

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
October 12, 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 referred to a recent meeting for signage that had not been noted on website. Chairman Barry said the meeting had been changed from just a signage meeting to a regular meeting, but the notification didn't make it to the website. He said it was a mistake from the original schedule at the beginning of the year and they didn't realize it till now.

Chairman Barry referred to a citizen's request to move the Citizen's Comments to the end of the meeting instead of the beginning to be addressed with the full Board. Selectman Robertson said it doesn't matter particularly to him and encouraged comments about what they have discussed in the meeting, but he is not interested in on-going critiques of how people thought the meeting went. Selectman Perron does not have a problem with it at the beginning or the end. The Board mentioned that that a citizen can always request to be on the Agenda to make their comment.

MOTION: Vice Chairman O'Neal moved to keep Citizen's Comments at the end of the meeting; beginning at the next meeting.

SECONDED: Selectman Perron seconded the Motion.

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

Parks & Recreation Department/ 2011 Budget

Present: Joe Manzi, Director

Director, Joe Manzi presented the Board with a total budget of \$46,510.00. He referred to the Pelmac security setup they talked about and requested to fund outside of the budget the \$882.00 startup cost (paid out of the Revolving Fund) and would ask the Town to fund the \$300.00 a year (which would be based on \$25.00 a month) for the monitoring of the Bicentennial.

Vice Chairman O'Neal feels the Revolving Fund should pay for it all; with any revenue generated at the Bicentennial field going into the Revolving account. Chairman Barry pointed out it is a town building and it should be maintained and protected like the others; being funded out the Budget like the other buildings.

Mr. Manzi said it is not a major monetary issue, but rather an awareness that it is something that the Town has under their security plan (liability remaining consistent with the other buildings). Selectman Robertson is comfortable with the way Mr. Manzi would like it.

Vice Chairman O'Neal referred to the increase in the balance of the revolving fund account of \$28,000 so far (to the end of September) and asked if there going to be an increase in the Revolving account. Mr. Manzi does not necessarily think so, but the Commission has recommended equipment purchases, such as a mower. He is only concerned that moving forward that the Town takes care of that for their own liability issues. Selectman Robertson said the insurance covers that building and there will be a discount on the insurance for having an alarm system in the building. Selectman Reagan asked what the policy for alarms systems in government buildings has been.

Chairman Barry said all the other alarms systems come out of the Government Buildings line. Vice Chairman O'Neal said the revenues generated by the government buildings come into the general fund.

The Board asked that equipment purchases be recommendations from the Commission presented to the Board.

Highway Safety/ 2011 Budget

Present: Chief Greeley, Officer Hughes

Chief Greeley presented the Board with his budget, which included the improvement of Church Street; he believes will be encumbered for this year.

He is asking for is the lap top computer for the traffic counter, which was quoted at \$699.22 (plus \$16.00 for S&H).

Selectman Robertson asked if this is where he normally had offsetting grants in the past. Chief Greeley said they usually had to do that under the Warrant Articles, which he is not requesting this year.

Animal Control/ 2011 Budget

Present: Chief Greeley

Chairman Barry noticed a \$362.00 decrease from last year and the Animal Control Equipment was down \$600.00. Chief Greeley believes it must be the SPCA donation he put up. He stated that the training is almost the same and supplies are down as they are starting to have more of the items they need compared to what they did have. He said they purchased one digital camera this year and he would like another next year for recording scenes.

Vice Chairman O'Neal referred to the employee making \$40.00 a call and asked if he's seen an increase from these summer folks. Chief Greeley said they have some bigger cases this year, but that they are pretty much status quo for next year (still under budget).

Selectman Reagan asked what the training consisted of. Chief Greeley said each year the University of New Hampshire (UNH) puts on training for animal control officers (about \$325 per person/ 2-3 day training).

Police Department/ 2011 Budget

Present: Chief Greeley, Officer Hughes

Chairman Barry noted a reduction of \$19,336.00 over last year. Chief Greeley noted that the full-time line is down one officer and the part-time line is based on his desire to decrease the amount of hours that the current part-timers work (to 360 a piece or 45 shifts for the year) and is looking for a part-time position to cover more of those. He said the reduction of the full-time is one of the reasons for that. He said most of the part-time officers he has have full-time jobs and are not as reliable to cover as many of the shifts he needs them to if necessary and he sometimes ends up overnights or weekends, which shouldn't have to happen.

