

**TOWN OF DEERFIELD  
BOARD OF SELECTMEN  
July 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.

**Rebecca Hutchinson – State Representative Candidate**

Ms. Hutchinson thanked the Board for allowing her to be at the meeting and introduced herself to the audience.

She stated that she has lived in town 44 years and knows that folks know her from being on various committees and activities over the years.

She continued to say that she didn't know if people knew her for the professional work that she has done and would like to take a couple of minutes talking about that as she thought it was relevant to what she has to offer to the towns of Deerfield, Nottingham and Candia.

Ms. Hutchinson stated that she had worked for 40 somethings years until she retired three year ago. During this time, she stated that she worked in a variety of industries.

She stated that she started out as a public-school teacher in the town of Epsom in 1974 when her family first moved to Deerfield.

When the children were small, she worked in retail management so she was in the for-profit sector which led her to commission sales. At one point, she was a 100% commission salesperson for a company that did customer service evaluations which was an outgrowth of her retail work. It was also the same time she was in the legislature.

The last fifteen years she worked in home care management. She worked for two different agencies, one for-profit and one was non-profit.

Ms. Hutchinson stated that the reason that she was mentioning all of this was that she has worked in both public and private sectors which she feels makes her stand out and gives her a broad perspective to looking at issues.

When she was in the legislature between 1996 and 2000, she felt that her varied work experience was a real plus and since then has added more varied work experience.

One item that she stated was a priority issue for her which grows from her personal and professional experience was the Family Medical Leave Act. The reason that she is particularly passionate about it is because when she was a home care administrator, she saw families who were trying to keep their elderly parents and grandparents at home and they needed help. She felt that the legislation was a real New Hampshire answer. It wasn't mandatory. It didn't cost employers the money as it was coming from the employees and they could opt out of so it is one example of a good solution to a real problem.

She stated that she is proud of the non-partisan support that she has received already and continue to receive. She continued that she has a lot of support from Republicans, Independents and Democrats and thinks that's a good sign because she is somebody who looks for common ground.

She continued that she has been talking with people regarding public safety and guns and is encouraged that there is common ground and can enhance public safety while still protecting Second Amendment Rights.

Ms. Hutchinson wrapped up by explaining that there would be six people running for three positions once the primary is over in this one district.

Chairman Pitman thanks Ms. Hutchinson and stated that for the record, Ms. Hutchinson has been a representative before to which she answered that she was from 1996 to 2000. At that time, the district was Deerfield, Candia and Auburn but at this time it is Deerfield, Candia and Nottingham.

Chairman Pitman reminded Board members to pull their microphones closer to them so that the audience can hear the Board members.

**Opening Bids:**

**Diesel:**

Palmer Oil	30 cents per gallon net over Irving's previously posted price in Portsmouth.
Hartman Oil Company	Ultra low sulfur diesel, highway shed, approx. 8,000 gallons lock in price \$2.238 per gallon, margin over Sprague Energy, Newington, NH (.2238 over)
Rymes Oil Company	.21 cents per gallon net over Irving's rack price.

For example, the price of diesel fuel on the date of this letter would be \$2.44. The price would fluctuate with our laden cost but your mark-up would remain constant at 21 cents per gallon.

**Heating Oil (approx. 38,000 gallons)**

Palmer Oil:	\$2.0679 net per gallon
Hartman Oil:	Lock in price of \$2.57 per gallon
Dead River Oil:	Currently wholesale cost is \$2.3096 so the resulting price paid by the ton would be \$2.5256. They would offer a fixed price of \$2.629.
Rymes Oil:	\$2.569 per gallon

**Propane (12,300 gallons) Deerfield School District 2018/2019 Heating season:**

Palmer Gas & Oil:	\$1.65 net
Hartman Oil Company	Lock in price of \$1.8933
Dead River Oil Company	\$2.32 over or would offer a fixed price of \$1.580
Rymes Oil Company	\$1.579 per gallon for 12,300 gallons for this season

Chairman Pitman asked Mr. Harrington if he and Mr. Ellis would be reviewing and getting back to the Board to which he stated that he would.

Vice Chairman Robertson stated that a quick note is that most of those had either July 31<sup>st</sup> or an August 1<sup>st</sup> as a commitment date to honor those bids. At least one of them basically it is the day that you commit and the rate may change so he didn't know how long they wanted to wait.

Selectman McGarry stated that the apparent low is Rymes which is what his numbers were showing to which Vice Chairman Robertson agreed.

Chairman Pitman thought that the Board should decide now so that in a week or two they wouldn't have to do it again as they had already lost a week or two.

He thought that they could decide as they had the numbers and facts in front of them to which Board members agreed.

