

**TOWN OF DEERFIELD  
BOARD OF SELECTMEN  
December 16, 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**

**David Witham – Primex Prime 3 Designation**

Dave Witham and Jonathan Kipp from Primex were on hand, Mr. Kipp explained that Primex is a public entity risk pool, and as of July 1<sup>st</sup> Deerfield will be a member of all pools. Deerfield has earned this designation by following all 10 of the best practices laid out by Primes and is the 31<sup>st</sup> of 300 members to achieve this milestone. Mr. Witham applauded the Town's Safety Committee for its work and spoke that the designation will save the Town approximately 2.5% or \$2,000/year. He provided a press release to be sent to the local media outlets.

The Board thanked Kelly Roberts and the Safety Committee for its hard work in being proactive on this project.

**Regular Business/Signatures**

**- Minutes November 18, 2013**

**Motion** – Selectman Robertson moves the minutes as written

**Second** – Selectman Pitman

**All in Favor – Motion Carries**

**- Minutes November 25, 2013**

**Motion** – Selectman Robertson moves the minutes as written

**Second** – Selectwoman Hutchinson

**All in Favor – Motion Carries**

**- Minutes December 2, 2013**

**Motion** – Selectman Robertson moves the minutes as written

**Second** – Vice Chairman O'Neal

**All in Favor – Motion Carries**

**- Accounts Payable – \$44,284.99**

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

**Second** – Selectman Robertson

**All in Favor – Motion Carries**

**- Memorandum of Understanding – Deerfield & NH Department of Revenue – Municipal Data Sharing Pool**

**Motion:** Selectman Robertson moves to participate in the Data Sharing Pool with the NH DRA

**Second:** Vice Chairman O'Neal

**All in Favor – Motion Carries**

**- Town Clerk/Tax Collector – Return \$459 of Over-Payment to SMHS Deerfield Elderly Housing LP**

**Motion:** Vice Chairman O'Neal moves to approve the refund as described

**Second:** Selectman Robertson

**All in Favor – Motion Carries**

**- Town Clerk/Tax Collector – Refund for the following Overpayments: 23 Cofeetown Rd (\$2,251), 72 Reservation Rd (\$3,395) and 95 Candia Rd (\$2,559) – totaling \$8,205**

**Motion:** Selectman Robertson moves to approve the refunds as described

**Second:** Vice Chairman O’Neal

**All in Favor – Motion Carries**

**- Appointment of Eve Hazen to Philbrick James Library Board of Trustees – 1 Year Term**

**Motion:** Vice Chairman O’Neal moves to approve the appointment

**Second:** Selectwoman Hutchinson

**All in Favor – Motion Carries**

**- Town Clerk/Tax Collector – Computer Adjustment – Tom Jacob Jr, Pine Street, Manchester - \$553.60 for tax years 2011, 2012 and 2013 on Map 418, lot 79-17 at the Deerfield Fairgrounds**

**Motion:** Selectman Robertson moves to approve the refund as described

**Second:** Vice Chairman O’Neal

**Discussion:** Vice Chairman O’Neal asked when the structure was removed. Selectman Pitman believed it has been at least two years since “Ye Olde Yankee Tavern” was there, he will verify and provide the date to the Board.

**Vice Chairman O’Neal withdraws his Second, Selectman Robertson withdraws his motion**

**- Town Clerk/Tax Collector – Computer Adjustment – Map 418 lot 79-22**

Same as above, the Board will wait for information as to when the structure was removed prior to taking action.

**- Membership Agreement – Town of Deerfield & Primex – Now Includes Property & Liability Coverage**

**Motion:** Vice Chairman O’Neal moves to approve the appointment

**Second:** Selectman Robertson

**All in Favor – Motion Carries**

**- Timber Tax Levy - \$2,688.25, John & Sarah Miller**

**Motion:** Selectman Robertson moves to approve

**Second:** Selectwoman Hutchinson

**All in Favor – Motion Carries**

**- Friends of the Deerfield Library to host Cabin Fever Arts Tour March 15 – Request Waiver of Town Hall Rental Fees**

**Motion:** Selectman Robertson

**Second:** Vice Chairman O’Neal

**Discussion:** Chairman Barry noted that proceeds will support the Centennial Celebration and Friendship Garden at the Library.

**All in Favor – Motion Carries**

**- Notice of Intent to Cut Wood or Timber – Garland Lumber Co, Reservation Rd**

Signatures Executed

**- 50 Middle Rd – Request for Abatement**

The Board revisited the request for Abatement on 50 Middle Rd where property owners donated their building to the Town Fire Department for a training Exercise on October 5<sup>th</sup>. Based on the assessment, Penny Touchette determined that a retroactive abatement to that date would be a refund of \$633.86. Vice Chairman O’Neal spoke that he does not support the Abatement as historically the Town has not allowed for them and does not want to set a precedent. For consistencies sake, if the building is on the property on April 1<sup>st</sup> of that tax year, a charge will be incurred. The Select Board agreed with Vice Chairman O’Neal and asked the Town Administrator to send a letter to the property owner communicating their decision.

**- Town Clerk/Tax Collector Report – as of December 13<sup>th</sup> taxes are 90% paid**

**- Town Administrator – Request to Close Town Offices at Noon on December 24<sup>th</sup> and at 2:30p on December 31<sup>st</sup>.**

The Board approves

**- Letter from the Library**

The Library informed the Board that they have hired Bill Heon effective December 12<sup>th</sup> for the Library Maintenance position at a rate of \$10.50/hour for 10 hours/week.

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

L. Boswak informed the Board that the request to change Courtois Lane to Ridgeview Lane has been fully vetted through the 911 system and there are no issues. The new name will take effect in February 2014 and the residents will be notified by mail. She also informed the Board that the Primex total savings for 2014 with the new Prime 3 designation will be \$2,622.

Selectman Robertson asked whether there was any outstanding time owed to the Town Administrator with her departure on December 31<sup>st</sup>. L. Boswak answered that she believes she has just one day outstanding. She also asked that a member of the Board serve as one of the checks and balances with the Finance Department in the interim until her replacement is hired. Chairman Barry agreed to serve in that role.

**Other Business** None

### **New Business**

Vice Chairman O'Neal is in receipt of a memo from the IRS suggesting that mileage reimbursement be reduced from \$0.565 to \$0.56/mile to bring it in line with the IRS rates.

**Motion:** Vice Chairman O'Neal moves to reduce the Town mileage reimbursement rate to \$0.56/mile

**Second:** Selectwoman Hutchinson

**All in Favor – Motion Carries**

**Unfinished Business** None

### **Citizens Comments**

Ms. Harriet Cady spoke that she is in a receipt of a letter with two emails she considers insulting. At the Right to Know Session with the LGC she asked for a log of the emails from the Town Administrators computer and the records were made available. Also, going through the Town Charge Card information she sees 39,000 points have been earned and asked whether those points can be credited back to the bill.

### **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 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 6:11 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

**Motion** – Selectman Pitman moves to appoint Jan Foisy as the Interim Town Administrator beginning January 1, 2014 with an increase in salary from 1/1/14 through a one week overlap when the new Town Administrator begins work.

**Second** – Selectman Robertson

**All in Favor – Motion Carries**

### **Non-public Session 6:13 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 6:22 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

**Non-public Session 6:24 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 7:50 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

**Meeting Adjourns at 7:51p**

**Next Meeting Wednesday, December 18<sup>th</sup> @ 5:30pm**

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