

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
September 24, 2012
MINUTES**

Call to Order

5:30pm: Chairman, Steve Barry called the meeting to order.

Pledge of Allegiance to the Flag

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

Present: Steve Barry, Chairman; Alan O'Neal, Vice Chairman; Bill Perron, and Richard Pitman and R. Andrew Robertson Selectmen

Also Present: Leslie Boswak, Town Administrator; Jan Foisy, Finance Director; and Penny Touchette, Bookkeeper

Scheduled Appointments

A. Karen Snow – Audit Overview

Ms. Snow presented the Board with an overview of the 2011 Town Audit. The Town received a Clean Opinion, the highest available ranking. She reviewed the Management Highlights, Financial Statement, Balance Sheet and Income Statement of the report. Of interest – the Town showed a loss of (\$131,000) in the General Fund. Ms. Snow noted that the Town planned to use \$250,000 of the General Fund to offset taxes so the loss of only \$131,000 is positive compared to the plan to offset taxes. She also noted out that there was a Revenue variance of \$65,725 in the positive and an Expenditure variance of (\$139,739) so that the Town brought in more and expended less than anticipated. Overall the report was very positive and Ms. Snow spoke highly of the great progress made improving the budgeting controls since 2008.

There were three comments offered as areas for improvement. The Town has multiple escrow accounts, many of which are outdated, inactive and maintain minimal balances. The Town should work to research, close out and clean up these accounts and Ms. Snow confirmed that this is a project in process. Second, the Town should seek to have continual improvements in the procedures for Departments who receive cash. The Transfer Station and Parks and Recreation Department were two areas reviewed. Finally, there is room for improvement in the administration of Impact Fee Collections.

Motion – Selectman Robertson moved to accept the Audit and to sign the letter accompanying it

Second – Vice Chairman O'Neal

All In Favor - Motion Carries

B. Lamprey River Assessment Values

The Board is in receipt of a letter from Mr. Walter Hooker expressing his opinion of Avitar's Assessing recommendations for Lamprey River properties. Selectman Robertson is inclined to take the advice of the assessor to revise the records lacking the Lamprey River on them and to continue to clean up the tax cards. He was comfortable with Avitar's description of how they value properties. Vice Chairman O'Neal agreed, he too was in favor of accepting the recommendation of the Assessors.

Motion – Vice Chairman O'Neal moves to accept the Assessor's Recommendation with regards to the Lamprey River Assessment clean up and to sign letters to affected tax payers.

Second – Selectman Pitman

All in Favor – Motion Carries

C. 2013 Budget

The Board took a preliminary look through some of the less controversial Department Budgets. The following were reviewed and the Board agreed that everyone was comfortable with them as-is, they will be formally approved at the end of the 2013 budgeting process.

Executive (\$7,301, flat year over year)

Supervisors of the Checklist (\$3,315, down approx \$3,000)

Town Meeting/Election (\$6,032, down)

MBC (\$960, flat)

Ambulance (\$10,000)

Highway Safety (\$853)

Emergency Management (\$4,281)

Patriotic Purposes (\$300)

Revaluation of Property (\$55,491)
Legal (\$23,572, flat)
Zoning Board (\$2,177)
Cemeteries (\$16,452)
LGC Dues – Advertising & Regional Association (\$3,337)

Heritage Commission (\$600)
Forestry Commission (\$6)
Tax Anticipation Note (\$1)
Debt Service (\$0)

Regular Business/Signatures

- Approval of Minutes from September 10, 2012

Motion – Selectman Pitman moves to approve the Minutes as written

Second – Selectman Perron

Vote – 4 yea, 0 nay, 1 abstention – Motion Carries

- Approval of Minutes from September 17, 2012

Motion – Vice Chairman O’Neal moves to approve the Minutes as written

Second – Selectman Perron

All in Favor – Motion Carries

- Accounts Payable – Two Manifests of \$27,053.53 and \$944 – totaling \$27,997.53

Motion – Vice Chairman O’Neal moves to approve

Second – Selectman Pitman

Discussion – Selectman Robertson asked for clarification on a “Body Wipe” item on the last Accounts Payable detail. It was clarified that this was for the Parks and Rec Department. This was a purchase of wipes and a dispenser for the Body Blast program.