**Motion:** Vice Chairman Robertson moves to grant the bid for propane to Rymes Gas and Oil at their quoted rate of \$1.579 which was the low bid

**Second:** Selectman Shute

**Discussion:**

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

**Motion:** Vice Chairman Robertson moves to grant the bid for diesel to Rymes Gas and Oil as they were basically 21% over as opposed to 31%

**Second:** Selectman Shute

**Discussion:**

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

**Motion:** Selectman McGarry moves to grant the bid for heating oil to Rymes Gas and Oil as they were the lowest bid

**Second:** Vice Chairman Robertson

**Discussion:**

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

Chairman Pitman asked Mr. Harrington to get back to Rymes in order to get prices locked in and notify the others that they are all set.

#### **Regular Business:**

#### **Review of Outstanding Minutes of July 16, 2018**

**Motion:** Vice Chairman Robertson moves to approve the minutes of July 16, 2018 as presented

**Second:** Selectman Shute

**Discussion:**

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

#### **Payroll Manifest – July 30<sup>th</sup>, 2018 - \$67,499.79 (gross), \$53,336.05**

**Motion:** Vice Chairman Robertson moves to approve the payroll manifest

**Second:** Selectman McGarry

**Discussion:**

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

#### **Accounts Payable Manifest - \$39,163.16**

**Motion:** Vice Chairman Robertson moves to approve the accounts payable manifest

**Second:** Selectman McGarry

**Discussion:**

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

Signatures for reimbursement to towns and cities in which federal and state forests are situated and as a breakdown in Deerfield it is Bear Brook State Park, Pawtuckaway State Park and Woodman State Forest.

**Motion:** Vice Chairman moves to sign the application for reimbursement from the State of New Hampshire

**Second:** Selectman McGarry

**Discussion:**

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

A certificate of yield of taxes assessed was presented for Nancy Mathes – 110 Raymond Road, Map 418, Lot 22 and 23 - Timber Tax of \$331.16

**Motion:** Vice Chairman Robertson moves to collect said timber tax

**Second:** Selectman McGarry  
**Discussion:**  
**Vote: Yea 5, Nay 0, Abstained 0 – Motion Carries**

Forms requested by the auditors which the town provided which are an incident report response policy, a network access policy and an authenticity station policy and server backup policy.

Mr. Harrington stated that these are actually Deerfield IT policies put together based on recommendations from the auditors so these will be part of Town of Deerfield policies.

The Board is just being asked to approve the policies.

**Motion:** Vice Chairman Robertson moves to sign and approve all three entries for access and administration.  
**Second:** Selectman McGarry  
**Discussion:**  
**Vote: Yea 5, Nay 0, Abstained 0 – Motion Carries**

Chairman Pitman asked for the record if the audit was complete to which Mr. Harrington stated that it was and that these policies were based on some of the recommendations from what they found.

The MS-535 form is the results of the audit and that is for upload to the DRA site once it's signed by the Board.

**Motion:** Vice Chairman Robertson moves that the Board sign the MS-535 and return it to the DRA  
**Second:** Selectman Shute  
**Discussion:**  
**Vote: Yea 5, Nay 0, Abstained 0 – Motion Carries**

In Mr. Harrington's office, are the evaluations of all employees that have been evaluated in June for submission to the Board of Selectmen by July 1<sup>st</sup>. Selectmen will act on the evaluations by September 1<sup>st</sup>. Please stop by and read through what has been completed.

A letter from Sarita Frey of the Conservation Commission states that she needs as part of the Marston Farm Conservation Project, the Conservation Commission requests the approval by the Board of Selectmen to purchase the development rights on 38 acres of the Gile Beye property on Nottingham Road to be paid from the Conservation Fund pursuant to RSA 36-A:41.

Ms. Frey included a copy of the RSA for anyone that wants to read it.

On June 19<sup>th</sup>, 2017, the Conservation Commission apprised the Board of Selectmen of their efforts to secure the funding of the project and at that time, the Board indicated their support.

Since then, the funds have been raised through a \$50,000.00 donation to the Conservation Commission from an anonymous advised fund held by the New Hampshire Charitable Foundation.

The donation of 128 acres by Ms. Beye appraised at \$96,000 and approved by the Board of Selectmen in February of 2018. \$50,000 in LCHIP grant monies received in November, 2017.

\$7,500.00 from our regions Trees Partnership Transaction Grant

The remaining project cost of \$135,000.00 will come from the Conservation Fund pending Board of Selectmen approval on the use of these funds for this purpose.

**Motion:** Vice Chairman Robertson moves to authorize the Conservation Commission to move forward  
**Second:** Selectman McGarry  
**Discussion:** Vice Chairman Robertson believes that the June 19<sup>th</sup> meeting also served as the public hearing. He wanted to make sure and board members agreed.  
**Vote: Yea 5, Nay 0, Abstained 0 – Motion Carries**

#### **Town Administrator's Report:**

The town administrator stated that he had three items for tonight.

