

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
August 30, 2010
MINUTES**

Call to Order

5:30pm: Chairman, Stephen 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:

Harriet Cady stated that some meetings are not being posted at the Post Office (ex: Library Trustees & Energy Committee).

Maureen Mann asked where are the Committees required to post agendas. Chairman Barry confirmed that Committees of the Town are to post notices of a meeting on the Town website, Town Offices (Town Clerk's office) and the Post Office. Mrs. Mann stated that they will discuss posting requirements at their next Library Trustee's meeting.

Opening of Bids

The Town of Deerfield put out a notice that they are accepting bids for shutter maintenance at the Town Hall.

1. Government Buildings/ Shutter Maintenance:
 - A. Quality Painting by Dave Hanson & Randy Young submitted a bid to paint and hang each shutter at the Town Hall. The cost to prepare, paint and hang each shutter will be \$50.00 per shutter; 38 shutters and approximately \$200.00 for materials for the sum of \$2,100.00.
 - B. Andrew's Painting, LLC submitted a bid to repair any damaged shutter, scrap & clean all shutters, sand shutters, apply a single coat of exterior primer, two coats of exterior "Forest Green", the removal of six shutters on the front of the building and to reinstall all shutters; total per shutter is \$36.50.

MOTION: Vice Chairman O'Neal moved to pass these estimates on to Mark Tibbetts for evaluation.

SECONDED: Selectman Reagan seconded the Motion.

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

2. Energy Grants
 - A. Transfer Station Pole Barn:
 - 1) Richard Pittman submitted a total estimate of \$23,200.00 (owner will be responsible for electricity to the building).
 - 2) K.J. Fisher & Sons, LLC submitted a bid of \$26,855.00. An 8x8x8 room is an additional \$1,190.00.

The Board will pass on this information on to Rick Pelletier for his recommendation.

- B. Greenhouse & Swap Shop:
 - 1) Michael Green submitted a bid of \$10,000.00 (not exceed \$10,000.00). Chairman Barry assumes this price is for the designing of the project (engineering) and not necessarily for the cost of the structure.
 - 2) SISR Architecture, LLC submitted a bid of \$7,750.00 for design fee total (which specifies the specific cost structure).

School Board member, Don Gorman requested that a copy of each of the bids be sent over to all the School Board members for review at their next meeting (this Wednesday).

Chairman Barry asked Mr. Gorman if the School is planning on not going forward with this project. Mr. Gorman said he cannot speak for the School Board. He said that as a School Board member he can say there are levels, standards and laws pertaining to Schools and the children that will have to be met. He added that the State Fire Marshall enforced those standards. He personally is interested in gathering that information to achieve those goals.

Chairman Barry asked Bonnie Beaubien if she knows if the School Board will or will not proceed with this project. Mrs. Beaubien hopes they do, as she feels it is an excellent futuristic project. She is very positive about the project.

Chairman Barry said these two projects are tied together and if the School Board does not go forward with it, the Board of Selectmen would have to reject the whole thing. He said the Board of Selectmen (BOS) will need to know before they expend any money and go any further. Mrs. Beaubien said they are going to try to handle this on Wednesday during their next meeting.

Transfer Station/ 2011 Proposed Budget Changes

Present: Rick Pelletier, Transfer Station Director

Rick Pelletier said the Concord Regional Solid Waste/ Single Source Facility contract has finally arrived and that there have been some changes made to it. He asked if the Board would like to move forward on this contract. He said the Co-Op's purpose is to find the Town the best avenues for disposing of the Town's recycling; they also do single source with a long term commitment.

Mr. Pelletier thinks the Town is doing very well at this time and would prefer to stay with the process that is working. Chairman Barry said that Mr. Pelletier's proposal is probably a better way to go than the 15-year contract.

Selectman Reagan asked how he is accounting for the cost of supervision for this operation. Chairman Barry confirmed Mr. Pelletier is receiving an extra \$400.00 a month for his services at the Transfer Station. Chairman Barry said that Mr. Pelletier's time and abilities are helping at this time, but when the building inspections pick up again they will have to hire a full-time person to this job.

Chairman Barry asked if he's heard from the Solid Waste Committee. Mr. Pelletier has not heard from them.

Mr. Pelletier confirmed that he received his Level-4 Operator License.

Chairman Barry said the Board did take a vote to join the Concord Regional and if they are not going to sign it, they need to take a vote not to. Vice Chairman O'Neal asked how obligated were they if they did not sign anything.

MOTION: Vice Chairman O'Neal moved that the Board not join the Concord Regional Solid Waste Resource Co-Op.

SECONDED: Selectman Reagan seconded the Motion.

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

The Board will send a letter to the Co-Op that they will not join the cooperative.

