

**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; John Reagan, Walter Hooker and Alan O'Neal, Selectmen

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

Oyster Stew Dinner

Chairman Barry announced the Fire Department was having their annual Oyster Stew Dinner April 1, 2008.

Parks and Recreation/ Joe Manzi

- Monthly Report/Budget Decision

Mr. Manzi is looking into how the Revolving Fund is established in terms of whether or not it can be funded this year or next. Mr. Manzi sought the assistance of Town Administrator, Cindy Heon. Mrs. Heon is looking into the process. Mr. Manzi stated he had sent out emails to other Parks and Recreation Directors but has not heard back from anyone.

Mr. Manzi stated his concern regarding statements in the Minutes of March 24, 2008, and the Warrant Article regarding the Basketball Court being defeated along with Coffeehouse wanting the rental fees waived so they could have a fundraiser for the Basketball Court. Mr. Manzi stated the Board declined to waive the fees and Mr. Manzi didn't really understand.

Selectman Hooker stated he had voted no and had expressed his thoughts to the Board regarding the decision to vote no and not waive the rental fee as being, the residents of the Town said no to the Warrant Article which meant to Selectman Hooker the citizens did not want their tax dollars used for the Basketball Court. If the Board waived the fee, it was as if the Board was going against what the citizens had voted themselves. Vice Chairman Robertson then added to Selectman Hooker's statement saying the Board did not come upon their decision easily.

Mr. Manzi then stated also in the Minutes of March 24, 2008 it stated the department heads had been in touch with one another discussing Budget cuts and so forth. Mr. Manzi stated he himself had not met with other departments on the Budget cuts. Selectman Hooker responded asking Mr. Manzi if he had looked at where he could cut the Parks and Recreation budget. Mr. Manzi stated he had. Mr. Manzi stated that regarding Old Home Day \$3,500 for the fireworks, he has asked the Deerfield Fair Association to pay for the fireworks directly and not have it come out of his budget as it has in the past. Mr. Manzi stated he

would be in touch with the Deerfield Fair Association. Mr. Manzi stated that he was also working on another avenue to cover the \$1,000 cost of the parade. This would be a similar situation.

Mr. Manzi stated at this time the \$5,000 included in the Budget for paving the Bicentennial Parking Lot is contingent on the Paving of the Town Hall. Mr. Manzi stated the importance of paving the parking lot and at this time having a handicap accessibility issue. Mr. Manzi stated between the parking lot, Fireworks, and the parade costs removed from the Budget it would save Parks and Recreation about \$10,000.

Vice Chairman Robertson stated last year (2007) there had been an issue regarding having a crosswalk installed and it was to his understanding one of the reasons the state would not allow the crosswalk was due to the parking lot not being paved. Chairman Barry responded he would still like to keep the \$5,000 for paving in the Budget at this time, stating the importance of the paving, crosswalk and providing handicapped accessibility.

Mr. Manzi stated he had been looking into partial paving possibilities. Mr. Manzi suggested only paving the top of the parking lot and maybe tying in the basketball court. The Board responded they would like Mr. Manzi to keep them informed.

Chairman Barry asked if the Board or Mr. Manzi had anymore questions. There were no further questions and the Board thanked Mr. Manzi for coming in.

Deerfield Police Department/Chief Greeley

- Monthly Report/Budget Discussion

Chief Greeley stated upon the request of the Board last week he had gone online with several companies and had received several other quotes regarding the Ballistic Vests. Chief Greeley stated he was able to reduce the price of his original quote from \$7,592.32 to \$7,552.60 with another company. Chief Greeley stated with the reduced quote and the grant information which he has applied for the total dollar number should be cut in half.

MOTION: Selectman Alan O'Neal made the motion to approve the purchase of Ballistic Vests in the amount of \$7,552.60. Seconded by Vice Chairman Andrew Robertson.

Selectman Hooker asked the Police Chief the process he used in purchasing the new vests and what he was looking for. Chief Greeley stated he was looking for a comfortable level 2 vest. The Chief stated he had gone online and pulled out information on how to select the best vest for the departments needs. Chief Greeley stated the quality and comfort were both very important to him.

Selectman Hooker asked why the Chief did not submit a sealed bid which he believed to be normal process. Chief Greeley stated the Police Department to the best of his knowledge had never used the sealed bid process in the past to purchase vests.

