

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
November 2, 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:

Resident, Judy Bush stated that she has been observing the Food Pantry for several years and has noticed volunteers working diligently to get the best deals for meat and food items from all over New Hampshire. She feels that as times get harder and as the enrollment numbers get higher, the money will get tighter. She stated that the track record for the Town's Food Pantry is sporadic and she proposed that the Town should be supporting the Food Pantry based on the number of people served. She suggested in her proposal she presented to the Board that the Town come up with a budget amount that reflects the average number of individuals by "X" number of dollars. She stated that by August 1st, the Town requests a report from the volunteers that run the Food Pantry to be handed in by September 1st. She stated that the number right now is over 125 individuals; families vary around 65 to 70. This number reported in September is used to decide how much money to include in the budget for the Food Pantry, and she feels that the Town has a legal and moral responsibility to support the Food Pantry; which is run by volunteer money that does not come in on a regular basis so that they may count on a base amount. She fears that the number of volunteers will wear out, so further support is needed or a reasonable process to allow the Town to come up with a fair amount of money to delegate for the Food Pantry.

Chairman Barry pointed out if this process was followed, a letter would be drawn up, in August, by the volunteers that run the Food Pantry to show any information that will help the Board decide on a number amount necessary. This process is followed with other agencies the Town funds.

**Public Service Company of New Hampshire
Follow-up Report on the Transformer Move:**

Allison McLean, representing Public Service of New Hampshire (PSNH), confirmed that there were no injuries or safety concerns with the move of the transformer; it's been tested and is ready to be energized. She stated that the manufacturing company has been there to test it and all the tests have come back 100 percent. Assembly will continue within the substation yard and there will continue to be some construction vehicles going in and out over the next year. There will be some concrete work (smaller pads) for some of the other equipment that needs to come in. This will be part of a larger system upgrade to the L175 Line that runs from Madbury to the Deerfield Substation. Helicopters have taken images of the line in preparation of the line rebuild to come this spring. They have contracted with Pike Industries to do the repaving/resurfacing work on Cate Road prior to Thanksgiving. Dave Plant, the PSNH Project Manager, has met with Alex Cote to review the project and they are on schedule. They are maintaining updates on their website and will continue to have work going on until approximately June of 2011.

Selectman Hooker inquired on how traffic is going to be managed while work is being done and if the residents will be able to get in and out of their driveways and down the road. She replied that she believes the road will still be accessible, but she will follow-up with Chief Greeley on this. She stated that generally they do this work in sections so that there won't be detours of traffic and no road closures have been discussed yet.

2010 Budget Review/Parks & Recreation:

Present: Joe Manzi, Director of Parks & Recreation Director

Mr. Manzi stated that they are doing everything they can to head in a certain direction and there are projects currently going on that does not show up in the budget, as they are trying to handle them within the Commission to keep the expenses low. He stated that the Gazebo will need to be repainted this coming year, mulch needs to be brought to the playground in the spring, a new pump, drainage & piping work needs to be done at Bicentennial Field. These are things that they hope creates a value to the Town; they are bringing programs into their revolving account and volunteering on some projects.

Chairman Barry acknowledged the decrease in their budget. Selectman Hooker inquired on the fulltime employee line and as to how much of Dave Hanson's time is spent with activities associated with the revolving fund verses what is coming out of the Town line. Mr. Manzi replied that he's asked for Cindy Kelley's help on that, as everything he does connects to a program and is also a town service. Selectman Hooker clarified that he asked regarding a percentage of time or whether to putting entire salary in the revolving account. Mr. Manzi replied that it is not necessarily guaranteed the fund would sustain the wages from a year to year standpoint, so he feels that the budget and the revolving fund for each year in of itself is a balancing issue. Vice Chairman Robertson prefers to see it setup the way Mr. Manzi has done it, as he does not want to start burying

positions in the revolving account. He explained that if he is spelled out as an employee, it gives the town voters a chance to clearly see that this is a two employee department and the cost to vote it out.

Selectman Hooker inquired on the vehicle repair line and asked if it could be reduced. Chairman Barry stated that he would not feel comfortable with that happening. Mr. Manzi added that there is going to be maintenance needed and the van could very well break down at any moment. Selectman O'Neal was uncomfortable about the mower repair being in that line. Chairman Barry clarified that it is a vehicle and does belong in that line.

