

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
October 15, 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 McHugh, Selectpersons.

Pledge of Allegiance to the Flag

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

Budget Presentations:

Veasey Park – rescheduled.

Assessing/Reval of Property – Page 11

The one line that has any change in it is the maintenance line for vendors. It is a \$171.00 increase and Mr. Harrington believes that it's due to the 3% increase in the Avitar Program support.

Chairman Pitman asked if there were any other questions from the Board to which there were none.

Town Administrator – Page 2

Mr. Harrington stated that the budget is up slightly due to the cost of living increase and there is one change under the full-time employees. It is actually \$127,790.00. There was a \$10.00 arithmetic error.

Chairman Pitman stated that out of \$234,000.00, it is only up \$700.00 to which Mr. Harrington stated it is up \$781.00.

He continued that the auditing services is based on a contract. It's up \$225.00. Maintenance and vendors, again, is due to contracts and rental agreements.

There is a change under maintenance. Right now, they were seeing a 2019 proposed budget of \$7,560.00 and he would ask the selectmen to consider changing that to \$11,000.00. They had to add an additional module to the muni-smart system and all of the prices had not been changed in probably five years and did not reflect accurate maintenance numbers yearly and \$11,000.00 is more in line with what the town is actually paying.

Mr. Harrington stated that this was the only change. The new balance at the bottom would be \$238,252.00.

Chairman Pitman asked the select board if they had any questions and there were none.

Legal – Page 13

Mr. Harrington stated that the Legal line is coming in at \$42,000.00 compared to last year which was \$43,572.00, a decrease of \$1,572.00.

Chairman Pitman asked Mr. Harrington if there was anything pending to which he asked that there was nothing that he knew of.

Chairman Pitman asked if there were any questions from the Board. None were heard.

Personnel Administration – Page 15

Mr. Harrington stated that it would be the FICA and Medicare to which Chairman Pitman added that the town has no control over.

Mr. Harrington stated that it is based on wages and salaries. The total is correct. It's actually down \$10,900.00.

Chairman Pitman questioned that it was down to which Mr. Harrington stated that this was correct.

Mr. Harrington stated that he was sorry, that it was actually up \$10,900.00.

Vice Chairman Robertson asked if it was because of the couple of wage increases and now the town is fully staffed and all the salaries are aligned and this is based on accurate employee numbers.

Chairman Pitman stated again that the town doesn't have a say in this line and asked if the Board had any questions to which there were none.

Insurance – Page 26

Mr. Harrington stated that all board members should have backup in your folders that came from Beltran Prescott concerning health insurance.

Mr. Harrington stated after talking with William Bald from Beltran-Prescott, his recommendation to the Board, is to go with the same insurance plan we had last year which is up just under 2% which he feels is quite a good deal and would recommend going with the same plan.

Chairman Pitman asked Vice Chairman Robertson if he was all set with this decision which looked like there would be more money to move to the comprehensive options.

Mr. Harrington stated if the Board looked at their budget, he was going to give them some changes which have not been put into this because he got all these figures well after those were printed.

The first line – Health Insurance - \$166,301.00 instead of the \$213,548.00

The dental insurance is up 2.3% over last year and an estimated calculation would be \$26,451.00 which is still less than what was proposed and less than this year's budget. Again, it is because we have all of the positions filled. Last year, he had to estimate family plans for all of the employees that were not hired yet and many came in as singles rather than two-person or family plans.

This is a more accurate representation of what the town's insurance costs are.

Chairman Pitman stated that for the record, the budget for Insurance is down approximately \$71,000.00 to which Mr. Harrington stated that he wasn't finished as there were more changes.

Retirement - \$104,512.00 is currently in the line but Mr. Harrington stated that it may be closer to \$70,000 but that he was going to come in and talk with the Board again after he verifies with Pete Lemay. He was out today and Mr. Harrington wanted to make sure that it was an accurate number for that line before he changed it.

Unemployment – That figure just came in and it is 961 which he just got from Primex today.

Worker's Compensation – the next four blanks were just an error on Rita's part. She didn't put the data in so Mr. Harrington was going to give the Board some numbers to put in those.

For Worker's Compensation - \$44,161.00

For Section 125 - \$1,050.00

For Property Liability - \$41,769.00 and

For Deductibles - \$5,000.00

Mr. Harrington continued that overall, he could give the Board the change in the budget as it sits right now. Last year it was \$439,160.00. With the new numbers that he had read off, it is \$383,518.00.