Chairman Barry asked Chief Greeley how many total quotes he had received. Chief Greeley stated he had his original one quote and received two others for a total of three.

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

Chairman Barry stated the Board had received several letters from Chief Greeley and would like the Board to hear and address the letters at this time.

- Letter One/Police Details

Chief Greeley stated he had received the letter from the Board regarding him doing detail duty and the theory the Chief should be days 7am – 3pm or however the schedule works. The Chief stated there were details after the 3pm hour and if no other Deerfield Police Officer is available for Detail Duty then the Chief should have the right to say yes. Chief Greeley stated he had spoken with other Police Departments and every department stated the Chief does do the Details without incident.

Vice Chairman Robertson stated he believed the Town of Deerfield Policy had always been the Police Chief did not do Details. Vice Chairman continued stating he was not concerned with the Chief doing Details if no one else is available, however his concern was the Chief becoming the only person doing Details.

Selectman O'Neal asked Chief Greeley the cost of the Detail. Chief Greeley stated Detail Duty is usually \$45 an hour of which \$35 goes to the officer and \$10 to the Town. Chief Greeley stated if the Town has to call in an outside town for the Detail then the Town receives nothing.

Selectman Hooker asked what kind of detail was needed between the hours of 3pm and 7am. Chief Greeley responded electrical usually should a car strike a pole or limbs fall from a tree and take down wires.

Selectman Hooker asked why the officer on duty could not perform the detail. Chief Greeley responded the officer on duty could not because that would be considered one, double dipping, and two, the officer needs to be available for other calls.

Selectman Hooker stated Chief Greeley is a salaried employee and his concern of overtime. Chief Greeley explained details are not overtime and the Town is paid separately.

Selectman O'Neal stated he did not have an issue with the Chief doing details.

MOTION: Vice Chairman Andrew Robertson made the motion to rescind the intent of the letter to Chief Greeley stating he could not do detail duties. Vice Chairman Andrew Robertson stated he wished the change to state Chief Greeley may be allowed to do details providing they are not occurring during regular hours. Seconded by Selectman Alan O'Neal.

Chairman Barry stated Chief Greeley had stated in his letter the Board had him quit his other jobs due to interferences. Chief Greeley responded stating he did not have any problem with quitting his other outside jobs and was sorry for any misinterpretation.

VOTE: Chairman Stephen Barry called for the Vote. The Vote was Yes -4 No- 1. It was a Vote in Favor of Chief Greeley being allowed to do detail duty after his normal shift hours.

Vice Chairman Robertson stated he did not want to see the Chief at 25 details and the other officers none. Chief Greeley responded he would and will always give the other officers a chance to work the detail before him.

- Letter Two/Replacement of Full Time Employee

Chairman Barry stated the Police Chief is looking to start the process of hiring the replacement full time officer and would like the Board's approval.

Selectman Hooker stated it was his understanding if the Chief hires a certified officer it would save the Town about \$10,000. Chairman Barry added should the Board grant permission to Chief Greeley to start the hiring process would the Town be guaranteed a certified officer. Chief Greeley responded the sooner he started the process the sooner he would be able to answer the questions put before him. Chief Greeley stated he could not honestly answer the questions where he has had no applicants for the position.

MOTION: Selectman Walter Hooker made the motion to allow Chief Greeley to start exploring the hiring process before him, with the understanding no interviewing be done before June and the position does not fill before August. Seconded by Vice Chairman Andrew Robertson.

Selectman Reagan stated he objected to the scheduling now where the officers only work a 4-day week with a 4-hour overlap. Selectman Reagan suggested the scheduling be done differently and the Town may not need to replace the full time officer.

Vice Chairman Robertson stated he may agree now to start the process of hiring but does want the option of being able to change his mind.

Selectman O'Neal stated he agreed with Vice Chairman Robertson and stated the Board could vote to start now, however the Board really did not need to vote until May because the Chief isn't starting the actual applicants until June. Selectman O'Neal stated the Board may change their minds at that time due to lack of money.

MOTION: Selectman Walter Hooker made the motion to withdraw his motion of allowing the Police Chief to start exploring the hiring process at this time. Vice Chairman Andrew Robertson also withdrew stating the Police Chief should approach the Board again come May.

Chief Greeley responded to the Board he would approach them again in May regarding filling the fulltime officer position.

