

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
December 8, 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: Jan Foisy, Town Finance Director; Penny Touchette, Assessing

Pledge of Allegiance to the Flag

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

Scheduled Appointments

Joe Manzi – Parks & Recreation Playground Equipment

J. Manzi updated the Board that the Parks & Recreation Commission is proposing the purchase of new playground equipment at the GBW Building. The current equipment used for the summer and After School Programs is dated, unsafe, and not up to code. The proposal is to purchase a multi-play structure for installation in the spring. The Commission has discussed the proposal and met with the representative from UltiPlay and is in support. There is some outstanding questions on installation and concern that they may hit ledge. Selectman Shute noted that the proposed price is a sale price good through the middle of December and represents a discount of roughly 35%.

Motion- Selectman Shute moves to accept the proposal from UltiPlay in the amount of \$13,149.90 to be funded from the Parks & Recreation revolving fund

Second – Vice Chairman Shute

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

James Spillane – Citizen’s Petition Warrant Article & Introduction

J. Spillane submitted to the Board a Citizen’s Petition Warrant Article with approximately fifty signatures that would mandate all Police vehicles in Town be clearly marked as belonging to the Department and have the standard license plates and motor vehicle registrations. Chairman Barry spoke that the Board has been working to accomplish this in the last two years. The Department may no longer use the black on black color scheme. Mr. Spillane spoke that the intent and his understanding is to make sure going forward that it is never an option. He also presented himself as the elected Representative to the State of NH Legislature and made himself readily available to the Board on any issues the Town may be facing.

Town Administration Organizational Meeting

Chairman Barry opened discussion on how to address the vacant Town Administrator position.

Motion – Selectman Robertson moves to appoint Jan Foisy as interim Town Administrator with the same financial compensation as when she last filled the role.

Second – Vice Chairman Pitman

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

Vice Chairman Pitman suggested using a three to four month trial basis with Jan as Town Administrator and to then decide whether she should fill the position permanently. Selectwoman Hutchinson spoke in favor of looking carefully at the needs of the Office and the various functions each position is responsible for. J. Foisy indicated that the Office could get by with current staffing levels for a few months, but certainly not indefinitely. Selectman Robertson agreed with the suggestion to take some time and reflect. The Board agreed to take some 60 days to consider and analyze the Town’s needs as well as discuss further with Ms. Foisy and to make a go forward decision in February 2015. J. Foisy will bring forward a proposal for Penny Touchettes compensation adjustment at the next Board meeting.

Regular Business & Signatures

-Minutes of December 1, 2014

Motion – Vice Chairman Pitman moves the minutes with amendments

Second – Selectman Robertson

Discussion – On the final page Vice Chairman Pitman notes that the adjournment information has the incorrect dates. It should read that he moved to adjourn the December 1st meeting with Selectman Robertson having seconded the motion.

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

-Accounts Payable - \$1,042,414.11 (\$500,000 transferred to the School & \$516,394.67 to the County)

Motion – Vice Chairman Pitman moves to approve

Second – Selectman Robertson

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

-Payroll Manifest \$5,478.40 (net \$3,393.44)

Motion – Vice Chairman Pitman moves to approve

Second – Selectman Robertson

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

-Payroll Manifest \$71,921.82 (net \$57,292.13)

Motion – Vice Chairman Pitman moves to approve

Second – Selectman Robertson

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

-Notice of Computer Adjustment – Diana Pearl & Robert Stevens \$46.80 reduction of the 2014 Timber Tax Bill

Motion – Vice Chairman Pitman moves to approve

Second – Selectman Robertson

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

-Appointment of Gary Duquette as Full Time Chief of Police

Motion – Vice Chairman Pitman moves to appoint Chief Duquette

Second – Selectwoman Hutchinson

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

Chief Duquette is sworn in by Chairman Barry

-Letter to the Rockingham County Registry of Deeds – Release of Trombly Property, Land and Buildings paid on 10/31/1977 - \$702.31 to correct the records

Motion – Selectman Robertson moves to approve

Second – Vice Chairman Pitman

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

-Petition Pole License – 21 Poles along Mt. Delight and Meeting House Hill Roads – FairPoint & NH Electrical Co Op

