

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
June 28, 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; John Reagan, R. Andrew Robertson and Bill Perron, Selectmen

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

Citizen's Comments:

Walter Hooker asked how the Board was doing with replacing the Town Administrator. Chairman Barry said that will be discussed later this evening.

Regular Business:

1. Review of Outstanding Minutes/June 21, 2010:

MOTION: Vice Chairman O'Neal made a Motion to approve the Minutes of June 21, 2010.

SECONDED: Selectman Perron seconded the Motion.

VOTE: Chairman Barry took a Vote to approve the June 21, 2010 Minutes as written. It was a Vote in Favor; Yes-3 Abstained-2.

2. Vouchers/ Payroll Manifest/ Accounts Payable Manifest:

Vouchers

Payroll Manifest/\$46,698.58 (Netting at \$36,066.58)

Accounts Payable Manifest/ Total of \$100,532.26

Payroll Manifest/ \$46,698.58

MOTION: Vice Chairman O'Neal moved to approve the Payroll Manifest in the amount of \$46,698.58.

SECONDED: Selectman Robertson 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 \$100,532.26

MOTION: Vice Chairman O'Neal moved to approve the Accounts Payable Manifest in the total amount of \$100,532.26.

SECONDED: Selectman Robertson seconded the Motion.

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

It was a Unanimous Vote in Favor.

3. Rachel Keyser / Town of Deerfield

MOTION: Vice Chairman O'Neal moved to sign the settlement agreement.

SECONDED: Selectman Robertson seconded the Motion.

VOTE: Chairman Barry took a Vote to sign the settlement agreement.

It was a Unanimous Vote in Favor.

4. Signatures:

A. Signatures Requiring a Vote

- 1) 2010 Wage Scale

MOTION: Selectman Robertson made a Motion to approve the 2010 Wage Scale.

SECONDED: Vice Chairman O'Neal seconded the Motion.

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

2) Amendments to the Personnel Policy/ Chapter 8

MOTION: Vice Chairman O'Neal made a Motion to approve the Amendments to Chapter 8 of the Personnel Policy.

SECONDED: Selectman Robertson seconded the Motion.

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

Town Administrator, Cindy Heon confirmed that it is not covering any proposed changes to the holidays, as there was pressure to get approved due to changes in FMLA regulations. Chapter 8 may have to be amended later if there is a change to the section on holidays.

The Board discussed changes to the Holiday section of the policy and asked the Town Administrator to draft a policy that outlines the number of Holidays (11) and break that down into hours (88). This would create a maximum number of hours, in a pool, that employees can use to fund Holidays. Should all the hours be used up the time would then come from either vacation hours or personal hours.

3) Department of Revenue Administration/ PA-28 Form
Deerfield will not be using the PA-28 Form in 2011.

MOTION: Vice Chairman O'Neal made a Motion to approve not using the PA-28 Form.

SECONDED: Selectman Robertson seconded the Motion.

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

4) SimplexGrinnell Advantage/ Service Agreement of the Sprinkler System at the Town Hall

MOTION: Selectman Reagan made a Motion to approve the signature for the Service Agreement.

SECONDED: Selectman Robertson seconded the Motion.

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

5) Notice of Abatement Denial/ Map 410 Lot 115 (Glenda Smith/ 138A North Road)
Reason: After several attempts to schedule an interior inspection an appointment was scheduled and cancelled by homeowner. Recommended no adjustments until interior inspection can be performed.

MOTION: Vice Chairman O'Neal made a Motion to approve the Abatement Denial.

SECONDED: Selectman Robertson seconded the Motion.

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

6) Note of Abatement Denial/ New Hampshire Electric Cooperative / UTIL-00NHELEC
Reason: Based on recommendation from our Utility Appraiser copy of letter dated June 21, 2010.

MOTION: Vice Chairman O'Neal made a Motion to approve the Abatement Denial.