Mr. Manzi confirmed that the computer programming line stating that it needs to be updated was originally in the "draft line" and is not sure that it will actually need to be updated, but that is where it has come out in past years. Selectman Hooker suggested putting it into another line. Selectman O'Neal asked if they have a projection where they feel the revolving account is going to end in the year. Mr. Manzi replied they will be taking in revenue the rest of the way, but will also have a couple big bills to consider. He assumes they will be approximately where they were last year; the difference from this year and last year is in the salaries.

MOTION: Vice Chairman Robertson made motion to accept the Parks & Recreation Department Budget, as written, in the amount of \$61,738.00. Selectman Hooker seconded the motion.

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

Mr. Manzi referred to the proposed warrant article and that it was the Commission's preference to have the Parks and Recreation Commission be a seven member Commission. Selectman Hooker questioned the warrant article and if the number was to be changed or if Veasey Park would be part of it. He feels that there should be more in there regarding the membership, so as to make it clear that they are really voting to make it seven Parks and Recreation Commission members.

2010 Budget Review/Veasey Park:

Present: Glenda Smith was unable to be present

The Board decided that if they have specific questions they can email them over to the department.

MOTION: Vice Chairman Robertson made motion accept the Veasey Park Budget, as presenting, in the amount of \$24,457.00. Selectman O'Neal seconded the motion.

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

2010 Budget Review/Data Processing-Technology:

Present: Steve Jamele, IT Director

Chairman Barry acknowledged the decrease in the budget. Steve Jamele confirmed that he is working an average of 26 hours a week and would like to reduce his hours to 20 hours a week. Chairman Barry would like to consider a salary adjustment to bring the IT Administrator's wages to the general area of where it should be. He suggested increasing the hourly rate to \$30.00 per hour for around 20 hours a week. Selectman Hooker stated that the wage scale was \$29.00 to \$34.00 an hour and pointed out that he is more than IT personnel (doing network administrator, server administrator/technical work), which should be due more than his \$17.00 per hour that he is getting presently.

MOTION: Selectman Reagan moved to approve the Data Processing-Technology Budget (\$52,074 plus the wage adjustment). Vice Chairman Robertson seconded the motion.

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

Mr. Jamele investigated a deal with Verizon that will cost the Town less money. Chairman Barry inquired about the Metrocast connection (return line) to the Conference Room and Mr. Jamele replied that he is looking into different ways to using that line and equipment. He confirmed that the line is provided by Metrocast, that there was no charge for it and he is to find out if it about the broadcasting requirements.

2010 Budget Review/Zoning Board of Adjustment (ZBA):

Vice Chairman Robertson was concerned about the Legal Line being so low. Selectman Reagan read the note from the ZBA. Selectman Hooker referred to the secretarial line being more than ten hours a month and feels that seven hours a month would be more appropriate than cutting the legal services line. Chairman Barry stated that every time they have attempted to cut the legal services line it has been a bad idea as they cannot predict the total budget, but it does get returned if it is not used.

MOTION: Selectman Reagan moved to approve the ZBA Budget, as written, in the amount of \$5,737 Selectman O'Neal seconded the motion.

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

2010 Budget Review/Planning Board:

Present: Jerry Coogan, Planner

Chairman Barry acknowledged the decrease in the budget. Mr. Coogan summarized some of the items (salary, mileage, planning board engineering reviews, legal notices, planning board consultant/special projects, planning board registry recordings, master plan, planner contract, maintenance vendors, public information printing services, planning board dues/subscriptions, supplies, postage, refunds/reimbursements, equipment/ office equipment, meetings & seminars). He informed the Board that they had a very productive meeting with the Department of Transportation and the Road Agent about traffic calming techniques (on Church Street).

MOTION: Selectman Reagan moved to approve the Planning Board Budget in the amount of \$51,614.00. Selectman Hooker seconded the motion.

