

**TOWN OF DEERFIELD  
BOARD OF SELECTMEN**

April 16, 2012  
MINUTES

**Call to Order**

5:30pm: Chairman, Steve Barry called the meeting to order.

**Pledge of Allegiance to the Flag**

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

**Present:** Steve Barry, Chairman; Alan O'Neal Vice Chairman; Bill Perron and Richard Pitman, Selectmen

**Also Present:** Leslie A. Boswak, Town Administrator

**Absent:** R. Andrew Robertson

**Scheduled Appointments**

**A. Acceptance of Grant – Parks & Recreation** – The Parks and Recreation Department has been awarded a grant for \$1,000 from Wal-Mart. Joe Manzi informed the Board that this was an item applied for online. Vice Chairman O'Neal asked what they expect to use the funds for with Mr. Manzi responding on the maintenance of the ball fields, including infield mix, seeding and aerating of both the Bicentennial and Hartford Brook fields.

**B. Department Update – Parks & Recreation**

Mr. Manzi has provided the Board with an update on the Parks and Rec. department and highlighted a few items of interest. There is a fundraiser scheduled for October 27<sup>th</sup>, the Department will be sponsoring a Maine Humor performance and proceeds will go to support the Joe Stone Good Sport Fund.

The Department is also seeking to purchase a twelve passenger fan for the Department and its programs. At least two bids have been obtained, one from Grappone and another from Hillsboro Ford, and he would like input from the Board as to how to proceed. Vice Chairman O'Neal indicated that Jan is gathering more information with regards to insurance requirements and necessary driver training. Other concerns relate to seatbelt and permission slip requirements. Chairman Barry noted that the Board in conjunction with the Town Administrator's office will research the item further and work to develop a policy as they continue to move forward with this project.

Vice Chairman O'Neal noted that Old Home Day has returned to the third Saturday in August and that there will be no parade this year. Mr. Manzi confirmed, citing a lack of parade participating in recent years, along with the inability to secure sponsors in order to award prize money. There has been a lack of feedback from the citizens. The Department is considering a bi-annual parade as a potential alternative.

The Board is in receipt of a letter of resignation from Chad Woods resigning his position on the Deerfield Parks Commission. L. Boswak informed that Dwight Barnes, the chairman of the Commission has been informed and will bring forward a recommended replacement.

**Motion** – Vice Chairman O'Neal moves to accept Mr. Wood's resignation and to send him a Thank You letter for his service.

**Second** – Selectman Pitman

**All in Favor – Motion Carries**

**C. Rescue Work – Cynthia McHugh**

The Rescue Department is in receipt of four Horse Show contracts seeking EMS coverage and Ms. McHugh would like to confirm with the Board that it is ok to proceed. Chairman Barry asked what equipment would need to be brought to those events. Ms. McHugh responded that they would likely leave a board, collar and bag at the Fairground. Vice Chairman O'Neal would like to consider having a portion of the fees paid to the department returned to the Town as there is a potential for supplies being used. Chairman Barry suggested \$20/day would be a fair amount to compensate. Ms. McHugh agreed. Vice Chairman O'Neal asked how the EMT's would be compensated for their time. Ms. McHugh said that the contract calls for \$150/day – she will likely work coverage into the schedule as she believes there may be issues finding people to volunteer their time.

**Motion** – Selectman Pitman moves to allow the Rescue Department to participate as described

**Second** - Vice Chairman O'Neal

**All in Favor – Motion Carries**

## **Bid Awards**

Chairman Barry read the bids submitted on upcoming Town projects and purchases below. Department Heads have taken a week (or in some cases longer) to review the bids.

### **A. Window & Front Siding Replacement at the George B. White Building**

Mark Tibbetts would recommend that the Town award Gary Anderson from Nottingham, NH the contract for replacement of the GBW Windows and front siding. This is the firm that did the work last year, it was done well, and it is the lowest bid. The contract is for \$21,400 for windows and \$6,480 for siding for a total of \$27,880 of the \$35,000 appropriated.

