

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
November 30, 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; 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:

- Maureen Mann/Rescue Squad Association

Mrs. Mann asked for a clarification with regards to a statement made at a Selectmen's Meeting two weeks ago having to do with whether or not the Deerfield Rescue Squad Association is defunct or is in good standing. Chairman Barry stated the topic would be addressed later in this meeting.

- Harriet Cady/Department of Revenue (DRA)/Revaluation Class for Citizens

Mrs. Cady spoke to Steve Hamilton, of the property appraisal division, at the DRA, who advised her the Selectmen could put on a workshop for the residents, approximately three hours in duration, to show the people what to expect and what to look for during a revaluation. All that is required is that the Town provides a room.

Selectman O'Neal asked if there was a cost involved. Mrs. Cady replied there would be no charge for this service. The Board instructed Mrs. Heon to contact Mr. Hamilton and schedule a workshop.

Deerfield Volunteer Fire Department:

Fire Chief, Mark Tibbetts was not present as the Fire Department had been called out.

Parks and Recreation Department:

Present: Joe Manzi, Parks and Recreation Director

Also Present: Jeff Shute, Parks and Recreation Commissioner Member

1. Bicentennial Drainage Project

Joe Manzi, Parks and Recreation Director, advised the Selectmen everything was in order to proceed with the work at Bicentennial Field. Areas of the field hold a lot of water even with the work done through an Eagle Scout Project. There are broken pipes, the baseball side of the field is holding a lot of water, the outfield, at times, looks like a lake and a strip of tar needs to be removed.

Chairman Barry asked if the entire project would be more than the \$1,150 budgeted. Mr. Manzi could not answer that question at this time.

Vice Chairman Robertson could see the danger in the outfield. He thought the tar strip could possibly be broken up with a pickaxe. Where work could be accomplished by volunteers, Joe Manzi would go that route in an effort to stay within the budgeted amount. The Parks and Recreation Commission thought it best to include everything, in the quote, to learn if it could be accomplished by one individual.

In the spring, money will be available from the Revolving Fund to take care of the concession stand but the field is the area the Parks and Recreation Commission hoped to straighten out this fall.

Selectman O'Neal suggested that each aspect of the project be priced separately to make it easier to see what could be done by others.

If extra funding was required, Selectman Hooker wondered where it is located. Joe Manzi said the specifics of the project would be reviewed to see what could be done by others with the hope that the bid would come in under \$1,150. Outside help will be needed for the drainage repairs.

When Mr. Manzi was asked if he had the money to run the advertisement he replied, no. The question of current costs for advertising was addressed by Mrs. Heon who stated the ads range from \$90 to \$127. It was suggested Mr. Manzi advertise on the Town Website and The Forum in addition to the planned direct mailing.

Selectman O'Neal referred to a procedure previously set by the Board that when projects are estimated to cost under \$5,000, three quotes could be obtained in lieu of the bid process, although advertising in one newspaper seemed appropriate. Chairman Barry pointed out the funds for the project were budgeted, the invitation will be on the Town Website and The Forum as well as a direct mailing which should give the Selectmen enough quotes to review.

Joe Manzi was directed to obtain some quotes, a minimum of three (3), and return to the next meeting.

2. Reduction in Full Time Employee Line

Joe Manzi requested Dave Hanson's position be cut from full time to part time, a move which Mr. Hanson supports. The budget would then shift downward and funds to pay Mr. Hanson would come from the Parks and Recreation Revolving Fund for the specific programs he facilitates.

Presently, the After School Program already has ten (10) families signed up and several more groups have committed to holding programs in the rooms downstairs. The After School Program is run similar to the Summer Camp Program.

Vice Chairman Robertson questioned how much of the funding would come from the Revolving Fund. Mr. Manzi replied 65%. Selectman O'Neal calculated that \$46,508 would remain in the Full Time Employee Line and \$1 in the Part Time Employee Line. There was mention of what else could be decreased; Insurance, FICA, Medi. Vice Chairman Robertson pointed out the question of other costs would no doubt come up at the Public Hearing.

Mr. Manzi described Mr. Hanson's position as being similar to any other staff that works for the Parks and Recreation Department in terms of those who facilitate programs.

Selectman O'Neal asked if the cost of Part Time Employees for summer programs was ever examined. Cindy Kelley, Finance Director reported approximately \$7,100 in wages was paid out to program assistants. After a review of the proposed 2010 Budget, it was not anticipated that any adjustments to the budget would be necessary if Mr. Hanson's status changed from full time to part time.

