

Town of Deerfield  
Water Commission  
Meeting Minutes May 15, 2014

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**\*\*Organizational Meeting\*\***

Location: George B. White Building  
Call to Order: Kelly Roberts called the meeting to order at 4:30 pm.  
Present: John Howard, Patricia Sullivan, Kelly Roberts  
Also Present: Mark Young, Highway Agent  
Nominations:

**Motion:** Kelly Roberts made a motion to nominate John Howard as Chairperson

**Second:** Patricia Sullivan

**Vote:** All in favor, motion passed unanimously

**Motion:** Kelly Roberts made a motion to nominate Patricia Sullivan as Vice-Chairperson

**Second:** John Howard

**Vote:** All in favor, motion passed unanimously

**Motion:** John Howard made a motion to nominate Kelly Roberts as Secretary

**Second:** Patricia Sullivan

**Vote:** All in favor, motion passed unanimously

Dam Operators: There was a group discussion regarding who controls and operates the Freese's Pond Dam. It was determined that **Mark Young, Highway Agent will be the primary dam operator** and that **the secondary dam operator will be John Howard**. It was determined that in the event of an emergency (high waters, flooding, etc.) a secondary dam operator is needed if the other person was out of town.

Boards – 24/7 Access: John Howard and Mark Young discussed the boards and access to them. Currently Mark Young and John Howard have 24/7 access to the boards. Any removal or placement of boards will be documented, and noted in official meetings.

Dam Maintenance: The Highway Department will provide as needed maintenance to all town owned dams. Common maintenance items discussed were things like tree limbing and/or removal, removal of debris, removal of items lodged in dam, concrete repair, etc.

Drawdown & Raising: Discussion regarding future drawdown and raising of water levels. Pursuant to law the public has to be notified. The committee discussed utilizing the Town's website for the announcements, as well as posting them at the Post Office and the George B. White Building.

Dam Inspections: Discussion regarding scheduling in-house town inspections of town owned dams, and the possibility of doing those inspections on a quarterly basis. Discussion tabled until next meeting which will be a work session held on May 28 2014, that will focus on completing the dam maintenance forms for the State, and scheduling meetings and inspections. Mark Young stated that he was informed by the Town Administrator that the State will be doing an inspection on Thurston Pond in the near future; however, they did not specify a date. John Howard asked Kelly Roberts to follow up with the Town Administrator and get a copy of the correspondence for the Commission's records.

Meeting & Inspection Schedules: Discussion tabled until the May 28 2014, work session.

Logbook: John Howard discussed the importance of keeping accurate records with regard to the operation of the Freese's Pond Dam. Mark Young stated that he will keep a notebook of anything he does to the dam, and provide Kelly Roberts with copies on a periodical basis so that she can keep a record and report to the Water Commission at meetings of any activity.

Dam Maintenance Plans: Discussion tabled until the May 28 2014, work session.

Mission Statement: The committee members created the following mission statement that replaces any other mission statement created by water commissioners in the past, as follows:

***“The mission of the Water Commission is to manage safe water levels of Freese's Pond and Thurston Pond, as outlined in the New Hampshire state guidelines, through regular maintenance of the Freese's Pond Dam and the Thurston Pond Dam for the purpose of providing safety and well-being***

***to the residents of Deerfield and surrounding communities affected by the Freese's Pond and Thurston Pond dam operations."***

**Motion:** Kelly Roberts made a motion to adopt the mission statement as written

**Second:** John Howard

**Vote:** All in favor, motion passed unanimously

Other Business: John Howard discussed the possibility of pursuing grant funds for future work on the dam. One example would be for excavating the sediment/muck that is packing against the dam structure. He also discussed the possibility of separating the budget line out of the Highway Department and putting it under its own line under the Water Commission.

Defining Positions: John Howard stated that he thought it would be good to know what was required of each of the positions, and deferred to Kelly Roberts. Kelly Roberts suggested the following in cooperation with a quorum of the Water Commissioners at all times:

Chairperson:

- ✓ Conducts the meetings
- ✓ Primary contact for any correspondence (mail, inquiries, etc.)
- ✓ Secondary dam operator

Vice-Chairperson:

- ✓ Conducts the meetings in the Chairperson's absence
- ✓ Secondary contact for any correspondence (mail, inquiries, etc.)

Secretary:

- ✓ Transcribes meeting minutes
- ✓ Assists in the posting of meeting
- ✓ Liaison between town personnel and committee members as needed

Highway Agent:

- ✓ Primary dam operator
- ✓ Highway Department to perform maintenance on dams

Adjourn: Kelly Roberts made a motion to adjourn. Second by Patricia Sullivan. Meeting adjourned at 5:30 pm.

Next Meeting: WORK SESSION MAY 28, 2014, 4:00 pm GBW Building