

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
April 2, 2018
MINUTES**

Call to Order

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

Present: Richard Pitman, Chairman; Andrew Robertson, Vice Chairman. Fred McGarry, Jeff Shute and Cindy Wyman, Selectpersons.

Pledge of Allegiance to the Flag

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

Town Clerk/Tax Collector Update – Kelly Roberts

Kelly Roberts introduced herself and stated that she was here to give an update on the Town Clerk/Tax Collector's Department.

She stated that she would be doing updates periodically to keep everyone updated.

(A lot of loud noises which covered up what Kelly was trying to say @4:05 minutes)

Ms. Roberts stated that what she wanted to start with now that the town and school elections are over; she would like to thank all the candidates that ran for office and congratulate all the people that won. She was very pleased that there were no empty seats on the ballot and told her that people not only care for their community but they're willing to put themselves out there for the greater good.

She would like, for the record, to remind all the newly elected officials to stop by the Clerk's Office to be sworn in if they haven't already done so. They cannot officially perform their duties until they have done this.

Ms. Roberts stated that she would also like to take this opportunity to remind all boards and committees that have appointed positions expiring April 30th, 2018, to forward their nominations to the Board of Selectpersons.

Ms. Roberts went on to say that as far as major updates, one that the Board already knew, the Clerk's Office is now taking Boat Registrations as of April 1st and has done a few already since the 1st and only expect it to increase as the weather gets nicer.

On March 1st, Ms. Roberts successfully transitioned Deerfield to a "One Check" town for vehicle registrations. The transition on the back end was very smooth.

Following on March 23rd, the office began taking credit cards which is both over the counter and online. As with the "One Check" transition, the credit card transition went very well.

Ms. Roberts stated that hopefully, the final phase of credit card acceptance is to activate credit card online tax payments and she projected that this would be happening within the next month or so.

Another big change, as you can tell by tonight, is that the late night for the Clerk's Office has been changed from Monday night to Wednesday night. This is part of Ms. Roberts whole customer service initiative to make the department more available to residents and not being closed on Monday holidays. She stated that so far that seems to be working out.

Ms. Roberts reminded the Board that there is a Rabies Clinic on Saturday, April 14th. The cost is \$20.00 per shot, dogs and cats only. Dogs need to be on leashes and cats need to be in carriers. There will be a couple of tables with displays. The clinic is being hosted by the Clerk's Office and the Animal Control Officer and she stated that they are looking forward to this event.

The Collections, as far as financials, are on course, or slightly more on motor vehicles. Last year the town did over \$1,000,000.00 in registrations and is expecting to do the same again this year. This makes the counter very busy with motor vehicle registrations and titles which is exciting which leads Ms. Roberts to her next item.

Ms. Roberts stated that the search for the Deputy Town Clerk/Tax Collector is her biggest priority at this time. The office can't run efficiently without the two of them. That person is needed to help out with the everyday tasks.

Ms. Roberts has received several applications, of which all are great candidates and all are from Deerfield. Ms. Roberts stated that she was very pleased with the applications she got. She will be doing interviews on Thursday and making a decision shortly thereafter. She is looking forward to getting that person on board and getting them up to speed so that Ms. Roberts can get some help in the office.

Ms. Roberts asked the Board if they had any questions.

Chairman Pitman asked Ms. Roberts to let the Board know when she has made her decision with the vacant position of Deputy Town Clerk/Tax Collector.

Emergency Management Update – Denny Greig

Ms. Greig introduced herself and stated that she was here to talk about Emergency Management but that while she was here she wanted to remind all the town residents that Town Clean-Up Day is April 21st from 9-11 a.m. to do a clean-up of the town roads and from 11 a.m. to 1 p.m., the Chili and Chowder Fest at the town hall to thank all the residents and invite everyone to come out and enjoy the day.

In terms of Emergency Management, there are a couple things that she would like the Board to know and to give an update as to what Emergency Management is working on these days.

Emergency Management has worked with the school regarding getting Department of Education money for improving the school's security. They have gotten a tentative "yes" on the grant. That, hopefully, will be going forward in order to address some of the school's security issues.

Emergency Management is also currently in the process of applying for an EMS/Warm Zone equipment grant with Fire/Rescue and then finally, they are in the finishing stages of the hazards mitigation grant. Hopefully that will be coming to the Board for review in the next two months or so.

