

**Town of Deerfield  
BOARD OF SELECTMEN  
August 22, 2016  
MINUTES**

**Call to Order**

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

**Present:** Stephen Barry, Chairman; Richard Pitman, Vice Chairman, Andrew Robertson, Jeff Shute and Fred McGarry, Selectman

**Pledge of Allegiance to the Flag**

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

**Scheduled Appointments**

**Phil McPherson - Eagle Scout Project Presentation**

Phil McPherson updated the Board that his Eagle Scout project to build an outdoor educational space at the Parks & Recreation Department was complete. He described the process and the project and spoke that any remaining funds will be donated to Parks & Recreation, that amount is currently between \$20 and \$30. The Board thanked Phil for his work.

**Denny Greig - Various Department Updates**

Ms. Greig updated that the Emergency Management Team will be coming before the Select Board in September with an updated emergency response plan for the DCS. She thanked DCS staff and first responders for their diligent efforts on the plan. The Welfare Office will be switching hours on Monday and Wednesday. Lastly, the Joint Loss group is finishing its inspection and will be filing its work with Primex.

**Recess**

The Board recessed to visit the site of the Eagle Scout project.

**Reconvene**

**Motion:** Vice Chairman Pitman moves to enter into a Non Public Session under RSA 91A:3II(b)

**Second:** Selectman Robertson

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

**Reconvene**

Chairman Barry noted for the record that no action was taken during the Non-Public Session.

**Scheduled Appointments - Continued**

**Joe Manzi - Parks & Recreation Department Staffing Needs**

Mr. Manzi proposes to create an Assistant Director position within the Parks & Recreation Department. He spoke that all current staff are utilized fully within the Summer Camp and After School Clubhouse programming. The Department has seen enormous growth in the programming participation and in order to continue the free events and special programming, for example Old Home Day, Winter Carnival and Cooke Clubhouse, a full time Assistant Director position is needed. J. Manzi proposes a full time addition at a rate of \$16/hour for a budget impact of \$55,362.42 and recommends that the salary be split evenly between the Town budget and the revolving account. He feels this is a fair plan and a great value for the

Town. The Board was in support of the proposal. J. Manzi asked if there would be a way to finance the position pro-rata for the remainder of 2016? Vice Chairman asked whether the need was urgent, J. Manzi confirmed yes, that there are needs within the Department not being met the way they need to be. The Board asked the Town Administrator to review the budget and make a suggestion. J. Manzi added that the hiring process could be extensive, and clarified that no candidate has been identified.

J. Manzi asked for the Board's authorization to install a new A/C unit at the Parks & Recreation area of the George B. White Building at a cost of \$13,500, with \$6,750 to come from the George B. White Building Maintenance & Repairs line and \$6,750 to come from the revolving fund.

**Motion:** Selectman Robertson moves to authorize the purchase

**Second:** Selectman Shute

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

In closing, J. Manzi noted that some of the Departments FedEx packages have been being delivered to 8 North Road as opposed to 8 Raymond Road. J. Foisy will try to address with the driver.

#### **Awarding Bids - Heating Oil - 24,000 gallons Town and 14,000 gallons DCS**

Mark Tibbetts recommends the Heating Oil contract be awarded to Palmer Oil at a rate of \$1.539.

**Motion:** Selectman Robertson moves to award the bid as recommended

**Second:** Vice Chairman Pitman

**Discussion:** Chairman Barry asked whether the Town has used this contractor in the past. M. Tibbetts answered no, but with the next lowest bid being \$1.639 he feels it appropriate.

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

#### **Awarding Bids - Propane - 4,000 gallons Town and 8,300 gallons DCS**

Mark Tibbetts recommends using Rhymes at a rate of \$1.079.

**Motion:** Vice Chairman Pitman moves to award the bid as recommended

**Second:** Selectman Robertson

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

#### **Awarding Bids - Diesel Fuel - 8,000 gallons**

M. Young has recommended awarding the Diesel Fuel bid to Irving at a rate of \$1.56

**Motion:** Vice Chairman Pitman moves to award the bid as recommended

**Second:** Selectman Robertson

**Discussion:** Chairman Barry notes that he works for another division of the Company.

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

#### **Safety Services Steering Committee Update**

Rebecca Hutchinson and Dwight Barnes presented an update of the Committees work to date. The Fall Community meeting date has been changed to November 12th from 9a to Noon at the DCS Cafeteria. Originally the group expected the cost for the meeting to be \$1,500, but in the interest in using outside and unaffiliated facilitators, they expect the cost to be \$2,000. An approach the Committee agreed would be best.

An information guide is being compiled, using the Primex facility reports as a base. NH Listens strongly recommends not sending out information ahead of the communication meeting, as such the Committee is unsure how to proceed. The matter will be discussed further at the next meeting on September 8th. The cost to mail the piece would be \$360 in postage plus the cost of production. The Committee asked for the

Board's input on how to facilitate outreach and generate community awareness and participation. The Board suggested including information in the tax bill to go out at the end of October and Selectman Robertson mentioned that there are some newly active social media groups that may be a good avenue for advertising.

### **Supervisors of the Checklist - Update**

Ms. Harriet Cady updated that members of the Supervisors recently attended a meeting put on by Election Net and were updated on their responsibilities as a result of new laws passed. The Supervisors have been tasked with cleaning errors, for example a vote date of birth of 1776, off the checklist. They will be highlighting those errors and asking impacted voters to make out a new registration form at the upcoming elections. Selectman McGarry asked how many voters were impacted, Ms. Cady estimated 200.

