

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
May 19, 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.

Regular Business

-Minutes of May 5, 2014

Discussion – Selectwoman Hutchinson notes that page 4, under the Town Administrator’s Report, paragraph nine, “pole” should be corrected to “poll”. Additionally, Selectman Shute asked that “T118” be corrected to read “D118”

Motion – Vice Chairman Pitman moves the minutes as amended

Second – Selectman Robertson

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

-Minutes of May 7, 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 - \$57,648.62

Motion – Selectman Robertson moves to approve

Second – Selectman Shute

Discussion – Vice Chairman Pitman asked for further explanation of the electric bill last month – it appeared to show \$1,900 for the gazebo? Later in the meeting J. Foisy explained that the charge was for the GBW Building, not the gazebo and indicated that she will double check the wording in the manifest.

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

-Tax Collectors Warrant - \$6,101,607

Motion – Selectman Robertson moves to approve the Warrant for collection

Second – Vice Chairman Pitman

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

Scheduled Appointments

Jack Hutchinson – 250th Anniversary Committee

J. Hutchinson updated the Board that he has been meeting with various community organizations, committees and board to solicit ideas and volunteers for the 250th Anniversary celebration. There will be a meeting May 29th in the Emergency Management Conference room of the GBW Building at 6:30 and he invites all to attend. The meeting will be a brainstorming session and he expects more formal sub committees to form at the second meeting. He feels they are off to a good start and would look to the Board for any suggestions or input on how to best move forward. Selectman Robertson asked that Mr. Hutchinson keep the Board informed of any budget needs as soon as possible. Chairman Barry spoke that they seem to be off to a great start and if any help is needed to let the Board know.

PSNH – D118 Update

Several representatives from PSNH were in attendance to provide an update and status report of the D118 project. The project was identified as part of ISO New England’s 10-year Needs Assessment and effects approximately 15 miles of power lines in Deerfield. The expected completion for this project is October/November of 2014. Selectman Robertson shared

citizen feedback he has received, one resident commented that the new poles are ugly and another was pleased to see the work being done by local contractor JCR Construction. PSNH representatives described the post-project restoration work that can be expected. Some is for environmental reasons, but generally planting, seeding and mulch can be expected as they work to return the properties to pre-construction condition or better. Erik Berglund of Nottingham Rd asked what the time frame of the restoration work would be. PSNH responded that they look to have the work done as quickly as possible once construction is finalized; there has been a delay with the recent rain, but encouraged Mr. Berglund to reach out with any questions specific to his property. Mr. Berglund echoed that he feels JCR is doing a great job and Chairman Barry thanked PSNH for the update.

PSNH also informed the Board of another project with construction to start in early 2015. Initial assessing of the area has begun; this will involve the G146 transmission line that runs parallel to the D118. Work is expected on three structures in Deerfield.

Officer in Charge Deyermond – Conditional Offer – Full Time Officer

Office in Charge Deyermond asked the Board's permission to make a conditional offer of full time employment to a candidate. He presented a brief background indicating that the preliminary checks and physicals look good. The individual will need to be put through the Academy in the fall of 2014; OIC Deyermond feels he will be a good fit with the Department.

Motion – Selectman Robertson moves to authorize OIC Deyermond to make a conditional offer of employment

Second – Vice Chairman Pitman

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

Meeting Recessed

6:00 – Public Hearing – Metro Cast Contract

Cable Committee Members Deb Boisvert and Harriett Cady provided highlights of the Committee's work to date. Their goal has been to address the gaps in the previous cable contract. After determining that no other cable/internet provider was interested in servicing Deerfield, the committee conducted negotiations with a consortium of local Town's and that work has resulted in a template contract for signing. Key changes in the contract are that it has gone from a 13 year period to 10 years. The parameters for adding additional lines was changed from 10 houses/mile to 5 houses/half mile and Deerfield will be paid \$0.75/subscriber plus a \$2,500 reimbursement for any equipment purchases. D. Boisvert spoke that the Town was offered three access channels. The School had been interested in pursuing, but at a cost of \$20,000 that was not feasible at this time. Through the relationship the Town and School receive free basic services, the Committee worked to ensure that all Town buildings, including the Fire Station on South Road and the Transfer Station, have service.

