

**TOWN OF DEERFIELD
BOARD OF SELECTMEN'S MEETING
APRIL 21, 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; Alan O'Neal, Walter Hooker and John Reagan; Selectmen.

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

Opening of Bids

- Winter Sand

Chairman Barry read the Invitation to Bid from the Town of Deerfield. Chairman Barry stated the invitations were posted in the Town Clerk/Tax Collector's Office, Assessing Office, Town Offices, Mr. Mikes, Post Office and Library. Chairman Barry also stated the invitations were published in the Concord Monitor and Union Leader.

Chairman Barry read the following companies mailed invitations.

1. W. Rollins Excavating
2. Concord Sand and Gravel
3. Pike Industries
4. Plourde Sand and Gravel
5. Brox Industries
6. F.L. Merrill

Chairman Barry then read the names of the companies which submitted bids to the Town.

1. Brox Industries
2. Concord Sand and Gravel
3. Plourde Sand and Gravel
4. Merrill Construction

Selectman Reagan suggested the Board refer the bids to Alex Cote, Highway Agent for review. The Board agreed with Selectman Reagan's suggestion and asked Mr. Cote get back to the Board with his recommendations.

- Paving/Reclamation

Chairman Barry read the Invitation to Bid from the Town of Deerfield. Chairman Barry stated the invitations were posted in the Town Clerk/Tax Collector's Office, Assessing Office, Town Offices, Mr. Mikes, Post Office and Library. Chairman Barry also stated the invitations were published in the Concord Monitor and Union Leader.

Chairman Barry read the following companies mailed invitations.

1. Suburban Paving, Inc
2. Advanced Paving
3. Pike Industries
4. Brox Industries

Chairman Barry then read the names of the companies which submitted bids to the Town.

1. Advanced Paving
2. Bedrock Paving and Construction
3. Pike Industries

Selectman Reagan suggested the Board refer the bids to Alex Cote, Highway Agent for review. The Board agreed with Selectman Reagan's suggestion and asked Mr. Cote get back to the Board with his recommendations.

- Road Construction

Chairman Barry read the Invitation to Bid from the Town of Deerfield. Chairman Barry stated the invitations were posted in the Town Clerk/Tax Collector's Office, Assessing Office, Town Offices, Mr. Mikes, Post Office and Library. Chairman Barry also stated the invitations were published in the Concord Monitor and Union Leader.

Chairman Barry read the following companies mailed invitations.

1. W. Rollins Excavating
2. Concord Sand and Gravel
3. Pike Industries
4. Plourde Sand and Gravel
5. Brox Industries
6. F.L. Merrill

Chairman Barry read the names of the companies which had submitted bids to the Town.

1. Brox Industries
2. Plourde Sand and Gravel
3. Concord Sand and Gravel
4. W. Rollins Excavating
5. F. L. Merrill

Selectman Reagan suggested the Board refer the bids to Alex Cote, Highway Agent for review. The Board agreed with Selectman Reagan's suggestion and asked Mr. Cote get back to the Board with his recommendation.

Town Clerk/Tax Collector/ Kevin Barry

- Policies

Mr. Kevin Barry stated he had been Town Clerk/Tax Collector since about St. Patrick's Day of 2008 and is still in the learning process but had several policies which he would like to see implemented and before doing so wanted to inform the Board.

1. Accessibility of the Town Clerks Office

Mr. Barry stated he would like to control the accessibility to the Town Clerk/Tax Collectors Offices. Mr. Barry stated there are documents which should be only accessible to the Town Clerk/Tax Collector and the Deputy Town Clerk/Tax Collector where they are responsible for the inventory of the documents. Mr. Barry gave the examples of Registrations, and Plates.

2. Access of Public Records

Mr. Barry stated he would like to see accessibility of Public Records under his control. Mr. Barry stated under the Right to Know Law information may be requested and given by the Town Clerk/Tax Collectors Office. Mr. Barry stated he would like to implement a Request Policy that when a request has been submitted and given to the Town Clerk/Tax Collectors Office they allowed 5 business days in which to respond with written acknowledgement.

3. Access of Archives

Mr. Barry stated he would like to see limited access to the Archives partially because of the delicate condition of the documents and also because there are personnel documents.

4. Deposit Safety

Mr. Barry stated he would like to utilize the Deerfield Police Department as escorts when making bank deposits. Mr. Barry stated the deposits at tax time can be over \$2,500 and for safety reasons would like the Police escort.

