

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
June 30, 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; Mark Tibbetts, Fire Chief

Pledge of Allegiance to the Flag

Chairman Barry asked all to rise and pledge allegiance to the Flag.

Chairman Barry welcomed everyone to the first meeting held in the new Town Meeting room. He thanked everyone for their efforts and donation of time in making the space the finished product that it is. He recognized specifically Mark Tibbetts, Rick Pelletier, Penny and Michelle Touchette and Steve Jamele for their contributions.

Scheduled Appointments

Service Recognition Award – 5 Years – Denise Greig

Chairman Barry presented Denise Greig with a service award for her five years of work with the Town. The Board thanked her for her continued service.

Open Bids – Replace Windows & Siding at the GBW Building

The Board received the following bids:

- E. Guimond Construction**, Bow, NH - \$39,632
- Tandy Construction**, Rochester, NH - \$23,625.80
- Gary Anderson Home Improvement**, Nottingham, NH - \$25,500

The Board asks that Mark Tibbetts review the bids and make a recommendation to the Board at its next meeting.

Open Bids – Heating Oil

The Board received the following bids:

- Rhymes** - \$3.419/gallon – fixed price
- Palmer Gas** - Erma Oil - \$3.469/gallon fixed or a 15% discount from the current variable rate
- Irving Oil** - \$3.339/gallon fixed or a 0.015 markup over the rack rate (*Chairman Barry states for the record that he works for an unrelated division of Irving Oil*)
- Dead River Company** - \$3.429 fixed, or \$0.22 over the variable whole sale price
- Hartman Oil & Propane** - \$3.27/gallon fixed
- Buxton Oil** - \$3.339 fixed or \$0.25 over the Sprague Energy posted price

The Board asks that Mark Tibbetts and Mike Davis review the bids and make a recommendation to the Board at its next meeting.

Open Bids – Diesel

The Board received the following bids:

- Buxton Oil** - \$0.29 over the Sprague Energy price
- Rhymes** - \$0.28 over the Sprague Energy price
- Hartman Oil & Propane** - \$0.2150 over the Sprague Energy price
- Irving Oil** - \$0.0117 markup over the Sprague Energy price

The Board asks that Mark Young review the bids and make a recommendation to the Board at its next meeting.

Open Bids – Propane

The Board received the following bids:

Dead River Company - \$0.50 over the wholesale price – currently \$1.8434/gallon – or \$2.029/gallon fixed
Rhymes - \$1.609/gallon fixed
Hartman Oil & Propane - \$1.90/gallon fixed
Irving Oil - \$2.061/gallon fixed, or \$0.335 markup over the variable rack rate
Palmer Gas – Erma Oil - \$1.78/gallon fixed or \$0.45 over the Atkinson Landed Price

The Board asks that Mark Tibbetts review the bids and make a recommendation to the Board at its next meeting.

Town Hall Updates – Mark Tibbetts

M. Tibbetts updated the Board that there have been leaks around the chimneys at the Town Hall that are impacting the Historical room. He has obtained three quotes, the first would be a combination of work from Therrien Roofing and Dube Mortar for \$10,225, the second, Phil Bonti of Chichester has quoted a cost of \$6,485 and finally Manchester Roofing provided a quote of \$5,000. Mark notes that Therrien, Dube and Bonti physically went onto the roof to inspect the work needing to be completed, whereas Manchester Roofing did not. He would recommend that the Board authorize the funds to be taken from the Capital Fund for Emergency Repairs and hire Phil Bonti of Chichester.

Motion – Vice Chairman Pitman moves to use Phil Bonti for the chimney and flashing work at the Town Hall and that \$6,485 be taken from the Capital Reserve fund for Government Buildings and Infrastructure to pay for the work.

Second – Selectman Robertson

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

Conservation Easement – Kate Hartnett

K. Hartnett provided an update on the work done on updating the Conservation Easement documents on the seven Town properties, including 5 forests and 2 parcels of land totaling more than 500 acres. These Easements allow the Town, through the Conservation Commission to manage the land more productively, specifically with regards to forestry and recreational activities. The document has been reviewed by outside legal counsel and the Commission has held a public hearing on the matter.

Motion – Selectman Robertson moves to sign the Easements as presented

Second – Selectwoman Hutchinson

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

Regular Business

-Minutes of June 16, 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 - \$133,888.77 and \$1,015 totaling \$134,903.77

Motion – Vice Chairman Pitman moves to approve

Second – Selectman Robertson

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

-Form to finalize hiring of Keegan Pearle as a Police Officer

Signatures Executed

-Town Clerk Refund Request – 15 Candia Rd, \$3,597 to Wells Fargo Real Estate Tax Services as a result of double payment

Motion – Selectman Robertson moves to approve the refund

Second – Selectwoman Hutchinson

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

-Town Clerk Refund Request – 27 Middle Rd, \$2,406.50 to Brokers Titles & Closing as a result of double payment

Motion – Vice Chairman Pitman moves to approve the refund

Second – Selectman Robertson

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

- Town Clerk – Letter to Rockingham County of Deeds Requesting Release - No Tax Sale \$160.55 to Leonard Higgins from a 1950 transaction

Motion – Vice Chairman Pitman moves to approve the release

Second – Selectman Robertson

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

- **Town Clerk – Letter to Rockingham County of Deeds Requesting Release - No Tax Sale \$57.05 to Leonard Higgins from a 1950 transaction**
 - Motion** – Vice Chairman Pitman moves to approve the release
 - Second** – Selectman Robertson
 - Vote – Yea 5, Nay 0, Abstained 0 – Motion Carries**
- **Petition and Pole License – PSNH, 1 pole at Old Center Rd**
 - Motion** – Selectman Robertson moves to approve
 - Second** – Selectman Shute
 - Vote – Yea 5, Nay 0, Abstained 0 – Motion Carries**
- **Non- Contemporaneous Business – June 19th & 20th – 3 Members Signing**
 - **Accounts Payable - \$31,249.31**
 - **Payroll Manifest - \$49,650.20 (net \$37,711.65)**

Correspondence

The Board is in receipt of a revised invoice from Primex for Workers Compensation coverage showing a risk-adjusted reduction of \$6,568.88 to the contract.

