

**TOWN OF DEERFIELD  
BOARD OF SELECTMEN  
March 30, 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; R. Andrew Robertson, Vice Chairman; John Reagan, Walter C. Hooker and Alan E. O'Neal, Selectmen

Also Present: Cynthia Heon, Town Administrator; Cynthia Kelley, Finance Director

**Pledge of Allegiance to the Flag:**

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

**Citizen's Comments:**

1. Marcel Riel-Parks and Recreation Department Phone Costs for 2008  
Marcel Riel raised concerns about the Parks and Recreation Department phone bill stating that if the phones cost \$784.11 per year the total cost for 2008 is \$500 more than what is allotted. The Board indicated the dollar amount included two cell phones and an office phone.

If the entire \$1,300 expenditure did not belong to Parks and Recreation Department, Mr. Riel didn't think it should have been charged to that account. Joe Manzi, Parks and Recreation Director, present at this time, explained his department is responsible for two cell phones and one land line.

To Mr. Riel, the \$500 discrepancy is the real problem. Chairman Barry stated the answer was not readily available but could be obtained.

Selectman O'Neal extracted information from the budget documentation that for the Year of 2008, the total cost for phones for the Parks and Recreation Department was \$1,304.76. Chairman Barry added the backup information could be prepared, at the earliest, by next week.

2. Harriet Cady-Town Report Format/Expenditures

Harriet Cady understood that sometimes budgeted amounts are over-budget and sometimes under-budget and suggested the financial reports, in the Town Report, reflect that information. If expenses are reported this way, it might prevent Joe Manzi from calling her wrong, publicly, when something is not wrong but not budgeted for.

3. Kathy Shigo-Purchase of Police Cruiser/SUV

Kathy Shigo wanted to know if the question was raised about how many miles per gallon the SUV Cruiser might get. The Board explained the purpose of the SUV (Ford Explorer) was not for patrolling and this led the Selectmen to believe gas mileage would not be a problem. The Town has purchased Crown Vic's with V-8 engines that get lousy gas mileage. The Ford Explorer has a slightly smaller engine but bigger tires which equates to similar gas mileage as seen in the past. Vice Chairman Robertson pointed out that police packages are limited and the Town once tried a Ford Taurus and quickly learned something more durable was required.

Kathy Shigo stated that an SUV would get the Officers where they need to go, and is a good idea, but she wanted assurance gas mileage was taken into consideration.

**Introduction /New Employee:**

Cindy Heon, Town Administrator, introduced Steven Jamele as Deerfield's new IT Administrator.

The Board of Selectmen greeted Mr. Jamele and indicated they are available if he needed any assistance.

**Parks and Recreation Department/Program Updates:**

Present: Joe Manzi, Parks and Recreation Director

1. Summer Camp

New this year, the Deerfield Parks and Recreation Department will have a Summer Camp. Joe Manzi sought permission to use the downstairs (cafeteria) as the indoor base-camp, for down time, intake and outtake. The request asks that the space remain set up from day to day. The space would be kept orderly. There was no objection to Mr. Manzi setting up the downstairs area for Summer Camp.

2. Baseball/Softball

Mr. Manzi reported everyone is working together to bring all baseball/softball programs under the umbrella of the Parks and Recreation Department. Mr. Manzi worked with the Deerfield Community School and Colleen Guardia, Welfare Administrator, to be sure that every child, in Deerfield, has an opportunity to play baseball.

3. Hoop Classic/Basketball Tournament

The basketball tournament held last week brought out many volunteers contributing to a very successful Hoop Classic. The Town of Deerfield netted \$3,200.

4. Old Home Day/Fireworks

The Deerfield Fair Association has agreed, again this year, to be the sole sponsor for the fireworks display on Old Home Day. Mr. Manzi expressed his appreciation to the Deerfield Fair Association.

5. Summer Camp/Fee Structure/Participation

When Vice Chairman Robertson provided the summer camp information to the Northwood Town Offices, the question of rate structure came up. Joe Manzi explained there is a fee for Deerfield residents and a different fee for out of town participants.

