

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
November 3, 2008
MINUTES**

Call to Order:

6:00pm Chairman of the Board of Selectmen, Stephen R. Barry called the meeting to order.

Roll Call:

Present: Stephen R. Barry, Chairman; R. Andrew Robertson, Vice Chairman; John Reagan, and Alan E. O'Neal, Selectmen

Absent: Selectman Walter Hooker

Also Present: Cynthia Heon, Town Administrator; Cynthia Kelley, Finance Director; Diane LaFrance, Recording Secretary

Pledge of Allegiance to the Flag:

Chairman Barry asked all to rise for the pledge of allegiance to the Flag.

Chairman Barry stated the Department of Revenue Administration had set the 2008 Tax Rate and it is as follows:

- Town Rate \$3.74
- School Rate \$ 12.87
- State School Rate \$2.08
- County Rate \$0.82
- Total Tax Rate of \$19.51 increase of \$1.98 over last year

Chairman Barry stated the tax rates had changed as follows:

- Town Rate up \$ 1.25
- School Rate up \$.78
- State School Rate down \$0.07
- County Rate up \$0.02

Chairman Barry stated the reason is the town is down about \$600,000 in revenue and over the past years the town had been able to take money from the Unreserved Fund Balance and use it to offset the tax rate. Chairman Barry stated with all the misfortunes which have happened to the Town over the past several years there is basically no money left in the Reserved Fund to help offset the tax rate. Chairman Barry stated what the town is seeing is the increase of the past 3 to 4 years finally coming to roost.

Chairman Barry stated the tax rate is an increase of \$1.98 for a tax rate total of \$19.51

Philbrick James Library/2009 Operating Budget/Warrant Article

Present: Bonita Beaubien and Evelyn DeCota

The Board was presented with a letter stating the assistant librarian has requested her hours be cut back to 12 hours a week from 20. The library stated they would like to hire a part-time employee to replace the 8 hours.

All Board members were in agreement with the library hiring a replacement.

Second item the library wished to discuss was, the library is having their annual pie sale and they were informed by the Fire Department that they would be burning the building beside the location where the pie sale is to be held. They asked the Fire Department please hold off on the burning until noon. Chairman Barry asked if anyone had spoken to the Fire Chief. Ms. Beaubien responded someone had spoken to

Mr. Tibbetts regarding the date and he stated he would take the request into consideration. The Board stated they would be meeting with Mr. Tibbetts later this evening and would ask the fire department not burn until after the pie sale ended at noon.

Chairman Barry asked if there were any questions regarding the proposed 2009 Library Budget in the amount of \$ 89,411.00, an increase of \$13,560 amounting to a 17.88 % increase.

Selectman Reagan stated the library increase was the largest the Board had seen so far. Chairman Barry asked if there was any explanation for such an increase. Ms. Beaubien responded at this time we are trying to bring more into the library and establish a new position. She stated the library would like to have two employees in the library at this time.

Mrs. Beaubien expressed at this time the library has seen more people taking advantage of what the library has to offer such as computers, internet, programming and more.

Vice Chairman Robertson stated he had heard from other residents that the Selectman may want to look at the library services and he also agreed with Ms. Beaubien regarding the increase in use of the library and feels that in these tough economic times the library, parks and recreation, and the local parks are all needed and people will be taking advantage of these resources more than ever.

The Board and Ms. Beaubien discussed the line item regarding electricity and generator fuel on the proposed 2009 budget and concluded the explanation was in error and should be deleted. Chairman Barry asked if the oil/fuel was based on gallons used last year. Ms. Beaubien responded yes.

Chairman Barry asked if there were any further questions on the Budget. There were no questions at this time.

- Warrant Article

Chairman Barry stated there is a Warrant Article to see if the town would vote to raise and appropriate the sum of \$20,000 to insulate, caulk, and weather strip the library as recommended by the Deerfield Energy Committee.

The Board discussed the age of the furnace and asked if the furnace should be replaced. The attending library associates stated the furnace is old, however it is still running and the thought was to try to get the building more air tight before replacing the furnace.

Selectman O'Neal asked the status of the Warrant Article for this year. Ms. Beaubien responded at this time the library is trying to receive as many grants as possible and dealing with keeping the historic nature of the building from being compromised.

Ms. Beaubien stated an architect had looked at the library and they are waiting for his recommendations. Chairman Barry asked if this was the same architect who applied for and received the Grant. Ms. Beaubien responded yes, the grant was for \$500.00.