He reminded the Board that he may come back to them with the retirement number as he should have it for the Board by next meeting.

Chairman Pitman stated that it was still down approximately \$56,000.00 to which Mr. Harrington agreed.

Chairman Pitman asked members if they had any question to which there were none and remarked that it was good news.

Mr. Harrington stated that he wanted to get a sense from the Board if it's their wish to go with the same insurance plan as recommended to which Board members agreed that they should. Mr. Harrington stated that he needed to get back to the insurance people to let them know.

Welfare – Page 66

Ms. Greig stated that pretty much the line is level funded. Ms. Greig asked Mr. Harrington if there was an anniversary date. She thought that there was. The bottom line is level funded and if it did go up like \$100.00 for having that, she thought she had hit her 10-year anniversary this year to which Mr. Harrington stated that it was included. There is a \$200.00 longevity.

Ms. Greig stated that this was the only change. Appropriations remains level funded.

Again, the issue, of course, always being ready on the front. They have been seeing the primary issue regarding housing and the vacancy rate in apartment rentals is about 1% and rents have continued to climb significantly. Those numbers are reflected in the standard and need that was done earlier.

Fortunately, the outreach that they're continuing, the expenditures have been able to stay well under the amount.

There are no other changes with respect to training or dues.

Chairman Pitman asked the Board if they had any questions for Ms. Greig to which there were none.

Agencies – Health/Social – Page 64

Ms. Greig stated that Social Agencies was also level funded. Those are the organizations that provide all kinds of different, either direct services or education for the town's folk. The backup document that was provided to the Board, demonstrates that they are all level funded.

She continued that the Board could see the number of visits and/or residents served by those groups whether they be child advocacy groups, or children's center or mental health services, domestic violence services, etc.

It was noted by Vice Chairman Robertson that his documentation stated that the line went up \$15,000.00 to which Ms. Greig explained that if he went to the very top part, that is actually the town's part. That is the drug testing and physicals. She stated that Mr. Harrington always sneaks that in there.

Mr. Harrington stated that the \$15,000.00, if you look at the backup, is for the National Fire Protection Agency physicals and he's budgeted 30 physicals at \$500.00 each.

Selectman Shute asked what the National Fire Protection Agency physicals were for.

Mr. Harrington stated that he didn't have that answer for the Board at this time. Chief Fisher, unless Select woman McHugh knew something about it, to which she answered that she wasn't sure.

Mr. Harrington stated that it was Code 1582 and he didn't know what that meant.

Select woman McHugh wanted to know why it wasn't under the Fire Department budget.

Mr. Harrington stated that he would verify that information and get back to the Board. He will send out some information.

Chairman Pitman stated that the new hires are only \$50.00 to \$80.00 but then there is this \$15,000.00 to which Mr. Harrington stated that he would get back to the Board on this.

Chairman Pitman asked if Ms. Greig was all set to which she stated yes but did ask if they had done Emergency Management yet or if Kevin had done it.

It was remarked that the Board didn't think anyone had presented it yet.

Mr. Harrington stated that it was on Page 42 and Chairman Pitman stated that she could present that budget while she was there.

Emergency Management – Page 42

Ms. Greig stated that she would love to present the budget for Emergency Management. She told the Board that they do have a bump in the budget. This is primarily because of grants.

The town's Emergency Operations Plan is due next year so under the eight-one-two line for Emergency Management grants, they would see \$10,000.00 allotted there. That is a matching kind of \$5,000.00 and time and state funding for \$5,000.00 so the line is put in there because it needs to be in there. Basically, it won't involve expenditure of dollars by the town.

The second is the EMPG that they will be applying for emergency communication improvements at the G.B.W Building. The intention here is to work on getting some communication system with Park and Rec and outdoor sounds so that we can communicate in an emergency.

The other area that there is an increase is under the E/M equipment line which is seven-four-zero for reprogramming. There have been some changes to some dispatch frequencies so that has to be changed and then there's also the base radio that is now obsolete and they will be looking to replace that.

Chairman Pitman asked members if they had any question of Ms. Greig to which they stated they did not.

Tax Rate Setting

Chairman Pitman stated that he had the tax rate breakdown and asked Vice Chairman Robertson what the procedure was.

