

TOWN OF DEERFIELD
BOARD OF SELECTMEN
August 21, 2017
Minutes

Call to Order

5:30 pm – Chairman Barry calls the meeting to order

Present: Stephen Barry, Chairman; Richard Pitman, Vice Chairman; Fred McGarry, Andrew Robertson and Jeff Shute, Selectmen.

Pledge Allegiance to the Flag

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

Longevity Award – Mel Graykin

The select board wished to thank a town employee of fifteen years and acknowledge her long time service to the town as a library assistant. Ms. Graykin was presented with her longevity award and Chairman Barry on behalf of the Board of Selectmen thanked Ms. Graykin very much.

Public Hearing – Highway Block Grant

The Board recessed for the public hearing under RSA 31:95-B for public input on the acceptance of a Highway Block Grant in the amount of \$126,130.50.

Chairman Barry read the notice for the public hearing and asked for any public input into accepting the monies.

Matthew Fisher stated that the town should accept the monies.

Chairman Barry closed the public hearing and reconvened the Select Board meeting

Chairman Barry asked the Board what the Board would like to do with the monies.

Motion: Vice Chairman Pitman moves to accept the block grant

Second: Selectman Robertson

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

Vice Chairman asked the Chairman when the money would arrive to which he stated that the check was already here and ready to use. Vice Chairman stated that the highway agent could get started right away. Mr. Harrington stated that the entire amount of the grant would be used on one project.

Regular Business:

Review of Outstanding Minutes of August 7, 2017

Selectman Roberston asked to be abstained as he was not at the meeting that the minutes covered.

Motion: Vice Chairman Pitman moves to approve

Second: Selectman McGarry

Discussion: Selectman Shute had some corrections as follows:

Page 4 under Citizen's Comments Parks and Rec, "Parks and Rec was approached – delete "as well as Selectman Shute"

Third sentence down, Selectman Shute suggested to mail a letter to Veasey Park Commission, remove this and insert "Parks and Rec and then to the Board of Selectmen".

Next sentence down suggested some signage be put up.

Eighth sentence before the "Parks and Rec Commission" change to "Veasey Park Commission" to get the issue resolved.

Selectman Shute stated that he had the changes marked out to give to Mr. Harrington for updating the minutes

. Vote: Yea: 4, Nay 0, Abstained 1, Motion Carries

Accounts Payable Manifest - \$30,874.21

Motion: Selectman Robertson moves to approve

Second: Selectman McGarry

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

Timber Tax Levy - \$530.44 – Peter VanBerkum

Motion: Selectman Robertson moves to collect the tax

Second: Selectman McGarry

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

Timber Tax Levy - \$432.20 – Norma Coskey – Perry Road

Motion: Vice Chairman Pitman moves to collect the tax

Second: Selectman Robertson

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

Chairman Barry asked Mr. Harrington if an "Intent to Cut Wood or Timber was signed for Norma Coskey. Discussion ensued regarding the fact that the Notice of Intent to Cut for Peter VanBerkum was in the packet whereas the one for Norma Coskey was not.

The Notice of Intent to Cut for Norma Coskey – Perry Road was signed by the Board.

Selectman Robertson stated that he thought that the Board should take a harder line in regards to the Notice of Intent to Cut. The people that are doing the cutting know that the Board needs to have the paperwork in hand before they cut. He stated that receiving the Intent to Cut and the Timber Tax Levy at the same time is a bit much. Selectman Robertson also stated that he could understand if it were a home owner doing their own lot but the logging companies do know that it is needed.

Abatement Request from Town Clerk/Tax Collector - \$28.04

On June 23, letters were sent out to tax payers for delinquent 2016 taxes stating that on July 24th, 2017 that if payment wasn't received, taxes would go to lien. On July 23, 2017, Tina Steven's mother came into the office to pay the 2016 taxes for her property at 15 Sunset Lane. The lobby was busy so she put the check in the mail slot in the door. Unfortunately the check did not reference the location or the name of the property. A letter was sent to the person named on the check stating the problem. On July 31st, the town clerk/tax collector received a phone call from the granddaughter stating the error. The town clerk/tax collector is requesting that the \$28.04 Lien Execution Fee be abated.

