

TOWN OF DEERFIELD
BOARD OF SELECTMEN
September 11, 2017
Minutes

Call to Order

5:30 pm – Chairman Barry calls the meeting to order

Present: Stephen Barry, Chairman; Richard Pitman, Vice Chairman; Fred McGarry, Andrew Robertson and Jeff Shute, Selectmen.

Pledge Allegiance to the Flag

Chairman Barry asks all to rise and pledge Allegiance to the Flag

Chairman Barry stated that he was going to recess the Board of Selectmen's meeting in order to have a public hearing on Northern Pass funding. The town had received more monies in excess of \$10,000.00 so a public hearing was necessary to accept and continue using the monies.

Chairman Barry asked the audience if anyone had anything to state regarding accepting this money.

A member of the audience came to the microphone and stated that any monies that came to the town specifically for Northern Pass use that it should be used just for that purpose.

Maureen Quinn came to the microphone and stated that she wanted to make sure that the Board was aware that the Northern Pass hearings had been extended through the end of December so that means that the services of Attorney Whitney will be required for a longer period of time. It makes sense to accept the monies for the continued payment of services for the attorney.

Jack Hutchinson came to the microphone to say as he had stated at the last hearing that as with fire, police and our roads, the public has an interest in protecting the common interest of the town from the impact of Northern Pass should it be built and that the impact on property values, road damage or the noise issues are dealt with in a way that is fair to the citizens of the community. The other side is heavily funded and has a lot of attorneys. Jack stated that he felt that we needed to be there to represent the town of Deerfield and continue to participate and be represented by an attorney.

There were no other comments and so Chairman Barry closed the public hearing and reconvened the Board of Selectmen's meeting to ask for a motion from the Board to accept the monies.

Motion: Vice Chairman Pitman moves to accept the monies donated to the Northern Pass fund

Second: Selectman Robertson

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

Safety Complex Status – Rebecca Hutchinson and Aron DiBacco

Rebecca Hutchinson asked the Board if it were possible to wait until Aron arrived as she was going to be speaking in regards of this issue. Chairman Barry stated that it was okay.

Bid Opening – Transfer Station Addition

Chairman Barry read the bid notice that was posted.

Dustin's Carpentry - \$18,100.00 as the town specified in the bid

This was the only bid that was received.

Chairman Barry asked members of the Board who would review the bid as submitted. Selectman Robertson stated that Mr. Pelletier should review the bid before any decision is made. Chairman Barry and Selectman Robertson stated that they hadn't had any experience with the company. Vice Chairman Pitman stated that it was the same company that built the new Highway Department building down in back of the existing Highway Garage. Selectman McGarry asked if the Board had an estimate as to what they thought that the project would cost. Chairman Barry

stated that they did not. Vice Chairman Pitman stated that they were the ones that redid the salt shed after the first failure.

Chairman Barry stated that they would pass the bid along to Mr. Pelletier for his recommendation.

Regular Business:

Review of Outstanding Minutes for August 21, 2017

Motion: Vice Chairman Pitman moves to approve

Second: Selectman Shute

Discussion:

Selectman McGarry had corrections:

Page 3 – halfway down – insert “and Deerfield” after Northwood

Under New Business – third paragraph – Chairman Barry stated that the new bid and insert “was not awarded” instead of “was awarded”

Next paragraph, second line – correct tense to “were” from was

Next page – for clarification – the bid was opened and stated variable diesel \$1.947 a gallon, also change to \$0.25 and change to \$0.15

Insert “for” in front of “driving apparatus”

Last page – under New/Old/Unfinished Business – should replace “electrical” with “utility” pole.

Bottom line – change “they” to “Keech” as to who will be working with Mark Young.

