

**TOWN OF DEERFIELD  
BOARD OF SELECTMEN  
April 20, 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

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.

**Announcement:**

Chairman Barry announced that Police Chief, Michael Greeley and Code Enforcement Officer, Richard Pelletier would not be attending the meeting this evening.

**Citizen's Comments:**

There were no citizen's comments.

**Opening of Bids:**

1. 2008 Audit RFP

Chairman Barry read the first page of the Request for Proposals (RFP) which sought qualified auditing firms. Proposals submitted were to be for a three year period ending in December 31, 2010 with two one-year renewals possible. The RFP was mailed to thirteen (13) auditing firms, specializing in municipal audits, on April 2, 2009. Of the thirteen (13), three were returned "attempted not known", three may be interested in the future, one stated another firm would be better suited and one phone call indicating the firm could not meet the requested dates for completion.

Chairman Barry asked if anyone present had a bid. There were none.

The bid received was from Melanson Heath & Company which included an envelope with the bid amounts and a second packet containing the technical information concerning the audit.

Melanson Heath & Company-Nashua

Year One \$15,500 (2008)

Year Two \$14,950 (2009)

Year Three \$16,350 (2010)

*Note:* If a single audit was required because \$500,000 in Federal funds were received in any given year, an additional \$3,500 for per year would be added to the quoted price.

Chairman Barry mentioned that there was only \$10,000 budgeted for the audit and that the money would have to be located since the Town is required to have an audit. The requirements for GASB-34 have caused auditing firms to increase prices due to their increased workload. Chairman Barry pointed out the Town has worked towards compliance for five years and the process needs to continue.

**MOTION:** Vice Chairman R. Andrew Robertson made a motion to give the bid to the Town Administrator for review and recommendation. Seconded by Selectman Alan O'Neal.

**Discussion:** Selectman Reagan requested the Town Treasurer be consulted with as well.

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

**Awarding of Bid/Government Buildings:**

Present: Mark Tibbetts, Building Maintenance Supervisor

1. Mowing

Mark Tibbetts informed the Board of Selectmen the recommended bid for the mowing would make that line go over-budget by \$500 since only \$5,000 was appropriated for that purpose. The Library was not included in the original budgeted amount. The Board discussed ways to handle the overage such as having the Highway Department assist with the work.

Chairman Barry asked Mr. Tibbetts where the funding would come from. Mr. Tibbetts indicated he would locate the funds either in the Government Buildings Budget or the G. B. White Building Budget. If an overage occurs, the Board will address that situation when it occurs.

Chairman Barry asked for Mark Tibbett's recommendation. Mr. Tibbetts recommended BMC General Contractor as that contractor did an excellent job last year.

**MOTION:** Selectman Alan O'Neal made a motion to take Mr. Tibbetts recommendation and award the mowing bid to BMC General Contractor. Seconded by Vice Chairman R. Andrew Robertson.

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

2. G. B. White Building Repairs/Water Damage

Mark Tibbetts reminded everyone about the flooding that occurred two years ago and the impact it had on the downstairs rooms. Three quotes received. The money is available through an insurance claim. The rooms affected will be bleached and painted.

The three quotes received were:

1. \$2,870 Shelley Towle Painting & Restoration
2. \$5,380 Woods Painting
3. \$4,470 Randy Young Painting

Mr. Tibbetts recommended Shelley Towle Painting & Restoration for \$2,870. Mr. Tibbetts will coordinate which rooms are done during the day and which are done at the night. At the same time, damaged ceiling tiles will be replaced.

Chairman Barry directed Mr. Tibbetts to give the information to the Town Administrator and continue with the project.

**Philbrick James Library Trustees:**

Present: Kathy Berglund, Chair of the Library Trustees; Maureen Mann and Christopher Carr, Trustees

1. Follow-up/Septic System Repair

Kathy Berglund reported that the Library Trustees did meet with the Code Enforcement Officer, Rick Pelletier. By moving the tank, it is possible the new tank may be lower than the existing leach field. It was decided that the tank to be purchased should have a pumping compartment. If there is ever a future problem, a mechanism would already be in place to pump up to the leach field.