The next EMPG (Emergency Management Performance Grants) will hopefully be for improving communications within the G.B. White Building. It would put some in/out door receivers in so that it would be easier to communicate emergency messages between the front and the back of the building.

Emergency Management will also be looking to apply the update to the Town's Emergency Operations Plan which will be getting underway in 2019. That is what is on tap for the two EMPG's for the town.

Ms. Greig stated that she was also looking to maybe work with some private/public partnerships with regards to updating some other EOP's to which they are working on at present.

The Emergency Management Team is looking to schedule some exercises, tabletop exercises as well as full scale exercises. Again public/private partnerships working with the Inn at Deerfield and the Deerfield Cooperative Preschool. The state now mandates that different kinds of facilities have exercises a certain number of times per year. We are in the process of getting the exercises scheduled.

Ms. Greig also stated that they are working on getting in some April training with respect to Parks and Rec. The police chief is going through some active shooter training at the end of the month which will both facilitate DCS and Parks and Rec.

The only other thing that we are working on is "Continuity of Operations" planning which is a major component of any emergency plan which makes sure if things change suddenly what would the town do in the interim.

Ms. Greig asked the Board if they had any questions to which they didn't and thanked Ms. Greig for her presentation.

Regular Business:

Review of Outstanding Minutes – 3/26/2018

Motion: Vice Chairman Robertson moves to approve the outstanding minutes of March 26th, 2018 as presented

Second: Selectman Shute

Discussion: Selectmen McGarry presented some corrections which were given to the Town Administrator to update the current version of the minutes.

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

Accounts Payable Manifest - \$136,341.44

Motion: Vice Chairman Robertson moves to approve

Second: Selectman McGarry

Discussion:

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

Land Use Change Tax – Mary Austin, 32 Levi Hill Road, \$8,000.00

Motion: Vice Chairman Robertson moves to collect the LUCT fees of \$8,000.00

Second: Selectman Shute

Discussion:

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

Permanent Application for Property Tax Veteran's Tax Credit in the Amount of \$500.00 – Edward Monahan, 81 Hartford Brook Road

Motion: Vice Chairman Robertson moves to grant the Veteran's Tax Credit

Second: Selectman McGarry

Discussion:

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

Permanent Application for Property Tax Veteran's Tax Credit in the Amount of \$500.00 and Total Disability for \$200.00 for a total of \$700.00 – Mark Hartness - 293 South Road

Motion: Vice Chairman Robertson moves to grant the exemption

Second: Selectman McGarry

Discussion:

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

Total Disability Tax Exemption – Terry W. Roy – \$2,000.00, 252 South Road

Motion: Vice Chairman Robertson moves to grant the exemption and credit

Second: Selectman McGarry

Discussion:

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

Blind Disability Tax Exemption – Robert Spindel – 15 Maple Avenue

Motion: Vice Chairman Robertson moves to grant Mr. Spindel the exemption

Second: Selectman McGarry

Discussion:

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

Letter from Eric and Anna Louise Schmitt – 37 South Road

Chairman Pitman read the letter which requested that the two parcels be unsplit. Ms. Sanborn of the Assessors Office could not find any indication that these properties had ever been separate.

Selectman McGarry stated that the Schmitt's had come to the Planning Board to discuss a lot line adjustment and the question had come up as to whether Mr. Schmitt could get it straightened out as to whether this was one lot or two.

Vice Chairman Robertson stated that he thought that the Board has the authority to do this but didn't know if the Board wanted to run this past the tax collector or if Ms. Sanborn has already researched this.

Vice Chairman Pitman would be happy to make a motion that the Board allow the Schmitt's to unmerge the two parcels in order to have one lot each of the same size.

Motion: Vice Chairman Robertson moves to allow the Schmitt's to unmerge the two parcels

Second: Selectman Shute

Discussion:

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

Chairman Pitman stated to Selectman Shute that the library had asked for \$2,800.00 for the removal, restoration and installation of five leaded glass panels and asked Selectman Shute if he had any questions or if anyone else had any questions.

Vice Chairman Robertson's only question was whether or not it was being funded out of the Town Building's Budget or out of the Library Budget.

Mr. Harrington's stated that he thought that the Library would be paying for the repair.

