

**TOWN OF DEERFIELD  
BOARD OF SELECTMEN**

**October 6, 2014  
MINUTES**

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**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; Penny Touchette, Assessing Department; Mark Tibbetts, Fire Chief; Cindy McHugh, Captain Rescue Squad; Glenda Smith and Debra Smith, Veasey Park Commission

**Pledge of Allegiance to the Flag**

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

**Scheduled Appointments**

**Mark Tibbetts, Fire Chief & Cindy McHugh, Captain Rescue Squad**

Chief Tibbetts opened discussion by explaining that, in looking to make plans for the future of the Rescue Squad and Fire Department staffing, the question has once again come up as to whether the Departments should remain separate or become one. The Staff of both departments is looking for guidance from the Board. C. McHugh described that in 2009 the Select Board separated the Rescue Squad and Fire Association and that at that time the Town Attorney advised against having the two Departments merged into one, since then the two groups have been acting autonomously with the exception that the Fire Chief is named as the Director of the Rescue Squad. Concern was expressed that the Squad has a Director who is not fully EMS certified.

Selectman Robertson asked what has caused this conversation to be brought up and Chief Tibbetts answered that he had begun to talk about the need for a Full Time on call employee and the question came up whether that would fall under the Fire or Rescue Squad budgets. The employee would likely need to serve in both a Fire and Rescue capacity and, if that is the case, should the Departments be merged into one. This brought the question forward of who is in charge of what. C. McHugh spoke that the question is raised every few years, there is no major issue with the way the Departments are operating now, though there is a question of if it is appropriate for the Rescue Squad to be under the Supervision of an individual who is not EMS certified. It is the Rescue Squads preference that the Board eliminates "Rescue" from the Fire Chief's job description and appoints a certified individual as Rescue Director. Selectman Robertson asked that the Board have some time to relook at the wording of the Rescue Charter and any associated State Requirements. The Board asked that the Town Administrator look to draft some language on separating the Departments and to change the Fire Chief's role to that of a coordinator capacity, as opposed to Director. All agreed that work will continue as is until more research can be done.

Members of the Rescue Squad expressed concerns for opening the Town to lawsuits if it is operating with a Director who is not fully qualified. Chief Tibbetts clarified that he does not involve himself in any medical role on a scene, but serves in the role of coordinator in order to get the appropriate response vehicles on site. Rescue Squad member Joe Cartier spoke that any time both agencies are involved in a call the policy clearly states that the Fire Chief is in command. Another citizen expressed concern with how the Chief would handle disciplining EMS Personnel if he was not familiar with EMS protocol.

Chairman Barry felt confident that when the Chief was appointed as Director of the Rescue Squad it was done in a manner meant to satisfy legal requirements and the Town's wishes, the Board is currently of the position that the two entities are separate with a Director overseeing the Rescue Squad who is also the Fire Chief.

**Northwood Board of Selectmen – Milfoil**

Scott Bryer and other members of the Northwood Select Board were in attendance to continue the conversation around Milfoil eradication efforts in Northwood Lake. The Town of Northwood has donated \$5,000 in each of the past few years toward this work and is asking for similar support from Deerfield and Epsom. Kevin Ash, of the Northwood Lake Watershed Association, spoke that this year the group has asked for \$7,500 from Northwood and would be looking to receive between \$3,500 and \$5,000 from Deerfield. Chairman Barry confirmed that the Board is willing to put the amount forward as a 2015 Warrant Article. Mr. Bryer will get a copy of the Northwood Warrant Article language to the Town Administrator's Office to be included on the Ballot for March. Mr. Ash spoke that it is in the best interest of the entire Town of Deerfield that

Northwood Lake remains viable and that the Milfoil spread is kept at bay. A resident of Baker Ave spoke in favor of the efforts, pointing out that even a 1% drop in property values due to Milfoil would translate to more than a \$3,000 in lost tax revenue to the Town of Deerfield. M. Wright spoke that the Town will be willing to promote the Warrant Article, but will look to the Northwood Lake Watershed Association to provide the necessary information.

### **Review of 2015 Budgets:**

#### **Veasey Park**

The Veasey Park 2015 budget was presented with a \$7,000 increase over 2014. This represents the Parking Lot Attendant position that is again being proposed. Members of the Commission asked whether the Board was still enthusiastic for and wanting to move forward on the walking path and boat launch, Chairman Barry answered yes, adding that they would be looking to the Commission to create a proposal for the project.

The Septic System design previously approved by the Board has been denied by the State. Fred McGarry spoke that the original plans was designed to use concrete chambers which allows for parking above with only one foot of covering and ease of maintenance. State guidelines allow for a 40% reduction of leach field size for Residential Areas and the plans were submitted as such, but it is the State's position that if an area is not definitively residential then it is automatically considered Commercial. Mr. McGarry is working to design another type of system and have the plan approved by the Veasey Commission and Building Inspector. The hope is to combine the septic project with the expansion of the parking and to present the total cost to the voters as a Warrant Article this cycle.

#### **Assessing/Revaluation of Property**

Penny Touchette presented the highlights of the Avatar 5 year contract. The presentation submitted did not include using the Sansoucy services, however money will need to be budgeted for the Sansoucy representation on Utilities appeals until those cases are resolved. Selectman Robertson spoke that he is comfortable with the presentation and that, having reviewed what the Town has historically spent with Sansoucy, is in favor of moving forward with the Avatar contract.

**Motion** – Selectman Robertson moves to approve the five-year contract with Avatar for General Assessing, Data Verification and Revaluation

**Second** – Selectwoman Hutchinson

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

The Board agreed to proceed with Avatar without requiring a bond be posted. This decision was based on the past history with the Company.

