

TOWN OF DEERFIELD
BOARD OF SELECTMEN
October 2, 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, and Jeff Shute, Selectmen. Selectman Andrew Robertson, absent

Pledge Allegiance to the Flag

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

Public Hearing – Veasey Park Donation

No hearing on the donation will be held as there wasn't enough time to post.

Budget Review – Parks and Recreation - \$67,433.00 – no increase

Chairman Barry stated that the budget for Parks and Recreation for 2018 is \$67,433.00 which is the same as 2017. The budget just consists of the director's salary and half of the assistant director's salary. Chairman Barry asked for any questions. Vice Chairman stated that it was nice that they could hold the same budget.

Government Buildings - \$109,498.00 – an increase of \$20,498.00

Chairman Barry stated that the budget for 2018 is \$109,498.00 which is up from \$89,000.00. Chairman Barry asked Mr. Tibbetts for an explanation of the new budget. Mr. Tibbetts stated that he and Mr. Harrington worked on the numbers. Chairman Barry stated that it looks like the part time employee is being increased by \$17,000.00. Mr. Tibbetts referred to Mr. Harrington as to the reasoning behind the increase. Mr. Harrington stated that as of yet he had not placed the ad to fill this position so he didn't know how hard it is going to be to fill the position. What we may have to pay this individual with the unemployment rate being as low as it is so he needed some flexibility. He also had to add in for mileage which we didn't have before in the amount of \$300.00. Mr. Tibbetts stated that he just used his own vehicle to drive around without cost to the town. Mr. Harrington stated that the whole position is going to need reconfiguration but it will still be a part-time position.

Mr. Harrington stated that you will see other increases such as the lighting upgrade at the library. Mr. Harrington stated that he will look into whether or not the town can take advantage of the same Eversource agreement that was done to other town buildings this year. That program is closed for this year but may be able to get into the program for next year. It is done on a yearly payment plan.

Mr. Tibbetts stated that the lights in the downstairs of the library are very old and it costs more to replace the shades on the lights than the lights themselves. Mr. Harrington stated that they are open lights also and is not the safest configuration. He hopes to get the building changed over to LED. Most of the upstairs is currently LED; it would just be the downstairs that needs to be converted.

Chairman Barry stated it looks to be a \$1,700.00 increase in supplies as well as rubbish collection is up. Mr. Tibbetts stated that the cost for supplies such as paper towels and toilet paper is up dramatically. Mr. Tibbetts stated that the supplies are for GBW, the highway department, the two fire stations and the library. Vice Chairman Pitman asked if these were the four that were covered under government buildings which Mr. Tibbetts replied yes. Mr. Harrington stated that these supplies are ordered in bulk. Mr. Tibbetts stated that the highway department supply needs are up twice as much due to the use of all the contractors.

Vice Chairman Pitman asked if all four buildings have an alarm system as there is a line for Skycomm for \$2,200.00. Mr. Tibbetts replied that all have alarm systems. Mr. Pitman asked if they are more than just alarms or are they smoke alarm also. Mr. Tibbetts replied that they are both.

Chairman Barry asked if anyone else had any questions. No one else had any questions. Chairman Barry stated that they would move onto the G.B. White Building.

G.B. White Building - \$115,553.00 a decrease of \$48,000.00

Mr. Tibbetts explained that all the projects have been done such as the carpet tiles; ceiling tiles and painting. Chairman Barry stated that the figure was down from \$163,553.00.

Mr. Harrington stated that new expenditures under miscellaneous include the cost of a snow blower for the building. The new maintenance person will need something to keep the doors and walkways open. Vice Chairman Pitman asked where it would be stored. It was stated that it would go into the shed. Mr. Tibbetts stated that he could always back drag the walkways and entrances so to eliminate most of the shoveling. The other increase that is included in capital improvements is a proposal to put in a keypad entry system on three main doors; the Route 107 door, the entrance for the town clerk/tax collector and possibility the double doors leading to Parks and Recreation. There is also money in the budget for two new double hung doors for entrance into the newer part of the building as they are too old and are in need to be replaced. If the budget passes and this keypad system is installed, the whole building will be re-keyed. There are so few people that need to have keys to the building that all staff will enter through one of the keypad entries.

Selectman Shute asked if it were the doors out front that will be replaced. Mr. Harrington stated that the doors at the end of the hallway are the original double doors to the school and that they are the ones that are going to be replaced. They will look like the ones replaced outside on the Route 107 entrance.

