

**TOWN OF DEERFIELD  
BOARD OF SELECTMEN  
October 16, 2017  
Minutes**

**Call to Order**

5:30 pm – Chairman Barry calls the meeting to order

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

**Pledge Allegiance to the Flag**

Chairman Barry asks all to rise and pledge Allegiance to the Flag

**Longevity Award** – Dennis Paradise

Chairman Barry recognized Dennis Paradise stating that he has worked for five hard years in one of the toughest places that you can work in the Town of Deerfield which is down at the Transfer Station. The Board would like to thank you very much and Mr. Paradise thanked the Board.

Chairman Barry stated that they were going to move from the Selectmen's meeting to a public hearing.

**PUBLIC HEARING REGARDING ACCEPTING \$10,000.00 FOR VEASEY PARK**

Chairman Barry read the notice for the public hearing in accordance with RSA 31:95-B Accepting Public Input of Acceptance of Unanticipated Donations of over \$10,000.00 to the Town of Deerfield for Veasey Park.

Chairman Barry stated that a check in the amount of \$10,000.00 from Nancy Brown McKinney and Herbert G. McKinney for the purpose of Veasey Park for whatever the Commissioners of Veasey Park would have for it.

Chairman Barry stated that he is looking for public input as to whether or not to accept the \$10,000.00.

Mrs. Cady asked if it would only be the commissioners of the park that would have a say as to how to spend the money. Chairman Barry stated that he would think so. Selectman Robertson stated that typically any recommendation as to how to spend the money would come before the Board. Any expenditure above and beyond the routine spending would come before the Board.

Mrs. Shigo stated that it was wonderful that the McKinneys did donate the money and that we should give her thanks. She also stated that Veasey Park always seems to be at the low end of the budget and it should help to boost things up.

Hearing no more input, Chairman Barry closed the Public Hearing and reconvened the Selectmen's Meeting. Chairman Barry asked for a motion to accept the donation for Veasey Park

**Motion:** Selectman McGarry moves to approve accepting the \$10,000.00 donation for Veasey Park

**Second:** Selectman Robertson

**Vote: Yea: 5, Nay 0, Abstained 0, Motion Carries**

Chairman Barry read the notice for the public hearing in accordance with RSA 31:95-B Accepting Public Input of Acceptance of Unanticipated Donations of over \$10,000.00 to the Town of Deerfield for the Hartford Brook Sports Field. The funds are from the Federal Land and Water Conservation Fund Program.

Chairman Barry stated that in this instance, the town has been awarded a LWCF grant of \$25,000.00 towards the cost of \$57,500.00 for the Hartford Brook field.

There were no comments from the public and Chairman Barry closed the public hearing and reconvened the Selectmen's Meeting.

**Motion:** Vice Chairman Pitman moves to accept the LWCF grant in the amount of \$25,000.00

**Second:** Selectman Robertson

**Vote: Yea: 5, Nay 0, Abstained 0, Motion Carries**

Chairman Barry asked the Board if they wanted to take up the fire department discussion as all parties were in the room or to take up the budgets first.

All agreed that they would take up the fire department discussion at this time.

Chairman Barry stated at a previous meeting the Board had touched on the idea whether or not the Town needed to merge the fire and rescue departments. It was requested that we have all three people that are responsible for those departments at the meeting to discuss. The current fire chief, Mark Tibbetts, the future fire chief, Matt Fisher and the director of the rescue squad, Cindy McHugh were in attendance.

Chairman Barry asked that the discussion start with the current fire chief. Chairman Barry asked the Board if that was okay or did the Board want to frame a question.

Selectman Robertson stated that he was generally in favor of a combination of the two departments. He also stated that it is fairly standard protocol in other towns to have them combined but he also added that there should be a public discussion on the matter. Selectman Robertson also stated that he is very interested in what the people that run the rescue squad, rescue association and fire department think about it. Selectman Robertson stated that he doesn't want to move forward if he is the only one that thinks it is a good idea.

Chairman Barry called on Chief Tibbetts first. Chief Tibbetts asked if Chairman Barry could start with Mr. Fisher first, followed by Ms. McHugh. Chief Tibbetts stated that he will come up last and discuss his thoughts on the merger as he has done the job of fire chief for the last 21 years.

**Chairman Barry invited Mr. Fisher up to the microphone.**

Chairman Barry stated that Mr. Fisher had included a lot of information for the Board to go through regarding his comments.

Mr. Fisher started that he had met with the Board six months ago and was asked if he wanted to be fire chief. It's something that he was interested in and was still interested in the position. He stated that there was discussion on items and was asked his opinion as to how the town should move forward. Mr. Fisher stated that this transition of the fire and rescue merging has been coming for a while and he felt that this would be a good time to have it happen. He thought that there would be growing pains. He stated that there would be growing pains within the fire department moving forward. Nothing will be the same as it was before. Mr. Fisher stated that all are aware is that he won't be around as much as Chief Tibbetts has been and there will be a need for more participation from members of the department and the officers. Mr. Fisher also stated that he would need the Board's support for full time staff. He went on to state that he felt that there is a need. Part of the information that was provided to the Board (and Mr. Fisher stated that it wasn't complete at this time), most of this information was put together by hand by reviewing information from Rockingham County Dispatch, the department's call run sheets and paper logs. Part of the 2018 budget includes recordkeeping software that will help to keep track of these kinds of items which will make it easier to review.

Chairman Barry asked if he could stop him at this time and asked Mr. Fisher if he could be more specific. Chairman Barry stated that he understood that Mr. Fisher is in favor of merging the two departments and asked if that was still the case. Mr. Fisher answered yes.

Chairman Barry asked what the time schedule would be to merge the two departments.

Mr. Fisher stated that he would like to see January 1, 2018 as the start date to merge the two departments.

Chairman Barry restated that it would be January 1<sup>st</sup>, 2018, when Mr. Fisher takes over as fire chief that the departments should be merged to which Mr. Fisher replied yes.

Vice Chairman Pitman stated that this was good to hear.

Mr. Fisher stated that he has been trying to collect data to see where we are with a merger, this information was provided to the Board. The amount of calls for fire and rescue, response to calls and so forth. The first couple of pages reflect the fire department for 2014, 2015 and 2016. He stated that he hadn't had a chance to go through 2017. The criteria that Mr. Fisher was using were the number of people that were responding to calls. Starting off were the number of members that he thought wouldn't be as active or they would be retired. Mr. Fisher didn't mark them on the roster for 2018 and therefore wasn't going to consider them as being available going forward. For instance, in 2014, there were eight calls that only three people responded to and out of that three most likely all would not be available for 2018.

Chairman Barry asked another question. The question was, the average fire call in the town of Deerfield for the past year, would you say that there are two people in this room that have been to 95% of the calls? Mr. Fisher stated that without a doubt, Chief Tibbetts has been to the vast majority of the fire calls in this community. Mr. Fisher also stated that Ms. McHugh has been to the vast majority of the rescue calls.

Chairman Barry went on to state that Chief Tibbetts won't be here next year, and with the schedule that Mr. Fisher has, he would not be able to do what Chief Tibbetts has been able to do for the community. Chairman Barry stated that Mr. Fisher would not be available 24/7 and Mr. Fisher stated that he didn't intend to be.

Mr. Fisher stated that just looking at some highlights, on the first page under the year 2015, there were approximately 84 calls. 43% of the calls had 7 or more members and it went down from there. 46% of those calls would have 3 or less people responding due to members not on the roster for 2018. Certainly if there are members that want to come back to the fire department, it would be addressed as well as reaching out for new members. Mr. Fisher stated that he can't say that six members are going to start next year and how active they are going to be. He is just going by who is on the 2017 roster and if they would be on the roster for next year.

