

**TOWN OF DEERFIELD
BOARD OF SELECTMEN**

**June 2, 2014
MINUTES**

Call to Order

5:30pm: Vice Chairman, Dick Pitman called the meeting to order.

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

Excused: Steve Barry, Chairman

Also Present: Michael Wright, Town Administrator; Jan Foisy, Finance Director; Mary Young, Road Agent; Joe Manzi, Director of Parks & Recreation

Pledge of Allegiance to the Flag

Vice Chairman Pitman asked all to rise and pledge allegiance to the Flag.

Scheduled Appointments

Open Bids – 1993 International

Vice Chairman Pitman received four bids, Gary B. Sanborn - \$2,215; GT Young - \$1,500; Rollins - \$1,409; and Charlie McSheffrey - \$1,565.

Motion – Selectman Robertson moves to surplus the 1993 International Dump Truck to Gary B. Sanborn of Sanborn Industries for the price of \$2,215

Second – Selectwoman Hutchinson

Vote – Yea 4, Nay 0, Abstained 0 – Motion Carries

Open Bids – 1988 GMC 3500 Utility Truck

Vice Chairman Pitman received four bids, GT Young - \$1,250; Charlie McSheffrey - \$1,565; Rollins \$1,605; and Ron Bruce - \$2,100.

Motion – Selectman Robertson moves to surplus the 1988 GMC Utility Truck to Ron Bruce for the price of \$2,100

Second – Selectwoman Hutchinson

Vote – Yea 4, Nay 0, Abstained 0 – Motion Carries

Award Bids – Road Reconstruction Materials & Processed Gravel

M. Young spoke that the bid for Reconstruction materials was within \$0.10 price difference between Plourde and Deerfield Sand and Gravel, with the additional savings the Department can achieve by picking up the materials itself, his recommendation is to award the Reconstruction Material bid to Deerfield Sand and Gravel at a cost of \$7.45/ton picked up.

Motion – Selectman Robertson moves to award the Road Reconstruction Materials contract to Deerfield Sand & Gravel

Second – Selectman Shute

Vote – Yea 4, Nay 0, Abstained 0 – Motion Carries

Award Bids – Winter Sand

M. Young summarized that the bids submitted by DeCato and Merrill were close in price, the DeCato bid was \$0.15/ton higher, however it is his opinion that the better quality of the material justifies that added cost.

Motion – Selectman Robertson moves to award the Winter Sand Contract to DeCato Sand & Gravel

Second – Selectwoman Hutchinson

Vote – Yea 4, Nay 0, Abstained 0 – Motion Carries

Award Bids – Paving

M. Young recommends awarding the paving bid to Broxx Industries as their bid per ton in place was the least expensive.

Motion – Selectman Robertson moves to award the Paving Contract to Broxx Industries

Second – Selectman Shute

Vote – Yea 4, Nay 0, Abstained 0 – Motion Carries

Award Bids – Road Side Mowing

M. Young would like to award the Road Side Mowing contract to Gary B. Sanborn of Sanborn Industries and confirmed that he has spoken with Mr. Sanborn to confirm that the mowing can and will be done whenever the Road Agent directs.

Motion – Selectwoman Hutchinson moves to award the Road Side Mowing contract to Gary B. Sanborn

Second – Selectman Robertson

Vote – Yea 4, Nay 0, Abstained 0 – Motion Carries

M. Young updated the Board that the work on Pleasant Hill is ongoing. Grade stakes are in place and it has been marked for Dig Safe, he will speak with Broxx Industries immediately to be placed on their schedule and expects the work to be completed in a month or so. The ledge removal at Coffeetown Road is complete; the department will be working on getting gravel into the area through the rest of the week.

Department Head Update – Joe Manzi – Parks & Recreation

J. Manzi met with the Board to present updates on various items within the Parks & Recreation Department. He spoke that he is looking to purchase a trailer for the Department. After speaking with Mark Tibbetts on the Parks & Rec. Dept. needs he expects to purchase a 5X10 galvanized steel trailer at a cost of \$1,695 plus \$250 to do the hitch work to the van, this purchase is fully supported by the Parks & Rec Commission. Selectwoman Hutchinson asked what uses the Department will have for the trailer, J. Manzi responded that they will use it for field maintenance, in bringing the mower between locations, as well as potentially for trash transportation and potentially as a small float for events such as the Old Home Day parade. The Board supported the purchase, but asked that J. Manzi get at least three quotes for price, Chairman Pitman suggested Hooksett Kawasaki and a firm out of Loudon.

