

**TOWN OF DEERFIELD  
BOARD OF SELECTMEN  
December 2, 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.

**Non-public Session 5:32 pm**

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

**Second** – Selectman Robertson

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

The non-public session ended at 5:41 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

**Scheduled Appointments**

**Emergency Management – Denise Greig**

D. Greig informed the Board that the Emergency Operations Plan adopted in 2009 will be due for update in 2014. The plan is critical as it is a pre-requisite for many Government grants and is important to be kept current. There is an Emergency Management Performance Grant available in the amount of \$5,000. It is a 50% matching grant where the Town's portion of \$2,500 will be in the form of hours the committee will spend updating the document. The \$2,500 will need to be included in the Department's 2014 budget.

**Motion:** Selectman Pitman moves to add \$2,500 to the Emergency Management Grant Line

**Second:** Vice Chairman O'Neal

**All in Favor – Motion Carries**

**Regular Business/Signatures**

**- Accounts Payable – \$34,729.58**

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

**Second** – Selectman Robertson

**All in Favor – Motion Carries**

**- Timber Bond - \$198.75 to Garland Lumber Company**

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

**Second:** Selectman Robertson

**All in Favor – Motion Carries**

**- Winter Parking Lot Plowing & Library Snow Shoveling**

The Board has received a recommendation from Alex Cote to award the work of parking lot plowing to Matt Fisher. This will be done at the State rate of \$51/hour. The Board is comfortable with the recommendation of the Highway Agent; L. Boswak will draft a contract for formal action by the Board.

**- Letter from Sharon Godlewski and Melissa Zych – 50 Middle Rd**

Chairman Barry read a letter from the owners of 50 Middle Rd asking that the Board reconsider the Tax Assessment of 50 Middle Rd, Map 419, lot 40. The letter states that on October 5<sup>th</sup> the camp on the property was donated for the use of a training exercise by the Deerfield and Raymond Fire Departments. They have no plans to rebuild the structure and are in the process of merging the lot with another they own. Vice Chairman O'Neal asked that Ms Godlewski and Ms Zych be informed that there is a formal abatement process by which to make these sorts of request. L. Boswak spoke that, based on the current tax law, assessments are based on condition of the property as of April 1<sup>st</sup> and that, as it stands, they would not be eligible for abatement.

Vice Chairman O'Neal voiced his concern with setting a precedent. Because it was in the form of a donation for the good of the Town, the Board will consider reducing the assessment pro-rata to the October 5<sup>th</sup> date, L. Boswak will bring back figures for the Board to review and decide at a later date.

**Unfinished Business**        None

**Town Administrators Report**

L. Boswak provided the Board with paperwork from the Deerfield Fair Association. They have asked that the Town consider paying the Fire and Rescue workers in the same manner in which the Police Department is paid so that they no longer need to run that payroll. In 2013 compensation to the Fire Department was \$8,207.87 and \$3,697.66 was paid to Rescue. If the Board agrees to the request, the amounts would need to be included in the Town Budget. Additionally, the Fair Association provided a copy of the amounts paid to the Police Department and has questioned some of the items, including 40 hours paid to the Chief and Office Administrator, as well as 24 hours charged for the Chief on the final day of the Fair.

Regarding the Special Detail request, Vice Chairman O'Neal asked that the Board re-look at the Warrant Article to have these funds run through a revolving fund. He feels it should be done that way for the Police Department, as well as any Fire and Rescue Special Detail. L. Boswak will look into the issue to determine whether one all encompassing Warrant Article can be put forward or if it needs to be Department specific.

L. Boswak informed the Board that, effective December 31, 2013, she will be tendering her resignation. She provided a draft of a job posting which the Board agreed looked good.

**Motion:** Selectman Robertson moves to accept the Town Administrators resignation with extreme regret

**Second:** Selectman Pitman

**All in Favor – Motion Carries**

Communally the Board thanked Leslie for the work she has done and expressed that this will be a difficult loss for the Town.

**Other Business**

Selectwoman Hutchinson asked that the Board discuss the process for the hiring of the new Police Chief. She would suggest forming a temporary search committee with representation from various parts of the community. Her intention would be for representatives from the School, Fair Association, Welfare, Parks & Recreation, the Police Department and Town Administrator meet once or twice in the coming weeks to identify the characteristics that they feel will be important to have in the new Chief. She feels it is critical to engage the community in this process. Vice Chairman O'Neal suggested also adding representatives from the Fire and Rescue Departments. The Board agreed it will be important to get this group formed quickly in order to keep the search moving forward. L. Boswak asked whether the Board would like this done in the form of a Work Session, or should it operate as a standalone Committee, the Board agreed on a Work Session format and will try to have participants compiled to meet December 18<sup>th</sup> at 5:30. Selectwoman Hutchinson will work with the Town Administrator to draft five questions for participants to consider in advance of the meeting.

**Citizens Comments**

H. Cady spoke that she would prefer to see the Committee Selectwoman Hutchinson spoke of be made up of citizens of Town as opposed to non-residents. Specifically she would suggest that representation from the Parks & Recreation Department be a member of the Commission as opposed to the Department Director. There is a document which describes the past Police Chiefs of the Town and she suggested that everyone read it in order to understand what has historically been sought in candidates. Secondly, in her review of the Manifest last week she noticed \$2,100 spent for the Parks & Recreation Director to attend a workshop for mediation. She believes the workshop had no application for Parks & Recreation and would ask the Recreation Commission to look closer and vote on these expenditures prior to the Director's attendance. She feels strongly that program costs are too high.

Ofc. Hughes thanked Selectwoman Hutchinson for her thought on the Police Chief search process and agrees with her

suggestions. He welcomed the Board to engage the Police Department in any way that it can assist in the search with the goal to keep Deerfield a Town of Community Policing. The Board asked any and all members of the Police Department to attend its meeting on Monday, December 9<sup>th</sup> at 5:30 to discuss the issue further.

**Adjournment**

**Motion** – Vice Chairman O’Neal moves to adjourn the meeting of December 2, 2013

**Second** – Selectman Robertson

**All in Favor – Motion Carries**

**Meeting Adjourns at 6:45p**

**Next Meeting Monday, December 9<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*