

**TOWN OF DEERFIELD  
BOARD OF SELECTMEN**

**August 1, 2011  
MINUTES**

**Call to Order**

5:30pm: Chairman, John Reagan called the meeting to order.

**Pledge of Allegiance to the Flag**

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

**Present:** John Reagan, Chairman; Stephen R. Barry, R. Andrew Robertson and Bill Perron, Selectmen

**Absent:** Alan E. O'Neal, Vice Chairman

**Also Present:** Leslie A. Boswak, Town Administrator and Nese Farrell, Recording Secretary

**Energy Grant Bid Approval/ Board Update**

Michael Greene said they received bids for four different parts of the project; site work bids were high and they asked all who bid if they would like to amend their bids to get closer to the School's budget. They were very successful and they got bids either on or below the budget for three of the items; the site work came down from \$18,000 to \$13,000. They have been working towards contracts, certificates of insurance, and the site work contractor is approved to start breaking ground tomorrow.

The revised bid for the masonry was presented by Ellen O'Donnell for the Board. Mr. Greene said that some contractors asked to amend their bid didn't get back to them.

Selectman Robertson confirmed that have bids for RFP-2/ Site Work at \$13,000.00 and for RFP-3/ Trombe Wall at \$7,500.00. Mrs. O'Donnell confirmed that Mr. Pelletier has the revised bids for RFP-1 & RFP-4 from LCG Limited. Mr. Greene gave the Board their revised budget figures. He said they have firm bids on the Greenhouse kit and the construction; the big piece they do not have is an estimate for the wood frame part of the building. He said the plan was to get the site work started; a week's worth of digging the hole & prepping, a week's worth of concrete, a week's worth of sealing & insulating the foundation, a week's worth of completing the site work and a delivery of the blocks for the trombe wall (to be done before school starts).

Selectman Robertson asked about the requirement for a bond for \$35,000.00 and if it had been looked into. Mr. Greene said it had not. Mrs. O'Donnell said there is no requirement for the bond and said they were going to get the insurance policies from them. She asked the Town Administrator, Leslie Boswak if LCG has faxed over the insurance forms. She confirmed they had not. Mrs. O'Donnell said they do have the OSHA-10 Training.

Selectman Perron asked about coming in on the budget and asked what will happen for the rest of the stuff if it is over the budget and if they will do the same thing every time they bid. Mr. Greene doesn't think so, as the only problem they had was with the site work. He asked a person he has known for years for a favor to give him an estimate, as he values his opinion and he has no reason to believe they are off here. Selectman Robertson asked Rick Pelletier if he had the revised bids, but he did not have them on him at the time.

Chairman Reagan was concerned about the bids going out and then the process of going back to them for amended bids. Mr. Greene said they had a meeting after the Board of Selectmen (BOS) opened the bids; they divided up the bidders and made personal phone calls to them, giving everyone an opportunity to amend their bids and if people asked, they told them how much money they had to spend or the project would not be possible.

He confirmed that everything that does not have an asterisk beside it (except the greenhouse & the new house instruction, which should have asterisk beside them as well) on the list would have to go out to bid. Selectman Robertson asked why those didn't go out to bid as well. Mrs. O'Donnell said that there are very few people that make greenhouses and they were going with the lower greenhouse bid that was made in America.

Selectman Barry said that when they began this process he made it clear that he needed to see the entire thing put together and ready to go before he was willing to give his approval; and from the looks of what they saw in the first bids, they are going to go high and he is concerned they are in a position where the cost overruns are going to go over and there is no other money. He is not comfortable going ahead with the deadline of August 30<sup>th</sup>.

Selectman Perron asked if this project had a deadline date for the grant and Mrs. O'Donnell replied it is March 2012.

Selectman Robertson has been concerned from the get go as well, as when the BOS was initially approached to sign the

application, they talked specifically about replacing windows, doors (in existing buildings) and replacing insulation in this building; that was what the Motion and the letter from the BOS was for and he was genuinely surprised to find out they had been selected for the greenhouse project.

