

Deerfield, NH

Town Policies and Procedures



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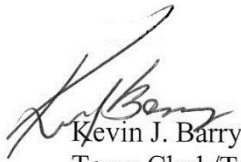
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Policies

POLICY 2008-3
ACCESS TO ARCHIVES ROOM

1. Access to Archives Room in the basement of the G.B. White building will be limited to the following personnel:
 - a) Town Clerk/Tax Collector
 - b) Deputy Town Clerk/Tax Collector
 - c) Finance/Human Resource Department
2. The records stored in the archives room are in a very delicate condition and any nonauthorized inspection could put the records in jeopardy.
3. Also stored in the archives are some records that are not available to the public under **RSA 91-A:5**.
4. Refer to Policy 2008-2 for procedure for accessing the records stored in the Archives Room.
Effective 04/21/2008

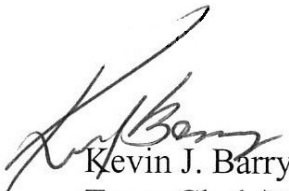

Kevin J. Barry
Town Clerk/Tax Collector



POLICY 2008-2
ACCESS TO PUBLIC RECORDS
UNDER CONTROL OF TC/TX

- The access to the records under control of the Town Clerk/Tax Collector will be available as per **RSA 91-A:4 IV**.
 1. The requesting party will provide the request in writing with the exact information needed during the normal business hours of the office.
 2. All attempts will be made to provide the information to the requesting party within 5 business days.
 3. If the information is not available within the time limit, the Town Clerk/Tax Collector office will furnish written acknowledgement of the receipt of the request and a statement of the time reasonably necessary to determine whether the request shall be granted or denied.

Effective 04/21/2008


Kevin J. Barry
Town Clerk/Tax Collector



Policy 2008-2 Attachment
Request for Public Records from the
TC/TX Collector

Date of Request: _____


Requestor's Name: _____

Requestor's Address: _____

Date Information Required: _____

Exact Description of Information Required: _____

Effective 04/21/2008


Kevin J. Barry
Town Clerk/Tax Collector



AGENDA APPOINTMENT POLICY

I. PURPOSE:

From time to time, a person may wish to make an appointment with the Board of Selectmen for purposes that extend beyond the regular/normal business matters brought before the Board of Selectmen. The purpose of this policy is to ensure that all relevant information is provided to the Board of Selectmen so that the matter may be addressed in a fair and impartial manner.

II. PROCESS:

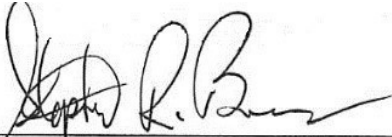
To be considered for inclusion, requests must be received by noon time on Wednesday preceding a business meeting. Requests may be referred to departments (as appropriate) in advance of the Selectmen's Meeting to allow for assembly of supplemental information. If it is necessary to investigate or develop background material prior to bringing your matter before the Selectmen, there may be a delay in scheduling.

III. SPECIFICATIONS:

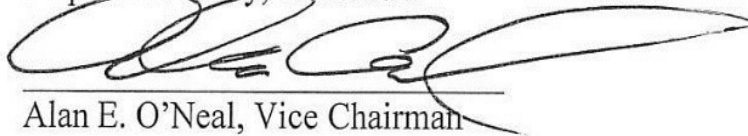
Whenever a person contacts the Town Administrator to be placed on the Board of Selectmen's meeting agenda for subject matter that extends beyond the normal/regular business matters addressed at a Board of Selectmen's meeting, the Town Administrator shall:

1. Obtain all information regarding the subject matter to be addressed from the person(s) requesting an appointment. The person(s) shall complete an Agenda Request Form.
2. The Town Administrator will compile all pertinent information and provide it to the Board of Selectmen.
3. The Board of Selectmen shall either schedule an appointment on a Board of Selectmen meeting agenda for the purpose of discussing the matter or shall provide a response in writing. If the subject matter meets the requirements of **RSA 91-A:3, I** discussion may take place in a Nonpublic Session.

The Agenda Appointment Policy is adopted on this *Twenty-First Day of May in the Year two Thousand Twelve* by a vote of the Deerfield Board of Selectmen.



Stephen R. Barry, Chairman

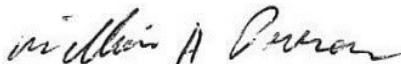


Alan E. O'Neal, Vice Chairman

Town Seal



R. Andrew Robertson



William A. Perron

Effective Date: May 21, 2012



Richard Pitman

**TOWN OF DEERFIELD
BOARD OF SELECTMEN**

Deerfield Select Board Policy: Buildings on a Class VI Highway or on Private Roads which have not been Approved by the Planning Board

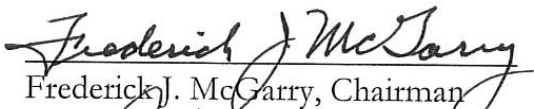
The intent of this policy is to assist the Select Board (BOARD) in administering RSA 674:41, paragraphs I(c) and I(d), in a way which is consistent with the Deerfield Zoning and Building Ordinances. This policy shall not be deemed to be a substitute for full compliance with those ordinances, including review and comment by the Planning Board. See RSA 674:41, I(c) and (d).

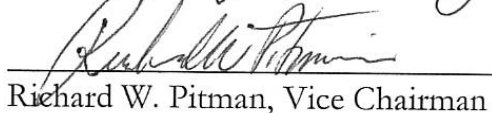
- I. An applicant for a building permit on a lot whose "access" (as defined in RSA 674:41, III) is upon a Class VI Highway or upon a private road which has not been approved by the Planning Board as part of a subdivision or street plat, must, (prior to the issuance of the permit), sign a waiver form to acknowledge that the Town assumes no responsibility for any maintenance of a Class VI Highway or private road nor liability for any damages resulting from the use thereof [RSA 674:41, I(c) and I(d)]. The form will be recorded by the Town of Deerfield in the Rockingham County Registry of Deeds, with the recording fee to be paid by the applicant. Building construction may not commence until the form has been duly recorded.
2. No such building permit shall be granted by the BOARD on a lot which does not have a minimum of two hundred feet (200') frontage on a regularly maintained public road or on a road built and maintained to Town specifications, Zoning and Building Ordinances, except in circumstances where the applicant has first received a variance from the Zoning Board of Adjustment.
3. The Class VI Highway or unapproved private road, or portion thereof used to access the building site, shall be maintained by the applicant or his/her successors in interest. In the case of a Class VI Highway, the extent and manner of such maintenance must be approved in advance by the Board, in accordance with RSA 236:9-:12 and RSA 231 :21-a; however, in either case such maintenance specifications may be approved at the time of the issuance of the permit, as a condition of the permit.
4. The minimum road standards for a Class VI Highway used to access a building site under this policy shall be: (a) those specified in the Town Subdivision Regulations for a Local Road, or (b) with prior BOARD approval, the existing standards as stated in the Zoning Ordinance, Section 207.1, Dimensional Requirements. Additional development on a Class VI Highway may require further improvements to the Highway by subsequent applicant(s) as determined by the Select Board.
5. Following the construction of the roadway to Town standards, the BOARD may, in circumstances where the public interest warrants it, submit a warrant article to the voters for a possible reclassification of the highway to Class V under RSA 231 :22-a; provided however that such a reclassification is discretionary with the Town, and no owner shall have any right to such a reclassification as a result of performing roadway construction under this policy.
6. The BOARD, in their discretion, may initiate a conditional layout of the road to a Class V Highway subject to betterment assessments under RSA 231 :28 to distribute the cost of upgrading a Class VI Highway (or culvert or bridge on such a highway) amongst owners of property abutting or served by the Class VI Highway.

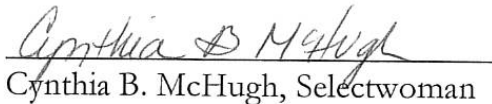
Deerfield Select Board Policy: Buildings on a Class VI Highway or on Private Roads which have not been Approved by the Planning Board

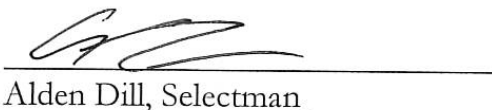
7. No building construction work on the lot may commence until required Class VI Highway or private road construction and or reconstruction, following the standards specified in this policy or those specified by the BOARD, has either been completed to the Town's satisfaction, or has been secured with a bond, letter of credit, or other security deemed adequate by the Board. The Town may employ a professional engineer, at the applicant's expense, to monitor compliance with the specified road standards.
8. Fines, penalties and remedies for violation of this policy shall be as provided in RSA 676: 15, 676:17, 676: 17-a and 676: 17-b. Each day during which a parcel of land remains in violation of this policy, shall be considered a separate offense, and no such violation shall be deemed to be "legalized" merely by the payment of a fine.
9. Any person aggrieved by a decision made under this policy may appeal under RSA 674:41, II to the Zoning Board of Adjustment. Such an appeal may be combined, for hearing purposes, with a request for a zoning variance; however, in such a case the applicant must meet both the standards contained in RSA 674:41, II, and the standards for a zoning variance.

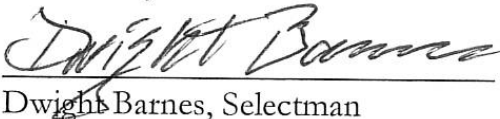
TOWN OF DEERFIELD
BOARD OF SELECTMEN


Frederick J. McGarry, Chairman


Richard W. Pitman, Vice Chairman


Cynthia B. McHugh, Selectwoman


Alden Dill, Selectman


Dwight Barnes, Selectman

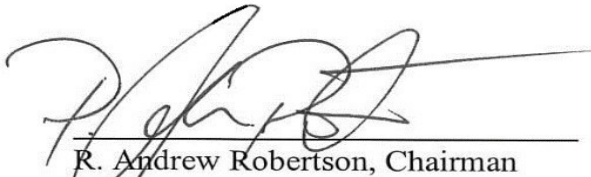
1/31/22
Date

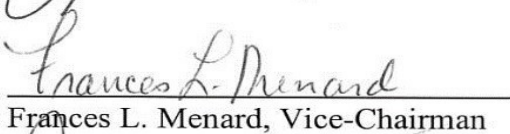
TC/TX Policy 2-2004
DISCLOSURE OF REGISTRATION INFORMATION
FOR TAX PURPOSES

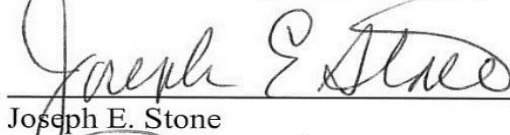
- The Board of Selectmen hereby established a policy that the Town Clerk/Tax Collector's Office will not release the amount paid on a motor vehicle registration for tax purposes unless the registrant appears in person with photo identification before the Town Clerk/Tax Collector, Deputy Town Clerk Tax/Collector, or Office Assistant per **RSA 260:14**.

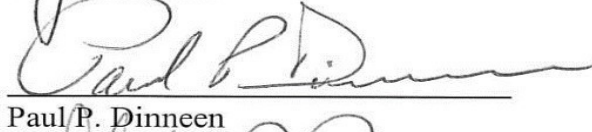
This Policy regarding disclosure of registration charges is hereby ***adopted*** on the ***22nd day of March in the Year Two Thousand and Four*** by vote and signature of the Board of Selectmen.

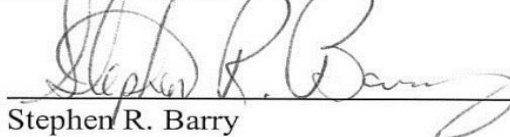
Town of Deerfield
Board of Selectmen


R. Andrew Robertson, Chairman


Frances L. Menard, Vice-Chairman


Joseph E. Stone


Paul P. Dinneen


Stephen R. Barry

Effective Date: March 22, 2004

**TITLE XXI
MOTOR VEHICLES**

**CHAPTER 260
ADMINISTRATION OF MOTOR VEHICLE LAWS**

**Powers and Duties
Section 260:14**

260:14 Records and Certification

I. In this section:

- a. “Motor vehicle records” means all applications, reports required by law, registrations, histories, certificates and licenses issued or revoked by the department and the information, including personal information, contained in them.
- b. “Person” means an individual, organization or entity, but shall not include this state or an agency thereof. “Person” shall include the personal representative of any person injured or killed in the motor vehicle accident, including the person’s conservator, executor, administrator, or next of kin as defined in **RSA 259:66-a**.
- c. “Personal information” means information in motor vehicle records that identifies a person, including a person's photograph or computerized image, social security number, driver identification number, name, address (but not the 5-digit zip code), telephone number, and medical or disability information.
- d. “Legitimate business” means a business which is registered in New Hampshire and which receives compensation in connection with matters of motor vehicle or driver safety or theft, motor vehicle emissions, and motor vehicle market research activities, including survey research.

II.

- a. Proper motor vehicle records shall be kept by the department at its office. Notwithstanding **RSA 91-A** or any other provision of law to the contrary, except as otherwise provided in this section, such records shall not be public records or open to the inspection of any person.
- b. Copies of such records, duly attested and certified by the director, or designee, shall be as competent evidence in any court within this state as the original record or document would be if produced by such person as the legal custodian. A hearings examiner shall be considered a legal custodian of motor vehicle records for the purpose of testifying at a trial.

III. Motor vehicle records may be made available in response to a request from a state, a political subdivision of a state, pursuant to a court order, the federal government, or a law

enforcement agency for use in official business. The request shall be on a case-by-case basis. Any records received pursuant to this section shall not be further transferred or otherwise made available to any other person or listed entity not authorized under this paragraph.

IV.

- a.** Except for a person's photograph, computerized image and social security number, motor vehicle records shall be made available, upon proof of the identity of the person requesting the records and representation by such person on a form satisfactory to the department that the records will be strictly limited to one of the following described uses:
 - 1.** Motor vehicle manufacturers, or their authorized agents, for use in connection with matters of motor vehicle or driver safety and theft; motor vehicle emissions; motor vehicle product alterations, recalls, or advisories; performance monitoring of motor vehicles and dealers by motor vehicle manufacturers; and removal of non-owner records from the original owner records of motor vehicle manufacturers to carry out the purposes of the Automobile Information Disclosure Act, the Motor Vehicle Information and Cost Saving Act, the National Traffic and Motor Vehicle Safety Act of 1966, the Anti-Car Theft Act of 1992, and the Clean Air Act.
 - 2.** Insurance companies authorized to write automobile and personal excess liability insurance policies, or by self-insured entities, or their authorized agents, for use in connection with claims investigation activities, anti-fraud activities, rating, or underwriting.
- b.** No motor vehicle records made available under this section shall be sold, rented, transferred or otherwise made available in whole or in part, in any form or format, directly or indirectly, to another person, except that an authorized agent may make such records available to any principal on whose behalf the records were sought if the name of that principal was provided to the department at the time the records were sought.

V.

- a.** Except for a person's photograph, computerized image and social security number, motor vehicle records may be made available upon proof of the identity of the person requesting the records and representation by such person on a form satisfactory to the department that the use of the records will be strictly limited to one or more of the following described uses, which use shall be specified in the request:
 - 1.** For use by a legitimate business in connection with matters of motor vehicle or driver safety and theft; motor vehicle emissions; motor vehicle product alterations, recalls, or advisories; performance monitoring of motor vehicles, motor vehicle parts and dealers; motor vehicle market research activities, including survey research, so long as the name and address of the individual is not disclosed by the department; and removal of non-owner records from the original owner records of motor vehicle manufacturers.

2. For use with respect to a request for a named person's motor vehicle records in connection with any civil, criminal, administrative or arbitral proceeding in any court or government agency, including the service of process and the execution or enforcement of judgments and orders, pursuant to an order of the court or agency.
3. For use with respect to a request for a named person's motor vehicle records by a banking or similar institution, in the normal course of business, but only to verify the accuracy of personal information submitted by the individual to the bank and if such information is incorrect, to obtain the correct information, but only for the purposes of preventing fraud by, pursuing legal remedies against, or recovering on a debt or security interest against, the individual.
4. For use by a legitimate business in research activities, and for use by a legitimate business in statistical reports, so long as personal information is not disclosed by the department.
 - i. For use with respect to a request for a named person's motor vehicle records in providing notice to the owners of towed or impounded vehicles.
 - ii. For use with respect to a request for a named person's motor vehicle records by any private investigative agency or security service licensed by this state for any purpose permitted under subparagraph V(a) other than subparagraph V(a)(8).
 - iii. For use with respect to a request for a named person's motor vehicle records by an employer or its agent or insurer to obtain or verify information relating to a holder of a commercial driver's license that is required under the Commercial Motor Vehicle Safety Act of 1986.
 - iv. For bulk distribution for surveys, marketing or solicitations, provided that the express consent of each person to whom such motor vehicle records pertain has been obtained. Such consent may be withdrawn at any time.
 - v. For use with respect to a request for a named person's motor vehicle records by a public utility, as defined in **RSA 362:2** and over which the public utilities commission exercised jurisdiction on July 1, 1996, to perform its public service obligations, provided that the named person's express consent has been obtained. Such consent may be withdrawn at any time.
 - vi. For use by life insurance companies authorized to write life insurance policies, or their authorized agents, on a case-by-case basis, in connection with claims investigation, rating, and underwriting, provided that the insurance company has provided written notice to the named person that the person's motor vehicle records will be accessed.

b.

1. A person may elect at any time not to have any personal information pertaining to such person made available as provided in subparagraphs V(a)(1), (2), (3), (4), (5), (6) and (7). A person who so elects shall inform the department in writing, and the department shall not thereafter make the personal information available, nor shall the

department make available a list of the persons who have so elected. Any elections previously made under this section shall continue in effect.

2. The department shall inform members of the public in a clear, simple and conspicuous manner of their right to make the election permitted by this subparagraph at each of its offices at which it requests personal information. The department shall also request that the same be done by municipal agents of the department appointed pursuant to **RSA 261:74-a**.

c.

1. No person shall be required to provide his or her written or express consent to the release of personal information as a condition of doing business with any other person or legitimate business.
2. For purposes of this section, “express consent” means upon knowledge and affirmative agreement of the person to whom the personal information pertains a written statement dated and executed by that person that is separate and distinct from any other document and that contains at least the following:
 - i. A specific description of the personal information to be disclosed.
 - ii. The name of the entity that is authorized to make the disclosure.
 - iii. Identification of the entity or entities authorized to receive the disclosure and a specific description of the purpose for which such disclosure will be made.
 - iv. The expiration date of the authorization, which shall be no more than 2 years from the date of its execution.
 - v. A clear, simple, and conspicuous statement that providing express consent to the release of personal information is not required in order to do business with the entity that is authorized to make the disclosure.
 - vi. An acknowledgment by the person executing the statement that he or she has the right to revoke the authorization at any time.

VI.

- a. Except as provided in subparagraph VI(b), an authorized recipient of personal information for a particular use under the provisions of subparagraph V(a) may not sell, rent, transfer, or make the information available to another person for the same or for any other use.
- b. An authorized recipient of personal information for a particular use under subparagraphs V(a)(1), (4), (8), (9), and (10) may sell, rent, transfer or make the information available to another person for the same use only, subject to the limitations in the particular subparagraph.
- c. An authorized recipient of personal information for a particular use under the provisions of subparagraph VI(b) who sells, rents, transfers or uses the information, or makes the information available to another person, for the same use shall be required by the department to:

1. maintain for a period of not less than 5 years records identifying each person who receives the information and the permitted purpose for which the information will be used; and
2. make such records available to the department on request.

VII. A person shall have access to motor vehicle records relating to such person upon proof of identity. Motor vehicle records relating to a person may be made available to any other person upon proof, in such form and manner as the department prescribes, that the notarized, written consent of the person who is the subject of the record has been obtained.

VIII. Nothing in this section shall prohibit the department in its discretion from releasing to the public any person's name, age or motor vehicle offenses only.

VIII-a.

- a. No person who has been convicted of any offense enumerated in RSA 632-A, RSA 645, or **RSA 649-A**, or a reasonably equivalent offense under the law of another state or the federal government, shall be entitled to apply for or to receive a waiver from the department of safety relative to retention of the person's driver's license image, likeness, or photograph. Such image, likeness, or photograph shall be retained in the records of the department of safety.
- b. No person who has been convicted of DWI, aggravated DWI, or a reasonably equivalent offense under the laws of another state, shall be entitled to apply for or to receive a waiver from the department of safety relative to retention of the person's driver's license image, likeness, or photograph until at least 7 years after the date of the conviction. Such image, likeness, or photograph shall be retained in the records of the department of safety.
- c. No person who has been convicted of a felony in this state or in any other jurisdiction shall be entitled to apply for or to receive a waiver from the department of safety relative to retention of the person's driver's license image, likeness, or photograph until at least 10 years after the date of conviction. Such image, likeness, or photograph shall be retained in the records of the department of safety.

IX.

- a. A person is guilty of a misdemeanor if such person knowingly discloses information from a department record to a person known by such person to be an unauthorized person; knowingly makes a false representation to obtain information from a department record; or knowingly uses such information for any use other than the use authorized by the department. In addition, any professional or business license issued by this state and held by such person may, upon conviction and at the discretion of the court, be revoked permanently or suspended. Each such unauthorized disclosure, unauthorized use or false representation shall be considered a separate offense.

- b. A person is guilty of a class B felony if, in the course of business, such person knowingly sells, rents, offers, or exposes for sale motor vehicle records to another person in violation of this section.
- X. The department and any person aggrieved by a violation of this section may bring a civil action under this section and, if successful, shall be awarded the greater of actual damages or liquidated damages of \$2,500 for each violation; reasonable attorneys' fees and other litigation costs reasonably incurred; and such other equitable relief as the court determines to be appropriate.
- XI. Neither the state nor its agencies or employees shall be civilly liable for any improper use or release of motor vehicle records to any person obtaining such records as provided in this section.
- XII. The commissioner of safety shall adopt rules to implement this section. Notwithstanding any other provisions of law, such rules shall be exempt from the provisions of **RSA 541A**.
- XIII. Notwithstanding the provisions of **RSA 91-A**, the department may charge reasonable fees for the release of information under this section. In determining a reasonable fee, the department shall consider factors such as labor and production costs, as well as the market value of the information. All such fees shall be deposited in the fire standards and training and emergency medical services fund established in **RSA 21-P:12-d**.
- XIV. Any person determined by the commissioner, after hearing, to have violated any provisions of this section may be barred from receiving motor vehicle records for a period not to exceed 5 years.
- XV.
- a. Motor vehicle records obtained from the department under the provisions of subparagraph V(a)(4) and (8) shall be obtained separately for each use specified under subparagraph V(a)(4) and (8), one use to a request, provided that the commissioner may grant a request from a legitimate business for multiple uses if:
1. The commissioner determines the legitimate business has responsible business practices including, but not limited to, data privacy and security policies.
 2. The legitimate business provides the commissioner with a list of all users of the information, including the name and address of the business, provided, however, that such list shall not be a public record available for public inspection pursuant to **RSA 91-A**.
 3. The subsequent users are required by the legitimate business to certify compliance with **RSA 260:14** and shall be conspicuously informed that they are prohibited from reselling, transferring, or assigning any motor vehicle record information, including personal information.

4. The legitimate business certifies its compliance with **RSA 260:14** on a form prescribed by the department, including posting a bond if required by the commissioner.

b. All legitimate businesses approved under this paragraph shall be charged a reasonable fee as determined by the commissioner that reflects the number of multiple uses authorized, the volume of the legitimate business' resale business, and the market value of the information.

XVI. The commissioner may limit the information contained in motor vehicle records released to any person under this section if it is determined by the commissioner that the release of certain personal information is unnecessary.

XVII. The provisions of this section shall be severable if any phrase, clause, sentence or provision is declared contrary to the constitution of this state or the United States.

- Source. 1921, 119:23. PL 99:6. 1929, 55:1. RL 115:6. RSA 259:10. 1981, 146:1. 1990, 79:1, eff. June 9, 1990. 1996, 295:1, eff. Jan. 1, 1997. 1997, 66:1, eff. July 18, 1997. 2000, 319:2-12, eff. Aug. 20, 2000. 2001, 91:6, eff. July 1, 2001. 2001, 134:1-4, eff. Aug. 28, 2001. 2001, 208:1, eff. July 11, 2001. 2002, 242:2-4, eff. Jan. 1, 2003. 2003, 261:1, 2, eff. July 14, 2003.

OBSERVATION OF ELECTION PROCEDURES

POLICY 1-2004-EL

Where to Go:

Any citizen wishing to view the election process must contact the moderator. He or she will designate an area for the citizen to observe the process without obstructing the voters or poll workers.

Conduct:

Those citizens observing the election process should not interact with voters in the polling place. No person who is a candidate for office or representing or working for a candidate shall be within the building where the election is being held, distribute or post any cards or other printed or written material per **RSA 659:43**. Observers wishing to discuss candidates or articles on the ballot should leave the polling place to discuss them. Candidates for office or people representing or working for the candidates are not to use the Town Hall telephone or make cell phone calls from inside the polling place. If an observer leaves the designated observation area and returns, the ballot clerks are not required to communicate to the observer which voters checked in during their absence.

This Policy for the observation of election procedures is hereby ***adopted*** on the ***26th day of January in the Year Two Thousand and Four*** by vote and signature of the Board of Selectmen.

R. Andrew Robertson, Chairman

Deerfield

Frances L. Menard, Vice-Chairman

Board

of

Joseph E. Stone

Selectmen

Paul E. Dinneen

Stephen R. Barry

Effective Date: January 26, 2004

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
January 26, 2004
MINUTES**

Call to Order

5:30PM Chairman of the Board, R. Andrew Robertson, called the Meeting to Order.

Roll Call

Present: R. Andrew Robertson, Chairman; Frances L. Menard, Vice Chairman; Joseph E. Stone, Paul P. Dinneen and Stephen R. Barry, Selectmen

Also Present: Cynthia Heon, Administrative Assistant

Pledge of Allegiance to the Flag

Chairman Robertson asked all to rise for the pledge of allegiance to the Flag.

Highway Department/Monthly Report

Selectman Stone informed the Board Alex Cote, Highway Agent couldn't attend the meeting this evening.

Selectman Stone said Mr. Cote's son was seriously ill and had been taken to the Dartmouth-Hitchcock Hospital in Hanover.

Work Schedule -- Prior to Mr. Cote leaving, he provided Highway Department employees with a work plan for the next three or four days.

Icing Complaint -- Complaints have come forward concerning icing on Candia Road. Selectman Stone, who has traveled the State, didn't find this unusual, as it is a problem everywhere. Mr. Cote is trying to keep ahead of the ice build up by treating areas and scraping.

Maintenance/Highway Shed/Vehicles -- Most of the work during the cold weather has centered around the Highway Shed, working on building and vehicle maintenance. Mr. Cote will come before the Selectmen to talk about the clutch in the State truck and repairs that may cost \$1,000. Selectman Stone stopped by to view the work being done at the garage and invited the Selectmen to do the same.

Selectman Stone and Mr. Cote discussed the functionality of the Highway Shed and the proposal brought forward at one time to move it to the area of Mr. Mikes Convenience Store. Repairs to the Highway Shed, which would improve it, are estimated to cost \$10,000. Mr. Cote will make an appointment for Monday to discuss these items.

Government Buildings

Present: Mark Tibbetts, Building Maintenance; Richard Pelletier, Code Enforcement

Mr. Tibbetts, Mr. Pelletier and Selectman Dinneen, following a notice from the Attorney General's Office regarding polling place accessibility, and inspection of same, visited the Historic Town Hall and found several areas not in compliance. Most of the issues are exterior problems. The interior can be worked around.

Mr. Pelletier mentioned the first being the ramp that appeared to be the biggest issue. While it is close, close does not count in these matters. The ramp will need to be reconstructed. Chairman Robertson asked if it was because it was not wide enough. Mr. Pelletier mentioned several problems with the ramp; (1) It is too steep. (2) Turning area too narrow. (3) No handrail. (4) A slight lip at the entry point. (5) Overall too small. Opening the doors is another problem. The doors would require change or alterations so they can open with a closed fist. At present, four men and boy couldn't open them with a closed fist.

Looking at long term uses for the Historic Town Hall, Mr. Pelletier thought those uses should be considered in any plans for correcting accessibility issues. Any construction in front could detract from the character of the building and may only be a temporary fix for a few years.

Mr. Pelletier noted Selectman Dinneen suggested constructing a ramp out of concrete with granite sides, which match the foundation. Mr. Pelletier did not know if the Town was married to the idea of an elevator. If so, the installation of an elevator would provide accessibility. Mr. Pelletier wasn't sure how much time would be allowed to bring the building into compliance. To do everything correctly would take a fair amount of time and money. Even a temporary fix will not be inexpensive. Another area of concern is the parking lot having the correct slope and not having cracks or splits in the pavement.

Chairman Robertson wondered if the most correct building, as a polling place, would be the Deerfield Community School (DCS). It wasn't clear to Chairman Robertson if that would work, as general parking is further away, the grade is steep, with stairs, to get to the entrance. There are handicapped accessible parking spaces to the side of the DCS entrance but it isn't known if there are enough spaces to be in compliance. Selectman Stone thought additional spaces could be constructed on the other side of the DCS entrance.

Mr. Pelletier urged the Selectmen to take a hard look at what the Town was going to do with the building overall. The recent notification that sprinklers would be required in order to use the second floor and now compliance with accessibility laws warrants looking at the whole picture. Selectman Barry could not see spending what could be \$400,000 if the Town could not use the building.

In Mr. Tibbetts' estimation, the ramp could be made accessible for a few thousand dollars. The entry point was patched with hot top to make a smooth transition from the parking lot to the ramp. The handicapped accessible parking was moved from the side of the building to the front and two spaces created instead of one. Once the food is in the building Election Day, Mr. Tibbetts will barricade the paved area to the front, right side of the building. Mr. Tibbetts said the small changes would rectify some of the problem areas temporarily. During the summer months, Mr. Tibbetts will work with the Highway Department to increase the parking area on the right side of the building. A few trees will be cut and the parking area extended into the field slightly and graveled.

Selectman Stone suggested a pattern for the ramp, which had a larger landing area and was positioned in a way that it went towards the road and then turned back towards the Town Hall. Construction materials would be pressure treated wood. Mr. Pelletier wasn't sure there would be enough room to accomplish the configuration. Mr. Pelletier remarked that 20 plus years ago, when the ramp was built, it was thought to be sufficient. By today's standards, the ramp does not comply with accessibility regulations.

The Selectmen were in agreement the Historic Town Hall had to be made accessible. Chairman Robertson asked if a Warrant Article was necessary. Mr. Pelletier said the options were to construct a ramp, to code, that would allow the Town to get by for two or three years or install a permanent ramp.

Selectman Menard mentioned accessibility being attacked in a number of different ways. Examples were:

- (1) The building is on the Historic Register and people from that agency indicate what can or cannot be done.
- (2) The Accessibility Committee is still looking into what to do with the elevator.
- (3) The Fire Marshall recently visited the building and the access issue was discussed at that time.

It was Selectmen Menard's opinion the elevator project would solve several issues but the costs for all the options should be known.

Mr. Pelletier echoed a prior statement that pressure treated wood could be used. How it would blend in was a question. Mr. Pelletier saw the need for the Town to be in compliance. Even if the solution was not permanent, as much as possible should be done.

Selectman Stone was concerned it was too late to put a Warrant Article together. Selectman Menard noted the Accessibility Committee was looking at all State and Federal funding options. Selectman Barry suggested obtaining estimates, and at a minimum, adding funds needed into the Town Hall Budget.

Because someone had already fallen, Selectman Stone believed the most important item is the ramp. To Selectman Stone, the Town was lucky there wasn't any litigation. Selectman Stone favored long range planning and looking at remedies, which would bring the building into compliance, with the law, all at once rather than piecemeal.

Selectman Stone found granite to be a good choice of materials. Selectman Dinneen thought granite would blend in with the surroundings nicely. Mr. Tibbetts stated he had addressed the immediate needs as best as possible. The remainder of the repairs would be taken from the Town Hall Restoration Line in the Town Hall Budget. Selectman Stone directed Mr. Tibbetts and Mr. Pelletier to come up with a plan.

Chairman Robertson saw the issues requiring an immediate fix as those first to be addressed. He asked Mr. Tibbetts if there was a need for more funding as fast as possible. With the \$5,000 in the Town Hall Restoration Line, Mr. Tibbetts will fix the thresholds, construct a ramp and make adjustments to the doors. Selectman Stone asked if all doors were included. Mr. Pelletier explained that any person could go to any door and all doors should be done. Chairman Robertson thought compliance was closer than originally thought and that the inside of the Town Hall should be acceptable. Mr. Tibbetts assured the Selectmen all the smaller issues had been taken care of.

On a final note, Selectman Stone brought up the fact ballroom dancing, for the first time, was being held on the second floor of the Historic Town Hall. Selectman Stone informed Mr. Tibbetts it is important that the message be conveyed the floor is not to be scuffed up. Mr. Tibbetts believed everyone was aware and would be bringing a separate pair of shoes. The floor is refinished every two years.

Parks and Recreation Department

Present: Joe Manzi, Parks and Recreation Director

Mr. Manzi presented a memo on the more important items the Parks and Recreation Department has been involved with.

Incident -- The incident that occurred during a recent Parks and Recreation event concerned the upstairs bathrooms. Mr. Manzi was disappointed that it occurred. The people he left in charge did everything they could to handle the situation. The Church, renting space upstairs, complained of wet footprints, toilets being plugged and excessive use of paper towels. Mr. Manzi explained the excessive use of paper towels as related to young Alex Cote, who was ill, and no one could find a mop to clean up. Mr. Manzi apologized to the Church, and the Town, for any trouble caused because of this incident.

Selectman Stone commented that Mr. Manzi handled the two young ladies involved in the incident and he did not see a need for the Board to pursue it any further. Mr. Manzi said one of the young ladies admitted everything but the other one has not come forward yet. Mr. Manzi informed the individual they were invited guests of the Town in this facility and the behavior would not be tolerated. The young lady acted contrite and humble. Chairman Robertson asked if Mr. Manzi was charging for the use of the facility. Mr. Manzi replied yes.

Planned Events -- Mr. Manzi has scheduled the events and programs that have become annual happenings. There is a good awareness of the programs and he added in a few different things. He would willingly accept any promotional help the Selectmen wanted to give and invited them to attend all events.

It was mentioned that the bus trip to Foxwood was inexpensive. Mr. Manzi explained bus trips bring people into the resort so they are treated with kindness.

Mr. Manzi is trying to locate senior programs. The Disney on Ice event has a 15% discount for senior citizens which he hopes will encourage everyone to go. Mr. Manzi had never attended that event until last year and was impressed. He described it as a Broadway production on ice. Selectman Stone remarked that a young man from Deerfield, Mr. Hutchins, once skated for them.

Land Acquisition/Ballfields -- Mr. Manzi e-mailed Jack Hutchinson, Chairman of the Parks and Recreation Commission to learn if a Warrant Article was coming forward regarding land acquisition or ball fields. The e-mail came back as undeliverable. Chairman Robertson left messages for Mr. Hutchinson also but had not heard from him either.

The practices will move to the leased land, at the Fairgrounds, as opposed to the fields used last year on the Fairgrounds. Mr. Manzi does not know of a monetary request. Selectman Stone wanted to know how long the option of purchasing the land was open. Chairman Robertson stated how long the offer is open isn't known but he had anticipated a Warrant Article.

Chairman Robertson said a fair amount of stone dust has been laid down on the practice fields at the Fairgrounds. Selectman Menard wondered what the reaction has been to the work started at the Fairgrounds. Mr. Manzi said it is a good first step and a little more will be done through donations of time and material.

Chairman Robertson will talk to Jack Hutchinson at the Presidential Primary **Elections** tomorrow.

Internship -- Next Monday, an Intern will arrive to assist the Parks and Recreation Department. Selectman Stone asked if there was a cost to the Town. Mr. Manzi replied none. Mr. Manzi will work through any paperwork required with Ms. Heon or Mrs. Cisewski. Mr. Manzi saw this as a win-win situation all the way around. The Intern's position is 20 hours a week and Mr. Manzi made it clear to the Intern he will see all aspects of a Parks and Recreation Department.

Minutes of January 12, 2004-Recessed to January 14, 2004

MOTION: Selectman Steve Barry made a motion to accept the Minutes of January 12th Recessed to January 14th as written. Seconded by Selectman Joe Stone.

VOTE: There was no discussion. Chairman Robertson called for the Vote. It declared a Unanimous Vote in Favor. The Minutes of January 12, 2004 Recessed to January 14, 2004 stand approved as written.

Minutes of January 14, 2004-Reconvened from January 12, 2004

MOTION: Selectman Steve Barry made a motion to accept the Minutes of January 14th Reconvened from January 12th as written. Seconded by Selectman Paul Dinneen.

VOTE: There was no discussion. Chairman Robertson called for the Vote. It declared was a Unanimous Vote in Favor. The Minutes of January 14, 2004 Reconvened from January 12, 2004 stand approved as written.

Review of Correspondence

- Quotations/Annual Report

Three quotes for publishing the 2003 Annual Report were received and are as follows:

R. C. Brayshaw & Company, Inc.	\$4,965	Free Delivery/No Rush Fee
County & Town Reprographics, Inc.	\$5,000	Free Delivery/No Rush Fee
Bound to Finish	\$5,125	Free Delivery/10% Surcharge

The recommendation is to hire R. C. Brayshaw primarily because it is known the material for the report will be late and the Town did not budget for a surcharge. It is also the lowest price.

MOTION: Selectman Steve Barry made a motion to award the publishing of the 2003 Annual Report to R. C. Brayshaw. Seconded by Paul Dinneen.

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

- Memo/Andrea Lewy of Avitar Associates of N. E., Inc.

Ms. Lewy wrote to the Selectmen and the Planning Board concerning procedural issues such as unsigned plans. The matter will be discussed under the quarterly report.

- Child Advocacy Center of Rockingham County /Request for Funding

The request is from a new agency that services five Deerfield families. Selectman Stone recommended since it is the first year, with this agency, \$500 be appropriated.

MOTION: Selectman Joe Stone made a motion the Selectmen appropriate \$500, for the Year 2004, for the Child Advocacy Center of Rockingham County and add it to the appropriate budget line item. Seconded by Selectman Steve Barry.

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

- Waiver of Vacation Days/Correction

Donna Cisewski wrote to the Selectmen correcting the number of vacation days waived by Cynthia Heon. The correct number is 33 not 43. It was so noted.

- Notification/NHDRED/Lamontagne Wildlife Management/Timber Cut

The State advised the Town they would be conducting a timber cut within the Lamontagne Wildlife Management area.

- Legislation/Copies of Bills Affecting Municipalities

- E-Mail/Bill and Joan Mountford/Absentee Ballot

The Mountford's wrote concerning their frustration in not receiving a requested absentee ballot. The Town Clerk's Office mailed the absentee ballots and it is not clear why the Mountfords did not receive them.

- E-Mail/Bill Clark, Webmaster

Mr. Clark indicated there were currently problems with the host sight and they were being addressed.

- E-Mail/Representative Elbert Bicknell

Representative Bicknell extended an invitation, to the Selectmen, to attend a meeting with Congressman Jeb Bradley, in Northwood on Monday, February 2nd at 7PM.

- Newspaper Article/Concord Monitor

An article in the Concord Monitor mentioned a taxpayer's bill of rights, which is being presented to the House of Representatives. The bill is being sponsored by one of Deerfield's State Representatives.

Chairman Robertson suggested this legislation be monitored as it is of concern.

- Health Advisory/NHDHHS/SARS

- Health Advisory/NHDHHS/Influenza

- E-Mail/P. Trowbridge/ATV's-Re: Bear Brook State Park

Racheal Stuart/Proposed Warrant Article-Advisory-Re: Class VI Roads

Present: Racheal Stuart, Kate Hartnett and Michael Greene

Ms. Stuart forwarded a copy of her request for a Warrant Article regarding Class VI Roads and hoped the Selectmen had reviewed it. The idea came out of the public hearings on the Petition to layout a portion of Ridge Road, a Class VI Road. It was clear to Ms. Stuart guidelines should be developed for Class VI Roads. Having talked to Chairman Robertson, Ms. Stuart was aware the article would be advisory only.

Chairman Robertson stated he spoke to Town Counsel and was advised the article could not demand that action be taken. It could only be advisory.

To Ms. Stuart, it is important to get the process in motion and create something that is thoughtful and workable. The concept being it is agreeable to preserve the character of Class VI Roads while allowing development appropriately. The article develops a committee to study Class VI Roads, the development of them and the fiscal impact. Ms. Stuart pointed out the project is ambitious as it only allows one year to accomplish an end result. At the hearings, the feedback was strongly in favor of setting up guidelines for development on Class VI Roads. Ms. Stuart said the committee would take input on what works and what doesn't work.

Chairman Robertson's thought the committee should be made up of a cross-section of Deerfield residents. It was not clear who would orchestrate the committee. Ms. Stuart asked if the Selectmen should be the appointing Board. Selectman Barry saw the committee as advisory and appointed by the Selectmen.

Chairman Robertson looked for some input on the number of committee members. Ms. Stuart's thoughts were that a representative from every Board would be a lot to expect. She was looking for a cross section to be clear to people there was diversity on the committee and not all members were residents of Class VI Roads. Selectman Barry saw this as an advisory motion to the Selectmen that it would or would not be a good idea to form a committee to study Class VI Roads.

Selectman Menard pointed out there are two key players, the Planning Board and the Board of Selectmen as they are on the front lines when concerns arise about Class VI Roads. Ms. Stuart indicated she could add the language that at least one member of the Planning Board and one member of the Board of Selectmen form the committee. Selectman Menard found that appropriate.

Selectman Barry saw a need to have a clear idea of what is attempting to be achieved, ask for direction from the Town and then the Board of Selectmen would get the ball rolling. Chairman Robertson reiterated this is advisory only with no actual action on Class VI Roads being taken.

Chairman Robertson asked what Ms. Stuart's vision was for committee size, nine or eleven people. Ms. Stuart asked if that meant to define the committee further. Chairman Robertson answered yes. He personally did not care about representation from the Board of Selectmen as Board members were already attending a lot of meetings.

Kate Hartnett's opinion is the article should stay as it is, since it is advisory, and listen to the discussion from the floor at Town Meeting. Chairman Robertson stated if the petitioners were comfortable with doing that then that is fine.

Ms. Stuart said the vision was to obtain balanced views and not have the committee weighted in one direction or the other. Selectman Stone said he would expect to see that. Chairman Robertson and Selectman Barry concurred. Ms. Stuart stated she was willing to work. Selectman Barry said he was interested in hearing the discussion at Town Meeting and that could provide a good indication of the cross-section. Chairman Robertson said in the past Conservation issues like this typically get favorable responses.

Ms. Hartnett saw the composition of the committee as strongly imaginative people who will be considering a lot of technical information. They must be willing to work and set aside personalities and advocacy. Members must have the ability to listen.

Chairman Robertson reminded Ms. Stuart the deadline for petitions was February 3rd.

Deerfield Open Space Committee/Proposed Warrant Article

Present: Erick Berglund, Co-Chair; Kate Hartnett, Co-Chair; Eric Gross, Mary Lee, Rob Mathews, Wendy Schorr and Tom Foulkes, Members

Also Present: Joe Sears, Co-Chair, Conservation Commission

Point of Information

Selectman Stone questioned if there was a copy in front of each Selectman concerning the proposed Warrant Article. Because there wasn't, Selectman Stone requested a recess to make copies.

Meeting Recessed Meeting Reconvened

6:32PM Chairman Robertson Recessed the Meeting.

6:35PM Chairman Robertson Reconvened the Meeting.

Eric Gross presented a new version of the proposed Warrant Article offered by the Deerfield Open Space Committee (DOSC). Since the Selectmen had not read it, Mr. Gross suggested they take a few minutes to do so. Mr. Gross noted the substance of the article was not a lot different than the first one the Selectmen received.

The DOSC members reviewed warrant articles other communities used for similar purposes. The DOSC believed the language before the Selectmen was more readable and understandable.

The article speaks to appropriating \$2,500,000 through the bonding process. There would be active participation of the Deerfield Conservation Commission (DCC). The language provides for a time period after which the authority to bond would lapse, a five year limitation. Mr. Gross stated this means that, at that point, whatever is done is done. In order to obtain additional funding, a new Warrant Article would be required. The DOSC saw limitations as important components of the article. Project start and end dates should be established and costs borne over more years rather than less.

Selectman Stone went on record stating the timing for this Warrant Article was bad. Particularly bad because the Safety Services Complex is on the Warrant in the amount of \$1,800,000, a project that Selectman Stone, personally, wanted to see happen this year. Selectman Stone continued stating that for nearly three years all of the Change Use Tax money has gone to the DCC. The balance in that fund is approximately \$300,000. Selectman Stone urged the DOSC to hold off until the Safety Services Complex was in place. With the potential of litigation concerning the Police Department's current location, it only makes the urgency for building the Safety Services Complex greater. While Selectman Stone recognized the hard work the DOSC has put into this, he did not believe it was the right time to bring a \$2,500,000 article forward.

Selectman Stone is willing to approve the Warrant Article for the sole purpose of allowing it to come before Town Meeting. Selectman Barry agreed with Selectman Stone.

MOTION: Selectman Steve Barry made a motion the proposed DOSC Warrant Article be placed on the Warrant for the purpose of bringing the matter before Town Meeting. Seconded by Selectman Joe Stone.

Chairman Robertson thought if that was the route the Selectmen were going to take he wondered if it wouldn't be better if the article came forward as a petitioned Warrant Article. The rationale for this statement was that the Selectmen would probably add a caveat that they don't really support it. Petitioners would present the article more favorably.

Selectman Barry said he was open to the concept, and not against the spirit of the idea, but he believed the timing is bad and could not support the article. Petitioning the Town Meeting may be the way to go. Selectman Barry would withdraw his motion if the Committee opted for the Petition. Selectman Dinneen indicated he would withdraw his second, also, if the Committee chose to seek a Petition.

Point of Clarification

Selectman Menard asked for clarification of the Selectmen's position. Selectman Barry stated he could not support the article but was in favor of bringing it to the townspeople for a vote. Selectman Menard noted that being a bond issue it would require a 2/3's vote.

Chairman Robertson reminded Board members they did not have to bring the article forward. The Deerfield Open Space Committee (DOSC) may prefer the Petition.

Rob Mathews spoke to the issue of timing. The topic had come before the DOSC but timing was also one of the DOSC's concerns. A lot of the larger parcels are disappearing. There is not much land left to work with. Mr. Mathews stated that if the Safety Services Complex did pass this year, there would most likely be a lapse in time before the next project came on line. Mr. Mathews thought the Selectmen's support of this article was very important.

Chairman Robertson said there is a difference between this type of Conservation Easement versus a gift or donation of land to the Town. The individual who donates land wants to conserve. In the case of the Warrant Article, the Town puts money up front and then conserves the land. Chairman Robertson found himself with a mixed viewpoint, as the Selectmen's Representative to the DOSC, he voted in favor of bringing the article forward but may not necessarily support the article.

Mr. Mathews didn't think there would ever be a good time, as the cost of purchasing large tracts of land would cost more at a later date. If funding was available, Mr. Mathews thought the issue of conserving land could be handled more effectively.

Eric Gross mentioned the tax impact and how the cost of conserving is actually less than the cost of development. The DOSC is considering a longer-term bond, 15-20 years. Mr. Gross stated the sooner the Town preserves open lands, the sooner the goal of preserving the rural character of the Town will be achieved. There would be some development occurring as well.

Mr. Mathews explained that over a period of time, as projects come along, the funds would be released but not all at one time. Tom Foulkes noted that the Safety Services Complex Bond would be expended pretty much within a year and then payments would begin. Mr. Foulkes did not see how Deerfield could afford to wait years to acquire open space.

Selectman Barry remarked he, personally, could not support the concept but with a Warrant three and one half pages long, and a bond issue of \$2.5 million, he can only support bringing the proposal forward to the townspeople.

Erick Berglund preferred to see the Selectmen place their recommendation on the Warrant Article. The Selectmen would control the actual expenditures. The \$2.5 million would not be spent from the beginning but spaced over time and only with the Selectmen's approval. Mr. Berglund thought the time was right to bring this Warrant Article forward for all the reasons previously mentioned.

Point of Order

Selectman Joe Stone noted there was a motion on the floor.

Point of Clarification

Selectman Menard asked for the motion to be clarified. Chairman Robertson paraphrased the motion previously made by Selectman Barry and seconded by Selectman Stone. The Selectmen would place the article on the Warrant as recommended by the Selectmen for the purpose of taking the question to Town Meeting.

Erick Berglund asked if that meant the article would be on the Warrant but not approved. Selectman Stone commented the only other format would be a petitioned article. Chairman Robertson said if the Selectmen vote in favor of the motion the article would come forward as recommended. Selectman Barry followed up stating the Board would bring it before the Town but may not speak in favor of it.

VOTE: As discussion ended, Chairman Robertson called for the Vote.
The Vote was: Yes-3; No-1
The Deerfield Open Space Committee (DOSC) Warrant Article will move forward as recommended.

Planning/Zoning/Code Enforcement - Quarterly Meeting Northwood Board of Selectmen

Present: Fred McGarry, Planning Board Chairman; Katherine Hartnett, Vice Chairman;
David Gattuso, Planning Board Member, Daniel Briggs, Planning Board Alternate;
Jane Boucher Planning Board and Zoning Board of Adjustment (ZBA) Secretary
Anthony DiMauro, ZBA Chairman
Richard Pelletier, Code Enforcement Officer

Also Present: Northwood Board of Selectmen
Scott Bryer, Chairman; Lucy Edwards and Jim Hadley, Selectmen

Chairman Robertson opened the Quarterly Meeting acknowledging the Northwood Board of Selectmen agreed to join with the Deerfield Board of Selectmen for this Quarterly Meeting, as there were several topics of interest to all parties.

Chairman of the Northwood Selectmen, Mr. Bryer said there were three topics to cover this evening; (1) Gulf Road (2) A Shared Planner (3) The Pleasant Lake Watershed Study. ☑ Gulf Road

Snow Removal -- The Northwood Selectmen have talked to their Highway Agent, Jim Wilson and suggested Deerfield and Northwood Highway Agents have a conversation concerning snow removal. As of this date, the two Highway Agents have not talked. The concern is Gulf Road should be open and safe for school buses. Since Deerfield has a road grader, the Northwood Selectmen suggested the Deerfield Highway Agent consider using the grader on Gulf Road. Chairman Robertson indicated that Selectman Joe Stone and Selectman Steve Barry were liaison's to the Highway Department and assured the Northwood Selectmen the message would be carried to Alex Cote, Deerfield's Highway Agent. Chairman Robertson did not see anything that could not be worked out between Deerfield and Northwood.

State Boat Ramp/Parking Area -- The Northwood Selectmen asked if the parking area, for the boat launch, could be extended which would help alleviate parking issues in the summer around the boat ramp. Selectman Bryer mentioned the difficulties of getting in and out of that area. This winter has seen so much activity that the parking area is full and people are parking on the ice. Because vehicles have been parking on both sides of the roadway, even with the signage that is posted, it was thought law enforcement might have to patrol the area. Selectman Hadley thought expansion of the parking lot would be warranted as once the State repairs the boat ramp there will be even more traffic.

Selectman Menard believed the amount of land available for the parking area was limited. Chairman Robertson thought the State should take some responsibility for the traffic issues because they increased the parking area and are improving the boat ramp. Deerfield has discussed a hole in the road in the area of the dam and mentioned the traffic concerns.

Ditching -- Selectman Hadley reported that Mr. Wilson, Northwood's Highway Agent, didn't think the ditching had been done along the edges of Gulf Road for approximately four years. It wasn't known how much room there was to accomplishing the ditching but it was thought the matter should be looked into. Both Boards agreed their Highway Agents should get together and visit the site to determine what needs to be done.

Development -- Selectman Hadley heard Northwood might receive a Warrant Article to move access from Gulf Road, out onto Winding Hill Road, for that area of Northwood. Selectman Hadley explained the last study done under the Master Plan outlined some guidelines but there may have to be a Study Committee of Deerfield and Northwood people to cover all bases. There have been preliminary subdivision requests but concerns arose about the lack of access for Police and Fire vehicles. The subdivisions have been considered scattered and premature until such time as there is an access road.

Selectman Stone wondered what the length of the access road would be. Mr. Bryer estimated the distance at $\frac{3}{4}$ of a mile and noted there was ledge, which would create some serious costs. Chairman Robertson said it isn't clear what Deerfield could do on its end of the road. Selectman Barry remembered some discussion a few years about straightening the road. Chairman Robertson thought the Highway Agents should get together and bring back their recommendations. Selectman Stone indicated he would follow up on this.

- **Shared Planner**

Fred McGarry, Planning Board Chairman has talked to Northwood briefly concerning the idea of a shared planner. Deerfield and Northwood are both aware of the need and the concept but neither Town researched costs. The Northwood Selectmen have opted out of the Strafford Regional Planning Commission. The idea for sharing a planner came out of a joint meeting with area Boards of Selectmen.

Fred McGarry called Candia to see if they had any interest in sharing a planner. At the time, Candia wanted to hire a planner directly. If Candia were to be interested now, the position would then be split three ways.

