

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
August 24, 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:

I. Marcel Riel/Police Department/State Police Backup
Mr. Riel informed the Selectmen that for many years the New Hampshire State Police have provided backup to the Deerfield Police Department. He provided documentation to backup his statement. Mr. Riel did not understand comments being made that Deerfield was isolated and required more coverage. Just a phone call would bring the State Police to Deerfield.

Chairman Barry agreed the State Police are backup but pointed out, in general, the State Police do not patrol the streets of the Town.

What Mr. Riel keeps hearing is that the Town needs more Officers. To Mr. Riel, the eight full time Officers and three part time Officers are costing the Town money when there is backup available. Chairman Barry did not see it as a request for more but the need to replace the Officers that the Town budgeted for.

Mr. Riel took that to mean that if the money was appropriated it should be spent. The choice to save money for the Town is a hard choice. He hoped this Board of Selectmen didn't have the mentality that when money was appropriated it should be spent but rather if there was an opportunity to save it should not be ignored.

Vice Chairman Robertson commented the money was appropriated by the townspeople and not the mentality of the Selectmen.

Mr. Riel believed that cutting back was the way to go which would save money.

Melanson Heath and Company:

Present: Karen Snow, Audit Supervisor

Ms. Snow introduced herself as the Audit Supervisor, for the December 31st 2008 audit, for the Town of Deerfield. Tonight Ms. Snow will provide the Board with an overview of how Melanson Heath Company goes about the audit process.

From the onset, Deerfield's audit was going to be late as the prior audit was not completed timely and the Request for Proposals (RFP) went out later. Ms. Snow advised the Selectmen that beginning back in May she started work with Cindy Heon and Cindy Kelley asking questions about how things are done in Deerfield and scheduled the field work for June 22nd. A lot of information was gathered to assist the Melanson Heath Company in gaining knowledge of how things work in the Town of Deerfield. Having worked with many municipalities in New Hampshire and Massachusetts, she could report that each has a unique way that things are run.

Karen Snow explained that it is always a process to learn how a community does things; what department does what, what are the procedures for posting to the general ledger and trial balance. The process may seem slow to the Board but the length of time it will take, in the future, will be much shorter. The process consists of testing and reconciling, asking questions and gathering information. It is often the case that a Town Treasurer is a volunteer and not always available. Other areas audited in Deerfield are the Parks and Recreation Revolving Fund, Deerfield Volunteer Fire Department and the Philbrick James Library. Waiting for a response creates delays. The main reason for taking longer this year is to learn how Deerfield's finances work.

Next year, Melanson Heath will carry balances forward but this year the firm had to start from scratch. To begin the 2008 audit, the firm reconciled back to the prior year's financial report, 2007. Ms. Snow stated that part is complete and she does agree with the prior year's balance. An audit begins with the prior year's balance and then takes the current information into consideration. This process is always longer in the first year of a contract. When an audit is performed during the summer months, there are also vacation schedules to contend with.

Ms. Snow mentioned another area that took more time for review, that being the turnover in personnel in Deerfield's financial departments. There was a change in the Finance Department and the Town Clerk/Tax Collector's Office. While auditing these areas, Ms. Snow saw a difference in the way three different people had used three different methods of posting. Each method is appropriate and in accordance with the Government Accounting Standards Board (GASB) which left Ms. Snow comfortable.

Normally during an audit, a month is picked and the auditor tests the balances for that month. Because of the turnover in the financial departments, and because Deerfield was new to Ms. Snow, more was done. Ms. Snow found things to be appropriate, reasonable and all made sense to her. She has a greater understanding of the Town and the financial workings of the General Fund, the Special Revenue Funds, Parks and Recreation Revolving Fund, FEMA Fund, Philbrick James Library and the Deerfield Volunteer Fire Department. There is a little more to do with the Trustees of the Trust Funds. Ms. Snow pointed out that Dwight Barnes has provided all the information she requires.

Karen Snow stated that things are definitely on track and draft financial reports will be available prior to the next meeting so that the Board can review the documents and formulate any questions they may have. She will be available on September 14th to answer questions. In the management letter, the firm will bring to the Board's attention any improvements necessary based on the firm's expertise. The MS-5 report will be available as well.