Chairman Barry asked if the library had any price list on the caulking and weather proofing as back up and proof needed for the Warrant Article Request of \$20,000. Ms. Beaubien responded she believed the Energy Audit would have the information. Chairman Barry asked that a copy of the Audit be sent to the Town Administrator.

Chairman Barry stated the first review of the Library Budget stands at \$89,411.00, an increase of \$13,560, amounting to a 17.88 % increase.

Veasey Park/2009 Operating Budget/Second Review

Present: Glenda Smith, Chairwoman, Debbie Smith and Donald Williams

Chairman Barry asked if there were any questions regarding the proposed 2009 Veasey Park Budget of \$ 21,797, an increase of \$2,194.00 amounting to an 11.19% increase.

- Warrant Article

Chairman Barry stated there is a Warrant Article in the amount of \$8,475 for the repair of the parking lot and driveway to Veasey Park which the Board had already discussed at a previous meeting.

The Board discussed the hours Veasey Park would be open and supervised. Mr. Williams responded there had been times in the past when the Park was open with no supervision. Mr. Williams stated the Deerfield Police have said they would do periodic checks.

Mr. Williams stated the importance of maintenance to the Park and stated grass would be nice. Vice Chairman Robertson responded he would get the name and number of someone from Fish and Game to contact for information regarding a tile which the state is using at this time. Vice Chairman Robertson stated he did not know what kinds of funds were available through the state at this time.

Chairman Barry asked if there were any questions regarding the proposed 2009 Veasey Park Budget. None were voiced at this time. Chairman Barry stated the first review of the Veasey Park 2009 Budget stands at \$ 21,797.

Point of Clarification

Mr. Manzi, Parks and Recreation Director stated he had read the Minutes of the last Meeting which stated no records had been kept regarding the number of people who attended Veasey Park. Mr. Manzi stated Selectman Reagan had asked prior to the season there be a count of the persons in attendance at the Park. Mr. Manzi stated the guards did try to keep hourly counts to the best of their ability and will forward the information on to the Veasey Park Committee.

Parks and Recreation/2009 Operating Budget

Present: Joe Manzi Director

Chairman Barry asked if there were any questions regarding the proposed 2009 Parks and Recreation Budget which is \$ 69,028.00, a reduction of \$87,399.00 due to the use of the New Revolving Account for all Program Accounts. Mr. Manzi stated Chairman Barry is correct.

Selectman O'Neal stated in comparing the 2009 telephone line item to the last two prior years something did not make sense. Selectman O'Neal asked if the amount was correct. Mr. Manzi stated he had increased the amount on the telephone line item and it should read \$1,100.

Vice Chairman Robertson stated the original reduction on the first Parks and Recreation 2009 Budgets reads \$71,764.00 now the reduction line has been increased to \$87,399.00. Mr. Manzi stated he was unsure of the breakdown of why at this time. Selectman O'Neal offered his explanation and upon discussion the Board and Mr. Manzi agreed to the reasons of change and the actual reduction line amount is \$87,399.00.

Mr. Manzi stated he had been working with Cindy Kelley regarding which items are or can be removed from the budgeted items and into the Revolving Account. Chairman Barry asked if the Board had a list of the line items going into the Revolving Account at this time. He believed there would be 28. Mr. Manzi stated at this time there are approximately 28 items in the Revolving Account and the number could change depending on new programs started.

Chairman Barry asked how the Revolving Account was going to be funded and if it started at a zero Budget. Mr. Manzi explained the Revolving Account will start with the remaining income from the town programs which will be figured out the first of the year and from that point on, all program funds will be put directly into the Revolving Account.

Chairman Barry asked what the approximate revenue is at this time for Parks and Recreation. Mr. Manzi responded about \$60,000.

Selectman O'Neal asked if anyone had analyzed the phone usage stating it seems to be a bit high. Mr. Manzi responded the number is based on two phones. Chairman Barry asked how the phones were being used most, as a regular cell phone or as a push to talk. (walkie- talkie) Mr. Manzi responded there appears to be more incoming calls now then there have been in the past. Chairman Barry asked Mrs. Heon to please speak to Bonnie McPherson; Town IT to see if the phone plan can be changed. She stated she would.

Selectman Reagan asked what the comparison is between the 2008 and the 2009 Parks and Recreation budget, stating at this time there did not appear to be one. Mr. Manzi responded the 2009 budget at this time is about the same in comparison as the 2008 budget.

Chairman Barry asked if the town programs were covered by the revenue taken in. Mr. Manzi responded if the revenue from last year was subtracted from the total expenditures the Board would have an idea of the difference in the 2008 versus the 2009 operating budget. The total difference of approximately \$8,000 was determined.

