

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
February 8, 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

Trustees of the Trust Funds

Present: Dwight Barnes, Chairman; Carol Levesque, Trustee

Trustees of Trust Funds Chairman, Dwight Barnes handed out a summary of account balances, share price, activity and income earned in the Capital Reserve & Trust Fund accounts. He briefly summarized the report and noted that about 23% of the Funds are for cemetery maintenance.

Selectman Hooker asked if as long as the Town is providing money towards the maintenance of cemeteries does the principal still remain. Mr. Barnes confirmed that it would. The interest of the account was being eaten up. Selectman Hooker referred to the Building Repair Fund. Mr. Barnes said it physically went into the account in 2009. Selectman Hooker said it seems pretty late getting into there. This was questioned at the Deliberative Session and a remark indicating the funds were taken from surplus in a March vote. Mr. Barnes said he doesn't have all the statements with him to confirm actual dates. Selectman Hooker's question was asking for clarification of whether it was on the 2008 or 2009 Vote.

Mr. Barnes said he is leaning towards not running again after this term (only one more year). Carol Ann Levesque will be running for this position and is being updated now as well as Jim Sullivan, Trustee.

Police Department

Present: Chief of Police, Michael Greeley

Update/Hiring Process

Chief Greeley said he's given a conditional offer to an applicant and he is set for his psychological testing to be done on Wednesday. The Chief is asking for the Board of Selectmen's (BOS) signatures on the appointment form.

Selectman Hooker stated that he had questions that should be addressed in a Nonpublic Session.

Nonpublic Session

5:40pm Selectman John Reagan made a motion to enter a Nonpublic Session under RSA 91-A:3,II(b), the hiring of any person as a public employee. Seconded by Selectman Alan O'Neal.

Roll Call Vote: O'Neal-Yes; Hooker-Yes; Reagan-Yes; Robertson-Yes; Barry-Yes

5:48pm The Nonpublic Session ended

Minutes Sealed

MOTION: Vice Chairman R. Andrew Robertson made a motion to seal the minutes of this Nonpublic Session as divulgence of information contained in those minutes would likely adversely affect the reputation of a person or persons not a member of this Board. Seconded by Selectman Walter Hooker.

Roll Call Vote: O'Neal-Yes; Hooker-Yes; Reagan-Yes; Robertson-Yes; Barry-Yes

No Action/No Decisions

The Selectmen asked that the record show no action was taken or decisions made within this Nonpublic Session.

Chairman Barry acknowledged a request from Chief Greeley to hire Timothy Pelletier as a police officer for the Town of Deerfield (starting salary of \$17.75 per hour/ \$36,920.00 a year).

MOTION: Vice Chairman R. Andrew Robertson made a motion to take Chief Greeley's recommendation to hire Timothy Pelletier contingent upon on all final background checks. Seconded by Selectman Walter Hooker.

VOTE: Chairman Barry took a Vote to approve the hiring of Timothy Pelletier. It was a 4-1 Vote in Favor.

Appointment Form/Timothy Pelletier-Police Officer

The appointment form was signed contingent on all final background checks being satisfactorily completed before Timothy Pelletier is sworn in as a Deerfield Police Officer.

Update/Cruiser Purchase

Chief Greeley went back to look at purchasing a Chevy Impala as a cruiser for the Police Department (for himself and to roll the other Crown Victoria into the fleet). He stated that the purchase price of the car was \$19,470.00 and the price to include the removal of the equipment out of the older cruiser, to update the current cruiser and the new car would be \$4, 915.00. He added that the markings on the current cruiser cost \$300.00, bringing the estimated grand total to \$24,685.29; which includes a 4-year/ 50,000 miles basic warranty on the car and a 5-year/ 100,000 miles warranty on the drive-train. He stated that upon inquiring about an extended warranty, he was told that an extended warranty would be an additional \$2,290.00, but with the 100,000 mile warranty on the drive-train it would kind of defeat the purpose (granted that there are still things that are not covered). He confirmed that the new cruiser would be marked with low profile markings just like the current cruiser and the decals will be like the ones that are on the Explorer.