Town Administrators Report

M. Wright communicated an update from the Town Clerk that as of Friday, June 27th taxes received to date were @70%. \$4,490,083.71 of the \$6,101,607 billed has been received and they anticipate that number to climb to 90% as the deadline of July 1st approaches. A more thorough review will be provided at a later meeting; however as of June 30 the Town budget is approximately 45% spent. The Town Administrator and Finance Director will be meeting with the Auditor in the coming week to review expenditures from 2014 that may be returned to 2013, that change could bring the amount spent to date down some 2%.

The Town has requested the return of fire protection gear from individuals no longer actively serving on the Volunteer Fire roster. There continues to be two individuals with equipment unreturned. Selectwoman Hutchinson asked what has been common practice for getting this equipment returned. M. Wright answered that once an individual moves from the active roster to an inactive or retired role, the Town typically asks for the equipment to be returned within 30 days. M. Tibbetts indicated that these individuals were inactive as of January 1st, 2014 and that he had originally requested that equipment be returned no later than February 15th.

MetroCast has requested the Board sign off on an agreement reducing the liability rider from \$50,000 to \$25,000 as previously discussed.

Motion – Vice Chairman Pitman moves to approve decreasing the MetroCast rider from \$50,000 to \$25,000 and to authorize the Chair to sign

Second – Selectwoman Hutchinson

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

M. Wright has been working with the Animal Control Officer to make the Animal Control Policy more current. The document was last reviewed and updated in 1997. He will try to present a draft for consideration at the July 14th meeting. Additionally, the Board can expect to meet with two individuals on July 14th, one regarding milfoil treatment costs on Northwood Lake and another regarding a road name change request.

Vice Chairman Pitman asked that M. Wright discuss the request from the Highway Department for summer work hours. M. Wright explained that the Road Agent was looking to accommodate employees by working four, ten hour shifts between June 1st and October 1st.

Motion – Vice Chairman Pitman moves to approve the modified work schedule so long as at least one employee is always on call.

Second – Selectman Robertson

Discussion - M. Wright spoke that this would be a gesture to offset the heavy and unpredictable workloads that typically occur in the winter and in many instances a ten hour work day is a more efficient use of time. Chairman Barry voiced that he sees no issue with the Road Agent creating a work schedule that he deems appropriate so long as the work is being done.

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

Schedule Appointments Continued

250th Anniversary Committee Update – Jack Hutchinson

J. Hutchinson provided an update of the meetings held thus far on the 250th Anniversary Celebration and encouraged anyone interested in participating in the planning to join any upcoming meetings. Dick Boisvert has suggested doing an archeological dig in town as part of the Commemoration and one they have identified is the old outhouse site at the Town Hall as a location with lots of potential for interesting finds beyond its original intended use. The plan would be to involve groups such as the Boy Scouts or DCS Classes in the educational dig. The Board sees no problem with the idea and suggested running the plans by the Historical Society and Mark Tibbetts.

J. Hutchinson spoke that there has been some question as to how insurance coverage for the events will work, specifically if they are held on the Fairgrounds. There was special concern for the plans to hold a heavy equipment rodeo and looking into how that Event and the equipment involved might be covered. The Town Administrator's office will check with Primex to see what needs to be done and J. Hutchinson will stay in touch with M. Wright as other ideas develop. J. Hutchinson also stated that there has been some enthusiasm for raising a building during the Event. A new Highway Shed and a Museum type building on the Fairgrounds are two suggestions raised thus far.

Other Business None

Unfinished Business None

New Business

Selectman Robertson updated the Board that he attended a MBC meeting in the past week. Kevin Verville has been re-elected to Chair the Committee and Jim Spillane was re-elected to serve as Vice Chairman. There was a request made during the meeting that the Town provides a complete inventory of all property valued at \$100 or greater. Selectman Robertson indicated to the MBC that they will try to provide the inventory as requested, however noted that he is not interested in using extensive amounts of employees time and efforts to determine the value of items that were donated, for example things that may have come by way of the Transfer Station or donations. He also noted that there is a vacancy on the Committee and asked that anyone interested in serving get in touch with the Town Administrator or Kevin Verville.

Citizens Comments None

Police Department Recognition & Open House to Welcome new Chief Gary Duquette

Chairman Barry acknowledged and thanked the members of the Police Department for their work and commitment to the Town during the past six months while conducting the search for a new Chief of Police. He thanked Detective Sergeant Daniel Deyermond for filling in as the interim Officer in Charge for the department and each member of the Department was recognized with applause from the attendees. Chairman Barry introduced newly hired Patrolman Katherine Bragg and Officer Keegan Pearle along with the new Chief of Police Gary Duquette.

Chairman Barry conducted the swearing in of Officer Keegan Pearl; Officer Pearle plans to attend the Academy in September.

The Board and attendees offered sincere thanks for the department for their efforts throughout the past six month and are excited to report that the Department now has a full force.

Adjournment - 6:42p

Motion: Vice Chairman Pitman moves to adjourn the meeting of June 30, 2014

Second: Selectman Robertson

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

Next Meeting Monday, July 14th @ 5:30p

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