

**TOWN OF DEERFIELD  
BOARD OF SELECTMEN  
November 16, 2009  
MINUTES**

**Call to Order:**

5:30pm Chairman of the Board, 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 E. Heon, Town Administrator; Cynthia Kelley, Finance Director

**Citizen's Comments:**

Harriet Cady referred to the recent Audit Report and stated that the Audit she received last February said that the Police Department should not be keeping the money from the pistol permits, but should be turned over to the Town Treasurer. She stated that should have been corrected but it is still in the most recent audit.

**Local Government Center:**

Tom Lipizio from Local Government Center (LGC) advised the Board of the services they could offer the Town (ex: insurance programs, property liability). He offered to come back another time to speak, in detail, since the Agenda is long tonight. He presented a packet of information for the Board members outlining their services and dues. He confirmed that the Town does participate in many of the LGC programs already.

**Food Pantry Budget:**

**Present:** Denise Greig & Faith Barry, Co-coordinators

Chairman Barry referred to the information presented to them by Judy Bush seeking more support for the Food Pantry and providing an average number of the individuals served.

Denise Greig, Welfare Administrator, confirmed that the Food Pantry has been primarily funded by private donations, with some assistance from the Town. She added that they are also very fortunate to have terrific volunteers. She stated that the funding has come from the Welfare Department/ Appropriations Line; the primary reason being its flexibility. She said the reason that flexibility is the key is that most of their food shopping is done at the New Hampshire Food Bank. It allows them very steep discounts on their purchases; 80 to 90 percent of their shopping is done there, so the effort in getting to Manchester to get the food is worth it. She added that the difficulty is when there is no food at the food bank (which happens every now & again). She stated that they have at times had to go to the grocery store paying full prices, thus making the flexibility of the Appropriations Line of the Welfare Department is very helpful.

Ms. Greig stated that historically the Town has been giving \$2,000.00 per year and there is no question that there has been a significant increase in families and individuals served. Given the concern with food supplies, the Food Pantry would like to see an increase from the Town to the range of \$3,000.00 per year. Roughly under the formula that was presented to the Board, it would work out to about \$25.00 per individual, per year.

Chairman Barry suggested possibly putting a line in the Health & Social Services Agencies, specifically for the Food Pantry, with a specific number in it. Ms. Greig replied that it is one way to separate it out, but it would come back to the question of flexibility. The assumption is that the Food Bank is going to be there, but paying full price as an alternative is the difficulty that comes into play so that flexibility is really appreciated.

Vice Chairman Robertson assured her that the Board has ways to move money to provide for the people of the community even if their set money runs out. He feels if they have a starting point with a line it would be clearer and would be happy to provide more money than the \$2,000.00, as it would help the Board if they could place the funds in a specific location in the Budget. Chairman Barry suggested possibly putting a statement in the Health & Social Services Agencies line that they were making a \$3,000.00 donation (or expenditure line) to the Food Pantry for the year 2010.

Selectman O'Neal asked if the check is cut to the Food Pantry or the Food Bank. Ms. Greig replied that they submit a check request from the Appropriation Line to the Deerfield Food Pantry. She confirmed that the Social Service Agencies receive a check quarterly. She added that her concern is that if they get 20-new families, would she be able to come back to the Town and ask for more money and not necessarily be limited, as it is a better bargain for the Town to be taking care of people through the Food Pantry versus having to suddenly supply them with food directly from the grocer.

Chairman Barry suggested putting that line there with the money to be given quarterly (putting in \$4,000.00-- receiving \$1,000.00 each quarter), and giving the Welfare Administrator the latitude if there is an extra need to do what they feel is necessary. Vice Chairman Robertson feels it would actually work better having a line and the purpose of the expenditure is in the budget so that they can move money if necessary.

Selectman Hooker referred to the divide in the minds; some are concerned about flexibly or a line item, others of social services or welfare general assistance. He stated that the money that they have now (\$2,000.00) is part of the \$40,000.00 in General Assistance, and because it is not specifically called out, that gives them the flexibility to spend what they need for the Food Pantry (or other aid for the recipients). Ms. Greig replied that it's a balancing issue; as persons in the Town needs funds, they will obtain the welfare funds. With respect to the Food Pantry, it has been an "X" amount, with the understanding that as needed, funds would be available. She confirmed that when they need more money, an additional check from the Appropriation Line (the \$40,000.00 fund) is cut.

Selectman Hooker suggested increasing the Social Service line by \$4,000.00 for the Food Pantry. As well as, decreasing the Appropriation line of \$40,000.00 to \$38,000.00 for the \$2,000.00 that is already in there.

