

**TOWN OF DEERFIELD  
BOARD OF SELECTMEN  
August 10, 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 Kelley, Finance Director; 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 announced that; (1) Vice Chairman Robertson would be absent this evening.

(2) The Girl Scouts will be presenting a Gold Project.

**Citizen's Comments:**

There were no citizen's comments.

**Girl Scout Troop 363/Gold Project:**

Present: Laura Hapke and Anna O'Connell

Absent: Kassandra Horning

Also Present: Denise Greig, Welfare Administrator

Denise Greig, Welfare Administrator, introduced Girl Scouts, Laura Hapke and Anna O'Connell, from Troop 363, for the purpose of presenting their Girl Scout Gold Project.

Laura Hapke explained three Girl Scouts have been working together on a Gold Project to assist tornado victims and are primarily before the Board of Selectmen this evening to gain support and seek input prior to moving forward.

Anna O'Connell described the project as consisting of replanting and beautification which is designed to make things nice again and gain back growth lost in the tornado. There is a large planting proposed to be done by community members and volunteers. No Town funds are required as the Girl Scouts will do fundraising and seek donations. The scouts are also looking to the UNH Forestry Division and the Rockingham County Cooperative Extension Service to assist in identifying ways to solicit donations.

Anna O'Connell reported having met with Denny Greig who, as a volunteer, has agreed to sponsor the Girls Scouts. The focus will be on Griffin Road because one Girl Scouts lives in that area which will afford an opportunity to obtain commitment and generate interest to get the project off the ground.

Laura Hapke said the next step is to bring the proposed project to the Girl Scout Council. Once approved by the Council, there more steps to take in defining the project. The Girl Scouts will keep the Selectmen informed along the way.

Chairman Barry asked if there was anything the Girl Scouts needed from the Selectmen other than support. Laura Hapke replied the Selectmen's approval would allow the project to go forward. The Board was in agreement with supporting the Gold Project and wished the scouts good luck.

Chairman Barry recognized Kathy Shigo for comment. Mrs. Shigo asked if the area in the vicinity of State Route 107 could be considered as part of this project.

Anna O'Connell answered that Griffin Road was chosen because there was already a connection there and it would be easier for the Girl Scouts to gain support for the project. Miss O'Connell liked the idea of helping others but the Girl Scouts thought, because Griffin Road was a back road, it might be forgotten which made it a better choice for their project.

Kathy Shigo thought the Girl Scouts would have more support with the exposure they would receive if the project was on Route 107, but hoped the project would catch on anyway and wished them well.

**Review of Outstanding Minutes/July 27, 2009:**

**MOTION:** Selectman John Reagan made a motion to approve the Minutes of July 27, 2009 as written. Seconded by Selectman Walter Hooker.

**Discussion:** Chairman Barry noted the new Recording Secretary did a good job.

**VOTE:** Chairman Barry called for the Vote. It was a Unanimous Vote in Favor. The Minutes of July 27, 2009 stand approved, as written.

**Vouchers:**

***Payroll Manifest/\$47,398.93***

**MOTION:** Selectman John Reagan made a motion to approve the Payroll Manifest in the amount of \$47,398.93. Seconded by Selectman Walter Hooker.

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

***Accounts Payable Manifest/\$271,393.13***

**MOTION:** Selectman John Reagan made a motion to approve the Accounts Payable Manifest in the amount of \$271,393.13. Seconded by Selectman Walter Hooker.

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

**Signatures:**

1. Generator/5-Year Warranty/Caterpillar 2009 Electric Power Extended Service Coverage  
Rick Pelletier, Code Enforcement Officer, researched the warranty options for the generator. While the 5-Year warranty is less money, it was important to be sure nothing was missing from the warranty. After review, Mr. Pelletier recommended the 5-Year option.

**MOTION:** Selectman John Reagan made a motion to take the recommendation of Rick Pelletier, Code Enforcement Officer, and sign the 5-year warranty (extended coverage) which contains the ability to extend the coverage at any time within the five years. Seconded by Selectman Alan O'Neal.

**Discussion:** In response to the question concerning the waiver of the penalty, Chairman Barry said the late fee, as it was called, was assessed because the Town didn't buy the coverage when the Town requested the quote. The quote had expired and as time goes on there are price increases. The person Mr. Pelletier spoke to can't do anything about the lapse in time, from the original request, to when the decision is being made. Selectman Hooker thought someone should call the company directly as it might make a difference. Chairman Barry did not see that call as making any difference due to the amount of time that has passed.

