

**TOWN OF DEERFIELD  
BOARD OF SELECTMEN'S MEETING  
MARCH 24, 2008  
MINUTES**

**Call to Order**

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

**Pledge of Allegiance to the Flag**

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

**Roll Call:**

Present: Stephen R. Barry, Chairman; R. Andrew Robertson, Vice Chairman; Walter Hooker and John Reagan and Alan O'Neal, Selectmen

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

**Organizational Meeting for 2008**

- Nomination of the Board of Selectmen Chairman

MOTION: Vice Chairman Andrew Robertson made the motion to nominate Chairman Stephen Barry to remain as Chairman of the Board. Seconded by Selectman Walter Hooker.

Discussion: Selectman Hooker indicated he seconded the motion to bring it to the floor for discussion. The question was asked of Selectman Hooker did he have another nomination to bring forward. He replied yes.

MOTION: Selectman Walter Hooker made the motion to nominate Selectman Reagan as Chairman of the Board. Seconded by Selectman Alan O'Neal.

Selectman Hooker asked Chairman Barry his reason for wanting to remain Chairman of the Board. Chairman Barry stated he had learned a lot in 2007 and certainly wished to continue and grow with the Town.

Selectman Reagan was then asked his reason for wanting the Chairman of Board's position. Selectman Reagan responded he looked forward to taking the job.

VOTE: Chairman Stephen Barry called for the Vote of Stephen Barry remaining Chairman. Yes - 3 No - 2 the vote was in favor of Chairman Stephen Barry remaining Chairman of the Board.

- Nomination of Vice Chairman

MOTION: Selectman Walter Hooker made the motion to nominate Vice Chairman Andrew Robertson to remain as Vice Chairman of the Board. Seconded by Selectman Alan O'Neal.

VOTE: Chairman Stephen Barry called for the Vote. It was a Unanimous Vote in Favor.

- Nomination of Committee/Commission/Board Representatives

1. Planning Board

Chairman Barry asked Selectman Reagan if he would like to remain the Board of Selectmen's representative to the Planning Board. Selectman Reagan stated he would prefer someone else take over. Selectman Hooker stated he would replace Selectman Reagan representing the Board of Selectmen on the Planning Board.

2. Municipal Budget Committee

Chairman Barry stated he would be happy to continue to represent the Board of Selectmen on the Municipal Budget Committee. Chairman Barry asked the new Board of Selectmen member Alan O'Neal be the Alternate.

3. Heritage Commission

Vice Chairman Robertson stated he would represent the Board of Selectmen on the Heritage Commission.

4. Planning Board Alternate

Selectman Hooker suggested there be an Alternate representative for the Planning Board. Selectmen Reagan stated he would be the Alternate Selectmen attending the Planning Board Meeting should Selectman Hooker be unable to attend.

Chairman Barry asked the Board if there were any members interested in attending any meetings other than those previously listed. Selectman Alan O'Neal suggested a Board member be attending School Board Meetings.

4. School Board

Chairman Barry asked if there were any volunteers willing to attend School Board Meetings. Selectman O'Neal stated he would be interested in representing the Board of Selectmen at School Board Meetings.

- Other Organizational Business

- 1. Liaisons with Department Heads

Chairman Barry asked the Board to reconsider its liaison process with department heads. Vice Chairman Robertson responded he was all for the Board going back to setting meeting dates and times when requested by either the Board or department head. Selectman Hooker stated he agreed with Vice Chairman Robertson and added if the Board was to continue the informal meetings the Board is asking for trouble.

Chairman Barry stated informal meetings affect a person's decision and all Board members agreed all department heads in the future would meet with the Board in the Meeting Room and if a daily meeting was needed the department head would go through the Town Administrator's Office.

- 2. Meeting Time

Chairman Barry stated he had been asked to clarify the time the Selectmen's Meetings would begin. It was agreed all meetings will begin at 6pm.

- 3. Recording of the Votes in the Minutes

Chairman Barry requested uniformity in the recording of votes this upcoming year. By unanimous agreement of the Board the members were in agreement to record votes with the number of votes yes and the number of votes no. If all votes are in favor the vote will be recorded as unanimous in favor.

The question was then asked how the Votes would be recorded for Nonpublic Sessions. The response was by law the vote is a Roll Call Vote.

**Highway Department/ Alex Cote**

- Request for Vehicle Repair

Chairman Barry stated the invoice over \$500 folder has an invoice of \$6000 for repair of Backhoe. Chairman Barry asked Alex Cote if the Backhoe had been fixed. Mr. Cote responded the Backhoe had not been fixed at this time and he was waiting for the Board's approval.