He said their current part-timer who retired last year, Officer Maloney, has been working on part-time status this year. He said that as of the 8th of this month he's worked 568 part-time hours by himself this year; apart from the other two officers who work their part-time shifts. He confirmed that Officer Maloney's employment runs out the end of this month; therefore, he feels it is imperative that they hire another part-time to cover some of these open shifts if they need to. He stated that the current on-call employee is working three shifts this week and another five at the end of the month to cover open shifts.

He believes the current part-time budgeted hours was 320; a 40 hour increase for the two current part-time officers. He said some of these shifts will be covering time limited detectives that are working. He said he has the detective working part of the road and trying to do his detective work; he is working on 15 open cases at this time. He feels it is important to solve those cases by keeping the detective doing his investigation work that is his main job. He confirmed it to be a total increase of 440 part-time hours.

Chairman Barry asked if he's looked at the clerical line and if it justifies them needing a full-time person. Chief Greeley replied that she works 40 hours a week and she should still be considered a full-time position. He confirmed that she still is a certified officer.

Chairman Barry referred to the detail rate being down \$2,400.00 and asked if there any changes in special detail. Chief Greeley said they didn't use as much this year as last year. At this point, they are have used just over \$6,000.00 (plus the Fair); pretty much right at where they should be. He said they cannot guarantee what goes in and out for details each year, but he does have a warrant article to discuss later regarding that detail line.

Vice Chairman O'Neal asked if they could limit what they do for details. Chief Greeley said the problem with limiting what they do for details would be the protection of the ones doing details (traffic control) and even if they go over it, the Town still makes money (base-line is washed). Vice Chairman O'Neal said these kinds of things could create a budgeting nightmare. Chief Greeley said it may be a nightmare as far as the bottom line, but he has never gone over anything else before. The Town made a revenue of \$9,430.00 under the detail line last year.

Chief Greeley believes they spent around \$24,000 at the Fair this year, which may be over on that line. Selectman Robertson recommends keeping that line fairly healthy, as they have gotten in trouble with it when it has been marginal (outside the transfer move) from trying to "low-ball" it. Vice Chairman O'Neal is fine with where the line is at, but feels they should think about it throughout the course of the year. Chief Greeley said with the exception of last year, it has only been a thousand dollars over.

Vice Chairman O'Neal asked if the clerical position should be under the Town Administration Budget versus the Police Budget since clerical falls under administration. Chairman Barry doesn't believe it is that kind of clerical and would not see it being moved into the administration department.

Chief Greeley said the uniform line is down, but he still has the \$1,732.00 for the new part-time hire's outfit. He said this line is basically used to update old/worn-out uniforms and the price is high for quality uniforms hopefully purchased once a year. Officer Hughes said the FBI did a study and spoke to group of cop killers (all stopped on a motor vehicle stop) and 80% said that they killed the officer because their boots were dirty. He said that as crazy as it sounds, the way they dress has as much to do with their safety as wearing a vest. Perhaps they felt that an officer with nasty boots/uniform are not as proficient with their equipment as they should be, making them an easy target.

Chief Greeley noted that that telephone line is up \$712.00. He said the reason it is up is because they had some officers who decided to go back on the Town Plan (instead of the \$14 reimbursement); one person is on the Reimbursement Plan & nine officers on the Town Plan).

He referred to the Computer Technology line and said there is a reduction of \$3,000.00 is because they purchased a new server/desktop (as well as the software), and he still wants to change out a new work station each year to keep them updated. He would like to adjust that line to \$759.61. The Board said to just adjust it \$760.00 to make it simple.

Chief Greeley stated there was an increase in the Contract line, as the IMC Management software for incident worksheets have gone up. He also mentioned the maintenance agreement on the copy machine went up.

The Board confirmed that all gasoline is to be budgeted at \$3.00 per gallon. Chief Greeley said there was a slight increase on his gas line, due to him trying to keep more cruisers on the road due to the rash of burglaries they've had on vacant properties. He said the town is 64 square miles and residences are being foreclosed on every corner of the town; they will need to get to each and every area.

He said the vehicle maintenance and repairs are down as they move into the cruisers that have warranties on them (they will still need maintenance on them as well). He referred to the \$500.00 increase in ammunition and said he felt that increasing it to \$1,000.00 will help them to restock what they use and prepare for training.

Chief Greeley said the increase in the Photo/Video Equipment line was due to the purchase of new video cameras; the ones in the cruisers are antiquated and run on an 8mm tape which cannot be reused. They break soon after

repair and he requested they be replaced nine years ago. He has two quotes; one program that downloads onto the computer system and probably would need to a new computer or larger memory to download the data/videos, and the other is a CD Rom program that can be archived on discs until needed. He said the main three line cars would have the new CD Rom video cameras he is requesting.