E. Berglund asked whether the revenue of \$0.75/subscriber and \$2,500 reimbursement was a change from the previous contract. D. Boisvert answered that yes, those amounts are significantly less than before, but that the negotiations getting to just that amount were hard fought. Of note, the Committee informed everyone that MetroCast is trying to sell its cable services as the systems are not generating the revenue that they once did.

Chairman Barry adjourned the Public Hearing at 6:12p.

Reconvene

Motion – Selectman Robertson moves to sign the 10 year contract with MetroCast Cable Television

Second – Selectwoman Hutchinson

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

The Board thanked the Cable Committee for their time and efforts with the contract review and negotiations.

Regular Business

-Appointment Form – Mark Young, Tree Warden

Motion – Selectman Robertson moves to approve

Second – Vice Chairman Pitman

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

-Concord Hospital Trust - Donation

Chairman Barry described that Concord Hospital Trust will donate 1/3 of the machine cost for a LUKAS device. The total cost of the unit being \$13,652, the Town will need to fund the remaining \$9,101

Motion – Vice Chairman Pitman moves to approve the transfer of \$9,101 from the Rescue Vehicle & Equipment Capital Reserve Fund.

Second – Selectman Robertson

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

-Non- Contemporaneous Business – Approved May 9, 2014

- Payroll Manifest - \$45,966.52 gross – 3 Board Members Present
- Accounts Payable - \$528,308.06 – 3 Board Members Present

-Request to Surplus:

Highway Department – 1993 International 4900 Dump/Plow Truck & 1988 GMC Fire Utility Vehicle
Information Technology – 6 Computers (Welfare, Planning (2), IT, Assessing & Supervisors of the Checklist)

Motion – Selectman Robertson moves to approve the surplus

Second – Selectman Shute

Discussion – Vice Chairman Pitman asked how the vehicles would be advertised. J. Foisy answered that they will post locally and work with word of mouth, but that the value of the vehicles would not warrant any public listings.

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

Meeting Recessed

6:15 – Public Hearing – Barn Preservation Easements

Presented for consideration was a Barn Preservation Easement Renewal for Patricia Perron of 107 North Road. Ms. Perron provided a short history of the property noting that it was previously owned by Jack Sullivan, is listed the Heritage Commission, is the third oldest dwelling in Town and was once used as a Boy Scout camp. She described the focal point fireplace in the barn and indicated that she plans to use the carriage house on the property as an art studio. Selectman Robertson spoke that he feels the Barn meets the qualifications of age, style and history set forth to receive an easement.

Howard and Sylvia Maley of 3 Church Street also spoke in support of their Easement renewal. The Yellow Barn on Church Street was constructed in 1815 and has no structural problems; Mr. Maley noted that they recently put on a new roof.

H. Cady asked if the Easements needed to be renewed every ten years or if the Board could grant them indefinitely. Chairman Barry responded that they do have the option to say that the Easement will automatically renew. The Public Hearing was closed at 6:25p

Reconvene

Motion – Selectman Robertson moves to grant a 75% easement to Ms. Perron for a 10 year period

Second – Vice Chairman Pitman

Discussion – Selectwoman Hutchinson asked what precedent had been set in terms of the percentage awarded. Selectman Robertson responded that the Board has typically given the maximum easement allowed as the historical buildings are very expensive to maintain and preserve. Chairman Barry indicated that an easement of 75% on this property would have a tax impact of \$217/year for the North Road Barn and \$91/year for the Church Street barn.

