

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
December 15, 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: Jan Foisy, Town Finance Director; Penny Touchette, Bookkeeper/Assessing Supervisor

Pledge of Allegiance to the Flag

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

Scheduled Appointments

Longevity – Ann Vennerbeck

Chairman Barry, together with the Board, thanked Ann Vennerbeck for her five years of service as a part time employee of the Library. She was recognized with a round of applause.

Phillip & Lorraine Davidson – Old Ridge Road

Chairman Barry opened discussion by apologizing to Mr. Davidson that the topic had fallen off the Boards radar since they last met in the spring. Mr. Davidson explained that they are looking to subdivide their land so that a lot can be passed to their son. Through the process with the Planning Board and a surveyor it was found that in 1939 the road was discontinued, however later Select Board notes indicate that a portion of it was reopened to a Class VI road. The Planning Board has asked for a ruling from the Select Board on the status of the road prior to proceeding. George Thompson and the Town are direct abutters, others including a Denise Greig, Kate Hartnet and a Mr. Anderson who does sugaring on the land would be potentially impacted by the Boards decision. Selectman Robertson recalled that the matter was discussed in depth some twelve years ago and that, at that time, an agreement could not be reached. Mr. Davidson's preference would be to have the Town make this a road, if not and if he and Mr. Thompson were unable to come to an agreement on access, he will have to put a road in on his property.

The Board agreed that further research and outreach to abutters was needed. They asked Mr. Davidson to return to the January 12th meeting to continue the work.

Wayne Burgess – Babb Road Right of Way

Mr. Burgess spoke that he has been in contact with land owners impacted by the upcoming timber harvest and has received verbal permission from all but one abutter to go ahead with the logging operations. They are looking to install a temporary trucking road and need to come to a suitable arrangement with any impacted land owners. The abutter, who has not agreed, Mr. Aaron Cady, has asked for \$10,000 cash and a \$30,000 bond for use of his land. Mr. Burgess asked, if the RSA is applicable, that the Town lay out a right of way. Selectman Robertson recalled that the Town has done right of way layouts for timber harvest in recent years and that a Public Hearing will be required. The Board agreed to aim to hold the Public Hearing during its December 29th meeting so that if the ground freezes the operation can commence as soon as possible. In the meantime Mr. Burgess indicated that he will continue to seek an agreement with the landowners.

Regular Business & Signatures

- **Minutes of December 8, 2014**
 - Motion** – Vice Chairman Pitman moves the minutes as written
 - Second** – Selectman Robertson
 - Vote to approve** – Yea 4, Nay 0, Abstained 0 – Motion Carries

- **Accounts Payable - \$61,229.82**
 - Motion** – Selectman Robertson moves to approve
 - Second** – Vice Chairman Pitman
 - Vote** – Yea 5, Nay 0, Abstained 0 – Motion Carries

- **Contract – Emergency Education Consultants, LLC - \$3,296**
Motion – Vice Chairman Pitman moves to approve
Second – Selectman Robertson
Discussion – Cindy McHugh explained that this is the third year of contracts with this training vendor. They conduct monthly training for the squad and handle the recertification of their certificates. This is an alternative to individuals having to attend classes on their own and has been working out very well.
Vote – Yea 4, Nay 0, Abstained 0 – Motion Carries
- **Notice of Intent to Cut Wood or Timber – Donald & Patricia Fisher, Mountain View Rd**
Signatures Executed

Correspondence

Chairman Barry noted that the Town will hold its Deliberative Session on January 31st. The School’s Deliberative Session is scheduled for February 7th.

To date, the Town Clerk reports that 92% of the Town’s second tax bill has been collected.

Town Administrator’s Report

J. Foisy presented the Board with a tentative 2015 meeting schedule. There were no objections to the calendar as proposed.

She asked for the Board’s permission to have employee Kelly Roberts update Facebook and Twitter with information provided. Additionally, she would ask that the Co-Emergency Management Chairs, Denise Greig and Kevin Barry, have access to the social media accounts so that they can update with Emergency and shelter information as appropriate. There were no objections.

Unfinished Business

J. Foisy presented the Board with a recommendation to promote Penny Touchette to a full time salaried employee with an accompanying rate change.

Motion – Vice Chairman Pitman moves to make Penny Touchette a salaried employee at the rate of \$25/hour for the duration of time until the open Town Administrator position has been resolved.