The expectation that an audit is done immediately after December 31st was addressed by Karen Snow. The accounting staff would not have closed the books at that point. Closing out the books can take a month to six weeks. The entire audit process is a two month process. Closing the books requires all invoices that were relative to 2008 are reviewed, adjustments made, entries completed and cash reconciled. Meanwhile, the Tax Collector is also busy preparing an MS-61 which is a process. Adding to this, the Town Report is being prepared and the Town Meeting process is underway. Ms. Snow stated this explains why the same year's audit report is not published in a Town Report. There is a lot of year-end work for the Office and then for the auditors. Where the fiscal year closes December 31st, in most cases, February is the soonest an audit could be completed. It is the goal of the Melanson and Heath Company to have all municipal audits, year-ending December 31st, done between a March and April timeframe.

Ms. Snow offered to answer any questions.

Vice Chairman Robertson found Melanson Heath Company to be ahead of any audit the Board received in recent memory.

Ms. Snow stated Melanson Heath Company wants to do a good job. She, personally, wants to be able to say she understands how the Town of Deerfield, and its financial statements, works and that understanding takes time.

Selectman Hooker remarked that accounting is not black and white. It is generally accepted accounting principals; not rules and not laws. People do things slightly different but all are perfectly acceptable.

Karen Snow agreed with this statement and used the example she saw when reviewing the financial accounting of three different individuals last year in Deerfield's Finance Department. The beginning of year was posted in more detail, and then MRI came on and posted in lump sums. Both methods are perfectly acceptable but when there is less detail it takes longer to trace the record. Deerfield's financial reporting is done according to generally accepted accounting principals.

Karen Snow stated that the Melanson Heath staff is always available to answer questions as that is part of what they do. There will be no mystery about the financial statements, once completed, they will be explained fully. Ms. Snow considered it a team effort.

The Selectmen thanked Ms. Snow for her time.

Point of Order:

As the Selectmen's Meeting was running slightly ahead of schedule, Chairman Barry stated the Board would take up signatures at this time.

Vouchers:

Payroll Manifest/\$47,466.36

MOTION: Vice Chairman R. Andrew Robertson made a motion to approve the Payroll Manifest in the amount of \$47,466.36. Seconded by Selectman John Reagan.

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

Accounts Payable Manifests/\$60,253.20

MOTION: Vice Chairman R. Andrew Robertson made a motion to approve the Accounts Payable Manifests totaling \$60,253.20. Seconded by Selectman John Reagan.

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

Signatures:

1. Cartographic Associates/Maintenance Contract (April 1, 2009 to March 31, 2010)

Chairman Barry explained this contract is the same as the prior year's contract and the funding is at the same level, \$2,750. Cartographic Associates maintains Deerfield's Tax Maps.

MOTION: Vice Chairman R. Andrew Robertson made a motion the Board signs the Contract with Cartographic Associates. Seconded by Selectman John Reagan.

VOTE: Chairman Barry called for the Vote. It was a Unanimous Vote in Favor. The contract was signed.

Point of Information:

Vice Chairman Robertson informed everyone the word is trickling out that the Deerfield's Tax Maps are on the Town's Website.

2. Letter/Arlene Clark and Katherine Witham/Request to Waive Interest

Ms. Clark and Ms. Witham wrote requesting a waiver of \$34.03, in interest, because they never received their tax bills. The Town Clerk/Tax Collector recommended the waiver be granted.

The Board of Selectmen looked at the documentation and the envelope returned to the Tax Office with "attempted not known" on the front. Selectman Reagan wondered if the Town didn't have the correct address as in one place the number was 89A Raymond Road and in another place 89 Raymond Road with the "A" being the only difference. Selectman Hooker pointed out that the Post Office will return mail if the address doesn't match what is in the computer. Selectman Hooker thought it would not have been a problem if the mail stayed in Deerfield for local delivery but instead it goes to Manchester. It was noted that the tax bills have always been paid on time in the past.