Selectman Reagan asked why the Police Department could not make the deposit. Mr. Barry responded the Police Department did not have authorization to make the deposits, only the Town Clerk/Tax Collector, the Deputy Town Clerk/Tax Collectors and the Town Administrator have authorization at this time. Mr. Barry also stated Police Chief Greeley did not feel comfortable in making the Town deposits at this time. Mr. Barry stated he understood the Chief's concerns and the Town deposits were the Town Clerk's responsibility.

Selectman Hooker asked who would be making the deposits. Mr. Barry responded both he and the Deputy Town Clerk/Tax Collector.

5. Information Board

Mr. Barry stated he would like to see all information submitted to him before being posted on the Information Board. Mr. Barry feels in reviewing the information first it would help weed out what should not have been posted.

Selectman O'Neal asked where the policies would reside. Mr. Barry responded he would like to see the policies posted on the Web, and the Town Clerks Office. Mrs. Heon stated the original policy would reside with the Department the policy refers to and there are attempts being made at this time to build a manual of all policies.

Vice Chairman Robertson stated he did not feel the Board needed a motion to approve the policies Mr. Barry had requested. All Board members were in agreement with Kevin Barry's suggestions and he may proceed with the implementations of the new policies.

Selectman Hooker asked who has access to the Town Clerk/Tax Collectors Office at this time that Mr. Barry felt he needed to limit the access. Mr. Barry responded he, the Deputy Town Clerk/Tax Collector and citizens for tax purposes. Mr. Barry suggested with the new policy the resident would need to use the public side of the office and request permission before actually entering the room.

Selectman Hooker asked if the second door of the office would be locked or open. Mr. Barry stated at this time the second entrance door is unlocked and he didn't feel this would need to change.

Selectman O'Neal thanked Mr. Barry for keeping the Board informed of his intentions and asked he update the Board as he implements the new policies or makes any other changes.

Review of Outstanding Minutes

- April 7, 2008

MOTION: Vice Chairman Andrew Robertson made the motion to approve the April 7, 2008 Minutes as written. Seconded by Selectman John Reagan

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

Vouchers

- Payroll in the Amount of \$42,010.80

MOTION: Vice Chairman Andrew Robertson made the motion to approve the payroll in the amount of \$42,010.80. Seconded by Selectman Walter Hooker.

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

- Accounts Payable Manifests Totaling \$21,850.43

MOTION: Vice Chairman Andrew Robertson made the motion to approve the Accounts Payable Manifests totaling \$21,850.43. Seconded by Selectman John Reagan.

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

Signatures Requiring a Vote

- Refund Request

Fredrick R. Spangler Jr. Trustee
Claudia Ann Spangler Map 205 Lot 67

Selectman Barry stated the Board really had not received an adequate answer regarding Selectman Hooker's question of; Why the Board was being asked to approve an Abatement of 2005-2006 taxes when the 2007-2008 tax is identical? Selectman Hooker again stated the tax rates are the same. Chairman Barry stated the Board needs to have a better answer to the question before deciding.

Vice Chairman Robertson asked the deadline date in which the Board needed to have signed off. Mrs. Heon responded she was unsure but thought the date to be July 1st.

Mrs. Heon asked Selectman Hooker if he could please write down his question. Selectman Hooker responded he only wanted to know why the rebate was being requested for the one year when the taxes have not changed any other.

Selectman Hooker stated he would sign the Abatement request at this time should the Board want to do so and they could amend their decision at a later time. Vice Chairman Robertson responded he did not feel the Board needed to decide at this time and also felt the Board needed a clearer explanation.

The Board agreed and Mrs. Heon will be checking into the question further.

- Refund

Wakefield 2005-2006 in the amount of \$108

MOTION: Vice Chairman Andrew Robertson made the motion to approve the Wakefield refund request of \$108. Seconded by Selectman John Reagan.

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

- Appointment Forms

Chairman Barry stated he had a number of Appointment Forms and suggested the Board have one Motion and Vote rather than do each individually.

1. Mark Tibbetts, Rescue Squad Director
2. Colleen Guardia, Deputy Health Officer
3. James Cannon, Emergency Management Director
4. Glenda Smith, Part Time Police Officer
5. Roger St. Onge, Part Time Police Officer
6. Alan Wilson, Part Time Police Officer

MOTION: Selectman John Reagan made the motion to approve the above listed Appointments. Seconded by Vice Chairman Andrew Robertson.

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

Signatures

- Letter

Chairman Barry stated he had a letter which the Board had requested which just needed a signature.

- Letter to Police Department

Chairman Barry stated the Board needed to sign the letter to the Police Department thanking them for their hard work.

