

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
August 13, 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

Chief Matt Fisher – Update

Chief Fisher thanked the Board for seeing him this evening. A few things he stated that he wanted to go over with the Board.

First, and he thought most exciting, is that we had advertised for some lieutenant positions, both for the fire side and the EMS side and had five candidates apply in total.

The officers met with the candidates and came up with the two people that we wanted to move forward as lieutenants so he would like to bring them forward to the Board of Selectmen as some recognition and some PR if you will.

These promotions will take affect on September 1st. We have Doreen Schibbelhute who will be the EMS lieutenant and Richard Butler will be the new lieutenant on the fire side of things.

The Board congratulated the new lieutenants.

A few other things that he had was that the last time that he came in and approached the Board about surplusing or donating the old air packs that they had. We were able to donate them to the town of Milan, NH which he had to look up as it is somewhere near Berlin.

We had eight air packs, sixteen spare bottles and eleven face pieces that went with the older style air packs that the department has phased out.

They were very appreciative and that he heard the next day, our vendor Firematic had come in and they were helping out with getting them to another department. He emailed the chief that night and the chief was all about it so they'll hopefully be of good use for that community who might be a little less fortunate than we are.

Mr. Harrington has been helping Chief Fisher work on an RFP to replace the cascade system in the fire house which was one of the things on the Primex report. It will be something that will be advertised and rolled out in the near future. When those bids come back, I'll probably be looking for the Board's approval to do something similar with the existing cascade system.

It is a bit limited as it only generates up to 4,500 psi which is where the maximum pressure in the bottles is now. This is one of the reasons why we're looking to upgrade as well as use the containment system which will help if there was ever a mishap or a bottle to explore, to keep the fire fighter or EMT that was filling the spare bottle from being injured.

With the Board's approval and I don't know if there is anyone out there that might be interested in the old system, he would like to see it repurposed.

It was asked if there needs to be a motion in regards to what the Chief brought up and it was discussed that nothing is needed at this time as he doesn't have anything lined up at this point.

During the WWII event, the Tahoe ended up having a fuel leak. It was brought to Banks to get looked at and since it is right around state inspection time, he had it checked out which rolled into a whole list of things that he will be passing in to be paid to the tune of about \$2,500.00.

One of the things that Banks found when they dropped the fuel tank to repair the fuel lines and whatever was leaking, they found a hole in the frame which they were able to repair but the Tahoe itself is probably getting to the end of its usable service life.

It currently has approximately 160,000 miles on it and 4,000 hours and is starting to show significant body rust. Earlier in the year, we had to replace two brake lines and a few gas tank straps on it.

This year we're looking probably around \$4,500 or so that we've put into it. He stated that he didn't know what the Board's feeling were in replacing it. He knew that the previous chief brought it up four years ago and that didn't fly so he didn't know what guidance you folks might have in getting it replaced.

Chairman Pitman stated that he thought it would be a warrant article to which Vice Chairman Robertson stated that they should look towards replacing it either as a Board warrant article or as fire equipment, whichever Chief Fisher and the Board think is the most effective.

When it was brought up, the Chief thought that it was in better shape four years ago but now it is time to replace it.

Chief Fisher stated that he would get some information together on what things are going for and what the state bid is for a replacement equivalent vehicle.

Chief Fisher stated that he had Mr. Ellis meet him at the station to look at a few things.

The roof on the back of the station, the smaller half or the part that has the hose tower, generator room and rescue bay is starting to leak pretty well to the point where there's some significant black mold in the generator room. He stated that he would like to get that addressed and taken care of sooner than later.

The plan is when we can get the generator out of there which the highway department is going to take the generator, it is going to become more of a secured or shut off room for the EMS equipment and where the EMS equipment is now, where the rescue van used to be, will become the PPE room. We are going to try to keep all the structural gear and whatnot out of the exhaust as much as we can for our members safety and health. It is a pretty important room back in that area and would like to see it fixed one way or another.

Chairman Pitman asked Chief Fisher if he could get the Board a bid on the roof to which the chief answered that he would work with Mr. Ellis on that.

It was asked what the material of the roof was to which it was answered that it was a metal roof and he thought that it was original.

Vice Chairman Robertson asked if there needs to be any remediation for the mold or did he think it could be cleaned up and the roof repaired.

Chief Fisher answered that he didn't know the answer to that question.

Chief Fisher stated that he had some technical difficulties getting some pictures printed off that he had taken and they probably would have shed some light on the condition that we have in that area but if anyone is around for breakfast on Saturday at the firehouse, we can open up the door and take a look at it.