Vote - All in Favor – Motions Carries

- Timber Tax Levy in the amount of \$77.15 to Tom & Julie Kukla, Coffeetown Rd

Motion – Vice Chairman O’Neal moves to approve

Second – Selectman Pitman

All in Favor – Motion Carries

- Letter from the Interim Director of Forest Fires for the Dept. of Forest and Lands – seeking Fire Warden Nominations

Motion – Vice Chairman O’Neal moves the Fire Chief’s Recommendations for Fire Wardens

Second – Selectman Robertson

All in Favor – Motion Carries

- Planning Board has nominated Fran Menard to serve the Town on the Southern NH Planning Commission

Motion – Vice Chairman O’Neal moves to approve the nomination

Second – Selectman Pitman

All in Favor – Motion Carries

- Proposed List of Inspector of Elections (Democratic Ballot Clerks) to serve from 11/1/2012 – 10/31/2014

Rebecca Hutchinson	Phil Biladue	Carol Levesque	Roger Marquee	Barbara Daley
Bernie Cameron	Maureen Mann	Deb Smith	Gabe Breley	
Barbara Matthews	Nancy Brown	Hugh Hazen	Tom Folks	
Dee Jones	Herb McKinney	Elijah Hazen	Maddy Folks	
Dick Boisvert	Janice Levitan	Amy Marquee	Kathy Berglund	

Motion – Vice Chairman O’Neal moves to approve the list of Democratic Inspector of Elections

Second – Selectman Pitman

All in Favor – Motion Carries

Correspondences

Chairman Barry informed the Board that the Town is being sued by FairPoint for its assessment on poles. Deerfield is one of one hundred, forty communities named in the suit, and Merrimack County as consolidated this into one case.

Unfinished Business None

Town Administrator's Report

- Kevin Barry would like to install an ATM in his office. The cost will be \$25/month. Each transaction made credits \$1 to the account so that over 25 transactions the operations becomes profitable. He would like to do this on a 4 – 6 month trial basis. The Board was in favor, but suggested considering putting in a more public place so that the off hour traffic of Yannis or the Parks and Rec Dept. would have access to the machine.
- Leslie has been asked to represent NH at the American Association of Certified Public Manager Conference in Columbia, SC from October 14 – 17. The State will cover all costs and she would like to attend. The Board was in support of this.
- Materials regarding moving to a Consent Agenda were provided for the Boards consideration.
- The Ameri Corps volunteers are in Town and are actively working, doing a great job.
- Regarding the outstanding issue with the property where the Sanborn's have been paying taxes for over 60 years without the proper deed on file. The Town Administrator would like to see this item placed before the Town as a Warrant Article in the Spring to clean this off the books. Selectman Robertson recalled there being a reason ten year ago why this wasn't presented as a Warrant Article. He will do some homework and the Board will make a decision on how to proceed.

Other Business Vice Chairman O'Neal asked for an update on the access to the Lindsey Conservation Easement on Freese's Pond. Selectman Robertson indicated that he has spoke with Mrs. Therrien, but that the issue remained unresolved. Leslie noted that Rick is conferring with Legal on what the next course of action is and they will continue to work on it.

New Business Selectman Pitman informed the Board that there is a serious issue with the cemetery on Meetinghouse Hill Rd. As a result of some work done on a new home there, when there is rain the cemetery is becoming flooded and graves are being washed over with dirt. Leslie will have the Building Inspector look into this immediately.

Citizens Comments None

Adjournment

6:40p

Motion – Selectman Pitman moves to adjourn the meeting of September 24, 2012

Second – Selectman Perron

All in Favor – Meeting is Adjourned

Next Meeting Monday, October 1st @ 8:00am

*The Minutes were Transcribed and Respectfully Submitted by Katherine A. Libby, Recording Secretary.
Pending Approval by the Board of Selectmen*