Vice Chairman Robertson stated that he knew that Mr. Harrington had spoken to the DRA and knows what range that they would like the town to be in and they may also have a figure or two that the Board could use to get a little bit lower than that base rate that they have on the first page.

Mr. Harrington stated that he had a couple of notes for the Board. There are two areas that the Board can make decisions on. If they would look at their fourth page of the packet, there is something called "Fund Balance Retained". That is where the range of percentage that the Board would want to hold back should there be an unforeseen need to have additional funds. The range runs from 17%, which is the maximum recommended by DRA down to 10%, 8% and then 5% would be the minimum.

Based on our current amount retained, which you can see on their chart, there is \$1,708,701.00. Again, the range goes from the maximum of \$2.5 million down to a minimum of 5% at \$755,000.00.

Chairman Pitman stated that they went through this last year and the town retained more than they needed to.

Vice Chairman Pitman asked Mr. Harrington if he ran those numbers at maybe 10% and 8%?

Mr. Harrington stated that he did some basic math and the current figure to affect the tax rate by \$1.00 is on the second page. Last year it was \$570,320.00. This year it is \$579,178.00. If they were to take \$579,178.00 away from the amount retained, it would drop that figure from \$1.7 million down to \$1.12 million, which would be at 7.48%.

As the tax rate sits right now, the tax rate is \$24.07, so that would effectively decrease it to \$23.07.

Chairman Pitman asked what the current rate is at this time to which it was stated it was \$23.30 so we could get it down. \$1.2 million would be plenty to have hanging around for backup. If they could come back without an increase, that would be a good thing.

Vice Chairman Robertson asked if they could use a flat 7.5% retention, would that still keep the town okay.

Mr. Harrington stated that if they were to take \$579,178.00 away from the amount retained, it brings the tax rate to \$23.07.

Motion: Vice Chairman Robertson moves to set the tax rate at \$23.07

Second: Selectman Shute

Discussion: Mr. Harrington added that the overlay is currently at \$250,000.00. It has been left there for the last several years and been fine with it. He checked with Sherri Sanborn in assessing and the town is not due for another evaluation until 2020. There are no anticipated abatement cases. The current PSNH appeal is with the Supreme Court so that may last awhile.

Selectman McGarry asked Mr. Harrington what that would give for retainage percentage-wise to which Mr. Harrington answered 7.5%.

Vice Chairman Robertson stated that 7.48% was \$1.1 million.

Mr. Harrington answered that it would be \$1,129,523.00 which is 7.48 percent.

Selectman McGarry stated that they were certainly above the minimum to which was agreed.

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

Mr. Harrington asked if they were leaving the overlay at \$250,000.00 to which it was stated yes.

Regular Business:

Outstanding Minutes of 9/24/2018 and 10/01/2018

Motion: Selectman McGarry moves to approve the updated minutes of 9/24/2018 as written

Second: Selectman Shute

Discussion:

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

Motion: Vice Chairman Robertson moves to approve the minutes of 10/01/2018 as presented

Second: Selectman McGarry

Discussion:

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

Accounts Payable Manifest - \$74,018.37

Motion: Vice Chairman Robertson moves to approve the Accounts Payable Manifest

Second: Selectman Shute

Discussion:

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

Intent to Cut Wood/Timber – Jonathan and Sarah Leslie – Map 209, Lot 10 on Meetinghouse Hill Road

Pole Petition for Licensed Utility Poles and Underground Conduit – PSNH dba Eversource

Motion: Vice Chairman Robertson moves to accept the pole petition as presented and approved by the road agent

Second: Selectman Shute

Discussion:

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

Chairman Pitman read the following and was signed by the Select Board.

"We hereby give notice of the inhabitants with names to meet at a time and place for the purpose within mentioned by posting this attested copy of the above warrant at the place of meeting, at the office of the town clerk on the 15th of October which is for the polls on the second Tuesday of November."

Chairman Pitman brought forth the following:

"Deerfield Seasonal Dock Agreement between Brian L. Campbell and Rebecca Hennessey" for what the Board discussed two meeting back.