Chairman Barry asked where the Board should look to see where the \$8,000 increase is needed. Vice Chairman Robertson and Selectman O'Neal discussed several lines where there appeared to be an increase. Chairman Barry asked if Mr. Manzi would please go back to a previous budget and match the numbers up from that year to this year showing the differences and what they are. Chairman Barry gave Mr. Manzi a list of the lines in which he would like to see line comparisons.

Selectman O'Neal asked why Bicentennial Field was still budgeted by the town and not in the revolving account. Chairman Barry asked if the reason was due to maintenance. Mr. Manzi responded yes and proceeded to explain what needs to be done regarding maintenance and upkeep. Selectman O'Neal asked why no money comes from the revolving account when the field is used for some recreational program purposes. Chairman Barry responded his understanding was that the cost was for maintenance of the facility because the town owns it.

Selectman O'Neal asked why Gazebo Field falls into the revolving account. Mr. Manzi responded because he did not anticipate any major projects at Gazebo Field and it does generate revenue. Chairman Barry stated if there is a program using Bicentennial Field and the cost is \$20.00 to join, why not increase the cost to \$22.00 and put the \$2.00 toward the maintenance of the field. Selectman O'Neal expressed his concern as to why some money for maintenance comes from the revolving account. Mr. Manzi and the Board discussed all expenses of the field and the seasonal upkeep needed, and agreed there is a line in the revolving budget which does share some of the Bicentennial Field expenses.

Selectman Reagan asked if there was a plan to determine what expenses would be incurred, should there be a decrease in usage and no one signed up for the programs. Mr. Manzi stated he would see what could be done.

Chairman Barry asked if there were any more questions regarding the first run through of the Parks and Recreation Budget in the amount of \$69,328.00. There were no questions at this time.

- Housekeeping Notes
- 1. Basketball Project
Mr. Manzi stated the Basketball Project started today. Chairman Barry responded the Board had received a letter from Kids Around the Clock stating their concern and asked they be notified should something of this nature occur again in the future.
- 2. Bicentennial Field Drainage Project
Mr. Manzi stated Ben Houle had completed his Eagle Scout Project (fixing the drainage on both sides of Bicentennial Field). Mr. Manzi stated the project came out wonderful and really looks great. Chairman Barry asked a letter of thanks be sent to Mr. Houle.
- 3. Tailgate Trick or Treat
Mr. Manzi stated the Tailgate Trick or Treat went very well and wished to recognize Selectman Reagan for all his help, along with Police Chief Greeley.
- 4. Safety Committee
Mr. Manzi stated the Safety Committee has met and all is running very well.

Chairman Barry asked if there were any questions for Mr. Manzi. There were no questions voiced at this time.

Cemetery Budget/2009 Operating Budget

Present: Roger Hartgen

Chairman Barry asked if there were any questions regarding the proposed 2009 Cemetery Budget which at this time is \$16,452.00, a decrease of \$7,498.00. Amounting to a 31.31% decrease.

Mr. Hartgen explained the reduction was due to the fact that there should be no tree removal needed for 2009. Chairman Barry asked if the trees had been removed. Mr. Hartgen explained the trees would be removed by November 12, 2008.

Mr. Hartgen stated other than the tree removal expenses for 2008 the budget remained the same for 2009. Chairman Barry asked if the number was really feasible. Mr. Hartgen responded there had been a slight increase in the 2008 budget and the 2009 budget should be fine.

Chairman Barry stated the need to repair the existing pole and replace the flag which has already been taken down. Chairman Barry stated until the correct equipment can be located to fix the flag pole and the lighting correctly the flag will not be replaced. Mr. Tibbetts stated he is working on getting the lift needed to fix the flag pole and light.

Selectman O'Neal asked about the \$5,000.00 in appropriated funds. Chairman Barry responded the appropriated funds are from the Town versus the trust funds. Selectman O'Neal asked if the \$5,000. was on top of the \$16,452.00. Chairman Barry and Mrs. Heon explained the \$5,000 was included in the \$16,452.00. Mr. Hartgen explained the \$5,000.00 was also in last year's budget and the reason is the trust funds are not generating enough money to cover all expenses.

Mrs. Heon explained the process of the appropriated funds as follows;
She stated that \$5,000 of the \$16, 452.00 appropriated is raised through taxes, and the remainder is taken from the trust fund as offsetting revenue. The revenue then shows up on the MS-4 form.

Chairman Barry asked if there were any questions regarding the first proposed 2009 Cemetery Budget of \$16,452.00. There were no questions at this time.

