

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
January 3, 2011
MINUTES**

Call to Order

5:30pm: Vice Chairman, Alan O'Neal called the meeting to order.

Pledge of Allegiance to the Flag

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

Present: Alan E. O'Neal, Vice Chairman; John Reagan, R. Andrew Robertson and Bill Perron, Selectmen

Also Present: Leslie A. Boswak, Town Administrator and Nese Farrell, Recording Secretary

Absent: Stephen R. Barry, Chairman

Road Agent Update

1. Swett Road:

Alex Cote has received several calls about why they are plowing Swett Road, which is no more than a driveway (Class-5 to the house and Class-6 after the house towards Griffin Road). He said they were up there for three hours with the backhoe, 1-ton and the six-wheeler due to the snow drifts.

He said at one point when Jim Alexander was on the Board, he was working on doing away with the Town maintaining Swett Road and asked what has to be done for the Town not to take care of something like that. He added that the pavement is in pretty bad shape and will need repairs, but he is looking to the Board for suggestions.

Vice Chairman O'Neal suggested doing research on this to see if it needs to be a warrant article for the Town to vote them discontinuing the plowing of this road.

2. Vehicle Inspection:

Mr. Cote has some information from Concord and he said that under the Inspection portion of the RSA's, there is a piece that exempts towns from the emissions part of the inspections, due to the cost of the machine; Counties, States and Local Governments are exempted. He had it confirmed that Municipalities doing their own inspections do not have to use the Emissions Control machine due to the cost; the cost for the machine is billed monthly and the inspections that require that test are only done in the month of March.

Vice Chairman O'Neal got a different opinion from someone at the State and found that a Municipality does not have to rent the computer, but still have to do the emission testing on the OBD2 computer, as well as filling out reports to be mailed in. He added that they should also have at least a handheld diagnostic. Mr. Cote confirmed that they have not sent anyone to get certified yet and that the cost for the additional materials/tools needed is roughly about \$500.00.

Selectman Perron suggested putting it out to bid every three years. The Board decided to put it out to bid to the local garages to see if someone gives a better rate.

3. Town Owned Gravel Pit:

Mr. Cote said he encumbered some money to get the perimeter survey done on the gravel pit and would like the Board's approval to proceed with it. He has two prices; one for \$3,600.00 and one for \$3,700.00.

He also would like the Board's approval to have Mr. Martin come in now while the weather is fairly decent,

as they have no gravel and if they have a problem this spring it would be nice to have their own pile of gravel to pick from if necessary.

Vice Chairman O'Neal asked if the perimeter survey is within what they encumbered and Mr. Cote said it was. The Board agreed to proceed with it.

Vice Chairman O'Neal asked if Mr. Martin is excavating any new product and Mr. Cote said at this time he has estimated a little bit of new product up in the back corner (the whole side along Blake's Hill Road has been reclaimed, top soiled over and has grown some nice grass). A few weeks ago he had them continue and generate more material while he cleans up slope on the back. They are not cutting up more trees for this material.

Vice Chairman O'Neal asked if he is coming close to the concerned boundary line. Mr. Cote would say no, but they don't really know where the boundaries are; he has not gone back any further than what has been done in the past. Selectman Robertson asked what the doomage on gravel was and if it was similar to timber. Mr. Cote said they have not gone back any further than the existing lines, which are clearly shown on the drawing.

4. Automobile Accident on Candia Road:

Mr. Cote said he had the Town Engineer's out to review the accident on Candia Road and they need to replace a section of the wooden guardrail and the concrete railing that sits on top of the bridge. They did not feel comfortable leaving it there; they cleaned as much as they could and Clean Harbors is coming in the morning to clean up the rest of the oil spill.

He worked through the pricing of what needs to be done and then found out the person that hit the bridge is not insured, but the Town is covered on their insurance policy. They currently have a jersey barrier to protect where the guardrail is missing.

Mark Tibbetts/ Budget Update

Mark Tibbetts found out that they did sign a lease with Waste Management in July and the price was for both dumpsters; one at the Town Hall and one at the George B. White building. They thought there would be a charge to do away with that dumpster and if they break the contract to remove that dumpster, they would have to pay \$1,200.00. They are looking to see about lowering the price of the dumpster. He will research on whether the remaining dumpster price will go up, as that contract was based on two dumpsters.

