

**TOWN OF DEERFIELD  
BOARD OF SELECTMEN  
April 6, 2009  
MINUTES**

**Call to Order:**  
**6:00pm**

Chairman of the Board, Stephen R. Barry called the Meeting to Order.

**Roll Call:**

Present: Stephen R. Barry, Chairman; R. Andrew Robertson, Vice Chairman; John Reagan and Alan E. O'Neal, Selectmen  
Absent: Walter C. Hooker, Selectman  
Also Present: Cynthia Heon, Town Administrator

**Pledge of Allegiance to the Flag:**

Chairman Barry asked all to rise for the pledge of allegiance to the Flag.

**Citizen's Comments:**

There were no citizen's comments.

**Opening of Bids:**

- I. Highway Department
  - A. Paving

Chairman Barry read the Invitation to Bid for Paving. He indicated where the notice was posted, the newspapers it was published in and read the list of invitations mailed. The notice was also posted on the Town Website and The Forum.

The following bids were received for paving portions of Ridge Road, Mt. Delight Road, Swamp Road and Middle Road.

**Continental Paving Inc.**

Asphalt Type B \$68.90/ton  
Asphalt Type E \$69.00/ton  
Soil Cement Installed \$ 4.50/sq. yd.

**Suburban Paving, Inc.**

Middle Road \$ 4.25/sq. yd.  
\$67.50/ton  
Ridge Road \$69.75/ton  
Mt. Delight/Swamp Roads \$69.75/ton

**Brox Industries, Inc.**

Middle Road Prep/Grade \$ 1.92/sq. yd.  
Middle Road/Cement \$139.88/ton  
Pave Machine \$ 70.88/ton  
Tack Coat \$ 3.00/gallon

**Advanced Excavating & Paving**

Middle Road/Cement, Grade, Compact \$38,643  
Paving/Base & Top \$72.50/ton

**Pike Industries, Inc.**

Middle Road/Cement \$24,500  
Hot Bit. Pavement/Shim \$68.00/ton  
Hot Bit. Pavement \$68.00/ton

**CLD Acquisitions LLC-CLD Paving**

Middle Rd/Cement Fine Gr.& Compt. \$ 5.15/sq.yd.  
Middle Road/2" Binder Course \$67.90/ton  
Mount Delight/Swamp/Ridge Rds \$70.90/ton

**MOTION:** Vice Chairman R. Andrew Robertson made a motion to refer the Paving Bids to the Highway Agent for review and recommendation. Seconded by Selectman John Reagan.

**VOTE:** Chairman Barry called for the Vote. It was a Unanimous Vote in Favor.

- B. Road Reconstruction Materials

Chairman Barry read the Invitation to Bid for Road Reconstruction Materials. He indicated where the notice was posted, the newspapers it was published in and read the list of invitations mailed. The notice was also posted on the Town Website and The Forum.

The following bids were received for Road Reconstruction Materials:

<u>Concord Sand &amp; Gravel</u>	<u>Per Ton Del.</u>	<u>Brox Industries, Inc.</u>	<u>Per Ton Del.</u>
Bank Run Gravel	\$ 6.95	1 1/2" Ledge Pack	\$10.75
3" Minus Bank Run Gravel	\$ 7.95	3/4" Ledge Pack	\$10.50
1 1/2" Crushed Gravel	\$ 9.55	3" Ledge Pack	\$10.75
3/4" Crushed Gravel	\$ 9.25	1 1/2" Stone	\$13.00
1 1/2" Stone	\$12.25	3/4" Stone	\$13.00
3/4" Stone	\$12.25		
Erosion Stone	\$12.25		

<u>W. Rollins Excavation</u>		<u>F. L. Merrill Const., Inc.</u>	
3/4" Crushed Gravel	\$ 8.40	1 1/2" Processed Gravel	\$ 7.95
1 1/2" Crushed Gravel	\$ 8.40	3/4" Processed Gravel	\$ 7.95
3" Minus	\$ 8.40	3" Minus Bank Run Gr.	\$ 6.36
3/4" Crushed Stone	\$11.55	1 1/2" Stone	\$10.20
1 1/2" Crushed Stone	\$11.05	3/4" Stone	\$10.20
Erosion Stone	\$14.05	Erosion Stone	\$11.95

<u>Plourde Sand &amp; Gravel</u>	
1 1/2" CBR	\$ 9.75
3/4" CBR	\$ 9.75
Bank Run Gravel	\$ 9.00
1 1/2" Stone	\$11.00
3/4" Stone	\$11.25

Iver Martin/Proposal for Crushing Gravel On-Site (Unsealed)

1 1/2" crushed gravel at \$3.50 per ton, on site, piled up in the Town Pit, Minimum 5,000 ton

**MOTION:** Vice Chairman R. Andrew Robertson made a motion to refer the Road Reconstruction Materials Bids to the Highway Agent for review and recommendation. Seconded by Selectman John Reagan.