The next page for 2016, if it were 2018, 25% of the calls, only two people would be there. 17% of calls only 3 people would be at the call. Mr. Fisher stated that for 42% of the calls only 2 or 3 people would be at the call. That fact in itself is an issue that needs to be addressed. Mr. Fisher stated that he thinks that volunteer staff would certainly help with that but that the deficient that is being experienced is daytime coverage. Chief Tibbetts is here when he can be which is a lot of the time. That is still only one person. The fire department can pull from the highway department for two members but those two people are full time employees of another department and can't be expected to always be available.

Mr. Fisher went on to state that the fire department has to stand on its own. Granted if a natural disaster or major emergency, absolutely employees of other departments should help cover a call and assist but he didn't think that they should be relied on for coverage.

The next couple of pages are statistics broken down by day of week and by month. The statistics only cover 2014 and 2015. 2016 and 2017 haven't been done yet.

Mr. Fisher stated that these are the only statistics he had available for the fire department.

Rolling into the Rescue Squad, the Rescue Squad by far does twice as many calls as the fire department. It is the nature of emergency services that EMS is busier than fire. It seems to hold true here as well in Deerfield.

Mr. Fisher stated that the information he has compiled came from the run logs that are kept at the station and Rockingham County Dispatch. There could be some discrepancies but the biggest highlight that Mr. Fisher was trying to capture is to see where the rescue squad stood.

In 2014, there were 11 calls where there wasn't anyone that responded which is about 5% of the time. This 5% seems to hold true with the dispatch logs that were obtained from Rockingham County Dispatch for the years 2015, 2016 and 2017.

Mr. Fisher stated that the town is contracted with Raymond Ambulance for ambulance service in Deerfield. Between the contract with Raymond Ambulance and mutual aid from other towns, the intent is that there will always be someone responding, just that response time might be delayed.

Mr. Fisher stated that the next couple of pages are the same breakdown as the fire department, number of calls by day of the week and by month. The bottom half shows the number of calls with no response.

Mr. Fisher stated that this sums up the statistics that he could get done for fire and EMS so far for review.

Mr. Fisher referenced the Town of Deerfield's Master Plan. According to the latest revised master plan, the town is 7 years behind in implementing two full time fire fighter/emts and also two years behind in getting a new station but Mr. Fisher stated he knew that the Board was working on getting a new station.

Mr. Fisher stated that these were just excerpts and highlights of information that is available. It was noted in both departments in the master plan stated the need for two full time fire fighter/emts. Mr. Fisher wasn't sure when the latest revisions were drafted but believed 2008 to which Chairman Barry agreed.

Mr. Fisher stated that he had found a document online from the Southern NH Planning Commission which illustrates that 79% of residents of Deerfield commute to another town to work. That statistic illustrates what has been happening in the fire service which is that volunteers aren't available like they used to be. Deerfield doesn't have the business structure that allows volunteers to be able to leave their place of work and in general, not readily available. Mr. Fisher also stated that during the day it is appearing that there aren't enough volunteers to respond to calls or to help with administrative duties. The statistics don't show the amount of time that Chief Tibbetts spends doing administrative tasks such as safety inspections and boiler inspections. It isn't just 118 calls that the fire department is doing but if you add in the 4 or 5 or more other items a week that need to be done, that is a big burden on the fire department.

Mr. Fisher stated that his plan for 2018 is to reach out to officers that are willing and able to participate but that they can only go so far.

Once through the Southern NH Planning information, there is some general information on NFPA 1720, the standard on volunteer departments. Mr. Fisher highlighted a few items but basically it states that the jurisdiction is up to the fire chief as to how to staff the department and minimum criteria for responding to calls. One highlight noted by Mr. Fisher is page 32 of the document provided and it is what NFPA goes by for staffing and response times.

Mr. Fisher stated that we fall into a rural area as we have less than 500 people per square mile. NFPA states that minimum staffing would be 6. Mr. Fisher highlighted the area regarding response time in a

rural area which is 8 minutes or higher. This is a typical response time for Deerfield with its size which ties it back to statistics for the fire department which stated that there were only so many on at a time whether it be 3 or 2 or 4.

Mr. Fisher stated that Deerfield will not be meeting the goals of NFPA 1720. Four people won't put out a fire but mutual aid is around for a reason. But unfortunately mutual aid is only available when they are available. The majority of the surrounding towns around Deerfield have daytime coverage. Mr. Fisher stated that he thought that the reason that other towns have daytime coverage is the same reason that Mr. Fisher is asking for it and that is the lack of availability of volunteers. If the people on duty in other towns are on a call during the day, are we going to get staffing to assist Deerfield? It's all give and take as to when a town can assist with mutual aid to a neighboring community.

The next document are addressing the changes in the fire service with regard to the type of fires, new construction, all the differences from old to new construction and all the issues that it presents. If you take a 2x10 floor joist compared to an I-joist, you might have 20 minutes to get out of your house safely. With the I-joist, now you have 6 minutes. This is where response times are critical and something to be evaluated in order to respond in an appropriate manner.

Mr. Fisher stated that the last few items are basically information from where other departments in our area stand and guidelines that are being used. Mr. Fisher stated that he found a report from AMR, American Municipal Reports which have done reports on Auburn, Deering, Chester and Allenstown. The biggest thing recommended to those communities was the OSHA two in, two out rule. In other words, if you have a fire, you need 4 people there, two people that are going in and two people that would be their rescue team that would be outside. That is the minimum standard that is referenced in NFPA 1720. Mr. Fisher stated that he highlighted other recommendations and goals to strive for as minimums.

Mr. Fisher stated that the Board should have a couple more pieces of paper which are basically Mr. Fisher reaching out to other departments around Deerfield that currently are non-transporting and have daytime coverage. They all are fire/ems. Mr. Fisher asked them how many calls they get, why they decided to go to daytime coverage and what were their needs and what tasks do the daytime coverage personnel do. Deerfield is not going to be the busiest department as we are a small, rural town. It should be expected that the fire fighter/emt won't be busy all the time. The reason that we need them is the fact that people aren't around. Even though they might have limited duties on a given day, it doesn't change the fact that they are needed.

The last picture that Mr. Fisher provided the Board was a Google Earth map of Deerfield highlighted surrounding towns that neighbor Deerfield and the surrounding towns that neighbor the those towns to give a two town radius on how they stand. Do they have full time staff, no full time staff, do they transport themselves or do they have an outside agency to do transports. This is all information for the Board to review and digest.

Chairman Barry asked Mr. Fisher if he could answer a couple of specific questions of which he stated he would to the best of his ability.

Chairman Barry asked Mr. Fisher if he thought that there was an issue with meeting the needs of the Town of Deerfield at this time?

Mr. Fisher stated that he was fairly confident that in 2018 if things aren't addressed that certainly fire calls there would be issues.

Chairman Barry asked Mr. Fisher what he would recommend to the Board of Selectmen to do immediately to work to solve the problem.

Mr. Fisher stated that he thought that there should be a discussion and that this could be that discussion or maybe a workshop that is not on a meeting night to really decide which way we are going to move forward and to start that process. When Mr. Fisher and the Board met months ago he laid out what he

was looking for. Mr. Fisher still believes in that and he thinks that the town needs two full time people. He would like to see them in offsetting shifts so that there is more coverage. If the Board wants to meet a deadline of January 1<sup>st</sup>, 2018 to hire full time staff, it needs to be started now.

Chairman Barry asked if that was his recommendation to which he replied yes. Chairman Barry asked Mr. Fisher if he is requesting two fulltime fire/emts. Mr. Fisher stated that it would be his recommendation. Mr. Fisher stated that his recollection of conversations with both fire and rescue associations, is that the two departments would be merging in 2018 so that is what Mr. Fisher has been basing his recommendations.