MOTION: Selectman Alan O'Neal made a motion to reduce the Parks and Recreation Full Time Line to \$46,508 and add \$1 to the Part Time Employee Line. Seconded by Vice Chairman R. Andrew Robertson.

Discussion: Joe Manzi explained the request for \$1 is a safety net for next year.

VOTE: Chairman Barry called for the Vote. It was a Unanimous Vote in Favor. The Parks and Recreation Full Time Employee Line is reduced to \$46,508. The Part Time Employee Line is funded at \$1.

3. Gun Safety Program

Joe Manzi introduced a proposed new program, the Gun Safety Program, headed up by Don Gorman. He described the Parks and Recreation Department relationship, to this course, as being a helping partner. The program will not be held in the G. B. White Building but at the Deerfield Community School (DCS). Mr. Gorman has the proper insurance and certifications to teach the course. The Parks and Recreation Department would simply do some of the marketing. Joe Manzi introduced Don Gorman, present at this time, to answer the Board's questions.

Vice Chairman Robertson asked if this was similar to the Hunter Safety Course put on by the National Rifle Association (NRA). The response was yes.

Don Gorman commented that he is a certified instructor and would be teaching the fundamentals of how to handle a pistol, load a magazine, the mechanics of how a pistol works, care, cleaning and storing of a firearm. There will be no ammunition in the classroom. The class is allowed 50 rounds of ammunition and will shoot at the Wilson Hill Pistol Club, in Manchester, near Lake Massabesic. With people purchasing firearms because they are afraid of the current conditions, the purpose of this course is about safety. There is an advanced course that teaches about personal protection, in the case of home invasion, which gets into the legalities and circumstances of when you can, and cannot, use a firearm. The course being taught is a basic pistol course and in Mr. Gorman's opinion, a good service to bring to Deerfield.

Selectman O'Neal asked if there was an age requirement concerning the personal protection class. Mr. Gorman replied the individual must be 18 years of age or 14 years old and accompanied by an adult.

In the past, Selectman O'Neal recalled issues with having firearms at the DCS and asked if any of those issues applied to this course. Mr. Gorman indicated the ability to have this class at the DCS is covered under the law. Mr. Manzi noted Mr. Gorman has worked this out with the school.

Vice Chairman Robertson favored the idea of holding this class.

4. Lower Level/G. B. White Building

Mr. Manzi reported the rooms in the lower level were taking shape. The After School Program starts on January 4th and the response has been good. Programs coming are Tai Chi, Yoga and Line Dancing with other things in the works.

New Hampshire Integrated Curriculum School (NCICS) - Charter School:

Present: Janet Carpenter, Diane St. Jean, Ron St. Jean and Larry Graykin

Ms. Carpenter explained that the Charter School would contain grades one through six. The group looked for a room like the preschool had in the G. B. White Building but the discussion in the Selectmen's Minutes sounded like the space wasn't going to be used; then subsequently the Parks and Recreation Department has been given permission to use the rooms.

Chairman Barry clarified that the Board did not want to rent the space and was not renting it to the Parks and Recreation Department.

Ms. Carpenter continued, pointing out the space is being used and at one point that was not thought possible. NCICS is before the Selectmen to see if it is possible to rent the space.

Selectman Reagan favored leasing the space to the Charter School for a period of 24 months which would coincide with the end of the lease for the restaurant. The rental fee would be \$2,500 a month with a gross amount of \$60,000 for that period of time. It is doable and the group has indicated they can pay the rent.

Chairman Barry asked if the group had looked at the building to which they replied, no.

Vice Chairman Robertson did not favor changing the decision made and didn't want to enter into another long-term, conditional lease. The full time use, which the school would require, is different from one department that facilitates evening events.

Chairman Barry believed the building was erected in 1979 and had a 20-year life span. The Board did not want a long-term rental agreement or to renew any leases for that section of the G. B. White Building. While the building appears to be sound, the plant itself is getting old. The Parks and Recreation Department can use the rooms, for on-going programs, without having to set up and take down the space they currently occupy.

With the health and well-being of the Town Hall in mind, Vice Chairman Robertson pointed out the Board agreed that using the Town Hall, with any frequency during the winter months, would run up the expenses for heating and electricity. It made more sense for the space in the lower section of the G. B. White Building to be used for the Parks and Recreation Programs.