Mr. Pelletier will continue to work on information about getting a loader. Mr. Pelletier also asked how to handle belligerent tenants disposing their trash in inappropriate containers and have been informed that if they do not want to recycle that they will need to put there trash somewhere else. Chairman Barry said beyond suggesting where it needs to go they should not get involved, but to inform the police if they refuse to follow the direction. Mr. Pelletier said he would like to suggest that they find somewhere else to put their trash, because the recycling facility will only accept a certain percentage of "contaminated" trash and it depreciates the value of the load. If they reject any load, it potentially will cost the tax payers. Vice Chairman O'Neal suggested there should probably be print outs of the

policies and to go with a warning system.

Vice Chairman O'Neal suggested notifying Chief Greeley. Chairman Barry asked Officer Hughes if they have made visits to the Transfer Station about these people. Mr. Hughes said Mr. Pelletier is always welcome to come by the Police Department and they will be happy to go down there and pay the tenants a visit.

MOTION: Selectman Reagan moved to put up a sign that read "In an effort to dispose of material in the least costly manner, all visitors must follow the instructions of the attendants" signed by the Board of Selectmen.

SECONDED: Vice Chairman O'Neal seconded the Motion.

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

2011 Budget

Present: Kevin Barry, Town Clerk/ Tax Collector

1. Town Clerk – Tax Collector:

Kevin Barry said the major increases in the budget this year are in the auditing service (went up about \$200.00), registry recordings went up due postage for more lien releases sent out, maintenance rates for vendors, supplies are up as the cost of paper & materials are up and postage is up due to future increases.

Chairman Barry asked if the estimated cost for mailing to residences can be figured out per month. Kevin Barry said they average about 300 mailings per month. He said the paperwork comes from the State, the Town folds it up, puts them in envelopes and applies postage on them for mailing.

Vice Chairman O'Neal referred to the full-time going up and part-time going down. Kevin Barry said he put the wrong hourly wage for a part-time employee in last year's budget (which he's corrected in this budget) and this year he put in an increase for a full-time employee this year. Vice Chairman O'Neal confirmed the total increase was \$2,256.00 (with the pay increase).

Selectman Reagan referred to the offset in revenue and asked what they are looking at for next year. Kevin Barry said there was an increase in those returning their vanity plates due to the increase in cost. Selectman Reagan referred to it being a substantial drop. Chairman Barry said with this trend they could possibly be about \$100,000.00 of a drop if this continues.

2. Town Meeting/ Election:

Kevin Barry said the meeting budget is basically from the Deliberative Session to next year's Deliberative Session after the March Election.

He said the only thing that he added in the equipment line is for a wireless router at the Town Hall for both the Deliberations and Elections so that there does not have to be a cable; it would be in there for the day and pulled out after the Session. The cost is about \$150.00 for the router.

Harriet Cady

1. Energy Grant:

Harriet Cady said that Jillian Harris was to send a contract. The Board received the contract, which is funding by the ARRA Block Grant and in order to take advantage of the services provided, they will need to access the Town's facility accounts to determine the Town's consumption. Once this is accomplished, they will to provide the Town with technical information for necessary for an energy efficiency plan. Mrs. Cady said they need 24-months of oil bills and light usage. The Board does not think this is necessary for the Transfer Station.

MOTION: Vice Chairman O'Neal moved to request Chairman Barry to sign the participation form.

SECONDED: Selectman Reagan seconded the Motion.

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

2. Conservation:

Mrs. Cady referred to how much of the Town should be Conservation Land and asked if there has ever been a consensus of the people of the Town on how much they really want to support in their tax dollars. She feels the Town needs to have a study done.

Vice Chairman O'Neal said it shows a percentage on the back wall; the percentage of State owned land and Conservation Land. Mrs. Cady believes that 28% of the Town was Conservation Land and Park land. She said adding to that factor, all of the land that is in current use is basically conserved. She feels the Board needs to let the citizens know that when they vote to spend money for Conservation Land that we not only now are buying it ourselves, the federal government is also buying up Conservation Easements in our Town. She would like to see the BOS come up with a survey of the Town's people on how much of the Town they want conserved, knowing that this will raise the tax dollars for the rest of the tax payers as well.

Chairman Barry stated that when they come up with a Conservation project, the Town supports it every time. Mrs. Cady said they support it because they do not know how much they've done. Chairman Barry feels if they do not know, it is because they don't want to know, as all that information is available at the Town.

Vice Chairman O'Neal does not think it is a bad idea to get the information out to the taxpayers. He suggested maybe when the newsletter goes out they can put something in it. Selectman Reagan suggested to put the information out there rather than conduct a survey.

Mrs. Cady asked if the Land Use map could be put on the website (by a link possibly). Chairman Barry said they can ask if it can be included.

Kevin Chalbeck said if people could actually see the actual cost to the taxpayers by putting all these lands under Conservation Easements, it may make a difference. Chairman Barry confirmed that those points have been brought up at the Town meetings and yet these proposals keep getting passed.