**Motion** – Vice Chairman O’Neal moves to award the contracts totaling \$27,880 to Gary Anderson

**Second** – Selectman Pitman

**All in Favor – Motion Carries**

Mr. Tibbetts provided the Board with an update on the Pump House repair project at the GBW Building. The project was mostly wrapped up at 4:00 Sunday, there are some odds and ends left to complete, and the George B. White Building will need to be without power for approximately an hour beginning at 4:00p on Tuesday, April 17<sup>th</sup>. He would like to thank everyone who worked long hours throughout the weekend to get the job done. Vice Chairman O’Neal asked when they plan to pave the new road put in leading to the pump house. Mr. Tibbetts answered that the gravel will need to settle. Mr. Cote added that they plan to do it within the next three weeks. Mr. Tibbetts also informed the Board that the Town has been awarded a grant for \$3,800 for the purchase of a skid unit – that item will be on a future agenda.

### **B. Roadside Mowing**

Alex Cote would recommend the Town award the Mowing contract to Sanborn Industries of Deerfield, NH. He noted Sanborn has been doing the work for three years and is pleased with the job being done.

**Motion** – Vice Chairman O’Neal moves to award the contract of \$7,000 to Sanborn Industries

**Second** – Selectman Pitman

**All in Favor - Motion Carries**

### **C. Winter Sand**

Having received two bids Mr. Cote would recommend that the contract be awarded to North East Earth Mechanics at \$7.34/ton.

**Motion** – Selectman Pitman moves to award the contract to New England Earth Mechanics as stated

**Second** – Vice Chairman O’Neal

**All in Favor – Motion Carries**

### **D. Road Reconstruction Materials**

Mr. Cote would recommend that the Board award the contract to W. Rollins as their bid is considerably cheaper than the others submitted.

**Motion** – Vice Chairman O’Neal moves to award the contract as recommended

**Second** – Selectman Pitman

**All in Favor – Motion Carries**

### **E. 2012 Paving Projects – Meeting House Hill Road, Church Street and Mountain Road**

Having reviewed the bids, Mr. Cote recommends the contract be awarded to Pike. There was a difference in quantities provided in each of the bids he believes Pike physically measured the projects while other bids were based on the estimates he provided. Pike’s bid is \$1.50/ton higher however Mr. Cote is comfortable with their bid and the work that they have done in years past. The bottom line difference between the prices submitted is approximately \$1,700.

**Motion** – Vice Chairman O’Neal moves to award the contract to Pike based on the bid of \$71.50/ton for binder and \$96/ton for overlay

**Second** – Selectman Pitman

**All in Favor – Motion Carries**

## **Regular Business**

### **- Approval of Minutes from April 2<sup>nd</sup> and April 9<sup>th</sup>**

**Motion to approve as written** – Selectman Pitman

**Second** – Vice Chairman O’Neal

**No Discussion – All in Favor – Motion Carries**

### **- Payroll Manifest - \$47,716.21 (Net \$37,263.14)**

**Motion** – Vice Chairman O’Neal moves to approve the payroll as stated

**Second** – Selectman Pitman  
**All in Favor – Motion Carries**

**- Accounts Payable Vouchers - \$46,135.98 & \$609.94 totaling \$46,745.92**

**Motion** – Vice Chairman O’Neal moves to approve the Accounts Payable

**Second** – Selectman Pitman

**All in Favor – Motion Carries**

**- Application for Veteran’s Tax Credit – Andrew Perry, 92 Coffeetown Road**

**Motion** - Vice Chairman O’Neal moves to approve

**Second** – Selectman Pitman

**No Discussion – All in Favor – Motions Carries**

**- Contract with Gary Anderson Home Improvement**

**No Discussion – Contract Executed**

**- Timber Tax Levy in the amount of \$147.41 to Richard Hammond**

**Motion** – Vice Chairman O’Neal moves to approve

**Second** – Selectman Pitman

**All in Favor – Motion Carries**

**- Timber Tax Levy in the amount of \$2,379.50 to Curt Torti, John Garland, John Burbank & Robert Heon**

**Motion** – Vice Chairman O’Neal moves to approve

**Second** – Selectman Pitman

**All in Favor – Motion Carries**

**- Application for Veteran’s Tax Credit – Paul Michaud – Pine Ave**

**Motion** - Vice Chairman O’Neal moves to approve

**Second** – Selectman Perron

**No Discussion – All in Favor – Motions Carries**

**- Appointments**

Serita Frey – Conservation Commission

Erick Berglund Jr – Conservation Commission

Philip Bilodeau – Forestry Commission

**Motion** – Vice Chairman O’Neal moves the three appointments as read

**Second** – Selectman Pitman

**Discussion** – Vice Chairman O’Neal asked if all of the open positions had been posted to the Town’s website. L. Boswak confirmed adding that the information was also made available on the Public Access channel and that these were the only three responses received.

