

**TOWN OF DEERFIELD
BOARD OF SELECTMEN**

August 11, 2014

MINUTES

Call to Order

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

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

Excused: Rebecca Hutchinson, Selectwoman

Also Present: Michael Wright, Town Administrator; Jan Foisy, Finance Director; Denise Greig, Co-Emergency Management Director; Jim Sullivan, Trustee of the Trust Funds; Fire Chief Mark Tibbetts; Richard Pelletier, Code Enforcement Officer; Police Chief Gary Duquette

Pledge of Allegiance to the Flag

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

Scheduled Appointments

Dottie Anderson & Neighbors – Nottingham Road Speed Limits

Resident Dottie Anderson read to the Board a statement she had prepared advocating for the reduction of the speed limit on Nottingham Road. She expressed a growing concern with the instances of speeding in the area, especially by the larger equipment trucks including sand and gravel trucks out of Nottingham and JCR Company vehicles. The area has limited visibility for drivers, has become more congested in recent years, is home to several species of animals and, most importantly is home to several young children. Multiple domestic animals have been struck and killed in recent weeks and it is her fear that it is only a matter of time before a more significant accident occurs. She presented a petition signed by most, if not all, of the residents on the road asking the Board to lower the speed limit on the stretch between the cemetery and the Menard residence to 20 mph and to consider new signage in the area including replacing the current yield sign with a stop sign. Chairman Barry thanked Ms. Anderson for coming before the Board and noted for the record that the Town cannot legally lower the speed limit below 25 mph.

Gordon Wentzel, long time resident of Nottingham Rd, spoke in favor of the speed reduction. He described how the population of the road has shifted over time from older adults to younger families and added that the instances of drivers distracted by mobile devices have increased tremendously. Selectman Robertson agreed with the sentiments for lowering the speed limit, referencing Haynes and Old Candia Roads as instances where the speed limits have been lowered. He advised that the typical process would be to present the request to the Police Chief and Road Agent for review and recommendation and to then hold a public hearing on the matter. Richard Gene, another area resident, voiced his support for a reduction and added that he would like to see a center line painted along with a “Children at Play” sign installed. Selectman Robertson noted that the State DOT is currently working on a project to address dangerous curves with improved signage in Town and that this area would certainly be appropriate for inclusion in that project.

The Board will ask Police Chief Duquette and Road Agent Young to put together a recommendation for the area and to start the process to address the issue as soon as possible.

Denise Greig – Emergency Operations Plan

D. Greig presented the Board with the fully updated Emergency Operations Plan. She thanked everyone for their work on the project and noted that work to review the Town’s Hazard Mitigation Plan will begin in the fall.

Motion – Vice Chairman Pitman moves to authorize the Chair to sign the Deerfield Emergency Operations Plan

Second – Selectman Robertson

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

Jim Sullivan – Trustee of Trust Funds Law Changes

J. Sullivan, one of the three Trustees of the Trust Funds, provided the Board with an update on two pieces of State Legislation recently passed that went into effect July 26th and will impact the Trustee of the Trust Funds. The first, allows the Trustees to recommend to the Board the appointment of up to two alternate members to serve for a one year term. This allowance increases the flexibility for the Trustees should the occasion arise when there is a vacant position, or when a quorum of Trustees is unavailable to conduct business. The Trustees recommend that the Board appoint Roger Hartgen as an alternate.

Motion – Vice Chairman Pitman moves to appoint Roger Hartgen as the alternate to the Trustee of the Trust Funds for the balance of the 1 year term

Second – Selectman Shute

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

The second measure approved by the State addresses the timing of moving monies at the close of a budget cycle, allows for records to be kept in electronic format, and most significantly allows for Towns to place Capital Reserve monies under the management of an Investment Advisor with the fees for those services to be paid from the investment proceeds. Previously charitable funds were able to be handled in this manner, the new law allows for more dynamic management of the money. The question will need to be put before the voters through a line item in the Town Budget and Mr. Sullivan estimates that the management costs for this money will be between \$1,200 and \$1,500/year. The Board was in favor of proceeding forward and asked that the Trustees of the Trust Funds work with the Town's Legal counsel and Town Administrator to develop the appropriate language for including the Line item in next year's budget.