The salary range was believed to be \$40,000 to \$50,000. Everyone envisioned hiring someone with a couple of years of planning experience. It would be helpful for the individual to know the building inspectors side as well.

Returning to the idea of a shared planner for three towns, Mr. McGarry was not sure how familiar, with a community, a person could be with three sets of regulations to follow. Mr. McGarry talked to the Southern New Hampshire Planning Commission (SNHPC) regarding a planner. The idea was not well received by SNHPC.

Selectman Barry asked Mr. McGarry if it was possible for him to draw up a Job Description that would outline what the duties of the job would be. This would be presented to both Boards. Mr. McGarry will bring up the subject at the Planning Board Meeting on Wednesday night. Both Boards of Selectmen concurred with this approach.

Selectman Bryer wondered what the timeframe would be. Mr. McGarry responded to the question saying that Deerfield couldn't do anything until they received Town Meeting approval. The soonest the individual would be employed is May or June.

Selectman Barry expressed some concern about how close it was to Town Meeting. Selectman Bryer didn't want to just slap something together but work through a comprehensive proposal to present to both Towns.

Kate Hartnett understood from the conversation that the proposal would be presented next year. Ms. Hartnett thought Deerfield should move forward now rather than later. She wondered if Candia was ready to move ahead. Selectman Stone was in favor of Northwood and Deerfield moving forward now and Candia later on. Ms. Hartnett mentioned Candia because they already had numbers from looking at the position previously. The current workload of the Deerfield Planning Board combined with the need to update the Town's Capital Improvements Plan and Master Plan led Ms. Hartnett to the urgency of not waiting another year to hire a shared planner.

Selectman Bryer and Chairman Robertson thought funds could be added to the current budgets of both communities. Selectman Hadley believed a Petitioned Warrant Article would be presented, to Northwood, concerning a planner. Chairman Robertson pointed out the Northwood Board of Selectmen could bring an article forward.

Both the Northwood and Deerfield Board's of Selectmen were willing to put something together for this year. They discussed salary range being \$40,000 to \$50,000. Because the individual would work 40 hours a week, a benefit package would need to be considered. Selectman Stone pointed out the need for office space.

The Northwood Planning Board is currently meeting until midnight, or past, and the Planning Board Chairman of 14 years is stepping down. The Northwood Selectmen will meet with the Strafford Regional Planning Commission but it isn't known if the Commission has anything to offer. The Northwood Selectmen will look for help with what is an overwhelming workload.

The Northwood Selectmen have noticed development in the Town of Northwood increasing fast and furious and it just seems to keep coming. Requests for an appointment to go before the Deerfield Planning Board are scheduled six months out. Selectman Hadley said the scheduling in Northwood is if the information is in by the first of the month the developer is on the agenda, which explains why the Planning Board is there after midnight. Selectman Hadley indicated Northwood is also working on a Master Plan.

Selectman Bryer returned to the development of land off the end of Gulf Road, in Northwood. There is the potential for over 80 homes in that area. At this time, the developers cannot move forward without safe access. Selectman Hadley indicated the Town of Northwood was working on Impact Fees and updating the Master Plan to help with planning and development.

Chairman Robertson asked the Deerfield Board of Selectmen if they wished to proceed with hiring a planner to be shared with Northwood. It was the consensus of the Deerfield Board of Selectmen to move forward this year. Selectman Bryer asked if the full year's salary should be divided by two. Mr. McGarry thought only one quarter of the salary would be needed for the upcoming year. Selectman Edwards was in favor of moving forward with a Warrant Article for a shared planner with Deerfield.

Fred McGarry estimated the shared planner would not begin before the first of July. He will write a general job description and develop an initial plan. Chairman Robertson indicated the Selectmen would proceed with a Warrant Article for Deerfield.

MOTION: Selectman Steve Barry made a motion a Warrant Article be funded in the amount of \$20,000 for the purpose of hiring a full time, shared planner with the Town of Northwood. Seconded by Selectman Paul Dinneen.

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

Selectman Stone wanted to leave open the possibility of Candia becoming part of the shared planner as well. Ms. Hartnett thought if necessary the article could be amended from the floor at Town Meeting.

- Pleasant Lake Diagnostic Water Study

The Northwood Board of Selectmen had not done anything following the presentation to their Board concerning the Pleasant Lake Diagnostic Water Study. Northwood has a lot of lakes and each one has different issues.

Chairman Robertson explained the recommendation from Joe Farrelly and the Pleasant Lake Association was to put together a joint subcommittee comprised of Board members from both Towns. The Deerfield Selectmen wrote to each commission seeking membership. If that does not work out, the Selectmen could appoint citizens. At present, no one has come forward in Deerfield. Selectman Edwards asked how many people would serve on the committee. It wasn't clear what the number was but it was thought to be around eleven. Deerfield will share their memo with Northwood in an attempt to locate participants for this committee.

- Animal Control Officer (ACO)

While the Animal Control Officer was not on the list of topics, Selectman Hadley wondered why Northwood and Deerfield pay a higher wage to the ACO than some of the surrounding communities.

The question came up while looking at a copy of the Barrington Town Report. The ACO's salary, in Barrington is \$4,900 for the year. Chairman Robertson said the Deerfield Board of Selectmen find the amount justified because it is worth having someone in that capacity just to answer the number of calls coming in.

Selectman Hadley agreed the job was getting done but wanted some comparisons. Selectman Barry, during a conversation with Chief D'Alessandro, of Northwood, learned the Chief of Police is happy with the ACO. The Deerfield Selectmen believed the full benefit package is mandated as the ACO gains full time status, under the law, by working 20 hours in each community. Chairman Robertson said if for some reason the Town of Northwood isn't going to continue, they should let the Deerfield Board know as soon as possible.

Meeting Recessed Meeting Reconvened

7:32PM Chairman Robertson Recessed the Meeting.

7:35PM Chairman Robertson Reconvened the Meeting.

- Zoning Board of Adjustment (ZBA)

Anthony DiMauro reported that things have been going well for the ZBA. There is one candidate for an Alternate's position that will be brought forward soon and a recommendation for another. During the past year, the ZBA has been very busy. On several occasions, the ZBA met twice a month. Mr. DiMauro noted he does not schedule more than four appointments per night and he closes the hearings at 10PM. The ZBA is finding the cases harder and harder because there are fewer lots available.

- Planning Board

Memo/Avitar Associates of N. E., Inc. -- Chairman Robertson brought forward a memo from Avitar concerning recorded plans and lot line adjustments that were not available in the Town Offices.

The Selectmen received a copy of the memo, which had not yet been received by the Planning Board.

The Planning Board asked if there were specifics. Avitar provided a list of those lot line adjustments and subdivisions they were concerned with. Selectman Menard explained that a developer is required to file five copies for signature but the ones in the Town Offices apparently are not recorded and in some cases not signed. The memo will be forwarded to the Planning Board Secretary tomorrow.

Shared Planner -- Fred McGarry will bring the concept of the shared planner to the full Planning Board on Wednesday night. Mr. McGarry will talk to Candia as they appeared interested in the idea. There is the concern it might be difficult for the individual to work with three different towns and their individual regulations. Mr. McGarry will check with Southern New Hampshire Planning Commission (SNHPC) to see what they are experiencing. Pembroke has someone that works there two days a week.

Announcement

Fred McGarry announced the Northwood Board of Selectmen invited everyone to hear Congressman Jeb Bradley at the Northwood Town Hall, Monday, February 2nd at 7PM.

- **Planning and Zoning Topics**

Pleasant Lake Watershed Committee -- Anthony DiMauro brought up the joint committee regarding the Pleasant Lake Watershed. Mr. DiMauro reported the Zoning Board of Adjustment (ZBA) discussed sending one member to the committee but changed their mind because it was thought it might be a conflict of interest. Some of the lots around Pleasant Lake are being developed and are substandard. When the cases come before the ZBA, it could be considered a conflict. The ZBA did not respond because it was not thought to be in the best interest of the ZBA. Chairman Robertson stated a decision not to participate is the prerogative the ZBA.

Traffic Calming -- Kate Hartnett mentioned the Traffic Calming Study the Town appropriated \$7,900 for last year. She asked if the construction of the Safety Services Complex was considered when the Study was done and if the Town was ready to take the next step.

Chairman Robertson stated copies of the study would come to the Planning Board on Wednesday evening. Selectman Barry mentioned the reconstruction of the State Routes #43 and #107 was also shared with the engineers prior to the Traffic Calming Study being done. Chairman Robertson stated there has been no input from the State regarding the proposal Deerfield submitted. The project is stalled, as there has been no response which means nothing will be done this budget cycle. Selectman Barry was adamant that after spending the money to create the proposal he was not in favor of it sitting on a shelf.

Ms. Hartnett did not know how it was all being incorporated. Chairman Robertson said access and egress for the Safety Services Complex were achieved using the plan.

Nonpublic Session

7:51PM Selectman Joe Stone made a motion to enter a Nonpublic Session under RSA 91-A:3,II(e). Selectman Stone read the portion of the Statute that applied to this Nonpublic Session. Seconded by Selectman Steve Barry. **Roll Call Vote:** Barry-Yes; Dinneen-Yes; Stone-Yes; Menard-Yes; Robertson-Yes **7:59PM** The Nonpublic Session ended.

MOTION: Selectman Joe Stone made a motion the Minutes to this Nonpublic Session be sealed as divulgence of information contained in those minutes might likely render a decision ineffective. Seconded by Selectman Frances Menard.

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

No Action/No Decisions

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

Deerfield Rescue Squad

Present: Barbie Raymond, President; John Dubiansky, Margo Fligg and Jeanne Menard, Members Also

Present: Warren Billings

Chairman Robertson thanked John Dubiansky for the letter he wrote to the Selectmen and informed him it had been taken under advisement.

Ms. Raymond introduced Warren Billings who worked with the Rescue Squad to bring before the Selectmen a proposal for a Warrant Article that was more reasonable than the previous request.

Because Mr. Billings was still part of the Rescue Squad, he worked with Ms. Raymond to locate a vehicle the Rescue Squad could afford. He noted the Rescue Squad had the best of intentions when considering the \$88,000 vehicle but Mr. Billings thought there were other alternatives.

Mr. Billings said the Jeep has served the needs of the Rescue Squad but is tired. Unlike the Fire Department, which has ten trucks, the Rescue Squad only has one vehicle. This creates more of a sense of urgency.

In an effort to understand why the Selectmen denied the request, Mr. Billings sat down with Ms. Raymond. What he saw was a grandiose plan looking way into the future and purchasing the best rig possible.

Starting with a clean sheet of paper, Mr. Billings looked for a practical vehicle, four wheel drive, something that could be used to its fullest potential and was functional in every way. Being a fiscal conservative, he didn't want to spend any more than necessary but wanted a vehicle that would serve the Rescue Squad well. The basic Chevy Cargo Box Van fit the criteria Mr. Billings was looking for.

The van will keep things dry and can be outfitted with shelving and lockable cabinets. The vans windows tip out and make level shelves. The height, with light bars, will fit into the current space reserved for the Jeep in the Fire Station. The Rescue Squad is fortunate they and the Fire Department have a good working relationship. Diesel fuel was not an option as it added to the cost of the vehicle. There were no frills added to the vehicle just those things that made sense.

After adding all the numbers, Mr. Billings arrived at a figure of \$36,600. Mr. Billings provided the Selectmen with a copy of what the van would look like and informed them it was a turnkey price. There is the hope by doing some of the work themselves the Rescue Squad could turn back \$2,000. If Mr. Billings could be sure they could do without the \$2,000, he would deduct it but he cannot be sure. The Rescue Squad will do things like bolt shelves together.

The decals will not be painted on the vehicle because Mr. Billings can see the vehicle being turned over to the Police Department for a Paddy Wagon, the Highway Department to carry tools or to the Dog Officer. The vehicle is not a transport vehicle and the Rescue Squad will still depend on Raymond Ambulance.

The Rescue Squad currently has twelve active members. The Selectmen asked if there have been any problems with call outs during the day. Mr. Billings said Margo Fligg, Jeannie Menard and John Dubiansky are generally around unless someone is at school. Out of the 154 calls last year only three calls were not attended by Deerfield Rescue. Mr. Billings pointed out when Deerfield Rescue Squad signs on so does the Fire Department.

Chairman Robertson questioned if the vehicle would go on all call outs. Ms. Raymond replied yes because it carries the breathing apparatus.

Mr. Billings explained there is a lot of room to grow with the van. The purchase of a scoop basket stretcher will also assist the Rescue Squad. In Mr. Billings' opinion, when it is time to replace the vehicle in six to ten years, an ambulance may replace it but he didn't think so. He could envision Deerfield seeking another vehicle similar to this one.

Chairman Robertson remarked that timing was the key reason the Selectmen did not support the \$88,000 rescue vehicle. He learned through other sources the price was actually not unreasonable. Similar units sold for \$120,000 to \$140,000. Chairman Robertson found this vehicle to be more palatable and understandable. Selectman Menard echoed Chairman Robertson's thoughts. The purchase of this vehicle is for today, tomorrow and a while.

Chairman Robertson mentioned the Selectmen are aware that at some point full time emergency personnel will be required. Speaking to the Rescue Department growing, Ms. Raymond did not want to see Deerfield transport because of the liability issues.

Mr. Billings said he came in as an outsider and has worked with everyone on the Rescue Squad and they are all on board with the new vehicle. It is something they will take pride in every time the vehicle goes on a call.

Selectman Barry asked if Fire Chief, Mark Tibbetts agreed with the purchase. Ms. Raymond answered he does. Selectman Barry just wanted to be clear the support was there as the Selectmen are trying to get the Safety Services Complex built. The current proposal looks different from the previous one and Selectman Barry complimented the Rescue Squad on a great proposal.

The members of the Rescue Squad were asked what would happen if the vote at Town Meeting was not favorable. John Dubiansky answered the question saying the Jeep would not make it. If the vehicle is not started everyday it won't start at all. It tends to generate an older vehicle noise every day instead of once in a while.

Margo Fligg feared the day the vehicle did not start because all the equipment is in the Jeep. Mr. Dubiansky has experienced that and could attest it wasn't a good experience.

MOTION: Selectman Paul Dinneen made a motion the Selectmen accept the new proposal for a Rescue Squad vehicle. Seconded by Selectman Joe Stone.

Discussion: Selectman Stone stated he favored the alternate proposal and suggested everyone get behind it, as it is something needed in this Town. Mr. Billings indicated the savings equated to \$51,400. Selectman Menard thanked Mr. Billings for all that he had done.

MOTION TO CLOSE DEBATE

Selectman Joe Stone made a motion to Close Debate and Move the Question.

VOTE: Chairman Robertson closed debate and went directly to the Vote. It was declared a Unanimous Vote in Favor. A Warrant Article, in the amount of \$36,600, for a Rescue Squad Vehicle is approved.

Other Business

- Municipal Budget Committee (MBC)

Selectman Barry reported on the MBC meeting held last week. The Safety Services Complex Warrant Article will return to the MBC because the back up numbers were for the first proposal. The newest numbers have been obtained and passed onto the MBC members. The MBC will vote on the Safety Services Complex this Wednesday.

One of the Police Department Warrant Articles questioned was the Laptop for \$5,400. Not only was it thought to be too expensive but also it was only going to be housed in the cruiser for one year. The MBC suggested that all the warrant articles be combined but at this late date, Selectman Barry suggested they continue on as is. Placing them in one article will be considered next year. The motorcycle Warrant Article was not approved.

Selectman Barry will bring any Warrant Articles approved at this meeting to the MBC this Wednesday evening.

Selectman Barry said there was mention of a Technology Committee. Chairman Robertson could still see ill effects from the last technology recommendation. Selectman Barry explained the Warrant Articles contain the best information available at the time. Chairman Robertson had a host of concerns establishing another Technology Committee.

8:23PM Selectman Steve Barry was excused from the remainder of the Meeting.

Signatures

- Election Policy/Observation of Elections

MOTION: Selectman Joe Stone made a motion the Selectmen approve the Observation of Election Procedures Policy 1-2004-EL. Seconded by Selectman Frances Menard.

VOTE: Chairman Robertson called for the Vote. It was declared Unanimous in Favor. Election Procedures Policy 1-2004-EL is approved.

- Appointments

- Election Assistants Debra Tibbetts
Rebecca Lynne Devarney
Melissa Buckner
Barbara Sundstrom

MOTION: Selectman Joe Stone made a motion to appoint Debra Tibbetts, Rebecca Lynne Devarney, Melissa Buckner and Barbara Sundstrom Election Assistants for the Presidential Primary Election. Seconded by Selectman Paul Dinneen.

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

- Deputy Town Clerk/Tax Collector (January 27, 2004)

MOTION: Selectman Joe Stone made a motion to appoint Melissa Bemis (Buckner) Deputy Town Clerk/Tax Collector for one day, January 27, 2004. Seconded by Selectman Paul Dinneen.

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

- Assistant Moderators
James T. Alexander
James County

MOTION: Selectman Joe Stone made a motion to appoint James Alexander and James County as Assistant Moderators for one day, January 27, 2004.
Seconded by Selectman Paul Dinneen.

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

- Non-Supplanting Certification/2003 Homeland Security Grant Program

The document requires the signature of the Chairman of the Board of Selectmen. Police Chief, Robert Wunderlich previously signed the document.

MOTION: Selectman Frances Menard made a motion that Chairman of the Board of Selectmen, R. Andrew Robertson sign the Certification. Seconded by Selectman Paul Dinneen.

VOTE: Chairman Robertson called for the Vote. It was a Vote in Favor. Chairman Robertson signed the Certification.

- Letter/Rebecca Whitmeyer/Re: Dog Complaint

- Intent to Cut

Map 420 Lots 52 and 53/Frank and Virginia Hayes

- Metrocast Cablevision/Franchise Bond

The bonding requirements and documentation have been clarified. Metrocast has changed bonding companies. Selectman Stone thought a complaint should be filed concerning the inability to see programming on Channel 22. Chairman Robertson signed the Franchise Bond.

- Applications for Current Use

Assessor, Andrea Lewy had reviewed the applications for Current Use and they were before the Selectmen for signature.

Wayne J. Smith/Map 205 Lot 16

Roscoe and Kathleen Blaisdell/Map 418 Lot 4 **Vouchers**

The Accounts Payable Manifest for the period ending January 21, 2004 was signed.

The Payroll Manifest for the period ending January 21, 2004 was signed.

Unfinished Business

The Selectmen reviewed the Warrant Articles before them and took the following action. **Note:** Neither Town Counsel nor the Department of Revenue Administration (DRA) has reviewed the Warrant Articles.

Article 1

Safety Services Complex

\$1,800,000

MOTION: Selectman Joe Stone made a motion the Selectmen approve the article for the Safety Services Complex in the amount of \$1,800,000. Seconded by Selectman Paul Dinneen.

VOTE: Chairman Robertson called for the Vote. It was declared a Unanimous Vote in Favor. The Safety Services Complex article in the amount of \$1,800,000 is approved.

Articles 2, 3, 4, 5, 6 and 7 Police Department Articles The above articles were previously approved.

- Article 8** ***Fire Department/Truck*** ***\$24,826***
MOTION: Selectman Frances Menard made a motion the Selectmen approve the article to purchase a 2004 Chevy Tahoe, for the Fire Department, in the amount of \$24,826. Seconded by Selectman Paul Dinneen.
VOTE: Chairman Robertson called for the Vote. It was declared a Unanimous Vote in Favor. The article for the Fire Department vehicle is approved in the amount of \$24,826.
- Article 9** ***Fire Department/Tank*** ***\$10,000***
MOTION: Selectman Frances Menard made a motion the Selectmen approve the article for reimbursing the Fire Department, for a tank, for the 1980 Fire Truck in the amount of \$10,000. Seconded by Selectman Paul Dinneen.
VOTE: Chairman Robertson called for the Vote. It was declared a Unanimous Vote in Favor. The article to reimburse the Fire Department, in the amount of \$10,000 is approved.
- Article 10** ***Homeland Security Grant*** ***\$18,352***
MOTION: Selectman Joe Stone made a motion the Selectmen approve the article for Homeland Security Grant in the amount of \$18,352. Seconded by Selectman Paul Dinneen.
VOTE: Chairman Robertson called for the Vote. It was declared a Unanimous Vote in Favor. The article for the Homeland Security Grant is approved in the amount of \$18,352.
- Article 11(By Petition)** ***Reconstruction of Mountain Road***
This article did not require action by the Selectmen. Alex Cote, Highway Agent will be asked for a figure to cover this reconstruction.
- Article 12** ***Withdrawn***
- Article 13** ***Highway Department Truck*** ***\$25,533 (Lease Payment \$8,511)***
MOTION: Selectman Paul Dinneen made a motion the Selectmen approve the article for the Highway Department Truck in the amount of \$25,533. Seconded by Selectman Joe Stone.
VOTE: Chairman Robertson called for the Vote. It was declared a Unanimous Vote in Favor. The article for the Highway Department Truck in the amount of \$25,533 is approved.
- Article 14** ***The Budget Article***
- Article 15** ***Appointment of the Highway Agent***
The Selectmen reviewed the options for changing the status of the Highway Agent from elected to appointed. The Board was in agreement to place the question on the Ballot.
- Article 16** ***Construction of Slab/Transfer Station*** ***\$5,000***
MOTION: Selectman Frances Menard made a motion the Selectmen approve the article for the construction of a slab, at the Transfer Station, in the amount of \$5,000. Seconded by Selectman Paul Dinneen.
VOTE: Chairman Robertson called for the Vote. It was declared a Unanimous Vote in Favor. The article for the construction of the slab in the amount of \$5,000 is approved.
- Article 17** ***Purchase of Container/Transfer Station*** ***\$5,000***
MOTION: Selectman Frances Menard made a motion the Selectmen approve the article for the purchase of a container, at the Transfer Station, in the amount of \$5,000. Seconded by Selectman Paul Dinneen.
VOTE: Chairman Robertson called for the Vote. It was declared a Unanimous Vote in Favor.

Article 18 ***Town Administration/Fireproofing Records Room*** ***\$3,280***
MOTION: Selectman Paul Dinneen made a motion the Selectmen approve the article, for the fireproofing a records room, in the amount of \$3,280. Seconded by Selectman Joe Stone.
VOTE: Chairman Robertson called for the Vote. It was declared a Unanimous Vote in Favor. The article for fireproofing the records room is approved in the amount of \$3,280.

Article 19 ***Town Administration/Technology Article*** ***\$2,530***
MOTION: Selectman Paul Dinneen made a motion the Selectmen approve the article, for the electronic equipment listed in Article 19, in the amount of \$2,530. Seconded by Selectman Joe Stone.
VOTE: Chairman Robertson called for the Vote. It was declared a Unanimous Vote in Favor. The article for electronic equipment is approved in the amount of \$2,530.

Article 20 ***Withdrawn***

Article 21 ***Employee Salary and Wage COLA Increase*** ***\$15,869***
MOTION: Selectman Joe Stone made a motion the Selectmen approve the article for employee salary and wage COLA increases in the amount of \$15,869. Seconded by Selectman Paul Dinneen.
VOTE: Chairman Robertson called for the Vote. It was declared a Unanimous Vote in Favor. The article for COLA increases is approved in the amount of \$15,869.

Other Business

- Newspaper Article/Candia/Privatization of the Incinerator

An article was shared with the Board concerning a new facility, a Transfer Station, the Town of Candia is building to replace the incinerator and bring in fees.

- Updates for the Board of Selectmen

Appointment/Joe Sears-Birch Road Residents -- When an appointment was scheduled for Mr. Sears and Birch Road residents, Mr. Sears indicated some of the residents were out of Town. Selectman Stone indicated Alex Cote, Highway Agent, met with George Thompson, Planning Board member, at the site and will report on his findings at the next meeting.

AARP/Agreement -- The AARP has an individual ready to begin work for the Town of Deerfield as a volunteer. Town Counsel reviewed the contract and found it to be in order. There was no disagreement.

Chairman Robertson signed the agreement on behalf of the Board of Selectmen.

Rural District VNA -- Mary Kibbee, of the Rural District VNA, noticed the Town of Deerfield did not have a representative of the Board of Directors. She suggested one of the Selectmen consider the position as it did not have to be a nurse that holds the position.

Presidential Primary -- Chairman Robertson pointed out that Tuesday was the Presidential Primary. The Polls will be open from 7AM to 7PM and the Selectmen are required to be present. Attached to the updates was a package of information concerning the pending inspection of Deerfield's polling place.

Citizen's Comments

Representative Harriet Cady attended the Municipal Budget Committee (MBC) meeting and heard Police Chief, Robert Wunderlich mentioned he was looking for a desktop computer and had looked in places like Best Buy. Representative Cady suggested Chief Wunderlich contact the State and obtain State pricing. She provided Chief Wunderlich with contacts at the State level.

Chairman Robertson stated the Town compares specifications, for computer purchases, by seeking multiple quotations to ascertain whether the municipal rate matches the State rate. The Town diligently looks into government pricing and is not looking in retail stores.

Representative Harriet Cady believed that a computer could be purchased for \$2,400, not \$5,400 that would do all that anyone would want done.

Representative Harriet Cady advised the Selectmen that one of the most important things to look at when purchasing a new computer is memory. The rationale being three years from now the software will require additional memory. It was clear to Representative Cady the Town should count on replacing computers.

Adjournment

Selectman Frances Menard made a motion to Adjourn. Seconded by Selectman Joe Stone.
Chairman Robertson called for the Vote. It was a Vote in Favor. The meeting is adjourned.


POLICY 2010-02 ELECTIONEERING

This Policy is in no way a means of preventing the Campaigning for Local, State or Federal Office, but is to only restrict the location of such activity.

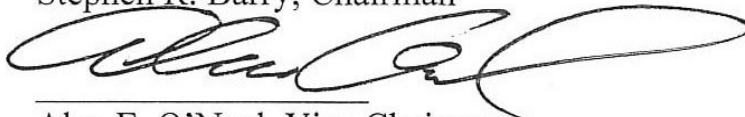
1. Location of Campaign Electioneering shall be determined by the Department Head responsible for that area.
2. The Electioneering shall be limited to areas that will not cause a Public Safety Hazard nor prevent the steady flow of traffic.

Adopted and effective this 21st day of June 2010.

Board of Selectmen,




Stephen R. Barry, Chairman



Alan E. O'Neal, Vice Chairman

R. Andrew Robertson

John Reagan



William A. Perron



Cindy Heon

From: Kevin Barry [twn@townofdeerfieldnh.com] Sent: Wednesday, June 09, 2010 10:45 AM
To: 'Cindy Heon'
Subject: electioneering at Town Facilities
Attachments: ELECTIONEERING AT TOWN FACILITIES.doc

Cindy,

Here is the synopsis on what happened yesterday regarding the Town Transfer Station. Let me know if this is ok.

Thanks

Kevin Barry
Town Clerk / Tax
Collector Town of Deerfield
P.O. Box 159
Deerfield, NH 03037
(603) 463-8811 x308



6/10/2010

ELECTIONEERING AT TOWN FACILITIES

June 08, 2010

Situation at Town's Transfer Station with Campaigning activities causing traffic issues with "Town's People" being stopped to sign petitions for State and Federal offices.

Rick Pelletier contacted Cindy Heon (Town Administrator), Michael Greeley (Police Chief) and I asking for direction.

I did review the Town Ordinances for this type of issues and found none. I do recall that in the past there was a "verbal" understanding that the Campaigning will be done in a manner as not to prevent the flow of traffic at the Transfer Station. (such as along the exit road).

I did contact Dave Scanlon (Secretary of State's office) asking if there were any State laws regarding this situation. He did review the Statues and found nothing in the Election Law preventing any Campaigning activity.

His first suggestion was to contact Town Council for his/her opinion as they would be the ones defending the Town in any Legal action.

His other suggestion was for the Town to adopt an ordinance regarding this situation. Below is the RSA allowing the Town to adopt such ordinance.

CHAPTER 31
POWERS AND DUTIES OF TOWNS
Power to Make Bylaws
Section 31:41-c

31:41-c Electioneering. - Towns shall have the power to make bylaws regulating the distribution of campaign materials or electioneering or any activity which affects the safety, welfare and rights of voters at any election held for any purpose in such town. Such power shall not extend to the display of printed or written matter attached to any legally parked motor vehicle, nor shall such power extend to activities conducted wholly on private property so as not to interfere with people approaching or entering a polling place. Failure to conform to bylaws adopted under this section shall constitute a violation. A copy of the bylaws adopted under this section shall be provided to the town clerk immediately following adoption so that they may be made available to candidates filing for office and shall be posted at each polling place at least 72 hours in advance of any town election.

Source. 1981, 298:1. 1989, 272:1, eff. July 25, 1989. 1997, 243:1, eff. August 18, 1997.

FILL DISPOSAL POLICY

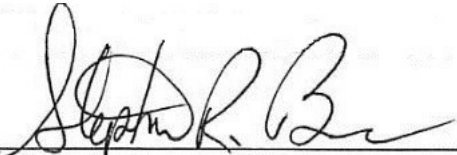
I. PURPOSE:

From time to time, during normal and usual routine roadside maintenance, fill in the form of brush, leaves and earthy materials are generated. We have spots of town-owned property where the fill is dumped in accordance with rules and regulations regarding the disposal of such fill. There are times when it is more cost effective to dispose of fill at private residents that are located on the way to the town-owned dumping site. The purpose of this policy is to ensure that disposal at private residents are conducted in a fair and impartial manner.

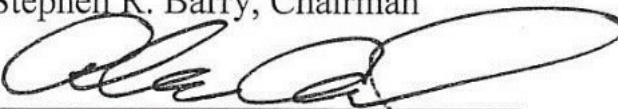
II. SPECIFICATIONS:

- A.** Fill that is generated from roadside work may be dumped at private residences.
- B.** Fill may be dumped according to the following specifications:
 - 1.** A Fill Disposal Agreement shall be signed by all property owners prior to any fill being deposited onto any private land. A copy of the current assessor's property record card shall be attached to the Fill Disposal Agreement.
 - 2.** The town will not fill any questionable areas.
 - 3.** The town will not push or spread fill around.
 - 4.** The residence must be on the way to the town dumping site.
 - 5.** If more than one resident in the same area is looking for fill, it will be divided up evenly to those asking for it.
 - 6.** The town will not be held responsible for any damage that may occur to lawns, driveways, septic systems, wells, waterlines, etc. while delivering fill materials.
 - 7.** Fill shall not be deposited onto the property of any employee, elected or appointed official of the Town of Deerfield.

The Fill Disposal Policy is adopted on this *Twenty-First Day of May in the Year Two Thousand Twelve* by a Vote of the Deerfield Board of Selectmen.



Stephen R. Barry, Chairman



Alan E. O'Neal, Vice Chairman

Town Seal

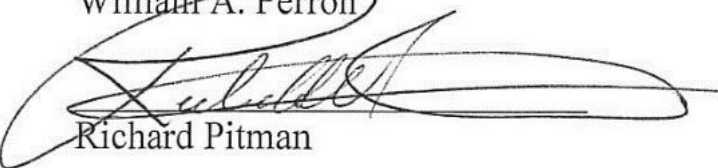


R. Andrew Robertson

Effective Date: May 21, 2012



William A. Perron



Richard Pitman

**TOWN OF DEERFIELD
BOARD OF SELECTMEN**

**Town of Deerfield
KENNEL LICENSE**

Kennel License reviewed by the Board of Selectmen.

Adopted November 7, 2005

Deerfield Board of Selectman

Chairman

James T. Alexander

Vice Chair

R. Andrew Robertson

Joseph E. Stone

John Reagan

Stephen R. Barry

TOWN OF DEERFIELD
TEMPORARY OPERATING PERMIT FOR A KENNEL

Temporary Operating
Permit Number: _____

Temporary Permit
Expiration Date: _____

NAME: _____

ADDRESS: _____

CITY: Deerfield

STATE: New Hampshire

Zip: 03037

BREED: _____

This Temporary Operating Permit is good for 60 days and is not renewable.
This permit has been issued for the purpose of obtaining approval from the Planning
Board for a Renewable Kennel License.
All Planning Board requirements must be met before permanent license will be issued.
There shall be no more than six (6) dogs that are more than nine (9) months old on the
property at one time.
All dogs 9 months and older shall be licensed.

Issued: _____

Code Enforcement Official

Per Deerfield Zoning Ordinance – Article 2. Table 204.1 E & Section 206.2 H

**HIGHWAY DEPARTMENT:
MAILBOX POLICY, DRIVEWAY CULVERTS, THE TOWN RIGHT OF WAY,
PAVING TOWN ROADS, AND WINTER OPERATIONS**

I. The mailbox policy says that mailboxes placed within the town's prescribed travel right of way are placed there at will and are not the town's responsibility.

- *To go one step further, there is an RSA that clearly states that ANYONE placing items within the town's right of way is liable for any resulting damages incurred due to its placement there.*
 - a) During winter plowing operations, mailboxes do sometimes get hit. However, more often than not, the weight of the snow hitting the box merely takes the box off the post. All plow truck operators are urged to use caution and report boxes that have been hit and or knocked off the post.
 - b) Also, with the installation of a mailbox, the maintenance becomes the issue of the installer or owner, not the town. This includes any breakdown of the shoulder of the road within the approach to the mailbox. Thought being that if the mailbox wasn't there in the first place, there would not be a reason for someone to keep driving off the edge of the road. In fact, this could cause damage to the road making the person placing the mailbox there responsible for damage to the town road. There are several exceptions. The first being roads with new pavement. The town will shim the shoulders the entire length of the road both sides including in front of mailboxes. The second exception is someone elderly or disabled that simply can't take care of it.

II. DRIVEWAY CULVERTS:

Driveway culverts are the responsibility of the homeowner. This includes the installation and maintenance after the installation. This is addressed in **RSA 236:16**, which, clearly states that responsibility lies on the owner or those responsible for the roadway cut.

- a) There are several exceptions to this. A few examples are:
1. The first being during reconstruction projects when the drainage issues are addressed, the town may opt to change existing culverts or install driveway culverts where there were none before.
The second is elderly or disabled folks that simply cannot perform required maintenance to the driveway culverts.

III. THE TOWN RIGHT OF WAY:

The town right of way is just as it says; "It is a right of way." It is the town's responsibility to provide a way of safe passage according to town policies.

- a) Roads today are laid out in feet. When the vast majority of town roads were laid out, they were two rods or three rods wide. A rod being 16 ½ feet, making a two rod road 33 feet wide and a three rod road 49 ½ feet wide. Most all of the older roads in town are defined by stone walls. This is what is gone by for maintenance purposes, the town stays between the walls. In those sections where there are no walls, a measurement is taken at the closest part of the road where there are walls and then that width is taken from the center of the road at the location where there are no walls present.
- b) There are places in town where there are lawns maintained down to the edge of the road. It looks great and it makes the road look nice however, there are times when the lawn may need to be moved for ditching purposes or even snow removal concerns. It has to be done. It is part of the town's responsibility to provide reasonable and safe passage. The town will do whatever possible to keep a maintainable lawn to the road by re-grading or sloping and sometimes creating a mow-able swale. The town encourages homeowners to maintain the front of their property to the road.

IV. PAVING TOWN ROADS:

Frequently, we get asked why one road gets paved and not another when one seems just as bad. There are several reasons and rationales that factors into the decision process:

- a) **Costs:** Paving is roughly 1/3 of the total annual budget. This is because it isn't only the actual pavement that is being paid for. You have reconstruction cost in contracted services, culvert replacement work, ditching etc. Cost of culverts and materials in the form stone and road base gravels.
- b) ***Then you have an unknown factor:*** This can be troublesome at best. Sometimes the unknown can be ledge, old pavement or even poor soils in the road bed. Before new pavement is put in place this all needs to be addressed. Many times, these unknowns have been the underlying cause of the road failure in the first place. Sometimes, the cost to do a section of road is greater than the cost of two sections of other roads that are just as bad.
- c) ***Another contributing factor is the average daily traffic count (ADT):*** The ADT is done for the town by The Southern New Hampshire Planning Commission. The traffic counts are done annually and are done for a minimum of 1 full week including a weekend.
- d) ***Other factors:*** the ability to keep the roads plowed clean in the winter, places to push snow back, the amount of school traffic and the number of houses on the road. Pavement comes in a variety of forms or mixes. For simplicity, we need only mention two. The base pave and the top coat or overlay. The base that is first put down is placed at a depth of 2½ inches. The base asphalt consists of larger aggregate (stone) to give it strength. The base however is porous and does allow water to penetrate. Water is one of the causes of pavement failure and frost heaves. Most often than not, to get more miles of road completed, the base is done the first year and the top coat done the following. The top coat or overlay, is an asphalt mix using a much smaller aggregate and is typically put down 1 to 1 ½ inches thick. The smaller aggregate acts as a sealer to the base. This being the reason roads are done a second time the following year.

V. WINTER OPERATIONS:

The town has a snow removal policy in place that was developed to create parameters to be followed for snow removal within the town.

- a) With roughly 60 miles of maintained roads, it is impossible to plow everywhere at the same time. Keep in mind, that the 60 miles of road is doubled. You have 120 +/- lane miles of road to take care of, there are two sides to every road. We have tried to keep the routes set up so that every 1½ hours the plow truck is going through. There are some exceptions, outlying roads, sometimes are tough to include into plow routes and receive plowing when we can. Also, we have agreements with surrounding towns to plow certain sections of roads that border their towns as they are going through there anyway. That works both ways, we plow sections for other towns as we are there anyway.
 - b) The annual winter operating budget is roughly ½ of the entire Highway budget. There is full time staff hourly pay and overtime, we have several on call employees used during most winter operations, salt, sand, winter contractors (hired plow trucks), fuel costs, and we also generate spring clean-up costs as a result from sanding and plowing that needs to be included.
 - c) Another misunderstood practice is the winter maintenance of gravel roads. More times than not you cannot merely get away with just plowing a gravel road. They need to be sanded as well. You cannot treat a gravel road with salt. It creates mud as the salt penetrates and thaws out the gravel. We unfortunately have a spread-out gravel road system that causes plow routes to include both pave and gravel roads to maintain. The driver typically does all the paved portions sometimes twice before he empties out his salt and then loads up with sand and does the gravel roads. Depending on the severity of the storm, there could be as much as 3 to 6 inches of snow on the road.
 - d) Winter breakdowns can also be problematic for the highway department. When one truck is broken down for even as little as an hour that puts a huge backlog on that one route. We try to reroute trucks as best as we can to help but it creates a wave affect for everyone concerned. Because of the size of the trucks, one truck down as a rule means two, the first truck needs a hand getting back to the shed or assistance in making repairs. It becomes a joint effort by all to get that piece of equipment up and out working again.
 - e) We have taken one of the full-time employees out of a plow truck to oversee the operations at the shed, loading sand and salt and keeping track of the trucks progress through out the storm. This has helped manage the storm in an efficient manner and has been cost effective allowing the use of materials to be monitored closer than in the past. Also, along the same lines, we make every effort to assist the rescue squad, police and fire whenever possible plowing and sanding to lead the way during storms.
- **All town highway staff has up to date standard first aid training and are CPR certified.**
 - **We will assist on the state roads as needed as a service to the residents of Deerfield.**
- There are circumstances that sometimes prohibit the state from getting quickly to the scene.**

TC/TX POLICY 2009-1

OATH OF OFFICE

It has been past practice for all Elected and Appointed Town Officers to subscribe the oath and to sign the oath form in the presence of the Town Clerk or Designee.

- *Oath of Office required for Elected and Appointed Town Officers per **RSA 42:1***

42:1 Oath Required: Every town officer shall make and subscribe the oath or declaration as prescribed by part 2, article 84 of the constitution of New Hampshire and any such person who violates said oath after taking the same shall be forthwith dismissed from the office involved.

It has been past practice for any Appointed Town Officer to have the Oath Form signed by the Board of Selectmen. The exception to this is the Municipal Budget Committee “at large” position.

According to RSA 32:15 VII:

In municipalities where members-at-large are appointed, the chair shall notify the moderator immediately upon the occurrence of any vacancy in the membership-at-large, and the vacancy shall be filled by appointment by the moderator within 5 days of such notification, otherwise by the budget committee. In municipalities where members-at-large are elected, vacancies shall be filled by appointment by the budget committee. Persons appointed to fill vacancies shall serve until the next annual meeting at which time a successor shall be elected or appointed to either fill the unexpired term or start a new term, as the case may be.

- *All Oaths taken by Town Officers shall be recorded in the Town Clerks office as per **RSA 42:8***

42:8 Record: The town clerk shall make a record of every oath of a town officer taken in open town meeting at the time of the election, and of every such oath taken before him at any other time and place, the import of which record may be that the officer took the oath of office prescribed by law; and he shall record and keep on file every certificate filed with him pursuant to **RSA 42:7**.

**TITLE III
TOWNS, CITIES, VILLAGE DISTRICTS,
AND UNINCORPORATED PLACES**

CHAPTER 42

OATHS OF TOWN OFFICERS Section 42:8

42:8 Record - The town clerk shall make a record of every oath of a town officer taken in open town meeting at the time of the election, and of every such oath taken before him at any other time and place, the import of which record may be that the officer took the oath of office prescribed by law; and he shall record and keep on file every certificate filed with him pursuant to **RSA 42:7**.

Source. RS 35:8. CS 37:8. GS 38:8. GL 41:8. PS 44:8. PL 48:8.

**TITLE III
TOWNS, CITIES, VILLAGE DISTRICTS,
AND UNINCORPORATED PLACES**

CHAPTER 42

OATHS OF TOWN OFFICERS Section 42:7

42:7 Exception - Any person so chosen and notified, who shall take the oath of office before one of the selectmen or a justice of the peace and file a certificate thereof with the town clerk within said 6 days, shall be exempt from such penalty.

Source. RS 35:7. CS 37:7. GS 38:7. GL 41:7. PS 44:7. PL 48:7. RL 60:7.

**TOWNS, CITIES, VILLAGE DISTRICTS,
AND UNINCORPORATED PLACES**

CHAPTER 32

**MUNICIPAL BUDGET LAW
Budget Committee Section 32:15**

32:15 Budget Committee Membership. -

I. The budget committee shall consist of:

- a) Three to 12 members-at-large, who may be either elected or appointed by the moderator, as the town or district adopting the provisions of this subdivision shall by vote determine, who shall serve staggered terms of 3 years; and
- b) One member of the governing body of the municipality and, if the municipality is a town, one member of the school board of each school district wholly within the town and one member of each village district wholly within the town, all of whom shall be appointed by their respective boards to serve for a term of one year and until their successors are qualified. Each such member may be represented by an alternate member designated by the respective board, who shall, when sitting, have the same authority as the regular member.

II. If the meeting decides that members-at-large are to be appointed, the staggering of terms shall begin that same year, with 1/3 of such members chosen to hold office for one year, 1/3 for 2 years, and 1/3 for 3 years, and each year thereafter 1/3 shall be chosen for terms of 3 years and until their successors are appointed and qualified. If the number of members-at-large is not divisible by 3, the division shall be as even as possible over the 3 years. All such appointments shall be made within 30 days after the annual meeting.

III. If the meeting decides members-at-large are to be elected, the meeting shall either elect the initial members for one-year terms by means other than by official ballot, or shall authorize the moderator to appoint members to serve until the next annual meeting, as provided in **RSA 669:17. Elections for staggered terms, as described in paragraph II, shall not begin until that next annual meeting, and shall be by official ballot if the municipality has adopted the official ballot system, as set forth in **RSA 669**.**

IV. A town or district which has adopted this subdivision may vote at any subsequent annual meeting to change the number or manner of selection of its members-at-large. No such change shall take effect until the annual meeting following the meeting at which the change was adopted.

- V.** No selectman, town manager, member of the school board, village district commissioner, full-time employee, or part-time department head of the town, school district or village district or other associated agency shall serve as a member-at-large. Every member-at-large shall be domiciled in the town or district adopting this subdivision and shall cease to hold office immediately upon ceasing to be so domiciled.
- VI.** One of the members-at-large shall be elected by the budget committee as chair. The committee may elect other officers as it sees fit. A member-at-large shall cease to hold office immediately upon missing 4 consecutive scheduled or announced meetings of which that member received reasonable notice, without being excused by the chair.
- VII.** In municipalities where members-at-large are appointed, the chair shall notify the moderator immediately upon the occurrence of any vacancy in the membership-at-large, and the vacancy shall be filled by appointment by the moderator within 5 days of such notification, otherwise by the budget committee. In municipalities where members-at-large are elected, vacancies shall be filled by appointment by the budget committee. Persons appointed to fill vacancies shall serve until the next annual meeting at which time a successor shall be elected or appointed to either fill the unexpired term or start a new term, as the case may be.

Source. 1993, 332: 1, eff. Aug. 28, 1993. 1998, 141: 1, 2, eff. Aug. 7, 1998.

**TITLE III TOWNS, CITIES, VILLAGE DISTRICTS,
AND UNINCORPORATED PLACES**

CHAPTER 42

OATHS OF TOWN OFFICERS Section 42:1

42:1 Oath Required. - Every town officer shall make and subscribe the oath or declaration as prescribed by part 2, article 84 of the constitution of New Hampshire and any such person who violates said oath after taking the same shall be forthwith dismissed from the office involved.


Source. RS 35:1. CS 37:1. GS 38:1. GL 41:1. PS 44:1. PL 48:1. RL 60:1. RSA 42:1. 1969, 372:4, eff. Aug. 31, 1969.

POLICY 2008-5
POSTING OF INFORMATION ON
THE BULLETIN BOARD IN THE TC/TX OFFICE

Any information to be posted on the “Community Information board” located in the public area of the Town Clerk/Tax Collector’s office shall be authorized by the Town Clerk/Tax Collector prior to posting.

- Every attempt will be made to make the board available to all groups, but anything posted shall be of general interest and “non-political” in any way.
- If any information that is posted on the board without approval or is deemed inappropriate will be removed by the Town Clerk/Tax Collector.

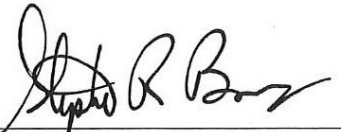
Effective 04/21/2008


Kevin J. Barry
Town Clerk/Tax Collector

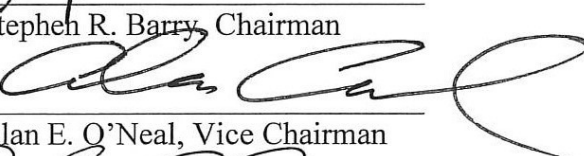


**PUBLIC ACCEPTANCE OF
DEDICATED STREETS POLICY**

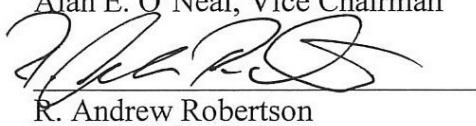
The Public Acceptance of Dedicated Streets Policy is *adopted* on this *Thirty-First Day of January in the Year Two Thousand Eleven* by a Vote of the Deerfield Board of Selectmen:



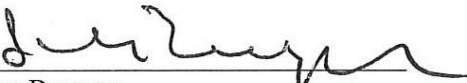
Stephen R. Barry, Chairman



Alan E. O'Neal, Vice Chairman



R. Andrew Robertson



John Reagan

William A. Perron

Town Seal



Effective Date: January 31, 2011

**TOWN OF DEERFIELD
BOARD OF SELECTMEN**

PUBLIC ACCEPTANCE OF DEDICATED STREETS POLICY

I. Preamble and purpose:

The purpose of this Policy is to define the process by which the Town of Deerfield's Board of Selectmen formally accepts platted and dedicated streets as Class V public highways pursuant to the provisions of **RSA 674:40-a**.

II. Authority:

The authority to accept dedicated streets was conferred upon the Board of Selectmen, pursuant to **RSA 674:40-a**, by majority vote of the 2007 Town Meeting under Warrant Article No. 14. Pursuant to **RSA 674:40-a, II** the Board of Selectmen may vote to accept any dedicated street only if such street corresponds in its location and lines with a street shown on a subdivision plat or site plan approved by the Deerfield Planning Board, or on a street plat made and adopted by the Planning Board. Any street which has not received such prior Planning Board approval shall not be accepted without an affirmative vote of Town Meeting pursuant to **RSA 674:40**. Only those streets which were platted, dedicated and approved by the Planning Board with the intent of future public acceptance are eligible for public acceptance by vote of the Board of Selectmen under this Policy. Any other private road or street may be accepted only by majority vote of Town Meeting pursuant to **RSA 674:40**. For the purposes of this Policy, the term "dedicated street" shall mean "a street which has been dedicated to public use under the New Hampshire common law of dedication."

III. Acceptance Procedure:

A party seeking public acceptance of a qualifying street or streets may request such acceptance by making that request in writing to the Board of Selectmen through the Town Administrator. The following documentation shall accompany each such request:

1. An executed warranty deed conveying title of each street to the Town of Deerfield in fee, together with any easement's accessory thereto, in a form acceptable to Town Counsel and suitable for recording at the Rockingham County Registry of Deeds.
2. A copy of the subdivision or street plat which depicts and defines the location and lines of each street, as recorded at the Rockingham County Registry of Deeds. Such request upon demand of the Town Administrator. No action by the Board of Selectmen to accept a street or streets on behalf of the public shall be considered perfected and binding upon the Town of Deerfield until such time as the Town Administrator has caused a warranty deed for each street so accepted to be recorded at the Rockingham County Registry of Deeds.

IV. Status of Streets Accepted under Authority of RSA 674:40-a:

A street accepted by the Board of Selectmen of the Town of Deerfield under authority of **RSA 674:40-a** shall thereafter have the status of a public highway under **RSA 229:1** and shall be deemed a Class V highway, subject to the municipality's duty of regular maintenance as set forth in **RSA 231**.

POLICY 2005-02

PUBLIC COMPUTER ACCESS

The Town of Deerfield is dedicated to ensuring that the taxpayers of Deerfield, along with the Real Estate Appraisers and their associated personnel working in the Real Estate or Assessing field, have open and fair access to the public computer located in the Selectmen's Office.

- It shall be the policy of the Town Office to allow use of the public access computer under the following guidelines:
 1. Access to the public computer is available during business hours only;
Monday & Tuesday 8:00am - 2:30pm
Wednesday 8:00am - 7:00pm
Thursday & Friday, 8:00am - 2:30pm
 2. Use will be on a walk-in basis only.
 3. Time period will be limited to fifteen (15) minutes. If no one is waiting to use the computer, the time period may be extended.
 4. There will be a printer charge of fifty cents (\$.50) per assessment card for every copy made.
 5. Any damage to the computer or its peripheral devices is the responsibility of the user. Abuse of the equipment or the service will result in the user being denied further access to the service. Malicious damage may result in prosecution. Damage deliberately done to other computers, networks or products accessed through this connection will be traced and the perpetrator will be prosecuted to the fullest extent of the law.

The Board of Selectmen and or the Town Staff reserves the right to terminate or restrict the user's privileges for abuse of these conditions.

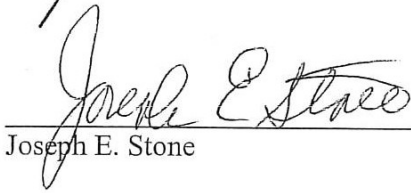
NOTE: The Board of Selectmen reserves the right to revise these guidelines at their discretion.

This Policy for Public Computer Access is hereby *adopted* on the *7th day of November in the Year Two Thousand and Five* by vote and signature of the Board of Selectmen.

James T. Alexander, Chairman

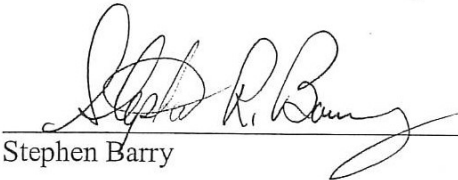


R. Andrew Robertson, Vice-Chairman



Joseph E. Stone

John Reagan



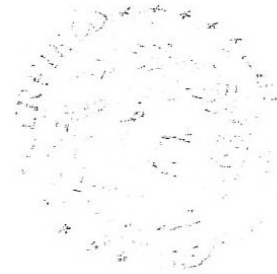
Stephen Barry

Deerfield

Board

of

Selectmen



Effective Date: November 8, 2005

SNOW AND ICE REMOVAL POLICY

1. Policy:

Snow and Ice Control.

2. Objective:

It is the goal and intent of the town of Deerfield to provide timely, efficient and cost-effective snow removal and ice control on the roadways for the safety and benefit of the town's residents.

3. Procedure:

The objective stated above will be achieved by implementation and execution of the procedures and tasks outlined in the town of Deerfield's Winter Operations Snow and Ice Removal and Control Procedures. Due to the many variables that are inherent in New England weather, each storm and or weather event may require slightly different efforts and strategies to attain the necessary goals.

4. Level of Service:

It is nearly impossible to maintain a snow and ice-free surface during a winter weather incident.

a) It is our policy to start conducting snow removal operations upon one inch plus or minus of snow accumulation. The road agent may at his or her discretion based on weather information reports, elect not to remove any snow until greater accumulations have fallen.

b) Pretreatment and ice control may be addressed prior to the actual storm, during the storm as seen effective, and proceeding the storm. It should be noted that salt has a much slower effect on melting snow and ice at temperatures below 25 degrees. For this reason, salt may not be applied until the temperatures warm.

5. SCHOOLS: The highway department does have the responsibility of maintaining the school facility. The road agent also has the duty to converse with the bus company to call any school closings or delays. On days that school is in operation and there is a winter weather incident, those roads traveled by the busses become the priority for necessary treatments as required for safe passage.