Motion: Vice Chairman Pitman moves to approve

Second: Selectman Robertson

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

MetroCast Sale to Atlantic Broadband – signing of Resolution

Chairman Barry stated that everyone was aware that MetroCast has been sold to Atlantic Broadband. He stated that he has a resolution that can be signed approving that sale or if the Board did nothing for 120 days, that would be considered the Board's approval.

Motion: Selectman Robertson moves to approve the Chair to sign the resolution

Second: Selectman Shute

Discussion: Selectman Robertson stated that in the past the Board has tried to get other parties to competitively bid in Deerfield but no other companies were interested at all.

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

Intent to Cut Wood or Timber – Daniel and Bradley Briggs, Middle Road

Intent to Cut Wood or Timber – Daniel and Meredith Briggs, South Road

Intent to Cut Wood or Timber – John and Susan Smith, Mountain Road

Town Administrator Report

Mr. Harrington stated that the first thing that he wanted to mention that the remodel of the town clerk/tax collector and assessor's offices has been completed. The floors have been refinished and the ceilings have been redone. The new LED lamps have been all installed. Mr. Harrington stated that if anyone has an opportunity to look at the finished offices, to do so. They are all completed and look nice. Part of the move was making sure that anything that wasn't needed wasn't going back into the offices. One of those things was an old safe which Mr. Harrington has been told had come over from the town hall. The combination was lost long ago and it has never been locked since it was brought over to the G.B.White Building. The town clerk has indicated that he doesn't need it. The only suggestion at this point would be to get a locksmith in to re-combination it if we wanted to. Other than that it is currently sitting out in the hallway for your decision as to what the Board would like to do with it before it goes anywhere else. Selectman

Robertson asked if it had any value at Harding's Metal? Chairman Barry stated that it is very plain and suggested that we find out either we surplus it or find out what we can get out of it at Harding Metals. Chairman Barry asked the Board if they wanted to authorize the town administrator to do what he needed to do to dispose of it. All were in agreement.

Mr. Harrington had an update on the main trash compactor at the dump. He stated that it is currently not in operation. The transfer station manager was currently searching for replacement parts. Late this afternoon the town administrator was told that he had found the parts and that they were being sent. They are capacitors that go inside the phase generator. Currently the backup compactor is in operation so that the town's people still have a place to dump their trash. The town administrator stated that he will keep the Board updated and it is the hope to have it back up and running as soon as the parts come in.

Mr. Harrington stated that he received a call from the town administrator in Allenstown inquiring if Deerfield would be interested in a shared position for the building inspector/health officer. They are currently looking for similar arrangement arrangements in surrounding communities and they were reaching out to Deerfield to see what we would be willing to look at.

Selectman Robertson stated that he didn't think that Deerfield was in the position where that would work for Deerfield. Vice Chairman Pitman stated that the other duties that the building inspector has in Deerfield wouldn't allow time to be in both places. Chairman Barry also stated that Allenstown was also looking at the possibility of a shared fire chief.

Chairman Barry stated that he would like to send the town administrator in Allenstown a letter stating that currently we don't think that we can't accommodate their request.

Vice Chairman Pitman asked the town administrator if the town had received any bids for the transfer station to which he stated that they had not. Mr. Harrington suggested that it be reposted in the paper. Vice Chairman Pitman stated that the problem with the first posting was that no one could get into the building to get plans that week. The Chairman stated that it should be reposted and Mr. Harrington stated that he will have it ready for the next meeting in September.

Selectman McGarry asked if a letter was sent to Northwood explaining the fact that Gulf Road serves more of Northwood than Deerfield. Mr. Harrington stated that he is still waiting for quotes for the signage that was requested before being able to ask for monies from Northwood.