Motion – Vice Chairman Pitman moves to approve

Second – Selectman Robertson

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

-Town Clerk Refund Request - \$2,558 to Green Tree Outsourcing - 190 North Rd Double Payment

Motion – Selectman Robertson moves to approve

Second – Selectman Shute

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

-Town Clerk Refund Request - \$7,194 to NationStar Mortgage – 274 North Road and 10 Old Center Rd Double Payments

Motion – Selectman Robertson moves to approve

Second – Selectman Shute

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

-Friends of the Deerfield Library – Town Hall Rental Waiver Request – March 21, 2015 – Cabin Fever Arts Tour

Motion – Vice Chairman Pitman moves to grant the waiver

Second – Selectwoman Hutchinson

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

-Memorandum of Understanding – To allow the Epping Fire Department to apply for a grant for the purchase of dispatch radio equipment to be located at the Rockingham County Office for the benefit of several Towns including Deerfield

Motion – Vice Chairman Pitman moves to sign

Second – Selectwoman Hutchinson

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

Correspondence

The School Board has asked to use the GBW Conference room to host and televise their meetings. The Select Board had no objections, the meetings are held on the first Wednesday of each month.

The Board has received an email from Webster Selectman Bruce Johnson asking Deerfield to put forward a Warrant Article for the reformation of State funding of education. The Board agreed to put the matter before voters on the March ballots.

Vice Chairman Pitman has been contacted by Phil Davidson regarding the subdivision of his property and/or usage of the Class VI road. The matter was brought before the Board in the Spring of 2014 and no further action was taken. The Board asked that J. Foisy reach out to him to resume the conversation.

Town Administrator's Report

J. Foisy presented a update to the 2015 Town Budget that would include an additional 3 hours per week in the Assessing Clerk line to handle inquiries related to the property revaluation. This would represent an increase of just over \$2,000.

Motion – Vice Chairman Pitman moves to approve the change

Second – Selectwoman Hutchinson

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

The Board thanked Jan, Penny and the entire staff for their stepping up with the unexpected departure of the Town Administrator.

Unfinished Business

Selectman Robertson updated the Board that the MBC has made its preliminary pass at the Town Budget. For the most part the budget proposed was unchanged, there were some small cuts, for example to the Veasey Park budget, and some other adjustments that were made during the Saturday work session. The MBC has suggested that the Cemetery Commission may want to consider asking for additional funds, that the Board consider replacing the furnaces in the Town Hall and the Committee Chairman expressed his concern with the Highway plans for Road Reconstruction. Committee Chairman Verville presented the Petition Warrant Article on the purchase of Police Cruisers and attempted to move that budget line to \$0 during the session, following extensive debate that motion was defeated.

Other Business

Chairman Barry asked the Boards pleasure regarding the Warrant Article to create a Forestry Fund. The Board agreed to have the Town Attorney draft the necessary language, J. Foisy will begin that process.

New Business

Selectman Shute spoke that the Parks & Recreation Department is looking into creating a winter ice skating rink at Freeses Pond, behind the School. The Board was enthusiastic about the idea, Selectman Robertson cautioned that when the rink was created on Pleasant Lake some ice fishermen used the area as their own personal fishing grounds.

Citizens Comments

Harriet Cady has fielded several calls recently regarding the Lamprey River Bus Driver being unpleasant to riders and unwilling to accommodate appointments. She asks that the Board contact the Director on behalf of the Town. She was also made aware of one resident who was unable to locate the Emergency Management department when he was in need of assistance and asked that the Board look into how the cell phone contact information is disseminated to residents. Finally, Ms. Cady spoke that, when Judy Marshall resigned, the Board voted to approve a \$3/hour raise for Penny Touchette, but she saw no postings for the position. She reminded that internal and public postings are required by law for public agencies and urged the Board to be careful about when it is approving raises and hiring to positions.

Adjournment to Non Public Session – 6:20p

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

Second: Selectwoman Hutchinson
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: Selectwoman Hutchinson

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

Adjournment

Motion: Selectman Pitman moves to adjourn the meeting of December 8, 2014

Second: Selectwoman Hutchinson

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

Next Meeting Monday, December 15th @ 5:30p

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