Mr. Harrington also stated that under the capital improvement budget there is an amount of \$2,530.00 to retrofit a portion of the staff break room for the building supervisor office.

Town Hall - \$50,012.00 - an increase of \$17,789.00

Mr. Tibbetts explained that the maintenance line includes the same basic maintenance such as maintenance on the sprinkler system. The front of the building was painted this year so next year the two sides will be painted and after that would be the backside. It would make it so that every three years the whole building will have been painted.

Chairman Barry stated that it looks to be that town hall maintenance line is up \$10,000.00 which Mr. Harrington replied that would account for the painting of the town hall. Sprinkler maintenance is down \$1,400.00. Vice Chairman Pitman stated that the percentages didn't work out. Chairman Barry stated that the line was overspent this year but Mr. Harrington stated that he will be putting the dollar amount on the correct line for next year.

Chairman Barry stated that rubbish collection is up. Mr. Harrington stated that with the increased usage of the park he has had to have more frequent pick up of the rubbish. The buildings are being used in a much greater degree. This is being reflected in the budget for next year.

Vice Chairman Pitman asked how the heating oil figure was broken out in 2009. Mr. Harrington stated that interestingly enough the town doesn't know what it is going to be paying going forward to the next contract and we have to estimate a certain amount of the remaining part of the year because the contract ends in the middle of the year. Vice Chairman Pitman asked why we needed to do it this way. It was explained that the contract for the heating oil ends in April and the bids do not go out until the end of August. Mr. Harrington stated that if the Board would like to see one figure for the budget that the time frame for the bid would need to be from August 1 through July 31.

Water Holes - \$7,463.00 – an increase of \$1,300.00

Mr. Tibbetts stated that the budget went up \$500.00 due to the addition of two cisterns that will need to be mowed. There was also a reduction of the telephone line from \$950.00 to \$712.00. The cost of the telephone was split between the fire department, forestry and government buildings. Now the telephone will go in the forestry budget.

Mr. Tibbett asked if he could have a minute as this is his last budget submissions for the government buildings, G.B. White, he gave his thanks to the Board for their support over the last twenty-four year on all the budgets.

Fire Department - \$194,426.00 – an increase of \$36,066.00

Chairman Barry stated that the budget was up \$91,752.00. After looking at the numbers provided it was found to not be the budgeted numbers but what had been expended so far for 2017. The actual budget for 2017 is \$157,360.00.

Mr. Harrington stated that until the actual budget is expended, there won't be correct numbers. Chairman Barry stated that the numbers are down \$31,000.00 on protective gear. Chief Tibbetts stated that it is due to the fact that all the new SCBA's that were received this year, no new ones will be needed in the near future.

Vice Chairman Pitman stated that there were a lot of zeros in the budget. Selectman McGarry stated that protective gear is actually down even more. Chief Tibbetts stated that he thought that the budget for protective gear was \$62,000.00 but was corrected by Selectman Shute to be \$62,400.00 this year and \$18,510.00 for this budget.

Chairman Barry stated that the number on the right hand side is the actual numbers. Mr. Harrington agreed.

Chairman Barry stated that building maintenance and repairs line is up big - \$14,000.00. Chief Tibbetts stated that it includes the proposed rooms upstairs and wiring. Mr. Harrington stated that it is a combination of the construction and electric. Mr. Harrington stated that the Board can see the estimates behind the Board's budget paperwork. Minimal furniture was included; a bed, nightstand and a light. He also stated that these are just general estimates at this time.

Chairman Barry asked if \$12,280.00 enough for vehicle maintenance. Chief Tibbetts replied that there has always been a cushion should the maintenance costs run over from the warrant article for vehicle maintenance. He stated that the department has always been in good shape. Currently the fire department has one truck that is a 1980 that will need some pump work done on it to get it back in shape. It could cost upwards of \$2,000.00. It is currently not a front line piece but a fourth line pumper if needed. Chief Tibbetts stated that they kept the figure to that number but also knew that he could count on the warrant article monies should there be any big issues.

Chief Tibbetts also explained that with the new air packs, they need rechargeable batteries as well as a six bank charger. He explained that they get a lot of use so the batteries need frequent recharging.

