

**TOWN OF DEERFIELD  
BOARD OF SELECTMEN'S MEETING  
June 23, 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: Cindy Heon, Town Administrator, and Diane LaFrance, Recording Secretary

**Acknowledgement**

Chairman Barry thanked the Forum, and Channel 9-WMUR for publicizing the Town was experiencing a disruption in phone service because a cable had been cut. General phone service and 911 services were interrupted in the Town of Deerfield. Chairman Barry stated the phone service and 911 are now up and running as of 5:30 pm.

**Town Treasurer**

- Online Banking Resolution

Chairman Barry stated the Board had received the request to approve and sign the Online Banking Resolution Form which both Kevin Barry, Town Clerk/Tax Collector and Lorena Sinnamon, Town Treasurer are in attendance and would also be signing.

- Certificate of Municipal Authority

**MOTION:** Vice Chairman Andrew Robertson made the motion the Board approve the Certificate of Municipal Authority and allow Chairman Stephen Barry to sign. Seconded by Selectman John Reagan.

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

The Certificate of Municipal Authority was also signed by Lorena Sinnamon and Kevin Barry. Mr. Barry also stamped the Certificate of Municipal Authority with the Town Seal.

- Municipal Corporate Authorization & Resolution Form

**MOTION:** Vice Chairman Andrew Robertson made the motion the Board approve the Municipal Corporate Authorization & Resolution Form and allow Chairman Stephen Barry to sign. Seconded by Selectman John Reagan.

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

The Municipal Corporate Authorization & Resolution Form was also signed by both Lorena Sinnamon and Kevin Barry. Mr. Barry also stamped the Municipal Corporate Authorization & Resolution Form with the Town Seal.

- Page 2 of the Municipal Corporate Authorization & Resolution Form

**MOTION:** Vice Chairman Andrew Robertson made the motion the Board approve Page 2 of the Municipal Corporate Authorization & Resolution Form and allow Chairman Stephen Barry to sign. Seconded by Selectman John Reagan.

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

The Municipal Corporate Authorization & Resolution Form Page 2 was also signed by both Lorena Sinnamon and Kevin Barry. Mr. Barry also stamped the Municipal Corporate Authorization & Resolution Form Page 2 with the Town Seal.

- Online Account Management & Small Bank Management Form

**MOTION:** Vice Chairman Andrew Robertson made the motion the Board approve the Online Account Management & Small Bank Management Form and allow Chairman Stephen Barry to sign. Seconded by Selectman John Reagan.

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

The Online Account Management & Small Bank Management Form was also signed by both Lorena Sinnamon and Kevin Barry. Mr. Barry also stamped the Online Account Management & Small Bank Management Form with the Town Seal.

Chairman Barry thanked both Lorena Sinnamon and Kevin Barry.

#### **Awarding of Bids/Alex Cote**

- James City Road Bridge

Chairman Barry asked Highway Agent, Alex Cote his recommendation of whom he felt should be awarded the Bid regarding James City Road Bridge. Mr. Cote responded he recommended the Bid be awarded to W. Rollins Excavation.

**MOTION:** Selectman John Reagan made the motion to approve the recommendation of Mr. Cote and award the Bid to W. Rollins Excavation. Seconded by Selectman Alan O'Neal.

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

Mr. Cote requested the Board approval an on-call employee be allowed to use the Town physician for the physical he needs for his Medical Certificate. Mr. Cote stated the employee has stated he would pay for the cost of the exam so there would be no cost to the Town. All Board members agreed the on-call employee could use the Town physician.

Selectman O'Neal asked Mr. Cote if there is a set schedule for the repair of the James City Bridge. Mr. Cote responded at this time there is not, however he and Mr. Rollins will be getting together within the week and he will keep the Board posted. Mr. Cote stated he will also be contacting DES and try to get things moving to start demolition next week.

#### **Awarding of Quotes/Central Fire Station/Mark Tibbetts**

- Overhead Doors

Chairman Barry asked Mr. Tibbetts his recommendation of whom he felt should be awarded the Bid regarding the Fire Station Overhead Doors. Mr. Tibbetts responded he recommended R.G. Tombs Door Co., Inc.

**MOTION:** Selectman Alan O'Neal made the motion to approve the recommendation of Mr. Tibbetts and award the Bid to R.G. Tombs Door Co., Inc. Seconded by Selectman John Reagan.

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

- Insulation

Chairman Barry asked Mr. Tibbetts his recommendation of whom he felt should be awarded the Bid regarding the Insulation. Mr. Tibbetts responded he recommended Builders Installed Products.

**MOTION:** Vice Chairman Andrew Robertson made the motion to approve the recommendation of Mr. Tibbetts and award the Bid to Builders Installed Products. Seconded by Selectman Alan O'Neal.

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

Selectman O'Neal asked Mr. Tibbetts the status of the remaining outstanding Bids. Mr. Tibbetts responded the remaining bids are due July 7, 2008 and he would not be here, however the Board may open and read the Bids at that time.