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

2010 Budget Review/Town Clerk/Tax Collector

Present: Kevin Barry, Town Clerk/Tax Collector

Chairman Barry acknowledged the increase in the budget and stated that he would like to see a salary adjustment. He recommends increasing the Town Clerk/Tax Collector's salary to \$40,000.00, which would put him in the mid-range of the average salaries seen in surrounding towns. Selectman Hooker stated that the range with the surrounding towns is \$32,000.00 to \$45,000.00. Selectman Reagan suggested changing the Deputy's salary to \$33,800.00 annually, which would bring the total number to \$73,800.00 for the salary line. Selectman Hooker stated that Kelly Roberts, the Deputy, was given an increase last year and does not feel it is warranted this year. He stated that the wage scale for a Deputy is \$12,000.00 to \$20,000.00 and she is 37% into the wage scale. Chairman Barry only recommended that the Town Clerk and the IT Director receive wage adjustments. Vice Chairman Robertson stated that there has been flux for many years and that is why that position was under funded and feels a sixteen percent increase is justified based on the skill level of the present Town Clerk.

MOTION: Vice Chairman Robertson made motion to increase the salary of the Town Clerk to \$40,000.00. Selectman Hooker seconded the motion.

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

MOTION: Selectman Hooker moved to approve the Town Clerk/Tax Collector's Budget in the amount of \$106,310. Vice Chairman Robertson seconded the motion.

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

MOTION: Selectman Reagan made a motion to increase the Deputy's salary by \$100.00 per pay period. Vice Chairman Robertson seconded the motion.

VOTE: Chairman Barry called for the Vote. The Vote was 1-4 Not in Favor.

Town Meeting/Election Budget:

Present: Kevin Barry, Town Clerk/Tax Collector

Chairman Barry acknowledged the increase in the budget due to the number of elections in 2010.

MOTION: Selectman O'Neal moved to approve the Town Meeting/Elections Budget, as written, in the amount of \$11,647.00. Vice Chairman Robertson seconded the motion.

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

2010 Budget Review/Executive Budget:

Present: Cynthia Heon, Town Administrator

MOTION: Vice Chairman Robertson moved to approve the Executive Budget, as written, in the amount of \$7,301.00. Selectman O'Neal seconded the motion.

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

2010 Budget Review/Town Administration:

Present: Cynthia Heon, Town Administrator

Chairman Barry stated that he had a conversation with the Town Administrator before the meeting and would recommend adding another 450 hours at \$12.00 an hour to the part time employee line to cover secretarial cost for transcribing minutes for the Board of Selectman and further assist the Town Administrator (totaling 498 hours, averaging about 9.5 hours a week).

MOTION: Selectman Hooker moved to approve the Town Administration Budget, with the suggested increase to the Part Time Employee Line. Selectman Reagan seconded the motion.

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

2010 Town Employee Raises:

Chairman Barry recommends no raises be given to the Town employees until a warrant article is put forward by the Board of Selectman.

Selectman Reagan stated that in the past, it has been a policy to bring a Cost of Living Allowance (COLA) Warrant Article forward in the amount of a social security increase; which this year is zero. Selectman Hooker stated that this would be the second year with no raises and feels a 2.5% raise for Town employees is appropriate. Vice Chairman Robertson agrees on not making pay raises at this time, but if board feels it is necessary he could go along with it. Selectman O'Neal suggested throwing it to the voters to decide on increases (exempting the positions that had salary adjustment actions taken this evening). Selectman Reagan would agree to a warrant article.

MOTION: Vice Chairman Robertson made motion to present a warrant article for a 2.5 % COLA increase for Town employees. Selectman Reagan seconded the motion.

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

MOTION: Selectman Hooker made a motion that the Board of Selectman's position is to not offer raises for the Town employees for the year 2010.
Selectman O'Neal seconded the motion
VOTE: Chairman Barry called for the Vote. It was a Unanimous Vote in Favor.

2010 Budget Review/Legal

Present: Cynthia Heon, Town Administrator

MOTION: Selectman Reagan moved to approve the Legal Budget in the amount of \$8,000. Vice Chairman Robertson seconded the motion.
VOTE: Chairman Barry called for the Vote. The Vote was 4-1 in Favor.

There was discussion on how from experience, one situation could wipe out that budget completely and that it should be increased.
MOTION: Selectman Hooker moved to amend the motion from \$8,000.00 to \$10,000.00. Selectman O'Neal seconded the motion.
VOTE: Chairman Barry called for the Vote. The Vote was 4-1 in Favor.