Breakfast is between 7 am and 11 am at the firehouse. It will be held downstairs. The department is going to pull some trucks out like was done a number of years ago and have the tables for everyone. Anyone that is around is more than welcome to come down.

The last thing he had was that he was successful in sending one email to Mr. Harrington who printed off the picture of the Conex box storage unit out back behind the firehouse. He wasn't sure how to address cleaning that out because once stuff comes out, he didn't really want to put it back in and he didn't know how the Board wanted to handle surplus or salvaging or getting rid of things.

Chairman Pitman asked the Chief what he would do with old hose.

Chief Fisher replied that he believed that the majority of that hose hasn't been hose tested or it was tested and failed. Three-inch hose is something that the department doesn't use anymore. He thought in the past that it has been given away to towns people for their docks so it certainly can be advertised. That would be how he would look to get rid of the hose.

The old garage doors that are in the storage box came off of South Station when that was refurbished before we got Engine 4 so the fire department doesn't have a use for them but he didn't know if there's another town building that might want some doors.

He continued that he really didn't know what was in there. If you look in, it's a wall of stuff.

Vice Chairman Robertson stated that anything usable, like the hose that there might be an interest in, we should get rid of the rest of it. The Board should probably plan with the transfer station to dispose of, particularly if there's some metal or some value at Harding's.

The chief asked if there was a weekend that the department could get a work detail together to pull things out and maybe have a selectman or two to review things before we dispose of it.

Chairman Pitman stated that maybe in a week from Saturday as there is enough going on this Saturday to which Chief Fisher stated that it might not be that quick but that he just wanted to know how to handle the disposing of those items.

Chairman Pitman asked Chief Fisher if he wanted to talk about the compressor to which he agreed.

It was initially decided to move forward with the company of that specific compressor unit. They no longer sell that brand due to long lead times and the compressor that they would alternate that with ends up being splash lubricated and not pressure lubricated. He stated he certainly wasn't an expert on compressors but from what Mr. Ellis and Mr. Pelletier told him, he would want to stick with pressure lubricated so it puts him almost back to square one.

Chairman Pitman asked if the maintenance service contract that was before them would not be acted on tonight?

Chief Fisher stated that no, that if this company only provides a splash lubricated compressor these days, he didn't think that it would be someone would want to go with after hearing Mr. Ellis and Mr. Pelletier's recommendation to stick with the pressure lubricated one.

The nice thing about these folks they would have been able to provide a service plan for the compressors at South Station, Central Station as well as offering some installation although I am sure there are other companies to be researched.

Chairman Pitman read a letter from the State stating that current Fire Warden Mark Tibbetts had stepped down as of July 16th, 2018 and that since the position is now vacant, the Board needs to recommend a replacement.

Vice Chairman Robertson stated that at the last meeting, they briefly talked about this and stated that even though it is the responsibility of the Board, that they should run the potential candidate by the fire chief. He didn't know what the Chief's thoughts were. He stated that he knew at one time, he expressed an interest in being the forest fire warden. He stated that he knew that he could be a forest fire warden and there could be other deputy forest fire wardens or special deputy forest fire wardens.

Chief Fisher stated that he thought that the chief being the forest fire warden probably makes things the cleanest. He also stated that he wasn't in any rush to see Mr. Tibbetts removed earlier in the year because he was in the last year of his term.

Moving forward, it would probably be the simplest thing to have the fire chief with the forest fire warden. Since Mr. Tibbetts stepped down, the phone that he had as been passed around between the other deputy wardens to answer calls for permits and such and they've been filling in with issuing seasonal permits and other items that needed to be done.

The warden with any sort of financial paperwork, if there was a fire that we have to bill the responsible party or anything like that, I think it is the cleanest, if it is the fire chief at the same because ultimately that would be another person who has some fiscal control.

Chairman Pitman asked Chief Fisher if he were to be nominated for fire warden, would he accept it which he stated yes.

Motion: Selectman McGarry moves to nominate Chief Matt Fisher as the fire warden for the Town of Deerfield

Second: Selectman Shute

Discussion: Selectwoman McHugh asked Chief Fisher if he would have time for this new duty to which he stated that the deputy wardens have been helping him with answering all the calls for the permits and such and so in regards to that aspect, he thought he did.

Looking forward, he would like to bring to the town, online permitting and he has approached a business in town and having the owner of the business becoming an issuing agent to allow a few more options for people to get their permits.