MOTION: Vice Chairman Robertson made a motion to grant the waiver of interest in the amount of \$34.03 for Arlene Clark and Katherine Witham. Seconded by Selectman Alan O'Neal.

Discussion: Comment was made that the mail was being received prior to this and perhaps there had been some sort of melt-down within the postal service.

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

3. Appointment/Forestry Commission/David Sidmore

Chairman Barry stated David Sidmore, a former member of the Forestry Commission, is willing to serve another term.

MOTION: Selectman Alan O'Neal made a motion the Board appoints David Sidmore as a member of the Forestry Commission. Seconded by Vice Chairman R. Andrew Robertson.

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

4. Notice of Computer Abatement

A. Map 204 Lot 006/Wesley & Jacqueline Nyberg/\$833.69

Reason: Salvage from July 2008 Tornado. Landowner did not receive monies from sale of the wood. The sale of the wood covered the costs of operation and clean up on behalf of the logger.

MOTION: Vice Chairman R. Andrew Robertson made a motion the Board grant the Abatement request for Map 204 Lot 006, Wesley & Jacqueline Nyberg. Seconded by Selectman Alan O'Neal.

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

5. Grant/N. H. Department of Safety/Homeland Security and Emergency Management

A copy of the above referenced Grant was presented to the Board of Selectmen for signature. This grant will provide offsetting revenue for the recently completed drainage project at the Philbrick James Library. It was noted a copy of the Minutes is to be included with the Grant Application.

MOTION: Vice Chairman R. Andrew Robertson made a motion the Selectmen authorize, and accept, the grant from N. H. Department of Safety/Homeland Security and Emergency Management. Seconded by Selectman Walter Hooker.

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

Selectman O'Neal observed that there was a place for the majority of the Board to sign.

6. Intent to Cut

Map 416 Lot 41/Howard and Marguerite Swain

7. MS-1/2009 Summary Inventory of Valuation/Current Assessed Value for Deerfield \$594,961,565.

Philbrick James Library:

Present: Evelyn DeCota, Librarian; Maureen Mann, Library Trustee

Evelyn DeCota informed the Selectmen of two vacancies, a Library Assistant and a Custodian. There was also a cut back in hours for the Technical Assistant. This has left the Library short on help. Mrs. DeCota sought permission from the Board to hire a Library Assistant for 10 hours a week which equated to six hours a week formerly part of the Technical Assistant's position and the four hours for the clerical position. There would be no increase in the 2009 Library Budget and no increase proposed in the 2010 Library Budget. In fact, there is a slight decrease in the Library Part Time Line.

MOTION: Selectman John Reagan made a motion the Library be instructed to resolve the personnel problems keeping within their budget. Seconded by Vice Chairman R. Andrew Robertson.

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

Evelyn DeCota stated there was also a janitorial position open. She wasn't sure if it would work, or not, but brought forward the idea of having the individual hired to assist with Town buildings also maintain the Library. It made sense to Mrs. DeCota that one person could cover the ten hours at the Library and use the remainder of the time covering Government Buildings.

Selectman Reagan stated that his motion covered both positions.

Vice Chairman Robertson saw it as an advantage to be able to offer more hours as someone might be interested in the position and stay on.

Chairman Barry suggested Mrs. DeCota work with Mark Tibbetts and bring forward a proposal. Selectman Reagan added that whatever is satisfactory to Mrs. DeCota and Mr. Tibbetts would be fine and no one would need to come back.

Selectman Hooker asked where the position would show up in next year's budget. Mrs. DeCota thought the appropriate place would be under Government Buildings. Chairman Barry suggested separating the position to better track the costs through the Year 2010. The same person could fill both positions but it would be funded in two sections of the budget.

Point of Information:

Evelyn DeCota reminded the Board there was a surprise retirement part for Jeannette Winslow this upcoming Saturday, at 10am, at the Library and everyone was invited.

Preparation for Transformer Move:

Present: Chief of Police, Mike Greeley and Highway Agent, Alex Cote

Selectman Hooker, Chief Greeley and Alex Cote attended a meeting last Friday concerning the upcoming move of the PSNH transformer. Selectman Hooker asked for an update from Chief Greeley as the largest manpower burden fell on the Deerfield Police Department. It seemed to Selectman Hooker that Chief Greeley would not have enough staff to do what the transport company, HLI, asked and that left him with the question how had Chief Greeley done filling the shifts.