Selectman Reagan pointed out the voters, two or three times, have expressed interest in seeing the space rented. The space is there and the proposal is not for anything longer than appropriate plus the Town would receive \$60,000 over a two-year period. Renting the space is the wise thing to do.

Selectman O'Neal spoke to the heating oil and electricity costs emphasizing that the amount of heat required for a Middle School versus the Parks and Recreation Department Programs is different. What he did see as a possible requirement was a sprinkler system, a large expense.

Larry Graykin stated that a Charter School, under RSA 194-B, is granted exceptions of some sort for the space they use. The State Legislature wants to see Charter Schools and they crafted the law such that it would facilitate this type of school, making the regulations easier while being sure the children are safe. The Charter Schools are required to have a Board of Trustees that would govern the Middle Village School, have insurance coverage, and should occupy a ground-level floor in a structure, with egress. He didn't see the need to worry about a sprinkler system.

Another question from Selectman O'Neal had to do with the Police Department and the "bad guys" that visit that department. The response was the Center for Integrated Curriculum favored this location for a Middle School because it could build strong connections with the community. The Police Department could be directly involved with the students. Janet Carpenter concurred it was a wonderful spot to make connections with the community.

Larry Graykin mentioned that the reality is there are few places in Deerfield where the school could be located. The group looked at Pawtuckaway View but the renovation costs were over \$100,000. It was cost prohibitive leaving this location as the only real chance.

Mrs. St. Jean clarified this was a starting point for the school, not a long term lease and would allow them to work towards finding another facility or building something. The Charter School is not eligible for State Aid.

Selectman Hooker agreed with Vice Chairman Robertson that the Board had already decided that the Parks and Recreation Department would use the space and he did not favor renting the building. Chairman Barry was not comfortable renting the building in any form and this proposal appeared to have regulations that would require compliance.

Mrs. Jean saw the door as open and Mr. Graykin added they would like to use the space.

Vice Chairman Robertson mentioned the numerous community projects and the difficulty of finding space for everyone. The Board, however, did say there were not going to rent space or renew leases when they came up. Selectman Reagan recalled the Board saying they were not going to rent the space at all and now the space is being used.

Selectman O'Neal favored having input from the Fire Chief about public schools and whether or not sprinklers are required. Handicapped bathrooms are also of some concern in terms of placement and cost. Chairman Barry suggested the group meet with Fire Chief, Mark Tibbetts and look at the space. The group thanked the Selectmen for affording them that opportunity.

An appointment will be scheduled for NCICS for December 14th.

Deerfield Volunteer Fire Department:

Present: Mark Tibbetts, Fire Chief

1. Fire Truck/Rebuilt Pump

Chief Tibbetts reported the pump was rebuilt in the fire truck, the insurance adjuster came to look at it and it appeared the Town would receive some funds, from the insurance company, for part of the cost. Chief Tibbetts was later asked if anything unusual had happened to the pump. Chief Tibbetts recalled at one point a woodchuck was pulled up into the pump when the truck was being used which could have caused some stress on the unit. It isn't clear whether the Town will receive any insurance money.

The Fire Department has bills to pay and Chief Tibbetts is holding some of the appropriation to cover gas and diesel fuel all of which may leave a shortfall of \$3,000 to \$3,100.

Selectman Reagan didn't see too many options as the fire truck (pumper) is needed. Selectman O'Neal suggested having the company wait until January 2010 for payment. Chief Tibbetts said billing would occur within the next two weeks. The Board thought the possibility existed the expense could be covered and in the interim, Chief Tibbetts could send a letter stating, by the end of December, at least part of the bill would be paid.

Regular Business:

1. Review of Outstanding Minutes

Minutes of November 9, 2009

MOTION: Vice Chairman R. Andrew Robertson made a motion to approve the Minutes of November 9, 2009 as written. Seconded by Selectman John Reagan.

Corrections: On Page 6, above "Advertising & Regional Dues:", the three elections should be shown as the Town Election in March, the State Primary in September and the State General Election in November.

VOTE: Chairman Barry called for the Vote. It was a Unanimous Vote in Favor. The Minutes of November 9, 2009 stand approved with the above noted correction.

Minutes of November 16, 2009

MOTION: Selectman Walter Hooker made a motion to approve the Minutes of November 16, 2009 as written. Seconded by Selectman John Reagan.

VOTE: Chairman Barry called for the Vote. It was a Unanimous Vote in Favor. The Minutes of November 16, 2009 stand approved as written.