Mrs. Berglund said the septic system itself is 40 years old which brought up whether or not a replacement leach field should be designed for the future.

Mr. Tibbetts spoke to designing a leach field plan and said that the thought was the new design would allow one leach field to serve two buildings. Chairman Barry suggested the plan be put together and brought back to the Board.

Kathy Berglund explained that a plan was for the long term and encompassed all three buildings; the Town Hall, the Fire Department and the Library.

Selectman O'Neal asked for a cost comparison between a tank with no pump compartment and one with a pump compartment. Kathy Berglund pointed out the pump would only be installed if there was a problem. Chairman Barry said the pump would only be necessary if the tank, once in place, ends up lower than the leach field.

Kathy Berglund asked when the work could begin. Mr. Tibbetts answered when he obtains permission. Chairman Barry remarked that permission was granted pending approval from the Building Inspector, which is now in place, so the project may proceed.

## 2. French Drain

Kathy Berglund expressed concern that the Library Trustees thought all the work to repair the septic tank would be destroyed if a backhoe had to install the French drains after the new work is complete.

Selectman O'Neal questioned what caused the French drain to not be installed. Mark Tibbetts explained that the original Warrant Article included hot top and the retaining wall. The drain, planned for at that time, ran from the retaining wall past the catch basin and driveway area. The discussion about the French drain came afterwards. Mr. Tibbetts recalled sitting with Evelyn DeCota, Librarian, and filling out an application for a grant funded through FEMA. Deerfield was not successful in obtaining the grant. The work definitely needs to be done and the quote from Paul Smith, a year ago, was \$5,000.

Maureen Mann mentioned the Library Trustees believing it was part of the same plan and assumed it was done. It didn't seem that anyone else was concerned with a backhoe coming across the new septic tank to get to the front of the building. Board members didn't see access as a problem and if equipment could not get to the area, perhaps a small excavator could reach from the paved area to the where the digging needed to occur.

Chairman Barry was concerned that the drains were not already in place and suggested research, as to whether or not this is part of the original work, and should be done. Because there is no funding for this project this year, the project should be a priority for next year.

Board members questioned if this project was mentioned in Library Trustees minutes. Maureen Mann said this was mentioned at a Trustees meeting and she could forward a copy of the minutes to the Selectmen. Board members agreed that the minutes would help the Board understand the situation but that it may be best to just proceed forward from here towards completion of this project.

### **AFLAC Insurance Representative:**

Chairman Barry recognized an insurance representative from AFLAC. He advised the representative that the Police Chief's appointment had been cancelled. Chairman Barry pointed out that last week the insurance representative was asked to prepare a package, for the Board, in advance. The insurance representative explained the insurance would not cost the Town anything and wished to speak to the Board briefly. Selectman O'Neal suggested the insurance representative leave a packet of information which would allow for Board review prior to the next meeting.

Vice Chairman Robertson stated the Board considers what Department Heads bring to them and there is no Department Head recommendation with this proposal. The question was asked could the representative leave a packet of information. The answer was no.

As also mentioned last week, Chairman Barry said the Board would not act on this proposal without some sort of information and knowing what it would cost.

Vice Chairman Robertson stated that Chief Greeley has not mentioned this and the Board would not consider a proposal that a Department Head does not want or is not interested in. The Insurance representative said he talked to Chief Greeley and Cindy Kelley and presented the plan and now wanted to know what the Town's wishes are.

Chairman Barry reiterated that Chief Greeley needs to bring this forward and make a recommendation for the Board to consider.

**Review of Outstanding Minutes/April 6, 2009:**

**MOTION:** Selectman John Reagan made a motion to approve the Minutes of April 6, 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 April 6, 2009 are approved as written.

**Vouchers:**

**Payroll Manifest/\$42,789.33**

**MOTION:** Vice Chairman R. Andrew Robertson made a motion to approve the Payroll Manifest in the amount of \$42,789.33. Seconded by Selectman John Reagan.

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

**Accounts Payable Manifest/\$23,164.80**

**MOTION:** Vice Chairman Robertson made a motion to approve the Accounts Payable Manifest in the amount of \$23,164.80. Seconded by Selectman Alan O'Neal.

