

**TOWN OF DEERFIELD
BOARD OF SELECTMEN'S MEETING
APRIL 7, 2008
MINUTES**

Call to Order

6:00 pm Chairman of the Board of Selectmen, Stephen R. 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 C. Hooker, Alan E. O'Neal, Selectmen

Also Present: Cynthia Heon, Town Administrator

6:01pm 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

6:12pm The Nonpublic Session ended.

Minutes Sealed:

MOTION: Selectman John Reagan made a motion the minutes of this Nonpublic Session be sealed as divulgence of the information contained within the minutes would likely 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 were no decisions made within this Nonpublic Session.

Government Buildings:

Present: Mark Tibbetts, Building Maintenance

Mark Tibbetts asked how the Selectmen will be proceeding with mowing the grounds around Town buildings this year; were they placing mowing out to bid or did the Board want to see a proposal from Mark Tibbetts.

Vice Chairman Robertson and Selectman Reagan assumed the mowing would go out to bid.

Chairman Barry questioned how many times a season the grass is mowed to which Mr. Tibbetts replied 17 to 18 times. Areas to be mowed are around the G. B. White Building, Smokey the Bear Sign, the Town Hall, the Gazebo Field, the area to the right of the Town Hall and the South Fire Station.

Selectman Hooker pointed out there was no money in the Default Budget as the line item was zero. Chairman Barry indicated funds could be taken from the maintenance lines.

Vice Chairman Robertson added the intent is building maintenance and the Board would have to pick a line that best suits the intent of the expenditure. The Board agreed if there was \$1 in a line that line could be used.

Chairman Barry recognized Mark Tibbetts who asked the Board if he should put a bid in to mow as he has in past years. The Board indicated if Mr. Tibbetts wanted to bid he should but the Board didn't think Mr. Tibbetts should sell himself short.

Vice Chairman Robertson spoke with a Benjamin Edwards of Northwood who was interested in bidding on Deerfield's mowing bid.

This portion of the Minutes was Recorded, Transcribed and Respectfully Submitted by Cynthia Heon, Town Administrator.
Pending approval by the Board of Selectmen.

Review of Outstanding Minutes

- March 24, 2008

MOTION: Vice Chairman Andrew Robertson made the motion to approve the March 24, 2008 Minutes. Seconded by Selectman John Reagan.

>Page 1 of 10, Organizational Meeting

Chairman Barry stated he had would like to make a change on Page 1 to the wording of the Vote in which Stephen Barry continued as Chairman of the Board. Chairman Barry asked the Vote to read;

VOTE: Chairman Stephen Barry called for the Vote on the nomination of Stephen Barry remaining as Chairman of the Board. Yes-3

VOTE: Chairman Stephen Barry called for the vote on the nomination of John Reagan as Chairman of the Board of Selectmen. Yes-2

Chairman Stephen Barry was declared elected as Chairman of the Board of Selectmen for the upcoming year.

>Page 7, Top Half of the Page

Selectman Hooker stated on Page 7 there were 3 Motions with no Votes and asked if there should have been votes. Chairman Barry stated he believed the Board had voted on all 3 Motions and all were Unanimous in Favor. The Board members agreed.

>Page 10, First Full Paragraph, First Sentence

Selectman Hooker stated on page 10 top full paragraph, after "more" and before "one" replace "then" with "than".

VOTE: Chairman Stephen Barry called for the Vote. It was a Unanimous Vote in favor. The Minutes of March 24, 2008 stand approved with the above noted corrections.

Vouchers

- Payroll in the Amount of \$45,609.03

MOTION: Vice Chairman Andrew Robertson made the motion to approve the payroll in the amount of \$45,609.03. Seconded by Selectman John Reagan.

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

- Accounts Payable Manifests Totaling \$32,484.50

MOTION: Vice Chairman Andrew Robertson made the motion to approve the Accounts Payable Manifests totaling \$32,484.50. Seconded by Selectman Alan O'Neal.

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

Signatures

No Signatures in file.

