

**TOWN OF DEERFIELD  
BOARD OF SELECTMEN  
October 22, 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; R. Andrew Robertson, Bill Perron, and Richard Pitman Selectmen

**Also Present:** Leslie Boswak, Town Administrator; Jan Foisy, Finance Director

**Scheduled Appointments**

**A. Chief Greeley – 2013 Budget Presentations (Police Department, Highway Safety, and Animal Control)**

The Board was OK with the Police Department budget as presented. The Chief described the line item expense for the uniform upgrades. He also noted that if the Warrant Article to move to a Revolving Fund budget for Detail work is approved that this budget will be reduced by approximately \$26,000. The Chief and the Board agreed that the functionality of the revolving budget needs to be better communicated to the Town. It will be a strictly money in/money out operation, not a fund that will grow over time and be able to be used on a discretionary basis.

The Board also reviewed the Highway Safety and Animal Control budgets and was comfortable with both as presented.

Chief Greeley, together with Chief Tibbetts updated the board on the progress of the Safety Complex planning. Fred McGarry and Paul Smith have visited the proposed site location to do test pits and begin the prep work for Steve Keach. They have adjusted the proposed plans and will begin to compare costs of building materials. A full blown site plan will not be done until the project receives voter approval, but Keach and will be able to provide a general cost estimate.

**B. Chief Tibbetts – 2013 Budget Presentations (Fire Department, Government Buildings, GBW Building, Town Hall, Water Holes & Misc Warrants)**

Chief Tibbetts presented the proposed Fire Department budget. Major differences from last year were the Chief's stipend as approved by voters and the lease payment for the new Fire Truck. Those two items aside, the total department budget is up approximately \$6,641 year over year. Training costs are up as there will be a Firefighter 2 training hosted in town and six Deerfield firefighters will participate. The Board was comfortable with the budget as presented.

The Government Buildings budget was presented, down year over year. The Board was comfortable with this and it was noted that the current fuel pricing and contracts runs through May of 2013. The George B. White Building Budget was up over 2012. This was attributed to the necessary water testing costs. This must be done quarterly as the building qualifies as a public water source. The Town Hall Budget was up slightly year over year, this was attributed to the need to update both sides of the building, over the last two years they have updated the front and the rear, this year being two sides will cost a bit more. The Water Holes budget was flat year over year and everyone was comfortable with it.

Chief Tibbetts also reviewed the Warrant Articles that he plans to present to the Town's voters. A request for funds to remodel the siding/windows of the George B. White Building, this is the next phase of the ongoing upgrade project and would cost approximately \$35,000. He will present a Warrant Article to raise the second door of South Road Station and make some other necessary upgrades to the 1980 building at a cost of roughly \$19,775. Thirdly they will be presenting an Article to raise \$25,000 for Fire Fighter and Rescue worker stipends as has been suggested at Deliberative Sessions in the past. Finally, they will seek to begin a Reserve Fund for the future purchase of a Tanker. The total cost of that equipment is anticipated to be roughly \$450,000 and the board suggested a Reserve Amount of \$40,000 or \$50,000 might be a good place to start.

**C. Rick Pelletier – 2013 Budget Presentations (Building Inspector and Transfer Station)**

The Board was comfortable with the Building Inspector Budget as presented, a \$75 increase over 2012. The Transfer Station budget has increased. Rick indicated that this is due to the Testing line going up. The cost of testing continues to rise, currently at \$100/hr. Selectman Robertson pointed out that he would like to see two employees on site at all times,

in case an accident should happen. Rick agreed, and noted that he has been struggling with schedules with some of his regular on-call employees. Leslie pointed out that the cost of the compactor may be removed before the final budget as they are looking to acquire those funds elsewhere.

**D. Parks & Recreation Department 2013 Budget – Discussion Continued**

Chairman Barry suggested that he would like to take \$20,000 of the Parks & Recreation Director budget from the Department's Revolving fund. The Board members agreed. Vice Chairman O'Neal noted that after pulling the data, the Department spent \$21,000 in 2011 on a Van and Bounce House purchase, and in 2010 spent \$24,000 on Capital Expenditures. Given these numbers he feels confident that the funds of the salary can be supported. Selectman Roberson concurred, and noted that if the Parks & Rec Commission has an objection that they can bring the issue back before the Board for consideration.