MOTION: Selectman Hooker moved to approve the budget of \$10,000.00. Selectman O'Neal seconded the motion.
VOTE: Chairman Barry called for the Vote. It was a Unanimous Vote in Favor.

Review of Outstanding Minutes/October 19, 2009

MOTION: Selectman Reagan moved to approve the minutes as written. Selectman Hooker seconded the motion.
VOTE: Chairman Barry called for the Vote. It was a Unanimous Vote in Favor.

Review of Outstanding Minutes/October 22, 2009

MOTION: Selectman O'Neal moved to approve the minutes as written. Selectman Hooker seconded the motion.
VOTE: Chairman Barry called for the Vote. It was a Unanimous Vote in Favor.

Vouchers:

Payroll Manifest/\$43,828.33

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

Accounts Payable Manifest/\$476,850.48

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

Signatures:

Tax Collector's Warrant:

Property Taxes/Second Issue 2009/ \$5,650,734

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

**Request from Mark Tibbetts and Evelyn DeCota to Hire a Part-Time Custodian
Government Buildings Maintenance and Phil brick James Library Maintenance**

Chairman Barry stated that it is a budgeted item and can be handled by the Town Administrator.

Interest Waiver/Abatement/Richard Dowling:

Refund of \$16.97 approved and signed.

Petition & Pole License

NH Electric Coop/Fairpoint

2 Poles Candia Road

Signed by the Board members.

Timber Tax Levy

Dan Livingston

Map 420 Lot 017

Signed by the Board members.

Harley Stevens
Map 415 Lot 047 Sub Lot 001
Signed by the Board members.

Intents to Cut:
Timothy & Margaret Stoodley
Map 204 Lot 004
Signed by the Board members.

Swain Family Trust
Map 416 Lot 041
Signed by the Board members.

John & Lisa Andnkowich
Map 419 Lot 8 Sub Lot 001
Signed by the Board members.

Chairman Barry read the letter from Penny Touchette, Assessing Clerk, regarding Intent to Cut forms; are for tracking taxation purposes only. Jesse Boucher, the Timber Appraiser for the State of New Hampshire, has informed her that our Town's application to use the town roads does not cause any intent to cut to be held up and that the Board are require by law to sign the executed form within 30-days of receipt of the form.

Letter/Deerfield Volunteer Fire Department
Structure of Budget:

Chairman Barry stated that the Volunteer Fire Association is scheduled to receive \$9,500.00 on December 1, 2009 from the appropriation and they have requested \$4,000 in advance (to receive on November 1, 2009 and the remainder on December 1, 2009), as their main engine pump blew and needs replacement. Chairman Barry recommends giving the Fire Department the full \$9,500.00.

MOTION: Selectman Reagan moved to relinquish the full \$9,500.00. Vice Chairman Robertson seconded the motion.

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

Agreement/Nestle Waters North American Inc.
Sales and Service Agreement

Poland Springs Water Contract/ Water Cooler \$119.99 with a 2-year warranty:

MOTION: Selectman O'Neal moved to sign the contract. Vice Chairman Robertson seconded the motion.

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

Appointment for Director of Rescue Squad:

Chairman Barry informed the Board that the Article-16 states (of a prior Town Meeting) that the Director of all the Town Rescue Squad members shall be a licensed EMT as required in RSA 151B. To his knowledge, Mark Tibbetts is not a licesened EMT and cannot be appointed Director of the Rescue Squad. Chairman Barry suggested a letter be sent to the Rescue Squad for a recommendation of someone who might be qualified and to thank Mark Tibbetts for doing it for the past couple of years and apologize for him not being able to continue.

Review of Correspondence:

Sending letters to John & Helen Grimanis of Yanni's Pizzeria and Claire Perreno of Country Cuts confirming that the Board is not renting further space, as well as explaining the Boards actions.

Sending letter of nomination of Jim Deely as a Deerfield Representative in Southern New Hampshire Planning Commission.

Sending letter to the Deerfield Fire Department outlining how the budget is changing and bills will now be coming into the Town Offices to be paid from Town Funds.