Chairman Barry also asked if the full time people would be working staggered shifts, Monday through Friday. Mr. Fisher stated that he took that from the schedule that Northwood used to do. Northwood transports, so it certainly going to be different. Having the full timers staggered from the early morning hours to mid-afternoon hours so that there would be one or two on duty so when people are at work or on their commute home, there is at least one person around. Mr. Fisher stated that he would like to have some part time or per diem staff supplement during the day. His first choice would be members of Deerfield's own department before going out and hiring people. Mr. Fisher stated that his priority would be to use people from our own department for those shifts as long as they meet qualifications that are set.

Chairman Barry asked if anyone else had any questions for Mr. Fisher.

Selectman Robertson stated that he didn't have questions but wanted to state was that a little over a year ago he started looking at some of the neighboring departments and the couple that he looked at were Gilmanton which he believes they had two people full time and one or two students that lived at the department who are from NHTI which is something that he believed Allenstown had two students that live at the department. They were working for the department at a reduced salary.

Selectman Robertson stated that what stuck out with him was that he talked to Steve Bailey in Northwood, that as a volunteer fire fighter and rescue person that he was at the bottom of the fight to not change the fire department and leave it alone as it had been for the last decade. Within sixty days of making the switch to full time firefighters, he was never happier as a fire fighter in his life. Mr. Bailey stated to Selectman Robertson that he whole heartedly endorsed the switch which said a lot to Selectman Robertson.

Mr. Fisher stated that he thought that the departments go through NHTI in Laconia to hire personnel as that is where the Fire Service program is based. That is a common practice in the Lakes Region being so close to the tech school. He went on to state that he believed that Allenstown, Chichester, and others. Mr. Fisher stated that he thought that the interns stayed for free and that they provided coverage to the level of their certification. That would be another whole aspect. Considering the condition of the current fire station and the addition of beds and such, if we could get the station up to code it could be something that we could look into.

Selectman Shute asked Mr. Fisher if he knew how it would affect insurance rates if the town didn't have enough/any coverage during the day. If the town would go with full time staff, would that lower the insurance costs.

Mr. Fisher stated he has looked through the MRA reports and has reached out to ISO a few times. One of Mr. Fisher's goals is to have a five year plan in which he would have ISO come in and do some drills in order to reduce the town's insurance rating. A good majority of the town is beyond the five mile radius of the firehouse and we don't have hydrants. We wouldn't be a class 1 or class 2 but if the town can go from a class 9 to a 6 or a 6x that would certainly help.

Changing the insurance rating is something on the horizon that would help offset the costs of full time staff. If we are working on a plan to do some ISO testing to reduce your homeowner's insurance by x amount of dollars, it wouldn't cover all the costs but Mr. Fisher would hope that it would at least cover half the cost.

Selectman Robertson stated that most of the residents in Deerfield fall in the fire protection class 9 rating of which they go from 1 to 10. 10 being like Pittsburg, 9 being rural. It is partially based on water supply and full time staff during the day. He stated that the town is going to be behind the 8 ball as long as we don't have a better hydrant system.

Mr. Fisher stated that one of ISO's requirements is to flow 30,000 gallons of water in two hours. Chief Tibbets and he have talked about this and thought that the town should install more cisterns which should help. Mr. Fisher didn't know how much this would help as you want to get all the points you can from each of the sub sections. Every section is broken down and Mr. Fisher didn't know why ISO would value a cistern but if ISO's goal is to flow 30,000 gallons in two hours, the town installed a 30,000 gallon cistern and should most certainly meet that goal because the water is available.

Selectman McGarry stated that talking about the 30,000 gallons cistern, it be a recommendation that the chief work with the planning board in regards to recommending installation of cisterns around the town based on the current number of structures in various locations. This would allow the town to justify the impact fees for a new development to help to pay for a new cistern.

Mr. Fisher stated that what he would like to do is to GIS mapping where all of the town's existing water supply is now and to take ISO recommendation as to how much they will value a cistern and should it hold substantial weight, we could start picking away at new locations for cisterns.

Selectman McGarry stated that he thought that the master plan is in need of updating and that placement of cisterns could be a part of that update to which Mr. Fisher stated yes.

Chairman Barry asked if he would be correct in stating that Mr. Fisher would recommend that the fire department and the rescue squad be merged on January 1, 2018 and that the town needs to hire two employees preferably fire/emt, full-time employees also for 2018

Mr. Fisher stated that yes; he would like to see the departments merge on January 1<sup>st</sup>, 2018 and that he would like to have some kind of staffing for 2018. Looking at the information he provided to the Board, he hoped that it would happen. Mr. Fisher certainly is looking forward to new people coming onto the fire department and some people coming back but to what extent this would happen, he didn't know. There is going to be a lag-time for new people becoming certified and comfortable and able to fulfill their firefighting duties.

Chairman Barry asked if there were any more questions for Mr. Fisher.

Vice Chairman Pitman stated that he wanted to hear from Ms. McHugh and Chief Tibbets first and then go back to Mr. Fisher if there are any further questions.

Selectman McGarry thanks Mr. Fisher for putting together all the information that was provided stating that they knew that it was a lot of work and effort to do so.

**Chairman Barry invited Ms. McHugh for input.**

Ms. McHugh stated that she didn't realize that this was a push for a full time fire department. Ms. McHugh stated that she doesn't think that the town should push for a full time fire department as of yet. Ms. McHugh stated that the town's fire department is a mess. No disrespect to Mr. Fisher. He knows a lot about fires and he knows the ems things but this is going to be tough for Mr. Fisher. To get the fire department back going and operating and then merge the two departments is the way to go. Ms. McHugh stated that there is a new chief coming. The town lost a lot of fire fighters because of butting heads. Maybe the town will get people to come back. Ms. McHugh stated that these are some of her concerns. Some of the non-response issues that Mr. Fisher talked about Ms. McHugh would like to see what that call was about. If they were car accidents or chimney fires and such then there could already be EMS personnel at the scene but they just signed on as fire personnel. It could have made the

response zero for EMS. Ms. McHugh also stated that the town contracts Raymond Ambulance to help in the town. If no one signs on, Raymond Ambulance is coming but with a delay. The town would be paying fire fighters to be first response when the town is paying EMS to respond to Deerfield. Ms. McHugh went on to say that if the town had an ambulance full time in town then having people on would be great. Ms. McHugh stated that she wouldn't merge the two departments as of yet.

Chairman Barry asked Ms. McHugh if she had a time table for merging the two departments.

Ms. McHugh stated maybe the following year after seeing how the first year goes for the new chief. Ms. McHugh stated that she didn't have all the statistics in front of her as she didn't realize that she was being invited until the 12<sup>th</sup>. She stated that the town doesn't have a lot of fires. The town doesn't have a lot of businesses. The town doesn't have an ambulance. The town doesn't have any major highways. Ms. McHugh is concerned that the town is using EMS statistics to hire full time fire fighters.

Selectman Robertson stated that to Ms. McHugh's point, she is correct; the Board has talked about this issue off and on for the last ten years. The issue has been that the Board didn't think that they just needed full time fire fighters, that if the town were to hire full time people that they would look to have full time fire fighter/emts.

Ms. McHugh asked about having an ambulance. With an ambulance at least it would help to pay for full time fire fighter/EMTs. To pay for an ambulance service to come in and do our EMS and to still pay fire fighter/EMTs to sit and wait for a call, it doesn't make any sense.

Vice Chairman Pitman asked Ms. McHugh if she still felt that she had enough coverage for the town. Ms. McHugh stated that she has five more people coming onto the squad in January. Selectman Robertson asked if they will be certified to which Ms. McHugh stated yes they will be. They are in classes now. Ms. McHugh stated that she had asked the Board for permission to send people to class last spring. Vice Chairman Pitman asked if any of the people currently in class will be joining the fire department or would they be strictly EMS. Ms. McHugh stated that they would be only EMS.