The Board decided to just keep the dumpster for the remaining contract. Mr. Tibbetts said they looking at lowering it \$35.00 a month, but to expect it will raise his budget a bit for it to remain.

Eagle Scout Project

Vice Chairman O'Neal acknowledged the letter stating that the Scout Master has been notified by the Conservation Commission that they have to work out some details and the bridge is tentatively on hold.

Selectman Robertson understands that if they are replacing the bridge with a "in-kind" bridge, then this can move forward without DES permitting and Conservation review; but if it is deemed that it is considerable different than the bridge it is replacing then it may require some further review. He said the Boy Scout's concern is that there is a precise timetable for the Eagle Scout project. Town Administrator, Leslie Boswak confirmed that Rick Pelletier is working on this matter.

Regular Business

1. Review of Outstanding Minutes:

MOTION: Selectman Reagan made a Motion to approve the Minutes of December 20, 2010 and December 27, 2010.

SECONDED: Selectman Robertson seconded the Motion.

VOTE: Vice Chairman O'Neal took a Vote to approve the 12/20/10 & 12/27/10 Minutes as written. It was a Unanimous Vote in Favor.

2. Vouchers/ Accounts Payable Manifest(s):
2010/ \$51,028.00
2011/ \$52,887.76

Accounts Payable Manifest

MOTION: Selectman Robertson moved to approve both the Accounts Payable Manifests as written.

SECONDED: Selectman Reagan seconded the Motion.

VOTE: Vice Chairman O'Neal took a Vote to approve the Accounts Payable Manifest. It was a Unanimous Vote in Favor.

3. Signatures:

A. Signatures Requiring a Vote

- 1) Notice of Computer Adjustment (Abatement) \$1,070.00/ Steven Kelley/ Map 413, Lot 053

MOTION: Selectman Robertson made a Motion to approve the Adjustment.

SECONDED: Selectman Reagan seconded the Motion.

VOTE: Vice Chairman O'Neal called for the Vote. It was a Unanimous Vote in Favor.

B. Signatures Not Requiring a Vote

- 1) Notice of Intent to Cut Wood or Timber/ Petra Gazzola/ Map 418, Lot 047
The Board signed.
- 2) Personnel Plan Amendment/ Section 7.3/ Insurance Buy Out
The Board signed.

4. Review of Correspondence:

A. Metrocast/ Letter Requesting the Town commence formal franchise renewal proceedings pursuant to Section 626(a)

Vice Chairman O'Neal said it is an advisory letter that they want to start the thought process. The Cable Committee has not been functioning for some time and they are unable to reach the Chairman. Selectman Robertson said it would be good to revitalize the Cable Committee...

B. State of New Hampshire DOT/ Notice of Highway Block Grant Aid for 2011

C. Officer Doug Trottier/ Letter Requesting Waiver of Comp Time Accrual

Vice Chairman O'Neal referred to Officer Trottier's letter requesting they make an exception of the rule for comp time, as he may need to take time off for a twin pregnancy that may result in surgery and he may need to take time off to care for the newborns and his wife.

They received a follow-up letter from Chief Greeley and he is on board with; it would be paid as straight time and the additional comp time will be used by August 31, 2001. Instead of being paid for his overtime, he is just booking his time as straight time.

Selectman Robertson suggested looking into the family leave act. Mrs. Boswak said he is not eligible for disability (as his wife would be the one disabled), but he is eligible for family medical and they would have to grant him up to 12 weeks without any say on the Town's part. Selectman Robertson feels if the Department Head is fine with it, he would allow it.

MOTION: Selectman Robertson made a motion to make an exception to the Comp Time Policy, as a onetime request for Officer Trottier.

SECONDED: Selectman Perron seconded the Motion.

Selectman Reagan objects this change to a well thought out policy and feels that the Police Department is being operated for the convenience of the police officers and not for the tax payers of Deerfield. Vice Chairman O'Neal added that if he is working overtime now and he has been capped at 80 hours, it is better to pay him straight time rather than pay him time and a half.

