

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
November 10, 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, Walter Hooker and Alan E. O'Neal, Selectmen

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

Pledge of Allegiance to the Flag

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

Deerfield Conservation Commission/2009 Operating Budget

Present: Erick Berglund

Chairman Barry asked if there were any questions regarding the proposed 2009 Conservation Commission Operating Budget in the amount of \$ 10,120.00, an increase of \$7,410.00, amounting to a 273.43% increase.

Mr. Berglund stated he did not have any comments and believed the Budget to be self explanatory.

MOTION: Selectman John Reagan made the motion to remove \$8,000 for Part time secretary/ Land Protection. Seconded by Selectman Walter Hooker.

Discussion:

Selectman Reagan stated the voters had voted down the \$8,000 position in the 2008 election. Vice Chairman Robertson stated he would support the \$8,000 as a Warrant Article and not as a Budget line item at this time. Mr. Berglund responded at this time the Conservation Commission does not know how to proceed. He stated last year the Board supported the Warrant Article and the Budget Committee voted no and suggested the money be presented in the Budget as a line item for 2009, and now the Board has voted no. Chairman Barry responded to Mr. Berglund that the Board is sorry, however at this time, the Conservation Committee has fallen victim to the economy.

Chairman Barry asked if the Board would support a Warrant Article at this time.

In Favor: Vice Chairman Andrew Robertson, and Selectman Alan O'Neal

Undecided: Selectman Walter Hooker stated he would like to see and hear more details before making any decision. Selectman Hooker also suggested any new position be presented to the voters as a Warrant Article stating the details of the position and what the position entails.

Not In Favor: Selectman John Reagan

Chairman Barry stated to the Board that the Motion be they remove the \$8,000 and the Conservation Committee submit the \$8,000 as a Warrant Article.

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

Deerfield Conservation Commission/2009 Operating Budget Continued

Chairman Barry stated the Conservation Budget bottom line number should now read \$2,120.00. A decrease of \$27.10.

Discussion:

Selectman Hooker asked Mr. Berglund to explain the reason for the legal and dues line items of the Budget. He responded they are yearly costs and the dues line covers several different associations, naming the New Hampshire Association for Conservation Commission, and the Watershed Study, as two examples.

Selectman Hooker asked about arrangements regarding the remainder of the money not spent. Chairman Barry responded that is his understanding that the Conservation Commission will be returning \$998.00 to the Town this year. Mr. Berglund asked the proper procedure the Conservation Commission should use to return the money to the Town. Mrs. Heon stated they should speak to Ms. Jan Foisy, of accounting, for further details.

Chairman Barry stated if the Board agrees, he recommends the Board Vote tonight on the Conservation Commissions 2009 Operating Budget.

MOTION: Selectman John Reagan made the motion to the Board that they approve the Conservation Commission Budget in the amount of \$2,120.00. Seconded by Selectman Walter Hooker.

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

Mr. Berglund asked what the proper procedure should be so the Conservation Commission can proceed with submitting a Warrant Article. Chairman Barry responded they should put the request together in writing and submit it to the Board.

Chairman Barry asked the Board if there were any further questions. No questions were voiced at this time.

Chairman Barry thanked Mr. Berglund for his time.

Transfer Station/2009 Operating Budget

Present: Jim Alexander, Director

Chairman Barry asked if there were any questions regarding the proposed 2009 Transfer Station Operating Budget in the amount of \$ 276,026.00. An increase of \$14,998.00. Amounting to a 5.75% increase.

Selectman Reagan asked what the proper protocol should be in making Kyle a full time Transfer Station employee. Mr. Alexander responded that at this time Kyle works an average of 26 hours a week and that a full time employee needs to work 32.5 hours. Mrs. Heon stated she would need to look into this further to confirm the number of hours required for full time status. Mr. Alexander also stated other costs would occur when, or if, Kyle were to become a full time employee. Further investigation is needed regarding insurance and other benefits.

Mr. Alexander stated at this time he has allotted more money in his budget for the cost of increasing man hours needed at the Transfer Station.

Selectman Reagan requested that the Transfer Station be open longer hours and possibly adding days with one person on duty. Mr. Alexander responded there was no way only one person can be on duty because of the concern of the heavy equipment usage, safety and security issues.