### **Chairman Barry called on Chief Tibbetts**

Chief Tibbetts stated that he has been doing the job of chief for 21 years and has been on the department for 47 years. He stated that he has seen a lot of stuff go on. When he first stated for the department, they had coats to the knees and boots to the waist. A lot of things have changed with the department. The chief stated that the fire department has come a long way. The chief stated that the fire department has been rated one of the best equipped fire departments in the area which is the result of the efforts of the select Board, the planning Board and the town's people. He went on to state that the department has some great equipment.

The chief stated that yes, the department has some problems but he thinks that he knows the position of fire chief better than anyone in the room as he has worked the position for 21 years. He stated that he has devoted his life to the fire department and he didn't think that anyone really understands what is involved in being the fire chief. It is 24 hours a day and 7 days a week. He went on to say that he averages 30-40 telephone calls a day during the week and 20-25 a day during any weekend. Those calls start at 6:00 in the morning until 12:00 at night. The fire chief is called for everything.

Working with the town administrator for the last 9 months, he is realizing what is involved. There are inspections on a daily basis. People call for smoke detectors; they call to check other things out. Just today, the chief stated that he did two calls with Mr. Pelletier, did another call himself and there was a fire call. The chief stated that he had talked with the Board of Selectmen a year ago and stated that he thought that the town needed to hire a part time fire chief doing at least 32 hours per week. There is a lot to take care in the Town of Deerfield. People are demanding and are used to a level of service that they have gotten for the last 21 years.

The chief stated that yes, the departments should merge and yes, the town will need to hire full time people but he believes that the best thing that could be done is (no disrespect to Mr. Fisher) to first hire a part time fire chief and then full time people after that. That would assure that the fire chief would be around the town so that he can control his personnel.

Chief Tibbetts stated that he had talked with other chiefs around the area and they state that if you hire full time personnel and the chief is not available to supervise his personnel, they start to undermine the chief. Once they start to undermine the department it goes a long ways to disrupt that department.

When the builders in the town need an inspection, they don't want to wait two or three days, they want it at that time. The law reads when a propane company sets a tank; the tanks need to be inspected before they can bury it. If they can't bury it for two or three days, then they can't move on with their project. They also need to have the lines all pressure tested to ensure that there are no leaks. The propane company won't come in and hook up propane until the lines have been approved.

There is a lot of building going on in Deerfield. It is 2 to 6 times a week that the chief is getting calls for this type of service. It may be a small town but there is a lot of action that is happening.

There are so many items that need to be looked at so that the town is covered from all angles. Not only fires, but making sure that the builders are doing things correctly so that everyone is safe. There is a lot to look at when thinking about a new fire chief.

Chief Tibbetts went on to say that the town has been trying to get a new building (fire house) for as long as he has been chief which has been 21 years. The first year that he became fire chief was the first year that he tried to get a new building. To put full time people in the current station, especially if they are going to sleep there, you are going to have to do major upgrades to the station. A new ventilation system will need to be installed because you have apparatus under a second floor. Also a fire rated ceiling would need to be installed downstairs in the bays. A fire proof wall would need to be installed as well as fire proof door. It might also require changing the alarm system to a voice activated system. The town might need to bring in a third party engineer as the chief thinks that they are on the borderline of having to have the building install a sprinkler system. The chief stated that he made Cornerstone Place, Deerfield Business Center (because of the kindergarten), and Deerfield Veterinary Clinic (which has a room upstairs). There are many things (sprinkler systems) that need to be looked at down the road to make sure that we are doing everything correct. He stated that he felt he needed to bring these items up to ensure that everything would be addressed. Vice Chairman Pitman agreed with the Chief.

Chairman Barry asked Chief Tibbetts if it would be his recommendation to merge the two departments for the first of year or not.

Chief Tibbetts stated that with his departure at the first of the year, if he leaves, there isn't going to be personnel around during the day to cover calls. Calls come 24 hours a day. Mr. Fisher has a business to run. Chief Tibbetts understands that very well. He stated that Mr. Fisher is a good man. The town has to be covered but the select Board has to look at a lot of things. If you hire two full time people, and Mr. Fisher isn't available during the day, who is going to take care of the on-going inspections, who is qualified to do these duties? There is a lot to look at.

Chief Tibbetts also added that something that no one has brought up is that to hire full time people the fire fighters will need to be on the state hiring list, they will have to have passed the CPAT, they will have had to have passed Fire Fighter I, Fire Fighter II/EMT. It takes three to four months to hire a full time fire fighter just like it takes to hire a full time police officer. There are certain things that they need to be certified in order to be a full time fire fighter.

Chairman Barry stated that he hadn't answered the question and Vice Chairman Pitman stated that he thought that they needed another meeting. Chief Tibbetts stated that he thought that they needed a workshop that included the assistant chief, Ms. McHugh in order to discuss what hasn't been brought up for discussion up to now.

Vice Chairman Pitman stated that they hadn't even gotten town input.

Chief Tibbetts stated that he was just throwing this all out so that it could be further discussed.

Selectman Robertson asked the question again regarding whether or not Chief Tibbetts recommended that the town combine the two departments or not.

Vice Chairman Pitman stated that Chief Tibbetts did recommend it but didn't give a time frame.

Chief Tibbetts stated with no disrespect to Mr. Fisher that he firmly believed that the town should first hire a 32 hour a week or full time fire chief. Once that has been done, talk about hiring full time people. There is a lot that goes on in town and unless Mr. Fisher has figured a way to get the other items done such as hiring a part time inspector. There are a lot of items that need to be completed on a daily basis. It is going to take a new person a while to get up to speed.

Again Selectman Robertson asked as to the time frame to which Chief Tibbetts answered sometime in 2018 but that the town needs to figure out how it is going to proceed and prepare a timeframe for that.

Vice Chairman Pitman stated that it is obvious that they won't be able to have people sleeping at the current station. Chief Tibbetts stated not with the present condition of the fire station. Vice Chairman Pitman stated that if they were to hire someone it would be 12 hour during the day shifts.

Chief Tibbetts remarked that it was okay to stay overnight during a storm or other natural disaster but on a daily basis the building would need to be brought up to code. Any renovations would require that the building now be brought up to code.

Chairman Barry asked if what Chief Tibbetts was talking about if they were to hire full time staff if the building would need to be brought up to code. Chief Tibbetts replied that if the town were to hire full time staff to be in the building overnight that it couldn't be done at this time until the fire station was brought up to code.

Chairman Barry stated that if they were to have daytime split shifts, would that be allowed to which Chief Tibbetts stated that yes that could be done.

Chief Tibbetts stated that he was throwing out all these issues so that the Board would have all the information when they were making their decisions.

Selectman Shute asked why would we pay someone to sleep? Is there anything else they could be doing during that time? Chief Tibbetts stated that down the road there will be a need for split shifts to cover night time.

Chairman Barry stated that with what Mr. Fisher presented that there would be staggered shifts with no overnight. Chairman Barry also stated that he could recall at least three or four times that the Chief stated that the time is coming to hire full time personnel. Chairman Barry also stated that it looks like next year that the town is losing someone that responds to 99 percent of the calls for fire and rescue. Chief Tibbetts corrected Chairman Barry and stated that he only responds to rescue calls if they need assistance.

Selectman Shute asked if the full time personnel that are hired do the inspections. Chief Tibbetts stated that they would need to be certified to do so inspections. Chairman Barry stated that there is training for being an inspector. Vice Chairman Pitman stated that if there were two 40 hour positions that would cover all but 4 hours for the seven days.

Chief Tibbetts stated that he thought that Mr. Fisher had suggested overlapping shifts where one person comes in for 6:00 am to 2:00 pm and the second person comes in at 10:00 am to 6:00 pm as an example.

He stated that the worst times for coverage were 6:00 am to 6:00 pm when people were travelling to and from work, Monday through Friday.

Chairman Barry asked Mr. Fisher if he hired people for full time that they could do some of the inspections. Mr. Fisher stated yes to an extent. If the Board was planning on doing part time per diem, then one of those individuals would be more of the principal inspector.

