

**TOWN OF DEERFIELD
BOARD OF SELECTMEN'S MEETING
July 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; Andrew Robertson, Vice Chairman; John Reagan, Walter Hooker and Alan O'Neal; Selectmen.

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

Awarding of Bids

- Transfer Station/ Jim Alexander 3-Yard Trash Container/50-Yard Compactor

Mr. Alexander recommended the Board award the bid to Atlantic Recycling Products in the amount of \$30,838 for a 45yd container/compactor.

MOTION: Selectman John Reagan made the motion the Board accept the recommendation of Mr. Alexander and grant the Bid to Atlantic Recycling Products in the amount of \$30,838. Seconded by Vice Chairman Andrew Robertson.

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

- Fire Station (Deerfield Center)/Mark Tibbetts
 1. Sheetrock

Mr. Tibbetts informed the Board another Bid had been received and asked the Board if they would be willing to review the new Bid. The Board stated at this time they would not be looking at the new Bid.

Mr. Tibbetts stated he did not have any problems awarding the sheetrock bid to Johns Drywall of Weare in the amount of \$8,750.

MOTION: Vice Chairman Andrew Robertson made the motion the Board accept the Bid from Johns Drywall. Seconded by Selectman John Reagan.

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

Chairman Barry asked the Town Administrator to please return the Bid which was received the day after the Bids closed.

2. Gas Furnaces

Mr. Tibbetts recommended the Board award the Bid to Northridge Mechanical in the amount of \$17,217.

MOTION: Vice Chairman Andrew Robertson made the motion the Board accept the recommendation of Mr. Tibbetts and award the Bid to Northridge Mechanical. Seconded by Selectman John Reagan.

Selectman O'Neal asked what was happening with the high voltage wiring. Mr. Tibbetts responded the high voltage wiring is covered and also informed the Board the Fire Department will be doing their own demolition which will be saving money.

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

3. Wiring

Mr. Tibbetts recommended the Board award the Bid to OZZ-E Electric.

MOTION: Vice Chairman Andrew Robertson made the motion the Board accept the recommendation of Mr. Tibbetts and award the Bid to OZZ-E Electric. Seconded by Selectman John Reagan.

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

Discussion

- Heating Oil and Propane

Chairman Barry stated the Invitations to Bid have been prepared for both the Heating Oil and Propane.

Mr. Tibbetts stated he had been speaking to Buxton Fuels and had concluded the price of oil had gone down within the last 4 days. Mr. Tibbetts asked the Board if they would like to hold off on the Invitations to see where the oil prices are going or if the Board would like to put the Invitations out for only half of the anticipated usage. Chairman Barry responded he would like the Bids to be sent out for entire anticipated use of Oil and Propane.

- Sprinkler System

Chairman Barry stated the Board has a lot of paperwork regarding the sprinkler system for the Town Hall. Chairman Barry stated the Fire Marshall had sent a letter of all the work needing to be done to bring the system up to date. Chairman Barry then asked if the Board was going to receive any paperwork stating the system has been updated and passes inspection. Mr. Tibbetts responded the Town will be getting an updated letter.

- Warrant Article Money

Selectman O'Neal asked how much of the Warrant Article money was left. Mr. Tibbetts responded at this time to his belief there was about \$3,908. Mr. Tibbetts stated at this time there are still other projects to be done but we are still in good shape.

Police Department/ Chief Michael Greeley

- Monthly Statistical Report

Police Chief Greeley asked if there were any questions regarding the Monthly Statistical Report. The Board did not have any questions for the Police Chief.

- Police Department Work Schedule

Police Chief Greeley stated he had researched the week of May 5, 2008 in which Selectman Reagan had questions. Chief Greeley stated the reason for the extra person on duty the week in question was, one officer was attending school the week of May 5, 2008 and there is documentation to support this should the Board request the documentation. Chief Greeley also stated there needed to be one officer on duty besides himself daily, the administrator, the detective his scheduled day, and one court day which the Department has no control over. Selectman Reagan stated the explanation still did not answer his question regarding the schedule.