Transfer Station/2009 Operating Budget Continued

The Board discussed the issue of mowing and asked if the mowing should be included in the mowing bidding process. Mr. Alexander responded mowing only occurs once a year on the hill and did not feel it should be considered in with the bidding process. Selectman Reagan asked if Kyle could pick up the mowing hours. Mr. Alexander again responded the mowing is done once a year and would not be cost effective to have Kyle do.

Selectman O'Neal asked about the TS Engineering & Testing and whether it had been completed for this year. Mr. Alexander responded there is one more test scheduled at this time and he believes the date is sometime in December.

Chairman Barry brought up the question of the TS Engineering & Testing Budget Line presently at \$14,000.00 and that last years amount was \$9,000.00. Chairman Barry asked if the entire \$9,000.00 had been spent. Mr. Alexander responded no, only about \$6,000.00. The Board discussed the costs over the last several years and concluded the amount to be a little higher then necessary.

MOTION: Selectman Alan O'Neal made the motion to reduce the TS Engineering & Testing line item to read \$6,500. 00. Seconded by Selectman John Reagan.

VOTE: Chairman Stephen Barry called for the Vote. The Vote was Unanimously in Favor. Chairman Barry stated the TS Engineering & Testing line item would be reduced from \$14,000.00 to \$6,500.00. A reduction of \$7,500.00, making the solid waste total budget line to read \$28,352.00.

Discussion:

Mr. Alexander stated the Electronics Disposal Line was \$12,000 for last year and the 2009 Budget line has been increased to \$15,000. An increase of \$3,000.00. He stated the increase is due to the services now being used for the disposal of fluorescent lights and mercury containing items. Selectman O'Neal asked about the cost of television disposal. Mr. Alexander responded the town is currently charging \$10.00 per television, and the cost to the town is \$8.00. There appears to be a discrepancy costing the town \$100.00 per every 50 televisions disposed of. He stated this should change once all mercury items are grouped together.

Chairman Barry asked if the Board had any interest in the Budget being reassessed adding Kyle as a full time Transfer Station employee. Selectman Reagan responded yes. Chairman Barry stated the money has been allotted for more hours and Mr. Alexander stated he could give the hours to Kyle and not Lenny. Chairman Barry asked what would be included in the extra hours worked? Mr. Alexander responded maintenance, painting and equipment needs.

Chairman Barry asked the Board if they agreed whether Mr. Alexander should reevaluate the budget at this time, giving Kyle more hours, and the impact this would have on the health of the budget. Mr. Alexander stated further investigation is required, as to the impact on the budget, should the decision be made to promote Kyle to full time status. He then stated had this budget passed he most likely would have been back before the Board during the coming year to discuss redefining a number of positions. He stated Kyle should have his Class 2 license this fall and should be classified as an operator and not an attendant. Mr. Alexander stated Lenny is at the higher edge of the Operator/Manager, with the work he is doing, which is presently at about 90 %. Mr. Alexander stated he would like to talk to Lenny and Kyle and reevaluate what the change would be to the overall budget cost and the efficiency of the operations of the Transfer Station.

Transfer Station/2009 Operating Budget Continued

Chairman Barry asked the Board if they would like Mr. Alexander to reevaluate the budget, work with the numbers and report back to the Board next week. Vice Chairman Robertson responded that would be appropriate, and stated that the changes may not be feasible to take effect the first of the year, contingent on Kyle getting his Class 2 license

Selectman O'Neal asked if Mr. Alexander could revisit the Electronic Line. Mr. Alexander responded he would rather go one more year. It's a self supporting line and theoretically anything not spent remains and is held over for another year.

Selectman O'Neal asked about the Contract Budget Line of \$5,200.00 whether the number would change should Kyle obtain his Class 2 license. Mr. Alexander responded no. He then proceeded to explain the process used, and the requirements and laws needed to obtain a Class 2 and Class 3 license.

Chairman Barry asked the Board if they had any further questions regarding the proposed 2009 Transfer Station Operating Budget. None were voiced at this time. He stated the first review of the Transfer Station stands at \$268,516.00 and the Board will see Mr. Alexander at the November 17, 2008 Meeting for further review of the budget line item.

Government Buildings/Town Hall/G. B. White Building/2009 Operating Budgets

Present: Mark Tibbetts, Building Maintenance

Chairman Barry asked if there were any questions regarding the proposed 2009 Government Buildings/Town Hall and G.B. White Building Operating Budget in the amount of \$ 175,462.00. An increase of \$67,989.00 amounting to a 63.25% increase. Chairman Barry stated the apparent increase is due to the cost of heating oil.