6. EMERGENCIES:

In the event of a fire, ambulance or police emergency, it may be necessary to reroute one or several plow trucks from their designated routes. This will be a temporary adjustment and the trucks will be back to their normal routes as soon as it is possible. Depending on the emergency at hand, it may be necessary to plow a private road or residence. For an emergency situation, this is acceptable practice. An emergency situation is to be determined

by the incident commander at the scene of the call. At that point, the incident commander is to go through the road agent requesting the necessary equipment.

7. MATERIALS:

The town of Deerfield will apply a sand and salt mix to all town accepted, paved roads located within its boundaries.

- a) On the town dirt roads, winter sand will be applied as needed.
- b) Application rates of both, will be determined by the road agent as required to maintain traction and reasonably safe passage for the weather conditions.

8. CONTRACTED SNOW REMOVAL EQUIPMENT:

Due to the cost of snow removal related equipment, outside equipment will be contracted by the town as needed. As needed will be determined by the road agent.

- a) The outside equipment will be contracted for the winter season.
- b) Contracted equipment will be called out by the road agent as needed. The town equipment will be used first whenever possible. The town equipment will be the last to finish. In the event that there is additional work for contracted trucks such as winging back, such work will be distributed fairly among the contractors on a rotating basis.

This policy adopted by the Deerfield Select Board on March 1, 2004.

R. Andrew Robertson

Francis Menard

Joe Stone

Paul Dinneen

Steve Barry

BOARD OF SELECTMEN
DEERFIELD, NH

Cynthia E. Heon
TOWN CLERK
DEERFIELD, NH

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
February 9, 2004
MINUTES**

Call to Order

6:00PM

Chairman of the Board, R. Andrew Robertson called the Meeting to Order.

Roll Call

Present: R. Andrew Robertson, Chairman; Frances L. Menard, Vice Chairman; Joseph E. Stone, Paul P. Dinneen and Stephen R. Barry, Selectmen

Also Present: Cynthia Heon, Administrative Assistant

Pledge of Allegiance to the Flag

Chairman Robertson asked all to rise for the pledge of allegiance to the Flag.

Trustee of the Trust Funds

Present: Dwight Barnes, Chairman of the Trustees of the Trust Funds

Mr. Barnes presented the Selectmen with a summary of investment activity for the Trust Funds and Capital Reserve Funds. Yields on the Cemetery Land Acquisition Fund and Trust Funds Accounts were down in the Year 2003. Funds are 100% invested in Government Bonds. Mr. Barnes explained each deposit and withdrawal to the above accounts. A recap of investments is as follows:

Cemetery Acquisition Funds	Yield Range 2003	.47% to .82%
Trust Fund Accounts	Yield Range 2003	2.65% to 3.66%
Common Trust Fund A	Value as of 12/31/03	\$82,812.96
Dividends Earned		\$2,299.49
Common Trust Fund B	Value as of 12/31/03	\$16,922.22
Dividends Earned		\$471.55
Individual Funds	Value as of 12/31/03	\$49,848.68
Dividends Earned		\$1,382.95
Morrison Cemetery Funds	Value as of 12/31/03	\$70,437.68
Dividends Earned		1,965.00
Old Centre Cemetery Fund	Value as of 12/31/03	\$46,207.30
Dividends Earned		1,276.07
Philbrick James Library Fund	Value as of 12/31/03	\$37,558.25
Dividends Earned		\$1,055.91

Mr. Barnes informed the Selectmen he didn't file for the Office of Trustees of the Trust Funds this year and had not located a successor. Selectman Stone asked who was currently serving as a Trustee. Mr. Barnes replied Donald Gorman. Should the Selectmen be required to appoint someone to the position, Mr. Barnes suggested they look at individuals with a financial background in money management. Another possibility is to turn the funds over to a professional money manager or someone at Bank of New Hampshire. Mr. Barnes pointed out the significance of appointing someone who could pay close attention to the investments. It was Mr. Barnes opinion he lacked experience in this field and also lacked time to give to this commitment.

The name of Dino Mokas was brought forward as was Paul Martel, of Bank of New Hampshire, who currently handles the Town's funds. Selectman Menard cautioned if someone were hired there would be a charge for the service.

The Selectmen thanked Mr. Barnes for a report well done and the time he has given to his position in the Trustees of the Trust Funds.

Building Maintenance

Present: Mark Tibbetts

Mr. Tibbetts reported on the following building maintenance issues:

- G. B. White Building

Water Filtering System -- The water filtering system has undergone its yearly maintenance.

Furnace Repairs -- At 5:00AM on Saturday morning, Mr. Tibbetts was called to the G. B. White Building for smoke in the building. A year ago the furnace chambers were torn apart because the batting between the chambers let go. At the time, the furnace was repacked with caulking and cement. Mr. Tibbetts commented the furnace is showing its age because the same thing occurred on Saturday morning. The furnace was again repaired.

Kidz Kumfort Zone -- Following receipt of a letter from Bonnie Schuschereba, of Kidz Kumfort Zone, Mr. Tibbetts met with her to discuss replacing the flooring in two rooms. As requested, Mr. Tibbetts researched prior arrangements and found that Mrs. Schuschereba was allowed a deduction of \$790 (a half months rent) when flooring was previously replaced. Mrs. Schuschereba wants to replace the flooring in two more rooms and would like the same arrangement. Mr. Tibbetts has offered to do the prep work such as stripping and cleaning the surface before the new floor is laid down.

Having set a precedent, the Selectmen discussed allowing a deduction of one half the months rent once each new floor was in place. Mr. Tibbetts indicated the work would be spaced about three weeks apart.

MOTION: Selectman Paul Dinneen made a motion to offer Kidz Kumfort Zone one half the monthly rental rate once each new floor was completed. Seconded by Selectman Steve Barry.

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

Designated Smoking Area -- With Claire's Country Cuts moving from the back of the building to the side, Mr. Tibbetts found it necessary to create a smoking area. Mr. Tibbetts could see parents expressing concern if smoking was allowed too close to the entrance to Kidz Kumfort Zone. Mr. Tibbetts suggested an area across from the parking lot, in the lower section. The Selectmen found this an appropriate step to take.

Chairman Robertson noted the Board would rely on Mr. Tibbetts recommendation as to the correct spot. He noted the whole building is to be smoke free. Selectman Stone questioned the location. Mr. Tibbetts responded that Claire Parrino could watch her business from that location and that is why it was chosen. Chairman Robertson asked what would happen in the winter. Mr. Tibbetts said a shelter would be constructed. At present, there are three canisters placed around the building for disposal of cigarettes.

Chairman Robertson asked what the reaction was to establishing a location for smokers. Mr. Tibbetts said Ms. Parrino indicated he was to just tell her where she was to smoke and that is where she would go.

Selectman Barry understood the Town is a landlord and smoking is banned but also understood the frustration of those who do smoke. Selectman Barry commented that a small part of him gets a little upset for having to regulate this so closely. Chairman Robertson stated the building is clearly designated a nonsmoking area and there have been parents complaining.

Highway Department/Monthly Report

Present: Alex Cote, Highway Agent

Mr. Cote read the Highway Department's written Monthly Report. The report contained activities the Highway Department was engaged in during the past month. Other topics he covered were:

Location of Highway Shed -- The possibility of relocating the Highway Shed across from Mr. Mikes on Town owned land and the requirements to house a salt storage facility close to Freeze's Pond was discussed with Selectman Stone.

Meeting with Planning Board Member -- Planning Board Member, George Thompson met with Mr. Cote and looked at the situation at the corner of Birch Road and South Road. There was also discussion on maintaining Scenic Roads.

Gulf Road -- The replacement of the culvert on Gulf Road and the project in the area of the dam should be tied together with the full involvement of the Northwood and Deerfield Board's of Selectmen. **Ice Build-up --** Ice buildups have been a problem this winter. Mr. Cote has attempted to keep ahead of them as much as possible.

Repairs to the Highway Shed -- Replacing doors on the Highway Shed and looking at an alternate source of heat (waste oil furnace) were investigated. Funds will be appropriated in the 2005 Budget for these purposes. **Mailboxes**

Hit -- Mr. Cote reported Carl Oehler slid into two mailboxes, on Meetinghouse Hill Road, to avoid hitting a car. There wasn't enough room to pass an oncoming vehicle safely. The act was not intentional. Selectman Stone noted that Mr. Oehler would have veered out around the mailboxes normally; therefore, the Town should replace the mailboxes. Chairman Robertson thought an insurance claim was in order. The Selectmen authorized an exception from the standard Mailbox Policy.

Contractors/Use of Highway Shed -- It wasn't clear to Mr. Cote if contractors were allowed to use the Highway Shed to repair equipment if it broke during a storm. Selectman Barry did not see a problem with contractors using the Highway Shed, to repair equipment, as long as it didn't interfere with what the Highway Department needed to get accomplished.

Matt Kimball -- Matt Kimball obtained a CDL License.

Six Wheel Truck -- The 6-wheel highway truck had broken springs, which have been repaired.

Orange Highway Truck -- The clutch in the orange Highway Department truck will be replaced. The cost is anticipated to be around \$800 for parts and labor. Looking to the future, Mr. Cote could see replacing the truck.

Mountain Road/Cutting Trees -- Cutting trees on Mountain Road is a project Mr. Cote would like to get started on. He obtained three quotes. Selectman Menard asked if the cutting would take place on the proposed easements. Mr. Cote described one area as being just past Joe Brown's field. The difference in the quotes appeared to be in the size of the crew. Selectman Barry questioned if additional trimming would take place once the roadwork got started. Mr. Cote didn't think so. Mr. Cote wanted to start the tree work because the companies are not as busy at this time of year. Selectman Barry expressed concern that the 2004 Budget has not yet been approved. Selectman Stone wanted assurance Mr. Cote would monitor the crew and that there were funds to pay for the work. Mr. Cote planned to check on the crew removing trees and indicated he encumbered funds for this purpose.

Ice and Snow Removal Policy – An Ice and Snow Removal Policy was created and provided to the Selectment for review. Mr. Cote used a policy from the University of New Hampshire as a guide to establish Deerfield's policy. Mr. Cote touched on the highlights of the policy. A final copy of the Ice and Snow Removal Policy will be returned to the Board for Signature.

MOTION: Selectman Steve Barry made a motion to approve the Ice and Snow Removal Policy as presented.
Seconded by Selectman Paul Dinneen.

Vote: Chairman Robertson called for the Vote. It was declared a Unanimous Vote in Favor.

Complaint/Mailbox Destruction -- Mr. Cote received a complaint from Mrs. Meyers on Mountain Road who reported that that her mailbox had been hit four times. Mr. Cote inspected the area and noted the paint on the mailbox was yellow and the Town plows are painted orange. Another observation was the one-ton truck that plows Mountain Road could not have gotten up high enough to cause the damage.

Birch Road/South Road Intersection --The Selectmen looked to Mr. Cote for a recommendation as to what to do with the Birch Road/South Road intersection. For various reasons, the petitioners have not yet appeared before the Selectmen. Selectman Barry remarked the Board is now aware of the situation and look to the Highway Agent for his input.

After viewing the intersection with George Thompson, Planning Board Member, there were several things that became evident. When pulling up to the intersection, and looking to the left, there is visibility through the fence but you cannot see over the stonewall on the right side of the road. If you pull up further to achieve visibility to the right, then the fence and the trees obscure the left. Mr. Cote stated it all depends on how someone approaches the intersection.

Chairman Robertson thought if one side was altered to provide better visibility then the other side should be as well. Mr. Cote agreed that if one party removes their fence the other party should remove their wall.

Selectman Barry expressed concern that if visibility is a problem something should be done. Mr. Cote believed it is all in the way someone approaches the intersection. According to Mr. Cote, there is more than one way to position a vehicle to see the traffic from both sides. Selectman Barry pressed Mr. Cote for the answer of what to do. Mr. Cote stated his recommendation would be to open up both sides or nothing at all.

Chairman Robertson indicated concerns could arise from cutting trees or moving a portion of a stonewall. Selectman Barry understood but wanted to see Mr. Cote's recommendation followed up with a plan.

Harriet Cady interjected that stonewalls are considered boundaries and moving one might not be easy. She suggested looking at eminent domain. Selectman Stone thought the wall could move if the property owner moved it. Concave mirrors were mentioned. If they were placed across the street, visibility might improve.

Performance Evaluation -- The question of whether or not Mr. Cote's evaluation was complete came before the Selectmen. There is more paperwork to be passed in, and then the task will be complete.

Review of Correspondence

- Tenant Request/Claire's County Cuts

Claire Parrino wrote to the Selectmen requesting a one-month's extension regarding the rental rate on the new space vacated by Attorney Joseph Dubiansky. The renovations are expected to be complete by March 1st. Ms. Parrino will continue to pay for the space she currently rents until March 1st.

MOTION: Selectman Steve Barry made a motion to grant Claire Parrino's request to forgo paying rent on the new space until March 1st. Seconded by Selectman Frances Menard.

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

- Reimbursement Request/Maryanne Taylor

Maryanne Taylor wrote explaining she hired Don Molloy, of Manchester, to tune the piano in the Historic Town Hall and paid for the service out of her own pocket. The piano is tuned once a year at \$70 per tuning. Ms. Taylor did not want to continue this practice and requested reimbursement. The Selectmen discussed the request. It was thought that Ms. Taylor should have approached the Selectmen prior to having the piano tuned as to how payment would be handled. Selectman Barry pointed out it is the Town's piano. The Selectmen were willing to pay the invoice from the last time the piano was tuned.

MOTION: Selectman Steve Barry made a motion to notify Ms. Taylor to come before the Board in advance of repairs being done. Ms. Taylor is to provide the Selectmen with a receipt that the invoice was paid prior to the Town issuing reimbursement. Seconded by Selectman Paul Dinneen.

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

- Copy of Article/Town and City/Facts and Myths of Petitioned Warrant Articles

Other Business

- Warrant Article 2/Open Space Land Acquisition

Selectman Barry mentioned confusion over the recommendation of the \$2.5 million bond issue for open space land acquisition. Selectman Barry explained to the Municipal Budget Committee (MBC) the Selectmen recommended Article 2 to bring it forward to the Townspeople. Because Article 2 carries a recommendation it looks like the Selectmen recommend it.

Having read the MBC Minutes, Selectman Stone said it appeared the MBC favored Article 2. Selectman Barry indicated it could not have been clearer the MBC recommended Article 2 only to bring it forward to Town Meeting for a vote. At the Town Meeting, it would be made clear it was not the right time, or place, for such a request.

There was still confusion over what was reflected in the MBC Minutes. Selectman Barry stated he would refer to the notes he took that evening to find the answer. Members spoke against Article 2 but when it came to the vote, Chairman Bicknell called for three votes on Article 2. In the end, there was one vote to recommend Article 2 to bring it forward to Town Meeting. The comment was made individual members could speak to the article if they wished to do so.

In cases like this, historically, the Selectmen have stated the article was brought forward to the townspeople but the Board did not support it. Selectman Stone didn't see why the MBC couldn't say the same thing.

- Article 8/Planner

Selectman Barry reported Article 8 concerning the Planner was also opposed by the MBC. Chairman Bicknell, of the MBC, had a problem with the potential of another full-time person. When the vote was called, it went to a tie vote and failed. Selectman Barry thought Article 8 could be debated at the Public Hearing. There was also the suggestion people should talk to the Code Enforcement Officer about what the future holds for development.

Review of Correspondence

- Minutes/Legislative Public Hearings
- Notification/Public Hearing-Re: Cell Tower
- Publication/The Bridge
- E-Mail/Phil Trowbridge/ATV Legislation
- Response/Grant

Chief Wunderlich did not believe Deerfield could apply for the grant.

Other Business

- Appointment/Chief Wunderlich

The Selectmen requested an appointment be made for Chief of Police, Robert Wunderlich for the purpose of discussing the status of Officer Paul Tower.

- Grant Funds/Digital Radios

Fire Chief, Mark Tibbetts reported grant approval was received on Friday for digital radios for the Fire Department and the Deerfield Rescue Squad.

Angela Balukas/Mountain Road Reconstruction

Present: Angela Balukas, Raymond Balukas, Donald Gorman, and Denise Fahey

Also Present: Alex Cote, Highway Agent

Mrs. Balukas met with the Selectmen concerning the Mountain Road Reconstruction and in particular the Petitioned Warrant Article. When asked if the Selectmen would place their recommendation on the article, it was pointed out the article is not like other standard warrant articles but a petitioned warrant article.

Selectman Barry noted the Municipal Budget Committee (MBC) voted against the recommendation of the petitioned article for the reconstruction of Mountain Road. Regardless of the vote, the Petition will move forward to Town Meeting. Selectman Barry pointed out there was close to \$200,000 in the Highway Budget for repairs to Mountain Road. The work would be done on the section engineered by Keach-Nordstrom, the bottom of the road to the top of where the tar begins. Selectman Barry remarked that other Highway Department projects have been put on hold for the purpose of completing this section of Mountain Road.

Mrs. Balukas questioned if the funds in the 2004 Highway Budget were for the portion of Mountain Road the Petition addressed. Mr. Cote said the monies in the budget were for further repairs and maintenance to as many parts of the road as possible.

Selectman Barry said from the Municipal Budget Committee's (MBC) perspective the Town was working towards repairing Mountain Road. It is the Selectmen's intention to go forward with the \$192,000 budget for the improvements to be made according to the Keach-Nordstrom plans. It is unlikely the Selectmen would go into a road improvement project as outlined in the Petition. Chairman Robertson used the example of a major problem on a road like Mount Delight Road being one of many things that could happen. The Selectmen would then be charged with moving money around to accommodate the situation. There is still engineering to be completed on Mountain Road in order to properly upgrade the remainder of the Mountain Road.

Mrs. Balukas asked if there was a current plan. She mentioned spring coming and the portion of road just beyond where the Keach-Nordstrom plan ends as being an issue. She looked to the Selectmen for an answer as to what would happen this spring if the road conditions were the same as last spring. Selectman Barry replied the existing Highway Agent has thoughts on how to handle the situation. There is however an election in March.

The Selectmen were aware ice dams are located on sections of Mountain Road in the area of the hunting camp, near Joe Brown's field and also around the corner and down the hill.

Chairman Robertson deferred to Alex Cote, Highway Agent. Mr. Cote stated he encumbered some money to be used on Mountain Road. Mr. Cote explained the handout he provided contained an overview of expenditures on Mountain Road since August 25, 2003. The second page contains information on tree removal, on Mountain Road, which costs about \$10,000. Angela Balukas asked where the tree removal would occur. Mr. Cote replied in the area of Joe Brown's field, which is also scheduled to be widened.

Selectman Menard noted the ditching was being done but the Highway Department ran out of time before winter set in.

Raymond Balukas wanted to know why it took the Highway Department so long to get to Mountain Road in 2003. Mr. Cote explained there were major arteries torn up in Deerfield and they received first priority.

Mr. Cote said test borings were done instead of test pits. The rationale is if the backhoe disturbed the area it would create further problems. Mr. Cote has all of the reports if anyone wanted to review the data. The road is a sandbased road four to six feet in depth. Mr. Balukas questioned the results of the borings as he has dug on his property and knew what he found there.

Raymond Balukas thought to get the work done it should be contracted out. Angela Balukas worried about the upcoming spring because the work was not done.

Mr. Cote mentioned meeting with State Engineers who advised him to excavate the side of the road and install a double sock under drain. First ¾ inch stone will be placed in the swale, then 2" minus stone to be followed by a geo filter. This will create a blind drain allowing water to flow down towards the existing culvert and into the catch basin.

Mrs. Balukas again questioned what would happen in the spring when the frost comes out of the ground. Would there be enough funds to purchase gravel for Mountain Road. Mr. Cote indicated there is a line in the Highway Department Budget for the purchase of gravel to maintain gravel roads. Mr. Balukas recalled spending \$20,000, last spring, on Mountain Road alone.

Being specific, Angela Balukas spoke of the muddy area near Rick Fosher's house. Raymond Balukas did not want to turn this meeting into a contest but there was four feet of mud, in this area, last spring. Mr. Balukas asked what guarantee the residents of Mountain Road have this would not occur again. Mrs. Balukas requested a timeline.

Mr. Cote stated if he was re-elected Highway Agent, he would see to it that following March 9th, the work would proceed in a timely manner. Chairman Robertson commented that Mr. Cote, and the Board of Selectmen, will do the best they can to make Mountain Road passable. Everyone is well aware of what the conditions on Mountain Road are during the spring of the year.

Mr. Balukas remembered Keith Rollins fixing problems on Mountain Road at 10:00PM one night. Mr. Balukas indicated everyone but Selectman Joe Stone beat around the bush as to what would happen. Chairman Robertson repeated a prior statement that everyone will do the best they can to keep the road passable and to continue with the reconstruction.

Angela Balukas mentioned the struggles the bus encountered last spring. Raymond Balukas was aware Keith Rollins followed the school bus up and down Mountain Road but that did not get the road fixed.

Mr. Balukas suggested the Board of Selectmen consider the liability factors. The most obvious one being what if there was a fire on Mountain Road and the fire trucks could not get through.

Donald Gorman drew everyone's attention to the fact the new Highway Agent has been upgrading, putting in new culverts and doing some ditching work. There are still some ice dam issues to be dealt with. Mr. Gorman stated there is a definite improvement in routine maintenance.

In answer to a question on what has happened with the easements, Chairman Robertson deferred to Selectman Dinneen for the answer. Selectman Dinneen stated he and Selectman Menard have been working on the easements. David Ellis has not replied to Selectman Dinneen even after many attempts have been made. Selectman Dinneen's request, to Mr. Ellis, was simply to review the Keach-Nordstrom plan and let the Board know if it was acceptable. The next step would be eminent domain. Chairman Robertson stated the Board would like to avoid eminent domain because it causes hard feelings and there is a cost attached to the procedure? The Ellis Easement is the only one where an agreement has not been reached.

Angela Balukas asked if the Selectmen were planning to take the curve out. Chairman Robertson indicated there are constraints on what the Town can spend. The \$192,000 is the most money ever appropriated for a road under the Town Highway Budget. Adding more funding to reconstruct Mountain Road will likely result in Town Meeting voting no.

Denise Fahey wasn't in favor of paving Mountain Road but did want Mountain Road maintained. Mrs. Fahey agreed since Mr. Cote took over as Highway Agent the road had improved. Mrs. Fahey's concern was that the road be maintained to the end by doing tree removal, ditching and graveling but not necessarily pavement.

Mr. Cote believed that \$192,000 would go a long way on Mountain Road but he couldn't promise the top of the road was the priority. Chairman Robertson stated that what he thought Mr. Cote was trying to say is that even though the work was not slated for the top of the hill the Highway Department and the Board of Selectmen would not say the heck with it.

Angela Balukas questioned if Mountain Road was considered a priority. Mr. Cote answered of course it is. Mrs. Balukas pointed out more land is sold and that would bring more homes. Mr. Cote directed Mrs. Balukas to the package of information he provided. He believed that once she got home and looked through the information she would have a better understanding of what has been done and what will be done to Mountain Road. Mr. Cote anticipated the work to be contracted out and the project to last two months.

Selectman Stone did not find a ballpark estimate to pave to the end of Mountain Road. The idea was to have that section remain gravel. He noted there was approximately \$408,000 in additional costs above and beyond the funds to be raised to complete Mountain Road from top to bottom. Mr. Balukas remarked that would be money well spent.

Discussion returned to contracting the work out because the Highway Department would not have time to do the project. Chairman Robertson could not see bringing a \$600,000 figure to the Town and getting the funds.

Raymond Balukas just wanted the road maintained and without mud. Selectman Stone didn't see reaching the top of Mountain Road until next year. Mr. Cote said all he could do was give the project his best effort. Mr. Balukas indicated the patience of Mountain Road residents has cost wheel bearings and other vehicle parts.

Selectman Stone reminded everyone the Board thought they had the first part taken care of and they bumped into other headaches.

Angela Balukas thanked Alex Cote for at least putting a plan on paper.

Selectman Barry said the Board would love to fix Mountain Road and be done with it but there are 66 miles of road in Deerfield and people living on those roads. While not making your concerns any better that is what the Selectmen see from the other side of the table. Selectman Barry wanted the Mountain Road residents to be aware over the last five or six years there have been three or four Highway Agents. Because of that, an article will appear on the Warrant, this year, seeking the appointment of a Highway Agent versus the position being elected.

Since he moved to Mountain Road, Mr. Balukas thought each Highway Agent made an attempt to improve Mountain Road but no Highway Agent has taken care of the mud problems.

Denise Fahey wanted to know if the easement was not acquired would the project stop. When it comes to correcting safety issues, Mr. Cote said the Town could acquire the property through eminent domain. Mrs. Fahey wanted a guesstimate as to when the Selectmen thought the work on the upper section of Mountain Road would occur. Mr. Balukas also wanted an answer to the same question. While Mr. Cote could continue the work beyond the planned section, he could not promise how much would be accomplished on the top part of Mountain Road. Chairman Robertson agreed with Mr. Cote. It is difficult to say one thing will happen and another will not.

Don Gorman asked what Keach-Nordstrom recommended for the base of Nottingham Road. It was believed the requirements would be the same as the section already engineered. The engineers were not asked to recreate it.

Anthony DiMauro indicated there was a tree near his residence that should be removed. Mr. Cote suggested Mr. DiMauro put a ribbon around the tree to prevent the wrong tree from being cut.

Mr. DiMauro asked what the geo tech fabric was. Mr. Cote explained it is a fabric that water can pass through but the clays and subsoils cannot. Mr. Cote described the method he would use to divert the water off the road, and from under the road, and carry it safely away.

Donald Gorman was satisfied with the answers given this evening. The plans appeared workable and it is the Board's intention to work on Mountain Road in the immediate future. Chairman Robertson stated the Board of Selectmen has stated it is their intention this project goes forward.

Angela and Raymond Balukas requested an appointment, for the Month of March, to discuss the status and condition of Mountain Road at that time. Mr. Balukas noted it would be mud season then. Mrs. Balukas mentioned driving Mountain Road four times a day last year and during mud season it wasn't fun. An appointment will be scheduled.

Minutes of January 26, 2004

MOTION: Selectman Steve Barry made a motion to approve the Minutes of January 26th as written.
Seconded by Selectman Joe Stone.

VOTE: There was no discussion. Chairman Robertson called for the Vote. It was declared a Unanimous Vote in Favor. The Minutes of January 26, 2004 are approved as written.

Signatures

- Intent to Cut

Map 413 Lot 59/Mario Pelletier/Cut Located in Bear Brook State Park

Note: Chairman Robertson hoped this logger would leave the park in better order than a previous logger.

- Timber Tax Levy

Map 415 Lot 34/Mark Dickey and Mary Romano

- Letter/State of NH Fish and Game

Discussion: The Selectmen wrote to the Fish and Game Department to seek assistance with alleviating congestion on Gulf Road. The parking area created by Fish and Game has allowed vehicles to get off the road.

- Letters/State Representatives-District 73/State Senator-District 17

Representative Elbert I. Bicknell
Representative Harriet E. Cady
Representative Robert A. Johnson
Representative Rudolph J. Kobel
Representative Joseph E. Stone
Senator John S. Barnes, Jr.

Discussion: The Selectmen have invited State Representatives and the District's State Senator to a meeting on March 1, 2004 to discuss pending legislation.

- Application for Credit/Sanel's Auto Parts

Discussion: Selectman Barry suggested the Board not sign the Application for Credit for Sanel's Auto Parts. The account was being established for the Animal Control Officer (ACO). If it didn't compromise the mobility of the ACO, Selectman Barry preferred the request be put on hold for now. The Selectmen were in agreement to hold the request.

Voucher

The Accounts Payable Manifest for the period ending February 4, 2004 was signed.

Unfinished Business

- Letter/George Thompson/Thurston Pond Road

The Selectmen received a letter from George Thompson reflecting Mr. Thompson's opinion of ownership of the end of Thurston Pond Road he abuts. At first, Chairman Robertson was going to send a written response. Since then, Chairman Robertson has talked to Attorney Rob Upton. Attorney Upton's advice was the Town should call Mr. Thompson and let him know his claim will be looked into but in the meantime, Mr. Thompson should not sell the road. At present, there is a pile of information two- and one-half feet high in the Town Offices waiting to be reviewed. Mr. Thompson listed no intentions except to post as private property and people would pass at their own risk.

- Thurston Pond Dam/Removal of Beaver Debris

Previous correspondence led Chairman Robertson to look into how the Town should proceed with clearing the beaver debris from Thurston Pond Dam. The recommendation from the New Hampshire Department of Environmental Services (NHDES) is to apply for a permit to accomplish the task. Attorney Rob Upton is in agreement work should proceed. Grace Levergood of NHDES has indicated the appropriate forms to complete and how to move forward. Selectman Menard asked if there would be public hearings. Chairman Robertson said he wasn't sure of the exact procedure but NHDES has a biologist or hydrologist that would attend a meeting and discuss the pros and cons.

- Mountain Road/Ellis Easement

Selectman Dinneen was looking for guidance from the Selectmen as to how to proceed with the Ellis Easement on Mountain Road. He and Selectman Menard spent a lot of time last year trying to sort out how to assist Mr. Ellis. All they learned was that Mr. Ellis thought the easement should be on the Christian property. Chairman Robertson suggested a letter be sent to Mr. Ellis, certified mail, and provide a deadline for a response as to whether or not Mr.

Ellis is agreeable or not. The letter should indicate that if the Town does not hear from Mr. Ellis they would begin the eminent domain proceeding.

- **Town Budget/Public Hearing**

Chairman Robertson reminded Board members the Public Hearing on the Town Budget is scheduled for Wednesday, February 11, 2004 at 7:00PM in the cafeteria of the Deerfield Community School.

- **Legislation**

Selectman Menard mentioned a hearing on HB1295 this Thursday at 10:00AM. It was unclear if this hearing was just on the amendment or was on the language of the previous House Bill. Representative Harriet Cady, who sponsored the original HB1295, said another Representative approached her to amend the Bill to prevent State and Town Officials from sealing settlement records. The original language has been replaced. Representative Cady serves on the Right-to-Know Commission and her legislation would be premature as Commission is working on things like e-mail.

Point of Order

Chairman Robertson stated he would take citizen's comments next as the Board would enter a Nonpublic Session at the end of the evening. There would be no action taken following the Nonpublic Session other than to adjourn the meeting.

Citizen's Comments

Representative Harriet Cady asked the Selectmen to back her on a bill that would levy a \$5,000 fine for pornographic spam. She would like to know she has the support of all the Deerfield Selectmen. The Town Manager in Merrimack has indicated it wouldn't matter what they do because some would still come through. Another Representative wanted all spam banned. Chairman Robertson stated the Board would be supportive of such a bill.

Representative Harriet Cady spoke to her unhappiness with Avitar Associates of N. E., Inc. She got a copy of her property card and once again they did not come in the house to look. The unfinished section that still isn't finished was assessed as finished. Two years ago, Brian, of Avitar, came into the house when she was appealing the revaluation. No one has come in since then and nothing has been completed but the value has gone up. She pointed out that in order to change the record a date and initials should be in the corner. There was an indication the firm said they entered the premises but the last time someone did was in 2001. In April of 2003, no one came to the house. Chairman Robertson asked Representative Cady if she was going to file an abatement. She replied yes.

Representative Harriet Cady remarked that Avitar is charging for things they say they are going out and doing and they did not come to her house. Chairman Robertson said the Selectmen met with Avitar to learn what the Town has been charged for and are awaiting a response.

Representative Harriet Cady said she didn't know how much it would cost to photograph each house but if Avitar were going to go visit each residence, it would be wise to be sure we have something that shows the work has been accomplished.

Unfinished Business

- **Avitar Contract**

Chairman Robertson mentioned having met with Avitar in an effort to resolve billing issues and review the contract. The billing issue appears to be resolved. There was an error resulting in \$1,181 being credited to Deerfield's account. The contract has not yet been returned for the Board's signature.

Nonpublic Session

7:53PM Selectman Joe Stone made a motion the Selectmen enter a Nonpublic Session under RSA 91A:3,II(a). Seconded by Selectman Steve Barry. Selectman Stone read the portion of the statute that applied to this Nonpublic Session.

Roll Call Vote: Barry-Yes; Dinneen-Yes; Stone-Yes; Menard-Yes; Robertson-Yes

8:05PM The Nonpublic Session ended.

MOTION: Selectman Joe Stone made a motion to seal the Minutes to this Nonpublic Session as divulgence of information contained in the minutes might likely adversely affect the reputation of a person or persons not a member of this Board. Seconded by Selectman Steve Barry.

VOTE: Chairman Robertson called for the Vote. It was a Vote in Favor. The Minutes to this Nonpublic Session are sealed.

No Action/No Decisions

There was no action taken and no decisions made during this Nonpublic Session.

Adjournment

8:07PM Selectman Steve Barry made a motion to adjourn. Seconded by Selectmen Frances Menard. Chairman Robertson called for the Vote. It was a Vote in Favor. The meeting is adjourned.

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
March 1, 2004
MINUTES**

Call to Order

5:30PM Chairman of the Board, R. Andrew Robertson called the Meeting to Order.

Roll Call

Present: R. Andrew Robertson, Chairman; Frances L. Menard, Vice Chairman; Joseph E. Stone, Paul P. Dinneen and Stephen R. Barry

Also Present: Cynthia Heon, Administrative Assistant

Pledge of Allegiance to the Flag

Chairman Robertson asked all to rise for the pledge of allegiance to the Flag.

Police Department/Monthly Report

Present: Chief of Police, Robert Wunderlich

- Statistical Report

Burglaries -- Chief Wunderlich presented the January and February statistics for the Selectmen's review. A string of burglaries and armed robberies in the area has been the biggest concern. Burglars kicked doors down and went through stuff in homes but only took items from one house. Late last week two individuals were arrested. The Exeter Police Department received a tip and subsequently a vehicle was searched which tied the individuals to burglaries in Candia. Some items were recovered from a Deerfield burglary. Chief Wunderlich hoped the burglaries were over. Selectman Menard wondered if the crimes were all done by the same people. Chief Wunderlich replied it was thought to be the same individuals.

Accidents -- There have been a lot of accidents and not all could be blamed on the weather.

- Police Training Network

Last year, the State of New Hampshire and the State of Kansas were in line to receive grants regarding a free 24hour a day televised training program. New Hampshire was awarded the grant and every Police Department, Fire Department and Emergency Services Unit, whether it is an ambulance service, rescue squad or hospital will receive free training videos for their specific branch of service. The videos contain information regarding products and training techniques. Each state will have a spot in the video specific to their State's training techniques. Last week, a dish antenna was installed on the roof providing access to the Deerfield Police Department for this training opportunity. If the program were not funded in 2005, it would cost \$2,100. The Deerfield Police Department has one year to evaluate the training programs.

- Fundraiser/Basketball Game

Chief Wunderlich invited the Selectmen to attend a basketball game on Wednesday night, at 6PM, at the Deerfield Community School (DCS). The Police and Fire Department will play the DCS basketball team to benefit the 8th grade class trip. The Rescue Squad will be available just in case. A few surprises are planned.

Nonpublic Session

5:42PM Selectman Joe Stone made a motion to enter a Nonpublic Session under RSA 91-A:3, II(a). Seconded by Selectman Steve Barry. Selectman Stone read the portion of the statute that applies to this Nonpublic Session.

Roll Call Vote: Barry-Yes; Dinneen-Yes; Stone-Yes; Menard-Yes; Robertson-Yes

6:02PM The Nonpublic Session ended.

MOTION: Selectman Joe Stone made a motion the Minutes of this Nonpublic Session be sealed as divulgence of information contained in those minutes might likely adversely affect the reputation of a person or persons not a member of this Board. Seconded by Selectman Frances Menard.

VOTE: Chairman Robertson called for the Vote. It was a Vote in Favor. The Minutes to this Nonpublic Session are sealed.

No Action/No Decisions

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

Highway Department/Monthly Report

Present: Alex Cote, Highway Agent

- **Written Monthly Report**

Mr. Cote read the written Monthly Report for the Highway Department. In addition to the list of items the Highway Department worked on the following topics were discussed:

Culverts/Ditches -- Culverts frozen to the ground have been troublesome throughout the Town. The Highway Department is working on thawing frozen culverts. In some areas of Town, the ditch lines have been cleared of ice and snow.

Equipment Maintenance -- The Highway Department has been working on trucks and sanders performing maintenance and repairs.

Backhoe Repair -- The backhoe experienced four breaks in the hydraulic lines in five days. The sales representative looked at the backhoe earlier in the day and noted that a couple of brackets were missing. The company provided the parts and Highway Department employees did the work.

Gravel Roads -- The gravel roads are being patrolled. Sanding has been done where required, as there is some ice buildup. Gravel roads are checked prior to when buses would be on the road and in advance of commuter traffic.

Frances Drive & Danielle Way -- Mr. Cote reported receiving a check from Mr. Singleton who is one of the developers involved with Frances Drive and Danielle Way. Selectman Barry asked if Mr. Cote made it clear this was not something that would be done on a regular basis. Mr. Cote explained the issue was the oil truck not being able to reach a residence. It was made very clear it was a onetime emergency situation. Selectman Barry thought the developer had contracted with someone. Mr. Cote heard the contractor wasn't paid and hasn't returned. When Mr. Cote went in the development, the road was a sheet of ice. If the Fire Department or Police Department needed to go in, they would not have been able to. Since the weather has been better, the conditions of the road have changed.

Road Agents Meeting -- The Deerfield Highway Department will host a seminar concerning best solutions for road repair. Mount Delight Road, and all of its road maintenance issues, will be used as the example. Mr. Cote said Fire Chief, Mark Tibbetts will allow the group to use the upstairs of the Deerfield Fire Station for a classroom. There will be parking at the Highway Shed for those attending.

South Road/Birch Road Intersection -- Mr. Cote presented his recommendation of what should be done at the South Road and Birch Road intersection. Mr. Cote visited the site with a member of the Planning Board and measured the distance to be sure the requirements met the ordinances. If the stonewall were to be moved, a corner marker could be set. Chairman Robertson asked if a hazard existed. Mr. Cote didn't think it was any more of a hazard to see past the current fence than it was to see past the wall. Selectman Barry requested a clear recommendation. Mr. Cote noted if people slowed down there wouldn't be a hazard. Chairman Robertson, who drives through the intersection regularly, wanted to know if a hazard existed or it didn't. Mr. Cote stated he did not believe a hazard existed.

Gulf Road/Replacement Culvert -- Mr. Cote spoke to Jim Gallagher of the New Hampshire Department of Environmental Services (NHDES) regarding the condition of the culvert on Gulf Road. The concerns are with the culvert rotting away and that a heavy load might cave the culvert in. The dam and spillway work is two to four

years into the future. It seemed like the better plan would be to do the dam and culvert projects together which would allow the excavation to be done at the same time and save the Town money. Fish and Game is planning to repair the boat ramp. There are other meetings scheduled at the State level, which may provide more information. In the meantime, Mr. Cote will take measurements, inside the culverts, in the lane areas and monitor them. Chairman Robertson noted the Selectmen didn't want any more holes opening up that small dogs could fall into.

Closing/Posting Roads -- The Class VI Roads have been posted. Mr. Cote provided copies of the ordinances for the Selectmen's review. He plans to post some of the other roads tomorrow. Mr. Cote wasn't sure if he should receive the Selectmen's approval, in advance, for closing the Class VI Roads. Chairman Robertson stated the Selectmen expect the Highway Agent to take care of road closings and postings. Chairman Robertson reminded Mr. Cote that resistance is sometimes met when it comes to logging operations and Mr. Cote would have to stand his ground. Mr. Cote understood, as he didn't want to see the roads torn up.

Weight Limits -- Selectman Barry asked about weight limits and why they might be higher on Cotton Road and Parade Road. Selectman Menard recalled Public Service Company of New Hampshire (PSNH) moving a transformer over Parade/Nottingham. Selectman Stone remembered PSNH doing the work to build the road to support the weight of the transformer. Chairman Robertson said if Mr. Cote didn't think Parade Road and Cotton Road could take the weight, it was his call. Selectman Stone recalled Parade Road always being posted.

Nonpublic Session

6:18PM Selectman Joe Stone made a motion to enter a Nonpublic Session under RSA 91-A:3, II(a). Selectman Stone read the section of the statute that applied to this Nonpublic Session. Seconded by Selectman Steve Barry.

Roll Call Vote: Barry-Yes; Dinneen-Yes; Stone-Yes; Menard-Yes; Robertson-Yes
6:28PM The Nonpublic Session ended.

MOTION: Selectman Joe Stone made a motion to seal the Minutes of this Nonpublic Session as divulgence of information contained in those minutes might likely adversely affect the reputation of a person or persons not a member of this Board. Seconded by Selectman Frances Menard.

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

MOTION: Selectman Steve Barry made a motion to increase the annual wages of the Highway Agent to \$44,000 retroactive to the date that is six months following the date of Mr. Cote's hire. Seconded by Selectman Joe Stone.

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

Parks and Recreation Department/Monthly Report

Present: Joe Manzi, Parks and Recreation Director

Mr. Manzi updated the Selectmen on Parks and Recreation Department activities as follows:

Intern -- Mr. Manzi was hoping to introduce the intern working in the Parks and Recreation Department but Peter was not able to be present this evening. Mr. Manzi has found Peter to be a hardworking and accomplishing a lot. Parks and Recreation equipment was inventoried which was very helpful. Peter will be with the department until the end of the month.

E-Mail/Girl Scout Leader -- A letter was received from a Girl Scout Leader expressing concern about placing announcements on the Cable TV Bulletin Board. The individual was concerned about specifics being announced which would allow predators to know where young people are. Mr. Manzi indicated to the individual he appreciated the input and would bring the matter to the Selectmen. What is posted on the bulletin board is dates and events. Chairman Robertson saw this as a difficult situation because events need to be publicized for people to know what and when they are. In a conversation with Ms. Heon, it was discussed that even if the message was to call for

information, once the predator called they would learn everything they needed to know. Mr. Manzi wasn't sure if the Girl Scout Leader was referring to rules specific to the Girl Scout Council.

Fireworks -- Last year donations paid for the fireworks display on Old Home Days. Because of the weather conditions last year and the need to have the fireworks reach above the tree line, Mr. Manzi had the inspector look at the site again. Aside from moving the location, which isn't possible, it was thought a few adjustments could be made to have the fireworks clear the tree line under all conditions. These adjustments came with a cost. There is \$500 left in the fireworks account and \$3,000 will need to be raised through donations.

Summer Fall Program Guide -- Last year, the Parks and Recreation Department put out a special edition newsletter, which was a program guide to summer and fall programs. Mr. Manzi will do this again this year and combine it with an open house night where residents can get information and sign up for programs. As part of this special edition, Mr. Manzi thought he could solicit donations, which would give businesses more exposure. Certain businesses have been very generous but Mr. Manzi would prefer to see the funding spread out a little more. Chairman Robertson thought this made sense and has been used by others for years with great success.

Gazebo Dedication -- Selectman Stone asked Mr. Manzi to consider a date for the dedication of the Gazebo in memory of Rod Swanson.

Veasey Park -- (1) Selectman Dinneen asked if everything was going on schedule with the Veasey Park project.

Mr. Manzi said port-a-potties were not ordered for Veasey Park because it appeared all would be in order by the time the park opened for the summer.

(2) On another Veasey Park matter, Selectman Stone said that a few weeks ago he observed ATV's coming out of the park onto the ice. He spoke to the individuals explaining the work done in the park was accomplished with grants and it was a private beach area by virtue of deeds. The people indicated they would not go into the park again. Selectman Barry suggested a snow fence be erected at Veasey Park next winter.

Basketball Game -- Mr. Manzi reminded the Selectmen of the basketball game Wednesday evening, at 6PM, between the Fire Department and Police Department personnel and the Deerfield Community School (DCS) team.

State Senator - District 17 State Representatives - District 73 Legislative Update

Present: Senator Jack Barnes, Representative Harriet Cady, Representative Elbert Bicknell and Representative Joe Stone

Chairman Robertson welcomed the Legislators. He said Selectman Menard suggested the appointment be set to learn about as much legislation as possible and how it might relate to municipalities. The Selectmen track legislation, receive information from the New Hampshire Municipal Association (NHMA) and visit the Webster site on the Internet but it is helpful to have more in-depth information from those writing the bills.

Representative/Selectman Stone stepped away from the Selectmen's table to join the other representatives.

Representative Bicknell asked if the Selectmen had anything in particular in mind. Chairman Robertson indicated whatever the Legislators thought might be of interest to municipalities could be shared.

Senator Jack Barnes offered to begin, bringing forward the following points of interest:

- Legislation concerning the right to work, which is tied to unions.
- Senator Barnes co-sponsored a bill defining marriage as between a man and a woman.
- One of the largest issues is education funding. Because of ego problems, the legislation is not moving forward. Looking at Deerfield and the legislation proposed for education funding, there are different numbers. In one version, the amount the School District would receive is a little less than previously received. With a big hole in the State Budget, this will be a worry.

- Senator Barnes pledged to look after the Towns and make the impact, of funding education, as small as possible. Some communities like Allenstown and Pittsfield are having particularly difficult times. ☹ Looking at a deficit, Senator Barnes found himself considering supporting video slot machines if that will achieve property tax relief.
Senator Barnes is also looking into reinstating the Inheritance Tax in order to put some money back into the coffers.

Chairman Robertson commented the Selectmen are concerned about the economy of the State and appreciated the insight as to what is being considered.

Representative Elbert Bicknell introduced a Constitutional Amendment, CARC 24. He explained that it is a taxpayer's bill of rights. It is formulated from similar legislation, in the State of Colorado, where there isn't a rainyday fund. Monies that are saved are returned which in Colorado was approximately \$30 million dollars in 10 years. If the State found themselves in an emergency funding situation, Representative Bicknell didn't think it would be difficult to obtain the two-thirds vote required to pass a new tax or fee increase. The intent is not to stop government but slow the growth of government. Representative Bicknell explained how the calculation is arrived at that allows for a 7% increase, and if more were needed, an 8.2% increase would be in the range of reality.

Chairman Robertson was aware of the Constitutional Amendment but had heard it was to extend beyond the State level to the local level and he was concerned about how that might work. Representative Bicknell explained that when the amendment was first proposed to include the local level, it sounded good. Following a conversation with fellow legislators, the amendment was pulled.

Selectman Menard asked what position the legislators had on HB 1416. Representative Bicknell requested input from the Board of Selectmen. He believed the bill would be sent to a study committee. In his opinion, the bill created a "damned if you do, damned if you don't" situation. It was remembered that Attorney Upton was a lead attorney concerning this matter at prior hearings.

After looking at a Verizon billing packet, Representative Harriet Cady thought there might be double dipping in certain taxes listed on the bills. A tax imposed back in the days of the railroads on telephone service was repealed. In 1990, the Legislature repealed the personal property tax thereby reducing Verizon telephone bills. Legislation then added a charge of 3% and a surcharge of 5% followed another increase a year later. In 1990, funds were returned to communities.

In 1990, Representative Stone remembered the poles being exempt from taxation. Representative Bicknell was interested in knowing what the benefit is to the Town either way. Selectman Menard offered an explanation that if the poles were taxed the revenue would come to the Town and without a tax no revenue is received. Chairman Robertson said a number has to exist and every little bit helps replace the missing aid to education. There was at one time an estimated amount of \$40,000 for Deerfield.

Representative Stone indicated there has been discussion of a two-year extension regarding the exemption from taxes on poles and overall the Legislature has been studying this for nine years.

Representative Cady stated the citizens do not want an increase in the telephone rate. The New Hampshire Municipal Association (NHMA) is in favor of having municipalities tax the poles and wires. To accomplish the right balance is not an easy task. Selectman Barry suggested the increase be along the lines of \$1 for every \$20. Representative Cady disagreed because in her opinion if the utility company received more money they would spend more money.

Representative Stone mentioned in 1990 the consumption tax, as it was called, related to the use of telephones and was repealed. Another way of saying it was it was a fee for the use of the telephone and there wasn't a charge on the poles. Representative Stone's point was a tax taken away.

Senator Barnes reminded everyone there are cable lines attached to those poles as well.

Representative Stone agreed and remarked the cable companies play hardball. Due to the proposed legislation flipflopping back and forth between the House and the Senate, the thought was to send it to a study committee.

Senator Barnes assured everyone the Chairman of the Finance Committee has more on his plate than can be easily handled and that includes education funding.

Chairman Robertson pointed out that Representative Cady introduced several bills regarding municipal officials attacking people. He wondered why the legislation was brought about and if it just covered the municipal level or the State level also. Representative Cady stated that having been threatened she found the bill to have merit. Representative Cady said a police file exists if anyone wanted to review what happened concerning the threats made against her. Representative Bicknell mentioned there was also a case concerning a Superintendent of Schools. It was indicated there were no exemptions. Representative Cady stated this bill is the one personal bill she introduced this session and it was killed. It is anticipated the bill will return to a study committee because it does have some merit.

Representative Cady introduced a bill regarding the Right-to-Know Law and electronic e-mail. It was gutted and amended to another form. Representative Cady serves on the Right-to-Know Commission and was informed the Commission would be looking at e-mail anyway. The amendment to the original bill concerned the sealing of court documents where taxpayer's monies are spent.

Another bill Representative Cady introduced was killed by NHMA. NHMA's stand was there didn't need to be a law preventing Selectmen from serving on the Zoning Board of Adjustment (ZBA). Representative Cady's point was that appeals from the ZBA are made to the Board of Selectmen thus creating a conflict. NHMA's response was that didn't happen. Representative Cady didn't agree and stated it did happen, in Deerfield, and it is a conflict. With no other alternative, Representative Cady imagined there would be a lawsuit.

Representative Bicknell urged the Selectmen, or any other Board, to call anytime something is in the House or Senate that creates a question or prompts a comment. He cautioned he may not always agree but he would be willing to listen.

Chairman Robertson thanked the Legislators for attending this evenings meeting.

6:59PM Chairman Robertson Recessed the Selectmen's Meeting.

7:00PM Public Hearing/Discretionary Preservation Easement
Howard and Sylvia Maley

7:10PM The Public Hearing was closed.
Chairman Robertson Reconvened the Selectmen's Meeting.

Discretionary Preservation Easement/Howard and Sylvia Maley

MOTION: Selectman Steve Barry made a motion the Selectmen accept the recommendation of the Assessor and grant a 25% reduction, in assessed value, from total value of the barn. Seconded by Selectman Paul Dinneen.

VOTE: Chairman Robertson called for the Vote. It was declared a Unanimous Vote in Favor.
The Discretionary Preservation Easement was signed.

Minutes of February 9, 2004

MOTION: Selectman Steve Barry made a motion the Minutes of February 9th be approved as written.
Seconded by Selectman Paul Dinneen.

VOTE: There was no discussion. Chairman Robertson called for the Vote. It was declared a Unanimous
Vote in Favor. The Minutes of February 9, 2004 stand approved as written.

Minutes of February 23, 2004

MOTION: Selectman Steve Barry made a motion to approve the Minutes of February 23rd as written.
Seconded by Selectman Paul Dinneen.

VOTE: There was no discussion. Chairman R. Andrew Robertson and Selectman Joe Stone abstained
from Voting, as they were not present at the February 23rd Meeting. Chairman Robertson called
for the Vote. The Vote was: Yes- 3; Abstentions-2 It was declared a Vote in Favor. The
Minutes of February 23, 2004 stand approved as written.

Signatures

- Warrant/Change Use Tax

Map 419 Lot 10.5/David G. Wood

MOTION: Selectman Joe Stone made a motion to approve the Change Use Tax Warrant in the
amount of \$9,500. Seconded by Selectmen Steve Barry.

VOTE: Chairman Robertson called for the Vote. It was a Vote in Favor. The Change Use Tax
Warrant was signed. - Abatement Refund and Credit Applied

Map 210 Lot 11/Wendy and Krist Nelson

MOTION: Selectman Joe Stone made a motion the Selectmen accept the Assessor's
recommendation and grant the abatement in the amount of \$1,046.
Seconded by Selectman Steve Barry.

Discussion: Chairman Robertson noted this building is the former Community Center.
It has been clarified the interior was gutted prior to April 1st of last year.

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

7:15PM Chairman Robertson Recessed the Selectmen's Meeting.
Public Hearing/Conservation Easement
Jean Cumings

7:30PM The Public Hearing Closed
Chairman Robertson Reconvened the Selectmen's Meeting.

Signatures

- Letter/Thank You-Raymond & Beverly Pouliot/Historic Photographs

- Policy/Snow and Ice Removal Policy

- Warrant/Land Use Change Tax

Map 414 Lot 97.1/Roger and Margaret King (Peg King Park)

MOTION: Selectman Steve Barry made a motion to waive the Change Use Tax penalty for Map 414 and
Lot 97.1. Seconded by Selectman Frances Menard.

Discussion: Selectman Frances Menard noted the lot did consist of more than 10 acres.

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

Vouchers

The Accounts Payable Manifest for the period ending February 25, 2004 was signed. The Payroll Manifest for the
period ending February 25, 2004 was signed.

Review of Correspondence

- Notification/NHMA/HB1416

NHMA is looking for the names of Legislators in our community. A draft copy of a Resolution was attached which the Selectmen were encouraged to sign if in favor of repealing the exemption for the telephone company property tax on poles.