He just wanted to get back to the Board after questions were brought up on the mowing of the cisterns, water holes and the transfer station.

Both Mr. Ellis and the town administrator have talked to the landscaper who has the contract this year and he is going to be spending and paying more attention to all of those areas.

He is well aware that we are expecting the cisterns and the waterholes to be kept up in appearance and condition. The town administrator stated that he would get back to the Board with any further updates.

Most of the budgets are in and he has provided a tentative presentation schedule in their folders to review. If there are any changes need or if it's approved, the town administrator would like to know and would appreciate it. He then could start scheduling those department heads to come in on those meetings.

Lastly, similarly to last year, Wheelabrator has granted the town of Deerfield another Community Partnership Grant in the amount of \$2,000.00 that is part of their community outreach. They have been providing communities in the State of New Hampshire these grants.

We've already used some of those funds to fix and enhance the stairway going down to Bicentennial Field. It was at one point a wire railing and it has been replaced by a rope railing. The wire railing was full of catches and people were going to get their hands cut on it.

Mr. Ellis was also able to put in a second railing of rope to provide more stability for people and the smaller children going down the stairs. We're also going to use some of the money to fix decking at the very bottom where there's a platform. Some of the boards are rotted out.

That money is going to be very useful in doing projects around the town.

Chairman Pitman asked if anyone on the Board had questions for the town administrator.

Selectman Shute stated that just to make a correction on the schedule for the budget. You have animal control on the 2<sup>nd</sup> of October. He thought that it should be the 1<sup>st</sup>.

Mr. Harrington stated that the whole section of budget reviews under 10/2/2018 should be 9/24/2018.

Vice Chairman Robertson asked the town administrator when the town received the Wheelabrator Grant to which Mr. Harrington replied that it was on July 10<sup>th</sup> and the check was dated July 2<sup>nd</sup>. The check was hand delivered by John Fareast who the town administrator stated he had dealt with last year.

Vice Chairman Robertson stated that he was just playing through his head the acceptance policy for grants.

Selectman McGarry asked if there was any feedback with regard to how things went with the World War II Reenactment. He stated that the couple times that he drove by he didn't see any traffic issues.

Mr. Harrington stated that he hadn't heard of anything officially. Anecdotally he heard that there weren't any issues to note but that he hadn't talked with the police chief. He hadn't mentioned anything to him.

The Chairman stated that he hadn't gotten an update from the fair. It wasn't the success that they had hoped and many of the board members mentioned that the weather was tough.

The Chairman stated that the fire chief had gotten back to the Board with a price for the compressor but that there were questions so it will be brought up at the next meeting.

Mr. Harrington stated that he was able to get an update from Chief Fisher. He asked that the proposal get postponed until the next meeting and then he will attend to answer any questions that come up.

Chairman Pitman also stated that they had received a letter in the mail that the town's Forest Fire Warden had resigned and will be looking to replace him.

Vice Chairman Robertson stated that his only thought to replacing the forest fire warden is certainly the select board's job to recommend a candidate but he thought that they needed to run the candidate by the fire chief as a courtesy before they recommend someone.

Chairman Pitman stated that he hoped that they could do that before the next meeting that they have.

Selectman Shute asked if the fire chief was acting as interim forest warden to which select woman McHugh stated that she thought so.

**Old/Unfinished Business:**

None

**New Business:**

Vice Chairman Robertson stated that the Police Department Building Planning Committee is going to meet at 6:45 p.m. this evening after this meeting and they are slated to go take a look at, at least two of the sites that the town owns property at and he will say that based on the weather report at 9:00 a.m. last Monday which called for heavy rain and repeated thundershowers, he told Mr. Harrington that he thought that they should cancel the meeting and they did but by 4:00 p.m., the weather forecast had changed to white fluffy clouds and no rain.

Chairman Pitman asked if the Board wanted to meet in two weeks and have our regular meeting? Currently we are scheduled for next Monday but we've had to move things around because of different meetings. He asked the Board if they wanted to meet on the 6<sup>th</sup> or the 13<sup>th</sup>. He continued that he didn't think of any reason that they needed to meet on the 6<sup>th</sup> and all board members agreed to meet on August 13<sup>th</sup>.

**Citizens Comments:**

Chairman Pitman asked Ms. Cady if she could hear the Board better this evening to which she replied some of it.

**Motion:** Vice Chairman Robertson moves to adjourn at 6:01 p.m.

**Second:** Selectman McGarry

**Discussion:**

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

**Next Meeting: Monday, August 13<sup>th</sup>, 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*