2. Vouchers:

Payroll Manifest/\$41,399.68

MOTION: Vice Chairman R. Andrew Robertson made a motion to approve the Payroll Manifest in the amount of \$41,399.68. Seconded by Selectman John Reagan.

VOTE: Chairman Barry called for the Vote. It was a Vote in Favor; Yes-4 No-1.

Accounts Payable Manifest/\$441,931.58

MOTION: Vice Chairman R. Andrew Robertson made a motion to approve the Accounts Payable Manifest in the amount of \$441,931.58. Seconded by Selectman John Reagan.
VOTE: Chairman Barry called for the Vote. It was a Unanimous Vote in Favor.

3. Signatures

A. Intent to Cut

(1) Daniel Lamy/Map 410 Lot 031

The Board agreed to not sign the Intent to Cut until they had an opportunity to read the documents provided by Town Counsel.

B. Notice of Computer Abatements

(1) Map 210 Lot 30/Paula Amazeen

Reason: Interior inspection performed and data corrections entered.

MOTION: Vice Chairman R. Andrew Robertson made a motion to grant the Abatement request for Map 210 Lot 30, Paula Amazeen. Seconded by Selectman John Reagan.

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

(2) Map 424 Lot 22/Debra Ann Hennessey and Thomas Hennessey

Reason: Interior inspection performed and data corrections entered.

MOTION: Vice Chairman R. Andrew Robertson made a motion to grant the Abatement request for Map 424 Lot 22, Debra Ann Hennessey and Thomas Hennessey. Seconded by Selectman John Reagan.

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

C. Appointment/Planning Board Alternate

MOTION: Vice Chairman R. Andrew Robertson made a motion to approve the appointment of James Deely as a Planning Board Alternate (Term to Expire April 2012). Seconded by Selectman John Reagan.

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

D. Overpayments/Refund Requests/From: Town Clerk/Tax Collector

(1) First American Real Estate Tax Service/\$6,417.50/195 Griffin Road

MOTION: Vice Chairman R. Andrew Robertson made a motion to grant the request for a refund due to an overpayment in property taxes relative to 195 Griffin Road. Seconded by Selectman John Reagan.

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

(2) TD Bank/\$51/51 Old Centre Road

MOTION: Vice Chairman R. Andrew Robertson made a motion to grant the request for a refund due to an overpayment in property taxes relative to 51 Old Centre Road. Seconded by Selectman John Reagan.

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

(3) HSBC Bank USA/\$9.57/230 North Road

MOTION: Vice Chairman R. Andrew Robertson made a motion to grant the request for a refund due to an overpayment in property taxes relative to 230 North Road. Seconded by Selectman John Reagan.

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

(4) Auroa Loan Service/\$27.03/23 Mountain View Road

MOTION: Vice Chairman R. Andrew Robertson made a motion to grant the request for a refund due to an overpayment in property taxes relative to 23 Mountain View Road. Seconded by Selectman John Reagan.

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

(5) USDA Rural Development/\$241/91A Griffin Road

MOTION: Vice Chairman R. Andrew Robertson made a motion to grant the request for a refund due to an overpayment in property taxes relative to 91A Griffin Road. Seconded by Selectman John Reagan.

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

(6) Citi Mortgage, Inc./\$17.69

MOTION: Vice Chairman R. Andrew Robertson made a motion to grant the request for a refund due to an overpayment in property taxes relative to Citi Mortgage, Inc. Seconded by Selectman John Reagan.

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

(7) HSBC 1st Mortgage/\$10.68

MOTION: Vice Chairman R. Andrew Robertson made a motion to grant the request for a refund due to an overpayment in property taxes relative to HSBC 1st Mortgage. Seconded by Selectman John Reagan.

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

(8) Digital Federal Credit Union/\$264/77 Mount Delight Road

MOTION: Vice Chairman R. Andrew Robertson made a motion to grant the request for a refund due to an overpayment in property taxes relative to 77 Mount Delight Road. Seconded by Selectman John Reagan.

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

(9) Wells Fargo Home Mortgage/ \$2,891.66
(63 Old Centre Road/\$2,740; 3 Homestead Road/\$21.71; McCarron Road/\$123.35; 234 South Road/\$6.60)

MOTION: Vice Chairman R. Andrew Robertson made a motion to grant the request for a refund due to an overpayment in property taxes for John Nelson, Charles Sargent, Kevin Verville and Scott Zenor. Seconded by Selectman John Reagan.