- Heating Oil

Chairman Barry asked if there was any response regarding the letter sent to Fred Fuller Heating or had anyone called Fuller Heating. Mrs. Heon responded, Fuller Heating has been sent a letter and called, and no response to either. Chairman Barry asked Mrs. Heon to please try again.

Chairman Barry stated the amount of oil the town had agreed to purchase is 20,000 gallons. He stated the only problem he thinks there could be is when the town agreed to purchase the oil Fred Fuller had to purchase the oil at the higher price.

Chairman Barry stated \$75,000.00 has been allotted for heating oil to the following buildings:

1. South Station
2. Town Hall
3. Fire House

Mr. Tibbetts responded the \$75,000.00 is for the following buildings;

1. South Station
2. George B. White Building

Chairman Barry asked why the George B. White Building did not have its own heating oil budget line. Mr. Tibbetts responded the George B. White Building is considered a government building. Chairman Barry asked if all the government buildings were covered under this budget. Mr. Tibbetts responded the Highway Department and Library have their own budgets for heating.

Government Buildings/Town Hall/G. B. White Building/2009 Operating Budgets Continued

Selectman Hooker asked why the George B. White Building did not have their own. Mr. Tibbetts stated the question has been asked many times and it is his belief the town voted a long time ago to have it this way.

Mr. Tibbetts stated the propane amount for the fire station should be less this year. The projected amount to be used this year was based on last year's figures and there have been modifications made to the station which should help preserve the heat.

Selectman Reagan mentioned the idea has been discussed to close the Town Hall down for the winter months. Mr. Tibbetts responded he projected the Town Hall to be closed January and February, at a savings of maybe \$5,000.

- Mowing Contract

Mr. Tibbetts stated he had increased the mowing budget line item by \$250.00. He stated he did not feel the town would find someone as inexpensive as they did last year. Chairman Barry stated the mowing line is showing zero dollars. Mr. Tibbetts responded there was no mowing line for 2008 and this is showing the amount for 2009.

Chairman Barry asked if there were any further questions regarding the government buildings. Selectman Hooker stated he will be interested to see what the actual numbers are since the George B. White Building has its own fuel tank, and meters for electricity. He felt it should have its own line in the budget. Chairman Barry asked if this could be done. Mrs. Heon responded she would check the Town Meeting Notes. Mr. Tibbetts stated he believed the Town had voted on this in the past. Mrs. Heon agreed. Chairman Barry asked how many years ago. Mr. Tibbetts responded he was not sure, approximately 8 to 10 years ago.

Chairman Barry again asked if there were any further question on government buildings. No questions were voiced at this time. Chairman Barry stated the bottom line stands at this time to read \$175,462.00.

Selectman O'Neal stated the Board will wait to hear from Fred Fuller Heating regarding the heating oil fuel.

- George B. White Building

Present: Mark Tibbetts

Chairman Barry asked if there were any questions regarding the proposed 2009 George B. White Building Operating Budget in the amount of \$8,452.00. An increase of \$843.00. Amounting to an 11% increase.

Chairman Barry stated in 2007 the town had received \$49,182.92 in rent, and as of August 2008 the town had collected \$31,958.52. Selectman Hooker asked if anyone knew the current rental rate would be based on the expenses occurred for 2009. Mr. Tibbetts responded he had not yet calculated the numbers at this time. Selectman Hooker asked if any rental contracts were coming due in 2009. Mr. Tibbetts and Mrs. Heon responded yes. Claire's will be coming due February.

Chairman Barry suggested the Board Vote on the Budgets which they believe will not be in need of changes. He asked the Board if they were in agreement with the 2009 George B. White Operating Budget in the amount of \$8,452.00.

MOTION: Selectman John Reagan made the motion the Board approve the George B. White Operating Budget in the amount of \$8,452.00. Seconded by Vice Chairman Andrew Robertson.

Government Buildings/Town Hall/G. B. White Building/2009 Operating Budgets Continued

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

- Town Hall Building:

Present: Mark Tibbetts, Building Maintenance

Chairman Barry asked if there were any questions regarding the proposed 2009 Town Hall Building Operating Budget in the amount of \$24,743.00. An increase of \$12,980.00 amounting to a 110% increase. Chairman stated he believed this increase is due to the cost of heating fuel.

Mr. Tibbetts stated he wished to inform the Board that the Town Hall Contract in the amount of \$2,400.00 is for the maintenance of the buildings.