Fire Department/Mark Tibbetts

1. Property Purchase

Chairman Barry asked if the two associations had taken over possession of the property next to the Fire Station. Mr. Tibbetts responded all paper work has been filed and sent to the attorney. The attorney has handed everything to Bob Sullivan and there is one little glitch to be taken care of on Tuesday, November 4. Mr. Tibbetts stated they are hoping to sign on the 13th or 14th of November 2009.

2. Building Burning Date

Chairman Barry stated the Board had received a request from the Library Trustees asking that we ask the Fire Department to please not start the planned burning until 12: 00 noon. Chairman Barry stated that the Library is holding their annual pie sale the same day as the burning. Mr. Tibbetts responded he had already been informed and the Fire Department would not be burning until after 12.

Fire Department/Forest Fires and Water Holes/2009 Operating Budgets

Present: Mark, Tibbetts; Fire Chief, Gary Clark, Firefighter

- Fire Department

Chairman Barry asked if there were any questions regarding the first proposed 2009 Fire Department Budget of \$42,802.00 an increase of \$2,001.00 amounting to a 4.90%.increase.

Mr. Tibbetts explained there has been a significant increase in the costs of fuel and maintenance.

Chairman Barry asked Mr. Tibbetts if the department would be looking into the purchase of any equipment now or in the near future. Mr. Tibbetts responded absolutely. Mr. Tibbetts stated he had written a letter to the Board last year stating they would need to look at the need in purchasing a new truck. Mr. Tibbetts stated the newest first line vehicle is 17 years old. Mr. Tibbetts stated the Town does need a new truck, however they did not ask for the truck this year due to the economy.

Mr. Tibbetts stated in the letter he had written last year he had given the Board three options. The first option being money be put away each year. Mr. Tibbetts again stated he did not ask for the money this year due to the economy. Chairman Barry asked Mr. Tibbetts when did he feel it would be a good year. He responded that the Fire Truck does not need to be in the station for another 3 years; however they take one year to build. Chairman Barry asked the cost of a new truck. Mr. Tibbetts responded about \$350,000.00.

Chairman Barry asked Mr. Tibbetts what his suggestions are on how the Board should educate the Town on the need for a new Fire Truck. He responded they should start by educating the town that the trucks should not be over 20 years old or the town loses their lowered insurance rates. Chairman Barry suggested the town be informed a new truck would need to be in the door by 2011. Selectman Reagan asked if the new truck would need to be ordered in 2010. Mr. Tibbetts responded the truck should be ordered by the beginning of March 2011, during SB-2 time, facilitating the delivery of the truck by January or February of 2012 which is still acceptable.

Mr. Tibbetts stated every year he has to do pump testing on the trucks, the testing was just done and the truck just passed. Chairman Barry stated two trucks did not pass. Mr. Tibbetts responded Chairman Barry is correct and they are very expensive to fix.

Vice Chairman Robertson asked if Deerfield was the only town with no full-time firefighters. Mr. Tibbetts responded Candia and Deerfield are the only two towns he knows of. Chairman Barry asked if Mr.

Tibbetts had any idea how long it would be before a fulltime firefighter would be needed. Mr. Tibbetts responded it all depends on the number of calls received and the growth of the economy.

Selectman O'Neal asked why the Town hasn't started raising the money for the truck now. Chairman Barry suggested a Warrant Article be presented in the amount of \$115,000.00 which is 1/3 of the \$350,000.00 needed. Chairman Barry asked if the Board would support the Warrant Article.

Chairman Barry stated the information that needs to be given to the townspeople regarding the insurance and what would happen if the Town does not have the new Fire Truck by 2011. Chairman Barry asked Mr. Tibbetts if he would please supply whatever information he can so the Board can present it to the town.

Selectman O'Neal asked Mr. Tibbetts if he could get the actual cost of a truck if it were to be ordered in 2009 just to give the town an idea of what they are looking at. Mr. Tibbetts stated he would.

Chairman Barry asked the Board if they had any other questions for Mr. Tibbetts. Selectman O'Neal asked Mr. Tibbetts if the Fire Department had any plans to fix the trucks or were they hoping to eliminate them? Mr. Tibbetts responded they would like to eliminate at least one truck. The Department cannot eliminate the tanker. He explained to the Board what trucks were needed to remain within the department for insurance specification purposes once the new truck is purchased.

Chairman Barry asked if there were any more questions regarding the first run through of the Fire Department Budget which is the amount of \$42,802.00. There were no questions posed at this time.