**E. Planning Board 2013 Budget – Discussion Continued**

Chairman Barry would like to suggest reducing the Planning Board Consultant Budget Line, currently proposed at \$18,000, by \$3,000 to \$15,000 with the expectation that the Consultant's billable hours be reduced. Selectman Robertson was in agreement, but questioned whether there was a contract in place. Leslie indicated that she believes the contract runs through June of 2013. The Board agreed to reduce the line as suggested and expect that Fred McGarry will come to the Board if he sees an issue with this.

**F. Tax Rate Setting**

Chairman Barry noted that there will be a meeting held tomorrow at 2:00p to determine the tax rate for 2013. Leslie presented the Board with a number of scenarios. She communicated that it is the Government Finance Officers Association's recommendation that a municipality maintain a fund balance of 8-17% and that it absolutely never fall below 5% as this impacts the bond rating. Last year the Town retained a fund balance of just over 8%. Four scenarios were presented for the Board to consider, her recommendation would be to take \$400,500 from Surplus funds, maintaining an 6.78% fund balance, and resulting in a \$0.458 tax rate increase. This translates to approximately \$183.20/yr. for a home valued at \$400,000. The Board thanked Leslie for her work and will review in preparation for tomorrow's meeting.

**Regular Business/Signatures**

**- Approval of Minutes from October 9, 2012**

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

**Second** – Selectman Robertson

**All in Favor – Motion Carries**

**- Accounts Payable – Two Manifests of \$816 and \$272,092.69 (\$250K transferred to the school) – totaling \$272,908.69**

**Motion** – Vice Chairman O'Neal moves to approve

**Second** – Selectman Robertson

**Vote - All in Favor – Motions Carries**

**- Primex Workers and Unemployment Compensation rates for 2013**

The Board is in receipt of the 2013 rates for Workers and Unemployment Compensation, both have increased, the new figures are up approximately \$2,000/yr (7.9%) and \$470/yr (8%) respectively.

**- FSA Services & Pricing Review**

The Board was presented with information seeking to increase the allowed FSA amount from \$1,500 to \$2,500 if an employee chooses.

**Motion** – Vice Chairman O'Neal moves to approve the FSA Services and pricing along with the change in the administrative fee

**Second** – Selectman Robertson

**All in Favor – Motion Carries**

**- Tax Software Issues**

Jan informed the Board of an ongoing issue the Office has been experiencing since 2005. The Computer Program currently used for payroll and other office functions does not meet the Town's needs with regards to Property Taxes. The system does not transfer well with AVATAR's data bases and makes reconciliation very time consuming and difficult, as well as creates ample opportunity for errors. She has presented the Board with a new software recommendation at a cost of \$7,900 year one, and an estimated ongoing cost of \$2,600 year over year. Vice Chairman O'Neal asked if this cost would include a server, or would it run on our server, and has this been vetted

with IT. Jan responded that it would run on our server, as does the current program. Kevin Barry noted that he anticipates the Cloud usage will be for individuals to view bills and balances online, but not necessarily to make online tax payments at this time. Jan and Leslie will research the questions re: infrastructure and cloud capabilities and get back to the Board with additional information.

**- Dental Coverage**

The Board is in receipt of the Dental Coverage Plan for 2013, the cost has increased 1.5% year over year.

**Motion** - Vice Chairman O'Neal moves to approve the dental coverage as presented

**Second** – Selectman Robertson

**All in Favor – Motion Carries**

**- Zoning Board Appointment**

The Zoning Board is seeking to appoint Darlene Cummings to the Board of Adjustments for a 3 year term.

**Motion** – Vice Chairman O'Neal moves to approve

**Second** – Selectman Robertson

**All in Favor – Motion Carries**

**- Land Use Change Tax Abatement Denial – Dianne Shores**

**Motion** – Vice Chairman O'Neal moves to approve the denial per the Assessor's recommendation

**Second** – Selectman Robertson

**All in Favor – Motion Carries**

**- Timber Tax Levy in the amount of \$522.31 – Hanigal By**

**Motion** – Vice Chairman O'Neal moves to approve

**Second** – Selectman Robertson

**All in Favor – Motion Carries**

**- Pole License – PSNH for the Town of Deerfield on South Rd**

**Motion** – Vice Chairman O'Neal moves to approve

**Second** – Selectman Robertson

**All in Favor – Motion Carries**

**- Deerfield Republican Town Club looks to appoint the following**

**Ballot Counters:**

Elaine Alexander	Tom Dillon	Cara Dixon	Melissa Buckner	Joyce Pelletier
Deborah Black	Melissa Yourick	Bethleen Howard	Jay Joplin	Kirk Ciola