Selectman Hooker does not want the Chief's current cruiser on the patrol (or any road) until the light-bar has been swapped out and all the decals are on. He stated that the Explorer was on the road for over six months before the decals were put on and does not want a delay this time.

MOTION: Selectman O'Neal moved to authorize the Chief to purchase the Chevy Impala cruiser and to authorize the expenditure to change it over and to not put his current cruiser in service until it is done.

SECONDED: Vice Chairman Robertson seconded the Motion.

VOTE: Chairman Barry took a Vote to authorize the purchase of the Chevy Impala cruiser. It was a Unanimous Vote in Favor.

Other Business:

Proposed Energy Grants

Present: Rick Pelletier, Jim Deely and Frances Menard

Rick Pelletier stated that there have been several people looking into grants that are available for Municipalities for Energy Conservation/ Energy Savings to make Municipal facilities more efficient and provide ways to conserve energy. Jim Deely stated that there is up to \$400,000.00 available in grants for communities. He added that all of the funding needs to be used for plans from this point forward; it cannot be retroactively used. He said they have been "fact finding" and pulling as much information as they can; in terms of costs, the turn around time, the rules of this grant and the due date (which is in 2-weeks, February 16th). He said they would need to start writing tomorrow. He confirmed that there is no match on this; if the Town gets the money, there is no requirement beyond the wages according to the Davis Bacon Act (which makes this come with a lot of paperwork).

Fran Menard added that everything has to be made in the USA. Mr. Pelletier said they contacted him and asked him if he would offer any input of what the Town buildings needs. He feels the greatest savings would be to tighten up the George B. White building. He mentioned that the lighting has already been converted to energy saving lighting and there is a relatively new heating system. He believes if the building was tightened up there may be a pickup of 20-30% in efficiency (by replacing all exterior walls of the front and rear/ removing the Kalwall panels and changing out all the doors and entry ways/ insulate the walls/ replace windows). He got a price of \$180,000.00; which includes 2x6 studs/ foam insulated/ caulked & sealed to meet air filtration standards. He also would like the ceilings to be insulated.

Vice Chairman Robertson feels that the first priority should be the brick portion of the building (as opposed to the entire building), but if the funds are available and they do not have to match, he would be in favor of fixing the whole building. Chairman Barry confirmed that the BOS is in favor of doing this work. Mr. Deely said they reached out to the Energy Committee, Library Commission, and School Board. He said there also has been talk of a possible shed for the Swap Shop.

Selectman O'Neal asked about the South Station Fire House, particularly the furnace, and inquired if it is in need of insulated doors. Fran Menard said this project is for municipal buildings and that building would be included. She said they would have to do the calculations of what to predict for energy savings. Selectman Hooker asked if the \$400,000.00 grant is for up to that amount. Mr. Deely confirmed that each

community is eligible for up to \$400,000.00. He said it is broken down into categories and the Town would apply each project that is under a category; they may just fund one category, so there is a chance to just get a partial grant.

MOTION: Selectman O'Neal moved to apply for this energy grant and authorize the Chairman to sign the application on behalf of the Board when the application is ready.

SECONDED: Vice Chairman Robertson seconded the Motion.

VOTE: Chairman Barry took a Vote to apply for the energy grant.

It was a Unanimous Vote in Favor.

Single Source Recycling

Present: Elizabeth Bedard, Single Source Recycling

Also Present: Rick Pelletier, Interim Transfer Station Director and Leonard Mandigo, Transfer Station Attendant

The Single Stream Recycling Presentation was presented by Elizabeth Bedard (Recycling Consultant of the Concord Co-Op). Rick Pelletier introduced her and mentioned that this is an alternative to recycling with a reasonable approach for small communities.