- Water Holes/Forest Fires

Chairman Barry asked if there were any questions regarding the proposed 2009 Water Hole/Forest Fire Budget which is \$4,831.00 showing an increase of \$1.00, amounting to a .02% increase. There were no questions posed at this time.

Rescue Squad/2009 Operating Budget

Present: Chris Gamache, Mark Tibbetts

Chairman Barry asked if there were any questions regarding the first proposed 2009 Rescue Squad Operating Budget of \$29,434.00. An increase of \$6,787.00, amounting to a 29.97 % increase.

Chairman Barry stated several increased line items and asked about the increase of \$1,100.00 in the Public Safety line. Mr. Gamache explained they started an apprentice rescue program in 2008 and they had 3 people join the program. Thus far there are already two signed up without any advertising being done. Chairman Barry asked how many active members there are on the rescue squad at this time. Mr. Gamache responded 41.

Chairman Barry asked about the increase in seminar funds. Mr. Gamache responded that all license holders have different requirements.

Chairman Barry stated the Rescue Squad had gone over their gasoline budget by \$76.00 this year and questioned if the amount being requested on the 2009 budget was enough. Chairman Barry suggested the amount be increased from \$450.00 to \$600.00. Selectman O'Neal suggested the amount be raised to \$550.00, due to the price of gas going back down. Chairman Barry agreed. He asked the Board if they were in agreement to increase the gasoline line item to \$550.00. Passed Unanimously.

Chairman Barry asked if the Rescue Squad used the credit card system. Mr. Gamache and Mrs. Heon both responded yes.

Chairman Barry asked about the purchase of a Stair Chair. Mr. Gamache responded yes the Rescue Squad is looking into the purchase of a Stair Chair at this time. He then explained what the Stair Chair is and how it works, stating they really help save a persons back and potential injury.

Chairman Barry asked about grants and if anyone was aware of any grants they could be applying for. Mr. Gamache responded Matt and Cindy McHugh had applied for grants in the past. Mr. Tibbetts stated there are new grants being written every year and they are looking at them and will be applying for the appropriate ones.

Mr. Gamache stated the Board needed to take note of a number of lines which have increased. He explained that there are about 8-10 people who are attending classes, and two of the apprentices are 17 years of age and looking to get their team 2 licenses. He stated that this has increased the number of uniforms, training classes and seminars.

Selectman O'Neal asked if there was any training money being used outside of the budget? Mr. Tibbetts asked in return "are you asking about Bill's money?" Selectman O'Neal stated yes that was what he was asking. Mr. Gamache responded the fire and rescue had spent some of Bill's money in the past, however they would not be using it this year. Mr. Gamache gave examples of where the money had been spent in the past.

Chairman Barry asked both Mr. Tibbetts and Mr. Gamache if they agreed that some time in the near future there would be a need for fulltime employees based on an increased demand of rescue services. The Board and Mr. Gamache discussed ambulance costs, when one may need to be purchased, supplies and insurance. Mr. Gamache stated the number of calls is going up every year.

Chairman Barry asked what towns still have separate rescue and fire squads around us, and have the two associations discussed joining as one? Mr. Tibbetts responded yes they have discussed this jointly, however not at great lengths. Mr. Tibbetts added both associations know they must make an effort to join together. Mr. Tibbetts stated the two have to join before a fulltime employee should be hired.

Chairman Barry asked if there were further questions regarding the first run through of the 2009 Rescue Squad Operating Budget in the amount of \$29,534.00. There were no questions raised at this time.

Ambulance/2009 Operating Budget

Present: Chris Gamache and Mark Tibbetts

Chairman Barry asked if there were any questions regarding the first proposed 2009 Ambulance Operating Budget in the amount of \$8,000.00, an increase of \$0.

Chairman Barry stated at this time we are in the middle of negotiating a contract. He asked how much time remains on the current contract. Mrs. Heon responded one year.

Chairman Barry stated at this time the Ambulance 2009 proposed Operating Budget will remain at \$8,000.

Emergency Management/2009 Operating Budget

Present: Rick Pelletier; Code Enforcement Officer

Chairman Barry asked the Board if they had any questions regarding the first proposed 2009 Emergency Management Operating Budget in the amount of \$8,398.00. An increase in the amount of \$7,203.00, amounting to a 602.76% increase.

Chairman Barry asked Mr. Pelletier what justifies the increase. Mr. Pelletier responded diesel fuel for the generator. Chairman Barry questioned a past discussion that had occurred regarding the School Board paying for part of the cost of the fuel. Mr. Pelletier went on to explain the diesel fuel is for the generator which is to be used in the event of an emergency. The current agreement is the school pays for the cost of fuel. In the event the school needs to be used as an emergency shelter for the town, the town will assume the cost and would reimburse the school.