Chairman Barry stated he is in agreement with Selectman Reagan regarding closing the Town Hall in the winter months. Selectman Reagan suggested both January and February. Vice Chairman Robertson stated he also felt the Town Hall is not a profit center. Mr. Tibbetts stated he agreed, however, he would have to look at the contracts for organizations using the building. Selectman Reagan suggested the yoga group use the downstairs of the George B. White building. Mr. Tibbetts stated he is sure of contract obligations for the months of November and December. The Board and Mr. Tibbetts then discussed the number of organizations using the Town Hall and where they might possibly move their meetings to.

Selectman O'Neal asked what the impact would be on the sprinkler system if the heat were turned down in the building. Mr. Tibbetts responded at this time the heat is already being kept at about 50 degrees. The Board discussed the Town Hall as a luxury to the town residents, the cost of heating the building, and the possibility of turning the heat to 50 when not in use and only increasing the temperature when used. Mr. Tibbetts stated if the town can get Fred Fuller Heating to come down on the price then the issue would be resolved.

Selectman Hooker suggested experimenting with turning the heat down to 50 and closing the Town Hall, January and February for the upcoming year for comparison reasons. He stated there are no actual numbers to compare with at this time, so there are no real answers. Vice Chairman Robertson responded before the Board can decide they need to know who has contracted the building.

Chairman Barry stated the School Board has already set their Deliberative Session Date for February 7, 2009 and there has been talk with the Budget Committee that both Meetings be held on the same day. Chairman Barry stated there had been an extensive discussion regarding having the Meeting in the Town Hall over the past several years.

Chairman Barry stated he had brought up the discussion regarding closing the Town Hall because Mr. Tibbetts had mentioned the idea, however he felt the Town Hall should be accessible to the residents. He stated at this time the Town Hall is basically doing what is currently being suggested and is already setting the heat to 50 when the hall is not in use and raising the temperature just a little before each function.

Chairman Barry asked the Board if they wished to continue using the Town Hall as it is now or if they would like to try closing it the months of January and February. Selectman Reagan asked a list of names be given to the Board stating the contracts for the two months. Chairman Barry asked Mr. Tibbetts to please provide the list next week.

Chairman Barry stated at this time the Town Hall budget stands at \$24,743.00. The Board agreed at this time and will revisit the discussion of closing the Town Hall the months of January and February next week once more information is available.

Government Buildings/Town Hall/G. B. White Building/2009 Operating Budgets Continued

• Town Hall Warrant Article Windows

Mr. Tibbetts stated he was asked to get prices on replacing the windows of the Town Hall. Chairman Barry asked if he had been asked to get numbers to replace or to fix and replace. Mr. Tibbetts responded replace. Mr. Tibbetts stated he had many contractors come and look at the building and only Jackson Lumber would give a price. Chairman Barry asked if there was a possibility of refurbishing or rehabbing the windows. Chairman Barry stated the Town Hall is 150 years old and restoring seemed the right way to go. Selectman Reagan stated replacing the windows may be the less expensive way to go. Mr. Tibbetts stated he was asked to get the cost of replacing the windows so that is the pricing he has. He stated Jackson Lumber did say the replacement windows would look exactly like the existing windows for a cost of \$10,058.24. Mr. Tibbetts stated he would see about getting costs for restoration if the Board would like. Vice Chairman Robertson responded he would like to see both price quotes. Selectman Hooker asked how many windows. Mr. Tibbetts responded 8.

Fran Menard stated the Historical Society has been looking into different grants which hopefully could be used for restoring the windows. She stated they had been sent 3 pages of information and the information has been passed on to Mr. Tibbetts and the Board.

Fran Menard stated the importance of hiring someone who knows the value of preserving the history of the building.

Chairman Barry asked Mr. Tibbetts to please see what he can do and stated they are dealing with a current time deadline. He responded he would be back for the November 17, 2008 Meeting for the Warrant Article and with the names of the organizations using the Town Hall in January and February.

Heritage Commission /2009 Operating Budget

Present: Fran Menard, Chairwoman

Chairman Barry asked if there were any questions regarding the proposed 2009 Heritage Commission Operating Budget in the amount of \$300.00. An increase amount of zero dollars.

MOTION: Selectman Walter Hooker made the motion to approve the 2009 Heritage Commission Budget in the amount of \$300.00. Seconded by Vice Chairman Andrew Robertson.