Motion: Vice Chairman Robertson moves to sign and grant the seasonal dock agreement as laid out in the document

Second: Selectman McGarry

Discussion:

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

Vice Chairman Robertson asked Mr. Harrington if there were any other responses to which Mr. Harrington stated no but that all residents on that section of Gulf Road received a cover letter and both of those documents explaining what they needed to do and Mr. Campbell was the only one that responded.

Personnel Action Request:

Transfer Station Attendant - \$15.00 an hour – Steve Murphy, 22 Mountain View Road, Deerfield, NH

Motion: Vice Chairman Robertson moves to approve Mr. Murphy's personnel action, that being a new hire at the transfer station and authorizes the Chairman of the Board to sign on the Board's behalf.

Second: Selectman Shute

Discussion:

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

Cemetery Trustee Alternate – Sam White - Term Expiring April 30th, 2019

Motion: Vice Chairman Robertson moves to appoint Sam White to the Deerfield Cemetery Commission as an alternate trustee

Second: Selectman Shute

Discussion:

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

Timber Tax Levy – Robin and Jeannette Wolfgram, Map 414, Lot 106-8, Church Street - \$39.15

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

Second: Selectman McGarry

Discussion:

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

Mark Young Trucking and Excavating – Seasonal Loader Rental for the Town of Deerfield, December, 2018 – March, 2019

Seasonal rental of loader for \$2,800.00 a month. Town supplies fuel and operator. Mark Young Trucking supplies all maintenance and repairs for both hourly and monthly maintenance.

Motion: Vice Chairman Robertson moves to re-up the front-end loader rental with Mark Young Trucking and Excavating for the winter season.

Second: Selectman McGarry

Discussion: Vice Chairman Robertson stated that he thought it was the same rate as last year and it was remarked that they found that the rate last year was very reasonable when compared to others.

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

Kelly Roberts – Town Clerk/Tax Collector

She stated that she was here tonight to ask permission to install security cameras in the town clerk/tax collector's office as well as one in the hall facing the side door, the public entrance.

The cameras in the office will be located in three spots. One facing the interior door and facing the area between the clerk's office and the assessing department. One facing the counter and customers from behind the counter. One placed high in the upper counter corner of the room on the public side.

The placements of the cameras are strategic so as to capture the images of who is coming and going and capturing what is happening on the public counter.

The cameras facing the customers on the counter will have a lower resolution so as not to capture information on the computer screens because the office deals a lot with privacy.

The cameras will be video only. There will be no audio recording. The security cameras will be visible and there will be signs posted to alert customers.

She wants this to be a very public and deliberate installation. The system is designed to rewrite itself very two weeks. If an incident occurs, she would have the ability to save that small clip on a thumb drive if she needed it. Otherwise, realistically, they would just set it and forget it.

Improving the security of her office has been a goal of hers for quite some time. At a recent conference she went to in September for NH Tax Collectors this was brought up in one of their learning sessions as a valuable security measure. More and more towns, specifically, clerk and collectors' offices, are installing these because of the cash flow that is dealt with and the transactions that are dealt with dealing with the public.

Her office is the front line and they are right out there and they are dealing with a lot of money. The town clerk/tax collector is responsible for collecting over 13 million dollars. That alone to her is reason enough. Anytime there is a monetary transaction being conducted, there needs to be added security. Cash transactions are known as an inherent risk. There is always a fundamental danger attached to handling cash.

Security cameras are a low-cost way to add a big deterrent to any potential crimes, bad behaviors, theft, acts of violence or any other wrong doing. They protect everyone. Security cameras have been proven to reduce crime, provide useful evidence for law enforcement and improve customer service and satisfaction to keep everyone honest and safe.

She has spoken to her deputy, Kim Crotty at length, who agrees this is an important security measure that they need to take and she is in full support of this. It was very important that the person that she works with supports this. She stated that they would both feel a lot safer having them in place.

She also had a really good conversation with the police chief, Gary Duquette, and he supports this as well and feels that this is a good low-cost option that offers a big deterrent.

Ms. Roberts stated that she reached out to her town clerk and tax collector's associations to find out what other towns have them. She got positive responses and feedback from several towns that do: Rochester, Pittsfield, Derry, Greenland, Newfields, Tilton, Franklin, Milan, Springfield and Northfield to name a few.

Some towns have policies regarding this but most do not.

Chairman Pitman asked Ms. Roberts if she had a price to which she replied it was \$528.93 for everything.

