

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
August 12, 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; Rebecca Hutchinson, Richard Pitman Selectmen

Absent: Alan O'Neal, Vice Chairman and R. Andrew Robertson, Selectman

Also Present: Jan Foisy, Town Finance Director

Scheduled Appointments

- **Joe Manzi – Boy Scouts Community Volunteering Projects**

Joe informed the Board that the Parks and Recreation department has been approached by Mr. Chuck Reese and the Boy Scouts who are looking to do some service projects for the benefit of the Town. Joe has identified painting of the building and resurfacing of the wooden steps at Bicentennial Field as a work opportunity for the volunteers and is seeking the Board's blessing to move forward. Chairman Barry asked if the work would be covered under the Scout's insurance to which Mr. Reese confirmed yes, that they have a full binder that will cover anyone who is a Scout or Scout Leader. The Board agreed that this was a great initiative and suggested that other Town Departments be made aware of the opportunity to use the Scout's services. Joe will keep the Board informed of other projects as they unfold and took the opportunity to remind everyone that this Saturday is Old Home Days.

- **Kelly Roberts – JLMC Update**

Kelly Roberts presented the Board with an update on the work of the Joint Loss Management Committee (JLMC). The Committee has resolved most safety concerns identified, but is seeking the Board's guidance on five larger items that have recurred during inspections. Those items include the Transfer Station lacking a bathroom, the Parks & Recreation sidewalk cement, the Police Department tiles and entrance, the Library walkway and the Library and Rescue Department Parking Lot. Kelly asked that the Board consider these and address the items individually either in writing or in an open JLMC meeting.

Regarding the Library walkway, Alex Cote stated that he has a fix for the problem, but has not had the chance to get to it. He expects to address it this week. Additionally he has gotten quotes on the work to be done in the back parking lot. He has a proposal that \$1,500 will address the water pooling issues and fix the area. It was suggested to Alex that this could be work done as part of a Traffic Calming Project to be presented to voters and if this is the case, he would stress the need to bring all departments involved to the table to discuss prior to putting a Warrant Article together.

Mark Tibbetts spoke that the Police Department tiles and entrance will be fixed as part of this year's work to be done on the GBW building.

Chairman Barry will add \$1,500 for the Library/Rescue parking lot to the list of things needing to be done, the Board members will review the other items identified by the JLMC and will address at the September 9th meeting.

- **Alex Cote – Road Salt Update & Parking Lot Update**

Alex informed the Board that the State salt bid was awarded today at a cost of \$48.27/ton. This number was down from \$55.93/ton in 2012. He has obtained a bid from Granite State Minerals offering salt to the Town at \$48/ton and would like to make the Board aware they will see an increase in his budget as he would like to increase usage from 800 to 900 tons. He plans to once again split the order, 50% through the State and 50% through Granite State Minerals to hedge against a vendor running out of supply.

The cost of the July 18th storm has been totaled at \$14,936. There will be no reimbursement funds for this expense as Rockingham County was not eligible for FEMA. The FEMA funds from storm Nemo have been received by the State, but it is unclear at this time when the State will be distributing those monies to the Towns. Alex's best guess is that the Town can expect approximately \$25,000 in October or November of this year.

Alex has spoken with a contractor out of Hooksett regarding the work to be done on the parking lot across the street. The recommendation is to slope the parking lot, but because the Department does not have the money to pay for the work this year it will be put on the back burner.

- **Mark Tibbetts - Acceptance of \$1,400.00 for Fire Department Equipment per RSA 31:95-b, III (b)**

The Fire Department has raised \$1,400 for the painting and refurbishment of the Forestry Truck.