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

**Signatures Requiring a Vote:**

I. Appointment Form

**Cynthia McHugh/Assistant Animal Control Officer**

There was discussion regarding the position of Assistant Animal Control Officer. It was pointed out that legally only one person is the Animal Control Officer (ACO). The title of this position would be Assistant ACO. The priority is to back up the ACO if that individual is not available. Chairman Barry spoke with Chief Greeley who explained that this is an office that requires the individual to be sworn in.

**MOTION:** Vice Chairman R. Andrew Robertson made a motion to appoint Cynthia McHugh as Assistant Animal Control Officer. Seconded by Selectman John Reagan.

**Discussion:** Selectman O'Neal wanted to see a Job Description created for this position and asked that this be followed up on.

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

2. Copier Replacement-Town Clerk/Tax Collector's Office  
Refurbished Unit/Konica 7222 Copier

This cost of this copier is within the budgeted line item and the purchase request was before the Board. Quotes were attached to the request and the item was discussed with Steve Jamele, IT Administrator. The cost is \$2,500 plus a 4-year service agreement.

Chairman Barry asked if the Town Administrator reviewed the request. Mrs. Heon replied yes and agreed with the choice. The Board did not find a vote necessary as this purchase fell within guidelines previously established. A service agreement did need to be signed by the Chairman of the Board of Selectmen. The Selectmen agreed Chairman Barry should sign the document on behalf of the Town.

3. Release of Lien Request/Town Clerk-Tax Collector's Office  
Steven M. Kelley/Map 413 Lot 052/August 16, 2004

**MOTION:** Selectman John Reagan made a motion to release the lien dated August 16, 2004 in the name of Steven M. Kelley. Seconded by Vice Chairman R. Andrew Robertson.

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

4. Veteran's Credit/Granted  
Kenneth Rousselle & Mary Beth Rousselle/Map 408 Lot 044

**MOTION:** Vice Chairman R. Andrew Robertson made a motion to approve the Veteran's Credit for Kenneth and Mary Beth Rousselle, Map 408 Lot 044. Seconded by Selectman John Reagan.

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

5. Elderly Exemption/Denied  
George and Ruby Witham

This exemption was reviewed and the property owner found to be ineligible.

**MOTION:** Vice Chairman R. Andrew Robertson made a motion the Board deny the renewal of the Elderly Exemption for George and Ruby Witham. Seconded by Selectman John Reagan.

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

6. Elderly Exemptions/Granted

A. Felix E. Gardner and Elaine A. Gardner/Map 418 Lot 070

**MOTION:** Vice Chairman R. Andrew Robertson made a motion to grant the Elderly Exemption for Felix and Elaine Gardner Map, 418 Lot 070. Seconded by Selectman John Reagan.

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

B. John and Jean Emerson/Map 210 Lot 036

**MOTION:** Vice Chairman R. Andrew Robertson made a motion the Board grants the Elderly Exemption to John and Jean Emerson, Map 210 Lot 036. Seconded by Selectman John Reagan.

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

C. Kenneth Potter and Lilla Potter/Map 408 Lot 033

**MOTION:** Vice Chairman R. Andrew Robertson made a motion the Board grant the Elderly Exemption to Kenneth and Lilla Potter, Map 408 Lot 33. Seconded by Selectman John Reagan.

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

7. Refund/Town Clerk Tax Collector  
2008 Taxes/\$802.85/Diane Santana

This refund is requested because the property taxes were paid twice.

**MOTION:** Vice Chairman R. Andrew Robertson made a motion to grant the refund request as presented by the Town Clerk/Tax Collector. Seconded by Selectman Reagan.

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

8. Computer Abatements/Town Clerk Tax Collector

A. David Whatmough/\$1,037 for 2006 Taxes/Duplicate Lot

**MOTION:** Vice Chairman R. Andrew Robertson made a motion to grant the abatement request presented by the Town Clerk/Tax Collector. Seconded by Selectman John Reagan.

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

B. Althea Garland/Map 419 Lot 37-4

*Reason:* The copy of an original abatement request could not be located. The Town Clerk/Tax Collector asked that a copy of the original document be signed. As the Board had voted in favor of this abatement, in the past, the Selectmen agreed to sign the copy of the original computer abatement request.