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

Data Processing/IT/2009 Operating Budget

Present: Bonni McPherson

Chairman Barry asked if there were any questions regarding the proposed 2009 Data Process/IT Operating Budget in the amount of \$58,242.00. An increase of \$1,410.00. Amounting to a 2.48% increase.

Chairman Barry asked Ms. McPherson where the increases were located within the Budget. She responded the employee line, Fairpoint Bill, and the LRPA input channel, which is being worked on at this time. They are hoping to have this completed, at the latest, by the beginning of 2009.

Chairman Barry asked Ms. McPherson about the part time employee line increasing for the 2009 year and if the hours being increased would be for her. Ms. McPherson responded yes. At this time she works about 26 hours a week and as of March, her hours would increase to a full time, 40 hour a week position.

Data Processing/IT/2009 Operating Budget Continued

Selectman Hooker questioned if this full time position would be affected by insurance and other benefits. Mrs. Heon responded yes. Ms. McPherson stated at this time she does not plan to participate in the insurance program for at least the next 3 years.

Selectman Hooker asked about the Block time for department maintenance and support at \$127.00 per work station. Selectman Hooker stated they appeared to have decreased. Ms. McPherson responded she has broken down the times per workstation trying to be fair to each department.

Selectman Hooker asked Ms. McPherson about the Toshiba Annual Maintenance list. Selectman Hooker asked what Toshiba she is referring to. She responded the copier purchased last year which serves as the bookmaker, copies the Town Report, and all the newsletters. She stated the cost covers all the supplies, and maintenance at no cost to the town. Selectman Hooker asked why the cost of the Annual Maintenance was not prorated to each department. Ms. McPherson responded it is usually done that way and she would need to go back and look to see if she had. She stated she would get back to the Board. Selectman Hooker asked if Ms. McPherson thought the fee should be broken down to each department. She responded she uses the majority of the cost and if broken down she believes the departments would be charged only pennies. Selectman Hooker asked if the numbers should be left as they are. She responded they may already be broken down but she could not remember and she would report back to the Board.

Selectman O'Neal asked Ms. McPherson the justification of her going from part time to full time. She stated within the budget packet she had given a break down and that they look at pages 2 and 3, stating they would explain her needs. She stated the need for growth is there and she leaves every day knowing there is still much to be done.

Selectman O'Neal stated the Board just told the Conservation Commission they could not include a new position in the Budget and needed to ask for a Warrant Article. Now we are looking at an increase from a part time position to full time position, with incremental costs. Chairman Barry responded the IT department is necessary and ongoing, and that the Board may need to just say yes. Selectman Hooker stated he did not disagree. However, to be consistent with their first decision, there should be a Warrant Article changing the position from part time to full time, showing the final cost. Selectman Reagan stated that there are times when the Board needs to make the decisions necessary to run the Town and in order to run the town we need the IT person. Selectman Hooker responded last year the Board chose to have \$173,000.00 in the Highway Department budget for maintaining roads and did not ask for a Warrant Article. The Town said no and we were handed the default budget.

Vice Chairman Robertson and Selectman Reagan stated they agreed with Chairman Barry that the IT position needs to become a full time position. Selectman Hooker responded he also agreed. However the Board needs to be able to give a clear explanation to the voters.

Chairman Barry asked if there were any further questions pertaining to the 2009 Data Processing/IT Operating Budget in amount of \$58,242.00. No questions were voiced at this time.

MOTION: Selectman John Reagan made the motion the Board approve the 2009 Data Processing/IT Operating Budget in the amount of \$58,242.00. Seconded by Vice Chairman Andrew Robertson.

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

Data Processing/IT/2009 Operating Budget Continued

- Warrant Article

Chairman Barry stated the Warrant Article request is to see if the Town will vote to raise and appropriate the sum of \$10,068.00 for the purpose of purchasing audio/video equipment to be used in conjunction with the return line to create live cable television broadcast to the citizens of Deerfield subscribing to Metrocast and Cablevision.

At this time the Board stated they were in favor.

Selectman O'Neal asked when the Board would be reviewing all the Warrant Articles. Chairman Barry responded he had a letter from the Town Administrator stating within the next several weeks at which time the Board will be receiving a list of all Warrant Articles.

Municipal Budget Committee/2009 Operating Budget

Chairman Barry asked if there were any questions regarding the proposed 2009 Municipal Budget Committee Operating Budget in the amount of \$18,060.00. The same amount as 2008, with a 0% increase.