Chief Greeley reported he had done very well filling the shifts. There are five shifts next Monday when the large plates are put in place. Chairman Barry asked if the shifts were filled with out of town Officers and Chief Greeley replied no, mostly Deerfield Officers.

Discussion turned to the impact on the Deerfield Police Department Budget if most shifts were filled with Deerfield Officers. It was noted that Asplundh Tree Service has been here two or three days a week for the past couple of months. As of today the Police Detail Line is over-budget but it was quickly pointed out that vendors reimburse the expense and the monies are deposited in the General Fund. With more Police Details to come, including the Deerfield Fair and the PSNH Transformer project, the Police Detail Line could go over substantially. This might affect the bottom line of the Town Budget.

Selectman O'Neal asked Chief Greeley if he had an idea of how much over the Police Detail Line would be by year-end. Chief Greeley replied approximately \$33,000 but it could go as high as \$40,000 over. Chief Greeley explained there is no control over who comes into Town and requests Police Details. The last several years, \$27,000 has covered Police Details. This year, PSNH has done a lot of trimming.

Chairman Barry did not want any surprises and wanted to know how Chief Greeley was going to handle the overage. Chief Greeley could not say where he would get the money. Selectman O'Neal wondered if the net savings created by not filling the vacancy in the Police Department would help. Chief Greeley did not have an exact number but by end of September he projected a \$10,000 savings which could go as high as \$20,000 by year-end.

Selectman O'Neal thought other budgets would have to be looked at to cover shortfalls. It creates a bad situation for the Police Chief taking that kind of money out of the Police Department Budget. One avenue would be to have the details filled by out-of-town Police Officers.

Chief Greeley explained the revenue is coming in on the other side. It was mentioned that revenue could be used to reduce taxes at tax rate setting time. Vice Chairman Robertson said this is a classic example of where he would authorize overspending the bottom line because the spending was forced. The money is paid back to the General Fund. Vice Chairman Robertson did not favor chopping up the Highway Department Budget and Police Department Budget just to make the numbers look good on paper.

To Selectman O'Neal, this was not an over-expenditure by any Department Head, the money eventually comes in, it is the nature of the beast. Selectman Hooker suggested Chief Greeley figure out a way to conserve where he could.

Of more concern to Selectman Hooker was the safety of Chief Greeley and his Officers working 24 hours a day; a Police Detail and then reporting for duty. Selectman Hooker found this length of time inappropriate without rest. Chief Greeley replied this type of scheduling has been done before.

Selectman Hooker asked if there were any policies or guidelines concerning the maximum number of hours allowed when Police Officers work Police Details and regular shifts. Chief Greeley said the schedule is 24 hours containing four shifts of five hours and then working a regular shift. All shifts are covered and everyone will get rest. Chief Greeley stated he would take the details over the weekend.

Selectman O'Neal and Selectman Hooker heard the number 293 hours which is a lot of hours. Chief Greeley informed everyone the train was delayed coming into Manchester which changed the schedule which means there may be less hours.

A question was asked whether or not Alex Cote was being asked, by HLI, who works for Hallamore (the transport company), to be present during the entire move. When the transformer turns onto Deerfield Roads, Mr. Cote said he would be there.

Chairman Barry reminded Mr. Cote that he is a salaried employee and there was no way to compensate him. If the contractor was billed, the funds would come back to the Town and not directly to Mr. Cote.

Chief Greeley did not think it was fair to not compensate Alex Cote, a salaried employee, or any other salaried employee, who has worked through the floods, tornado and ice storm. Chief Greeley thought there must be some way to compensate these employees in this situation and emergency situations. Vice Chairman Robertson saw the emergency aspect as markedly different from the PSNH detail, as that is a commercial interest.

The Board discussed the options of billing the company or giving Mr. Cote time off to compensate for the hours worked. The consensus was people cannot work 24 hours a day. Chairman Barry didn't know of an appropriate way to reimburse Mr. Cote but did know a policy should have been in place before this situation arose.