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

(10) CCO Mortgage/\$1,453/23 Cate Road

MOTION: Vice Chairman R. Andrew Robertson made a motion to grant the request for a refund due to an overpayment in property taxes relative to 23 Cate Road. Seconded by Selectman John Reagan.

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

- E. Cemetery Deed/Michael Osborne, Sr.
 - F. Intent to Cut/Map 419 Lot 008/Rick Salter
4. Review of Correspondence
- A. Letter/Request to Use Room/Chief Greeley
- Police Chief, Michael Greeley wrote to the Board requesting the use of the first large classroom in the

lower level. Chief Greeley, present at this time, was asked if there were any plans to upgrade the room and would it cost anything. Chief Greeley answered there would be no cost associated with renovations. Chairman Barry advised Chief Greeley the request cannot be acted on for two weeks.

B. Lettering/Cruiser-Explorer

Selectman Reagan asked Chief Greeley if the lettering was ordered for the Explorer. Chief Greeley stated the lettering, for the Explorer, is ordered and should be in within two weeks.

Chairman Barry recalled the Board wanting all cars marked and asked Chief Greeley if there was a reason why the Chief's car should not be marked. While there was nothing secret about the vehicle, Chief Greeley preferred to keep this vehicle a low profile vehicle as the cruiser is taken to a lot of different things. Vice Chairman Robertson did not recall the decision to have the Chief's car marked. Chairman Barry clarified the discussion was not specific to the Chief's car but all cruisers, in general, were to be marked.

Selectman Hooker could see a low profile vehicle might have more than one use but what he wanted to know was whether or not the hour meters were installed in every car as previously requested. Chief Greeley answered the Explorer has an hour meter and one is ordered for the Chief's car.

Returning to the subject of marking the cruisers, Chairman Barry asked if the majority of the Board members were in favor of leaving the Chief's cruiser unmarked. Selectman Reagan believed it should be suitable for patrol and general use. He didn't see why there was a sense of responsibility for what it looked like all over the State when it belonged to Deerfield. The consensus was the Chief's car would remain unmarked.

C. Rand's Corner Barn, LLC/David and Glenda Sorak

The Sorak's wrote to the Selectmen requesting their application for a Barn Preservation Easement be withdrawn. They will resubmit an application next year.

Selectman O'Neal suggested a fee structure for items such as this because there is a cost to post and publish Public Hearings and then there is the approval and recording of documentation. The Town is laying out cash and he would prefer the fee structure contain a mechanism whereby the advertising and recording fees could be recouped. Vice Chairman Robertson cautioned that the ability to charge these fees, or not charge the fees, may be tied to the State Statutes.

D. Note of Thanks/Marc and Sue Duquette/Re: Highway Agent

Mr. and Mrs. Duquette wrote thanking Alex Cote, Highway Agent, for the assistance received, with the erosion work, when their property was devastated by the tornado. A copy of the note will be provided to Mr. Cote.

E. New Hampshire Electric Cooperative, Inc.(NHEC) /Tax Bill

It was noted the tax bill for New Hampshire Electric Cooperative, Inc. was paid under protest.

5. Unfinished Business

A. Review of 2010 Town Operating Budget

Transfer Station Budget/Heavy Equipment Line #01.4323.01.740

MOTION: Selectman Alan O'Neal made a motion to reduce the Transfer Station Heavy Equipment Line by \$15,000. Seconded by Vice Chairman R. Andrew Robertson.

Discussion: Because the information is not complete with regards to the baler including any savings that would be achieved, the reduction in this line is requested.

VOTE: Chairman Barry called for the Vote. It was a Unanimous Vote in Favor. The Transfer Station Heavy Equipment Line is reduced by \$15,000 (the cost of the baler).

Deerfield Conservation Commission Budget/Part Time Secretary Line #01.4619.01.111

Chairman Barry indicated there was a request to add \$44 to the Part Time Secretary Line in the Deerfield Conservation Commission's Budget. It was the consensus of the Board not to add \$44 to the Part Time Secretary Line.

2010 Town Operating Budget/\$3,455,923

Selectman O'Neal pointed out the 2010 Operating Budget is greater than the 2010 Default Budget.

Selectman O'Neal noted that some of the Warrant Articles are tied to the budget. The Police Detail money would have to stay in the Operating Budget, for this year, even though there is a Warrant Article. Chairman Barry agreed that in order to remove the funds from the budget, the funds must first appear in the budget.