Chairman Barry suggested not decreasing the Appropriation line, as one cannot predict what situations would come up that do not even deal with the Food Panty.

MOTION: Selectman O'Neal moved to add \$4,000.00 to the Health & Social Services Budget, specifically listed for the Food Pantry. Vice Chairman Robertson seconded the motion.

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

#### **Fire Department Budget Review**

**Present:** Fire Chief, Mark Tibbetts

MOTION: Selectman O'Neal moved to approve the Fire Department Budget of \$44,187.00. Selectman Reagan seconded the motion.

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

Mr. Tibbetts referred to the truck that had the broken pump and stated that a couple of weeks ago it was tested; Engine-2 pump passed, Engine-1 pump (the primary pump for the Town of Deerfield) failed five minutes into the test. He informed the Board that they replaced the propeller, two main bearings and another bearing. They met last Monday for another pump test and it was back in service within one hour. He believes it will cost around \$7,500.00 and he's met with the Insurance Adjuster from the Local Government Center. The adjuster is to review this and is writing up his report to determine how much the insurance will refund them.

Mr. Tibbetts referred to the special warrant article of \$90,000.00 for a 1/5 the cost of the Pumper for the year of 2013.

Vice Chairman Robertson stated that if a Town goes to Protection Class-10, homeowner's policies increase substantially, as do commercial property policies; making it well within the best interest to stay at Class-9 or under.

Selectman Hooker confirmed that one would need to be purchased in 2012 so that it would be online by April of 2013.

Chairman Barry referred to the Fire Department/ Rescue Squad purchased property on Church Street; warrant article for a total of \$114,540.00, which over a 4-year period would cost the Town \$28,635.00 to buy from the Fire Department Rescue Squad. He asked if the Rescue Squad talked about changing any of the Deed Restrictions, which may or may not cause a problem with this warrant article. Mr. Tibbetts replied not at this time, because if they do not get the grant (which doesn't seem likely, as there are only 10 more to be given out nationwide) the Town needs to protect themselves (or at least have the land be useful). He stated that the new truck may not even fit in the station and they may have to restructure it so that it will fit.

Selectman O'Neal stated that they heard that the Rescue Squad doesn't exist in the Association anymore and questioned on whom the Town is paying back. Mr. Tibbetts replied that the money was left from Bill O'Neal's Trust and there was an association at that time. Chairman Barry stated that through the research done, he understands that the Rescue Association still exists. Cindy Heon, Town Administration, stated that this matter is being reviewed.

Selectman O'Neal referred to the tanker and Mr. Tibbetts said it would go up till about February.

#### **Revaluation/Appraisal**

Chairman Barry referred to the budget of \$234,241.00. He confirmed with the Town Administrator that they are using the number of \$175,000.00 for the revaluation.

MOTION: Vice Chairman Robertson moved to approve the Revaluation/ Appraisal Budget of \$234,241.00. Selectman Reagan seconded the motion.

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

Request for Proposal (RFP)/2010 Revaluation: Cindy Heon, Town Administrator, confirmed that there would be a final review with the Department of Revenue to look over the RFP and suggested the Board look it over thoroughly as well.

MOTION: Vice Chairman Robertson moved to approve the Request for Proposal for the 2010 Revaluation. Selectman Hooker seconded the motion.

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

### **Insurance Budget**

Chairman Barry referred to the Insurance Budget of \$370,558.00, which is a \$16,469.00 reduction. Vice Chairman Robertson referred to the Health Insurance in there. Cindy Kelley, Finance Director, stated that it puts a higher deductible for hospitalization (\$1,500), but the Town agrees to pay the difference of \$1,000.00, leaving the insured responsible for \$500.00. They set it up with a summary plan description and will come in to tell all the employees what they would need to do for recordkeeping to be reimbursed. She stated that the Town would incur the expense only if an employee is hospitalized.

Vice Chairman Robertson clarified that this route was taken due to the over 17% increase in Health Premiums. He stated that best case scenario would be if no one needed to be hospitalized, the Town would see a 1.3% increase. The worst case scenario would be an 18.9% increase. The Town's Health Insurance representative's recommendation comes from a review of the actuarial tables and suggests there will be a 6.9% increase.

Vice Chairman Robertson confirmed that a special account has to be funded by the Employer; employees cannot contribute to the funding of the special account and there is no risk of forfeiting the money in the account. If they do not use the money in the Health Reimbursement Account (HRA), it keeps revolving. The premium would be budgeted as if it was 6.9% and Melcher and Prescott will handle the set up. Chairman Barry confirmed that those numbers are included in the Insurance Budget with the bottom line.