Review of Correspondence

- Press Release

Chairman Barry asked the Board if they had seen the press release pertaining to Chief Greeley and the Deerfield Police Department regarding the four suspects who committed burglaries in Town. All Board members stated they had. Chairman Barry added another job well done by the Deerfield Police Department.

- Phone System Bid

Chairman Barry asked if the Board had read the Phone System Bid and if there were any questions. Selectman O'Neal stated if the contact is Mrs. McPherson he would ask her to refrain from giving too much information when bidders call with questions. Selectman Hooker added all information should be given equally and preferably at the same time.

- Police Copier

Chairman Barry stated Bonnie McPherson had submitted three options for the Board to consider regarding the Police Department's need for the colored copier. Chairman Barry stated Chief Greeley also sent a backup letter to Mrs. McPherson's request explaining the need.

Chairman Barry read the three options submitted by Mrs. McPherson.

MOTION: Selectman John Reagan made the motion the Board approve Mrs. McPherson's recommendation of option three and purchase the copier for \$1,973. Seconded by Vice Chairman Andrew Robertson.

Discussion:

Chairman Barry stated the Board had looked into leasing a copier and the idea had been turned down by the voters. Chairman Barry stated he felt the Board may be treading on some shallow water should they decide to allow the Deerfield Police Department to purchase a new copier.

Selectman Hooker stated the Police Department needs to have a color copier which they do not have at this time. The Police Department does have a printer which is a maintenance issue and not a replacement issue.

Chairman Barry stated the Board has a real need to look at all options offered thoroughly because there is a request for purchase a color printer for the Police Department. This copier prints only black and white copies.

Selectman Reagan stated the copier was not just something of want but something of need. Chairman Barry stated he agreed with Selectman Reagan but again stated the Warrant Article had been turned down by the Town when the citizens voted.

Vice Chairman Robertson asked how urgent the need was for the copier. The explanation was the current lease would have to be renewed due to the Warrant Article failing. An option exists where a replacement could be purchased with a network interface for \$200 more than the lease cost for one year.

Selectman Hooker asked if the Police Department leased the same copier another year if it would solve the problem. Chairman Barry responded to lease the copier another year only saves the Town \$200. Selectman Hooker then stated he felt it made more sense to purchase the copier than lease the same one again.

Chairman Barry stated should the decision be to purchase the copier there would not be an issue next year regarding a copier.

Selectman O'Neal stated his understanding at this time was the Police Department had a black and white copier but needs a color copier. Chairman Barry responded Selectman O'Neal was correct. Selectman O'Neal then asked if the Police Department could use the Town copier. Chairman Barry responded the Police Department is unable to use the Town copier (black and white) because the information needs to remain secure within the Police Department.

Chairman Barry then stated the Board had two options, to allow the Police Department to buy the copier and interface or continue leasing what they had now.

Selectman Hooker again stated he had no problem in purchasing a copier for the Police Department for \$200 more than the lease price for one year.

VOTE: Chairman Stephen Barry then called for the Vote to purchase the copier and interface. It was a Unanimous Vote in Favor.

- Replace Dell Printer

Chairman Barry stated the Board had received another request from Mrs. McPherson asking the Board to approve the purchase of an Okidata color C5200n printer for the Police Department as the Dell Printer has broken and cannot be fixed. Chairman Barry went on to state the new printer would cost \$1,230 which covers all costs.

MOTION: Selectman Walter Hooker made the motion the Board approve Mrs. McPherson's recommendation and purchase the Okidata printer for \$1,230. Seconded by Vice Chairman Andrew Robertson.

Selectman O'Neal stated his understanding of the recommendation of Mrs. McPherson for the Okidata was that the printer had originally been a demo unit. Selectman O'Neal then asked if the warrantee would be the same as if they were to purchase a new printer.

Selectman O'Neal stated should the Board approve the request of Mrs. McPherson and the Police Department he wanted to be sure the dollar amounts were appropriately placed as line items, supplies and or hardware as examples.

Chairman Barry responded to Selectman O'Neal stating the warrantee for the Okidata C5200n would be the same if the Board was to purchase a new unit, 5 years. Selectman O'Neal stated the data sheet is same as new and felt it was a reasonable request.