Mr. Manzi heard the 4-H Camp in Pawtuckaway State Park was not running this year. Vice Chairman Robertson believed the overnight 4-H camp in Bear Brook State Park was still active but the Town of Northwood did not have a program and thought Deerfield's program looked good.

Selectman O'Neal wanted more information on the field trips and who would transport the children. Mr. Manzi said Dail Transportation is the bus company. Costs are calculated for four (4) days with the fifth (5) day as a field trip day. All field trips are open to the general community. Selectman O'Neal asked if there were separate permission slips for camp and the field trip. Mr. Manzi replied if someone is not part of the camp program, there is a separate permission slip to complete.

6. Old Home Day

Mr. Manzi informed the Board Old Home Day is the third Saturday in August.

**Supervisors of the Checklist:**

Present: Cheri Sanborn, Chair-Supervisors of the Checklist

1. Relocation

Mrs. Sanborn advised the Selectmen the Supervisors of the Checklist have outgrown the space in the Library. A new fireproof file, recently purchased, is sitting in the foyer in the front of the G. B. White Building. The file is heavy and the Supervisors of the Checklist recommend only moving it once.

The Selectmen mentioned the only space that is handicapped accessible is the middle section, of the G. B. White Building. Space options are an area within the Assessing Office or space in the vestibule of the Town Clerk/Tax Collector's Office. Files might have to be stored elsewhere.

Mrs. Sanborn said that while not needing much space there were several files to be moved, two of which were fireproof. There is a requirement that checklists are retained for five to seven years. As it stands now, a lot of time is wasted transporting files to and from Mrs. Sanborn's home to the Library. Following meetings at the Library, the Supervisors of the Checklist go to the G. B. White Building, upstairs, to use the copier. The objective would be to have the process work a little smoother.

The Selectmen believed that just about anything could be accomplished with regards to the middle section of the G. B. White Building. To open up more room in the Assessing Office, moving the Building Inspector might be considered.

Mrs. Sanborn informed the Board that the Supervisors of the Checklist rarely have anyone come to their meetings but if someone did attend a meeting, they would have right to do that and should be accommodated. Mrs. Sanborn spoke with Mrs. Heon about the space upstairs (formerly Bound-to-Finish) which is available and the thought was the Supervisors of the Checklist could greet people in the foyer if need be and have a work area in the room upstairs.

Chairman Barry stated the Board would consider the possibilities, with the understanding the files are heavy and should only be moved once. The Board will get back to the Supervisors of the Checklist within two weeks.

## 2. Challenged Voter

Cheri Sanborn wasn't sure if any, or all, of the Board members were present, at the November election, when a person came in off the street to register to vote and everyone was pretty sure he didn't live in Deerfield. The individual stated that he did live in Deerfield.

The Supervisors of the Checklist then talked to the Moderator who called Jim Kennedy at the Attorney General's Office. Mr. Kennedy provided a list of questions for the Supervisors to ask the gentleman, which they did. The last question, to which the gentleman replied yes, requires a signature on an affidavit that is signed under penalty of perjury. The Supervisors of the Checklist hoped to challenge the ballot but the gentleman got through the voting area before they had an opportunity to complete their paperwork.

Mrs. Sanborn reported that the Attorney General's Office is investigating this case right now. The Supervisors of the Checklist spoke to the Secretary of State's Office who gave instruction that if the Supervisors of the Checklist were positive that he didn't live in Deerfield then they should send a 30-day letter. The 30-day letter was mailed, and has come back, indicating that the gentleman does not live in Deerfield. Mrs. Sanborn wanted the Board aware of this case because it most likely would end up in Court.

## 3. Voter Registration Question

Chairman Barry questioned why, if a voter registered to vote in the Town Clerk's Office, and the Town Clerk provided a paper, signed and with a Town Seal on it, would the voter be told that wasn't good enough and that a driver's license was also required. Cheri Sanborn said the Supervisors of the Checklist have never accepted a document like that signed by the Town Clerk.