**VOTE:** Chairman Barry called for the Vote. It was a Unanimous Vote in Favor. Chairman Barry signed the Caterpillar 2009 Electric Power Extended Service Coverage document.

2. Notice of Computer Abatement

- A. Map 204 Lot 006/Wesley and Jacqueline Nyberg  
*Reason:* Salvage from July 2008 Tornado. Landowner did not receive monies from the sale of the wood. The sale of the wood covered the costs of the operation and clean up.

**MOTION:** Selectman John Reagan made a motion to grant the abatement request for Map 204 Lot 006, Wesley and Jacqueline Nyberg.

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

3. Timber Tax Levy/\$1,562.79

- A. Map 207 Lot 076/David Sidmore and Phil Sidmore  
B. Map 409 Lot 051/Robert Goguen  
C. Map 204 Lot 006/Wesley and Jacqueline Nyberg  
D. Map 414 Lot 151 Sub Lot 1/Jeff and Karen Tripp

**MOTION:** Selectman John Reagan made a motion the Board authorize the Timber Tax Levy in the amount of \$1,562.79. Seconded by Selectman Alan O'Neal.

**Discussion:** It was noted that of the \$1,562.79 the amount of \$829.26 would be abated.

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

4. Veterans Tax Credit

- A. Map 208 Lot 074/Matthew Augusta, Jr.

**MOTION:** Selectman John Reagan made a motion the Board grant the Veteran's Tax Credit for Map 208 Lot 074, Matthew Augusta, Jr.  
Seconded by Selectman Walter Hooker.

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

5. Veterans Tax Credit/Elderly Exemption

- A. Map 207 Lot 054/Norman Nutter and Barbara Nutter

**MOTION:** Selectman Walter Hooker made a motion to grant the Veteran's Tax Credit and Elderly Exemption to Norman Nutter and Barbara Nutter, Map 207 Lot 054. Seconded by Selectman John Reagan.

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

6. Elderly Exemption

- A. Map 410 Lot 019/Anne Crown (Trustee)

**MOTION:** Selectman John Reagan made a motion to grant the Elderly Exemption to Anne Crown (Trustee), Map 410 Lot 019. Seconded by Selectman Walter Hooker.

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

7. Notice of Abatement Denial

- A. Map 207 Lot 056/Debra Matulaitis and Mark McNichol

*Reason:* Purchase price of the land was \$25,000 for 1.163 acres from an abutter in December 2009. Since the abutter was overly motivated and paying slightly more than market, the value was adequately adjusted. Please see letter from Avitar dated July 24, 2009.

**MOTION:** Selectman John Reagan made a motion the Selectmen accept the Assessor's recommendation and deny the abatement request for Map 207 Lot 056.  
Seconded by Selectman Alan O'Neal.

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

8. Timber Tax Levy/\$746.59
  - A. Map 419 Lot 095/Patrick Cassier
  - B. Map 416 Lot 011/Patrick and Robin Dolan
  - C. Map 419 Lot 020/Norman Mitchell and Dina Beaton-Mitchell

**MOTION:** Selectman Walter Hooker made a motion the Selectman authorize the Timber Tax Levy in the amount of \$746.59. Seconded by Selectman John Reagan.

**VOTE:** Chairman Barry called for the Vote. It was a Unanimous Vote in Favor.
  
9. Intent to Cut
  - A. Map 416 Lot 40/Walter J. Kutylowski

**Review of Correspondence:**

1. E-Mail/Timothy Auclair/Joint Fiscal Committee  
Selectman Hooker explained this is the Joint Fiscal Committee, started by the Town of Raymond. Selectman Hooker talked to Mrs. Heon and both agreed the School Board should be asked for their input prior to responding to Mr. Auclair. One area Selectman Hooker thought the Town and School could benefit from is heating oil. Selectman Hooker offered to attend a School Board Meeting and/or have Vice Chairman Robertson attend. Chairman Barry suggested Selectman Hooker make the appointment and report back to the Board.

2. Memo/Mark Tibbetts/Re: Government Buildings Overrun  
Mark Tibbetts wrote to the Selectmen concerning the 2009 Government Buildings Budget and the areas of over-expenditure. Mr. Tibbetts believes the overrun was caused by the Selectmen authorizing the repairs at the Philbrick James Library.

