

**TOWN OF DEERFIELD
BOARD OF SELECTMEN**

**July 28, 2014
MINUTES**

Call to Order

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

Present: Steve Barry, Chairman; Richard Pitman, Vice Chairman; Rebecca Hutchinson, R. Andrew Robertson and Jeff Shute Selectmen

Also Present: Michael Wright, Town Administrator; Jan Foisy, Finance Director; Fire Chief Mark Tibbetts; Mark Young, Road Agent; Joe Manzi, Parks & Recreation Director

Pledge of Allegiance to the Flag

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

Following the Pledge, Chairman Barry asked that Officer Dan Deyermond come to the front to be sworn in as Full Time Police Lieutenant. The Board and all in attendance congratulated Lieutenant Deyermond on his promotion.

Scheduled Appointments

Mark Young – New F550 Dump Truck

M. Young presented the Departments new F550 Dump Truck to the Board and community members in attendance.

Joe Manzi – Parks & Recreation

J. Manzi requested the Board's approval for the use of the \$1,121.04 held in an Old Home Day Escrow account towards the 2014 Old Home Day Fireworks expense of \$4,000. He and J. Foisy explained that the funds are what remain of prior donations and that, per the auditor's guidance the account should be cleared out. To date, the Department has raised \$1,850 for the Fireworks including \$1,500 from the Deerfield Fair Association and another \$350 from local businesses.

Motion – Vice Chairman Pitman moves to authorize the Parks & Recreation Department use of the total amount contained in the account.

Second – Selectwoman Hutchinson

Vote – Yea 5, Nay 0, Abstained 0 – Motion Carries

J. Manzi spoke that the Department has been approached by a resident who is a Civilian Contractor for the Government and is looking to do Community Service. One suggestion was that the individual could do field maintenance at the Hartford Brook Fields and if acceptable, would have the ability to use his own equipment. Mr. Manzi asked for the Boards guidance in the matter. M. Wright advised that having the individual volunteer would be fine however the Town would not want him to do so with his own personal equipment. Selectman Robertson suggested that J. Manzi find out whether the individual carries Commercial Contractor's Insurance and that the answer and any applicable coverage be run by Primex, in general the Board was agreeable to the individual volunteering.

Mark Tibbetts – Oil Bids

M. Tibbetts has spoken with the School to review the Heating Oil bids and recommends that the Town contract with Hartman Oil out of Exeter, NH for Heating Oil at a rate of \$3.27/gallon. He stressed the importance of making sure the new vendor understands and agrees to the need for weekly deliveries at the GBW Building. Chairman Barry asked that M. Tibbetts and/or another Representative of the Town speak with Hartman to explain the expectations and make clear that the Town will not be held responsible for any associated fees should the building run out.

Motion – Vice Chairman Pitman moves to approve the Heating Oil contract with Hartman Oil for the Town and School in the amount of \$3.27/gal

Second – Selectman Shute

Vote – Yea 5, Nay 0, Abstained 0 – Motion Carries

Bill Oldenburg – DOT Signage Project

Bill Oldenburg and Michelle Marshall with the NH Department of Transportation were on hand to introduce the Safety Signage Project proposed for Deerfield through the Federally Mandated High Risk Rural Road Program. Mr. Oldenburg explained that the State will receive some \$140 Million in 2014 from the gas tax and that that money is divided among several projects, one of which being the Highway Safety Improvement Project, of which the High Risk Rural Road Program is a

component. The goal of the project is to use data to identify rural roads where the occurrence of serious and fatal crashes is greater than the State average and to use improved signage in those areas to reduce crashes. \$900,000 will be spent in 2014 on this undertaking. Mr. Oldenburg described Deerfield as a mid-level community whose crash numbers are slightly higher than the state average. Approximately 60% of the crashes in NH are due to a driver's failure to negotiate a curve, as a result the project will seek to make drivers increasingly aware of approaching curvatures and any accompanying speed reductions.

The team is seeking input and support from the Board. If the Town is in favor of proceeding the next step will be to develop a plan for signage. The proposed plan would then be reviewed by the Town and any associated groups (Highway, Police, Historic Commission etc.). Signage will be installed according to plan and the Town would then need to accept the signs. Replaced signage would be returned to the Town to reuse or recycle as it sees fit. The value of the signs is expected to be between \$300,000 and \$400,000, spread over six communities with a planned installation mid-to-late 2015. Selectwoman Hutchinson asked if there was any data showing the before and after crash records for this type of project. Mr. Oldenburg spoke that nationwide the occurrence of crashes can be reduced by upwards of 20%. NH plans to do a three year post study to verify the impact of the signs, they have begun to do the first of those studies this year.