Ms. Bedard passed out the presentation information to the members and presented a slide show. She explained that Single Stream is for all the paper and the containers mixed together; bottles, cans, newspaper, magazines and cardboard (no electronics or scrap metal). She said they would be able to combine all the recyclables in a less costly way. She passed out an Agreement Overview to the members, briefly summarized the information and the 15-yr contract proposal with Concord Regional Solid Waste Resource Recovery Cooperative (CRSWRRC).

Selectman Hooker asked how much of recyclable waste will the Town need to generate to get to that 25,000 tons versus how much we are generating now. Mr. Pelletier said the Town generated about \$11,000.00 in revenue last year, but that it is not broken down by tons or different categories. He confirmed that other types of plastic can go into this (toys, buckets); which the transfer station does not currently offer. Chairman Barry confirmed that the Town would pay for transportation costs to the facility and it would be going into one container versus five.

The Selectmen agreed to revisit this option after further information is gathered.

Regular Business:

Review of Outstanding Minutes /January 25, 2010

MOTION: Selectman Hooker moved to approve the Minutes of January 25, 2010 as written.

SECONDED: Vice Chairman Robertson seconded the Motion.

Selectman Hooker referred to Page-2, under the warrant, where it says "RSA 32 55". He stated that it is supposed to be a roman numeral five and would read "RSA 32:5 V".

VOTE: Chairman Barry took a Vote to approve the Minutes.

It was a Unanimous Vote in Favor.

Vouchers:

Payroll Manifest/\$42,433.66 (netting at \$32,062.62)

MOTION: Vice Chairman Robertson moved to approve the Payroll Manifest in the amount of \$42,433.66.

SECONDED: Selectman Reagan seconded the Motion.

VOTE: Chairman Barry took a Vote to approve the Payroll Manifest.

It was a Unanimous Vote in Favor.

Accounts Payable Manifest/ Total of \$1,058,703.76

MOTION: Vice Chairman Robertson moved to approve the Accounts Payable Manifest in the total amount of \$1,058,703.76.

SECONDED: Selectman Reagan seconded the Motion.

VOTE: Chairman Barry took a Vote to approve the Accounts Payable Manifest.

It was a Unanimous Vote in Favor.

Signatures:

State of N. H. Department of Safety/ Homeland Security & Emergency Management

Selectman Barry read a letter addressed to Jim Cannon from the State of New Hampshire Department of Safety Homeland Security & Emergency Management and summarized that the grant has been processed and approved for the environmental historic preservation

review from FEMA and the Governor's Council approval (grant agreement and exhibits). He clarified that this is a grant for the generator for the highway shed; applied for in the amount of \$ 5,439.00 and the Town would receive a \$2,700.00 offset.

Selectman Hooker confirmed there are 30-days to spend it. Selectman Barry suggested for Alex Cote to revisit the cost of the generator. Selectman Hooker confirmed that he has and said there was a quote in the package for a 14-kilowatt generator for \$3,399.00 and he researched to see if that was a standard price and it was. He said Home Depot agreed to give the Town a discount and he has included the bid from Home Depot, which is valid for 30-days, in the amount of \$2,971.07. Town Administrator, Cindy Heon confirmed the grant funds are offsetting revenue.

MOTION: Selectman Hooker moved to approve the grant application and that the Chairman can sign on behalf of the Board.

SECONDED: Vice Chairman Robertson seconded the Motion.

VOTE: Chairman Barry took a Vote to sign the grant application for the purchase of a generator for the Highway Shed. It was a Unanimous Vote in Favor. The grant application was signed.

Application for Current Use

Dwight Barnes/ Audrey Barnes/ Map 409 Lot 17

Selectman Hooker referred to the 58 acres plus the 26 acres and asked if it is ok to leave two acres or does it have to be three acres. Mrs. Heon confirmed that the acreage can be what is called a "footprint". Selectman Barry wants someone from the Town's side to confirm that this meets all the criteria and to recommend the BOS approve it. Selectman Hooker requested a letter to state everything is all in order.