Selectman O'Neal referred to the Premium and a discrepancy between the budget and the worksheet. Ms. Kelley replied that the agent was using the census she gave him earlier but she is adding the Vacant PD position and changing a "soon to be vacant" position to a family (someone is changing from a single to a family), making it actually 206.

MOTION: Chairman Barry moved to approve the Insurance Budget in the amount of \$370,558.00.

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

### **FICA/Medi Budget**

Chairman Barry referred to the increase of \$1,117.00 in the budget.

MOTION: Selectman Reagan moved to the budget of \$70,341.00. Vice Chairman Robertson seconded the motion.

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

### **Town Operating Budget**

Chairman Barry acknowledged the Town Operating Budget of \$3,479,080.00 (increase of \$238,110.00 over the 2009 Budget, of which \$175,000.00 is a revaluation). The Board had discussion on the prices of fuel and decided on \$2.00 per gallon for propane, \$2.00 per gallon for fuel oil, \$3.00 per gallon for diesel and \$3.00 per gallon for gas.

Selectman Reagan stated that he would like to see this Budget be lower than the Default Budget, and would like to remove one full-time police officer to accomplish this; which would be about a \$65,000.00 difference in salary, insurance and retirement. The Board had discussion and they were not all in agreement to do that.

MOTION: Vice Chairman Robertson moved to approve the Town Budget of \$3,479,080.00 at this time. Selectman Hooker seconded the motion.

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

### **2010 Warrant Articles**

Chairman Barry referred to the Highway Department's Option-1 for the purchase of a 2010 truck for \$111,764.00 and their Option-2 for a lease purchase of the same truck at \$31,560.00 for the first year's payment on a 5-year lease (this number may change), as well as Option-3 for is Article-1 or 2 passes \$35,000.00 will be removed from the Equipment line in the Highway Department Budget. Selectman Hooker confirmed that it would \$34,999.00, leaving a dollar in the budget.

Chairman Barry referred to the Highway Department construction for Church Street for \$30,000.00 to vote to raise and appropriate sum for the reconstruction of 1,000 feet from Church Street to Lang Road to house number 35 on Church Street. Impact fees in the amount of \$30,000.00 would make it a wash as the revenue would offset the warrant article.

Chairman Barry referred to a previous conversation to see if the Town would vote to raise and appropriate in the sum of \$24,349.00 for a 2.5% COLA increase for full-time & part-time employees; including the cost of retirement at \$2,012.00, cost of FICA at \$853.00 and a cost of Medi at \$307.00. Selectman O'Neal stated that he does not support any pay increases for the two individuals who have already received a pay increase recently. The Town Administrator confirmed that they are not included in the COLA at this time.

Chairman Barry referred to Road Reconstruction & Engineering and stated that the State will reimburse 2/3 the cost (\$26,400.00 reimbursement). The Board will bring forward a vote to raise an appropriate in the sum of \$39,600.00 for the design phase of the reconstruction of the intersection of state roads Route-43 and Route-107 (Lamprey River intersection).

Chairman Barry referred to the Live Broadcast Equipment in the amount of \$10,068.00 to create a live cable feed of the meetings in the Board Room.

Chairman Barry referred to the Hazardous Waste Day in the amount of \$5,000.00.

Chairman Barry referred to the Highway Speed Patrols/Impaired Driver Patrols in the amount of \$4,686.00 each.

Chairman Barry referred to the Sobriety Checkpoint in the amount of \$3,749.00; all three of which would be paid for by a grant from the NH Highway Safety Agency. If the Town does not receive the grant, the Board would not expend the funds.

Chairman Barry referred to the article for the Revolving Fund in the Police Details and Revolving Fund for Town Specialty Details. Selectman O'Neal stated that it says "the Town Treasurer shall have custody of the moneys and shall pay out by specific department heads" and questioned if it should read "upon order of the Board of Selectmen" versus specific department heads.

Chairman Barry referred to the Parks & Recreation on reauthorizing the Commission.

Chairman Barry referred to the Rescue Squad on language change concerning the Rescue Squad Director's certifications. There is still a meeting with the Fire Department & the Fire Association pending.

Chairman Barry referred to the Rescue Squad requesting the residents of the Town of Deerfield approve an appropriate fund of \$16,000.00 for the purpose of stipends to be paid out to the Deerfield Rescue Squad members & employees as compensation for their service to the Town. There was discussion of what they are technically considered if they are not actually employees of the Town. The Town Administrator added that it is part of the research not complete yet for the Town Counsel to review and that question will be addressed.

