

**TOWN OF DEERFIELD
BOARD OF SELECTMEN**

June 21, 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; Alan E. O'Neal, Vice Chairman; and Bill Perron, Selectmen

Absent: John Reagan and R. Andrew Robertson, Selectmen

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

Citizen's Comments:

Erick Berglund referred to the Hazardous Waste project and feels it started out well (good communication & expectations). He arrived early to find a short line and later heard it was abruptly stopped at noon. He was very disappointed, as some people made much effort to gather their things and drive them down there only to be turned away. He would like to see it done differently in the future.

Chairman Barry agrees, but stated that the Board of Selectmen (BOS) are controlled by budget constraints; when they run out of money they had to shut it down at the \$12,000.00 cap. He feels that they did what they could do with a deficit budget and they will try to budget for it again next year.

Kathy Berglund stated that she was at a Board of Selectmen (BOS) meeting on May 17th where they discussed the Waste Day and that they didn't want to be in a position where they have to turn people away. She feels that this experience will be a good gauge for the next time. She believes having the Hazardous Waste Day makes the Town feel good and asked if the Town could see a report of the results of the project.

Chairman Barry said that could be done. He said it was a success with the amount of things that were brought in and the Board would like to make it twice a year, but the money is just not in the budget.

Jack Anderson said he went by the advertised hours (which did not say "first come, first served") and was turned away. As a citizen, he does not think he was given a fair shot. He has four or five gallons of stuff sitting in his yard now and he would like them to do another day (advertised differently).

Chairman Barry said they anticipated the \$12,000.00 would give them the full four hours and if they can find money in the budget this year the Board will try to have another one this year.

Vice Chairman O'Neal referred to the point of the flyer; he agrees that it was worded improperly. He agrees with the Chairman to see how the rest of the year plays out towards the end of the year.

Kathy Shigo feels this was a great start and the Town should not get discouraged. She suggested that maybe the Town or the Conservation Commission should try to get money through the government for a grant for hazardous waste.

Harriet Cady feels that the BOS did everything they could do, but asked if there was money left at the end of the year, would they be able to encumber say \$10,000.00 towards that. Chairman Barry said if possible, yes.

Kathy Shigo/ Request for Planting at the Gazebo Field/Rhododendron Bush:

President of the Deerfield Women's Club, Mrs. Shigo stated that they had a member that passed away, Lillian Newcomb. She was in the club for about 30 years and died of cancer. Her husband was the one who carved the Town's Seal that is hanging in the Town Hall. The Club already put out a bench at the Gazebo in her honor and they would like to put rhododendrons near or around the bench (and maybe a plaque) in her memory. She spoke to Mark Tibbetts, who has no problem with the idea.

The Board is comfortable with this as long as it is cleared with Mr. Tibbetts.

She also wanted to commend the Road Agent, Alex Cote on the work that has been done on Nottingham Road. She thanked the BOS for allowing him to do it and said the road is so much better now.

Deerfield Rescue Squad:

Follow-up from June 7th Meeting

1. Rescue Squad Policy~

Chairman Barry confirmed that Selectman Reagan approved the Stipend Policy. Vice Chairman O'Neal said he has a little bit of an issue with the part where if a member doesn't want their stipend and they recalculate. He likes the option where the individual may want to donate it to the Association, as he doesn't feel it should recalculate everyone's pay to be bumped up. He thinks maybe they should stay a volunteer and leave it as surplus back to the Town (in the General Fund).

Captain Chris Gamache said in the end they will need to come up with a waiver. They came up with two options in the policy and they could add a third option where the member opts not to receive a stipend and opts not to have it redistributed (turning it over to the General Fund). Vice Chairman O'Neal doesn't see a problem with a third option to stay at surplus funds.

MOTION: Vice Chairman O'Neal moved the Deerfield Rescue Squad Stipend Policy with the change discussed tonight, with their approval and signature.

SECONDED: Selectman Perron seconded the Motion.

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

Vice Chairman O'Neal confirmed that with the vote tonight the BOS could process stipends for the next pay period (two weeks out).

2. General Updates~

Mr. Gamache said they are still working on their operations manual (Policies, Standard Operating Guidelines, Association By Laws, Town Policies and any pertinent state laws/rules they have to follow) and hope to have completed by mid summer for the Department and the BOS to review it.