Vice Chairman Robertson did not favor digging a deeper budget hole than the one the Town experienced this year and he found it an uncomfortable situation should the budget fail where funds cannot be added in on Election Day.

Selectman O'Neal expressed discomfort regarding the Highway Department Truck proposals having three options when it is the Board's charge to present the best option. Selectman O'Neal saw the lease costing more in the end. If the Town votes to buy a new truck then that is what the people voted for and the people that voted would pay for it. Selectman O'Neal would pull the \$35,000 from the budget. Others saw this as a plea for something that is needed, and in good faith, if the new truck was voted in, the \$35,000 would be pulled from the budget. To Selectman O'Neal, the message is the Highway Department can get by with a used truck.

Vice Chairman Robertson did not see a problem with three options and pointed out it can't be guaranteed because the money won't go away by virtue of another Warrant Article passing or failing. Selectman O'Neal was still uncomfortable with three options.

Chairman Barry observed that if the \$35,000 was not in the budget it would bring the Default Budget almost level and if none of the Warrant Articles passed there would still be a problem with a truck. Selectman O'Neal suggested looking to contractors if that situation existed.

Selectman Hooker calculated the difference between the Default Budget and the Operating Budget and the impact of pulling the dollar amount on both. He estimated that would leave the Operating Budget \$9,000 above the Default Budget.

There was discussion on how to tailor the language, last sentence, of Option I and Option II Warrant Articles for the Highway Department. Selectman Reagan offered the language instead of "...reduced from \$35,000 to \$1." to "... reduces the line to \$1."

Selectman O'Neal questioned whether money could be pulled from a line if the Town was on a Default Budget.

MOTION: Vice Chairman R. Andrew Robertson made a motion to approve the 2010 Operating Budget in the amount of \$3,455,923. Seconded by Selectman Walter Hooker.

VOTE: Chairman Barry called for the Vote. It was a Unanimous Vote in Favor.
The 2010 Town Operating Budget is approved in the amount of \$3,455,923.

B. Review of 2010 Default Budget

The Selectmen pointed out changes should be made to the Parks and Recreation Department Full Time Line and Part Time Line as well as the Transfer Station Equipment Line.

C. Review of 2010 Warrant Articles

Chairman Barry asked if all Board members had read Town Counsel's recommended changes.

MOTION: Selectman John Reagan made a motion to forward the 2010 Warrant Articles to the Municipal Budget Committee (MBC). Seconded by Vice Chairman R. Andrew Robertson.

Discussion: It was noted there was now only one Revolving Fund for all details. Richard Pelletier will provide more information on the generator.

Point of Inquiry

Selectman O'Neal asked if the Selectmen were going to review the Warrant Articles one by one. Selectman Hooker asked to at least pull out the Revolving Fund, for details, out of the group.

VOTE: Chairman Barry called for the Vote. It was a Vote in Favor; Yes-4 No-1 The Warrant Articles will move forward to the Municipal Budget Committee.

MOTION: Vice Chairman R. Andrew Robertson made a motion to consider the Revolving Fund for special details separately, as shown on page 3. Seconded by Selectman Walter Hooker.

Discussion: Selectman Hooker described his discomfort with this article was due to not having a written policy in place. He doesn't know what he is voting on such as who approves what. If more information cannot be provided, Selectman Hooker suggested the article be pulled for this year.

With the new language, it is now one Revolving Fund covering Police Details and all other Town details. The article talks about public safety services of the municipality and includes natural disasters and things like highway construction. A question would be is the fund broken into sections with the excess funds at the end of the year going to the General Fund.

Selectman Hooker believed Department Heads should be required to tell how this fund will be implemented and what the approval process is before the Warrant Article is voted on. Chairman Barry commented the policies and procedures could be written once Town Meeting has approved the article.

Selectman Hooker did not agree the funds could be spent for equipment and wanted the money to revert to the general fund. The Treasurer has custody of the fund and expenses can only be paid with approval of the Department Head and by order of the Board of Selectmen.

Selectman O'Neal believed the fund would be broken down into sections; so much for the Officer, administration, and the cruiser which could then be transferred to the general fund. He wasn't sure how gas for the cruiser would be recouped. Cindy Kelley, Finance Director believed it could be done. There was still the question of what would happen to the surplus.

Chief Greeley pointed out the law says "shall" go into the Revolving Fund, not the general fund. Chairman Barry saw this working like the Parks and Recreation Revolving Fund where the funds are deposited and then if baseballs are needed, for the baseball program, they are purchased.