Selectman Reagan mentioned speaking with Mrs. Heon about funding being available somewhere else in the budget to cover the overrun and suggested Mr. Tibbetts speak to the Town Administrator. It was noted when Mr. Tibbetts took on the bills for the Library, there was an awareness the repairs needed to be done. It wasn't clear, to the Board, what was not understood about the process.

3. Memo/Finance Director/Time Clocks  
Chairman Barry indicated the memo from the Finance Director bears the news that after attending a recent meeting it was learned the time clocks cannot be used unless the software is changed. The equipment could be sold or an attempt made to locate something better.

Selectman O'Neal observed that this type of equipment is used widely by other corporations and with success. He wondered if it was one or two departments within the Town that were having issues.

Cindy Kelley, Finance Director, mentioned the Police Department has a problem specific to the ten-hour day versus the eight-hour day. She used the example that if someone punches in on the last day of the pay period, Wednesday, then punches out on Thursday, the next day, or first day of pay period, neither transaction shows up on the timesheet coming out of the software for the time clock. This causes manual alternations in recordkeeping and employees are then required to initial the changes.

Ms. Kelley continued pointing out holiday pay for Police Officers requires manual adjustments to reflect a 10-hour holiday. The time clock only calculates holiday pay as 8 hour days. Holiday pay is adjusted for part time employees also, as a deduction to lower the amount below 8 hours. Every change, again, having to be initialed by the employee. Chairman Barry could see where locating the employees, to have the changes initialed, would be cumbersome.

When asked if it was a question of unfriendly software, Cindy Kelley agreed. Ms. Kelley stated she has asked the company on numerous occasions to make the necessary changes to the software, for Deerfield. The response from the company was the changes could not be done. There is no flexibility for different employment scenarios and more than that Ms. Kelley found the software to be untrustworthy causing the calculations to be verified. Ms. Kelley said that in addition to the other issues the time clock is also sensitive to electrical surges.

Selectman O'Neal asked how long the time clocks have been installed. Cindy Kelley replied since May of 2008. It was clear the system did not meet the Town's needs.

Chairman Barry stated he would agree to explore the options and find something that does meet the Town's needs. Personally, he found it annoying because the Board worked hard to get the time clocks up and running.

Cindy Kelley will look into the return policy, talk to the company about reimbursement and look for what other options might be available. In the meantime, employees will be using paper time sheets.

4. Deerfield Volunteer Fire Department/Quarterly Appropriation

The Board received a request from Fire Chief, Mark Tibbetts \$3,000 of the \$9,500 quarterly disbursement funds to be released on August 11, 2009 and the remainder on September 2, 2009.

**MOTION:** Selectman John Reagan made a motion to authorize release of \$3,000 of the Fire Departments quarterly appropriation. Seconded by Selectman Walter Hooker.

**Discussion:** With only a two week span between disbursements, Selectman Alan O'Neal suggested authorizing the release of the entire quarterly appropriation of \$9,500 rather than the \$3,000 which would save the Town from writing another check. The maker of the motion, Selectman Reagan, and the second, Selectman Hooker, agreed to this change.

**AMENDED MOTION:** Selectman John Reagan made a motion to authorize the release of the \$9,500, quarterly disbursement. Seconded by Selectman Walter Hooker.

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

5. Memo/Highway Agent/Re: Keach-Nordstrom Engineering Services for Candia Road  
Alex Cote, Highway Agent, wrote to the Board of Selectmen concerning an invoice from Keach-Nordstrom that he did not believe should be paid by the Highway Department but rather, the Planning Board. Mr. Cote asked for the Selectmen's decision.

Selectman Hooker, Selectmen's Planning Board Member, informed everyone that there was a Public Hearing, at the site, on the 25<sup>th</sup> of April. Mr. Cote could not attend nor was the Town Engineer there. An engineer met with Mr. Cote in advance and wrote a report based on a conversation but did not obtain any input from the Planning Board. Because the letter did not contain what the Planning Board talked about the Planning Board went back to Keach-Nordstrom and thus the second bill. There was discussion of overrunning the budget with the two bills which brought forward the thought to split it between the Highway Department and the Planning Board. It wasn't known how the meeting initiated between Keach-Nordstrom and the Highway Agent. The Town Engineer works for the Planning Board who actually caused the engineers to do the work.