In regards to answering call for unpermitted burns, the police department calls him now anyway.

Selectman McGarry stated that he has felt that the warden should always be the chief and this certainly fits in the model that he had in his mind for the town.

Chairman Pitman stated that he remembers when they asked Chief Fisher to consider being the chief, he said he didn't want to take it on at the time but he has answered Selectwoman McHugh's question.

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

After the vote, Selectwoman McHugh asked if Chief Fisher had heard if the appointments for Ms. Kimball and Mr. Gill had been processed.

Chief Fisher stated that with speaking with Ms. Kimball, she had received her letter but not her ID card from the state. They don't issue badges anymore and she hadn't received her deputy warden's plate. He couldn't speak for Ms. Gill.

With the delay of processing the applications, both new deputy wardens missed the spring training which is very helpful for new appointees to attend.

Motion: Vice Chairman Robertson moves to approve the minutes of 7/30/18 as presented

Second: Selectman Shute

Discussion:

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

Payroll Manifest - \$71,680.01 (gross), \$57,166.80 9 (net)

Motion: Vice Chairman Robertson moves the payroll manifest as read

Second: Selectman McGarry

Discussion:

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

Account Payable Manifest - \$529,146.42 of which \$500,000.00 is going to the school

Motion: Vice Chairman Robertson moves the account payable manifest as read

Second: Selectman McGarry

Discussion:

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

Land Use Change Tax – David and Tina Moss – 7 Woodcrest Drive – Map 414, Lot 46 - \$350.00

Motion: Vice Chairman Robertson moves to collect the land use tax change fee

Second: Selectman McGarry

Discussion:

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

Land Use Change Tax – Robert and Kylie Rae Ronay– 163 Mount Delight Road, Map 411, Lot 41 - \$210.00

Motion: Selectman McGarry moves to collect the land use tax change fee

Second: Selectman Shute

Discussion:

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

Timber Tax Levy – Courtney and Steven Stock – Map 410, Lot 54, Mount Delight Road - \$181.32

Motion: Vice Chairman Robertson moves to collect the timber tax levy as presented

Second: Selectman Shute

Discussion:

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

Contract for Outside Detail Contract Services for the Deerfield Police Department for the Deerfield Fair

Dates for the fair are September 26th through September 30th. The rate per officer will be \$40.00 plus either \$8.95, \$5.73 or \$3.22 for administrative costs payable to the Town of Deerfield

Motion: Vice Chairman Robertson moves that we approve and accept the detail contract for police presence at the Deerfield Fair

Second: Selectman Shute

Discussion:

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

Personnel Action Request – Parks and Recreation – Summer Camp Staff

Selectman Shute stated that Nick and Jeff have been working for months and putting together a salary scale of which everyone has a copy. To verify, at the top it says Year 1, Year 2, Year 3 etc. It should not be year but Step 1, Step 2, etc.

What it is showing everyone is a salary wage scale for 1%, 1.5%, 2%, 3% and he believes what Nick has been asking for his staff is the 3% line.

What this does is brings people up to an hourly wage that's almost comparable to the neighborhood towns.

Vice Chairman Robertson stated that he felt comfortable moving on the hourly rates as they are still low, starting at \$8.00.

Selectman Shute stated to clarify, steps 1-7 are a yearly step. Steps 8, 9 and 10 are two-year steps.

Just to piggyback on this, we are also in the process of doing an organizational chart for Parks and Rec. He brought it to the last Commission meeting and presented it for people to look at and at our next Commission meeting, we will vote on it.

At the last Commission meeting, they voted on the wage scale and approved it also.

The following is a list of people included in the Personnel Action Request:

| | | |
|-----------------|---|-----------|
| Morgan Mahoney | Summer Camp Staff | 9.84 hr. |
| Haley Stevens | Summer Camp Staff | 9.84 hr. |
| Victoria Gibson | Summer Camp Staff | 12.46 hr. |
| Greg Berkland | Summer Camp/After School Supervisor | 14.26 hr. |
| Kerry Furtado | Summer Camp Staff | 12.10 hr. |
| Phil McPherson | Summer Camp/After School Staff Supervisor | 11.26 hr. |
| Liam Riley | Summer Camp Staff | 10.44 hr. |
| Katelyn Cormier | Summer Camp Staff | 10.44 hr. |
| Hannah Mason | Summer Camp Staff/After School Supervisor | 12.10 hr. |
| Deb Treantafel | | 18.00 hr. |

Selectman Shute also stated to clarify, this is all revolving fund money, not budget money.