MOTION: Selectman Joe Stone made a motion the Selectmen support the NHMA Resolution concerning HB1416. Seconded by Selectman Steve Barry.

VOTE: Chairman Robertson called for the Vote. It was a Vote in Favor. The Resolution will be prepared and returned to the Selectmen on March 8th for signature. It is due at NHMA on March 11th.

- Letter/Deerfield Community Church (DCC)

Selectman Menard brought the letter from the DCC to the Selectmen as the Planning Board requested. Confusion has arisen about a second driveway. One driveway has been closed. The plans show the second driveway as closed but the DCC uses it, which has prompted further discussion between the Planning Board and the DCC. Selectman Menard wasn't sure the Selectmen should be involved in the matter.

Selectman Stone didn't want to prevent access to the front of the DCC, as access was needed for weddings and funerals.

The letter was signed by the Moderator of the DCC, Bruce Turnquist and pointed out the DCC would work hand in hand with the Planning Board but wanted to be able to use the front driveway.

Chairman Robertson stated for the record he is a member of the DCC. Selectman Stone stated he is also a member.

Chairman Robertson did not see where the DCC was proposing any action. It is clear one entrance is closed and they would like to be able to approach the front of the church. The Selectmen didn't see a need to respond to the letter.

- Grant Agreement/New Hampshire Division of Historic Resources

A Moose Plate Grant applied for by the Accessibility Committee was approved and the Town will be the recipient of \$8,000. This is for renovations to a historic building, the Historic Town Hall. The Warrant Article, from last year, is in place. The Selectmen were in agreement the Chairman should sign the form, "Grant Agreements to Organizations".

- Notice/Environmental Protection Agency (EPA)

This is notification of permitting requirements. Copies have been forwarded to all departments who may need to review the requirements.

- Notice/Conservation Grant for 2004

The notice will be forwarded to the Accessibility Committee.

- Memo/Town of Northwood

Gulf Road Plans -- The Town Administrator, of Northwood, advised the Selectmen the plans for Gulf Road designed by Holden engineering have been located.

Shared Planner --Chairman Robertson advised the Selectmen the Town of Northwood's Planning Board did not support the shared Planner position. The reasoning was the Northwood Board of Selectmen initiated the idea and not the Northwood Planning Board. Selectman Menard thought the Deerfield Selectmen could at least pursue a part time position. It was thought Deerfield's Warrant Article could be amended.

- Upton Billing

A message was sent to the Selectmen that Zoning Board of Adjustment (ZBA) Chairman, Anthony DiMauro, and the ZBA, did not want to pay the \$102 invoice received from Upton and Hatfield. Chairman Robertson had not

spoken to Mr. DiMauro since the request for the Nonpublic Session and was confused, as he didn't recall the Selectmen having to do anything in particular in the way of follow up. Chairman Robertson will try to arrange a meeting with Mr. DiMauro. Selectman Barry thought the bill should be paid and move on. Chairman Robertson reminded the Board Mr. DiMauro told this Board there would be \$900 in legal fees coming but that was a process that is not going to occur. Because the two parties agreed out of Court the bill is \$102.

- N. H. Department of Environmental Services Grant/Veasey Park/\$10,000/Received
- Census Bureau/Boundary Line Verification

Selectman Menard did not know of any changes to the Town boundaries unless Epsom was to consider changing their Town line.

MOTION: Selectman Joe Stone made a motion the Board reply to the Census Bureau that there are no boundary line changes for the Town of Deerfield.

VOTE: Chairman Robertson called for the Vote. Selectman Frances Menard abstained. The Vote was Yes-3 Abstention- 1

It was a Vote in Favor. The Census Bureau will be notified.

- Outreach Survey/New Hampshire Invasive Species Committee

The correspondence is from Amy Smagula as Chairperson for the New Hampshire Invasive Species Committee. It will be forwarded to the Conservation Commission for their review.

- Abatement/New Hampshire Electric Co-operative, Inc. This has been referred to Town Counsel.

Note: Chairman Robertson noted there was a large variety of other correspondence for the Selectmen to review.

Other Business

- Newspaper Article/Safety Services Complex

Selectman Menard mentioned an article that appeared in the Concord Monitor regarding the Safety Services Complex. Selectman Menard found it to be well done.

- Zoning Board of Adjustment (ZBA)/Town Report

Chairman Robertson mentioned the ZBA 2004 Report. Mr. DiMauro pointed out that the ZBA Budget would look better if the Town handled their accounting process differently. Chairman Robertson wrote to Mr. DiMauro indicating the Town would be violating the law if they changed the way they did accounting and to avoid confusion and embarrassment the report would be changed. Selectman Menard asked if Chairman Robertson had heard from Mr. DiMauro. Chairman Robertson answered that he had not and assumed Mr. DiMauro was in agreement with him.

- Cottonwood Estates

Phil Miholovich and Christopher Bezo drafted a Petition to layout the roads within Cottonwood Estates as Class V Roads. At present, the petition has not come forward. The Board believed there were easier ways to handle the situation regarding the roads in Cottonwood Estates.

- Research/Thurston Pond Road

Selectman Menard described to the Board the process she used to gather information on Thurston Pond Road. A summary will be prepared and it will be forwarded to Town Counsel. First she traced the range maps and then worked with a typed version of the original layout that Roger King had created. The range maps were used to determine what lots the layouts referred to. Then copies of the original layouts were obtained and proofed to what Mr. King had compiled. This crosschecked to be the same sections of Thurston Pond Road. Other documents were copies of warrants and there are some questions as to whether or not there is some missing information. At this point, advice from Counsel should be sought. The other map that was copied is the Class VI Road map that Joanne Wasson created.

Chairman Robertson's concern has been that the work be without prejudice to Mr. Thompson who believes he owns the road. If the records prove that Mr. Thompson owns the road, or that the Town owns the road, then so be it.

Selectman Stone wondered if the Thurston Pond Dam was involved in any way.

Chairman Robertson stated the Board of Selectmen could not forgo Town properties and due diligence on the part of the Selectmen is what is required. If the road were the Town's, then the Town would make that claim and back it up.

The Board thanked Selectman Menard for a tremendous job, well done, and the time it took to accumulate all the information.

- **Rosenfield-Mallette Conservation Easement**

An e-mail from Erick Berglund, Conservation Commission Treasurer and Deerfield Open Space Committee CoChair, indicated the Rosenfield-Mallette easement was ready to go. Chairman Robertson expressed concern over who may have primary interest. In the recent past, the Board has said if the property were gifted, the Town would hold an executory interest. If Town tax dollars were spent, the Town would want to be the primary holder of the easement. The Rosenfield-Mallette easement involves the Town of Deerfield, Town of Nottingham and Bear Paw Regional Greenways. It is Chairman Robertson's understanding that the Conservation Commission intends to spend a sizeable amount on the purchase.

Chairman Robertson talked to attorney Rob Upton regarding this conservation easement. There were several points made. If the Town is spending money, the Town absolutely wants the primary interest or any rights to the property the Town may want to consider. The Board should hold firm to the thought that the Conservation Commission should proceed only with the approval of the Board of Selectmen. Chairman Robertson recalled a couple of public meetings with the Selectmen where the Conservation Commission members didn't think they needed the approval of the Board. Counsel requested a copy of the Warrant Article that allowed the Change Use Tax money to go to the Conservation Commission.

In addition, it was mentioned when the Town spends money on easements there should be some form of input from Town Meeting that Town Meeting favors the purchase. The Statutes were reviewed with Counsel. There is a provision, in the Statutes, that provides for Towns to own easements, and others speaking to the Conservation Commission and Conservation Fund. The Statutes do not allow the Conservation Commission to circumvent the Selectmen. The Selectmen should agree to the plan.

Attorney Upton will return an opinion that the Selectmen can take to the bank by the next meeting. At that point a letter will be sent to the Conservation Commission.

Selectman Menard mentioned the easements have been brought to Town Meeting in the past. Chairman Robertson noted this Rosenfield-Mallette Easement was not placed on the Warrant for this year.

Point of Order

Chairman Robertson announced the Selectmen would be entering a Nonpublic Session and would not take up any business, except for adjournment, upon the exit of the Nonpublic Session.

Citizen's Comments

Representative Harriet Cady stated that at Town Meeting the salary of the elected Highway Agent, or the person appointed to take his place, is set by Statute. The Legislative Body (Town Meeting) votes the salary of elected officials. The Selectmen cannot just raise it to \$44,000 and make it retroactive when the Town only voted \$36,000 or \$37,000 for the year. The elected Town Clerk/Tax Collector would either have the salary set by Town Meeting or be paid out of Fees or a combination of both. Chairman Robertson stated the Selectmen would take the matter under advisement. Representative Cady requested an answer to this matter because it was not voted to raise the Highway Agent's wages.

Nonpublic Session

8:03PM Selectman Joe Stone made a motion to enter a Nonpublic Session under RSA 91-A:3,II(e).

Seconded by Selectman Steve Barry.

Roll Call Vote: Barry-Yes; Dinneen-Yes; Stone-Yes; Menard-Yes; Robertson-Yes

8:13PM The Nonpublic Session ended.

MOTION: Selectman Joe Stone made a motion to seal the Minutes of the Nonpublic Session as divulgence of information contained in those minutes might likely render any decision ineffective. Seconded by Selectman Steve Barry.

VOTE: Chairman Robertson called for the Vote. It was a Vote in Favor. The Minutes to this Nonpublic Session are sealed.

No Action/No Decisions

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

Adjournment

8:14PM Selectman Frances Menard made a motion to adjourn. Seconded by Selectman Steve Barry. Chairman Robertson called for the Vote. It was a Vote in Favor. The meeting is adjourned.

POLICY ON THE DISPOSAL OF SURPLUS PROPERTY

PURPOSE

Surplus property is defined as any tangible personal property owned by the Town which is not needed at the present or for the foreseeable future or that is no longer of value or use to the town.

From time to time the Town of Deerfield finds it necessary to dispose of materials, equipment, residue inventory or other items that are no longer required. The following procedures describe the process to be followed when disposing of surplus items. The intent is to establish reasonable control over usage, surplus and obsolete material handling, sale and disposition. This policy applies to all surplus items regardless of value. It does not apply to disposal of real estate. This policy applies to all Town departments, boards and committees.

Only the Deerfield Board of Selectmen shall declare items, vehicles or equipment to be surplus property. It is the responsibility of Department Heads to notify the Board of Selectmen of items within their Department that may be declared surplus property.

All other surplus items shall be disposed of only with the prior approval of the Board of Selectmen, who shall determine the appropriate procedures for disposal of the items on a case by case basis.

POLICY

Town employees shall not directly or indirectly use, take, or dispose of Town property other than in their official duties. This includes, but is not limited to, articles of clothing, supplies, tools, and vehicles. Items (including clothing) owned by the Town found to be unfit for further service on the job shall be turned in to a designated point within the department. As the numbers of items turned in justifies, they will be declared surplus and sold, if applicable, pursuant to the procedures contained herein. No Town owned item shall be turned over to an individual (employee or other person) for his/her personal use other than items purchased by employee clothing allotments.

Employees or employee and retired employee associated organizations shall not request and will not receive any preferential treatment in the disposal or sale of Town surplus material.

STATUTORY EXCEPTIONS

Items found by the Police Department in the course of their official duties are to be disposed of in accordance with NH State Law regarding Found or Abandoned Items by Police Departments.

PROCEDURE

The Department Head will submit a written recommendation to the Town Administrator (TA) that the item(s) are surplus to department needs and may be disposed of.

The Board of Selectmen shall vote to designate the items surplus.

The Board shall identify one or more of the following techniques for the disposal of surplus property:

- Public auction;
- Solicitation of written bids;
- Negotiated sale to one or more designated buyers;
- Transfer to another department of government at or below reasonable market value; or such other method as authorized by Board of Selectmen.

All sales shall be public, except for scrap or sales to other government entities, which may be by private sale. Scrap is any equipment or material that cannot serve its original purpose. Scrap may be sold by private sale at prices established by current market conditions. Trade-ins of old equipment to upgrade equipment of the same or reasonably related kind are permitted when it is in the best interests of the Town.

If the item is sold or transferred, the receiving individual or party must sign an “As-Is/Where-Is” Statement and/or Liability Waiver. If the Department is responsible for the pick up or transfer of the item, it must obtain the signature of the individual or party receiving the item on the form and forward the form to the Town Administrator.

Vehicles: For vehicles being surplus, the requesting department shall attach to the Surplus Request Form a printout from Kelly Blue Book with the estimated value of the vehicle. If the item is being surplus on eBay, state surplus, publics surplus.com or propertyroom.com, the Board will set the starting bid price at half of Kelly Blue Book value unless the department indicates otherwise. Town logos and other markings identifying vehicles as Town property shall be removed prior to sale.

Items that have only scrap value may be disposed of as the Board deems appropriate.

Exception: Real property shall only be disposed of in a manner consistent with state statutes.

**Town of Deerfield
Surplus Property Disposition Request**

Department: _____ Date of Request: _____

Item to be disposed of: _____

Reason for Request: _____

Estimated Value of Item: _____

Method of Disposition:	<u>Under \$1,000.00</u>	<u>\$1,000.00 or more</u>
	<input type="checkbox"/> Advertise Newspaper	<input type="checkbox"/> Sealed Bids
	<input type="checkbox"/> Advertise Website	<input type="checkbox"/> Public Auction
	<input type="checkbox"/> Seek Informal Quotes	

Description of Item: See Attached Fixed Asset Sheet

Description is as follows:

- Make/Model/Serial #: _____

- Other: _____

Disposition Request:

Department Head Signature

Date

Disposition Approval:

Board Chair or designee Signature

Date

~~~~~

***Town Administrator Use ONLY***

Method Used: \_\_\_\_\_ Date(s) Advertised: \_\_\_\_\_

Other Info: \_\_\_\_\_

Sold to: \_\_\_\_\_ Amount sold for: \_\_\_\_\_

Date disposed of: \_\_\_\_\_ Receipt attached: \_\_\_\_\_

**TOWN OF DEERFIELD  
BOARD OF SELECTMEN**

12/17/18

Date Adopted

Richard W. Pitman

Richard W. Pitman, Chairman

R. Andrew Robertson

R. Andrew Robertson, Vice Chairman

Jeffrey Shute

Jeffrey Shute, Selectman

Frederick J. McGarry

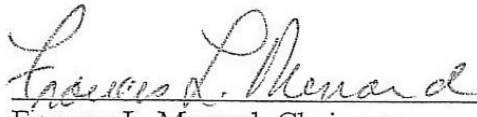
Frederick J. McGarry, Selectman

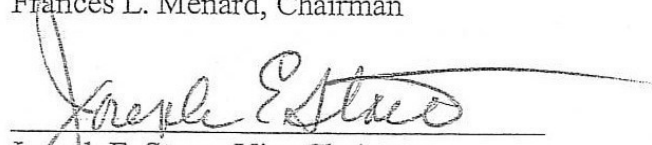
Cynthia B. McHugh

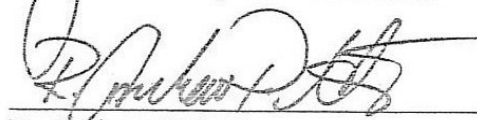
Cynthia B. McHugh, Selectwoman

**POLICY 04-2002**  
**TRANSFER STATION**  
**RECYCLING CENTER**  
**&**  
**RULES AND REGULATIONS**

The following Rules and Regulations are established for the Deerfield Transfer Station and Recycling Center and are hereby adopted on the 16<sup>th</sup> day of September in the Year Two Thousand and Two by vote and signature of the Board of Selectmen.

  
\_\_\_\_\_  
Frances L. Menard, Chairman

  
\_\_\_\_\_  
Joseph E. Stone, Vice Chairman

  
\_\_\_\_\_  
R. Andrew Robertson

  
\_\_\_\_\_  
Paul P. Dinneen

  
\_\_\_\_\_  
Stephen R. Barry

**TOWN OF DEERFIELD**  
**BOARD OF SELECTMEN**

*Effective Date:* September 16, 2002

## **TRANSFER STATION & RECYCLING CENTER RULES & REGULATIONS:**

1. **COOPERATION**- The Selectmen asks you for your cooperation in complying with the Rules and Regulations and voluntary recycling effort. The Town will not be able to please everyone with regard to permits and special needs and circumstances; however, for the benefit of all, we will try to provide the best service for the most people at the least possible cost. Signs are posted throughout the Transfer Station and Recycling Center and we ask for safety reasons that you obey all signs as posted.
2. **ORIGIN OF MATERIALS**- Only materials collected within the limits of The Town of Deerfield shall be disposed of at the Transfer Station and Recycling Center.
3. **HOURS; PERMITS**- The Transfer Station & Recycling will be open for use by residents and non-resident property owners during the following days and hours and under the following conditions:
  - a) Admission to the facility will be only by numbered permit issued at the town offices or at the Transfer Station under the direction of the Board of Selectmen during regular office hours. Proof of residency or ownership of property must be provided. All permanent permits must be attached to the left-hand corner of Windshield of the motor vehicle being used for dumping and be plainly visible. The Board of Selectmen reserves the right to issue permits at its discretion.
  - b) Permanent permits will require proof of residency (e.g., vehicle registration) and will be renewed on a yearly basis.
  - c) Temporary Permits may be issued for time periods not to exceed two (2) days and shall be limited to one per Deerfield property per one-week period.
  - d) Non-resident Permits for property owners who are non-residents shall be limited to one per residential property - if, for any reason one permit is not sufficient, then Temporary Permits will be issued.
  - e) Replacement Permits for Permanent and Non-Resident Permits to be issued only upon presentation of original sticker, unless reasonable cause can be shown why this is not possible.
  - f) Commercial Hauler Permits: A "Commercial Hauler" shall be identified as anyone who hauls materials to the disposal facility for others for a fee. All persons or entities engaged in commercial hauling of materials to the facility, be they resident or nonresident, must first obtain a permit from the Board of Selectmen or its designate. Material hauled for disposal, at the Deerfield Transfer Station, must have been generated by Deerfield residents, or property owners, and be from a premise in Deerfield. All applicable fees, including, but not limited to, commercial hauler tipping fees, shall be the responsibility of the commercial hauler.
  - g) Permits are issued subject to the terms of these rules and regulations and may be voided for failure to adhere to these terms.

- h) Hours of operation will be Saturdays and Sundays from 7am to 3pm year-round and on Wednesdays from noon to 4pm October through March and 4pm to 8pm from April through September.

4. **SEPARATION-** All materials brought to the facility for disposal and or voluntary recycling shall be deposited in the numbered or designated containers or locations as the Transfer Station and Recycling Center attendants direct:

- a) #1 & #2: Any type of clean recyclable paper including newspapers, magazines, junk mail, phonebooks, cereal boxes, chip board, all types of bags without plastic liners and all types of cardboard products and No plastic bags.
- b) #3 Aluminum Cans: beer, soda and some types of cat food cans. Put foil products in the green barrel.
- c) #4 Glass Crusher Area: All types of glass bottles with the tops removed.
- d) #5: Steel Cans: any non-aluminum cans also aerosol cans
- e) #6 Plastics: All #1 thru #7, also juice and milk cartons and Styrofoam
- f) #7 Scrap Metal: appliances, tools, water heaters, pipes, ducting; remove all nonmetal parts; remove any oil or gasoline from engines or machinery.
- g) #8 Oversized Bulky Waste: fee for disposal.
- h) #9 Freon appliances: fee for disposal, accepted March thru October only. Doors must be removed. Any stripped Freon appliance will **NOT** be accepted unless certified by a licensed Technician that the item is not hazardous to the environment.
- i) #10 Propane tanks: 201b or larger fee for disposal.
- j) #11 Construction Materials: fee for disposal
- k) #12 Waste Oil and batteries (household and automotive) Oil must be in clear or semi-clear one-gallon jugs with name and address on it. No water, antifreeze or gasoline mix.
- l) #13 Household Trash and small amounts of C&D waste
- m) **Tires:** Accepted the first full weekend of each month, limit four (4) per household with no rims-and not larger than 16.5.
- n) Leaf, Yard Waste and Manure: also hay, plants, saw dust and no brush. Burn Pile: any unpainted, untreated wood, brush five (5) inches or less in diameter. All loads going to the burn pile must be inspected first by an attendant. No stumps.
- o) Swap Shop: usable and clean items only; no clothing, bedding materials, tires, paints, stuffed animals or broken appliances.
- p) Textile Box: clean usable fabrics or clothing; must be bagged.

5. **UNACCEPTABLE MATERIALS-**

- a) Compressed Gas Tanks: including all oxygen, acetylene, argon, Freon and nitrogen.
- b) Harmful, hazardous or toxic substances.
- c) Sludge or septic waste
- d) Any material which, in the opinion of the Transfer Station and Recycling Center Attendant, constitutes a serious hazard to other users of the facility, to the property of the Town or to the operation of the Transfer Station and Recycling Center facility. This shall

include, but not limited to, any industrial by-products. Stumps to include trees and limbs greater than five (5) inches in diameter, as directed by the attendant.

6. **SUPERVISION**- The Transfer Station and Recycling Center Attendant and the Manager shall have the right to refuse the use of the facility to any person, corporation or other user who, in the judgment of the attendant, is misusing the Facility or violating these Rules and Regulations or does not have the proper permit. Any such user, who refuses to obey the legitimate orders of an Attendant or becomes physically or verbally abusive, shall be guilty of a violation of these Rules and Regulations. Any person aggrieved by the Attendants decision may appeal to the Board of Selectmen.
7. **BURNING**- No burning shall be allowed at the facility except at the direction and supervision of the Fire Warden or the Fire Chief.
8. **FIREARMS**- The discharge of firearms is prohibited at the facility.
9. **TRESPASS**- The gate will be locked at all times when the Transfer Station and Recycling Center is not open to the public. Anyone entering the Transfer Station and Recycling Center when the gate is locked is guilty of trespass and shall be charged with violating the terms of these Rules and Regulations.
10. **PENALTY**- Any person or corporation violating any provision of these Rules and Regulations or the directives of the Transfer Station and Recycling Center Attendant may be punished by a civil penalty not to exceed Three Thousand Dollars (\$3000.00) for each violation, as authorized by **N.H.R.S.A. 149-M: 17**. Any person or corporation which commits three (3) or more violations whether assessed a civil penalty or not may be denied use of the facility.
11. **DAMAGES**- Any person or corporation causing any damages to the Transfer Station and Recycling Center Facility, grounds or equipment may be held responsible for restitution for those damages.
12. **SOLID WASTE COMMITTEE**- The Board of Selectmen shall appoint a committee and a representative member to serve as an advisory board to the operation of the Transfer Station and Recycling Center Facility to include but not be limited to the development of rules and regulations, recycling procedures, annual budget and annual report as directed by the Board of Selectmen.
13. **FEES**- As provided by **RSA:9-a**. The following fees will be paid to the Transfer Station and Recycling Center Attendant before depositing the following items:

## DEERFIELD TRANSFER STATION FEES

*Effective:* Sept. 16, 2002

**A User Will Be Charged for The Disposal of The Following Items:**

| <b><u>OVERSIZED BULKY WASTE</u></b>                   |         |
|-------------------------------------------------------|---------|
| Stuffed Sofa                                          | \$10.00 |
| Stuffed Chair                                         | \$5.00  |
| Mattress                                              | \$10.00 |
| Box Spring                                            | \$10.00 |
| Freon Appliances (any Appliance that has refrigerant) | \$10.00 |

| <b><u>CONSTRUCTION DEBRIS</u></b> |                     |
|-----------------------------------|---------------------|
| One-Ton Load                      | \$50.00 per load    |
| Full Pickup Load                  | \$30.00 per load    |
| 1/2 Pickup Load                   | \$15.00 per load    |
| Any Truck over one-ton capacity   | <b>NOT ACCEPTED</b> |

| <b><u>LARGE HOUSEHOLD ITEMS</u></b> |              |
|-------------------------------------|--------------|
| Stove/Furnace                       | \$10.00 each |
| Washer                              | \$10.00 each |
| Dryer                               | \$10.00 each |
| Water Heater                        | \$10.00 each |
| Dish Washer                         | \$10.00 each |
| Propane Tanks over 20lb             | \$10.00 each |

| <b><u>SCRAP METAL</u></b> |                  |
|---------------------------|------------------|
| Full Pickup Load          | \$20.00 per load |
| 1/2 Pickup Load or Less   | \$10.00 per load |

| <b><u>TIRES (Extra Tires Accepted Over and Above the four per household per month)</u></b> |                     |
|--------------------------------------------------------------------------------------------|---------------------|
| Vehicle Tires – 16.5 or Greater without Rims                                               | \$6.00 per tire     |
| Tractor, Loader, and Heavy Construction Tires                                              | <b>NOT ACCEPTED</b> |

| <b><u>COMMERCIAL HAULING PERMIT</u></b> |                     |
|-----------------------------------------|---------------------|
| Pickup Load**                           | \$25.00             |
| One Ton Load**                          | \$50.00             |
| Over One Ton                            | <b>NOT ACCEPTED</b> |

- Any other materials, which fall under the fee schedule, as noted above, will be at an added cost per item as applicable.

***\*\*Payment will be made by check, made payable to the “Town of Deerfield” and a receipt will be given. In extreme circumstances the Board of Selectmen may waive a fee.\*\****



**POLICY TS-01A-2010**  
**AMENDMENT TO TRANSFER STATION FEES**

**(September 16, 2002)**

This amendment replaces the current section of the policy under “**TIRES:**” as follows:

- **TIRES:**

A fee of \$3.00 will be charged for each tire (all sizes) disposed of at the Transfer Station.


This amendment was put into effect by a motion and vote of the Board of Selectmen on May 3, 2010.

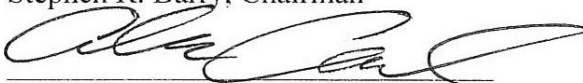
**MOTION:**        *Selectman Reagan moved to approve the Transfer Station’s charge of \$3.00 per tire.*

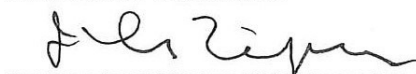
**SECONDED:**   *Selectman Robertson seconded the Motion.*

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

Adopted this 17<sup>th</sup> day of May Two Thousand Ten.

  
\_\_\_\_\_  
Stephen R. Barry, Chairman

  
\_\_\_\_\_  
Alan E. O’Neal, Vice Chairman

\_\_\_\_\_  
R. Andrew Robertson  
  
\_\_\_\_\_  
John Reagan

  
\_\_\_\_\_  
William A. Perron


**BOARD OF SELECTMEN**

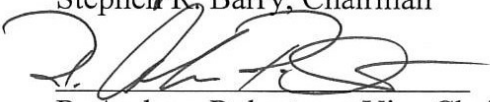
## **TRANSFER STATION OPERATIONS POLICY/PROCEDURE (2009)**

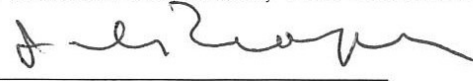
*Whereas it is in the best interest of the Deerfield Property Taxpayer to minimize Town expenses it is the Policy of the Board of Selectmen to limit the transfer and disposal of material at the Deerfield Transfer Station to material generated at the homes of the residents of the Town of Deerfield.*

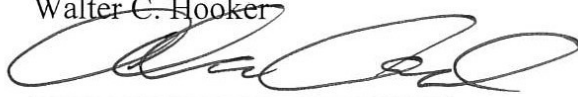
1. The Town of Deerfield does not allow the Town facility to be used to dispose of material from other towns or material of commercial businesses.
2. All vehicles transporting material into the Transfer Station must be personal property of Town residents.
3. All vehicles bringing material for disposal must bear a Town of Deerfield Transfer Station vehicle sticker obtained at the Transfer Station and permanently affixed to a driver's side window.
4. No vehicle without a sticker will be allowed on Transfer Station property.
5. Transfer Station stickers are not transferable to any other vehicle.
6. Stickers will be attached by Town employees only.
7. The penalty for disposing of material illegally will be \$50 per incident payable to Town of Deerfield.
8. Transfer Station employees are not permitted to change these rules, please do not ask them.
9. The acceptance of material is under the control of the Transfer Station Manager or other designee of the Select Board.

Adopted on the 20<sup>th</sup> day of April, 2009 by the Deerfield Board of Selectmen.

  
\_\_\_\_\_  
Stephen R. Barry, Chairman

  
\_\_\_\_\_  
R. Andrew Robertson, Vice Chairman

  
\_\_\_\_\_  
John Reagan

\_\_\_\_\_  
Walter C. Hooker  
  
\_\_\_\_\_  
Alan E. O'Neal

**POLICY 01-2002**  
**USE OF THE TOWN SEAL**

- The Board of Selectmen hereby establishes a Policy that prohibits the use, or reproduction, of the Town Seal unless the use is first approved by a vote of the Board of Selectmen.
1. Requests shall be presented to the Selectmen in writing outlining the proposed use.
  2. Requests will be acted on at the next regularly scheduled Selectmen's Meeting.
  3. Once permission is granted, the individual or group stating they will use the Town Seal for the purpose intended, and no other, will execute a waiver stating same.

This Policy for the Use of the Town Seal is here by *adopted* on the *22<sup>nd</sup> day of April in the Year Two Thousand and Two* by vote and signature of the Board of Selectmen.

*James T. Alford*  
.....  
*Frank Bisteau*  
.....  
*Robert B. Sanford*  
.....  
*Donald F. Smith*  
.....  
*Richard M. Mielche*  
.....

**Board**  
  
**Of**  
  
**Selectmen**

***Effective Date:*** April 22, 2002

**VEASEY PARK  
RULES AND REGULATIONS  
Deerfield, NH**

- The use of Veasey Park is available to **Deerfield Residents**, part time residents of Deerfield and their **accompanied guests** only.
- All patrons will enter the park through designated park entrance(s). No one is permitted access to the park by any other means.
- **Town of Deerfield Residential Permit is required:**  
Residential Decals/Permits are available at the Deerfield Town offices, Transfer Station and from Veasey Park staff on duty.
- **All laws and ordinances of the Town of Deerfield shall be enforced within this park. In addition, the following regulations are in effect:**
  1. No water skiing or surfboarding is permitted from the park. No power boats shall be operated within 50 yards of the swim area. No boats, other than paddle-craft, shall be launched from within the property. No watercraft of any type shall be allowed on or near the beach or swim area.
  2. No alcoholic beverages are permitted.
  3. No swimming outside the designated swim area. No crossing the swim lines for any reason.
  4. No fishing or hunting is allowed within park boundaries.
  5. No dogs or other domestic animals are allowed in the park. Police Department will be notified of any animal left in a vehicle.
  6. No one shall remain within Veasey Park between the hours of 10:00pm and 6:00am without prior approval from the Commission. No overnight camping.
  7. No child under the age of 12 will be allowed to remain at the park without adult supervision.
  8. No floating apparatus is permitted. This includes, but is not limited to; rafts, boogie boards, tubes, noodles, and inflatable vests or swimmies. The Lifeguards on duty have the discretion to allow the use of a USCG approved life jacket.
  9. All children under 12 years of age must receive permission from the lifeguard on duty before swimming to the raft.
  10. Lifeguard has the authority to request a swimming/endurance test of any patron before they are allowed to swim to the raft. Refusal to take the test, or failure to perform the required task will result in the privilege to swim to the raft being suspended until such requirements are met.
  11. All vehicles shall be parked in designated parking areas only.

12. No organizational groups or large assemblies will be permitted to use the park without prior approval from the Commission.
13. No caterers or persons furnishing food shall accompany any group visiting the park without prior approval of the Commission.
14. No vendors will be permitted to conduct business within the park without approval from the Commission.
15. No tents or shelters allowed. Umbrellas may be used with the permission of the lifeguards in an approved location.
16. No large play equipment shall be permitted without approval from the Commission.
17. The playing of baseball, football or the conduct of any rough games is prohibited.
18. Sand castles, moats and holes must be filled in before the patron responsible leaves the park.
19. No picnicking, glass containers or cans are permitted on the beach area. These are only allowed in the designated picnic area.
20. No fires are allowed, except in grills/fireplaces provided, without the prior approval of the Commission. Fires of any kind must be attended at all times and must be fully extinguished by the patron before leaving.
21. Patrons are responsible for removing any rubbish or refuse they may create while at the park.
22. The use of soaps/shampoo in the water is prohibited.
23. Dressing or undressing in cars or other areas within the park is prohibited. Changing rooms are provided in the bath house.
24. Defacing, mutilation or removal of any town property at the park is prohibited.
25. Lifeguards/Commissioners have the duty to correct any patron for any behavior which is contrary to the rules of the park, or is in his/her opinion deemed unacceptable.
26. Offensive or objectionable parties will not be permitted to remain within Veasey Park. No nude bathing or thong swimsuits allowed.
27. Lifeguards may ask any patron to leave the park for the remainder of the day if the patron has failed to adhere to park regulations. After three suspensions the patron will be asked to leave the park for the remainder of the season. The Veasey Park Commission will review any suspension if requested by the patron.
28. Please exercise caution concerning underwater hazards.

**THESE RULES AND REGULATIONS APPROVED BY THE  
VEASEY PARK COMMISSION AUGUST 31, 2016**

**ADOPTED BY VOTE OF THE  
BOARD OF SELECTMEN  
TOWN OF DEERFIELD  
SEPTEMBER 19, 2016**

**Town of Deerfield  
BOARD OF SELECTMEN  
September 19, 2016  
MINUTES**

**Call to Order**

5:30p - Chairman Barry called the meeting to order.

**Present:** Stephen Barry, Chairman; Richard Pitman, Vice Chairman, Andrew Robertson and Jeff Shute, Selectmen

**Excused:** Fred McGarry, Selectman

**Pledge of Allegiance to the Flag**

Chairman Barry asks all to rise and pledge allegiance to the Flag.

**Non Public Session**

**Motion:** Vice Chairman Pitman moves to enter into a Non Public Session under RSA 91A:3II(c)

**Second:** Selectman Robertson

**Vote:** Yea 4, Nay 0, Abstained 0 - Motion Carries

**Reconvene**

Chairman Barry noted for the record that no action was taken during the Non-Public Session.

**Motion:** Selectman Robertson moves to seal the minutes of the Non-Public Session

**Second:** Selectman Shute

**Vote:** Yea 4, Nay 0, Abstained 0 - Motion Carries

**Scheduled Appointments**

**2017 Budget Review Zoning Board of Adjustment**

No changes year over year.

**Planning Board**

No representatives from the Planning Board were present to address the budget. The 2017 submission calls for a \$6,000 increase attributed to increases in the contract and secretary lines.

**Building Inspector**

Rick Pelletier noted that the budget has decreased \$406, \$250 of which was due to a longevity award in 2016. The remainder of the decrease was due to reduced gasoline costs.

**Transfer Station**

The Transfer Station budget was presented with a \$24,029 increase. Part of the increase was due to plans to purchase a new compactor. Selectman Robertson noted that Members of the Safety Services Committee had requested that the November 12th Hazardous Waste day be moved to an 8a start from 9a. R. Pelletier confirmed that the group is scheduled to arrive as soon as the Transfer Station opens and can begin accepting items as soon as they are set up.

### **Conservation Commission**

Serita Frey was present and explained there were no proposed changes over the 2016 proposed budget. The difference from the 2016 default budget is in the Part Time Secretary line, that increase has been driven by the Northern Pass project and Right to Know requests.

### **Regular Business**

#### **Minutes - September 12, 2016**

**Motion:** Vice Chairman Pitman moves to approve

**Second:** Selectman Robertson

**Discussion:** Selectman Shute noted that page 3, under the Current Land Use Change, he is noted as Vice Chairman and should be "Selectman".

**Vote to approve as amended: Yea 4, Nay 0, Abstained 0 - Motion Carries**

#### **Accounts Payable - \$64,819.40**

**Motion:** Selectman Robertson moves to approve

**Second:** Selectman Shute

**Vote: Yea 4, Nay 0, Abstained 0 - Motion Carries**

### **Primary Election Coverage**

Chairman Barry reminded members that three would need to be present at the polls tomorrow at 7a and at the close.

### **Proposed Rules & Regulations for Veasey Park**

The Board was in agreement with the proposal.

#### **Contract - Police Detail at the Deerfield Fair - \$35/hour + \$8.95, \$5.73 or \$2.23 Administrative Costs**

**Motion:** Selectman Robertson moves to approve

**Second:** Selectman Shute

**Vote: Yea 4, Nay 0, Abstained 0 - Motion Carries**

#### **Application to Appoint Health Officer - Denise Greig & Deputy Health Officer - Richard Pelletier**

**Motion:** Vice Chairman Pitman moves to approve

**Second:** Selectman Robertson

**Vote: Yea 4, Nay 0, Abstained 0 - Motion Carries**

#### **Request to change from Aflac to Colonial Life for Additional Accident Insurance (Employee Expense)**

**Motion:** Selectman Robertson moves to approve

**Second:** Selectman Shute

**Vote: Yea 4, Nay 0, Abstained 0 - Motion Carries**

### **Groundwater Levels / Extreme Drought Conditions**

Selectman Robertson spoke that he recently participated in a conference call with the State Climatologist, DES and other representatives urging municipalities to enact bans on ornamental ground watering. Chairman Barry described the process by which the Board could enact restrictions under RSA 41-11D. Members agreed a ban should be enacted and asked the Town Administrator to draft and post a statement under the RSA.

**Motion:** Selectman Shute moves to authorize the Chair to sign the Restriction  
**Second:** Selectman Robertson  
**Vote:** Yea 4, Nay 0, Abstained 0 - Motion Carries

#### **Review of Correspondence**

The Board has received a request to un-merge the lots at 245 North Road of Mark and Kelly Lalond.

**Motion:** Selectman Robertson moves to grant the request  
**Second:** Selectman Shute  
**Vote:** Yea 4, Nay 0, Abstained 0 - Motion Carries

Chairman Barry noted for the record that the current balance of the Northern Pass Defense fund is \$674.10.

The NH Association of Assessing Officials item will be taken under review at the next meeting.

#### **Town Administrator's Report**

Jan Foisy reported that she, Penny Touchette and Pete Lemay will be attending a workshop Tuesday and that the Town Administrator's office will be closed. Jan will be attending a conference on September 23rd as well.

With respect to the outstanding Safety Services Committee mailing, it has been confirmed that the every door bulk mailing permit does not allow for envelopes.

#### **Unfinished, Other or New Business**

Selectman Shute updated that the Parks & Recreation Commission had met this past Thursday to review Old Home Day and is still considering what, if any, changes might be appropriate. The group discussed surveying the Town to solicit broader feedback as to the events and activities that interest them most.

Vice Chairman Pitman spoke that the prep for the paving at the Town Hall and Highway Shed is going very well.

#### **Scheduled Appointments Continued**

##### **2017 Budget Review - Planning Board**

Pete Schibbolehute spoke that the increase in the budget was due to the departure of Jerry Coogan and the money needed to transition to a new individual. He also indicated that the work for the Secretary has increased. The Board had no objections to the Budget as recommended.

#### **Citizens Comments**

Ms. Harried Cady spoke that, when she visited the Town Website and Assessing page in order to access tax maps she was unable to load the information. Members of the Board confirmed that they have not experienced problems accessing the data, but will have Steve Jamele check into the matter. Ms. Cady asked that the Town communicate how individuals can be reached during a Winter emergency.

Regarding the Safety Services Committee's Open Houses for the Fire and Police Departments, she feels a more crucial study around the loss of volunteer fire fighters should come first. She spoke that the Department cannot be run with a base of 20 people.

#### **Adjourn**

**Motion:** Vice Chairman Pitman moves to adjourn the meeting of September 19, 2016



**Second:** Selectman Robertson

**Vote:** Yea 4, Nay 0, Abstained 0 - Motion Carries

**Next Meeting Monday, September 26, 2016 @ 5:30p**


*The Minutes were transcribed and respectfully submitted by Katherine A. Libby, Recording Secretary.  
Pending approval by the Board of Selectmen.*

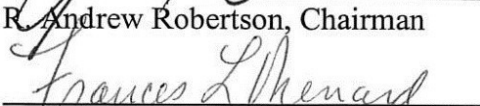
**TC/TX POLICY  
WAIVER OF INTEREST ON PROPERTY TAX**

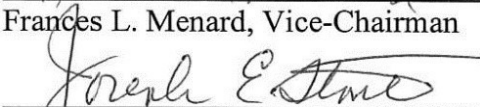
The Town Clerk/Tax Collector, with the approval of the Selectmen, may waive interest due on property tax in an amount up to and including \$5.00 if in the collector's judgement the administrative and collection cost involved will not warrant collection of the amount due. (RSA 76:13)

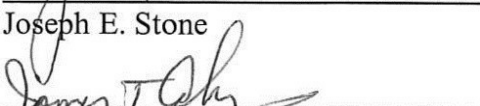
**76:13 Interest** - Interest at 12 percent per annum shall be charged upon all taxes except resident taxes, except as otherwise provided by statute, not paid on or before December 1 after their assessment, which shall be collected from that date with the taxes as incident thereto, except in the case where a tax bill sent to the taxpayer on or after November 2 and before April 1 of the following year interest shall not be charged until 30 days after the bills are mailed. Interest due in an amount up to \$25 may be waived by the collector, with the approval and consent of the board of selectmen and the board of assessors, if in the collector's judgment the administrative and collection costs involved do not warrant collection of the amount due. The tax collector shall state on the tax bill the date from which interest will be charged and such date shall be determined by the day the collector sends out the last tax bill on the list. The collector shall notify the board of tax and land appeals in writing of the date on which the last tax bill was sent.

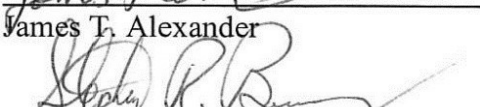
This Policy is hereby **adopted** on the **8<sup>th</sup> day of November in the Year Two Thousand and Four** by vote and signature of the Board of Selectmen.

  
R. Andrew Robertson, Chairman

  
Frances L. Menard, Vice-Chairman

  
Joseph E. Stone

  
James T. Alexander

  
Stephen R. Barry

**Deerfield**

**Board**

**of**

**Selectmen**

**Effective Date:** November 8, 2004

**Town of Deerfield, NH**  
**Trustees of Trust Funds**  
**Investment Policy Statement**  
Adopted by the Trustees of the Trust Funds  
July 8, 2021

Pursuant to NH RSA 34:5, NH RSA 35:9, and in accordance with the Prudent Investor Rule under NH RSA 564 B:9-901 – NH RSA 564 B:9-906, the Trustees of Trust Funds of the Town of Deerfield (Trustees) adopt this investment policy statement for the prudent investment of the funds under their jurisdiction.

**I. Reserve Funds**

- a. Capital and other reserve funds appropriated pursuant to the provisions of Chapters 34 and 35 RSA shall be invested to maintain principal and provide liquidity, due to the expendable nature and short term time horizon of the funds. The Trustees are aware that meeting these objectives may restrict the level of yield attainable.
- b. Capital reserve funds shall be kept in a separate account or sub-account and shall be invested only in:
  - i. Deposits in any federally or state chartered bank or association authorized to engage in a banking business in the United States;
  - ii. Participation units in the public deposit investment pool established pursuant to RSA 383:22 and
  - iii. Obligations with principal and interest fully guaranteed by the United States government or a federal agency of the United States government.

**II. Private Funds**

- a. Non-expendable (endowment type) funds raised from private sources pursuant to RSA 31:19, 31:20 and 31:21, such as privately donated gifts, legacies, and devises made to the town and accepted by it, for the establishment, maintenance, and care of libraries, reading rooms, schools, and other educational facilities, parks, cemeteries, and burial lots, the planting and care of shade and ornamental trees upon their highways, and other public places, and for any other public purpose not foreign to or incompatible with the objectives of the Town of Deerfield shall be invested under the following guidelines:
  - i. Investment Strategy. All such non-expendable funds may be invested in a common trust fund. The specific investment objective is to meet or exceed the long-term rate of inflation (as measured by the CPI) by 3.0%. The goal of the Fund's combined Equity and Other component is to meet or exceed the S&P 500 Index total return over a full market cycle. The Trustees may look at full market cycle as "trough to trough" or "peak to Peak". The goal of the Fund's Fixed Income component is to meet or exceed the return of the Barclays Intermediate Government/Credit Bond Fund Index over a full market cycle.

- ii. Asset Allocation Guidelines. The portfolio will be invested in accordance with the Maximum and Minimum Ranges for each asset category as described below. The total portfolio is expected to be diversified with respect to asset classes:

| <u>Asset Class</u> | <u>Minimum</u> | <u>Maximum</u> |
|--------------------|----------------|----------------|
| Equities           | 35.0%          | 70.0%          |
| Other*             | 00.0%          | 10.0%          |
| Fixed Income       | 15.0%          | 45.0%          |
| Cash Equivalents   | 00.0%          | 20.0%          |

\*Other assets may include real estate investment trusts (REIT) and commodities within the guidelines provided by this policy.

- iii. Risk. The portfolio shall display an overall level of risk which is consistent with the risk associated with their generally accepted benchmarks.
- iv. Time Horizon. The fund has a perpetual time horizon. Every effort will be made to forecast future cash needs for the next 12-18 months and communicate this in a timely manner to the Investment Manager.
- v. Accumulated Income cash held in the Common Trust Fund account/Private Trust Funds may be invested as follows:

Deposits in any federally or state chartered bank or association including certificates of deposits with maturities of three years or less.

Participation units in the public deposit investment pool established pursuant to RSA 383:22; and

Obligations with principal and interest fully guaranteed by the United States government or a federal agency of the United States government.

- vi. Constraints. The Fund shall comply with the provisions of RSA 31:25. Exchange Traded Funds may be used as the investment vehicle in order to provide prudent diversification of investments for a relatively small pool of assets.

- b. Expendable Funds. Based on the purpose and time horizon of the funds, expendable funds may be invested:


- i. In deposits in any federally or state chartered bank or association authorized to engage in a banking business in the United States;
- ii. In participation units in the public deposit investment pool established pursuant to RSA 383:22;
- iii. In obligations with principal and interest fully guaranteed by the United States government or a federal agency of the United States government;
- iv. According to the guidelines established for non-expendable funds.

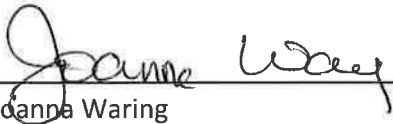
III. Professional Investment Assistance

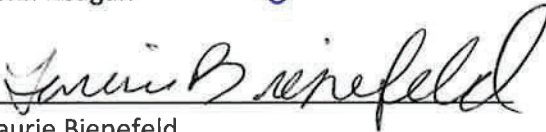
- a. The Trustees may retain a professional Investment Advisor pursuant to the provisions of RSA 31:38 to assist the trustees in the prudent management and investment of trust fund assets and to provide ancillary recordkeeping services. The investment advisory agreement shall be put out to bid no less frequently than every five years.
- b. The investment manager shall supply the Trustees with performance reports on a quarterly basis. The investment performance of the total portfolio will be measured against commonly accepted performance benchmarks.
- c. The Investment Advisor shall be reviewed at least annually concerning performance, personnel, investment strategy, research capabilities, organizational and business matters, and other qualitative factors that may impact its ability to achieve the desired investment results.

IV. Investment Policy Review. The Trustees will review this investment policy statement on an annual basis to assure the continued relevance of these guidelines and objectives.

Adopted this 8th day of July, 2021

  
\_\_\_\_\_  
John Reagan

  
\_\_\_\_\_  
Joanna Waring

  
\_\_\_\_\_  
Laurie Bienefeld

Accepted by:

Cambridge Trust Company of New Hampshire

7/15/21  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Brandon Auger, CFA  
Vice President, Portfolio Manager

**Capital Assets and Depreciation Policy**  
**TOWN OF DEERFIELD**  
**Effective as of May 8, 2023 (“Effective Date”)**

**Adopted:**

The Capital Assets and Depreciation Policy was adopted by vote of the Town of Deerfield Select Board on May 8, 2023.

**1. Purpose:**

The Town of Deerfield (“Town”) has implemented the financial reporting provision of Government Accounting Standards Board (GASB) Statement No. 34 which required the Town to identify, categorize and account for long-term assets on our annual financial statements. This policy seeks to determine capitalization thresholds and valuation; asset classes; depreciation and useful lives; and describe the procedures for identifying asset addition and deletions. This policy is to provide control of and accountability for the Town’s capitalized assets, ensuring all recorded assets are classified properly, accurately, systematically, and consistently.

**2. Capitalization Thresholds and Valuation:**

Capitalization is a financial reporting concept. Capital assets are tangible property belonging to the Town that are valued at \$50,000 or more for infrastructure and \$5,000 for equipment and having a useful life of greater than one year.

Capital assets should be recorded at the actual purchase price including any ancillary costs. Ancillary costs include transportation charges, installation costs, and other expenditures necessary to place the asset into its intended uses (not including engineering costs).

Donated assets should be recorded at their acquisition value.

Capital leases on equipment will be inventoried and capitalized if the asset is retained/owned by the Town at the end of the lease contract.

Assets that are consumed, used-up, habitually lost or worn-out in one year or less should not be capitalized.

Lease assets should be amortized in a systematic and rational manner over the shorter of the lease term or the useful life of the asset.

**3. Asset Classes:**

**Land:** Expenditures for the purchase of land. This includes closing costs, appraisals, and purchase of rights-of-way and/or site preparation.

**Land Improvements:** Expenditures for acquiring improvements to land (not associated with building) intended to make the land ready for its purpose. These assets include, but are not limited to, landscaping, property drainage, driveways, parking lots, sidewalks, monuments, fences, area lighting of streets and parking lots, retaining walls, and athletic track and fields. Asset cost could include costs of architectural and consulting fees for new or renovated improvements.

**Buildings and Improvements:** Expenditures for contracted construction of new buildings, improvements to existing buildings or acquiring of existing buildings. This also includes the cost of demolition. Improvements includes major permanent structural alterations, roof replacements, interior or exterior renovations that increase the service utility of the building or to extend its total estimated useful life.

**Vehicles and Equipment:** Expenditures for equipment usually composed of a complex combination of parts, excluding vehicles. Examples include firefighting equipment (SCBA, ladders, hose, etc.), medical & lab equipment, recreational and athletic equipment, traffic control equipment, generators, lathes and drill presses.

**Infrastructure:** Expenditures for construction of, or major renovation to infrastructure, including roadways, bridges, water, sewer, and drainage systems, or dams. This also includes the cost of demolition. It does not include any buildings or equipment related to these systems.

**Construction in Progress:** This is a long-term asset account that accumulates the cost of a project that has not yet been placed into service. When the project is substantially completed and ready to be placed into the service, the cost is removed from this account and is recorded as an asset.

#### **4. Depreciation and Useful Life:**

**Depreciation Method:** The apportioned cost of a capital asset over its useful life. Straight-line method will be used when calculating depreciation, taking into consideration salvage value at the end of the asset's useful life.

Land and Construction in Progress are not depreciated.

The policy for recording depreciation on capital assets is to take one half of a full year's depreciation in the fiscal year in which the asset is placed in service, regardless of when it was actually placed in service during the year.

**Useful Life:** The following table reflects the useful lives of the various categories of capital assets.

|                                   |                                                                 | Maximum Depreciable Life |
|-----------------------------------|-----------------------------------------------------------------|--------------------------|
| Examples                          |                                                                 |                          |
| Category                          |                                                                 |                          |
| <b>Land Improvements</b>          |                                                                 |                          |
| Ground work                       | landscaping, athletic fields                                    | 20                       |
| Structural                        | parking lots, Sidewalks, fences, track retaining walls          | 20                       |
| Other                             | area and street lighting                                        | 15                       |
| <b>Buildings and Improvements</b> |                                                                 |                          |
| Permanent Building                |                                                                 | 40                       |
| Temporary Building                |                                                                 | 20                       |
| HVAC                              |                                                                 | 20                       |
| Elevators                         |                                                                 | 20                       |
| Power Generations                 |                                                                 | 15                       |
| Wastewater treatment systems      |                                                                 | 24                       |
| <b>Vehicles and Equipment</b>     |                                                                 |                          |
| Business                          | copiers                                                         | 10                       |
| Firefighting                      | SCBA, ladders, hoses                                            | 10                       |
| Firefighting                      | boat, generator, gator                                          | 8                        |
| Trailers                          | Police, Fire                                                    | 8                        |
| Lab                               |                                                                 | 10                       |
| Kitchen                           | appliances                                                      | 15                       |
| Traffic control                   | stoplights                                                      | 10                       |
| Recreational                      | weight machines, mats, treadmills                               | 10                       |
| Custodial                         | floor scrubber, vacuums                                         | 15                       |
| Medical                           | Defibrillator, Stretchers                                       | 5                        |
| Outdoor                           | playground equipment, scoreboards, bleachers                    | 15                       |
|                                   | radio towers                                                    | 15                       |
| Shop                              | lathes, drill presses                                           | 15                       |
| Vehicles                          | autos, van, pickups, ambulance light tractors, mowing equipment | 8                        |
|                                   | busses, dump trucks, backhoes                                   | 8                        |
|                                   | Fire Apparatus                                                  | 15                       |
| Furniture                         | office equipment,                                               | 10                       |
| Carpeting                         |                                                                 | 7                        |
| Fixtures                          | counters, partitions                                            | 15                       |
| Computers                         | CPU                                                             | 5                        |
| Communication                     |                                                                 | 10                       |



|       |               |   |
|-------|---------------|---|
| Books | Library books | 5 |
|-------|---------------|---|

#### **Infrastructure**

|                |                     |    |
|----------------|---------------------|----|
| Asphalt Roads  |                     | 20 |
| Concrete Roads |                     | 30 |
| Bridges        | vehicle, pedestrian | 50 |

### **5. Identifying Asset Additions and Deletions:**

**Additions:** Department Heads are responsible for purchase of their department's capital assets. They will comply with the Town Purchasing Policies. Department Heads or his/her designee will notify the Finance Director of new assets utilizing the "Asset Addition" form. Annually, the Finance Director will review in detail the general ledger for capital assets.

**Deletions:** Department Heads are responsible for notifying the Finance Director of asset dispositions, using a written form as determined by the Finance Director.

**Write-off:** Assets will be written off the books, along with its accumulated depreciation, when the asset is no longer in use. Assets fully depreciated, but still in use, will remain on the books.

Capital assets will be tracked by the Finance Director and audited by the external auditors each fiscal year end.

### **6. Definitions:**

**Accumulated depreciation:** The cumulative amount of depreciation recorded during the life of the asset. This amount decreases the book value of the capital asset.

**Book value:** The initial cost of a capital asset less accumulation depreciation.

**Capital asset:** Tangible and intangible assets that are used in operations and that have useful lives extending beyond a single reporting period and an initial cost equal to or greater than the capitalization threshold.

**Capitalize:** To record capital outlay as additions to asset accounts and reflected on the balance sheet, not as expenses.

**Capitalization threshold:** The dollar value at which assets are no longer expensed, but instead reflected as assets on the balance sheet.

**Depreciation:** The appointment of the cost of a capital asset expensed over the years of its estimated service life. Depreciation is a non-cash accounting transaction.

**Lease:** An agreement between two parties that conveys control of the right to use a nonfinancial asset for a specific period of time in an exchange or exchange like transaction. Example of nonfinancial assets include building, land, vehicles, and equipment.

**Salvage (Residual) value:** The amount remaining after all allowable depreciation charges have been subtracted from the original cost of a depreciable asset.

**Useful life:** The estimated period of time during which a capital asset is expected to be in operation and depreciated.

**Write-off:** To remove an asset value, including accumulated depreciation, from the asset account found on the balance sheet due to disposal or loss of an asset or if deemed worthless.

#### **7. Amendments:**

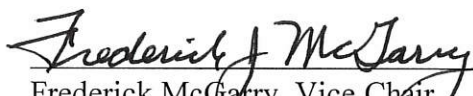
This policy may from time to time be amended by the vote of the Board at a regularly scheduled Board Meeting. Notice of proposed changes shall be posted in at least two (2) public places, one of which must be the Town Office, at least 14 days from the date of the meeting.

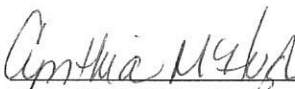
#### **8. Effective Date:**


This policy shall be effective upon a vote of the Board and shall replace any and all procedures or policies previously enacted by the Town.


Adopted By the Select Board: May 8, 2023

  
Richard Pitman, Chair

  
Frederick McGarry, Vice Chair

  
Cynthia McHugh

  
William Huebner

  
Stephen Barry

# **Procedures**

# **Domicile Form Instructions**

**Revised: August 8, 2003**

New Resident must present 2 of the following pieces of evidence:

- ☐ Current NH Driver's License
- ☐ Military or photo identification issued by the US, State or Local Government. (ex. US Passport)
- ☐ Mortgage Papers (Closing Papers, Deed or Homeowner's Insurance)
- ☐ Proof of Rental Agreement (Lease Papers, Recent Rent Receipt showing physical address & property owner, Statement from Landlord)
- ☐ Recent piece of mail with your name & Deerfield address: Utility Bill, Bank Statement, Insurance Papers
- ☐ Other: \_\_\_\_\_

**TOWN OF DEERFIELD**  
**Domicile Form**

**Members of Household**

| <u>Last Name</u> | <u>First Name</u> | <u>MI</u> | <u>Date of Birth</u> |
|------------------|-------------------|-----------|----------------------|
| _____            | _____             | _____     | _____                |
| _____            | _____             | _____     | _____                |
| _____            | _____             | _____     | _____                |
| _____            | _____             | _____     | _____                |
| _____            | _____             | _____     | _____                |

---

**New Information**

| <u>Previous Address:</u> | <u>Present Address:</u> |
|--------------------------|-------------------------|
| _____                    | _____                   |
| _____                    | _____                   |
| _____                    | _____                   |

Home Telephone Number: \_\_\_\_\_

Are you a property owner?

- ☐ Yes  
☐ No

If you rent, who is the Landlord? \_\_\_\_\_

---

## **Dog Licensing**

Are you a dog owner?

☐ Yes

☐ No

If so, has the dog been licensed?

☐ Yes

☐ No

To transfer a current dog license from another town is \$1.50.

*The State of New Hampshire requires that all dogs  
be licensed by April 30<sup>th</sup> annually per **RSA 466:1**.*

---

### **Please Note:**

Completion of this form does **NOT** register you to vote.

Completion of this form registers Deerfield as your Domicile only.

**I hereby swear, under penalty of perjury the information above is true and correct to the best of my knowledge and belief.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **- For Town Use Only -**

The following (2) items were presented as proof of identity:

☐ Current NH Driver's License

☐ Military or photo identification issued by the US, State or Local Government.  
(ex. US Passport)

☐ Mortgage Papers (Closing Papers, Deed or Homeowner's Insurance)

☐ Proof of Rental Agreement (Lease Papers, Recent Rent Receipt showing physical address & property owner, Statement from Landlord)

☐ Recent piece of mail with your name & Deerfield address: Utility Bill, Bank Statement, Insurance Papers

☐ Other: \_\_\_\_\_

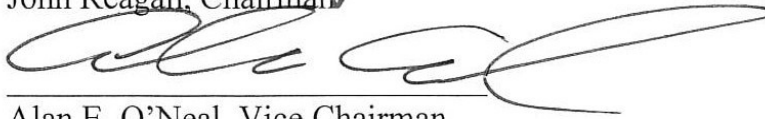
This Information Collected by: \_\_\_\_\_

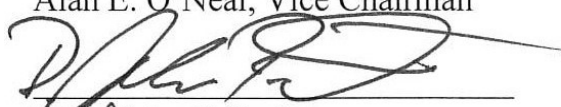
***Deerfield Town Clerk/Tax Collector (Deputy)***

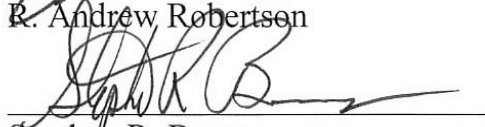
**EMERGENCY OPERATIONS PLAN/PROCEDURE  
TERRORISM ANNEX**

The Terrorism Annex is adopted on this Sixth Day of June in the Year Two Thousand Eleven by a Vote of the Deerfield Board of Selectmen.

  
John Reagan, Chairman

  
Alan E. O'Neal, Vice Chairman

  
R. Andrew Robertson

  
Stephen R. Barry

  
William A. Perron

**TOWN OF DEERFIELD  
BOARD OF SELECTMEN**

Town Seal

***Effective Date:*** June 6, 2011

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2011

***Co-Primary Agencies:***

Deerfield Police Department

Deerfield Fire Department

***Support Agencies:***

Board of Selectmen

Town Administrator

Road Agent

Emergency Management Directors

Health Officer



## **I. Introduction**

### ***A. Purpose:***

1. This Terrorism Annex is to ensure that the Deerfield Emergency Operations Plan (EOP) is adequate to respond to threats of and acts of terrorism within the Town. This document:
  - a) Defines response and recovery actions.
  - b) Generally, describes operational procedures.
  - c) Defines Emergency Support Functions.
2. The Town of Deerfield will use established response and recovery policies, plans, and procedures/guides for both initial and continuing response and recovery actions at the local, State, and Federal levels.

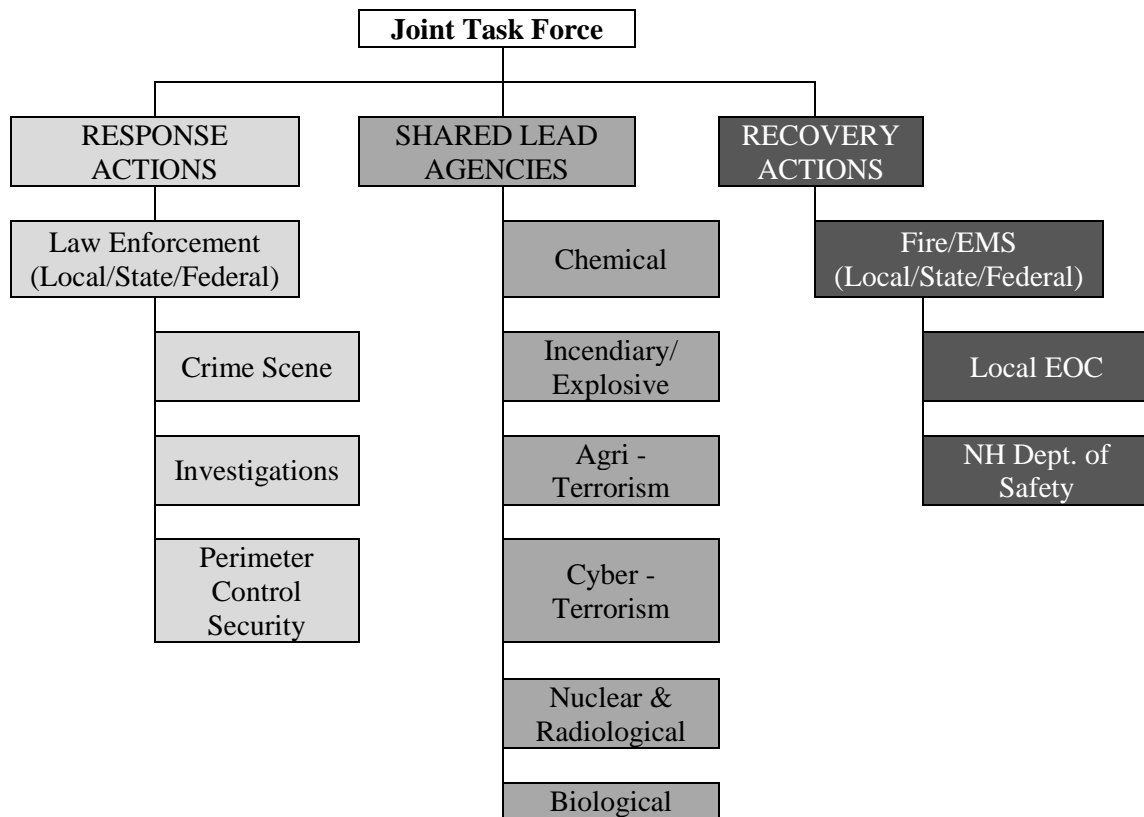
### ***B. Scope:***

1. This document applies to all threats or acts of terrorism that require response and recovery actions under the ***EOP***.
2. It provides coordination between response and recovery agencies and will provide the necessary resources under the ***EOP***. In order to properly address and manage all phases of a terrorist incident, the response and recovery efforts are its two components.

### ***C. Structure:***

1. The Terrorism Annex to the EOP is a compendium on the management of terrorist incidents. It focuses on the management of the event as well as linkage to the response and recovery actions to terrorist incident(s).
  - a) **Response actions** includes measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism.
    - i. The laws of the United States assign primary authority to the Federal Government to prevent and respond to acts of terrorism; State and local governments will provide assistance as required.
    - ii. Response actions are predominantly law enforcement oriented and address both initial and continuing actions associated with the terrorist event.
  - b) **Recovery actions** include measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses and individuals affected by the terrorism event.
    - i. The laws of the United States assign primary authority to the States to respond both initially and on a continuing basis to the recovery requirements of terrorism; the Federal Government provides assistance as required.
    - ii. Recovery actions can and often do, operate concurrently with Response Actions. ***Figure 1*** illustrates the relationships between the two components and is based on a unified command or management organizational structure.

**Figure 1 - The relationships between response and recovery action management**



## **II. Terrorism Hazards**

### **A. Hazard Analysis and Assessment:**

1. An act of terrorism, particularly an act directed against a large population area within the Town of Deerfield involving CBRNE/WMD, Cyber- and/or Agro-terrorism, may produce major impacts that will overwhelm the capabilities of the Town and State agencies almost immediately. Major impacts involving CBRNE/WMD, Cyber- and/or Agro-terrorism may overwhelm existing Federal capabilities as well.
2. The target and intended consequences (loss of life, injury, property destruction/damage, disruption of services) will heavily influence the means (e.g. gun, fire, explosive, chemical or biological agents, etc.) chosen to carry out a terrorist act. To cause serious impact that overwhelms a local jurisdiction's capability and requires State and Federal assistance, it is likely that the terrorist(s) will use a weapon of mass destruction (WMD).
3. A summary of Deerfield's Hazard Analysis and Assessment can be found in the Administrative Element of the Basic Plan (Appendix D).

## **B. Situation:**

1. **Terrorism** involves the use or threatened use of criminal violence against people, institutions, livestock, food sources or facilities to achieve a political or social objective through fear and intimidation, rather than direct confrontation. Unlike a disaster caused by nature or an accident involving hazardous materials, it requires the deliberate and premeditated action of a person or group to occur.
2. **Weapons of mass destruction (WMD)** - Weapons of mass destruction are defined as any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals; disease organisms; radiation or radioactivity; or explosion or fire. At least two important considerations distinguish these hazards from other types of terrorist tools. First, in the case of chemical, biological, and radioactive agents, their presence may not be immediately obvious, making it difficult to determine when and where they have been released, who has been exposed, and what danger is present for first responders and medical technicians. Second, although there is a sizable body of research on battlefield exposures to WMD agents, there is limited scientific understanding of how these agents affect civilian populations. They are described in law as:
  - a) **Incendiary/Explosives** - The easiest to obtain and use of all weapons is still a conventional explosive device, or improvised bomb, which may be used to cause massive local destruction or to disperse chemical, biological, or radiological agents. The components are readily available, as are detailed instructions on constructing such a device. Improvised explosive devices are categorized as being explosive or incendiary, employing high or low filler explosive materials to explode and/or cause fires. Projectiles and missiles, including aircraft used against high-profile targets such as buildings, monuments, and special events, also can cause explosions and fires. Bombs and firebombs are cheap and easily constructed, involve low technology, and are the terrorist weapon most likely to be encountered. Large, powerful devices can be outfitted with timed or remotely triggered detonators and can be designed to be activated by light, pressure, movement, or radio transmission. The potential exists for single or multiple bombing incidents in single or multiple municipalities. Historically, less than five percent of actual or attempted bombings were preceded by a threat. Explosive materials can be employed covertly with little signature and are not readily detectable. Secondary explosive devices may also be used as weapons against responders and the public in coincident acts. Other diversionary events or attacks could also be aimed at responders.
  - b) **Combined Hazards** - WMD agents can be combined to achieve a synergistic effect - greater in total effect than the sum of their individual effects. They may be combined to achieve both immediate and delayed consequences. Mixed infections or toxic exposures may occur, thereby complicating or delaying diagnosis. Casualties of multiple agents may exist; casualties may also suffer from multiple effects, such as trauma and burns from an explosion, which exacerbate the

likelihood of agent contamination. Attacks may be planned and executed so as to take advantage of the reduced effectiveness of protective measures produced by employment of an initial WMD agent. Finally, the potential exists for multiple incidents in single or multiple municipalities.

- c) **Biological** - Recognition of a biological hazard can occur through several methods, including identification of a credible threat, discovery of bioterrorism evidence (devices, agent, clandestine lab), diagnosis (identification of a disease caused by an agent identified as a possible bioterrorism agent), and detection (gathering and interpretation of public health surveillance data). When people are exposed to a pathogen such as anthrax or smallpox, they may not know that they have been exposed, and those who are infected, or subsequently become infected, may not feel sick for some time. This delay between exposure and onset of illness, the incubation period, is characteristic of infectious diseases. The incubation period may range from several hours to a few weeks, depending on the exposure and pathogen. Unlike acute incidents involving explosives or some hazardous chemicals, the initial detection and response to a biological attack on civilians is likely to be made by direct patient care providers and the public health community. Terrorists could also employ a biological agent that would affect agricultural commodities over a large area (e.g., wheat rust or a virus affecting livestock), potentially devastating the local or even national economy. The response to agricultural bioterrorism should also be considered during the planning process. Responders should be familiar with the characteristics of the biological agents of greatest concern for use in a bioterrorism event. Unlike victims of exposure to chemical or radiological agents, victims of biological agent attack may serve as carriers of the disease with the capability of infecting others (e.g., smallpox, plague).

*Table 1. Some General Indicators of Possible Biological Agent Use*

| Stated Threat to Release a Biological Agent                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Unusual Occurrence of Dead or Dying Animals</b>                                                                                                                          |
| <b>Unusual Casualties</b> <ul style="list-style-type: none"> <li>• Unusual illness for region/area</li> <li>• Definite pattern inconsistent with natural disease</li> </ul> |
| <b>Unusual Liquid, Spray, Vapor, or Powder</b> <ul style="list-style-type: none"> <li>• Spraying; suspicious devices, packages, or letters</li> </ul>                       |

- d) **Chemical** - Chemical agents are intended to kill, seriously injure, or incapacitate people through physiological effects. A terrorist incident involving a chemical agent will demand immediate reaction from emergency responders - fire departments, police, hazardous materials (HazMat) teams, emergency medical services (EMS), and emergency room staff - who will need adequate training and equipment. Hazardous chemicals, including industrial chemicals and agents, can

be introduced via aerosol devices (e.g., munitions, sprayers, or aerosol generators), breaking containers, or covert dissemination. Such an attack might involve the release of a chemical warfare agent, such as a nerve or blister agent or an industrial chemical, which may have serious consequences. Some indicators of the possible use of chemical agents are listed in **Table 2**. Early in an investigation, it may not be obvious whether an infectious agent or a hazardous chemical caused an outbreak; however, most chemical attacks will be localized, and their effects will be evident within a few minutes. There are both persistent and non-persistent chemical agents. Persistent agents remain in the affected area for hours, days, or weeks. Non-persistent agents have high evaporation rates, are lighter than air, and disperse rapidly, thereby losing their ability to cause casualties after 10 to 15 minutes, although they may be more persistent in small, unventilated areas.

**Table 2. General Indicators of Possible Chemical Agent Use**

| <b>Stated Threat to Release a Chemical Agent</b>                                                                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Unusual Occurrence of Dead or Dying Animals</b><br>For example, lack of insects, dead birds                                                                                                                                                                           |
| <b>Complaint of Product Tempering</b> <ul style="list-style-type: none"> <li>• Unexplained/Unusual odor</li> <li>• Unusual taste</li> </ul>                                                                                                                              |
| <b>Unexplained Casualties</b> <ul style="list-style-type: none"> <li>• Multiple victims Surge of similar 911 calls</li> <li>• Serious illnesses</li> <li>• Nausea, disorientation, difficulty breathing, or convulsions</li> <li>• Definite casualty patterns</li> </ul> |
| <b>Unusual Liquid, Spray, Vapor, or Powder</b> <ul style="list-style-type: none"> <li>• Droplets, oily film</li> <li>• Unexplained odor</li> <li>• Low-I in clouds/fog unrelated to weather</li> </ul>                                                                   |
| <b>Suspicious Devices, Packages, or Letters</b> <ul style="list-style-type: none"> <li>• Unusual metal debris</li> <li>• Abandoned spray devices</li> <li>• Unexplained munitions</li> </ul>                                                                             |

- e) **Nuclear and radiological** - The difficulty of responding to a nuclear or radiological incident is compounded by the nature of radiation itself. In an explosion, the fact that radioactive material was involved may or may not be obvious, depending upon the nature of the explosive device used. The presence of a radiation hazard is difficult to ascertain, unless the responders have the proper detection equipment and have been trained to use it properly. Although many detection devices exist, most are designed to detect specific types and levels of

radiation and may not be appropriate for measuring or ruling out the presence of radiological hazards.

**Table 3: General Indicators of Possible Nuclear Weapon/Radiological Agent Use**

| <b>Stated Threat to Deploy a Nuclear or Radiological Device</b>                                      |
|------------------------------------------------------------------------------------------------------|
| <b>Presence of Nuclear or Radiological Equipment</b>                                                 |
| <ul style="list-style-type: none"> <li>Spent fuel canisters or nuclear transport vehicles</li> </ul> |
| <b>Radiological Sickness Symptoms</b>                                                                |
| <ul style="list-style-type: none"> <li>Burns, nausea, hair loss</li> </ul>                           |
| <b>Detonation of a Nuclear Device</b>                                                                |
| <b>Nuclear Placards/Warning Materials Along with Otherwise</b>                                       |
| <b>Unexplained Casualties</b>                                                                        |

The scenarios constituting an intentional nuclear/radiological emergency include the following:

- i. Use of an **improvised nuclear device (IND)** includes any explosive device designed to cause a nuclear yield. Depending on the type of trigger device used, either uranium or plutonium isotopes can fuel these devices. While “weapons-grade” material increases the efficiency of a given device, materials of less than weapons grade can still be used.
  - ii. Use of a **radiological dispersal device (RDD)** includes any explosive device utilized to spread radioactive material upon detonation. By placing radiological material in close proximity, any improvised device could be used.
  - iii. Use of a **simple RDD** that spreads radiological material without the use of an explosive. Any nuclear material (including medical isotopes or waste) can be used in this manner.
- f) **Cyber-terrorism** - Cyber-terrorism involves the malicious use of electronic information technology to commit or threaten to commit acts dangerous to human life, or against a nation's critical infrastructures in order to intimidate or coerce a government or civilian population to further political or social objectives (FBI NIPC, Congressional testimony, August 29, 2001). As with other critical infrastructure guidance, most cyber protection guidance focuses on security measures to protect computer systems against intrusions, denial of service attacks, and other forms of attack rather than addressing issues related to contingency and consequence management planning.

**Table 4: General Indicators of Possible Cyber-terrorism Attack**

| <b>Stated Threat of a Cyber-terrorism Attack</b>                                                    |
|-----------------------------------------------------------------------------------------------------|
| <b>Detection of a Computer Virus by a Software Program</b>                                          |
| <b>Unexplained Malfunctioning of a Computer Control System That Could Result in Injury or Death</b> |

|                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• 9-1-1 System</li> <li>• Streetlights</li> <li>• Air Traffic Control System</li> </ul>                                                            |
| <b>Collapse of Infrastructure Computer System</b> <ul style="list-style-type: none"> <li>• Electric Power Grid</li> <li>• Nuclear Power Plant</li> <li>• Water Treatment Plant</li> </ul> |
| <b>Collapse of Vital Computer Databases</b>                                                                                                                                               |

- g) **Agro-terrorism** - Any terrorist act using biological agents, achieved by poisoning the food or water supplies or by introducing diseases among livestock. This can involve the use of chemical or biological agents.

*Table 5: General Indicators of Possible Cyber-terrorism Attack*

| Stated Threat to Release a Chemical/Biological Agent into the Agriculture Industry |
|------------------------------------------------------------------------------------|
| Unusual Liquid, Spray, Vapor or Powder                                             |
| Unexplained Presence of Dead or Dying Animals, Birds and/or Insects                |
| Presence of Abandoned Spray Devices                                                |

3. **Other Terrorism Hazards** - Although it is not realistically possible to plan for and prevent every conceivable type of terrorist attack, it is anticipated that future terrorism attempts could range from simple, isolated attacks to complex, sophisticated, highly coordinated acts of destruction using multiple agents aimed at one or multiple targets. Therefore, the plans developed for terrorist incidents must be broad in scope yet flexible enough to deal with the unexpected. These considerations are particularly important in planning to handle the consequences of attacks using low-tech devices and delivery, assaults on public infrastructure, and cyber terrorism. In these cases, the training and experience of the responders may be more important than detailed procedures.

- a) **Low-Tech Devices and Delivery** - Planning for the possibility of terrorist attacks must consider the fact that explosives can be delivered by a variety of methods. Most explosive and incendiary devices used by terrorists would be expected to fall outside the definition of a WMD. Small explosive devices can be left in packages or bags in public areas for later detonation, or they can be attached directly to a suicide bomber for detonation at a time and place when and where the terrorist feels that maximum damage can be done. The relatively small size of these explosive devices and the absence of specific security measures in most areas make these types of terrorist attacks extremely difficult to prevent. Small explosive devices can also be brought onto planes, trains, ships, or buses, within checked bags or hand carried. Although present airline security measures minimize the possibility of explosives being brought on board airliners, planners

will need to consider the level of security presently employed on ships, trains, and buses within their jurisdictions. Larger quantities of explosive materials can be delivered to their intended target area by means of car or truck bombs.

- b) **Infrastructure Attacks** - Potential attacks on elements of the nation's infrastructure require protective considerations. Infrastructure protection will involve proactive risk management actions to prevent the destruction of or incapacitating damage to networks and systems that serve our communities.
  - i. Infrastructure protection often is more focused on security, deterrence, and law enforcement than on emergency preparedness and response. The State of New Hampshire's departments and agencies must develop contingency plans in the event critical infrastructures are brought down as the result of a terrorist incident.
  - ii. Presidential Decision Directive 63 was issued in May 1998. It established the Critical Infrastructure Assurance Office (CIAO) and outlined steps to be taken to protect critical infrastructures from disruptions that could have serious public health and safety, economic, or national security impacts.

### **III. Situation and Planning Assumptions**

#### ***A. Situation:***

1. Until such time as an incident is determined to be an act of terrorism, response operations will be implemented under the Deerfield **EOP** and its ESF components.
2. When directed, the Police and Fire Department will coordinate with the support agencies to identify potential requirements and, if necessary, with the Emergency Management Director to implement increased readiness operations.

#### ***B. Planning Assumptions:***

1. No single agency at the local, State, Federal or private level possesses the authority and the expertise to act unilaterally on many difficult issues that may arise in response to threats or acts of terrorism, particularly if CBRNE/WMD, Cyber- and/or Agroterrorism are involved.
2. Local, State, and Federal responders may define working perimeters that may overlap to some degree. Perimeters may be used to control access to the area, target public information messages, assign operational sectors among responding organizations, and assess potential effects on the population and the environment. Control of these perimeters may be enforced by different authorities, which may impede the overall response if adequate coordination is not established.
3. If protective capabilities are not available, responders cannot be required to put their own lives at risk in order to enter a perimeter contaminated with CBRNE material. It is possible that the perimeter will be closed until the CBRNE agent is identified or the effects of the CBRNE material have degraded to levels that are safe for responders.
4. Although this annex takes into consideration the most probable scenarios relating to the primary categories of terrorism incidents, no assumptions should be made to the



annex being all inclusive of every conceivable situation that a terrorism incident could create. Emergency responders will assess the situation and determine the best course of action based upon their training and prescribed policies, plans, and procedures.

#### **IV. Concept of Operations**

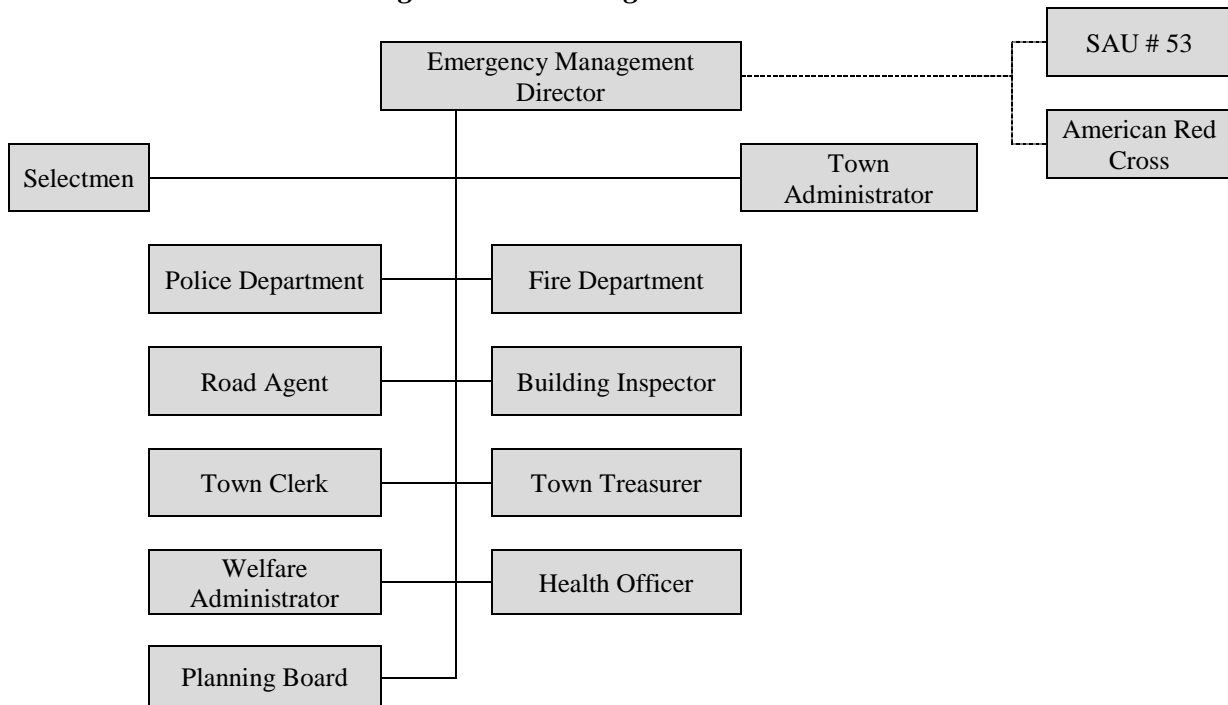
##### ***A. General:***

1. Response and Recovery actions to terrorist events will be conducted in accordance with established policies, plans, procedures, and guides.
  - a) The Deerfield Police and Departments will maintain the Town's lead responsibility for response management to threats or acts of terrorism.
  - b) The Police and Fire Departments have shared responsibility for all recovery actions.
2. The Deerfield **EOP - Terrorism Annex** provides a graduated flexible response and recovery actions to the full range of incidents.
3. An act of terrorism exceeding the local capability to resolve automatically goes to the state level for assistance.

##### ***B. Organization:***

1. **Functional Organization - Figure 2, EOC Organization Chart**, details the overall response structure of the EOC involving the threat of or actual occurrence of a terrorist incident in the Town of Deerfield. Direction and control remain the responsibility of the Police and Fire Departments with implementation and coordination conducted by the EMD.

**Figure 2 – EOC Organization Chart**



**2. Interagency Coordination** - Under the Basic Plan of the Deerfield EOP, the EMD is responsible to ensure that emergency response tasks/activities are coordinated among all the ESFs/response agencies and across all levels of government, as appropriate.

**3. Specialized Teams/Units -**

- a) The New Hampshire State Police Special Operations Unit would be used to mitigate and respond to the effects of a terrorist incident in the region.
- b) In the event federal resources were available, the National Guard has specialty units available for terrorist events.
- c) Seacoast Chiefs Association is a hazardous material team whose skills and resources could be used to mitigate the effects of a terrorist incident in the region.

**4. Operational Facilities/Sites -**

- a) **FBI - Joint Operations Center (JOC)** - A centralized operations center established by the FBI Field Office/Resident Agent during terrorism-related incidents to provide a single point of direction, control, and coordination for emergency response operations. The JOC resolves conflicts in prioritization of resource allocations involving Federal assets.
  - The location of the JOC will be based upon the location of the incident and current threat specific information.
- b) **Joint Information Center (JIC)** - A combined public information center that serves two or more levels of government or Federal, State, and local agencies. During a terrorist incident, the FBI will establish and maintain this facility.

- c) Deerfield EOC located at the George B. White Building.

**C. *Warning:***

1. Every incident is different. There may or may not be warning of a potential WMD incident. Factors involved range from intelligence gathered from various law enforcement or intelligence agency sources to an actual notification from the terrorist organization or individual.
2. The warning or notification of a potential WMD terrorist incident could come from many sources; therefore, open but secure communication among local, State, and Federal law enforcement agencies and emergency response officials is essential.
3. The Deerfield Police and Fire Departments and the EMD will be notified of any suspected terrorist threats or incidents in the Town of Deerfield.
4. The FBI will notify State and local law enforcement officials regarding potential terrorist threats.

**D. *Notification and Activation:***

1. Upon receiving information from the FBI of a potential terrorist threat, the NH State Police/Office of the Attorney General, based on the advice of the FBI, will notify the Homeland Security Advisor and the appropriate State and local agencies as the situation warrants.
2. The EMD will partially/fully activate the local EOC, based upon specific threat information received. The decision to partially/fully activate the EOC will be based on the advice of the Homeland Security Advisor for New Hampshire.
3. The State EOC will be fully activated upon the receipt of information that the US Department of Homeland Security (US DHS) has raised the threat level to **RED**. The local EOC will be activated if there is specific information targeting locations in Deerfield, NH.
4. In the event the threat level is raised to Orange, the State EOC would be activated upon receipt of threat-specific information (e.g., governmental facilities are being targeted).
5. Based upon the information received, the local EMD will determine the operational level of the local EOC and notify the Primary and/or Coprimary Agencies for each of ESFs, as appropriate.
  - a) The Primary and/or Co-primary Agencies are then responsible for notifying the respective Support Agencies, as required and outlined in the Alert and Notification SOG for the ESF.

**E. *Communications:***

1. ESF-2, Communications and Alerting is tasked with the responsibility to establish and maintain a secure communications capability for the Town, which includes voice, data, video, and fax.

2. Under the Deerfield EOP ESF-2, Communications and Alerting will coordinate measures to ensure communications interoperability among the response agencies.

## **F. *Plan Implementation***

### **1. Response Actions-**

- a) Local Lead Agency assignment for Response Actions is the Deerfield Police and Fire Departments for general threats or acts of terrorism within the Town of Deerfield.
- b) State Lead Agency assignment for Response Actions is the Department of Justice (DOJ)/Office of the Attorney General (AG) [NH State Police for general threats or acts of terrorism within the State of New Hampshire.
- c) Response actions specific to certain types of terrorist acts can require a shared lead responsibility with additional agencies, which have the skills and resources that can assist in defining, responding to, and managing the event. Such shared responsibilities would be:
  - i. Biological, Nuclear, Radiological, and food and product tampering terrorist acts, the shared lead is with Department of Health and Human Services (DHHS).
  - ii. Chemical, Incendiary and Explosive terrorist acts shared lead is the Department of Safety - Fire Marshal's Office.
  - iii. Agro-terrorist acts shared lead is the Department of Agriculture, Markets and Food.
  - iv. Cyber-Terrorism shared lead is the Department of Administrative Services, Division of Information Management.

### **d) Federal Actions-**

- i. Upon determining that a terrorist incident credible, the FBI Special Agent in Charge (SAC), through the FBI Headquarters, will initiate liaison with other Federal agencies to activate their operations centers. The responsible FEMA region(s) may activate a Regional Operations Center (ROC) and deploy a representative(s) to the affected State(s). When the responsible FEMA region(s) activates a ROC, the region(s) will notify the responsible FBI Field Office(s) to request a liaison. If the FBI activates the Strategic Information and Operations Center (SIOC) at FBI Headquarters, then other Federal agencies, including FEMA, will deploy a representative(s) to the SIOC, as required. Once the FBI has determined the need to activate a Joint Operations Center (JOC) to support the incident site, Federal, State, and local agencies may be requested by FEMA to support the Consequence Management Group located at the JOC.
- ii. **Recovery Actions-**
  - The Deerfield Police and Fire Departments shall ensure that the Deerfield **EOP** is adequate to recover from the consequences of terrorism.

- The Deerfield Police and Fire Departments, with the support of all agencies in the Deerfield **EOP**, shall act in support of the response team, until such time as the Department of Justice/Attorney General/NH State Police shall transfer the Lead Agency role to BEM.

## **G. Incident Phases:**

### **1. Pre-Incident-**

- a) A credible or significant threat may be presented in verbal, written, intelligence based or other form.
- b) In response to a credible or significant threat involving CBRNE/WMD/Cyber- or Agro-terrorism, the Community Police and Fire Departments and the Emergency Management Director initiates a threat assessment process that involves close coordination with local, State and Federal agencies with technical expertise, in order to determine the viability of the threat from a technical, as well as tactical and behavioral standpoint.
- c) The Police Department maintains contact listing of law enforcement, State and Federal agencies and provides the initial notification to other State law enforcement authorities, State agencies as well as the FBI of a threat or occurrence of terrorism.

### **2. Trans-Incident (Situations involving a transition from a threat to an act of terrorism)-**

- a) The Police Department will contact local, State and Federal agencies and provide the initial notification to other law enforcement authorities, state agencies as well as the FBI of the confirmed presence of an explosive device, WMD, Cyber- or Agro-terrorism threat, capable of causing a significant destructive event, prior to actual injury or property loss (e.g., a significant threat).
- b) If an act of terrorism becomes imminent and causes the Governor to direct BEM to implement a **State EOP**, then BEM will initiate procedures to activate additional ESFs and a Disaster Field Office (DFO) if necessary). Coordination will be conducted from the designated State facility.
- c) As the situation warrants, the EMD will coordinate with the Selectmen or his/her designee regarding the need to activate the Town's Continuity of Operations (COOP) and/or Continuity of Government (COG) plans, as appropriate.

### **3. Post-Incident-**

- a) An incident is defined as follows:
  - i. The detonation of an explosive device, utilization of a CBRNE WMD, introduction of an Agro-Terrorism agent or other destructive event, with or without warning, that results in limited injury or death (e.g., limited consequences/State and local response and recovery).

- ii. Or the detonation of an explosive device, utilization of a CBRNE WMD, introduction of an Agro-Terrorism agent or other destructive event, with or without warning, that results in substantial injury or death (e.g., major consequences/Federal response).
- b) Once an incident has occurred, the Deerfield Police and/or Fire Department will provide a Liaison to the local EOC and/or the FBI JOC, as needed.
- c) The NH State Police will contact local, State, and Federal agencies of the detonation of an explosive device, using a CBRNE WMD, introduction of an Agro-terrorism agent or other destructive event.
- d) It is feasible to have recovery operations begin while response operations are continuing. The EMD will coordinate with the appropriate local, State, and Federal agencies in determining when recovery operations will commence. Recovery operations include, but are not limited to, the following activities/functions:
  - i. Set Decontamination
  - ii. Site Demolition or Restoration
  - iii. Memorial Services
  - iv. Victim Compensation and Disaster Assistance
  - v. Temporary Housing Assistance
  - vi. Long-term Medical Monitoring and Surveillance
- e) The Deerfield Police and/or Fire Department will coordinate with the NH State Police and FBI to determine the appropriate point at which, the scene will transition from the response and search and rescue phase to a criminal investigation phase.
- f) The Deerfield Police Department, in coordination with the NH State Police will coordinate with DOJ to initiate victim assistance programs, as appropriate.

#### **4. Deactivation-**

- a) If an act of terrorism does not occur, the responding elements will deactivate when the Deerfield Police and/or Fire Department, in consultation with the NH State Police and the Governor, issues a cancellation notification to the appropriate ESF agencies.
- b) If an act of terrorism does not occur, the responding elements will deactivate when the EMD, in consultation with the Police and/or Fire Department, issues a cancellation notification to the appropriate ESF agencies. ESF agencies will coordinate with the EOC Operations Officer and deactivate according to establish SOPs/SOGs.
- c) If an act of terrorism occurs, then each ESF structure deactivates at the appropriate time according to established SOPs/SOGs. Following ESF deactivation, operations by individual State agencies may continue, in order to

support the affected local governments with long-term hazard monitoring, environmental decontamination, and site restoration (cleanup).

**Table 6 - Alignment of Operational Levels with FBI Threat Levels**

| <b>Deerfield, NH Operational Levels</b>                                | <b>Local Description</b>                                                                                                                           | <b>Associated Local Actions</b>                                                                                                                                               | <b>FBI Threat Levels</b>                       | <b>Associated Federal Actions</b>                                                                                                                                             |
|------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Normal Operations Low Condition (Green).                               | Consist of the daily operations agencies must carry out, in absence of an emergency situation to ensure readiness.                                 | Preparedness, planning, training, and exercise activities are being conducted.                                                                                                | Level 4 - Minimal Threat                       | Received threat does not warrant actions beyond normal liaison notifications or placing assets on higher alert status.                                                        |
| Operation Level 1 Guarded Condition (Blue) Elevated Condition (Yellow) | Monitoring phase triggered by the potential for an event that could threaten life, property, or the environment.                                   | Local agencies and ESFs that would need to take action as part of their everyday responsibilities will be notified.                                                           | Level 3 - Potential Threat                     | Intelligence indicates potential for terrorist incident, but not deemed credible.                                                                                             |
| Operation Level 2 High Condition (Orange)                              | Partial activation of the local EOC. Triggered by highly probable hazardous conditions and a strong potential for property damage or loss of life. | All ESF primary agencies are notified. The EOC is staffed with assigned personnel and the necessary ESFs.                                                                     | Level 2 - Credible Threat                      | Confirms involvement of WMD in developing terrorist incident. State and local law enforcement notified. Federal assets predeployed as required.                               |
| Operation Level 3 Severe Condition (Red)                               | Full activation of the EOC. Triggered by extremely hazardous conditions that are imminent or occurring. Highest state of alert.                    | All primary and support agencies under the Deerfield EOP are notified. The EOC will be on full activation with 24-hour staffing by assigned personnel and all necessary ESFs. | Level 1 - Weapons of Mass Destruction Incident | Federal resources deployed to augment State and local operations, JOC/JIC activated, EOC fully activated, State liaisons in JOC/JIC as required, Unified Command established. |

## **H. Roles and Responsibilities:**

### **1. General-**

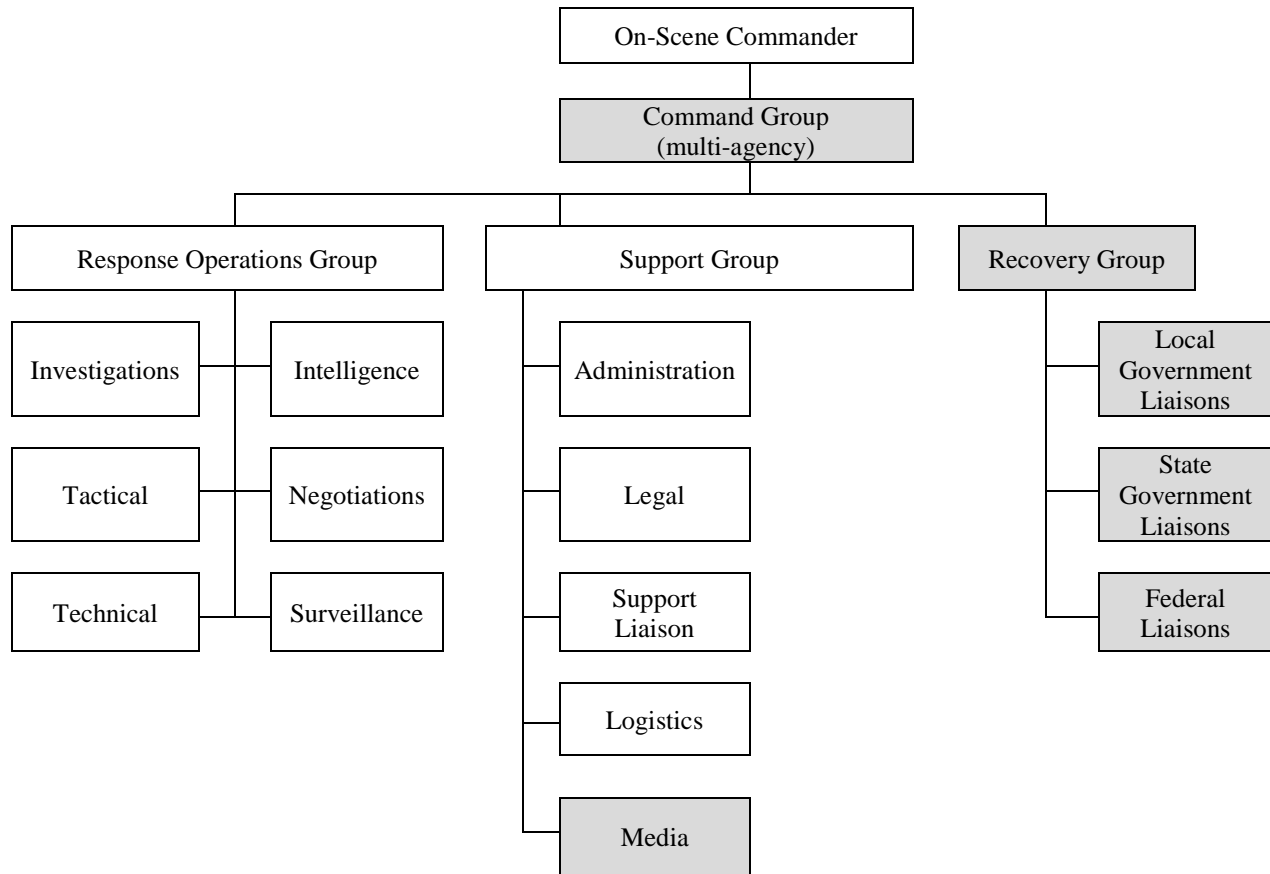
- a) Upon activation of Deerfield EOP (either in whole or in part), Town departments designated as a Primary, Co-primary, and/or Support Agency for the ESFs will effectively carry out their missions and assigned roles and responsibilities, as directed/requested.
- b) All of the ESFs will provide support within the scope of their agencies' statutory authority and assigned mission.

- c) This section only outlines those ESFs that have roles and responsibilities specific to a response to terrorism incident. These roles and responsibilities are in addition to those outlined in the Basic Plan and ESF-specific components of the Deerfield EOP.
2. The Deerfield Police Department is the co-primary agency to implement and coordinate the response functions. **Specifically, those responsibilities are:**
- a) Serves as the primary agency for criminal activity, investigations, and prosecution.
  - b) Works closely with NH State Police, DOJ, FBI with respect to terrorist acts.
  - c) Provides liaison personnel to the local EOC at terrorist incidents.
  - d) Coordinating the threat assessment.
  - e) Assisting the NH State Police and FBI with crime scene management.
  - f) Conduct victim interviews and collect information and/or description of perpetrator
  - g) Coordinate closely with state law enforcement authorities and other State agencies for law enforcement resolution.
  - h) Establish and maintain a secure communications capability to include voice, data, and fax.
  - i) Provide security and integrity of the Town's Energy infrastructure.
  - j) Disseminate threat information with designated ESFs and other local/state departments, as appropriate.
  - k) Provide training to emergency response personnel that includes but is not limited to the following:
    - i. Crime scene preservation.
    - ii. Evidence collection and chain of custody.
    - iii. Victim interviews.
    - iv. Combined epidemiological/criminal investigations.
  - l) Coordinate with ESF-2, Communications and Alerting regarding tracing/investigating Cyber-terrorist attacks and securing affecting sites.
  - m) Coordinate with ESF-6, Mass Care and Shelter to provide information about a potential perpetrator of a terrorist incident.
  - n) Coordinate with ESF-8, Health and Medical Services regarding epidemiological/criminal investigations for bioterrorism, nuclear, and radiological terrorism incidents.
  - o) Coordinate with ESF-16, Animal Health regarding epidemiological/criminal investigations for incidents involving Agro-Terrorism.
  - p) Assume the shared role with Fire Department in the response and recovery of a biological terrorist incident, to include:
    - i. Disease control and prevention.
    - ii. Epidemiological investigation.



- iii. Quarantine and isolation.
  - iv. Identification of the biological agent.
  - v. Secure laboratory services.
  - vi. Dispersal of the Strategic National Stockpile (SNS).
  - vii. Management of immunization clinics.
- q) If State or Federal agencies are involved, then the Police Department also coordinates with them. The Police Department is responsible for the incident site and may modify its Command Post to function as a Joint Operations Center (JOC).
- r) The JOC structure includes the following standard groups:
- i. Command
  - ii. Operations
  - iii. Support
  - iv. Recovery
- s) Representation within the JOC may include Federal, State, and local agencies with support roles. Selected Federal, State, and local agencies may be requested to serve in the JOC Command Group, the JOC Support group/Media component, and the JOC Recovery Management Group (see **Figure 3**, shaded area).
- t) To maintain consistency in the management of the incident the JOC should continue to operate as structured, however, leadership of the JOC may pass to FBI dependent on the situation. Local and State Police and state agencies in support of the JOC will continue to operate, but under FBI role designation and direction.
- u) Response issues that affect multiple agency authorities and areas of expertise will be discussed by the FBI and the JOC Command Group working in consultation with local, State and Federal representatives. While the FBI on-scene commander (OSC) retains authority to make Federal response decisions at all times, operational decisions are made cooperatively to the greatest extent possible.
- v) The FBI OSC and the senior FEMA official will provide or obtain resolution of conflicts in priorities for allocation of critical Federal resources between response and recovery requirements.

**Figure 3 – Joint Operations Center Structure**



3. The Deerfield Fire Department is the co-primary agency to implement and coordinate the response functions. Specifically, those responsibilities are:
  - a) Establish and maintain a secure communications capability to include voice and data.
  - b) Coordinate additional assistance and resources from unimpacted jurisdictions to include but not limited to the following:
    - i. Detection and monitoring equipment
    - ii. Decontamination equipment and supplies
  - c) Coordinate the provision of decontamination assistance to hospitals, first responders and, when necessary, private facilities.
  - d) Assist in the overall management, response, and recovery of terrorist incidents involving radiological materials, to include:
    - i. Detection, recovery, and disposal of on-scene radioactive debris
    - ii. Identification of isotope(s)
    - iii. Plume projections
    - iv. Recommendations on protective actions

- v. Determination of health risk/consequences to the public and first responders.
  - e) Assume the shared role with Police Department in the response and recovery of a biological terrorist incident, to include:
    - i. Disease control and prevention.
    - ii. Epidemiological investigation.
    - iii. Quarantine and isolation.
    - iv. Identification of the biological agent.
    - v. Secure laboratory services.
    - vi. Dispersal of the Strategic National Stockpile (SNS).
    - vii. Management of immunization clinics.
  - f) Assist the Medical Examiner's Office in the proper disposition of contaminated human remains, clothing and miscellaneous items, as needed.
  - g) For Hazardous Materials events, establish decontamination of contaminated victims and emergency response personnel.
  - h) Implement the Mass Inoculation Plan, as appropriate.
  - i) Provide detection and monitoring services, equipment and personal protective equipment (PPE), as needed.
  - j) Establish and maintain environmental health hazards remediation, as needed.
- 4. The Health Officer will-**
- a) Assist in the efforts to ensure there is no uptake of chemical, radiological or biological agents into the food chain or the food supply.
  - b) Assist the Medical Examiner's Office in the proper disposition of contaminated human remains, clothing and miscellaneous items, as needed.
  - c) Implement plans and procedures to prevent, contain, and/or mitigate the chemical, biological, or radiological agent introduced into the agricultural and livestock environment.
  - d) In the event, an Agro-Terrorism incident involves a zoonotic disease, coordinate with ESF-8, Health and Medical Services to address the public health risks and for the dissemination of emergency public health information/personal protective actions that may be necessary.
  - e) Coordinate with ESF-IO, Hazardous Materials to ensure safe entry to the incident site, as necessary.
  - f) Coordinate with ESF-13, Law Enforcement and Security regarding epidemiological/criminal investigations, as needed.
- 5. The Emergency Management Directors will-**
- a) Provide information to the Selectmen for press releases

- b) Provide information to the Joint Operations Center for media and public information
- 6. The Road Agent will-** Establish and maintain the security and integrity of the Town's road and bridge infrastructure.
- 7. The Selectmen/Town Administrator will-**
  - a) Serve as primary public information source until event is classified as a terrorist act and media releases are assumed by Joint Operations Center (JOC) Media operations.
  - b) Liaison with the JOC Media/Public Information Officer (PIO) and assist as needed/directed regarding the collection and dissemination of public information.
  - c) Assist JOC in keeping media and public informed through JOC designated and approved briefings and press conferences.

**I. *Interagency Coordination:***

The EOC is the focal point for interagency and intergovernmental coordination between the following:

- a) FBI Joint Operations Center (JOC)
- b) Local Emergency Operations Center (EOC)
- c) Other Law Enforcement Command Posts
- d) Other Community's EOCs FEMA IOF/DFO

**V. Authorities & Reference**

**A. *Plans:***

- 1. Deerfield Emergency Operations Plan (2009)
- 2. State Radiological Emergency Response Plan (RERP)
- 3. Deerfield Hazardous Materials Annex (To be developed in future revisions)
- 4. Hazard Analysis and Assessment (2009)
- 5. Hazard Mitigation Plan (2007)

**B. *Standard Operating Procedures/Guides:***

- 1. Police Department Standard Operating Procedures
- 2. Fire Department Standard Operating Procedures

## REGISTRATION PROCEDURE

### Renewed by Municipal Agent

**All Information is Confidential**

- **PRIMARY OWNER:**

1. First Name Line on Reg. *Most Important Person on Registration*
2. Must be a Deerfield Resident (Proof required if new – tax bill/lease agreement, letter from homeowner)
3. Must be 18 or over - if under 18 a “Pink Slip” must be filled out by parent or insurance company (every time)
4. Name order: Last Name - Suffix - First Name -Middle Initial (No Punctuation) Filed by Name of Primary Owner: Last Name - First Name - Middle Initial - Suffix (Cosigner Name does not affect filing order. All the Primary Owner’s Registrations w/or w/out a co-owner go together).

#### PLATE TYPES

| Code  | Plate Type               | Requirement                   | Paperwork to fill out | Plate Cost                | Complete Here              |
|-------|--------------------------|-------------------------------|-----------------------|---------------------------|----------------------------|
| AGRI  | Agricultural             | Truck, Van or Tractor Trailer | Yes                   |                           | Yes*                       |
| ANTI  | Antique Passenger        | 25+ Years Showroom Condition  | No                    |                           | New – No<br>Renewal – Yes* |
| IANTI | Initialized Antique      | 25+ Years Showroom Condition  | No                    | New \$33+<br>Renew \$25+  | New – No<br>Renewal – Yes* |
| APRO  | Apportioned              | Tractor Trailers OOS          | No                    |                           | No                         |
| IAPRO | Initialized Apportioned  | Tractor Trailers OOS          | No                    |                           | No                         |
| CPASS | Conservation Moose       | Renewal- None                 | No                    | New \$38+<br>Renew \$30+  | Yes*                       |
| ICPAS | Initialized Conservation | Renewal- None                 | No                    | New \$63+<br>Renewal \$55 | Yes*                       |
| COMM  | Commercial               | Must be Over 26,000 lbs.      | No                    |                           | New – No<br>Renewal – Yes* |
| ICOMM | Initialized Commercial   | Must be Over 26,000 lbs.      | No                    |                           | New – No<br>Renewal – Yes* |
| FARM  | Farm                     | Truck, Van or Tractor Trailer | Yes                   |                           | Yes*                       |

|       |                          |                                                              |     |                            |                            |
|-------|--------------------------|--------------------------------------------------------------|-----|----------------------------|----------------------------|
| TRAC  | Farm Tractor             | Tractor for Agricultural/Personal Use                        | Yes |                            | Yes*                       |
| FPOW  | Former Prisoner of War   | Proof of being prisoner for 30 days or more                  | No  |                            | New – No<br>Renewal – Yes* |
| IFPOW | Initialized POW          | Proof of being prisoner for 30 days or more                  | No  | New \$25?<br>Renewal \$25? | New – No<br>Renewal – Yes* |
| HCAP  | Handicap Passenger       | Only 1 per Resident                                          | No  |                            | New – No<br>Renewal – Yes* |
| IHCAP | Initialized Handicap     | Only 1 per Resident                                          | No  | New \$33+<br>Renewal \$    | New – No<br>Renewal – Yes* |
| HMOTO | Handicap Motorcycle      | Only 1 per Resident                                          | No  |                            | New – No<br>Renewal – Yes* |
| MOPE  | Moped                    | 1) 500cc or Less<br>2) Cannot Exceed 30mph<br>3) Can't Shift | No  |                            | No Town or State Work      |
| MOTO  | Motorcycle               | Renewal – None                                               | No  | New \$4+                   | Yes*                       |
| IMOTO | Initialized Motorcycle   | Renewal – None                                               | No  | New \$29+<br>Renewal \$25+ | Yes*                       |
| AMOT  | Antique Motorcycle       | 25+ Years Showroom Condition                                 | No  |                            | New – No<br>Renewal – Yes* |
| NHNG  | Nat'l Guard              | Must have "Tag50"                                            | No  |                            | New – No<br>Renewal – Yes* |
| NPURP | Purple Heart             | Proof of Purple Heart                                        | No  | New \$33+                  | New – No<br>Renewal – Yes* |
| INPUR | Initialized Purple Heart | Proof of Purple Heart                                        | No  |                            | New – No<br>Renewal – Yes* |
| PASS  | Passenger                | Renewal – None                                               | No  | New \$8+                   | Yes*                       |
| IPASS | Initialized Passenger    | Renewal – None                                               | No  | New \$33+<br>Renewal \$25+ | Yes*                       |
| TRAI  | Trailer                  | Renewal – None                                               | No  | New \$4+                   | Yes* SEMI<br>- No          |
| ITRAI | Initialized Trailer      | Renewal – None                                               | No  | New \$29+<br>Renewal \$25+ | Yes*                       |
| VVETE | Veteran                  | "Honorable Discharge"                                        | No  | New \$33+<br>Renewal \$+   | New – No<br>Renewal – Yes* |

|       |                          |                                  |    |            |                            |
|-------|--------------------------|----------------------------------|----|------------|----------------------------|
| IVVET | Initialized Veteran      | “Honorable Discharge”            | No |            | New – No<br>Renewal – Yes* |
| DVETE | Disabled Veteran         | “Permanently & Totally Disabled” | No | NO CHARGES | New – No<br>Renewal – Yes* |
| IDVET | Initialized Disabled Vet | “Permanently & Totally Disabled” | No |            | New – No<br>Renewal – Yes* |

- Add State Tax Amt (Calculated by Gross Vehicle Weight)
- \*Can only do State work on vehicles 26,000 lbs. and under

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Registration Renewals

1. Registrations are renewed in Primary Registrant’s birth month or by the first letter in a Company Name (each letter is assigned a month)
2. Renewals are processed with the most current registration or with a Renewal Notification Form (By-Mail)
3. The only time a plate can be changed from one type to another is at Renewal (ex. Changing from a PASS plate to an IPASS)
4. The Town portion of the registration is processed in the Town of residence first, then the State portion of the registration can be processed by a Municipal Agent (Deerfield) or at a Division of Motor Vehicles (ex. Concord, Manchester, Epping, Nashua, Salem)
5. A Municipal Agent Fee is charged if a Municipal Agent processes the State work (in Deerfield the fee is \$2.00 per transaction)
6. A Municipal Agent can process State work for Towns other than their own and charge the Municipal Agent Fee.

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### **New Registrations – Passenger Vehicles**

1. In order to register a new vehicle, the customer must be a Deerfield resident. Proof of residency could be a Tax Bill/Lease Agreement or a letter from a Deerfield Homeowner.
2. A vehicle that is a 1989 or newer is a non-exempt vehicle (14 years old or newer). A nonexempt vehicle must have either a blue Title Application (Town Copy) or a properly executed Title or properly executed Certificate of Origin in order to be registered.
3. A vehicle that is 1988 or older is an exempt (15 years old or older). An exempt vehicle must have a bill of sale accompanied by either a Title (which can be photocopied & returned to the new owner), a prior Registration, or a blue Vehicle Identification Number Form completed by an Auto Dealer, Inspection Station or Police Officer in order to be registered.

## Suspicious Package Protocol

Purpose: To ensure continuity for joint threat assessments on suspicious packages that may need public health laboratory testing.

Target Audience: All NH Law Enforcement, Fire and HazMat personnel

### Protocol:

1. A unified command structure shall be used at each incident. The Fire Department Incident Commander and Police Supervisor in-charge shall share command responsibilities.
2. A joint threat assessment (Appendix C) shall be conducted by Police and Fire. This is to be used in order to determine the appropriate response level and mitigation measures.  
Remember: do not come into physical contact with people, pets, package, or other objects in the area (avoid shaking hands, etc.) until after the threat has been cleared.
  - The threat assessment should, at a minimum, include the following:
    - A. Is the sender of package or substance known?
    - B. Has the sender of package or substance been contacted?
    - C. What was sent? Was there excessive postage?
    - D. Can the package or substance be explained?
    - E. Has the recipient of the package or substance received any prior threats?
    - F. How and when were these threats received?
    - G. What was the threat?
    - H. Was there a written threat accompanying the package?
    - I. Are there any problems that could be related to the sending of a problem package such as disgruntled or discharged employee, irate customer, labor dispute, domestic disturbance, restraining order, etc?
    - J. The assessment should consider the possibility of biological, chemical, radiological, explosive device, or combination. Do not assume the threat is anthrax.
3. A joint Police/Fire decision will be made as to the credibility of the threat and the appropriate measures to be taken. Consider consultation with the Regional Hazardous Materials (HazMat) Team. If it is determined that there is no reason to consider this a credible threat/hazardous condition, then the Police/Fire intervention in the incident will end. If either the Police or Fire Department in the absence of the other, finds no credibility to the threat, they may cancel the response of the other.
4. If incident is closed, proceed to step 10.



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5. Based on the threat assessment and as appropriate, the Fire Department will decontaminate individuals who have been directly exposed. (This may be done by the Regional HazMat Team, depending on the fire department's capability and the degree of exposure.)
6. The Incident Commander shall engage and utilize the Regional Hazardous Materials Team.
7. After completing the initial assessment of the threat and of the situation, the Incident Commander will contact the NH HazMat Incident Notification line at 1-800-346-4009 to ensure state and federal agencies are notified of the incident, as appropriate.
8. If there is a suspicious substance and a perceived threat, the Police Department will notify the FBI at 603-472-2224 (or 617-742-5533 after hours). Should the situation warrant, the subsequent investigation will be conducted jointly with the FBI and State and local authorities; US Postal Inspection Service, if applicable. (See Appendix A – Response Matrix)

The Regional HazMat Team will secure the package or substance and any spilled or leaking residue. The HazMat Team will conduct field screening, in accordance with the New Hampshire Public Health Laboratory Sample Submission Guidelines for Suspicious Packages (Appendix B).

This will minimally consist of the following: explosives, radioactivity, corrosives, flammability and volatility. The results of this field screening, including the equipment used, time conducted, and the results will be documented and shared with investigative personnel, and a copy sent with the sample to the Public Health Lab.

The Hazmat Team will recover and appropriately package the sample for transport (per HazMat protocol) to the State Public Health Lab by Police or FBI personnel. Prior to transport, the Hazmat Team will notify the State Public Health Lab at 271-4661 during normal business hours (after hours contact 271-5300 and ask for a public health nurse). Law Enforcement personnel will ensure chain-of-custody (Appendix E) evidence procedures are followed.

- i. If the package appears to be an explosive device, contact the NH State Police Bomb Squad at 1-800-852-3411.
- ii. If the package screens positive for radiation, contact the NH Department of Health and Human Services Radiological Health Section at 271-4588 (after hours contact State Police Dispatch at 1-800-852-3411 and ask for the DHHS Radiation Control Section).
- iii. The State Public Health Laboratories will report any lab results to the following agencies:
  - a. NH Infectious Disease Investigation Section (IDIS) 271-4496.
  - b. The IC (or LE lead investigator). The IC will be responsible for reporting any lab results to Fire, Police and Emergency Medical Services Departments in the

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community.

- iii. The Fire IC (or LE lead investigator) shall notify NH Infectious Disease Investigation Section (271-4496) of any potentially exposed individuals and the involved company's representative.
  - iv. IDIS shall ensure that all exposed victims, as well as the involved company's representative are notified of the results.
9. Decontamination of the affected area may be necessary after the incident. DES Spill Response & Complaint Investigations at 271-3899 (after hours contact State HazMat Hotline 1-800-346-4009) can provide guidance and assistance to the property owner with the disposal of materials and contaminated debris.
10. If the incident is closed after the threat assessment (Step 3), it shall be documented as such by the Police Supervisor.
11. If the incident is a credible threat or occurrence, it shall be documented by the assigned Police Officer using an Incident Report and by the Fire Department utilizing the New Hampshire Fire Incident Reporting System (NHFIRS). A copy of the document(s) shall be sent with the sample or faxed to NH PHL at 271-4760 or 271-4783. The Incident Report will also be forwarded to the appropriate officials for review and subsequent forwarding to the NH Fire Marshal's Office. Credible threats, hoaxes and occurrences shall also be forwarded to the Federal Bureau of Investigation-Bedford Office and the Information and Analysis Center.

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**IMPORTANT PHONE NUMBERS**

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|                                                  |                                          |
|--------------------------------------------------|------------------------------------------|
| Statewide HazMat Hotline (NHSP)                  | 1-800-346-4009 (24/7/365)                |
| NH State Public Health Laboratory                | 603-271-4661 (after hours: 271-5300)     |
| NH Infectious Disease Investigation Section      | 603-271-4496 (after hours: 271-5300)     |
| NH Radiological Health Section                   | 603-271-4588 (after hours: 800-852-3411) |
| NH DES Spill Response & Complaint Investigations | 603-271-3899 (after hours: 800-346-4009) |
| NH Homeland Security and Emergency Management    | 603-271-2231 (24/7/365)                  |
| NH Fire Marshal's Office                         | 603-223-4289 (after hours: 800-852-3411) |
| Federal Bureau of Investigation                  | 603-472-2224 or 617-742-5533             |
| NH State Police Headquarters                     | 603-223-4381 or 800-852-3411             |

**Appendices:**

**Appendix A – Suspicious Package Response Matrix**

**Appendix B – NH PHL Sample Submission Guidelines for Suspicious Packages**

**Appendix C – Initial Threat Assessment Questionnaire**

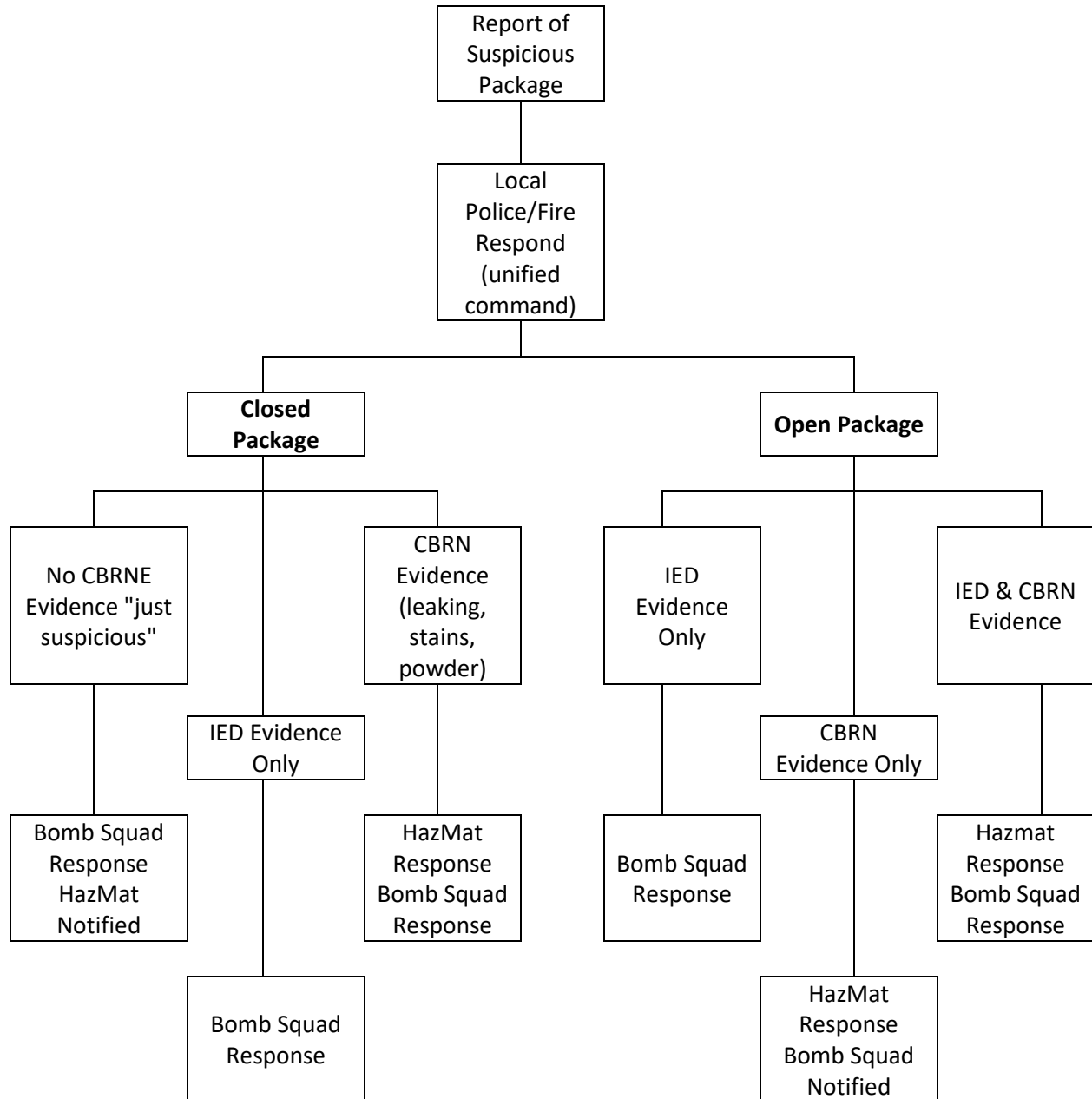
**Appendix D – Biological/Chemical Specimen Submission Form Environmental Threat**

**Appendix E – NH State Police Evidence Examination Request Form # DSSP 20**

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**Appendix A – Suspicious Package Response Matrix**



**Appendix B - New Hampshire Public Health Laboratory (PHL) Sample Submission Guidelines for Suspicious Packages**

1. All samples must have a threat assessment (Appendix C) by law enforcement. Assess credibility of threat. If not an emergency, please hold sample on your premises, or at the scene, for delivery to the PHL during normal working hours (8am – 430pm M-F). The PHL will triage samples based on the threat assessment. Refer to November 2, 2004 Joint FBIDHS-HHS/CDC Coordinated Document, “Guidance on Initial Responses to a Suspicious Letter/Container with a Potential Biological threat” for further information on field screening instructions prior to submitting samples to the PHL.
2. The PHL must have a copy of the field screening results as outlined on the back of the “Biological/Chemical Specimen Submission Form Environmental Threat” (Appendix D) and entitled, “Specimen Screening Information.”
3. Call the Infectious Disease Investigation Section (IDIS) at 271-4496 prior to delivering the sample to discuss possible exposures. IDIS will notify the PHL and the PHL will call you back to discuss arrangements for delivery.
4. PHL must be provided with the Evidence Examination Request Form # DSSP 20 (Appendix E) when sample is delivered.
5. Include a copy of the incident report and initial field questionnaire (Appendix C), and some description of the incident, with the sample so that the PHL can triage samples appropriately and to assure that the lab tests the proper portion of the sample.
6. PHL must have a telephone number where incident commander or lead investigator can be reached after hours to report the preliminary results and/or answer questions. (Must ensure the number given will be staffed and does not have voicemail without an option to reach a live person.)
7. Do not send unopened letters without visible powder or other substance unless they represent a credible threat as determined with documented FBI input.
8. The PHL cannot accept large bulky items; prepare an appropriate sample size (max 1ft).
9. Do not send field testing apparatus for testing. The PHL needs the actual powder sample. The lab cannot retest field test materials.
10. Send only the sample to be tested. The lab does not have space to store peripheral materials – materials from scene, clothing, used field test kit materials, etc.
11. Advise the PHL if you want the sample returned or destroyed once testing is complete. The lab will keep a sample for a maximum of 30 days before destroying it.

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**Appendix C – Initial Threat Assessment Questionnaire**

Date/Time: \_\_\_\_\_ Agency Case/Incident #: \_\_\_\_\_  
Location: \_\_\_\_\_ Reporting Party: \_\_\_\_\_  
LE OIC: \_\_\_\_\_ Fire IC: \_\_\_\_\_  
Form Completed by: \_\_\_\_\_  
▪ Summary:

| Joint Threat Assessment                                                                                                                                                                                                     | Yes                      | No                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| A. Is the sender of package or substance known?                                                                                                                                                                             | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Has the sender of package or substance been contacted? If yes, what are details?                                                                                                                                         | <input type="checkbox"/> | <input type="checkbox"/> |
| C. _____<br>What was sent? Was there excessive postage?                                                                                                                                                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| D. _____<br>Can the package or substance be explained? What are the details?                                                                                                                                                | <input type="checkbox"/> | <input type="checkbox"/> |
| E. _____<br>Has the recipient of the package or substance received any prior threats?<br>a. How and when were these threats received?                                                                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| F. _____<br>What was the threat?                                                                                                                                                                                            |                          |                          |
| G. _____<br>Are there any problems that could be related to the sending of a problem package<br>such as disgruntled or discharged employee, irate customer, labor dispute, domestic<br>disturbance, restraining order, etc? | <input type="checkbox"/> | <input type="checkbox"/> |

*The assessment should consider the possibility of biological, chemical, radiological, explosive device, or combination. Do not assume the threat is anthrax.*

| Package Information                                                                      | Yes                      | No                       |
|------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| Where is the package physically located in the facility?                                 |                          |                          |
| _____                                                                                    |                          |                          |
| Why is the package considered a threat?                                                  |                          |                          |
| _____                                                                                    |                          |                          |
| Was there a written or typed threat? If so, please provide wording                       | <input type="checkbox"/> | <input type="checkbox"/> |
| _____                                                                                    |                          |                          |
| Was the packaged opened? If so, what was observed?                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| _____                                                                                    |                          |                          |
| Is there powder, oily stains, discolorations or crystallization on the package? Describe | <input type="checkbox"/> | <input type="checkbox"/> |
| _____                                                                                    |                          |                          |

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|                                                                                                        |                          |                          |
|--------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| Is there an incorrect addressee, title, irregular wording, other misspelled words in address? Describe | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|

|                                                                                                           |                          |                          |
|-----------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| Based on previous observations, does the package have a strange odor? (Avoid directly smelling the item.) | <input type="checkbox"/> | <input type="checkbox"/> |
|-----------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|

Is the address typed or handwritten?

|                                                              |                          |                          |
|--------------------------------------------------------------|--------------------------|--------------------------|
| Is the package rigid or bulky? What is its approximate size? | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------------------------------------------|--------------------------|--------------------------|

|                                    |                          |                          |
|------------------------------------|--------------------------|--------------------------|
| Is the package lopsided or uneven? | <input type="checkbox"/> | <input type="checkbox"/> |
|------------------------------------|--------------------------|--------------------------|

|                                 |                          |                          |
|---------------------------------|--------------------------|--------------------------|
| Are there any protruding wires? | <input type="checkbox"/> | <input type="checkbox"/> |
|---------------------------------|--------------------------|--------------------------|

|                                        |                          |                          |
|----------------------------------------|--------------------------|--------------------------|
| Is RUSH or DO NOT DELAY written on it? | <input type="checkbox"/> | <input type="checkbox"/> |
|----------------------------------------|--------------------------|--------------------------|

|                                          |                          |                          |
|------------------------------------------|--------------------------|--------------------------|
| Condition of the label – is it homemade? | <input type="checkbox"/> | <input type="checkbox"/> |
|------------------------------------------|--------------------------|--------------------------|

|                                            |                          |                          |
|--------------------------------------------|--------------------------|--------------------------|
| Is there excessive postage on the package? | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------------------------|--------------------------|--------------------------|

|                    |            |           |
|--------------------|------------|-----------|
| <b>Credibility</b> | <b>Yes</b> | <b>No</b> |
|--------------------|------------|-----------|

Describe the outside of the package to include addressee(s), return address, postmarks, other annotations. If possible, take photographs of the package.

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|                                             |                          |                          |
|---------------------------------------------|--------------------------|--------------------------|
| Conclusion: Is this a credible threat? Why? | <input type="checkbox"/> | <input type="checkbox"/> |
|---------------------------------------------|--------------------------|--------------------------|

*If the threat is not deemed credible, then a report shall be taken and the responders released.*

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APPENDIX D

STATE OF NEW HAMPSHIRE

New Hampshire Public Health Laboratories  
29 Hazen Drive, Concord, NH 03301  
(603) 271-4661

Biological/Chemical Specimen Submission Form

Environmental Threat

*Do not write in this box; Laboratory use only*

BT LAB NUMBER(S):

Received By: Print Name:

Signature:

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_/

Time Received: \_\_\_\_ am pm

Priority Sample ☐ Yes ☐ No

**1** COLLECTOR/SUBMITTER

INCIDENT IDENTIFIER #:

INCIDENT REPORT ATTACHED?

Yes No

EVIDENCE?

Yes No

SPECIMEN SCREENED?

Yes No (if yes, fill out back of form)

SAMPLE DESCRIPTION:

(print name)

DATE COLLECTED: \_\_\_\_/\_\_\_\_/\_\_\_\_

TIME COLLECTED: \_\_\_\_ am pm

COLLECTED BY:

**2** LOCATION WHERE SAMPLE WAS COLLECTED:

Location Name:

Telephone:

Address:

Fax:

Contact Name:

**3****COLLECTOR INFORMATION:**Contact Name  
(Lab Report To): \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

**4****SUBMITTER INFORMATION:** ☐ SAME AS COLLECTORIC or Lead Investigator  
(Lab Report To): \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**5****DELIVERY TO STATE LABORATORY INFORMATION:**

Delivered By (Name): \_\_\_\_\_

Organization: \_\_\_\_\_

Delivered By (Title): \_\_\_\_\_

149 Badge Number: \_\_\_\_\_

**NH Public Health Laboratories**  
**Biological/Chemical Specimen Submission Form / Environmental Threat***Do not write in this box; Laboratory use only*

BT LAB NUMBER(S)

**SPECIMEN SCREENING INFORMATION****SPECIMEN WAS SCREENED FOR:** (check any applicable boxes and write additional information if the box is checked)☐**RADIATION**

Screening Method(s): \_\_\_\_\_

Background Reading: \_\_\_\_\_

Sample Reading (units): \_\_\_\_\_

☐**EXPLOSIVES**

Screening Method(s): \_\_\_\_\_

Results: \_\_\_\_\_

☐ **CHEMICALS**

☐ **WMDs** Screening Method(s):

Results:

☐ **pH** Results:

☐ **OTHER** Screening Method(s):

Results:

☐ **OTHER**

Screening Method(s):

Results:

**SAMPLE SCREENED BY:**

Technician Name(s):

Organization(s):

(Fill out this section completely)

Address:

Telephone(s):

COLLECTOR/SUBMITTER  
INCIDENT IDENTIFIER #:

**The NH Public Health Laboratories does not accept explosive or incendiary material or chemical WMD.  
Call the 24/7 Laboratory Emergency phone at 603-271-5300 for guidance.**

Questions regarding the submission and analysis of explosive or incendiary material should be referred to the NH State Police Forensic Lab  
8:15 am – 4:15 pm Telephone ~ 603-271- 3573 / After Hours ~ 603-223-4381

|                                                                            |                                                                    |                                                                |
|----------------------------------------------------------------------------|--------------------------------------------------------------------|----------------------------------------------------------------|
| STATE OF NEW HAMPSHIRE<br>DEPARTMENT OF SAFETY<br>DIVISION OF STATE POLICE | <b>Appendix E</b><br><b>EVIDENCE EXAMINATION</b><br><b>REQUEST</b> | FORENSIC<br>LABORATORY<br>CONCORD, NH 03305<br>PHONE: 271-3573 |
|----------------------------------------------------------------------------|--------------------------------------------------------------------|----------------------------------------------------------------|

OFFENSE \_\_\_\_\_ LAB NO. \_\_\_\_\_

TOWN-CITY \_\_\_\_\_ DEPARTMENT CASE NO. \_\_\_\_\_

SUSPECT(S) 1. \_\_\_\_\_ 2. \_\_\_\_\_

RACE \_\_\_\_\_ SEX \_\_\_\_\_ DOB \_\_\_\_\_ RACE \_\_\_\_\_ SEX \_\_\_\_\_ DOB \_\_\_\_\_

ADDRESS \_\_\_\_\_

NAME OF VICTIM(S) \_\_\_\_\_ DATE OF OFFENSE \_\_\_\_\_

OWNER OF PROPERTY \_\_\_\_\_ DISPOSITION OF EVIDENCE \_\_\_\_\_

SUBMITTING AGENCY \_\_\_\_\_ REPORT TO \_\_\_\_\_

INFORMATION PERTAINING TO THE EVIDENCE LISTED BELOW MAY BE OBTAINED BY CONTACTING:

NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

LIST OF EVIDENCE — SAMPLES SUBMITTED

| EX. NO. | QTY. | DESCRIPTION | CHECK FOR |
|---------|------|-------------|-----------|
|         |      |             |           |
|         |      |             |           |
|         |      |             |           |
|         |      |             |           |
|         |      |             |           |
|         |      |             |           |
|         |      |             |           |
|         |      |             |           |
|         |      |             |           |
|         |      |             |           |

DATE OBTAINED FROM SUSPECT-OWNER \_\_\_\_\_ OFFICER \_\_\_\_\_

RECORD OF EVIDENCE CUSTODY

| DATE | TIME | RELINQUISHED BY | RECEIVED BY | PURPOSE |
|------|------|-----------------|-------------|---------|
|      |      |                 |             |         |
|      |      |                 |             |         |
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ALL EXHIBITS MUST BE CLAIMED WITHIN 30 DAYS AFTER RECEIPT OF REPORT

**STATE OF NEW HAMPSHIRE  
DEPARTMENT OF REVENUE ADMINISTRATION  
PROPERTY APPRAISAL DIVISION  
2013**

**IMPORTANT NEWS: TIMBER (YIELD) TAX PROCEDURE CHANGES**

- The Property Appraisal Division would like to inform you of new and exciting changes that we have made to the timber form filing process. The implemented changes will improve efficiency, save time, and save money. The forms PA-7 - "Notice of Intent to Cut Wood or Timber" and PA-8 - "Report of Wood or Timber Cut," have been redesigned and will no longer be printed as a multi-part "NCR" form. The form PA-6 - "Timber Tax Certificate," will no longer be printed on "Tyvek" paper.

The form PA-7 - "Notice of Intent to Cut Wood or Timber" will be available on our website as a "fill-in" and printable single page form. The form PA-8 - "Report of Wood or Timber Cut" and the form PA-6 "Timber Tax Certificate" will be generated and printed as single page forms by the department and will be either mailed or emailed to the owner or logger.

**A. PA-7 NOTICE OF INTENT TO CUT WOOD OR TIMBER PROCEDURE:**

1. The intent will be available on our website beginning on January 1, 2013 at <http://www.revenue.nh.gov/>
2. The owner or logger can fill out the form on line and print it off or print the form and fill it in manually. The municipalities can print off the form if the logger or owner does not have internet access or, the logger or owner can contact the department and a copy will be mailed.
3. When the municipality receives a completed PA-7 form, and after the assessing officials have signed it, the municipality will send a photocopy of the signed form to the department by either: mail, scanning and sending by email, or faxing it.
4. If the municipality receives an old multi-part intent form, and after the assessing officials have signed it, the municipality will send a photocopy of the "white" signed copy to the department by either: mail, scanning and sending by email, or faxing it.

**B. PA-8 REPORT OF WOOD OR TIMBER CUT PROCEDURE:**

1. When the "original" intent to cut is received and processed by the department, the owner or logger will be sent a single page report of cut and a timber tax certificate by either mail or email as indicated by the owner or logger.
2. When the cutting is complete, the owner and logger will sign the report of cut and send the completed form to the municipality.
3. Upon receipt of the report of cut, the municipality will send a photocopy of the signed form to the department by either: mail, scanning and sending by email, or faxing it.



## **Combined Policies & Procedures**

**ANIMAL CONTROL  
POLICY/PROCEDURE**

**ADOPTED BY THE BOARD OF SELECTMEN**

**Date:** 6-15-15

  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
Rebecca Hutchinson  
\_\_\_\_\_  
  
\_\_\_\_\_

**BOARD OF SELECTMEN**



*Issued: August 5, 1996*  
*Revised: June 6, 2013*

## ***ANIMAL CONTROL***

### **Discussion:**

Animal related incidents and complaints, although generally not life threatening, are regularly a source of citizen concern or annoyance. These requests for police action normally take the form of complaints about animal nuisances, such as barking dogs, animal bites, or dogs at large. In other cases, police action is requested to handle such problems as injured animals or complaints of cruelty. Particularly in the case of nuisance complaints, if the problem is not handled and resolved initially, it will usually become the source of further and continuous problems and request for police service. Aggressive and ongoing enforcement of the laws and ordinances governing dogs and domestic animals will usually keep problems from escalating and thru making the situation easier for the Police Department and more satisfying for the citizenry.

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ANIMALS AT-LARGE

- ***Dogs Running At-Large RSA 466:30a (adopted March 10, 2015 per warrant article #15)***

A. Definitions:

- 1. At Large** – Off the premises of the owner or keeper, unless accompanied by the owner. At no time, shall any dog be permitted on the private property of another person without permission of said person.
- 2. Accompanied** - The owner or custodian must be able to see and hear the dog, or have reasonable knowledge of where the dog is, and be able to recall the dog on command.

B. It shall be the duty of the Animal Control Officer to apprehend any dogs running At-Large contrary to any existing NHRSA. Upon apprehending the dog At-Large, the officer may take on of two actions:

- 1.** Return such dog to owner if known and take whatever enforcement action is appropriate.
 - 2.** Impound such dog at town contracted facility:
 - a.** Once transported to the town contracted facility, the ACO shall fill out the Town Animal Control Summons form, with as much information as known. This form will be left with the town contracted facility personnel.
 - b.** In order for the owner of the impounded dog to have it released, the owner must pay a kennel fee at town contracted facility, ensure dog has rabies vaccine and is registered with the town.
 - c.** The Town Tax Collector may collect any fines connected with this impoundment.
- ~~~~~