The Board discussed the \$4,000.00 fuel item line, along with the extended warrantee for 10 years, of \$2,950.00, and the annual service agreement of \$643.00. Chairman Barry stated adding the numbers together makes up the \$7,203.00 increase. The Board stated they hoped the \$4,000 fuel line for the generator does not need to be used.

Chairman Barry asked if there were any other questions regarding the first run through of the 2009 Emergency Management Operating Budget in the amount of \$8,398.00. No questions were raised.

Welfare Administration /2009 Operating Budget

Present: Colleen Guardia

Chairman Barry asked if there were any questions regarding the first proposed 2009 General Assistance Operating Budget in the amount of \$58,279.00, representing a decrease of \$156.00, amounting to a -0.27% decrease.

Chairman Barry asked Mrs. Guardia if she really felt enough money was being budgeted for 2009. Mrs. Guardia responded she did not ask for more money in the appropriations line, explaining they had not gone over budget in the past two years, and currently is just barely over budget for the 2008 year. She stated last year they had a small decrease in the state funds, however the Federal government has come through which has helped offset the difference. Mrs. Guardia stated it is always a shot in the dark, as you never know what the actual amount will be in assistance and this is always an issue. Mrs. Guardia stated you can't plan what the actual number will be of the people who will walk through the door in need of assistance and how many will actually be accepted. Chairman Barry stated all must be serviced. Mrs. Guardia responded yes, and if we go over budget then there is the issue of legal responsibility and we must pull from somewhere else within the budget to cover the expense.

Chairman Barry commented there has been \$320.00 used this year in legal services. Mrs. Guardia responded the reason for this was due to a one time expense which was needed for a mutual aid agreement last year with Candia. The Board did look at the agreement prior to being signed and asked that it be reviewed by legal counsel. Mrs. Guardia stated she is in the process of trying to do the same type of contract with other surrounding towns.

Mrs. Guardia stated she left \$1.00 in the Legal Services line item, so if needed the legal services line is open.

Chairman Barry recommended to the Board they approve \$6,000.00 be added to the Welfare appropriation line. Vice Chairman Robertson stated he agreed and did not see the number of people in need of or the use of town assistance going down. Chairman Barry responded he has heard there are people moving into Deerfield due to the town being so accommodating. Mrs. Guardia responded she has seen an increase of rental versus home ownership due to some Federal Aid programs allowing Section 8 program vouchers being transferred from rental vouchers to home ownership vouchers. She stated the land in Deerfield is a little cheaper than elsewhere, allowing people to build homes at a cheaper rate and use the Section 8 Voucher.

Mrs. Guardia explained the economic growth to be good, however people needing assistance are a substantial distance from the district office should they be accepted. She stated the main district Welfare office for Rockingham County is in Portsmouth, about 40 to 45 minutes away, making transportation an issue in some cases. She did state she can do an initial screening, however the case still gets transferred to Portsmouth.

Mrs. Guardia stated she has seen an increase in the average in families using the Food Pantry, servicing about 60 families a month, which is a very high number for the community.

Mrs. Guardia stated her concern is not so much the number of people she is servicing but what the services cost. She stated all eligible families are costing more due to the current economic situation. For example fuel, electric, and general living which is due to no fault of the family needing assistance.

Chairman Barry asked if all Board members were in agreement to raise the Welfare appropriation line item to \$40,000.00. All Board members were in agreement.

Mrs. Guardia updated the Board regarding the purchase of municipal software two years ago which no longer has support. She stated they were told a year ago anyone who had the equipment would be transferred over from MAPPS to Munismart at no cost, however this has not happened. Mrs. Guardia stated she has looked into the purchase of Munismart with Bonni of IT and the cost is close to 10% of the total Welfare Budget and did not feel it is appropriate to ask to purchase it at this time. There was discussion at this time regarding costs and negotiating fees reducing costs for smaller towns or possibly having funds matched by the Municipal Administrators Association. She stated as she receives the information she will pass it on to the Board.

Mrs. Guardia stated she wanted the Board to be aware that the employee item line applies to only her, and it has been stipend to approximately 20 hours a week. At this time she has not worked less then 25 hours a week or less then 45 hours in a two week period for quite some time.

Mrs. Guardia stated she appreciates the Board increasing the appropriation funds.

Chairman Barry asked if there were any further questions regarding the first run through of the 2009 Welfare Administration Operating Budget in the amount of \$64,279.00. There were no questions at this time.