Selectman Robertson feels the cost of the video equipment offsets more in legal challenges that they are ever going to spend on video equipment. Chief Greeley said there is evidence at accident and arrest scenes that it is good for the protection of the officers. He confirmed that presently none of the cameras are functional; one can only be seen in the car itself if it decides to work and there is no way to bring it into court (they all would have to go to the cruiser to look at it) and they only work for a max of four hours (not including a full shift time). Vice Chairman O'Neal suggested looking at their replacement sooner than later, perhaps in another month.

Chief Greeley said the Police Department Equipment/ Electronic line is up and presented the Board with a packet of information on tasers and the equipment to go with them; a total price of \$7,631.00, which includes the holster, cartridges, 17-training cartridges, the data cord to download information of the activity on the taser and the maintenance kit.

He said there are several issues to think about regarding their purchase. He said since May of 2008, the Deerfield Police Department has had officers involved in "use of force" thirteen times. Of those incidences, six required physical hands on, three by use of chemical agents, two by electronic devices (tasers from another department backing them up), one requiring the use of an asp and one requiring the use of a fire arm. Of those thirteen incidences, five of them involved multiple uses (ex: physical and chemical or taser).

Chief Greeley said the reason to do this is to keep the public and the officers safe by giving an officer another means to an end, instead of just their firearm, it saves lives and money. Officer Hughes gave examples of incidence where the tasers would have benefited greatly. Chief Greeley prefers his officers do not have to go hands on or get permanently injured and this tool will help greatly, as it has on most of the surrounding towns. He confirmed the eight tasers are for each full-time and one in rotation for the part-timers.

He noted that the Cruiser line is down and said he spoke to some dealers that gave prices. Ford gave him a base price (vehicle graphics is another \$300). The 2011 is the last year of the Crown Victoria's and they may have to go to the Ford Taurus after that, which may be made with the same dimensions to transfer over the equipment.

Selectman Reagan referred to the hours presented and believes there is an excess of 6,800 hours over having one person on duty at all times (excess hours they are paying for over having a single officer on duty at all times); which works out to 133 hours a week (some of that is holiday & vacation time). Chief Greeley has overlapping schedules for the purpose of having an officer answering calls on time. He reminded the Board that Deerfield is 64 square miles that needs to be covered, and this also includes the Chief's hours; which would make it 93 hours per week.

Chief Greeley said the only warrant article he is looking at is for the revolving fund to cover the details or future purchases of equipment for the Police Department. He said that according the RSA law, it says that the money goes back into that fund and not the general fund. Chairman Barry said the RSA is clear that it has to stay in there and feels they should continue doing it that way. Vice Chairman O'Neal thought that Cindy Kelly worked it out that it could be done. Chairman Barry said the question was put out there and it came back that no one could be absolutely sure.

Assessing Department/ 2011 Budget

Present: Penny Touchette, Assessing Clerk

Town Assessing Clerk, Penny Touchette said that George Sansoucy (utility appraiser) is looking to take up Fairpoint for the next year; Fairpoint owns and rents some of the polls. She said this will more than double the contract with Sansoucy and has recommended putting in some legal money with them. Vice Chairman O'Neal feels this amount is too high and asked if there are any other company options. She was unable to find another company to provide these services.

She said the bottom line is \$82,462.00 and confirmed that most lines dropped due to the Revaluation.

She referred to the Assessing contract with Avitar and said they only pay for what they use and it has been fairly low this year.

She referred to a resident's failed septic system and according to their survey; there is no where on their property they can put it. The only way they can do it is to get an easement from the town since their property is next to it.

Vice Chairman O'Neal said the Code Enforcement Officer explained that the current garage foundation for this property is actually over the property line; on the Town property, which was not realized until the survey was done (two lots/adjoining). Selectman Robertson suggested to do lot-line-adjustment and come to some financial arrangement to get this property back on the tax records and transfer back to the Anibals; which they cannot do until March.

Chairman Barry said they talked to their attorney and they will have to issue an easement deed for them to install, enter upon, re-enter if necessary; which may require them to repair, replace or reconstruct the leach field located on Map 208, Lot 47.1 & .2. Any repair, replacement or reconstruction of such leach field shall require grantees to restore the above parcels to their original condition as they were prior to any work done by the grantees.

Chairman Barry explained that the Town would give an easement to put a leach field on the town property, but they would have to put together a warrant article to put to the Town in March to sell them the property.

MOTION: Vice Chairman O'Neal moved to grant an easement deed for a leach field to Daniel & Laya Anibal.

SECONDED: Selectman Robertson seconded the Motion.

