

**TOWN OF DEERFIELD  
BOARD OF SELECTMEN  
January 4, 2010  
MINUTES**

**Call to Order**

5:30pm: Chairman- Steve Barry called the meeting to order.

**Pledge of Allegiance to the Flag**

Chairman Barry asked all to rise and pledge allegiance to the Flag.

**Present:** Stephen R. Barry, Chairman; R. Andrew Robertson, Vice Chairman; John Reagan, Walter C. Hooker, Alan E. O'Neal, Selectmen

**Also Present:** Cynthia Heon, Town Administrator and Nese Farrell, Recording Secretary

**Citizen's Comments:**

None

**Awarding of Bid/Revaluation**

Selectman Hooker stated that they sent out 17-packages and received six bids; one being a "No Bid". Of the five, they looked at two of them and did reference checks. Selectman Hooker's recommendation is to award the contract to Avitar Associates of N. E., Inc.

**MOTION:** Vice Chairman Robertson made a Motion to award contract to Avitar Associates of N. E., Inc.

**SECONDED:** Selectman Reagan seconded the Motion.

**VOTE:** Chairman Barry called for the Vote.

It was a Unanimous Vote in Favor.

**MOTION:** Selectman Hooker moved to reduce the contract appraiser line from \$199,000.00 to \$195,000.00.

**SECONDED:** Vice Chairman Robertson seconded the Motion.

**VOTE:** Chairman Barry called for the Vote.

It was a Unanimous Vote in Favor.

**Approval of Minutes:**

**MOTION:** Vice Chairman Robertson made a Motion to approve the Minutes of December 28, 2009 as written.

**SECONDED:** Selectman Hooker seconded the Motion.

**VOTE:** Chairman Barry took a Vote to approve the December 28, 2009 Minutes as written.

It was a Vote in Favor; 4-Yes 1-Abstention

**Vouchers:**

**Payroll Manifest/Accounts Payable Manifest:**

**Payroll Manifest/\$102.00**

**Accounts Payable Manifests/\$255,390.16 and \$36,023.54**

Payroll Manifest/ \$102.00 (netting at \$94.20).

**MOTION:** Vice Chairman Robertson made a Motion to approve the payroll manifest in the amount of \$102.00.

**SECONDED:** Selectman Hooker seconded the Motion.

**VOTE:** Chairman Barry called for the Vote.

It was a Unanimous Vote in Favor.

Accounts Payable Manifest/ \$255,390.16 (of which \$200,000.00 is for the school).

**MOTION:** Vice Chairman Robertson moved to pay the Accounts Payable Manifest in the amount of \$255,390.16.

**SECONDED:** Selectman Reagan seconded the Motion.

**VOTE:** Chairman Barry called for the Vote.

It was a Unanimous Vote in Favor.

Accounts Payable Manifest/ \$36,023.54.

**MOTION:** Vice Chairman Robertson moved to pay the Accounts Payable Manifest in the amount of \$36,023.54.

**SECONDED:** Selectman Reagan seconded the Motion.

**VOTE:** Chairman Barry called for the Vote.

It was a Unanimous Vote in Favor.

**Signatures:**

**Letter/George Treantafel**

**Memo/Police Chief, Fire Chief & Highway Agent**

The Town Administrator prepared a letter for Mr. Treantafel who had a concern about the accident recently on a road in Deerfield. The letter was signed by the Board of Selectman (BOS). Chairman Barry mentioned that since the last Selectmen's meeting and during the recent storm, the Highway Agent instituted a new practice for weather events. He summarized the BOS letter addressed to the Chief of Police, the Fire Chief and the Road Agent; during weather events, the contractors or employees that are scheduled for shifts due to the length of the storm will be contacted by Alex Cote, the Road Agent. Mr. Cote will contact the Police Chief and the Fire Chief to let them know who is available and at what location to provide a telephone number to call. They feel this process has worked very well over the past three days and noted that as always, if special circumstances exist where attention is required, Mr. Cote can be reached at 603-608-9007.

**Personnel Action Request Forms:**

**Ann Vennerbeck, Library Assistant**

**Michael Driscoll, Custodian**

Chairman Barry acknowledged a request from the Library to hire Ann Vennerbeck as a part-time hourly employee. Selectman O'Neal confirmed that it was a budgeted item and the Board signed the request.

Chairman Barry acknowledged a request from the Library to hire Michael Driscoll as their custodian. He confirmed that the BOS had discussed this previously and the Board signed the request.