Mr. Harrington asked that the Board go back to the first page and repeat the corrections on Page 3

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

Safety Complex Status – Aron DiBacco and Rebecca Hutchinson

Aron and Rebecca came before the Board representing the committee that gave a report last January of a process that was held last January to collect information from the community about how people would like to move forward with meeting the safety services needs of the town. Members of the committee included myself as well as Matt Fisher, Dick Pitman, Dwight Barnes, Kevin MacDonald as well as Rebecca who was the chair. Ms. DiBacco stated that the committee didn't have a lot to say today but they are curious as to what is going on with the process as it has been a while since the Board was given the report. There were also some articles that the community had asked for. The status quo was not an option moving forward and that the needs of the fire and police were just too pressing to not address. They had come up with the “Yankee” solution to figure out how to use “duct tape” where appropriate. It was very important to people to be included in the process including investigating the options and thinking about creative solutions. The committee asked the Board what would be next.

Chairman Barry stated that on today's agenda there is a discussion of the police station. Chairman Barry stated that he didn't know in what direction it would go but that at least it will get started.

Rebecca Hutchinson stated that she wanted to reiterate that the public wanted to be involved in the part that was recommended and that the Board would continue to have other groups look at options. She stated that she didn't know if she could stay for the police station discussion as she had another meeting but that she would be curious to know if the Board had made a decision to move forward with just the police station. It was something that many people thought that should happen as they thought that it was the top priority. Chairman Barry stated that this would be the topic of conversation. Selectman Robertson also stated that one of the things that were taken from the report was that four of seven of the group expressed an interest that the police department was the most pressing issue and he didn't think that was not lost to the Board as an incremental approach as well.

Account Payable Manifest - \$67,570.05

Motion: Selectman Robertson moves to approve

Second: Selectman McGarry

Vice Chairman Pitman asked as to when the Board would get a total for the expenses for the cistern. Mr. Harrington stated that he would look into it. He did state that the project came in under the projected total.
Vote: Yea: 5, Nay 0, Abstained 0, Motion Carries

Payroll Manifest - \$57,260.12 (\$43,114.76 net)

Motion: Selectman Robertson moves to approve
Second: Selectman Shute
Vote: Yea: 5, Nay 0, Abstained 0, Motion Carries

Letter to the Deerfield Fair – regarding fire coverage of the 2017 Deerfield Fair

A letter to Donald Wyman, President of the Deerfield Fair was read stating that the Town of Deerfield Fire Department will provide fire coverage to the 2017 Deerfield Fair for the amount of \$8,000.00. An itemized bill along with a copy of the individual fire fighter names will be submitted to the Deerfield Fair Association for payment to the Town of Deerfield. The fire coverage will include a minimum of four certified/qualified fire fighters on the grounds during the day manning the Fair's station on the fairgrounds. The minimum manning of the overnight hours will be two fire fighters. Any coverage of manning the town would be separate.

Chairman Barry asked Mr. Fisher if this was what was agreed upon. Chairman Barry then asked if Chief Tibbetts was available of which he was not. Vice Chairman Pitman stated that this is the same proposal that was agreed upon in 2016.

Motion: Selectman Robertson moves to sign the agreement
Second: Selectman McGarry
Vote: Yea: 5, Nay 0, Abstained 0, Motion Carries

Reverse Morrison Cemetery Deed - \$400.00 – buy back from Melissa Graykin – 12 Old Coffeetown Road

Motion: Vice Chairman Pitman moves to purchase the Morrison Cemetery Deed
Second: Selectman Robertson
Vote: Yea: 5, Nay 0, Abstained 0, Motion Carries

Chairman Barry discussed with Mr. Harrington that in the future, on all deeds it will not allow for selling a cemetery deed to a third party. It must be bought back by the town. Mr. Harrington stated that this language will be on the next cemetery deed sold.

Request to Abate - \$667.10 2017 Timber Tax – located at 60 Ridge Road to Jay McGrath and Donna Lopsian. They paid a total of \$2,032.10 timber tax. They had a timber bond that was paid on 4/24/17 in the amount of \$2,740.20. It is recommended that the Board abate a total amount of \$667.10.