Motion – Selectman Robertson moves to authorize the Chair to sign a letter drafted by the Town Administrator expressing the Town's support for the project and desire to participate

Second – Vice Chairman Pitman

Vote – Yea 5, Nay 0, Abstained 0 – Motion Carries

Regular Business

-Minutes of July 14, 2014

Motion – Vice Chairman Pitman moves the minutes as written

Second – Selectman Shute

Vote to approve as amended – Yea 4, Nay 0, Abstained 1 – Motion Carries

-Accounts Payable - \$292,288.66 (\$250,000 transferred to the School)

Motion – Vice Chairman Pitman moves to approve

Second – Selectman Robertson

Vote – Yea 5, Nay 0, Abstained 0 – Motion Carries

-Contract – NH Arabian Horse Association – Rescue Squad Services August 7-9 @ \$150/day

Motion – Vice Chairman Pitman moves to approve the contract

Second – Selectman Robertson

Vote – Yea 5, Nay 0, Abstained 0 – Motion Carries

-Old Center Cemetery Deed – Kathleen & William Perron - \$800

Motion – Selectman Robertson moves to authorize the sale of the plot

Second – Vice Chairman Pitman

Vote – Yea 5, Nay 0, Abstained 0 – Motion Carries

-Non- Contemporaneous Business – July 18, 2014 – 3 Members Signing

- **Accounts Payable - \$71,973.39**

- **Payroll Manifest - \$54,418.89 (\$32,941.18 net)**

-Application – Veteran's Tax Credit (\$500) – Dennis Walsh, 192 North Rd

Motion – Selectman Robertson moves to approve

Second – Vice Chairman Pitman

Vote – Yea 5, Nay 0, Abstained 0 – Motion Carries

-Application – Veteran's Tax Credit (\$500) – Timothy & Dorise Alexander, 226 North Rd

Motion – Selectman Robertson moves to approve

Second – Selectman Shute

Vote – Yea 5, Nay 0, Abstained 0 – Motion Carries

-Outside Detail Contract – Deerfield Fair Association – Law Enforcement Services for 9/24-9/28 at a rate of \$30/hr plus admin fees of \$8.95 (Full Time Officer), \$5.73 (Part Time Officer) and \$3.22 (Administration) to be paid to the Town

Motion – Vice Chairman Pitman moves to approve the contract

Second – Selectman Robertson

Discussion – Selectwoman Hutchinson asked whether it was appropriate to approve the contract prior to the Board’s having met with the Fair Association. Vice Chairman Pitman answered that the rates are not an item for discussion at the meeting, but rather the number of hours. Selectwoman Hutchinson added that she did not see Chief Duquette’s name on the list of invitees to the upcoming meeting and asked that he be included.

Vote – Yea 5, Nay 0, Abstained 0 – Motion Carries

-Notice of Intent to Excavate – Barbara J. Caster – Mt. View Rd

Signatures Executed

Correspondence

The Board is in receipt of a letter dated July 24, 2014 from the NH Police Standards and Training Council certifying Chief Duquette based upon prior training and certification.

Town Administrators Report

- M. Wright met with the Department Heads on July 16th and each area provided a YTD update along with a review of ongoing projects. They discussed reinstating the Employee Appreciation Day and are targeting September 12th for that event.
- M. Wright has spoken with the individual who owns the 0.3 acre unbuildable lot previously discussed. The landowner has recently had surgery. She suggested a potential property swap agreement with the Town and will be in touch once she has had a chance to review the maps.
- As a part of the Budgeting process there is some discussion around how to allocate salaries among Departments for employees who wear multiple hats. One such example is that of the Town Administrator, M. Wright estimates that currently 5 hours of his weekly 40 are spent providing Legal Services to the Town. Currently the Legal line is 26% spent, significantly under target. Is it the pleasure of the Board to allocate a portion of the Town Administrators Salary to that line? Selectwoman Hutchinson voiced her concern, indicating that she is uncomfortable with accounting for the Town Administrator’s salary in this way and asked what the advantage to doing so would be. M. Wright responded that it would have no impact on the amount of compensation he receives, but would serve as a way to more accurately reflect the role he is serving to the Town. Vice Chairman Pitman suggested the Board take some additional time to consider the matter and decide at a later date, all agreed.
- Regarding the request to have PSNH meet with residents to discuss the Northern Pass, PSNH has indicated that they are happy to make themselves available to the Town within a reasonable time anytime there is a new item to discuss. They are waiting for the Site Evaluation Committee to meet, currently scheduled to take place in December 2014, and for the Presidential Permitting Process to begin in early 2015.
- The Deerfield Fair Association will be in attendance at the August 11th meeting along with Denise Greig to present the updated Emergency Management Plan for the Board’s adoption.
- J. Foisy updated the Board that she and the Town Treasurer have been in contact with the banking contact. There will be a change to the way the bank handles sub-accounts, including adding a complete history detail to each area. This will be an improvement of service.

Other Business None

Unfinished Business None

New Business None

Citizens Comments

Maureen Mann complimented the Board and Town Employees on the new meeting space, she commended their choice of colors.

Adjournment – 6:35p

Motion: Vice Chairman Pitman moves to adjourn the meeting of July 28, 2014

Second: Selectman Shute

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

Next Meeting Monday, August 11th @ 5:30p

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