

**TOWN OF DEERFIELD  
BOARD OF SELECTMEN  
February 2, 2009  
MINUTES**

**Call to Order:**

**6:00pm** Chairman of the Board, 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: Walter C. Hooker, Selectman  
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.

**Forestry Commission/Deerfield Conservation Commission (DCC):**

Present: Kevin Cini, Forestry Commission  
Erick Berglund, Deerfield Conservation Commission (DCC)

As Kevin Cini had not arrived, Erick Berglund mentioned a meeting of the DCC where two options (Charles Moreno and Fort Mountain Timber) for building the Forestry Management Plan were discussed. At the January meeting of the DCC, Charlie Moreno came and explained his approach to the plan.

**6:03pm** Kevin Cini, Forestry Commissioner arrived.

Mr. Cini stated it was the general consensus of the DCC that the individual forester, with a specific plan, was the route that everyone was the most comfortable with and realized the Forestry Commission did not have a budget to fund the project. After meeting with several people, Mr. Cini saw the benefits of working with Mr. Moreno who will provide a detailed comprehensive plan. The finished product will provide the DCC with mapping details and the Forester, working within the agreement, will check deeds to determine if there are any property restrictions. Field work is anticipated to begin in April.

The DCC will work from the original quote, \$10,000, which will fund the plan. Mr. Berglund stated that it is well within the DCC's authority to support the expense. The DCC wanted assurance the Board of Selectmen agree that a condition of the agreement would be any funds from the timber harvest be placed against the \$10,000 expenditure. According to a prior Town Meeting, a Forestry Fund was established and the State Statutes speak to the voters allowing the money to be spent in other ways. The request would be presented to the next Town Meeting. Mr. Berglund suggested that if the Board supported the funds returning to the DCC, to payback the \$10,000, the DCC would appreciate a motion and vote of the Board to that affect.

Erick Berglund pointed out that the DCC has offered an enthusiastic volunteer to work with Kevin Cini, Frank Mitchell. Mr. Mitchell's knowledge is vast as he served as the Chairman of the DCC in the 80s and 90s when the original Forestry Management Plan was done.

**MOTION:** Selectman John Reagan made a motion to sign the contract and go with the DCC's plan allowing funds from timber harvests to reimburse the DCC for the \$10,000 expense. Seconded by Vice Chairman R. Andrew Robertson.

**VOTE:** Chairman Barry called for the Vote. It was a Unanimous Vote in Favor.  
Chairman Barry signed the contract on behalf of the Board of Selectmen.

**Trustees of the Trust Funds/Yearly Report:**

Present: Dwight Barnes, Chair of the Trustees of the Trust Funds

Dwight Barnes presented the yearly report for the Trustees of the Trust Funds. He listed all funds within the Trustees responsibility pointing out the beginning balances and ending balances and noting any additions or withdrawals to each of the funds.

Capital Reserve Accounts  
Cemetery Land Acquisition Fund  
Deerfield Special Education Fund  
Deerfield Building Repair Fund

Trust Fund Accounts  
Common Trust Fund "A"  
Common Trust Fund "B"  
Individual Funds  
Morrison Cemetery Fund  
Old Centre Cemetery Fund  
Philbrick James Library Fund  
Gentleman Joe Brown Citizen's Award

A report was also submitted that outlined Common Trust Fund Investments of the Town of Deerfield as of December 31, 2008.

**Jeff White:**

Jeff White spoke of a private road off middle road that has existed for two years with two residents on it. He asked the Town to consider plowing the road in exchange for some gravel in the spring. Mr. White spoke with the Highway Agent, Mr. Cote who referred him to the Board of Selectmen. The road length is 2,000 feet which should take 15 minutes to plow. One resident is concerned about being stuck there because Mr. White cannot get there until after a storm. Access for emergency vehicles is also a concern. Chairman Barry asked for the monetary value of the gravel. Mr. White placed a value of \$8.50 per ton on the gravel. Mr. White did not request sanding or salting of the roadway.

Vice Chairman Robertson did not find this unreasonable but wanted the Highway Agent to discuss it with the Board prior to any decision being made. Selectman O'Neal requested Mr. White put something in writing for the Board to review prior to the meeting. An appointment will be scheduled for February 9th for the Highway Agent and Mr. White. Mr. White will drop off a written document tomorrow.

