

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
May 5, 2014
MINUTES**

Call to Order

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

Present: Steve Barry, Chairman; Richard Pitman, Vice Chairman; Rebecca Hutchinson, R. Andrew Robertson and Jeff Shute Selectmen

Also Present: Michael Wright, Town Administrator; Jan Foisy, Finance Director

Pledge of Allegiance to the Flag

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

Scheduled Appointments

Longevity Award – Cynthia McHugh

Chairman Barry presented Cynthia McHugh with a longevity award marking her five years of employment with the Town. The Board congratulated and thanked her for her service.

Mark Tibbetts – Various Updates

M. Tibbetts updated the Board that the pump at the Highway Shed had failed and was replaced. The previously mentioned water system leak will be worked on soon when the tank is drained and inspected. Additionally, the roof at the Town Hall is leaking into the Historical Commission rooms. Mark has had Therrien Roofing on site to assess; the area by the chimneys will need to be sealed and some flashing replaced. Mark expects to be asking the Board for use of the emergency fund money once he has a more firm quote. Finally, Mark stated that the floor tile in the downstairs meeting room at the G.B. White building has been completed. Ozzy Electric will be in on Friday to run speaker wires, etc. and the space will soon be ready for use.

Mark Young – Highway Department Updates

M. Young updated the Board that the road cold patching has been finished. The dirt roads in Town have been graded and packed for the Summer season. There was a need for new cutting edges on the grader. By taking portions of used edges the Department had on hand Mark estimates they saved approximately \$1,700 and the grader is set for the Season. The F550 has been ordered and delivery is expected in late summer early fall.

As a result of the reduction of funds available since the Department budget was originally presented, M. Young suggested the money lost be taken from the planned road reconstruction. He proposed to reconstruct and repave approximately 1,200 feet of Coffeetown Road from Rt. 43 to about 22 Coffeetown Road at a cost of approximately \$40,000. Additionally he would recommend a project to reconstruct and pave approximately 3,000 feet of Pleasant Hill Road starting at the intersection by 9 Pleasant Hill Road to approximately 24 Pleasant Hill Road, and to put the South Road resurfacing aside this year. Selectwoman Hutchinson asked what the South Road repairs were originally budgeted at. Mark indicated the original budget line item was a total for all repaving. He spoke to the fact that first there was a \$20,000 shortfall created with the passing of the default budget. Then, winter plowing overages added to that amount, resulting in an additional anticipated budget deficit of \$30,000-\$55,000. With the original line for road reconstruction budgeted at \$275,000, it is the Road Agent's recommendation to reduce this amount by \$75,000 to \$200,000. M. Young hopes to put these projects out to bid as soon as possible. The Board was in approval of the plan as presented.

Selectwoman Hutchinson asked to review the guidelines drafted for the use of the Road Agents personal equipment, asking if her fellow Board members had had a chance to review. Selectman Robertson spoke that the draft he had seen was far more specific than he had originally envisioned. He was generally in support of using the Road Agents equipment when it was in the best interest of the Town. The most current copies of the proposed guideline were circulated. Selectman Robertson retracted his prior statement as the document no longer indicated specific individuals in Town. Vice Chairman Pitman asked that the Road Agent assign cost rates to the excavator, bull dozer and loader. Selectwoman Hutchinson asked that the rates be provided with and without an operator so that they might be able to compare apples to apples against accessing the equipment elsewhere.

Selectman Robertson reiterated his preference to keep the document simple and Chairman Barry spoke that his goal would be to keep the leasing relationship open and transparent. Generally the Board felt that there may need to be two documents, one a contract/agreement for all vendors hired by the Town and another as would specifically relate to the Road Agent and use of his personal equipment. It was agreed that Selectwoman Hutchinson, Town Administrator Michael Wright and M. Young will further discuss the verbiage and will bring drafts back before the Board. M. Young will also draw up a proposal for seasonal rental of equipment.