MOITION: Vice Chairman Andrew Robertson made the motion to approve the 2009 Municipal Budget in the amount of \$1,860.00. Seconded by Selectman John Reagan.

Discussion:

Selectman Hooker stated he thought part of the reason for having only one Meeting in the month of December was to save money. Chairman Barry responded no, it was a result of the decision to go to a single Meeting and the decision was not based on money but on wasted time.

Selectman Hooker stated thus far this year they have spent \$463.00 and there is only one Meeting being held in December. This then raises the question why is there so much money left. Chairman Barry responded there is still one Budget Review, a Budget Meeting, and the School and Town Meetings, which are all day and fair amount money, will be spent on transcribing the Minutes of those events.

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

Supervisors of the Checklist/2009 Operating Budget

Present: Sherry Sanborn and Meredith Briggs

Chairman Barry asked if there were any questions regarding the proposed 2009 Supervisors of the Checklist Operating Budget in the amount of \$3,782.00. A decrease of \$963.00. Amounting to a 20.30 % decrease. There were no questions voiced at this time.

MOTION: Selectman Alan O'Neal made the motion to approve the 2009 Supervisors of Checklist Operating Budget in the amount of \$3,782.00. Seconded by Selectman John Reagan.

Discussion:

Selectman Hooker asked why the Budget had not gone down more, stating there would be fewer elections in 2009 then in 2008. Chairman Barry read the list of elections and what positions would be needed as explained in the proposed budget.

Selectman Hooker asked Mrs. Heon to describe what a Batch Election was. She responded its paper work and she could not give details. However it is what they do once the election is complete and it is called a Batch.

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

Elections/2009 Operating Budget

Chairman Barry asked if there were any questions regarding the proposed 2009 Elections Operating Budget in the amount of \$6,921.00. A decrease of \$1,108.00. Amounting to a 13.80% decrease.

MOTION: Selectman Walter Hooker made the motion the Board approve the proposed 2009 Elections Operating Budget in the amount of \$6,921.00. Seconded by Vice Chairman Andrew Robertson.

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

FICA/MEDI/2009 Operating Budget

Chairman Barry asked if there were any questions regarding the proposed 2009 FICA/MEDI Operating Budget in the amount of \$71,231.00. A decrease of \$800.00. Amounting to a 1.11% decrease.

MOTION: Vice Chairman Andrew Robertson made the motion to approve the 2009 FICA/MEDI Operating Budget in the amount of \$71,231.00. Seconded by Selectman John Reagan.

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

Insurance /2009 Operating Budget

Present: Cynthia Kelley, Finance Director

Chairman Barry stated the Board has received all but the health insurance costs at this time. Vice Chairman Robertson asked the Board to please wait and discuss this further next week, once he has had the opportunity to meet with Bill on Wednesday, November 12, 2008.

Chairman Barry stated the Board would discuss the Insurance 2009 Operating Budget further at the November 17, 2008 Meeting.

Forestry Commission/ 2009 Operating Budget

Chairman Barry asked if there were any questions regarding the proposed 2009 Forestry Commission Budget in the amount of \$6.00.

Mrs. Heon stated Kevin Cini had been very busy since he has gotten involved with the Deerfield Forestry Commission and would like to bring to the Board some of the ideas and information which he has gathered from this experience.

Chairman Barry asked if there is a possibility of more money being needed in the Budget. Mrs. Heon responded yes.

Vice Chairman Robertson stated he had spoken to Erick, of the Conservation Commission, and he had indicated that there may be money, coming available, that we may want to look into and apply for.

Warrant Articles

Chairman Barry stated there were several Warrant Articles:

- COLA

Chairman Barry stated the first is for a 2.3% cost of living for a total of \$20,972.00 notwithstanding the retirement. The second being a 3.9% for a total cost of \$35,560.00. Chairman Barry stated the Board needs to make a decision on which increase they want to approve. Vice Chairman Robertson responded he

Warrant Articles Continued

had researched some numbers and the federal cost of living inside the civil system is 5.8 % and outside being between 3.9 to 4.8% as of September 2008.

Chairman Barry asked if the Board had any suggestions. Vice Chairman Robertson stated he agrees with the 3.9% as a more adequate number. Selectman O'Neal stated he would like to see more facts and figures before making a decision.

Chairman Barry asked Mrs. Heon about the DRA rules and regulations regarding what can and cannot be listed on Warrant Articles. Mrs. Heon stated briefly, it has to do with recommending and not recommending Warrant Articles themselves. She will review the rules and regulations further and will provide to the Board the necessary guidelines regarding the specifics.