OTHER ANIMALS

- A. **Loose Stock:** Upon receiving any report of loose livestock, the Animal Control Officer or other police officer shall be dispatched to the scene. The officer shall attempt to contact the owner of the loose stock and have the owner regain control, or otherwise return it to his property. In certain instances, enforcement action can be taken against the owner of trespassing stock Refer to **NHRSA 6356:3** “Trespassing Stock.”
- B. **Injured or Deceased Animals:** The Animal Control Officer or other police officer, shall respond to reports of injured or deceased animals.
1. **Procedures for deceased dogs or cats:**
 - a. Contact the owners if they are known and make arrangements to have the animal picked up.
 - b. If there are no owners or the owners cannot be identified, then the ACO shall appropriately determine where the remains will be disposed.
 2. **Procedure for other deceased animals/wildlife:**
 - a. The Highway Department may assist in disposing of animal remains which are not practical to transport.
 - b. The carcass of other animals shall be left at the landfill.
 3. **Procedures of injured dogs and cats:**
 - a. If the owner can be identified, contact the owner and make the arrangements to have the animal picked up.
 - b. Transport the animal to town contracted facility.
 - c. After the local veterinarians are closed, injured animals may be transported, with approval from the Selectman, to the closest emergency animal hospital.
 - d. At the ACO’s judgment, the animal is either so severely injured that death is probable, or the animal appears to be suffering, the officer may euthanize the animal in an appropriate and humane manner. If the owner is unknown, the remains shall be disposed of as above. If the owner is known, then he shall be contacted and provide the opportunity to pick up the remains.
 4. **Procedure for other injured Animals/Wildlife:** If in the officer’s judgment the animal is either so severely injured that the death is probable or the animal appears to be suffering, the officer may kill the animal in an appropriate and humane manner. The carcass shall be left at the landfill. Fish and Game should be notified of the location of the large animal carcasses such as deer and moose.
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ANIMAL BITES

- A. **Definition:** For the purpose of this section and according to **RSA 436:99**, an animal bite shall be considered any bite by a wild or domestic animal which breaks the victims' skin. The definition shall also include non-bite exposure which is defined as any scratch, abrasion, open wound or mucous membrane contaminated with saliva or other potentially infectious material such as brain tissue, from a cat, dog or any other domestic or wild animal. Contact with blood, urine or feces shall not constitute an exposure.
- B. **Initial Responsibilities:** The ACO or other assigned officer shall respond to any report of an animal bite within the Town of Deerfield and conduct an investigation. A report may come from a citizen, a physician or a hospital. The complaint should be in writing as required by state law, **RSA 466:31 I**.
- C. The ACO Shall then:
1. Identify the owner of the animal if possible. Explain the nature of the complaint and circumstances to the owner. If the owner can be identified, the officer shall:
 - a. Attempt to determine if the animal has had a rabies shot by a licensed veterinarian and if so,
 - b. determine the expiration date of the vaccination.
 2. If the dog or cat, which has bitten or caused a non-bite exposure to a person, is vaccinated, it shall be confined by the owner or other responsible person (the discretion of the Animal Control) for 10 days. Upon completion of the 10-day confinement, the dog or cat shall be examined by a licensed veterinarian. Any illness during confinement before release shall be evaluated by a veterinarian. If the signs suggestive of rabies develop, the dog or cat shall be euthanized and the head sent to the Public Health Laboratory for examination. **RSA 436:105/436:105a**
 3. If a dog is not vaccinated or its vaccination status is unknown, the animal shall be seized and impounded for 10 days per **RSA 436:105**, at town's contracted facility.
 - a. If, at any time during the ten (10) day impoundment period, the animal is evaluated by a licensed veterinarian who determines that the animal is exhibiting signs of rabies, the dog shall be euthanized and the head sent for examination to the State of New Hampshire Public Health Laboratory. The town's contracted facility shall demand payment in full from the owner for all services rendered. If satisfactory compensation is not made, the town's contracted facility shall bill the Town of Deerfield, who will then seek restitution through the court system.
 - b. If, at the end of the 10-day impoundment period, the animal is evaluated by a licensed veterinarian, and not showing any signs of rabies, the owner or custodian of the animal will have 7 working days to pick up the animal from town contracted facility. If at the end of the 7 days the animal has not been retrieved, it shall be considered as abandoned pursuant to **RSA 437:19**. The animal may be adopted or disposed of at this time.

- c. When the owner or custodian picks up the animal at town contracted facility, payment in full for all services shall be requested.
 - d. Any dog taken into custody shall be listed in the ACO's monthly report, along with the current status of the case. A status report shall be included in each monthly report until such time as the case has been completely resolved, and all fees concerning impoundment, boarding, euthanizing and testing have been paid, either by the owner of the Town of Deerfield.
 - 4. Any cat not vaccinated or whose vaccination status is unknown shall be seized and if the owner consents, impounded for not less than 10 days. Cats will be impounded at town's contracted facility at the owner's expense.
 - a. Pursuant to **RSA 436:105a II**, If the owner does not consent, or is not known, the cat shall be euthanized upon seizure and the head sent to the Public Health Laboratory for testing and evaluation.
 - b. All other procedures involving cats shall be consistent with those contained in paragraph C.3, a-d above.
 - 5. Any dog or cat displaying symptoms of rabies which has bitten a person and caused a puncture of the skin or a non-bite exposure, shall be immediately euthanized and the head sent to the Public Health Laboratory in Concord for testing **RSA 436:105/436:105a**.
 - 6. At any time during quarantine, if an animal develops signs suggestive of rabies, the dog or cat shall be immediately euthanized and the head sent to the Public Health Laboratory in Concord for examination. **RSA 436:105/436:105a**.
 - 7. If a victim is potentially exposed to rabies either through a bite or a non-bite exposure, and identity of the animal and its owner is known, the officer shall within 24 hours, notify the injured person (or the parent/guardian if the injured is a minor), as to whether the animal has been immunized against rabies. **RSA 466:31 II a**.
 - 8. Determine if a conditional ticket or other enforcement action is appropriate.
- D. RSA 641:6** makes it unlawful for any person to kill or dispose of any dog owned by him which has bitten a person, until he has notified the Police Department or the Health Officer and provided these officials with an opportunity to examine the dog.
- E.** The ACO shall advise the victim of an animal bite to seek appropriate medical attention. If the owner of the animal is known, the victim shall be provided with the owner's name, address and telephone number.
- F. Follow-Up Responsibilities:**
- 1. If the animal that has bitten the victim cannot be captured or identified, then the victim shall be so notified. The victim shall be encouraged to seek medical attention.

2. If the animal is deceased at the time of apprehension, the officer shall seize the remains and with the permission of the Selectman, arrange to have the animal sent to the Public Health Laboratory in Concord for analysis.
 - a. Animals transported to the State Laboratory for analysis shall be packaged as directed by the Public Health Laboratory and shall be accompanied by the appropriate information sheet provided by the State of New Hampshire.
 - b. Questions regarding appropriate packaging shall be directed to the Public Health Laboratories at 603-271-4661. After hours emergency testing may be arranged by calling 1-800-852-3345 or 603-271-5300.

- **Assistance in packaging the animal may be provided by a local veterinarian**

G. All initial and follow-up investigations shall be included in the ACO's report.

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### ***CRUELTY TO ANIMALS***

#### **A. Definitions:**

1. Cruelty shall include, but no limited to, acts or omissions injurious or detrimental to the health, safety and welfare of any animal. Cruelty includes abandoning of any animal without proper provision for its care, sustenance, protection or shelter as pursuant to **RSA 644:81**. It is also considered cruelty to confine an animal in a motor vehicle or other enclosed space in which the temperature is either so high or so low as to cause serious harm to the animal. **RSA 644:8a.**
2. Animal shall mean any domestic animal, household pet or wild animal in captivity. **RSA 644:81 II.**

B. Upon receiving a report of cruelty to animals, the ACO or other officer assigned shall investigate and take the initial report. Statements from witnesses shall be taken if appropriate.

C. If any person who is suspected of committing the offense of cruelty to animals is to be interrogated, such interrogation shall be conducted by a full-time sworn in police officer. The ACO may observe or assist.

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ENFORCEMENT ACTION

A. If as a result of an investigation the officer feels there is sufficient cause to bring a charge against any person for cruelty to animals, then he shall prepare a complaint and warrant.

B. If this investigation is being conducted by the ACO, he shall review the facts of the case and the complaint and warrant itself with the Chief of Police before proceeding any further. If the

Chief approves of the intended enforcement action, then an appropriate person shall swear to the complaint, and once active, a sworn police officer shall effect the arrest. Arrest and other reports shall be prepared as prescribed by departmental procedures.

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### ***TEMPORARY PROTECTIVE CUSTODY***

- A. If during an investigation of a complaint of cruelty to animals, it is determined that there is a probable cause to believe that any animal has been abused, neglected or there is imminent danger to its health or life, and there is not sufficient time to obtain court order for custody of the animal, the ACO may take immediate temporary protective custody of the animal(s) as outlined in **RSA 644:81Va**, and transport the animal to a licensed veterinarian for an exam to determine its health and condition. Care and treatment will not to exceed 7 days.
- B. If, after 7 days, the animal is not returned to its owner, the officer shall file a petition to the District Court for permanent custody of the animal and/or appropriate criminal charges. The petition shall request that the custody of the animal be given to town's contracted facility/and or veterinarian and or Humane Society.
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### ***ABATEMENT OF NUISANCE OR MENACE (DOGS)***

- A. **Initial Nuisance or Menace calls:** The ACO Shall respond to any complaint of a barking dog or other complaints of dogs causing a nuisance or menace. After first investigating the circumstances surrounding the complaint and determining that it is factual, the officer may take the following action:
1. Identify the owner and explain the nature of the complaint and circumstances and give a written warning for the nuisance or problem; or
  2. Identify the owner and explain the complaint and the nature of the circumstances, and take whatever appropriate action is necessary, (Conditional Summons).
  3. The ACO shall re-contact the complainant if he wishes to be seen and advise him or her of what action has been taken.
- B. **On-Going Complaints or Nuisance:**
1. In the event of on -going nuisance complaints, the officer may take enforcement action, if possible and appropriate to attempt to resolve the problem.
  2. In cases where no specific ordinance or statute is being violated, the officer may recommend that the complainant file a complaint of nuisance as provided for in **RSA 466.31**.
  3. **RSA 466:31** provides that any person who considers a dog to be a nuisance, menace or vicious to person, property or other animals may make a complaint in writing to any law enforcement officer (or the ACO), of the town in which the dog is kept.

4. The procedures for filing such complaint shall be as follows:
  - a. The complainant shall make the complaint in writing. The ACO can have the complainant fill out a standard form for this purpose.
  - b. The ACO will conduct an investigation of the complaint and determine if it is factual.
  - c. If the complaint is factual and fits the criteria, the ACO shall prepare an Order to Abate Nuisance on the Town Summons Form.
  - d. A copy of this order shall be delivered to the owner or keeper of the dog, either in person by the ACO, or a certified mail to the last known place of abode.
  - e. The owner of the dog may be given a district court summons if he so desires, so as to air the problem.

**C. Criteria:**

1. Under **RSA 466:31**, a dog is considered a nuisance, a menace, or vicious to persons or property under any or all, but limited to, the following conditions:
  - a. It barks for sustained periods of time during the night hours so as to cause a disturbance, **RSA 466:31 II (a)**.
  - b. If it digs scratches or excretes or causes garbage to be scattered on the property of another, **RSA 466:31 II (a)**.
  - c. If a female dog in heat is permitted to run-at-large off the premises of the owner unless on a leash, **RSA 466:31 II (c)**.
  - d. If it growls, snaps at, runs after or chases any person or persons, **RSA 466:31 II (d)**.
  - e. If it runs after, chases bicycles, motor vehicles, motorcycles or other vehicles on the public ways, **RSA 466:31 II (e)**.
  - f. If it bites, attacks or preys on game animals, domestic animals or human beings, **RSA 466:31 (f)**.
2. Any person who violates any provision of **RSA 466:31** shall be guilty of a violation. However, if that person chooses to play a Town Summons, he or she shall be deemed to have waived his or her right to have the case heard in a District or Municipal Court, and he or she shall not be prosecuted or found guilty of a violation of **RSA 466:31**.
3. Any dog owner who fails to comply with the order to abate a nuisance that has been appropriately served upon them shall receive a conditional ticket providing for the applicable civil forfeiture as provided by **RSA 466:31a II**.
4. Any person who has paid a civil forfeiture under this section three times in a year, shall not be eligible to play a civil forfeiture for any further violations of the order to abate nuisance. In these cases, the officer shall summons the individual to appear in the District Court.

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PROBLEMS RELATED TO ANIMALS

A. Wild Animal Complaints:

1. Upon receiving any complaint concerning a wild, exotic or endangered animal; or a violation of the Fish and Game laws relative to these animals, the ACO or other assigned officer shall take the initial report and determine if the New Hampshire Fish and Game Department should be contacted.
 2. The New Hampshire Fish and Game Department shall be contacted in the following instances:
 - a. Any time a deer, bear or other large game animal is struck by a vehicle.
 - b. Any serious violation of any of the Fish and Game Statues. (**See RSA 206**).
- ~~~~~

LICENSING REQUIREMENTS

- A. It is the duty of the ACO of the Town of Deerfield to see that all regulations relating to licensing of dogs are rigidly enforced. The Police Department will assist.
 - B. All owners or keepers of dogs, that are three months of age or older and who reside within the town limits of Deerfield shall have their dogs licensed annually on or before of April of each year.
 - C. Any officer who identifies the owner of an unlicensed dog may:
 1. Issue the owner a conditional summons with a fine of \$25.00; or
 2. If, within a reasonable period of time, the officer still finds the dog not licensed, he or she may then issue the owner a summons to the District Court.
- ~~~~~

ANIMAL CONTROL OFFICER'S RESPONSIBILITIES

- A. It is the responsibility of the ACO to have possession of an updated list of all dogs licensed in the Town of Deerfield, from the Town Clerk.
 - B. The ACO or another police officer may seize any dog not properly licensed.
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VIOLATIONS AND PENALTIES

A. Conditional Summons:

1. A conditional summons permits the person receiving the ticket to pay a civil forfeiture to the Deerfield Town Clerk's Office or the Deerfield Police Department, in lieu of going to court. **RSA 446:13.**

2. All fines for conditional summons must be paid within 96 hours of the issuance date at the Town Clerk's Office or the Deerfield Police Department. **RSA 466:13**
3. It shall be the responsibility of the ACO to check with the Town Clerk's Office for verification that the conditional summons has been paid within the 96 hours.
4. If the conditional summons has not been paid within the 96 hours, the ACO shall direct the police to issue a summons to the owner of the dog of specific violation. The ACO is Authorized to seize any unlicensed dog after 96 hours and have said dog placed in appropriate kennel **RSA 466:14**.
5. The fine for conditional summons shall be as follows:
 - a. Unlicensed dog- \$25.00
 - b. Dog At-Large - \$25.00
 - c. No rabies shot - \$25.00 (**RSA 436:100**)
 - d. Failure to have license or rabies tag attached to a dog by means of collar or harness - \$25.00 (**RSA 436:109**)
 - e. Failure to comply with Order to Abate Nuisance, (**RSA 466:31 II (a) (b) or (c)**) \$25.00.
 - f. Failure to comply with Order to Abate Nuisance (**RSA 466:31 II (d)**) - \$50.00.
 - g. Failure to comply with Order to Abate Nuisance (**RSA 466:31 (f)**) - \$100.00.

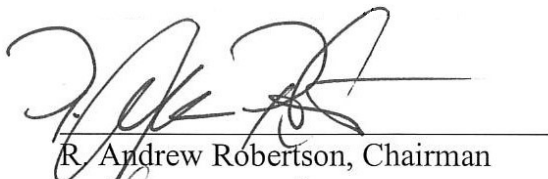
B. Summons and Arrest Warrants:

1. A Police Officer may issue a summons to the District Court in the following instances:
 - a. A conditional summons is not paid within the prescribed 96-hour period.
 - b. The violator has already received at least two conditional tickets within a one-year period.
 - c. For any violation of the RSA's where court action is authorized.
2. A Police Officer may draw a complaint and warrant for the arrest of any violator of any dog or animal related offense which is a misdemeanor.

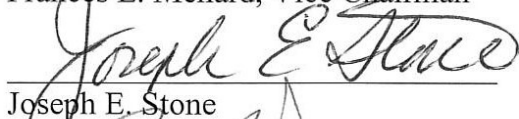
POLICY/PROCEDURE 1-2004
APPOINTMENT OF OFFICERS

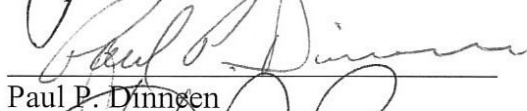
- I.** It shall be the Policy of the Board of Selectmen to not act on requests for appointment to office on the day it is received.
- 1.** The review process will take place at the meeting where the appointment is presented.
 - 2.** Appointments the Selectmen are in an agreement with will be given to the Administrative Assistant to have appointment forms prepared.
- II.** Points to Consider:
- 1.** Any Selectman can request a Nonpublic Session for the purpose of discussing a candidate's qualifications.
 - 2.** Committee or Commission, Chairmen, or Department Heads, may be asked to further explain their request.
 - 3.** If a Committee, Commission or Department has special guidelines, e.g., such as the number of meetings to attend, a letter must accompany the appointment request indicating the appointee has met the requirement.

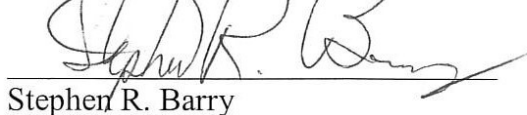
This policy is effective by vote of the Board of Selectmen on the *12th day of April* in the year *Two Thousand and Four*.


R. Andrew Robertson, Chairman


Frances L. Menard, Vice Chairman


Joseph E. Stone


Paul P. Dinnigen


Stephen R. Barry

TOWN OF DEERFIELD
BOARD OF SELECTMEN

BOS 2005-02
Beyond the Scope of a “Reasonable Request”
POLICY/PROCEDURE

The following policy is to amend guidelines previously established August 3, 1987 and Amended September 14, 1992, for the collection of fees for requests beyond the scope of a “Reasonable Request” as defined in the **Right to Know Law RSA 91-A**.