### **Veasey Park - Update**

The Veasey Park Commission asked for the Board's permission to accept the donation of a 14 foot aluminum boat. The vessel is in need of some repair and a trolling motor and would be used to put out the swim lines and anchor the raft. Vice Chairman Pitman asked where the craft would be stored. The Commission answered that it would be chained up at the Park and that they intend to build a structure to raise it up off the ground.

**Motion:** Selectman McGarry moves to accept the donation

**Second:** Selectman Robertson

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

The Commission updated that they would like to open the personal watercraft launch within the week. The Board asked that Rick Pelletier review the path and give the official green light, with Mr. Pelletier's approval the Commission has the Board's full support to open access. The Commission has discussed extending the Park's season from 5/1 to 10/1 for use of the launch; they continue to discuss how to restrict beach access at that time. They have also been in communication with Cindy McHugh around EMS access to the launch.

### **Regular Business**

#### **Minutes - August 8, 2016**

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

**Second:** Selectman Robertson

**Vote to approve as amended: Yea 4, Nay 0, Abstained 1 - Motion Carries**

#### **Accounts Payable - \$56,975.76**

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

**Second:** Selectman Robertson

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

#### **Summary Inventory Evaluation - 2016 Form MS1**

**Motion:** Selectman Robertson to approve

**Second:** Selectman McGarry

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

#### **Elderly Tax Exemption Transfer - Lucy Meyers**

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

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

**Timber Tax Levy - \$502.15 - Guile Bye, Map 409, Lot 54**  
**Motion:** Selectman Robertson moves to collect  
**Second:** Selectman McGarry  
**Vote:** Yea 5, Nay 0, Abstained 0 - Motion Carries

**Application for Reimbursement - Federal & State Forest Land - NH DRA**  
**Motion:** Selectman Robertson moves to approve  
**Second:** Selectman McGarry  
**Vote:** Yea 5, Nay 0, Abstained 0 - Motion Carries

**State of NH - Mutual Aid Reimbursement Request - NH Division of Forests & Lands**  
**Motion:** Selectman Robertson moves to approve  
**Second:** Selectman McGarry  
**Vote:** Yea 5, Nay 0, Abstained 0 - Motion Carries

**Supervisors of the Checklist - Request to Appoint Tom Dillon, term to expire 12/31/2016**  
**Motion:** Vice Chairman Pitman moves to approve  
**Second:** Selectman Robertson  
**Vote:** Yea 5, Nay 0, Abstained 0 - Motion Carries

**Revised Form MS 434 - Deerfield Revenue Estimate**  
**Motion:** Selectman Robertson moves to authorize the Chair's signature at month end  
**Second:** Selectman McGarry  
**Vote:** Yea 5, Nay 0, Abstained 0 - Motion Carries

**Town Clerk/Tax Collector Request**  
It is requested that Kelly Robert's wage be increased by \$0.50/hour as a result of her completing the four year Town Clerk/Tax Collector Certification process  
**Motion:** Vice Chairman Pitman to approve  
**Second:** Selectman Shute  
**Vote:** Yea 5, Nay 0, Abstained 0 - Motion Carries

**Boy Scout Troop 138 - Car Wash Request - 8/27**  
The Board was in support of the use of the George B. White Building parking lot for the fundraiser, but asked the Troop to be as mindful of water conservation as possible.

**Public Counsel for Northern Pass - Town Assessment Information Access Request**  
The Board was in favor of allowing Counsel's access.

**Non Contemporaneous Business - August 11, 12 and 14 - 4 Members Signing**  
**Accounts Payable - \$33,171.42**  
**Payroll Manifest - \$56,909.99 (\$43,385.92 net)**

**Intent to Cut Wood or Timber - Mountain Rd - John & Lorena Cinnamon**  
*Signatures Executed*

## **NH Municipal Association Voting Delegate - Jan Foisy**

*Signatures Executed*

### **Correspondence**

Chairman Barry read into record a letter from Police Chief Duquette to Officer Alex Molet for his excellent display of Community Policing on August 11th. Officer Molet distributed ice cream and frozen treats to members of the Community at Veasey Park and the George B. White Building and Chief Duquette thanked him for setting the wonderful example.

Chairman Barry noted that to date \$8,825 has been donated for the Northern Pass Defense fund. \$6,002.90 has been spent leaving a balance of \$2,822.10.

The balance of the 250th Anniversary fund is \$10,902.46.

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

J. Foisy reminded the Board that the estimated revenue on form MS 434 can be updated up until the setting of the tax rate. She asked whether the Board favored February 4th or 11th for the Deliberative Session, the Board selected February 4th.

With the next Board meeting September 12th, J. Foisy reminded members to come into the Office to execute signatures.

In her preparing for the 2017 budgeting process, she proposes setting the Propane price at \$1.75, Oil \$2.50 or \$2.25 (The Board elected \$2.25), Diesel \$2.75 and Gas \$2.25. 2017 budget worksheets are being presented for review and J. Foisy reminded that Librarian Evelyn DeCota will be retiring in 2017.

### **Unfinished, Other or New Business**

Selectman Shute spoke that he recently witnessed several children playing on the sand pile at the Highway Shed and suggested putting up some fencing or signage to deter. The Board agreed.

Selectman McGarry asked about the creation of an ordinance for parking enforcement at Veasey Park, the Board agreed that the matter needs to be addressed.

### **Citizens Comments**

None

### **Non Public Session**

**Motion:** Vice Chairman Pitman moves to enter into a Non Public Session under RSA 91A:3II(c)

**Second:** Selectman Robertson

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

### **Reconvene**

Chairman Barry noted 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 McGarry

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

**Adjourn**

**Motion:** Vice Chairman Pitman moves to adjourn the meeting of August 22, 2016

**Second:** Selectman Robertson

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

**Next Meeting Monday, September 12, 2016 @ 5:30p**

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