

**TOWN OF DEERFIELD
BOARD OF SELECTMEN**

April 8, 2013
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; Rebecca Hutchinson, Richard Pitman and R. Andrew Robertson Selectmen

Also Present: Leslie Boswak, Town Administrator, Alex Cote, Road Agent, Police Chief Greeley and Fire Chief Tibbetts

Appointments

Bids:

Roadside Mowing – Only one bid received from G. Sanborn of Sanborn Industries for \$6,800.

Winter Sand –

- Advanced Excavating & Paving - \$9.75/ton
- Northeast Earth Mechanics Inc - \$8.77/ton
- Plourde Sand & Gravel - \$12.01/ton
- Merrill Construction - \$7.30/ton

Road Reconstruction Material –

Bidder	¾ inch gravel	1.5 inch gravel	3 inch gravel	¾ inch stone	1.5 inch stone	6 inch stone
Rollins Excavation	\$8.20/ton	\$8.20/ton	\$6.50/ton	\$10.25/ton	\$10.25/ton	\$11.25/ton
Advanced Excavating & Paving	\$10/ton	\$10/ton	\$10/ton	\$12/ton	\$12/ton	\$14/ton
Northeast Earth Mechanics	\$11.88/ton	\$10.88/ton	\$9.88/ton	-	-	-
Plourde Sand & Gravel	\$10.35/ton	\$10.35/ton	\$11.18/ton	\$12.25/ton	\$12/ton	\$12.25/ton
Merrill Construction	\$11.48/ton	\$11.48/ton	\$9.98/ton	\$13.48/ton	\$13.48/ton	\$14.83

Paving -

Advanced Excavating & Paving – Reservation Rd – 850 tons @ \$71.48/ton totaling \$60,758 and Nottingham Rd, 17,600 yards grading @ \$1.40/yard and base, 2,500 tons @ \$67.48/ton for total cost of \$193,340.

Brox Industries – Reclamation, 17,600 yards @ \$1.85/yard, paving and binder install 2,485 tons @ \$71.00/ton and top paving, 1,050 tons @ \$76/ton. Curb patching @ \$195/ton.

GMI Asphalt – Supply & Install Overlay, 805 tons @ \$75.75/ton. Reclamation - \$1.10/yard. Fine grade - \$0.40/yard. Binder – 2,405 tons @ \$70.75/ton.

R&D Paving – Reclamation - 16,867 yards @ \$1.33/yard. 2391 tons Binder & Top Overlay @ \$71.65/ton.

Pike Industries – Reclamation - 16,870 yards @ \$1.50/yard. Binder - 23,060 yards @ \$68.50/yard. Overlay – 800 yards @ \$70/yard for total bid of \$242,965 with driveway tie-in included.

Bourassa Construction – Top materials @ \$74/ton, reclamation @ \$1.70/yard, base and binder @ \$70.30/ton and shoulder grading at \$0.27 per cubic yard.

All Bids were passed to the Road Agent for review and recommendation to be made later at tonight’s meeting.

Deerfield Farmers’ Market – Peter Menard

P. Menard informed the Board that the Summer Farmer’s Markets will be beginning June 14th and run through the Deerfield Fair. The Market Committee would like to use the old “cafeteria” area in the GBW Building for an indoor location if possible. Chairman Barry indicated that the meeting room would not be available due to it being under construction. The Town Hall was discussed as an alternate location to allow for both Winter and Summer dates as well as indoor and outdoor vendors. It was agreed that would be the best location at this time.

Conservation Commission Update – Serita Frey

Ms. Frey provided the Board with an update on the Forest Management Project. Currently a draft of the Easement Document was being reviewed by council and once it has been finalized the Commission will bring it to the Board for ratification.

The statewide research project that Ms. Frey described to the Board during the last updates has gone forward. In addition to the Saddle Back location, teams are looking to add a second observation point at the head of the Lamprey River and the Cate Forest property has been identified as an ideal location to place instrumentation. Vice Chair O’Neal asked how long the research was expected to take and if there would be signage identifying the area and Ms. Frey answered that they currently have funding secured for five years and that yes, there will be notices in the area describing what the equipment is for. Selectman Robertson asked if there was a website for the project and Ms. Frey replied yes, she will provide the Board with that information.

CIP – Leslie Boswak

L. Boswak presented the Board with a look at the CIP plans for the three major Town Departments, including Police, Fire and Highway, identifying major equipment purchases expected in the next ten years. The Department Heads were also in attendance. She noted that the review did not include buildings or a facility for the Highway Department. It did include the next three years of GBW improvements as that project was currently halfway completed. The plans presented also left out Technology purchases which also will be an important factor going forward.

Three items were identified as “Life Safety” purchases that must be bought. Those were Bullet Proof Vests in the years 2013, 2018 and 2023, an EKG machine at an expected cost of \$48,000 and the Self Contained Breathing Apparatus at an anticipated cost of \$120,000.