Timber Tax Levy

Melinda Geddes Trust Map 415 Lot 051, Map 409 Lot 060

Soe Soe Thwin Map 410 Lot 043

Soe Soe Thwin Map 410 Lot 042

Soe Soe Thwin Map 410 Lot 072

The Board members signed the Timber Tax Levy.

Review of Correspondence

Philbrick James Library

Mary Pendleton Entrance/ Accessible Vestibule of the Library

Chairman Barry acknowledged an invitation from the Trustees of the Philbrick James Library to add the Board of Selectmen to the dedication of the Mary Pendleton on February 20, 2010 at 10:00am.

Highway Department

Backhoe Repairs

Chairman Barry acknowledged that the Highway Agent, Alex Cote has included a statement from Herbert Allard for the cost to remove the backhoe from the machine, remove main swing bearings, weld, grind, repair bearing sockets and reassemble at an estimate of \$1,200.00 to \$1,600.00. He added that the Mr. Cote has clearly talked about this needing to be done this year. Selectman Hooker added that Mr. Cote said they don't know until they take it apart, whether or not they will need parts (possibly could need another \$400.00 for parts). The Board had no disagreements.

Girl Scouts

Bethany Smith/ Cookie Delivery

Chairman Barry acknowledged a request from the Girl Scouts to use the Town Hall on February 13th and February 20th from 7:00am to noon so that they can deliver their cookies and they are asking for their rental fee be waived.

Selectman O'Neal suggested that they use the downstairs of this building that is already heated. Chairman Barry brought out that those days are on Saturdays and the Town Offices are not open on Saturdays (nor is the Town Hall). He suggested asking Mrs. Heon to write a letter to the Girl Scouts that the BOS would be more than happy to allow the girls to use either downstairs or the BOS meeting room for both of those days at no cost.

Joe Manzi/ Parks and Recreation

Firearm Safety Movie

Chairman Barry acknowledged a request from Parks & Recreation Director, Joe Manzi for Don Gorman to host a movie in the Town Offices; the movie "Women & Firearm Safety". The Board had no disagreements.

Town Clerk Tax Collector

Donation Box in Hallway

Chairman Barry acknowledged a request from the Town Clerk to put a donation box in the hallway outside his office, as he received a request to do so. The Deerfield Community Church would like to collect items for the Haitian relief efforts. The Board had no disagreements.

Letter/ Ann Marie French, Communication Specialist for the New Hampshire Local Government Center (NHLGC)

Chairman Barry acknowledged a letter from Ann Marie French of NHLGC with the intent to provide the Town with an updated New Hampshire Radio 2010 Town Meeting Map Project. They have invited listeners to participate.

Email/ Deliberative Session Feedback

Chairman Barry referred to the discussion at the Deliberative Session on them not being able to put their numbers on Article-12, even though they basically said they were not going to include their number. He clarified it would carry no notation and there was no further discussion.

DCC/ Board of Selectmen's Recommendation on Easement Warrant Article

Chairman Barry referred to the Board receiving several emails on whether or not Article-17 should have the BOS recommendation on it. Mrs. Heon said the DCC are looking to know if the BOS wants to put in the Voter's Guide anything regarding Article-17 coming from the BOS. The Board was in agreement the Voter's Guide is a factual, non-partisan document. The DCC's information will be published with Article 17. The BOS will not offer a comment.

E-Mail/ Non Public Gary Roberge

Selectman Barry summarized the email from Mrs. Cady referring to the Nonpublic with Gary Roberge, regarding tax assessment and what she believes is in violation of the law. Vice Chairman Robertson suggested that they do not respond to this email and that if she thinks the Board has violated the law by speaking with Mr. Roberge, she can come forward with specific charges. Mrs. Heon confirmed that a receipt acknowledgment for the email was done.