Harriet Cady interjected that the document, signed by the Town Clerk, is not recognized documentation under election law. The Supervisors of the Checklist have a list of specific documents they can use. Examples are driver's licenses or passports but the Town Clerk document is not on the list.

## 4. Purging the Checklist

Selectman Hooker was interested in knowing how often the Supervisors of the Checklist purge the checklist. He thought that people must move out of town and their name is never taken off the list. Harriet Cady responded to the question stating that the checklist is purged when the census is done.

Chairman Barry returned to the question of someone moving out of town and not letting the Supervisors of the Checklist know. Cheri Sanborn stated that could happen. Selectman Hooker thought that if a person moves, and they register to vote in the next community, the information to take the voter off the checklist would come to Deerfield. Mrs. Sanborn agreed that if the voter registered in the new community, the Supervisors of the Checklist would most likely receive notification.

Harriet Cady added the Supervisors of the Checklist are required to have proof that someone is no longer residing in the community and cannot just remove someone, from the checklist, because someone said they don't live here.

**Welfare Department:**

Present: Colleen Guardia, Welfare Administrator

1. Standards of Needs

Mrs. Guardia explained that the Board of Selectmen received a packet, for this meeting, with the Standard of Needs enclosed. This was addressed a few weeks ago but because of the changes to the Food Stamp Program, due to the stimulus money, the Standards of Needs should be adjusted again, increasing a few dollars per person. The local standards are based on Health and Human Services numbers.

Chairman Barry stated that when the Standards of Needs were signed at the beginning of March the Selectmen didn't know about the Food Stamp Program going to Supplemental Nutrition Assistance Program (SNAP).

**MOTION:** Selectman Alan O'Neal made a motion to adopt the Standards of Needs for the Welfare Guidelines as recommended by the Welfare Administrator. Seconded by Vice Chairman R. Andrew Robertson.

**Discussion:** Selectman Hooker questioned if the stimulus money goes away would the Standards of needs return to a lower level. Mrs. Guardia stated that the Standards of Needs follow the Health and Human Services and local welfare levels. A yearly review is recommended. Mrs. Guardia explained the changes are based on real information in much the same way as rent is adjusted.

**VOTE:** Chairman Barry called for the Vote. It as a Unanimous Vote in Favor. The Standards of Needs were adopted and signed by the Board of Selectmen.

2. Welfare Guidelines

**MOTION:** Selectman John Reagan made a motion to approve the Welfare Guidelines as updated. Seconded by Vice Chairman R. Andrew Robertson.

**VOTE:** Chairman Barry called for the Vote. It was a Unanimous Vote in Favor. The Welfare Guidelines were adopted and signed by the Board of Selectmen.

**Review of Outstanding Minutes/March 23, 2009:**

The Board of Selectmen will take up the Minutes of March 23, 2009 next week.

**Vouchers:**

**Accounts Payable Manifests/\$249,972.44**

**MOTION:** Vice Chairman R. Andrew Robertson made a motion to approve the Accounts Payable Manifest in the amount of \$249,972.44. Seconded by Selectman Alan O'Neal.

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

**Signatures Requiring a Vote:**

1. Release of Lien September 10, 2007/James and Robin Byrne  
**MOTION:** Vice Chairman R. Andrew Robertson made a motion to release the lien for James and Robin Byrne. Seconded by Selectman John Reagan.  
**VOTE:** Chairman Barry called for the Vote. It was a Unanimous Vote in Favor.
  
2. Appointments/Planning Board Alternates (Requested by Planning Board)
  - A. Frances Menard
  - B. Peter Schibbellhute
  - C. Richard Pelletier**MOTION:** Selectman Walter Hooker made a motion to appoint Frances Menard, Peter Schibbellhute and Richard Pelletier as Alternates to the Planning Board. Seconded by Vice Chairman R. Andrew Robertson.  
**VOTE:** Chairman Barry called for the Vote. It was a Unanimous Vote in Favor. The appointment forms were signed.