Chairman Barry stated he did not want to pursue the Police Departments schedule in a Public Session and stated the Board would have to go into a Nonpublic Session if they wished to get into the scheduling in depth.

Vice Chairman Robertson asked what a normal schedule for the Police Department was. Chief Greeley responded one officer, administration and himself everyday.

- Crosswalk

Chief Greeley stated he had spoken to Mr. Lambert and has scheduled an appointment for him to come to Deerfield on August 11, 2008 at 10 am. Chief Greeley stated Mr. Lambert will at that time inform him of exactly what needs to be done to have the crosswalk put in place.

- Oil Changes

Selectman O'Neal informed Chief Greeley he was a little concerned because the Police Department had not been using the vendors in which the Board had chosen to do maintenance and oil changes of Town vehicles. Chief Greeley responded he had asked at one point if the vendors were using synthetic oil and did not remember receiving an answer. Chief Greeley stated synthetic oil is better for the engines and would like to continue using it. Selectman O'Neal responded the vendors are using synthetic oil and to his knowledge one of the vendors is at least \$5 cheaper than the person which the Police Department has currently been using.

- Deerfield Fair Rates

Selectman Hooker asked the Chief if he had heard anything regarding the police rate of pay for the Deerfield Fair. Chief Greeley responded he does not have an answer at this time but has a tentative Meeting scheduled for July 31, 2008 and keep the Board informed.

Chairman Barry asked if there were any other questions for the Police Chief at this time. At this time the Board did not have any other questions for the Police Chief.

Vouchers

- 5 Accounts Payable Manifests totaling \$244,972.53

MOTION: Selectman John Reagan made the motion to approve the Accounts Payable Vouchers totaling \$244,972.53. Seconded by Selectman Walter Hooker.

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

- Payroll in the amount of \$45,606.35

MOTION: Vice Chairman Andrew Robertson made the motion to approve the payroll in the amount of \$45,606.35. Seconded by Selectman John Reagan.

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

Signatures Requiring a Vote

- Notices of Abatement and Refund Requests

Althea Garland Map 419 Lot 37

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

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

- Veasey Park Vacancy Position/Term Ending April 2009

Chairman Barry stated the Board had received a letter appointing Mr. Donald Williams to the open position.

MOTION: Vice Chairman Andrew Robertson made the motion to approve the recommendation and appoint Mr. Donald Williams to the open position. Seconded by Selectman Alan O'Neal.

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

Signatures

- Letter to David Preece

Chairman Barry stated the letter to Mr. Preece is in regards to appointing Gile Beye as Deerfield's Representative to SNHPC.

- Intent to Cut Wood

Harley & Brenda Stevens Map 415 Lot 47 Sub Lot 1

- Perambulation Letter

Chairman Barry stated the letter is regarding the Deerfield/ Allenstown boundary and is inviting the Allenstown Board to take part in the walk of the boundary lines. Vice Chairman Robertson responded to his recollection the Deerfield Board has invited Allenstown to do this same walk in the past and they have refused.

Signatures Requiring a Vote Continued

- Town Clerk/Tax Collector Requests

Chairman Barry stated the Town Clerk/Tax Collector has requested a Refund Request to Market Street Settlement Group in the amount of \$1,326.18.

MOTION: Vice Chairman Andrew Robertson made the motion the Board approve the Refund Request of the Town Clerk/ Tax Collector to Market Street Settlement Group in the amount of \$1,326.18. Seconded by Selectman John Reagan.

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

Chairman Barry stated the Town Clerk/Tax Collector has requested a Refund Request to Navy Credit Union in the amount of \$170.

MOTION: Vice Chairman Andrew Robertson made the motion the Board approve the Refund Request of the Town Clerk/ Tax Collector to Navy Credit Union in the amount of \$170. Seconded by Selectman Walter Hooker.

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

Chairman Barry stated the Town Clerk/Tax Collector has requested a Refund Request to Stephen Adams in the amount of \$1,000.