Motion: Selectman Robertson moves to approve
Second: Vice Chairman Pitman

Selectman Robertson asked who it was to be abated to, either the bond company or directly to the people stated. Chairman Barry stated that the paperwork said it should go to Jay McGrath and Donna Lopsian. Chairman Barry stated that there was also a Timber Tax Levy included in the paperwork with zero for an amount. It was decided that it needed to be clarified before going forward.

Chairman Barry asked that the motion be withdrawn until the matter can be clarified. The motion was withdrawn.

Timber Tax Levy - \$1,794.91 – Nancy Mathes – Raymond Road

Motion: Selectman Robertson moves to collect the tax levy
Second: Selectman McGarry
Vote: Yea: 5, Nay 0, Abstained 0, Motion Carries

Letter for the Deerfield Rescue Squad – Letter to the Deerfield Fair Association outlining the coverage that they will be providing at the Deerfield Fairgrounds. Deerfield Rescue Squad will charge the Deerfield Fair Association a total

of \$5,430.25 for EMS services at the 2017 Deerfield Fair. Stipends for members working the fair will total \$4,587.00. FICA taxes will total \$343.25 and a donation to the Deerfield Rescue Squad Association will be \$500.00.

Chairman Barry stated that he needed the Board to authorize him to sign the contract for the Town of Deerfield to provide EMS services to the 2017 Deerfield Fair.

Motion: Selectman Robertson moves to approve the Chair to sign the contract

Second: Selectman McGarry

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

Request from Gary Duquette, Police Chief

The department has recently had a new recruit graduate from the policy academy. Chief Duquette would like to request that his pay rate be changed from \$20.00 an hour to \$20.82 an hour. Chairman Barry asked the Board for a motion to sign the personnel action request.

Motion: Vice Chairman Pitman moves to approve Chairman Barry to sign the personnel action request

Second: Selectman Shute

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

Summary of Inventory – MS1 to submit to the DRA.

Chairman Barry asked if all had read the document.

Motion: Selectman Robertson moves to approve and sign the MS1

Second: Selectman Shute

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

Request from the Conservation Commission – letter about hunting on town property.

Selectman Robertson stated that he has no interest in approving or signing a letter to restrict hunting on state or town owned property as it is allowed unless posted as no hunting. It has been a long tradition in Deerfield. Selectman Robertson stated that he didn't like the letter as it had some stipulations in it that you had to report to the Chairman of the Conservation Commission if you take any game on the property and also to check any licenses of hunters that are found on the property. Selectman Robertson stated that he would like to respond for the Select Board that he is welcome to hunt on any town owned property in Deerfield as long as he has a license and the property is not posted. This is just following NH Fish and Game rules. Chairman Barry stated that he doesn't want to put any restrictions on hunting on town owned property and Selectman Robertson stated that it didn't make sense if the Board approved this person because anyone in town is allowed to hunt there.

Chairman Barry stated that as a Board they could forward the letter back to the Chairman of the Conservation Commission stating at this time the Board of Selectmen don't wish to invoke this policy. Selectman Robertson stated that it would be appropriate to notify the person that is mentioned in the letter that he doesn't need written permission to hunt on public land in Deerfield unless it is posted otherwise.

Chief Gary Duquette – Approval of Policy

Chief Duquette stated that this policy is in regards to an incident that happened a while back involving undocumented immigrants. It created a stir in town. Chief Duquette stated that one of his officers has been with the department for 20 years and has never recalled anything of this nature.

Currently there is not a policy in place so Chief Duquette drafted up one so that in case this type of incident happens again that there will be a procedure to follow. It was given to the Select Board to review and get back to the Chief with issues or concerns. As soon as it is approved, it can be implemented.

Intent to Cut Wood or Timber - Charles Huckins – Cole Road

Letter from Mr. Manzi addressed to Mr. Harrington was read -

Please accept this letter of resignation from Parks and Recreation Director for the town of Deerfield. It has been an extreme pleasure to serve the town for the past 16 plus years. A new opportunity presented itself and while the decision was extremely difficult he felt it was best for him. His last day will be September 16th, 2017.

