

**Town of Deerfield
BOARD OF SELECTMEN
January 11, 2016
MINUTES**

Call to Order

5:30p - Vice Chairman Pitman called the meeting to order.

Present: Stephen Barry, Chairman; Richard Pitman, Vice Chairman; Rebecca Hutchinson, and Jeff Shute Selectmen

Excused: Selectman Robertson

Also Present: Jan Foisy, Town Administrator, Chief Duquette, Chief Tibbetts

Pledge of Allegiance to the Flag

Vice Chairman Pitman asks all to rise and pledge allegiance to the Flag.

Scheduled Appointments

Jack Hutchinson, Moderator, Supervisors of the Checklist - Voter Registration -

Selectwoman Hutchinson spoke that, after the last meeting and having seen the Voter Registration letter sent out by the Supervisors of the Checklist, she was in contact with the Secretary of State and Moderator. She asked Moderator Jack Hutchinson to speak on the topic. J. Hutchinson spoke that he applauded the effort of the Supervisors of the Checklist that keeping the voter checklist clean and having valid signatures is important. He did find the language of the letter to imply a threat that was untrue, as the process as presented would not be a legal way to remove a voter from the checklist. He stressed the desire to keep access to the polls as smooth a process for voters during the primary.

J. Hutchinson, together with the Secretary of State's office, has worked to write a follow up letter to clarify the process. He suggested that any future communication from the Supervisor's office go out under Deerfield letterhead and encouraged the group to communicate beforehand with the Board of Selectmen and Moderator so that any concerns can be vetted. He also discouraged the practice of labeling letters by hand as it is highly prone to errors and makes identifying the lists of recipients difficult.

Tom Dillon, Supervisor of the Checklist, spoke that the Office has known for some time that there are a substantial amount of registration cards missing from the Town's files. These cards are required by law; however the law is unclear on what steps the Town should take when it does not have them. There is a 30-day letter that can be sent, but the Supervisors felt that was not something they wanted to send at this time. He spoke to the rumors that the recipients of the mailing were politically motivated and stressed that was not the case. He added that he would not be in favor of committing the Supervisors to going before the Board of Selectmen with every decision.

Members of the Board spoke that one of the concerns from recipients that it was an identity theft scam as the communication was hand labeled and not on Town letterhead.

With no objections to the letter proposed by J. Hutchinson it was agreed that the Board, the Town Moderator, and at least one Supervisor would sign it and post it to the FORUM. The Town Administrator will set up letterhead for use by the Supervisors, and the Supervisors will decide whether to take down the current letter on the FORUM.

Monthly Reports - Police Department

Chief Duquette summarized the Department figures from 2015. Arrests were up 65% over 2014 with a 229% increase in Drug Arrests and 127% in DWI Arrests. Chief Duquette attributes the rise to trends in the population along with a culture shift within the Department. The two new hires are doing well; they are in their second week of the Academy and are expected to be on the road the first week of June. The Department hopes to run another Citizen's Police Academy in the spring.

Selectwoman Hutchinson voiced her support of the Citizen's Academy and asked about the progress of the Department's Policies. Chief Duquette confirmed the finalization of updated policies are still a work in progress.

Monthly Reports - Government Buildings & Fire Department

Chief Tibbetts reported that the roof repairs at the lower section of the GBW building have been completed. A slight leak has been discovered and is being repaired this week. Work to prepare for the handicap entrance is being done with hopes to install the lift at the end of January, beginning of February. It was discovered that one of the burners in one of the furnaces at the GBW building needs repair; there is no other active work at this time on Government Buildings.

The Fire Department is lining up testing of the Cascade, Jaws of Life, Ladders, Pumps, SCBAs, bottles, and other equipment over the next four months. Chief Tibbetts has spoken with a local woman regarding the writing of two grants in 2016 for a new Cascade System and new Jaws of Life. The Department's Officers have voted to distribute a flyer to promote the purchase of the new Tanker as they did previously with the Engine. Selectwoman Hutchinson asked whether the Department has put any thought into what questions should be asked of Employees during an exit interview. Chief Tibbetts confirmed that he has some ideas and that the Officers have begun to discuss, questions will be submitted to the Town Administrator.