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

Motion – Vice Chairman Pitman moves to grant a 75% easement to M. and Mrs. Maley for a 10 year period

Second – Selectman Robertson

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

Scheduled Appointments

Pat Conway – Candidate for Rockingham County Attorney General

Ms Conway introduced herself and gave a brief professional bio. She is a resident of Salem, registered Republican and holds degrees from Rivier College and Suffolk University Law School. She has worked in the Rockingham County Attorney's office over the past several years and is running for the County Attorney General position. She detailed that, if elected, one of her goals would be to institute a training program for new prosecutors in the office; similar to what is done in the public

defender channel. She asks for your vote at the primary elections on September 9th and general elections on November 4th.

A member of the public asked how Ms Conway might run things differently than the way they are currently being done, she answered that one area she would be different is that she would continue to practice in the Courts where the current Attorney General does not carry a case load. She feels this will help to keep her fresh and abreast of ongoing developments in the system. Maureen Mann asked Ms Conway to speak regarding her position on Drug Courts and Veterans Courts. Ms Conway responded that there is currently a Drug Court in the County; ideally she feels that it can work, but at this point, having seen only five graduates in two years, she does not feel the program is successful. Harriet Cady cited the \$500,000 billed by the County office for services and asked how Ms Cady might bring more grant money in. Ms Conway responded that she believes it is a good idea to work grant writing into the office training, regarding the change in the rate for the prosecutorial services, Ms Conway agreed that the timing as relates to the Town's budget timeline was poor. She stated simply that the office is not making any money on the arrangement and that she knows the prosecutor to be a hard worker.

Veasey Park Commission – Boat Ramp & Other Projects

Three members of the Veasey Park Commission met with the Select Board to ask what the thoughts and intentions for moving forward with the Boat Launch project are. Chairman Barry indicated that the Board would be looking to the Commission for recommendations as to whether it is possible to move forward with a paddle craft launch path. Glenda Smith spoke that the clearing of the path may be a good Eagle Scout project, but there were concerns that the added use of the Park would stress the already maxed parking area. It was agreed that the Commission will work to address the cost of expanding the Veasey Park parking lot through a Warrant Article for 2015 and try to identify an Eagle Scout or local volunteer to coordinate the path clearing at the same time.

Chris Cook of the Commission presented the Board with a proposal for installing a solar light panel and two lights at the Park. He spoke that the cost of the panel and lights is \$570 and that the panel has a guaranteed life expectancy of twenty five years. Selectwoman Hutchinson asked what was driving the need for this project? Travis McCoy answered that there is a need for added security. In the hours between sunset and the 10p curfew the area is very dark and the added lights on the beach and pathway would help to increase safety.

Motion – Selectman Robertson moves to authorize the Veasey Park Commission to spend up to \$1,000 for the solar lighting project as described

Second – Vice Chairman Pitman

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

Opening Bids – Paving

The following bids were received for paving work of 3,000 feet of Pleasant Hill Road and 1,200 feet along Coffeetown Road:

Pike Industries – Paving \$74.25/ton for a total of \$111,375, reclamation \$0.78/sq yd totaling \$6,240

Advanced Paving & Excavating – Reclamation \$0.80/sq yd and paving at \$69.50/ton

Brox Industries – Paving \$68.69/ton and reclamation at \$0.67/ sq yd

R&D Paving – Coffeetown Road - \$73.68/ton and Pleasant Hill Road - \$73.68/ton plus \$0.64/ sq yd reclamation

The bids were given to the Road Agent to review and consider and make a recommendation at the June 2nd meeting.

Opening Bids – Winter Sand

The following bids were received for winter sand:

North East Earth Mechanics - \$8.43/ton delivered

M Bradsher - \$14/ton delivered or \$11/ton picked up at facility in Epping

DeCato Sand & Gravel - \$7.45/ton delivered

Merrill - \$7.30/ton delivered

Plourde Sand & Gravel - \$10.16/ton delivered or \$6.41/ton picked up at facility in Hooksett

The bids were given to the Road Agent to review and consider and make a recommendation at the June 2nd meeting.