Regular Business

-Minutes of April 21, 2014

Motion – Vice Chairman Pitman moves the minutes as written

Second – Selectman Shute

Vote to approve – Yea 5, Nay 0, Abstained 0 – Motion Carries

-Minutes of April 24, 2014

Motion – Vice Chairman Pitman moves the minutes as written

Second – Selectman Robertson

Vote to approve – Yea 5, Nay 0, Abstained 0 – Motion Carries

-Accounts Payable - \$538,948.41 (with \$500,000 transferred to the School) and \$2,143.25 – totaling \$541,091.66

Motion – Selectman Robertson moves to approve

Second – Selectman Shute

Discussion – Vice Chairman Pitman asked what the year to date total transferred to the School was. J. Foisy responded that the amounts vary depending on which bills coming due, for example the High School tuition payments are due shortly, she will get the figure of YTD transfers and provide to the Board.

Vote – Yea 5, Nay 0, Abstained 0 – Motion Carries

-Appointment of Full Time Officer

Chairman Barry spoke that the request to appoint a full time Officer to the Police Department was lacking supporting materials from Officer in Charge Deyermond, specifically the pay rate and the training results to date. The Board agreed and will look to hold a special session on Wednesday, May 7th at 3:00p to look at the appointment again.

-Appointment of Alex Commission to the Forrest Commission with a term running through April 30, 2017

Motion – Selectman Robertson moves to approve

Second – Selectwoman Hutchinson

Vote – Yea 5, Nay 0, Abstained 0 – Motion Carries

-Senate Bill 409 – Letter to Representatives requesting their support

Chairman Barry explained that Senate Bill 409 is to approve a 12.5% FEMA match of funds with an anticipated \$38,716 to be returned to the Town of Deerfield, the letters composed are in support of the Bill.

Motion – Vice Chairman Pitman moves to approve signing the letters in support

Second – Selectman Shute

Vote – Yea 5, Nay 0, Abstained 0 – Motion Carries

- Waste Management – Multi-Year Contract

M. Wright explained that by replacing one of the current dumpsters at the George B. White building with a recycling container Waste Management will reduce the monthly bill from \$622.86 to \$295.

Motion – Selectman Robertson moves to approve

Second – Selectman Shute

Vote – Yea 5, Nay 0, Abstained 0 – Motion Carries

- Town Clerk/Tax Collector – Request to refund Mark McNichol Auto Registration in the amount of \$81

Motion – Vice Chairman Pitman moves to approve

Second – Selectman Robertson

Vote – Yea 5, Nay 0, Abstained 0 – Motion Carries

-Appointment of George Thompson to the Zoning Board – 3 Year Term

Motion – Vice Chairman Pitman moves to approve

Second – Selectman Robertson

Vote – Yea 5, Nay 0, Abstained 0 – Motion Carries

-Non- Contemporaneous Business – Approved February 24, 2014

- Payroll Manifest - \$30,921.32 gross – 3 Board Members Present
- Payroll Manifest - \$35,263.21 gross – 4 Board Members Present

-Certification of Yield Taxes Assessed – To be Reported to the Department of Revenue – None Cut, 198 North Rd

Signatures Executed

-Intent to Cut Wood or Timber – 46 Middle Rd – Sharon Godlewski & Melissa Zych

Signatures Executed

-Application for Current Use – Addition of 11 Acres – Marie Bolster, 189 Currier Rd

Motion – Vice Chairman Pitman moves to approve

Second – Selectman Shute

Vote – Yea 5, Nay 0, Abstained 0 – Motion Carries

-Gravel Tax Levy \$248.86 & Excavation Tax Assessment \$248.86 - Nellie Rollins

Motion – Selectman Robertson moves to approve collection

Second – Selectwoman Hutchinson

Discussion – Vice Chairman Pitman asked if the bill needs to be paid before work can start. J. Foisy answered no and explained that one bill runs through the tax collector and the other through the Planning Board.

