business at all. No one did. 2017 has been a very challenging year and we'll move onto 2018.

Citizen's Comments:

Jeanne Menard, Mountain Road

Ms. Menard stated that she had a Northern Pass update and the New Hampshire Division of Historical Resources has just today written a letter to the Site Evaluation Committee regarding Northern Pass and impacts to historical resources and apparently, they have had an opportunity to review the project effects determination tables of which there were some Deerfield properties and they have actually come to a differing conclusion than what the applicant has rendered as effects and what I'm here for is I would like to have permission to attend a meeting in Concord on January 4th at 5:00 p.m. that will further explain the process.

As a consulting party, Deerfield's Board of Selectmen has an opportunity to provide comment and as a result of comments and ongoing communications, there's going to be continued discussion about mitigation avoidance, how to address these impacts.

So specifically, the properties in Deerfield that would be of most interest is the historic district or the center. The New Hampshire Division of Historical Resources considered the impact of the project as being adverse and also the rural historic district of the parade area is considered adverse. The town hall they did not consider the project effect specifically on that one building but just on the district as being adverse.

Then there were some private properties as well that were considered and as full disclosure, my family's log cabin also received an adverse determination but I have never brought forward discussions about my personal property, my family's property when I'm attending as a liaison person that is the role that I'm there for.

So, with your permission, I'd like to be able to go and get more information so that you folks are in a position to offer comments because certainly any sort of mitigation efforts would serve the town's interests.

Vice Chairman asked so you're not speaking, your just doing research.

Ms. Menard stated that usually there's, I just identify myself as being a liaison person for Deerfield and if there were particular questions or something that I would answer but I'm not there making decisions. I've never been there to make decisions on the Board's behalf. It's mostly just to getting information.

Obviously, the process is still ongoing and the challenge of the Section 106 process is the SEC process is ahead of the cart, so to speak where they're still the SEC process, I mean the Section 106 is lumbering along, the SEC process is closing down so it's been a challenge to understand what can be done and when and what sort of impacts are and how they are going to be handled.

Selectman Robertson stated that he was in agreement if Ms. Menard has the time to do it. Chairman Barry stated absolutely and thanked Ms. Menard.

Chairman Barry asked for any other citizen's comments.

Don Wyman, Nottingham Road

He stated that he thinks that he needs some clarity on the hiring of the part-time, full-time, whatever it be, Fire-Rescue.

One of the meetings that he was at a little while ago, he stated he was led to believe this was going to take place after the first of the year not now. It was going to take place after January 1st. I realized that it's my understanding that the phone has been turned in by our chief, that he is no longer our chief. That's the way that I'm understanding, is that correct? As of tonight, if our chief, if he turned in his phone and you're going to give a message to call somebody else for his decisions. Yes or no. It's a yes or no.

Selectman Robertson stated that this is Citizen's Comments Don, if you have a comment...

Mr. Wyman stated that since nobody wants to be honest with me and I'm a member of the town. I want to ask a question, why are we doing this so soon.

Mr. Wyman stated that's what I thought, nobody can be honest, thank you.

Deb Wyman, Nottingham Road

Since it is only Citizen's Comments and no one can answer questions...

Chairman Barry stated that hasn't been said but go ahead.

Ms. Wyman went on to say, well you just basically said that. In regards to Fire-EMS, for the volunteer EMS, then how does that affect them with hiring of the full-time, part-time EMS.

Chairman Barry stated that he didn't see how it affected them at all. The Board of Selectmen came to the conclusion that there is a possibility that no one could show up to a call during the day. We've hired a couple of part-timers to just give us a little extra coverage during the day and to help out.

Ms. Wyman stated that there is a possibility of five volunteers being put on by January.

Chairman Barry stated that he certainly hopes that occurs.

Ms. Wyman continued that you not even giving that a thought before you hire these part-timers.

Chairman Barry stated that no, I'm afraid we gave it quite a bit of thought. It seems that pretty much 90% of the time, two people were showing up during the day. One of those people is retiring so therefore a safety issue exists, and has been pointed out to the Board of Selectmen.

Ms. Wyman stated that that is fire, that's not EMS.

Chairman Barry stated that he couldn't answer every single question you make nor will I be able to get whatever point you said. The Board of Selectmen has hired EMT/firefighters part-time to cover some of the days when there might be a shortage of people available to answer calls. That's all. We're trying to protect the citizens of Deerfield.

Ms. Wyman asked if this was going to evolve greatly over the coming years? Is this going to say we're going to ease out the volunteers.

Chairman Barry stated that he is not going there.

Ms. Menard, Mountain Road

I think what I'm hearing is there's a lot of questions and concerns and what might be helpful is to have a formal update issued so that people who are bridging the gap between what has traditionally been an all-volunteer effort to now bringing in paid employees, I think that we all want to support our new fire chief and be in the position to know the direction that we're going and obviously the sentiment is that this might be a threat to volunteers when in fact it shouldn't be perceived that way.

We have a lot of information that somehow has to get communicated to ensure that indeed when whatever direction were going, that we're not sending the wrong message or pushing people away or challenging the way we've done things but it's time that we're going to be doing things different but we need information so that people can understand that.

I think that there's a lot of really good local resources that need to be tapped and encouraged and if the hiring of people is perceived as a threat then the town will lose long term.

This is again, thank you for listening to my opinion here but I feel it too, where are we going and hearing, somehow, I have been out of the loop in how communication has been going on but without necessarily having to come to a meeting, just getting an update, I think might go a long way. Thank you.

Selectman Robertson stated that he will note for the record and the audience that of those three names that I read earlier, Benjamin Blake is actually a local resource, a member of our department presently that we are indeed tapping and would love to use people from our department as we move forward.

Chairman Barry asked if anyone else wanted to comment.

Motion: Selectman Robertson moves to adjourn at 6:45 p.m.

Second: Selectman Shute

Discussion:

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

Next Meeting: Monday, January 8, 2018 at 5:30 pm

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