

**Town of Deerfield
BOARD OF SELECTMEN
December 29, 2016
MINUTES**

Call to Order

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

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

Pledge of Allegiance to the Flag

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

Scheduled Appointments

Budget & Warrant Article Reviews

Chairman Barry spoke that the Town Administration payroll line will require an increase of \$14,035 to account for Jan Foisy's role through the Spring.

Motion: Selectman Robertson moves to increase the Town Administration Full Time Employee Line by \$14,035

Second: Selectman McGarry

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

Selectman Robertson spoke that a member of the MBC, Kevin Verville, has expressed an interest in having a perennial Warrant Article put forward for Road Reconstruction without the naming of specific roads, the rest of the MBC seemed in general agreement. Selectman McGarry described the concern that, should Deerfield continue on the Road Reconstruction pace it has been, that the Town roads will end up in dire shape. Selectman Robertson did not feel he had the appropriate background information to propose a specific Warrant Article dollar amount without understanding the Road Agent's 5 year plan.

Members of the Board agreed to work over the coming year with the Road Agent to identify an appropriate dollar amount. Selectman Robertson suggested the forming of a Highway Committee to work on Warrant Articles for the 5 and 10 year Road Reconstruction plans in Town and to appoint a member of the Board to serve as Highway Liaison. The Board agreed it would like to have the Committee in place at the end of January, start of February.

Selectman Shute noted a typo in Warrant Article #2, the amount should be \$67,540.

Fire Chief Mark Tibbetts

Chief Tibbetts spoke that, having discussed with his wife and family, he has decided he will retire from his positions of Fire Chief, Building Maintenance Superintendent, and Winter Contractor effective December 31, 2017. He thanked the Board for its support of him over his 22 years of service. Chairman Barry thanked Chief Tibbetts and suggested that the Board begin to formulate a plan for how to fill the roles as soon as possible. Chief Tibbetts noted that the Building Maintenance position requires an individual be on call 24 hours/day. The Board asked Chief Tibbetts to compile a checklist for both the Fire Department and Government Buildings of tasks that he carries out and projects to be aware of.

Regular Business

Minutes - December 19, 2016

Motion: Vice Chairman Pitman moves to approve the minutes

Second: Selectman Robertson

Discussion: Selectman McGarry noted that page 1, paragraph beginning "Jeanne Menard", line 6 should be "evaluating" not "evaluations". "...at the" and "its" should be inserted so that the section reads, "The Board will have [sic] at the top of its mind." Page 3, Review of Correspondence, line 4, should have "vehicles" inserted to make it clear that *vehicles* are not to be parked on the roadway during a snow emergency.

Vote to approve as amended: Yea 5, Nay 0, Abstained 0 - Motion Carries

Accounts Payable - \$76,500.76

Motion: Selectman Robertson moves to approve

Second: Selectman Shute

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

Accounts Payable - \$105,559.46

Motion: Vice Chairman Pitman moves to approve

Second: Selectman Robertson

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

Payroll Manifest - \$66,074.32 (\$49,605.52 net)

Motion: Selectman Shute moves to approve

Second: Selectman McGarry

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

2016 Encumbrances

Chairman Barry noted that, as of December 29th, \$280,916.77 remains of the Town Budget. The following encumbrances were proposed:

- \$515.40 - North American Rescue Tourniquet (Police Department)
- \$6,462.50 - Installation of equipment on the new cruiser (Police Department)
- \$8,522 - 1 set SCBA Firefighter Assembly (Fire Department)
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- \$1,691.81 - 1 set Firefighter Turnout Gear (Fire Department)
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- \$1,500 - Slate Roof Repair (Library)
- \$1,975 - Retaining Wall Repair (Library)

Selectman McGarry described that he inspected the crack in the retaining wall at the Library and it appears to go clean through with no reinforcement used by the original contractor. The Board asked that the Library find another contractor to bid on the work. Proposed encumbrances total \$41,094.33, leaving some \$240,000 in the budget. It was noted that the Winter Contractor line is currently overspent by \$23,073.72.