#### **Town Administration**

The Town Administration budget was presented with no substantial changes. The Employee Compensation lines have changes as a result of staffing changes. The other difference is in the Vendors line for the new Copier lease previously approved by the Board.

**Motion** – Vice Chairman Pitman moves to authorize the Chair to sign the Copier lease as previously approved

**Second** – Selectman Robertson

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

#### **Legal**

M. Wright spoke that the Legal lines are represented in several Departments throughout the budget. The Legal Line is used for administrative expenses associated with periodic suits and filings. The line is presented with no change from 2014.

#### **Insurance**

J. Foisy reviewed the Insurance Budget. She spoke that the NH Retirement rate is expected to increase from 10.77% to 11.17% effective July 1, 2015. Other rate changes and premium amounts will be made available over the coming weeks.

#### **Personnel Administration**

J. Foisy explained that this line contains money for performance pay and FICA and Medi charges.

A new line to the Budget has been added in the amount of \$10,000 for the 250<sup>th</sup> Anniversary Celebration.

### **Regular Business**

#### **- Minutes of September 29, 2014**

**Motion** – Vice Chairman Pitman moves the minutes as written

**Second** – Selectman Robertson

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

- **Winter Contracts – Highway Department**

The Highway Agent has presented contracts with Paul Smith, East Coast Signals, Jonathan Winslow, Kevin Fisher and Mark Tibbetts for the Board’s approval. Chairman Barry noted that two contractors have opted to not to renew for the 2015 Season.

**Motion** – Vice Chairman Pitman moves to approve the contracts

**Second** – Selectman Robertson

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

- **Accounts Payable - \$56,306.02**

**Motion** – Vice Chairman Pitman moves to approve

**Second** – Selectman Robertson

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

- **Fire Department/Emergency Management Software Invoice – Tritech - \$4,620**

**Motion** – Vice Chairman Pitman moves to pay the invoice

**Second** – Selectman Robertson

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

- **Payroll Manifest - \$63 (net \$58.18)**

**Motion** – Selectman Robertson moves to approve

**Second** – Selectman Shute

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

- **Telephone Contract**

J. Foisy explained that IT Administrator Steve Jamele has been working to address contract issues with the Phone provider. The Town received a bill today totaling more than \$1,200 as new rates went into effect without notice and have been back billed to the account. The new contract presented includes line rates of between \$14.00 and \$22 plus any additional taxes and fees. It was understood that the contract presented will allow the provider to refund the additional fees billed, however the entire context of the issue was unclear without Mr. Jamele present to discuss.

**Motion** – Vice Chairman Pitman moves to authorize the Chair to sign the new phone contract pending consultation with the IT Administrator to verify terms and pricing and to get a better understanding of what transpired.

**Second** – Selectman Robertson

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

**Correspondence**

The Town has received a Memo recommending it hold \$187,000 in reserve should the FairPoint and NH Electrical Co-Op appeals come through.

The George B. White Building Water System has passed another round of inspections.

**Town Administrators Report**

- There will be a Department Head meeting on Friday, October 10<sup>th</sup> to begin preparations for the CIP Process
- Repairs to the Library Building are coming to a close. Work has been bid on to finish the chimney flashing and point repairs. The cost is expected to be between \$6,400 and \$6,600, M. Wright asked if it was the pleasure of the Board to move forward with that expenditure should the Library Board of Trustees approve it, there were no objections. Additionally painting to the front of the building will be done in the coming weeks. After receiving three bids, the lowest was for \$1,200 and the Library would ask if that money should come from the Town’s Building and Infrastructure funds or be absorbed by the Library. The Board would prefer to use the Town funds if available as it is a Town Building. Finally, the Library Board will be getting cost estimates to seal the mortar of the building. This last project will complete the list of repairs to the Building at this time.
- The Sanitation Survey has been received on the Town’s public water system, the system has passed and there will be ongoing reporting and record maintenance requirements.
- The Town offices will be closed on Monday, October 13<sup>th</sup> in observance of Columbus Day. There will be no Select Board meeting that week.

**Other Business** None

**Unfinished Business**

Selectwoman Hutchinson reminded that the Board had planned to ask PSNH to return to Town to discuss the Northern Pass after the Fair had concluded. She asks that the request be made through the Town Administrator, adding that there are

several people in Town with outstanding questions and concerns. The goal is to create an open visit where answers and information can be shared with citizens. M. Wright spoke that PSNH has indicated that they are only interested in returning to Town if there is something new to discuss. He suggested putting together a list of items Townspeople want addressed and asking PSNH to return. Selectwoman Hutchinson indicated she would be happy to help come up with a specific list of questions for the group.

#### **New Business**

Selectwoman Hutchinson asked what the process for staff performance reviews has been. Selectman Robertson responded that it was done for a period of time on Anniversary dates, and moved to a fiscal year review under the previous Town Administrator. The Board asked that the Town Administrator outline his plans and schedule for conducting staff performance reviews and report back at the next meeting.

#### **Citizens Comments**

Harriet Cady asked that shelves and a lockable storage closet be included in the plans for the new Supervisors of the Checklist office space, Chairman Barry asked that she forward her specific request to the Town Administrator to address.

#### **Adjournment to Non Public Session – 7:35p**

**Motion:** Vice Chairman Pitman moves to adjourn to Non Public Session under RSA 91-A: 3, II c

**Second:** Selectman Robertson

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

#### **Reconvene**

Chairman Barry notes for the record that no action was taken during the Non Public Session.

**Motion:** Vice Chairman Pitman moves to seal the minutes from the Non Public Session

**Second:** Selectman Shute

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

#### **Adjournment**

**Motion:** Vice Chairman Pitman moves to adjourn the meeting of October 6, 2014

**Second:** Selectman Robertson

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

**Next Meeting Monday, October 20<sup>th</sup> @ 5:30p**

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