**Vouchers**

- 2 Accounts Payable Vouchers totaling \$65,225.86

**MOTION:** Vice Chairman Andrew Robertson made the motion to approve the Accounts Payable Vouchers totaling \$65,225.86. Seconded by Selectman John Reagan.

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

**Signatures**

- Letter of Recognition

Chairman Barry read a letter of recognition from the Board to Donna Cisewski /Human Resources/Finance Department regarding her resignation and thanking her for her 14 years of dedication to the Town of Deerfield.

- Timber Tax Warrants/Certification of Yield Taxes Assessed

Chairman Barry stated there were several Timber Tax Warrants signed last week in the June 16, 2008 Meeting for which the dates were incorrect. Chairman Barry stated all the Warrants have been voided and re-issued for the Board to sign again.

Nellie Rollins	Map 209	Lot 35
Scott Kilgore/Tierra Investments	Map 210	Lots 9 & 9.1
Ben Carlson	Map 409	Lot 50
Arthur Cutter/Ann Crowley	Map 413	Lot 69
Chuck A & Janine Ferrone	Map 409	Lot 14
Richard Potavin	Map 413	Lot 75
Matthew Perrone	Map 415	Lots 66 & 67
Donald & Patricia Fisher	Map 406	Lot 29

**Additional Timber Tax Levy/Certification of Yield Taxes Assessed**

Mary Ann Boyle	Map 405	Lot 83
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- Abatement Request

Chairman Barry stated the Board had received an Abatement Request stating two Abatements are needed to clear \$150.50 from the Tax Collector Computer Program, First Bill 2006 and \$122.50 from the Tax Collector Computer Program, Second Bill 2006.

Steven & Dorothy Anderson

Map 409

Lot 47

**MOTION:** Vice Chairman Andrew Robertson made the motion the Board approve the Abatement Request. Seconded by Selectman John Reagan.

Selectman Hooker asked if the 6% interest would or was applied. Mrs. Heon, Town Administrator, responded that she had asked for clarification from the Town Clerk/Tax Collector and the abatement clears the Tax Collector's Warrant and 6% interest is not applicable.

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

- Release of Liens

Chairman Barry stated the Board had received a letter from the Town Clerk/Tax Collector asking Liens be removed due to a computer error.

Map 405            Lot 86

Map 405            Lot 87

**MOTION:** Vice Chairman Andrew Robertson made the motion to approve the Town Clerk / Tax Collectors request and remove the Liens. Seconded by Selectman Alan O'Neal.

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

Chairman Barry stated the Board had received a refund request, from Deputy Town Clerk/Tax Collector, due to an overpayment of municipal fees for a motor vehicle in the amount of \$3.

**MOTION:** Selectman Alan O'Neal made the motion to approve the Deputy Town Clerk/Tax Collector's request to refund \$3 to the resident. Seconded by Selectman Walter Hooker.

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

- Division of Forest and Lands/225 Middle Road

Chairman Barry stated he has been speaking with Mark Tibbetts and believed Selectman Hooker has more information regarding the payment process. Selectman Hooker stated to his understanding the Town of Deerfield is responsible for ½ and the State will pay the other ½.

**MOTION:** Selectman Walter Hooker made the motion to approve the Division of Forest and Lands request. Seconded by Vice Chairman Andrew Robertson.

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

- Timber Tax Levy

Mary Ann Boyle in the amount of \$0

**Tin Pot Realty/ John Krebs**

Mr. Krebs stated he had sent a letter to the Board of Selectmen requesting they grant Abatement to Tin Pot Realty regarding the subdivision which they own. Mr. Krebs Abatement request was for, if possible, ½ of 2007 and 2008. Mr. Krebs explained the Town is taxing the land at a value of approximately \$ 123,000 per lot and the actual value in today's market is about \$95,000. Mr. Krebs requested the Board grant the Abatement based on the land value of \$95,000.

**MOTION:** Selectman John Reagan made the motion the Board consults the Town Attorney before making their final decision. Seconded by Vice Chairman Andrew Robertson.

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

#### **Review of Outstanding Minutes**

- June 9, 2008

**MOTION:** Selectman John Reagan made the motion to approve the June 9, 2008 Minutes as written. Seconded by Vice Chairman Andrew Robertson.

**VOTE:** Chairman Stephen Barry called for the Vote to approve the Minutes of June 9, 2008 as written. It was a Unanimous Vote in Favor. Selectman Walter Hooker Abstained.

#### **Review of Correspondence**

- 2008 Property Liability-LGC

Chairman Barry stated the Board had received a letter from Donna Cisewski, stating the 2008 invoice from the LGC for property liability insurance is under Budget. Chairman Barry stated this to be a positive note.

- Letter for Kevin and Jenifer Knowlton

Chairman Barry stated the Board had received a letter from Mr. and Mrs. Knowlton requesting their address be updated with the Post Office and 911 to read Summer Pasture Road. Chairman Barry stated the Knowltons are concerned should there be an emergency 911 would not be able to respond quickly enough. Chairman Barry stated the Board would pass the request on to the Code Enforcement Officer.