- Intent to Cut Wood

David Sidmore

Selectman Hooker suggested the Board ask the location of the wood in which Mr. Sidmore had requested to cut. Selectman Hooker stated he believed the wood to be near the watershed and was unsure if the wood was within the legal distance to the watershed. Selectman Hooker stated he believed the wood to be but would like to be sure. Vice Chairman Robertson responded to his knowledge the wood in which Mr. Sidmore was requesting to cut was firewood and nothing more.

Review of Correspondence

- Energy Committee

Chairman Barry asked if the Board had read the letter from Mr. Golomb and asked if there were any comments or questions. All Board members stated they were okay.

- Letter from Treasurer Lorena Sinnamon

Chairman Barry stated the Board had received the letter from Ms. Sinnamon explaining online banking and stated if the Board agreed the suggestion to be fair Ms. Sinnamon would send the paperwork.

Selectman Hooker asked why the checks would not be done online. Mrs. Heon stated the Accounts Payable would remain the same. Selectman Hooker then asked why the need to change. Mr. Heon responded to transfer funds.

Selectman Hooker asked why the Town Administrator would be authorized as an online user. Mrs. Heon responded she would be another set of eyes making sure there was no unauthorized access and would not be performing the Treasurer's duties.

Selectman Hooker stated should the Board approve the request of online banking which computers would be used. Mrs. Heon responded she believed her computer in the Town Administrators Office would be used. Selectman Hooker stated his concern of computers or laptops not needing a password being used and should the laptop be stolen what would happen.

Selectman O'Neal asked the recommended amount being bonded. Mrs. Heon responded the Local Government sets the Bonds which are approximately \$1,000,000.

- E-Mail/Hazard Mitigation Project

The Board discussed the Beaver Dam being the distance of 50 yards off the road and if the work really needed to be done. The Board then stated they may need to speak to someone before making any decisions. Chairman Barry stated there is a Meeting Tuesday, April 22, 2008 in the George B. White Building at 10 am if any Board members were able to attend.

Unfinished Business

Vice Chairman Robertson stated he had mentioned in a previous Meeting (March 31, 2008) he had spoken to Bob Strobel from UNH regarding sponsoring parcel mapping online. Vice Chairman Robertson stated Mr. Strobel had dropped off more information and would like to set a time to give a presentation to the Board.

Vice Chairman Robertson also stated the State of NH is willing to pick up \$4,000 of the \$8,000 cost for the first year. Vice Chairman Robertson also stated he did not believe the Town would have to keep the program should they decide they did not need it after the first year.

Chairman Barry asked the Board members to please review the information which Mr. Strobel had dropped off to the Board this week so they could discuss it in further detail next Meeting.

Town Administrators Report/Mrs. Cindy Heon

April Appointments

- Forestry Commission

Chairman Barry stated the one remaining person on the Forestry Commission has informed the Board he will be moving out of State. Vice Chairman Robertson suggested the Board send out information asking for anyone qualified and interested in joining the Forestry Committee please contact the Board.

1.

Mrs. Heon stated the following areas needed the Boards action in which vacancies need to be filled. Mrs. Heon suggested a notice be placed regarding the vacancies on both the Veasey Park Commission and the Forestry Commission be placed on the Town Website asking people interested in serving on either committee to please come forward.

2. Renovations

Mrs. Heon stated she was asking the Boards permission to remove the sink and toilet from the bathroom in the Town Administrator's Office to make room for Selectmen's files. Mrs. Heon stated there would be little or no cost to the renovation.

Mrs. Heon informed the Board the space would be used for their files and all the information needed regarding the Board of Selectmen's Meetings.

3. Damaged Fireproof File/Supervisors of the Checklist

Mrs. Heon stated she had been working to resolve the damage to the fireproof file belonging to the Supervisors of the Checklist and presented the options to Cheri Sanborn, Chair of the Supervisors of the Checklist.

Because the fireproof file was not under warranty, when it came to the water damage, an insurance claim would need to be filed. Mrs. Heon informed the Board she had a form in her office which Mrs. Sanborn needs to pick up in order to file a claim. Mrs. Heon stated she had informed Mrs. Sanborn of this and Mrs. Sanborn indicated she would stop by the beginning of this week to pick up the form.

4. Resignation/Building Maintenance Assistant

Mrs. Heon stated the gentlemen hired to assist Mr. Tibbetts had resigned and the opening is posted. Mr. Tibbetts is reviewing the applications from the last process and will be meeting with Chairman Barry to review the applications.

5. Request for Vacation Leave

Mrs. Heon stated she is requesting permission for vacation leave. The request was granted. Mrs. Heon stated she would provide a list on any outstanding items to the Board and note who will be handling the various tasks.