9. Abatement/Denied

David and Diane Morgan/Map 406 Lot 46

*Reason:* Changes were made to the property record as recommended and outlined by Avitar Associates. After the changes, the assessment on the property is \$528,153 for an increase of \$3,100

**MOTION:** Vice Chairman R. Andrew Robertson made a motion to take the recommendation of the Assessor and deny the abatement request for David and Diane Morgan. Seconded by Selectman John Reagan.

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

10. Notice of Abatement and Refund/Granted

Carl and Diane Blenkhorn/Map 418 Lot 075

*Reason:* Changes were made to the property record as recommended and outlined by Avitar Associates. The changes resulted in a lower assessment.

**MOTION:** Vice Chairman Robertson made a motion to take the recommendation of the Assessor and grant the Abatement Request for Carl and Diane Blenkhorn. 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. Intents to Cut

A. Map 209 Lot 35/Nellie Rollins

B. Map 413 Lot 75/Richard Potavin

C. Map 419 Lot 95/Patrick J. Cassier

**Review of Correspondence:**

1. Alvah Chase Land/Deerfield Conservation Commission (DCC)

David Linden, of the DCC, sent an e-mail in response to the Board of Selectmen as to whether or not the DCC would cover the expense of a survey for the Alvah Chase Land. The purpose of the survey was to settle who a portion of the land belongs to. The e-mail indicated the DCC thought that because the land is Town owned the Town should reimburse the DCC for the expense of the survey.

Vice Chairman Robertson did not favor the Town reimbursing the expense to the Deerfield Conservation Commission (DCC). The argument has been heard that this type of expense can't be funded through the Deerfield Conservation Commission Fund. Vice Chairman Robertson believed that the funds are for a purpose such as this because it shows that the DCC is on top of monitoring and caring for the property.

It was mentioned that Mr. Lamy, an abutter, has been good about not cutting the timber on the portion of land in question. It was hoped the DCC would move quickly to assure that Mr. Lamy will continue to work with the Board of Selectmen.

2. State of N. H. Liquor Commission/Molly Grant d/b/a Wild Orchard Guest Farm  
A request was received from the State of N. H. Liquor Commission that The Wild Orchard Guest Farm and Molly Grant, 67 Candia Road, be allowed to offer beverages such as a wine and liquor.

Chairman Barry asked for the Board's wishes in regards to this request. Selectman Reagan mentioned the condition of the road being terrible and didn't think it appropriate for someone, on that road, to have a liquor license. Board members believed the guests would be overnight guests and not be driving. Selectman Hooker pointed out the guests could leave there and drive. Vice Chairman Robertson noted the establishment is a Bed and Breakfast not a tavern and suggested the intent be researched. Research will be done and a copy of the RSA provided.

3. E-Mail/Gile Beye/SNHPC/CTAP  
Chairman Barry stated an application for a grant opportunity has been presented to the Board of Selectmen and requires the signature of the Chairman of the Board of Selectmen. There were questions as to whether or not the Planning Board approved this project and if it would cost any Town money. Selectman Hooker, having attended the Planning Board Meeting, said that if funds were needed it would come from the grant. Another round of money was available and the Planning Board was applying for funding but it didn't guarantee that the Town of Deerfield would obtain funds. The Board was in agreement Chairman Barry should sign the application on behalf of the Town. The application was signed.

4. Memo/Colleen Guardia, Welfare Administrator  
Mrs. Guardia followed up on a question from last week as to tornado disaster relief funds. There has been approximately \$6,000 collected and 25% of the funding has gone to displaced families to keep them from homelessness. Currently, the Emergency Management Director is looking at property restoration through a UNH Cooperative Extension program. A plan of action has not been formulated.

5. Hazardous Waste Day  
Information has been obtained from the NHDES and the Town will look to establish a date for a Hazardous Waste Day.

**Other Business:**

1. Transfer Station/Policy-Procedure  
Having spoken to Transfer Station employees, Selectman Reagan then crafted a Transfer Station Policy and was presenting it to the Board of Selectmen for their review and approval. This policy/procedure is believed necessary due to the escalation in tonnage that goes through Deerfield's Transfer Station when the population is not growing to justify the increase. New stickers would be issued and attached only by Town employees.