Chairman Barry asked when the next Planning Board Meeting was. It was learned that it was scheduled for this upcoming Wednesday. Chairman Barry suggested Fred McGarry, Planning Board Chairman and Alex Cote, Highway Agent, could meet and talk at the next meeting.

Selectman Reagan saw this as a construction project and Selectman Hooker viewed it as ditching and cutting trees on Candia Road to improve the line of sight. Selectman Hooker explained trees on the west side of Candia Road were mature Oak Trees and everyone at the site visit agreed it made more sense to go to the other side. The other side of the road had less valuable trees and the same result would be achieved, with less destruction to the scenic road.

Selectman Reagan pointed out it could be expensive to move across the road to make changes. Chairman Barry saw Mr. Cote as the expert on the roads and the Planning Board being there to guide him. Chairman Barry would like everyone come to an understanding on what is to be done.

Selectman O'Neal questioned if there had been an outcome. Selectman Hooker replied there hasn't been an outcome. Mr. Cote needs approval because it is a scenic road. In addition, there is the matter of burying a stone wall.

The Board requested Fred McGarry and Alex Cote come before the Board of Selectmen.

6. Letter/Joe Welch, Deerfield Rural Mail Carrier/2008 Tornado Commendation  
WMUR-TV filmed a segment with the postal carrier who was trapped on Griffin Road in fallen trees. Mr. Welch expressed his appreciation over and over to the people who worked that day to clear the way. In Mr. Welch's words, "Ordinary people doing extraordinary things every day" is what he thought of the Deerfield Fire Department and Police Department working in the rain to clear the way. Mr. Welch passed along his sincere thanks to Fire Chief, Mark Tibbetts and Chief Tibbetts forwarded the letter to the Selectmen.

7. E-Mail/Chief Greeley/Brown Road  
Chief Greeley reported the sign issue on Brown Road was resolved as Mr. Witham was very accommodating.

8. E-Mail/PSNH/Upgrade to Transmission Line  
PSNH wrote advising the Selectmen of the impending upgrade to the transmission line in the existing corridor of Deerfield, Nottingham, Barrington and Madbury. The thought was the information could be put on the Deerfield Website. Selectman Hooker remarked he was still waiting for the information on the transformer project. Selectman Hooker recalled Harriet Cady asking two meetings ago if there would be any work on the transmission lines and now the Board knows there would be at least one line upgraded.

9. Fire Department/Light at the Intersection of 43/107 and Church Street  
Fire Chief, Mark Tibbetts, will need to address the light at the intersection of Routes 43/107 and Church Street. Selectman Reagan said that PSNH has offered to take down the light, bring it back to working order and put it back up. Chief Tibbetts will be asked for a status report.

10. E-Mail/Erick Berglund/Alvah Chase Town Forest  
The title insurance company for Daniel Lamy, abutter to the Alvah Chase Town Forest, contacted the Deerfield Conservation Commission (DCC). The boundary lines are being investigated by Jim Franklin, Surveyor, and the survey is not complete at this time. The Selectmen recalled asking Mr. Lamy not to proceed with his timber cut because the research was still underway. The title insurance company is asking for evidence that supports the Town's claim to the land. The DCC will supply whatever information they have to the Board of Selectmen.

Selectman O'Neal remembered preliminary work done by Mr. Franklin which then required further investigation and additional research. Once that is done, the findings could be shared. The title insurance company could either contest the findings or agree with the surveyor. Selectman Hooker couldn't see the

logging being done and then find out Mr. Lamy didn't own the property. A response from the Board of Selectmen will be prepared.

11. Waiver of Rental Fee for the Town Hall/Junior Girl Scout Troop

The Junior Girl Scout Troop presented their schedule for the upcoming year. They requested a waiver for the sessions from September to December of 2009 and for the spring of 2010.

**MOTION:** Selectman Alan O'Neal made a motion to grant the two waivers for the Junior Girl Scouts for the Town Hall rental fees. Seconded by Selectman Walter Hooker.

**Discussion:** Selectman Hooker pointed out they have to at least pay the cleaning fee and could do so with one check for the entire time period rather than one check for each session.

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

12. Open Space Committee/Volunteers

Three additional volunteers have asked to serve on the Open Space Committee bringing the total to five.

