

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
April 30, 2018
MINUTES**

Call to Order

5:30 pm – Chairman Pitman called the meeting to order

Present: Richard Pitman, Chairman; Andrew Robertson, Vice Chairman. Fred McGarry, Jeff Shute and Cindy Wyman, Selectpersons.

Pledge of Allegiance to the Flag

Chairman Pitman asks all to rise and pledge allegiance to the Flag

Motion: Vice Chairman Robertson moves to go into non-public session under RSA 91-A:3, II, (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

Second: Selectman McGarry

Discussion:

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

At 5:51 pm, Chairman Pitman stated that the Board was back from the Non-Public session and asked to get a motion to seal the minutes of the non-public session.

Motion: Vice Chairman Robertson moves to seal the minutes of the non-public session.

Second: Selectman McGarry

Discussion:

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

Chairman Pitman called on Vice Chairman Robertson.

Motion: Vice Chairman Robertson moves to accept the legal report and recommended action in the report prepared with town legal counsel.

Second: Selectman McGarry

Discussion:

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

Highway Bid Awards:

Paving: R&D Paving

Road Agent Young stated that R&D Paving was the ~~less~~ least amount. He has had R&D Paving for the last two years and has been very happy with them and recommends R&D Paving do the paving this year.

Motion: Vice Chairman Robertson moves to accept the highway agent's recommendation and award the paving bid to R&D Paving

Second: Selectman Shute

Discussion:

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

Road Reconstruction Materials:

Road Agent Young stated that on road reconstruction materials, he stated that he would like to do the same thing as was done last year which was to split between Plourde's and Deerfield Sand and Gravel.

He stated that the town would get its stone delivered from Plourde's and will pick up the gravel from Deerfield Sand and Gravel.

Motion: Vice Chairman Robertson moves to accept the highway agent's recommendation with regard to reconstruction materials.

Second: Selectman Shute

Discussion:

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

Winter Sand: Earth Mechanics

Road Agent Young stated that on winter sand, Earth Mechanics was the cheapest, so would like to recommend Earth Mechanics for winter sand.

Motion: Vice Chairman Robertson moves to accept the highway agent's recommendation for winter sand and award the bid to Earth Mechanics.

Second: Selectman Shute

Discussion:

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

Roadside Mowing: Sewall's Lower Amount Contract

Road Agent Young stated that on roadside mowing, Sewall out of Newmarket was the only one that bid. The \$7,500 bid is what the town usually gets, we don't need the more expensive one and so he recommended the \$7,500.00 from Seawall.

Chairman Pitman asked if there was a time limit in the bid to which the road agent stated that there was a time limit stated in the bid.

Motion: Vice Chairman Robertson moves to accept the highway agent's recommendation in regard to roadside mowing and award the mowing bid to Sewall for the amount of \$7,500.00.

Second: Selectman Shute

Discussion:

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

Mr. Young asked if the Board wanted to talk about the coding of the bills. Vice Chairman Robertson stated that they would have to talk about it a different time as Vice Chairman Robertson didn't have the information with him. He wasn't prepared to talk about it at this meeting.

Town Mowing: Dan's Tree and Landscaping

Mr. Ellis thanked the Board for giving him a chance to review the 2018 mowing season bids.

He stated that, as the Board knew, he is part-time and he didn't have a mowing season under his belt yet. He only had recommendations on the prices that were awarded and therefore he would like to refer the selection back to the Board for their decision and hopefully he can move forward and next year be able to make a decision that is more practical for the town. He went on to state that he didn't know any of the individuals and he himself, is still learning the job.

Vice Chairman Robertson stated that he thought that Mr. Ellis had made a fine recommendation, and in his position, he is always welcome to come back and state that he had researched all of the applicants and wanted to throw it back to the Board.

Vice Chairman Robertson went on to say that he didn't have the actual bids in front of him and didn't know if Mr. Harrington or Mr. Ellis did, but that he had reviewed the back up material that all three were required to provide but was interested in the information from the low bidder.

Chairman Pitman read the notice of bid for town mowing.