Mrs. O'Donnell added that there were a lot of things that went out in the grant proposal, but they had to be separated into different categories (ex: electricity saving, heating saving & waste reduction), and the waste reduction category got funded. She talked to several in the state; the head of pesticides, the head of the Department of Agriculture and Fish & Game, who all say this is a very innovative project which will reduce waste and educate the community. She said the site work was high as they are afraid that they will run into big boulders, rocks and ledge.

Selectman Barry asked if any School Board members present had a comment if this project goes over, asking if they will they have money in their budget to cover the overage. Kevin Barry said there has been some discussion, but they haven't come up with an answer. Selectman Perron asked if there is any chance to get any more grant money if this goes over. Mrs. O'Donnell said it may be a possibility and mentioned that the interior finish trim could be held off to do at a later date. Selectman Barry stated that this project is a great project but the Town has zero money available for anything else and he does not feel comfortable going forward with this.

**MOTION: Selectman Barry moved to return the grant.**

**SECONDED:** Selectman Robertson

Mr. Pelletier said the project can be made for the allotted money, as he has lowered the roof (there is no need for the height they originally had) and he removed all the windows and lowered the walls from 12 feet to 10 feet since they indicated that they do not need large storage sites. He said he is expecting a revised quote to reflect the changes he's made. Selectman Robertson asked if there would be any surplus in the revised quote, but Mr. Pelletier does not think so.

**VOTE:** 4/0 In Favor to return the grant.

#### **Regular Business**

1. Review of Outstanding Minutes:

**MOTION:** Selectman Robertson made a Motion to approve the Minutes of July 18, 2011 & July 25, 2011 as written.

**SECONDED:** Selectman Barry **VOTE:** All in Favor

2. Vouchers/Accounts Payable Manifest/ Total of \$ 39,951.48

**MOTION: Selectman Robertson moved to approve the Payroll Manifest in the amount of \$39,951.48.**

**SECONDED:** Selectman Barry **VOTE:** All in Favor

3. Signatures:

#### A. Signatures Requiring a Vote

- 1) Resident Power Contract (appoints resident power to act as an exclusive agent for 12-months, for the purposes of researching, negotiating and executing electricity supply agreements listed).

**MOTION: Selectman Barry made a Motion to allow the Chairman to sign the agreement.**

**SECONDED:** Selectman Robertson **VOTE:** All in Favor.

- 2) Notice of Abatement/ Robert & Sherry Moulton/ Map 414, Lot 152-1/ \$227.00

**MOTION: Selectman Barry moved to approve the abatement.**

**SECONDED:** Selectman Robertson **VOTE:** All in Favor

- 3) Notice of Abatement/ Wendy & Donald McQuade/ Map 204, Lot 30/ \$4,287.45

**MOTION: Selectman Barry made a Motion to approve the abatement.**

**SECONDED:** Selectman Robertson **VOTE:** All in Favor.

- 4) Supplemental Warrant/ Wendy & Donald McQuade/ \$4,827.45/ Map 204, Lot 30, 311

**MOTION: Selectman Barry made a Motion to approve the warrant.**

**SECONDED:** Selectman Robertson **VOTE:** All in Favor.

B. Signatures Not Requiring a Vote

- 1) Notice of Intent to Cut Wood or Timber/ Daniel & Susan Touchette / Map 419, Lot 8  
The Board signed.
- 2) Management Letter from Melanson, Heath & Company, P.C. (Town's Auditors); Regarding all the 31-  
statements for the audit company.

**MOTION: Selectman Robertson moved to approve the letter from the auditors.**

**SECONDED:** Selectman Barry **VOTE:** All in Favor

- 3) Annual City/Town Financial Report – MS-5

**MOTION: Selectman Barry made a Motion to approve the MS-5.**

**SECONDED:** Selectman Robertson **VOTE:** All in Favor.

4. Review of Correspondence:

Received a letter of appreciation & recognition from the neighbors of Nottingham Road to thank the team working with Paul Kimball who recently spent their time cleaning and improvement the drainage along Nottingham Road (from the Nottingham town line t the area ending at 189 Nottingham Road); which had improved visibility, slope & drainage and installed much need culvert underneath the road to elevate the ice build-up during the winter months or heavy rain. It was signed by 11 residents of Nottingham Road.