**Vouchers:**

**Payroll Manifest \$527.00**

**MOTION:** Vice Chairman R. Andrew Robertson made a motion to approve the Payroll Manifest in the amount of \$527. Seconded by Selectman Alan O'Neal.

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

**Accounts Payable Manifest \$34,648.35**

**MOTION:** Vice Chairman R. Andrew Robertson made a motion to approve the Accounts Payable Manifest in the amount of \$34,648.35. Seconded by Selectman Alan O'Neal.

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

**Accounts Payable Manifest \$4,856.73**

**MOTION:** Vice Chairman Robertson made a motion to approve the Accounts Payable Manifest in the amount of \$4,856.73. Seconded by Selectman John Reagan.

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

**Signatures Not Requiring a Vote:**

1. Letter/Concord-Epsom Lodge #1210/Thank You for Donation/Tornado Victims
2. Letter/Acceptance of Resignation/Colleen Guardia
3. Intents to Cut
  - A. Jeff White/Gina G. White  
Map 419 Lot 27 Sub Lot 1 and Map 419 Lots 27-36

- B. Jeff White  
Tukcor Real Estate and Development  
Map 419 Lot 46

**Signatures Requiring a Vote:**

1. Notice of Abatement Denial  
A. George Towle  
Map 401 Lot 007/50 Lake Road  
*Reason:* Property was intact on April 1, 2008 and will be assessed accordingly pursuant to RSA 74:1 Annual List.

**MOTION:** Vice Chairman R. Andrew Robertson made a motion to accept the assessor's recommendation and deny the abatement for Map 401 Lot 007. Seconded by Selectman John Reagan.

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

- B. Lawrence J. Willwerth/Joan M. Willwerth  
Map 401 Lot 002/51 Lake Road  
*Reason:* Property was intact on April 1, 2008 and will be assessed accordingly pursuant to RSA 74:1 Annual List. Taxes may be abated upon good cause; we feel that good cause has not been shown.

**MOTION:** Vice Chairman R. Andrew Robertson made a motion to accept the assessor's recommendation and deny the abatement for Map 401 Lot 002. Seconded by Selectman John Reagan.

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

- C. Raymond Cyphers /Florence Cyphers  
Map 201 Lot 21/Kenoza Avenue  
*Reason:* Property was intact on April 1, 2008 and will be assessed accordingly pursuant to RSA 74:1 Annual List. Taxes may be abated upon good cause; we feel that good cause has not been shown. Applicant requested abatement on a 1937 Pierce Arrow Trailer (Antique), which has not been assessed by the Town.

**MOTION:** Vice Chairman R. Andrew Robertson made a motion to accept the assessor's recommendation and deny the abatement for Map 401 Lot 002. Seconded by Selectman John Reagan.

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

**Review of Outstanding Correspondence:**

- Research/Daniel Lamy/Map 410 Lot 31

Assessing Clerk, Penny Touchette, provided the Board with information on an ownership claim brought forward by Daniel Lamy as a result of a timber cut. The Board discussed the claim and decided Mr. Lamy would need to prove that the property is his via a survey or other means.

- E-Mail/Harriet E. Cady

A request, under 91-A for a list of specific information from the Parks and Recreation Department was received from Harriet Cady. The Board directed the Town Administrator to put the information together and notify Mrs. Cady of when it will be ready for her to review.

- 2009 Selectmen's Report

The Board reviewed the 2009 Selectmen's Report. The first paragraph will be rechecked and once the information is verified the report can move forward.

- Letter/Resignation

Bonni McPherson submitted a letter of resignation to the Board of Selectmen effective February 27, 2009. Ms. McPherson has accepted an offer of full time employment elsewhere. She will complete the Annual Report and the Voter's Guide prior to the 27<sup>th</sup> and offered to work on an on-call basis, if needed.

**MOTION:** Vice Chairman R. Andrew Robertson made a motion to accept, with regret, the resignation of Bonni McPherson. Seconded by Selectman Alan O'Neal.

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

The Job Description will be updated followed by advertisement of the position. Selectman O'Neal requested time be assigned to the functions of this position.

- Waiver of Lien Cost/Jeffrey D and Jane E Sinotte

The Town Clerk/Tax Collector wrote that the outstanding taxes have been paid by Washington Mutual and in conjunction with the prior agreement with the Board; the Town Clerk/Tax Collector requested a waiver of the \$45 in Lien Costs.

