

**TOWN OF DEERFIELD  
BOARD OF SELECTMEN  
October 19, 2009  
MINUTES**

**Call to Order:**

5:30pm 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; Selectmen John Reagan, Walter C. Hooker and Alan E. O'Neal

Also Present: Cindy Heon- Town Administrator, Cynthia E. Kelley- Finance Director and Nese Farrell- Recording Secretary

**Pledge of Allegiance to the Flag:**

Chairman Barry asked all to rise for the Pledge of Allegiance to the Flag.

**Citizen's Comments:**

Harriet Cady commented to the fact that the Town gave up a tenant that gave money to contribute for the building's heating, lights, etc. She stated concern for the Board giving the space to the Parks & Recreation Department without firm plans of how much space is needed and why it is needed.

John Grimanis and his daughter owners of Yanni's Pizzeria stated they were present to show support for Joe Manzi's proposal.

**Richard Dowling: Revisit Request for Waiver of Interest**

The Town Clerk was unable to be present. Mr. Dowling stated that he did in fact receive last year's bill of December of 2008 at the Raymond address soon after he requested the address change in November of 2008. He questioned why it was changed back to the physical address after that. Selectmen Hooker asked if the Town ever received an undeliverable address notification after that point. Mr. Dowling informed the Board that Kevin Barry, the Tax Collector, did receive the return address envelope and called him to inform him.

MOTION: Selectman O'Neal made a motion to waive the interest fee of \$16.80. Chairman Barry seconded the motion.

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

**Parks & Recreation Department**

**Use of G. B. White Building/ Lower Section**

Present: Joe Manzi- Parks & Recreation Director, Joe Stone and Jeff Shute

Chairman Barry summarized Joe Manzi's letter. Selectman Reagan opposed this motion and feels that there is amply space downstairs already for their programs. Selectman O'Neal suggested that the Director's office stay where it is, due to the new space not being set up for the infrastructure.

MOTION: Vice Chairman Robertson made a motion to support the request for the space in the George B. White building. Selectman Hooker seconded the motion.

VOTE: Chairman Barry called for the Vote. The Vote was 4-1 in Favor.

**Parks & Recreation Commission**

Present: Joe Manzi- Parks & Recreation Director, Joe Stone and Jeff Shute

Regarding the recent appointments of the new Parks & Recreation Commission Members, further research has found that the Park & Recreation Commission can only have four members. Joe Manzi stated that the actual language is for seven total; three representatives for the Veasey Commission and four members for the Recreation Department.

Mr. Manzi stated that he had spoken to all the Recreation Commission members and to Glenda Smith of the Veasey Commission, and that they are all in agreement that the departments should be separated. Joe Stone recalled that in the 1970's as a member, he never saw anyone from the Veasey Commission attending their meetings. He stated that Veasey Park has their own trust, calling for three members (two of whom must be within two miles of Veasey Park). He requested that the Board let them put together a warrant article. It was agreed to send over the language to the Town Administrator.

MOTION: Vice Chairman Robertson made a motion to void the recent appointments. Selectman Hooker seconded the motion.

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

#### **2010 Budget Review/ Building Inspection:**

**Present:** Richard Pelletier, Code Enforcement Officer

Chairman Barry addressed the increase in the Building Inspection Budget to \$63,746.00. Rick Pelletier replied that the increase in the Health line is for facemasks and fit test kits for the facemasks; which were advised by the Manchester Health Department. He stated they also recommended protective wear for those affiliated with their department. He informed the Board that he has a protective kit and that Denny Greig needs one. He stated that they also recommended having canister masks on hand. Mr. Pelletier stated that it would be appropriate to put money back into the Health line due to all the viruses going around.

Chairman Barry addressed the increase in the Enforcement line and Mr. Pelletier said he will need to get counsel on some legal issues (for residents not cooperating), and for typing up some enforcement letters. He stated that the Legal Services line is for the ongoing litigation that is currently in place; of which \$7,000.00 has already been spent, so he feels the budget could easily be that or exceed that line.

Mr. Pelletier confirmed that the Subscriptions line changed, as he had discontinued some of the subscriptions due to the lack of time to read them. He stated that the Permits line has gone up as the department will need more forms to get them through the rest of this year and all of next year (standardized permit forms bought from National Code Counsel). Chairman Barry suggested changing that line to read "Permit Forms" and Cindy Heon confirmed that it could be done.