**Signatures Not Requiring a Vote:**

1. Don Williams/Thank You
  
2. Certificate of Buyer of Taxable Fuel for use by State or Local Government or Nonprofit Educational Organization/CITGO  
Chairman Barry asked if there was any objection to the Chairman of the Board signing the certificate on behalf of the Town. There was no objection. Chairman Barry signed the document.
  
3. April Appointments:
  - A. Zoning Board of Adjustment
    1. Sandra Logan, Member
    2. John Sinnamon, Alternate
    3. Anthony DiMauro, Alternate
  - B. Conservation Commission
    1. Erick Berglund, Jr.
    2. Serita Frey
  - C. Parks and Recreation Commission
    1. Jeff Shute
  - D. Cemetery Commission
    1. Frances Menard
  - E. Energy Commission
    1. Wesley Golomb
    2. Wendy Schorr
    3. Michael Greene
    4. Gary J. O'Connell
    5. Ellen O'Donnell
    6. Donald Watts
  - F. Code Enforcement Officer
    1. Richard Pelletier
  - G. Health Officer
    1. Richard Pelletier
  - H. Police Department
    1. Glenda Smith
    2. Roger St. Onge
    3. Alan Wilson
  - I. Welfare Administrator
    1. Colleen Guardia
  - J. Emergency Management Director
    1. James Cannon
  - K. Heritage Commission
    1. Deborah Boisvert
    2. James Deely
    3. Carol Levesque
  - L. Forestry Commission
    1. Philip Bilodeau
  - M. Animal Control Officer
    1. W. Matthew Lopez

**Review of Correspondence:**

1. Letter/Deerfield Community School/Commendation: Colleen Guardia

A letter was received from the Deerfield Community School commending Colleen Guardia on her work on the New Hampshire Healthy Kids Program. Chairman Barry read the letter that stated each child would eventually be insured and the school was glad Mrs. Guardia assisted with reaching this milestone. A copy of this letter and acknowledgement of the accomplishment will be placed in Mrs. Guardia's personnel file.

2. Wheelabrator Concord Co LP

Wheelabrator announced an increase, from the current rate, of \$1.92 per ton. This would equate to approximately \$2,333 increase for the Year 2009. The rate increase was effective March 16, 2009.

3. John Gatchell/92 Coffeetown Road

Mr. Gatchell wrote to the Board of Selectmen seeking reimbursement for damages to his vehicle because of conditions on Coffeetown Road. The exhaust system cost \$922.10 to replace and Mr. Gatchell requested reimbursement. Chairman Barry discussed this matter with the Highway Agent, Alex Cote. Mr. Cote is waiting for the Police Report prior to making a recommendation.

4. Grant/Conservation License Plate Grant Application/Philbrick James Library

The Philbrick James Library Trustees applied for a grant to assist with their project of installing a lift. The grant had to be signed, sealed and returned by late Friday afternoon, March 27, 2009. A copy of the documentation was supplied by the Philbrick James Library Trustees.

5. Harriet Cady/Right to Know Requests

Chairman Barry handed Mrs. Cady a document responding to questions she previously asked the Board of Selectmen.

**Other Business:**

1. Proposal/Highway Department

Chairman Barry reviewed a proposal from Iver Martin with Highway Agent, Alex Cote. The proposal was to have Mr. Martin crush gravel and store it at the Town pit for \$3 per ton. The total cost would be \$17,500. Currently, there is \$26,000 budgeted for processed gravel. A savings of approximately \$7,000 would be realized. Chairman Barry requested permission for Mr. Cote to proceed with the project.

Selectman O'Neal found this request to be going against what the Board asked everyone to do the week before. There were several things Selectman O'Neal wanted to see; (1) An official proposal from Mr. Martin (2) Verification the scale is certified (3) A Certificate of Insurance (4) A second quote.