Selectman Robertson stated that he thought that they had reached a point that they had gotten the input that they were looking for to get started. It clearly looks like the Board will have to meet again most likely in a workshop forum.

Vice Chairman Pitman stated that the next Monday Board meeting is already full. He also asked if the Board could hold off doing any more budget review and focus on this and get some town input. Chairman Barry stated that the Board could do whatever they decided to do in this regard.

Chairman Barry stated that the bottom line is that the Board needs to act. We cannot keep depending on one or two people to meet the safety needs of this community and we have all seen this coming for years. Chief Tibbetts has stated that it was rapidly approaching the point where the town needed to do something whether the town needed to put people or something other because volunteerism isn't working. It has been on the decline since P.K. Lindsey went out of business in this town. That was something that elevated the volunteer fire department and rescue squad into a unique Deerfield thing. We had at least 10 or 15 people that could respond to every fire. We have a situation right now when there is a fire or rescue call, we have two people and they are sitting in this room who show up at 90 percent of these calls. Chief Tibbetts is retiring this year. I think everyone knows that Chief Tibbetts would be at a call and he will not be available. Chairman Barry went on to say that the town is well past the point of discussing this. It is now a time of action. Chairman Barry will be okay with bringing this up again next week but he will not be okay with just talking about it. There needs to be something done. Chairman Barry stated that he has been on the Board for 17 years and referenced Selectman Robertson as being on the Board for 19 years. The discussion of merging the two departments together is something that has been talked about since Chairman Barry has been on the Board. The bottom line is that just about every community in the state of New Hampshire has one department for fire and rescue. Chairman Barry stated that he thought that the town has an opportunity since there has been a new chief named and one of his recommendations is that the two departments be merged. Chairman Barry stated that Mr. Fisher stated that he didn't want to have to fix 16 different things but to fix them all at once.

Selectman Robertson stated that whether or not the Board is going to act on the recommendation of the new chief or not, the Board is going to have to act as they are in the middle of the budget season. There is a need to know where this is going so that the Board will know if they have to consider these budgets as individual budgets for individual departments or whether or not to review them as combined.

Selectman Robertson further stated that the Board needed to know which way this is going because they can't talk about adding personnel sometime in 2018 if the Board isn't going to make the budgetary changes that need to be made in the next sixty days.

Chairman Barry stated that if we decided to hire two people for 2018, that we wanted to this very minute to do so, the Board is a month behind. Chairman Barry went on to say that he would like to put this on the agenda for next week and to hash this out and come to some kind of direction and an action to take. Chairman Barry states that he believes that a safety issue exists. The safety of the people of Deerfield and our ability to meet those needs are one person away from not being able to meet the safety needs of this community.

Vice Chairman Pitman suggested that next Monday that this is the only item on the agenda except to pay the bills. He stated that a lot surfaced that he didn't know about until just 20 minutes ago. There is a lot of information to digest. He also suggested that we should invite people in order to hear their input. Selectman Robertson stated that he didn't know how productive a meeting would be if it were turned into a public hearing but would want to hear from interested parties.

Chairman Barry stated that the Board has a scheduled meeting for next Monday. We have budget items but just a couple of small ones.

Vice Chairman Pitman stated that all he was saying was if people in the audience tonight would like to speak he didn't think that they should have to wait until Citizen's Comments. Chairman Barry stated that he would open up the meeting to anyone that would like to speak on the subject. Selectman Robertson stated that if anyone wanted to comment on what they were discussing that he would be happy to hear what they had to say. Chairman Barry opened up the discussion to the floor.

Denise Grieg spoke and asked that a couple of items be considered. Recruitment and retention should be emphasized. The town should still use what is available and still ask for volunteers whether it be fire or ems. The other is fire prevention. No matter whatever format this issue takes, fire prevention is a major issue in reducing the need and the incidence of fire so whoever comes in to make sure that fire prevention takes on a bigger role.

Harriet Cady stated that one of the things that she has felt for a long time is the town jumps into doing things. We know we need it but there is no plan. If we have a work session where we plan between what Mr. Fisher has said and what Ms. McHugh has said. I personally don't think Mr. Fisher can handle sixteen new things as a new chief. You can never take on that many items at once and be successful. She stated she has never seen a manager do it. It needs to be broken down into what needs to be done immediately, what needs to be in the future and what can be done in between. Planning makes good management.

Chairman Barry asked the Board if they wanted to put it on the agenda for next week. All stated yes.

Vice Chairman Pitman asked to wrap the issue up, would the three that were at the meeting tonight be required to be here next week. Chairman Barry didn't state that but he thought that they may want to listen.

#### **Point of Information:**

Chairman Barry stated that last week the Board hadn't received the Eversource bond. It has been received and Chairman Barry asked Selectman McGarry if all was in order. Selectman McGarry stated that the Zoning Ordinance with regard to wetlands requires a conditional use permit issued by the Planning Board for activities taking place in wetlands. The section that brings the Selectmen into the situation is as follows:

**“Prior to granting a conditional use permit, applicant shall submit a performance security to the Board of Selectmen. The security shall be submitted in a form and amount with surety and conditions satisfactory to the Selectmen and approved by town counsel to assure the construction has been carried out in accordance with the approved design. The security shall be submitted and approved prior to the issuance of any permit authorizing the construction.”**

Selectman McGarry explained that it would require a vote by the Board to approve the surety and then the Planning Board could issue the conditional use permit to Eversource to proceed with the work. To recap, the Planning Board had identified a bond amount of \$20,000.00. The intent is to hold the bond to ensure that the restoration work that Eversource does is adequate and brings the conditions back to where they are right now. It isn't a situation where the town is going to be getting \$20,000.00. It is just to make sure that Eversource does the work that they are required to do and then release this bond.

Chairman Barry asked for a motion to approve the bond requested by the Planning Board

**Motion:** Selectman McGarry moves to approve the Eversource bond in the amount of \$20,000.00 for restoration of wetlands disturbed during construction.

**Second:** Selectman Robertson  
**Vote: Yea: 5, Nay 0, Abstained 0, Motion Carries**

**BUDGET REVIEW:**

**Information Technology - \$57,389.00 increase of \$5,574.00**

The major increase is for the software update of Microsoft Office to 2013. Mr. Janelle is trying to keep the system in working order but with older software it is getting more and more difficult.

**Municipal Budget Committee - \$927.00 – no increase**

Selectman Robertson was looking for the original budget for the MBC. Mr. Harrington explained that the only budgets that will be in your packet is any changed budgets or budgets passed in late.

**Town Clerk/Tax Collector - \$123,121.53 – increase of just a little under \$5,000.00**

Biggest increase is the town clerk equipment as well as postage. Equipment includes credit card machines.

The Assistant Town Clerk /Tax Collector, Ms. Roberts, spoke in regards to the increases in the 2018 Town Clerk/Tax Collector budget.

The 2018 proposed budget is up for three reasons.

1. The office has put in for \$1,900.00 for credit card machines and credit card printers.
2. Added money for the yearly maintenance and PCI compliance to have the credit card machines.
3. Added \$3,000.00 in the postage line for a tax bill mailing service. That would be a company that would folder and mail the tax bills.

Chairman Barry asked how the tax bills were currently being handled. Ms. Roberts stated that currently it takes the Town Clerk/Tax Collector, the Assistant Town Clerk/Tax Collector and on call employees to stuff and mail the tax bills. The office is in transition and when the next tax bill is to be mailed the current Town Clerk will be retiring. One of the items that they wanted to do is to hire a company to mail the tax bills as they have to be mailed. The newly elected town clerk, whoever that may be, will not have a fully trained deputy and may not have the ability to pull four or five people in and run the counter at the same time. Most of the towns/cities in the state are employing such companies. There are three good companies that specialize in tax bill mailing and that is what people are moving towards as it is harder to rely on on-call people to help out.