Chief Greeley pointed out with a Revolving Fund the Police Department Police Detail Line would not need to be funded for \$30,000 each year.

Selectman O'Neal returned to the question of how to handle the administrative time and gasoline. His question was could it be pulled quarterly and the Officer's time paid. The Selectmen have voted on a fee structure and he would like to know how all this would work with a Revolving Fund.

Chief Greeley said the concept of the law talks about a Revolving Fund; it does not talk about breaking things up in terms of where the funds go. If the money was to not go to the Revolving Fund, Chief Greeley found this a violation of the law. Chairman Barry asked if separate bills could be sent to the contractor. In Chief Greeley's opinion, this was circumventing the law.

Discussion continued about expenses such as gasoline and wear and tear on tires, expenses which may not be reimbursed. Chairman Barry did not see the fund being used for a large piece of equipment but if a portable radio broke, approximate a \$2,500 cost, it could be replaced if the funding was there.

Selectman Hooker pointed out this is new territory. The Police Department has a policy but the article is a consolidation including everyone and there doesn't seem to be enough time to develop policies to cover that. Chairman Barry favored going forward with the Warrant Article and have the Department Heads work on the policy. Chairman Barry said the option to go forward exists and the Board of Selectmen does not have to approve anything until there is a policy in place.

Selectman O'Neal agreed that there was a Police Detail Policy with associated costs but reminded everyone there are still things that don't seem to be covered. Chairman Barry asked Cindy Kelley, Finance Director, if gas could be paid out of the Revolving Fund. Ms. Kelley replied yes. Vice Chairman Robertson was not clear on whether or not everything is black and white or if everything mentioned can be done.

Selectman O'Neal questioned payroll. Selectman Reagan spoke to the purchasing of equipment from this fund. Vice Chairman Robertson added that before there can be any authority for anything it must be achieved through the Warrant Article. Chairman Barry urged getting the authority to do so, then working on the policy later. Selectman O'Neal thought the Selectmen could have the authority but it would have to be voted on in order for the fund to be created similar to how the Parks and Recreation Revolving Fund was established.

VOTE: Chairman Barry called for the Vote. It was a Vote in Favor: Yes-3 No-2 The Article on the Revolving Fund, for details, will move forward to the Municipal Budget Committee.

6. Town Administrator's Report

A. Warrant Article/Elderly Exemptions

Information was provided as an overview for what Towns like Deerfield currently have as assessment and income limits for Elderly Exemptions. When a Town undergoes a revaluation, the Elderly Exemption limits are reviewed. It was the consensus of the Board the current limits were appropriate, at a mid-point, compared to most communities around us and no action was necessary at this time.

The Department of Revenue Administration (DRA) will receive all the Warrant Articles following this evening's meeting.

B. Deerfield Rescue Squad/Deerfield Volunteer Fire Department/Employees

The question of Rescue Squad members being Town employees now, or in the future, if paid a stipend, was asked of Town Counsel. Counsel has stated that neither the Rescue Squad members nor the Fire Department members are considered Town employees at this time. The request to be employees would

need to come from the Rescue Squad, or Fire Department, to the Board of Selectmen. The Board would establish and approve adding positions.

C. Research Follow-up

During the past two months, there have been many areas of Town Government to research. From that research, it was learned that over the years Boards, Committees and Commissions have changed members. With change, come differences in how by-law updates and other reporting forms are done.

A plan is being developed, with assistance from Kevin Barry, Town Clerk/Tax Collector, to assist each Board, Committee or Commission's in organizing their documentation including the initial Warrant Article and all other pertinent documentation. The objective is to allow all new members easy access to this information. Additionally, if there is no objection, work will be undertaken with the various Boards, Committees and Commissions to establish a procedure that can be used when new members join; something to pass on in the future and make transitions easier. The Board of Selectmen will be made aware of the progress.

The Board thought this would be helpful.

D. Letters/Follow-up

Two letters, one to the Rescue Squad and one to the Deerfield Volunteer Fire Department, will be drafted to update the Rescue Squad and the Fire Department on the Warrant Articles, and any other research, in progress. The letters would be reviewed by Town Counsel and signed by the Board of Selectmen prior to forwarding them to Officers, or members, of either entity.