Motion: Selectman Robertson moves to approve the encumbrances as listed

Second: Selectman McGarry

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

Town Clerk/Tax Collector - Hardship Abatement Recommendation - \$197 for the 2015 Tax Year on Map 409, Lot 53

Motion: Vice Chairman Pitman moves to approve

Second: Selectman Robertson

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

Town Clerk/Tax Collector - Refund Request - \$740 to Mr. Hartness of South Rd, due to a Registration Fee Overpayment

Motion: Vice Chairman Pitman moves to approve

Second: Selectman Robertson

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

Town Clerk/Tax Collector - Refund Request - \$2,453.35 - 90 Hartford Brook Rd, due to a Mortgage Overpayment

Motion: Selectman Robertson moves to approve

Second: Selectman Shute

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

Town Clerk/Tax Collector - Refund Request due to revaluation of property \$22 and \$25 to Bradbury and Meyers respectively

Motion: Vice Chairman Pitman moves to approve

Second: Selectman Robertson

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

Town Clerk/Tax Collector - Request to Abate \$1,023.57 of the 2014/2015 Tax Lien on Map 205, Lot 80

Motion: Selectman Robertson moves to approve

Second: Selectman Shute

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

Town Clerk/Tax Collector - Request to Abate \$1,000 of the 2013 Tax Lien on Map 423, Lot 20

Motion: Vice Chairman Pitman moves to approve

Second: Selectman Robertson

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

2017 IRS Mileage Reimbursement Rate Adjustment from \$0.54/mile to \$0.535

Motion: Selectman McGarry moves to approve

Second: Selectman Robertson

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

Request to Transfer \$1,205.73 from the Fire Vehicles & Equipment Expendable Trust Fund for work done on Engine 2

Motion: Vice Chairman Pitman moves to approve

Second: Selectman Robertson

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

Peter Lemay - Increase of Vacation Time by 40 hours

Motion: Vice Chairman Pitman moves to approve the addition of 40 hours

Second: Selectman Robertson

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

Review of Correspondence

The State of NH Meals and Rooms funds were received in the amount of \$228,194.

Rebecca Hutchinson has written the Board that the Safety Services Committee is scheduled to be on the Board's agenda on January 9th. The Steering Committee expects to present its final report and requests an extension of the Committee's work through January 31, 2017.

Motion: Selectman Robertson moves to extend the Committee's authority through 1/31

Second: Selectman Shute

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

Notice was received from the NH Charitable Foundation regarding an award of \$50,000 in grant money from an Anonymous Donor Advised FUnd for the Marston Conservation Project. The Town Administrator will coordinate with the Conservation Commission to schedule a Public Hearing regarding the acceptance of any money.

Town Administrator's Report

J. Foisy noted that she has received a phone call from Cindy with the State DOS Mooring Division regarding the mooring on Pleasant Lake in effect for property owners on the Lake for 2017.

Unfinished, Other or New Business

Selectman McGarry spoke that the Southern New Hampshire Planning Commission is looking at its extended transportation plans. Two projects are on the plan for Deerfield, a 2030 bicycle lane installation and \$3M to redo the intersection at Candia Rd/Church Street set for 2031. Selectman McGarry noted that there is an anticipated surplus of \$25.5M in unallocated funds for the year 2023 that, if not committed to projects, will go be reallocated to other areas of the State. He suggested the Town form a Committee to propose projects that would be valid and useful along the Town's Highways, Selectman Robertson concurred, suggesting the junction of Routes 107 and 43 as one such project.

Selectman McGarry also noted that Chief Tibbetts had provided a response to his queries around the Fire Department. He asked for a copy of the response for review.

Citizens Comments

Pete Schibbelhute volunteered to serve as a member of the Highway Department/Road Reconstruction Committee, noting that he feels it would be a great way to alleviate the "not my road" complex that many projects seem to meet. He echoed support for work at the Routes 107/43 intersection.

Non Public Session

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

Second: Selectman McGarry

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 Shute

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

Non Public Session

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

Second: Selectman Shute

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 December 19, 2016

Second: Selectman Robertson

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

Next Meeting Monday, January 9, 2016 @ 5:30p

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