Vote – Yea 5, Nay 0, Abstained 0 – Motion Carries

-Timber Tax Levy - \$834.88 – Martha Curry et al – Tax Map 408 Lot 048

Motion – Selectman Shute moves to approve collection

Second – Selectman Robertson

Vote – Yea 5, Nay 0, Abstained 0 – Motion Carries

-Timber Tax Levy - \$2,599.89 – Elizabeth Bartol – Map 408 Lot 038

Motion – Selectman Robertson moves to approve collection

Second – Selectwoman Hutchinson

Vote – Yea 5, Nay 0, Abstained 0 – Motion Carries

-Timber Tax Levy - \$319.75 – Robert Graves – Map 411 Lot 046

Motion – Vice Chairman Pitman moves to approve collection

Second – Selectman Robertson

Vote – Yea 5, Nay 0, Abstained 0 – Motion Carries

-Report of Wood or Timber Cut – Map 418 Lot 27 – Thomas Welch – cutting done without submission of an Intent to Cut

Signatures Executed

-Current Use Land Change – Collectors Warrant for \$6,000 – Aaron Cady re: Map 209 Lot 8

Motion – Selectman Robertson moves to approve collection

Second – Vice Chairman Pitman

Vote – Yea 5, Nay 0, Abstained 0 – Motion Carries

Opening of Bids – Repairs to Philbrick James Library

The Library received a single bid for the work to be done from E. Guimond Construction of Bow, NH. The work to repair and replace the concrete retaining walls was quoted at \$15,453 and masonry work at \$17,986. If the entire project were awarded to Guimond Construction they would deduct \$1,200 from the total. Selectman Robertson asked that the bid be turned over to the Library Trustees for their review and recommendation. Vice Chairman Pitman asked whether the bid was in line with expectations and Evelyn DeCota answered that the Trustees were hoping to be under \$25,000 for both projects.

The Library Trustees will perform the necessary due diligence and the Select Board can make themselves available prior to the next meeting if they are wanting to make a prompt decision in order to get the project immediately underway.

Review of Correspondence

-Simon Thomson – Special assistant to the offices of Kelley Ayotte

Mr. Thomson will make himself available to the Public on May 19th from 12:30 -1:30 at the Town Offices. The Town will post notices informing Citizens of such.

-Receipt of Funds

The Town has received \$24,999.52 from a Highway Block Grant, \$748.14 for Forrest Land Reimbursement and \$1,487.88 in a Gas Tax Refund.

Town Administrators Report

M. Wright spoke that the Heritage Commission has expressed some concern with the policies in Town surrounding the disposal of Municipal Records. There is an RSA Statute that calls for a Committee to be formed to oversee this activity. M. Wright has pulled sample forms from neighboring towns and will be working with Kevin Barry on the matter. He expects to come before the Board at the May 19th meeting to propose a committee and add some formality to the record retention process.

The State DOE will be starting the field research and scientific data collection process as relates to the Northern Pass Project. This work is to be done in preparation of the application for Presidential Permit and is part of the environment impact study. The DOE has also released a document that raises some 30 alternatives and variations to the Northern Pass.

The Police Department Prosecutor Lisa Rick has been brought on as previously discussed. Her start date was May 1st and she will be working under a two month probationary period, she has her first court date on Wednesday.

The Town Administrators Office has been looking into the creation of a Capital Improvement Plan for the Town. M. Wright has reached out to the Southern NH Planning Commission and believes Deerfield will be eligible for two grants totaling \$2,000 to get the efforts underway. Selectman Robertson spoke that this was a project the previous Town Administrator had begun and asked whether Grant Money had already been acquired for the undertaking. M. Wright responded that, while the information individual Department Heads had pulled together may be re-applied, there is no work project left by the previous Town Administrator. The Board was OK with proceeding with the Grants and work as described.

M. Wright has discovered that the Master Plan on file is incomplete with respect to Chapter 9 on Broadband Services. There is a UNH Grant available to cover the work needing to be done which he will pursue.

The Conservation Committee is working to put together a Trails Plan. M. Wright has been working with them on the structure and funding requirements to explore different ways for moving the project forward. He expects a presentation to the Board shortly.

M. Wright provided a recap of the items covered at the NH Government Financial Association Conference he and Jan recently attended. Items included the gas tax increase, possible changes to the rooms and meals tax, a FEMA match bill (Senate Bill 409 discussed earlier tonight) and a credit card affinity program within the State Highway Department.

