

**TOWN OF DEERFIELD
BOARD OF SELECTMEN**

**August 9, 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: Leslie A. Boswak, Town Administrator and Nese Farrell, Recording Secretary

Citizen's Comments

Walter Hooker noticed last week that the Board of Selectman (BOS), without Selectman Perron being present voted unanimously to not fill the vacant fulltime police officer's position, and asked where that salary would go. Chairman Barry confirmed that it stays in the Police Department. Mr. Hooker believes that the Selectmen should move this money so that it cannot be used for other things unless the Board decides, it should go into a contingency somewhere so that they would have control over it, rather than the department that they leave it in.

Mr. Hooker referred to the third part-timer and asked if the BOS decides to allow the purchase of tasers, will it go back to all the full-timers and the two part-timers they had last year or to everyone that happens to be on call.

Mr. Hooker referred to the revaluation going on and asked when the informal hearings were held. The Town Administrator, Leslie Boswak confirmed they were held last week. Mr. Hooker quoted the RFP/ Item-10 the USPAP compliant manual, and said the reason that was in the RFP was so that tax payers coming to look at their property record card, or to understand what is going on they would have a printed document that would guide them to what was on the card. He asked where the manual is. Mrs. Boswak will check into that.

IT Administrator/ Preliminary Budget Presentation

IT Administrator, Steve Jamele presented the Board with paperwork regarding his ideas for his budget. Mr. Jamele mentioned the issues with some computers and some unexpected expenses that happened last year that he does not anticipate next year. He said he is still looking into the cost of what they are spending this year on the phone lines from Fairpoint. He does not anticipate the supply lines to change too much. He confirmed that the equipment is running ok at this time.

Vice Chairman O'Neal asked if they were able to go with equipment changes on the return line, would they be able to eliminate the contract with Lakes Region Public Access next year. Mr. Jamele said there would be some additional costs that would need to be considered first. He confirmed that that the existing recording DVD equipment can be used and that he would like to get a microphone and a podium set up so that the voices can be heard, especially over the air conditioner. He still has to find what types of equipment they will need. Chairman Barry would like to see if there is money left over at the end of the year to do this.

Mr. Jamele referred to the concerns of the website program that is used and confirmed that it is an Adobe program called Dreamweaver, which is the most common program used out there. He said there are some free programs out there, but they would require some expertise to operate them. He looked into them and found them harder to navigate and feels that there could be problems if different departments change data on the website. He said presently the departments give their requests to him and he updates the website for them.

Selectman Reagan asked if he is comfortable acting as the webmaster. Mr. Jamele confirmed that he is very comfortable. Mr. Jamele said he has put a suggestion section on the website with a form for comments.

Vice Chairman O'Neal said that the website used today has been in that format for several years and asked if the Town should think about budgeting for some additional hours for updating or changing some things. Mr. Jamele said

he is not sure if people really are having trouble accessing it and that is why he made a form for their requests to decide whether that is necessary. He believes that the program at present is very easy to access.

Harriet Cady said that Joanne Wasson asked Mr. Jamele to put the Historical Society's emails on the website and he showed her how. She said that she complimented his work with her highly.

Fire Department

1. Fire Fighters Pay Scale/ Closed Trailer:

Fire Chief, Mark Tibbetts said that for many years the Deerfield Fire Department has covered the Deerfield Fair; through the Fire Association donations. He said a few years ago they found out that how they were doing it was not very legal, so the Fair started paying the Fire Fighters minimum wage and the rest of the money went to the Association. He said that this year they operated a little different and he would like to set pay scale for the fire fighters and to use some of the money left over to buy a closed trailer for the gator (used for Town equipment) instead of all of it going to the Association.

Chairman Barry feels that the Fair should buy them the trailer as a donation to the Town. Vice Chairman O'Neal asked if it will still run like it did in the past. Mr. Tibbetts said yes. Vice Chairman O'Neal asked if there would be a flat rate like in the past. Mr. Tibbetts said they already have \$8,000.00 for fire protection during the Fair, which covers the Town and the Fair for 24-hours a day from Wednesday night to Sunday night. Chairman Barry feels the leftover money should be paid towards the trailer and for it to be donated to the Town. Mr. Tibbetts said it would be a 16' or 18' trailer (like the mass casualty trailer).

2. 1970 Dodge Tanker:

Mr. Tibbetts referred to the tanker that is not really being used and said there was discussion on whether to send it back to the State, but there is a tank on it that the Town owns. He recommended to either sell the Town owned tank or to store it at the Transfer Station up on blocks and leave a pump right on it so that they will have capabilities of water down there at all time. He said the Highway department could use it if they had a truck capable of hauling it. He confirmed that the original tank rotted off and the Town purchased the one on it now, which holds 2,000 gallons of water.