Unfinished Business – Gianni's Pizzeria lease

Chairman Barry asked if all the members of the Board had read the copy of the lease. The town is requesting to do a five year lease starting October 1, 2017 through September 30, 2022 with a rent due of \$700.00 per month and basically boiler plate.

Motion: Selectman McGarry moves to sign the lease with Gianni's

Second: Selectman Robertson

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

New Business

The Deerfield Board of Selectmen is seeking bids for diesel fuel for the 2017/2018 season of approximately 8,000 gallons. Questions may be directed to Mark Young, Highway Agent, 603-463-7736. Please mark each bid clearly with 2017 Town of Deerfield Town Diesel Fuel 06-1. All bids must be received at the Board of Selectmen's Office no later than Monday, August 21, 2017 by 2:00 pm. Mail all sealed bids to the Board of Selectmen at 8 Raymond Road, P.O. Box 159, Deerfield, NH 03037. Town of Deerfield reserves the right to reject any and all bids.

Chairman Barry stated that if everyone remembers there was only one bid that was sent in for premium diesel. That company stated that they didn't recommend going with regular diesel as additives would need to be added to it.

Chairman Barry stated that the bid was not awarded but a new request for bid went out. One bid was received from Irving Oil.

Vice Chairman Pitman asked if Rymes Oil was given the chance to rebid. Mr. Harrington stated that he hadn't gotten anything from them. Chairman Barry stated that Rymes was notified that the town didn't require premium diesel. Chairman Barry stated that the representative from Rymes stated that if the town did not get premium diesel that the town would need to add all kinds of additives to the fuel to work well in the winter. Vice Chairman asked then would we need premium to work well in the winter months. Chairman Barry stated that from experience no one needs premium. Regular diesel, even in the winter, if you buy good diesel, will work well in the winter months. Selectman

Robertson asked if the highway agent had weighed in on this discussion. Mr. Harrington stated that after talking with Mr. Young, he stated that he had not had any issues with the diesel that was used last winter which was not premium diesel.

Chairman Barry stated that the bid is from Irving Oil. He stated that he works for Irving Oil in a different division. Chairman Barry stated that he delivered the sealed bid to the town administrator prior to 2:00 pm on August 21st and that he is going to abstain from voting on this bid.

This was the only bid that was received. The bid was opened and Variable diesel \$1.947 a gallon fluctuating daily with a mark-up over rack of \$0.071. This is non premium diesel fuel.

It was asked what Rymes bid was which was stated \$0.25 per gallon over Sprague's fuel. Mark up would be \$2.05015 for that day.

Irving Oil will also offer the Town of Deerfield employees discounted pricing for their homes. The discount would be \$0.10 off the residential posted price for number 2 fuel and \$0.15 off the residential posted price for propane. Selectman Robertson stated that his recollection in the past is that the town has not opted to do this. Chairman Barry stated that it was offered.

Chairman Barry stated that the remaining Board needs to decide if they want to accept the bid from Irving or want to continue in another way. Selectman Robertson stated that the town has not received any volume of diesel bids in the last five or six years. Selectman McGarry asked was the town is currently paying. Chairman Barry stated that he wasn't sure.

Motion: Selectman Robertson moves to award Irving if there is no concern about premium diesel.

Second: Selectman McGarry

Vote: Yea: 3, Nay 0, Abstained 2, Motion Carries

Chairman Barry asked if everyone had read the job summary for the fire chief. All agreed. Chairman Barry stated there are two things in the back, actually the last two minimum qualifications required. The first one was the state certifications. Hazardous materials, fire investigation and fire inspection or fire inspection completed within one year of assuming the position. Suggestion was from Selectman Robertson. Mr. Fisher currently does not have this but stated that one year would be adequate time to obtain.