**Review of Correspondence:**

**Memo/Town Clerk/Tax Collector/Response to Citizen Comment by Harriet Cady**

Chairman Barry acknowledged a request by Harriet Cady that someone notify the mortgage companies about refunds so that the taxpayers will not pay more on their mortgage payments, that the taxpayers be made aware of this request and asked for the Tax Collector's input.

He summarized the letter from the Town Tax Collector. It stated that during 2009 some mortgage companies assumed that the 2009 tax rate would increase the same amount that it did in 2008 and based on that assumption, they increased the escrow accounts to the individual taxpayers to satisfy the increase. As far as the standard procedure of the Tax Collector's office, they sent electronic tax bills to the mortgage companies so that they would know the amount of taxes owed. This tax file reflects over-payments appearing on the taxpayer's accounts. The Tax Collector's office also mails the tax bills to the owner of record so that they are aware of the amounts owed on their properties. As to the refunds that were requested and returned to mortgage companies as a result of overpayments made by the mortgage companies either on the second half of the 2009 bill or a prior payment, the Town Tax Collector feels that the individual taxpayer should be fully aware of the status of his/her own escrow account and the amount that is owed at any part of the year. He noted that the taxpayer can also contact the Tax Collector's office at any time to request the status of the taxes on their property.

**Petition to the Board of Selectmen**

Chairman Barry stated that they received, through Selectman John Reagan, a petition to the Board of Selectmen of the Town of Deerfield, New Hampshire. He summarized the petition; the undersigned registered voters of Deerfield, New Hampshire, petitioned the BOS to include a warrant article at the 2010 Annual Town meeting to see if the Town will vote to approve the following resolution to be forwarded to our State Representative(s), our State Senators, the Speaker of the House and the Senate President.

Resolved: The citizens of New Hampshire should be allowed to vote on an amendment to the New Hampshire Constitution that defines "marriage". It was signed by 31 people and the Board will have the Town Administrator forward this to the Supervisors of the Checklist for verification; if the signatures are verified, it will be included on the warrant.

**Town Administrator's Report**

Chairman Barry summarized the Town Administrator's report. The Town Administrator is preparing handouts for the Municipal Budget Committee Public Hearing on January 12, 2010; included are the 2010 Budget Worksheet, Revenues through December 31, 2009, Default Budget, Warrant Articles (including votes and tax impact) and Revenue Estimates. The Planning Board is providing copies of the proposed zoning amendments.

Chairman Barry noted that the 2009 Budget Expenditure information showed a remainder of \$240,970.00 in the budget; \$3,010,194.00 was spent, \$230,767.00 is the balance, \$3,891.00 were encumbrances, and there are approximately \$50,000.00 of outstanding 2009 expenses for the approximate remaining balance of \$176,885.00.

He confirmed that the Memo will be released with the copy of the 2010 Expenses to date; given to each department head with a note that the Budget does not become final until after the Vote on March 9, 2010. Selectman O'Neal asked if normally what they pass onto them is no budget at all. Town Administrator, Cindy Heon confirmed they received a budget showing what was spent in 2009. Selectman Hooker stated that any positions that were approved were fine, but any new expenses in the proposed budget are not fine. Chairman Barry said he thinks that every department is well aware of any new situations that they might have and the memo says to remember that the Budget is not approved till March, so he feels it is clear. Mrs. Heon said that typically she would put something in saying "only for expenses for items needed or your wage lines" and would define it more in detail.

Chairman Barry read on that in keeping with the Audit request from 2009, the Town Administrator has begun working on Ethics Policy for the Town of Deerfield which will be in addition to what is in the Personnel Policy. She has included examples and documentation with her report. She will accept any noted areas some would like emphasized or that they would prefer not to use; mutual suggestions in adding them into the document or sending them on for review.

Chairman Barry referred to the Live Broadcasting warrant article and that the IT Director, Steve Jamele has brought forth new information. He summarized that Mr. Jamele believes that with the purchase of some microphones and an encoder, that the existing video camera can be used to broadcast on a live line. He included a price of \$3,395.00 for this equipment. Chairman Barry recommends using his recommendation as a place to start and to pull the \$14,000.00 warrant article and to look at either tomorrow night's meeting or the public hearing next week to see if they MBC would approve adding \$3,400.00 to the Budget to cover this. Vice Chairman Robertson agrees it is important enough to pursue as a number of people have told him that they do watch it on television but they cannot hear it.

**MOTION:** Selectman O'Neal moved to eliminate the Live Broadcast warrant article.  
**SECONDED:** Vice Chairman Robertson seconded the Motion.