Monthly Reports - Animal Control Officer

Chief Duquette spoke that the Animal Control Officer ("ACO") is doing a great job. She has been challenged that there are often no firm laws on the books to address some of the situations encounters, namely poultry activity. The ACO responded to approximately 60 calls in 2015.

Vice Chairman Pitman asked whether the ACO uses a personal vehicle for calls. Chief Duquette answered yes. He has a suggestion related to vehicle use that he would like to share at a later time.

2015 Encumbrances

Chairman Barry spoke that the amount of \$70,190.77 encumbered from 2015 included a \$500 error and the total should have been \$70,690.77.

Motion: Vice Chairman Pitman moves to amend the 2015 encumbrance amount

Second: Selectwoman Hutchinson

Discussion: Vice Chairman Pitman asked what caused the error; J. Foisy responded that it was an issue with the Excel formula used, that a cell was not included in the calculation.

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

2016 Warrant Article Change

The Board was asked to decide funding options for Warrant Article 8 and, resultantly, Warrant Article 1. Two options were presented by the Town Administrator on how to distribute the \$100,000 available in the Fire Apparatus Equipment and Repairs Capital Reserve Fund. The Board agreed that Warrant Article 8 should include taking \$31,529 from the Capital Reserve Fund to clear the lease on the Fire Engine, leaving \$68,474 available to apply to Warrant Article 1 for the purchase of the Fire Tanker.

Motion: Vice Chairman Pitman moves to approve Warrant Article #1 with \$306,526 of the \$375,000 cost to be raised from general taxation.

Second: Selectman Shute

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

Motion: Vice Chairman Pitman moves to approve Warrant Article #8 with \$31,526 to be taken from the Fire Apparatus Equipment and Repairs Capital Reserve Fund for the final lease payment on the Fire Engine

Second: Selectman Shute

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

2016 Town Default Budget

Motion: Selectwoman Hutchinson moves to remove \$59,145 from the 2016 Fire Department Budget, resulting in a new Department bottom line of \$163,435 and a new Town Budget bottom line of \$3,778,560

Second: Selectman Shute

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

Regular Business

Minutes - December 28, 2015

Motion: Selectwoman Hutchinson moves the minutes as written

Second: Selectman Shute

Discussion: Selectman Shute noted that the amount of \$70,690 on page 4 is incorrect and needs to be changed.

Vote to approve as amended: Yea 4, Nay 0, Abstained 0 - Motion Carries

Accounts Payable - \$77,232.08

Motion: Vice Chairman Pitman moves to approve

Second: Selectwoman Hutchinson

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

Accounts Payable (2015) - \$1,949.35

Motion: Vice Chairman Pitman moves to approve

Second: Selectwoman Hutchinson

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

Recommended Abatement - Timber Tax - 2015 Computer Adjustment, Map 405, Lot 072 - \$1,281.23

Motion: Selectman Shute moves to approve the abatement

Second: Selectwoman Hutchinson

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

Application for Current Use - William & Roberta Simoneau - 30 acres, 60 Mt. Delight Rd

Motion: Vice Chairman Pitman moves to approve

Second: Selectwoman Hutchinson

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

Land Use Change Tax Collector's Warrant - Tukcor Real Estate - \$6,500

Motion: Vice Chairman Pitman moves to collect

Second: Selectman Shute

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

Timber Tax Levy - \$461.38 - Margaret Currey et al, Map 408 Lot 48

Motion: Selectwoman Hutchinson moves to collect

Second: Selectman Shute

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

Application for Veteran's Tax Credit - \$500 - Jeffrey Crown, Old Centre Rd

Motion: Vice Chairman Pitman moves to approve

Second: Selectwoman Hutchinson

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

Town Clerk/Tax Collector - Request to Refund \$775 of the 2015 Taxes at 49 Nottingham Road due to an overpayment

Motion: Selectwoman Hutchinson moves to abate

Second: Selectman Shute

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

Involuntary Merger of Lots from 1999

The Board agreed to put this item on hold until more clarification and information is available.

