

**TOWN OF DEERFIELD
BOARD OF SELECTMEN**

July 29, 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 A. Boswak, Town Administrator

Opening of Bids

Propane Gas – 4,000 gallons approximate:

- Irving Oil - \$1.7399/gal fixed or a current variable rate of \$1.723/gal
- Rymes - \$1.54/gal
- Palmer Gas Ermer Oil – \$1.60/gal fixed or current variable rate of \$1.65/gal
- Fred Fuller - \$1.545/gal
- Hartmann Oil - \$1.69/gal

Motion – Vice Chairman O'Neal moves to award the contract to Rymes

Second – Selectman Pitman

Discussion – Vice Chairman O'Neal pointed out that this was the lowest priced bid and that Rymes has supplied the Town with propane for the past three years. Selectwoman Hutchinson asked what the current contract cost is and Mark will find that answer out.

Vote - All in Favor – Motion Carries

Heating Oil – 24,000 gallons approximate:

- Irving Oil - \$3.361/gal fixed or a current variable rate of \$3.331/gal
- Rymes - \$3.36/gal fixed
- Palmer Gas Ermer Oil - \$3.389/gal fixed or a current variable rate of \$3.349/gal (\$0.15 discount)
- Fred Fuller - \$3.195/gal
- Buxton – 30,000 gallons @ \$3.319/gal or a variable rate of \$0.25 over the Sprague Energy Posted Price
- Hartmann Oil - \$3.33/gal fixed or a variable rate of \$0.215 over Sprague Energy Posted Price

Vice Chairman O'Neal expressed that though the Town has had issues with Fred Fuller in the past, that their bid is so much lower than the others, it may be worth having him in to discuss. Mark spoke that in the past when contracted with Fred Fuller the Town did run out of Heating Oil several times, and that when they contacted the vendor in June to have the tanks topped off the delivery was refused. Selectwoman Hutchinson asked how long ago this was and Mark answered three years. Leslie suggested delaying awarding of the bid and she will communicate Town's concerns with the lowest bidder to allow them an opportunity to reply. Selectwoman Hutchinson suggested requesting current references. Mark added that all vendors need to understand the small size of the tanks in Town that require weekly filling from December to April. Leslie will reach out and the Board will revisit at its next meeting.

Diesel Fuel – 8,000 gallons approximate:

- Buxton - \$0.29/gal over Sprague Energy Price
- Hartmann Oil - \$0.215/gal over Sprague Energy Price
- Irving - \$0.117/gal over Sprague Energy Price – additionally offered discount to Town Employees on Residential Diesel and Propane
- Rymes - \$0.23 over Sprague Energy Price

Motion – Selectman Robertson moves to award the diesel fuel contract to Irving

Second – Selectman Pitman

All in Favor – Motion Carries

Scheduled Appointments

- **Mark Tibbetts – Bid Awards: South Fire Station Project**

Chief Tibbetts informed the Board that he has received a bid for the work to be done at the South Fire Station that is approximately \$3,000 less than the other contractors. He and Selectman Pitman met with the individual do go over the work specs and his proposed price, he has received mixed feedback from the references provided. While the Town has a great history and relationship with Gary Anderson, Mark understands the Town's sensitivity to cost and as a result would recommend awarding the South Station work to the lesser priced contractor – E. Guimond Construction out of Bow, NH. The expectation is that the work on this project will be closely monitored and, if all goes well, they will be allowed to continue with work to be done on the GBW Project. Mark is raising the issue before the Board at this time because he is looking to order siding in bulk, by doing so he will receive a price reduction of \$2,904.

Selectwoman Hutchinson asked what would happen if the work is not done well to which Selectman Pitman responded that he would not be paid. Mark noted that the contractor has requested 50% of the cost – or \$3,998 – to be paid up front. The Board was comfortable with Mark's recommendations.

Motion – Selectman Pitman moves to approve \$7,796 to E. Guimond Construction of Bow, NH

Second – Selectman Robertson

Discussion – Vice Chairman O'Neal asked when the initial 50% would be due and Mark answered upon start, with the balance to be paid upon completion. Vice Chairman O'Neal asked if the dollar amounts of the specs had been revised to include the reduced siding costs and Mark answered yes.

Vote – All in Favor – Motion Carries

- **Joan Bilodeau & Linda Perry – Library Front Entry Project**

This appointment was postponed until the next full Board of Selectmen meeting.

Regular Business/Signatures

- **Minutes July 1, 2013**

Motion – Selectman Robertson moves the minutes as written

Second – Selectwoman Hutchinson

All in Favor – Motion Carries

- **Minutes July 8, 2013**

Motion – Vice Chairman O'Neal moves the minutes as written

Second – Selectman Robertson

All in Favor – Motion Carries

- **Minutes July 15, 2013**

Motion – Selectman Robertson moves the minutes as written

Second – Selectwoman Hutchinson

All in Favor – Motion Carries

- **Minutes July 22, 2013**

Motion – Vice Chairman O'Neal moves the minutes as written

Second – Selectman Robertson

All in Favor – Motion Carries

- **Accounts Payable – Manifests of \$43,847.61 and \$699.99 totaling \$44,547.60 with \$0 attributed to the School**