- Letter from Deerfield Girl Scouts/ Susan Seitz

Chairman Barry stated Ms. Seitz had requested the Board waive the rental fee of the Town Hall for the Girl Scouts Spaghetti dinner.

**MOTION:** Selectman Alan O'Neal made the motion the Board grant the request of Ms. Seitz and waive the hall rental fee. Seconded by Vice Chairman Andrew Robertson.

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

- Letter from Kathy Shigo

Chairman Barry read the letter from Mrs. Shigo commending Mr. Alex Cote and the road crew for all the hard work they had done on Nottingham Road.

#### **Town Administrators Report**

Chairman Barry read the Town Administrators Report as follows.

- 1) From the Code Enforcement Officer

PSNH has evaluated the Town Offices and will be looking at other Town-owned buildings to assess lighting efficiency inside and out. What has been proposed is to retrofit some fixtures and replace others with new units. Chairman Barry stated the Board will be presented with the cost analysis.

Chairman Barry stated the GBW building qualifies for the program and it has been learned, however, there is a fee of \$50.

**MOTION:** Selectman John Reagan made the motion the Board pays the fee of \$50. Seconded by Vice Chairman Andrew Robertson.

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

2) Generator Update

Chairman Barry stated due to specifications required by N. H. Electric Coop, the generator cannot be placed in the original location. Chairman Barry stated the relocation has caused an increase in the cost of the site work.

Chairman Barry stated two cement pads are now required; one for the generator and another for the electrical unit.

Chairman Barry stated if the Board did not object Highway Agent; Alex Cote and his crew would be happy to do the work which should take approximately one eight hour day. All Board members agreed Mr. Cote could do the work.

Chairman Barry stated filling the 1,000 gallon fuel tank, the delivery and payment are all items which still need to be worked out with the Deerfield School Board. Chairman Barry recommends a 10-year service agreement with all inclusive-parts, maintenance, and service be put together. Chairman Barry then stated this would be budgeted for in the 2009 Emergency Management Budget.

Chairman Barry asked Vice Chairman Robertson if he would speak to the School Board and get back to the Board of Selectman. Vice Chairman Robertson stated he would.

3) Revenue Comparisons

Chairman Barry stated Mrs. Heon had enclosed a copy of revenue comparisons for the Selectmen to review. Chairman Barry stated it was an informational document for the Board and the format can be changed should the Board desire. Chairman Barry stated other departments will be presenting reports in the future.

4) State NHDOT Meeting for June 25, 2008 at 3pm

Chairman Barry stated the NHDOT Meeting had not yet been confirmed due to phone line difficulties.

5) GBW Tenant

Mrs. Heon stated the tenant next door had asked if the Board of Selectmen would like any of his equipment which is no longer needed. Mrs. Heon also stated the tenant had requested an extra two weeks to his termination of lease agreement. The Board responded they did not have a problem with extending the lease two weeks and asked if there was a possible trade regarding the cost of the equipment and the two weeks extended lease. Mrs. Heon responded she would look into this and report her findings to the Board next week.

Mrs. Heon asked the Board if they had any ideas for what they would like done with the room next door once vacated. The Board had several suggestions; however no final decision has been made at this time.

**Unfinished Business**

None

**New Business**

None

**Other Business**

Selectman O'Neal stated he had received a phone call from a Town resident regarding possible misuse of Town vehicles. Selectman O'Neal stated the resident was concerned with the Town vehicles being used as personal vehicles. (Example picking up lunches when ordered out) Selectman O'Neal stated he did read the policy regarding the use of Town vehicles and it does state for Town use only. Selectman O'Neal asked if this issue had ever been addressed in the past. The Board responded maybe with the Police Chief.

The Board discussed the issue and stated there does not appear to be any abuse of Town vehicles at this time but would remind the Road Agent of the rules so he can remind his employees of the policy rules.

**Citizen's Comments**

- Phone Carrier

Maureen Mann asked the Board who was now providing phone service to the Town of Deerfield. Mrs. Mann stated she was under the impression it was still Verizon. The Board responded to their knowledge the phone service had been taken over by Fairpoint Communications.

- Default Budget

Kathy Bailey asked at this time how the Town was operating on the Default Budget and the % of money remaining to finish the year. The Board responded at this time the Town is doing fine and has spent about 47% of the budget.

Selectman O'Neal stated to his understanding there is about 56% of the Default Budget remaining, maybe a little more. Chairman Barry responded at this time the Town is in good shape.

**Adjournment**

**6:35 pm**

On the motion of Vice Chairman Andrew Robertson, seconded by Selectman Alan O'Neal, Chairman Stephen Barry called for the Vote to Adjourn. It was a Unanimous Vote in Favor. The Selectmen's Meeting of June 23, 2008 Meeting is adjourned.