Chairman Barry asked what one of the lithium battery packs cost. Chief Tibbetts stated that they are \$540.00 each. Chairman Barry asked what the SCBA cost was to which Chief Tibbetts replied that they were approximately \$6,150.00. Chairman Barry asked how many times the batteries need to be replaced. It was said to be twice a year. Vice Chairman Pitman asked if these were the same air packs that were on display to which Chief Tibbetts stated yes.

Eventually, Chief Tibbetts stated, it would be nice to have six charges. He stated should he have money left at the end of the year that he would like to buy the battery pack and six batteries.

No other questions were asked and the Board thanked Chief Tibbetts and incoming chief Matt Fisher.

Rescue Squad - \$56,574.00 – an increase of \$1,296.00

Chairman Barry stated that supplies are up approximately \$1,000.00 of which Ms. McHugh stated that it was regarding epipens which are really expensive. Chairman Barry also stated that the telephone line is up \$300.00 which Ms. McHugh stated that it is for the modem for the Life Pak 15. Selectman McGarry stated that it looks to him like supplies pretty much account for most of the increase.

Chairman Barry asked Ms. McHugh how they were doing on equipment and if there were any big purchases in the future. Ms. McHugh stated that the only item that needed attention was the van. She also stated that she has five new people coming on in January of 2018.

Police Department - \$752,516.00 – an increase of \$8,374.00

Chairman Barry stated that the budget is proposed to be \$752,516.00 up from this year's \$744,142.00. Chairman Barry asked Chief Duquette if there was a full department. Chief Duquette stated not yet but that one officer just got out of the academy, one officer is in the academy and one vacant. Chairman Barry asked if there were any candidates to which Chief Duquette stated not at the present time.

Chairman Barry stated he was looking through the budget to see if anything stands out. He stated it looks to him that it is a level-funded budget except the increase of full time wages which is pretty much a \$10,000.00 increase. Chief Duquette explained that he is looking to address the issue in keeping employees here in Deerfield. He stated that wages are falling way behind and that the pay range is so old. He is proposing a revised pay scale but if that is not approved, it is a level budget.

Chief Duquette provided as a back-up, what he is proposing, what other towns in New Hampshire are paying in regards to their pay scales. It doesn't just include the three surrounding towns but he has spread out to different towns.

Chairman Barry asked how many officers were lost to other towns. Chief Duquette stated that in reality there was only one that was lost to another town. Small departments are training departments stated Chief Duquette and that they lack specialization. Chief Duquette stated that what he has proposed is not at the top nor the bottom but a fair compromise.

Chairman Barry stated that what he was most impressed with is the fact that there are steps not just doing it in one year. Chief Duquette stated that it is very hard when you hire someone that numbers are picked out of the air. It is easier to sit down with someone and show them that this is where you are starting and if you stick around, here is what you will be making in the future. He stated that it is easier to visualize. He also stated that he believes that a lot of people like to work in a small town.

Other than this proposal, Chief Duquette stated that the salary increase is the only change in his budget.

Chairman Barry asked the Board what they thought about the pay grade scale. Vice Chairman Pitman stated that he thought it was a great idea. The cost of replacing an employee is way more than what would be in a salary increase.

Chairman Barry stated that in order for increase to be effective, the pay scale would need to be approved now. Vice Chairman Pitman asked that the Board take a look at it and put it on the agenda for the 16th. Chairman Barry and others stated that he loved the idea and it will be on the agenda for the 16th.

Highway Safety - \$5.00 – no increase

Animal Control - \$5,202.00 – no increase

Chief Duquette stated that there weren't any increases in either budget. Chairman Barry stated that it looks to him like the current year budget for Animal Control was \$6,202.00 for 2017 which is a \$2,900.00 increase. He also stated that it looks to be an increase in the part time employee line of \$3,600.00. Last year the line was budgeted at \$3,000.00 to \$5,600.00 for this year. Chief Duquette didn't know why that to be as he didn't change anything. Mr. Harrington stated that he would check on it. Chief Duquette would propose that it would be a flat budget.

Chairman Barry stated that he appreciated the fact that the Chief came up with the idea of a salary scale. Chief Duquette also stated that he wasn't going to place people in the ten year placement on the salary scale only because it would have been too much of a jump and wouldn't give anyone any room to jump up on the scale.

Chairman Barry stated that even with the raises, the town doesn't pay them enough. Vice Chairman Pitman also stated that he likes the program and that it gives the employee something to look forward for.

