

**Town of Deerfield**  
**BOARD OF SELECTMEN**  
**June 15, 2015**  
**MINUTES**

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**Call to Order**

5:30p: 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 Administrator

**Pledge of Allegiance to the Flag**

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

**Scheduled Appointments**

**Presentation of the 2014 Boston Post Cane Award - Jeanette E. Winslow, Posthumously**

Chairman Barry presented the Boston Post Cane Award and Ms. Jeannette E. Winslow's family accepted the cane in her honor.

**Winter Sand Bids**

J. Foisy spoke that the Road Agent has recommended awarding the Winter Sand Bid to DeCato Sand and Gravel.

**Motion:** Vice Chairman Pitman moves to award the Winter Sand Bid to DeCato Sand and Gravel at a price of \$7.55/ton

**Second:** Selectwoman Hutchinson

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

**Cindy McHugh - Animal Control Policy**

C. McHugh spoke that the Animal Control Policy had become outdated and required some updating, namely the removal of a kennel facility the Town no longer uses. She changed the language to read "contracted facilities" and language was included from the passing of the Warrant Article to update the dog laws also the Animal Control Officer will no longer be collecting the fees. Fees will be paid to the Town Clerk/Tax Collector's Office.

**Motion:** Selectman Robertson moves to accept the updated Animal Control Policy as presented

**Second:** Vice Chairman Pitman

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

**Fire Chief Tibbetts & Department Members - New Tanker**

Chief Tibbetts spoke that the Department has formed a Truck Committee and has been reviewing costs associated with the build of a new tanker truck. They brought a similar vehicle from the Hooksett Fire Department to Town to confirm that it will fit into the South Station and have worked with Valley to identify the specs. Three chassis were priced out including International (\$115,000), Peterbilt (\$125,000) and Kenworth (\$225,000) and it is the

Committee's recommendation to go forward with the International Brand. This tanker will replace the Department's 1975 tanker and 1980 International. The Highway Department is interested in taking on the 1975 Tanker and Chief Tibbetts spoke that at the end of the year the Department will plan to transfer that vehicle to the Highway Department with the Board's Approval. The Committee, Department and Chief Tibbetts asked that the Board approve a Warrant Article for the next budget season for the purchase. There is currently \$100,000 in the associated Capital Reserve Fund.

Chairman Barry and Board Members agreed that the build would need to be put out to bid based on the specs identified with Valley. Chief Tibbetts had no objections. The Board had no other questions for the group at this time.

### **Regular Business & Signatures**

- **Minutes of June 1, 2015**
  - Motion:** Vice Chairman Pitman moves the minutes as written
  - Second:** Selectman Robertson
  - Vote to approve as amended: Yea 5, Nay 0, Abstained 0 - Motion Carries**
- **Accounts Payable - \$117,998.23 (2 Manifests)**
  - Motion:** Selectman Robertson moves to approve
  - Second:** Selectman Shute
  - Vote: Yea 5, Nay 0, Abstained 0 - Motion Carries**
- **The State of NH Department of Revenue Administration - 2016 PA28 Form**
  - Motion:** Vice Chairman Pitman moves not to use the PA28 Inventory Form
  - Second:** Selectman Robertson
  - Vote: Yea 5, Nay 0, Abstained 0 - Motion Carries**
- **Email from the NH Rivers Management & Protection Program noting that member Harriet Cady has resigned and asking the Town to appoint a replacement.**

Chairman Barry asked that the Board send a letter to Ms. Cady thanking her for her service and will advertise to fill the vacancy.
- **Letter from Debra Smith, Veasey Park Commission Chair to appointment Travis McCoy to the Commission for another term**
  - Motion:** Vice Chairman Pitman moves to approve the appointment of Travis McCoy
  - Second:** Selectwoman Hutchinson
  - Vote: Yea 5, Nay 0, Abstained 0 - Motion Carries**
- **Non-Contemporaneous Business - 3 Members Signing - June 5, 2015**
  - Accounts Payable - \$516,973.22**
  - Payroll Manifest - \$71,864.38 (\$57,142.35 net)**

J. Foisy noted that the higher than normal payroll manifest included the Fire and Rescue stipends.
- **Land use change tax - \$7,500 to Tashereau Investment Prop LLC, Hidden Drive**
  - Motion:** Selectman Robertson moves to collect
  - Second:** Selectman Shute
  - Vote: Yea 5, Nay 0, Abstained 0 - Motion Carries**
- **Land use change tax - \$13,650 - Steven & Carrol Sarro at Candia & Peterson Roads**
  - Motion:** Selectman Robertson moves to collect
  - Second:** Selectwoman Hutchinson
  - Vote: Yea 5, Nay 0, Abstained 0 - Motion Carries**
- **Timber Tax Levy - \$327.72 - Patricia & Bruce Herman, Map 208 Lots 128, 129 and 130**

**Motion:** Selectman Robertson moves to collect

**Second:** Selectman Shute

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

- **Movement of Funds from the Municipal Government Building & Infrastructure Expendable Trust Fund**

- **\$1,466 - Installation of Water Tank at the George B. White Building - FK Bassett & Sons**

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

**Second:** Selectwoman Hutchinson

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

- **\$1,200 - Replace Electrical Panels at the George B. White Building - Ozzy Electric**

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

**Second:** Selectman Robertson

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

- **\$7,329.38 - Installation of a furnace at the Town Hall - Fred Brown (\$1,631.65) and AJ LeBlanc Heating & Air (\$5,697.73)**

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

**Second:** Selectman Shute

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

- **\$15,000 - Replace 4 AC Units at the George B. White Building**

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

**Second:** Selectman Robertson

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

Chairman Barry noted that the Trust fund previously at \$47,543.25 has now been reduced to \$22,547.87 with \$25,000 to be deposited with the passing of the most recent Warrant Article.