MOTION: Vice Chairman Andrew Robertson made the motion the Board approve the Refund Request of the Town Clerk/ Tax Collector to Stephen Adams in the amount of \$1,000. Seconded by Selectman John Reagan.

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

- Notice of Computer Abatement

Chairman Barry stated the Board had received an Abatement request in the amount of \$32.47 for the University of New Hampshire.

Vice Chairman Robertson asked if there had been any legal changes giving reason why the University is entitled to the Abatement. Mrs. Heon responded there has been a letter stating the University is exempt and she could pull the letter. Vice Chairman Robertson responded he would be interested in knowing.

The Board did not vote on the Abatement and stated they would look at the Abatement again next week once they have researched the letter.

- Notice of Computer Abatement

Chairman Barry stated the Board had received another Computer Abatement Notice this one for Alma Demyanovich due to computer error and is only to clear the computer of the error.

Alma Demyanovich Map 424 Lot 92-MH

MOTION: Vice Chairman Robertson made the motion the Board approve the Abatement request for Alma Demyanovich. Seconded by Selectman John Reagan.

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

- Tax Abatements

Chairman Barry stated the Board had received a Tax Abatement Request for Myles and Marsha Hogan.

Myles & Marsha Hogan Map 423 Lot 44 Sub Lot 4

MOTION: Vice Chairman Andrew Robertson made the motion to approve the Tax Abatement Request to Myles and Marsha Hogan. Seconded by Selectman John Reagan.

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

Chairman Barry stated the Board had received a second Tax Abatement Request for Myles and Marsha Hogan.

Myles & Marsha Hogan Map 423 Lot 44 Sub Lot 3

MOTION: Vice Chairman Andrew Robertson made the motion to approve the Tax Abatement Request to Myles and Marsha Hogan. Seconded by Selectman Walter Hooker.

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

Chairman Barry stated the Board had received a Notice of Abatement and Refund Request to Joseph and Kathy Paciorkowski.

Joseph & Kathy Paciorkowski Map 413 Lot 45

MOTION: Vice Chairman Andrew Robertson made the motion to approve the Notice of Abatement and Refund Request to Joseph & Kathy Paciorkowski. Seconded by Selectman John Reagan.

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

Chairman Barry stated the Board had received a Notice of Abatement and Refund Request to John C. Neville Trustee.

John C. Neville Trustee Map 424 Lot 85

MOTION: Vice Chairman Andrew Robertson made the motion to approve the Notice of Abatement and Refund Request to John C. Neville Trustee. Seconded by Selectman John Reagan.

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

Review of Outstanding Minutes

- June 30, 2008

MOTION: Selectman John Reagan made the motion to approve the June 30, 2008 Minutes as written. Seconded by Vice Chairman Andrew Robertson

VOTE: Chairman Stephen Barry called for the Vote to approve the Minutes of June 30, 2008 as written. It was a Unanimous Vote in favor.

- July 7, 2008

MOTION: Selectman John Reagan made the motion to approve the July 7, 2008 Minutes as written. Seconded by Selectman Walter Hooker.

VOTE: Chairman Stephen Barry called for the Vote to approve the Minutes of July 7, 2008 as written. It was a Unanimous Vote in favor. Abstained from Voting Vice Chairman Andrew Robertson.

Highway Department/ Alex Cote

- NHDOT Road Specifications

Mr. Cote stated he recommends the Board adopt the guidelines set by the State of New Hampshire, commonly known as DOT SPECS as they are outlined in the book entitled Standard Specifications for Road and Bridge Construction.

Selectman O'Neal asked if adopting the DOT guidelines would affect the current roads or the roads in which construction is being done. Mr. Cote responded adopting the DOT specs would not affect the current roads at this time but may affect the roads they are currently working on. Mr. Cote stated this is the reason he requested the Board adopt the DOT SPECS.

Vice Chairman Robertson stated he felt adopting the DOT SPECS is a great idea and certainly helps when putting out Bids the contractors know exactly what the town expects.