Selectman Robertson said the most commonly used reference to counter that is the space studies, which show how much vacant land doesn't cost the Town and it has gone back and forth. Mrs. Cady said 587 students were in that school in 1997 and only 468 started last year (including the preschool & kindergarten).

Chairman Barry will take her input and do their best to publish both sides of it and see if that map can be put on the website.

Harriett Cady also mentioned that the newspaper said that the Southern Planning Commission is having a public hearing on the 10-year transportation planning and that the Deerfield Representatives had approved it. She asked if the Rt-43 and Rt-107 are in that 10-year plan.

Maureen Mann said she has seen the 10-year plan and Rt-43 and Rt-107 down at the Fair Grounds was not included in it. Chairman Barry added that the Emergency Management, the Highway Department and the State have gotten together to try to apply for several mitigation grants for that project.

Regular Business:

1. Review of Outstanding Minutes:

MOTION: Selectman Robertson made a Motion to approve the Minutes of August 9, 2010 and August 16, 2010 as written.

SECONDED: Vice Chairman O'Neal seconded the Motion.

VOTE: Chairman Barry took a Vote to approve the 8/9/10 and 8/16/10 Minutes.
It was a Unanimous Vote in Favor.

2. Vouchers/ Accounts Payable Manifest:

Accounts Payable Voucher \$13,754.39

MOTION: Vice Chairman O'Neal moved to approve the Accounts Payable Voucher of \$13,754.39.

SECONDED: Selectman Robertson seconded the Motion.

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

Accounts Manifest/ Total of \$252,834.72

MOTION: Vice Chairman O'Neal moved to approve the Accounts Payable Manifest in the total amount of \$252,834.72 (which included the first motioned accounts payable voucher of \$13,754.39).

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) Energy Technical Assistance & Planning for New Hampshire (ETAP) Agreement

MOTION: Vice Chairman O'Neal made a Motion to approve the ETAP Agreement.

SECONDED: Selectman Robertson seconded the Motion.

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

2) Certificate of Authority for Municipalities – Citizen's Bank Credit Card Agreement
(One each for the Joe Manzi, Mark Tibbetts and Steve Jamele)

Town Administrator, Leslie Boswak said TD Bank does not offer Town's credit cards unless the person's personal information is used. She said Joe Manzi's current credit card will be closed and a Citizen's Bank card will be issued as a replacement. She added that Citizen's would like to make a presentation to the Town. Vice Chairman O'Neal suggested having the Town Treasurer review this.

MOTION: Vice Chairman O'Neal made a Motion to approve the Certificate of Authority for the three employees listed.

SECONDED: Selectman Robertson seconded the Motion.

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

3) Police Department Longevity Pay Increase

MOTION: Selectman Robertson made a Motion to approve the longevity pay increase for Officer Hughes.

SECONDED: Vice Chairman O'Neal seconded the Motion.

Vice Chairman O'Neal said it was not in the budget last year. Selectman Robertson thinks he has done that in his budget process. Vice Chairman O'Neal wanted to verify if the longevity award will be done in December.

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

4) Proposed Personnel Policy Amendment, Section 9.1

The Town Administrator recommend to accept an amendment to the Town of Deerfield's Personnel Policy, as during the past month she has noticed some employees wearing inappropriate clothing to work and suggests they adopt a policy like she has presented the Board.

MOTION: Selectman Reagan moved to accept the amendment to the Personnel Policy.

SECONDED: Selectman Robertson seconded the Motion.

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

- 5) Worker's Compensation Safety Improvement Program/ Grant of \$1,499.84 to purchase safety equipment and supplies

MOTION: Vice Chairman O'Neal moved to accept their grant and expend the funds out of the Budget for the safety equipment.

SECONDED: Selectman Robertson seconded the Motion.

Mrs. Boswak said that Finance Director, Cindy Kelley located this money and it is the first time the Town has been offered this.

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

- 6) Town Vehicles To Be Declared Surplus
- a. 1997 Ford F-150 1FTEF17L4VNC09939 (Highway Department)
 - b. 2004 Ford Crown Victoria 2FAFP71W04X161043 (Police Department)
 - c. 1985 Ford E-350 1FCJE39H8FHB37018 (Emergency Management)

MOTION: Selectman Reagan moved to declare them surplus.

SECONDED: Selectman Robertson seconded the Motion.

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

Chairman Barry said he does not want to have to put notices in the newspaper (incurring cost), but rather put out as many notices out as possible along with posting on the website. Vice Chairman O'Neal is all for bringing in bids, but does not want to spend money in the newspaper. Chairman Barry suggested allowing the Town Administrator to find the best way possible to get the most money for the vehicles.