Chairman Pitman asked who would install to which Ms. Roberts stated that it is simple. It is called Reolink. It's a four-camera system. It's a pretty good, basic system for the price. The technology has gotten a lot better.

Chairman Pitman asked if it is installed for \$528.93?

Ms. Roberts stated yes and Chairman Pitman asked if there was a maintenance fee to which she replied that there was not. It is a one-time installation.

Chairman Pitman stated that Ms. Roberts had done her homework and that it was wonderful to which she agreed.

Selectman McGarry asked if the cameras could feed to a monitor someplace.

Ms. Roberts stated yes, they're going to have a monitor set up on a TV monitor swivel so inside her department on their side of the wall, there's going to be a TV tilted towards them and they'll see the four frames.

Chairman Pitman stated that it is four cameras and not three to which Ms. Roberts stated yes, there were four. One of them is the public hallway door so that they can see who is coming in. There will be three in the office and one facing the outside door.

Chairman Pitman asked Mr. Harrington if it was in the budget to which he replied, yes. Ms. Roberts is paying for it out of her budget. All the work is going to be done by Ray Ellis and Steve Jamele so there isn't any installation cost.

Chairman Pitman asked if there were any other questions from the Board.

Selectman Shute asked if these were all fixed cameras, they're not tilt, zoom or anything?

Ms. Roberts answered that they are affixed to the ceiling or wall. You can manually, when you first set them up.

Mr. Harrington added that there is an elbow but that the cameras are stationary. There's no moving them.

Ms. Roberts stated that the cool thing about this system is it came with four cameras but there are eight ports so eventually if she ever wanted to add one to the archives room, she could get another camera for that so it's a good starter package so that she could increase the number of cameras down the road.

Chairman Pitman stated that it was very reasonable prices compared to what other organizations have purchased.

Ms. Roberts agreed and stated that the technology has come a long way so the prices are dropping.

Selectman Shute asked if these were hardwired or wireless to which Ms. Roberts replied that they are hardwired.

Ms. Roberts stated that she was initially wanted wireless but Steve, the town IT person recommended wired. The cameras themselves are wired to the brain, if that makes sense.

Motion: Vice Chairman Robertson moves to give Ms. Roberts the green light to go ahead with the security cameras in the town clerk's office and the hallway

Second: Selectman McGarry

Discussion:

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

Ms. Roberts thanked the Board.

Nick Lawrence – Parks and Rec

Mr. Lawrence wanted to present some information on an asset purchase that was just make with the Parks and Recreation.

They have acquired a 27-passenger bus that they think is going to fill a bunch of needs within the Department.

He stated that he was here to answer some questions about that and also give you some information.

The primary reason that they went out and pursued a bus was for compliance with the Americans with Disabilities Act also known as the ADA Act. That was the primary reason. We want to be compliant with that as a government organization. That's something that they feel is very important and up to this point, they really didn't have a handicap accessible vehicle. This feels a tremendous need for them. It also gives them more seating with the buses so it adds flexibility with what they can do with trips and so forth. That was the tremendous drive for the purchase.

He stated that he brought this to Mr. Harrington a couple of weeks ago. They found the online bus auction and brought that to his attention right away because he knew that in both of their minds, they had been thinking about it for a while as to how they could comply with the ADA Act and make things better for the town, expand their offerings and so forth.

Mr. Lawrence brought it to Mr. Harrington who thought it was a good idea so he got Jeff Shute, their chairman with the Rec Commission in the loop on it and as well as Dick Pitman.

With that said, they wanted to get a closer look at it, so they invited Ray Ellis, the building supervisor to go up to White River Junction, VT with them to take a look at some of the buses.

Taking a look at the ones that were available, they wanted to steer clear of any potential cosmetic or motor issues. They turned their sights to a 2009 International passenger bus, again 27 seats, 202,000 miles on it and with Ray's knowledge, he told them that it could easily exceed 300,000 the way that they take care of them within that business. They kept up with all the maintenance throughout the entire process. They felt comfortable targeting a vehicle like that.

Coming back to that following Thursday is when the auction was closing and they decided to bid on it up to a certain point and they ended up winning the bid at \$6,500.00.

Since then, they have found out that it needs a little bit of work to be state inspectable and it caps out at \$8,300.00 with a little bit of brake work and rust work. That was quoted with O'Neal's and a welder in town, respectively.

