

**TOWN OF DEERFIELD
BOARD OF SELECTMEN'S MEETING
OCTOBER 6, 2008
MINUTES**

Call to Order

6:00 pm Chairman 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

Parks and Recreation/Quarterly Report/Joe Manzi

Mr. Manzi stated that he had submitted a report to the Board. Chairman Barry asked the Board if they had any questions for Mr. Manzi. The Board did not have any questions regarding the quarterly report at this time.

- Basketball Court

Selectman O'Neal asked Mr. Manzi when the new basketball court installation will be taking place.

Mr. Manzi responded, hopefully by fall.

Mr. Manzi stated that he had spoken with Mrs. Cindy Kelly, Town of Deerfield Finance Department, regarding the Parks and Recreation Department's Revolving Account and changes in the appearance of his budget line and why.

Selectman Hooker asked Mr. Manzi, had the Town of Deerfield been using the Revolving Account would the account have been making money. Mr. Manzi responded yes.

Selectman O'Neal asked Mr. Manzi if, in time, expenses would be going in the Revolving Account. Mr. Manzi responded that he had spoken to Mrs. Kelly and should the expenses be placed in the Revolving Account then they would have to be extremely detailed. Mr. Manzi stated that he and Mrs. Kelly had spoke of taking ½ of the full-time employee salary out of the Revolving Account.

- Full-Time Parks and Recreation Assistant

Selectman Hooker asked Mr. Manzi if he had started the hiring process for the Parks and Recreation Assistant. Mr. Manzi responded that he will be conducting an interview this Thursday and a couple more next week.

- 2008 Budget

Selectman O'Neal stated that at this time Parks and Recreation is under budget. Selectman O'Neal proceeded asking Mr. Manzi if he could please continue cutting or saving money allowing the Board to use the money in other areas in need. Chairman Barry stated that Selectman O'Neal had brought up a good point, adding that the Board can accomplish possibly staying within budget by asking all departments to stop spending money unless absolutely necessary. Selectman O'Neal stated that the department heads should inform the Board what they feel they absolutely need, giving the Board a better idea of what money needs to be guaranteed to each department.

Selectman Hooker stated that all seminars not paid for at this time should not be granted unless mandatory. Selectman Hooker also stated that supplies should be kept to a minimum and ordered only if the product is empty.

Parks and Recreation/Quarterly Report/Joe Manzi Continued

Chairman Barry stated at this time the Zoning and Planning Board have not had to use all of their legal money and with that and other savings we could realize an approximate \$100,000 in savings.

MOTION: Selectman Walter Hooker made the motion that the Board has the Town Administrator write a memo/letter to all department heads informing them that they do not spend any money unless the purchase is absolutely necessary to run the Town. Seconded by Selectman Alan O'Neal.

Vice Chairman Robertson stated to Mr. Manzi that Parks and Recreation will most likely be targeted for cuts. Vice Chairman Robertson stated that the Board recognizes most recreation programs pay for themselves, however they are extras provided by the Town and some citizens may decide the extras are unnecessary. Chairman Barry stated that he agreed with Vice Chairman Robertson's statement and again asked Mr. Manzi to be careful to do what needs to be done and cut what needs can be cut.

Chairman Barry stated to Mr. Manzi that if he does not have to spend money then don't. Chairman Barry stated that the Town Administrator will be sending a letter stating no money is to be spent unless it is absolutely necessary to run the Town. Chairman Barry stated that the letter to all departments will request a detailed list of all money needing to be spent.

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

Vice Chairman Robertson stated to Mr. Manzi that the Parks and Recreation usually makes the money it needs however, times are tougher now than they have been in years and we have to target what people will still be willing to pay for in extras. Vice Chairman Robertson asked Mr. Manzi to please keep the Board informed.

Freese Property Purchase /Town Attorney Jim Raymond

Chairman Barry stated to Attorney Raymond that the Board of Selectmen is ready to sign the purchase documentation when the documentation is ready to be signed. Attorney Raymond responded that at this time there are several documents ready for signatures.

1. Purchase and Sales Agreement
 - A. Amendment for the record transfers

MOTION: Vice Chairman Andrew Robertson made the motion the Board signs the Purchase and Sales Agreement and Amendment. Seconded by Selectman John Reagan.

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

2. L-Chip

MOTION: Selectman Walter Hooker made the motion the Board signs the L-Chip agreement presented by Attorney Raymond. Seconded by Vice Chairman Andrew Robertson.

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

3. Revised Conservation Easement Deed

MOTION: Selectman Alan O'Neal made the motion the Board signs the Revised Conservation Easement. Seconded by Selectman Walter Hooker.