Mrs. Heon stated both she and Cindy Kelly attended a seminar, where they learned the proper policy for documenting the results of votes by using numbers (i.e. 4-2, 3-2) in the copies of Minutes of Meetings and/or official reports. Mrs. Heon stated this has to be voted on at a Town Meeting and be approved as an accepted practice for the Town of Deerfield. She stated when the Board sees this Warrant come forward they will also see all the information needed within it.

Chairman Barry asked Mrs. Heon if she had mentioned that the Tax Impact could not be listed on the Warrant. Mrs. Heon responded the information will only be placed in the informational newsletter.

Chairman Barry asked if all members of the Board were comfortable with the 3.9% cost of living increase. Vice Chairman Robertson responded yes and stated should the Town want to change anything they can still do so at the Deliberative Session. All Board members stated they wished to proceed and gather what information may be needed.

- **Police Retirement**

Chairman Barry informed the Board they had used the wrong basis number in figuring the Retirement amount costs. Chairman Barry stated the correct number appears to be an \$8,000.00 increase. Selectman Reagan asked if the retirement was optional. Chairman Barry responded no.

Point of Information

Chairman Barry stated at this time the 2008 Budget appears to be spent at \$3,338,000.00, and that next week the Board will start reviewing and voting on the 2009 Budget. He asked the members of the Board if anyone needed more information that they request the information they are seeking now. There were no questions voiced at this time.

Chairman Barry stated the Board has come to a critical period and the Budget has to be completed for November 24, 2008, in order to be ready for discussion at the December 2, 2008 Meeting, with the Budget Committee, and ready for finalization at the December 13, 2008 Meeting.

Selectman O'Neal asked if the dates were for just the Budgets. Chairman Barry responded no they are for the Budgets and the Warrant Articles.

Selectman Hooker stated he has had a number of conversations with people regarding the Property Tax bills they have received and a few people are looking for reductions in the budget in hopes of not having such a large tax bill for next year. Selectman Hooker stated some of the topics mentioned were; 1) does the Town really need 24/7 police coverage; 2) full time Building Inspector or Parks Director; 3) do we really need all of the highway maintenance. Chairman Barry responded they are valuable questions however, at this point the town has said yes and they are in support of these decisions. He advises anyone who would like to discuss these issues further should come and voice them at the Deliberative Session.

Warrant Articles Continued

Point of Information Continued

Chairman Barry explained the tax increase the residents are seeing is due to circumstances which have happened over the last 3 or 4 years and the Town has used its surplus/reserve funds.

Selectman Hooker requested that the Building Inspector provide the Board with the number of Building Permits issued in 2006, 2007, and 2008. Chairman Barry responded that the Building Inspector could hold more than one title, such as Town Electrician, who may also sub as the Building Inspector. Chairman Barry stated they will attempt to get the numbers.

Selectman O'Neal asked if Rick Pelletier was going to provide the information requested by the Board at a previous Meeting. Chairman Barry responded yes. Selectman O'Neal stated that this information is a necessary form of back up.

Chairman Barry stated the Default Budget will be presented next week. He stated any and all questions, thoughts, and concerns anyone has, needs to be expressed and clarified. Chairman Barry stated the Board must be; 1) certain before they sign it; 2) that it is correct; 3) "Let's live by what we have learned."

Review of Outstanding Minutes

- **October 27, 2008**

MOTION: Vice Chairman Andrew Robertson made a motion to approve the Minutes of October 27, 2008 as written. Seconded by Selectman John Reagan.

VOTE: Chairman Barry called for the Vote. It was a Vote in Favor. The Minutes of October 27, 2008 are approved as written.

Vouchers

Accounts Payable Manifest \$140,230.61

MOTION: Vice Chairman R. Andrew Robertson made a motion to approve the Accounts Payable Manifest in the amount of \$140,230.61. Seconded by Selectman John Reagan.

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

Signatures Requiring and Not Requiring a Vote

- Tax Collectors Warrant Request

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

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

- Flex Saving Account

Chairman Barry stated information regarding the Flex Saving Account for employees had been received and the Board needs to approve the Administration Fee for those with and without debit cards. The cost being \$3.00 for those without and \$4.50 for those with.

MOTION: Vice Chairman Andrew Robertson made the motion the Board approve the Flex Saving Account Agreement. Seconded by Selectman Alan O'Neal.