Mr. Lawrence asked if everyone got the packet to which they agreed.

Looking forward, people are asking how they plan on using the bus. It's going to be pivotal for senior programming in town. He thought that for the Parks and Rec Department, one area that they lack is for senior offerings and he thought that this would be tremendous in being able to get a group on the bus and take them different places. Transportation getting around is not as easy for the senior population as is the rest of us in a lot of cases so that was a huge part of the consideration as well.

It will help with summer camp. They spend a great deal of the revolving fund money each year on transportation getting kids on summer camp trips back and forth. While it might not eliminate two buses, it'll take care of one of them helping out with costs.

It will also help with weekend trips as we do Red Sox trips and so forth as well. The possibilities are endless with it so they felt it was a good investment.

The plan as far as operating the bus goes, people have asked about that as well. They are looking to hire or figure out a pool of per diem drivers that they can draw from. He has been in touch with Dale Transportation about potential drivers that might want a secondary position anytime they might need it. They could maybe help them out on weekends or throughout the summer, especially when school and it makes sense that they might be looking for extra work and help them out with that.

For secondary drivers, Mr. Lawrence, Kevin Hill, the assistant director, Deb Treantafel, the director of After School and Summer Camp as well as one of their lead supervisors are willing to obtain the CDL with passenger endorsement so that they can operate the vehicle on a secondary basis like if a driver can't help us for whatever reason whether it be short notice or if they have to get it around for general maintenance. They would be able to do that within the department as well.

He stated that he listed a bunch of trips here that you can take a look through as well. Just as an example, people who are wondering what they would use the bus for. The Boston Flower and Garden Show in mid-March that they are aiming for seniors in particular. The annual Red Sox trip in May that they could use the bus for. The teen trips in the summer is another huge one. Right now, they are limited to 10 with cargo van that they have in the department but could expand that up to 27 on Tuesdays throughout the summer with having this bus.

These are just a number of ways that they could potentially use it and would be happy to open up to any questions about the purchase.

Chairman Pitman asked if it were already purchased and looked into the repairs to which Mr. Lawrence stated yes.

Vice Chairman Robertson stated that it's not really a question and I would just throw this out there to both Nick and John, when the town is going to purchase a vehicle for a department, he'd really like to have this presentation prior to the purchase, not that he has anything against the purchase.

He thought that Mr. Lawrence got a good price and Vice Chairman Robertson thought that they could certainly use it but regardless of the funding options, he thought that a new vehicle purchase, particularly of this size, need to come at least by the Board before the action is made.

Chairman Pitman asked if they were getting rid of a van to which Mr. Lawrence stated that this was another thing that he wanted to ask about as to what the recommendation of the Board regarding the red van. Should they scrap it as it did not pass state inspection already at O'Neal's. It has a lot of rust and needs bodywork and it's not salvageable.

Members of the Board recommended that they should surplus it.

Mr. Harrington stated that he had one comment if he could. To Andy's point, he totally agrees, but the timing, though not an excuse, was very tight. They found out on a Tuesday, they saw it on a Wednesday and they had to act on Thursday. It would have been his preference to bring this presentation to the Board with any large purchases for the town. That is why he reached out to Dick and Jeff to get a sense of whether or not it was worth going. Your point is well-taken and that would be the course of action that he would take any time.

Vice Chairman Robertson stated that he appreciated the clarification. He got to see it when it rolled into town. He was impressed with it but he was a little bit surprised too.

Selectman McGarry stated that certainly from the exterior, looks like it is in pretty good shape but is the interior in reasonably good shape too?

Mr. Lawrence stated that the interior is in great shape. The cloth on the seats looks amazing. It's generally really clean considering the usage that it has had up to this point and they are very happy with it.

Mr. Harrington stated that what he would like to do once it is fully inspected, is to have it out front for the next Board meeting so the Board can take a walk through it, look at it, make sure everything is operational and he thought that it would be a great asset once it's up and running and we have a pool of drivers to use.

Selectman Shute stated that to just follow up on the money and absolutely should bring it up, just to remind everybody that's coming out of the revolving fund, it's not taxpayer money. He knows that it still needs to be run by the Board but just to clarify that part.

Chairman Pitman stated that since the red one didn't pass inspection, they needed to something fairly soon.

Select woman McHugh asked if they were going to have to hire the pool of drivers as employees? How is that going to be covered for the insurances?