SECONDED: Selectman Reagan 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 / Dwight Stevens, Jerry L. Harran & Gloria Harran/ Map 405, Lot 24
The Board signed.

2) Notice of Intent to Cut / Patrick J. Cassier & Sandra A. Cassier/ Map 419, Lot 006, Sub Lot 002
The Board signed.

- 3) Notice of Intent to Cut / Robert Matthews & Barbara Mathews/ Map 414, Lot 003 and Map 414, Lot 004
The Board signed.

Transfer Station

Updates/Rick Pelletier, Transfer Station Manager

Rick Pelletier confirmed that he took the State of New Hampshire Transfer Station Operator's License class last week and he should hear from them by the Wednesday if he did not pass, otherwise, he passed.

He said they have started painting all the rooms at the Transfer Station. They do have tires to get rid of again and he will be able to use the Highway truck that is parked to transport the tires.

Chairman Barry confirmed that there are now volunteers for the Solid Waste Committee. He hopes they come up with suggestions for how it should be operated or ideas of better ways to do things. He mentioned that he informed them that they will need to post their meetings and take minutes.

Chairman Barry said there has been discussion about the petty cash at the Transfer Station and the possibility of taking credit cards in the future. This would make accounting easier when the staff doesn't have to make change all the time. He asked Mr. Pelletier to get with Finance Director, Cindy Kelley as to what it would take to make that possible. Vice Chairman O'Neal thinks that the Parks & Recreation Department may want to get on board with this type of payments as well.

This section of the Minutes was recorded, transcribed and respectfully submitted by Nese Farrell, Recording Secretary.
Pending approval by the Board of Selectmen.

Nonpublic Session:

5:53pm Vice Chairman Alan O'Neal 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 R. Andrew Robertson.

Roll Call Vote: Perron-Yes; Reagan-Yes; Robertson-Yes; O'Neal-Yes; Barry-Yes
5:59pm The Nonpublic Session ended.

No Action/No Decisions:

It was noted that no action was taken or decisions made within this Nonpublic Session.

Minutes Sealed:

MOTION: Vice Chairman Alan O'Neal 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 R. Andrew Robertson.

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

MOTION: Vice Chairman Alan O'Neal made a motion the Board takes the recommendation of Rick Pelletier and that, at this time, hire one individual on a permanent part time basis and direct the Town Administrator to handle the hiring process. Seconded by Selectman R. Andrew Robertson.

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

Nonpublic Session:

6:00pm Vice Chairman Alan O'Neal 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 John Reagan.

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

6:25pm The Nonpublic Session ended.

No Action/No Decisions:

It was noted that no action was taken or decisions made within this Nonpublic Session.

Minutes Sealed:

MOTION: Vice Chairman Alan O'Neal 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 R. Andrew Robertson.

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

This section of the Minutes was recorded, transcribed and respectfully submitted by Cynthia Heon, Town Administrator. Pending approval by the Board of Selectmen.

Other Business:

A. Budget Shortfalls

To cover the expenses that are presently over, or anticipated to be over, the Board directed the Town Administrator to make Chief Greeley aware that he should hold off on moving forward with filling the vacancy in the Police Department as the funds will probably have another destination.

5. Review of Correspondence:

A. E-mail/Jim Cannon/Hazard Mitigation Grant Intersection of State Routes 43 and 107

Chairman Barry read aloud the letter of the intent to apply for a grant to raise the intersection of Rt-43 and Rt-107. The State will proceed forward.

B. E-Mail/Harriet Cady/ Constitution/Re: Charities Receiving Tax Dollars

Chairman Barry addressed the email from Mrs. Cady and asked Mrs. Heon to pass it on to the LGC.

C. Letter/ Lauren Martin/ Re: Assessing Operations for Avitar

Chairman Barry read aloud the letter regarding the Revaluation progress. Preliminary evaluations will be posted, when ready, on Avitar's website for review.

