

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
January 12, 2009
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; John Reagan, Walter C. Hooker and Alan E. O'Neal, Selectmen

Absent: R. Andrew Robertson, Vice Chairman

Also Present: Cynthia Heon, Town Administrator

Pledge of Allegiance to the Flag:

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

Deerfield Volunteer Fire Association/Deerfield Rescue Squad:

Present: Mark Tibbetts, Fire Chief

Chief Tibbetts advised the Board the Deerfield Volunteer Fire Association and the Deerfield Rescue Squad placed a restriction on the deed for the property they purchased next to the fire house. Both groups are seeking the support of the Board of Selectmen in this endeavor. The restriction limits uses to the expansion of the Fire Department or Rescue Squad and parking for Town events.

Some Board members were unclear as to why, if the property was purchased by both associations, the Selectmen would have any say concerning deed restrictions. Other Selectmen found the restriction unnecessary as a vote of Town Meeting would set the purpose.

Chief Tibbetts explained the restriction provides protection as, in time, another Board of Selectmen may not know what transpired. The possibility exists the language of the Warrant Article could be amended. The wording was set purposely to allow the Town to purchase the property and changing the language could alter the outcome of the vote. It was noted the Moderator would decide if the wording changed.

Chairman Barry pointed out the Board has supported the purpose from the beginning and added the deed restriction seemed a waste of time.

Emergency Management:

Present: Jim Cannon, Emergency Management Director; Colleen Guardia, Overseer of the Welfare

- Ice Storm/Shelter-Generator

Mr. Cannon responded to a recent e-mail from Selectman Hooker regarding guidelines for the use of the generator, funding during emergency events and the statement everyone should pay their fair share. While sympathetic to the idea, Mr. Cannon stated people cannot be turned away from a shelter and requesting other communities to help defray expenses bothered him.

Homeland Security requires standardization which will be clearer when the updated Emergency Operations Plan (EOP) is presented to the Board. A request to adopt the National Incident Management System (NIMS) will follow the EOP. More details on NIMS will be provided at a later date.

During the tornado, mutual aid was a key point to success. Mutual aid is just that; we help them, they help us. The Town is held to guidelines because of grants from Federal Emergency Management Agency (FEMA). The shelter was an American Red Cross (ARC) certified shelter allowing aid from Red Cross to reach Deerfield. The ARC has a partnership with those they serve and prohibits charging other communities for individuals who are not from a particular community.

An example of mutual aid was that during the tornado Deerfield residents, in the northern part of the community, went to the Epsom shelter because they could not get to the Deerfield Community Church which was used as the shelter at the time.

During the ice storm, the shelter opened at the Deerfield Community School (DCS) and stayed open until the need diminished. The shelter closed and school re-opened. The one elderly couple without power, at the time the shelter closed, was housed at the Inn of Deerfield. If there is an emergency, agencies and communities take care of each other with no charge but with the understanding they should be prepared to help another time. Jim Cannon did not see what could be charged to other communities.

The generator would have run no matter what. The fuel is the responsibility of the Town from the time the shelter opens to the time it closes. Food shared by DCS is replenished by the Town. Part of the agreement, and American Red Cross (ARC) guidelines, is that the shelter be left in as good a condition, or better, than before the shelter opened.

When it was learned some areas of Deerfield would be without power for seven days, Jim Cannon and Colleen Guardia went to the senior housing development near the Deerfield Community Church. To be determined was should the population go to the shelter or could they stay in their homes a day or two.

The shelter opened knowing that the financial burden would be there. A decision was made at noon, Friday, December 12, 2008 to open the shelter at 4pm. ARC was notified as well as the State Office of Emergency Management. Once the need lessened, the shelter was closed as quickly as possible to minimize the expense-Tuesday, December 16, 2008 at 7am.

Colleen Guardia described the costs associated with food, approximately \$221. Paula Duchano, who is in charge of the DCS cafeteria, must follow standard procedure to meet federal requirements, account for the food and show that it was used for an emergency. The Town is obligated to repay DCS for the food used while the shelter was open. Other food was supplied by the Deerfield Food Pantry, The Parent Teachers Organization, local businesses, American Red Cross, the senior luncheon and citizens. Mrs. Guardia commented that the volunteers, through their generosity, were outstanding, as is customary in Deerfield. Over 500 meals were served from Friday evening to Tuesday afternoon.

