

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
August 25, 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; Police Chief Gary Duquette

Pledge of Allegiance to the Flag

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

Scheduled Appointments

Mark Tibbetts – Fire Department Updates

Chief Tibbetts updated the Board that during recent pump testing the pump on Engine 2 broke. The truck is currently at Valley for repairs, he is not sure the extent of the damage and indicated the cost for repairs could be anywhere between \$3,000 and \$10,000. He has done a preliminary review of the Department budget with the Town Administrator, identifying items, such as training, that can be postponed until next year, however if the cost to fix the pump is \$10,000 the Department's 2014 Budget will be in serious trouble. Chairman Barry asked whether there was coverage in the Department until the Truck is brought back online and Chief Tibbetts confirmed yes, adding that he expects the vehicle to be back on line in a couple of weeks. He will communicate the repair cost figure to the Board as soon as he knows it.

Chief Tibbetts further updated that he has been working to compile data and costs for the Firehouse Expansion project he previously identified to the Board. He expects to have a presentation compiled for the Board in two weeks and anticipates the cost of the project will be between \$500,000 and \$550,000. The Fire and Rescue Associations will meet to take a formal vote ahead of the presentation to the Board. They would like to put the item forward as a Warrant Article with the Boards support.

Dee Jones – Deerfield Garden Club – Signage

D. Jones spoke of the abundance of political signage being placed in the Town's Gardens. The Garden Club has worked hard to keep these spaces beautiful for the enjoyment of everyone and the signs are obstructing views of the gardens. She asked what can be done. The Board, together with the Town Administrator, will look into the legality of moving political signs and will respond to the Garden Club with its findings. Chairman Barry and the Board thanked the Club for all the work they do, especially for making the Gardens look great for the recent Old Home Day celebration.

Budget Presentations

Cemeteries – A representative with the Cemetery Commission spoke that year to date the \$16,000 budget has \$4,935 remaining. After the maintenance through year end, they anticipate very little surplus will remain. The Commission would like to increase the budget by \$5,000 in 2015. This increase would be to do extra work in cleaning up the Cemeteries ahead of the 250th Celebration, he cited properties that require brush and tree removal. The Board thanked the Commission for the work they have done in pulling together their 2015 proposed budget.

Supervisors of the Checklist – The Supervisors of the Checklist budget was submitted for review. Because it was not on the Town's standard budget form the Board asked that the Supervisors re-submit on the info in the format used by the other Departments.

Heritage Commission - Selectwoman Hutchinson, having spoken with representatives of the Heritage Commission, reported there will be no change from last year. The budgeted amount should be \$600.

Executive – Chairman Barry reported no change year over year for this budget line.

Ambulance – A contracted service, the amount for this line will increase \$500 from last year to \$10,500.

Forestry Commission – No change over 2014, this line is budgeted at \$6.

Memorial Day - No change over 2014, this line is budgeted at \$300.

Advertising/Regional Associations – NHMA – J. Foisy spoke that the Town has not yet received the final figures for 2015 dues, however the preliminary budget submitted reflects the usual 5% increase. The amount will be finalized as soon as the number is available.

Debt Services – No change over 2014, this line is budgeted at \$1.

General Items for Inclusion

Chairman Barry asked Board Members to voice any items they would like to see included in the 2015 budget session. He asked that the removal of poles at the Center of Town intersection and redesign of that intersection be included. Selectman Shute noted the addition of the Field Maintenance line within the Parks & Recreation budget. Selectman Robertson felt the Town should consider including compensation for workers in the Old Home Day line. He noted that the Parks and Recreation Department provided Staff for the day, some of whom worked 10 or 12 hour days, and he feels that is a lot to ask of volunteers. Additionally, Selectman Robertson would like to see the canoe and kayak access at Veasey Park revisited. Selectwoman Hutchinson spoke that she would like to see the Sign repair at the GBW building included, though she believes the monies may already be in place for that work.