Motion: Selectman Shute moves to have the Chairman sign the wage action request as read for Parks and Rec

Second: Selectman McGarry

Discussion: Vice Chairman Robertson stated that some of the names that were read were people that have been with the program decades.

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

Town Administrator's Report:

Mr. Harrington stated that he had several items this night.

He stated that he has been contacted by the Pleasant Lake Preservation Association, John Duffy, in an email, looking for a letter of support from the Board of Selectmen to work on fixing the runoff off of Route 107 entering the lake at the south end. As he gets more information, he is going to be sending that to him or maybe coming in to speak to the Board.

Vice Chairman Robertson stated that he was trying to recollect but he thought the Board came up with a draft and signed a letter of support at the initial onset when they were seeking grant money or matching money for this?

Mr. Harrington stated that it was his understanding that it was different request and it will be appropriate to schedule time for Mr. Duffy to present to the board in order to clarify a lot of things.

Vice Chairman Robertson stated that if you find the original one that it would be a suitable draft for this project.

Secondly, the road agent wanted the Board to know that roadside mowing has begun. The vendor will be in town.

Vice Chairman Robertson stated that he saw that about four minutes after he asked Mr. Harrington when roadside mowing was going to start.

Selectman McGarry stated that he also saw him.

Chairman Pitman asked if he was mowing to which it was replied that yes and that it looked good.

Lastly, he wanted to alert the Board that at the last meeting that he was asked if cooperation was improving between the town and the contractor for mowing and at the time he stated that it had.

Unfortunately, he is back to report that it has not only worsened but seemed to have ceased so at this time he is looking for recommendations from the Board on how to proceed.

This week, starting today, Ray with the assistance from someone from Parks and Rec, finished all the town mowing since we're right before Old Home Day, just to get the grounds in shape.

We probably have at least two more months of mowing to do and we need to get someone in place to fulfill all the rest of the mowing season. Mr. Ellis is here if you have any questions for him. He's been working most closely with the current vendor

Chairman Pitman commented that he thought that he should be terminated immediately and get the next highest bidder working on this. There are water holes that haven't been touched yet this year. It's kind of embarrassing. Nothing to do with our people but this guy just hasn't worked out.

If Mr. Ellis could get in touch, if the rest of the Board agrees after we discuss it and let Ray handle it.

Vice Chairman Robertson stated that he would agree and he didn't recollect who the next highest bidder was but he thought it might have been Mark Tibbetts. He didn't know if he would have any interest in talking with us at this stage of the game but he thought if Mr. Tibbetts was the next highest bidder, he would certainly feel comfortable reaching out to Mark and would feel confident that he would know exactly what would need to be done.

Vice Chairman Robertson stated that he was thinking of the other commercial contractors at this point in the season. The guys that he has talked with are up to their ears busy and probably would not pick up another person midterm.

Chairman Pitman stated that he didn't want to rebid it.

Selectman McGarry stated that one thing that he would probably think that they should consider in the future would be, and he didn't know if this contract was big enough, was to require a performance bond.

Certainly, if this guy did not perform and we did have a performance bond in effect, that the bond would be called and basically the bonding company would hire somebody else to do the work for the price that this guy had bid.

We probably have little recourse under the current contract except to terminate it and go from there. Hopefully we have that in the contract or have the ability to do that to which he assumed that they did.

Chairman Pitman asked if he was prepaid to which Mr. Harrington stated that he has only been paid for the work he has done thus far.

He asked Mr. Harrington if he could contact Mr. Tibbetts and review it with him. We certainly don't need to show him what to do.

Selectman Shute stated that he thought on Mr. Tibbett's contract that it was for two years which Selectman McGarry agreed. Selectman Shute asked if this is to finish this one and then we're going to rebid it again.

Vice Chairman Robertson stated that the thought that we would have to finish this year and rebid unless the Board was comfortable to grant it for two years. It might sweeten the deal for Mr. Tibbetts.

Selectman McGarry stated that he thought that Mr. Ellis would have to check to see if Mr. Tibbetts or the other bidder would even be willing to do the work for the price they bid. They are not obligated to take the work for those prices.

Mr. Ellis stated that basically, he would get ahold of them and find out

1. They have the time to take it on
2. If they are willing to finish this contract.

Board members stated that Mr. Tibbett's contract was for two years so would the two years be valid or just finish for this year and put it back out to bid.

Selectman Shute stated that he thought that we should finish out this year because there may be things that we need to add to it. He noted that there is an idea to do Bicentennial Field on it and maybe Hartford Brook. He would feel more comfortable finishing this year and then rebid it.