Selectman Hooker stated he had reviewed the over \$500 invoice folder and at this time did not have any problem paying all requests. Selectman Hooker did go on to state due to the situation regarding money

being so tight he would like to see all the equipment used with TLC. Selectman Hooker stated equipment does break but really would like to see it held together as much as possible.

Chairman Barry asked Mr. Cote the year of the Backhoe. Mr. Cote responded the Backhoe was a 2000.

Chairman Barry stated to his belief all employees treat the town equipment with respect and when it came to the costs of maintenance, repair and parts there really is not a lot of leeway.

**Over \$ 500 Folder**

Chairman Barry stated the over \$500 invoice folder policy needed to be changed or clarified. Chairman Barry stated the file needs to be used more for the invoices of capital needs, not bills which the Town pays monthly like the phone and electricity for example.

Selectman O'Neal stated it was also his understanding the over \$500 Folder was to be used for capital needs and purchases only. Chairman Barry responded Selectman O'Neal was correct.

Chairman Barry gave an example of why the \$500 Folder would not work as it is, stating the Highway Department is working on a weekend and a truck breaks down, the Highway Department cannot wait until the Board meets to start the repairs.

The Board of Selectmen unanimously agreed with Chairman Barry and asked the Town Administrator if she was clear on what the Board needed. Town Administrator, Cindy Heon stated she understood what the Board was looking for within the \$500 folder.

Chairman Barry asked if there were any Board members who did not agree with paying the bill in the \$500 Folder today. Unanimously the Board agreed with Chairman Barry and all bills and invoices in the \$500 Folder will be paid.

Selectman O'Neal asked if Alex Cote had his answer. Mr. Cote responded he believed he did have his answer on the Back Hoe repairs.

Mr. Cote proceeded asking the Board if he could purchase pipes the Highway Department will be needing when the weather lets up and they can start or finish repairs of the roads. Mr. Cote stated the Highway Department usually has the pipe on hand, however they are out at this time and Mr. Cote suggested buying them now before the price goes up. The Board asked how much the pipes would cost. Mr. Cote responded about \$6000. Mr. Cote then stated of the \$6000 there is \$3600 requested in his original budget. Chairman Barry then told Mr. Cote to move forward and purchase the pipe needed.

Selectman Reagan asked why the Board of Selectman was becoming department heads. Selectman Reagan then stated the department heads had always done their jobs and done them well; the Board should not be riding them. Chairman Barry responded stating Selectman Reagan had a point.

Selectman Hooker suggested once the Budget was in check and balanced the Board could then implement, or change, whatever is necessary. At this time, the department heads are making cuts and trying to get to the numbers needed.

Chairman Barry stated the Board does not usually switch money around and the bottom line is the bottom line that is what everyone needs to get to and agree on.

Selectman Hooker stated additional hours should be taken out.

Vice Chairman Robertson stated at this time no one will allow the Board to change the Default Budget.

Chairman Barry stated the Board will need to relocate money as needed, where needed, and learn from this Year 2008 for 2009. Chairman Barry continued stating the Town Administrator is looking into many things at this time and will report back to the Board.

Chairman Barry requested the Board move on with the Agenda.

Selectman O'Neal stated he agreed the Board knows the bottom line dollar, however felt it would be nice to identify the changes. Selectman O'Neal gave the example of removing a \$12,000 equipment line in Town Budget; the same equipment line should not have been in the Default Budget. Selectman O'Neal stated the Board owes the taxpayers an honest Default Budget.

Selectman O'Neal stated to the Board he still did not agree with the presentation of the Default Budget.

MOTION: Vice Chairman Andrew Robertson made the motion the Board not keep the \$500 Folder. Seconded by Selectman John Reagan.

Chairman Barry stated the \$500 Folder had turned into something he did not want it to. Selectman Hooker agreed with Chairman Barry stating he was in support of the \$500 Folder last week but not this week.

Chairman Barry stated all department heads have risen to the problem and are working to one set goal. Chairman Barry stated all department heads are trying to help save money.

Selectman O'Neal stated he was in support of the motion but still would like to see capital purchase requests. Chairman Barry responded at this time the Board pretty much does see the request, giving an example using the Police Cruisers. Chairman Barry stated had Police Department bought the Police Cruisers the Chief would have come to the Board prior to making the purchase.