Motion – Selectman Pitman moves to accept the \$1,400 per RSA 31:95-b, III (b)

Second – Selectwoman Hutchinson

All in Favor – Motion Carries

- **Cemetery Commission – Cemetery Maintenance – Roger Hartgen & Fran Menard**

Chairman Barry informed the Cemetery Commission members present, Roger Hartgen and Fran Menard, that there had been a series of complaints regarding the mowing at the Old Center Cemetery. It appeared that the cemetery was not mowed from Memorial Day through July 20th. Roger noted that he typically receives any citizen complaints and that they are addressed immediately with the mowing contractor, he spoke highly of the contracted mower that he responds whenever Roger has the chance to call him. Selectwoman Hutchinson asked what the procedure should be for complaints to which Roger suggested they should come through him. Chairman Barry added that the Board will work on getting word to the Commission quickly anytime an issue is presented through the Town Office.

There is an issue with a person who is driving over gravestones at the Old Center Cemetery, to address this Chairman Barry worked with Mark Young, Superintendent, to have the gate get locked permanently. There is room on the land to create an inbound road and clearly marked turnaround, but until that work can be done the Board will keep the auto access gate locked except for maintenance and burials. Selectman Pitman suggested that the individual in question was not aware of what they were doing and volunteered to speak to the person on the matter. Selectwoman Hutchinson recommended posting a sign, or finding a way a way to clearly communicate the reason for locking the gate and how one would go about gaining access.

Fran Menard reminded the Board that they are looking for another individual to serve on the Commission as Roger is looking to retire after several years of service. Chairman Barry will have the request posted on the website and in the newsletters.

Selectwoman Hutchinson asked Jason Markson, Jay to the Rescue, the Cemetery Mowing contractor if he would like to comment on the mowing issues. Jason spoke that he feels the Town would be well served to have a meeting with the Cemetery Commission to discuss the budget and the work that needs to be done. He tries to cut back on maintenance where he can in an effort to conserve money, but then when complaints are received it reflects poorly on him. Chairman Barry stated that the issue would be discussed further once the 2014 budgeting process begins.

- **Linda Perry – Library Front Entry Project Update**

Linda updated the Board on the progress of the Library Front Entry project. At last meeting they were comparing the bids from New England Masonry and Westfield. Westfield revisited the Library and in doing so has added to the scope of work, thus raising the quote, but the Library Trustees would like to move forward in hiring Westfield, primarily because of his passion for the job. The New England Masonry quote was \$17,400, versus \$25,235 from Westfield, but the lower quote was based on a “perfect world” where no unforeseen issues were encountered. Chairman Barry confirmed the \$23,477 the Town has available for the project and asked if the Library would be willing to come up with the additional money to hire Westfield. Linda stated she believes the Library does, but cannot speak absolutely until they have a chance to meet and vote on the matter, they will not meet again until September 7th. Selectmen Pitman noted the work needs to begin ASAP as winter is approaching.

Motion – Selectman Pitman moves to approve hiring Westfield Construction for \$23,477 with additional funds to be paid from the Library Trustees.

Second – Selectwoman Hutchinson

All in Favor – Motion Carries

Linda will keep the Board updated if they find something unexpected once work begins.

Regular Business/Signatures

- **Minutes July 29, 2013**

Motion – Selectman Pitman moves the minutes as written

Second – Selectwoman Hutchinson

All in Favor – Motion Carries

- Minutes August 5, 2013

Motion – Selectwoman Hutchinson moves the minutes as written

Second – Selectman Pitman

All in Favor – Motion Carries

- Minutes August 7, 2013

Motion – Selectman Pitman moves the minutes as written

Second – Selectwoman Hutchinson

All in Favor – Motion Carries

- Accounts Payable – \$30,004.57

Motion – Selectman Pitman moves the accounts payable

Second – Selectwoman Hutchinson

All in Favor – Motion Carries

- Ozzy Electric Quote to remove individual meters

Tabled until next meeting

- Timber Tax Levy - \$2,305.26, Patrick & Sandra Cassier

Motion – Selectwoman Hutchinson moves to approve

Second – Selectman Pitman

All in Favor- Motion Carries

- Letter from Cartographics

The Board is in receipt of a letter from Cartographics seeking permission to share the Deerfield data with the NH Mosaic Parcel Map project through the Department of Revenue Administration.