E-Mail/ Harriet Cady/ IT Position

Chairman Barry summarized the email from Mrs. Cady regarding the IT Position in which she stated that other towns have contracted services instead of halftime or fulltime persons. She added that the Deerfield Community School (DCS) has two positions in its budget and the Town has a halftime. She asked why Deerfield, especially the School, pays this many hours. The Board agreed that they cannot answer for the School. Chairman Barry requested a reply that the Board feels that the current situation best meets the Town's IT needs and to thank her for her email.

NHDOT Bridge Report

Chairman Barry referred to the State of New Hampshire Transportation, where they are talking about inspecting the bridge over the Lamprey River, James City Road Bridge. Selectman Hooker noticed that the new bridge over the Lamprey River Bridge and that all the rails were designated as sub-standard even though it is a brand new bridge. Chairman Barry asked for Alex to check on this.

Town Administrator's Report

Town Administrator, Cindy Heon said that she is working on the Yearly Reports from the BOS, the Voter's Guide and the Code of Conduct (and ethic's policy) and that due to time constraints, she will have to move these around to meet deadlines.

Assessing 101

Documentation provided for February 3, 2010 Meeting.

Other Business:

Selectman Hooker referred to the Revaluation and he looked at the Town website to see if there was page for the Assessing Department where they can put their presentation (or other information) and found that there wasn't a space. He was looking for support to suggest to the IT Director, Steve Jamele that they feel the website needs an assessing page. The Board was in agreement.

He also mentioned that the Forum has RSS, which the Board found out at a previous meeting. He said that if someone signs up for the RSS program they will get a notification that there is something new that has been posted on the website. He added that if the Town had an emergency, they could post something on the website for an automatic notification. The Board agreed to have the IT Director look into this.

Chairman Barry mentioned that Selectman Hooker has talked about some changes to actual line numbers that he would like to make to the Default Budget to make it more workable for Department Heads. Selectman Hooker said that right now the Default Budget has about 110 lines that are different from the Operating Budget; some are higher or lower. He suggested that rather than telling Department Heads to be careful or don't overspend this line, the Board can adjust the budget lines (keeping the total the same), making the budget more manageable. He explained his proposal and how they could explain that if the Default Budget passes, what don't they get. He said it is a way to manage the Budget and it can be done after March 9th.

Chairman Barry suggested that he continue with this project and if they have to deal with it after March 9th, then they can implement the changes he's talked about. Selectman O'Neal feels it is good to pursue that everyone reviews it, as they only have 20-days after March 9th to do this. He agrees that they need to give the Department Heads their real numbers. He said they may want to look at it prior to Elections.

Unfinished Business:

None

New Business:

None

Citizens Comment:

Carol Ann Levesque referred to the new assessments there was discussion on in the previous minutes and noted the part about citizens being privy to where the assessors are going to be at different times of the year. She asked where she could find this information located. Selectman Hooker stated that the Police Department will be notified by Avitar where they generally will be day by day. Chairman Barry confirmed that this information will be on the Town Website.

She also referred to the part on if someone did not allow Assessor in their property that they would be valued at the "full value" and asked what "full value" means. Chairman Barry said they would assume you have the best out there for that style of home.

Selectman Hooker said that Steve Hamilton is the Director of the Property Appraisal Division at DRA and that he explained that one of the things that would happen if entry was not permitted is if an Abatement was requested and denied, they'd have to take it to Superior Court or the Board of Tax and Land Appeals for an Appeal; the appeal would be denied out of hand because entry was not permitted. Mrs. Levesque agreed that it should be this way as they should not assume people have the best of the best inside their homes if they do not. Chairman Barry confirmed they will also try to schedule on nights and weekends.

Adjourned:

7:28 pm

MOTION: Vice Chairman Robertson made a Motion to adjourn.

SECONDED: Selectman Hooker seconded the Motion.

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

The February 8, 2010 meeting is now adjourned.