Motion – Vice Chairman O'Neal moves the accounts payable

Second – Selectman Robertson

All in Favor – Motion Carries

- **Payroll Manifest - \$114.40 gross/\$105.65 net**

Motion – Vice Chairman O'Neal moves the payroll manifest

Second – Selectman Robertson

All in Favor – Motion Carries

- **AVITAR Response Regarding Willwerth Property on Northwood Lake**

The Board is in receipt of a written response from AVITAR regarding the valuation of the Willwerth property. AVITAR indicates that the valuation is accurate, despite the occupancy restrictions and suggests that making an adjustment based on limited

occupancy could open the Town up to numerous other reductions of value on seasonal properties. AVITAR recommends no change to the valuation of the property. Selectman Robertson indicated that the Board historically relies on the opinion of AVITAR as it feels it is prudent to follow the advice it is paying for. At this time the Board is unable to help the Willwerth's regarding the assessed value of their property. Mr. Willwerth asked if the land was sold, would the buyer be able to get a variance to build. Chairman Barry answered that the Willwerths would need to contact the ZBA to find that out.

- 2010, 2011 and 2012 Tax Abatement – Harry Jackson, 143 Nottingham Road

Town Administrator Leslie Boswak explained that Mr. Jackson has paid taxes on a piece of land that does not belong to him as a result of an error made by the tax map company. This abatement request is to refund the amounts paid in error.

Motion – Vice Chairman O'Neal moves to refund the amounts \$111 (2010), \$104 (2011) and \$104 (2012)

Second – Selectman Robertson

Discussion – Selectman Robertson suggested contacting the tax map company to request a reimbursement as this was the result of their error. The Town Administrator will do so.

Vote - All in Favor – Motion Carries

- Letter of Application – Planning Board Grant

Chairman Barry signed the Letter of Application for the Planning Board Grant discussed at the July 15th meeting.

- Extension of Auditing Agreement with Melanson & Heath

Motion – Vice Chairman O'Neal moves to extend the auditing agreement for a term of 3 years at \$16,350/year

Second – Selectwoman Hutchinson

All in Favor – Motion Carries

- Refund Request - \$657.80 to Robert Van Der Bijl of 11 Prospect Rd as a result of overpayment

Motion – Vice Chairman O'Neal moves to refund as requested

Second – Selectman Robertson

All in Favor – Motion Carries

- Deputy Health Officer – Re-Appointment of Denise Greig & Richard Pelletier

Motion – Selectwoman Hutchinson moves to reappoint

Second – Selectman Robertson

All in Favor – Motion Carries

- Veasey Park Commissioner – Request to Appoint Christopher Cook to Commission, Expanding Membership to 4

Motion – Selectman Robertson moves to appoint Christopher Cook to the Veasey Park Commission

Second – Vice Chairman O'Neal

All in Favor – Motion Carries

- Combined Revenue/Cash Book

The Board received the Combined Revenue/Cash Book for review

- Request for Appointment with the Board

Ms. Harriet Cady has requested a meeting with the Board to discuss the Manifest and Auditor File. She has requested the file of the Town Administrator's Office and was told that the file is not yet complete and as a result is unavailable. The Board sees no need to meet on that subject and communicated so to Ms. Cady who was present at the meeting.

Unfinished Business None

Town Administrator's Report

- PSNH has provided the Town with a presentation and maps for the Northern Pass, one piece of the materials, a schematic showing pole heights, location, and other details will likely be of particular interest to residents. Leslie will work to make copies of the information available and to get a PDF version posted to the Town Website.
- The Parks & Rec department is looking to move Tailgate Trick-Or-Treat to the Fairgrounds as it has outgrown the Town Center. The Board has no objections to this, Vice Chairman O'Neal asked that the Department be sure to accommodate for port-o-potties at the Fairgrounds.
- The Parks & Rec department is seeking permission to sell ice cream as a fundraiser at Old Home Days. The Board has no objection to this.

Other Business None

New Business None

Citizens Comments

Ms. Cady spoke that she did not ask for a meeting with the Board to discuss the Auditor File but wanted to meet regarding the Manifest. She wants to know how bills and charge slips submitted by Departments are reviewed by the Board.

Kathy Shigo spoke to thank the Highway Department for their work on Nottingham Road, she has heard some feedback that the road may not be wide enough for plowing in some places, but otherwise if very pleased with the work. She asked if the Board's 8am meetings were open to the public. Chairman Barry responded yes, but noted that as of August 23rd the Board will only be meeting in the evenings.

Non Public Session 6:22 p.m.

Motion – Vice Chairman O'Neal moves to enter a Non Public Session under RSA 91-A, II (c) **Second** – Selectwoman Hutchinson seconds the Motion. **Roll Call Vote:** Pitman – yes; Hutchinson – yes; Robertson – yes; O'Neal – yes; Barry – yes.

6:26 p.m. Motion – Vice Chairman O'Neal moves to end the non-public session **Second** – Selectman Robertson
Vote: All in Favor – Motion Carries

Motion: - Vice Chairman O'Neal moves to seal the minutes of the non-public session. **Second:** Selectman Robertson **Vote: All in Favor – Motion Carries**

Motion – Selectman Pitman moves to adjourn **Second** – Selectman Robertson
Vote: All in Favor – Motion Carries

The July 29, 2013 meeting is adjourned at 6:27 p.m.

Next Meeting Monday, August 5th @ 8:00am

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