Signatures Requiring and Not Requiring a Vote Continued

Discussion

Selectman Hooker stated he felt the cost to be a little high and asked if there were other options or carriers. Chairman Barry asked the Board if they agreed with Selectman Hookers thoughts. Chairman Barry suggested the Board withdraw the motion.

MOTION WITHDRAWN: Vice Chairman Andrew Robertson withdrew his motion to approve the Flex Savings Account Agreement. Seconded by Selectman John Reagan.

Chairman Barry stated the motion is withdrawn and the Board will be looking into other options and discussed again next week.

- Thank you letter to PSNH

Chairman Barry stated the letter to PSNH is to thank them for their contribution to the Disaster Relief Fund.

- Thank you letter to Ben Houle

Chairman Barry stated the letter to Mr. Ben Houle is to thank him for all the hard work he did to improve Bicentennial Field.

Review of Correspondence

- Letter From the State of New Hampshire Department of Homeland Security and Management
Chairman Barry stated that FEMA has allotted the town \$92,502.03, of which the Federal share is \$69,376.52. He stated we do not have any money in our hands at this time however this is the total amount in which the town is eligible.

- Letter from Kevin Barry, Deerfield School Board

Chairman Barry stated the letter is informing the Board the School Board will be holding their Deliberative Session on December 7, 2008. Chairman Barry stated the Board of Selectmen have discussed holding their Deliberative Session on the same day and suggested they hold the Meeting directly after, otherwise the Board will have to use January 31, 2009.

Chairman Barry stated the Board of Selectmen can hold their Deliberative Session on Saturday February 7, 2009 at the conclusion of the Schools Deliberative Session. Chairman Barry asked if there are any legal requirements stating how the Meeting needed to be publicized. Selectman Reagan responded the Board should publish the Meeting stating the date, February 7, 2009, commencing directly following the conclusion of the School Deliberative Session.

- Notice from DRA

Chairman Barry read the informational letter from the DRA regarding RSA-768.

Unfinished Business

NONE

Other Business

NONE

New Business

NONE

Citizen's Comments

- Thank you Letters

Mrs. Shigo stated the last election was a big one and the Supervisors of Checklist did a wonderful job. She suggested to the Board that they send letters of thanks to Mrs. Cady, and several others, for all their hard work. Chairman Barry asked the Board if they were in agreement in sending thank you letters. Selectman O'Neal asked the letters be sent to the entire operation. All Board members agreed thank you letters should be sent.

- Clear Cutting

Mrs. Shigo stated several people have asked her about the hill by Murray's where they are clear cutting due to the July 24, 2008 tornado. They are concerned about the potential effects this could have to the surrounding property should another flood occur. She asked the Board if they had heard or knew of any other concerns being voiced regarding this situation.

Selectman Hooker stated he had attended the Meeting at the Town Hall after the tornado. There were a number of forest rangers there and was wondering if someone may be able to contact them about reseeding or replanting the affected areas. Vice Chairman Robertson responded he believed the hill would be green and bushy in no time at all. He stated there has been some talk regarding this issue and that there isn't really much of a concern. Mrs. Shigo stated the property is being clear cut and not selectively cut and she is doubtful bushes would hold back the dirt should heavy rains/flood occur. Vice Chairman Robertson responded clear cutting is common throughout the state and at this time he did not believe this should be a concern; however the Board will mention it to the Forestry Commission next week.

- Full time Positions

Mrs. Shigo stated Selectman Hooker is correct, people are complaining about the recent tax bills. She stated Mr. Manzi gave excuses why he needed the part time position upgraded to a full time position and the Board approved him and she believed this to be frivolous. Mrs. Shigo stated she felt Mr. Manzi should have made his request as a Warrant Article and in the future should address these issues as such. Chairman Barry responded he had an issue with Mrs. Shigo interpretation of this. She had stated Mr. Manzi had made excuses and he felt Mr. Manzi had provided explanations, not excuses. Vice Chairman Robertson stated Mr. Manzi had two full time positions in the past.

Chairman Barry stated when he left New York in 1984 the taxes were sufficiently more then here in New Hampshire and at this time he feels taxes are still quite reasonable compared to elsewhere, given the current economic situation.

Adjournment

7:40 pm

On the motion of Selectman Alan O'Neal seconded by Vice Chairman Andrew Robertson, Chairman Barry called for the Vote. It was a Unanimous Vote in Favor. The November 10, 2008 meeting of the Board of Selectmen is adjourned.