

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
March 11, 2024
MINUTES**

Call to Order

5:30 – Chairman McGarry called the meeting to order

Present: Chairman Fred McGarry, Vice Chairman Richard Pitman, Selectwoman Cynthia McHugh, Selectman Will Huebner, and Selectman Steve Barry.

Pledge of Allegiance to the Flag.

Suzanne Steel – Recycling Committee:

Ms. Steel states that she has come back to discuss the possibility of creating a recycling committee based on her citizens comments from the 2/12 BOS meeting. She recommends creating such a committee, she would be willing to Chair, and people who are passionate about recycling would be encouraged to join. It is unanimously agreed that the committee is a good idea and the town can post open volunteer positions for the committee. It is also agreed that there are many resources in the area to draw knowledge and useful ideas from once the committee is formed. Mr. Harrington will work with Ms. Steel on posting that the town will then post to the town website.

Jack Hutchinson – Support for Aging in Place:

Mr. Hutchinson goes over the research that himself and a handful of others have done for supporting aging in place and the benefits it can have. His main point is asking the BOS if they could make them a working committee on Aging in Place so they could start to implement things in the town to help people age in place. They discuss costs and the research Mr. Hutchison has uncovered.

Motion: Selectman Huebner makes a motion to create a commission for Again in Place that will provide data from their research at a future meeting.

Second: Selectwoman McHugh

Discussion:

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

Selectman Huebner brings up that point that low-income families were mentioned and Mr. Hutchinson explains why that was mentioned and that the elderly are the priority with this.

Vicki Bedard – 9 Cole Road:

Ms. Bedard goes over the culvert and ditching that was installed at the end of her driveway and very front of the lawn.

The BOS and Ms. Bedard go on to discuss, safety, cost, town responsibility, town right-of-way, and the possibility of doing work to change the appearance of the work.

Mr. Schibbelhute explains what occurred prior to the work, the work the highway department did do, and the work that is to be done this summer. He then discusses the safety of the culvert with the BOS and they go over different RSA's (RSA 236:13 and RSA 231:75-78) that affect the issue.

Motion: Selectman Huebner makes a motion to test the Board and see if they are willing to pay for a piece of extended pipe and the over burden to correct the problem as the property owner would be satisfied with.

Second: Vice Chairman Pitman

Discussion:

Chairman McGarry does not feel comfortable voting until he reads and researches RSA 231:75-78 and per this RSA, Selectman Barry, feels the Board should get advice from the town council on what to do before voting.

Per Chairman McGarry's and Selectman Barry's concerns, Selectman Huebner tables his motion.

231:75-78.

Second: Selectwoman McHugh

Discussion:

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

It is clarified that if Ms. Bedard and her husband hire someone to do the work the way they want it the highway agent will have to supervise it and the town will maintain the work once completed as it is part of the town right-of-way.

An unidentified person brings up the property across the street from her and the road agent speaks to it as well as the BOS.

The Board and the Road Agent discuss the towns responsibilities with the roads and how they will move forward.

Kelly Roberts, Town Clerk/Tax Collector – Memo Follow up:

She is requesting to participate in an educational opportunity and she needs a letter from the town stating there are no funds for this and why so she could receive a scholarship to attend the educational program.

Motion: Selectman Barry makes a motion to deny the Town Clerks request to pay for the educational program per lack of town funds.

Second: Vice Chairman Pitman

Discussion:

The BOS agrees to fill out the form for the Town Clerk to aid in applying for the scholarship.

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

Ms. Roberts provides the open enrollment date and Mr. Harrington will have the letter ready and written for the Chair only to sign.

Regular Business

Review of Outstanding Minutes 2/26/2024:

Motion: Selectwoman McHugh makes a motion to approve the 2/26/2024 minutes as written.

Second: Selectman Huebner

Discussion:

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

Payroll Manifest/Accounts Payable Manifest:

- Payroll Manifest – No payroll
- Accounts Payable 3/11/2024 - \$78,523.50

Motion: Vice Chairman Pitman makes a motion to approve the accounts payable for 3/11/2024 in the amount of \$78,523.50.

Second: Selectwoman McHugh

Discussion:

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

Signatures/Correspondence:

- Signatures
 - Veteran's tax credit request. Edward Hoitt. \$750.00.

Motion: Vice Chairman Pitman makes a motion to approve the Veteran's tax credit for Edward Hoitt in the amount of \$750.00.

Second: Selectman Huebner

Discussion:

Military branch is Army.

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

- Personnel Action Request. Cathleen (Missy) Perron. Part-time transfer station attendant for 18 hours a week at \$18.00 an hour.

Motion: Selectwoman McHugh makes a motion to approve the personnel action request for Cathleen (Missy) Perron as a part-time transfer station attendant for 18 hours a week at \$18.00 an hour.

Second: Selectman Huebner

Discussion:

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

- Service and Lease Agreement. The 5-year agreement with Seacoast Business Machines has come to end for the copy machines in the town offices. Mr. Harrington goes over the new offer from East Coast Copier as this is the best offer received.
East Coast Copier service and lease agreement. \$539.00 a month = \$6,468.00 a year. All other vendors had separate costs for service and lease which added up to be much more when separated.
A motion is needed for the Chair to sign.

Motion: Vice Chairman Pitman makes a motion to approve the 5-year service and lease agreement with East Coast Copier at \$539.00 a month to be signed by the Chair.

Second: Selectwoman McHugh

Discussion:

It is clarified that since it was all under \$10,000.00 it did not need to go out for bid and that 4 quotes were acquired.

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

- Tax Refund Request. Overpayment from Granite State in the amount \$4,207.00.

Motion: Voice Chairman Pitman makes a motion to approve the tax refund request in the amount of \$4,207.00.