Mr. Pelletier foresees a slight pickup in construction and hopes that the spring will bring in more construction. He believes enforcement will continue to grow through the winter as the economy gets harder.

**MOTION:** Selectman Reagan moved to approve the Building Inspector budget as written. Vice Chairman Robertson seconded the motion.

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

#### **2010 Budget Review/Welfare Administration**

**Present:** Denise Greig, Welfare Administrator

Denny Greig confirmed that a slight decrease in the Welfare Budget to \$64,227.00 was primarily due to the reduction in the telephone line. She stated that she did not ask for additional on appropriations despite the fact that it looks like it is going to be a very difficult year ahead. She informed the Board that they were able to tap into a good amount of assistance programs this year. She stated that there will be drastic changes when the unemployment benefits run out for several residents and the burden will fall on the Town. Ms. Greig replied that if the department is able to tap into other resources, non-profits and private civic groups for assistance, then it will not come from the Town budget; which the department has been able to do right now.

**MOTION:** Vice Chairman Robertson moved to approve the 2010 Welfare Budget as written. Selectman Reagan seconded the motion.

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

#### **2010 Budget Review/Agencies-Health & Social**

**Present:** Denise Greig, Welfare Administrator

Denny Greig confirmed that an increase in the Health & Social Services Budget to \$26,499.00 was due to the agencies the department has been funding; for the American Red Cross and Children & Family Services.

**MOTION:** Selectman O'Neal moved to approve the 2010 Health & Social Services Budget as written. Vice Chairman Robertson seconded the motion.

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

#### **Emergency Management/ Adoption of the Emergency Operation Plan:**

**Present:** Jim Cannon, Emergency Management Director

Selectman Hooker addressed that the table has five extra columns that were added, and would like those five extra departments defined. Denny Greig confirmed that ESF stands for Emergency Support Function and explained that it is designed to be plan and can be tailored to individual towns. She stated that there are sixteen different emergency support functions and regarding those five departments, they are really support agencies (not the primary agency).

Selectman Hooker suggested that more research needs to be done before approving. Mark Tibbetts stated that the sooner this could be signed would be better as the Town is waiting for grant money from Emergency Management, and it is a time sensitive issue. Selectman Hooker agreed to pass it tonight (with pending research still to be done) so that the Town can request the grants.

MOTION: Selectman Reagan moved to approve the Emergency Operation Plan. Vice Chairman Robertson seconded the motion.  
VOTE: Chairman Barry called for the Vote. It was a Unanimous Vote in Favor.

#### **2010 Budget Review/Emergency Management:**

Chairman Barry referred to the decrease in the Emergency Management budget to \$6,700.00. Selectman Hooker questioned the telephone line and Mr. Pelletier replied that it was decided that telephone usage was necessary for operation in the vacant room, formerly McKenna Flutes; the cost for phones and wiring was included in that line. Mr. Pelletier suggested the Board to speak to Jim Cannon, Emergency Management Director, for the cost details as he was investigating the numbers as well as getting broadband. Mr. Cannon informed the Board that he received the quote from Steve Jamele. He informed the Board that Verizon broadband is an emergency broadband when lines/cables are down; it would include equipment necessary for communicating with the outside world when emergency events happened.

MOTION: Selectman O'Neal moved to approve the Emergency Management budget as written. Vice Chairman Robertson seconded the motion.

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

Cindy Heon, Town Administrator, informed the Board that the Emergency Management Team respectfully requests to use the Town Seal on the cover of the Emergency Operations Plan.

MOTION: Vice Chairman Robertson moved to approve the Town's Seal to be put on the Emergency Operations Plan for the Town of Deerfield. Selectman Reagan seconded the motion.

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

#### **2010 Budget Review/Fire Department**

**Present:** Fire Chief- Mark Tibbetts

MOTION: Selectman O'Neal moved to change the budget in process to follow recommendation of Town Counsel (line item budget). Vice Chairman Robertson seconded the motion.