Regular Business

-Minutes of August 11, 2014

Motion – Vice Chairman Pitman moves the minutes as written

Second – Selectman Robertson

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

-Accounts Payable - \$58,257.31

Motion – Vice Chairman Pitman moves to approve

Second – Selectman Robertson

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

-Intent to Cut Wood or Timber – Dana & Paul Merrill, North Rd

Signatures Executed

-Intent to Cut Wood or Timber – Molly Grant, Peterson Rd

Signatures Executed

-Letter to Ms. Barbara J. Caster

Chairman Barry read a letter to be sent to Ms. Barbara J Caster regarding the signatures executed on July 28th for the intent to excavate on Mountain View Road. While processing the intent it came to the attention of the Board that excavation had been ongoing in violation of RSA 155e:2 and local zoning ordinances. As such, the Board is denying the intent and rescinding its signatures, no further excavation will be permitted prior to obtaining approval from the Planning Board.

Motion – Selectwoman Hutchinson moves to authorize the Chair to sign the letter as read

Second – Selectman Robertson

Discussion – Selectwoman Hutchinson asked whether the Board should have directed to applicant to the Planning Board at the time the intent was submitted, Chairman Barry responded that intents to excavate are typically signed by the Select Board without referring to the Planning Board, however in this instance work had begun quite some time prior to submitting the intent and there was encroachment on abutters involved.

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

-Application – Veteran’s Tax Credit (\$500) – Edward Haggatt, 55 Ridge Rd

Motion – Vice Chairman Pitman moves to approve

Second – Selectman Robertson

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

-Non- Contemporaneous Business – August 15, 2014 – 3 Members Signing

- **Accounts Payable - \$392,855.76 (\$250,000 transferred to the School)**

- **Payroll Manifest - \$54,959.06 (\$41,548.40 net)**

Schedule Appointments – Continued

Deerfield Circle of Friends – Community Drive

Members of the Deerfield Circle of Friends spoke that they have seen an increasing need in the community for winter clothing and would like to address this need by holding a Coat-A-Palooza in conjunction with the Town Wide Yard Sale. They would like to place bins around Town for individuals to donate coats, hats and boots and would then have the items sorted by size for distribution on October 11th at the Town Hall. They asked that the Board waive the \$50 Town Hall rental fee for this use and that they be allowed to access the building to set up on October 10th. The Board was in support of the event and thanked the group for their efforts.

Correspondence

The Board is in receipt of a flier promoting the Citizen Police Academy beginning Thursday, October 9th. Chief Duquette spoke that this effort has been spearheaded by Officer Wilson, fliers will be posted around Town, on the website and in the FORUM. The Board agreed the program is a great idea and several members expressed an interest in participating.

The Board has been copied on a letter of the NH Dam Bureau regarding the Freeses Pond Operation Maintenance and Response Information signed by Chair John Howard.

The Board has also been copied on a letter to the NH Department of Transportation stating the Town's support for the signage project reviewed at the last meeting. The letter is signed by Town Administrator Michael Wright.

The Board has received a notice of resignation from Courtney Mikkelsen with the Parks and Recreation After School Clubhouse, effective August 23, 2014.

Motion – Vice Chairman Pitman moves to accept the resignation and to send a letter of thanks to Ms. Mikkelsen

Second – Selectman Robertson

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

Finally, the Board has received a letter from Bernie Cameron regarding the Deerfield Board of Adjustment and Deerfield Zoning Boards and suggestions for improving their application processes. Ms. Cameron described her recent experience with the Boards and would suggest that a site visit prior to the meeting be a requirement by at least once member of the Board of Adjustments. Additionally she suggests that a cover letter be furnished to applicants describing the purpose of the Board of Adjustment and the purpose for its meetings. The Board will pass this letter onto the Zoning Board and encourage that they consider the thoughtful suggestions.