Freese Property Purchase /Town Attorney Jim Raymond Continued

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

Attorney Raymond gave copies of the following forms to the Board regarding the Transfer of the Freese property to the Town.

Transfer forms from Freese to Town

- A. Certified Order Granting Petition to Quiet Title
- B. Warranty Deed
- C. Plan
- D. DRA forms
 - (1) PA-34, Inventory of Property Transfer, filed with
 - a. DRA
 - b. Town Assessor

Attorney Raymond stated there were several IRS forms which will need to be signed and suggested the Board authorize one member to sign the forms once they are completed.

MOTION: Vice Chairman Andrew Robertson made the motion the Board authorizes Chairman Barry to sign the IRS forms. Seconded by Selectman John Reagan.

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

MOTION WITHDRAWN: Vice Chairman Andrew Robertson withdrew his motion. Seconded by Selectman John Reagan.

MOTION: Vice Chairman Andrew Robertson made the motion the Board authorizes Chairman Barry to sign the necessary documents and the IRS forms which will need to be signed throughout the week. Seconded by Selectman John Reagan.

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

Attorney Raymond reviewed other information regarding the Freese property purchase.

Mr. Erick Berglund requested the Conservation Committee be on the October 20, 2008 Agenda for ceremony purposes.

Attorney Raymond stated he will draw up a letter noting Chairman Barry's authorization to sign.

- Archive Storage Space

Selectman Reagan asked Mr. Berglund to please move the Conservation Commission's file cabinets to the new upstairs location. Members of the Conservation Commission responded the file cabinets are extremely heavy and may not be easily moved. Chairman Barry responded someone from the Conservation Commission will need to contact Mark Tibbetts and he may be able to help with moving the file cabinets.

Chairman Barry asked the Conservation Commission to please inform the Board of any money they may have and will not be spending.

Chairman Barry thanked the Conservation Commission and stated the Board would be seeing them again on October 20, 2008.

Review of Outstanding Minutes/ September 22, 2008

MOTION: Selectman John Reagan made the motion to approve the September 22, 2008 Minutes as written. Seconded by Selectman Walter Hooker.

Selectman O'Neal requested one correction in the September 22, 2008 Minutes.

Correction: Page one Review of Outstanding Minutes September 15, 2008 should read
Review of Outstanding Minutes September 8, 2008

VOTE: Chairman Stephen Barry called for the Vote to approve the September 22, 2008 Minutes as written and corrected. It was a Unanimous Vote in Favor. Abstained from Voting Vice Chairman Andrew Robertson.

Vouchers

- Payroll in the amount of \$42,979.77

MOTION: Selectman John Reagan made the motion to approve the payroll in the amount of \$42,979.77. Seconded by Vice Chairman Andrew Robertson.

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

- Accounts Payable Manifests totaling \$390,793.94

MOTION: Vice Chairman Andrew Robertson made the motion to approve the Accounts Payable Manifests totaling \$390,793.94. Seconded by Selectman John Reagan.

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

Signatures Requiring and Not Requiring a Vote

- Refund Request from Town Clerk/Tax Collector

Chairman Barry stated that the Refund Request has been received for Dorothy Bellevue.

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

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

Vice Chairman Andrew Robertson asked if the town had always accepted the prepaying of taxes.

Chairman Barry responded that to his understanding the town does accept prepayment.

- Assessing Clerk/ Penny Touchette/Elderly Housing Abatement

Chairman Barry stated that the Board had received a letter from Town Assessing Clerk; Penny Touchette regarding an Abatement for Deerfield Elderly Housing. Chairman Barry stated that Ms. Touchette is asking the Board to decide which payment date they would like to accept.

Chairman Barry stated in reviewing the request he would like to commend Ms. Touchette for the amount of information given, however he would also like to have her recommendation and the Board would make their decision next meeting.

- Utility Assessment Contract/George Sansoucy

Chairman Barry stated that the Board had received the Utility Assessment Contract from Mr. Sansoucy in the amount of \$5,000. Selectman Reagan asked if the \$5,000 was the same as the previous contract. Chairman Barry responded yes,

Signatures Requiring and Not Requiring a Vote Continued

MOTION: Selectman John Reagan made the motion that the Board approve the Utility Assessment Contract in the amount of \$5,000. Seconded by Vice Chairman Andrew Robertson.

Selectman Hooker asked if the Board could look for other people to do the utility assessment or if Mr. Sansoucy was the only person doing this sort of work. Chairman Barry responded he was unsure but believed Mr. Sansoucy was one of very few. Mrs. Heon stated that Chairman Barry was correct.