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

Chairman Barry asked for a letter to be drafted for the Deerfield Volunteer Fire Department Association to advise of the change in the budgetary process for the Fire Department, and to make clear in letter that nothing wrong has happened, it is just the recommendation of Town Counsel and the auditor to do it a better way. Cindy Heon, Town Administrator, confirmed that could be done.

#### **2010 Budget Review/Forest Fires-Water Holes:**

**Present:** Fire Chief- Mark Tibbetts

Chairman Barry addressed the increase in the Forest Fire budget to \$4,911.00.

Selectman Hooker asked if the mowing and clearing of the brush was contracted out. Mr. Tibbetts replied that he uses his own tractor/mower and charges \$25.00 an hour. He stated that the water holes are done on an hourly rate for trimming, weed-whacking, repairing or replacing fence. Selectman O'Neal questioned if the Nextel phone was for deputy use when around. Tibbetts confirmed that it was and that none of the fire department has company cell phones but are on alpha/numeric pagers; he pays for his own phone which is used for work.

MOTION: Vice Chairman Robertson moved to approve the Forest Fire-Water Holes budget as written. Selectman Reagan seconded the motion.

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

#### **2010 Budget Review/Rescue Squad:**

**Present:** Chris Gamache, Rescue Squad

Chris Gamache presented the Board with a budget description (technical support information). Chairman Barry clarified that if they wanted to be paid by the Town, they would have to be employees of the Town, which at presently they are not. He stated that they are only covered by Workers Compensation and if their warrant article is approved it would require they become employees of the Town and to answer to the Board of Selectmen.

MOTION: Vice Chairman Robertson moved to approve the Rescue Squad budget as written. Selectman Reagan seconded the motion.

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

Mr. Gamache confirmed that their correspondence line (for certified mail and regular correspondence/ all numbers documented) also includes correspondence to the State, hospitals and vendors. Selectman Hooker requested other backup for their service agreements or maintenance agreements. Mr. Gamache replied that there is only one service agreement and that number slides slightly every year. He stated that the supply budget is basically for medical equipment (oxygen supplies, I. V. supplies, bandages, etc.) and there is no way to truly foresee the exact details on that line. Mr. Gamache confirmed that there was an association for the Rescue Squad but that they have pretty much pulled out of the association; retreating from the bylaws to an annual policy and not voting on issues anymore.

Vice Chairman Robertson suggested that the town attorney give an opinion on whether paying the Rescue Squad is something they should do. Chairman Barry suggested submitting a question to the town attorney regarding the legality to put this warrant article together. The Board is to revisit this further when they receive more information.

#### **2010 Budget Review/Animal Control:**

**Present:** Chief of Police, Michael Greeley

**Animal Control Officer:** Cindy McHugh; **Absent:** Matt Lopez

Chairman Barry addressed the decrease in the Animal Control budget to \$15,014.00. Selectman Hooker questioned the Training line. Chief Greeley replied that the training that the State supplies is done by the University of New Hampshire once a year, and neither Ms. McHugh nor Mr. Lopez were able to go this year. The training total for both of would be \$650.00. Selectman Hooker requested backup to be provided to support the numbers in the budget.

Chief Greeley feels the department should see if our town veterinarian can offer a contract price to compare. Selectman O'Neal suggested that if the training is going to be necessary it should be budgeted accordingly. Chief Greeley agreed to take \$50.00 out of supply line and put it in the training line.

**MOTION:** Selectman O'Neal moved to approve the Animal Control budget. Selectman Hooker seconded the motion.

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

#### **2010 Budget Review/Highway Safety**

**Present:** Chief of Police, Michael Greeley

Chairman Barry addressed the Highway Safety budget of \$1,022.00. Chief Greeley requested to up the budget by \$4,422.00 for an electronic device that can be strapped on a pole to count cars/speeds/times when the vehicles are going through. He stated that he cannot get a true reading of what the cars are doing on that road, as he can only sit there all day and radar them. Selectman O'Neal asked if there is a yearly calibration/maintenance necessary. Chief Greeley received a quote with all components included and it shows no calibration needed; it has software for the computer, batteries and a battery charger. Selectman Hooker believes it will also be good to have to track other roads as to prioritize road work necessary. Chief Greeley stated that it would belong to highway safety and can be shared within the departments.