Town Administrators Report

- M. Wright updated the Board on the previously submitted tax abatement request. The applicant is currently prepared to pay the roughly \$17,000 principal amount in back owed taxes and, upon doing so, would request that the Town reduce the interest charges of approximately \$3,600 by 75%. He would recommend the Board abate as requested, the Board agreed, but noted that the abatement should not take place until after the principal payment has been received in good order.
- Chimney and flashing repairs at the Town Hall are to commence this week.
- Rehab to the Library is nearly done, that work was substantially completed prior to Old Home Day.
- M. Wright distributed a packet of materials the NH Municipal Association will be considering at its upcoming Policy Conference. An individual can represent Deerfield at the meeting and vote for or against each item as the Association looks to reach a consensus.
- An update on the CIP was presented. The Planning Board will review the proposed scope of work at its next meeting. It is expected that work on the plan will begin in September by soliciting input from Department Heads. Once a conceptual list has been compiled, outreach will be done and public input will be solicited in October. The Southern NH Planning Commission will then create a document for review at a Public Hearing in November and the Planning Board will vote to accept the document sometime in November. The plan will then be used as a tool to support the budget in showing entities like the MBC, where the Town wants to go long term.
- Year to date the budgets target expenditure is 65.38%. Currently the Town's operational budget is 62.40% spent. Of note, the Fire Department budget is at 80%. Almost all Departments have stayed within their targeted ranges, the Public Works and Highway budget may be a struggle at year end, but overall the Town is in excellent shape.
- PSNH will be taking aerial photos on Tuesday, August 26th and Wednesday, August 27th.
- The Town has received a note through the comments section of the website expressing praise for the 3 for 3 Program run by the Parks and Recreation Department.

Other Business None

Unfinished Business None

New Business

High School Tuition Policy Change

Selectman Shute has seen a copy of a letter from the Heckman family regarding the new tuition policy for students attending Coe Brown. He noted that, while it is a matter controlled exclusively by the School Board, because it is an issue affecting members of the Community and he had promised to raise it for discussion. Chairman Barry spoke that as elected members of the Select Board, he feels they have a duty to say something. On this specific matter he feels the School Board should have called for a public hearing on the issue, he feels there is an implied contract in place with current High School students and plans to attend the School Board meeting on September 3rd to express his opinions. Selectman Robertson agreed and spoke that he feels the School Board should consider grandfathering current students under the new policy. Selectwoman Hutchinson indicated that she would be happy to speak with the School Board as an individual community member, but that she is uncomfortable with the Select Board advising the School Board as to how to conduct their business, and vice versa.

Swap Shop Volunteers Needed

Selectwoman Hutchinson shared that the Swap Shop has been struggling to secure volunteers. They will be holding a “Save the Swap Shop” meeting on October 7th at 7p in the GBW Building and she would ask that a member of the Transfer Station attend that meeting.

Online Police Log

Selectwoman Hutchinson has noticed that the FORUM recently began listing Police Activity on its website. While she thinks the stats of the Office are a good thing to share, the posting of individual names and arrests gave her pause. She has not yet taken a position on the matter, but wanted to discuss among the Board. Chief Duquette spoke that the information certainly falls within the scope of “Public Record”. He has no strong feelings on the issue one way or the other, but was asked by the FORUM to provide the information and he pulled together the log based on what he has seen to be standard practice. The Board suggested that Chief Duquette contact the FORUM to see about providing just activity stats, without individual names and to see where the matter goes from there.

Vice Chairman Pitman spoke that the Fair Association President, David O’Neal, has requested the final Fire Department budget be provided so that their executive board can vote on it prior to the Fair. M. Wright will get the coverage plan to Mr. O’Neal ASAP.

Citizens Comments

H. Cady spoke that the Supervisors of the Checklist budget was turned into some two weeks ago and that had someone reached out to her she would have put the information on the necessary form. She suggested the Town email blank budget forms to all Department Heads. She spoke that the State law on political signage allows that, if there is a complaint, the Police Department should reach out to ask the candidate to remove the sign, and if it is not removed the Police can remove them. Regarding the Police Log, she spoke that the Union Leader publishes a list of arrests daily and she does not see any issue with the practice. She feels it would be nice to include information on speeding tickets and theft reports so that citizens can see where the Department’s labor is concentrated. Finally, Ms. Cady thanked the Cemetery Trustees for the work they have done in cleaning up the Town lots. She suggested the perhaps they put out a call for volunteers as has been done in the past.

Adjournment – 6:50p

Motion: Vice Chairman Pitman moves to adjourn the meeting of August 25, 2014

Second: Selectman Robertson

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

Next Meeting Monday, September 8th @ 5:30p

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