Chairman Barry stated a second quote was obtained from Peter Shihbellhute; \$5.50 per ton.

Vice Chairman Robertson thought the Board should proceed, as in the past, through the bid process which is already underway. A quote from Iver Martin should be obtained and if the price is cheaper it may be worthwhile.

Selectman Hooker requested the project go out to bid. Chairman Barry said the bid notice out currently does not specify the amount of gravel needed. This would provide an option to supplement the Town's gravel needs with available resources.

Selectman Hooker suggested the Selectmen wait for the bids to come in and ask Mr. Martin to submit a bid. The quantities are in line with the gravel budget and the idea is attractive but the proposal should be considered with the other bids.

Chairman Barry will ask Mr. Cote to obtain a formal bid from Mr. Martin for the April 6<sup>th</sup> Meeting.

Selectman O'Neal mentioned the Deerfield Fair Association hired Mr. Martin and was pleased with his work.

2. Roadside Clearing/Highway Department

Chairman Barry mentioned Mr. Cote would have material from clearing the sides of the road that could be used to fill and grade the parcel of land next to the Fire Station. Several Board members did not want the Town to put equipment, or material, on the property next to the Fire Station as it is not Town-owned property. Selectman O'Neal thought the fill could be dropped across the street from the G. B. White Building, allowing further expansion to the parking area. Chairman Barry will advise Alex Cote, Highway Agent, of the Board's position.

3. Grader Repairs/Highway Department

Alex Cote, Highway Agent, reported to Chairman Barry that the right front tire fell off the road grader on Middle Road. Luckily there was someone close by with equipment that could bring the road grader back to the Highway Shed. The king pins are no longer good and king pins will have to be replaced on both sides as that is the way it is done. It appears that there was a void in the original equipment (1983). Because this piece of equipment is needed, the repairs are being made. The cost is not known at this time.

Vice Chairman Robertson brought up the fact the costs of repairs may be more than the Selectmen can stomach and the Town might have to supplement the need with contract work. Selectman O'Neal agreed, thinking there may be at least three road graders available in the community.

Selectman Hooker mentioned the age and condition of Highway Department vehicles and thought the Board may need to look at doing things a little different under certain circumstances. Vice Chairman Robertson pointed out that a contractor fixes the equipment they own. The Town fixes Town owned equipment funding repairs through the budget.

The discussion returned to the concern the repair bill may be higher than desired and the possibility outside contractors may need to be considered. Chairman Barry remarked the road grader is currently being fixed at whatever it will cost unless the Board tells the Highway Agent to stop. Vice Chairman Robertson stated that could be considered but it is the Highway Agents call.

Chairman Barry said the road grader is 26 years old and replacement should have happened at the end of nine years. Concern was raised about how much time can be put into something that may not last much longer.

**Town Administrator's Report:**

1. Follow-up to March 31, 2009 Meeting

Town Administrator, Cynthia Heon reported that all of the information outlined in the March 31, 2009 Minutes regarding procedures for the Year 2009 had been disseminated to the Department Heads.

2. IT Administrator

Selectman Hooker asked about the new IT Administrator and if Mrs. Heon was satisfied with the work being accomplished. Mrs. Heon replied it has only been a few days but so far, so good.

**New Business:**

1. Rental Space/G. B. White Building

Selectman Reagan stated that two years ago a tenant, McKenna Flutes, was notified that the Town was reclaiming the space. The room was being considered for the Emergency Management

Offices at the present time, there is stuff stored in the vacant room, from the emergency shelter operation, which takes up far too much space.

**MOTION:** Selectman John Reagan made a motion to notify the tenant (McKenna Flute) that it is time to vacate the premises as of May 1, 2009. Seconded by Vice Chairman Robertson.