**Inspectors of Checklist:**

Anne Crow	Cindy Tomlinson	Cynthia Kelsey
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**Motion** – Vice Chairman O'Neal moves the list as presented

**Second** – Selectman Robertson

**All in Favor – Motion Carries**

**- Notice of Intent to cut Wood or Timber – Michael White**

**No Discussion – Signatures Executed**

**- Correspondence – Request for reserved parking spots**

The Town has received a request from Claire at Country Cuts to reserve two exclusive parking spots at her location. Leslie has concerns with starting this standard and has a letter composed denying the request should the Board be in agreement. The Board agreed and advised the Town Administrator to send the letter as written.

**- Town Hall Waiver of Cleaning Fee Request**

The Board is in receipt of a request form Sarah Mason to continue with the Contra Dances at the Town Hall from January through June and to waive the \$35 cleaning fee.

**Motion** – Selectman O'Neal moves to approve this request

**Second** – Vice Chairman O'Neal

**All in Favor – Motion Carries**

**- The Board is in receipt of a County Tax Bill in the amount of \$498,426**

### **Unfinished Business**

Selectmen Robertson asked for an update on the status of the Website Upgrades. Leslie responded that she has been working with Steve Jamele, they have the funds budgeted for this year and are currently speaking with three vendors. Virtual Town Hall is the front runner. They are well organized, easy to work with, and by far the least expensive option. Leslie was waiting for the AmeriCorps volunteers to finish their work on the site before they continue. Towns that they manage include Hopkinton and Wolfeboro. Selectman Robertson spoke favorably of the Hopkinton website, both in navigation and the Cartographic tax card features.

Selectman Perron mentioned that the Farmer's Market will be looking to use the GBW Building again this year to host winter markets on the third Sunday of each month December through April. The Board did not see any issue with this, but Leslie will run the dates by Mark to confirm that there are no conflicts.

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

Leslie updated the Board that the downstairs area of the GBW Building had been worked on by the AmeriCorps. They have removed the walls to open up one large space that will hold up to 100 people. There is more work to be done including flooring, painting and arranging for handicap access, but it looks very promising.

After the setting of the tax rate tomorrow tax bills will be mailed ASAP. There is a number of Town departments including information in the mailing including the Cable Committee, various storm closing and Holiday schedule information along with voting details and an informational piece from the Parks and Recreation department.

**New Business** None

**Other Business** None

### **Citizens Comments**

Kathy Shigo mentioned that the blacked out graffiti on the maroon building at the Transfer Station is unsightly and she thinks the Town should paint it over to match the rest of the exterior.

### **Nonpublic Session:**

**6:45 pm** Vice Chairman O'Neal made a motion to enter a Nonpublic Session under RSA 91-A:3,II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant. Seconded by Selectman Robertson.

**Roll Call Vote:** Pitman-Yes; Perron-Yes; Robertson-Yes; O'Neal-Yes; Barry-Yes

**7:08 pm** The Nonpublic Session ended.

### **No Action/No Decisions:**

It was noted that no action was taken or decisions made within the Nonpublic Session.

### **Minutes Sealed:**

**MOTION:** Vice Chairman O'Neal made a motion to seal the Minutes of the Nonpublic Session as divulgence of information contained in those minutes would likely adversely affect the reputation of a person or persons not a member of this Board. Seconded by Selectman Robertson.

**Roll Call Vote:** Pitman-Yes; Perron-Yes; Robertson-Yes; O'Neal-Yes; Barry-Yes

### **Meeting Adjourned**

7:10pm

**Motion** – Vice Chairman O'Neal

**Second** – Selectman Robertson

All in Favor – The October 22, 2012 meeting is adjourned

**Next Meeting Monday, October 29<sup>th</sup> @ 8:00am**

*The Minutes were Transcribed and Respectfully Submitted by Katherine A. Libby, Recording Secretary.*

*Pending Approval by the Board of Selectmen*