Selectman Hooker stated the \$500 Folder invoices should have the non-regular purchases with the minimum amount being \$500. Vice Chairman Robertson responded to Selectman Hooker stating his motion was to do away with the folder altogether. Selectman Hooker responded if he was to vote in favor of the motion and something comes up, then what. Chairman Barry responded the Board needs to trust the department heads. Chairman Barry stated department heads all know what the situation is, they know what they can spend and realize it is the taxpayer's dollars, and most are taxpayers.

VOTE: Chairman Stephen Barry called for the Vote. It was a Unanimous Vote in favor.

Mr. Cote then asked if he could address the Board once again stating all the department heads have been conferring together and are really trying to work together on all cuts needed to balance the Default Budget. The Board responded thanking Mr. Cote for his input.

Chairman Barry stated he had seen the Police Chief in attendance and asked if the Board was seeing the Chief tonight, March 24, 2008. The Board responded the Chief was not on the Agenda. Chairman Barry then asked if the Board would like to hear what the Chief had to say. Selectman Reagan stated he would prefer the Board stay with the Agenda and see the Chief next week.

### **Review of Outstanding Minutes**

- March 3, 2008

MOTION: Selectman John Regan made the motion to approve the March 3, 2008 Minutes as written. Seconded by Vice Chairman Andrew Robertson.

VOTE: Chairman Stephen Barry called for the Vote. It was a Unanimous Vote in favor.

- March 10, 2008

MOTION: Selectman John Regan made the motion to approve the March 10, 2008 Minutes as written. Seconded by Vice Chairman Andrew Robertson.

Corrections: Page 3 of 5 Transfer Station Request should have read March 25, 2008 Transfer Station opens at 1pm rather than "11am" not "12pm" as shown.

Page 5 of 5 First paragraph should have read for all Selectman Stone's decades of service to the "Town of Deerfield" not "House of Representatives" as shown.

VOTE: Chairman Stephen Barry called for the Vote. It was a Unanimous Vote in favor.

#### **Vouchers**

- Payroll in the Amount of \$44,245.29

MOTION: Vice Chairman Andrew Robertson made the motion to approve the Payroll in the amount of \$44,245.29. Seconded by Selectman John Reagan.

VOTE: Chairman Stephen Barry called for the Vote. It was a Unanimous Vote if Favor.

- Accounts Payable Manifest Totaling \$5,490.21

MOTION: Vice Chairman Andrew Robertson made the motion to approve the Accounts Payable Manifest in the amount of \$5,490.21. Seconded by Selectman Alan O'Neal.

VOTE: Chairman Stephen Barry called for the Vote. It was a Unanimous Vote in Favor.

#### **Signatures Requiring a Vote**

- Appoint Deputy Treasurer/Cynthia Tomilson

MOTION: Selectman Alan O'Neal made the motion to approve the recommended Deputy Treasurer. Seconded by Selectman Walter Hooker.

VOTE: Chairman Stephen Barry called for the Vote. It was a Unanimous Vote if Favor.

- Notice of Abatement Refunds Applied

Daniel Briggs

Map 423 Lot 22

Chairman Barry stated the reason for the Abatement Refund was due to the letter received, from Avitar Associates, dated February 25, 2008 recommending removal of the 36 x 188 collapsed barn.

MOTION: Vice Chairman Andrew Robertson made the motion to approve the Abatement request. Seconded by John Reagan.

VOTE: Chairman Stephen Barry called for the Vote. It was a Unanimous Vote in favor.

Daniel Briggs

Map 423 Lot 14

Chairman Barry stated the reason for the Abatement Refund was due to the letter received, from Avitar Associates, dated February 25, 2008 recommending removal of the 36 x 188 collapsed barn.

MOTION: Vice Chairman Andrew Robertson made the motion to approve the Abatement request. Seconded by Selectman Alan O'Neal.

VOTE: Chairman Stephen Barry called for the Vote. It was a Unanimous Vote in Favor.



**MOTION:** Vice Chairman Andrew Robertson made the motion the Board give permission to FASS to purchase the data information requested from Cartographics. Seconded by Selectman Walter Hooker.

- Department of Safety Letter

Chairman Barry stated Jim Cannon has managed to get as much money as necessary and the Town had been approved for a Base Station Radio for the State Emergency Management Department. The equipment is to be housed in the Emergency Operations Center and used by the Emergency Management Director.

- Town Treasurer Appointees to Deposit Funds

Chairman Barry stated the Town Treasurer has appointed Kelly Roberts, Cindy Heon, Donna Cisewski, and Kevin Barry to deposit funds in the bank.

**MOTION:** Vice Chairman Andrew Robertson made the motion to accept the Town Treasurer's recommendations. Seconded by Selectman Alan O'Neal.