VOTE: Chairman Stephen Barry called for the Vote. It was a Unanimous Vote in Favor. Chairman Barry stated there were two places to sign.

- Letter to Mr. Bruce/Driveway

Chairman Barry stated that the letter to Mr. Bruce has been written and needed to be signed.

- Election Warrant

Chairman Barry stated that the Warrant only needs to be signed.

- Intent to Cut Wood/Storm Damage

Daniel & Ellen O'Donnell
Norma & Laura Horning

- Letter regarding the I-93 project.

Review of Correspondence

- Road Agent Letter

Chairman Barry stated that Highway Agent; Alex Cote had forwarded emails regarding roads in developments and that the Board may be asked to consider these roads for town roads. Vice Chairman Robertson stated that the Board has had issues with situations like these in the past where the Board has approved a road prior to the development being completed.

Town Administrators Report/Cindy Heon

- Letter from Town to Plodzick and Sanderson

Mrs. Heon stated that the letter to Plodzick and Sanderson had been mailed. Mrs. Heon stated she had spoken to a representative of Plodzick and Sanderson regarding the 2007 Audit and when it would be completed. Mrs. Heon stated that they indicated to her they would be here on October 14, 2008.

Mrs. Heon stated that she had also mentioned to Plodzick and Sanderson the Board has chosen to take Bids for the 2009 Audit.

- Fuller Oil Bill

Mrs. Heon stated that she had spoken to Oren of Fuller Oil and he had stated that Mr. Fuller is looking to give Towns a break with their heating oil. Mrs. Heon asked the Board if they would like her to write a letter to Fuller Oil. All Board members responded yes.

Attorney Raymond/Freese Property Revisited

Attorney Raymond made the recommendation that the Board include in their prior Vote that Chairman Barry also be authorized to sign the Closing Agreement.

Attorney Raymond/Freese Property Revisited Continued

MOTION: Vice Chairman Andrew Robertson made the motion the Board authorizes Chairman Barry to sign the necessary documents, the IRS forms and the Closing Agreement. Seconded by Selectman Walter Hooker.

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

Attorney Raymond explained that the taxes to the land are paid two times a year. Chairman Barry responded that the taxes can be determined once the purchase is finalized.

Budget Work Session

Chairman Barry stated that the Board has been dealing with the 2008 Default Budget and the 2009 Budget totals are not completed at this time. Chairman Barry stated the Board had scheduled a work session for Tuesday October 6, 2008 however, Chairman Barry suggested that the Board not have the work session and invite 4 departments to the next Meeting for review of their Budgets. Chairman Barry stated there is still plenty of time to review each budget plan before turning them over on December 2, 2008

The Board discussed what departments they would like to meet with first. The Board chose, Police, Veasey Park, Zoning, Planning, Building, and Assessing.

Selectman Robertson stated that he did not think Zoning had completed their budget. Chairman Barry stated that they had two weeks; if they don't have a budget to submit the Board will submit one for them.

Description of Proposed Warrant Article

- Design Phase/Reconstruction of Intersection of Routes 43 and 107

The Board discussed the cost 1/3 taxes -2/3 State. The Board asked Mrs. Heon to please look into the original proposed location funds and the possibility of using the funds for the 43 and 107 project.

- Capital Reserve Revaluation 2010
- Highway Safety Grants

Selectman O'Neal asked if the Grants would be matched dollar for dollar. Selectman Reagan responded yes.

- Highway Truck with Plow five year lease
- Reconstruction of Reservation Road

Vice Chairman Robertson stated his concern in the reconstruction of Reservation Road being a Warrant Article. Vice Chairman Robertson stated that he would like to see Reservation Road in the 2009 Highway Budget. Chairman Barry stated he also would like to see Reservation Road in the 2009 Highway Budget.

Selectman Hooker suggested that there be money placed into the budget each year specifically for road repair. Chairman Barry responded at this time the process in which the roads are being repaired from the bottom up will help with road maintenance in the future.

- Video Equipment

Chairman Barry stated that there was money in the 2008 budget which would not be spent this year.

Vice Chairman Robertson stated that he agreed with the Warrant Article. Selectman Alan O'Neal agreed.

Chairman Barry stated that he would really like to see the Budget pass next year and not have to worry about a Default Budget. Chairman Barry stated the importance of informing the Town of exactly what the Town needs.

- Two – year lease four (4) Ford Crown Victoria Cruisers
- Three – year lease four (4) Ford Crown Victoria Cruisers

Selectman O'Neal asked why the Police Department needed Four Cruisers at one time. Chairman Barry responded after last year he agrees with the lease process. Selectman O'Neal asked if a lease had to be a

Warrant Article. Chairman Barry responded yes, a lease has to be a Warrant Article and the price of one Cruiser to purchase would be approximately \$30,000 for one.