Chairman Barry indicated he would talk directly to the Chief of Police about having a police presence at the Transfer Station for at least an hour, on the days open, to assist the Transfer Station Attendants.

Selectman Reagan pointed out when the tonnage increased, in Raymond, that was when Raymond went to a pay-per-bag program.

Vice Chairman Robertson reviewed the policy and questioned if the Town had the ability to exclude commercial trash. Selectman Reagan stated what he saw happening is people who do not want to get on a scale, in Raymond, they come to Deerfield. When Town employees try to stop them, the answer is always "they let me do it before". This is the primary reason why Selectman Reagan saw the need for this Transfer Station Policy and Procedure.

Vice Chairman Robertson recalled a charge for construction and demolition (C & D) debris. Selectman Reagan said there is a fee for dumping a truckload but not dump truck loads. Selectman Barry asked what if it is personal C & D. Selectman Reagan pointed out this policy related specifically to commercial businesses. Selectman O'Neal wanted to know if this meant hauling trash, by a commercial pickup, from houses or a contractor that works on a construction project and fills up his personal pickup truck. Selectman Hooker mentioned the pickup truck could be a personal vehicle. Vice Chairman Robertson could see the Board catching a lot of grief from this as there are many contractors in Town. The Board could see decisions that would need to be made by the Transfer Station's attendants.

Selectman Reagan said the intent of the policy is to cover homes, or the residents, of Deerfield. Selectman O'Neal observed, and asked for clarification, that people who live on Pleasant Lake own property, are taxpayers but do not reside in the Town of Deerfield. Selectman Hooker thought the Transfer Station privileges should include anyone who pays taxes. Vice Chairman Robertson said taxpayers would be eligible to obtain a sticker.

Selectman O'Neal turned to the subject of a resident having a company truck, or helping people, and they are a resident of Deerfield. Selectman Reagan stated the vehicle would need to be registered in the Town of Deerfield.

Selectman Hooker returned to the topic of Town Employees being the only ones to attach the stickers. Chairman Barry indicated that was his interpretation that the Transfer Station Attendants would affix the stickers to the vehicles. Selectman Hooker wanted to know if the attendant would also scrape off the old sticker. Chairman Barry saw it is a badge of honor, in Deerfield, as to how many dump stickers you have on your car.

Selectman O'Neal mentioned vehicle registrations, with a Deerfield address, and asked what the process would be for people from out of town. Selectman Reagan answered the person could bring in their tax bill. Chairman Barry added their registration and tax bill would show that it is the same person. Chairman Barry advised the Selectmen that new stickers were ordered with no years which will be good because all the pertinent information can be filled in; license plate, current year.

**MOTION:** Selectman John Reagan made a motion to adopt the Transfer Station Policy. Seconded by Vice Chairman R. Andrew Robertson.

**Discussion:** There was discussion about expanding the language to cover residents and taxpayers because the policy should cover anyone who is renting in Deerfield. Vice Chairman Robertson remarked the Town cannot discriminate against renters. Selectman O'Neal agreed the owners of property on the lake live in Massachusetts and drive a Massachusetts car. Selectman Hooker reiterated the tax bill is proof the vehicle is registered to the same person as is on the tax bill.

Selectman Hooker understood why a Town employee would attach the sticker, the first of each year, but didn't want this task to take away from their primary job, running the Transfer Station.

Selectman Reagan hoped for the first few days the Police Department would be at the Transfer Station most of the day.

Vice Chairman Robertson didn't see why the Transfer Station Attendants couldn't say something like, "I will observe you putting the sticker on", instead of placing the sticker. Selectman Reagan cautioned against making exceptions. Chairman Barry pointed out the policy says it will be attached by Town employees. Selectman Hooker did not see people wanting multiple stickers on their windows.

Turning to the topic of enforcement by the Police Department, Selectman O'Neal suggested the Police Department show up every day when the Transfer Station is open for one hour each day to check stickers. Selectman Reagan reminded the Board if the policy goes into affect, the Transfer Station Attendants will go after everyone to get a new sticker. Selectman O'Neal thought enforcement during the first few weeks would be critical.

