

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
August 19, 2013
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; Rebecca Hutchinson, Richard Pitman and R. Andrew Robertson Selectmen

Also Present: Leslie Boswak, Town Administrator

Scheduled Appointments

- **Fred McGarry – Planning Board Grant Application**

As discussed at a previous July Board meeting, Mr. McGarry is seeking permission to submit a Community Planning Supplemental Grant Application for a Village District Design Charrette, he noted one change to the Grant is that a cash match will not be required, but can be made in kind with volunteer hours.

Motion – Selectman Robertson moves to sign the Community Planning Supplemental Grant Application as presented

Second – Selectwoman Hutchinson

All in Favor – Motion Carries

- **Rick Pelletier & Mark Tibbetts - Deerfield Fair Association – Attorney Branch Correspondence**

The Town is in receipt of a letter from the Attorney representing the Deerfield Fair Association requesting that any work done between the Town Building Inspector and Fire Chief be communicated in writing through Attorney Branch. Rick spoke that he sees no issue with the request, but would clarify that this would not apply to work done with the Vendor areas on the Fairgrounds, in other words he would not expect to correspond in writing with the attorney each time a vendor pulls a permit to do work to their space, or if a Frialator or exhaust hood requires inspection by Mark.

Mark expressed his surprise at learning recently from the State Fire Marshall's office that all activities of the Fair fall under his jurisdiction and oversight. He would suggest that there needs to be a meeting held after this year's Fair with the Fair's Board of Directors to discuss how oversight and compliance will work going forward. He would also ask that all historical communication between the State Fire Marshall and the Fair be pulled for review during such meeting. Vice Chairman O'Neal would also like to see additional information on what codes and standards are used for driving inspections and oversight of the Fair by the Town Fire Department. Rick believes that it is code NFPA1 that deals with Public Safety that gives authority to the Fire Department and the Chief in particular. Mark stressed the need to make sure that the Department is properly covered and to avoid liability to the Town. Vice Chairman O'Neal recalled that a number of years ago the Fair had a plan of operation approved by the State Fire Marshall's office, and that it included Electrical information, if this is no longer the case he agreed all information needs to be compiled and reviewed.

Selectman Pitman spoke that the Attorney's letter was written applying strictly to the Fair's anticipated major electrical and fire safety projects (i.e. moving vendors out from under the bleachers, and removing overhead electrical lines in certain areas on the property). There has been an ongoing issue where it is unclear who has authority and jurisdiction for various safety issues. Leslie spoke that the letter referenced multiple individuals stopping by the Fairgrounds over the last six to eight weeks and she wishes to clarify that none of those individuals were representatives of the Town. It appears individual representatives of various State Agencies may have been conducting visits. Vice Chairman O'Neal suggested that no one from the State Fire Marshall's Office visit the property without Chief Tibbett's knowledge.

Chairman Barry asked Leslie to compose a letter confirming that the Town will do the utmost to adhere to the Fair's request for written correspondence, and clarifying that they hold no authority over the State Agencies who may be causing confusion.

Vice Chairman O'Neal asked Chief Tibbetts for clarification regarding the requirement for Ansul Systems and Hoods. Chief Tibbetts replied that Ansul Systems are required whenever there is a Frialator and Hoods are required over grills and stuff like that. Chief Tibbetts reiterated that Ansul Systems are only required when there is a Frialator involved and that came right from the Fire Marshal's Office. Vice Chairman O'Neal asked the Chief to confirm that all vendors that require exhaust

hoods have hoods. The Chief confirmed that was correct.

The town administrator wanted to clarify for the record a point that was made in the letter from Attorney Branch. Attorney Branch's letter states that there have been a number of officials that have been to the Fairgrounds this year. Leslie wanted to clarify for the record that none of these officials were from the Town.

Regular Business/Signatures

- Minutes August 12, 2013

Motion – Selectman Robertson moves the minutes as written

Second – Selectman Pitman

Discussion – Vice Chairman O'Neal noted that on page 1 the "Transportation" Station should be the "Transfer" Station

Vote – 4 Yea, 0 Nay, 1 Abstained – Motion Carries

- Payroll - \$54,007.72 gross (\$41,706.43 net)

Motion – Vice Chairman O'Neal moves to approve the Payroll

Second – Selectman Robertson

All in Favor – Motion Carries

- Accounts Payable - \$294,914.77 – with \$250,000 transferred to the School

Motion – Vice Chairman O'Neal moves to approve the Accounts Payable

Second – Selectman Robertson

All in Favor – Motion Carries

- Building & Infrastructure Fund Transfer - \$6,858

Motion – Vice Chairman O'Neal moves to transfer \$6,858 from the Building & Infrastructure Trust Fund to pay Mr. Bassett the balance owed for his for work completed

Second – Selectmen Robertson

All in Favor – Motion Carries

- Valley Equipment – Payment for Fire Truck

Motion – Vice Chairman O'Neal moves to authorize Chairman Barry to approve the transfer of \$224,669.22 from Sun Valley Trust to Valley Equipment once the Pumper is inspected and complete

Second – Selectman Robertson

Discussion – Selectman Robertson noted that there is a documentary on channel 9 this week on how Valley builds fire trucks

All in Favor – Motion Carries

- Resignation – Dorothy Hickox

The Board is in receipt of a letter to Kevin Barry from Dorothy Hickox announcing her resignation from the position of Municipal Agent; her last day will be August 29, 2013. The Board accepted the resignation with regret.

Unfinished Business None

Town Administrator's Report None

Other Business None

New Business None

Citizens Comments None

Non Public Session 6:03 p.m.

Motion – Vice Chairman O'Neal moves to enter a Non Public Session under RSA 91-A, II (a & c) **Second** – Selectman Robertson seconds the Motion. **Roll Call Vote:** Pitman – yes; Hutchinson – yes; Robertson – yes; O'Neal – yes; Barry – yes.

6:17 p.m. Motion – Vice Chairman O’Neal moves to end the non-public session **Second** – Selectman Robertson
Vote: All in Favor – Motion Carries

Motion: - Vice Chairman O’Neal moves to seal the minutes of the non-public session. **Second:** Selectman Robertson **Vote: All in Favor – Motion Carries**

Motion – Selectman Pitman moves to adjourn **Second** – Selectman Robertson
Vote: All in Favor – Motion Carries

The August 19, 2013 meeting is adjourned at 6:18 p.m.

Next Meeting Monday, August 26th @ 5:30pm

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