- **Notice of Intent to Cut Wood or Timber - Dana & Paula Merrill, North Road**

*Signatures Executed*

- **Notice of Intent to Cut Wood or Timber - Bruce Hermon Family Trust - Mountain Road**

*Signatures Executed*

- **Wetlands Permit Application - Baker Ave**

*Signatures Executed*

### **Correspondence**

On Call Recording Secretary Katie Libby has resigned from her position with the Municipal Budget Committee.

The Rockingham County Commissioners will be holding a forum on Thursday, July 16th at 6p in the Rockingham County Nursing Home and invite the Town to send a representative. Selectman Robertson suggested that Keven Verville, Chair of the MBC or another Budget Committee member may be an appropriate representative. J. Foisy will reach out to ask.

The Town has received a check for \$585.75 from Herrin Communications per the cable franchise agreement. The Board has received and posted a notice of the upcoming workshops being put on by the National Trust for Historic Preservation. The Board has received notice that the TV Show Barnwood Builders will be coming to Town the second week of July.

The Town has received notice from attorney's Upton and Hatfield that the representation in the FairPoint Utility abatement case has been changed.

The Board has received a letter from the Chair of the ZBA describing action that the Board took recently to survey the Towns of New Hampshire and determine what levels of support are offered to applicants. The findings supported the Board's believe that Deerfield's levels of service are in line with that provided around the State.

The Pleasant Lake Watershed Restoration Project will be making a presentation June 27th at 9a at the Town Hall.

The NH Dept. of Environmental Services will be holding a workshop regarding Phase 2 Municipal Storm Water Management on June 24th at SNHPC in Manchester.

#### **Town Administrator Report**

J. Foisy informed the Board the Town Clerk/Tax Collector has received the 2016 election calendar and, as a result, she and Ms. Touchette have blocked off use of the Town Hall for January, February and the first two weeks of March. The Deliberative Sessions are scheduled for January 30 (Town) and February 6 (School).

Requests for Proposal have been posted for the construction of the Highway Department building and to do the next phase of windows and siding at the George B. White Building with bids due by June 29th. Budget packets have gone out to Department Heads and are due back to the Town Administrator July 13th. J. Foisy asked that the Board be thinking about any Warrant Articles they may want put forward.

Employee evaluations have been set up and are ongoing. The Board will need to determine whether any pay increases will be given.

Year to date the Town Clerk/Tax Collector reports that \$756,864.31 has been collected.

**Unfinished Business**      None

#### **Other Business**

Selectman Robertson reported that the Reservoir Road Extension gate previously discussed is no longer in place and that the area has been greatly improved.

Selectman Shute asked if, as a follow up, the Board might consider inviting the Fair Association to return and give a status update on the issues raised during the walkthrough last September. Members agreed and will look to hold a work session with the Association Monday, June 22.

Vice Chairman Pitman reported that he visited the Pleasant Hill Road Construction area recently and that the Highway Department is doing a great job. Selectman Roberson reported that the new playground equipment has been installed at the Parks & Recreation area at the George B. White building and that it looks great. J. Manzi summarized the build and thanked Sean Reed for donating use of his auger and the many volunteers for their time and labor.

**New Business**      None

#### **Citizens Comments**

Ms. Kathy Shigo spoke that, following the last meeting, she reached out to the Union Leader and was happy to introduce reporter Cyrus Moulton who will now be covering Deerfield.

Selectwoman Hutchinson spoke to recognize Cilla Tyler and thank her for her dedication as a swap shop volunteer this year.

**6:15p - Recess - Select Board Meeting - Open Public Hearing Re: Accepting of \$10,000 donation to the Parks & Recreation Department for improvements to the Hartford Brook Field**

Harriet Cady asked to see a copy of the grant and proposal. Chairman Barry clarified that the monies are a private donation to be used at the discretion of the Parks & Recreation Commission.

**Close Public Hearing - Reconvene Select Board Meeting**

**Motion:** Vice Chairman Pitman moves to accept the \$10,000

**Second:** Selectwoman Hutchinson

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

The Board offered their sincerest thanks to the donor.

**6:20p - Non Public Session - 91-A:3, IIc**

**Motion:** Vice Chairman Pitman moves to enter into a Non Public Session

**Second:** Selectman Robertson

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

**7:34p - Reconvene**

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

**Motion:** Selectman Robertson moves to seal the minutes of the Non-Public session

**Second:** Selectman Shute

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

**7:35p - Motion:** Vice Chairman Pitman moves to adjourn the meeting of June 15, 2015

**Second:** Selectman Robertson

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

**Next Meeting Monday, June 29th @ 5:30p**

*The Minutes were transcribed and respectfully submitted by Katherine A. Libby, Recording Secretary.  
Pending approval by the Board of Selectmen.*