Obtaining something in writing from HLI or Hallamore that Mr. Cote's services were needed and instructions on how to bill the company would be a start. There was a question as to whether or not Mr. Cote's assistance would be needed from the Candia Town line or just when the unit gets to Parade Road. The other roads are State roads.

Selectman Hooker thought days off could be arranged for Mr. Cote. If he worked nights, he could take the next day off. It was mentioned Carl Oehler, or someone else, could be in charge of the Highway Department. The Board requested the company ask the Selectmen for the Highway Department's services. Selectman Alan O'Neal thought adjusting Mr. Cote's work day was appropriate. If Mr. Cote worked the night shift he could take the next day off. Working the night shift, followed by working a day shift presents safety issues. If HLI or Hallamore bring something forward, the Board can take another look.

Not wanting Mr. Cote to misunderstand the Board's intentions, Chairman Barry explained the Board wanted something, in writing, that indicates Mr. Cote's presence is required. Mr. Cote stated that Selectman Hooker and Selectman O'Neal attended the meeting and heard what was said.

Selectman Hooker mentioned Ross McLaren, of HLI, did say they wanted the Police Departments, from the four affected towns, specifically for Police Details. What they wanted from the Fire Department and Highway Department was not mentioned. At the Friday meeting, Mr. Cote asked if he was needed on State roads. Selectman O'Neal recalled the answer to that question being no. Selectman Hooker and Selectman O'Neal remembered a comment that assistance offered would be appreciated on Deerfield Roads.

Chairman Barry suggested Mr. Cote keep track of his time and any Highway Department equipment used. When Chairman Barry asked Mr. Cote if other employees were needed, Mr. Cote replied no.

The possibility of billing for the service could be looked into. Vice Chairman Robertson didn't know what the Town would be paid for if there wasn't a detail. Chairman Barry said if the resources of the Town are used, the Town should be compensated. Selectman Hooker said if there is no cost there is nothing to be repaid. Vice Chairman Robertson could not see billing the maximum detail rate when the employee was not paid. To Selectman O'Neal, shifting the schedule around would accomplish what Mr. Cote needed.

Selectman Reagan pointed out there is a greater risk if the Highway Agent is not present. Damages to the roads could occur. Selectman Reagan did not see this as an option. Mr. Cote has an hourly rate and that rate time, or a time and a half rate, could be used.

Chairman Barry was sure the Board could come up with a solution as this type of thing will only come back again in another way. His thought was attaching this type of payment to the Police Detail line by adding cash to that line for this type of purpose making it a general detail line for all employees.

Selectman Hooker didn't see using the Police Detail Line working this time as policies would need to be established that spoke to emergencies, events, specific purposes and a rate to be paid. Establishing the language to accomplish this would not be completed tonight.

Vice Chairman Robertson suggested figuring out the hourly rate and bill HLI at rate for the services rendered. Chairman Barry returned to the idea of one detail line for all employees. Selectman Hooker favored a revolving fund to include Police Officers and all employees. Chairman Barry stated that the discussion this evening was not personal but budgetary. He believes in compensating employees for extra work but needs to find a way to accomplish it.

Selectman Hooker informed everyone that PSNH would issue a press release at the appropriate time with announcements on television and radio stations.

6:55pm Chairman Barry recessed the Selectmen's Meeting for the purpose of a Public Hearing on a Barn Preservation Easement for David and Glenda Sorak.

7:22pm Chairman Barry reconvened the Selectmen's Meeting.

Barn Preservation Easement/David and Glenda Sorak/Board Discussion:

Chairman Barry opened the discussion asking what action the Board of Selectmen wanted to take on the Barn Preservation Easement.

Selectman O'Neal wanted clarification as to whether or not the property was commercial property as he was concerned what approval of this easement would open up.

From what Selectman Reagan has seen, the barn will not look anything like what it originally was. The idea of the preservation easement is to preserve the appearance of the structure whether it be the historical beams or whatever. This proposal has the barn looking like a brand new barn. Taking any action, on this Barn Easement, may be premature.

Vice Chairman Robertson stated a barn easement is typically granted to encourage preservation.