J. Manzi spoke that he recently did an inspection of the Gazebo Playground with Primex and the good news is that after eleven years the equipment is in fantastic shape. The biggest issue identified is with the surfacing materials. In 2010, 100 yards of surfacing was placed at the playground, with some additional in 2012. There has been the normal wear and tear, but the key problem is with erosion where the material is being washed down the hill behind the playground. J. Manzi will be getting more formal prices, but expects the cost to be around \$3,000 to bring the surfacing levels back up to where they should be. He asked for support from the Board in that the Gazebo is not an area that generates revenue for the Parks & Rec Revolving Fund, moving forward he would ask that the Board consider some sort of Gazebo Grounds Maintenance line for the budget. Selectman Robertson voiced his support that the costs not fall entirely onto Parks & Recreation. Selectman Shute spoke that the Preschool may be a potential donation source as they use the facility daily. Vice Chairman Pitman suggested that Joe work with Mark Young to have some sort of barrier put in place to address the erosion issues.

Old Home Day will be Saturday, August 16th. The Fair Association will not be the sole-sponsor of the Fireworks this year, the cost of the display will be \$4,000 and J. Manzi expects that the Fair Association will contribute \$1,500 toward the event. They hope to do fundraising to cover the remaining \$2,500. The Board suggested that the Department contact local businesses to solicit donations. Selectman Shute noted that the Commission wants to include residents with old vehicles in the parade and invited anyone with that sort of vehicle to participate. J. Manzi spoke that they are in talks with Mark Tibbetts on coordination of the Parade and that this year the Ice Cream Social will be taken on by the Playground Revitalization Project.

Selectman Robertson commended the Department for a great Boston Red Sox trip on June 1st, over 50 people attended with ages ranging from 2 to 87.

Regular Business

-Minutes of May 19, 2014

Motion – Selectman Robertson moves the minutes as amended

Second – Selectwoman Hutchinson

Vote to approve – Yea 4, Nay 0, Abstained 0 – Motion Carries

-Non Public Minutes of May 5, 2014 – Two Sessions

Motion – Selectman Robertson moves the minutes as written

Second – Selectman Shute

Vote to approve – Yea 4, Nay 0, Abstained 0 – Motion Carries

-Accounts Payable - \$555,479.98 (With \$500.000 transferred to the School)

Motion – Selectman Robertson moves to approve

Second – Selectwoman Hutchinson

Vote – Yea 4, Nay 0, Abstained 0 – Motion Carries

-Non- Contemporaneous Business

- Payroll Manifest - \$34,434.26 net – 3 Board Members Present

- Accounts Payable - \$86,342.91 – 3 Board Members Present

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-Cemetery Deed – Map V, Lot P11 sold for \$800 to Amy & Jody Grant

Motion – Selectman Robertson moves to approve the sale

Second – Selectwoman Hutchinson

Vote to approve – Yea 4, Nay 0, Abstained 0 – Motion Carries

-Cemetery Deed – Map V, Lot P12 sold for \$800 to Amy & Jody Grant

Motion – Selectman Robertson moves to approve the sale

Second – Selectwoman Hutchinson

Vote to approve – Yea 4, Nay 0, Abstained 0 – Motion Carries

-Appointment Form – Wes Golomb, Conservation Commission, Term Ending April 30, 2017

Motion – Selectman Robertson moves to approve

Second – Selectwoman Hutchinson

Discussion – Selectman Robertson notes that Mr. Golomb had an abrupt resignation from the Energy Commission.

Vote – Yea 4, Nay 0, Abstained 0 – Motion Carries

-Request to Surplus:

Veasey Park Commission – 8X8 Float Raft

Assessing Department – 1999-2005 Dell M 5200 Printer

Motion – Selectman Robertson moves to approve the surplus

Second – Selectwoman Hutchinson

Vote – Yea 4, Nay 0, Abstained 0 – Motion Carries

-Intent to Cut Wood or Timber – Antimo Dimatteo – 206 Nottingham Rd

Signatures Executed

-Intent to Cut Wood or Timber – Malcolm Cameron – 91 Mt View Rd

Signatures Executed

-Intent to Cut Wood or Timber – Robert & Barbara Matthews – 47 Candia Rd

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

-Intent to Cut Wood or Timber – Dwight & Audrey Barnes – 56 Harvey Rd

Signatures Executed

-Intent to Cut Wood or Timber – Charles & Sherri Sanborn (2) – 135 Middle Rd

Signatures Executed

Selectman Robertson asked that anytime Intent to Cut is submitted for Conservation Land that the Town Administrator notify the Conservation Commission. The cutting is often within the allowable activities, but there is often a notification and review process that must be followed.