Health and Human Services Agencies/2009 Operating Budget

Present: Colleen Guardia

Chairman Barry asked if there were any questions regarding the first proposed 2009 Health Agencies Operation Budget in the amount of \$26,299.00. An increase of \$358.00, which came to a 1.38% increase.

Mrs. Guardia and the Board discussed several cost increases and their needs. Mrs. Guardia stated she had spoken to a number of the servicing agencies, with the exception of Seacoast Aids Response, which had not gotten back to her at this time. She explained that the increased costs were due to an increase in the use of services.

Mrs. Guardia stated that last year there was a concern regarding the reduction in the number of people using Meals on Wheels from the town of Deerfield. The current number of participants has doubled due to us just getting the word out there.

Mrs. Guardia stated she is struck by the increase in use of the Rockingham Community Action Program. The use in the town of Deerfield has increased by about 49% in the past year. She also stated they help with WIC, fuel and electric assistance, and help stock the food pantry.

Mrs. Guardia also stated she works very closely, sometimes daily, with the Deerfield Outreach Center and at this time there are 4 residents staying in a safe place. She clearly stated the usage in all agencies is up for the Town.

Chairman Barry asked if there were any further questions regarding the first run through of the Health Agencies Proposed Operating Budget in the amount of \$26,299. There were no questions raised at this time.

- Update of Budget
 1. Highway Department Warrant Article Request

Chairman Barry stated the Board had received the information which they had requested from the Highway Department. The Highway Department has created a second Warrant Article for reconstruction and the town agrees to raise \$252,356.00 for reconstruction of Church Street, and the intersection of Mount Delight Road and Meeting House Hill.

2. Update on Town Administrators Budget

Chairman Barry asked Mrs. Heon to please refresh the Board what needed to be changed or corrected. She responded a correction needed to be made to the part-time item line, stating the calculation was not correct. Chairman Barry stated the correct numbers should now read 294 instead of 594 hours.

Chairman Barry stated the Town Administrators Budget should now read as corrected \$173,777.32 a decrease of \$33,496.68.

Chairman Barry asked if there were any questions. There were none at this time.

3. Update of Highway Department Budget

Chairman Barry stated the Board had received an update on the Highway Department Budget and the bottom line which should read \$634,063.00, a decrease of \$27,590.00. Vice Chairman Robertson asked Chairman Barry to review the numbers again. Chairman Barry corrected the total amount stating they should read \$817,699.00, a decrease of \$68,186.00.

Chairman Barry asked if there were any questions. There were none at this time.

Animal Control/2009 Operating Budget/Second Review

Chairman Barry stated Chief Greeley had not planned on attending tonight's meeting and has rescheduled for next week. Selectman Reagan asked if the back-up information the Board had requested would be available. Chairman Barry stated he believed the reason Chief Greeley did not plan on attending tonight's Meeting was because he did not have all the information available.

Chairman Barry asked if there were any further questions regarding budgets and stated there is another whole line of Budgets up again next week.

Review of Outstanding Minutes

- **October 20, 2008**

MOTION: Selectman John Reagan made a motion to approve the Minutes of October 20, 2008 as written. Seconded by Vice Chairman Andrew Robertson.

VOTE: Chairman Barry called for the Vote. It was a Unanimous Vote in Favor. The Minutes of October 20, 2008 stand approved as written.

Vouchers

Payroll Manifest totaling \$41,948.13

MOTION: Vice Chairman R. Andrew Robertson made a motion to approve the Payroll Manifest in the amount of \$41,948.13. Seconded by Selectman John Reagan.

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

Accounts Payable Manifest \$40,214.17

MOTION: Vice Chairman R. Andrew Robertson made a motion to approve the Accounts Payable Manifest in the amount of \$40,214.17. Seconded by Selectman Alan O'Neal.

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

Signatures Requiring and Not Requiring a Vote

- Cemetery Deed

Chairman Barry stated he had a Cemetery Deed for Jennifer and Jared McGerry.

MOTION: Vice Chairman Andrew made the motion to approve the Cemetery Deed. Seconded by Selectman John Reagan.

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

Chairman Barry stated the Cemetery Deed be deeded for Old Center Cemetery.

- Appointments

Chairman Barry stated the Board had received appointment forms for the Officers of the Supervisors of Checklist. The names are as follows:

1. Judith Marshall
2. Harriet Cady
3. Randy Lemieux

MOTION: Vice Chairman Andrew Robertson made the motion to approve the Supervisors of Checklist. Seconded by Selectman John Reagan.