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

Data Processing Department/ 2011 Budget

Present: Leslie A. Boswak, Town Administrator

Town Administrator, Leslie Boswak said there was a change to the Data Processing line was for Microsoft 2010 upgrades.

She said not included on the budget is the information on equipment to broadcast live the meetings and that the IT Administrator determined he could not do it with one microphone; quoted for five noise canceling microphones for the table and one for the public to be placed on a stand. It comes to a total of \$6,249.66 for the system (Lakes Region Public Access is \$6,175.00); a minimal increase for a long-term fix.

Chairman Barry suggests waiting to see if there is money left at the end of the year. The Board will put a place holder in the budget to revisit this in the future.

Regular Business:

1. Review of Outstanding Minutes:

MOTION: Selectman Reagan made a Motion to approve the Minutes of September 27, 2010 and October 4, 2010.

SECONDED: Selectman Robertson seconded the Motion.

VOTE: Chairman Barry took a Vote to approve the 9/27/10 & 10/4/10 Minutes as written.
It was a Unanimous Vote in Favor.

2. Vouchers/ Accounts Payable Manifest (School \$500,000.00/ County Tax Payment \$477,706.00):

Accounts Payable Manifest/ Total of \$993,839.37

MOTION: Selectman Robertson moved to approve the Accounts Payable Manifest in the total amount of \$993,839.37.

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.

3. Signatures:

A. Signatures Requiring a Vote

- 1) Appointment of 37 Inspectors of the Elections from the Democratic & Republican Parties:
Rebecca Hutchinson, Bernie Cameron, Barbara Mathews, Debbie Clark, Eve Hazen, Dee Jones, Alia Hazen, Amy Marquis, Phil Bilodeau, John Collins, Dick Boisvert, John Dubiansky, Linda Perry, Aaron Marquis, Gay Brearley, Fran Menard, Kathleen Berglund, Barbara Daley and Susan Sherburne.

MOTION: Selectman Robertson made a Motion to approve the recommended individuals.

SECONDED: Selectman Reagan seconded the Motion.

Vice Chairman O'Neal asked if that many are needed, will they all be used and if they were budgeted for. Selectman Reagan said they are paid by the hour for the number of hours they are used; some are given an hour at a time.

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

- 2) Republican Appointment of 17 Inspectors of the Elections and Ballot Counters to serve the 2010 through 2012 Elections:

Inspectors of the Checklist—Roger Hartgen, Cindy Tomilson, Ann Crawn and Cynthia Kelsey.
Ballot Counters—Elaine Alexander, George Keech, Tom Dillon, Kara Dickson, Melissa Buckner, Karen Mailhot, Joyce Pelletier, Kevin Chalbeck, Debra O'Neal, Melissa Yurek, Kerri Furtado, John Brandte and Kathleen Howard.

MOTION: Selectman Robertson made a Motion to approve the recommended individuals.

SECONDED: Vice Chairman O'Neal seconded the Motion.

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

- 3) Notice of Personal Action from Kathy Berglund/ Library Trustees/ Wage Increase

MOTION: Selectman Robertson made a Motion to approve the personnel action request.

SECONDED: Selectman Reagan seconded the Motion.

Vice Chairman O'Neal disagrees with a 22% increase that is not in the budget they submitted. He does believe she is worth an increase, but feels it is too much of an increase in one shot. Selectman Perron heard she has not had a raise in ten years. Chairman Barry stated they wanted to give her a raise last year due to how low she was. Selectman Robertson recognizes Vice Chairman O'Neal concern.

VOTE: Chairman Barry called for the Vote. It was a 4/1 Vote in Favor.

The Board requests the Library budget be updated before their scheduled meeting with the Board.

B. Signatures Not Requiring a Vote

- 1) Notice of Election Warrant for November 2, 2010
The Board signed.
- 2) Warrant for Timber Tax Levy/ Totaling \$1,298.58
 - a) Patrick & Sandra Cassier/ Map 419, Lot 006-002
 - b) Russell & Constance Blight/ Map 419, Lot 031
 - c) Robert & Barbara Mathews/ Map 414, Lot 013, & 014

MOTION: Vice Chairman O'Neal moved to approve all three Tax Levees.

SECONDED: Selectman Robertson seconded the Motion.

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

4. Review of Correspondence:

A. Vice Chairman O'Neal referred to a letter from counsel to the State and feels that Town will pay legal fees for researching Conservation issues again. This is stemming from a resident looking into some items. Selectman Robertson is not too concerned about spending too much money on this, as they have had verification that they have not acted improperly in any way. The Town Administrator said the Conservation Chair contact Jim Raymond on this issue herself. Selectman Robertson suggested asking the Conservation Commission to provide them more notification of when they are going to be seeking legal services that are going to be paid out by the Town.