- Request from Kevin Barry Town Clerk/Tax Collector

Chairman Barry stated the Board had received a request from the Town Clerk/Tax Collector requesting the office be closed March 25, April 3, and April 27, 2008 for training classes.

**MOTION:** Selectman Walter Hooker made the motion to grant the Town Clerk's request to close the Town Offices on March 25, April 3, and April 27, 2008. Seconded by Selectman John Reagan.

- Change in Nextel Reimbursement

Chairman Barry stated Bonnie McPherson had found a program with Nextel which would lower the rates the employees are reimbursed saving about \$2000.

- Coffeehouse

Chairman Barry stated the Board had received a letter from Leslie vanBerkum requesting the Board waive the Town Hall Rental Fee. Ms. vanBerkum letter states the Coffeehouse has a scheduled rental date of April 12, 2008 and is requesting the fee be waived.

Selectman Reagan stated the Board needed to make a policy stating the rental fee can not be waived. Selectman Reagan continued stating if the Board continues to waive the fees what the Board is really doing is making charitable contributions.

**MOTION:** Vice Chairman Andrew Robertson made the motion to the Board not waive the rental fees. Seconded by Selectman Alan O'Neal.

Selectman Hooker stated the Coffeehouse is sponsoring a fundraiser supporting the proposed Deerfield Basketball Court. Selectman Hooker continued stating the Warrant Article for the Basketball Court did not pass.

**VOTE:** Chairman Barry called for the Vote. The Vote was Unanimous and in Favor to not waive the Town Hall Rental Fees.

- Additional Correspondence

Chairman Barry asked the Board to please review all other correspondence in the folder if they had not already done so.

**Unfinished Business**

Chairman Barry stated the Emergency Management personnel have suggested the Board consider using mitigation money and look into changing the intersection of 43 and 107 near the Lamprey River.

Chairman Barry and the Board agreed and asked the Town Administrator to compose a letter stating the Board would do so.

**Other Business**

- Request from Kids Kumfort Zone

Chairman Barry stated the Board had received a request from Kids Kumfort Zone asking to extend their 5-year lease.

Selectman Reagan stated Mark Tibbetts had assembled all costs regarding the operation of the George B. White Building. Mr. Tibbetts broke down the costs per square foot stating the new cost to be \$8.40 per square foot.

MOTION: Selectman John Reagan made the motion to accept the new square foot rental fee of \$8.40. Seconded by Selectman Walter Hooker.

Vice Chairman Robertson stated his concern was the Board not increase the square foot costs to \$8.40 immediately. Vice Chairman Robertson stated he felt it would be overwhelming to the tenants were they are paying the ball park price of \$4.80 from 5 years ago.

Chairman Barry asked what Kids Kumfort Zone is paying at this time. The Board responded they believed it to be \$4.80 per square foot. Chairman Barry stated if our tenants are only paying \$4.80 at this time and we jump directly to the \$8.40 the rent doubles.

Selectman Hooker stated he did not have a problem with deferring the rental increase and having it take effect July 1, 2008. Selectman Hooker stated he did not feel it to be fair the Town subsidize the cost of the George B White Building, especially this year.

Vice Chairman Robertson stated there are other costs which are going to arise should the Board increase the rent price per square foot to \$8.40. Vice Chairman Robertson stated with the rental increase the Town maybe asked to provide more to the tenants or even lose the tenant altogether.

Selectman Reagan commented the cost of \$8.40 per square foot is reasonable. Selectman Reagan stated he has been a commercial renter in the past and \$8.40 is cheap.

Chairman Barry asked if Selectman Reagan would be willing to adapt his request to take effect July 1, 2008. Selectman Reagan stated he would.

Selectman O'Neal stated he would like to see the lease read, in the comments on the lease, the rates may be adjusted or reviewed yearly.

Chairman Barry stated the Board was not in the business of being landlords.

VOTE: Chairman Stephen Barry called for the Vote. The Vote to increase the rental amount to \$8.40 per square foot starting July 1, 2008 passed Yes- 4 No-1 in Favor.

Selectman O'Neal stated his concern of the 5-year lease mainly because the metal building being rented is already 38 years old.

Chairman Barry suggested the Board provide the 5-year lease being requested but change the language, stating the Board is willing to extend the least another 5-years providing the building is available.

Selectman Hooker stated the Board also needed to add a line stating the Board can increase the rent per square foot to provide or include the cost of building maintenance.