**Vote – All in Favor – Motion Carries**

**- Timber Tax Levy in the amount of \$3,780.86 to Molly Grant, Vera & Keith Rollins, and Nellie Rollins**

**Motion** – Vice Chairman O’Neal moves to approve

**Second** – Selectman Pitman

**All in Favor – Motion Carries**

**- Notices of Intent to Cut Wood or Timber**

Rebecca Whitmeyer (Raymond Rd), Nellie Rollins (Raymond Rd), and Bonnie McKinnon (Nottingham Rd)

**No Discussion – Signatures Executed**

**Unfinished Business      None**

**Town Administrator’s Report**

- Kevin Barry has asked for the Board’s permission to allow the school kids to display at the GBW Building – the Board sees no problem with this.
- Wednesday, April 18<sup>th</sup> there will be a Scenic Byway Meeting at the Town Hall put on by the Southern NH Planning Commission
- Thursday, April 19<sup>th</sup> there will be a Board work session at 1:30 to inspect the Government Buildings
- Saturday, April 21<sup>st</sup> will be the Town Wide Cleanup
- The GBW Building will be closed Tuesday, April 18<sup>th</sup> at 4pm as there will be no power
- Ms. Cady had asked for follow up on the issue of Roads not being reflected accurately in Election Net. L. Boswak has

contacted Colleen in the State's office and she advised that it would be up to the Supervisor's of the Checklist to verify with the local 911 director if roads exist and then enter that information into the system.

**New Business** None

**Other Business** None

**Citizens Comments**

Jennifer Kalisz of 244 Middle Road would ask how she is able to get on the Agenda in order to speak to the Board. Chairman Barry responded that she should contact the Town Administrator. Jennifer responded that she was in contact with the Town Administrator last Thursday regarding an issue with a 911 call and the safety of her son. She attempted to call the Board Members directly, but was unable to find their phone numbers on the website. As she was not on tonight's agenda she would ask if she can speak to the Board privately concerning the matter. L. Boswak responded that she was aware of Ms. Kalisz's issue, but where it was an item with several people involved she felt that she needed to investigate the matter further before putting it onto the meeting agenda. Chairman Barry responded that the Board is unable to meet in a non-public session unless the situation warrants, and not knowing the situation he would ask that we let the Town Administrator finish her work in gathering information and will try to get on the agenda for next Monday's meeting. Ms. Kalisz indicated that the matter is time sensitive. She has attempted to make contact with the Attorney General, but has been unable to do so. Chairman Barry noted that he will make himself available at the end of tonight's meeting to discuss the issue and the appropriate course of action with Ms. Kalisz.

Ms. Kathy Shigo noted that Nottingham Road was not included in the Highway Department's paving projects and asked what happened? Mr. Cote responded that because the budget was voted down, there were not enough funds in the default budget to complete that portion of road. Ms. Shigo is disappointed, and would ask that it be made a priority for next year, noting the extremely poor conditions of that road.

Ms. Harriet Cady would comment that if a Citizen wishes to speak with an elected official it should be put on a meeting agenda first and that any necessary investigation should follow. Chairman Barry responded that this would normally be the case, but that he can only assume that in this instance there were extenuating circumstances that would cause the Town Administrator to take this course of action. He assured her the matter will be fully addressed.

**Meeting Adjourned**

6:20pm

**Motion** – Selectman Pitman

**Second** – Vice Chairman O'Neal

All in Favor - The April 16, 2012 meeting is adjourned

**Next Meeting Monday, April 23<sup>rd</sup> at 5:30 pm**

*The Minutes were Transcribed and Respectfully Submitted by Katherine A. Libby, Recording Secretary.  
Pending Approval by the Board of Selectmen*