Parks & Recreation Commission:

Present: Director, Joe Manzi & Dwight Barnes, Chairman of the Deerfield Parks and Recreation Commission

Dwight Barnes referred to the security system at the Bicentennial Field (James P. D'Alessio building) and said that the wiring was put in by Pelmac Security Company of Auburn. He stated that they are prepared to come in and finish the installation of the hardware at no charge.

Chairman Barry would like to send an appreciation letter to them when it is done. Vice Chairman O'Neal referred to the Parks & Recreation minutes that it stated it was monthly charge of \$432.00 and asked if that was a typo. Mr. Barnes confirmed it was a mistake.

Mr. Barnes said in the case of a security breach, the first option would be to have a siren and a strobe light on the top of the building (without monitoring). The Commission did not feel it was a good idea in the event something happened and they could not get down there to catch it quickly enough. The other options are have that system monitored via a telephone line, cellular radio or cellular modem.

He added that if they were to go with the phone line there would be a one-time charge of \$60.00 to put in the basic phone line. The basic phone to handle the monitoring is \$28.00 a month; paid annually up front at \$576.00 (\$60 charge, \$336.00 a year for the phone line and \$240.00 a year for the monitoring). If they go with a cell radio or modem the hardware is \$500.00 up front to install, plus a \$38.00 a month fee to have it monitored; \$456.00 annually thereafter. He stated that to have a five year phone line would average at \$588.00 a year.

The Commission would like to know if the Town would consider putting some of that cost in the Town Budget. Vice Chairman O'Neal asked if the proposed system could be a combination of a fire alarm and security, as they are

cooking in the building. Mr. Barnes said they have not gone to that point yet with them, but he thinks it could be an option. The equipment has been identified, but does not include any fire at this time. Mr. Barnes said they are offering an XR200-G security alarm control panel.

Vice Chairman O'Neal is concerned that there are currently six buildings monitored by another company and he would rather see them get on board with the current company (Sky Com) that monitors the other buildings at \$15.00 each a month.

Chairman Barry feels it may be possible to put the monitoring of this building in the Budget for next year. He would like them to investigate adding the fire detector option and to check with Mark Tibbetts as to what he would like to see there.

Parks & Recreation Department/ Program Updates:

Present: Director, Joe Manzi

Director, Joe Manzi referred to the report he presented the Board and asked if they had any questions. Chairman Barry referred to the fence at Veasey Park and confirmed that they are leaving the gates open with a sign that states that there is no lifeguard on duty and to swim at your own risk. Mr. Manzi said the lifeguards will report anything unusual they find in the mornings.

Vice Chairman O'Neal referred to the concession stand and asked if the revenue generated was going into the revolving fund. Mr. Manzi confirmed it was.

Chairman Barry said a number of residents have commented on the value of the After School program and said he was very glad to see it was going well.

Regular Business:

1. Review of Outstanding Minutes:

MOTION: Vice Chairman O'Neal made a Motion to approve the Minutes of June 7, 2010.

SECONDED: Selectman Perron seconded the Motion.

Vice Chairman O'Neal referred to page one, paragraph six where it read he said "they have the authority to terminate the EMS cap versus how they hire the Captain" and asked for it to be corrected to say "they have the authority to determine the EMS Captain versus how they hire the Captain as the Officer".

VOTE: Chairman Barry took a Vote to approve the June 7, 2010 Minutes as amended.

It was a Unanimous Vote in Favor.

2. Vouchers/ Payroll Manifest/ Accounts Payable Manifest

Vouchers

Payroll Manifest/\$43,815.70 (netting at \$33,150.79)

Accounts Payable Manifest/ Total of \$519,736.68

Payroll Manifest/ \$43,815.70

MOTION: Vice Chairman O'Neal moved to approve the Payroll Manifest in the amount of \$43,815.70.

SECONDED: Selectman Perron 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 \$519,736.68

MOTION: Vice Chairman O'Neal moved to approve the Accounts Payable Manifest in the total amount of \$519,736.68.

SECONDED: Selectman Perron seconded the Motion.

VOTE: Chairman Barry took a Vote to approve the Accounts Payable Manifest.
It was a Unanimous Vote in Favor.

3. Signatures

A. Signatures Requiring a Vote:

1) TRC Contract (In Duplicate)

New Hampshire Energy Efficiency & Conservation Block Grant Agreement (EECBG Grant)
For the Swap Shop (Storage Facility) at the Transfer Station and (Green House) at the Deerfield
Community School that was awarded to Deerfield.