Chairman Barry asked if anyone had anything they wanted to see in future budget reviews. Mr. Harrington stated that on the 16th the Transfer Station and the Building Department were scheduled. There is also Supervisor of the Checklist to look over as well.

Ms. Cady stated that the 16th would be good for her for Supervisor of the Checklist

Regular Business:

No minutes to review

Account Payable Manifest - \$95,165.52

Motion: Vice Chairman Pitman moves to approve with a question

Second: Selectman McGarry

Discussion: Vice Chairman Pitman asked if contractors such as D-Town, are being paid out of the \$126,000.00 grant. Mr. Harrington stated that it is listed to be applied to the grant. He also stated that he believed that the impact fees would pay for the actual paving but that the groundwork and such would be out of the grant.

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

Town Administrator's Report

Mr. Harrington had one item to report. Wes Golomb, a community member, wanted the town administrator to state publicly that October 4th is Lamprey River Cleanup Day.

No one had any questions for the town administrator

Unfinished Business:

Transfer Station Bid – Reviewed by R. Pelletier

Chairman Barry stated that he has next the transfer station addition bid. Chairman Barry asked Mr. Harrington if Mr. Pelletier had reviewed it to which Mr. Harrington stated yes and that he recommends that the Board approve the bid.

Chairman Barry asked for the number for the budget. Mr. Harrington stated that he would go get the numbers.

New Business:

Selectman McGarry stated that Eversource had appeared before the Planning Board Wednesday night for a conditional use permit for work in wetlands off Reservation Road and Nottingham Road in the vicinity of the substation. As a requirement for Eversource, the Planning Board called for them to post a bond in the amount of \$20,000.00 to make sure that the work that is done and any disturbance to the wetlands be returned to as it is now. Eversource apparently dropped off the bond someplace within the building. Chairman Barry stated that no one knows exactly where.

Selectman McGarry continued that the zoning ordinance requires that the bond be reviewed by town counsel and approved by the Board of Selectmen. Selectman McGarry assumes that Mr. Harrington will find it tomorrow and he didn't know if Mr. Harrington needed authorization by the Board to send it to town counsel for review. Chairman Barry stated to just send it to town counsel for review.

Selectman McGarry also stated that Eversource needs to set up an escrow account for the town engineer to go out and review the pre-construction, pre-activity right now and then after to make sure that it is returned to the conditions that currently exist.

Chairman Barry stated that maybe Mr. Harrington could call Eversource and explain to them although they state that they have dropped off the bond, the town administrator does not know where that might have been dropped off.

Selectman Shute stated that he had received bids for the fencing for Hartford Brook. He read the bid letter as it was sent out.

One bid was received from Vermont Recreational Surfacing and Fencing who has done business with the town in the past.

The bid was for the amount of \$18,209.00. Vice Chairman Pitman asked if that money came out of the Parks and Recreation budget. This will come out of the grant or the warrant article. The warrant article monies will be used first as the grant doesn't have a time limitation.

Chairman Barry asked if the Parks and Recreation had approved the bid. Selectman Shute stated that he hadn't brought it before the Commission but that they are meeting on Wednesday night and will present it to them at that time.

Chairman Barry stated that he now had the bid from Dustin Carpentry, LLC for the post frame lean to. The bid is as follows: \$18,100.00 for the building, \$3,200.00 for the six inch slab with \$200.00 extra if winter concrete is need for a total of \$21,500.00. Chairman Barry asked Mr. Harrington if there was enough in the warrant article to cover the cost. Mr. Harrington stated that he thought it was good. Vice Chairman Pitman stated that at least the building could get started.

Chairman Barry stated that Mr. Pelletier was in agreement with the bid as it was presented and asked the Board if they were in agreement.

Motion: Vice Chairman Pitman moves to accept the bid for the transfer station addition

Second: Selectman McGarry

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

Citizen's Comments:

Ms. Cady was reading the Union Leader and noticed that there was never a public hearing to expend the road funds that were received. She wondered if there was ever a public hearing to do that.

Chairman Barry stated and the feeling was echoed with the Board that there was a public hearing to accept the money for the road work.

Adjourn

Motion: Vice Chairman Pitman moves to adjourn

Second: Selectman McGarry

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

Next Meeting Monday, October 16, 2017 at 5:30 p.m.

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