

**TOWN OF DEERFIELD  
BOARD OF SELECTMEN  
November 17, 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, Town Finance Director; Penny Touchette, Bookkeeper/Assessing Supervisor; John Dubiansky, Rescue Association President; Cindy McHugh, Rescue Squad Captain

**Pledge of Allegiance to the Flag**

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

**Scheduled Appointments**

**Update – Rescue Squad**

John Dubiansky, President of the Deerfield Rescue Association, spoke that the Association has completed its meetings to decide on the management structure and affiliation status of the Rescue Squad. Workers Compensation and Liability Insurance coverage dominated much of the discussion and the Association has voted unanimously that, operationally, the Rescue Services should be a Department of the Town lead by an Emergency Medical Management Chief to be appointed by the Board of Selectmen. He added that the Association has an enthusiastic and unanimous vote of confidence in Cindy McHugh as its leader. Chairman Barry asked whether the intent was to have these operations and oversight specifically separate from the Fire Department and Mr. Dubiansky confirmed. It was questioned whether the move would require a new Warrant Article and Mr. Dubiansky spoke that he does not believe so. That the Article passed in 2010 allows for the Association to handle administration of emergency services as they see fit. M. Wright confirmed, but added that the Article of record states that the Members of the Squad are “Non-Employees”, so should they ever wish to move away from stipend based compensation they may need to pass a new Warrant Article.

Selectwoman Hutchinson asked why the motion was worded in a way so that the “Operational” activities were separated out? Mr. Dubiansky responded that, like the Fire Association, the Rescue Association wishes to maintain itself separately from the Squad. They are currently conducting a review of their 503c charity status and feel it is important that they are able to fundraise separately from the Town budgets. Chairman Barry voiced the importance of addressing the structure questions one time and being thorough in the decision making process. Selectman Robertson concurred, adding that he would never want to do anything to drive a wedge between the Fire and Rescue Departments as a very high level of cooperation is required between the two groups. Selectwoman Hutchinson asked whether it was 100% certain that this structure will ensure the Squad Members are covered under the Worker’s Compensation policies. M. Wright answered that yes, if they are defined as an entity under the Town and provide services, they fall within the scope for coverage.

The Board will review the language of the Rescue Association Warrant Article and the specifics of the Association’s recommendations and finalize the decision at its next meeting.

**Update – 2015 Budgets**

J. Foisy has provided the Board with the final 2015 Budget Packet along with recommendations to include a raise for the Police Chief, a pay increase for the Director of Parks & Recreation and an increase in the hours of the Assessing Clerk from 12 to be flexible up to 18. She informed the Board that the Dental rates for 2015 will remain the same and that the Association Dues were lower than expected. The Town Budget at this juncture is up roughly \$148,000 from 2014.

Chairman Barry spoke that Mark Tibbetts has run into some serious electrical problems at the GBW Building. It needs to be decided whether that repair cost should be paid through the Operating Budget or be added to the Warrant Article for GBW Building Exterior repairs. J. Foisy will check with Mark and get a final dollar amount for next Monday’s meeting. The Board will review the budget one more time and consider the recommendations made thus far.

Vice Chairman Pitman suggested that the Board take immediate action regarding the Police Chief’s vacation time. Standard for new employees is 5 days after one year of service, 10 days after two years, 15 days after twenty years and 25 days after

20 years. Selectman Robertson spoke that he is comfortable giving a twenty year veteran officer a jump on the scale as presented. Selectwoman Hutchinson voiced her desire to stay consistent among employees and asked whether the next bump would be on the five year anniversary of Chief Duquette's hire or on the calendar anniversary of this change? Members agreed the next increase would be on the fifth anniversary of his date of hire.

**Motion** – Vice Chairman Pitman moves to give Chief Duquette 10 days vacation beginning January 1, 2015

**Second** – Selectman Robertson

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

It was asked when the Director of Parks & Recreation last received a pay increase, J. Foisy answered in 2013 when all employees received 4%. Selectman Robertson asked what the wage scale for that position is, Chairman Barry answered at in 2010 the range was \$33,000 - \$50,000. The Parks & Recreation Director is currently paid \$48,367. The Board will consider the recommendation further and be prepared to take action at the next meeting.

### Regular Business & Signatures

- **Minutes of November 3, 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 - \$544,707.14 (\$500,000 transferred to the school)**

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

**Second** – Selectman Robertson

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

- **Primex – Workers Compensation Law – Notice of Compliance**

**Motion** – Selectwoman Hutchinson moves to authorize the Chair to sign

**Second** – Selectman Shute

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

- **Notice of Intent to Cut Wood or Timber – Dave & Elaine Nelson, 159 Nottingham Rd**

*Signatures Executed*

- **2015 Employee Dental Coverage & Rates**

**Motion** – Vice Chairman Pitman moves to authorize the Chair to sign the contract

**Second** – Selectman Robertson

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

- **Avatar Correspondence – Preliminary DRA Sales to Assessment Ratio is at 1.05% with a 10.8 coefficient of dispersion.**

P. Touchette explained that this means that generally the Town is assessed 5% over market values, an amount that is lower than previous years. She confirmed that the Assessing Office is satisfied that the information presented is correct.