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

1. Transfer Station Mowing

Selectman Reagan reported having spoken to Lenny Mandigo who indicated the condition of the liner, over the landfill, is of concern due to the threat of trees growing in and around it. Mr. Mandigo has offered to mow the hill and remove the trees. Mr. Mandigo is requesting \$400 for the rental of his tractor. Selectman O'Neal asked if Selectman Reagan was talking about the covering that is over the landfill. Selectman Reagan replied yes and added the liner cannot be punctured.

**MOTION:** Selectman John Reagan made a motion to allow Lenny Mandigo to do the work and create a bill for \$400 for the use of his tractor. Seconded by Selectman Walter Hooker.

**Discussion:** Selectman Hooker pointed out that under the new process the amount was under \$500 and within the limits to get the work done. The number of times the mowing would take place was questioned and the response was once this year and perhaps every year or when N. H. Department of Environmental Services says it should be done.

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

2. Transfer Station/Temporary Supervisor

Chairman Barry mentioned he had a possible candidate who would step up and be a temporary supervisor of the Transfer Station that being Richard Pelletier the Building Inspector. The only caveat about this would be that Mr. Pelletier would want to receive a charge from the Board of Selectmen as to what is expected from him.

Cindy Heon, Town Administrator, was asked if Jim Alexander, prior Transfer Station Director, had shared the information as to what the duties are for the Transfer Station Director. She replied yes, overseeing the employees, coding the bills, monitoring the expenses and preparing the budget. The Job Description is in the process of being completed. Chairman Barry added the Transfer Station Director acts as a conduit to the Board of Selectmen. With budgets just around the corner, filling the vacancy is needed. The Job Description will be formalized and the information provided to Rick Pelletier after the next Selectmen's Meeting.

3. Municipal Budget Committee (MBC)/Report of Last Meeting

Chairman Barry reported that the MBC reaffirmed all their votes, from the prior meeting, where there wasn't a quorum. The MBC preferred to receive the Town Budget earlier than December 1st. Chairman Barry advised the MBC December 1st was pretty much what could be accomplished. There was talk from the School Board Representative that the School Board might return some surplus money in the amount of

\$100,000. As Harriet Cady recently had surgery, the MBC agreed to meet in the foyer rather than go upstairs.

Selectman Hooker asked if the MBC mentioned any feedback from whoever the MBC contacted regarding the question of a quorum. Chairman Barry said the MBC relied on common sense and the opinion of the Board of Selectmen. Harriet Cady had an explanation that an individual board can reach its own decision on how a quorum is formed. In the end, it was decided that six members of the MBC would constitute a quorum. Selectman Hooker asked if there was a formal response from anyone as he believed the MBC did ask someone and did get a response.

4. Supervisors of the Checklist/Meeting Space

Selectman O'Neal recalled the Selectmen talking about the Supervisors of the Checklist needing space and this facility was a possibility except that the area was not handicapped accessible. Now that the space formerly rented by Kidz Komfort Zone is empty, Selectman O'Neal thought the Supervisors of the Checklist could occupy the section that used to be the old principal's office. This section of the building is handicapped accessible. Selectman O'Neal suggested the Selectmen consider this option. The Town still has some records, in storage, in that area.

Selectman Reagan pointed out there was enough room in the room next door for the Supervisors of the Checklist to meet.

Chairman Barry suggested the Supervisors of the Checklist be asked to look at the space to see if it is suitable.

5. Transfer Station/Monitor or Electronic Equipment Disposal

The budget for disposal of monitors and electronic equipment was written for \$10 per item. Selectman Reagan reported that a change was made when the electronics were last picked up. The cost is now \$25 for each item. He cautioned this is an area to be watched.

6. Highway Shed/Gas Tank

Replying to a question from the Board, the Highway Agent explained, in an e-mail, that the area where the gas tank was stored, near the Highway Shed, has been emptied of rain water after each storm.

**Town Administrator's Report:**

1. Evaluations/Job Descriptions

Most of the Employee Evaluations and Job Descriptions are done. A file containing Department Head evaluations will be ready by Thursday for Selectmen to review and add comments.

2. Wage Scale

The update to the 2007 Wage Scale is moving forward. The revised wage scale will be presented to the Selectmen before the 2010 Budget review begins.

3. 2010 Budget Preparation/Full Time/Part Time Employee Wage Lines

Because some Department Heads have asked for input from the Selectmen as whether or not to include wage adjustments in the Full Time and Part Time Employee Lines, Chairman Barry suggested having the Department Heads provide a recommendation for any wage adjustment and the Board would act on it.

