

**TOWN OF DEERFIELD
BOARD OF SELECTMEN'S MEETING
FEBRUARY 20, 2008
MINUTES**

Call to Order

6:00 pm Chairman Stephen Barry called the Meeting to Order.

Pledge of Allegiance

Chairman Barry asked all to stand for the Pledge of Allegiance.

Roll Call:

Present: Stephen R. Barry, Chairman; R. Andrew Robertson Vice Chairman; John Reagan, and Walter C. Hooker; Selectmen.

Absent: Joseph E. Stone; Selectman

Also Present: Cynthia Heon, Town Administrator and Diane LaFrance Recording Secretary

Employee Concern

Chairman Barry stated there was a Town Employee who wished to express their concerns to the Board.

Donna Cisewski stated she had concerns regarding the repeated requests to recreate reports from scratch. Mrs. Cisewski went on to give the example: On Saturday February 16, 2008 Selectman Hooker came into the office and indicated the paperwork supplied for the Default Budget was not what he was looking for. He wanted a report with detailed information for each department. Mrs. Cisewski indicated the reports from the current software already contained the information.

Selectman Hooker was asked if he received the information. Selectman Hooker responded he requested as was procedure the information from the Town Administrator. He did receive it but it was not what he had been looking for and asked if Donna Cisewski could recreate the Default Budget Report in greater detail. It was explained to Selectman Hooker under the current software system, along with the additional information supplied, all the detail possible has been supplied.

Mrs. Cisewski then stated it to be her understanding any requests from any members of the Board should be brought forward by the whole Board, not one individual member of the Board.

Chairman Barry stated he understood and asked the Board their opinion.

Vice Chairman Robertson stated he agreed with Mrs. Cisewski and believed the protocol to be when the Board has an issue or concern they address it amongst each other then go through the Town Administrator to make the changes. Vice Chairman Robertson continued stating he believed the Board should stick to policy in place.

Selectman Hooker stated to his defense he had asked Cindy Heon if there was a detailed Default Budget, one at more the department level. Selectman Hooker continued stating what he was really looking for was the department details which he didn't find clear in the current report. Selectman Hooker then stated the detail has to come from some where.

Selectman Hooker stated he did receive the copies which Mrs. Cisewski had given to Mrs. Heon; however they were the same reports which Selectman Hooker had seen before.

Selectman Hooker stated he had heard voices from within the offices of which Mrs. Cisewski worked and had proceeded in to say hello. It was at that time Selectman Hooker stated Mrs. Cisewski asked if he had received the reports and were they correct. Selectman Hooker responded no it was not what he was looking for but that was okay.

Chairman Barry stated this issue clearly indicates the problem of how important it is that when a Selectman is speaking to an employee they are to be very clear in what they are saying, being sure they are clearly understood. Thus, being sure the employee has not been put in the difficult situation of whom to please.

Chairman Barry stated the Board must understand at this time the Town Administrator's Office is short handed and it may take more time than normal to have everything done. However, we must be patient and it will happen.

The question was asked to Selectman Hooker did you receive all the information you were looking for. Selectman Hooker then stated he had said what he had received was fine.

Chairman Barry asked Mrs. Cisewski if she had anything to add. Mrs. Cisewski responded that she did not agree with Selectman Hooker's understanding of the situation.

Vice Chairman Robertson stated for the second time, if the Board needs something changed or added they need to address it with the Board and go through the Town Administrator.

Chairman Barry stated the presence of a Selectman can be intimidating to some employees and the Board needs to use the correct channels.

Selectman Hooker apologized.

Chairman Barry then asked Mrs. Heon, Town Administrator, if she had any input to the subject. Mrs. Heon responded Mrs. Cisewski is under a lot of pressure to produce many reports as the office is shorthanded. Mrs. Heon said she did respond to Selectman Hooker's e-mail with the information at hand and also suggested to Selectman Hooker if he wanted to have the report created to bring the request to the Board.

Vacancy/Town Clerk/Tax Collector

Chairman Barry explained the Board only had 30 days to replace the Town Clerk/Tax Collector and the 30 days were up on Thursday, February 21, 2008. Chairman Barry stated he recommends the Board approve Kelly Roberts the Deputy Tax Collector to fill the position until March when the new Tax Collector is appointed.

MOTION: Selectman John Reagan made the motion to accept the recommendation of Chairman Barry and appoint Kelly Roberts as Town Clerk/Tax Collector until the new Town Clerk/Tax Collector is elected. Seconded by Vice Chairman Robertson.