Selectman Perron is concerned if he is out two or three weeks that they are looking at overtime from other officers. Selectman Robertson reminded the Board that by law he could be out for up to twelve weeks anyways.

VOTE: Vice Chairman O'Neal called for the Vote. It was a 3/1 Vote in Favor.

5. Unfinished Business:

None

6. Town Administrator's Report:

- A. Town Report is coming up and Mrs. Boswak is setting the deadline for all Boards, Committees and Commission for January 31st. She would like to offer for all Boards, Committees, Commissions and Department to submit photos.
- B. Hazardous Waste Day's money has been encumbered and she is looking to set a date in the end of April 2011.
- C. Monday, January 17th is a holiday and the GBW building will be without power (minimum of 8hrs). She understands that the server will be powered down so it will be easily turned back on afterwards with a switch of a button.
- D. She is working on a new policy regarding putting something out to bid. The advertising cost is adding up 30-40% to the cost of a \$1,000 item. She is leaning toward \$7,500.00 for a true competitive bid process (with legal notices) and they would still have to bring forth three quotes. She would like to write that the BOS have the authority to waive the competitive bid process for anything and would like to allow for State bid items (as well as vehicle repairs). She is looking for the Board's guidance.
- E. She is working on a Road Acceptance Policy as they have had so many roads being brought forward to be accepted. They have gotten policies from many communities and the one from Exeter is being reviewed by the Town's engineer who will bring back a final version and she is hopefully to be approved by the January 18th meeting.
- F. Selectman Robertson has been contacted by Wes Golomb of the Energy Committee and Mrs. Boswak spoke to him today; there hasn't been a lot of contact, but no one really knows what their ideas are. She will be attending their February meeting and hopes to set a date for them to come forward to the BOS to have a full discussion on saving energy in the Town.
- G. Health Insurance Buy Out: Seven employees signed up and they are looking for a savings of \$6,000 if everyone stays on for the year.

7. Other Business:

None

8. New Business:

None

Citizen's Comments:

Maureen Mann asked for clarification on Cottonwood Estates and asked if anything has happened or are they just waiting on January 1st. Mrs. Boswak said they received 23 out of the 35 deeds; she will send reminders for the remaining 11 residences.

Mrs. Mann asked when the petition warrant articles were due and Vice Chairman O'Neal believes that it is January 18th and that it is on the Newsletter.

Harriet Cady said she is concerned about the reports being done for the Town. She went online and found a report on habitat done a year ago by the Audubon Society. She called the woman whose name and number was in it and asked who L.K. Hartnett was; turns out that they used one of Kate Hartnett's writings. She said it seems wrong that the Town's planning is being done by certain names over and over.

She called David Preece of the Southern Planning Commission asking if they notify the BOS of the monies and grants available to the Town, other than Ms. Hartnett finding the grants. He said that the two people serving are relaying this information to the BOS. Mrs. Cady feels the Board should have this information and feedback regularly from Southern New Hampshire Planning Commission (SNHPC).

Selectman Robertson would acknowledge some of this, as far as diversity on our Boards, and feels that the Town has people that gravitate towards the Land Use Board due to their backgrounds and interest in it. He added that the Town has had a hard time getting people on that Board and keeping a diverse group of people. He said since it started, there was a broad selection on the Board, but over the course of the first year it dwindled to those who were also active on the Conservation Commission and those with that specific background.

Vice Chairman O'Neal suggested emailing SNHPC for updates and what was done in the past. Selectman Robertson mentioned that in years past they have met with their Land Use Boards on a quarterly basis; Planning, Zoning and Conservation would give them an update on what was available for grants, what projects they were working on and what they had an interest in. He feels it kept the BOS more in the loop as to what they were considering as a priority. He suggested getting them in once every three months for updates.

Adjourned:

6:30 pm

MOTION: Selectman Reagan made a Motion to adjourn.

SECONDED: Selectman Perron seconded the Motion.

VOTE: Vice Chairman O'Neal called for the Vote. It was a Unanimous Vote in Favor.

The January 3, 2011 meeting is adjourned.