2008 Audit:

The Board is to decide how they want the information disseminated and Chairman Barry would like permission to put the 2008 Audit Report on the Town's Website in its entirety.

MOTION: Selectman Reagan moved to request entire document displayed on the Town website. Vice Chairman Robertson seconded the motion.

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

Rockingham County Bill of \$527,510.00 is to be paid on or before the 17th day of December 2009.

Proposal/Conservation Easements:

Chairman Barry referred to the opinion of the Town Attorney concerning the land situation. There are three suggestions and he feels that option number two is the most viable. Vice Chairman Robertson would first like to explain it to the Conservation Commission. Chairman Barry suggested that the Conservation Commission be present at the next meeting to discuss the options that have been offered to the Board.

Tax Rate Information

2009 Tax Rate:

Town \$3.13 (down .61 cents)
Local School Rate \$13.33 (up .46 cents)
State School Rate \$2.06 (down .2 cents)
County Rate \$.89 (up .7 cents)
Total Rate \$19.41 (down .10 cents)

**Town Hall Rental Cost/ Request for Waiver/Janet Carpenter/NHCIC
New Hampshire Center for Integrated Curriculum**

MOTION: Selectman Reagan moved to waive the rental cost. Selectman Hooker seconded the motion.

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

Administrator Report of November 2, 2009:

Chairman Barry read the Town Administrator's report aloud. Cindy Heon, Town Administrator, has requested Selectman Hooker to review her draft prior to presenting it next week. Mrs. Heon stated that when putting together budgets involving wage increases, the increase does not begin until April 1st, as they are for nine months (not a whole year), and so some of the numbers brought forward tonight may change.

Transfer Station:

Selectman Reagan informed the Board that the Transfer Station Swap Shop was left open by the operators, and that the other issues seemed to be resolved. Chairman Barry stated that Rick Pelletier would like \$1,500.00 to \$2,000.00 to replace the motor for the compactor. There was discussion on whether or not Lenny Mandigo has found a vendor to take electronic waste for a fee or have PRC Technology (a toner & printer supply vendor) to pick our waste at no charge two to three times a year, if in return we would purchase printing supplies from them. Selectman Reagan thought they only took computer monitors and not televisions. This should be confirmed.

Unfinished Business:

None

Other Business:

Selectman Hooker mentioned that in the past there were only one citizen's comments and now there is one at the beginning and the end, which seems to be more appropriate. Vice Chairman Robertson requested a line be added to the Agenda indicating if the Chair chose to recognize a citizen during the meeting, they could comment.

New Business:

None

Citizen's Comments:

Harriet Cady requested a copy of the 2008 Audit Report. Selectman O'Neal handed her his copy.

She addressed the Town Clerk's salary and mentioned that several other towns are open all day. She would like to know when our town offices are going to be open all day, especially if we are comparing ourselves to other towns.

She said that the Parks & Recreation Budget did not show what the Revolving Fund contained and how it had been used.

She feels that a warrant article should be written in the Town Report, regarding the Fire Chief not being the Director of the Rescue Squad, as the previous one said that he would be. Vice Chairman Robertson believes they were trying to, but the warrant article was in conflict with the State requirements.

Harriet Cady addressed that the warrant article regarding the salary increases should say "raises" instead of "COLA".

Kathy Shigo, President of the Deerfield's Woman's Club, stated they their club started the Food Pantry in 1998 and for seventeen years it was run by a lot of volunteers. She said they gave it over to the church about four years ago. She sees that the food banks are getting lower on supply and feels that with the way economy is now it is a positive step to put them under the Town Budget to help them.

She also commented on the balancing of the budget; she feels that the amount given to the Recreation Department verses what is given to the Town is getting out of hand. She feels there are other things that should be prioritized over the Red Sox tickets. She stated that with so many of our townspeople out of jobs and our local businesses that are really hurting, the Town should be concerned with the most important things and cut out the fun stuff for a while.

Adjournment:

7:25pm Selectman Hooker made a motion to adjourn. Vice Chairman Robertson seconded the motion. Chairman Barry called for the Vote. It was a Unanimous Vote in Favor. The November 2, 2009 meeting is adjourned.

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