Selectman Hooker asked if the \$221 could be recouped and what process others follow. Jim Cannon didn't find it fair to request repayment as the ARC had supplied a lot of food. As an example of process, Mrs. Guardia described the All Health Hazard Plan which Deerfield is part of with the City of Manchester. This plan is in place to dispense vaccine, if necessary. The point of distribution, for Deerfield, is Candia which is part of the mutual aid agreement with Manchester. Deerfield, in turn, would provide support by handling traffic control or whatever is needed but it is not an exchange of money.

Selectman O'Neal asked two questions: (1) What is the process, to pay for fuel, when the generator is running? He believed DCS was in session for two days. (2) Is there a written agreement? Mr. Cannon answered DCS would pay for the two days the school was open. While the agreement isn't in writing, Mrs. Guardia said the verbal agreement is the Town would pay for the fuel consumed when the shelter is open.

Selectman O'Neal's concern was the school functioning for two days and the cost of running the generator. He realized the generator performs an automatic diagnostic test once a month. Chairman Barry stated the Town did arrange to have fuel delivered for the generator during the ice storm. Colleen Guardia reaffirmed that when DCS is a shelter the Town pays for fuel for the generator.

Selectman O'Neal recommended working on a written agreement between the Town and School which would define the responsibilities for each entity. Mr. Cannon agreed and suggested the Board of Selectmen and the School Board jointly sign the agreement.

When an emergency is declared, the Emergency Management Team begins its work. The Board was given a copy of the Essential Support Function (ESF) that manages the Shelter-Mass Care and Shelter. This along with other ESF's make up the Emergency Operations Plan (EOP). The beauty of this incident was that it proved that the EOP could be followed and it worked. Eventually, the Board will sign off on the EOP. This policy governs emergencies and encompasses mutual aid agreements which are addressed in specific appendices.

According to Jim Cannon, Rick Pelletier has calculated what the cost is if the generator runs for 3 ½ days. There is \$3,000 in the 2009 Emergency Management Budget for fuel. Selectman O'Neal hoped it was enough but pointed out the generator was more efficient than anticipated. Selectman Hooker emphasized there should be a calculation concerning the cost of running the generator while school is open.

Point of Information

Colleen Guardia announced the Emergency Management Team, the Deerfield Community School and the American Red Cross (ARC) will debrief the ice storm emergency on Friday, January 23rd at 9:30am. Selectman Hooker thought local reporters should be invited.

- Memorandum of Understanding/City of Manchester

Jim Cannon said the City of Manchester is applying for a grant to work on evacuation plans for surrounding towns. This is in conjunction with health issues and is part of the All Health Hazards Plan. Information will be requested from fire, police and key people in the various towns. Deerfield will cooperate and there will be no Town funds spent but the time working on the plan.

MOTION: Selectman Walter Hooker made a motion to approve Deerfield's participation in the Memorandum of Understanding with the City of Manchester and authorize the Chairman of the Board to sign on behalf of the Board of Selectmen. Seconded by Selectman John Reagan.

VOTE: Chairman Barry called for the Vote. It was a Unanimous Vote in Favor. Chairman Barry signed the Memorandum of Understanding.

- National Incident Management System (NIMS)

Jim Cannon informed the Selectmen he would return when the NIMS document is ready for approval. Colleen Guardia added the Town already operates in the correct manner but this certification would qualify Deerfield for grants and FEMA money.

State Representative, Maureen Mann:

Representative Mann requested a moment of the Board's time to ask if the Selectmen would consider writing a letter in support of placing a traffic signal at the intersection of State Routes 4 and 107, in Epsom. The Town of Epsom would appreciate the support for this project when the meeting is held on January 26, 2009, in Epsom. Representative Mann reported there was another accident, at that intersection, this past weekend. Selectman Hooker agreed the traffic signal is warranted. The letter will be prepared, the Board notified when it is done to come in and sign and once signed, forwarded to the Epsom Board of Selectmen.

Philbrick James Library/Bid Awards:

Present: Maureen Mann and Kathy Berglund, Philbrick James Library Trustees

Platform Lift/Vestibule/Bathroom Renovations

1. Lift Bid

Maureen Mann, Trustee for the Philbrick James Library, stated the Library Trustees recommend awarding the bid for the lift to All-Ways Accessible for the bid amount and associated costs.