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

- Email from J & H Tomilson

Chairman Barry stated the Board had received an email from J & H Tomilson regarding the Board of Selectmen transferring money from line to line on the budget. Vice Chairman Robertson responded suggesting the Board send a letter of explanation to the Tomlinson's along with a copy of RSA-32:10.

Selectman O'Neal added stating the Board may wish to give the Tomlinson's examples of why there is the need to shift money. Selectman O'Neal gave the example of the sand which the Town has needed to use this winter.

- Concord Wheelabrator

Chairman Barry stated Wheelabrator has sent a letter stating there has been an escalation in the Tipping Fees for 2008. The new fee amount of \$67.84 will be charged per ton. Chairman Barry asked all Board members to see the contract.

- New Hampshire Developmental Services (NHDES)

Chairman Barry stated the Board had received a letter from NHDES stating the settlement surveys are no longer needed. NHDES recommends the removal of some of the woody growth and they recommend the test for methane gas but no longer need to record the barometric pressure.

Selectman Reagan asked who would be responsible for removing the woody growth. Chairman Barry responded he would be asking Alex Cote, Highway Agent, to take care of the growth. Chairman Barry then asked Mrs. Heon if she would speak to Mr. Cote. Mrs. Heon stated she would.

- Middle Road Construction

Chairman Barry stated the Board had received a letter from Alex Cote, Highway Agent stating he had spoken to Mark Young and wanted to inform the Board the Middle Road project of repaving may be costing more than anticipated. Mr. Cote explained Mr. Young had stated the last time Middle Road had been repaired the original pavement should have been torn up, however the original pavement is still there and needs to be removed properly before the new pavement can be put down. Mr. Cote stated the additional cost could be between \$20,000 and \$25,000.

Selectman O'Neal asked what portion of the Middle Road project had gone up for bid. Chairman Barry responded at this time none of the project had gone up for bid. Vice Chairman Robertson added Mr. Cote usually is good about getting at least 2 -3 bids.

- Loren Martin, Avitar Associates of N. E., Inc.

Chairman Barry stated the Board had received a letter from Loren Martin regarding 189 South Road stating she had reviewed the assessment of 189 South Road. Ms. Martin made several recommendations and stated she had updated a page for 2005 revaluation records.

Vice Chairman Robertson stated he had reviewed the letter from Ms. Martin and was comfortable with her explanation.

Selectman Hooker stated he had thought the issue had already been settled regarding the Average and Above Average assessments. Selectman Hooker then asked if the above average land included the beach and ramp and about what percentages were used in the calculations. Chairman Barry responded to Selectman Hooker's question asking him to put his question in writing and the Board would submit it to Avitar. Selectman Hooker stated he would.

- Joseph Stone

Chairman Barry asked the Board if they had seen the letter stating Mr. Stone would be volunteering again for the Town. Mr. Stone will be answering phones and working in the archives.

- Bid Out Vehicle Maintenance

Selectman O'Neal stated he made packets for each of Board members showing his recommendations on the process regarding the Town Vehicle Maintenance. Selectman O'Neal read his suggestions to the Board and stated any input or changes they may have, their input is welcomed.

Selectman O'Neal stated page one of his packet regarded the Public Notice. Page two of the packet showed all the Town vehicles including the vehicles Make, Model, Year, Gas or Diesel, VIN number, etc. Selectman O'Neal then asked the Board to look at number 6 of page two which stated the Town of Deerfield reserves the right to accept/reward partial services to multiply bidders. Selectman O'Neal stated he felt the need to include line six stating it may take more then one company to totally comply with what the Town needs.

Selectman Reagan stated number four on page two states "Repair/Inspection facility must be within 15 miles of the Deerfield Town Offices. Selectman Reagan suggested the 15 mile radius be changed to 20. Selectman O'Neal stated he had measured out several different dealerships and business and gave the example of M & M Ford being within the 15 Miles. Chairman Barry responded he felt the 15 mile radius was within reason stating the radius included the surrounding towns of Epsom, Candia, Raymond, and Nottingham.