VOTE: Chairman Stephen Barry called for the Vote; all votes were in favor.

Chairman Barry stated Kelly Roberts had done a fantastic job the last few weeks.

Selectman Hooker stated he was under the impression Kelly Roberts did not want the Town Clerk/Tax Collectors position. Chairman Barry responded stating Ms. Roberts agreed to accept the position until someone is elected to the position.

Review of Outstanding Minutes

- January 28, 2008

MOTION: Selectman John Reagan made the motion to approve the January 28, 2008 Minutes as written and corrected. Seconded by Vice Chairman Robertson.

Corrections: Page 3 of 8 Second MOTION the Middle initial for Selectman Hooker is "C" and not "E" as shown.

Page 8 of 8 Proposed Subdivision of a Class VI Road, seconded paragraph after the Vote: should read "lawyer" and not "layer" as shown.

VOTE: Chairman Stephen Barry called for the Vote; all votes were in favor.

Vouchers

None

Signatures Requiring a Vote

- Request from Town Clerk/Tax Collector

Scott and Jennifer Franz Map 414 Lot 28
Chairman Barry stated the over payment of taxes had been paid by Scott and Jennifer Franz in the amount of \$1000.

MOTION: Selectman John Reagan made the motion to approve the property tax refund of \$1000 to Scott and Jennifer Franz. Seconded by Vice Chairman Robertson.

VOTE: Chairman Stephen Barry called for the Vote; all votes were in favor.

- Paid Police Detail Request

Chairman Barry stated the Board had received a request from Police Chief Greeley asking to be paid for a detail which he was called in on short notice and was off duty. Chairman Barry preceded stating Chief Greeley is a salaried employee and therefore did not feel Chief Greeley should be paid above and beyond. Chairman Barry recommended the Chief take additional time off another day to make up the difference.

The Board agreed Chief Greeley should not be paid above and beyond his normal salary but could take additional time off at a later date. Chairman Barry asked Mrs. Heon to relay the message to Chief Greeley.

- 10th Annual Reach the Beach Relay Race

Chairman Barry stated the Board had once again received the request from the 10th Annual Reach the Beach Relay Race asking they close off Route 107 for the runners between the hours of 4am – 11am. Chairman Barry stated the permit from Chief Greeley had been found in order and was waiting for the Boards approval before anything more should be done.

MOTION: Vice Chairman Robertson made the motion to approve the Route 107 Parade Permit for the 10th Annual Reach the Beach Road Race. Seconded by Selectman John Reagan.

VOTE: Chairman Barry called for the Vote; all votes were in favor.

Selectman Hooker asked if the problems of the past had been fixed. Vice Chairman Robertson stated he believed the problems to have been fixed last year.

Town resident, Alan O'Neal stated last year a different route had to be used due to road flooding and bridge washouts.

Chairman Barry then asked Mrs. Heon if the Board and Police Chief Greeley needed to sign the permit. Mrs. Heon responded Chief Greeley asked the Board sign the permit.

- Pole Petition

Chairman Barry stated the Board had received a request pertaining to South Road and a Pole Petition.

MOTION: Vice Chairman Robertson made the motion to grant the Pole Petition for South Road. Seconded by Selectman John Hooker.

VOTE: Chairman Stephen Barry called for the Vote; all votes were in favor.

Review of Correspondence

- Request from Avitar

Chairman Barry stated Avitar has requested all questions now be forwarded to their Main Office.

- NHDOT Bridge Inspection Report

Chairman Barry requested the letter be forwarded to Mr. Alex Cote, Highway Agent. Mrs. Heon stated Mr. Cote had received a copy of the letter. Chairman Barry stated the Board would like to hear Mr. Cote's response.

- Thank you Letter from Cindy Tomilson

Chairman Barry stated Mrs. Tomilson had sent the Board a letter thanking them for the gifts.

Other Business

Selectman Hooker stated he had seen a letter referencing the Transfer Station. Chairman Barry stated the letter is in regards to the Transfer Station Inspection and the station was closed.

Selectman Hooker stated he had noticed the letter included several recommendations, posting of signs and level 3-4 operators. Chairman Barry stated the Town did have a level 3-4 operator and asked Selectman Hooker what he suggested the Board do. Selectman Hooker suggested the Board have the State return for another inspection when Lenny is working.