Pricilla Watts - Historical Society – Contents of Safe

P. Watts updated the Board on the Historical Societies work in opening the safe at the Town Hall. The safe had not been opened for some 30 years. Because the combination was unknown, a locksmith was hired at a cost of \$650 to reveal the contents. They found several old documents, including checklists from the 1870's. All of the safes contents have been sorted and documented, some items were returned to the safe and some were moved into alternate filing locations. The Historical Society would ask that the Town work to clean out or organize the back hallway that leads to the safe as it is currently being used as a storage area, presenting a barrier to access. Chairman Barry thanked the Historical Society for doing such a great job with the opening of the safe and handling of its contents and the Board agreed to have Mark Tibbetts look into the hallway issue.

Regular Business

-Minutes of July 28, 2014

Motion – Vice Chairman Pitman moves the minutes as written

Second – Selectman Robertson

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

-Accounts Payable - \$20,810.76

Motion – Selectman Robertson moves to approve

Second – Selectman Shute

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

-Deerfield Conservation Commission – Request to appoint Jim Deely as Member through April 2017

Motion – Vice Chairman Pitman moves to appoint Jim Deely to the Conservation Commission

Second – Selectman Robertson

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

-Appointment of Members to the Upper Lamprey River Scenic Byway Committee – Lindsey Coombs & Dan Tripp Members, Fran Menard Alternate Member

Motion – Selectman Robertson moves to appoint the individuals as listed

Second – Selectman Shute

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

-Letter to the Southern NH Planning Commission – Announcing Appointments to the Upper Lamprey River Scenic Byway Committee

Motion – Vice Chairman Pitman moves to authorize the Chairs signing

Second – Selectman Shute

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

-Non- Contemporaneous Business – August 1 & 2, 2014 – 3 Members Signing

- Accounts Payable - \$45,275.07

- Payroll Manifest - \$56,942.25 (\$43,383.54 net)

-Interware Development Contract – ClerkWorks Dog Licensing Program - \$1,800 initial fee and \$400/year ongoing

Motion – Vice Chairman Pitman moves to approve the contract and to authorize the Chair's signature

Second – Selectman Robertson

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

-Application for Reimbursement per RSA 227 – 2,393.5 acres of Bearbrook, Pawtuckaway and Woodman Forrest State Lands with assessed value of \$3,441,372

Motion – Vice Chairman Pitman moves to approve the application

Second – Selectman Robertson

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

-Notice of Intent to Cut – KDRM LLC, Old Coffeetown Rd

Signatures Executed

-Updated Report to State of NH on Freese’s Pond Dam Operation, Maintenance & Response Information

Motion – Vice Chairman Pitman moves to accept the Plan as completed June 4, 2014

Second – Selectman Robertson

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

-Contract – Hartman Oil & Propane

Signatures executed as previously approved

-Granite State Materials Notification of rate of \$48.43/ton for bulk rolled salt

Motion – Vice Chairman Pitman moves to authorize the Chair to sign on with Granite State Materials for salt purchase

Second – Selectman Shute

Discussion – Chairman Barry asked what the Road Agent’s recommendation for this purchase was, J. Foisy indicated that she believes Mr. Young plans to split the purchase between Granite State Materials and a second vendor.

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

-HIPPA Agreement – Flexible Saving Account Operation with Health Trust

Motion – Selectman Robertson moves to authorize the Chair to sign the agreement

Second – Selectman Shute

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

Correspondence

Chairman Barry informed the Town that the Audit has been completed and is available for review on the Website. The Board has received notice that, in the case of Linda Warhall vs. County of Hillsborough, Hillsborough County Sheriff’s Office et al, that the motion to reconsider has been denied.

Waste Management has informed the Town that a portion of its operations has been sold to Energy Capital Partners with no impact to the Town.

The Board is in receipt of copies of the Republican and Democratic Primary Ballots for the September 9th elections.

A Permit Application from PSNH has been received for multi-linear transmission line updates involved in the G146 upgrading project. M. Wright advised that PSNH expects to begin work in October. The Permit Application will be filed with the Town Clerk and DES.