The Board agreed to set the tank up at the Transfer Station near the brush pile.

3. Credit Card:

Mr. Tibbetts said that they recently have been using the Home Depot credit card. There are times when he needs to purchase things from other places. He spoke to the Jan Foisy about getting a Town issued credit card in his name to be used for the Fire Department, Town Offices, etc. Parks & Recreation has a credit card but they cannot get another card issued on that account.

Mrs. Boswak confirmed that the Parks & Recreation department's card will not allow a second card on that account. Selectman Robertson feels that given the disasters the Town has had, it would make good sense to have her look into getting Mr. Tibbetts this credit card.

4. Fire Chief's Cell Phone:

Mr. Tibbetts' cell phone bill can be narrowed down to about \$60.00 a month and he is looking to doing away with his Nextel phone (keeping the same phone number) to go with this option. He will break up the cost for each department (three departments at \$20.00 a month, per department). He will look into when this can be changed over the Town.

Mr. Tibbetts asked what the Board wanted from him as far as his report. The Board feels what he has presented so far is a very good start.

Regular Business:

1. Review of Outstanding Minutes:

MOTION: Vice Chairman O'Neal made a Motion to approve the Minutes of July 26, 2010.
SECONDED: Selectman Robertson seconded the Motion.
VOTE: Chairman Barry took a Vote to approve the July 26, 2010 Minutes as written.
It was a Unanimous Vote in Favor.

MOTION: Vice Chairman O'Neal made a Motion to approve the Minutes of August 2, 2010.
SECONDED: Selectman Robertson seconded the Motion.
VOTE: Chairman Barry took a Vote to approve the August 2, 2010 Minutes as written.
It was a 4/1 Vote in Favor; 4-Yes, 1-Abstention

2. Vouchers/ Payroll Manifest/ Accounts Payable Manifest:

Vouchers

Payroll Manifest/\$46,556.13 (Netting at \$35,990.45)
Accounts Payable Manifest/ Total of \$28,361.23

Payroll Manifest/ \$46,556.13

MOTION: Vice Chairman O'Neal moved to approve the Payroll Manifest in the amount of \$46,556.13.
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 \$28,361.23

MOTION: Vice Chairman O'Neal moved to approve the Accounts Payable Manifest in the total amount of \$28,361.23.
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. Signatures:

A. Signatures Requiring a Vote

1) Notice of Current Use Application/ Charles & Cynthia Kelsey/ Map 407, Lot 025

MOTION: Vice Chairman O'Neal made a Motion to approve the Current Use Application.
SECONDED: Selectman Robertson seconded the Motion.
VOTE: Chairman Barry called for the Vote. It was a Unanimous Vote in Favor.

2) Notice of Timber Tax Levy/ Robert E. Lee/ Map 407, Lot 023/ \$72.09
Notice of Timber Tax Levy/ Kevin & Kelly Hall/ Map 413, Lot 085/ \$337.58

MOTION: Vice Chairman O'Neal made a Motion to approve the Timber Tax Levy for Robert E. Lee and Kevin & Kelly Hall.
SECONDED: Selectman Robertson seconded the Motion.
VOTE: Chairman Barry called for the Vote. It was a Unanimous Vote in Favor.

3) Raymond Ambulance Inc., Agreement

MOTION: Vice Chairman O'Neal made a Motion to approve the five year contract.
SECONDED: Selectman Robertson seconded the Motion.
VOTE: Chairman Barry called for the Vote. It was a Unanimous Vote in Favor.

4) Use of Town Hall/ \$35.00 Cleaning Fees request to be waived:

Contra Dance Series: 11/6 & 12/4
Contra Dance Series: 1/1, 25, 3/5, 4/2, 5/7 & 6/4

MOTION: Vice Chairman O'Neal made a Motion to approve waiving the cleaning fee for the remainder of this year and through next year.

Selectman Robertson said they have donated thousands of dollars to the Town and feels they should waive the cleaning fee. Chairman Barry added that they always leave the place very clean.

SECONDED: Selectman Robertson 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 Wood or Timber/ Helen C. Tomilson / Map 409, Lot 047
The Board signed.
- 2) Notice of Intent to Cut Wood or Timber/ Hannah Gile Beye / Map 409, Lot 054
The Board signed.
- 3) Old Centre Cemetery Deeds/ Susan Barss / One Lot
The Board signed.
- 4) Old Centre Cemetery Deeds/ Susan Barss / One Lot
The Board signed.