Selectman Reagan stated that this pre-supposes that everyone in town has Metrocast and because not everyone has Metrocast he feels that in itself would justify it being a warrant article. He added that even the \$3,400.00 should be warrant article, as it is a creation of assumptions.

**VOTE:** Chairman Barry called for the Vote to remove the Live Broadcast warrant article.  
It was a 4-Yes 1-No Vote in Favor.

Chairman Barry referred to the new 2010 calendar discussed last week. The Board agreed it was fine.

He notified the Board that the Town Administrator submitted a request for time off. She has accumulated 224 hours of vacation leave that was not taken during 2009; 80 of those hours will be carried over, per policy and she would like to retain 10-days (or 80-hours) to be used in May (with the remaining eight days being forfeited).

**MOTION:** Selectman Hooker moved to allow the Town Administrator to retain 10-days in excess of the maximum accumulated hours.  
**SECONDED:** Vice Chairman Robertson seconded the Motion.

Selectman O'Neal stated that he feels poorly that the eight days would be forfeited and feels the employee should be persuaded to take more vacation time next year. Chairman Barry agreed.

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

### **Unfinished Business:**

Selectman Hooker read the assessing bid numbers, from the proposals previously submitted, since the amounts were not the same as read at the December 4, 2009 BOS meeting. He began listing alphabetically; Avitar was \$149,500.00, the Revaluation \$17,000.00 for the General Assessing/ a total of \$166,500.00, the Cross Country Appraisal Group revaluation was \$149,000.00 and the General Assessing was \$37,440.00/ a total of \$186,440.00, JF Ryan Associates revaluation was \$183,000.00 and the General Assessing was \$50,000.00/ a total of \$233,000.00, Municipal Resources Inc. revaluation was \$176,800.00 and General Assessing was \$28,800.00/ a total of \$205,600.00 (they also annotated that the revaluation did not include any type of appeals and that would be contracted out), Brett Pervis & Associates revaluation was \$37,800.00 (which appeared it was an update rather than a full revaluation) and the General Assessing was \$75,600.00 a year. He added that although the first year would be \$113,400.00, they would be the lowest bid, however, they did not do the revaluation asked of them; over the course of five years, they would have the second highest.

Chairman Barry referred to the assessing process and asked if when doing an update if they take the existing information and change it to

reflect what the market is for the time-period. Selectman Hooker said that would be part of it; the full revaluation is a measuring list where they go out to look at everything and a statistical update may be just using the sales data, without validating or verifying the existing information. He noted that the DRA website has the definitions on what the differences are.

**New Business:**

None

**Old Business:**

None

**Citizen's Comments:**

Reporter for The Forum, Maureen Mann asked for clarification on whether Mrs. Cady was asking the Town to notify homeowners whose banks have been given tax rebates, due to the banks overpaying taxes. Mrs. Cady believes that when the mortgage companies overpaid the tax bill, that the Town sends it back to the mortgage companies and not the homeowners; she would like the Town to notify the homeowners.

Mrs. Mann asked Selectman Reagan if he wanted the Town to put a warrant article forward. Selectman Reagan confirmed that they received a petition from a group of citizens for the Town to vote to send that message to the Legislature; that it be resolved that the citizens of New Hampshire should be allowed to vote on an amendment to the New Hampshire Constitution that defines marriage.

Mrs. Cady said she did not look at the bid put out for the contract to revalue the Town of Deerfield, and she is assuming that they must enter every house and re-measure. Selectman Hooker said that is the goal and he believes that some of them said 20% is typically the number of homes they are unable to get into; their goal is to do a measuring list at 100%. He added that people cannot be forced to let the assessor in. He added that their goal is that if they are not allowed to do an interior inspection, that a mailing will go to the houses where entry was not allowed or not performed; they will not leave cards on the door showing that no one is home and those homeowners will be given an opportunity to call Avatar to schedule an interior inspection. If they do not get to do this, whatever the assessing practices are will be done.

Chairman Barry referred to the Transfer Station and stated that Rick Pelletier said he has no problem supervising Lenny Mandigo and Kyle Mandigo, but does not want to be part of the disciplinary process.

**Adjourned:**

6:00pm

**MOTION:** Selectman Hooker made a Motion to adjourn.

**SECONDED:** Vice Chairman Robertson seconded the Motion.

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

The January 4, 2010 meeting is adjourned.

*The Minutes were Recorded, Transcribed and Respectfully Submitted by Nese Farrell, Recording Secretary.  
Pending Approval by the Board of Selectmen*