Selectman Barry suggested that they copy this to all related personnel files, along with a letter from the BOS thanking them for the fine job that they have done.

5. Unfinished Business:  
None

6. Town Administrator's Report:

- 1) Fairpoint's outstanding bills; they have paid themselves up to date with the exception of the two  
outstanding bills prior to their bankruptcy.
- 2) The Town Administrator has been receiving requests for SB-2 dates; she requests that the Board set the  
date for the Town's Deliberative Session on the first Saturday available; February 4, 2011.

**MOTION: Selectman Barry moved to approved the date of February 4, 2012 at 9:00am for the  
Deliberative Session**

**SECONDED:** Selectman Robertson **VOTE:** All in Favor

- 3) Government Building Maintenance Plan is still in process.

7. Other Business:

Selectman Barry congratulated Mrs. Boswak on a year of hard work and the Board is very glad to have her. He suggested looking into an evaluation process for her position. Chairman Reagan suggested they send their comments to him for this evaluation and to revisit this in two weeks.

Mark Tibbetts mentioned that a week ago he was at Pembroke pumping water for six hours and noticed an engine leak on their 1987 Ford (#1 Tanker). Last week they noticed it was getting worse, took it to repair shop and found it could be leaking around the turbo. He took it out of service and took it to a Cat Dealership and it turns out that there is an engine rear seal leak (and another seal leak), which is about \$2,500 or so. He added that big expenses like this are putting a burden on the small budget they have, which proves that old equipment becomes costly. He confirmed that Engine #1 is back from its refurb.

8. New Business:  
None

**Citizen's Comments**

Tom Dillon referred to the greenhouse building and had hoped to give comments before they made their decision, and given the amount of work already put in project he would hope they will do one of two things; make them get all their bids in to

know the cost and to explore what they would do if they end up with a half-built building and no more money. He said this is federal money and there may not be common sense attached to it; you may not be able to add money to it or may have to add money. It needs to be explored before they put shovels in the ground.

Harriet Cady said Gary Roberge contacted her and they did a complete inventory of the buildings and Avitar should be sending a report. She asked if the audit is done and she requested a copy of the letter they just received.

She referred to the town equipment and how often it is used, and stated that she has not seen a report of when they go out of town or another comes in. She asked what the cost for being other places is. She is also concerned about coming to the town offices on a week day and seeing five cruisers in the parking lot if they are supposed to be scheduled to be out in the community.

She referred to spending unencumbered funds and if they have extra money and they go buy equipment that the people did not know they were going to buy, but will have to replace or maintenance in the future. She feels if it is not in the budget as necessary, then they should not be buying it.

Selectman Robertson said that has been important to all those on the Board, as they get to use whatever is left over to attempt to lower the tax rate. He feels they all want to hang onto just as much money as they can.

**Nonpublic Session:**

**6:10 pm** Selectman Robertson made a motion to enter a Nonpublic Session under RSA 91-A:3,II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant. Seconded by Selectman Barry.

**Roll Call Vote:** Perron-Yes; Barry-Yes; Robertson-Yes; Reagan-Yes

**6:20 pm** The Nonpublic Session ended.

**No Action/No Decisions:**

It was noted that no action was taken or decisions made within this Nonpublic Session.

**Minutes Sealed:**

**MOTION:** Selectman Robertson O'Neal made a motion to seal the Minutes of this Nonpublic Session as divulgence of information contained in those minutes would likely adversely affect the reputation of a person or persons not a member of this Board. Seconded by Selectman Barry.

**Roll Call Vote:** Perron-Yes; Barry-Yes; Robertson-Yes; Reagan-Yes

**Adjourned**

6:25 pm

**MOTION:** Selectman Robertson made a Motion to adjourn. **SECONDED:** Selectman Barry **VOTE:** All in Favor  
The August 1, 2011 meeting is adjourned.