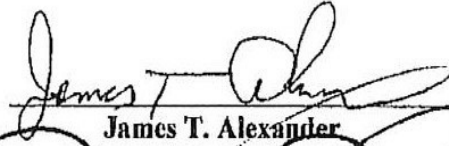
Copies of Documents 8 ½ x 11	\$0.50
Copies of Documents 8 ½ x 14	\$0.50
Copies of Documents 11 x 17	\$0.75
Copies of Documents (Archived or Stored Electronically)	\$1.00
Requests for Written Information Requiring Research with no Forms or Stamped self-addressed envelope enclosed	\$4.50
Request for Faxed Information	\$4.50
Set of Maps (11 x 17 on In-House Copier)	\$30.00
Research Requiring More than One Year Back in the Records	\$60.00 per hour
Copy of Property List by Name (Printed)	\$12.00 + postage
Copy of Property List by Map & Lot (Printed)	\$12.00 + postage
Request for Copied Documents on CD or Floppy Disk (\$1.00 per min per Download)	\$5.00 per supplied disk

Planning Board *(As adopted by the Planning Board)*

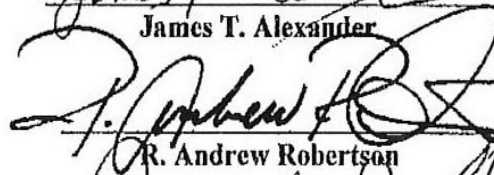
Impact Fee Book	\$6.00
Sub-Division Book	\$9.00
Site Plan Book	\$3.00
Zoning Ordinance Book	\$5.00

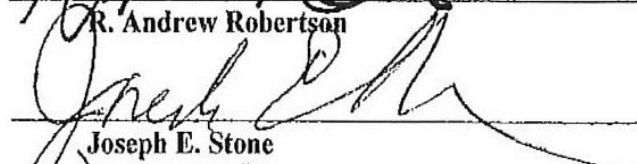
- ❖ **If information is requested when neither time nor staff are available, the person will be asked to allow time for the information to be compiled. If it cannot be accomplished within 5 days, the person would be advised, in writing, of the reason for the delay and the expected date of completion.**

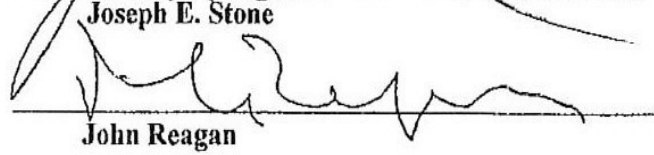
Chairman


James T. Alexander

Vice Chair


R. Andrew Robertson

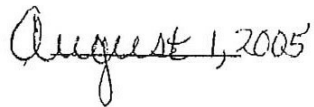

Joseph E. Stone


John Reagan


Stephen R. Barry

**Town of Deerfield
Board of Selectman**

Effective Date:



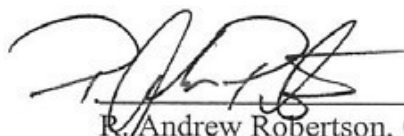
Survey


	Deerfield	Candia	Epsom	Northwood	Raymond	Nottingham
	per page	per side	per side		\$0.05 additional pages	per side
1. 8 1/2 x 11	\$0.50	\$0.50	\$0.50	\$0.25	\$0.50	\$0.25
2. 8 1/2 x 14	\$0.50		\$1.00	\$0.30	\$0.50	\$0.50
3. 11 x 17	\$1.00	\$1.00	\$2.00	\$0.40	\$0.50	\$1.00
4. Property Cards	\$0.50	\$1.00	\$1.00	\$1.50 if not your prop	\$0.50	\$1.00
5. Tax Maps:			\$2.00			
excerpt 8 1/2 x 11	\$0.50			Area \$1.00	reg copy fees	
entire map	\$1.00	\$1.00	per copy fee	full size \$10.00	\$1.00	\$1.00
set of maps					reg copy fees	
printed	\$30.00	\$1.00 per page		\$200.00		
disk	\$250.00			\$500.00		
6. Archived Docs:	\$1.00					reg copy fees
on disk		per page \$0.50			reg copy fees	
electronically	\$1.00	no charge			no charge	
7. Faxed info	\$4.50			\$1.25 per page		no faxing
8. Research of Docs:						
(more than a year back)	\$60.00 per hour				no charge	no charge
9. Property owner List:						\$5.00
Printed	\$12.00 + postage	per page \$0.50	\$25.00	\$75.00	reg copy fees	\$5.00
Electronically	non-set		\$25.00		no charge	\$5.00
Disk (1.00 per minute per download)	\$5.00 per supplied disk	\$25.00		\$1.00 per disk + \$0.15 per page		\$5.00
10. Subdivision Regs	\$9.00	\$27.00		\$10.00	\$0.50 per page	\$15.00
11. Site plan regs	\$3.00	\$3.00		\$10.00	\$0.50 per page	\$7.50
12. Zoning Ordinance	\$5.00 or \$6.00	\$25.00		\$10.00	\$0.50 per page	\$10.00
13. Master Plan				Update \$10.00		\$10.00
14. Notary					\$5.00	
15. DVD of BOS Mtg				\$10.00	\$5.00	

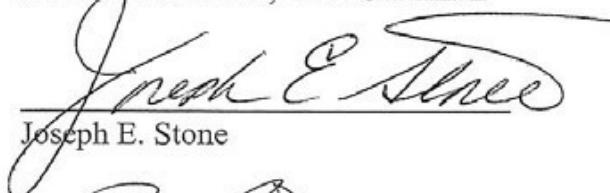
POLICY 2004-01
CAMERA/ELECTRONIC DEVICE USE
POLICY/PROCEDURE


- It shall be the policy of the Town Offices that when a request is made to secure copies by use of a camera/electronic device, the procedure shall be to allow the use with the following guidelines:
 1. requestor must make the copies in the “public area,” and;
 2. pay the same rate as a photocopy and;
 3. understand that it is **not** an official copy.

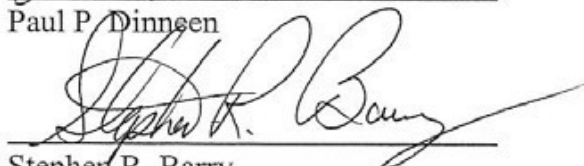
This Policy for Camera/Electronic Device Use is hereby ***adopted*** on the ***12th day of July in the Year Two Thousand and Four*** by vote and signature of the Board of Selectmen.


R. Andrew Robertson, Chairman


Frances L. Menard, Vice-Chairman


Joseph E. Stone


Paul P. Dinneen


Stephen R. Barry

Deerfield

Board

of

Selectman

Effective Date: July 12, 2004

PLANNING BOARD POLICIES/PROCEDURE

(11 JANUARY 2012)

- I. AUTHORITY:** These rules of procedure are adopted under the authority of New Hampshire Revised Statutes Annotated (**RSA**) **676:1** (Method of Adopting Rules of Procedure).

II. MEMBERS AND ALTERNATES:

1. The Planning Board shall consist of five members. The Selectmen shall designate one selectman as an ex-officio member with power to vote.
2. Selection, qualification, term, removal of members, and filling of vacancies shall conform to **RSA 673** (Local Land Use Boards).
3. Alternate members may serve on the Planning Board as authorized by **RSA 673:6** (Appointment, Number and Terms of Alternate Members) and participate as nonvoting members, unless designated by the Chairperson to sit in the place of an absent or disqualified member, in which case they shall participate as voting members.
4. Up to five alternate members shall be appointed, as provided for by the local legislative body, and should attend all meetings to familiarize themselves with the workings of the board to stand ready to serve whenever a regular member of the board is unable to fulfill his/her responsibilities.
5. At planning board meetings, alternates who are not activated to fill the seat of an absent or recused member or who have not been appointed by the chair to temporarily fill the unexpired term of a vacancy may participate with the board in a limited capacity. During a public hearing, alternates may sit at the table with the regular members and may view documents, listen to testimony, and actively participate and interact with other board members, the applicant, abutters and the public. However, they shall not be allowed to make or second motions and shall not participate in any way during the deliberations by the board. Upon the close of the public hearing, alternates must remove themselves from the table and sit with other members of the public unless they are sitting in place of another member. During work sessions or portions of meetings that do not include a public hearing, alternates may fully participate, exclusive of any motions or votes that may be made. At all times, the chair shall fully inform the public of the status of any alternate present and identify the members who shall be voting on the application.
6. Members must reside in the community and are expected to attend each meeting of the board to exercise their duties and responsibilities. Any member unable to attend a meeting shall notify the Chair as soon as possible. The Chair shall designate one of the alternate members to sit in place of the absent or disqualified member. However, the Selectmen must designate their alternate if the selectman ex officio cannot serve. Members, including the Chair and all officers, shall participate in the decision-making process and vote to approve or disapprove all motions under consideration.
7. Each newly elected or appointed (including re-elected or re-appointed) member shall be sworn in and take an oath of office as required by **RSA 42:1** (Oath Required).

8. The Recording Secretary shall forward to the municipal clerk for recording the appointment/election and expiration dates of the terms of each member of the Board.
9. Vacancies in the membership of the Board occurring other than through expiration of term of office, shall be filled in accordance with **RSA 673:12** (Filling Vacancies in Membership).

III. OFFICERS AND STAFF: The officers of the Board shall be as follows:

1. **Chair:** The Chair shall preside over all meetings and hearings; shall prepare, with the assistance of the Recording Secretary, an annual report; and shall perform other duties customary to the office.
2. **Vice-Chair:** The Vice-Chair shall preside in the absence of the Chair and shall have the full powers of the Chair on matters that come before the Board in the absence of the Chair.
3. **Recording Secretary:** The Recording Secretary is not a member of the Planning Board. This position is administrative in nature to the Board and distributes and accepts planning board applications on behalf of the Board. He/she may assist the applicant in locating names and addresses of abutters and may determine the fees associated with the individual application and record those fees payable to the Town. Once the application is marked as received, the Recording Secretary creates a folder and turns the application over to the Town Planner. Any funds collected go to the depositor for the town selectmen's funds. After the application is reviewed by the Town Planner, the Recording Secretary in conjunction with the Town Planner and Planning Board Chair will create the monthly agenda and abutter notifications to be mailed certified mail. The Recording Secretary further will post the agenda at the Town Office, Post Office and emails the agenda to the Town of Deerfield web site administrator and others on the distribution listing.

The Recording Secretary and town planner shall attend each planning board meeting for the purpose of taking and recording meeting minutes which are to be available to the public within 5 business days from the date of the meeting. After the draft minutes are reviewed by the Chair and planner, they will be made available to the public. The Recording Secretary in conjunction with the Town Planner prepares monthly package mailers to the members of the Board. Mailers must be sent to the members of the Board at least 5 days in advance of the meeting to allow for sufficient time for members to review the information.

Once a plan is appropriately signed, the Recording Secretary will send or transport the plan to the Rockingham County Registry of Deeds for recording.

4. **Town Planner;** Shall:
 - a) provide technical support.

- b) Introduce new planning and community development techniques and theories to the Board.
 - c) Coordinate with the building inspector/code enforcement officer to enforce local planning related ordinances and regulations.
 - d) Respond to complaints of potential violations conveyed by the general public, staff and Board members.
 - e) Follow through on enforcement procedures in the case of the violation of local regulations.
 - f) Provide assistance to the public and the Board in the interpretation of Federal, State and local laws and regulations.
 - g) Ensure that local regulations are in conformance with State laws.
 - h) Assist in the development of new or revised local government ordinances, regulations and policies.
 - i) Serve as a general conduit of information for the Board between various other board and committees serving the Town.
 - j) Maintain continuous dialog between the Board and Selectmen.
 - k) Attend various meetings as necessary to maintain effective communication between various boards.
 - l) Maintain communication between town staff in relations to Board's activities and initiatives.
 - m) Serve as liaison between the Town and State agencies in regard to planning related issues.
 - n) Provide assistance to the public in preparation of applications to the Board.
 - o) Utilize training opportunities and attends workshops and seminars to stay abreast of the current planning techniques.
 - p) Update the Board on various activities occurring in town such as major development projects, State programs and related endeavors.
 - q) Oversee the maintenance of Board files and related records.
 - r) Maintain logs and records necessary to monitor development activity in the community.
 - s) Assist in the development of the Board's annual budget preparation.
5. The ***officers of the Board*** shall be elected annually during the month of March by a majority vote of the Board. If requested by a majority of those present, voting shall be by written ballot.
 6. The ***Recording Secretary*** shall be an employee of the Town of Deerfield and shall keep a full and accurate record of the proceedings of each meeting; issue notices of all meetings; record the names of the members present; notify applicants and butters of hearings; and prepare such correspondence and fulfill such duties as the Chair may specify. In the absence of the Recording Secretary, the Chair shall appoint a Recording Secretary pro tem to keep records of the meeting.

7. If the Vice-Chair is not present, and the Chair is disqualified for any reason, a temporary Chair shall be appointed by the Chair for the matter under discussion.
8. Ex-officio member shall not serve as Chair.
9. ***Planning and Engineering Consultants***; shall:
 - a) be appointed by the Board;
 - b) be under contract to the Board;
 - c) and perform all duties as specified in his/her contract.
 - d) Consultants shall be retained in accordance with **RSA 673:16 (Staff; Finances)**.

IV. CONFLICTS OF INTEREST:

1. Regular and alternate members shall not participate in deciding or sit in a hearing where the Board functions in a quasi-judicial capacity and where said member has a direct personal or pecuniary interest in the outcome of such decision or hearing different from the interest of other citizens or where the member could not meet the “juror” standard discussed in **RSA 673:14, I (Disqualification of Member)**. “Quasi-judicial” capacity means the Planning Board acting in the role of a “judge” relative to development applications.
 - a) Reasons for disqualification include when a member:
 - Is related to the applicant or any abutter;
 - Has assisted or advised the applicant or any abutter; or
 - Is biased or prejudiced in any manner or to any degree which would in the eyes of a reasonable and prudent person, prevent the member from acting impartially with respect to the application before the Board.
2. The juror standard is contained in **RSA 500-A:12** and provides the following guidelines:
 - a) Any juror may be required by the court, on motion of a party in the case to be tried, to answer upon oath if he:
 - Expects to gain or lose upon the disposition of the case;
 - Is related to either party;
 - Has advised or assisted either party;
 - Has directly or indirectly given his opinion or has formed an opinion;
 - Is employed by or employs any party in the case;
 - Is prejudiced to any degree regarding the case;
 - Employs any of the counsel appearing in the case in any action then pending in the court.
 - b) If it appears that any juror is not indifferent, he shall be set aside on that trial.
3. Where uncertainty arises as to disqualification of a member under **RSA 673:14, I**, the Board shall vote on whether the potential member should be disqualified, per guidelines in **RSA 673:14, III**. Such a Board vote is advisory and is not binding on the affected member.
4. In the case of disqualification, an alternate member shall be chosen for Board action.

5. Board members who are abutters to a development proposal under review are automatically disqualified from deciding or sitting in hearing on said proposal.
6. In relation to **RSA 673:14**, Board members must exercise discretion in regards to “ex parte” communication. Specifically, members should avoid conferring with development project applicants or their representatives, and with proponents, opponents or any other party with an interest in any development project outside of prescribed regular or special meeting times. However, members are free, as desired, to discuss development project applications, pursuant to project review duties, with each other, the Board's Planning Consultant, other town staff and staff-consultants outside of regular or special meetings, given that any “quorum” discussion requires meeting notice.

V. MEETINGS:

1. Regular meetings shall be held at least monthly at Deerfield Town Offices, Raymond Road, at 7:00 PM on the second and fourth Wednesday of each month, unless otherwise scheduled.
2. Special meetings may be called by the Chair or in her/his absence, by the Vice-Chair, or at the request of three members of the Board provided public notice and notice to each member is given at least 48 hours in advance of the time of such meeting. The notice shall specify the purpose of the meeting.
3. Nonpublic Sessions shall be held only in accordance with **RSA 91-A:3 (Nonpublic Sessions)**.
4. Quorum: A majority of the membership of the Board shall constitute a quorum, including alternates sitting in place of regular members.
5. When there are fewer members present to constitute a quorum but there are one or more alternates present, the Chair shall open the meeting and appoint one or more alternates to create a quorum.
6. A meeting may be cancelled due to inclement weather at the call of the Chair. Any meeting may be cancelled by a majority vote of the Board at a preceding meeting.
7. If any regular Board member is absent from a meeting, hearing, or disqualifies her/himself from sitting on a particular application the, Chair shall designate one of the alternate members to sit in place of the absent or disqualified member. Such alternate shall have all the powers and duties of a regular member in regards to any matter under consideration on which the regular member is unable to act. In the case of a disqualification, the alternate should continue until the matter is completed; the regular member does not vote on that matter.
8. *Disqualification*: If any member finds it necessary to be disqualified from sitting on a particular case, as provided in **RSA 673:14**, he/she shall notify the Chair as soon as possible so that an alternate may be requested to fill the place. The disqualification shall be announced by either the Chair or the member before the discussion or the public hearing on the application begins. The member disqualified shall leave the Board table during all deliberations and the public hearing on the matter.

If uncertainty arises as to whether a Board member should disqualify her/himself, on the request of that member or the request of another member of the Board, the Board shall vote on the question of whether that member should be disqualified. Such request and vote shall be made prior to or at the commencement of any required public hearing. A vote on a question of disqualification shall be advisory and non-binding and may not be requested by persons other than board members.

9. *Order of Business shall be as follows:*

- a)** Call to order by Chair
- b)** Roll call by the Recording Secretary
- c)** Minutes of previous meeting
- d)** Reading of communications directed to the Board
- e)** Report of officers and committees
- f)** Unfinished business
- g)** Hearings on subdivision/site plans
- h)** Other business - public comment

10. A motion, duly seconded, shall be carried by an affirmative vote of a majority of the members present. Where there is not a unanimous vote, the Recording Secretary shall record those voting in favor and those in opposition to the motion.

11. A tie vote or an approval or denial by less than a majority of the entire Board constitutes no action.

12. If the Board is unable to obtain concurrence of a majority of its members on a motion because of the absence of one or more members from the vote, it shall continue the discussion or continue the matter for reconsideration.

VI. APPLICATIONS FOR SUBDIVISION AND SITE PLAN REVIEW:

- 1.** Applications for hearings before the Board shall be made on forms provided by the Board and shall be presented to the Recording Secretary of the Board or the Board's agent who shall sign and record the date of receipt.
- 2.** Notice shall be given as required in **RSA 676:4, I (d)** (Board's Procedures on Plats) 10 days before a completed application is submitted to the Board.
- 3.** Completed applications shall be accepted by majority vote of the Board and shall be scheduled for consideration within 30 days of acceptance.
- 4.** The board shall reject all applications not properly completed.

VII. FORMS: All forms prescribed herein and revisions thereof shall be adopted by resolution of the Board and shall become part of these rules of procedure.

VIII. NOTICE:

- 1.** Public notice of the submission of and public hearings on each application shall be given by posting at the town offices; post office; Mr. Mike's; and on the Town of

Deerfield web site not less than ten (10) days prior to the date fixed for submission and consideration of the application.

2. Personal notice shall be made by certified mail to the applicant, all abutters and any professional whose seal appears on any plat not less than ten (10) days prior to the date fixed for submission of the application to the Board.
3. Personal notice may be waived by any person to whom such notice must be made under Subsection 2 above, if, despite the lack of personal notice as described in Subsection 2, the person is present at the hearing and agrees in writing to waive the personal notice requirement.

IX. PUBLIC HEARINGS: The conduct of public hearings shall be governed by the following rules:

1. The Chair shall call the hearing in session and identify the applicant or agent.
2. The Chair shall read the Notice of the Hearing and report on the manner in which public and personal notice was given.
3. The Board's Planning Consultant shall provide a report on the application as to whether the application is complete and whether or not it could be accepted by the Board.
4. The Board shall vote on whether the application shall be accepted.
5. Upon acceptance of the application, the Chair shall either open the public hearing or schedule a date for the hearing which is within 30 days of acceptance of the application.
6. Members of the Board may ask questions at any point during the presentation.
7. Any party to the matter who desires to ask a question of another party must go through the Chair.
8. Any applicant, any abutter or any person with a direct interest in the matter may testify in person or in writing. Other persons may testify as permitted by the Board at each hearing.
9. Each person who speaks shall be required to state her/his name and address and indicate whether s/he is a party to the matter or an agent or counsel to a party to the matter.
10. The applicant or agent shall be called to present the proposal and those appearing in favor of the proposal shall be allowed to speak.
11. Those in opposition to the proposal shall be allowed to speak.
12. Those neither in favor nor in opposition may speak.
13. Other parties such as representatives of town departments and other town boards and commissions who have an interest in the proposal shall be allowed to present their comments in person or in writing.
14. The Chair shall indicate whether the hearing is closed or adjourned pending the submission of additional material or information or the correction of noted deficiencies. In the case of an adjournment, additional notice is not required if the date, time and place of the continuation is made known at the adjournment.

X. DECISIONS:

1. The Board shall render a written decision within 65 days of the date of acceptance of

a completed application, subject to extension or waiver as provided in **RSA 676:4** (Board's Procedures on Plats).

2. The Board shall act to approve, conditionally approve, or disapprove.
3. Notice of decision will be made available for public inspection at (location) within 5 business days after the decision is made, as required in **RSA 676:3 (Issuance of Decision)**. If the application is disapproved, the Board shall provide the applicant with written reason for this disapproval.

XI. RECONSIDERATION: The Planning Board may reconsider any decision to approve or disapprove an application, for good cause, provided it is within the statutory appeal period, i.e. 30 days after the date of written decision or the date the Board voted to approve or disapprove the application, whichever is greater. This may be done through a motion and that specifies the reasons for reconsideration. Upon successful passage of the motion, the board shall schedule a public hearing, with notice as provided in **RSA 676:4, I (d)**, where they shall consider whether or not to revise or alter their original decision. Should the board reach a new decision, a new appeal period shall be considered to have begun pursuant to **RSA 677:15**, et seq.

XII. RECORDS:

1. The records of the Board shall be kept by the Recording Secretary and shall be made available for public inspection at the (office of the Board, or office of the Town Clerk) as required by **RSA 91-A:4**.
2. Minutes of the meetings including the names of Board members, persons appearing before the Board and a brief description of the subject matter shall be open to public inspection within 5 business days after the meeting as required in **RSA 91-A:2, II**.

XIII. EMAIL AND OTHER COMMUNICATIONS BETWEEN MEETINGS:

1. *PURPOSE.* The aims of this Article are:
 - a) To ensure compliance with the letter and spirit of the Right-to-Know Law, **RSA 91A**, and with the Due Process rights of parties before the Board;
 - b) To clarify Board members' ability, between meetings, to research issues and prepare motions or other potential Board actions, thus promoting efficient use of meeting time, but only to the extent allowed by law; and;
 - c) To clarify the role of electronic media such as E-mail in achieving these goals.
2. *DEFINITIONS.* In this Article:
 - a) Communication means a transfer of information, objective or subjective, from one person to another. It includes face-to-face or phone conversations, letters, memos, Emails, web sites, or any other medium, regardless of the location or ownership of any device or equipment used.
 - b) Distribution is a one-way communication between meetings involving more than one Board member where no between-meeting response (except acknowledgment of receipt) occurs or is expected.

- c) Exchange is a communication between meetings, or series of communications, involving more than one Board member which includes a between-meeting response, or expectation of a response.
 - d) Ex Parte Communication is communication, other than at a legally-noticed meeting, between a Board member and a person with an interest in, or affected by, a pending or future case.
3. *ACTIVITIES BETWEEN MEETINGS OF INDIVIDUAL MEMBERS*: Individual Board members may, between meetings, prepare drafts of motions or other potential Board actions. They may also research or investigate general or specific factual issues.
- However, if the research pertains to a case, the member shall, at the public hearing, report all findings to the Board, and parties to the case shall be given a meaningful opportunity to respond.
4. *DISTRIBUTIONS*: A Distribution may be made to any number of Board members, so long as it does not become an Exchange. Whenever a member makes a Distribution concerning a pending or future case and it involves a quorum of the Board (counting all senders and recipients):
- a) A copy shall be forwarded to the Town Planner, who shall determine, under **RSA 91A** or other applicable law, whether the Distribution is subject to public disclosure and shall place the copy in the appropriate file;
 - b) The member making the Distribution shall report on it, and its contents, at the public hearing on the case unless the information is exempt from disclosure under **RSA 91-A**; and,
 - c) Parties to the case shall be given a meaningful opportunity to respond to the information in the Distribution.
5. *EXCHANGES*: Exchanges involving a quorum or more of the Board or of any Planning Board Committee are prohibited. Such Exchanges shall be considered deliberations and shall occur only at meetings noticed in accordance with **RSA 91-A**. An Exchange pertaining to any activity allowed under Subsection 3 is permitted if the number of Board or Committee members involved is less than a quorum; however:
- a) Each member involved shall be responsible for preventing the number of members involved from reaching a quorum;
 - b) Information discussed in, or generated by, an Exchange between members shall not be subject to further Distribution; and
 - c) No Exchange shall include any vote or straw vote, or any Ex Parte Communication.
6. *EX PARTE COMMUNICATIONS*: Board members shall not initiate Ex Parte

Communications. If an Ex Parte Communication is initiated by another person, the Board member contacted shall:

- a) Refrain from discussing the substance or merits of a case;
- b) Inform the person, if necessary, that such a discussion could lead to disqualification;
- c) Refer the person to the Planning Office or to a Board meeting, as appropriate; and
- d) Report on the conversation to the Board at a public meeting.

7. *SCHEDULING AND AGENDA*: Notwithstanding Subsections 4, 5, and 6, nothing in this policy prevents any Distributions, Exchanges or Ex Parte Communications which pertain solely to:

- a) Scheduling of meetings or hearings;
- b) The determination or ordering of agenda items or topics to be taken up at meetings or hearings; or
- c) General procedural requirements pertaining to such scheduling and agenda matters.

8. *PLANNING BOARD COMMITTEES*: A Planning Board Committee shall be considered a public body, and all provisions of **RSA 91-A** and this Article, applicable to a quorum of the Board, shall also apply to a quorum of a committee.

XIV. JOINT MEETINGS AND HEARINGS:

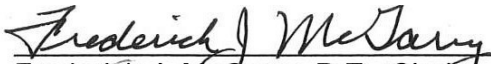
- 1. The Planning Board may hold joint meetings and hearings with other “land use boards” including the board of adjustment, the Historic District Commission, the Building Code Board of Appeals, and the Building Inspector. Each board shall have discretion whether or not to hold such joint meeting or hearing **RSA 676:2 (Joint Meetings and Hearings)**.
- 2. Joint business meetings with another local land use board may be held at any time when called jointly by the chairmen of the two boards.
- 3. A joint public hearing must be a formal public hearing when the subject matter of the hearing is within the responsibilities of the boards convened.
- 4. The Planning Board chair shall chair all joint meetings and public hearings when the subject matter involves the Planning Board. The rules of procedure for joint meetings and hearings, the subject matter of which involves the Planning Board, shall be the same as these rules of procedure except that the order of business shall be as follows:
 - a) Call to order by Chair
 - b) Introduction of members of both boards by Chair
 - c) Explanation of reason for joint meeting/hearing by Chair
 - d) In the case of a public hearing relative to a requested permit or an application for a plat approval, or both, the applicant shall be called to present his proposal.
 - e) Adjournment

5. Each board involved in a joint public hearing makes its own decision, based on its criteria for the particular matter.

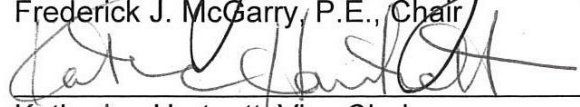
XV. AMENDMENT:

The Board's rules of procedure may be amended by a majority vote of its members. The board shall vote to adopt or amend the Board's rules at a regularly scheduled meeting in accordance with **RSA 676:1** (Method of Adopting Rules of Procedure). The amended procedures shall be filed with the municipal clerk.

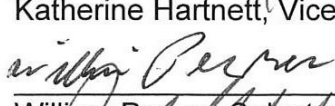
These rules were adopted by the Deerfield Planning Board on January 11, 2012.



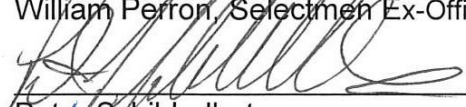
Frederick J. McGarry, P.E., Chair




Katherine Hartnett, Vice Chair



William Perron, Selectmen Ex-Officio Member



Peter Schibbelhute



Lisa Wolford



POLICY/PROCEDURE FOR:
Protection of Roads, Right-Of-Ways, and Other Town Properties
as A Result of Timber Cuts, Construction Projects, and Excavation

I. PURPOSE: The Deerfield Board of Selectmen, under the authority granted by **RSA 236:9, 236:10, 236:11, and 236:13**; hereby declares its intent to regulate the use of all Town highways by vehicles used for timber cuts or construction projects and any person, agent, department, business, or corporation which seeks to dig on Town property or within a public right-of way.

II. APPLICABILITY:

- A. Timber Cuts** – any logger who is listed as such under a **Notice of Intent to Cut Wood or Timber** shall be required to complete the attached application form and to post surety to be used in the event of any damages to a Town highway resulting from the timber operations.
- B. Construction Projects** – any applicant who files for a Building Permit shall be required to complete the attached application form and to post surety to be used in the event of any damages to a Town highway resulting from the construction project. **NOTE:** projects which do not require a Building Permit, shall be exempt from the requirements of this policy, but this shall not be construed as preventing the Town from recovery of damages should any result from the construction activity.
- C. Excavation** – any person who seeks to perform any type of digging operation on Town property or within a public right-of-way shall be required to submit a written request for permission to the Highway Agent explaining the reasons for such activity; complete the attached application for; and to post surety to be used in the event the land is not returned to its previous condition.

III. PROCEDURES:

- A. Timber Cuts** - this policy and accompanying forms shall be distributed by the Assessing Department in conjunction with a request for a **Notice of Intent to Cut Wood or Timber**. Once the “Notice” form is signed and submitted by the applicant, all information shall be verified by the Town Forester and then submitted to the Selectmen, who shall then make a determination as to the type of surety to be required.
- B. Construction projects** - this policy and accompanying forms shall be distributed by the Inspections Department in conjunction with a request for a Building Permit. Once the form is signed and submitted by the applicant, all information shall be verified by the Building Inspector who shall then make a determination as to the type of surety to be required.
- C. Excavation** - this policy and accompanying forms shall be distributed by the Assessing Department upon request. The applicant shall complete all applicable forms and submit them to the Selectmen in conjunction with a letter requesting permission to dig on Town

property or within a public right-of-way. Said letter must also state the reasons for the request. The Selectmen shall then make a determination as to approval or denial of the project and if approved, the type of surety to be required.

- D.** No activity on a Town highway, a public right-of-way or a dig on Town property shall take place in relation to a project under this policy prior to an application being approved by the Town of Deerfield. A copy of the application with an indication of all actions taken by the authorized Town Official shall be sent to each applicant within fourteen (14) days of receipt by the Town.
- E.** The Town shall determine the type and amount of surety as follows:
 - 1.** A five hundred-dollar (\$500.00) cash surety in the form of a passbook saving account, cashier's check, or other device acceptable to the Town; or
 - 2.** A one thousand-dollar (\$1,000.00) performance bond; or
 - 3.** A contract whereby the applicant signs an agreement to be liable for damages and obligated to pay for repairs thus being granted a waiver of surety requirements.
- F.** In the event the Town fails to respond to an application within fourteen (14) days from the either the date the initial submission is received or the date an appeal is received, the applicant may proceed, but must comply with everything else in the policy.
- G.** Any applicant may appeal a decision of a Town Official to the Board of Selectmen within seven (7) days of receipt of the decision. The Selectmen shall then review the decision during a duly posted, public meeting, at which time the applicant shall be permitted to address the Board.
- H.** All forms of surety shall be made payable to the Town of Deerfield. In the case of timber cuts, permittees shall notify the Assessing Department in writing of the actual date that the project is completed. In the event a permittee fails to notify the Town of the completion date, the Town shall hold the surety for the maximum period of one year from the date of the issuance provided no repairs are needed.
- I.** All surety shall be held by the Town until project is completed; not exceeding 90 days, pending no damage found by Road Agent.
- J.** Damages shall be defined as any disturbance of shoulders, ditches, embankments, road surface, or the failure to return Town property to its previous condition as determined by the Town.

NOTE: The Town requires each applicant provide photographs documenting any existing conditions. Proof of insurance (certificate of insurance including both liability and workmen's compensation) and/or hold harmless document must be provided to the Town.

- K.** In the event damages have been found to exist, the Town shall determine the nature of any repairs to be made at the expense of the permittee. Nothing in this policy shall be construed as a limit upon the landowner or permittee of their rights to seek any claims against the person(s) responsible for any damages, but it is expressly understood the Town shall not be made a party to such claims.

- L. If damages have been declared to exist, the Town shall notify the appropriate party in writing of the location and the extent to which repairs shall be made. Said party shall then have thirty (30) days to complete all repairs to the satisfaction of the Town, otherwise, the Town shall initiate a claim against the permittee.

This Ordinance was adopted by the Deerfield Board of Selectmen on June 12, 1995.

James T. Alger
Frank Boston
Robert Blanton
Donald E. Smith
Richard Maitrot

Board of Selectmen

This is to certify that on the day of June, 1995 the above ordinance was filed and recorded with the records of the Town Clerk of the Town of Deerfield, N.H.

Witness my hand this 15th day of June, 1995.

Cynthia E. Heon

Cynthia E. Heon, Town Clerk

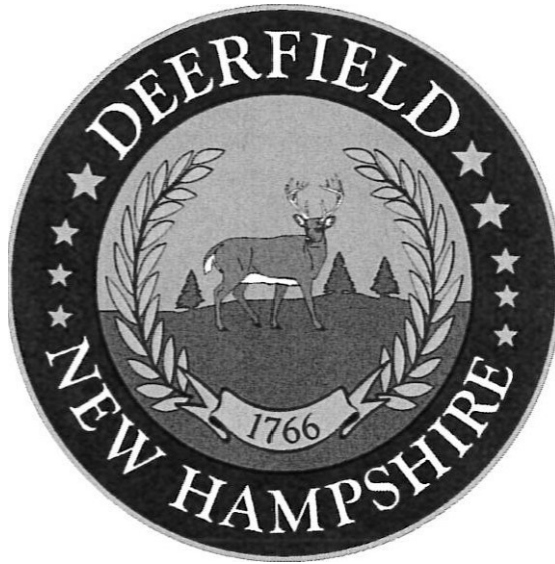
RULES & REGULATIONS FOR CEMETERY LOTS

1. Purchase of burial lots and grave sites may be made by residents and relatives of residents of Deerfield.
2. Three cemeteries owned by the Town of Deerfield have space available for purchase:
 - a) Morrison Cemetery (very limited space available),
 - b) Old Center Cemetery, and;
 - c) Parade Cemetery (lots only for cremated remains due to shallow soil).
3. All of the above, are available at this time. Perpetual Care is included in the purchase price. Purchase prices are as follows:
 - a) Four (4) grave lot (size 12' x 8') @ \$800.00, or;
 - b) Two (2) grave lot (size 6') @ \$400.00,
 - c) Plus, \$16.50 for the Rockingham County Registry of Deeds
4. **Grave Preparation:** Contact the Cemetery Trustees via email at cemeteries@townofdeerfieldnh.com. Minimum advance notice is three (3) days. The current fee for opening and closing a grave is \$400.00 and is payable at the time of burial. The Cemetery Trustees are not responsible for aesthetics, but will make every effort to keep the site neat.
5. There are no burials between December 15th and April 15th, except by special arrangement, due to ground conditions. The Town of Deerfield **does not** have access to a vault.
6. Special exception burials will be granted on a case by case review by the Trustees and the cost will be \$400.00 plus any additional expense incurred by the contractor in opening the grave.
7. Initialed cornerstones must be placed on a lot by a qualified monument company within 90 days of purchasing a lot in a Deerfield Cemetery. Family stones, headstones or other permanent grave markers are expected to be placed within 90 days of burial **in season** and conform to cemetery guidelines in facing and direction. All family stones will have only **one surname**. The surname will face the front of the lot. Special exceptions may be granted for stones placed in the center of a large lot.
8. Planting of trees is not permitted. Shrubbery which will grow large if unattended is not permitted, and if planted it will be removed at the discretion of the Trustees.
9. All lot owners are encouraged to use only live plantings, including annual or perennial flowers. **Any and all** artificial material may be removed from the lot at **any time** that it becomes **unsightly** or a hazard to mowing. All worn artificial material will be removed before Memorial Day unless it has been removed by the lot owner prior to clean-up day in late May. The deed to a cemetery lot does not indicate ownership of the ground, but only the right to bury.

10. Please do not bring pets into the cemeteries. Please try to take away any debris from planting with you. The condition of the cemeteries speaks for all of us. Anyone seen in the cemeteries after dark will be subject to police investigation.

Revised: August 2007 and March 2019

TOWN OF DEERFIELD, NH SAFETY POLICY/PROCEDURE



ADOPTED

November 18, 2013

AMENDED

December 14, 2015

September 18, 2017

PUBLIC VERSION

Adoption of Safety Policy by the Board of Selectmen

The Board of Selectmen recognizes that safety for all employees is necessary in running an efficient town. Enacting the foregoing instrument ensures that safety standards are being met and applicable laws are being followed.

The Safety Policy will remain an addendum to Section 9.14 of the Town of Deerfield's Employee Personnel Policy & Handbook and will be reviewed and updated on a bi-annual basis. Any and all updates determined, will be acknowledged by each individual employee.

The Safety Policy, as amended, is adopted by majority vote by the Board of Selectmen, on this 18th day of September 2017.

Board of Selectmen,

Stephen R. Barry, Chairman

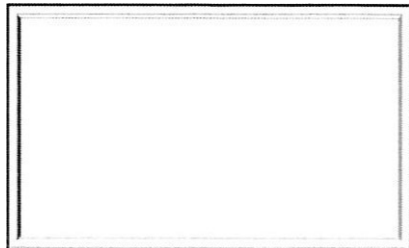
Richard W. Pitman, Vice Chairman

R. Andrew Robertson

Jeffrey Shutes

Fredrick McGarry

Town Seal:



**COMPLIANCE WITH
RSA 281-A & RSA 277, CHAPTER 1400-ADMINISTRATIVE RULES
FOR SAFETY AND HEALTH**

The Town of Deerfield has published the attached Safety Policy and will distribute a copy of the entire Policy to the Board of Selectmen and the Department Heads, and provide access to all employees, as well as making a copy available for public viewing at the Town Offices.

By signing below, you are attesting that you have received this Safety Policy, and that you have read and understand your rights and obligations under this Policy. You are informed that the Town of Deerfield adopted this Policy as of _____.

Signature of Employee

Date

- **Please sign and return to the Human Resource Director within 5 business days of receipt.**

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NOTE: The Town of Deerfield Safety Policy is intended to provide Town employees with the appropriate information needed to ensure a safe work environment for all employees and the general public. While the Policy generally follows a “step by step” approach, it is recognized that not all situations (e.g. a public threat) allow a strict adherence to an orderly procedure. In those limited cases, individuals should consider all the procedures that are outlined for that type of situation and take the appropriate measures to follow the particular procedures regardless of the order accomplished.

SAFETY POLICY

SECTION I: SAFETY POLICY STATEMENT

In accordance with **RSA 281-A** and **RSA 277**, the Town of Deerfield has established a Safety Policy (“Policy”) for the purpose of providing safe working conditions for its employees and the members of the public that use our services.

The Town of Deerfield Safety Policy has been developed to assure compliance with applicable New Hampshire Department of Labor Rules for safety and health for workers, including any amendments to these Rules. It is the obligation of all employees to understand and practice these rules while carrying out their duties and responsibilities. Regard for the safety and health of the general public, our employees, and the employees of our vendors is the responsibility of all levels of our organization. Job performance evaluations and salary increases will consider the success of this policy and the effectiveness of its implementation.

SECTION II: COMMITMENT TO SAFETY

The Town of Deerfield views safety and health as a basic element of each employee’s job. It is important that all aspects of our safety and health policy be strictly adhered to, and that each Department and its staff follow the intent of this Policy. We encourage all employees to make “safety and health” a matter of continuing concern, not only to reduce hazards and prevent accidents, but to help improve the delivery of municipal services to the public.

A. This Safety Program is built on these principles:

- 1.** Most injuries are preventable.
- 2.** Working safely is a condition of employment.
- 3.** All operating exposures can be safeguarded.
- 4.** Training employees to work safely is essential.
- 5.** Injury prevention saves money.
- 6.** A healthy workforce reduces illness and time lost.

The key to the success of any safety and health program is an open line of communication between employees and management. The intent of this Policy is to encourage employees to bring safety and health related issues and topics to management, notify management of unsafe or unhealthy working conditions, and recommend or suggest improvements to work environments and participate in the Joint Loss Management Committee (“JLMC”).

B. As a means of keeping employees informed on issues of safety and health, the management of the Town of Deerfield is committed to:

- 1.** Provide all employees with access to a copy of the Safety Policy, and any future revisions.

2. Provide to each Department, Safety Binders with the Safety Policy, safety bulletins, and Safety Data Sheets (SDS).
3. Audit the working conditions of employees and purchase all required safety and health supplies.

SECTION III: RESPONSIBILITIES

The Board of Selectmen is ultimately responsible for the overall success of the Policy; however, everyone has an important role. All Town employees have some responsibility with regard to safety and health. Everyone shall be fully responsible for implementing the provisions of this Policy within their respective jurisdictions.

The responsibilities which follow should not be construed to limit individual initiative to create and implement more comprehensive procedures to control losses and enhance workplace safety.

A. THE BOARD OF SELECTMEN SHALL:

1. Officially adopt a Safety Policy.
2. Have overall responsibility of the Safety Policy.
3. Make safety a number one priority for all employees.
4. Budget adequate resources for safety, which may include, but is not limited to safety equipment, personal protection equipment (“PPE”), training and education.
5. Provide for the required and necessary safety and health training for employees, at no cost and without any loss of pay, so they can perform their work in a safe and healthy work environment.
6. Respond in writing to recommendations made by the JLMC or make a verbal response that is recorded in the Board of Selectmen’s official minutes.

B. TOWN ADMINISTRATOR:

1. Upon adoption of this Policy by the Board of Selectmen, the Town Administrator is responsible for the smooth operation of the program through overall support, direction, and commitment.
2. When the Town Administrator is notified of accidents and or injuries, they then shall notify the Board of Selectmen for the purpose of ensuring that the Board is aware of same.

C. DEPARTMENT HEADS:

It is each DEPARTMENT HEAD’S responsibility to-

1. Exhibit leadership, provide guidance and set the tone for safe behavior. Be actively concerned for the safety and health of their staff.
2. Ensure that all required PPE for each job and employee is provided. Ensure that employees are trained in its proper use.
3. Ensure that proper training/retraining is provided and completed.

4. Investigate any unsafe conditions brought to their attention by employees or supervisors, taking corrective measures as needed.
5. Ensure that employees are performing in a safe and healthy manner.
6. Report as soon as possible all accidents and/or incidents to the Town Administrator document as per the Safety Policy.
7. Include an evaluation of an employee's safety behavior in each formal performance appraisal.
8. For violations of the Safety Policy, follow the Personnel Handbook, determine the appropriate disciplinary response, and implement such response.
9. In conjunction with the JLMC, schedule and/or conduct workplace inspections and investigations to identify and correct unsafe equipment, conditions, or action.

D. SUPERVISORS:

It is each SUPERVISOR'S responsibility to-

1. Exhibit leadership, provide guidance and set the tone for safe behavior. Be actively concerned for the safety and health of their staff.
2. Ensure that all subordinates understand and comply with the Safety Policy, observe all work rules, and understand disciplinary consequences as they relate to the safety process.
3. Ensure that PPE is worn, as required.
4. Take immediate action to correct any unsafe condition or action.
5. Report as soon as possible all accidents and incidents to the Department Head or designee, and document as per the Safety Policy.

E. EMPLOYEES:

It is each EMPLOYEE'S responsibility to-

1. Maintain a safe working environment in all aspects of employment. Report any unsafe conditions immediately to the supervisor or their designee.
2. Take immediate action to correct unsafe acts and conditions and apprise the supervisor of actions taken.
3. Understand and observe all safety related work rules, policies, and procedures.
4. Wear required PPE and complete training for such equipment as required.
5. Operate only machines and equipment that they have been trained to operate. Exceptions to this general rule may be allowed in an emergency situation as directed by a supervisor if they deemed it necessary.
6. Immediately report any and all accidents and/or incidents to your supervisor and or their designee, and document as per the Safety Policy.
7. Attend all safety training and retraining as scheduled.

F. JOINT LOSS MANAGEMENT COMMITTEE:

The JLMC will-

1. Assist in creating a Safety Program, educating and assisting employees about safety and health issues, and will make safety recommendations for change in procedures.

2. Stress the prevention of injuries within the various workplaces of the town, train employees in safety and health topics, reduce unsafe or unhealthy exposures, and promote the shared responsibility of employees and management to reduce risk.

SECTION IV: JOINT LOSS MANAGEMENT COMMITTEE

The Joint Loss Management Committee operates under the State of New Hampshire's Department of Labor ("DOL") in accordance with **RSA 281-A: 64**. Its mission is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in all Town government workplaces. A joint loss management committee assists the employer and makes recommendations for change.

Deerfield's JLMC shall be comprised of at least four members, two who represent management and two who represent the employees. Committee members shall alternate chairperson between management and the employees.

- ***To carry out the intent of RSA 281-A:64 and pursuant to LAB Rule 603, the JLMC shall:***
 1. Meet at least quarterly to carry out their duties and responsibilities.
 2. Keep minutes of meetings which shall be made available for review of all employees;
 3. Elect a chairperson, alternating between employee and employer representatives;
 4. Develop and disseminate to all employees a committee policy statement;
 5. Maintain current and disseminate to all employees the clearly established goals and objectives of the committee;
 6. Review workplace accident and injury data to help establish the committee's goals and objectives;
 7. Establish specific safety programs which include, but are not be limited to, the following:
 - a. Designation, by name and title, of a person who shall be knowledgeable of site-specific safety requirements and be accountable for their implementation and adherence;
 - b. Provisions for health and safety inspections at least annually for hazard identification purposes;
 - c. Performance of audits at least annually regarding the inspection findings; and
 - d. Communication of identified hazards, with recommended control measures, to the person(s) most able to implement controls;
 8. Assist with the identification of necessary safety and health training for employees; and
 9. Assist with the identification and definition of temporary, alternate tasks.

SECTION V: SAFETY RULES

In order for employees to understand their responsibilities for safety and health, it is important that specific rules and procedures be adopted and communicated to the workforce.

A. Chapter LAB 1400 Rules. The Town will implement the following applicable New

Hampshire DOL Administrative Rules for Safety and Health, Chapter LAB 1400. The Rules are on the NH DOL web site.

1. Lab 1403.19 Excavating and Trenching. The employer shall ensure compliance with the following requirements:

- a) Before excavation, underground utilities shall be identified and marked, and utility companies contacted to determine if there are underground utility installations in the area;
- b) A competent person as defined in Lab 1402.01 shall inspect and evaluate the condition of all trenches and excavations prior to permitting an employee to enter;
- c) The inspection shall be performed at the beginning of each day and at least 4 times during the workday thereafter, and include the following:
 - 1) Attention shall be given when adverse weather conditions might affect the condition of the excavation or trench; and
 - 2) If evidence of possible cave-ins or slides is apparent, all work in the excavation shall cease until the requirement of (d)) below have been met to safeguard the employees;
- d) The walls and faces of trenches 5 feet or deeper, and all excavations, in which employees are exposed to danger from moving ground or cave-in shall be guarded by a trench protective system, or sloping of the ground;
- e) In excavations which employees might be required to enter, excavated or other material shall be stored and retained at least 2 feet or more from the edge of the excavation;
- f) Trenches 4 feet deep or more shall have an adequate means of exit such as ladders or steps in the protected area of the trench. The exit shall be located so as to require no more than 25 feet of lateral travel; and
- g) Excavations near retaining walls, utility poles and other objects that are supported by compacted soil shall be supported at all times to prevent their collapse or undermining.

2. Lab 1403.22 Flagger. Under Lab 1402.04, “Flagger” means all personnel, including uniformed police officers, who conduct temporary traffic control (TTC) on roads where 2 lanes of vehicle traffic have been reduced to one lane. The employer shall ensure compliance with the following requirements:

- a) At work sites on or adjacent to a highway or street, where signs, signals, and barricades do not provide protection from traffic, a flagger shall be provided;
- b) A flagger shall be provided with and shall wear a highly visible warning garment while flagging. Warning garments worn during low-light conditions or at night shall be equipped with high visibility material that is visible through the full range of the flag person’s body motions; and
- c) A flagger shall be provided with and use a combination Stop/Slow paddle while flagging that is:

- 1) Highly visible;
- 2) At least 18 inches in height and width; and 3) With lettering at least 6 inches in height.

3. Lab 1403.41 Noise Exposure. The employer shall ensure compliance with the following requirements:

- a) Protection against the effects of occupational noise exposure shall be provided when the sound levels exceed those shown in **Table 3, Permissible Noise Exposures**. Feasible engineering or administrative controls shall be utilized to keep exposure below the allowable limit.
- b) When engineering or administrative controls fail to reduce the noise level to within the levels of **Table 1400.1**, personal protective equipment shall be provided and used to reduce the noise to an acceptable level.
- c) Exposure to impulsive or impact noise should not exceed 140 dB peak sound pressure level.

Table 1400.1 Permissible Noise Exposure

	Sound Level
	dBA Slow
Duration Per Day, Hours	Response
8	90
6	92
4	95
3	97
2	100
1 - 0.5	102
1	105
0.5	110
0.25 or less	115

4. Lab 1403.43 Personal Protective Equipment. The employer shall ensure compliance with the following requirements:

- a) The employer shall assess the hazards and provide and require the use of appropriate personal protective equipment where indicated based upon that assessment.
- b) Where employees furnish their own personal protective equipment, the employer shall be responsible to, assure its adequacy and, to ensure that the equipment is properly maintained and in a sanitary condition.
- c) Employees working over or near water, where the danger of drowning exists, shall be provided with U.S. Coast Guard-approved life jackets or buoyant work vests.

- d) Emergency eye wash/shower stations shall be tested periodically and testing records shall be maintained by the employer.

5. Lab 1403.64 Tree Care Operations. The employer shall ensure compliance with the following requirements:

- a) Appropriately certified head protection shall be worn by workers engaged in tree operations, including when working in proximity to electrical lines.
- b) Safety belts, tree-trimming saddle belts, or a saddle formed by a double bowline on a bight shall be worn to protect workers above ground level.
- c) Saddle belts or safety belts used for climbing operations shall have forged support rings. Snaps used in climbing ropes or in safety straps, for attachment to the forged support ring, shall be of self-closing safety type.
- d) Appropriately sized and strength climbing ropes shall be used when working aloft in trees.
- e) Climbing ropes shall not be used to lower limbs or other parts of trees, or to raise or lower equipment.
- f) The employer shall provide, and the employee shall use, chaps specifically designed to foul a moving chain whenever chain saws are used.
- g) All employees shall be instructed in the hazards associated with working in close proximity to overhead power lines.
- h) It shall be the responsibility of a competent person, as defined by Lab 1402.01, to determine whether tree care operations can be safely performed near energized power lines.
- i) Rescue procedures for employees working above ground shall be established by the employer, and the employees trained accordingly.
- j) Brush chipper access panels for maintenance and adjustment shall be closed and secured prior to operation of brush chippers.
- k) Each rotary drum tree or brush chipper or disk-type tree or brush chipper not equipped with a mechanical in-feed system shall be equipped with an in-feed hopper not less than 85 inches 2.15 m, measured from the blades or knives to ground level over the centerline of the hopper, and shall have sufficient height on its side members so as to prevent personnel from contacting the blades or knives of the machine during normal operations.
- l) Each disk-type tree or brush chipper equipped with a mechanical in-feed system shall have a quick stop and reversing device on the in-feed. The activating lever for the quick stop and reversing device shall be located across the top, along each side of, and as close to the feed end of the in-feed hopper as practicable and within easy reach of the operator.
- m) Equipment on which workers stand and spray while the vehicle is in motion shall be equipped with guardrails around the working area.
- n) When using portable powered brush cutting saws no one except the operator shall be within 10 feet (3m) of the cutting head of the brush saw.

- o) The power unit shall be equipped with a quick shutoff switch readily accessible to the operator.
- p) When chainsaws are operated the manufacturer's operating and safety instructions shall be followed.
- q) Chain saw used by employees shall be equipped with a properly adjusted inertia chain brake designed to stop the chain rotation in the event of a saw kickback.
- r) Chain saws weighing more than 15 pounds 6.8 kg that are used in trees shall be supported by a separate line, except when used from an aerial-lift device.
- s) The engine shall be stopped when power saws are being carried. The saw shall not need to be stopped between cuts during consecutive felling, bucking, or climbing or cutting operations on level ground. The chain shall not be turning and the operator's hand shall be off the throttle lever while operators move between work locations. One-man saws shall be carried by the worker on his/her side with the guide bar of the saw pointed to the rear. A two-man saw shall be carried by 2 workers.
- t) The engine shall be stopped for all cleaning, refueling, adjustments, and repairs to the saw or motor where practical, except where manufacturer's procedures require otherwise.

B. Toxic Substances. The Town of Deerfield shall aim to maintain a safe work environment to protect workers from exposure to hazardous and toxic substances. As necessary, personal protective equipment shall be used to keep the exposure of employees below the established limits.

1. Under RSA 277-A and Lab 1403.61, the employer shall:

- a) Keep on file in a convenient office location and make available for examination and reproduction upon request a safety data sheet for each toxic substance or product mixture containing 2 or more toxic substances to which an employee may be exposed in carrying out his or her duties.
- b) Post a notice, written in clearly understandable nontechnical language, in a conspicuous location accessible to the employees and as close to the work area as possible containing the word "Warning" in large letters and all the following information on each toxic substance to which employees may be exposed:
 - 1) The name or names of the substance.
 - 2) The acute and chronic hazards of exposure to the substance.
 - 3) Symptoms of exposure and overexposure, including known behavioral effects.
 - 4) Appropriate emergency treatment for exposure and overexposure.
 - 5) Proper conditions for safe use of and exposure to the substance.
 - 6) Procedures for cleanup of leaks and spills of the substance.
 - 7) Procedures in case of fire or other environmental changes which would result in increasing the substance's hazardous or toxic properties.
- c) Post a notice of the availability of a safety data sheet for each of the toxic substances to which the employee may be exposed and, upon request by an employee for a safety

data sheet, supply such data sheet within 72 hours.

C. Bloodborne Pathogens. The Town of Deerfield recognizes that infectious disease exposure is an occupational health hazard. Blood-borne pathogen transmission is possible through contact with blood and/or bodily fluids or infectious waste which may take place during the delivery of services that the Town of Deerfield provides. All human blood and body fluids shall be treated as if known to be infectious for HIV, HBV, and other blood borne pathogens. Therefore, the Town shall provide a comprehensive blood-borne pathogen procedure which maximizes protection against blood-borne diseases for all town employees and for the public that they serve.