Chief Greeley stated he had a couple of numbers he wanted to cover with the Board regarding the Budget. Not hiring the full time Police Officer at this time saves the Town about \$14,000. Chief Greeley then added the pay out to Officer Hughes needed to be added. After the Town has paid out to Officer Hughes the Town should have a total savings of \$10,000. Chief Greeley stated he had lowered his DARE budget to \$700 and had cancelled some of the Meetings and Seminars which he had scheduled himself for.

Chairman Barry asked Chief Greeley what type of seminars and meetings he was referring to. Chief Greeley responded they were just ones he would have attended over the summer.

Selectman Hooker stated there was a letter in the Correspondence folder from the town of Bedford thanking the Chief for attending a Special Olympics Event. Selectman Hooker asked if the event occurred on a weekend. Chief Greeley responded part of the event was on the weekend.

Selectman Hooker asked Chief Greeley is he was representing the town of Deerfield and if the Chief was in uniform. Chief Greeley stated he was representing the Town. Selectman Hooker continued asking if Chief Greeley did not feel he should have come to the Board for approval. Chief Greeley responded stating he was under the impression he only had seek approval if there were to be a certain number of officers attending one function.

Chairman Barry stated he did not have a problem with Chief Greeley attending the Bedford Special Olympics event considering the amount of hours which the Chief puts in for the Town above and beyond his scheduled hours. Selectman O'Neal stated he agreed with Chairman Barry but maybe in the future the Chief could just give the Board a heads up of information. Chief Greeley responded he could certainly inform the Board of coming events which he or other officers may consider attending.

Vouchers

- Accounts Payable Manifest

MOTION: Vice Chairman Andrew Robertson made the motion to approve the Accounts Payable Manifest. Seconded by Selectman Walter Hooker.

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

Chairman Barry stated \$240,000 of the total manifest goes to the school.

MOTION: Vice Chairman Andrew Robertson made the motion to approve the Accounts Payable Manifest of which \$240,000 goes to the school. Seconded by Selectman Alan O'Neal.

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

All accounts Payable Manifests totaled \$342,747.95.

Signatures Requiring a Vote

- Abatements

Chairman Barry stated the Board had questions regarding the Abatement of Carl M. Day last week, the Abatement has been returned to the Board with explanation. Chairman Barry read the explanation recommended by Gary Roberge, associate of Avitar, the lot size was adjusted to reflect the correct acreage and the waterfront percentage was reduced based on the actual lot size.

Carl M. Day Map 201 Lot 13

MOTION: Vice Chairman Andrew Robertson made the motion to approve the Abatement request. Seconded by Selectman Walter Hooker.

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

- Appointments

Chairman Barry stated Ron Helwig has been appointed as a Trustee of the Trust Fund.

MOTION: Selectman John Reagan made the motion to accept Ron Helwig as a Trustee of the Trust Fund. Seconded by Selectman Walter Hooker.

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

- Zoning Board of Adjustment

Chairman Barry stated there were three appointees to the Zoning Board of Adjustment.

Timothy Boucher George Thompson John Leighton

MOTION: Vice Chairman Andrew Robertson made the motion to accept Timothy Boucher, George Thompson and John Leighton as members of the Zoning Board of Adjustment. Seconded by Selectman John Reagan.

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

Signatures

- Letter to Jack Hutchinson

Chairman Barry stated as requested by the Board at the March 24, 2008 Meeting a letter has been drawn up addressed to Jack Hutchinson regarding the residents voting concerns.

- Letter to Michael Pillsbury

Chairman Barry stated as requested by the Board in the March 24, 2008 Meeting a letter has been drawn up expressing a sincere thank you to Michal Pillsbury regarding his involvement with NHDOT, and reconstruction approval 43-107 near the Lamprey River.

- Timber Tax Levy

Joseph Daniel Kubelka & Marilou Kubelka Map 419 Lot 10

Keith Rollins & Vera Rollins Map 414 Lot 11

Paul Hellings & Trisha Hellings

Map 420

Lot 34

Vice Chairman Robertson asked if the Town monitors or inspects the Timber Cuts. Mrs. Heon responded there is a forestry person who comes down from the State (DRA) and checks should the Town have a question. There have been several times the Town has called.