Vice Chairman Robertson asked Selectman Reagan if the Transfer Station Attendants favored the new policy. Selectman Reagan replied yes.

Selectman O'Neal thought within a few weeks most all of new stickers would be issued. It was anticipated the new stickers would be in within two to three weeks.

**VOTE:** Chairman Barry called for the Vote. The Vote was 4-Yes; 1-No.

**Town Administrator's Report:**

1. E-Mail Address/Highway Department

The Highway Department's e-mail address has changed to: [dflroads@townofdeerfieldnh.com](mailto:dflroads@townofdeerfieldnh.com)

2. May 18<sup>th</sup>/Non-Meeting with Town Counsel

Attorney Rob Upton will meet with the Board of Selectmen on May 18, 2009 at 6pm.

3. Candidates for Welfare Administrator

There are currently four (4) candidates for the position of Welfare Administrator. It is anticipated the interview process will begin this week.

4. FEMA Reporting/Revenue-Expenses

The Office Staff has started to change the accounting for FEMA Revenue and Expenses to an accounting mechanism which will track the FEMA funding and expenses outside of the operating budget. This work will be completed by the May 4, 2009 Selectmen's Meeting.

6. Bid Policy-Procedure/Alternate Bid Policy-Procedure/Purchase Order Policy-Procedure

The third draft of the above policies/procedures was presented to the Selectmen. The objective would be to have all edits, suggestions and comments by the end of this week. A final draft will be submitted for April 27, 2009. If all is in order, the policies/procedures would be on the Agenda for adoption on Monday, May 4, 2009.

Selectman Reagan stated that he wouldn't want to rule out the chance that a faxed bid could come in late in the process. Selectman Hooker commented since bids are not supposed to be viewed prior to the opening, a faxed bid would not be considered a sealed bid. Selectman Reagan said fax bids would be an option and the Town would not necessarily receive any faxed bids.

Vice Chairman Robertson thought if the bidder is aware, and they should be, they will know that by faxing the bid it can be viewed.

Chairman Barry mentioned the legal notice lines going over, in some departments, because of the bid noticing process. Chairman Barry could foresee a potential problem with the upcoming propane bid.

Chairman Barry stated that if Board members have anything to incorporate into the policy to please pass those items onto Mrs. Heon.

7. Highway Bids/Reconstruction Materials Award Letter

It was brought to Mrs. Heon's attention the award letter was mailed to Steve Rollins and not Nellie Rollins. There was also information to be forwarded, with a copy of the vote of the Board of Selectmen. The corrections will be made and a new letter mailed.

8. The information regarding the Transfer Station Policy will be posted to the Town Website.

**Citizen's Comments:**

1. Kathy Shigo/Explanation of CTAP

Kathy Shigo asked what CTAP stood for. The response was Community Technical Assistance Program. The program assists communities with grant money for highway projects. Selectman Reagan stated that if Deerfield received funds it would help the community with some of the projects. Vice Chairman Robertson explained that Deerfield is included in the group of towns affected by the expansion of I-93. Gile Beye, a Planning Board member is the representative to CTAP. This program is a five-year initiative to provide technical assistance to communities.

2. Kathy Shigo/Assistant Animal Control Officer

Kathy Shigo questioned whether or not the Assistant Animal Control Officer's position was a paid position or a volunteer position. Mrs. Shigo was not aware Deerfield had an Animal Control Officer (ACO). Selectman Reagan stated the Town has an ACO and is paid \$40 per call. The assistant would receive the same amount per call.

Kathy Shigo asked if the Assistant ACO was a new position or would the individual pick up the slack for the ACO. Mrs. Shigo was advised the position was not salaried but was an on-call position. When one of the individuals is not in the area, the other one covers the position.

Kathy Shigo heard Selectman O'Neal ask about a Job Description which led her to the thought it was a new job she had never heard of before.

**Adjournment:**

**6:59pm**

Selectman Walter Hooker made a motion to Adjourn. Seconded by Vice Chairman R. Andrew Robertson. Chairman Barry called for the Vote. It was a Unanimous Vote in Favor. The April 20, 2009 Selectmen's Meeting is adjourned.