Chairman Barry referred to the warrant article for a generator for the G.B. White building in the amount of \$80,000.00, which would include the generator, site work, excavation, concrete pads, carpentry, electrical work, fencing and fuel. The Board would like Rick Pelletier to look at those numbers again.

Chairman Barry referred to the Emergency Management/ Reverse 911 at \$20,000.00. The Emergency Management Team requests reconsideration of placing an article on the warrant for this Reverse 911 system.

This Section of the Minutes of November 16, 2009 was Recorded, Transcribed and Respectfully Submitted by Nese Farrell, Recording Secretary  
Pending Approval by the Board of Selectmen

### **2010 Default Budget/\$3,422,029**

It has pointed out the 2010 Default Budget is lower than the Town Operating Budget by \$57,051.

**MOTION:** Vice Chairman R. Andrew Robertson made a motion to approve the Default Budget in the amount of \$3,422,029.  
Seconded by Selectman John Reagan.

**AMENDMENT TO THE MOTION:** Selectman Alan O'Neal moved to amend the motion by reducing the amount of the 2010 Default Budget by \$21,547. There was no second to this motion. The motion fails.

Back to the main motion to approve the 2010 Default Budget in the amount of \$3,422,029.

**Discussion:**

Selectman O'Neal referred to the recently granted wage increases and the Highway Department Contract Line (for snow removal) as being part of the cause for an increase to the Town's Operating Budget.

The Board discussed whether or not wage increases should be part of the Default Budget. Chairman Barry's opinion was the wage adjustments were set by comparing prevailing salaries for qualified individuals in the same position. A wage adjustment granted in the Year 2008 was in the 2009 Default Budget. It was Selectman O'Neal's opinion this action was walking a fine line.

Selectman Hooker recalled a wage adjustment during the course of a prior year carried forward into the 2009 Budget and Default Budget. The same process was followed this year. Selectman O'Neal did not agree with this process and did not support funding the wage adjustments in the Default Budget.

Chairman Barry reiterated what took place in 2008 concerning a wage adjustment. Selectman O'Neal understood the raise was given in July and placed in both the 2009 Operating Budget and the 2009 Default Budget. This year, Selectman O'Neal disagreed because the Merit Line did not contain any funding for wage adjustments and therefore, he didn't find it appropriate.

Another area of the 2010 Default Budget where questions could be asked is the Salt Line in the Highway Department Budget. In the 2010 Budget, the amount for salt is lower than 2009 but the Default Budget carried the higher amount from the Year 2009.

**VOTE:** Chairman Barry called for the Vote. The Vote was 4-Yes 1-No. It was a Vote in Favor. The 2010 Default Budget is approved in the amount of \$3,422,029.

**Regular Business**

**Vouchers**

***Payroll Manifest/\$42,227.83***

**MOTION:** Vice Chairman R. Andrew Robertson made a motion to approve the Payroll Manifest in the amount of \$42,227.83. Seconded by Selectman John Reagan.

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

***Accounts Payable Manifest/\$765,610.26***

**MOTION:** Vice Chairman R. Andrew Robertson made a motion to approve the Accounts Payable Manifest in the amount of \$765,610.26. Seconded by Selectman John Reagan.

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

**Review of Outstanding Minutes/November 9, 2009**

The November 9, 2009 Minutes will be taken up at the November 30, 2009 meeting.

**Signatures**

1. Appointment Form (State)/Deputy Forest Fire Warden

A. William Matthew Lopez, Deputy

2. Reappointment Form/Forest Fire Wardens/Deputies

A. Mark Tibbetts, Warden

B. Deputies

1. George Clark

2. Gary Clark

3. Alex Cote

4. John Dubiansky

5. Kevin MacDonald

6. Keith Rollins

7. Jeffrey Smith

8. Donald F. Smith

3. Renewal Form/Dental Insurance/The Local Government Center

The dental insurance revealed a 5% increase in the premium which has been in the Insurance Budget previously approved and voted. The Board was in agreement Chairman Barry should sign the form.