Second – Selectman Robertson

Discussion – J. Foisy has made her recommendations based on the amount of new work P. Touchette will be doing. Selectman Shute asked whether P. Touchette was currently an hourly employee, J. Foisy answered yes, at a rate of \$21.25/hour.

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

The Board reviewed the proposed 2015 Warrant Articles. Chairman Barry informed the group that with further research it was found that a Forrest Management fund was created in 1989, the Town is waiting on a final confirmation from the auditor, but it is believed that Warrant Article can be eliminated.

Selectman Shute questioned whether it was appropriate to put forward so many items by Warrant Article. He spoke that he finds them all necessary, but wondered if the Board shouldn’t work to trim the list and prioritize the needs. Chairman Barry spoke that his approach has always been to present the voters with all necessary items and let them decide what they want to pay for. Selectman Robertson voiced concern that the Board had not heard directly from Swap Shop volunteers regarding the plans for the new building at the Transfer Station. The following articles were reviewed:

- A. \$73,000 for a Building at the Highway Department – Undecided
- B. Fire Apparatus Capital Reserves – All in Favor
- C. Fire Chief Vehicle – Undecided
- D. \$40,050 for GBW Renovations – All in Favor
- E. Capital Reserve Fund – Police Department Vehicles – All Opposed
- F. \$31,000 for a Storage Shed at the Transfer Station – Undecided
- G. \$25,000 into the Municipal Government Buildings Fund – All in Favor
- H. \$10,000 into the Rescue Vehicles and Equipment Fund – All in Favor
- I. \$6,000 for the Northwood Lake Milfoil Control – All in Favor
- J. Creation of a Special Detail Revolving Fund – All in Favor
- K. Reauthorization of the Rescue Squad to Provide Emergency Care – All in Favor
- L. To Authorize Outside Investment Management of the Trust Funds – All in Favor

M. Dog Officer – All in Favor

N. Capital Reserve Fund for the Cemetery – All Opposed, Recommend Eliminate

Chairman Barry suggested the Board wait for full representation to take its final votes. Vote will be taken at the December 29th meeting. Selectman Shute noted that he has fielded many questions about the workings of the Special Detail revolving fund. Chairman Barry explained that currently any detail work performed by the Police Department and Rescue Squad must be run through a detail line in the budget. Once that line has been spent, no further detail work can be done, resulting in lost revenue to both the employees and the Town. He described that the line is known as a wash item as revenue comes in to offset each dollar spent. To approve the creation of the revolving fund would allow the Officers and Squad Members to work as many detail shifts as they can, would reduce the overall Town budget, would result in potential increased revenue, and serves as an improved accounting tool. Selectman Robertson added that it benefits the residents of Deerfield to have its own officers performing detail work and feels strongly that the Town receives more bang for its buck when Deerfield Officers are on the roads.

Other Business None

New Business

Selectman Robertson has received a request from the Chair of the MBC to outline each action and/or initiative that the Town would not undertake if it were to be operating under a default budget in 2015. He has provided an initial response that, due to the large number of variable, it would be difficult to do so. That response was not well received. The Board agreed that, because those decisions are not made until April or May and are largely in flux with significant contributing factors such as staffing, that the response should be left as is.

Selectman Shute has been asked what the status of the cell tower on Rout 43 is, Vice Chairman Pitman responded that the last report is that the project has been put on hold by Verizon.

Citizens Comments

Harriet Cady asked whether there were job descriptions the Town has used each time it has considered hiring a Town Administrator. Chairman Barry answered that yes, at least the most recent two, could be received in the Town Administrators Office.

John Dubiansky suggested that the Board submit an explanation on the workings of the Detail Revolving Fund to the FORUM and asked that he public note it includes the members of the Rescue Squad and is not just the Police Department. Chairman Barry noted that the Board has some strict guidelines on what it can and cannot post to public forums, but went on to describe that, if passed some \$32,000 would be removed from the 2016 budget. Ms. Cady asked that the Board clarify whether \$32,000 would be eliminated for 2015 or 2016. Selectman Roberson spoke that the fund would be established and effective April 1, 2015 were the Warrant Article to pass. The detail line would be eliminated through the 2016 budgeting cycle.

Adjournment

Motion: Vice Chairman Pitman moves to adjourn the meeting of December 15th

Second: Selectman Shute

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

Next Meeting Monday, December 29th @ 5:30p

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