Selectman O'Neal thought the 2010 Budget Full Time and Part Time Lines should be written at the current rate of pay. An increase could be presented but not calculated into the line.

Selectman Hooker recommended the two largest departments present recommendations but would not want to see, as an example, everyone given a \$.50, \$1 or \$2 increase as all increases may not be warranted. If an employee is doing a good job they would stand out from the others rather than giving each employee the same raise as everyone does not perform at the same level.

Chairman Barry did have one Department, the Town Clerk/Tax Collector, where he wanted to see a wage adjustment. Chairman Barry has seen wage information from some surrounding areas and the current Town Clerk/Tax Collector has proven his worth. Chairman Barry thought the base salary of that position should be increased as the current salary is \$1,000 or so lower than other towns.

The general thought was the Wage Scale would bring to light any inequities and keep everything in line.

4. 2010 Budget Preparation/Police Details and Franchise Fees/Establishment of Special Funds  
Some members of the Board liked the idea of funding Police Details outside of the budget rather than an appropriation within the Operating Budget. Selectman O'Neal wanted to see the information pulled together on the Police Detail Revolving Fund.

Concerns were raised about placing all the Franchise Fees, from Metrocast Cablevision, in a revolving fund as the voters, last year, weren't willing to buy electronic equipment to televise meetings. Selectman Hooker explained the Town is receiving the money and part of it could be used to provide better cable service whether it is used to purchase cameras or microphones. Selectman Hooker did not have a problem with some of the Franchise Fees being set aside in a revolving fund versus offsetting revenue as it is used now.

The need for further research was evident as it wasn't clear if only a portion of the Franchise Fees could be set aside and the remainder used as offsetting revenue against the Operating Budget.

Selectman Reagan said that it takes years to get rid of funds that are established in this way. If equipment is needed it can be placed in the Operating Budget or a Warrant Article and leave the revenue as offsetting revenue.

Selectman O'Neal mentioned Police Detail Revolving Funds increase in value and certain items, such as repairs, could be put against the revolving fund. He wondered what would happen if the fund got too large. Selectman Reagan could see the Police Detail Revolving Fund growing or falling off in any given year. In a year where the fund increases in size, perhaps some money could be returned to the General Fund. Selectman O'Neal noted the detail rate includes a piece for the cruiser and some for administration.

It was the consensus of the Board it would not hurt to get the information on both funds.

5. 2010 Budget Preparation/Revaluation  
The Department of Revenue Administrator (DRA) rules state a Town is required to undergo a revaluation every five years. It was suggested that the money be placed within the Operating Budget for this purpose. Selectman Reagan requested clarification that the law reflects there is no choice. Selectman Hooker pointed out if the Warrant Article failed the Town would still be required to do the revaluation. Selectman O'Neal agreed the budget was the place to put the funding for the revaluation and that preparing a Request for Proposals (RFP) would provide a number and assist the Selectmen in choosing a vendor. This would place the Town in a position to begin the work.

6. Selectmen's Meeting Schedule/Remainder of 2009  
Mrs. Heon submitted a meeting schedule for the Board of Selectmen for the remainder of the year. This schedule would continue with meetings every other week. Selectman Hooker remarked it has worked so

far and he thought it should continue. It was the consensus of the Board to work with the proposed schedule as outlined below:

September 7 <sup>th</sup>	Labor Day	No Meeting
September 14 <sup>th</sup>	Presentation of 2010 Town Budget, Warrant Articles, Estimated Revenue, Revenue to Date and Default Budget	
September 21 <sup>st</sup>	Highway Department/Small Budgets	
September 28 <sup>th</sup>	No Meeting	
October 5 <sup>th</sup>	Police Department/Small Budgets	
October 12 <sup>th</sup>	Columbus Day	No Meeting
October 19 <sup>th</sup>	Larger/Smaller Budgets	
October 26 <sup>th</sup>	No Meeting	
November 2 <sup>nd</sup>	Remaining Town Budgets	
November 9 <sup>th</sup>	No Meeting/Available for Potential Budget Work	
November 16 <sup>th</sup>	Finalize 2010 Town Budgets prepare for presentation to the MBC	
November 23 <sup>rd</sup>	No Meeting/Thanksgiving Week	
November 30 <sup>th</sup>	Review of 2010 Budget if Needed	
December 1 <sup>st</sup>	Deliver Town Budget to the Municipal Budget Committee	
December 7 <sup>th</sup>	No Meeting	
December 14 <sup>th</sup>	Follow-up from MBC Work Session	
December 21 <sup>st</sup>	No Meeting	
December 28 <sup>th</sup>	End-of-Year Meeting	

7. 2008 Audit

Karen Snow, from Melanson & Heath, has confirmed that she will attend the August 24<sup>th</sup> Selectmen's Meeting, at 6pm.