6. Informational

- a) Mrs. Heon informed the Board Colleen Guardia, Overseer of Welfare is away this week and Jan Foisy and Melanie Watts are covering the office.
- b) Mrs. Heon informed the Board, Candia Road Bridge has been reopened.
- c) Mrs. Heon informed the Board the Board of Tax and Land Appeals (BTLA) will hear the appeal of Southern New Hampshire Services, April 29, 2008 at 9 am.

Selectman O'Neal asked why the Supervisors of the Checklist kept their records and/or files at the Library and not at the Town Hall. Mrs. Heon responded she could not speak for the Supervisors of the Checklist but believed the reason was they preferred the Library as the Supervisors have met there for a long time. The Supervisors have been offered in the past to keep their files at the Town Offices.

Selectman O'Neal asked if Mrs. Heon knew if all the members of the Supervisors of the Checklist had access to the files, at the Library, at any time access was needed. Mrs. Heon responded again stating she could not speak for the Supervisors of the Checklist.

Chairman Barry asked if there were any questions for the Town Administrator. All Board members stated they did not have any questions but did say Mrs. Heon was to take her well deserved vacation and enjoy herself.

Other Business

NONE

New Business

NONE

Chairman Barry informed all attending there would be a Nonpublic Session to follow Citizens Comments. Chairman Barry stated he wanted it noted there would be no action taken.

Citizens Comments

Erick Berglund asked the Board when the Automated Time Clock System was implemented and why. Chairman Barry responded the reason the Board chose to go to automated time clocks to cut down on the time spent going over the timesheets.

Erick Berglund then asked the cost of the Time Clocks. Mrs. Heon responded she did not know the exact cost for all; however she did know the Library cost to be \$390 because she had researched that cost due to a prior question. Chairman Barry added each department paid their share in the transfer. Chairman Barry also stated not all the Time Clocks are operational at this time.

Vice Chairman Robertson stated he wanted to make it known the Board did not mean to make any department feel they were being singled out or had done anything wrong. The Board had originally planned on trying one or two departments but then thought better of this idea and chose to do everyone at the same time to insure not to single out any one department.

Mrs. Harriet Cady stated she was concerned with the Town Treasurer situation. Mrs. Cady stated years ago the Town was going to a system with the Bank in which there would be a slip allowing us to transfer at the last minute. Mrs. Cady informed the Board Northwood is using this system and to her knowledge it seems very easy. Mrs. Cady suggested the Board invite a representative of TD Banknorth to explain the plans they offer.

Mrs. Harriet Cady stated she also had a problem with the Town Clerk/Tax Collectors request for a Police Escort. Mrs. Cady stated in the past Cindy Tomilson and Cindy Heon never had a Police Escort and now the Town has a male Town Clerk/Tax Collector and he needs an escort.

Ms. Maureen Mann informed the Board of a situation regarding the Library Time Clocks. Ms. Mann stated the personnel of the Library are not always able to leave the Library at the scheduled time of 8 pm for example. Ms. Mann explained residents are sometimes still checking out books at 8 pm and then there is still the locking up and closing out jobs to do.

Chairman Barry explained to Ms. Mann there had been a questionnaire sent out to everyone with a date in which all questionnaires were to be received back to the Board. Chairman Barry stated the policy was drafted by the answers which were written to best meet all department needs. Chairman Barry suggested to Ms. Mann the Library submit their concerns to Donna Cisewski so she can work on what may need to be changed.

Selectman Hooker stated the new time clocks are used for hourly employees only and questioned the purpose as being to stop employees from punching in early and out late. The Board responded all employee time is based on the time clock information.

Selectman O'Neal asked if the new time clock policy was in the manual. Mrs. Heon responded to Selectman O'Neal's question stating the policy would or was added in separately and the Board could receive their own copy.

Selectman Reagan stated each department has their own budget and if the Library is having problems with people leaving on time it's coming from the Library's Budget.

Chairman Barry mentioned he was feeling a little hostility. Ms. Mann stated the Library had never had a problem in the past and didn't understand why the issue now. Chairman Barry responded to Ms. Mann stating the Board did not single out the Library but had to implement the new time clocks with everyone. Ms. Mann expressed her concerns for Evelyn DeCota.

Chairman Barry again suggested to Ms. Mann the Library submit their concerns to Donna Cisewski so any changes needed to be made in the Time Clock Policy can be made.

6:57pm Nonpublic Session:

MOTION: Selectman John Reagan made the 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

7:00pm 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 in those minutes might 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 was no action taken or decisions made within this Nonpublic Session.

Adjournment

7:02pm On the motion of Vice Chairman R. Andrew Robertson, seconded by Selectman John Reagan, Chairman Barry called for the Vote to Adjourn. It was a Unanimous Vote in Favor. The April 21, 2008 meeting is adjourned.