Review of Correspondence

- Bid Proposals/Highway Department/ Alex Cote

Chairman Barry asked the Board if everyone had seen the Highway Departments proposal regarding the James City Bridge and other proposed bids. All Board members responded they had and all approved.

- Board Emails

Chairman Barry stated he would very much like to cut out e-mail requests. Chairman Barry stated all requests should come to the Meeting Room. Selectman Reagan and Vice Chairman Robertson both stated they agreed with Chairman Barry. Selectman O'Neal responded he had mixed feelings regarding Chairman Barry's suggestion. Selectman O'Neal stated he agreed business should be conducted in the Meetings; however a simple question should be answered when asked. Selectman O'Neal stated he was willing to try Chairman Barry's suggestion.

Leslie vanBerkum/Coffeehouse

- Town Hall Rental Fees

Mrs. vanBerkum stated she had originally come to the Meeting to discuss the Board's decision to impose the Town Hall Rental Fee; however a generous resident of the Town has donated the \$50 rental fee.

Mrs. vanBerkum gave the Board of quick overview of the history of the Coffeehouse. Mrs. vanBerkum explained the Coffeehouse was established in 1992 and its main purpose is to raise money for the Community. The Coffeehouse has fundraisers and all money raised goes to the community, the Coffeehouse keeps nothing. Mrs. vanBerkum stated she did not know of any other organization which provided such a service to the Town.

Mrs. vanBerkum suggested the Board for future references maybe create a policy in when they should or should not waive the Town Hall Rental Fee. Mrs. vanBerkum stated the Town may have voted down the Warrant Article for the Basketball Court due to tax dollars but the \$50 waiver would have been nothing.

Mrs. VanBerkum stated at one time the Town of Deerfield voted down the Playground and the Coffeehouse raised \$40,000. The Town now has a playground. Mrs. vanBerkum then asked the Board if they could possibly waive the Town Hall rental fee at least twice a year for the Coffeehouse.

Chairman Barry explained to Mrs. vanBerkum the reasoning behind why the Board made the decision to not waive the Town Hall Rental Fee and stated he was sorry and believed he spoke for the Board. Mrs. vanBerkum stated she understood but would really like the Board in the future to understand the Coffeehouse is a group which does a lot for the Town, raises money and does not keep any of the money raised.

Town Administrator's Report/Cindy Heon

- Transfer Station

Mrs. Heon stated on March 25, 2008 there were several complaints from residents regarding the change in the Transfer Station hours. Mrs. Heon stated most complaints were because there had been no sign posted on the front gate or Reader Board. Mrs. Heon stated in the future, should the Transfer Station be closed, a sign will be posted on the front gate.

- Information- April Appointments

Mrs. Heon stated during the month of April there will be several Boards, Committees, and Commissions bring the Board of Selectmen names for re-appointment.

- Addendum to the Town Report/Tax Collector's Report MS-61

Mrs. Heon stated the MS- 61 Tax Collector's Report had been completed and would be placed on the Website as an addendum to the Town Report and also added to the Town Clerk/Tax Collector's information.

Mrs. Heon stated with the report completed accounting and finance will continue the process of closing out 2007 in preparation of the audit mid-May through mid-June which will help complete 2008 in a timely fashion.

- Default Budget

Chairman Barry stated Mrs. Heon and the Staff have worked many hours on the Default Budget and how the Town of Deerfield is to arrive at their 2008 Default Budget numbers. Chairman Barry stated Mrs. Heon had spoken to other Towns and has received much input.

Chairman Barry stated there are two suggestions which Mrs. Heon has requested, the first one being, allow the Town Administrator to create a document, with the assistance of the Department Heads, which outlines each department and their budget, showing each department's known expenses and possible savings. Once the document is completed the document will then be brought forth to the Board for review. At that time the Board will decide what funds are required and in what areas and will also provide the authority for the finance/accounting to make any changes voted by Selectmen.

MOTION: Selectman John Reagan made the motion to approve the request of the Town Administrator to create the documents needed. Seconded by Vice Chairman Robertson.

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

Selectman Hooker asked what level of detail would the new documents be providing. Mrs. Heon stated the level of detail will be by line item.

Chairman Barry asked if there were any other questions regarding the Town Administrators request. Chairman Barry then stated the Town Administrator's second request be that she have the opportunity to meet with communities who have experienced Default Budgets and are striving for uniformity in reports.

Mrs. Heon stated her vision was to come up with something consistent.