Chairman Barry could see the letters of explanation helping the firefighters understand the appointment of the Fire Chief by the Board of Selectmen. Chairman Barry indicated that Counsel did not believe a meeting, with the firefighters, would resolve the issues. At Counsel's recommendation, the Warrant Article is being presented to the voters. The letters should not be confrontational. Selectman O'Neal added the action and Warrant Articles are based on the law.

E. Town Report/Bid Process

Steve Jamele, IT Administrator, has provided the Board with three quotes concerning copying of the Town Report. It was the consensus of the Board, since the quotes were under \$5,000, and the project could be funded within the budget that Steve Jamele pick between the two lowest bidders as to who could do the job.

7. Other Business/New Business

A. Municipal Budget Committee Meeting/December 1, 2009

Chairman Barry asked if all was in readiness to move the information forward to the MBC. Mrs. Heon replied, yes. The meeting will be at 6pm tomorrow night in the Conference Room.

B. Rescue Squad

Selectman O'Neal spoke to an earlier comment, on the Rescue Squad, where the question was whether or not the Rescue Squad was an association. Selectman O'Neal understood there is a need to renew the Charter every five years and this, combined with some confusing documentation, led to the proposed Warrant Article which will provide reauthorization for the Deerfield Rescue Squad under the appropriate statutes.

Citizen's Comments:

- Harriet Cady/Decals for Police Cruiser

Mrs. Cady referred to the Police Chief's comments and what happened when he originally priced out the cruiser. The Selectmen asked if the price included the application of decals and the answer was yes. Mrs. Cady will contact Metrocast to obtain a copy of the tape. She was directed to look at the minutes as well.

- Harriet Cady/Special Details

Mrs. Cady suggested a survey of neighboring towns be done to learn what the detail rates are. She believed Northwood's rate was \$55. Prices are obtained for everything else so why not this.

- Harriet Cady/Warrant Articles

Mrs. Cady heard the Board mentioned Town Counsel's review of Warrant Articles. She suggested the Department of Revenue take a look. Chairman Barry stated the Articles will be submitted to the DRA.

- Harriet Cady/Town Reports

Mrs. Cady mentioned the Town purchasing a very expensive copier a year ago because the Town was going to do the Town Report in-house, now it is being done out-of-house. To Mrs. Cady, the money was spent for a copier the Town did not need. Chairman Barry remarked now the copier will last much longer.

- Maureen Mann/Default Budget

Mrs. Mann asked what the total was on the Default Budget. Chairman Barry stated \$3,422,924.

- Maureen Mann/Warrant Article for the Revolving Fund

Mrs. Mann questioned who voted in the negative concerning the Revolving Fund Warrant Article. Chairman Barry stated Selectman Reagan and Selectman Hooker.

- Harriet Cady/Revolving Fund

From what Mrs. Cady heard, the people would no longer be buying equipment the way it used to be done. The Highway Department, or other departments, could be set up by the Selectmen like the Police Department Detail. Chairman Barry explained the Revolving Fund is not for buying equipment but to create the ability for special details, not part of regular duties, such as tornados, ice storms and floods.

Vice Chairman Robertson added there is no way to offer reimbursement to our employees, or volunteers, as there is no mechanism to pay detail pay. The Warrant Article would provide for the ability pay emergency workers for special projects involving 24, 36 or more hours where the Town is reimbursed.

Harriet Cady suggested just a special line in the budget. Chairman Barry explained the Fire Department volunteers are not employees. This method was recommended by Town Counsel. Mrs. Cady did not agree with the idea of establishing a Revolving Fund.

- Harriet Cady/G. B. White Building Rental Space

Mrs. Cady stated that a Warrant Article turned the building over to the Town and the language called for the extra space to be leased. The Board's action goes against what the townspeople said and any money could go to offset heat and lights. The taxpayers will pay more because of the decision the Selectmen made. Mrs. Cady thought the taxpayers should be asked if this is what they want and indicating she was leaning towards the idea of a petitioned Warrant Article.

- Kathy Shigo/G. B. White Building Rental Space

Mrs. Shigo saw the possibility of \$60,000, over a short-term lease, a good investment. If the Town is going to be landlords and the Town voted for the building to be leased then make the best of the situation as there would be less taxes and more revenue.

Adjournment:

7:30pm Vice Chairman R. Andrew Robertson made a motion to Adjourn. Seconded by Selectman Walter Hooker. Chairman Barry called for the Vote. It was a Unanimous Vote in Favor. The November 30, 2009 meeting of the Board of Selectmen is adjourned.