B. The Town received FEMA money in the amount of \$96,240.59

C. Highway Department Safety Policy/ Department of Labor (DOL) has been holding informational meetings around the State to remind communities and Highway Departments that employees are subject to DOL safety rules & regulations. Local Highway Departments are subject to unscheduled DOL Safety Inspections at any time and the recommendation is to adopt the Town of Deerfield Highway Safety Policy.

MOTION: Selectman Robertson moved to adopt said policy.

SECONDED: Vice Chairman O'Neal seconded the Motion.

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

D. Jim Cannon, Emergency Management Director letter of resignation, effective October 15, 2010;

MOTION: Selectman Reagan moved to accept his resignation.

SECONDED: Selectman Robertson seconded the Motion.

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

The Board will send a thank you letter to Mr. Cannon for his time and services.

E. Rockingham County Tax Bill in the amount of \$477,706.00; the Treasurer moved the money over to be paid. The check is approved and will be held until a new bill is received.

F. Code of Ethics/Conduct Policy; recommended by the auditor and will be included in the employee handbook.

MOTION: Vice Chairman O'Neal moved the Code of Ethics/ Conduct Policy as written.

SECONDED: Selectman Robertson seconded the Motion.

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

G. Finance Director Job Description

MOTION: Selectman Reagan moved to accept the description for the Finance Director position.

SECONDED: Selectman Robertson seconded the Motion.

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

H. Memo from Kevin Barry regarding the TC/TC office being closed for all future Federal Elections. The Board requested that it be posted on the town website.

I. Krista Cook's letter of resignation due to relocation.

J. Deerfield New Hampshire Road Files; Selectman Reagan said documentation (index, page) was created for each road, class of road and everything that ever was a road. He would like it to be placed on the Town website, seeking information from residence who may notice any errors and to accept any volunteers to work with Road Agent (GPS).

5. Unfinished Business:
None

6. Town Administrator's Report:

A. Newsletter to be added with tax bills to save postage; on a different color sheet to show separate from tax bill (cover briefly an explanation of the Revaluation, winter storm/snow removal, dog licensing, recycling and promote Nixel Emergency Communication).

Vice Chairman O'Neal asked to add dates of upcoming events (Transfer Station/ Deliberative Sessions/ Elections).

B. Recommends Jan Foisy for the position of Finance Director/ Salary of \$44,000.00.

MOTION: Vice Chairman O'Neal moved to promote Jan Foisy to the Finance Director.

SECONDED: Selectman Robertson seconded the Motion.

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

C. Jim Cannon's resignation

The Town Administrator spoke to Cindy Heon earlier and she recommend Co-Emergency Management Directors (EMD) and her choice would've been Denny Greig & Kevin Barry. Mrs. Boswak believes they will be a great duo and has researched other towns that have Co-Directors. Selectman Reagan encouraged they find an additional person(s) in case of major prolonged disaster.

MOTION: Selectman Robertson moved to appoint Denny Greig and Kevin Barry to be Co-Emergency Management Directors for the Town of Deerfield.

SECONDED: Selectman Reagan seconded the Motion.

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

D. Emergency Management Policy

Mrs. Boswak voiced her concern at the management meeting last week. She would like to change it to show the BOS at the top, the Town Administrator and then the EMD reports up. She said there was discussion and the consensus is to address that in a job description; the statute defines that the EMD answers to the appointing authority (the BOS) no matter what.

E. Employee Holiday Party (not costing the Town); Appetizers, dinner, band and dancing (\$15 per person) at Legends in Raymond on December 11th for those who choose to go.

F. Job Descriptions; Town Administrator would like to rework them, as some are vague. The Board agreed.

G. Mrs. Boswak would like the Board's input and guidance for the bid policy; has to go through the formal invitation to bid. She feels the bids are important, but noticed it is adding 10-20% cost onto a low priced item.

Chairman Barry said maybe to change policy to set a ceiling of \$5,000 for bidding and anything under to give two to three prices, rather than bid it. Vice Chairman O'Neal said it is a lot like what is already in

place for budgeted items. Selectman Robertson said to verify what they have and tweak it accordingly.

H. Signing Meetings; the Administrator can be available to do this in the morning if necessary, as it only takes a few minutes.

I. Next week is no Accounts Payable next Monday; only signing of the Payroll.

7. Other Business:
None

8. New Business:
None

Citizen's Comments:

None

Adjourned:

7:24 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 October 12, 2010 meeting is adjourned.

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