Motion: Selectman Shute moves to accept Mr. Manzi's resignation with regret
Second: Selectman Robertson
Vote: Yea: 5, Nay 0, Abstained 0, Motion Carries

Chairman Barry asked if there was a plan in place for this as the town hasn't had to replace someone in this position in a long time. Selectman Shute stated that the plan would be in the Town Administrator's Report.

Town Administrator's Report

In discussion with the Parks and Recreation Commission chair, Mr. Harrington proposed that a search committee be created with no more than six members, two from the Recreation Commission, one from the Board of Selectman which will be Jeff Shute, the town administrator, a community member that has stepped forward indicating interest and a current Parks and Recreation staff member who is current employee of the Recreation Department. Mr. Harrington stated that he felt that it would give a good cross section of people to speak to a prospective candidate. Chairman Barry asked if the Board was in agreement with Mr. Harrington's plan. Everyone concurred.

Selectman Shute also indicated that they were currently putting together an updated job description. Mr. Harrington stated that he had looked at the original job description which was created sixteen plus years ago when Joe Manzi was first hired. Mr. Manzi made some corrections as well as Mr. Harrington and presented the Board with a copy to review. With the Board's approval of the new job description, Mr. Harrington would like to use that to get the job posted.

Selectman Robertson stated that since the first position was created, the original job description didn't involve a vehicle fleet, a \$100,000.00 budget with an expendable trust so the candidate and the job description need to reflect not only recreational skills but needs a strong background in managerial and financial skills.

Mr. Harrington stated that the plan is to have the job posted in five different locations. One is on the NH Recreation and Parks Association site, NH Municipal Association, indeed.com, the Forum and the usual town locations; G.B. White, post office, town offices, school and the library. Selectman Robertson asked if there were other online job search sites that could be used. Mr. Harrington stated that there were several. The Board agreed that the job should be posted on several other websites to cover a larger audience.

Chairman Barry stated that a few weeks ago, he, Selectman Robertson, and Mr. Harrington walked around the intersection of Church Street, Route 107 and Candia Road with the town engineer, Mr. Keech. Mr. Keech stated that he would let the town know how much it would be to make plans. His estimate was \$12,500.00 which is absolutely beyond the town's ability to do. Selectman Robertson stated that he thought it had been talked about that something could be done to this intersection internally by the Highway Department to make the intersection safer.

Selectman Robertson stated that one of the items that Steve Keech mentioned is that we get some form of emergency signaling back on Route 107 so that they will automatically come on if fire or rescue was responding to a call. It was recommended that emergency lights be located 50 to 100 feet before each side of the intersection. He stated that even if the town does not do anything else to the intersection that this part of the project should be pursued. Steve Keech stated that it didn't need to be an overhead wire as was there before but could be two poles located 50 to 100 feet from each side of the intersection. Chairman Barry stated that it would be a good idea to get some type of recommendation as to what the costs would be to get some type of emergency lighting at the intersection.

Town Clerk/Tax Collector's Office will be closed on Friday, September 6th for the last phase of carpeting in the hallway.

Vice Chairman Pitman asked Mr., Harrington if there was an update on a new finance director. Mr. Harrington stated that the job was posted again and he has received one interested party and that Mr. Harrington will be meeting with someone on Friday.

Unfinished Business

None

New Business

The police station has been determined to have a larger safety issue with its current configuration. Chairman Barry would like to propose that a new police station to be built on a site directly across from the Penguin Gas Station at the intersection of Route 107 and Route 43 where the town currently owns 11.5 acres of land. It has been suggested that this would be a good midpoint for any safety complex. Chairman Barry proposed that a new police station should be built on this property designed to be able to add a fire and rescue buildings sometime in the future.

Selectman Robertson recollected that test pits had been done and there was a pretty good idea what they would be dealing with and what configuration could be used. It also gives the ability to put two driveways into Freese's Pond Road in order to have two exits onto Route 107. It was also suggested to leave a 50 foot berm of trees. Selectman Robertson states that Mr. Harrington has looked into this and there will be requirements from NHDOT in this regard. Chairman Barry stated that there is plenty of room for not only the police station but also the fire and rescue departments, the highway shed and all its equipment and with the frontage on Freese's Pond itself, in the far distant future, a boat launch could be installed.