B. Signatures Not Requiring a Vote

- 1) New Hampshire Municipal Association Policy Conference is asking for the Board's recommendations to adopt proposals. The municipal interest is looking for recommendations first. Selectman Reagan will represent the Board at the September 17th meeting.
- 2) Lakes Region Public Access is looking for a member on their Board of Director to serve a three year term on their Board.

The Board will pass on this offer.

C. Review of Correspondence

- 1) Board of Land & Tax Appeals Taxpayer Appeal:
New Hampshire Electric Co-Op has filed an appeal, pursuant to RSA 76:16a.
- 2) NHMA Policy Conference – Proposed Floor Proposals:
- 3) Unfinished Business:
None
- 4) Town Administrator's Report:
 - a. Mrs. Boswak asked the Board how they want to indicate proposed wage adjustments in the budgets. Vice Chairman O'Neal said he does not think they should be put in the budget, but rather put it in as a second number; pay increases will affect other lines and they need to finish

what they've started. Chairman Barry suggested it be provided on a backup sheet.

- b. Mrs. Boswak suggested a small table be put up front for people to sit at instead of standing at their seats and for them to be a little bit more organized. The Board thinks it's a good idea.
- c. The Town received a notice from the State that Veasey Park had high bacteria levels; they have dropped but the Veasey Park Commissioner had notified the Town's webmaster to post a notice that Veasey Park was closed and the gates were locked. The Town was never notified to remove the signs and the gates were still locked until Friday night.

Chairman Barry suggested informing the Department of Environmental Services (DES) who does the testing and that they should inform the Town Health Department first when an issue like this happens.

Vice Chairman O'Neal suggested getting a report on how this did transpire and to contact DES. Chairman Barry received an email this morning complaining that the park was open even though the notice on the website stated it was closed.

- d. The Road Agent has proposed doing State Vehicle Inspections. The cost of equipment is between \$400- \$600 and even though the fire trucks get their inspections for free it looks like the Town could realize cost savings within the first year.

Vice Chairman O'Neal referred to the computer that logs into State's computer and asked what the rental of computer would be. He also asked if we would have to be licensed and go to school and what kind of time will this take away from their other responsibilities. He is concerned that the Town does not have a lift to raise the vehicles, the labor impact and costs incurred to get setup.

Selectman Reagan also asked if this would expose the Town to liability. The Board will request all the detailed information from the Road Agent.

- e. The Town Administrator is meeting with the Library, Fire and Rescue Thursday morning. She found that in Highway Safety there is \$2,000.00 for traffic calming on Church Street. She found that there is a bigger situation at hand and it is the parking issue for the Fire, Rescue and the Library. She would like to get the departments together to look at traffic safety and parking needs. She has asked to go before the September 8th Planning Board meeting to update them on the issue.
- f. Avitar Associates/Revaluation Update: Avitar has delivered all required documents and information to the Town on August 19th. The State has advised that they will take their full two weeks that they are allowed in the contract to review the information. The MS1 extension is only until September 15th, we are hoping Avitar will present the revaluation to the Board on September 13th so that the Board of Selectmen can accept the revaluation.

5) Other Business:

Selectman Robertson said that Kevin Barry contacted him regarding the School Board's special meeting last Wednesday. He attended and it got down to the grant about to build a Greenhouse and a Swap Shop at the Transfer Station. It was apparent that there was a small group of people that have high emotions regarding this grant and the School Board clearly broke down 2-For 2-Against and 1 undecided for accepting the money for the Greenhouse.

Selectman Robertson reminded them that after the Public Hearing they voted to accept the money and proceed with the project, but at least two of them didn't know if they should. He said the language of that grant states that they do not have the final word; the BOS does.

Jim Deely approached Selectman Robertson and he made it clear to him that if it did not appear to the BOS that they were on board with this project, it likely would not matter if they were accepted, as they cannot accept half of it.

He said they want to see what they have for proposals. The School is talking about a building to be built into the bank of the leach field, which he is not sure is feasible or not. He feels it does not look like there has been real engineers or architects involved. Some questions that came up is if they would be using this as a classroom, as it has no electricity or water as part of the grant; it has to be passive solar. The question of whether they can even put children in a subterranean, half in the ground building with no electricity and water for classroom purposes.

He said there appeared to be a lot of loose ends. He feels the momentum behind the project seemed to be more emotional (greenhouse being a wonderful thing for kids) and the School Board was not necessarily willing to admit initially that they had voted to support the project. Research of last minutes showed they had.

Chairman Barry said that the School Board will meet on Wednesday regarding this.

- 6) New Business:
None

Adjourned:

7:03 pm

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

SECONDED: Selectman Robertson seconded the Motion.

VOTE: Chairman Barry called for the Vote. It was a Unanimous Vote in Favor.
The August 30, 2010 meeting is adjourned.

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