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

Chairman Barry stated he had appointment forms for the Inspector of Elections. The names are as follows: Vice Chairman Robertson asked if a specific name had been added. Mrs. Heon responded no. Vice Chairman Robertson stated this to be good due to if there should be any election issues the Board should remain with its original decision of names.

1. Cindy Tomilson
2. Eve Hazen
3. Leah Hazen
4. Philip Bilodeau

MOTION: Vice Chairman Andrew Robertson made the motion to approve the appointments for Inspectors of Election. Seconded by Selectmen John Reagan.

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

Chairman Barry stated there would be three Selectmen at the elections on November 4, 2008. Chairman Barry stated there would be three in the morning and hopefully someone will be able to stay the entire day.

- Avitar Contract

Chairman Barry stated the assessing contract with Avitar for one year is in the amount of \$19,000.00. Chairman Barry stated the cost has gone down \$3,000.00. Chairman Barry asked Mrs. Heon if she could explain why the decrease. Mrs. Heon responded the reduction is on account of Penny Touchette's expertise and what she will be doing.

MOTION: Vice Chairman Robertson made the motion to approve the Avitar Contract of \$19,000.00. Seconded by Selectman John Reagan.

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

Chairman Barry asked if the contract was for the entire 2009 year. Mrs. Heon stated yes.

- Timber Tax Levy

Chairman Barry stated the Board had received a Timber Tax Levy in the amount of \$412.56 for Ralph Arnold, Hancock Lumber which just needed to be signed.

- Intent to Cut

Chairman Barry stated the Board had also received Intent to Cut Wood from Ralph Arnold and Hancock Lumber. Chairman Barry asked Mrs. Heon why. Mrs. Heon asked if the wood was on state property. Chairman Barry responded yes. Mrs. Heon stated this would be the reason why.

- Federal Excise Tax

Chairman Barry stated the Board needed to sign the State Exemption Certificate Request so the town can be reimbursed for the gas tax they are paying on town vehicles. Chairman Barry stated there was only one place to sign.

- Notice of Intent to Cut Wood and Timber

Chairman Barry stated the Board had received a Notice of Intent to Cut Wood from Cathleen and Ronald Gwen of Nottingham Road.

Review of Correspondence

- Email

Chairman Barry stated the Board had received an email from Joe Manzi thanking everyone for their help with the Tailgate Trick or Treat and a special thanks to Dave Hanson, Selectman Reagan and Chief Greeley for helping with parking and keeping everyone safe.

Chairman Barry stated the email was also informing the Board of the progress on the Basketball Project.

- Letter from Kidz Komfort Zone

Chairman Barry stated the letter is of their concerns and wish that they had been notified prior to the start of the Basketball project.

- Email

Chairman Barry stated the Board had received a request from McKenna Flutes stating they have been unsuccessful in relocating and asked the Board to extend their lease until the 1st of the year.

MOTION: Selectman John Reagan made the motion the Board approve the request and extend the McKenna Flute lease until the 1st of the year. Seconded by Vice Chairman Andrew Robertson.

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

- **American Legion**

Chairman Barry stated the Board had received a request from the American Legion asking the Board waive the Town Hall rental fee. Selectman O'Neal asked if the Board had waived the rental fee in the past. Chairman Barry responded the fee has been waived in the past.

MOTION: Selectman Alan O'Neal made the motion the Board waive the Town 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 James Ryan**

Chairman Barry stated Mr. Ryan is the Rockingham County Fish and Game Officer and is inviting us to join in communication between him and the community.

- **Request from Conservation Committee**

The Conservation committee is asking approval to put up signs. Chairman Barry asked if the Board had read the letter. Vice Chairman Robertson stated he had walked the property recently and it looks very nice.

Chairman Barry asked if the \$1,050.00 for the sign was coming out of the Conservation Committee Budget. Mrs. Heon responded Chairman Barry is correct.

Vice Chairman Robertson suggested the Conservation Committee look into having the state prison make the sign. Chairman Barry asked Mrs. Heon to communicate this information to the Conservation Commission.

Unfinished Business

There was no unfinished business.

Other Business

There was no other business.

New Business

There was no new business.

Citizen's Comments

Chairman Barry asked if there were any Citizens Comments.

Colleen Guardia stated she just wanted to inform the Board there was a Flu Shot Clinic on Thursday November 6, 2008 and there are 6 slots left at this time.

Adjournment

7:50 pm On the motion of Vice Chairman R. Andrew Robertson seconded by Selectman John Reagan, Chairman Barry called for the Vote. It was a Unanimous Vote in Favor.
The November 3, 2008 meeting of the Board of Selectmen is adjourned.