4. Review of Correspondence:

A. New Hampshire Energy Efficiency & Conservation Block Grant Agreement/ Approval Notice
Green House at the School & Barn at the Transfer Station has been approved.

B. Request for Use of Town Seal:

The Town Administrator would like to use the Town Seal on business cards and letterhead. Selectman O'Neal wanted to add the Town Report to the request.

MOTION: Selectman Reagan moved to allow the Town Administrator to use the seal for official use.

SECONDED: Selectman Robertson seconded the Motion.

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

C. Request for Transfer of Money \$29,920.25 from the Highway Impact Fee Account to the General Fund:

MOTION: Selectman Reagan moved approve the transfer of money for use on Church Street.

SECONDED: Selectman Robertson seconded the Motion.

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

D. Request for Letter of Support for Sustainable Communities Initiative:

Southern New Hampshire Planning Commission asking the BOS for a letter of support and it does not cost anything.

MOTION: Selectman Robertson moved for the Chairman to sign it.

SECONDED: Selectman Reagan seconded the Motion.

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

E. Request for Letter of Support for Nomination of Lamprey River to the New Hampshire Rivers Management & Protection Program:

MOTION: Selectman Robertson moved for the Chairman to sign it.

SECONDED: Selectman Reagan seconded the Motion.

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

- F. Lamprey River Advisory Committee grant award of \$3,050.00:

The Lamprey River Committee has given the Town a grant for \$6,100.00 and have sent a check in the amount of 50% to the Town.

Chairman Barry asked for the Town Administrator to forward this onto the Planning Board, as there are several questions that they would need to answer.

- G. Receipt of 4th Quarter 2010 State of New Hampshire, Highway Block Grant Aid \$42,890.60:
The Town received a check from the State for the October 2010 payment on the Highway Block Grant.
- H. Letter from State of New Hampshire, Department of Revenue Administration
Re: House Bill 1448 requiring all municipalities at least annually to conduct an audit of the accounts of any officer or agent handling funds of the municipality.

Chairman Barry confirmed they have been doing that as long as he has been around.

- I. Email/ Serita Frey/ Re: Alvah Chase Expenses:
The Board of Selectmen received an email in response to the outstanding legal bill for the Alvah Chase Town Forest.

Dear Selectboard,

This is in response to the Board's request of the Conservation Commission (DCC) to pay the \$5,000 bill from Upton and Hatfield for legal services regarding the Town's title to the Alvah Chase Town Forest.

In case you are not aware, the DCC paid \$1,700 for survey work when this title issue first arose. Thus, the total cost to resolve this issue is \$6,700.

After careful review of the facts and the history of this issue, the DCC sees the resolution of this problem as a joint responsibility of the Town of Deerfield and the DCC. Over many years starting from the 1940's there were survey errors and land transfer mistakes involving this property. Ultimately this parcel was taken by the Town for non-payment of property taxes. These survey errors and land transfer mistakes compromised the accuracy of the property and tax records the Town is required to manage and maintain. It was not until this title issue arose that these inaccuracies were discovered. The DCC has joint responsibility with the Forestry Committee to manage and maintain the Town Forests. Acting on that responsibility, the DCC initiated survey work on the land parcel in question because the DCC believed the land parcel was owned by the Town and was a Town Forest based on Town property and tax records. We now know that this land parcel is not owned by the Town and is not a Town Forest.

I hope the Board will agree with the DCC's view that the responsibility to solve this problem is shared by the Town and DCC.

The DCC voted to pay 50% of the cost to resolve this title problem or \$3,350. Having already paid \$1,700, as noted above, there is an additional \$1,650 to be paid by DCC.

Sincerely,

Serita Frey, DCC Chair

Selectman Robertson would like the Board to write a letter to the DCC to advise them to pay in this

invoice in full, as his understanding of the RSA that defines a Conservation Commission is that the DCC is fully charged to use conservation money to protect and litigate against intrusion on the Town's Conservation land.

Chairman Barry agrees, as this falls under the description of the use of their money and feels their response is unacceptable. Selectman Robertson does not feel they should approve any of their further expenditures until this matter is resolved.

5. Unfinished Business:
None

6. Town Administrator's Report:

- A. Corrugated Cardboard:

The Town Administrator has posted on the Town website and the Forum on the 27th about the changes regarding corrugated cardboard and Rick Pelletier confirmed this new process is going well.

- B. Status of the RFP for the Library:

They are still working on this; reviewing some options.

- C. Status of the grant:

The Town has been approved for the grant and Fran Menard will follow-up with their committee to see that all the notices and requirements are met.

- D. Impact Fee Money:

The Board has authorized this transfer tonight. Now that they have authorization, the Treasure will transfer the money.