Selectman Hooker mentioned the condition of the barn and having a plan, or schedule, to restore the barn. Chairman Barry said the Board could request a schedule or whatever else they would like to see. Selectman Hooker preferred to see what the barn would look like done, or nearly done, before granting the preservation easement.

It was suggested that the Historical Society and the Heritage Commission provide input. Vice Chairman Robertson wanted a timeframe as to how the work would progress.

Chairman Barry asked Mrs. Sorak how much of the original barn would be left when the project was complete. Mrs. Sorak replied all of the barn would remain. It may take a month to put all the information together. Selectman O'Neal would like to verify how Avitar Associates has the property listed. Is it on a foundation, have a septic, well or other amenities.

Chairman Barry directed all members to forward their questions to the Town Administrator to be passed on to Avitar Associates of N. E.

Review of Outstanding Minutes:

MOTION: Selectman Walter Hooker made a motion the Minutes of August 10, 2009 be approved as written. Seconded by Selectman John Reagan.

VOTE: Chairman Barry called for the Vote. Vice Chairman Robertson abstained. It was a Vote in Favor. The Minutes of August 10, 2009 stand approved as written.

Review of Correspondence:

1. Regional Economic Development Plan-Steering Committee/August 28th Meeting
Vice Chairman Robertson offered to attend this meeting.

2. Memo/Rick Pelletier, Code Enforcement Officer/Response to an Inquiry
Mr. Pelletier wrote to the Selectmen as a follow-up to a citizen's comment regarding signs appearing in trees. He reviewed the zoning ordinances and did not find any violations. He drove around Town and found signs such as "rabbits for sale" or "eggs for sale" but they were not in the public right-of-way. Mr. Pelletier did see the sign for the Farmers Market but didn't think that was the issue. What may have been noticed are the signs posted by the Parks and Recreation Department. At this point, unless someone was seen placing a sign, Mr. Pelletier could not get the Police Department involved. A permitting process, for signs, may be something to consider.

3. Employment Ad/Government Buildings/Custodian
This was taken up previously. Mr. Tibbetts will be in contact with the Librarian to come up with an advertisement covering this position and the vacancy in the janitorial staff at the Library.

4. vanBerkum/Current Use/Research from Assessing Department
Information received from Avitar pointed to placing pots on top of the ground as disqualifying property from Current Use. Penny Touchette, Assessing Clerk, offered the option of merging the lots.

Selectman Reagan provided background that a court case set up this part of the statute in error. It had to do with a roadside stand, in Concord, selling potted plants and from that incident the law defined plants growing in pots as not agricultural. Because the plants were not planted in the ground, this determination was made. This would mean that growers specializing in hydroponics would not qualify for Current Use either. The reasoning defies logic. Selectman Reagan believed the request to maintain the Current Use standing should be allowed.

Vice Chairman Robertson stated the vanBerkums are not putting up greenhouses or buildings. Selectman Hooker and Selectman O'Neal agreed with leaving the vanBerkum property in Current Use.

MOTION: Selectman John Reagan made a motion that in view of the Board's discussion, the Board agrees to let the vanBerkum property remain in Current Use. Seconded by Selectman R. Andrew Robertson.

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

5. Alvah Chase Forest/Daniel Lamy Map 410 Lot 31
Sarah Weidman, Claims Attorney wrote on behalf of Daniel Lamy requesting information as to why this property was being investigated. A letter was prepared, and signed, that outlined the status of the survey currently underway but not yet complete.

6. Letter/Janet Carpenter/Middle Village School
Ms. Carpenter requested an appointment with the Selectmen. The topic of discussion would be renting space at the G. B. White Building recently vacated by Kidz Komfort Zone for the Middle Village School.

Selectman O'Neal asked Board members if the Town was going to rent the space in that area because he didn't recall time being spent on this topic at a Selectmen's Meeting. Selectman O'Neal didn't think the Board was looking to remain landlords. Chairman Barry didn't think anyone was renting the space. Selectman Reagan mentioned the building had reached the end of its lifespan and renting it could present a tremendous liability as the current condition is deplorable.