MOTION: Selectman John Reagan made the motion the Board approve the recommendation of Mr. Cote and adopt the DOT SPECS. Seconded by Vice Chairman Andrew Robertson.

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

- Road Bond Policy/Procedure

Mr. Cote stated he recommends the Board adopt changes in the dollar amount of the Road Bonds. Mr. Cote stated he would like to adjust the Road Bond rates from \$500 -\$1000 to \$1000-\$2000. Mr. Cote stated the reason for the Bond Increase Request is the \$500 is no longer an adequate amount of money to even cover the cost of minor road repairs.

MOTION: Selectman John Reagan made the motion the Board approve the recommendation of Mr. Cote and adopt the Road Bond Rate Increase to \$1000-\$2000. Seconded by Vice Chairman Andrew Robertson.

Discussion

Selectman Hooker asked what determined the amount of a Road Bond. Mr. Cote responded the rate is determined by the amount of road in which the equipment is traveling on. Selectman Hooker then asked if \$1000 would be enough to cover repair costs of a road. Mr. Cote responded \$1000 would.

Selectman O'Neal stated the Policy states the Town of Deerfield accepts cash money for Bonds if a person or contractor chooses to pay cash. Mr. Cote responded yes a person or contractor may pay cash for their Bond. Mr. Cote stated when a person or contractor pays cash the money goes through Jan and is held by the Town Treasurer.

Vice Chairman Robertson stated it is to his understanding the cost is the same whether the Bond is for \$1,000 or \$10,000. Mr. Cote responded Vice Chairman Robertson is correct and added the Bonds should be and are bought through an insurance company.

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

- Increase the Fuel Allowance for Contractors

Mr. Cote asked the Board to increase the winter fuel allowance from \$5 to \$10 per hour.

MOTION: Selectman John Reagan made the motion to approve the request of Mr. Cote and increase the winter fuel allowance to \$10. per hour. Seconded by Vice Chairman Andrew Robertson.

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

Discussion

Vice Chairman Robertson asked if the increase in fuel allowance was to help the Town recruit contractors. Mr. Cote responded the increase was to hopefully help the town keep the contractors they have.

Selectman Hooker asked if the \$5. rate was determined by time or by the miles. Mr. Cote stated he is unsure and he only goes by the State guidelines. Mr. Cote added at this time he believed the State to have increased their amount to \$14. Selectman Hooker then asked if the Town should also increase to \$14. Mr. Cote stated he did not feel an increase to \$14. is necessary at this time but it maybe something which needs to be considered in the future should the price of fuel continue to go up.

- 2008 Paving Contract
 1. Ridge Road

Mr. Cote stated Ridge Road should be paved July 22, 2008. Mr. Cote stated the cement had been added and the road is ready.

Mr. Cote commented on the situation with Haynes Cemetery wall which was addressed in the June 30, 2008, Selectmen's Meeting. Mr. Cote stated the problem had already been addressed and a plan to alleviate the problem was in the works.

Vice Chairman Robertson asked if any changes have been made at this time. Mr. Cote stated the plan of action had remained the same it has been dealt with.

2. Middle Road

Mr. Cote stated they had run into a lot of clay and ledge issues but hopefully the road will be done and ready for cement by the end of the week. Mr. Cote then added the cement should be here first part of next week and he will keep the Board posted.

3. Paving Contract

Chairman Barry stated he had received information stating the Paving Contractor (Bedrock) has requested an increase to \$10 more per ton for asphalt. Mr. Cote responded Chairman Barry is correct and stated he had already made phone calls to other contractors and they to have also gone up in price.

Chairman Barry asked how many tons were needed to do all the work planned. Mr. Cote responded about 1,700 tons and a cost of \$17,000. Chairman Barry stated Mr. Cote had done the right thing in having the road paved but now the question is does the Highway Department have the money in the Budget.

Vice Chairman Robertson stated he had spoken to Brox and they also have had a staggering increase in price. Vice Chairman Robertson stated he did not feel the contractor could afford to absorb the cost increase.