Opening Bids – Process Gravel & Reconstruction Materials

The following bids were received for Gravel & Reconstruction materials:

Vendor	¾" gravel Price per ton	1 ½" gravel Price per ton	3" gravel Price per ton	¾" stone Price per ton	1 ½" stone Price per ton	Erosion Stone Price per ton
FL Merrill	\$11.48	\$11.48	\$8.98	\$13.48	\$13.48	\$14.83
DeCato Sand & Gravel	\$8.25	\$8.25	\$4.75	\$11	\$11	\$13
Deerfield Sand & Gravel	\$10.20	\$10.20	-	\$12	\$12	\$12.25
Brox Industries	\$11.75	\$11.75	\$10.75	\$14.25	\$14.25	\$14.50
New England Earth Mechanics	\$11.88	\$10.88	\$9.88	-	-	-
M Bradsher	\$10.50	\$14	-	\$14	\$14	\$14
Plourde Sand & Gravel	\$10.10	\$10.10	\$9.63	\$11	\$10.75	\$11

The bids were given to the Road Agent to review and consider and make a recommendation at the June 2nd meeting.

Opening Bids – Roadside Mowing

One bid for roadside mowing was submitted by Gary Sanborn in the amount of \$6,800. Selectman Robertson asked the Road Agent to be sure to communicate the cut off time for the work in his contract, adding that November would not be an OK time to have the mowing done.

The Road Agent would like to start processing the gravel in the pit for Pleasant Hill Road; he will keep the Town Administrator apprised of equipment needs and expenditures.

Library Repair Projects – Bid Update

Library trustees presented the Board with an update on the bid collection process for the work to be done on the masonry and retaining walls of the library. They found the singular bid submitted by E Guimond, totaling \$33,439 to be unacceptable. Westfield Constructions has provided the Library with pricing, though he is not interested in doing to job, his quote totaled \$29,416, still over the \$23,000 originally ear marked for the project. The Library has also been put in contact with Steve Duffley. The trustees are comfortable with his knowledge and pleased with some of the solutions he has suggested, including salvaging some of the existing retaining walls and being able to match masonry colors in order to be historically accurate. They would like to have a meeting with Mr. Duffley and the Town's engineer in order to get final numbers for his services. Mr. Duffley did indicate that he believes with the proper scoping that the work can be completed for less than \$23,000.

There is an issue with the performance bond requirement. This is not something Mr. Duffley has done in the past and typically not something he would pursue for a project valued at less than \$25,000. Selectman Shute voiced his hesitancy to hire a contractor that was not fully bonded. Vice Chairman Pitman and Selectman Robertson were comfortable with waiving the requirement providing the Town's Engineer was involved in the process. The Board asked the Library Trustees to move forward with the meeting and final pricing as planned.

Regular Business – Cont.

-NH Public Broadcasting – Seeking Charitable Tax Exemption

For informational purposes Chairman Barry read an opinion forwarded by the Tax Assessor agreeing that NH Public Broadcasting's would qualify for the charitable tax exemption as applied for.

-Certification of Yield Tax Assessed – Thomas Welch – Map 418 lot 027

Motion – Selectman Robertson moves to approve the tax

Second – Selectman Shute

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

For informational purposes Chairman Barry read an opinion forwarded by the Tax Assessor agreeing that NH Public Broadcasting's would qualify for the charitable tax exemption as applied for.

-Application for Current Use – 24.86 acres – NH Public Broadcasting Inc

Motion – Selectman Robertson moves to approve the application

Second – Vice Chairman Pitman

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

- Application for Abatement – James Rappa, 38 North Rd

It is the recommendation of the Assessor that the property appraisal be reduced from \$268,800 to \$178,000, resulting in an abatement of \$2,056 for the 2013 tax year

Motion – Selectman Robertson moves to approve

Second – Vice Chairman Pitman

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

- Intent to Cut Wood or Timber – Christopher Roberge – 219 South Rd

Signatures Executed

-Intent to Cut Wood or Timber – CJ Stillbach & Beverly Nagy Trustees – Brown Rd

Signatures Executed

-Intent to Cut Wood or Timber – Lawrence Clifford – Mt Delight Rd, Haynes Rd & Church St

Signatures Executed – Selectman Robertson suggested that the Conservation Commission be notified