Vice Chairman Robertson asked if the bid request was for one or for two years. Nowhere was it stated that it was for two years.

Mr. Ellis stated that the award that was expiring was for a two-year period.

Vice Chairman Robertson asked Mr. Harrington if he had tallied all the different bids up to see which bid would be the lowest.

Vice Chairman Robertson stated that Dan's Tree and Landscaping was the lowest. Chairman Pitman interrupted and asked if Vice Chairman Robertson would read all the bids so that they would be in the record.

Durese Landscaping was the highest bid at \$14,450.00

Dan's Tree was \$10,430.00

Mark Tibbett's was \$11,600.00

Selectman McGarry asked if all of the references that Dan's Tree provided were all acceptable.

Mr. Ellis stated that they were and that currently, Dan's Tree has a three-year contract with the Town of Raymond of which this is his last year of that contract.

Selectwoman McHugh stated that Dan's Landscaping's bid also matched the requirements requested for bid.

Motion: Selectman McGarry moves to award the bid for the town building and grounds mowing to Dan's Tree and Landscaping

Second: Vice Chairman Robertson

Discussion:

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

Regular Business:

Review of Outstanding Minutes of 4/16/2018

Motion: Vice Chairman Robertson moves to approve the minutes of 4/16/2018 as written

Second: Selectman Shute

Discussion: Selectman McGarry pointed out a couple of minor corrections for Mr. Harrington to change in the minutes.

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

Chairman Pitman stated that there are four horse shows that are requesting the EMT services of Deerfield Rescue. He asked who would normally sign the contracts to which Vice Chairman Robertson replied that it is usually the Chairman that signs the contracts.

Motion: Vice Chairman Robertson moves to authorize the Chairman sign the contracts for the following shows: Northeast Region Horse Show, Arabian Horse Show, NH Horse and Trail Horse Show and Seacoast Morgan Horse Show regarding EMT services at the Deerfield Fairgrounds

Second: Selectman McGarry

Discussion:

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

Current Use Change Tax – Deborah Gaud, Trustee – Corey Road - \$400.00

Motion: Vice Chairman Robertson moves to collect the LUCT

Second: Selectman McGarry

Discussion:

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

Current Use Change Tax – Solid Roots Construction – Corey Road - \$7,000.00

Motion: Vice Chairman Robertson moves to collect the LUCT fee

Second: Selectman McGarry

Discussion:

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

Current Use Change Tax – Jamco, Inc. – Corey Road - \$7,000.00

Motion: Vice Chairman Robertson moves to collect the LUCT fee from Jamco.

Second: Selectman McGarry

Discussion:

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

Gravel Tax Levy – Steve Rollins, 35 Parade Road - \$1,164.32

Motion: Vice Chairman Robertson moves to levy and collect the gravel tax in the amount indicated by the chair.

Second: Selectman McGarry

Discussion:

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

Timber Tax Levy – Menard Family Partnership - \$1,541.42

Motion: Vice Chairman Robertson moves to levy and collect the timber tax as indicated by the chair.

Second: Selectman McGarry

Discussion:

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

Timber Tax Levy – Cory and Sarah Vos – 63 Middle Road - \$719.19

Motion: Vice Chairman Robertson moves to levy and collect the timber tax from the Vos as indicated by the chair.

Second: Selectman McGarry

Discussion:

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

Deed Correction – Anthony Leeds – 8 North Road

Mr. Leeds bought property at 278 South Road, Map 413, Lot 52. The deed needed correction and the chairman needs the Board's permission to sign the corrected deed.

Motion: Vice Chairman Robertson moves to authorize the Chairman to sign the corrected deed and note that the correction is an address change.

Second: Selectman Shute

Discussion:

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

Motion: Vice Chairman Robertson moves to authorize the Chairman to sign the quit claim deed for Alice and Kevin Mullen.

Second: Selectman McGarry

Discussion: Vice Chairman Robertson stated that this is a property on Freese's Pond which there has been some questions as to the ownership of it (town or resident).