Motion – Selectman Pitman moves to grant data sharing

Second – Selectwoman Hutchinson

All in Favor – Motion Carries

- Application for Current Use – Deerfield Fair Association

At the recommendation of the Town the Deerfield Fair Association would like to put 53 acres (formerly the ball fields) into current use.

Motion – Selectwoman Hutchinson moves to approve the application

Second – Selectman Pitman

All in Favor – Motion Carries

- Upton & Hatfield – Continued Representation

The Board has been notified of Fairpoint's intention to file new tax abatement requests, signatures were executed on a letter to approve Upton & Hatfield's continued representation of the Town on this matter.

- Notice of Intent to Cut Wood or Timber – Elizabeth & Aaron Kerr, Raymond Rd

Signatures Executed

- Notice of Intent to Cut Additional Wood or Timber – Patrick & Sandra Cassier – Continuation of March Approval

Signatures Executed

- Removal of Plumbing at GBW Building - \$10,000

Motion – Selectman Pitman moves to transfer \$10,000 from the Building & Infrastructure Fund to Fred Basset & Sons as partial payment for the GBW Plumbing work

Second – Selectwoman Hutchinson

All in Favor – Motion Carries

Unfinished Business None

Town Administrator's Report

Jan has received a call from a resident on Coffeetown Road expressing that the gravel is OK, but that the road is too narrow and the ditching too wide. She has spoken with Alex and he will address, some work may need to be done around that resident's driveway.

Leslie has met with the Deerfield Fair Directors and wishes to report to the Board that there was a good conversation held in the interest of improving communication and the relationship between the Fair and the Town. Items discussed included:

- A. The old ball field land being moved into current use to save money – see previous Application for Current Use.
- B. The billing of the Deerfield Police Officers during the week of the fair, paying detail rates whether they are working for the Fair or not – PSSG is looking into this matter.
- C. The Fire Station Building is on land owned by the Fair and as the Town may use this space for offseason storage they would ask that the Fair be informed when the building is being accessed and used – Leslie has spoken to Chief Tibbetts about this.
- D. Electrical Upgrades to buildings – Leslie will work to improve 2-way communication on this subject.

Leslie will follow up with the Board at its August 26th meeting on these items and it was suggested that the Town and Fair may want to hold a workshop meeting in January.

Other Business

Chairman Barry informed the Board that they have received a response from Fred Fuller regarding their concerns with the Oil Bid. The Board was disappointed and unsatisfied with the response and noted that the next highest bid would be at a cost of \$288 over Fred Fuller.

Motion – Selectman Pitman moves to award the Town Oil bid to Buxton Oil

Second – Selectwoman Hutchinson

All in Favor – Motion Carries

Chairman Barry noted that one resident voiced their discontent with the Irving Oil contract that was awarded and the resultant Town Employee discount that was offered.

New Business None

Citizens Comments None

Adjournment to Non Public Session RSA 91-A, II (c) & (a)

Motion – Selectman Pitman moves to enter a Non Public Session under RSA 91-A, II (c) & (a)

Second – Selectwoman Hutchinson

Vote – 3 yea, 0 Nay – Motion Carries

Public Meeting Adjourns at 6:40p

7:00 p.m. Motion – Selectman Pitman moves to end the non-public session **Second** – Selectwoman Hutchinson

Vote: All in Favor – Motion Carries

Motion: - Selectman Pitman moves to seal the minutes of the non-public session. **Second:** Selectwoman Hutchinson **Vote: All in Favor – Motion Carries**

Motion – Selectman Pitman moves to adjourn **Second** – Selectwoman Hutchinson

Vote: All in Favor – Motion Carries

The August 12, 2013 meeting is adjourned at 7:00 p.m.

Next Meeting Monday, August 19th @ 5:30pm

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