Selectman Hooker asked if the dollar amounts for the two and three year lease were the annual amounts. Chairman Barry responded yes.

The Board stated that they would discuss with Chief Greeley whether the Police Department really needs four (4) new cars.

Selectman Hooker suggested that the Police Department replace two (2) cars next year and two (2) cars the following year.

- Insulate, caulk and weather strip the Library

Chairman Barry stated that the Library roof has been fixed and is no longer leaking.

Chairman Barry asked Selectman Hooker to please speak to the Library Trustees regarding spending and the Board will discuss as needed.

Point of Discussion

- Town Vehicles

Selectman Hooker asked if the Town vehicles stay in town and not go to employee homes wouldn't it save money. Chairman Barry responded that to his knowledge there are only two (2) town employees taking cars home at this time. Vice Chairman Robertson responded that at the time Chief Greeley was hired part of the agreement was he be able to use the town vehicle.

Selectman O'Neal asked about the Command Vehicle. Chairman Barry responded that the Fire Association has limited the use of the vehicle and Mr. Tibbetts is able to store the vehicle in his garage.

- Revenue Statements

Selectman O'Neal asked if the Board will be receiving the Revenue Statement. Mrs. Heon responded that she could get a copy of the MS-4 and she would get the copy to him.

Selectman Hooker stated that the DRA sets Tax Rates and the MS-5 document need to be set up and once the document is received the Board will be informed.

Unfinished Business

None

Other Business

None

New Business

None

Citizen's Comments

Ms. Kathy Bailey asked the Board if they were going to be meeting early on October 20, 2008. Chairman Barry responded that the Board will be meeting at the regular 6 pm meeting time.

Ms. Bailey asked the Board if the Town was going to make budget. Chairman Barry responded that they did not know for sure at this time, not all numbers are in. Chairman Barry stated that it is going to be close. Selectman Reagan responded that they should make budget if the Board continues to monitor spending.

Mrs. Harriet Cady stated to the Board that she does not feel the Board is doing a fair job in managing the town's money and what department gets how much. Mrs. Cady stated that Parks and Recreation is not used by all (teenagers and elderly) yet they get a full-time assistant.

Mrs. Cady stated her concerns on Welfare and what needs to be done for the community. Mrs. Cady stated that she has been speaking to people, some senior citizens and all have stressed the same issues. Mrs. Cady stated that the suggestion of wood had even been the thought for someone. Mrs. Cady asked if the Board or Town could help if someone were to convert their heat to wood or if they used wood now can they get wood instead of oil.

Mrs. Cady stated her concerns with the cost of the Deerfield Auditor and the idea the 2007 Audit still not being complete. Mrs. Cady informed the Board what the Town of Northwood is paying for their Auditor and why she feels Deerfield is spending too much.

Mrs. Cady stated that the Conservation Easement bothers her and there is nothing stating that the Town gave its approval to buy, sell or give away land. Mrs. Cady stated that there is an RSA which states the Board can't buy, sell, or give away land without Town approval.

Mrs. Cady asked what the Assessment was of the Freese property. Mrs. Cady also asked that she be allowed to see the appraisal done on the property. Mrs. Cady stated that she did not believe the appraisal done was valid. Mrs. Cady stated that the appraisal was done by the landowner and not the town.

Mrs. Cady stated that the Conservation Commission appears to be purchasing the land at a higher rate than the actual value.

Ms. Maureen Mann responded to Mrs. Cady's Welfare concerns stating that she had posted on The Forum social services which help people in need. Ms. Mann stated that she would get a copy for Mrs. Cady if she would like her to.

Ms. Mann stated that she is a library trustee and there is a Meeting in progress at this time. Mrs. Mann stated she has a concern with Parks and Recreation hiring a full-time position and the Library not being able to hire someone to replace the part-time employee who left. Chairman Barry stated that Mrs. Heon had spoken to another Trustee and they had given them the knowledge of the recent hiring process the Town went through and the applications that were available for review.

Mrs. Cady stated to the Board that she recently learned the cost-of-living raise for Social security is only going to be 6.7%. Mrs. Cady stated this 6.7% is the only raise people on Social Security receive.

Adjournment
7:15 pm

On the motion of Selectman John Reagan, seconded by Vice Chairman Andrew Robertson, Chairman Stephen Barry called for the Vote to Adjourn. It was a Unanimous Vote in Favor. The October 6, 2008 Selectmen's Meeting is adjourned.