Chairman Barry stated that before the details into constructing a building are sorted out, there needs to be agreement that this is the best place to build it. Selectman Robertson stated that he is in agreement with the site based on the prior site evaluation. Selectman Shute asked if there was a topo map of the lot in which the Chairman stated that there isn't at this time. There is only a plot map of the location. The property is rounded on the backside by Freese's Pond Road. There are also three house lots on Freese's Pond Road of which Chairman Barry seems to think that there may be one or two houses that have been built. There has been a timber assessment evaluation done by Charles Marino which ranges from \$23,000 to \$17,700 in timber on the property if it is stripped. Chairman Barry stated that he felt that we should keep some trees near Route 107. Selectman Robertson stated again that there are some state regulations as to how much of the trees can be harvested. It won't be able to be totally cleared. Selectman McGarry stated that he felt that before we took any of the trees that we have a plan in place as to where the land would be developed so to keep it as scenic as possible.

Chairman Barry stated that all this is going to cost the town money. Selectman Robertson stated that he is familiar with an eight acre parcel that was just cleared. It cost the land owner nothing to have it cleared and the owner ended up with \$5,000.00 coming back on the timber.

Chairman Barry stated that he felt that if the town put out a bid for land clearing and site development that money would come back to us to which we could then use to put together site development plans. Vice Chairman stated that he felt that first the town should engage in clearing the area and having local contractor bid to stump the area. Vice Chairman Pitman also went on to state that he is 100% behind a new police station but not 100% behind the location. Normally what would happen is that you would design a building and then see if it fits on the land not the other way around. Not having walked the property, Vice Chairman Pitman wasn't certain that this parcel should be the one to use.

Chairman Barry asked what the first step to take. Selectman McGarry stated that first we need to take to get a general site plan prepared showing the topography and showing the test pits that were previously dug. Selectman McGarry stated that he has the logs from the test pits that were dug previously. At this point it would be likely that we would need to have an architect or engineer see where the best place to site the building would be as well as the septic and well locations. Selectman Robertson seems to think that there is still some paperwork around from the last time that a building was proposed.

Chairman Barry asked Vice Chairman Pitman if he would like to head this up. Vice Chairman Pitman stated that he would head up the building portion of the project with sizes and cost estimates. Chairman Barry asked Selectman McGarry to help Vice Chairman Pitman.

Selectman McGarry asked when formulating the plans should the total 11.5 acres be considered including the topography. Chairman Barry stated that this should be kept in mind. By picking the site, it leads us to considering the whole area. This year we want to build a stand-alone police department on it. Selectman McGarry stated that he was talking about getting plans of the topography and any wetlands that would be on the property. Whoever does the actual site plan design would have some plan to work off of. Vice Chairman Pitman asked if that could be done before the land is cleared. Selectman McGarry stated that it could be done beforehand. Vice Chairman stated that this could be done up front and determined whether or not it will work. He doesn't want to get into the property cutting trees if it isn't going to work. Selectman McGarry stated that money would need to be spent to get the topography part done. Selectman Shute asked how we can determine what will be needed without the specifications for a building. A size for a building was stated earlier but at this time there is not a plan of what the building will be. This is one of the items that are required to be done first. Chairman Barry stated that he will need to rely heavily on other member of the Board to get the information needed to move forward. Selectman Robertson stated that even

though there isn't a building requirement as of yet, based on previous plans that have been brought forward, the Board should have a good idea as to what is needed.

Selectman Robertson asked Vice Chairman Pitman if there was another location that he had in mind. Vice Chairman Pitman stated that he did not but that he wasn't familiar with other properties that the town owns. Chairman Barry stated that the only other property that had been considered is across the street from the G.B. White Building. That required a whole lot of work. Selectman Robertson stated that the only other area that he was thinking about was the school property. There has been a lot of work done on this site. It may not be in the right area geographically being close to the fairgrounds. Vice Chairman voiced his concern with this property as it would not be seen from the road. We need exposure not a property in the woods. Selectman McGarry stated that there is information regarding the topography of the old school site.