**MOTION:** Selectman John Reagan made a motion the Board grant the waiver of liens costs in the amount of \$45 for Jeffrey D. and Jane E. Sinotte. Seconded by Vice Chairman R. Andrew Robertson.

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

- FSA (Flex Spending Account)

The Board reviewed the comparable coverage for FSA's that was put together by Cindy Kelley, Finance Director. While the Board did not find a better alternative, they were clear to point out this area of the Town benefit package should be reviewed carefully next year for other alternatives.

**MOTION:** Selectman Alan O'Neal made a motion to approve the Flexible Spending Account Contract with the Local Government Center for 2009. Seconded by Vice Chairman R. Andrew Robertson.

**Discussion:** The question was asked how many comparables were checked. The response was HR Concepts, Benefit Strategies and Melcher Prescott in addition to the quote from the LGC. Seven employees currently participate in the program. The suggestion was to talk with a company called Wage Works, who covers the University of New Hampshire and keep an eye out for something better next year.

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

- Southern NH Planning Commission (SNHPC)

The SNHPC is updating the State of New Hampshire Ten-Year Transportation Improvement Plan due by February 27, 2009. The Highway Agent will be asked to submit the list of projects he has compiled.

- Rockingham Economic Development Corporation (REDC)

The REDC is looking for projects and the list is due by February 27, 2009. The information is being circulated to the appropriate Boards, Committees and Commissions.

- Southern NH Planning Commission (SNHPC) 2008 Traffic Counting Program

Traffic counts, for 2008, were conducted on Middle Road, South Road, Nottingham Road, Meetinghouse Hill Road, Old Centre Road, Birch Road, Mount Delight Road, North Road, Raymond Road, Haynes Road Parade Road and Gulf Road.

**Town Administrator's Report:**

- Primex Seminar/Job Descriptions

The seminar covered job descriptions and what happens when they don't exist, or are inaccurate, and how they play into the hiring and evaluation process. All job descriptions will be updated for all Town employees and submitted to the Board prior to the evaluation process this year.

- Grants/Health Department

It was brought to the Administrator's attention there may be grant opportunities for the Health Officer and did the Board want this researched. The reply was yes.

- 2007 Audit Report

Plodzick and Sanderson is in the review process of the 2007 Deerfield Audit and FEMA Audit. Sheryl Pratt, CPA, indicated Deerfield was one of 30 towns waiting for their reports.

- Southern New Hampshire Planning Commission/Stimulus Project List

The question of whether or not the Board wanted projects mentioned other than road projects. Vice Chairman Robertson indicated he talked with the Highway Agent, who said they were specifically looking for road projects and the Town should not ask for other projects. The intersection State Routes 43 and 107, at Church Street and Candia Road, will be added to the list.

**Review of Outstanding Minutes/January 26, 2009:**

**MOTION:** Vice Chairman R. Andrew Robertson made a motion the Minutes of January 26, 2009 be approved as written. Seconded by Selectman John Reagan.

**VOTE:** Chairman Barry called for the Vote. It was a Unanimous Vote in Favor. The Minutes of January 26, 2009 stand approved as written.

**Unfinished Business/Other Business/New Business:**

- Jeff White Proposal

Selectman Reagan stated he did not want to get into a bartering business with developers or residents. Chairman Barry thought it would behoove the Board to listen if money could be saved.

**Citizen's Comments:**

Kathy Bailey, Reporter for the Union Leader, asked when Colleen Guardia was leaving. The Board responded June 10, 2009.

Harriet Cady didn't believe that legally Town equipment could be on a private road because the law says you cannot use Town equipment on a private road. Monroe, New Hampshire was plowing driveways and was told not to even though the citizens voted for it. If roads are not maintained, they can be considered abandoned.

Harriet Cady stated the new budget comes in, gets spent immediately and come the end of the year there is a crisis and the Town ends up short. It would seem to her that looking at spending no more than a quarter of the budget, in a quarter, would make sense. Chairman Barry agreed that is the proper way to handle a budget if there isn't a tornado.

**Adjournment:**

**6:52pm** Vice Chairman Robertson made a motion to Adjourn. Seconded by Selectman John Reagan. Chairman Barry called for the Vote. It was a Unanimous Vote in Favor. The meeting is adjourned.