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

Motion: Vice Chairman Robertson moves to appoint Mr. Ruckenmiller to the Cemetery Commission for a three-year term ending in 2021.

Second: Selectman McGarry

Discussion:

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

Motion: Vice Chairman Robertson moves to appoint Tina St. Peter to the Cemetery Commission for a three-year term ending in 2021.

Second: Selectman Shute

Discussion:

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

A request was received to nominate Cynthia Kelsey to the Local River Management Advisory Committee which is for the Lamprey River.

Motion: Vice Chairman Robertson moves to appoint Cynthia Kelsey to the Local River Management Advisory Committee

Second: Selectman McGarry

Discussion:

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

A request for the chair to sign a one-year maintenance agreement for the handicapped access lift which includes one pm per year, annual inspection and expires April, 2019 as well as one set of batteries for two years. Total cost is \$827.90

Motion: Vice Chairman Robertson moves to authorize the Chairman to sign the maintenance agreement for the stair lift/elevator.

Second: Selectwoman McHugh

Discussion:

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

Notice of Intent to Excavate – Steve Rollins, 35 Parade Road

Notice of Intent to Excavate – Paul Smith

Selectman McGarry stated that Mr. Rollins has a permit from the Planning Board to excavate and as far as Mr. Smith, he stated that he assumed that it was at the Blake's Hill Road pit, which is a grandfathered pit.

Notice of Intent to Cut Wood/Timber – Charlie Huckins

Notice of Intent to Cut Wood/Timber – Cory and Sarah Vos – 63 Middle Road

Accounts Payable Manifest – signed on April 20th, 2018 and April 23rd by all five select board members - \$39,803.31

Account Payroll Manifest - signed on April 20th, 2018 and April 23rd by all five select board members - \$44,007.28

On a sad note, dated April 23,

"Dear Board of Selectman:

Please accept my resignation from the Deerfield Parks and Rec Commission. I have thoroughly enjoyed my time on the Commission and leaving knowing that the Deerfield Parks and Rec is in a good place with solid leadership.

I feel that they could benefit with the membership of new members with fresh objectives and feel it is time for me to step aside.

Signed: Melissa Robertson"

Motion: Vice Chairman Robertson moves to accept Ms. Robertson's resignation

Second: Selectman Shute with regret

Discussion:

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

Chairman Pitman asked Mr. Harrington to please send a thank you letter to Ms. Robertson.

Town Administrator's Report:

Mr. Harrington stated that he had one item for tonight.

He didn't know how many people had noticed but there has been a lot of work done on the side of the building (George B. White) in the past week. A lot of upkeep and grounds keeping has been done. He wanted to put a thank you out to all the guys at the Highway Department and Mr. Ellis. He also wanted to thank Mr. Young for allowing to use the time of his guys and machinery.

They did removal of some large stones out of the field. They did tree trimming. They also brought in fill and gravel and reseeded it all so that the playground, the walkway and cement pads will be in better shape to being maintained.

There was a lot of erosion going on and the town was taking a chance in losing some of the materials in those areas. They also filled around the tennis court.

Vice Chairman Robertson had a quick question for Mr. Harrington regarding what Mr. Young had asked him about. He apologized as he had come in for a conference call prior to the meeting and forgot his budget and notes in his office.

Vice Chairman Robertson continued that he thought Mr. Harrington was going to contact the DRA to which Mr. Harrington stated that he had not heard back from them at this time.

Mr. Harrington stated that he would get back in contact with the DRA again.

Unfinished/New/Other Business

Selectman McGarry asked if anyone has heard back from the fair association regarding the WWII reenactment. He stated that he went on their website and they are selling tickets.

Chairman Pitman stated that he didn't have an update from last Thursday night's director's meeting. All the information that he had was that the contract was still not signed. We don't know if their ticket sales are not-refundable but their contract has not been signed.

Vice Chairman Robertson stated that he thought that they had done this for the last couple of years but he would like to reiterate from the Board, if they are in agreement with him, that the Deerfield Garden Club is in charge of the gardens at the different intersections in town. They have a very specific number that they maintain and he thought the Board had done this in the past, but that he would like to authorize the Garden Club to oversee the planting and maintenance of those gardens and that it is not necessarily open to anyone to stop and do some planting. All planting at those sites needs to be cleared through the Deerfield Garden Club.