Second: Selectwoman McHugh

Discussion:

It is clarified why this needs to be refunded.

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

- MRI (Municipal Resources Inc.) wage study that was tabled at the previous meeting.

Motion: Selectman Barry makes a motion to approve the agreement with MRI for the wage study and to use ARPA funds.

Second: Chairman McGarry

Discussion:

The Board reviews the previous voting on a wage scale study went and it is decided it cannot be voted on now in this manner so the motion is dropped.

They go on to discuss what the Board members who agreed to do the study versus what MRI could do for the study.

- Correspondence

- Pop-up, pay what you can, bakery cart. The Board would make the determination of where it would be in town.

Susan Witts. Ms. Witts explains the concept of a once-a-month pop-up, pay what you can, bakery cart that is on the honor system for payment. She is coming to the Town to ask because she would like to set up somewhere safe and accessible to the people.

It is decided that the Gazebo Field parking lot should work for this.

Motion: Selectman Barry makes a motion to approve the use of the gazebo field parking lot for the once-a-month pop-up, pay what you can, bakery.

Second: Vice Chairman Pitman

Discussion:

It is agreed that there is no liability to the Town for the use of the gazebo.

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

- Debbie Curtin. Ms. Curtin wrote a letter asking the Board if they have interest in an artful approach to highlight the 8 original sections of the town with signs she would create. The Board agrees they would like to have her to come to a meeting provide them with more details on what she would like to do before they move forward.
- Casella 1-year Contract. The Board discuss the costs on the 1-year contract. The choices are to go with the 1-year contract with an option to renew for an additional year or go with the original contract that was 3 years. They go over the cost differences on the options and decide that the 1-year contract with option to renew for an additional year is the way to go.

Motion: Selectman Barry makes a motion to approve the 1-year contract with the option to renew for an additional year with Casella.

Second: Selectman Huebner

Discussion:

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

Mr. Harrington will notify Casella that the Board chose the 1-year contract with an option to renew for an additional year and they will then create the agreement for the Board to sign.

Town Administrator's Report:

- Update on the Central Station septic plan. The plans were received today and Mr. Harrington explains the next steps that will be taken. The BOS looks at the plans and goes over how it will work and where it will be located.
- Update on a concern from a citizen at the previous meeting about a broken window at the Town Hall. Mr. Harrington explains how it broke and how it was fixed all last summer.

Unfinished Business/New Business/Other Business:

- Unfinished Business

- Parking lot striping at GBW: 3 quotes received and emailed to each Board member. Initial quote request asked for crack sealing, seal coating, and striping. It was recommended by 2 of the vendors not to seal coat as it will not last long on old pavement so these 2 vendors provided quotes for seal coating and striping and just striping.

Selectman Barry recommends that they only stripe the lot and then put a warrant article in for next year to have the entire parking lot redone.

The third vendor provided an additional quote to mill, sweep, tack coat, and repave about 7 damaged areas of the asphalt not the entire parking lot. This would be an additional cost of \$8,000 on top of the cost for top coating, sealing, and striping for a total of \$21,600.00.

For striping only:

New England Seal Coating - \$1,000.00

NH Blacktop Sealers - \$1,395.00

Manchester Paving - \$2,000.00

Ray Ellis explains what he went over with the companies for the quotes and asks the Board how they would like to move forward.

Motion: Selectman Barry makes a motion to use New England Seal Coating for the striping of the parking lot at a cost of \$1,000.00 with the idea of trying to pave the parking lot the following year.

Second: Vice Chairman Pitman

Discussion:

It is clarified that the paint being used is same for all 3 quotes and the lowest price on the crack sealing is New England Seal Coating at \$2,715.00. The lowest price for crack sealing and striping is with New England Seal Coating at \$3,715.00.

The Board then discusses the striping the Town Hall parking lot as well and reaching back out to the vendors for pricing on striping both parking lots.

Selectman Barry withdraws his motion until they receive the new pricing.

Mr. Harrington explains that since the pricing for GBW has been revealed he recommends they leave them as separate jobs, award the striping at GBW, and then go out for pricing on the Town Hall parking lot separately.

After some discussion it is agreed that this motion will remain withdrawn and Mr.

Harrington will reach out to the three vendors for pricing on striping the GBW parking lot and the Town Hall parking lot and get back to the Board.

- New Business
 - Selectwoman McHugh: Citizens comments. Selectwoman McHugh would like to know if there a policy that explains the rules of citizen's comments and it is determined there is no policy. Selectwoman McHugh would like to allow citizen's comments for 5 minutes versus' 3 minutes per person and to allow dialogue. After some discussion the Board agrees to allow 5 minutes total time for comments and dialogue per person during citizen's comments.
- Other Business -No Other Business

Non-Public Session

No non-public session

Citizen's Comments

- Harriet Cady. Ms. Cady provides he opinion on the ditching around town and the windows at the Town Hall.
- Marie Brinson. Range Road. Ms. Brinson talks about a previous public hearing about the ARPA money and the citizen's wanting the remaining funds to go to the roads. She would like to know if any of the remaining ARPA funds have ear marked for the roads and Chairman McGarry explains a few of the road projects they are going to use ARPA funds for.
- Linda McNair-Perry. Range Road. Ms. McNair states, 500 feet at an eighth of a foot is 62.5 inches.

- Vicki Bedard. Ms. Bedard asks the Board how she will be notified of their decision and it is agreed that a letter will be sent.

Adjournment

Motion: Vice Chairman Pitman makes a motion to adjourn at 7:27pm.

Second: Selectwoman McHugh

Discussion:

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

Next Meeting: March 25, 2024 at 5:30 pm

*The Minutes were transcribed and respectfully submitted by Randi Long, Recording Secretary
Pending approval by the Board of Selectmen*