A. Unfinished Business:
None

B. Town Administrator's Report:

Mrs. Heon informed the Board that the Accounts Payable Legal Line has exceeded the budgeted amount for this year. She is requesting that the overage be covered from the excess funds in the Police Department full time line but will need the Board's approval.

The Board agreed to take \$8,000.00 out of the Police Department's full time employment line and to account for the overage in the Town's legal expenses.

Mrs. Heon informed the Board that the downstairs computer now has the minutes from 2002 to 2005, as archived electronic minutes, as there is not enough room on the website to keep them there. They will be kept on this public computer available for residents to review and do research. The minutes from 2006 and forward will remain on the website.

Mrs. Heon said there were 35 applicants for the Town Administrator position, 13 were called in for interviews and 12 were actually interviewed.

She said the budgets are going out tomorrow and the packets with the expenditure reports. Vice Chairman O'Neal would like to look for a cut (flat or 3% cut). Chairman Barry suggested providing language stating that any increase must be accompanied a complete and detailed explanation and justification. Selectman Reagan suggested it say "to seek early guidance from the Board of Selectmen and not on an individual basis".

Mrs. Heon said her plan was to have them all come in for their monthly appointment early on; with their evaluations and budgets. She said they should be seeing them as early as the end of July.

Mrs. Heon publicly thanked the Board for the privilege of working with them throughout the years and she has enjoyed it.

C. Other Business:

Chairman Barry said that Tuesday, July 6, 2010 at 5:30pm the Board will meet to sign manifests only. Mrs. Heon has prepared a template for the Minutes for someone to fill in for that meeting. There is also a template for the Agendas for those meetings.

D. New Business:
None

Citizen's Comments:

Harriet Cady referred to the business of Rachel Keyser and the Town of Deerfield asked what that was all about. The Board said it was regarding zoning and will be available at the Town Clerk's office.

Mrs. Cady asked if Avitar mentioned the percentage of houses they entered. Chairman Barry said that information was not given in the letter the Board received.

Mrs. Cady said she asked for the Minutes in 2007 of where the BOS surplused the Police Stations' guns (Sig 45's). Mrs. Heon believes the Chief responded to this request, but she will follow-up on that with him again.

Walter Hooker was looking for the status of the Recycling Co-Op contract. Mrs. Heon confirmed that they are waiting on the amended contract.

He referred to the Wage Scale and asked if anyone is below the new minimums. Mrs. Heon said she would have to research that.

Mr. Hooker thought the Amendment was good regarding the holidays and that the Transfer Station Dump was supposed to be closed on Christmas and New Years (which fell on a Saturday), but the employees got paid. Mrs. Heon said they were still there and it specifically points out the Transfer Station.

Chairman Barry read aloud from the Town Employee Handbook that if the scheduled work falls on a holiday, they would be compensated for the number of hours they would normally have been scheduled on that day.

Mrs. Cady referred to the minutes being available on the public computer and asked if they would have to pay per page if necessary. Mrs. Heon will get the policy to make sure. Chairman Barry said they will research that and give her a clearer answer later.

This section of the Minutes was recorded, transcribed and respectfully submitted by Nese Farrell, Recording Secretary.
Pending approval by the Board of Selectmen.

Nonpublic Session:

6:44pm Vice Chairman Alan O'Neal made a motion to enter a Nonpublic Session under RSA 91-A:3,II(c) matters, which if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant. Seconded by Selectman R. Andrew Robertson.

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

6:49pm The Nonpublic Session ended.

No Action/No Decisions:

There was no action taken or decisions made within this Nonpublic Session.

Minutes Sealed:

MOTION: Selectman John Reagan 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 Vice Chairman Alan O'Neal.

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

Adjournment:

6:50pm Selectman John Reagan made a motion to Adjourn. Seconded by Selectman R. Andrew Robertson. Chairman Barry called for the Vote. It was a Vote in Favor. The June 28, 2010 meeting of the Board of Selectmen is adjourned.