Mr. Cote stated as of last week it was to his understanding Pike was honoring the Town of Durham contract. Chairman Barry responded a contractor should honor his quote and should not be able to just change things at will. Selectman O'Neal stated a dollar number had been bid and awarded and agreed with Chairman Barry the numbers should not just be changed later once the bid has been awarded and the work is being done. Selectman O'Neal stated the contractor should negotiate and explain the reasons needed for the increase not just demand them.

Selectman Hooker stated a bid should state a period of time for which it is valid. Selectman O'Neal responded when a bid submitted they should not only have a time of validation but the contractor should also have accounted for increase costs with in their bid. Vice Chairman Robertson stated he agreed with Selectman O'Neal and stated when the Board advertises an Invitation to Bid they do not offer and did not offer an option to increase in the Bid once the Bid had been awarded.

Chairman Barry stated next year the Board will need to remember this and be sure lines are added when the Invitations to Bid are being sent out.

Selectman Reagan stated he would be willing to negotiate with the contractor and did not feel the contractor approached this matter in a business like manner.

Selectman Reagan asked if the Town had delayed the job. Mr. Cote responded the work has been behind, however the reason they were behind was not due to the Town.

Chairman Barry suggested the Board invite the contractor into a future Meeting to discuss what can be done. Selectman Hooker stated he agreed with Chairman Barry however the roads still need to be paved. Selectman Reagan responded the Board needs to acknowledge the contractors request by setting up the Meeting while at the same time the work is still being done.

- Extra Hand

Mr. Cote requested he be able to use Rick a couple hours a week. Mr. Cote stated Rick has been working around Town and could really use him. The Board agreed Mr. Cote could use Rick when needed.

- James City Bridge

Mr. Cote stated he had spoken to the State and they are in the process of expediting the permit for the James City Bridge. Mr. Cote stated the bridge will be started soon.

Selectman O'Neal asked if there had been a successful Bid yet for the Bridge. Mr. Cote responded there is not one at this time and he is working on it.

Chairman Barry stated he would like to commend Carl Oehler on a job well done. Chairman Barry stated while Mr. Cote was on vacation Mr. Oehler did a fantastic job and he was to be thanked.

Selectman Hooker asked how the Deerfield roads were holding up with all the rain. Mr. Cote responded at this time the roads are holding up well, however he did just receive a call regarding Brown Rd. and it will be taken care of tomorrow.

Review of Correspondence

- Auditors Questionnaire

Chairman Barry stated the Board had received a questionnaire from the Auditors and asked if a Selectman would be willing to answer the questions. Selectman Reagan volunteered.

- Girl Scout Request/Waive Rental Fee

Chairman Barry stated the Board had received a request from the Girl Scouts asking the Hall rental be waived. Selectman Reagan responded there is a policy and it should be followed.

Vice Chairman Robertson asked if the Board had waived the fee for other organizations. Chairman Barry named a list of names in which the Board had waived the Rental Fee.

Vice Chairman Robertson stated he has no problem waiving the Rental Fee for nonprofit organizations.

MOTION: Vice Chairman Andrew Robertson made the motion the Board waive the Rental Fee of the Hall for the Girl Scouts. Seconded by Selectman Alan O'Neal.

VOTE: Chairman Stephen Barry called for a Vote. 4 Votes in Favor, Stephen Barry, Chairman; Andrew Robertson Vice Chairman; Walter Hooker and Alan O'Neal, Selectmen, 1 Opposed, Selectman John Reagan.
Chairman Barry stated the Vote Passed 4 -1.

- DOT Letter

Chairman Barry asked the Board if they had reviewed the letter from DOT. Vice Chairman Robertson stated he had and liked the suggestion.

- Letter From Attorney Raymond

Chairman Barry stated the letter was in regards to Freeze Conservation Easement. Vice Chairman Robertson responded he would like to wait before responding until the Board has heard from the Conservation Commission and has their recommendation.

Selectman O'Neal asked that the Conservation Commission be sent a copy of the letter to ensure they have received a copy.