Mrs. Heon stated the letter came from the Highway Agent and the concern surrounding the length of time oil can be stored and in what quantity. Mrs. Heon stated this was an outstanding issue and the Transfer Station is not in violation as the plastic jugs containing oil just needed to be emptied into the larger container.

Vice Chairman Robertson stated he would prefer that when a department had a problem with another department they try to work it out between them and not get others involved outside the Town.

Unfinished Business

- Gas Tank Discrepancy

Chairman Barry stated they are still having discrepancies with gas readings and suggested to the Board they implement, and authorize, the gas card plan.

Chairman Barry stated at this time the Board approves the use of gas cards. The Town Administrator has 14 gas cards which will be assigned to each Town vehicle. Chairman Barry stated each vehicle would have a log and each month we compare the vehicle log to the itemized billing statement. Chairman Barry stated once the cards are activated with Mr. Mikes the Town can call Burkes and stop delivery.

Vice Chairman Robertson suggested just a basic log for inside each vehicle, just to compare card with paper.

Chairman Barry again reminded the Board they were considering changing over this year to the cards anyway and why not now. All agreed to change over to the cards as soon as possible.

Vice Chairman Robertson stated he had received a call from Town resident Jeff White and he was pretty upset. Vice Chairman Robertson continued stating Mr. White was quite upset with the letter he had received from Police Chief Greeley stating Mr. White had a returned check. Vice Chairman Robertson stated he had asked Mrs. Heon when she had the time to please backtrack this issue for him so he could relay the information to Mr. White.

Kristine Morgan then asked if she could explain to the Board what she felt had happened. Mrs. Morgan stated Mr. White had come into the office with 8 septic plans for Rick Pelletier and a check for \$200. Mrs. Morgan stated the \$200 only paid for 4 plans being the cost of the plans is \$50 apiece and not \$25.

Mrs. Morgan stated she had called Mr. White and informed him of his mistake which is when Mr. White came in with the second \$200 check. Mrs. Morgan stated the second check was not from the same account nor did Mr. White write in the date.

Mrs. Morgan explained the septic plan review process, starting with the \$50 fee, Rick Pelletier reviewing the plans, and then the check goes into Revenue. Usually the process is really quick and has been stamped by the State within 3 days.

Mrs. Morgan stated all Mr. White's issues have happened within the last month, not within the last 3 months. Mrs. Morgan stated she was sure both Mr. White's checks were logged in the January Revenue Log.

Mrs. Morgan stated she had not noticed Mr. White's second \$200 check was not dated until it was too late, Mr. White had already left. Mrs. Morgan also stated the second \$200 check was from a different account than the original account used when Mr. White had dropped off the septic plans.

Mrs. Morgan stated Mr. White should be familiar with the septic plan process, stating this was not the first time Mr. White had brought in plans for approval. Mr. White has been through the process before and has had basically the same process explained to him.

The Board asked Mrs. Morgan if it was standard procedure the Police Chief sends out the letter for returned checks. Mrs. Morgan responded the Town has had a couple the last several months and the standard procedure is the returned check goes straight to the Police Department. They send the letter and handle it from there.

Vice Chairman Robertson asked that the Board receive a copy of the standard letter sent for returned checks. The Town Administrator will locate a copy of the letter.

- Time Clocks

Selectman Hooker stated he did not want to change the subject but wanted to know if the time clocks were up and running. Mrs. Heon responded she was sorry to inform the Board the time clocks were not up and running yet but they have gotten closer. At this time, Mrs. McPherson is busy working on the Town Report and Voter's Guide which both need to be completed within the next two weeks. Mrs. McPherson will assist Mrs. Cisewski with the software installation and then Mrs. Cisewski can take it from there.

- **Town Recycling**

Selectman Hooker stated he had received a call from a concerned citizen regarding the dumpster outside the Town Offices and wanted to know why the Town Offices did not recycle. Mrs. Heon stated the Town Offices do their best to recycle giving Selectman Hooker several examples of what they do. (Using scrap paper, separating aluminum cans, binding newspaper, bundling large quantities of cardboard and so on.) Most of the trash in the dumpster is from the tenants in the building who do the best they can to recycle.

New Business

None

Citizen's Comments

None

Adjournment

7:05 pm

MOTION: Selectman Walter Hooker made the motion to adjourn the February 20, 2008 Meeting. Seconded by Selectman John Reagan.

VOTE: Chairman Stephen Barry called for the Vote; all votes were in favor.