8. RSA 91-A/Revisions

A document has been received from the Attorney General's Office regarding changes to 91-A as a result of the last legislative session. A copy is in the Selectmen's blue binder.

9. FEMA (12/31/2008)

A copy of a draft report of the FEMA Fund as of December 31, 2008, and forward to July 13, 2009, was provided to the Selectmen.

10. Town Clerk/Tax Collector Reporting

Kevin Barry, Town Clerk/Tax Collector, will be developing statistical and comparative reports for the Selectmen to review.

11. Garden Club

The Garden Club is formally meeting again. One of the tasks they have taken on is beautifying the various triangles of land at the intersections of Deerfield roadways.

12. Vacant Room/Formerly McKenna Flutes

Two quotes for painting the vacant room once occupied by McKenna Flutes were received (1) Randy S. Young, \$700 and (2) Shelley Towle Painting & Restoration, \$560.

**MOTION:** Selectman John Reagan made a motion Shelley Towle Painting and Restoration be awarded the bid to paint the room vacated by McKenna Flutes and any remaining insurance money be used to replace damaged files.

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

13. Follow-up/Board of Selectmen's Schedule

Mrs. Heon pointed out that if the Board of Selectmen saw the need for additional meetings the schedule can be adjusted accordingly.

**Citizens Comments:**

1. Kathy Shigo/Public Service Company of N. H. / Transformer

Mrs. Shigo questioned the date of the arrival of the transformer being moved up and a now a transmission line being updated. Chairman Barry said he didn't become aware until recently the transmission line was being updated and was passing the information on. Selectman Hooker explained the ship carrying the transformer arrived early so there is now a lot of coordination to do in preparation of the transformer arriving in Deerfield.

2. Maureen Mann/Kidz Komfort Zone

The question was asked if Kidz Komfort Zone paid the money they owed the town or is there an on-going payment plan. The Selectmen explained the Town collected \$3,000 from Kidz Komfort Zone and they are to pay \$1000 a month until the balance is paid off.

3. Kathy Shigo/Signs in Trees

Mrs. Shigo has noticed signs are appearing in trees all over Deerfield similar to the one that advertises the Farmer's Market. She understood the Farmer's Market sign as it is a community activity but she has also noticed individual signs. She asked if this was permissible under Deerfield law. Mrs. Shigo found the signs to be ugly and wondered if there was any policy that the Board was aware of who can, or cannot, put up this type of signage.

Selectman Hooker said the Planning Board was meeting this week and they may be aware of an ordinance that this would pertain to. Selectman O'Neal thought there might be something on the books regarding signage. The Selectmen directed Mrs. Shigo to the Website to look at the Town's Zoning Ordinance.

Mrs. Shigo asked who would enforce the ordinances. Selectman O'Neal replied the Code Enforcement Officer, Rick Pelletier. Chairman Barry suggested Mrs. Shigo talk to Mr. Pelletier and ask how he understands the ordinance to read.

4. Maureen Mann/Meeting Quorums

Mrs. Mann returned to the question of the quorum and whether or not six members, or five members, constituted a quorum for the MBC when the membership had dropped by one resignation. The Selectmen stated, in their opinion, the quorum was six members and the action taken didn't stand. Last Tuesday evening, the MBC met, reaffirmed the appointment and took care of all other business which met the letter of the law. This solved the problem and the MBC understands that a quorum is six.

5. Maureen Mann/Clarification/Transfer Station

Mrs. Mann asked for clarification as to who the person was that would temporarily oversee the Transfer Station. Chairman Barry replied Rick Pelletier has agreed to help out on a temporary basis.

**Adjournment:**

**7:07pm**

Selectman John Reagan made a motion to Adjourn. Seconded by Selectman Walter Hooker. Chairman Barry called for the Vote. It was a Unanimous Vote in Favor. The Meeting of August 10, 2009 stands adjourned.