Chairman Barry suggested the Board look at the packet Selectman O'Neal had given them over the week and at the next Meeting, April 14, 2008 the Board will go over any questions with Selectman O'Neal at that time.

Other Business

Vice Chairman Robertson stated he had spoken to a town resident who wished not to be mentioned and the resident wanted to know the status of the James City Road Bridge. Vice Chairman Robertson stated Jeanne Menard had donated a section of her land just off James City Road and it has been suggested the Bridge not be repaired for through traffic bridge but as a pedestrian bridge. Vice Chairman Robertson stated the suggestion of a pedestrian bridge did make sense to him and would also save the Town money.

Chairman Barry responded he thought the same idea of the pedestrian bridge last year. Chairman Barry stated the bridge itself isn't really used by traffic much, maybe 10 people or houses.

Chairman Barry stated if the Town did choose to make the bridge into a pedestrian bridge they would have to give the FEMA money back.

Selectman O'Neal stated he thought there was enough merit to investigate the two different suggestions. Selectman O'Neal stated he felt maybe some residents of Mountain Road may also use the James City Bridge but he did like the idea of the pedestrian bridge. Selectman O'Neal stated if the pedestrian bridge passed then parking would need to be created.

Chairman Barry stated at this time part of the James City Bridge is not even resting on land so there would still need to be renovations made no matter what the decision. Chairman Barry also stated the pile of sand at the end of the bridge was put there to stop traffic.

Chairman Barry suggested before Mr. Cote orders the materials to rebuild the James City Bridge the Board should decide what direction they are going either the pedestrian or traffic bridge. Chairman Barry suggested the Board have the James City Bridge on the Agenda in two weeks. Selectman Hooker suggested the Board give the residents Notice and call a Public Hearing.

Town Administrators Report/Cindy Heon

- Article 8 (By Petition)/ Additional information Concerning COLA Expenses

Mrs. Heon stated the Board had asked in the April 1, 2008 if the amounts in the COLA expenses included the vacancy in the Police Department. Mrs. Heon stated the vacancy in the Police Department was not included in the COLA expense calculations.

Chairman Barry stated the Board needs to make sure it is clear to the Town the COLA is costing \$2,704.43.

- Transfer Station/Citizen Concern

Mrs. Heon stated received a call from a resident last week concerning when they had asked the Transfer Station Attendant what to do with Hazardous Waste they were told to put the few cans they had into the household trash.

Mrs. Heon stated this information had been given to the Transfer Station Director, Jim Alexander and he will be discussing this with the Transfer Station attendants.

Selectman Reagan stated he believed if a can of paint was open and dry and State Rules says the paint can be put in the household trash.

Selectman Hooker asked about hazardous waste collection and if there were collection dates set regularly. Chairman Barry stated 3- 4 years ago the Town participated in a Hazardous Waste Collection day. Vice Chairman Robertson stated he thought the Town had tried to no avail. Mrs. Heon will look into the possibility of holding a Hazardous Waste Collection Day in the future.

- Action Required

- 1) Tax Map Copies/Digital Files

Mrs. Heon stated she had given the Board copies of the current fees charged by Cartographic Associates which show the fees to be \$250 per copy of the digital file. Mrs. Heon stated the Board should also consider the Administrative Fee of \$10. The previous amount charged for the digital file was \$100.

Selectman Hooker stated the Town should charge the current rate plus an additional \$10 Administrative Fee. Vice Chairman Robertson stated he agreed with Selectman Hooker. The Board was in agreement.

- 2) Scheduling Department Head Meetings

Mrs. Heon stated she was in the process of setting up schedules for the Department Heads in which they would be meeting with the Board on a Monthly basis. Mrs. Heon stated in the past there were several Departments that met with the Board on a quarterly or semi-annual basis. Mrs. Heon then gave examples; Veasey Park Commission semi-annually and the Zoning Board of Adjustment, Planning Board and the Code Enforcement Officer met with the Board quarterly.

The Board stated they wished to proceed with the Meeting Schedule as it was constructed in the past.