-Intent to Cut Wood or Timber – Pat & Charlotte Buffington – Mountain Rd

Signatures Executed

-Timber Tax Levy totaling \$273.88 – Pat & Charlotte Buffington, Dave Herrick and Dan & Tina Mazgelis

Motion – Selectwoman Hutchinson moves to approve

Second – Selectman Robertson

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

Town Administrators Report

M. Wright has met with Kevin Barry regarding the Town's record retention and the parameters outlined by RSA 33A;3. Deerfield is following the extensive record retention schedule put out by the State, but needs to create a Committee. M. Wright asks that the Board approve creation of a Committee comprised of the Town Clerk (Kevin Barry), Town Administrator (Michael Wright) and Assessing Representative (Penny Touchette). The Committee will interface with groups such as the Heritage Committee with matters relating to record retention.

Motion – Selectman Robertson moves to authorize the Town Administrator to form such Committee

Second – Vice Chairman Pitman

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

M. Wright has met with the Planning Board on the Capital Improvement Plan (CIP). Generally they support the project, but members expressed substantial concerns with what the Planning and Select Board will do going forward to make sure that they are promoting the need for the items to the community. Suggestions included community outreach in the form of listening sessions and information booths at Town events such as the Coffee House or the Deerfield Fair. Selectwoman Hutchinson voiced her appreciation with the efforts to garner community input; she asked what the time frame for the CIP creation would be. M. Wright responded that the process should begin in June with the CIP document fully built out for presentation to the MBC in August. The next step will be for the Planning Board to form a CIP Committee. They ask for buy in from the Board of Selectman and would like to jointly approach the MBC with the finalized CIP.

M. Wright has worked with Selectwoman Hutchinson to draft an Equipment Leasing Policy for Deerfield. There will be a general leasing policy with an attachment outlining leasing costs "not to exceed..." and a second smaller policy to address the leasing of employee-owned equipment. They will have a draft for the Board to review at the next meeting.

Health Trust has notified the Town that a settlement has been reached in the Pelletier matter in the amount of \$30,000.

The cost to address the water damage around the two chimneys at the Town Hall is expected to be approximately \$10,000. M. Wright will work with Mark Tibbetts to getting a final cost amount to the Board. The back door lock at the Town Hall has been repaired and Mark is working with someone to replace to two rear doors in a manner that will be historically accurate.

M. Wright has received notification that Northwood will be working on a boundary line adjustment on a property that abuts

Deerfield. He will be working with Jane Boucher and the Planning Board to provide the information necessary for that process.

J. Foisy presented information regarding the mapping of data between the Avatar and Cartographics services. For a one-time fee of \$750 the channel of communication between systems can be created. Tax Maps will be uploaded annually.

The Upper Lamprey Scenic Byway has been approved by the State. There is a Committee that will work on ongoing ways to promote the byway. Selectman Robertson expressed a concern that in past drafts Veasey Park had been highlighted as a place to swim and picnic along the Byway, he asked whether that had been pulled from the marketing materials. M. Wright will bring the issue up when the Committee next meets on June 17th at 6:30p.

Other Business None

Unfinished Business None

New Business

Chairman Barry announced that the Board will be making an offer of compensation to a candidate for the position of Police Chief. If all goes well they hope to bring this individual on board starting June 1st.

M. Wright advised the Board that they need to formally vote and approve the minutes of the Non Public Sessions. The review of the minutes was tabled until the next meeting. Procedurally they will need to take action on these minutes in the same way the public minutes are voted upon. Selectman Robertson also suggested that the Board could be more diligent about opening past Non-Public minutes that no longer is required to be kept sealed.

Citizens Comments

Harriet Cady spoke that she believes the roadside mowing is dragging the bamboo and poison ivy along between areas; she has seen a significant increase in both invasive species this year, though she's not sure what can be done.

Adjournment - 8:16p

Motion: Vice Chairman Pitman moves to adjourn the meeting of May 19, 2014

Second: Selectman Robertson

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

Next Meeting Monday, June 2nd @ 5:30p

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