

**TOWN OF DEERFIELD  
BOARD OF SELECTMEN  
February 9, 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; Walter C. Hooker and Alan E. O'Neal, Selectmen  
Absent: R. Andrew Robertson, Vice Chairman; John Reagan, 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.

**Announcements:**

Chairman Barry noted, for the record, Selectman John Reagan would not be present this evening and Vice Chairman R. Andrew Robertson would be late.

**Philbrick James Library Trustees:**

Present: Bonita Beaubien, Chair; Kathy Berglund and Maureen Mann, Trustees

***Awarding of Bid***

- Bathroom Renovations

Bonita Beaubien brought forward the name of Englewood Construction, of Manchester, as the firm the Library Trustees recommend for the bathroom renovations. The bid amount is \$5,500. Greg Doane, Library Trustee, met with the firm and reviewed the specifications. The 2008 Warrant Article was written for \$40,000 with approximately \$39,000 remaining after the bid process.

The Board raised the concern of whether or not the project could be completed for that sum of money. Ms. Beaubien explained the construction of a vestibule was cancelled. The trustees worked towards a smaller enclosure which included the lift. At present, the trustees are waiting for a final number from the lift company. The Library Trustees expect the total cost to exceed the \$39,000 and will not ask for more money but do hope the Board will attend their bake sales.

**MOTION:** Selectman Walter Hooker made a motion the Board accept the recommendation of the Library Trustees and award the bathroom renovation bid to Englewood Construction. Seconded by Selectman Alan O'Neal.

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

The Board requested a start date. The trustees look to the spring for the project to begin as the bathroom renovations and the lift project will require coordination. The Library faces the possibility of closing for a day or two and notice to that affect has already been published.

**Review of Outstanding Minutes/February 2, 2009:**

The Minutes of February 2, 2009 were tabled until the next meeting.

**Vouchers:**

***Payroll Manifest/\$45,674.50***

**MOTION:** Selectman Walter Hooker made a motion to approve the Payroll Manifest in the amount of \$45,674.50. Seconded by Selectman Alan O'Neal.

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

***Accounts Payable Manifest/\$29,591.24***

**MOTION:** Selectman Walter Hooker made a motion to approve the Accounts Payable Manifest in the amount of \$29,591.24. Seconded by Selectman Alan O'Neal.

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

**Signatures:**

- Memorandum of Understanding/Generator/Town of Deerfield and Deerfield School District

**MOTION:** Selectman Alan O'Neal made a motion to sign the Memorandum of Understanding for the Generator and associated costs between the Town of Deerfield and the Deerfield School District. Seconded by Selectman Walter Hooker.

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

- Audit Letter/Plodzick and Sanderson  
The letter will be placed in the Town Report in lieu of the traditional letter from Plodzick and Sanderson.
- Letter/Thank You/Bonni McPherson

**6:09pm** Vice Chairman R. Andrew Robertson arrived.

**Review of Correspondence:**

- Impact Fees  
\$41,438.96 Highways  
\$15,006.69 School  
\$11,741.07 Solid Waste  
\$68,186.72 Total

**MOTION:** Vice Chairman R. Andrew Robertson made a motion to approve disbursing the School Impact Fees, retaining 5%, and holding Highways and Solid Waste. Seconded by Selectman Walter Hooker.

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

- Farmers Market/Banner Location

The Farmer's Market asked permission to place their banner in the same location as last year. There was no disagreement. The Farmers Market will be notified of the decision.

- Proposal/Tukcor Building Corporation/Jeff White

Jeff White wrote asking the Town to maintain a portion of the Hartford Brook Road, in the Tukcor development, during the winter storms. Mr. White indicated two passes when there is over three inches of snow would suffice as well as sand and salt during an ice storm. There are three homes on this road. The Town work would be exchanged for 1 ½ crushed gravel.

Alex Cote, Highway Agent, sent a memo to the Board indicating he did not agree with the proposal.

After listening to Mr. White the week before, Vice Chairman Robertson didn't think the Town would gain anything from this and that it wasn't to the Town's advantage. The Town has contracted with a vendor for materials at a price. The private road could be plowed, for money, by a private contractor. Vice Chairman Robertson could not see the Board thumbing their noses at those who make a living doing plowing.

Selectman Hooker recalled an RSA that states if towns start plowing roads they become the town's responsibility afterwards. Chairman Barry didn't think it would apply to private roads but Class VI Roads. Selectman O'Neal foresaw an accounting nightmare for the Highway Agent. A letter will be sent to Jeff White indicating the offer was appreciated but the Board cannot accept it.

- Invitation/Public Service of New Hampshire (PSNH)/Informational Meetings  
Board members will not be able to attend any of the PSNH meetings.

- Letter/NHDOT/Bridges  
This is the annual bridge inspection letter was copied to the Highway Agent, Alex Cote.

**Review of Outstanding Minutes/February 2, 2009:**

Chairman Barry removed the Minutes of February 2, 2009 from the Table as a quorum of those present at the February 2<sup>nd</sup> meeting were now present.

**MOTION:** Selectman Alan O'Neal made a motion to approve the minutes of February 2, 2009 as written. Seconded by Vice Chairman R. Andrew Robertson.

**VOTE:** Chairman Barry called for the Vote. Selectman Walter Hooker abstained. It was a Vote in Favor. The Minutes of February 2, 2009 stand approved, as written.

**Town Administrator's Report:**

- Explanation of Audit Letter for the Town Report  
This was covered previously.

- Forest Maintenance Fund  
The Town Treasurer located a balance of \$1,500 in a Forest Maintenance Fund. Kevin Cini of the Forestry Commission and Erick Berglund of the Deerfield Conservation Commission have been informed.

- Emergency Management Posters  
The Board agreed Fire Chief, Mark Tibbetts could order 300 posters and take the funds from the Emergency Management Budget, for 2009, supply line.

- Town Office Staff/Recording Secretary  
Due to recent personnel changes, the Town Office staffing is being restructured. Staffing as it relates to the position of Recording Secretary is not clear at this time and layoff of the current employee is requested.

**MOTION:** Selectman Walter Hooker made a motion to layoff the Recording Secretary due to the change in structure of the Town Office staffing. Seconded by Vice Chairman R. Andrew Robertson.

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

- IT Job Description  
The Job Description was reviewed and accepted by the Board of Selectmen. The Board directed an ad for this position should be placed as soon as possible.

**Adjournment:**

**6:17pm** Selectman Walter Hooker made a motion to Adjourn. Seconded by Selectman Alan O'Neal. Chairman Barry called for the Vote. It was a Unanimous Vote in Favor. The meeting is adjourned.