A vestibule was preferred for safety reasons and access to the lift out of the weather. The design has since been greatly reduced as the construction of a vestibule is too expensive. Maureen Mann stated the Library Trustees recommend rejecting all vestibule bids. The cost of the lift and the associated costs will be more than the \$40,000 encumbered from the Warrant Article.

MOTION: Selectman Walter Hooker made a motion to take the Library Trustees recommendation and award the bid, for the lift and associated costs; to All Ways Accessible with the understanding the Heritage Commission and Historical Society will review the design. Seconded by Selectman Alan O'Neal.

Discussion: Selectman Reagan pointed out the Trustees will spend all the money in the Warrant Article and more. If more is spent, it will have to come from somewhere else. It was noted funds might come from the budget but the Warrant Article could not be over-spent.

Maureen Mann stated the Trustees do not plan to ask the Town for additional funds but would work with the Friends of the Library and have more bake sales if necessary. Selectman O'Neal asked if there was an exact number and if not, suggested the Trustees get a couple of bids.

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

2. Bathroom Renovations

The Library Trustees were not ready to award the bid for bathroom renovations because they are seeking more specifics from the bidders.

3. Vestibule Bid

MOTION: Selectman Alan O'Neal made a motion the Board take the Trustees' recommendation and reject all the bids for the vestibule. Seconded by Selectman Walter Hooker.

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

Questions asked were when would the work begin and where would the lift be located. Mrs. Mann replied weather will determine how soon the work begins as a foundation is required. The lift will be located in the back of the Philbrick James Library.

Planning Board/Community Technical Assistance Program (CTAP) Grant:

Present: Fred McGarry, Chairman; Kate Hartnett, Vice Chairman

- CTAP Grant Application/Local Government Funding Request from CTAP Discretionary Fund
The Board previously received copies of the CTAP Grant Application. Mr. McGarry described the terms of the grant; \$8,500 for a wildlife survey and the remainder, up to \$15,000, for updating the zoning ordinances to include work force housing. The Town doesn't actually receive the money directly as it is handled by the Southern New Hampshire Regional Planning Commission (SNHPC). The grant allows for the Town to authorize the Planning Board to work with the New Hampshire Audubon Society concerning the wildlife portion of the grant. The Planning Board will work with Jack Mettee, someone the Planning Board has already worked with, regarding the work force housing ordinance. The Planning Board will approve any invoices that are submitted to SNHPC and SNHPC will cut the checks. No money will be coming into the Town but the Town's name is on the grant.

MOTION: Selectman John Reagan made a motion to accept and approve the CTAP Grant Application and authorize the Chairman of the Board to sign on behalf of the Board of Selectmen. Seconded by Selectman Walter Hooker.

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

- Shoreland Protection Act

Kate Hartnett updated the Board of Selectmen on recent changes to the Shoreland Protection Act and pointed out some things may be grandfathered. The change will not affect Pleasant Lake. This version is simpler concerning the setbacks, what happens with the setback and the area behind the setback. Selectman Hooker thought the changes were more likely to affect Freeses Pond.

Vouchers:

Payroll Manifests/\$229.12 and \$48,718.26

MOTION: Selectman John Reagan made a motion to approve the Payroll Manifests in the amount of \$229.12 and \$48,718.26. Seconded by Selectman Walter Hooker.

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

Accounts Payable Manifests

1. \$1,750,035

Chairman Barry stated that on December 30, 2008, a phone poll was conducted. Three members, who were reached, made a quorum and agreed to allow the \$1,750,035 school request to cover a Concord High School tuition payment. The manifest was signed by five (5) members of the Board of Selectmen.

MOTION: Selectman John Reagan made a motion the Selectmen ratify the action previously taken and approve the \$1,750,035 accounts payable manifest for the school. Seconded by Selectman Walter Hooker.

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

2. \$82,524.57

MOTION: Selectman Alan O'Neal made a motion to approve the Accounts Payable Manifest totaling \$82,524.57. Seconded by Selectman Walter Hooker.

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

3. \$81,724.78

MOTION: Selectman John Reagan made a motion to approve the Accounts Payable Manifest totaling \$81,724.78. Seconded by Selectman Walter Hooker.

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

Signatures Requiring a Vote:

1. CITGO Gas Card

MOTION: Selectman John Reagan made a motion to approve the CITGO Gas Card and authorize the Chairman of the Board to sign the credit card application on behalf of the Board of Selectmen.

Discussion: Selectman Hooker questioned which option the Town was choosing as the box was not checked off when he saw the application. Chairman Barry answered the "CITGO Business Select" was the desired option and noted statements will be available on-line.