Mr. Harrington stated that he didn't have all those details worked out. The first thing was vehicle, get it inspected and have it ready to run. The group of internal staff will get their CDL's. The details involving pool of people have to be worked out as to whether they'd be individual contractors working for the town that they would hire temporarily as we do, say plow operators but they would not be staff members. They would have a list of people to work with who may want to pick up extra shifts. He stated that he could get back to Select woman McHugh when those details are worked out.

Vice Chairman Robertson stated that he would ask to clarify the pool of drivers scenario with the town's insurance company because insurance companies like to know exactly who's driving, like to do background checks on them and that sort of thing.

Town Administrator's Report:

Mr. Harrington stated that he had several items.

He would want a sense of the Board's wishes as to whether or not they would like to have continued representation by the Mitchell Group regarding the Northern Pass issue. If so, they would send the town an agreement to sign.

Chairman Pitman asked if at that time would it include all the figures?

Mr. Harrington stated that currently, the town is in a pool of towns that they are representing so everything is apportioned out. He didn't know if they have an exact figure. He believed that there were some figures that were thrown out by Stephen Whitley a number of months ago and anticipated costs that this might run into but he didn't have those with him.

Chairman Pitman asked Mr. Harrington if he would let them know when those figures would be available.

Mr. Harrington stated that he needed a sense of the Board. You still have an opportunity to sign it.

Vice Chairman Robertson as well as selectman McGarry stated that they should definitely renew.

The next item was that the town clerk/tax collector, Kelly Roberts, asked him to check with the Board about permission to hold a second annual rabies clinic on April 13th, 2019 here at the George B. White building. It would be fully staffed by volunteers. Dr. Elliot Moore and one of his technicians will be administering the vaccine. Last year, over 50 pets were served for that event. He thought that it was a success.

Chairman Pitman asked Select woman McHugh if this was a good thing to which she answered yes.

Selectman Shute asked if the volunteers come in and Mr. Harrington added that they totally set up and totally clean the room.

Mr. Harrington continued that in the Board's folders, they would have several budget updates based on some changes to gasoline prices and electricity lines.

There is Fire/Rescue, Police, Transfer Station, government buildings, George B. White and Town Hall. You have received new budget pages and the backup.

Fire/Rescue, the gasoline line increased from \$1,042.00 to \$4,064.00, adjusting for the price per gallon. It was at \$2.25 a gallon. It has now been raised to \$2.90 which is more in line with what the current rates of gas are.

For the Police, same issue with the gas line. That increased from \$3,900.00 to \$17,400.00, an adjustment of the price per gallon. It was at \$2.25 a gallon. That's now at \$2.90 a gallon.

Mr. Harrington stated that he misspoke regarding Fire/Rescue. The line increased by \$1,042.00.

The transfer station, gas line increased \$18.20 to \$81.20. Again, that price was at \$2.25 and increased to \$2.90.

Government buildings, there was a decrease in the electricity line. The original proposed percent increase was 19%. The percent increase has been reduced to 3% which is more in line with what they thought the trend would be. That was a decrease of \$606.00.

George B. White, their electricity line had a decrease of \$2,770. Again, because the percent was reduced from 19% to 3%.

The last was the Town Hall, their electricity line reduced by \$800.00.

Mr. Harrington asked if there were any questions and as there were none he proceeded to state that he had two more items.

He stated that he would like to ask the Board's approval for a change of plans on where to construct the building supervisor's office. The original plan from last year was to take over part of the break room, put in a partition with a door and locate the building supervisor in there.

After discussing it with Mr. Ellis, he has been steadily working on the storage room down by Parks and Rec. Some of the Board have been there and seen the progress he's been making. That would make a better space and less costly and not disrupt a room already.

It means moving a door from the hallway, back about 10 feet to a new wall and that would still be a storage room combination and his office. That would leave him more centrally located in the building.

Funds would come out of the encumbrance that was originally put aside for that purpose.

Chairman Pitman stated that he wouldn't be hiding in a closet and Mr. Harrington added that he wouldn't be taking up space in the breakroom which is already small. He asked if all were in agreement so that they could move forward with that to which all agreed it was okay.