Vice Chairman asked how many tax bills a year to which she replied 2,500. That is done twice a year. Vice Chairman Pitman stated that the cost is approximately \$0.60 per bill. Chairman Barry recapped that it takes the town clerk, deputy town clerk and 4 or 5 others to get the bills out. It costs about \$1,400 per mailing not including the town clerk and the deputy clerk's salary for on-call employees to mail out the bills. It is going to cost approximately \$1,630 to have a tax bill mailing service do the work. In the end the deputy town clerk stated that she thought that with the transition going on it would be best to have a tax bill mailing service do the work. The deputy town clerk stated that she thought that it would be best for the town to know that the tax bills are all set and are going to be mailed out.

Chairman Barry stated that it may not be well known but the current Town Clerk/Tax Collector has let it be known that he is going to be retiring. That means that for the last three months prior to elections in March someone will have to take over for him. Chairman Barry stated that he assumed that Ms. Roberts would be stepping up to take his place. Ms. Roberts stated yes and that it was going to be a big transition for her but was looking forward to it. Chairman Barry also asked if Ms. Roberts was planning on running for town clerk/tax collector which she answered that she would be.

Vice Chairman Pitman asked if it were up to the Selectmen to hire a deputy. Chairman Barry stated that in the past, the Town Clerk recommended a person to be appointed as deputy. To make it clear, Ms. Roberts will be working all by herself in the office after December 31<sup>st</sup> until after the elections in March. At the retirement of the current town clerk/tax collector, the Board can appoint an interim town clerk/tax collector and go from there until the March elections.

**Town Meeting/Election Costs - \$11,703.50 – increase of \$2,616.00**

Chairman Barry stated that the increase is because of the number of elections that will be held which will be two deliberative sessions, the primary in September and voting in November.

Ms. Roberts stated that in 2018 there will be four elections. One deliberative session, the school deliberative session in March, the primary in September and the general election in November so all of the increase that is shown is directly related to the number of elections.

Selectman McGarry stated that in tracking this it would be about equal to what was incurred for 2016. Chairman Barry agreed.

**Emergency Management - \$7,363.00 – no change**

Denise Greig stated that for Emergency Management there is no change other than a little extra bump of maintenance for the generator at DCS. That is related to using the school as a shelter site.

Chairman Barry acknowledged that Ms. Greig is using the same numbers as last year to which Ms. Greig agreed.

Chairman Barry asked if Ms. Greig knew of anything that Emergency Management might need in the next couple of years regarding equipment or anything that is not being done that should be at this time.

Ms., Greig stated that the town is very fortunate in that what is needed for training is available through the state. The other thing that is available is town's ability to seek grants. The department has not applied for an emergency management performance grant this year. That will likely be in the future, 2019 most likely and there would need to have a grant line reopened for that. Most of the grants that the department obtains currently are through in kind matches so the department is in pretty good shape in that regard. The hazard mitigation plan will be next on the agenda and following that the emergency operations plan. The hazard mitigation plan will be coming up in 2018. The department is working with Southern NH Planning Commission and they are working with Homeland Security and Emergency Management to secure the funding and handling the paperwork.

**Welfare - \$69,677.00 – decrease - \$100.00**

No comments

**Agencies – Health and Social - \$29, 036.00 – no change**

Ms. Greig stated that there were no changes in the appropriations for the social agencies. Ms. Greig also stated that she felt it was a fairly balanced approach to assisting with children services, family services and elderly services. It is a pretty much the same break out that has been presented in the last several years. Some of the agencies are asking for more money but pretty much the level of funding has been the same.

**Building Department - \$51,192.00 – increase of \$200.00**

Chairman Barry asked Mr. Pelletier if there were any major changes to the budget. Mr. Pelletier replied that the only increase was for vehicle maintenance in the amount of \$200.00 knowing that the wheels would need to be replaced because the steel wheels are rotten.

Chairman Barry asked how old the truck is that Mr. Pelletier uses. Mr. Pelletier stated that it was a 2007. Age-wise it is ten years old but mileage wise it only has a little over 30,000 miles. The wheels were rotting away and Mr. Pelletier couldn't keep air in the tires anymore.

Obviously the vehicle is getting older and will require more maintenance such as fluids changes and such stated Mr. Pelletier.

Chairman Barry asked what the status was regarding building in the town. Mr. Pelletier replied that Jeff White's development is built out. That is going to be another twenty families. Mr. White is starting the development on Middle Road which has eight lots and has already applied for a building permit. Brown's Mill development has added three more lots, correction four more lots and will be starting to build shortly. Mr. Pelletier stated that he just looked at the plans for a four lot subdivision and it is anticipated that the builder will be breaking ground before winter. Mr. Pelletier also stated that he has scattered building lots around town. The Baker lot of 80 acres has come up for sale. Mr. Pelletier didn't believe that it wouldn't be on the market for long which will be a next summer issue. Building is up as it was about three years ago. After a lag in the market it is right back up to where it was then. Prices are starting to escalate so Mr. Pelletier believes that the market will dry up as people are going to start competing for homes.

### **Transfer Station - \$251,601.00 – increase of \$16,500.00**

Mr. Pelletier stated that the increases are based on the contracts from Casella and towing the big trailer and rentals. Mr. Pelletier stated that there was a 5% increase in all the above listed fees as well as fuel charges. Mr. Pelletier stated that he also added a little to the tonnage. There are an added twenty families this year and there were an added twenty families last year and that is going to continue. Also reflected in the increase, after working with Mr. Harrington, is to add another large compactor.

As the Board knows, the Transfer Station has had a number of issues with breakdowns with the compactors, especially the large one. It is the one that has been at the transfer station since the beginning and is getting old. The machine isn't junk but does inconvenience the station as there isn't any overflow capacity. The biggest problem with overflow is that the containers can't be pulled at a moment's notice. The hauler likes to have a two to three day notice as the company has a limited number of drivers and availability.

Mr. Pelletier is proposing a multi-year plan to add a new six yard compactor with a chute similar to what is on the current compactor. Mr. Pelletier is also looking down the road to do away with the trailer. Currently, for hauling fees alone, will be approximately \$83,000.00 this year to move trash from our facility to someone else's facility.

Chairman Barry asked if that was just what was in the compactor and Mr. Pelletier stated that no, it was for all trash that comes into the transfer station that needs to be moved out. The 100 yard trailer alone costs \$27,491.00 for 2017 to move the trailer. To rent it cost another \$7,855.00 because the town does not own the trailer.

Mr. Pelletier is proposing that by going to another compactor, the transfer station can go to 45 yard octagon containers which would increase the capacity by approximately 15%. The argument is that the containers would need to be emptied twice a week in order to get the same capacity but those only cost \$1,440.00 per month versus \$2,200.00 with the other. So even though they would need to be emptied twice a week as opposed to once, there would be a savings. Eventually the large trailer could be taken out and a cement pad to hold the containers could be added. This would allow two general trash hoppers so that more people could empty their trash at the same time.

The other thing that Mr. Pelletier is looking at, is to purchase the town's own roll off truck so that we could move the town's own containers. If the town could move their own trailers, it would negate the whole \$83,000.00 per year cost. Mr. Pelletier is currently waiting for pricing on a roll off truck. He thinks that

within two years, the cost of the investment could be recouped by the savings of the town doing it themselves.

Mr. Pelletier has a meeting set up with Northeast Resource Recovery and they will bring in some other towns to get more information. There are other towns that do their own containers. Basically Mr. Pelletier is looking for some direction as to whether he should continue to explore this possibility or just go with the status quo.

Chairman Barry asked what Mr. Pelletier would propose for 2018. Mr. Pelletier stated that he would propose buying a new large compactor which would be approximately \$80,000.00 which includes two 42 cubic yard containers. Chairman Barry stated that the containers would be the octagon ones as opposed to the square ones. Mr. Pelletier replied that currently the ones that the town has are 30 yards and can get a new container that is up to 45 yards. Our trailer is a 100 yard trailer but after deducting the compacting equipment and such it can only hold 75 yards. With two 45 yard containers, there would be the capacity up to 90 yards which will be needed for the increased growth.