1. The Town shall provide necessary training, immunizations, and PPE needed to reduce the risk of exposure from blood-borne diseases. Employees shall adhere to this Procedure and take personal responsibility to minimize their exposure to infectious diseases.

2. **Lab 1403.08 Blood Borne Pathogens.** To eliminate or minimize employee exposure to human body fluids or infectious waste, the employer shall ensure that the following safety work practices shall be followed:

- a) All human blood and body fluids shall be treated as if known to be infectious for HIV, HBV, and other blood borne pathogens;
- b) Employees responding to emergencies or other situations where blood or body fluids are present shall wear single use disposable gloves, such as surgical or examination gloves, wash hands after removal of gloves, and wear eye protection when blood or other potentially infectious materials might be splashed; and
- c) Work procedures shall include safe handling and disposal of needles and sharps, used bandages and gauze, linens, and all other items that come in contact with blood or other potentially infectious materials.

- *All other communicable diseases shall be governed by the New Hampshire Department of Health and Human Services under RSA 141 -C.*

3. **Work Control Procedures-** All records are considered strictly confidential, will be kept in a secure location, and access will be limited to delegated Administrative personnel.

- a) All employees will report an exposure as soon as possible that same day to their Department Head or immediate Supervisor and follow post exposure protocol.
- b) Employees at risk of exposure to blood-borne pathogens will be recommended for immunization against Hepatitis A and B, and tetanus. The risks and benefits of immunization will be explained to all employees, and informed consent obtained prior to immunization. If employee does not elect to receive immunization, a waiver form will be signed by said employee. The waiver form can be found under Exhibit A of this Procedure.
- c) All employees returning to work from an exposure must be cleared to report for work by a qualified physician. Town may ask for second opinion through a Town selected physician.

- d) The Human Resource Director will maintain records that include the following:
 - 1) Name and Social Security Number of employees.
 - 2) Immunization records.
 - 3) Circumstances of exposure.

4. Training-

- a) All employees will be required to complete:
 - 1) A minimum of two (2) hours of initial training within 3 months of employment for Employees.
 - 2) Annual refresher training is required for all Town employees.
- b) Training shall include:
 - 1) A copy and review of the Blood-borne Pathogen Procedure.
 - 2) A general explanation of epidemiology and symptoms of blood-borne diseases, including methods of transmission.
 - 3) An explanation of how to recognize tasks and other activities that may involve exposure to infectious diseases.
 - 4) Information on the basis for selection, types, proper use, location, removal, handling, decontamination, and disposal of PPE.
 - 5) Information on vaccines, including information on the efficacy, safety, and benefits of being vaccinated.
 - 6) Information on the appropriate actions to take and persons to contact in an emergency involving blood and/or other body fluids.
 - 7) An explanation of the protocol to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
 - 8) An explanation of the signs, labels, and/or color coding required for biohazard materials, and information on the proper storage and disposal of biohazard materials.
 - 9) An explanation on how to minimize the risk to the public we serve from cross contamination, employee to customer.
 - 10) An opportunity for interactive questions and answers with appropriate resource personnel.
- c) Training shall be scheduled by the JLMC. Department Heads shall maintain a log of training sessions. Trainings can be done outside of Town through a qualified provider, such as PRIMEX, NH Department of Health and Human Services, etc.

5. Work Environment-

- a) All permanent work places should have access to the following:
 - 1) Appropriate PPE.
 - 2) Blood-borne Pathogen Control Kit.

- b) All Town vehicles shall carry a Blood-borne Pathogen Control Kit.
- c) All contaminated work areas will be isolated, cleaned and decontaminated to ensure reduce further risk or exposure.

6. Personal Protective Equipment (PPE)-

- a) The Town shall provide all appropriate PPE needed to protect employees from any anticipated infectious material contact.
- b) The Department Head shall develop department-level standard operating procedures, thereby establishing a guide for the employees in choosing the appropriate PPE for common situations encountered by that specific Department.
- c) The Town shall consider infection control concerns in the design and purchase of equipment or facilities.
- d) When directed, it is the employee's responsibility to wear the appropriate PPE in order to have maximum protection against infectious disease. Failure to wear mandatory PPE shall result in disciplinary action.

7. Post Exposure Protocol-

- a) Any employee exposed to potentially infectious material will immediately wash the exposed area with soap and water or saline wash if the eyes are involved and report to supervisor.
- b) The following events will be considered HIGH RISK exposures and shall be reported using the appropriate forms.
 - 1) A syringe/needle puncture.
 - 2) Breaks in the skin caused by potentially contaminated objects.
 - 3) Exposure to blood or other potentially infectious fluids that contact eyes, mucous membranes, or non-intact skin.
- c) All High-Risk exposures will be evaluated within 2 hours and a plan for prophylactic treatment initiated (as deemed appropriate), by a qualified medical doctor.
- d) Whenever possible, the employee will be traced to the receiving facility by the Department Head or designee. The Department Head or designee will notify the receiving facility that an infectious disease exposure has taken place, and request an infectious disease determination as provided for in the Ryan White Act of 1990 (copy of Act's summary attached and incorporated hereto). Request for consent to test the source patient for HIV, HBV, or other tests will be made by Department Head. It shall be made clear that the employee has the right to refuse such testing under present regulations.
- e) Pursuant to the Ryan White Act of 1990, medical treatment facilities will notify the Department Head or designee of any employee transported from that Department that has a diagnosis of an airborne infectious disease per New Hampshire DOL. The Department Head or designee will immediately notify any employees having contact with this patient and arrange appropriate medical evaluations and follow-ups.

- f) Any employee having an occupational blood, bodily fluid, or puncture shall immediately report the exposure to his/her supervisor. Medical confirmation and/or precautions will be initiated by Department Head.
- g) Any employee having a blood borne infectious disease shall be obligated to protect the workforce from exposure and return to work only with a release from a qualified physician.
- h) The employee and Department Head will fill out the appropriate report forms) as soon as possible after any exposure occurs and will communicate with the Town Administrator and Human Resources within 24 hours.
- i) The Department Head will forward the completed forms to the appropriate personnel and/or agencies.
- j) The JLMC will conduct an investigation as to the circumstances leading to the exposure. The only charge of the JLMC is to use information arising from this investigation to prevent additional or subsequent exposures. The findings of the JLMC investigation MAY NOT be used in disciplinary proceedings.

8. Compliance and Procedure Evaluation-

- a) The Department Head shall monitor procedure to ensure compliance:
 - 1) Inspect and audit facilities and vehicles as needed.
 - 2) Observation of Department activities and personnel.
 - 3) Post-exposure analysis of circumstances leading to the exposure.
 - 4) Ensure employees follow procedure.

D. Slips, Trips & Fall-

- 1. **Purpose** of this policy is to reduce and/or eliminate the incidence of employee and citizen slip, trip, and fall related events and injuries.
 - 2. **Slips, trips, and falls** are among the leading causes of injury and lost work time to employees, and to members of the public visiting municipal property. Accidents often occur from a lack of due diligence to report and address existing conditions that can contribute to these types of events. Therefore, the Town of Deerfield and its employees will take a proactive approach to managing the risks associated with slip, trip, and fall related conditions.
- *It is the policy of the Town of Deerfield that its employees will be required to monitor, report, and whenever reasonably possible, correct conditions that have, or are likely to cause a slip, trip, and fall related event if corrective action is not taken.*
- 3. **Procedure-**
 - a) A Slip, Trip, and Fall Log shall be maintained and kept by the JLMC. The information will be supplied by Human Resources. Any slip, trip fall, incident(s) shall be reported to JLMC so that it is recorded within the Slip, Trip, and Fall Log.

- b) Unsafe conditions shall be reported to the Department Head for that location immediately for corrective action. If the conditions present an immediate threat to the safety of employees or the public the employee will take reasonable steps to prevent injuries until the appropriate personnel arrive.
- c) Employees should wear footwear appropriate for the conditions.

- 4. Evaluation and Reporting.** All slip, trip, and fall related incidents/injuries will be documented in the Slip, Trip, and Fall Log. Each incident and the log itself will be reviewed by the appropriate shift supervisor, building and grounds supervisor, and the Joint Loss Management Committee (JLMC). Slip, Trip, and Fall Logs shall be kept in a centralized file or spreadsheet to monitor results, identify emerging trends, and to maintain documentation for potential claims.

SECTION VI: DISCIPLINARY POLICY

Disciplinary procedures are documented in the Town of Deerfield Personnel Handbook. Failure to adhere to this Safety Policy may be grounds for disciplinary action, which shall follow the guidelines of the applicable disciplinary procedures specific to the individual's employment with the Town. Re-training on safety rules and regulations may be included as part of the procedure.

A. Disciplinary steps may include:

- 1. Verbal warning by foreman or supervisor;
- 2. Written warning placed in personnel file;
- 3. Job suspension;
- 4. Dismissal.

SECTION VII: PROCEDURE FOR ACCIDENT AND INCIDENT REPORTING

Under **Lab 1403.04 Accident Reporting Requirements**, within 8 hours after its occurrence, the employer shall report an employment accident which is fatal to one or more employees or which results in the hospitalization of 3 or more employees shall be reported to the commissioner of labor. Notification may be given by telephone by calling (603) 271-3176, or 271-6850.

The following steps should be adhered to when reporting an injury or exposure that may have health risks. The goal of all accident and incident review shall be to determine what happened, why it happened, and how it happened to prevent it from happening again, NOT to find fault. Accurate reporting and subsequent investigations of injuries and incidents are essential to provide a safe working environment for all employees.

A. In the event of an accident or incident involving an employee:

- 1. After calling 911 for necessary emergency services, any Town employee involved in an accident or incident must report immediately to their Supervisor/Department Head. The Supervisor of the employee(s) will immediately notify the Department Head. If the incident involves an employee under the age of 18, the Department Head should contact the minor's parent(s).

2. Because it may not be immediately apparent who suffers an injury or a potentially harmful exposure, all accidents or incidents must be reported.
3. The Department Head of the employee(s) will immediately notify the Town Administrator who will in turn notify Human Resources of the situation. Human Resources will supply the appropriate forms and instructions on how to use the forms. Typically, accidents or incidents that may produce a workman's compensation claim or have a liability/damage claim will require associated forms to be completed by appropriate parties.
4. Any accident or incident which an employee verbally reports to a Supervisor/Department Head also must be reported by using an Accident/Incident Report. If applicable, it should be accompanied by an Employee Medical Waiver Form. The data should be made part of the Annual Incident Log.
5. The Town's Annual Incident Log for each given year will be kept by the Human Resources.
6. The redacted Town's Annual Incident Log and any necessary redacted forms will be shared with the JLMC to assist with their assessment.

B. In the event of an accident or incident involving a member of the public:

1. If any employee witnesses any person involved in an accident or incident while on Town property, the employee must immediately report it to the closest Supervisor/Department Head who in turn will notify the Town Administrator. If the incident involves a person under the age of 18, the Department Head or designee should contact the minor's parent(s).
2. Because it may not be immediately apparent who suffers an injury or a potentially harmful exposure, all accidents or incidents must be reported.
3. The employee or Supervisor should provide an Accident/Incident Report to the involved or injured person and or their designee and ask them to complete the top portion. If the person is unable or unwilling, the employee or Supervisor should complete as much of the Accident/Incident Report as possible and forward it to the Department Head as soon as possible.

C. The Department Head should take the following steps and report to Human Resources:

1. Investigate the scene as soon as practical after the accident/incident occurred, noting condition, description of the scene, and interview witnesses. Make notes, take pictures, and draw sketches as needed.
2. Interview witnesses soon after the accident/incident so that the facts will be fresh in their minds. Be certain that they understand that no blame is being placed and that you are simply trying to gather facts to prevent a recurrence.
3. Interview the involved parties when the timing is right (soon as possible). Do not fix blame or find fault, only seek facts.

- *Complete all appropriate forms within 3 business days of accident or incident. If the police or fire were called, attach a copy of the police and/or fire report.*

D. In most accident/incident investigations, the Department Head and Human Resources should consider the following:

1. What was the injured or exposed person(s) doing at the time of the accident/incident?
2. What were other persons doing at the time of the accident/incident?
3. Was the proper equipment being used for the task? What was the condition of the equipment? Was proper PPE being worn or used properly? What was condition of scene?
4. Is the process, operation or task new?
5. Were people properly supervised and trained?
6. Where was the location of the accident/incident? What was the physical condition of the area when the accident/incident occurred?
7. What action(s) could have prevented or minimized the accident or incident?

E. Time Limits and Routing Procedures:

1. All accident/incident and request forms are to be submitted to the Supervisor/Department Head in accordance with the specific procedures outlined in this section.
 2. *Department Heads are to forward forms to Human Resources within 3 business days of accident or incident.***
 3. The JLMC is to review received reports at its quarterly meeting:
 - a) The Department Head and Town Administrator should ensure prompt correction of any safety issue reported in an Incident Report without waiting for the JLMC meeting.
 4. The JLMC shall issue a report within 5 business days of the completion of its evaluation, and forward said report to Human Resources, the Department Head and the Town Administrator.
 5. The Department Head shall inform the employee of all findings and actions regarding accident or incident.
- **NOTE:** If the JLMC evaluation exceeds the 5-day period stated above, the JLMC is to notify the employee and his/her Department Head, as well as the Human Resource Coordinator of that fact, and keep them apprised of their progress until the finding is issued by Committee.

SECTION VIII: SAFETY/HEALTH EDUCATION AND TRAINING

Town employees shall be trained or educated regarding the safety and health associated with their job and workplace.

A. Training or retraining is required, but not limited to the following:

1. New employees.
2. Employees transferred from other Departments.

3. Department Heads, Supervisors, and JLMC members.
4. Reassurance of employee competency of Policy and Procedures.
5. When new processes or equipment are added to operation.
6. Employees or volunteers involved in special teams or committees such as emergency response teams, etc.

B. Types of Training:

1. **INTRODUCTORY:** All new or transferred employees will be told of their responsibilities under the Town's Safety Policy and be given a copy of same. The employee and supervisor will sign a form indicating the date and what was included in the training, and the form will go into that employee's personnel file.
2. **SPECIFIC "ON-THE-JOB":** Employees will be instructed by management in the proper method of performing each job, the hazards associated with it, the required personal protective equipment, and any necessary emergency procedures. This will be done upon initial work assignment, when changes in the job occur, or whenever deemed necessary by management.
3. **FOLLOW-UP:** When management identifies the need, follow-up training will be conducted. At a minimum, this training will be provided to all employees after an accident or incident. Some training may be annual or routine.
4. **REQUIRED:** DOL or Town training. Typically, this training and education shall be provided by JLMC.

C. Record-Keeping:

1. Introductory training shall be documented in the employee's personnel file. Subsequent Town training and/or Departmental training/education shall be maintained in files by the Department Head and/or HR.
2. Documentation shall include a brief description of the training, the date and instructor's name, and a list of those attending.

SECTION IX: PROCEDURE FOR HANDLING EMERGENCIES

- A.** In times of emergency, employees are expected to exercise their best judgment based upon circumstances and risk. When an accident or incident occurs, the first thing is to assess the scene and call for assistance. If trained, administer first aid and/or CPR and secure the area.

B. Steps for Emergency Response:

- ***Note Emergency Phone Numbers-***
FIRE: 911
POLICE: 911
AMBULANCE: 911

1. Call 911 and follow directions of the 911 operator.
2. Provide first aid.

3. Secure location and initiate evacuation procedures as needed.
4. When possible notify the Department Head and/or Town Administrator at (603) 4638811 ext. 309.
5. Follow accident reporting procedures.

C. Evacuation Procedures:

1. Post evacuation plans throughout the building.
2. Train employees to safely evacuate buildings safely.
3. Establish meeting points for all buildings in the event of an evacuation.

D. Fire Safety:

1. Follow the No Smoking Policy set forth in the Employee Personnel Policy & Handbook.
2. Provide and maintain fire extinguishers throughout town buildings.
3. Perform fire drills twice a year.

E. Medical/First Aid:

All permanent employees shall be offered first aid and CPR training on a biannual basis.

F. Crisis Intervention/Civil Disturbances:

1. Offer crisis intervention training to all employees.
2. Offer ICS 100 and 700 training to all employees.
3. Provide and test panic buttons for appropriate personnel.

SECTION X: INSPECTIONS

A. Annual Inspections:

1. The JLMC shall inspect all Deerfield government facilities for health and safety hazards on an annual basis. More frequent inspections may occur based on accident/incident data or if requested.
2. The JLMC shall use its inspection checklists for each facility inspected.
3. All identified hazards shall be communicated in writing to the Department Head within fourteen (14) business days of the findings.
4. The Department Head shall make immediate arrangements to correct any unsafe conditions brought to their attention by the inspection, including training. If they are unable to immediately make corrections, then steps will be taken to prevent or reduce future problems.
5. A follow-up audit shall be performed by the JLMC within a three (3) month period to ensure the correction of the hazard.
6. Annual inspections reports shall be filed through JLMC to the Town Administrator and Board of Selectmen.

- B.** Every employee and elected official is encouraged to participate in the safety process, and to make specific safety concern known to the Department Head who will in turn notify the Town Administrator and JLMC.

SECTION XI: WORKPLACE VIOLENCE

Policy: It is the Town of Deerfield's policy to promote a safe environment for our employees and the visiting public, and to work with our employees to maintain a work environment that is free from violence, harassment, intimidation, and other disruptive behavior. Violence or threats of violence - in all forms - is unacceptable behavior. It will not be tolerated and will be dealt with appropriately. The Town of Deerfield Personnel policies are incorporated into this Policy.

APPENDIX A

FORMS:

1. Form 1 - Town of Deerfield Accident/Incident Report
2. Form 2 - Town of Deerfield Employee Medical Waiver Form
3. Form 3 - NH DOL – Employer's First Report of Injury or Occupation Disease (8WC)
<https://www.nh.gov/labor/documents/first-report-injury.pdf>
4. Form 4 - NH DOL - Notice of Accidental Injury or Occupational Disease (8aWCA)
<https://www.nh.gov/labor/documents/occupational-disease.pdf>
5. Form 5 - NH DOL – Employer's Supplemental Report of Injury (13WCA)
<https://www.nh.gov/labor/documents/supplemental-injury.pdf>
6. Form 6 - Town of Deerfield Employee Immunization Waiver
7. Form 7 - Town of Deerfield Annual Log
8. Form 8 - Town of Deerfield Annual Slip Trip & Fall Log

Form 1

**TOWN OF DEERFIELD
ACCIDENT/INCIDENT REPORT**

GENERAL INFORMATION: (COMPLETED BY EMPLOYEE OR OTHER - please print)

Date of Report: _____ Date & Time of Event: _____

Name (employee or other): _____ Job Title: _____

Address (non-employee): _____

Phone (non-employee): _____

Specific Location of Event: _____

DESCRIPTION OF ACCIDENT OR INCIDENT: _____

WITNESSES (Names & Addresses): _____

SIGNATURE OF EMPLOYEE OR OTHER: _____ Date: _____

SUPERVISORY SECTION

REPORT RECEIVED BY: _____ Date: _____

Nature of Injury or Illness: _____

Employee Left Work: Yes ____ No ____ . Date & Time: _____

Individual Receive Medical Care/First Aid: Yes ____ No ____ . Medical Facility: _____

Expected Date of Return: _____

ACTION TAKEN: _____

Police Report Filed: Yes ____ No ____

EMT Report Filed: Yes ____ No ____

MEDICAL WAIVER ATTACHED: Yes____ No____

SIGNATURE OF SUPERVISOR: _____ Date: _____

SIGNATURE OF DEPARTMENT HEAD (if different) _____ Date: _____

Return this completed form to Human Resources within 3 days of the Accident/Incident.

JLMC SECTION

Date Reviewed by JLMC: _____

COMMENTS/ACTIONS: _____

Date Returned to Department Head: _____

SIGNATURE OF JLMC REPRESENTATIVE: _____

Date Signed: _____

Form 2

**TOWN OF DEERFIELD
EMPLOYEE MEDICAL WAIVER FORM**

I, _____, do not wish to receive professional medical attention or treatment for the work-related injury or illness cited in the attached Accident/Incident Report (Form 1).

By signing this form, it does not preclude me from seeking medical attention or filing a worker's compensation claim.

EMPLOYEE (Print Name)

EMPLOYEE SIGNATURE

DATE

DEPARTMENT

NOTE: This waiver form is to be attached to the Accident/Incident Report and returned to Human Resources within 3 business days of the Accident or Incident.

NEW HAMPSHIRE DEPARTMENT OF LABOR
EMPLOYER'S FIRST REPORT OF INJURY OR OCCUPATIONAL DISEASE (8WC)

[illegible]

Form 4

NEW HAMPSHIRE DEPARTMENT OF LABOR
NOTICE OF ACCIDENTAL INJURY OR OCCUPATIONAL DISEASE (8aWCA)

[illegible]

Form 5

**NEW HAMPSHIRE DEPARTMENT OF LABOR
EMPLOYER'S SUPPLEMENTAL REPORT OF INJURY (13WCA)**

[illegible]

**TOWN OF DEERFIELD
EMPLOYEE IMMUNIZATION WAIVER FORM**

I, _____ understand that the Town of Deerfield is offering me the opportunity to receive immunization against the following blood borne infectious disease at the sole expense of the Town.

The signature below indicates my voluntary request to waive the opportunity to receive the immunization(s) offered by the Town of Deerfield. Further, I hereby release and indemnify the Town of Deerfield and all its officials from any liability for my exercising my option to waive the immunization offered.

Type of Immunization Offered: _____

EMPLOYEE (Print Name)

EMPLOYEE SIGNATURE

DATE

DEPARTMENT

Please return to Human Resources.

Form 7

TOWN OF DEERFIELD ANNUAL LOG

[illegible]

Form 8

TOWN OF DEERFIELD ANNUAL SLIP, TRIP & FALL LOG

[illegible]

APPENDIX B

EMERGENCY PROCEDURES

[illegible]

LOCKDOWN ANNEX
EVACUATION ANNEX
REVERSE EVACUATION ANNEX
SHELTER IN PLACE ANNEX
DROP COVER & HOLD ANNEX
ARMED INTRUDER ANNEX
REUNIFICATION ANNEX

TOWN CLERK/TAX COLLECTOR, ADMINISTRATION POLICIES/PROCEDURE

- **Town of Deerfield**
8 Raymond Road
P.O. Box 159
Deerfield, NH 03037
- **PHONE:** (603) 463-8811
Fax: (603) 463-2820
- *Kelly Roberts, Town Clerk/Tax Collector*
- *Kim Crotty, Deputy Town Clerk/Tax Collector*

I. HOURS:

Mon. and Tues. 8am to 2:30pm ~ **Wed. 8am to 7pm** ~ Thurs. and Fri. 8am to 2:30pm

II. MISSION STATEMENT:

The Town Clerk/Tax Collector's Office is committed to accurately recording and preserving the Town's history, and; serving the public impartially and with great care. We serve as the doorway into local government, performing a variety of statutory functions. The nature of this office requires us to maintain the highest level of standards and professionalism at all times. We are continually advancing our best practices to deliver efficient and quality services to our residents.

We are responsible for:

1. the issuance of both local and state motor vehicle titles and registrations,
2. marriage licenses and,
3. birth and death certificates, and;
4. dog licensing
5. administering all local, state, and federal elections as well as voter registration and absentee ballots, including pole licenses
6. the issuance and collection of all taxes assessed to property owners
7. Oaths of Office and Sheriff's Writs
8. Articles of Agreement (non-profit filings)
9. filing of Dredge and Fill Applications, and;
10. other miscellaneous collections

We are an integral part of town government, often the first point of contact with local officials that residents encounter. The Town Clerk/Tax Collector's office is the leading revenue collector for the town and strives to provide residents with accurate and efficient services. We take great pride in serving you.

III. MOTOR VEHICLES:

Town Clerk/Tax Collector's Office is directly on-line with the State of New Hampshire and can process the entire Motor Vehicle registration The Office. Residents can pay a \$2.00 Municipal Agent Fee (**RSA 261:74-d**) to complete the following State DMV transactions in the Deerfield Town Clerk/Tax Collector's Office:

1. New, Renewal & Transfer Registrations up to and including 26,000 lbs. (No Apportioned)
2. Late Renewals regardless of how late (except 4-digit plates)
3. Enter Title Application information from Dealer/Lienholder.
4. Enter Title Application information based on Title/Certificate of Origin
5. Check on Availability of Vanity Plates (Passenger & Conservation)
6. Issue "Moose" Plates
7. Issue Farm, Agricultural & Farm Tractor Plates
8. Renew Construction Plates for Vehicles up to and under 26,000 lbs. (No Apportioned Plates)
9. Replace full sets of Plates or one Replacement Plate
10. Replace Decals
11. Replace Registration
12. Change Individual's Name/Address
13. Receive cash, checks, money orders or traveler's check for payment to the State

In order to accommodate the needs of the residents and businesses of Deerfield, The Town Clerk/Tax Collector's Offices mail out Motor Vehicle Registration Renewal Notices. If the Registrant returns the Renewal Notice with a check for the Town and a separate check for the State of NH DMV both portions of the registration can be completed in the Deerfield Clerk's Office and returned to the Registrant. In order to complete the State portion of the registration, the Town Clerk collects a Municipal Agent Fee per **RSA 261:74-d**.

IV. DOG LICENSES:

The Deerfield Town Clerk/Tax Collector's Office keeps inventory of canine rabies papers and provides dog licenses to Deerfield residents.

1. Reminders for residents to renew their dog licenses are sent out mid-March.
2. All dogs should be licensed by April 30th each year.
3. Residents should bring their most current rabies papers with them when they come to license their dogs.
4. If the dog has been altered, proof of spaying/neutering should be brought in as well.
5. ***The fees for dog licensing are as follows:***
 - a) Altered Dog ...**\$6.50**
 - b) Unaltered Dog ...**\$9.00**
 - c) Group Dog License (5 or more dogs) ...**\$20.00**
 - d) Dogs belonging to Senior Citizens (1 dog) ...**\$2.00**
 - e) Dogs at least 4 months old but less than 7 months ...**\$6.50**

V. HEALTH & HUMAN SERVICES:

The Deerfield Town Clerk/Tax Collector is on-line with the New Hampshire Health & Human Services. The Town Clerk/Tax Collector can provide the following service and records for Health & Human Services:

1. ***Marriage License:*** To apply for a marriage license at the Town/Clerk Tax Collector's Office both parties must be present. For a first marriage, each person needs his or her birth certificate and photo identification. If you have a request for a marriage license and there is a prior marriage, a certified copy of a death certificate or divorce decree each with the raised seal is required along with the birth certificates and photo identification.
 - The charge for a **marriage license is \$45.00.**
 2. ***Marriage Certificates:*** The Town Clerk/Tax Collector's Office can produce Certified Marriage Certificates for any marriages applied for in New Hampshire from 1989 to the present. For marriages that occurred prior to 1989, the Town Offices only have Certified Marriage Certificates for Marriage Licenses that were issued from the Deerfield Town Clerk/Tax Collector's Office.
 - First Copy: **\$15.00** - Subsequent Copies: **\$10.00**
 3. ***Birth Certificates:*** The Deerfield Town Clerk/Tax Collector's Office can produce Certified Birth Certificates for anyone born in New Hampshire from 1988 to the present. For births from 1987 and prior, the Office can only provide Certified Birth Certificates for people born in Deerfield.
 - First Copy: **\$15.00** - Subsequent Copies: **\$10.00**
 4. ***Death Certificates:*** The Town Clerk/Tax Collector's Office can produce Certified Death Certificates for deaths that occurred in New Hampshire from 1990 to present. For deaths from 1989 and prior, the Office can only provide Certified Death Certificates for deaths occurring in Deerfield.
 - First Copy: **\$15.00** - Subsequent Copies: **\$10.00**
- A. In order to request a Birth Certificate, Death Certificate or Marriage Certificate, the requestor must have a direct and tangible interest in such record. Reference **RSA 126:14.***
- B. The request for one of these certificates must be made in writing. Forms are available in the Town Clerk/Tax Collector's Office and can be filled out by the requestor at the time of the request.*

VI. ELECTIONS:

The Deerfield Town Clerk/Tax Collector's Office oversees and is responsible for duties regarding the election process. The Office compiles the information to be voted on at Elections as required by law and sends ballots to be printed. The Office prepares and posts all election materials for Federal, State and Town elections as required by law.

1. **Register to Vote:** Deerfield residents that are U.S. Citizens or Naturalized U.S. Citizens and are ages 18 or older may register at the Town Clerk/Tax Collector's Office. Proof of citizenship, age and domicile are required in the form of a New Hampshire driver's license; birth certificate; passport, naturalization papers (if the applicant is a naturalized citizen); a citizenship affidavit or any other reasonable documentation which indicates that the applicant is a United States citizen, age 18 or older and a Deerfield resident. *Reference RSA 654:12.*

The voter applications collected by the Town Clerk's Office are transferred to The Supervisors of the Checklist. The Supervisors of the Checklist hold a meeting to review voter applications. If an applicant has provided sufficient proof of Deerfield residency and United States citizenship, the applicant's name is added to the Deerfield Voter Checklist.

2. **Declaration of Candidacy:** Deerfield registered voters who are seeking an elected Office in the Town file for candidacy at the Town Clerk/Tax Collector's Office during the filing period. A dollar fee is required to declare candidacy for Town Offices that receive compensation.
3. **Absentee Ballots:** The Deerfield Town Clerk/Tax Collector's Office prepares absentee ballots prior to election for those Deerfield registered voters or armed services voters who will be absent from Deerfield on the day of any Election or cannot appear in public on election day because of his/her observance of a religious commitment, or who, by reason of physical disability, is unable to vote in person at town election. *Reference 669:26*

Once the request form is filled out, the Office will send out an absentee ballot. The deadline for the Town Clerk to accept any completed absentee ballot is 5:00pm on Election Day. *Reference 657:22*

VII. TOWN REPORT:

The Deerfield Town Offices assist in the Selectmen's responsibility of publishing the Annual Town Report in a pamphlet form at the expense of the Town and have it made available to the Deerfield voters at least 7 days prior to the Annual Town Meeting. *Reference RSA 41:14*

VIII. ANNUAL TOWN MEETING

IX. PROPERTY TAXES:

The Deerfield Town Clerk/Tax Collector's Office processes taxes with the tax rate set by the New Hampshire Department of Revenue and the Deerfield Voters.

1. **Tax Bills:** Tax payments are due twice a year for Deerfield landowners. They are due in the beginning of July and in the beginning of December. The bills are mailed out 30 clear days prior to the due date.

Taxes can be mailed to the Office at POX 159 or they can be paid in person at 8 Raymond Road in the Tax Collector's Office. If a taxpayer mails in their payment and

would like a receipt, a self-addressed, stamped envelope should accompany the payment.

2. ***Requests for Tax Information:*** The Town Clerk/Tax Collector's Office staff is always available during business hours to answer tax questions over the phone, by mail or in person. Tax information is a matter of public record and the Town Clerk/Tax Collector's Office receives requests for this information from Mortgage Companies, Title Companies, Closing Companies, Real Estate Agencies and Private Citizens. The Town Clerk/Tax Collector's Office responds to these requests in a timely manner. Any questions relating to assessing, land usage or requests for Map and Lot numbers are directed to the Selectmen's Office.

**TREE MAINTENANCE AND REMOVAL
POLICY/PROCEDURE**

The Tree Maintenance and Removal Policy is adopted on this Twentieth Day of June in the Year Two Thousand Eleven by a Vote of the Deerfield Board of Selectmen.

John Reagan, Chairman

Alan E. O’Neal, Vice Chairman

R. Andrew Robertson

Stephen R. Barry

William A. Perron

***TOWN OF DEERFIELD
BOARD OF SELECTMEN***

Town Seal

Effective Date: June 20, 2011

TREE MAINTENANCE AND REMOVAL POLICY/PROCEDURE

I. PURPOSE:

NH Statutes and court have now imposed an obligation to exercise reasonable care to prevent decayed or defective trees from causing harm.

Landowner may be liable to the town. RSA 236:30, “shall place any obstruction in a highway or cause any defect, insufficiency or want of repair of a highway which renders it unsuitable for public travel...”

- The Pesaturo case serves as notice that **all landowners now have a legal duty to maintain trees** as to not constitute an unreasonable risk of harm to others. (the traveling public or public utility equipment)

Abutters to a road almost always own the right-of-way and the trees.

“...a landowner who knows or should know that his tree is decayed or defective and fails to maintain the tree reasonably is liable for injuries proximately caused by the tree, even when the harm occurs outside of his property lines. However, a landowner does not have a duty to consistently and constantly check all trees for non-visible decay. Rather, the manifestation of the tree’s decay must be readily observable in order to require a landowner to take reasonable steps to prevent harm.”

Trees are the responsibility of the property owner unless an easement for vehicular access over the land transfers the obligation to the holder of the easement to maintain or remove trees interfering with vehicular access.

- **Owner of a tree may be liable for damages** including damages to the highway itself.

The tree may be declared a public nuisance under **RSA 231:45**. The landowner must be notified and offered a hearing provided, and the landowner is provided a further right to appeal the issue to Superior Court within 30 days of the decision declaring the tree a public nuisance. -All of these procedures are unnecessary in the case of an “imminent threat to safety or property.”

On a scenic road trees will not be cut, damaged or removed without prior written consent of the Planning Board.

Tree owners have a right to not have their trees pruned.

- **RSA 231:172 allows a utility to prune or remove** with at least 45 days' notice. If owner objects a hearing is available to Board of Selectmen who may assess any damages against the utility to compensate the owner for the loss of the tree.

Public utilities may petition the Board of Selectmen, **RSA 231:145**, to remove a tree if it creates a "public nuisance by reason of unreasonable damage to the traveling public, spread of tree disease or the reliability of equipment installed at or upon utility facilities.

- **Owner may also be liable for damages to utility lines.**

Municipalities have the duty to maintain municipal highways. **RSA 231:3.**

The town has a duty to remove from rights-of-way all trees & bushes that may pose a danger so long as the vegetation has a circumference of less than 15", 4' from the ground.

Greater than 15" requires landowner permission for pruning or removal.

II. PROCEDURE:

Any person may notify the town of a tree believed, because of condition or location, to be a danger to persons or property. Town employees are all encouraged to report such trees to the Tree Warden or Town Administrator.

The Tree Warden will make the determination to prune or remove any tree in the right-of-way and make arrangements for the work to be done by public works employees or outside contractor. If time permits bids should be sought.

A tree on private property is the responsibility of the property owner. However, the Tree Warden will cause a certified letter or Police delivery of a notice to the owner of the tree. The owner will be warned of the liability they face because of the changes in the RSAs and the decisions of the courts.

If a property owner is unable to abate the danger the Tree Warden may recommend to the Selectmen the removal or pruning of the tree to assist the property owner with the expense. Such town removal or pruning may be a lien on the property against a future sale or such time the owner removes the lien by payment.

**TOWN OF DEERFIELD
BOARD OF SELECTMEN**

June 20, 2011

MINUTES

Call to Order

5:30pm: Chairman, John Reagan called the meeting to order.

Pledge of Allegiance to the Flag

Chairman Reagan asked all to rise and pledge allegiance to the Flag.

Present: John Reagan, Chairman; Alan E. O'Neal, Vice Chairman; Stephen R. Barry, R. Andrew Robertson and Bill Perron, Selectmen

Also Present: Leslie A. Boswak, Town Administrator

Bids

1. 2005 Ford Crown Victoria

Chairman Reagan confirmed that the notice for bids on the 2005 Ford Crown Victoria was posted on the Town's website, Town Offices building, library, post office and The Forum.

A. Grace Quality Used Cars of Morrisville, Pennsylvania: Bid \$2,242.00

B. William Perron: Bid \$350.00

MOTION: Selectman Barry moved to accept the bid from Grace Quality Used Cars.

SECONDED: Vice Chairman O'Neal

VOTE: All in Favor

2. Heating Oil

Notices were published in the Union Leader on Sunday, June 12, 2011 and were posted on the Town website, the town office building and The Forum for heating oil, propane, diesel, and window replacement.

A. Buxton Oil

Option-1: For 30,000 gallons at \$3.399 per gallon; does not need to be prepaid, the payment terms are net 20days and the program runs from September through June 1, 2012 with a locked-in rate. Any unused gallons could be subject to penalty, and the price does include all state and delivery costs.

Option-2: Variable rate of \$.29 cents over Sprague Energy posted price; not locked in and does change up and down (30,000 gallons).

B. Rhymes

Option-1: Approximately 35,000 gallons at a fixed price of \$3.43 per gallon from September 1st to May 31st.

Option-2: For \$.28 cents over Sprague Energy. Price on day of delivery.

C. Palmer Gas & Oil

Option-1: Fuel Oil at \$3.669 per gallon.

Option-2: Fuel Oil at current price of oil, less a 15 cent discount.

D. Fred Fuller

Option-1: Fixed price of \$3.345 per gallon from September 1st through April 30th; all deliveries made outside the fixed price on non-heating season months will be rack, plus 0.1625.

E. Irving Oil

Option-1: Fixed price of \$3.385 per gallon.

Option-2: Variable price based on Irving rack, the markup over rack is \$.09 cents.

The Board referred these bids to Mark Tibbetts for him to make his recommendation.

3. Propane

Seeking bids for approximately 4,000 gallons of propane.

F. Rhymes

Option-1: Fixed price of \$2.11 per gallon from September 1st through May 31st.

Option-2: For \$.33 cents over Rhymes heating oil daily cost.

G. Amerigas

Option-1: Price market index terminal 809, plus \$.40 cents per gallon.

H. Viking Propane of Candia

Option-1: For \$.43 cents above their current cost of \$1.93 or total today of \$2.36; additionally, they will provide one 500-gallon tank to replace the 500-tank behind the fire station.

I. Energy North Propane of Concord

Option-1: Fixed price of \$2.485 per gallon until May 31, 2012, with no charge for transition.

J. Irving

Option-1: Fixed propane at \$2.217 per gallon.

Option-2: Variable propane at \$2.5653 per gallon.

*If the gallons are consumed towards the end of the contract, pricing will revert to the variable rate.

K. Palmer Gas

Option-1: Fixed price of \$2.27 per gallon.

Option-2: Atkinson Landed price, plus \$.50 cents per gallon; currently \$2.359 per gallon.

The Board referred these bids to Mark Tibbetts for him to make his recommendation.

4. Diesel Fuel

Seeking bids for approximately 8,000 gallons of diesel.

L. Buxton Oil

Option-1: Variable rate of \$.29 cents over Sprague Energy posted price; not locked-in.

M. Rhymes of Concord

Option-1: Price of \$.28 cents over Sprague Energy posted price; today at \$3.437 per gallon.

N. Irving

Option-1: Variable price of \$3.48 per gallon from July 1st through June 30, 2012; the rate offers a variable rate based over Irving rack. The rack price will vary daily, but the markup of \$.11.9 cents will not change during the term of the contract.

MOTION: Selectman Robertson moved to accept Irving's proposal for on-road diesel.

SECONDED: Selectman Perron

VOTE: All in Favor

5. Window Replacement Bids

A. Gary Anderson Home Improvements of Nottingham: To remove existing window wall, existing frame wall and existing window wall in the Town Administrator's office, and frame new exterior walls. Windows installed per specifications, R-20 and fiberglass insulation installed, sheet rock with tape, compound three coats and primer, interior finish paint (2-coats), interior casing installed, exterior seal and tape installed regarding zip wall system supply, installation of impression and clean up and removal of debris on a daily basis for a total of \$23,790.00.

B. Dallaire Build Services: Bid of \$26,125 with the same scope of work.

The Board referred these bids to Mark Tibbetts for review. Mr. Tibbetts will do reference checks on the two new bidders.

Regular Business

1. Review of Outstanding Minutes:

MOTION: Selectman Robertson made a Motion to approve the Minutes of 6/6/11 & 6/13/11 as written.

SECONDED: Vice Chairman O'Neal

VOTE: 4/1 (1-Abstention)

2. Vouchers/ Accounts Payable Manifest/ Total of \$91,288.58

MOTION: **Selectman Robertson moved to approve the Payroll Manifest in the amount of \$91,288.58**

SECONDED: Vice Chairman O'Neal

VOTE: All in Favor

3. Signatures:

A. Signatures Requiring a Vote

1) Recommendation to not use the PA28 Inventory form from the DRA.

MOTION: **Selectman Barry made a Motion to approve the recommendation.**

SECONDED: Vice Chairman O'Neal

VOTE: All in Favor.

2) Notice of Abatement Denial/ Joseph Perro/ Map 419, Lot 48-7

Notice of Abatement Denial/ Bruce & Helen Symonds/ Map 415, Lot 69

Notice of Abatement Denial/ New Hampshire Electric/ Map UTIL, Lot 00NHELEC

MOTION: **Selectman Barry made a Motion to approve all three abatements.**

SECONDED: Vice Chairman O'Neal

VOTE: All in Favor.

3) Notice of Abatement Approved/ Michael & Donna Corriveau/ Map 424, Lot 93-29

MOTION: **Selectman Barry made a Motion to approve the abatement.**

SECONDED: Vice Chairman O'Neal

VOTE: All in Favor.

4) Notice of Computer Adjustment/ Dorothy LeClerc (c/o Diane LeBlonde)

MOTION: **Vice Chairman O'Neal made a Motion to approve the abatement.**

SECONDED: Selectman Barry

VOTE: All in Favor.

5) Request for Abatement/ Lois Tilton property/ 72 Nottingham Road/ Asking for a complete abatement

MOTION: **Vice Chairman O'Neal moved to deny the abatement.**

SECONDED: Selectman Barry

VOTE: All in Favor

6) Request for Deferral/ Lois Tilton property/ 2010 Taxes

MOTION: **Selectman Barry moved to grant the deferral.**

SECONDED: Selectman Robertson

VOTE: All in Favor

The Chair recognized Chief Tibbetts. Mr. Tibbetts referred to the propane bids and recommended they award it to Rhymes for \$2.11 cents per gallon.

MOTION: **Selectman Barry moved to award the bid to Rhymes.**

SECONDED: Vice Chairman O'Neal

VOTE: All in Favor

Mr. Tibbetts referred to the oil bids and stated that even though Irving was a cent cheaper than Buxton Oil, he will need to speak to them, as the Town has had problems in the past (other than Buxton Oil) of running out of oil and needing to be primed in the worst times of the winter.

Vice Chairman O'Neal noted that Fred Fuller was the cheapest. Mr. Tibbets stated that he called them a month before the contract was up and asked for them to top off everything in the Town of Deerfield and they said they would not do it; they would do it for the going price at that time and would not honor the contract price, in addition to this we ran out of oil four times last year. They were sent a letter to try to get money reimbursed and they did not send back anything. He added that he just found out tonight just before this meeting that Fred Fuller topped of the Library last week without permission at a higher price than the contract, which expired June 1st.

7) Dog Warrant for 2011

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

SECONDED: Selectman Barry

VOTE: All in Favor

8) Northern Pass Advisory Committee Charter; purpose is to gather factual information regarding the Northern Pass Transmission Project. The Committee is to report to the Board all findings, which are to include the total impact the project will have on the community, residents and environment. They do not have the authority to expend money, they are not agents of the Town of Deerfield or the Board of Selectmen, and all meeting of the Northern Pass Advisory shall be held in accordance with RSA91A. Eight individuals will be appointed to the committee.

MOTION: Selectman Barry made a motion to sign the charter.

SECONDED: Vice Chairman O'Neal

VOTE: All in Favor

Terms of office through March 31, 2012; Matt Reed, Tom True, Ericka Hellman, Erick Berglund, Michael O'Neil, Steve Neely, Kathy Shigo and Jeanne Menard.

MOTION: Selectman Barry made a motion to approve the above appointments.

SECONDED: Selectman Robertson

VOTE: All in Favor

9) Tree Maintenance & Removal Policy, to be adopted on June 20, 2011 by a vote of the Deerfield Board of Selection.

MOTION: Vice Chairman O'Neal moved to adopt the policy.

SECONDED: Selectman Robertson

VOTE: All in Favor

MOTION: Vice Chairman O'Neal moved to appoint the Highway Agent as the Tree Warden, pending his acceptance.

SECONDED: Selectman Barry

VOTE: All in Favor

10) Request from Deerfield Community School's 2012 graduation class to use the George B. White parking lot for a fundraiser on 9/10 & 0/17.

MOTION: Selectman Barry moved to approve those dates.

SECONDED: Selectman Perron

VOTE: All in Favor

11) Permission to surplus the 16 foot aluminum boat and boat trailer.

MOTION: Selectman Barry moved to approve the surplus.

SECONDED: Selectman Robertson

VOTE: All in Favor

B. Signatures Not Requiring a Vote

Board of Selectmen
June 20, 2011
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- 1) Notice of Intent to Cut Wood or Timber/ Teddy & Renee Rouse/ Map 413, Lot 091 The Board signed.
4. Review of Correspondence:
 - 1) Appointment for Glenda J. Smith of the Veasey Park Commission; term of office until April 2014. The Board signed.
 - 2) Rescue Squad Stipend Calculations through May 31st, totaling \$9,000.00 The Board signed.
 - 3) DES is looking for three individuals interested in serving on a local advisory committee for the Lamprey River and other rivers.
The Board will put out a notice on the Forum (and every other place they can find) for volunteers.
 - 4) Property Taxes/ James Howe/ Protesting to pay the School portion of his taxes and requests a refund check
A letter shall be mailed stating that they understand the frustration they may have had in regards to this, however the Town of Deerfield is unable to process any refund for the School taxes paid on the property.
5. Unfinished Business: None
6. Town Administrator's Report:
 - 1) Requested Penny Touchette to contact Avitar regarding the meeting where Erick Berglund & Ericka Hellman were speaking about the Northern Pass Project, and found that they can do a generalized assessment impact for the Town. There will be a full presentation to the Board on Tuesday, July 5, 2011 and the Advisory Committee members will be informed.
 - 2) Dog Ordinance: Would like to schedule a public hearing for July 18, 2011 and would have to advertise in the newspaper by July 4th.
 - 3) Working to prepare a long-term maintenance plan for all the Town buildings.
 - 4) Budget Schedule: Beginning September 12th.
 - 5) Proposing an initial meeting date of next Monday at 5:30pm for the Northern Pass Committee to do their organizational meeting.
7. Other Business:

Selectman Robertson said citizens approached him regarding the ditching protocol on Harvey Road; one was impressed that the ditching went back far in the sides of the road and two others thought it could be accomplished without going quite as far afield from the road, and maybe leaving some vegetation.
8. New Business: None

Citizen's Comments

Walter Hooker said his neighbor brought cinder blocks to the Transfer Station, but was told they could recycle them and would not accept them. Chairman Reagan said a fellow looked over the pile and said he was prepared to remove all the uncontaminated concrete. The Board requested they give more details to the Board directly for research as to why.

Kathy Shigo said about a year ago she came to the Board regarding the dirt bikers using the Deerfield roads as tracks and it is still not resolved. She spoke to the Chief, but they are still out every Sunday. Selectman Robertson said it was a planned organization and last weekend was the planned organized ride; the club gets a waiver from the State allowing them to ride on Class-6 roads, hiking trails and State Parks.

Adjourned

6:22 pm

- MOTION:** Selectman Barry made a Motion to adjourn.
SECONDED: Vice Chairman O'Neal
VOTE: All in Favor The June 20, 2011 meeting is adjourned.

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

VITAL RECORDS

- Division of Vital Records Website:
http://sos.nh.gov/vital_records.aspx
- Application for Birth/Death/Marriage Certificate:
<http://sos.nh.gov/certcopies.aspx>

The Town Clerk/Tax Collector's Office can issue vital records upon completion of forms and the appropriate fee(s) being paid.

1. Vital records are subject to privacy laws and only authorized person(s) can gain access to them. However, some vital records are open to the public and are as follows:
 - a) **Non-Restricted Records:**
 - i. Birth prior to 1901
 - ii. Death prior to 1948
 - iii. Marriage prior to 1948
2. Vital records that are restricted by privacy and require further proof of a "direct and tangible interest" and valid photo ID are as follows:
 - a) **Restricted Records:**
 - i. Birth 1985 to present
 - ii. Death 1990 to present
 - iii. Marriage 1989 to present
3. **Vital Statistics Database:**

The Town of Deerfield has access to a statewide vital statistics database. Records on the database can be obtained at any New Hampshire city or town clerk's office. Records that are not yet on the database will have to be obtained in the city or town where they originated from.

 - a) **Records presently available on the database are as follows:**
 - i. Birth – 1985 until present
 - ii. Death – 1990 until present
 - iii. Marriage – 1989 until present
 - iv. Divorce – 1990 to within 6 months from the present search date
 - v. Civil Union – 2008 until 2009
 - vi. Civil Union Dissolutions – 2008 to within 6 months from the present search date
4. **Genealogical Research:**
 - a) Individuals wishing to conduct genealogical research on unrestricted records may do so by visiting the State Genealogical Research Center at 71 South Fruit Street in Concord, New Hampshire.

- b) You may conduct Local research here at the Town Clerk's Office, however, please be advised that if you desire *certified* copies, a \$15.00 fee is charged for each name that is searched, regardless if any records were found or not (NH RSA 5-C:10). If you do not want certified copies, regular town photocopy rates apply.

a) **Any Questions, feel free to give us a call at:**

Kelly Roberts, Town Clerk/Tax Collector – (603) 463-8811 x312

Kim Crotty, Deputy Town Clerk/Tax Collector – (603) 463-8811 x308

5. Marriage License Procedure:

- a) We ask that the couple come in at least (1) one hour before we close, as there are worksheets that need to be completed, and information that will need to be verified. You will both need to be present, and will need to bring with you:
 - i. Photo ID (i.e. valid driver's license, military ID, or passport)
 - ii. Proof of dissolution of any prior marriage and/or civil union (i.e. a *certified* copy of a divorce decree, *certified copy* of death certificate)
- b) The marriage license fee is \$45.00 made payable to the Town of Deerfield. We also take a \$15.00 check upfront for the marriage abstract that you will receive after your ceremony. This will be important if you decide to change your name and social security information.
- c) The marriage license will be good for (90) ninety days after the date of issuance, if, for any reason, you do not get married within that time frame you will have to re-apply for a new license.

6. Marriage Certificate:

- a) Marriage records older than 1989 will have to be obtained in the city or town where the event occurred. Marriage records dated 1989 until the present can be obtained at the Deerfield Town Clerk's Office AND any New Hampshire city or town clerk's office.
- b) Marriage records are protected by privacy and only interested person(s) can obtain these records. A person must have a direct and tangible relationship with the person, including but not limited to: spouse; mother; father; son; daughter; grandfather; grandmother; grandson; granddaughter. *Cousins, friends, and acquaintances do not qualify.*
- c) In order to receive a marriage certificate, you will need to complete an application for your request, and a valid photo ID will be required. Any person who knowingly provides false information will be guilty of a Class B felony.
- d) **The cost for a marriage certificate is \$15.00 for the first copy and \$10.00 for additional copies.**

7. Birth Certificate:

- a) Birth records older than 1985 will have to be obtained in the city or town where the event occurred. Birth records dated 1985 until present can be obtained at the Deerfield Town

Clerk's Office AND any New Hampshire city or town clerk's office.

- b) Birth records are protected by privacy and only interested person(s) can obtain these records. A person must have a direct and tangible relationship with the person, including but not limited to: mother; father; son; daughter; grandfather; grandmother; grandson; granddaughter; spouse. *Cousins, friends, and acquaintances do not qualify.*
- c) In order to receive a birth certificate, you will need to complete an application for your request, and a valid photo ID will be required. Any person who knowingly provides false information will be guilty of a Class B felony.
- d) **The cost for a birth certificate is \$15.00 for the first copy and \$10.00 for additional copies.**

8. Death Certificate:

- a) Death records older than 1990 will have to be obtained in the city or town where the event occurred. Death records dated 1990 until present can be obtained at the Deerfield Town Clerk's Office AND any New Hampshire city or town clerk's office.
- b) Death records are protected by privacy and only interested person(s) can obtain these records. A person must have a direct and tangible relationship with the person, including but not limited to: mother; father; son; daughter; grandfather; grandmother; grandson; granddaughter; spouse; funeral director; attorney representing the estate (with proof of representation through estate documents). *Cousins, friends, and acquaintances do not qualify.*
- c) In order to receive a death certificate, you will need to complete an application for your request, and a valid photo ID will be required. Any person who knowingly provides false information will be guilty of a Class B felony.
- d) **Costs for a death certificate are \$15.00 for the first copy and \$10.00 for additional copies.**

9. Divorce Certificate:

- a) Divorce records dated 1990 until within 6 months from the present search date can be obtained at the Deerfield Town Clerk's Office AND any New Hampshire city or town clerk's office. Older divorce records will have to be obtained at the court where the divorce originated from.
- b) Divorce records are protected by privacy and only interested person(s) can obtain these records. A person must have a direct and tangible relationship with the person, including but not limited to: former spouse; mother; father; son; daughter; grandfather; grandmother; grandson; granddaughter. *Cousins, friends, and acquaintances do not qualify.*
- c) In order to receive a divorce certificate, you will need to complete an application for your request, and a valid photo ID will be required. Any person who knowingly provides false information will be guilty of a Class B felony.
- d) **Costs for a divorce certificates are \$15.00 for the first copy and \$10.00 for additional copies.**