J. Foisy noted that the Board needs to appoint a Tree Warden, the position was previously held by Alex Cote, the Board suggested asking Mark Young if he would like the position.

Selectwoman Hutchinson suggested that now may be a good time to revisit having Northern Pass representatives in to discuss the Northern Pass project as they are beginning to pole the public anyway. M. Wright responded that PSNH will be coming to the May 19th meeting to discuss the T118 project and that he can request a public hearing for the Northern Pass project in the following weeks.

Opening of Bids – Mowing Government Buildings, Veasey Park & Transfer Station

A. BMC General Contractors – Epsom, NH

- 7 Town Locations - \$375/week (2 year total of \$15,000)
- Transfer Station - \$490/visit (2 year total of \$1,960)
- Veasey Park - \$65/visit (2 year total of \$1,300)

B. Mattice Collins Property Service – Chichester, NH

- 7 Town Locations - \$400/week (2 year total of \$16,000)
- Transfer Station - \$550/visit (2 year total of \$2,200)
- Veasey Park - \$70/visit (2 year total of \$1,400)

C. Saints Lawn Care – Pembroke, NH

- 7 Town Locations - \$290/week (2 year total of \$11,600)
- Transfer Station - \$1,000/visit (2 year total of \$4,000)

- Veasey Park - \$40/visit (2 year total of \$800)
- D. Bob Averill – Deerfield, NH**
 - 7 Town Locations - \$390/week (2 year total of \$15,600)
 - Transfer Station - \$360/visit (2 year total of \$1,440)
 - Veasey Park - \$50/visit (2 year total of \$1,000)
- E. AC&S Enterprises – Deerfield, NH**
 - 7 Town Locations - \$425/week (2 year total of \$17,000)
 - Transfer Station - \$475/visit (2 year total of \$1,900)
 - Veasey Park - \$45/visit (2 year total of \$900)

The bids were passed along to Mark Tibbetts for review and recommendation. Vice Chairman Pitman asked whether all five had done the mandatory site visits and Mark confirmed that yes, all five were in the running.

Other Business None

Unfinished Business

Selectman Robertson has been approached regarding an opening on the Veasey Park Commission. A Matthew Cohen currently lives in Concord, NH, but intends to return to Town and is interested in serving. Chairman Barry spoke that he believes one of the requirements is that members be current residents of Deerfield and at the time did not believe there was a vacancy on the Commission.

New Business

Selectman Shute mentioned that Mark Young had done an excellent job in getting materials to the Bicentennial ball fields to fix the sink hole and other problem areas. He thanked Mark on behalf of the Board and the Parks & Rec. Committee.

Citizens Comments

Harriet Cady spoke that House Bill 522 allows the Board not to post meetings where they will be signing the manifest, but she believes they still need to formally approve the action by vote at a public meeting. Chairman Barry indicated that that is not his understanding, but that he will look into the matter to verify.

Non Public Session RSA 91-A:3, II b

- Motion:** Vice Chairman Pitman moves to enter into a Non Public Session under RSA 91-A3, II b
- Second:** Selectman Shute
- Vote: Yea 5, nay 0, Abstained 0 – Motion Carries**

Reconvene

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

- Motion:** Selectman Robertson moves to seal the minutes from the Non Public Session
- Second:** Selectman Shute
- Vote: Yea 5, Nay 0, Abstained 0 – Motion Carries**

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- Motion:** Vice Chairman Pitman moves to enter into a Non Public Session under RSA 91-A3, II a
- Second:** Selectman Shute
- Vote: Yea 5, nay 0, Abstained 0 – Motion Carries**

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- Motion:** Selectman Robertson moves to seal the minutes from the Non Public Session
- Second:** Selectwoman Hutchinson
- Vote: Yea 5, Nay 0, Abstained 0 – Motion Carries**

Adjournment

- Motion:** Vice Chairman Pitman moves to adjourn the meeting of May 5, 2014
- Second:** Selectman Robertson
- Vote: Yea 5, Nay 0, Abstained 0 – Motion Carries**

Next Meeting Monday, May 19th @ 5:30p

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