Mr. Harrington continued that there is some information on the Woodman Road approval in the Board's packets that needs to be discussed and lastly, he would like to update the Board on the ongoing situation with 141 South Road which is on the corner of Birch and South. That was the gentleman who came in to talk to us in March, Jerry Sayers.

It appears that this may not have progressed the way it was originally presented. The town has still not received a recorded deed from him nor have the taxes been paid. It's been the recommendation of town counsel, that the Board indicate to Mr. Harrington that their offer is now void and move forward with directing the town clerk/tax collector to deed the property

Motion: Vice Chairman Robertson moves that the Board declare the agreement between themselves and Mr. Sayers with regard to that property on the corner of South and Birch as void and move forward as recommended by town counsel

Second: Selectman McGarry

Discussion:

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

Mr. Harrington stated that he would send Mr. Sayers a letter through regular mail and certified mail to let him know and alert the town clerk/tax collector.

Chairman Pitman asked about Woodman Forest to which Mr. Harrington stated that it was a letter that arrived back in August and was in your correspondence folder. He stated he missed a request for an approval by the Board and he has been contacted by Mr. Taylor, Forester 1 from the New Hampshire Department of Cultural Resources and he is looking for approval from the Board to the work. The road agent has given his approval. He's in agreement with the proposal.

Motion: Vice Chairman Robertson moves to grant approval.

Second: Selectman McGarry

Discussion: Vice Chairman Robertson stated that it is state land and for logging purposes, we can't abide them from getting to their timber and also if they are going to approve that section of Woodman Road beyond the first and last resident in Deerfield, more power to them.

Mr. Harrington stated that it basically revolves around them hauling out timber with a skidder and any damage to the road, they would replace with materials of like kind and return the road to its condition.

Vice Chairman Robertson stated that they would probably have to do some improvement before they can move timber so the town is going to come out ahead either way.

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

Vice Chairman Robertson stated that he is assuming that the state has notified the Damboise's of their intentions to begin hauling what's essentially their driveway but the town might want to send a note just advising them that there is going to be a logging operation and the town has given them authority to improve the road.

Selectman McGarry stated getting back to Woodman Road, what sections are they proposing to improve?

Vice Chairman Robertson thought that they were coming in off of Coffeetown Road. A few years ago, they came in from the Northwood side and came up to the Deerfield border.

Selectman McGarry stated that they would basically be off the map. If they were not done with the Northwood cut, then they would not be near the Damboise's.

Board members looked at the map and discussed where the improvements to the road and the cut would be.

The summary of the discussion stated that the Damboise's didn't need to know as the improvements would be on the same section that they logged perhaps three years ago.

Unfinished/New/Other Business:

Selectman Shute stated he had an update on the After-School Program. He was sure that people had heard stuff that's going on with that.

They've hired three more people to cover some of the shifts. There are less people on the waiting list.

What they did as a subcommittee, they looked at the hourly wages of these people and they are going to propose an increase in the starting wage from \$8.00 to \$10.00 but that they wanted to run it by the Commission first. The Commission meets November 7th, he believed so they will probably have something to bring to the select board at the next meeting after that.

They are trying to get a little more interest in the positions.

Selectman McGarry asked if the Board was going to discuss the website and the changes to that. Chairman Pitman stated that he didn't bring it with him and Mr. Harrington stated that the Board had some time. He will put it on the agenda for next week.

Select woman McHugh stated that she was kind of curious about the fire department compressor and Chairman Pitman asked Mr. Harrington if he had gotten an update on that.

Mr. Harrington stated that Chief Fisher was suppose to be in this evening but he had a family health issue that he had to take care of. He's been rescheduled to next meeting on the 22nd. He is going to come in to talk about that in addition to the items in the trailer.

Chairman Pitman asked if anyone made it to the fire station on Saturday to which no one did. Chairman Pitman stated that the Board would have to listen to his report.

Motion: Vice Chairman Robertson moves to go into a Non-Public Session under RSA 91-A:3, IIC – "Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant."

Second: Selectman Shute

Discussion:

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

Motion: Vice Chairman Robertson moves that the minutes of the Non-Public session be sealed.

Second: Selectman McGarry

Discussion: No action was taken during the Non-Public session

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

Citizen's Comments:

None heard

Motion: Vice Chairman Robertson moves to adjourn at 6:48 p.m.

Second: Multiple members of the Board

Discussion:

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

Next Meeting: Monday, October 22, 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*