**Discussion:** Selectman Hooker stated there are plans for the room and have been for a long time. Chairman Barry thought having to move the heavy equipment from the room may have caused the delay. It is hoped the move can be accomplished by May 1, 2009. Selectman Hooker suggested an extension to June 1, 2009 if need be. Selectman Reagan suggested moving the Red Cross equipment into the McKenna space now which would open up the other room for archival space and meeting space.

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

Mrs. Heon was asked if there was any news from Kidz Kumfort Zone. Mrs. Heon replied there have been follow-up conversations and information requested from Kidz Kumfort Zone. There is also an unsubstantiated rumor that they were moving. There is nothing official to report at this time.

**Citizen's Comments:**

1. Harriet Cady/Elderly Exemptions

Harriet Cady suggested the Board review the Elderly Exemption amounts and be sure the topic was placed on the agenda. There are big discrepancies around the State. The limits, for Elderly Exemptions, are different from community to community.

2. Harriet Cady/Right-to-Know Law/Copy Charges

Harriet Cady received information, requested under the Right-to-Know Law, concerning charging for copies. The Minutes of the Selectmen's Meeting only show that fax copies were discussed. There was no discussion about raising the charge from \$.25 to \$.50 for copies. Mrs. Cady remarked that change must of occurred somewhere in the recesses of darkness.

3. Harriet Cady/Response to Questions

Harriet Cady stated that she hoped the letter she received was not the Selectmen's written answers because the tone was sarcastic and does not answer the questions she asked. One answer indicates she did not come in to view bills. Mrs. Cady informed the Board it was because she had a doctor's appointment and did send an e-mail stating that.

4. Harriet Cady/Parks and Recreation Commission

Harriet Cady stated that she would make an appointment to see the appointment forms for the Parks and Recreation Commission Members and also see when the Board of Selectmen agreed to have a Parks and Recreation Commission.

Selectman O'Neal shared the information that this evening Jeff Shute was re-appointed to the Parks and Recreation Commission.

Harriet Cady stated the Parks and Recreation Commission is violating the law right now because they do not post meetings. They just do things.

5. Kathy Shigo/Parks and Recreation Department

Kathy Shigo thought it would be wonderful to have more details about the Parks and Recreation Department and their expenditures. Mrs. Shigo stated that Joe Manzi does a good job but that she didn't

see the need for a second full time person. The Board indicated to Mrs. Shigo that more detail could be made available any day she wanted to look at the records.

Kathy Shigo said that the taxpayers cannot know what is going on or where the money is spent unless there is a high level of communication. With people losing jobs and not getting raises, they are taking a harder look at what is going on and asking why the Parks and Recreation Budget is so high and wondering if this is necessary. Mrs. Shigo did agree the kids did need the service.

6. Harriet Cady/Minutes to Park and Recreation Commission Meetings

Harriet Cady stated that she could not locate the Minutes to the Parks and Recreation Commission meetings and would stop by and view them tomorrow.

7. Kathy Shigo/Taxpayer's Concern

Kathy Shigo said it is not that anyone thinks that information is being hidden but what is being said is that the taxpayers want more information and then they could see what is happening with the money.

8. Marcel Riel/Parks and Recreation Department

Marcel Riel said that he, and many others, did not know that the Town had a Parks and Recreation Department nor did he know what the Parks and Recreation Department did. Mr. Riel would like to see the Parks and Recreation Department serve the majority of the Town.

Vice Chairman Robertson stated it was his hope that a taxpayer could tell by reading the ballot, when they are voting for budgets, what it is they are voting on. Budgets are voted on by the majority who live in the Town. In addition to the voting process, there are budget hearings.

9. Kathy Shigo/Parks and Recreation Department/Positions

Kathy Shigo brought up the Selectmen's decision to change the part time position in the Parks and Recreation Department to a full time position. If the Parks and Recreation Commission did this no one was aware of it. As far as the Parks and Recreation Director, he seems to operate under his own agenda and the taxpayers don't know what is going on.

**Adjournment:**

**7:04PM**

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. The Selectmen's Meeting for March 30, 2009 is adjourned.