Chairman Barry asked Mr. Pelletier what the construction costs would be to put in the new compactor and have it working. Mr. Pelletier stated that the numbers that Atlantic Recycling, whom we are currently doing business with would be \$80,000.00 which includes construction and installation. The only item that has not been factored in according to Mr. Pelletier is some concrete if the size of the pad needs to be increased.

Chairman Barry asked if Mr. Pelletier could submit a specific number bill for the entire project to the Board for consideration. At the very least the Board should consider a proposal and if the Board can get a number then they can consider whether or not to put it in the budget or place it as a warrant article. Mr. Pelletier stated that he would provide those numbers in the next couple of weeks.

Chairman Barry asked the Board if they thought the transfer station supervisor should continue with his investigation of getting the town their own roll off truck. Chairman Barry stated that \$75,000.00 gets a roll off truck. Chairman Barry asked if any of the employees currently have their CDL. Mr. Pelletier stated that one employee did have their CDL. Chairman Barry continued to state that he had seen a number of towns like Bedford run their own truck. All the Board agreed that the transfer station supervisor continue in exploring this option. Mr. Pelletier stated that the town currently has a contract with Casella for at least two years and talking with Mr. Harrington, they didn't know if they could get out of the current contract hence the two and half year timeframe.

#### **Supervisors of the Checklist - \$4,816.00 – increase of \$2,192.00**

An increase of compensation to the supervisors themselves of \$1,700.00 is part of the increase. Also increase in postage and mileage.

Chairman Barry asked if there were any other questions regarding any of the budgets. None were heard but Selectman Robertson stated that the next Municipal Budget Meeting is on October 24<sup>th</sup>. Chairman Barry asked what the date was that the Board needed to submit the budget to the MBC. Selectman Robertson stated that it hadn't been determined.

Mr. Harrington stated that while on the budgets that he would go over the changes to the G.B. White budget and Parks and Recreation Budget.

On the G.B. White Building budget, \$10,000.00 was added under maintenance and repairs. Mr. Harrington stated that he had some concerns on the roof and leaks that show up from time to time. Mr. Harrington stated that he has been working with Mr. Tibbetts to determine where they are coming from. The roof company has been on the roof when they have been leaking but can't determine where they are coming from.

Parks and Recreation under supplies, a little over a \$1,000.00 was added. Out where the 250<sup>th</sup> sign was there is currently a structure that had 4x8 foot pieces of plywood. The cost is for the same size sheets of the corrugated plastic sheets. The Parks and Recreation Department currently relies on flyers and small signs such as the mobile sign that is broken and not usable. It would be a one-time expense and could be stored and used year to year.

Selectman Robertson was reviewing the backup documentation and stated that the signage would need to go to bid as it was over \$5,000.00. Chairman Barry stated that only \$1,000.00 was added for the sign. Selectman Robertson read off a list of numbers for signage that was in the backup documentation to which Mr. Harrington explained that they were estimates for different types of signs.

### **Regular Business:**

Review of Outstanding Minutes of September 26, 2017

**Motion:** Selectman Robertson moves to approve

**Second:** Selectman Shute

**Discussion:** Selectman McGarry thanks Mr. Harrington for putting line numbers on the minutes.

Line 48 and 49 – Mr., Harrington will work with Mr. McGarry

Line 67 – add Pitman after Vice Chairman

Line 99 – change at to in

Line 102 – add vice

Line 120 –

Chairman Barry asked if the review of the minutes for September 26<sup>th</sup>, 2017 meeting be brought forth at the next meeting. All were in favor of doing so.

Chairman Barry asked for a motion for the October 2, 2017 minutes.

Selectman McGarry stated that he had been commenting on those minutes.

Chairman Barry stated that he had been looking for comments on the September 26<sup>th</sup> minutes.

No one had any changes on the September 26<sup>th</sup>, 2017 minutes

**Motion:** Selectman Robertson moves to approve the September 26, 2017 minutes

**Second:** Selectman Shute

**Discussion:** Selectman McGarry

**Vote: Yea: 5, Nay 0, Abstained 0, Motion Carries**

### **Account Payable Manifest - \$31,473.46**

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

**Second:** Selectman Shute

**Vote: Yea: 5, Nay 0, Abstained 0, Motion Carries**

Selectman Robertson asked the Chair that since they had taken item 6b out of order than maybe the Board could look at item 6a so that the police chief could leave the meeting. Chairman Barry stated that that could be done.

Chairman Barry invited Police Chief Duquette to the microphone. Chairman Barry stated that the Chief had proposed pay rates and a pay scale for the Deerfield Police Department at the last meeting and the Chief was asked to come back to see how the Board felt about the proposal.

Chairman Barry asked the select Board for any comments. Selectmen McGarry stated that it was a great idea. Vice Chairman Pitman stated that the Chief had done a lot of good homework.

Chairman Barry stated that based on the information that the Chief has given the Board and the Board's knowledge of the number of police officers that Deerfield has lost to other towns, and the pay scales

submitted by the chief, Chairman Barry asked that the Board entertain a motion to approve the Chief's proposal for the police pay scales.

Vice Chairman Pitman asked what the effective date would be. Chairman Barry stated that he thought that it would be January 1<sup>st</sup>. Chief Duquette stated that would not be the date that he would like to see. Chief Duquette would like to see the effective date as of tonight, October 16<sup>th</sup>.

**Motion:** Vice Chairman Pitman moves to approve the pay scale submitted for the police department effective October 16, 2017

**Second:** Selectman Robertson

**Discussion:** Mr. Harrington stated that it would be effective the next pay period which starts October 19<sup>th</sup> and would need to be voted on at the next meeting to make it retroactive to October 16<sup>th</sup>. Vice Chairman Pitman asked Chief Duquette if it would be okay to be effective the first week in November. Chairman Barry asked the Chief if he would like to put the new pay scales into effective the next pay period. The revised motion was to start the new pay scales at the beginning of the new pay period which starts October 19<sup>th</sup>, 2017

**Vote: Yea: 5, Nay 0, Abstained 0, Motion Carries**

Chairman Barry thanked Chief Duquette for doing the leg work on the pay scale information.

Chairman Barry stated that a letter was sent to them from the Police Chief stated that he had applied for a grant. Chairman Barry asked what the Board needed to do to help with the grant.

Chief Duquette handed the Board information to look at. Chief Duquette stated that the police department is hurting technology wise and equipment wise in the police cruisers, to include both but more importantly the mobile data terminals. None of the in car cameras work either. There was a grant available to address one of these which are the mobile data terminals through Highway Safety. Chief Duquette stated that he did some research and looked around and found a really nice piece of equipment. The department did get the grant which was for \$6,000.00. The total amount to replace everything was \$21,000.00 and some change. There is a lot to replacing the units. In order to install the in car computers, the department has to implement a system called eCrash/eCitation system. Basically everything goes in electronically to the state for crashes, summons and items like that eliminating the need to write out and manually submitting everything. It allows the officers to spend less time in the office and more time on the road. That added another cost to the project. Chief Duquette stated that the total cost of the project will be \$21,000.00 and some change. The town would recoup \$6,000.00.

Chief Duquette stated that he had been talking with Mr. Harrington regarding the grant. The town has up to one year to use the grant. The plan was to encumber funds in December when it is time to do the project. As all know, the department has been very short handed and more than enough monies have been saved in salaries to cover the cost of the project. Chief Duquette stated that he thought that it would be more prudent to use that money than to put it into next year's budget.

Chief Duquette continued to say that if the Board was good with this suggestion then all that would be needed from the Board is Chairman Barry's signature on the grant and to initial the pages that go along with the grant.

Vice Chairman Pitman asked Chief Duquette how long it would take to get the equipment out of Attleboro, MA. Chief Duquette stated that it would take no time at all.