The Board indicated that the inability to pass the Capital Reserve funds seems to have been due to the community’s concerns with the vagueness of the Warrant Article language. Selectwoman Hutchinson added that many were concerned about the authority that was given to the Board to expend monies through the creation of the reserves. Selectman Robertson stressed the need to communicate the needs and justification for these life safety items, and suggested possibly proposing to voters one Reserve Fund for these items with more specific language. Concern was expressed about the number of community members who attend hearings and meetings and Chairman Barry restated that the Board needs to figure out how to best communicate needs to the public.

Regular Business/Signatures

- Review of Minutes from March 25, 2013

Motion – Selectman Pitman moves to approve the Minutes as written

Second – Selectman Robertson

Discussion – Selectwoman Hutchinson noted that on page 3 there was a typo where “Community” should have been written as “...establish a committee”

All in Favor of approving the minutes as corrected – Motion Carries

- Review of Minutes from April 11, 2013

Motion – Vice Chairman O’Neal moves to approve the Minutes as written

Second – Selectman Robertson

All in Favor – Motion Carries

- Accounts Payable – \$32,092.89

Motion – Vice Chairman O’Neal moves the accounts payable

Second – Selectman Robertson

All in Favor – Motion Carries

- Excavation Tax Assessment - \$278.20 to Nellie Rollins at Map 209, Lot 35

Motion – Selectman Robertson moves to approve

Second – Vice Chairman O’Neal

All in Favor – Motion Carries

- Officer Resignation – Police Chief Greeley – Letter informs the Board of Officer Joe Lister’s submission of resignation from his Full-time position, after April 9th Officer Lister plans to remain on the squad in a Part-time/On Call role

Motion – Selectman Pitman moves to accept the resignation

Second – Selectman Robertson

All in Favor – Motion Carries

- Police Chief Greeley – Filling of Full Time Position to be Vacant April 9th

Chief Greeley asked the Board if it would approve his filling the soon to be vacant Full Time Officer position with internal candidate Moser, should Mr. Moser formally apply and should no other applications be submitted. Mr. Moser is currently a Part Time Officer on the squad, and would need to return to the Academy for Full Time training, the contract offered would be for a period of three years. Vice Chairman O’Neal felt the move to approve would be premature as Mr. Moser has not officially applied, Selectmen Hutchinson and Robertson agreed, asking why the rush? Chief Greeley indicated the sense of urgency was that as of April 10th the Department would be short one Full Time Officer. The Board asked Chief Greeley to come back with an actual applicant and noted that it can be put on the agenda to take action at the meeting on Monday, April 15th.

- Letter from James Sullivan re: Trustee of Trust Fund Vacancy and other related issues

The Board is in receipt of a letter suggesting appointing Scott Thomas of Wild Turkey Rd to the position of Trustee of the Trust Fund. Mr. Thomas has extensive experience in the financial arena, though he would not be able to allocate time to the book keeping duties of the position. Mr. Sullivan went on to describe a bookkeeping error that had been found, necessitating that the 2011 and 2012 Forms MS 9 & 10 be corrected and resubmitted to the State.

Motion – Selectman Pitman moves to approve Scott Thomas as Trustee of the Trust Fund

Second – Selectman Robertson

Discussion – Chairman Barry noted that this appointment will be to the term of three years.

All in Favor – Motion Carries

- Cable Committee Appointment Forms for David Sakowich, Harriet Cady, Deb Boisvert and Kate Alexander

Motion – Selectman Robertson moves to approve

Second – Vice Chairman O’Neal

All in Favor – Motion Carries

- Notice from the Planning Board

The Planning Board informed the Board of Selectman that at its March 27th meeting it voted to appoint William Perron to a three year term as Alternate Member

Motion – Vice Chairman O’Neal moves to approve

Second – Selectman Robertson

All in Favor – Motion Carries

- Veteran’s Tax Credit - \$500 – Folteen & Susan Frost

Motion – Vice Chairman O’Neal moves to approve

Second – Selectman Robertson

All in Favor – Motion Carries

- Notice of Abatement – \$381 from the 2012 Property Tax - Edward J. Rigotti – 24 Mountain Rd

Motion – Vice Chairman O’Neal moves to approve

Second – Selectman Robertson

All in Favor – Motion Carries

- Notice of Abatement - \$119 – Heather & Josh Jones of 179 South Rd

Motion – Selectman Robertson moves to approve

Second – Vice Chairman O’Neal

All in Favor – Motion Carries

- Timber Tax Levy - \$798.53 – Dennis & Margaret Sklarsky, Birch Rd

Motion – Selectman Robertson moves to approve

Second – Selectman Pitman

All in Favor – Motion Carries

- Notice of Intent to Cut Wood or Timber – Dennis Sklarsky, Birch Rd

Signatures Executed

- Notice of Intent to Cut Wood or Timber – Dianne & Robert Stevens

Signatures Executed

- Notice of Intent to Excavate – Nellie Rollins

Signatures Executed

Correspondence

- Letter from the Library Trustees

The Library Trustees invite the Board to attend its Annual Tea to recognize the Elsie Brown Volunteer of the Year on April 13th at 10am