**VOTE:** Chairman Barry called for the Vote. It was a Unanimous Vote in Favor.

C. Winter Sand

Chairman Barry read the Invitation to Bid for Winter Sand. He indicated where the notice was posted, the newspapers it was published in and the read list of invitations mailed. The notice was also posted on the Town Website and The Forum.

The following bids were received for Winter Sand:

	Per Ton Delivered
Concord Sand & Gravel, Inc.	\$ 7.15
Allenstown Aggregate	\$11.00
Plourde Sand & Gravel	\$10.40
F. L. Merrill Construction, Inc.	\$ 6.95
W. Rollins Excavation	\$ 8.25

**MOTION:** Selectman John Reagan made a motion to refer the Winter Sand Bids to the Highway Agent for review and recommendation. Seconded by Vice Chairman R. Andrew Robertson.

**VOTE:** Chairman Barry called for the Vote. It was a Unanimous Vote in Favor.

**Point of Information:**

Chairman Barry announced that Selectman Walter Hooker would be absent this evening.

D. Roadside Mowing

Chairman Barry read the Invitation to Bid for Roadside Mowing. He indicated where the notice was posted, the newspapers it was published in and read the list of invitations mailed. The notice was also posted on the Town Website and The Forum.

The following bids were received for Road Side Mowing:

1.	Sanborn Industries	\$ 6,000
2.	Chatter Brook Farm	\$ 7,200
3.	MB Tractor and Equipment	\$31,250

**MOTION:** Vice Chairman R. Andrew Robertson made a motion to refer the Roadside Mowing Bids to the Highway Agent for review and recommendation. Seconded by Selectman Alan O'Neal.

**VOTE:** Chairman Barry called for the Vote. It was a Unanimous Vote in Favor.

**Review of Outstanding Minutes/March 23, 2009 and March 30, 2009:**

The Minutes of March 30, 2009 will not be taken up until the Meeting of April 13, 2009.

**Minutes of March 23, 2009:**

**MOTION:** Vice Chairman R. Andrew Robertson made a motion to approve the Minutes of March 23, 2009 as written. Seconded by Selectman John Reagan.

**Discussion:** Selectman O'Neal recalled discussion on the approval process for expenditures which did not appear to be in the minutes. The information was located on page 2 of 14, under E.

**VOTE:** Chairman Barry called for the Vote. It was a Unanimous Vote in Favor.

**Vouchers:**

**Payroll Manifest/\$43,818.61**

**MOTION:** Vice Chairman R. Andrew Robertson made a motion to approve the Payroll Manifest in the amount of \$43,818.61. Seconded by Selectman John Reagan.

**VOTE:** Chairman Barry called for the Vote. It was a Unanimous Vote in Favor.

**Accounts Payable Manifest/\$233,203.58 and \$697.64**

**MOTION:** Vice Chairman R. Andrew Robertson made a motion to approve the Accounts Payable Manifest in the amount of \$233,901.22. Seconded by Selectman John Reagan.

**Discussion:** Selectman O'Neal had a point that he wanted recorded in the minutes which was that the M & M invoice #27279 for \$75.75, in this manifest, was an unnecessary expenditure. The expenditure did not contain the proper information, was a known over-expenditure and not properly approved or documented. Selectman O'Neal stated that going forward he would be listing all expenditures not properly approved.

**VOTE:** Chairman Barry called for the Vote. It was a Unanimous Vote in Favor.

**Signatures Requiring a Vote:**

1. Stumpage Value April 1, 2009 to September 1, 2009

**MOTION:** Selectman John Reagan made a motion to adopt the median range for Stumpage value. Seconded by Vice Chairman R. Andrew Robertson.

**VOTE:** Chairman Barry called for the Vote. It was a Unanimous Vote in Favor.

2. Elderly Exemption

A. Map 418 Lot 064/Beverly Shepard

**MOTION:** Vice Chairman R. Andrew Robertson made a motion to grant the Elderly Exemption for Map 418 Lot 064, Beverly Shepard. Seconded by Selectman John Reagan.

**VOTE:** Chairman Barry called for the Vote. It was a Unanimous Vote in Favor.

B. Map 415 Lot 044/Jean Amuzzini

**MOTION:** Selectman John Reagan made a motion to grant the Elderly Exemption for Map 425 Lot 044. Seconded by Selectman Alan O'Neal.