Scheduled Appointments Continued

Deerfield Fair Association

Members of the Deerfield Fair Association were in attendance to meet with the Board. Chairman Barry asked if the Association could provide an update to its work with regards to electrical upgrades and engineering. Association Chairman David O’Neal spoke that the Fair has contracted with Gemini Electric in Auburn, NH to do a review of the entire Fairgrounds. Gemini, together with a consultant who is a former Fire Marshall, will do a pre-, during, and post-fair survey and compose a report with their findings. Once that report is available the Fair will work with Gemini and the consultant to develop a plan of action for addressing any areas of concern. Selectman Robertson asked whether there might be any reason the Fair would not be able to pass with the State Fire Marshalls and other regulatory authorities for permitting this year, and Mr. O’Neal answered that no, he does not feel there are any large issues looming, adding that all concerns from 2013 have been addressed. Code Enforcement Officer Rick Pelletier agreed that there were no glaring concerns. He added that there is always the possibility for problems to arise depending on the behavior and rule adherence of the individual vendors, but that generally everything seemed to be in good shape.

Chairman Barry asked if the Fair was working to collect the taxes from its vendors and Mr. O'Neal confirmed that yes, they have been working with the Town Clerk to send letters to the owner of the private buildings located on the fairgrounds. Two have paid thus far. The next step will be to post a physical notice on the buildings advising that any vendor who owes taxes to the Town will not be allowed to operate until it has been paid in full.

Chairman Barry asked whether the Association was prepared to take over the security aspect of the Fair with less involvement from the Town's Chief of Police, Mr. O'Neal confirmed yes, that they are looking forward to the new set up in working with a private Chief of Security. Selectman Barry passed along that the Town had recently been made aware that any Officers working private security detail where compensation is not being paid through the respective Town they represent may not have liability coverage extended to him/her. Mr. O'Neal indicated that they pay all Detail Officers through the Town's Administrations and have separate contracts with the State and County Sheriff's Departments. He spoke that Chief Duquette and the Chief of Security have met and he believes things are well under control and moving in the right direction. Regarding the special detail compensation, M. Wright added that this is a good opportunity for members of the Fair Association and Board of Selectman to continue to try and raise awareness of and support for the Warrant Article to establish a Special Detail Revolving Fund.

Town Administrators Report

- M. Wright has been in communication with the individual requesting tax abatement. His office received a proposal from the resident, has responded and expects that more will be forthcoming.
- Regarding the issue of re-allocating the Town Administrator's hours partially to the Legal Line, it has been suggested by a member of the Board that the proposal be run through the Town's legal counsel. M. Wright would ask that Board Members submit all questions and concerns for Legal review through the Chair and expects that a final decision can be made at the next meeting.
- A Department Head meeting was held on August 7th where employees shared year to date event summaries and updates on ongoing projects.
- The Town received an invitation from the Town of Raymond to attend a Raymond Regional Round Table meeting scheduled during this time, Monday, August 11th. The goal of the meeting was to look for ways Towns can share costs and he expects to hear more. Selectman Robertson noted that in the past Deerfield has been a part of similar meetings held with Raymond and Epping and would be interested in hearing when the next meeting of that type is scheduled.
- The Town is eligible to move from an annual to a bi-annual filing of the Landfill Monitoring Reports. M. Wright will be submitting an application, with a \$100 filing fee, to move to that less frequent reporting cycle.

Other Business

Chairman Barry spoke that approximately two years ago the Board had begun to look at traffic calming measures at the Church Street intersection. The work was put on hold as there was a pole on the island that needed to be moved. The pole is now coming down and he would ask that the Chief of Police, Fire Chief and Road Agent meet with the Town Engineer to take back up the review and formulate a recommendation along with an anticipated project cost to be included in next year's budget. The Board agrees.

Unfinished Business None

New Business None

Citizens Comments None

Adjournment – 7:00p

Motion: Vice Chairman Pitman moves to adjourn the meeting of August 11, 2014

Second: Selectman Robertson

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

Next Meeting Monday, August 25th @ 5:30p

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