MOTION: Vice Chairman O'Neal made a Motion to approve and sign the TRC EECBG Grant
Agreement.

SECONDED: Selectman Perron seconded the Motion.

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

MOTION: Vice Chairman O'Neal made a Motion to authorize the Chairman of the Board to sign the
contract (TRC EECBG Grant Agreement) as needed, as necessary.

SECONDED: Selectman Perron seconded the Motion.

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

Justice of the Peace, Harriet Cady witnessed and signed.

2) TRC Contract (In Duplicate)/Certificate of Authority

New Hampshire Energy Efficiency & Conservation Block Grant Agreement (EECBG Grant)

MOTION: Vice Chairman O'Neal made a Motion to approve the signing of the Certificate of
Authority for the TRC EECBG Grant Agreement.

SECONDED: Selectman Perron seconded the Motion.

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

Town Clerk/ Tax Collector, Kevin Barry witnessed and signed.

3) TRC Contract (In Duplicate)/Amendment-I Acknowledgment (EECBG Grant)

MOTION: Vice Chairman O'Neal made a Motion to authorize the Chairman to sign the
Amendment.

SECONDED: Selectman Perron seconded the Motion.

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

4) Notice of a Public Hearing to be held at the Town Office, George B. White building, 8 Raymond
Road on July 26, 2010 at 7:00pm (in accordance with RSA 231) to consider the following:

Petition to layout Perkins Road/ Darrell & Susan Cady

MOTION: Vice Chairman O'Neal moved the Notice of Public Hearing.

SECONDED: Selectman Perron seconded the Motion.

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

MOTION: Vice Chairman O'Neal moved for the Town of Deerfield to take responsibility for all costs
associated with public postings and notifications to the abutters.

SECONDED: Selectman Perron seconded the Motion.

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

5) Appointment/ David Linden/ Deerfield Conservation Commission

MOTION: Vice Chairman O'Neal made a Motion to approve the reappointment of Dave Linden.

SECONDED: Selectman Perron seconded the Motion.

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

6) Deerfield Electioneering Policy 2010-02

MOTION: Vice Chairman O'Neal made a Motion to approve the new policy on the Electioneering locations.

SECONDED: Selectman Perron seconded the Motion.

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

7) Waste Management of New Hampshire/ Non-Hazardous Wastes Service Agreement

MOTION: Vice Chairman O'Neal made a Motion to sign the Waste Management service agreement effective July 1, 2010.

SECONDED: Selectman Perron seconded the Motion.

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

8) Veterans Tax Credit/ Starting in the Year 2011/ Joseph Serio Jr./ Map 418, Lot 092

MOTION: Vice Chairman O'Neal made a Motion to approve the Tax Credit.

SECONDED: Selectman Perron seconded the Motion.

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

B. Signatures Not Requiring a Vote:

1) Notice of Intent to Cut Timber/ Robert E. Lee (Woodman State Forest) Map 418, Lot 008
The Board signed.

2) Warrant for Timber Tax Levy/ Robert E. Lee / Map 418, Lot 008
The Board signed.

3) Notice of Intent to Cut Timber/ Mary Anne Boyle/ Map 405, Lot 083
The Board signed.

4) Warrant for Timber Tax Levy/ Arthur & Ginger Demers / Map 407, Lot 023
The Board signed.

5) Warrant for Timber Tax Levy/ Timothy & Margaret Stoodley / Map 204, Lot 004
The Board signed.

6) Division of Forests & Lands/ Forest Fire Report Bill/ Training in Lee, New Hampshire
The Board signed.

7) 2010 Dog Warrant / Issued to W. Matthew Lopez, Animal Control Officer
The Board signed.

4. Review of Correspondence:

A. The Garden Club of Deerfield/ Officially Registered the Name
Development of additional gardens around the Town of Deerfield signs.

B. Check from Casella Waste Systems, Inc./ \$11,406.07

C. Jack Anderson/ E-Mail/ Transfer Station/ RE: Hazardous Waste Day

D. E-Mail (Several)/Harriet Cady/Operation of Police Department

Chairman Barry confirmed that it is an ongoing conversation and the information will be gathered as quickly as they can get to it.