- Updates

- 1) Emergency Management/Update of Emergency Management Plan

Mrs. Heon stated there would be a Meeting held on Thursday, April 10, 2008 from 9am to 12pm and the Board was welcome to attend. Mrs. Heon stated the Department Heads will be continuing to work on writing the updates for the Deerfield Emergency Operation Plan

Mrs. Heon also stated she had attached an outline of the topics which would be discussed in the Meeting.

Chairman Barry asked Mrs. Heon how the Generator Project was coming along. Mrs. Heon responded it is moving forward.

2) Library

Mrs. Heon stated the Library extended an invitation to the Board of Selectmen to attend the presentation of the Elsie Brown Volunteer Award on Saturday, April 12, 2008 at 9:30 am.

3) Deerfield Police

Mrs. Heon stated Police Chief Greeley would be away attending training classes on Monday, April 7th and Tuesday, April 8, 2008.

Selectman Hooker questioned the Police Departments Detail Rates of \$42 for regular detail. Selectman Hooker looking at the information provided was unsure which line of the Police Budget showed the \$42 but stated believed all the money was there.

Selectman Hooker then asked about the Deerfield Fair Association, last year's detail rate and if the Town was charging the same rate this year. Selectman Hooker then suggested the Board work with the Fair Association regarding possible changes.

Mrs. Heon stated the reason this Detail information was provided to the Board was Donna Cisewski had been working on the Police Details last week and had updated information last week. It was thought the Board would want to have the information.

Selectman Hooker suggested the Board make a few suggestions to the Police Chief Greeley. Vice Chairman Robertson responded stating he felt this subject to be a hot pot and wished to discuss the topic at a later date.

Selectman Hooker stated it looked to him like Police Officers doing Police Details at the Fair were costing the Town money at the rate being charged to the Deerfield Fair now. Vice Chairman Robertson responded to Selectman Hooker suggesting the Board inform Police Chief Greeley they would like to approve the final detail rate for the Deerfield Fair. All Board members agreed to Vice Chairman Robertson's suggestion.

- Mowing

Selectman Hooker asked the Town Administrator, Mrs. Heon if she could explain the reason there is no dollar amount in the mowing line of the Budget. Selectman Hooker also stated the Department of Health also had a zero dollar line and wanted to know where the money needed would come from. Mrs. Heon responded she would have to review the budget before making any suggestions to the Board.

Citizen's Comments

Mrs. Harriet Cady stated she did not see the Town Audit in the Town Report and asked when the Audit would be available to the residents. Mrs. Heon responded the Town Audit would be available mid-May to the beginning of June. The audit was completed but not in a bound copy. Mrs. Heon did inform Mrs. Cady she could get specific audit information for her upon request.

Mrs. Cady stated Auditing is done on a regular basis with the bulk done the end of February. Mrs. Cady stated she did understand the situation Deerfield had this year with the replacement of the Town Clerk/Tax Collector but still would like the Board to consider putting the Auditing out for bid. The Board responded to Mrs. Cady they would consider her suggestion of putting the Auditing out for bid.

Ms. Kathy Bailey of the Union Leader asked if she was correct stating the COLA was costing the Town an additional \$2,704.43. The Board responded she was correct.

Ms. Bailey then verified the Emergency Management Meeting was for Thursday, April 10, 2008 at 9am. The Board responded she was correct.

Mrs. Cady asked the Board what the Bid was for the Telephones. Chairman Barry responded stating the Board had not received any Bids at this time only the Bid Request.

Mrs. Cady asked if the Board would be sending the Bid Requests to all companies or just a numbered few. Mrs. Heon responded stating if Mrs. Cady would like to submit names of certain companies she would certainly mail a Bid Request invitation. Vice Chairman Robertson also added the information is in the Union Leader and anyone if they did not receive the Bid Request sees it in the paper is more than welcome to bid.

Point of Order

Chairman Barry stated the 6pm appointment, with the Board, did not show.

Adjournment

7:05pm

On the motion of Vice Chairman Andrew Robertson, seconded by Selectman John Reagan, Chairman Stephen Barry called for the Vote to Adjourn. It was a Unanimous Vote in Favor. The Selectmen's Meeting of April 7, 2008 is adjourned.