The only caveat that would be put on this is would be if there is a safety concern, for instance if the police chief thinks that it is blocking sight lines.

Selectwoman McHugh had a couple of items.

She wanted to know what the progress was with the road signs. Vice Chairman Robertson stated that the Major Simpson sign is still green and Chairman Pitman stated that nothing has been changed. He wanted an update regarding the changing of the signs.

Highway Agent Young stated that they have not been ordered as of yet.

Selectwoman McHugh asked what the status was of the Highway Shed roof.

Chairman Pitman stated that the last think he knew, it was leaking and needed to be fixed.

Mr. Harrington stated that because the town is in a default budget and if the Board decided to put a new roof on, the money would have to be found elsewhere in the budget. There was no money put in for a roof.

Chairman Pitman asked Mr. Harrington if he could look into it.

Vice Chairman Robertson stated that he thought that the town should get an estimate.

Selectwoman McHugh stated that she thought the town had three estimates.

Chairman Pitman asked Mr. Harrington if they had three estimates to which he answered that they did.

Vice Chairman Robertson stated that he thought that the Board should look at them and see if they could find some money.

Selectwoman McHugh stated that Veasey Park is getting ready to open and she was wondering if the Board could get an update as to what is happening with them.

Mr. Harrington stated that he could schedule them for the next meeting in two weeks.

Selectwoman McHugh stated that the park was to open for Memorial Day weekend but it was noted that next meeting would be May 14th.

Chairman Pitman asked if anyone else had anything.

Vice Chairman Robertson stated that he had one more item. This is coming off the transformer move. Clearly the town had nothing to do with the transformer moving function but he thought going forward, and he had sent an email earlier with regard to projects that are going to close the road or significantly block the road, he would really like to see the police chief at the forefront as the point person for the project or at least he should be the first contact from anyone that is going to be blocking the road, closing the road, that sort of thing, either state or town roads. Going forward Vice Chairman Robertson stated that the police chief will be the point person.

Vice Chairman Robertson also stated that the town did a very good job of letting people know where the transformer was, when a road was going to be blocked and that type of thing.

Selectman McGarry stated on that same note, he came through on Route 43 the night the transformer was down, the signage for the detour around it was basically non-existent. He thought that either Eversource or the mover should have done a better job than what was done directing traffic around so that people wouldn't get lost.

Selectman Shute stated that he would agree with Selectman McGarry because he went all the way down the hill by the fairgrounds and had to go back again.

Vice Chairman Robertson stated that he thought that some of the police detail that was expected to stay, did not stay though the evening.

Citizen's Comments:

Ms. Cady – Old Centre Road

She stated that she had to go to physical therapy and the transformer was by the GBW and so she thought that she would go down Candia Road and down Cole. She stated that she got to the end of Cole Road and there was a state trooper there saying that she couldn't go to the right.

Since there was nothing that she could see, she didn't know why she couldn't go that way. So, then she had to go all the way back up Cole Road to Candia Road to Middle Road and come out by the fairgrounds. The state trooper didn't even know if that was possible.

She stated that while going down Middle Road, she didn't even know if that would be a good way to go to get onto Route 43. She really agreed that the signage was lousy and even though the transformer was at the GBW, she wanted to know why she couldn't go right.

She stated that she would like to see the selectmen write a letter to Eversource stating that in the future when they are going to be closing off roads, that they at least put somebody from town that knows detours and gets signs out there.

Also Ms. Cady stated that there is some missing minutes and some missing posting. She thinks that it is time to write a notice to Boards that they are required to post at the Post Office, the town website and one other place and that all minutes shall be forwarded to the IT person to be posted to whatever board is meeting.

Motion: Vice Chairman Robertson moves to adjourn

Second: Selectman Shute

Discussion:

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

Next Meeting: Monday, May 14, 2018 at 5:30 pm

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