5. Unfinished Business:

None

6. Town Administrator's Report:

A. Follow-up from the June 7, 2010 Meeting

1) Transfer Station/ Casella

A question came up about which recyclables the Town receives reimbursement for from Casella. The items are plastic, cardboard and tin.

2) Deerfield Rescue Squad (from Cindy Kelley, Finance Director)

Responses to questions concerning stipends:

Q: How is the stipend processed?

A: *The Captain will figure out exactly what the amounts for each will be on a spreadsheet and submit it to the payroll department.*

Q: Is it like payroll?

A: Yes.

Q: What are the standard deductions withheld from the paycheck?

A: *Federal withholding, FICA and Medicare. The federal withholding is driven from the W-2.*

Q: What forms would a Rescue Squad member, eligible for a stipend, fill out?

A: *A W-2 and I-9. Chris Gamache should make them aware of how the point system works.*

Q: Would there be a package of information provided to the Rescue Squad members that they would need to complete?

A: *Ms. Kelley gave Mr. Gamache blank copies of the W-2's and I-9's. If he was to bring on someone new, they'd have to fill out the forms.*

B. FEMA Reimbursement

Highway Agent, Alex Cote has reviewed possible reimbursements to date and notes \$46,000.00 on the first Project Worksheet that was submitted. Funds reimbursed from the Cole Road project are approximately \$70,000.00 and another \$25,000.00 for the remainder of the repairs. Mr. Cote will update the Board when the information is available.

C. Library Employee Evaluations

The Library Trustees have informed Mrs. Heon that all Library Employee evaluations will be presented to the Selectmen on July 13th, as the Trustees meet on July 12th.

D. Review 2010 Operating Budget

Along with preparing the budget packets for release next week, the expenditures will be reviewed and lines more than 50% expended will be examined.

E. Vehicles to be Declared Surplus

The following two vehicles are ready to be declared surplus:

1. 2004 Ford Crown Victoria (Police Cruiser)
2. 1997 Ford F-150 Pickup (Highway Department)

Note: Once the information on the Emergency Management vehicle is located it will be presented to the Selectmen.

The Board of Selectmen agreed to wait a few more weeks and see if the information on the Emergency Management vehicle could be located and then declare all three vehicles surplus at the same time.

F. Solid Waste Committee

Three volunteers have come forward; Bruce Graham, Timothy Oczyskowski and Gary Roberge.

G. Additional Meeting Dates

The Board will start to schedule Monday nights at 5:30pm on their off weeks only for the purpose of the members to sign off on the manifests (beginning Tuesday, July 6th).

H. Chapter 8 Amendments to the Personnel Policy

Chairman Barry stated Selectmen Reagan had some amendments to offer under Chapter 8, Holidays. The Board agreed to wait until Selectman Reagan returned before approving the amendments to Chapter 8 of the Personnel Policy.

I. Wage Scale Draft

Mrs. Heon said she has taken all the information that the Department Heads provided, but needs to know if they have provided enough backup or if she needs more, and to justify the ranges that some of the department heads have set.

Chairman Barry stated that he is comfortable where it is. Vice Chairman O'Neal confirmed that currently they are on the 2007 Wage Scale.

Mrs. Heon added that she gave the Board the Fire Chief's job description and a copy of the Audit.

MOTION: Vice Chairman O'Neal moved to accept the Audit from Melanson Heath Company

SECONDED: Selectman Perron seconded the Motion.

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

7. Other Business:

None

8. New Business:

Chairman Barry presented the Board with a document declaring June 25, 2010 Cindy Heon Day.

MOTION: Vice Chairman O'Neal moved to approve the document.

SECONDED: Selectman Perron seconded the Motion.

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

Citizen's Comments:

Maureen Mann asked for the company name that has done most of the work at Bicentennial Field. The Selectmen were unable to decipher the writing on the quote and will have to get back to her on that.

Mrs. Cady wished Mrs. Heon all the best. She asked if the thermal on the windows could be fixed before the winter.

Mrs. Shigo referred to the security issues earlier and felt that Vice Chairman O'Neal's suggestion to add it onto the existing company was a good one, but she is not too crazy about adding the monitoring cost into the budget. Chairman Barry said that volunteers built that building and believes that the Town has the obligation to protect it.

Adjourned:

6:57 pm

MOTION: Vice Chairman O'Neal made a Motion to adjourn.

SECONDED: Selectman Perron seconded the Motion.

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

The June 21, 2010 meeting is adjourned.

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