The second one was a specialized operator's license for driving fire-fighting apparatus. Chairman Barry asked Mr. Fisher if such a thing existed. Mr. Fisher stated that there are state classes. There are different levels for driving all apparatus, aerial apparatus which wouldn't apply currently. Chairman Barry asked if Mr. Fisher currently had a CDL of which he responded that he did with a tanker endorsement.

Discussion ensued about what should be stated with this requirement. It was agreed that a CDL-B minimum with tanker endorsement preferred for the chief only.

Chairman Barry asked if everyone was good with that language.

Selectman McGarry had a question for Mr. Fisher regarding whether or not Deerfield did after incident reports of which Mr. Fisher stated that they were done.

Motion: Selectman McGarry moves to approve the Deerfield Fire Department Chief Job Description with the amended language as specified

Second: Selectman Shute

Discussion: Chairman Barry asked Mr. Fisher if he had read the job description of which Mr. Fisher stated that he had. Chairman Barry asked Mr. Fisher if he had anything to add. Nothing noted.

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

Chairman Barry stated that since the Board had completed and approved the job description for the fire chief job agenda and we have received letters from the Deerfield Fire Association and Deerfield Rescue Squad Association stating that they agreed with our recommendation of Mr. Fisher being appointed the next fire chief what would the Board like to do?

Motion: Vice Chairman Pitman moves as of January 1, 2018, the Board appoint Mr. Matthew Fisher as the fire chief for the Town of Deerfield

Second: Selectman Robertson

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

Unfinished/New/Old Business

Selectman Robertson stated that Steve Keach called him Friday morning and stated that he was meeting with Mr. Harrington regarding the intersection at Church Street and Route 107. It was asked if there was any way that the intersection could be made safer without a huge expenditure. Steve stated that he had some ideas such as a warning light on the corner for when fire apparatus rolls but didn't necessarily think that it needed to be strung across the road but that pillars on each side of the road would be sufficient. Chairman Barry stated that this was discussed four years ago but came to a road block because of the utility pole that was there. The bottom line is that Keach is going to work with Mark Young to come up with suggestions for making it safer and presenting it to the Board.

Selectman Shute added that he wanted to put in a plug for the Parks and Rec. Joe Manzi and his crew pulled off a good Old Home Day. There were a lot of events everywhere for kids to seniors with bingo, dancing and frog jumping. Selectman Shute stated that there were over 40 frogs entered for the frog jumping contest. The fireworks went off well. 400 pounds of chicken were cooked. Selectman Shute stated that Mr. Manzi and his crew did a great job organizing and getting it done. Selectman Robertson stated that Mr. Manzi went above and beyond. Mr. Manzi showed up when Ernie and Jeff showed up at 8:00 a.m. The whole BBQ pit and central area of the field was under six to eight inches of water. They got it sump pumped out over the course of the morning and then they back filled the BBQ pit with crushed stone so that they could have a fire because it was still pretty swampy. Selectman Shute also acknowledged the highway crew for putting the crushed stone in the pit. It was easier than trying to move it by hand. Chairman Barry stated that everything that he heard about the event was great and that it went very well. Chairman Barry also thanks Selectman Robertson as head chef. Selectman Robertson stated that he had a great crew which made it a whole lot easier.

Chairman Barry asked if there was anything else to be brought up.

Selectman Robertson stated that maybe Chairman Barry touched on it at the last meeting but Selectman Robertson wants to start talking about a police department or safety services as it gets into September. He stated that there were people that put in some time to visioning and listening sessions that were had early on. There definitely were some ideas discussed around the perimeter and the Board needs to get public and direct as to what the Board's thoughts are probably sooner than later. Vice Chairman stated that it could be discussed at the next meeting which is September 11th. Chairman Barry stated that it would only give a few weeks before the budget season.

Citizen's Comments

None

Motion: Vice Chairman Pitman moves to adjourn

Second: Selectman McGarry

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

Next Meeting: Monday, September 11, 2017, at 5:30 p.m.

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