**VOTE:** Chairman Barry called for the Vote. It was a Unanimous Vote in Favor.

**Review of Correspondence:**

1. McKenna Flutes

Chris McKenna, of McKenna Flutes, wrote to the Board requesting April's rent be waived which would assist Mr. McKenna in accomplishing the move by May 1st. The Board indicated they did not mind waiting, within reason, until the move was complete but did not favor waiving the rent. Selectman Reagan stated that if Mr. McKenna would store the items from the emergency shelter he could take longer to move.

2. IT/Steve Jamele/File Server and Upgrades

Mr. Jamele described issues concerning the Town's File Server and upgrades that are necessary to prevent the file server from crashing. The new hard drives (Seagate) to be installed will cost \$170 each plus shipping costs and provide twice the capacity. The Board authorized Mr. Jamele to proceed.

3. E-Mail/Chief Greeley

Chief Greeley is offering the name of Cindy McHugh as the Assistant Animal Control Officer. The Board assumed it would be on an on-call basis, the same as the Animal Control Officer (ACO). Vice Chairman Robertson spoke with someone from Northwood who indicated that Northwood was without an ACO and wanted to know if Deerfield had any interest in sharing the ACO. The Board thought Deerfield's ACO might not be available to take Northwood calls. Chairman Barry said if Northwood paid for the cost for call out it might be possible. It was suggested that the two Police Chief's discuss whether or not sharing an ACO is a possibility.

**Town Administrator's Report:**

1. Town's File Server

To rectify the issues with the Town's File Server, the request to close the Office on April 22<sup>nd</sup> was before the Board. Selectman O'Neal asked if that was the last week of the month. Mrs. Heon replied it was the third week, and a Wednesday. There were no objections from the Board. The staff will be required to report to work.

2. Supervisor of the Checklist/Space Needs

The Board of Selectmen requested the discussion with the Supervisors of the Checklist, concerning relocation, be brought back to the Board after things have been moved around and repairs and painting completed.

3. Welfare Administrator/Employment Ad

The Board gave permission to move forward with publishing the advertisement for the position of Welfare Administrator.

4. Town/Police Backup Drives

Steve Jamele found that the backup drives on the Town Server and Police Department Server have not been working. He has located devices, for \$32 each, which will cure the problem and allow backups to be done.

5. Parks and Recreation Commission

Information was provided to the Board about the formation of the Parks and Recreation Department. This plus information on 91-A will be forwarded to the Parks and Recreation Commission, the Veasey Park Commission and the Parks and Recreation Department.

6. Bid Policy

Work has begun on revising the current bid policy. A draft will be available within the next two weeks.

7. Clean-up and Restoration/Archives Downstairs and Upstairs/Meeting Space

Mark Tibbetts is in the process of seeking three quotes for the clean-up and painting of the lower level and second floor of the G. B. White Building.

8. Stimulus Funds

The Town of Deerfield will be represented, in Durham, tomorrow afternoon for the presentation on stimulus funds and what they mean for communities around the State.

**Citizen's Comments:**

1. Maureen Mann/Clarifications

Maureen Mann requested the date the Office would be closed. The Board answered April 22, 2009.

Maureen Mann asked who was attending the stimulus meeting as the Library Trustees were looking for funding for the lift. The response was the Town Administrator and the Highway Agent would attend the meeting.

2. Kathy Shigo/Paving

Kathy Shigo expressed confusion regarding paving Middle Road. Chairman Barry clarified the paving mentioned was for a portion of Middle Road, not the entire road. Mrs. Shigo recalled the Board stating they would not pave Middle Road because of current economic conditions. Chairman Barry explained the funding for paving Middle Road is in the 2009 Budget. Selectman Reagan added the paving was not done last year because money ran out. It was not stated that the work would never be done but that it would not be done at that time. Mrs. Shigo questioned if the Town now had the cash.

The Selectmen went on to explain that the voters approved the 2009 Budget and the money for paving Middle Road was in the budget. Vice Chairman Robertson added the price of asphalt rising was another factor but it was not stated that the Town would not ever go back and finish the work. The money is indeed in the budget to complete this project unless the price of asphalt should go up again.

**Adjournment:**

**6:36pm**

Selectman John Reagan made a motion to Adjourn. Seconded by Vice Chairman R. Andrew Robertson. Chairman Barry called for the Vote. It was a Vote in Favor. The April 6, 2009 Selectmen's Meeting is adjourned.