- Informational Letter from the State

- Letter from John D. Krebs

Chairman Barry stated the Board had received a letter from Mr. Krebs stating the final list of items needed for the Town to accept the Road has been completed. Vice Chairman Robertson suggested the Board wait to hear from the Planning Board.

- Letter From Town Attorney

Chairman Barry stated the Board had received a letter of response from the Town Attorney regarding the Abatement Request from Tin Pot Realty. Chairman Barry stated the Town Attorney advised the Board Tin

Pot Realty should have filed the Abatement in a timelier manner and does not advise the Board to grant the request.

MOTION: Selectman John Reagan made the motion the Board except and follow the advice of counsel and not grant the Abatement Request of Tin Pot Realty. Seconded by Vice Chairman Robertson.

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

- 5 Surveys

Chairman Barry stated the Board had received 5 Surveys which need to be filled out by September 30, 2008. Chairman Barry suggested the Surveys be forwarded to Emergency Management for proper distribution.

- Coffee House Band Request

Chairman Barry stated the Coffee House Band has requested the Board waive the hall rental fee. Chairman Barry stated with the silence of the Board he will take the answer as a no and the Board will not be waiving the Hall Rental Fee.

Town Administrators Report/Cindy Heon

- Adjustment in Method of Payment/Mark Tibbetts/Building Maintenance

Mrs. Heon recommended changing the procedure in which Mr. Tibbetts is paid from hourly to a stipend. Mrs. Heon stated the calculation will be the total number of hours budgeted for each year divided by number of pay periods. Once the calculations have been figured Mr. Tibbetts will receive that same amount every two weeks.

MOTION: Selectman John Reagan made the motion to approve the Town Administrators recommendation allowing Mr. Tibbetts to receive the same amount every two weeks. Seconded by Selectman Walter Hooker.

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

- Policy Change/Police Department/Personnel Policy

Mrs. Heon gave three suggestions to the Board regarding the Personnel Policy and Police Department.

- 1) The Option of ten hour days for any employee/department.
- 2) Individual Department's establish their own Policy.
- 3) Stay with the eight hour days already in the policy.

Selectman Reagan stated he recommends vacation time be assigned as so many hours. Selectman Hooker responded stating a person who worked 5, 8 hour days works 40 hours while a person who works 5, 10 hour days works 50 hours.

Mrs. Heon stated she would look into what works in the Personnel Policy and will get back to the Board.

Selectman O'Neal stated the Building Inspector works 10 hour days. Mrs. Heon responded the Building Inspector is a salaried employee.

- G. B. White Tenants

- 1) Bound to Finish

Mrs. Heon stated Mr. Brinson's list of equipment which he had offered to the Town is equivalent to one month's rent plus an additional \$302. Mrs. Heon stated Bonni McPherson has found the additional \$302 in the IT Budget should the Board choose to purchase the equipment.

Mrs. Heon also the anticipated date Mr. Brinson will be vacating the premises is July 31, 2008.

MOTION: Selectman John Reagan made a motion the Board approve the purchase of Mr. Brinson's equipment which is equivalent to one month's rent plus the additional \$302. Seconded by Vice Chairman Andrew Robertson.

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

2) McKenna Flutes

Mrs. Heon stated there has been no word from McKenna Flutes as to when they will be leaving the G.B. White Building.

Selectman Reagan stated he would like to have letter sent to McKenna Flutes stating they need to surrender the premises by September 1, 2008. Selectman Reagan added McKenna Flutes has known for 18 months the Town would be needing the space.

3) Kidz Komfort Zone

Mrs. Heon asked the Board when or if they would like to set a date to discuss options regarding Kidz Komfort Zone. Mrs. Heon stated a response needs to be given before 90 days from July 7, 2008. Chairman Barry responded by asking Mrs. Heon to put Kidz Komfort Zone on the Agenda for the next Meeting, Monday, July 28, 2008.