Vice Chairman Pitman asked what Chief Duquette or Matt Fisher's opinion is of the school property. Mr. Fisher had opinions with both properties. The school property he felt might be too close to the Birch Road station which could affect the ISO rating for taxpayer's property insurance as well as being a little too south to be centrally located. The Route 43/Route 107 property egress should be out one exit so as to stop all traffic with traffic signals from both roads as opposed to the two exits that were just proposed.

Selectman Robertson also recommended that the plans from the last safety services complex which has the police department component be reviewed. This would give the requirements for a building that were requested. Selectman Robertson thought that the building presented was a 40 year plan based on growth projections and some other factors. The building includes all the items that will still be needed for a building now.

For the next meeting Selectman McGarry will get some quotes.

Chairman Barry will not be at the next meeting so it was decided to have the information for the following week. Selectman Robertson stated that this will give Board members a chance to walk the property. Selectman Robertson also stated that it is very easy to get into the property by parking in the gravel pull off across from the Penguin gas station and follow the woods path into the property. Chairman Barry also reiterated that Mr. Harrington has a large map of the property upstairs.

Selectman McGarry asked when the Board should be asking for community input. Chairman Barry stated that as soon as the Board has enough information about the site and building, that this would be the time to solicit citizen input.

Other Business:

Selectman Robertson stated that he and other members of the Board made it to Evelyn DeCota's retirement party and that she looked happy and that he also made it to Joe Manzi's picnic.

Citizens Comments:

Kathy Shigo – Cate Road

Kathy Shigo asked about the budget of the Parks and Recreation figure which Selectman Robertson stated that at times it can be as high as \$100,000.00 with the expendable trust fund.

Ms. Shigo asked what the salary would be for the new Parks and Recreation. Chairman Barry stated that this information is readily available in the Town Report.

Ms. Shigo also stated that she thought that the proposed area at the junction of Route 43 and Route 107 for the police station would not be a good idea. The problems that she brought up where the fact that not only do you have two state highways intersecting but also Parade Road and Rollins Excavating with all the trucks going in and out. The gas station is the only one in town and the area is one of the busiest.

Ms. Shigo's last item for citizen's comments is the fact that the town currently does not have a noise ordinance. She reported that people up in her area of Cate Road and Nottingham Road have been awaked at 2, 3 or 4 o'clock in the morning to the sounds of gunfire. This goes on frequently and when she approached the police chief he stated that nothing could be done as the town doesn't have a noise ordinance. She wanted the Board to be aware and that maybe something could be done in this regard.

Aron DiBacco

She wanted to comment on two items. One of which would it be possible to see the policy that the police chief is presenting to the Board regarding illegal immigrants and how to handle them.

The last issue is in regards to the safety complex/police station. She stated she was dismayed with the conversation she just heard about the new police station. It was made clear from the beginning that the public wanted to be integrated in helping with the decision of a safety complex. She stated she was disturbed that the public wasn't invited and that it is apparent that the Board has been thinking about this for a while. Even though it may take a while, people make good decisions collectively. A lot of wisdom can come out of the group. If people are included in designing the solution they are not apt to worry so much about the cost of such solution.

Another citizen requested that the policy for the police department regarding illegal immigrants be made public before discussion at the next meeting of the Board of Selectmen.

Selectman Robertson asked to comment. Selectman Robertson stated that it doesn't seem likely that the Board would distribute draft policy before it was accepted but with that said once the policy has been accepted, it becomes public and the town has the ability to amend, restructure or revise any policy. Copies of the policy would be immediately available as they would now be public.

No other comments.

Motion: Vice Chairman Pitman moves to adjourn

Second: Selectman Robertson

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

NEXT MEETING: Monday, September 18, 2017

*The Minutes were transcribed and respectfully submitted by Dianne L. Kimball, Recording Secretary
Pending approval by the Board of Selectmen*