Correspondence

Vice Chairman Pitman noted that the Board had signed an Offer of Compensation for the New Police Chief.

The Board has received letters from Senator Shaheen and Senator Ayotte in response to the Town's communication regarding spending on public elections. Selectwoman Hutchinson asked that the letters be submitted to the FORUM so that citizens are able to see the responses.

The Board will send a letter to the Concord Hospital Trust thanking them for the support of the LUKAS Machine purchase.

Town Administrators Report

M. Wright reported that the candidate for the Chief of Police position has signed the initial offer of compensation. The individual will begin work reviewing problem areas identified by the consulting firm hired last year to learn more about the Department and work to meet the conditions of employment. It is the Town Administrator's hope that the Board can set a date for public announcement and introduction of the individual at its June 16th meeting. The Department Heads will have an initial meeting with the candidate on Thursday, June 5th.

The Board needs to appointment a new Boston Post Cane Holder for the Town. There is a resident at the Deerfield Inn who would be the next recipient; M. Wright is waiting on some additional information as to whether or not that person will be residing in Deerfield for any period of time. He expects to know more in a few weeks and will coordinate the ceremony once the cane can be presented.

The 250th Anniversary Committee met and has asked for permission to use the Town's Seal in designing a logo and marketing materials for the event.

Motion – Selectman Robertson moves to allow the 250th Anniversary Committee use of the seal

Second – Selectman Shute

Vote – Yea 4, Nay 0, Abstained 0 – Motion Carries

M. Wright provided a Year-To-Date Budget update, as of the close of week 22 the target spending should be at 42%, as a whole, without encumbrances or monies from Warrant Articles the Town is at 38% spent. He provided an brief overview of where each of the Departments are in relation to the 42% target and will plan to do a more thorough line by line review at the six month mark.

There will be a Scenic Byway meeting on Tuesday, June 17th at 6:30p, M. Wright plans to attend. He will also be attending a Regional Town Administrators meeting on June 30th, hosted by the Southern NH Planning Commission. The Conservation Commission will be in to speak with the Board at its June 16th meeting along with State Senate candidate Howard Pearl.

Other Business None

Unfinished Business

Selectwoman Hutchinson would note for the record that, despite the Board's recommendation that PSSG conduct a survey of Town Employees seeking input into the hiring of a new Police Chief, this request was not fulfilled. She has been made aware of at least one instance where an Employee submitted the survey and received acknowledgment of receipt from PSSG; however the feedback was never passed along to the Select Board.

New Business

Selectwoman Hutchinson noted that members of the Board have received a letter from an individual who expressed disappointment that no members of the Police Department were in attendance at the Memorial Day Ceremonies. She has spoken with the individual to explain the circumstances currently affecting the Department, but would ask that the Town Administrator also reach out and that a copy of the letter be placed on file, especially that the new Police Chief may see the importance of community involvement. The Board agreed. Selectman Robertson noted that it would be nice to have better publicity surrounding the Memorial Day events as he often struggles with finding the details. M. Wright will reach out to the individuals who plan the Ceremony to share the feedback.

Citizens Comments

Harriet Cady asked for clarification on the non-contemporaneous business, the Board confirmed that it was an \$86,000 Account Payable manifest, not Payroll. She also spoke that the Supervisors of the Checklist have been notified that they can no longer use the Windows XP Program. They are working with IT to identify one or two lap tops to be used for registrations at the polls on Election Day and expects the purchase of a machine it to be an item included in a future budget.

Laura Hughes asked when might citizens expect to learn of the hiring of the Police Chief. M. Wright responded that there are several conditions that need to be met, that there is currently a quasi-contract in place and that it is the hope to set a date for introduction at the June 16th meeting. The hope is that the candidate will be made public in thirty days or less. Ms. Hughes asked whether the Town was relying on PSSG for the remaining pieces to be completed, M. Wright answered no, they are not.

Adjournment - 6:30p

Motion: Selectman Robertson moves to adjourn the meeting of June 2, 2014

Second: Selectman Shute

Vote: Yea 4, Nay 0, Abstained 0 – Motion Carries

Next Meeting Monday, June 16th @ 5:30p

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