**Motion** – Selectman Robertson moves to authorize the Chair to sign the 2014 Equalization Municipal Assessment Data Certification

**Second** – Selectman Shute

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

- **Health Trust Dental Surplus - \$1,420.59**

**Motion** – Vice Chairman Pitman moves to request that Health Trust return the surplus in the form of a Contribution Holiday

**Second** – Selectwoman Hutchinson

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

- **FairPoint Contract – GBW Building 10 Phone Lines**

Steve Jamele has reported to the Board that after reviewing Bayring and MetroCast rates, along with the necessary equipment purchase, FairPoint remains the least expensive phone service provider.

**Motion** – Selectman Robertson moves to authorize the Chair to sign the 3 year agreement with FairPoint

**Second** – Selectman Shute

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

- **Non – Contemporaneous Business – November 7<sup>th</sup> – 4 Members Signing**

**Accounts Payable - \$28,424.46**  
**Payroll Manifest - \$47,365.24 (\$35,616.37 net)**

- **Timber Tax Levy - \$1,119.75 to Robert & Barbara Matthews, Candia Rd**  
**Motion** – Selectman Robertson moves to collect  
**Second** – Vice Chairman Pitman  
**Vote** – Yea 5, Nay 0, Abstained 0 – Motion Carries
- **State of NH – Department of Safety Emergency Management Grant - \$9,441**  
**Motion** – Selectman Robertson moves to accept the grant  
**Second** – Selectman Shute  
**Vote** – Yea 5, Nay 0, Abstained 0 – Motion Carries
- **Poland Springs Water Contract – Police Department**  
**Motion** – Vice Chairman Pitman moves to authorize the Chair to sign the contract  
**Second** – Selectman Robertson  
**Vote** – Yea 5, Nay 0, Abstained 0 – Motion Carries

### **Correspondence**

The Board is in receipt of a letter from Debra Smith regarding the resignation of Glenda Smith from the Veasey Park Commission. She notes Ms. Smith's exceptional knowledge of and dedication to Veasey Park and asks that the Commission be allowed to continue its association with Ms. Smith as a volunteer consultant until a replacement can be found. The Board agreed that the Commission can continue to work with Glenda Smith as a volunteer Consultant for as long as they would like, with the understanding that it will be in a non-voting capacity and asked that the Town Administrator communicate such to Debra Smith and the Veasey Park Commission.

A letter has been received from Phil Bilodeau with the Forestry Commission notifying the Board that the harvest at the Dowst Cate Forest has begun. The timber harvester has been advised to forward payments to the Town. Work to establish a Forestry Commission revolving fund is ongoing.

The Board has received communication from the Lakes Region Public Access asking that Deerfield consider returning to its consortium. Chairman Barry described that previously the Town had paid an annual fee of almost \$6,000 to be a part of the Public Access, but decided to terminate that relationship and put those monies towards its own cameras and equipment. Local meetings are now broadcast over the Channel 23 with MetroCast. All agreed that the Community TV programming has improved and the level of Community viewing has increased since this change and saw no reason to return to the Lakes Region Public Access arrangement.

M. Wright presented the Board with a letter drafted at the request of the Planning Board to the business occupants at 77 North Road. Chairman Barry read the letter aloud and there were no objections to its being mailed.

The Town is in receipt of the State of NH Executive Council Meeting notes whereby Renee Perreault of Deerfield has been nominated to serve on its Volunteer Board.

Finally, Dwain Curry of Seacoast Business Machines has sent a letter thanking the Town for its Copier purchases.

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

M. Wright spoke that through week 46, with a target expenditure of 88%, the Town is at 80% of its Operating Budget. They are working to slow spending as the year end approaches and are working diligently to ensure everyone stays within target.

The Employee evaluations have been reinstated and substantially completed. Evaluations will be available for Board Members to review in the Town Administrators Office. The discussions centered on each employee's job, capabilities and challenges. A number of recommendations came out of the exercise, one being the need to revise the evaluation form. Supervisors found it to be too narrow in scope. The next round of evaluations will be done in June 2015.

Regarding the Cable Franchise Agreement, M. Wright noted that the Town is working through the cable consortium to discuss with MetroCast how to draw down the \$2,500/year that is set in reserve for Public Access programming.

**Unfinished Business** None

**Other Business** None

**New Business** None

### **Citizens Comments**

Harriet Cady spoke that the Cable Committee had disbanded after it issued its final report, but that it felt the public access consortium with LRPA was too difficult for the Town to access. Secondly, she has looked into the Warrant Article where the School transferred the GBW Building to the Town and finds that it specifically states that the Town must rent all available space. Since the Daycare in the building has left she feels that the Town providing space to the Parks and Recreation After School Programs amounts to subsidizing daycare which is a violation of the Warrant Article. Finally, she asked when the four Board members signed the non-contemporaneous business, Chairman Barry answered November 7<sup>th</sup>, she followed by asking if they were all present at the same time, to which Chairman Barry answered no, that it was at various points throughout the day.

### **Adjournment to Non Public Session – 6:30pm**

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

**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 Robertson

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

### **Adjournment 6:58pm**

**Motion:** Selectman Robertson moves to adjourn the meeting of November 17, 2014

**Second:** Selectman Shute

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

**Next Meeting Monday, November 24<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*