There was discussion on how far past the life expectancy that section of the G. B. White Building was. Board members questioned whether or not that section of the building should be removed or renovated. Vice Chairman Robertson recalled sprinkler systems being needed for schools. The question was, again, asked is the Town going to rent the space. Vice Chairman Robertson thought that some revenue was better than none. It was mentioned heat and lights could be shut off.

Chairman Barry wasn't sure what should be said to the remaining two tenants in the building. Vice Chairman Robertson preferred a plan. If the Selectmen reach an agreement to disassemble the structure, a Warrant Article would need to be prepared.

The Supervisors of the Checklist will be using the area known as the former principal's office.

Vice Chairman Robertson indicated he was not against renting but would want a game plan. Selectman O'Neal said that a couple of years ago when the building committee looked at the structure it was pointed out if a survey of the building was done, the recommendation might be to close it down. Chairman Barry didn't see it as a viable rental facility. Just thinking of renovations scared Selectman O'Neal.

Following discussion the Selectmen agreed to inform Ms. Carpenter that the Board was not interested in renting due to the condition and the cost of maintaining the back portion of the G. B. White Building.

Vice Chairman Robertson could see questions coming to the Board, such as, do the Selectmen think that section of the building is unsafe, what are the costs to leave it empty, removal costs and how much could be received from rentals.

7. Quarterly Disbursement/Impact Fees

Chairman Barry read the quarterly disbursement for Impact Fees. No appeals were outstanding.

MOTION: Vice Chairman R. Andrew Robertson made a motion to transfer the Impact Fees only to the school, retaining 5%. Seconded by Selectman Walter Hooker.

Discussion: Selectman Hooker explained Bruce Mayberry was hired, by the Planning Board, to work on the Impact Fee schedule. With the School Bond paid off, it didn't appear that the school portion could be transferred. Mr. Mayberry is going to provide more information. Selectman Hooker suggested waiting on this disbursement.

MOTION WITHDRAWN:

Vice Chairman Robertson withdrew his motion as did the second to the motion, Selectman Walter Hooker.

8. Tree Planting/Veterans Day/Elm Tree

Cathy Towne, from the Liberty Tree Program, sent an e-mail describing a program to plant Elm Trees. Joe Manzi offered to pick the donated tree up and plant it as part of the Veterans Day observance. Selectman O'Neal asked if a location had been chosen for the tree. The location had not been chosen but it was assumed it would be planted on Town property. Chairman Barry asked Selectman O'Neal to work on choosing a location for the tree.

9. Letter of Complaint/Jan Whitehouse

Ms. Whitehouse recently observed, at a yard sale that was held for the benefit of Granite State Taxpayers organization, items that she had donated to the Swap Shop. She did not intend for the items to be sold and thought the group had crossed the line. Selectmen Reagan recalled the Selectmen previously making a statement that they didn't care what happened to the Swap Shop items when they left the Swap Shop. A response will be sent to Ms. Whitehouse.

10. Memo/Planning Board/Resignation/Gile Beye
Chairman Barry read a memo that advised the Board Gile Beye resigned as a member of the Planning Board and Fran Menard was appointed to fill that position until March 2010. A copy of the Planning Board Minutes was attached.

11. Greenleaf Waste & Recycling Waste
This company offered to remove the televisions and electronic items from the Transfer Station for \$12.50 per item.

12. PRC Technologies/E-Waste
This company will be forwarding information to the Board of Selectmen.

Town Administrator's Report:

1. Transfer Station Job Descriptions/Follow-up
Job Descriptions, for Transfer Station employees, were attached to the report and a list outlining the duties of the Transfer Station Director. There was one item that the Selectmen did not want included in the list of duties which was the Director overseeing the employees.

Selectman Reagan stated that Lenny Mandigo was already managing the Transfer Station. Selectman Hooker questioned how Lenny Mandigo could supervise Kyle Mandigo as that goes against policy. Lenny Mandigo could do everything else but supervise. It was mentioned the manager of the Transfer Station would have to be a licensed operator.

The Selectmen agreed with the list of duties as outlined for the Transfer Station Director striking the sentence of overseeing the employees. The Job Descriptions were accepted as written.