4. Computer Abatement
  - A. Map 415 Lot 021/Margaret and Paul Dewey  
*Reason for Abatement:* Interior inspection performed and data corrections entered.  
**MOTION:** Vice Chairman R. Andrew Robertson made a motion to grant the Computer Abatement for Map 415 Lot 021, Margaret and Paul Dewey. Seconded by Selectman John Reagan.  
**VOTE:** Chairman Barry called for the Vote. It was a Unanimous Vote in Favor.
5. Refund Request/Town Clerk-Tax Collector: Re: Colaccino/\$1,336  
**MOTION:** Vice Chairman R. Andrew Robertson made a motion to grant the refund request concerning the Colaccino property taxes, on North Road, due to a reassessment for tornado damage. Seconded by Selectman John Reagan.  
**VOTE:** Chairman Barry called for the Vote. It was a Unanimous Vote in Favor.
6. Veteran's Tax Credits
  - A. Map 408 Lot 051/Holly Ryan Boyson and Steven Boyson
  - B. Map 408 Lot 051/Steven Boyson and Holly Ryan Boyson**MOTION:** Vice Chairman R. Andrew Robertson made a motion to grant the Veteran's Tax Credits for Map 408 Lot 051 Holly Ryan Boyson and Steven Boyson and Steven Boyson and Holly Ryan Boyson. Seconded by Selectman John Reagan.  
**VOTE:** Chairman Barry called for the Vote. It was a Unanimous Vote in Favor.
7. Cemetery Deed  
Michael C. Osborne Sr./Old Center Cemetery
8. Personnel Action Request/Wage Adjustment
  - A. IT Administrator  
Chairman Barry noted the form backs up prior action taken by the Board of Selectmen. Chairman Barry signed the form on behalf of the Board of Selectmen.
  - B. Town Clerk/Tax Collector  
Chairman Barry noted the form backs up prior action taken by the Board of Selectmen. Chairman Barry signed the form on behalf of the Board of Selectmen.
9. Current Use Application
  - A. Map 408 Lot 008/Donald Wyman, Sr. /Dolores Wyman/Debora Wyman  
The Selectmen returned the application to the Assessing Department for further review and clarification.
10. Land Use Change Tax/\$28,600
  - A. Map 419 Lot 008 Sub Lot 001/John and Lisa Andrikowich
  - B. Map 419 Lot 080 Sub Lot 001/Molly Grant Trustee
  - C. Map 419 Lot 046 Sub Lot 018/Tukcor Real Estate Development
11. Timber Tax Levy/\$556.57
  - A. Map 416 Lot 040/Walter Kutylowski
  - B. Map 416/Lot 041/Swain Family Trust

#### Review of Correspondence

1. Thank You Note/Al and Kathy Shigo/Re: Paving of Cate Road  
Chairman Barry asked Kathy Shigo, present at this time, if she was happy with the paving done on Cate Road. Mrs. Shigo replied it is wonderful and she is very happy especially because it didn't increase the taxes because PSNH paid the bill.
2. E-Mail/PSNH/Re: Purchase of Digital Town Tax Maps  
**MOTION:** Selectman Alan O'Neal made a motion to grant permission for PSNH to purchase a copy of the digital tax maps at the price contained within the current fee structure.  
**VOTE:** Chairman Barry called for the Vote. It was a Unanimous Vote in Favor.

3. Waiver of Rental Fee/Town Hall/Leslie vanBerkum-Re: Coffeehouse  
The Coffeehouse held an event on November 14<sup>th</sup> and was now asking the Selectmen to waive the Town Hall rental fee.

**MOTION:** Selectman Alan O'Neal made a motion to waive the rental fee for the Coffeehouse as the event was held to benefit the Food Pantry. Seconded by Vice Chairman R. Andrew Robertson.

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

4. Letter/Exploring Division/Daniel Webster Council  
Heidi M. Foisy, Senior Exploring Executive, wrote thanking Police Chief, Michael Greeley, for his assistance at the University of Exploring, an event that 60 Explorers from across the State of New Hampshire and New England participated in. Chief Greeley, for the past three years, has been the lead Firearms Instructor for the event and spent countless hours working as a volunteer helping to make this event a success.

The Selectmen asked that a copy of the letter be given to Chief Greeley with their congratulations.

5. E-Mail: Harriet Cady/91-A Request for Information  
Chairman Barry outlined the request from Harriet Cady indicating that she was unable to keep an earlier appointment but would now like to view the information on the Red Sox ticket sales.

6. Yoga Class/Move from Town Hall to the G. B. White Building  
A. E-Mail/Gile Beye/Yoga Class  
B. E-Mail/Nancy Damboise/Re: Moving Yoga to the G. B. White Building  
C. E-Mail: Joe Manzi, Parks and Recreation Director/Response to Inquiries on Yoga Class  
Chairman Barry noted, for the record, this matter had resolved itself.

#### **Unfinished/Other/New Business**

There was no Unfinished, Other or New Business.

#### **Citizen's Comments**

There were no citizen's comments.

#### **Adjournment**

**7:22pm** Selectman John Reagan made a motion to Adjourn. Seconded by Vice Chairman R. Andrew Robertson. Chairman Barry called for the Vote. It was a Unanimous Vote in Favor. The November 16, 2009 Selectmen's Meeting is adjourned.