Vice Chairman Pitman stated that in any case, the equipment could be up and running in a few months. Chief Duquette stated that he could place the order at any time once everything is approved. Chief Duquette thought that it could be all set by the end of the year. Vice Chairman Pitman stated that since nothing is working at present that the equipment should be gotten so to be up and running.

Chief Duquette stated that the equipment that is currently in the cars is falling apart and that it wasn't meant to be in the cars in the first place. The computers that are currently in the cars are the same

laptops that you would have at home. They weren't meant to be out in the weather and such and have been in the vehicles a long time.

Selectman Robertson stated that he had gotten a chance to look at the equipment that Chief Duquette and Officer Deyermund were looking at. Beyond the technological aspect of it, the physical, ergonomic balance and design is a marked improvement over what is currently in the cars. Selectman Robertson also didn't realize that the dashcam weren't working and in this day and age it is imperative that they do.

Chairman Barry asked the Board members how many times the Board has talked about replacing them. Selectman Robertson stated that they have been replaced in the past. Chief Duquette stated to the Board that this grant money and proposal is only to replace the computers. He will be coming back in the future to talk about the cameras.

Vice Chairman Pitman stated that it would save all the paperwork involved. Chief Duquette stated that all the tickets and other paperwork wouldn't need to be done manually and this is the way that departments are all going which will keep guys on the road.

Vice Chairman Pitman asked what needed to be done to get this in motion.

Chairman Barry stated that he would need a motion for the Chair to sign the grant which will get the project in motion.

**Motion:** Vice Chairman Pitman moves to approve the Chairman to sign the grant

**Second:** Selectman Robertson

**Discussion:** Selectman Robertson noted that the rest would be encumbered assuming there is a balance

**Vote: Yea: 5, Nay 0, Abstained 0, Motion Carries**

Selectman Shute stated that for the record, everything will be done on site. Chief Duquette stated that installation is on-site as well as any future maintenance required is on-site which is a huge plus not having to take the cruisers out of town.

A request was received from the NH Association of Assessing Officials to nominate Lauren Martin as a person to speak to naming the officers at NH Association of Assessing Officials. In the past the Board has just put in the ballot for Lauren Martin. Chairman Barry stated if the Board is willing to check off that one spot on the ballot and mail it in. All were in favor of doing so.

**A Request for a Timber Bond of \$432.20 and abating \$58.99, for a Timber Tax total of \$373.21 – Map 408, Lot 2, 30 Perry Road**

**Motion:** Selectman Robertson moves to levy the Timber Tax Levy as modified

**Second:** Selectman McGarry

**Discussion:** Chairman Barry stated that the Board would be voting to abate \$58.99

**Vote: Yea: 5, Nay 0, Abstained 0, Motion Carries**

**Timber Tax Levy in the amount of \$277.97 to Elaine Gardner – Baker Avenue**

**Motion:** Selectman Robertson moves to collect the Timber Tax

**Second:** Selectman Shute

**Vote: Yea: 5, Nay 0, Abstained 0, Motion Carries**

**Timber Tax Levy in the amount of \$305.42 – Irene Cruikshank, Perry Road**

**Motion:** Selectman Robertson moves to collect the Timber Tax

**Second:** Selectman Shute

**Vote: Yea: 5, Nay 0, Abstained 0, Motion Carries**

## **Notice of Intent to Cut Wood or Timber – Eric and Kathleen Burgland**

## **Notice of Intent to Cut Wood or Timber – John Currier, Middle Road**

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

Mr. Harrington had one item. The town has five old air conditioners which were previously used in Parks and Recreation Department before the central air was installed that are next to inoperable and would like to bring them at the transfer station.

Chairman Barry asked if anyone had a problem with bringing them to the transfer station. No one did.

No other questions for the town administrator.

### **Old/New/Other Unfinished Business:**

Selectman Robertson recollected that a policy that would avoid frivolous road names whereby names for subdivisions and such needed to be approved by the Board of Selectman of which Chairman Barry agreed. Selectman Robertson stated that he had found a new road sign off of Ridge Road and it may be private but it did look public for a Lois Lane. No one on the Board remembers approving such a name and it comes around when the Board was trying to eliminate such names as Skidoo Lane.

Chairman Barry asked again asked the location of the sign to which Selectman Robertson stated on Ridge Road beside the old senior home. There is a new road cut running down along there. The sign popped up this weekend and it looked like one of the town's official road signs.

Chairman Barry asked Mr. Harrington to have the building inspector look into this issue. Mr. Harrington also stated that the building inspector stated that there was a road name that needed to be looked into but didn't recall if this was the one or not. The town administrator stated he would look into the matter and get back to the Board.

Selectman McGarry stated that he would be pursuing a noise ordinance as apparently there isn't one for the town. Chairman Barry stated that this issue has been brought up before in which the town thought they did have a noise ordinance but it seems that there is not one.

Selectman McGarry stated that the reason that the issue is being brought up is last Sunday there was some activity at the construction site on Church Street by the power lines. Someone was running a hammer mounted on a backhoe during the day on Sunday. Selectman McGarry stated that there was no reason to be doing this type of work on a Sunday. Vice Chairman Pitman stated that it was a very large excavator with a hammer.

Vice Chairman Pitman also stated that they have a pile of crushed stone that they have generated.

Selectman McGarry stated that he had looked at a noise ordinance for one of the towns up north and put something together for review.

Selectman McGarry also asked if anyone knew a Peggy Wilson from Brandon, FL. Selectman McGarry received a letter received at the town offices from this person selling life insurance.

Selectman Robertson commented in regards to the noise ordinance stating that in the past we have had a noise ordinance that was discovered was unenforceable. One of the two key components that we had in those was a waiver for agricultural and forestry operations. There has been community interest in keeping for haying, and logging trucks especially during mud season. It was imperative that the forest guys get their equipment in before sun up. Selectman McGarry stated that he would keep that in mind.

Selectman Shute stated that he had the proposal for fence work at Hartford Brook that was talked about at the last meeting. The Commission has voted to accept the proposal. Selectman Shute stated that he didn't know who would sign it whether it would be the Chairman. Chairman Barry stated that it has been made clear that the Board signs all contracts which indebt the town.

Chairman Barry again asked if the proposal had been approved at the last meeting. All agreed that it had been approved at the last meeting. Chairman Barry asked if anyone objected if he signed the contract for the Board. All agreed to have the Chairman sign the contract.

**Motion:** Vice Chairman Pitman made a motion to go into a non-public session under RSA 91-A:3 II (B)

**Second:** Selectman Robertson

**Vote: Yes 5, Nay 0, Abstained 0 – Motion Carries**

### **Returned to Public Session**

Chairman Barry stated that no action was taken in the non-public session

**Motion:** Selectman Shute moves to seal the minutes of the non-public session

**Second:** Selectman McGarry

**Vote: Yea: 5, Nay 0, Abstained 0, Motion Carries**

Chairman Barry stated that he would entertain a motion that the Chairman sign an agreement with Municipal Resources Incorporated to provide a financial person to perform higher financial functions as the town is without a finance director.

**Motion:** Selectman Robertson moves to approve

**Second:** Selectman McGarry

**Vote: Yea: 5, Nay 0, Abstained 0, Motion Carries**

Also Chairman Barry asked if the Board would approve the Chairman signing a contract with MRI for a temporary part time financial assistant.

All voted in the affirmative.

### **Citizen's Comments**

None

### **Adjourn:**

**Motion:** Selectman Robertson moves to adjourn

**Second:** Vice Chairman Pitman

**Vote: Yea: 5, Nay 0, Abstained 0, Motion Carries**

**Next Meeting: Monday, October 23, 2017, at 5:30 p.m.**

*The Minutes were transcribed and respectfully submitted by Dianne L. Kimball, Recording Secretary  
Pending approval by the Board of Selectmen*