Selectman McGarry stated that he knew the terms with regard to the bid itself were for one year and that was one of the concerns that he had with Mr. Tibbetts bid that he was not bidding on what we advertised for.

Chairman Pitman stated that the consensus is that Mr. Ellis check with Mr. Tibbetts and see if he will honor his bid to which Mr. Ellis stated that he would.

Selectman McGarry added to honor his bid for finishing this one year.

Chairman Pitman stated that Mr. Tibbetts takes it, he's got a lot of work to get it done. It's not like he's starting off with freshly mowed areas.

Mr. Ellis stated that the same with Derise, he's a large contractor. He's probably filled his year, he didn't know. He could contact Mr. Tibbetts and see where we are at.

Vice Chairman Robertson stated that it would nice if we could use what we had in the original bids but we didn't accept them so he would just look to coming to some reasonable terms.

Mr. Ellis stated that he would talk with Mr. Tibbetts to see how he feels and go from there.

Chairman Pitman asked the Board how they felt about waiting until the 26th.

Selectman McGarry stated that he thought so and if they come and say that they are not going to do the work for what they bid then he thought that it would have to be rebid.

Mr. Ellis stated that he didn't know what happened to Dan. He just dropped off the face of the earth. He stated that he called him over nine times over the last two weeks and talked to him twice. He said that he was coming in the next day and Mr. Ellis asked Dan to come into his office and see him. Mr. Ellis actually had written up a warning letter and his concerns were in the letter but he didn't get a chance to present it to him because he never showed up.

One day Dan did call and stated that there was a death in the family and he would be in the following Tuesday. He never showed up Tuesday and Thursday was his regular mowing day and he never showed up then. Mr. Ellis stated that he called and called him and left a message and no return so he didn't know what was going on.

Mr. Ellis stated that he knew people that knew him and there's a lot of word on the street but that he has nothing to back that up. As far as Mr. Ellis was concerned, he was a no-show and apparently, he's done.

Unfinished Business:

None

New Business:

Vice Chairman Robertson stated that he would note that the Police Department Planning meeting that was scheduled for this meeting has been postponed. Hopefully they will be able to pick it up next Monday. There were four members that he was in contact with that were not able to attend this evening so given the size of the committee, it didn't make sense to him.

Selectman Shute reminded everyone of Saturday's Old Home Day. Breakfast at the fire house at 7:00 am to 11:00 am and sorts of stuff. Chicken BBQ at 4:30 pm with "Andrew's Famous Chicken". There is a lot of activities going on and he thought the fireworks would be at 9:00 p.m. at the fairgrounds. Road race at 9:00 am.

Chairman Pitman asked if anyone else had any other new or old business. None was heard.

Citizen's Comments:

Harriet Cady – Old Centre Road

Ms. Cady stated that she had two questions.

She stated that when the Board voted for the pay raises, there was a very big Supreme Court decision this year that said pay raises that had not been told to the people could not be given during the year.

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Even though it comes out of the revolving fund, it actually is coming out of the taxpayers because the taxpayers are the ones that are paying for the building and paying for these services that come to the people.

She thought that this should be looked at as another thing that is put forth to the people at Town Meeting which is what we are paying out of the revolving fund.

The second point is, when you went through the land-use change taxes, you don't say how big the parcel was that the land-use change was for so for instance, if there was an acre of land, backland is taxed to me at over \$1,300.00 and with the 10%, it's \$130.00 because the levy is 10% of whatever the value of the land is.

If it is a building lot, it's more like a \$100,000.00 so it would be a \$10,000.00 current use penalty.

Without knowing how big the parcel is, she didn't know if a proper land use change levy has been figured and what for.

Chairman Pitman stated that there is a letter on the back of each one that the tax amount is recommended by Avitar so he believed. He stated that he would try to read that.

Ms. Cady stated that the Board would recommend reading how big the parcel was which was agreed to by the Chairman.

Ms. Schibbelhute

She stated that she just called her son who owns Blue Sky Landscaping and he said he'd finish the town off for the year on that contract if you want for those numbers and get it done before Old Home Day also.

She also asked if Old Home Day was just Sunday to which the Board stated that it was just Saturday unless it rains really hard, then it's just Sunday.

Motion: Vice Chairman Robertson moves to adjourn at 6:09 p.m.

Second: Selectman Shute

Discussion:

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

Next Meeting: Monday, August 27th, 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*