- E. Memo to Institute Recycling at the George B. White building:

Currently all of the Town office waste is being disposed of through Waste Management and most of what they dispose of is paper. Mr. Tibbetts has setup the office for paper recycling.

- F. Lakes Region Public Access:

They would like to start holding their regular Board of Director's meetings at the George B. White building beginning in September. They are looking to setup a date in the last week of September; meetings run from an hour to an hour and a half.

They also have an opening for a member to their Board of Directors and they have opened this for a Deerfield residence. They are hoping that the BOS can find someone that is interested and could represent the community.

Selectman Robertson said the Town has a Cable Committee and feels they should suggest a member to them.

- G. Employee Evaluations/ Fire Chief Job Description:

The employee evaluations are still in the office for the remainder of the Board to review. The Board will do work session two weeks from tonight to handle the evaluations and the job description.

- H. Selling Bricks for the Gazebo field:

There was a citizen asking if the Town is still selling bricks for the Gazebo field. The former Town Administrator said there have been intentions to continue the walkway, which would mean more bricks would need to be ordered for paving. The Board agreed to revitalize the sale.

- I. Employee Appreciation Bar-B-Q:
The Town Administrator proposed to have an employee appreciation bar-b-q in September on a Friday afternoon. The Board agreed that September 10th is a good day.

7. Other Business:
None

8. New Business:
Vice Chairman O'Neal said that as we are coming into the budget cycle, he would like to see if the Police Chief would obtain a report from the prosecutor. Selectman Robertson would like that report and a report stating how many times an officer has represented Deerfield last year and this year to date.

Citizen's Comments:

Kathy Shigo asked if there is a spokes person at PSNH that could be contacted regarding all the traffic and heavy equipment going up and down Cate Road (even very early in the morning). She said there are a lot of people walking up and down Nottingham Road that are complaining about it as well. Vice Chairman O'Neal said that Rick Pelletier could probably touch base with them.

She said the trees are getting so high on that road and she is surprised they have not trimmed the trees yet. Chairman Barry suggested calling the Road Agent who will contact PSNH.

She also asked if there will be a limit amount to the Town credit card for Home Depot. Chairman Barry confirmed that there will be a limit and that there is a low limit on the card the Parks & Rec already has.

Mrs. Shigo referred to the voting coming up and she would like volunteer the Deerfield Women's Club to handle the food. The Board thinks that is a great idea. She was advised to contact the Town's Moderator.

Walter Hooker referred to the notice on the Town Website to comment about the Website and feels that the Town should post on the Forum that there is a form that has been added for comments.

He asked if anything ever happen to the generator for the Highway Department. Chairman Barry said they are still waiting to hear.

Mr. Hooker referred to the rate of pay for Fire Fighters and the Association for the Fair. He asked if the Police Department also supports the Fair. He heard that last year the Town didn't have any coverage, as all of the officers were on detail. He is pretty sure that is not true, but asked why the Fair is paying detail rates when the officers are protecting the Town. He also asked if in addition to the detail pay, whether they were also being paid their 40-hours by the Town. The Board did not have that answer at this time.

Harriet Cady thought she heard that they were going to order stationary for the Town. The Town Administrator confirmed she was not going to order stationary, but will just create a template to print on the computer. Vice Chairman O'Neal confirmed that the business cards and stationary will be printed in black and white.

Mrs. Cady said she audited the Deerfield Fair this year and there were complaints about the amount of taxes it had. She said they were asking about going for a non-profit status because of the charges coming from the Town. She feels something needs to be thought about on whether they are going to lose money on taxes to make it non-profit or not. Vice Chairman O'Neal said he's served as the Board of Director for the Fair for many years and it was discussed. He believes that this office is open to meet with that Board of Directors, but it has never happened. He said it needs to start with the request for a meeting. Chairman Barry confirmed that the door is always open for them to come in to discuss it.

Mrs. Cady said that every time the Town is evaluated they send out a booklet with everyone's evaluation in it and asked if that will be coming out. The Town Administrator will check into that.

Mr. Hooker said the reason he mentioned the Police Department is that they are building the Town through the

detail rate and asked how the Fair would be non-profit with what people perceive the money they made. He said if they were and the \$179,000.00 wasn't paid by the Fair, would it just be distributed amongst the remaining tax payers and would all the tax bills would have to cover them.

Maureen Mann mentioned that a non-profit must receive its funds very differently and it is not a simple matter.

Adjourned:

6:35 pm

MOTION: Selectman Robertson made a Motion to adjourn.

SECONDED: Vice Chairman O'Neal seconded the Motion.

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

The August 9, 2010 meeting is adjourned.

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