VOTE: Chairman Barry called for the Vote. It was a Unanimous Vote in Favor. Chairman Barry signed the CITGO Gas Credit Card Application.

2. Forestry Stewardship/Current Use/Dawn Holloway/Map 411 Lot 46

MOTION: Selectman John Reagan made a motion to approve the Current Use Application with a Forestry Stewardship. Seconded by Selectman Alan O'Neal.

Discussion: Selectman Hooker was in favor of approval but pointed out the acreage on the plan doesn't match the property card. The work was done by a licensed forester and seemed more accurate than previous records reflect.

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

Selectman Hooker asked that the plan created by the licensed forester be used to update the property record card and any other applicable Town records.

3. Abatement

- Deerfield Volunteer Fire Association/Deerfield Volunteer Rescue Squad/Map 210 Lot 4
Reason: Owner is a non-profit entity and the property will be used for additional parking for Deerfield Volunteer Fire Department and other town functions.

Chairman Barry stated this abatement is brought forward because the Board of Selectmen previously stated they would forgive the taxes once the property changed ownership and the appropriate insurance coverage was in place.

MOTION: Selectman Walter Hooker made a motion to grant the abatement request for Map 210 Lot 4. Seconded by Selectman John Reagan.

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

4. Veterans Tax Credit

- Craig Hossfeld/Jessica Bell/Map 207 Lot 13

MOTION: Selectman Alan O'Neal made a motion to approve the Veterans Tax Credit for Craig Hossfeld and Jessica Bell. Seconded by Selectman Walter Hooker.

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

Signatures Not Requiring a Vote:

1. Intent to Cut

- J. Brian and Torin L. Judd/Map 410 Lot 25

Review of Correspondence:

- Memo/All Boards, Committees and Commissions/RSA 91:A

The Board was in agreement the document outlining the requirements of RSA 91:A will be distributed to all Boards, Committees and Commissions.

- Warrant Article/Deerfield Conservation Commission (DCC)/Land Protection Coordinator Erick Berglund requested a change be made to the Warrant Article for the Land Protection Coordinator as the calculation covered twelve (12) months and it should have been calculated for nine (9) months.

MOTION: Selectman Walter Hooker made a motion the Board adopt the change in the DCC Land Protection Coordinator Warrant Article and change the amount to \$6,718 which reflects a nine (9) month period. The Warrant Article to be amended at the MBC Public Hearing. Seconded by Selectman John Reagan.

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

- E-mail/Harriet Cady/RSA 91-A Request/Audit Report

Plodzick and Sanderson responded to a request for the audit report stating the documents are being completed. The delay is due to the new accounting standards and staffing issues.

- E-Mail/Selectman Hooker/Police Department Schedule

Selectman Hooker explained the e-mail was provided to the Board for their information.

- Notification/Applicant Briefing/Homeland Security-Re: Ice Storm

Deerfield will be represented at one of the meetings to be held by Homeland Security.

Review of Outstanding Minutes/December 15, 22 and 29, 2008:

MOTION: Selectman John Reagan made a motion the Minutes of December 15, 22 and 29, 2008 be approved as written. Seconded by Selectman Walter Hooker.

Discussion: Chairman Barry thanked Mrs. Heon for juggling the task of transcribing minutes along everything else that has been required.

VOTE: Chairman Barry called for the Vote. It was a Unanimous Vote in Favor. The Minutes of December 15, 22 and 29, 2008 stand approved as written.

Unfinished Business:

- 2009 Operating Budget

Transfer Station – Chairman Barry asked if there were any further changes to the 2009 Operating Budget. The Board will request the \$5,000 removed by the Municipal Budget Committee (MBC), on January 10, 2009, be returned to the 2009 Transfer Station Budget.

Heating Oil – There was brief discussion on whether or not the cost of heating oil was budgeted too high as the price per gallon had dropped off. Because the price is fluctuating, and now creeping back up, the Board opted not to change the budgeted amount.

- 2009 Warrant Articles

Review by Town Counsel -- The Board of Selectmen agreed to the changes in format suggested by Town Counsel. Changes will be completed for the MBC Public Hearing on Wednesday.

Cost of Living Allowance (COLA) – Adjustments lowered the COLA Warrant Article as the calculation should reflect April 1st to December 31st of 2009 and not the entire year.