- Swap Shop

Vice Chairman Robertson stated he had spoken to several town residents and all asked why the Board denied the Boy Scouts the opportunity to take over the Town Swap Shop. Chairman Barry responded stating he did not recall ever doing so.

Chairman Barry stated the Board had received many letters regarding the Swap Shop but didn't remember any group volunteering to run it. Chairman Barry stated the Board would be happy to hear from any and all groups who are willing to volunteer.

Selectman Hooker stated should the Boy Scouts take over supervision would be required. Chairman Barry responded the Boy Scouts would need two adults.

Selectman Reagan stated he recalled closing the Swap Shop because it had become an alternate trash dump and a liability to the Town.

- Elections

Vice Chairman Robertson stated he had spoken with Ruth Kletnick and she had expressed a discomfort this year at the elections. Ms. Kletnick stated it was a little discomfoting having a Selectman leaning on the ballot machine and the Police Chief in the same proximity of the ballot machine when the people of the Town were voting on Selectmen and Police issues.

Vice Chairman Robertson suggested sending a letter to Jack Hutchinson, Town Moderator, stating the concern and there be more attention to the issue of concern during the election process.

Selectman Hooker then suggested privacy envelopes. Chairman Barry responded privacy envelopes are available and a letter to the Town Moderator would be fine.

Selectman Reagan suggested the ballot box could be put in a new location and no Police presence is necessary. Vice Chairman Robertson responded stating his belief was the concern was not only of the Police presence but also with the Selectmen.

- Police Chief Greeley

Selectman O'Neal asked the Board why they had told Police Chief Greeley he could not address the Board upon his request when the Board had stated they have an open door policy. Chairman Barry stated the Board tries to follow the Agenda and at the meeting a request to speak may be requested at anytime. Selectman O'Neal responded he felt the Board should have listened to what the Chief had to say. Vice Chairman Robertson, Chairman Barry and Selectman Hooker all stated they agreed with Selectman O'Neal and the Police Chief should have been heard from.

The Board then asked Police Chief Greeley if he would still like to address the Board. Chief Greeley stated he had spoken with the company which he would be purchasing the Ballistics Vests from and wanted the Boards approval. Chief Greeley stated the cost of the vests would be a little over \$7,000.

Selectman Hooker asked Chief Greeley if he had done research and if he had spoken to more then one company and if he had taken bids.

Chief Greeley stated he has applied for a Government Grant which will cover half the cost of the vests.

Chairman Barry then asked Chief Greeley if he could supply the Board with more than one bid. Chief Greeley responded he could and he can supply the Board with the bids they are requesting if they wish but he had done the pricing out just last year. Selectman Hooker stated he would feel more comfortable if the Board received more than one bid.

Chairman Barry asked the Police Chief to put together the Specification Sheet and submit it to other companies. Chief Greeley stated he would.

Chief Greeley then informed the Board he also has started to go through his budget and is making cuts.

#### **Town Administrator's Report/Cindy Heon**

- Primex Visit

Mrs. Heon stated a representative of Primex had come in last week due to concerns of workstations not being ergonomically correct, Primex did make suggestions and at some point a written report will be forwarded to the Board.

- Municipal Budget Committee Meeting (MBC)

Mrs. Heon reminded the Board there would be a MBC Meeting on Wednesday, March 26, 2008 at 6pm.

- Other Reminders

- Mrs. Heon reminded the Board the Transfer station would be opening Wednesday, March 25, 2008 at 1pm so Lenny and Kyle Mandigo could attend a class in the morning.
- Mrs. Heon reminded the Board the Town Clerk/Tax Collector's Office would be closed on Wednesday, March 25, 2008 due to training.

#### **New Business**

Selectman O'Neal stated he did not feel it was Alex Cote's job to do the repairs on the Town vehicles. Selectman O'Neal continued by stating he would like to see the Board put the vehicle repair costs out to bid. The Board agreed with Selectman O'Neal and agreed to put the costs of repair and maintenance out for bid. Chairman Barry asked Mr. O'Neal if he would be willing to draw up the proposal and submit it back to the Board. Mr. O'Neal responded he would.

#### **Citizens Comments**

Maureen Mann asked the Board if she had heard them correctly in stating they were going to increase the rental fee of the Town Building to \$8.40 per square foot. Chairman Barry responded stating yes as of July 1, 2008.

#### **Adjournment**

**7:31 pm**

On the motion of Selectman John Reagan, seconded by Selectman Alan O'Neal, Chairman Barry called for the Vote to Adjourn. It was a Unanimous Vote in Favor. The Selectmen's Meeting of March 24, 2008 is adjourned.