- Don Daley Email re: Warrant Article 19

Chairman Barry read an email from Don Daley asking that the Board recognize its failure to formally discuss and vote on a recommendation for Warrant Article 19, he suggested an apology would be in order and asked if it would consider putting the Warrant Article before voters again after having followed the correct recommendation process. Selectman Robertson apologized for not taking a clear vote, Chairman Barry indicated that the Selectman's opinion presented on the voter's guide was a result of his speaking against the item at the Deliberative Session and that, although a formal vote was not taken, none of the five Board Members sitting at the time were in favor of the article. Mr. Daley indicated that the item appeared to have been singled out, noting that typically the Selectmen do not weigh in on petition warrant articles. Selectman Robertson apologized to Mr. Daley and the other petitioners, but the Board agreed it would not be interested in automatically presenting the Article to the voters again due to this mistake.

- Letter from Tom Brennan, President of the Pleasant Lake Preservation Association

Chairman Barry read a letter from the Pleasant Lake Preservation Association asking that before any action be taken on the Warrant Article 16 that the Board consider that another point of access would open the Lake to entry of invasive weeds and exotic species which would have potential impact on the environment and lake property values. The Association is involved in the Lake Host program at a cost of \$4,645 in 2012 and would not have the funds or volunteers to monitor a second launch site. Concerns for enforcement of parking were also expressed. The letter closed by saying that the Association is not opposed to the launch idea, but would ask the Board to engage the Association in any plans as the project moves forward. Selectman Robertson acknowledged the concern, he felt that signage would certainly be a component of the access site and was not concerned about plant life on the bottom of plastic hulled kayaks and other non motorized boats. Chairman Barry thanked the Association for their letter and noted that any action is a long way away as the Board needs to meet with the Veasey Park Representatives to discuss further.

Town Administrator's Report

- Leslie has been contacted by a teacher at DCS asking permission for the 8th grade to use the Parking Lot across the street for parking on April 13th. Board agreed there will be no problem with this.
- The Town Office has received some requests from people interested in being trained on and using some of the Public Access equipment, including a character generator and the recording equipment. Steve Jamele would not be in favor of allowing broad access, expressing concerns for the strength of the equipment and the fact that it is tied into the Town's network. The Board will take the advice of Mr. Jamele and ask that no outside use of the equipment be permitted.
- The GBW Water Systems still has some areas exceeding allowable levels of lead and copper. Leslie will be presenting various maintenance issues to the Board for approval as the work to identify culprit water lines and rectify the problems continues.
- Tax Deeds and notices are in order. Leslie will be working to line up the Public Auction and asked the Board's permission to use Jim St. Jean as auctioneer without sending the job to bid. There is no cost associated with his services. The Board agreed to use Mr. St. Jean and Leslie indicated she will provide more specific property details in the meetings to come.
- The Library Trustees would like to speak to the Board regarding the work to be done on the Library steps. Leslie asked if it were the Board's pleasure to see them at the next meeting. The Board agreed.

Unfinished Business

Road Agent Alex Cote returned to the Board with the following Bid recommendations based on price quoted and his experience working with the contractors:

Road Side Mowing – Sanborn Industries

Motion: Selectman Pitman moves to award to Sanborn in the amount of \$6,800

Second: Vice Chairman O'Neal

All in Favor – Motion Carries

Winter Sand – Merrill Construction

Motion: Vice Chairman O'Neal moves to award to Merrill in the amount of \$7.30/ton

Second: Selectman Pitman

All in Favor – Motion Carries

Reconstruction Material – Rollins Excavation

Motion: Vice Chairman O’Neal moves to award to Rollins Excavation

Second: Selectman Robertson

All in Favor – Motion Carries

Paving – Pike Industries

Motion: Selectman Robertson moves to award to Pike at \$242,965

Second: Vice Chairman O’Neal

All in Favor - Motion Carries

Alex also informed the Board that he will be applying for \$32,000 in FEMA funding relating to the snow storm Nemo.

Other Business None

New Business None

Citizens Comments

Harriet Cady has read the Town Policies and has concerns with some purchases not using the Bid Policy on record, for example the purchase of a Police Cruiser and Heating Oil contracts. She would like to see the Town’s bid policy adhered to properly by everyone.

Adjournment

Motion – Selectman Robertson moves to adjourn

Second – Selectman Pitman

All in Favor – Motion Carries

Meeting Adjourns at 7:18pm

Next Meeting Monday, April 15th @ 8:00am

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