Vice Chairman Robertson stated that he talked to Cherie Sanborn last week and similarly to what was just discussed with the Schmitt's, there are two lots at 19 Penn Avenue and somewhere between 1957 and 1972, it used to be one lot owned by the Alquists. The town sold an adjoining lot that had been taken for tax sale which doubled the size of their lot. The town has been taxing them accordingly for a double lot for quite a number of years; since 1972. No one at the town ever bothered to register a deed or register a sale of the lot to them.

There are now new owners, the Mullen's, who in doing a little research as to why they are paying taxes on twice the property that their deed says that they own, are interested in getting a quit claim deed or something along those lines from the town for the other portion that the owners of these two parcels have been paying taxes on for at least four years.

Vice Chairman Robertson stated that he thought with the passage of one article in 2017, when the Board voted to dispose of some property without needing to go to a warrant article, the Board of Selectmen can do this for them but he stated that he told Ms. Sanborn that he would bring it to the Board. He also stated that Ms. Sanborn is under the gun as the Mullen's have been contacting her office regularly asking what is being done about this situation. Ms. Sanborn seemed to think that she didn't have any authority to do anything about it but thought that the Board of Selectmen did.

Vice Chairman Robertson continued that he thought that Ms. Sanborn had researched it very meticulously and he would be willing to take the steps that need to be taken to get them a deed to their property that they pay taxes on or if we didn't want to do that, we could calculate how much of a tax refund that the town needs to give back to various owners.

Chairman Pitman asked if the Board wanted Vice Chairman Robertson to follow up with this to which the Vice Chair stated that he thought that it would have to be brought back with the appropriate lot numbers and such to make a motion with. Vice Chairman Robertson stated that he could come back with the crafted motion with the current information to vote on.

Town Administrator's Report:

Mr. Harrington had a couple of items.

Mr. Harrington stated that he had sent all the Board members a list to look at regarding items that are in a storage room that is being cleaned out to see if they can go to the transfer station, surplus or other. He asked the Board if they would take some time to review the list or maybe walk up and look at the stuff, to put eyes on it. He would recommend that the Board go look at the room so that he could get some sort of direction to give to Ray (Ellis) as to what to do with these items.

Chairman Pitman stated that he wanted to look at it as there was a number of building materials that were left over from work done here. He wants to make sure that they don't get thrown out.

It was asked where the storage room was which was told it was the large room down by Parks and Rec.

Mr. Harrington stated that he was just trying to get the room cleaned up so to make it more usable.

Mr. Harrington also wanted to mention to the Board that the town officials met with Eversource last Friday concerning the transformer move that's planned for April 16th. The police chief, fire chief, road agent, Denny Greig and himself also met to discuss all the details of the plan.

The plan is to have all the details for the community to be put on Facebook, the town webpage, Twitter and The Forum as to the timing of the move. The intent is to have it done all in one day. The transformer is already sitting at the rail head in Manchester and the plan is to start early morning on the 16th in Manchester and ending in Deerfield by the end of the day.

Mr. Harrington stated that he asked Eversource to put together a timeline so that the town has an idea of when they are planning to be coming through town and after discussing it with Ms. Greig, it would be a good idea to update the community via the town website so that they know where it is at any time of day so residents can make proper planning to avoid it.

Vice Chairman Robertson added that he was sure that they contacted them or at least they were made aware that JCR is doing line replacement on the proposed route in at least three and up to a half-dozen places. He stated that in the past, one of the problems with moving transformers, was the unhooking and hooking up of power and telephone lines. He didn't know if JCR had been notified of the date and times of the move but thought that might be helpful for them as well.

Mr. Harrington stated that he would connect with Eversource to make sure that they make JCR aware of the move.

It was asked what the proposed route of the move would be to which Mr. Harrington stated that it was going to be coming from Manchester, through Hooksett, down Interstate 93 to Route 27, through Candia via Route 27 to Route 43 north to Deerfield and along Route 107 to Nottingham Road to Cate Road.

Mr. Harrington stated that they are putting all this information for the public as well and will post it in as many places that is possible and will notify the Board when he has more.

Vice Chairman Robertson stated that Jeanne Menard had given him comments approximately three weeks ago. They were in the Board's Correspondence but have since been taken out of there. He didn't know if the Board had any objection. The topic of the comments was regarding the historical nature and value of Deerfield's town center around the town hall. It's to be entered into the collective data from the communities regarding the Northern Pass route so if it comes back up for reconsideration, the town's commentary is there. If the Board is agreeable, he will make sure that it gets posted. We were well past the deadline when it was received but they had told Ms. Menard to feel free to submit it and they would include it with the information. It needs to be electronically filed and Vice Chairman Robertson stated that he would do so.