Vice Chairman Robertson asked Mrs. Heon if she had spoken to the Town of Allentown, knowing they had been in the same situation as Deerfield once or twice before. Vice Chairman Robertson suggested speaking to Allentown may be a good place to start.

Chairman Barry stated the MBC had expressed an interest in the last MBC Meeting of possibly having the MBC become more involved with the Default Budget process also.

Unfinished Business

- Default Budget

Chairman Barry stated the Budget was justified, however the Town voted it down. Chairman Barry stated he is convinced the Default Budget numbers are correct and are justified. Chairman Barry continued stating the Town has enough money to proceed and the Board needs to keep a close watch while

maintaining the Default Budget. Chairman Barry stated the whole ordeal is a learning process and the Board will learn, but at this time feels its time to move forward.

Selectman Hooker stated the Board had the Default Budget numbers and with the department heads cutting to save money what the Board really didn't know were the details adding up to the MS-2.

Chairman Barry stated the Default Budget is \$179,000 less than what was asked in the actual Town Budget and at this time the Board really needed to move on. Vice Chairman Robertson stated he agreed with Chairman Barry, its time to move on.

Chairman Barry suggested the Board review the Budget and expenses again in June or July and see where the Town is at that time.

The question was then asked about the mowing of lawns and the mower money; what or where is the money allowed. Chairman Barry responded there was \$1,500 in the budget for mowing previous years. Selectman O'Neal stated he agreed but who is going to mow the lawns and stated there was \$1,500 in the budget but then the budget was voted down. He also believed the \$1,500 had been taken out.

Chairman Barry stated the money is in its place and the Board needs to move on and keep a close watch while saving as much as we can.

Other Business

Vice Chairman Robertson stated he had spoken to Bob from UNH and DOT is sponsoring parcel mapping online. Vice Chairman Robertson stated in what he had been told, DOT is hoping the online parcel maps will be more accurate.

Vice Chairman Robertson stated he felt it may be worthwhile and felt maybe Bob would want to come in and explain to the Board a bit more in detail. Vice Chairman Robertson stated he believed Bob would be approaching the Planning Board. Vice Chairman Robertson stated he did feel it would be beneficial to the Town.

Citizens Comments

Colleen Guardia, Overseer of the Welfare

Mrs. Guardia stated the handicap accessibility of the Bicentennial Parking lot is essential. Mrs. Guardia stated there are children and adults who need this parking and really wishes the Board would look into whatever it could to make sure the parking is fixed.

Tom Dillon

Mr. Dillon stated the Parks and Recreation Director stated he had \$5,000 in his budget for the paving and questioned if the \$5,000 was also in the Default Budget. Chairman Barry stated the \$5,000 will be in the budget. Mr. Dillon then asked how the \$5,000 would be allowed in the Default Budget by law. Chairman Barry stated the Board had agreed the \$5,000 is needed for the paving and in the case of maintenance the Board is allowed to make such a decision.

This section of the Minutes was Recorded, Transcribed, and Respectfully Submitted by Diane LaFrance, Recording Secretary.
Pending Approval by the Board of Selectmen.

7:03pm Nonpublic Session:

MOTION: Selectman John Reagan made a motion to enter a Nonpublic Session under RSA 91-A:3,II(d). Selectman Reagan read the section of the Statute that applied to this Nonpublic Session. Seconded by Vice Chairman R. Andrew Robertson.

Roll Call Vote: O'Neal-Yes; Hooker-Yes; Reagan-Yes; Robertson-Yes; Barry-Yes

7:07pm The Nonpublic Session ended.

Minutes Sealed:

MOTION: Selectman John Reagan made a motion to seal the minutes of this Nonpublic Session as divulgence of information contained within those minutes might render ineffective the proposed action described therein. Seconded by Vice Chairman, R. Andrew Robertson.

Roll Call Vote: O'Neal-Yes; Hooker-Yes; Reagan-Yes; Robertson-Yes; Barry-Yes

No Action/No Decisions:

There was no action taken or decisions made within this Nonpublic Session.

Adjournment:

7:09pm On the motion of Vice Chairman R. Andrew Robertson, seconded by Selectman Alan O'Neal, Chairman Barry called for the Vote. It was a Unanimous Vote in Favor. The March 31, 2008 Meeting of the Board of Selectmen is adjourned.