Chief Greeley asked to take \$19.00 out of postage line. He also wants to drop the line for the safety program gifts budget for the kids by \$400.00.

**MOTION:** Selectman Hooker moved to accept the Highway Safety budget. Vice Chairman Robertson seconded the motion.

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

Chief Greeley requested that his old vehicle be surplused and asked permission to trade some parts of it for the other cruisers.

**MOTION:** Vice Chairman Robertson moved to put the 2001 Ford Crown out to surplus. Selectman Hooker seconded the motion.

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

#### **Update on Mountain Road traffic sign:**

Chief Greeley spoke to Alex Cote and a diamond shape sign with the new suggested speed is to be posted.

#### **Town Administrator's Report:**

Chairman Barry summarized the Town Administrator's letter regarding the Cable Committee. Harriet Cady confirmed that the Cable Committee has not had a meeting in about seven months.

Selectman Reagan informed the Board that he requested Steve Jamele to get a price on equipment so that the Board could figure their own return line and not have to pay this fee to the Lakes Region Public Access. He suggested that it may be more of a professional setup than necessary for the Town. Chairman Barry confirmed that the Board will address this again when Steve Jamele gets back to the Board.

Chairman Barry confirmed that review of police officer raises have yet to be done.

**Appointment of Deerfield Open Space Committee Member:**

Chairman Barry addressed an appointment form for Kevin Verville to join the Deerfield Open Space Committee.

MOTION: Vice Chairman Robertson moved to appoint Kevin Verville to the Deerfield Open Space Committee. Selectman Reagan seconded the motion.

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

**Review of Outstanding Minutes/October 5, 2009:**

MOTION: Selectman Reagan made motion to approve the outstanding minutes of October 5, 2009. Vice Chairman Robertson seconded the motion.

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

**Vouchers:**

**Payroll Manifest/ \$56,890.59**

MOTION: Vice Chairman Robertson made motion to approve the payroll. Selectman Reagan seconded the motion.

VOTE: Chairman Barry called for the Vote. Vote was in Favor 4-1

**Accounts Payable Manifest/\$439,525.95**

The Accounts Payable Manifests includes two payments to the Deerfield Community School.

MOTION: Vice Chairman Robertson made motion to approve the accounts payable manifest. Selectman Reagan seconded the motion.

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

**Signatures:**

**Property Tax Exemption/ \$500.00 Veteran's Tax Credit:**

Map 424 Lot 93 Sub Lot 38/William Venn, Jr. and Patricia Fucci

MOTION: Selectman Reagan moved to approve the tax credit. Vice Chairman Robertson seconded the motion.

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

**Timber Tax Levy/ \$1,087.11**

Map 420 Lot 017/Dan Livingston and Allison Connor

Map 415 Lot 047 Lot 001/Harley Stevens

The Board signed the Timber Tax Levy.

**Review of Correspondence:**

**Letter from Yanni's Pizzeria & Country Cuts by Claire (John Grimanis & Claire Perreno)**

Chairman Barry summarized the letter from two tenants regarding their concern of the rumors to tear down of the George B. White building. Chairman Barry confirmed that they are clearly not renting further space on that end of the building so that the Town is not locked in to a lease on spaces that may need further repairs in the near future. Vice Chairman Robertson suggested replying to the tenants that there is no plan to demolish this building or close the building so as to set their minds at ease.

**Invitation Deerfield Parks & Recreation/Veteran's Day Remembrance (Town Hall):**

Chairman Barry read the invitation letter for the Veteran's Day Remembrance on Wednesday, November 11, 2009. Vice Chairman Robertson mentioned that the Deerfield Community School also has a Veteran's Day morning breakfast that day open to the public.

**OZZ-E Electrical Service, Inc./Exit Signs and Emergency Lighting**

Cost of repairs to lower section of the building \$1,100

**Letter of Appreciation/Ken Binstock/Re: Highway Department**

Chairman Barry read the appreciation letter of Ken Binstock who is leaving Deerfield.

**E-Mail/ Don Daley/ Re: NHCIC**

Chairman Barry summarized the email letter from Don Daley, regarding making a decision to allow the space in the G. B. White Building for the Recreation Department. He feels that it would be in Town's best interest to listen to any proposal that would pay for the maintenance of the George B. White building, as well as contribute in a positive way for the Town (such as a charter school in Deerfield). Vice Chairman Robertson commented that the charter school proposed was actually a public charter school and not a private business, and does not feel that the Town could provide them the space without significant improvement.