Mr. Harrington asked Vice Chairman Robertson to speak on an item from the Historical Society. Vice Chairman Robertson stated that the Historical Society has purchased or in the process of purchasing 5 North Road. He didn't know if any others had heard from any folks regarding this purchase, which is the old shoe factory. It is located diagonally across from the 9 Lions. It was up at auction and he knows ~~now~~ that they have a purchase and sales agreement on it. You may need to field questions from people wanting to know about it. The Historical Society is not a town organization, they are a private, non-profit but the town manages their investments for them.

Vice Chairman Robertson stated that he has had a number of inquiries regarding who is authorized to release monies, etc. and he has told them that they are not part of town government.

Vice Chairman Robertson also stated that he thought at some point, the town would need to ask the Trustees of the Trust Fund or the Select Board to release money.

Unfinished Business

Selectman McGarry asked what the status was on the appointment of Matt Fisher as the Forest Warden to which Mr. Harrington stated that he hadn't heard anything from the state other than the last email that Mr. Harrington had shared with the Board from Brad Simpkins.

Vice Chairman Robertson stated that he would throw out this and it is completely unofficial and off the record. He stated that he had talked to another Fire Warden who said in his experience, the state would unlikely to make a decision to remove somebody unless it was for some specific warranted action, until their term expires.

Vice Chairman Robertson had been inquiring as to how fast this process worked and that was the response that he received off the record.

Chairman Pitman brought up the two names that were presented at a previous meeting to which Vice Chairman Robertson stated that those two people would be Deputy Wardens and as such should hear back fairly quickly.

It was asked if the town had heard back yet regarding the two Deputy Wardens to which Mr. Harrington answered that they were submitted after they had been signed at a previous meeting.

Selectman McGarry asked if it would be okay if he drafted a follow-up letter to go to Mr. Simpkins on behalf of the Board and have the Board review it. Selectman Shute asked how much time was left on the current Forest Warden's term to which Vice Chairman Robertson thought that it ended in 2019.

Chairman Pitman asked if everyone had reviewed the Town's RFP for Mowing. He thought that it looked good and all agreed. He stated also that he had been talking with Mr. Harrington as to how to get this out to the public besides our website.

Vice Chairman Robertson stated that it would definitely be on the town's Facebook page as well. Mr. Harrington stated that it would also be on the normal posting sites for the town including The Forum. He also stated that he thought that if we could share it on any of the Deerfield community pages, that would be great.

Selectman McGarry brought up the property for the safety complex and stated that Mr. Franklin put the setbacks from the wetlands on the map. The area that is available is on the left-hand side, roughly 310 feet going away from Route 107 and 150 feet from what is referred to as Freese's Road to the edge of the wetlands which comes to over an acre that could be developed.

The 100-foot setback for septic would not apply to this lot because this lot was in existence before the change in the ordinance. The setback is the state setback of 75 feet.

It appears to be enough area but there is another area which is also available but it looks like it is smaller. It is located in the righthand corner. It is where the road takes a sharp turn to the left which would make it way off the beaten path for exposure. There is another spot that is down by the Penguin Store which is 150 feet wide by and a little less than 100 feet deep. That area would definitely be smaller and probably more limitations as to what could be done.

Chairman Pitman asked about the gravel road notated on the plans and asked if it could be seen. Vice Chairman Robertson stated that yes, it was signed Freese's Pond Road.

Selectman McGarry stated that there is another road closer to the dam that Skip Widmer uses.

The Board had much discussion regarding the current plans as modified with wetland setbacks that Mr. Franklin provided.

It was suggested that they bring the Building Committee back together again to go over placement of the building. Because this lot predates the setback, it was thought that the building could be placed 50 feet away from the setback. Selectman McGarry stated he would investigate that item more.

Chairman Pitman asked if there were any other New or Other Business.

None heard

Citizen's Comments

None heard

Motion: Vice Chairman Robertson moves to adjourn at 6:22 p.m.

Second: Selectman Shute

Discussion:

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

Next Meeting: Monday, April 16, 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*