Executed Agreement with Physio Control - 3 year service for the LUCAS machine - \$3,539.70

Motion: Vice Chairman Pitman moves to approve and authorize the Chair's signature

Second: Selectman Shute

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

Appointment - Diana Allard - Assistant to the Supervisors of the Checklist

Motion: Selectman Shute moves to approve

Second: Selectwoman Hutchinson

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

Non-Contemporaneous Business - January 4 - 3 Members Signing

Accounts Payable - \$29,695.54

Accounts Payable - \$526,900.30 (\$500,000 transferred to the School)

Payroll Manifest - \$61,118.96 (\$46,768.98 net)

Correspondence

J. Foisy and Officer Lavoie have asked permission to carry 4.5 and 10 hours of vacation time respectively from 2015 to 2016, the Board had no objections.

The Town has received the official Primary Ballots.

The Filing Period for open Town Offices will be January 20 - 29. Chairman Barry listed the open positions including Moderator, Board of Selectmen, Trustee of the Trust Funds, Trustee of the Philbrick James Library, Trustee of the Cemeteries, Water Commissioner, Planning Board, Supervisor of the Checklist and Municipal Budget Committee.

Steve Jamele has asked to surplus a Universal Power Supply.

Motion: Vice Chairman Pitman moves to approve

Second: Selectwoman Hutchinson

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

The Northern Pass and Site Evaluation Committee will be meeting Thursday, January 14th at 7p in the second floor conference room, everyone is encouraged to come with questions.

Town Administrator's Report

J. Foisy spoke in response to a question raised at the last meeting. The testing of the wells at the Transfer Station will go on indefinitely with varying frequency based on the guidelines in place at the time.

The Auditors will be on site February 16 and 17 for pre-audit work with the full audit to take place March 7th. Finally, she reminded everyone that the MBC's Public Hearing will be taking place January 12th at the George B. White Building at 7p.

Unfinished Business

Selectman Shute presented the Board with a final copy of the Petition Warrant Article to seek \$20,000 to supplement the improvements at Hartford Brook. Signatures will be presented to J. Foisy tomorrow.

New Business

Chairman Barry spoke that he met with three members of the Northern Pass Committee recently and they asked that the Town consider filing a petition of intervention with the Site Evaluation Committee. The petition would ask for the Town to be granted intervention status and give Deerfield a "seat at the table" for future steps in the process. The Board had no objection as the community has gone on record stating its opposition to the Northern Pass Project as proposed. Ms. Jeanie Menard thanked the Board for its consideration and provided a template letter along with bullet points of reasons to apply for the position. The petition is due February 5th. She added that Rockingham County is having a public meeting in Londonderry on the Northern Pass January 13th at 6p, the same type of meeting is taking place in Franklin tonight, and a representative from the Northern Pass is meeting with the Deerfield Conservation Commission tonight. With lots happening, she encouraged citizens participation in the meetings.

Selectwoman Hutchinson asked that a deadline be communicated to Town Department's for putting information forward to the Town in the Newsletter to go out with the Voters Guides. She noted that FOCUS would like to include information on Tricky Tray, its scholarship and Sherburne Award nominations in the newsletter and asked the Board's opinion. There were no objections.

Finally, Selectwoman Hutchinson asked that the Board take up the finalizing of the Exit Interview Process at an upcoming meeting.

Citizens Comments

Ms. Harriet Cady asked how the Board would do an intervention letter when at least three members have signs in their driveway opposing the Northern Pass. She feels that the members of the Select Board have a problem with stating when they have a conflict and strongly opposes any Northern Pass intervention efforts that are not undertaken in an impartial way and with comment from the community.

Adjourn

Motion: Vice Chairman Pitman moves to adjourn the meeting of January 11, 2016

Second: Selectman Shute

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

Next Meeting Monday, January 25, 2016 @ 5:30p

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