**E-Mail/Harriet Cady/Re: Parks and Recreation Commission**

Chairman Barry summarized the email letter of Harriet Cady regarding the appointment of the Parks & Recreation Commission. Chairman Barry confirmed that those appointments have been voided at this time.

**Contra Dance/ Waiving the \$35.00 cleaning fee:**

MOTION: Selectman O'Neal moved to waive the cleaning fee. Vice Chairman Robertson seconded the motion.

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

**Planning Board/ Nomination of Jim Deely/Southern NH Planning Commission:**

Chairman Barry addressed the Planning Board's October 14, 2009 nomination of Jim Deely to serve as a Deerfield Representative to the Southern New Hampshire Planning Commission.

MOTION: Vice Chairman Robertson moved to have Jim Deely fill the open position on the Southern New Hampshire Planning Commission. Selectman Hooker seconded the motion.

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

**E-Mail/Kevin Barry-School Board Member/Re: School Board's Deliberative Session**

Chairman Barry addressed the letter of Kevin Barry stating that the school will be taking February 6, 2009 as their deliberative session date.

**Unfinished Business: Tabled for discussion.**

Fire Department/Structure of Budget  
Fire Department/Fire Chief's Position

**Other Business/New Business:**

Selectman Hooker mentioned that he investigated the emergency contact program/ Nixel.com. He confirmed that it is text message or email program; they do not call the contacts on the list. He suggested that it may not be appropriate for Deerfield, as most of the people that would benefit from this are needing a mobile communication program, not an online one. He will look more into the "Code Red" program.

Maureen Mann, Forum Representative, explained that there is a program, the Forum has, that people sign up on a list and every time something shows up the Town's website, they would be notified by email.

Selectman O'Neal referred to the phone call automated messages to the resident's home. Chairman Barry asked for Chief Greeley to look into a program called "Reverse 911".

Selectman O'Neal addressed the email in the correspondence file from the Highway Department. He asked if he was incorrect in emailing the Highway Agent questions directly. Vice Chairman Robertson commented that he responded to the email asking him to come to the Board as a whole with this information and he prefers the departments not to go to each Selectman individually so that all members are in unity. It was confirmed that any such emails requesting further information or addressing questions to the department heads should be copied to all Board of Selectman members.

**Citizen's Comments:**

Harriet Cady referred to the Town's vote to buy the G. B. White Building to the Town, and claims that the discussion of that meeting was for whatever extra space there was in the G. B. White Building to be rented out to bring in money. She added that the present Board was not the Board at the time, but it was the way it was to happen. She claims that the leases have never have been long-term, as they were specifically drawn up so that they could be ended by the Board if necessary.

Mrs. Cady asked if the Board would ask the Department of Revenue Administration (DRA) about stipends. She also brought up an issue with the Conservation Commission wanting to place easements on the Town Forests. She suggested that legally the Town cannot take away the right of how they gave to the Town.

Mrs. Cady addressed the device to track the traffic on a street and asked how often it will be rotated and if it will be used on the busy streets in the summer. Chairman Barry replied that a plan for the device has not been made yet.

Mrs. Cady voiced concern about the Selectmen saying that they want people that think alike to get along on a Board. She feels that the Town will not get new ideas by having people who all think alike. Vice Chairman Robertson replied he was involved in this discussion two weeks ago and that he stated he was not willing to appoint ones that have expressed opposition to the department programs.

Maureen Mann, Forum Representative, asked for the final day for citizen petition articles. Cindy Heon, Town Administrator, will find out for her. Selectman Hooker advised that the Department of Revenue Website might have this information.

**Adjournment:**

7:55pm Selectman Hooker made a motion to adjourn. Selectman O'Neal seconded the motion. Chairman Barry called for the Vote. It was a Unanimous Vote in Favor. The October 19, 2009 meeting is adjourned.

*Recorded, transcribed and respectfully submitted by Nese Farrell, Recording Secretary  
Pending Approval by the Board of Selectmen*