MOTION: Selectman John Reagan made a motion to change the calculation, in the COLA Warrant Article, to reflect April 1st to December 31st of 2009. Seconded by Selectman Walter Hooker.

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

Veasey Park Fencing – The backup information has been presented for fencing the front of Veasey Park. This information was available for the Municipal Budget Committee (MBC) on Saturday, January 10th.

MOTION: Selectman Walter Hooker made a motion to approve the amount presented to replace the fencing for the front of Veasey Park. Seconded by Selectman Alan O'Neal.

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

Votes on Warrant Articles – This year an article is included on the warrant, which if voted in the affirmative, would allow vote tallies to be reflected on future warrants.

MOTION: Selectman Walter Hooker made a motion to approve the Warrant Article concerning vote tallies and place it on the 2009 Warrant. Seconded by Selectman John Reagan.

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

Department of Revenue Administration (DRA)/January 6, 2009 Meeting:

Mrs. Heon shared information received at a recent meeting.

Police Details and Cable Franchise Fees/Revolving Accounts – These revolving accounts will not be considered, for Deerfield, in 2009.

Capital Reserve Funds – The Department of Revenue Administration (DRA) recommends the language, in some cases, of Capital Reserve Funds, can be generic. An example: Instead of a specific fire engine use the terminology "fire apparatus". The Board opted to have this year's request for a Capital Reserve Fund, for a fire truck, remain as printed.

Voters Guide and/or Newsletters – Information such as tax impacts and how Boards voted can be contained in the Voter's Guide or Newsletter but not on the warrant. The DRA does not recommend calculating tax impacts due to the variables that go into that calculation.

Other Business:

- Saturday, January 10, 2009 – Municipal Budget Committee (MBC) Meeting

Selectman Hooker said the amount of information, backup documentation and answers provided by the Town, on Saturday at the MBC Meeting, was commendable. There was very little for the MBC not to understand. Chairman Barry stated that the fine folks in this building provided the backup information and they are to be thanked for a job well done. The Board worked hard on the budget this year, as did all the Department Heads, and it worked well.

- Wednesday, January 14, 2009 – Municipal Budget Committee (MBC)/Public Hearing

On Wednesday, the MBC will hear the Town and School Budgets for 2009. Chairman Barry reminded everyone that whoever sits as the Representative, for the Selectmen, on the MBC, should bring forward the wishes of the Board of Selectmen. Chairman Barry sought an indication of what position the Selectmen would take on the school budget as the vote represents the Board and is not a personal vote. Selectman Hooker indicated he wasn't even clear what the school budget was let alone take a position on it which to him would mean abstaining from a vote.

- Parks and Recreation Revolving Account

Selectman O'Neal requested a report on the activity in the Parks and Recreation Revolving Account for 2008 and 2009. Mrs. Heon will request the information.

- Compactor Installation

Selectman O'Neal wanted to hear from either the Transfer Station Director, or Rick Pelletier, as to when the new compactor would be operational. To Selectman Reagan's knowledge, the new compactor would be running by April 1st. Selectman O'Neal would prefer the work be accomplished in the year the money was requested.

- Highway Department/Accident

Chairman Barry reported that Matt Kimball, Highway Department employee, was involved in a minor accident during the recent snow storm. Mr. Kimball and the truck are okay.

Citizen's Comments:

Harriet Cady needed water during the ice storm and went to the Fire Station as it was one of the locations where water could be obtained. Because the generator was not working, Chet Cady went to the school to get water and noticed that every light was on in the building. Mrs. Cady didn't find this cost effective. Chairman Barry pointed out the generator runs at full rpms and the load has little or no effect on it.

Harriet Cady learned a very desirable 60 acre parcel (formerly Lindahl's), on South Road, was sold for \$200,000. The Deerfield Conservation Commission (DCC) paid for development rights upwards of \$500,000 for the Clifford and Freese parcels. Mrs. Cady believed the DCC had missed the opportunity to purchase the development rights on the South Road property.

Harriet Cady requested the appraisals for the Clifford and Freese Easements and stated she has never received them. Chairman Barry asked Mrs. Heon to call the DCC and request the appraisals be made available for Mrs. Cady.

Harriet Cady said the plow trucks were out at 2am, during the snow storm, and did a good job plowing.

Adjournment:

7:20pm

Selectman Walter Hooker made a motion to Adjourn. Seconded by Selectman John Reagan. Chairman Barry called for the Vote. It was a Unanimous Vote in Favor.