This information will be shared with Rick Pelletier, Code Enforcement Officer, to learn if he has any interest in becoming the interim Transfer Station Director.

2. Impact Fees/Update
The question was asked of Selectman Hooker as to how close the Planning Board was to adopting the revised Impact Fee Schedule. Selectman Hooker stated this was a topic to be discussed at the September 9th Planning Board Meeting.

3. MS-4/Revised Estimated Revenues
The revenue estimates will be completed and forwarded to the Department of Revenue Administration (DRA) by the end of the week. At present, the revenue estimates will be at least \$100,000 down from the estimates on the MS-7 form.

4. Kidz Komfort Zone
The first monthly payment, for past due rent, was received on August 24, 2009. Mark Tibbetts and Joe Manzi are looking at the equipment left on the playground to determine if it is usable and safe.

5. Board of Tax and Land Appeals (BTLA)/Southern New Hampshire Services (SNHS)
Selectman Hooker will be attending the BTLA Hearing for SNHS tomorrow.

6. Wage Scale
Most all updates to the Wage Scale have been received. The information will be collated and the proposed adjustments presented before the September 14th meeting.

7. Employee Evaluations

This process is complete with a few exceptions. The file will be organized and those missing, at that time, will be noted.

8. Department Head Evaluations

All input has been received. The evaluations will be typed and shared with the Department Heads within the next few weeks.

9. Salaried Employees/Exempt and Non-Exempt/Elected

During the past few weeks, questions arose as to whether or not a salaried employee can receive special compensation, overtime pay or detail pay. Mrs. Heon and Ms. Kelley will review all employment categories and how the positions are compensated. Any information collected will be provided to the Selectmen for their review. Changes may require amendments to the Personnel Policy after review by Town Counsel.

10. Supervisor of the Checklist

Cheri Sanborn and Meredith Briggs looked at the room, the old principal's office, in the lower section of the building vacated by Kidz Komfort Zone. Both expressed interest in the room as to a location where their meetings could be held. This project will move forward with funding from the 2009 Budget. If other funds are required, Board permission would be sought.

11. 2010 Budget Information

Having read the Municipal Budget Committee Minutes where it was indicated packets of information would be available at Selectmen's Meeting, Mrs. Heon noted that was the process last year and it would continue this year. In addition, the Budget Worksheet would be posted to the Website as budgets are presented.

12. Format for Department of Revenue Administration (DRA) Forms

The Department of Revenue Administration (DRA) has changed the forms available on the Website to Adobe Acrobat Professional. There are no formulas and the form cannot be saved, only printed. Selectman Hooker thought there may be a free program that could be installed to assist users with this problem.

Unfinished Business/Other Business/New Business:

1. Authorization to Disburse Payroll Checks

MOTION: Selectman John Reagan made a motion to reaffirm that when Payroll comes between meetings the Board of Selectmen authorizes the Finance Director to disburse the payroll checks. Seconded by Selectman Alan O'Neal.

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

2. Transfer Station Mowing

Selectman Hooker reported that Lenny Mandigo had finished mowing the Transfer Station and promptly announced he would not be doing it next year. Selectman Hooker suggested budgeting money for this task next year. Selectman O'Neal thought all mowing should be under contract. Vice Chairman Robertson recalled a contract for mowing everything but the Transfer Station. Selectman Hooker thought the Transfer Station mowing would have to be a separate bid process.

Citizen's Comments:

1. Kathy Shigo/Signs

Mrs. Shigo wanted to go on record, after listening to Rick Pelletier's response to signs being placed in trees, that she believed something had been misconstrued. Mrs. Shigo wasn't criticizing but didn't want Deerfield, in the future, to have bill boards everywhere instead of Deerfield being kept beautiful.

Kathy Shigo would want to know that hanging business signs, in trees on Routes 43 and 107, had the approval of the Planning Board. Her comments did not pertain to the little signs selling rabbits, open houses or the advertisement for the Farmers Market. What Mrs. Shigo wanted on record was she did not want to see signs up in trees.

Adjournment:

8:02pm

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 24, 2009 stands adjourned.