- 2008 Evaluation Process

Mrs. Heon stated the Employee Performance Evaluations are available for the Boards review and asked if the Board would like to set a date for a Work Session.

Several Selectmen stated they would like to have a Work Session to clarify some questions they may have. Chairman Barry asked when the Board would like to meet. Selectman Hooker responded either a Tuesday or Thursday. Vice Chairman Robertson suggested the second Tuesday of August. One member of the Board could not make it on the second Tuesday of August. The Board suggested several other dates of which not all Board members were able to attend. Selectman O'Neal suggested the Board review and go over the Evaluations next week. Chairman Barry asked Mrs. Heon to please have the Evaluations on the Agenda for the Monday, July 28, 2008 Meeting as a Nonpublic Session.

- Audit Complete

Chairman Barry read the Town Administrators report which stated the 2007 Audit has been completed and the FEMA audit will occur in approximately three weeks. Chairman Barry stated the total dollar value requiring a FEMA audit is \$500,000 in funds received and the audit is a Federal requirement.

Mrs. Heon stated the hard copy of the Audit has not yet been made available to the Town.

- Vacation Schedule

Chairman Barry read the names of two Town employees and the dates in which they would be on vacation.

- Legal/Public Notice Page

Chairman Barry stated the Legal/Public Notice Page has been set up on the Web and notices will be published to this page within the next several weeks.

- Park and Ride

Chairman Barry stated the signs have been installed for the Deerfield Park and Ride across located across the street from the G.B. White Building.

- Acceptance of Development Roads/Keach Nordstrom

Chairman Barry stated Mrs. Heon has a call into Steve Keach regarding the question the Board had on acceptance of roads within developments where there is only one or two homes built. Chairman Barry stated the secretary has indicated to Mrs. Heon, Mr. Keach has recently come across this same issue in Bedford and when he returns he will be calling Mrs. Heon.

- Generator Update From Code Enforcement Officer

Chairman Barry stated Code Enforcement Officer, Richard Pelletier has attached an update on the installation of the generator.

Selectman Hooker asked if it is possible to amend the Generator Equipment Services Grant. Mrs. Heon responded she had not heard anything but would ask.

Unfinished Business

None

Other Business

None

New Business

None

Citizen's Comments

Mrs. Cady asked the Board about employee raises and how they were figured with the Default Budget. Mrs. Cady asked if the Town employees were given a 3% raise. Chairman Barry stated a Warrant Article which was approved by the Town allowed the raises to become effective.

Mrs. Cady then asked about the 2009 Budget and stated should it not pass again then there would be no raises for the 2009 year. Mrs. Cady then stated the Law is clear on what is stated it's all in how it's read. Chairman Barry then thanked Mrs. Cady and stated the Board will be discussing this issue.

Mrs. Cady stated she had a question regarding the 2007 Audit which had been answered earlier in the Town Administrators Report.

Maureen Mann asked if Vice Chairman Robertson had made a motion earlier in the Meeting regarding waiving the Hall Rental Fee for Nonprofit organizations. Vice Chairman Robertson responded he was just making a statement not a motion.

Maureen Mann asked the Board their decision regarding Kidz Around the Clock. Chairman Barry responded the Board will be addressing the issue next week.

Maureen Mann asked what the Boards final decision was regarding the Tin Pot Reality Abatement Request. The Board responded they are following the advice of the Town Legal Advisor and are not granting the Abatement.

7:20pm Nonpublic Session/Tax Matter/RSA 91-A: 3, II(c)

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

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

7:33pm The Nonpublic Session ended.

Minutes Sealed

Selectman John Reagan made a motion to seal the minutes of this Nonpublic Session as divulgence of information contained in those minutes might likely adversely affect a person or persons not a member of this Board. Seconded by Vice Chairman 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.

7:35pm

Adjournment

On the motion of Selectman John Reagan, seconded by Vice Chairman Robertson, Chairman Stephen Barry called for the Vote to Adjourn. It was a Unanimous Vote in Favor. The Selectmen's Meeting of July 21, 2008 Meeting is adjourned