

**TOWN OF DEERFIELD  
BOARD OF SELECTMEN  
November 25, 2013  
MINUTES**

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**Call to Order**

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

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

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

**Pledge of Allegiance to the Flag**

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

**Scheduled Appointments**

**2014 Budget Finalization**

The Board conducted a review of the proposed 2014 Town Budget. Chairman Barry spoke that an additional \$30,000 needs to be included in the Assessing Budget, \$25,000 for the current suit with NH Electrical Co-Op and \$5,000 for the suit with FairPoint. This will change the Assessing bottom line to \$84,566. Additionally, the Town has been informed by the auditor that the Rescue Squad's Special Detail payments need to be fully run through the budget. This is work paid when the Rescue squad attends Horse Shows, expected to be 13 days at \$150/day in 2014.

The Planning Board must also include the \$8,100 from the NH Community Planning Grant in order to budget correctly. Vice Chairman O'Neal spoke that it will be important to relay to the Departments seeking grant monies, that depending on how they are paid out, it may have an impact on the Town's Budget bottom line.

Selectman Robertson suggested removing the \$38,000 for the creation of a new Town Compliance Officer position under the Administration Budget. Selectwoman Hutchinson agreed, she feels it is an unfortunate that time is spent on this work, pulling employees from their regular duties, but that without having better quantified the need, she concurs that it should not be in this budget. , the new bottom line for the Administration Budget will be \$150,217.

Vice Chairman O'Neal expressed his opinion that the GBW Building Maintenance line should be reduced to eliminate the \$6,000 to re-route the buildings electricity, and the \$2,755 to re-do the EOC floor. The Board agrees.

Regarding the cleaning contract for the GBW Building, the Library and the Parks & Recreation area, Chairman Barry spoke with a member of the School Board and has learned that they pay \$10 - \$11.50/hour for their four cleaning employees. Selectman Robertson voiced his support for trying the professional cleaning service for a year to determine its added value. Selectwoman Hutchinson liked the idea of keeping the work local, but if there is no interest in applying for the position, she supports going the professional route. Jan spoke that she believes the Library is currently interviewing their own candidate. The Board agreed to include the services in the budget for this year and asked the Town Administrator to inquire about a 6 month contract. They will check with the Library and Parks and Recreation to most effectively coordinate the work and take advantage of economies of scale.

Vice Chairman O'Neal asked about the proposed increase of \$50/month for the County Attorney's Office. Leslie is looking into this matter further.

**Motion** – Selectman Robertson moves the new bottom line 2014 Budget of \$3,653,928

**Second** – Selectman Pitman

**All in Favor – Motion Carries**

**Plowing of Town Buildings**

The Board is in receipt of a sealed bid for winter plowing of the Town Buildings. Selectman Robertson indicated that the intent was not to solicit formal bids, but to ask Alex to collect some interested candidates and make a recommendation to the Board. They will ask Alex to provide them with a recommendation as soon as possible and did not open the bid received.

**Regular Business/Signatures**

**- Payroll Manifest \$46,638.95 (net \$35,178.42)**

**Motion** – Vice Chairman O'Neal moves to approve the payroll manifest

**Second** – Selectman Robertson  
**All in Favor – Motion Carries**

**- Accounts Payable – \$536,178.55 (with \$500,000 transferred to the school)**

**Motion** – Vice Chairman O’Neal moves to approve the accounts payable

**Second** – Selectman Robertson

**All in Favor – Motion Carries**

**- IRS Modified Rules for FSA Carryover**

Jan informed the Board that the IRS has modified their maximum amount allowed to be carried forward in FSA to \$500, the Board needs to adopt this change. Vice Chairman O’Neal asked if \$500 was the limit set by the IRS and if this would create any additional accounting headache for the Town Administrator’s office, Jan answered yes, that it is an IRS cap and that no, the third party vendor handles all of the accounting of this.

**Motion** – Vice Chairman O’Neal moves to approve the FSA max carryover amount of \$500 beginning in plan year 2014

**Second** – Selectman Robertson

**All in Favor – Motion Carries**

**Non-public Session 6:05 pm**

**Motion** – Vice Chairman O’Neal moves to enter into a Non Public Session under RSA 91-A:3, II c

**Second** – Selectman Robertson

**Roll Call Vote – Pitman, yes; Hutchinson, yes; Robertson, yes; O’Neal, yes; Barry, yes**

The non-public session ended at 6:35 p.m. Chairman Barry noted for public record that no action was taken during the non-public session

**Motion** – Vice Chairman O’Neal moves to seal the minutes from the non-public session

**Second** – Selectman Robertson

**Roll Call Vote – Pitman, yes; Hutchinson, yes; Robertson, yes; O’Neal, yes; Barry, yes**

The Board spoke with Kim with Public Safety Strategies Group (PSSG). The PSSG recommendation is that, given the limited amount of time until Chief Greeley’s retirement, that the Board move forward in appointing an interim Chief of Police to do the work parallel to the more thorough and formal search for a permanent Chief. PSSG will work with the Town to draft both an interim Chief of Police and permanent Chief of Police job description. The Board’s only condition is that the interim Chief not be a candidate for the permanent job, it was suggested the wording for interim include “a time not to exceed 4 months, unless further amended by the Board” to allow adequate time for collecting applications, conducting interviews and the giving of notices. Vice Chairman O’Neal asked if there would be any issue with a temporary employee driving a Town-owned vehicle. Leslie indicated that it could be addressed depending on who presents as a candidate for interim Chief.

PSSG agreed that the salary for the Deerfield Chief of Police is low in comparison to area Towns. Kim suggested they could do a survey to determine what is acceptable, and that the Board might consider a modified schedule or some other form of compromise to offset the lower monetary amount. Selectman Robertson has made calls to several area Towns of comparable population size and found that most Chiefs were paid in the \$72,000-\$74,000 range. Selectwoman Hutchinson asked how these searches were handled in the past, Chairman Barry answered that it was very unstructured, the process was typically to move someone up from within the Department and it was done very quickly. Selectwoman Hutchinson spoke of the importance of engaging the members of the Department and the Community in the search for a new Chief.

**Other Business** None

**Citizens Comments** None

**Adjournment**

**Motion** – Vice Chairman O’Neal moves to adjourn the meeting of November 25, 2013

**Second** – Selectman Robertson

**All in Favor – Motion Carries**

**Meeting Adjourns at 6:45p**

**Next Meeting Monday, December 2<sup>nd</sup> @ 5:30pm**

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