

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
January 7, 2019
MINUTES**

Call to Order

5:30 pm – Chairman Pitman called the meeting to order

Present: Richard Pitman, Chairman; Andrew Robertson, Vice Chairman. Jeff Shute and Cindy McHugh, Selectpersons.

Absent: Fred McGarry

Pledge of Allegiance to the Flag

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

Deerfield Community School PTO President Andrea Boulton and Carolyn O’Neal

She stated that she was there tonight to request permission to host their triathlon again this year with a few little changes.

She stated that instead of having it on their own Saturday, they would like to tie it in with Old Home Day.

She stated that she has never attended because she always works on that day but there’s a 5k and they would like their running portion of the triathlon to include that 5k so that they are not taking away from anything on Old Home Day, just sort of adding to it.

Vice Chairman Robertson stated that he had no objection to this but that he would just, and maybe they have already done this, but clear it with the police department for the use of the road and clear it with Parks and Rec who oversees the 5k on Old Home Day.

Selectman Shute stated that they came in and presented to the Parks and Rec at their last meeting and they were in agreement with trying to make it all work.

Ms. Boulton stated that she has already spoken to the police chief and the school board.

The Board was in agreement that it was okay.

Regular Business:

Review of Outstanding Minutes of 12/27/18

Motion: Vice Chairman Robertson moves the minutes as presented

Second: Selectman Shute

Discussion:

Vote: Yea 4, Nay 0, Abstained 0 – Motion Carries

Accounts Payable - \$37,049.90 – last for 2018

Motion: Vice Chairman Robertson moves the accounts payable as presented

Second: Selectman Shute

Discussion:

Vote: Yea 4, Nay 0, Abstained 0 – Motion Carries

Accounts Payable – first of 2019 - \$35,595.10

Motion: Vice Chairman Robertson moves the accounts payable as presented

Second: Selectman Shute
Discussion:
Vote: Yea 4, Nay 0, Abstained 0 – Motion Carries

Signatures:

Chairman Pitman presented the GIS Internet Services bill, an annual maintenance agreement for the town of Deerfield for 01/01/2019 to 12/31/2019 for the website.

Motion: Vice Chairman Robertson moves to sign the GIS Internet service agreement and continue with their GIS service contract
Second: Selectman Shute
Discussion:
Vote: Yea 4, Nay 0, Abstained 0 – Motion Carries

Personnel Action Request – Kevin Hill, Parks and Rec raising his pay from \$18.27 to \$18.64 to bring him in line with the others.

Motion: Vice Chairman Robertson moves to authorize the chairman of the board to sign the Personnel Action Request with regard to Kevin Hill of Parks and Rec
Second: Selectman Shute
Discussion:
Vote: Yea 4, Nay 0, Abstained 0 – Motion Carries

Personnel Action Request – Erin Butchkowski, Parks and Rec. She is starting as an after-school summer camp staff aid at \$10.00

Motion: Vice Chairman Robertson moves to authorize the chair to sign the Personnel Action Request for Erin Butchkowski
Second: Selectman Shute
Discussion:
Vote: Yea 4, Nay 0, Abstained 0 – Motion Carries

Personnel Action Request – Dianne Kimball, Executive Department to \$18.00 an hour.

Motion: Vice Chairman Robertson moves to authorize the chair to sign the Personnel Action Request for Dianne Kimball raising her rate of pay to \$18.00 an hour
Second: Selectman Shute
Discussion: Vice Chairman Robertson stated that he would note that this is for minute taking and he believed that she has also agreed to take on the MBC.

Chairman Pitman stated that he thought that the \$18.00 was the rate that she was getting currently for the MBC
Vote: Yea 4, Nay 0, Abstained 0 – Motion Carries

As a post discussion, he would like to note that they just lost their third recording secretary in a row for the MBC. He thanked Ms. Kimball for stepping up and agreeing to take it to the end of the year for them.

Chairman Pitman stated that he had seven original copies of the default budget for the town of Deerfield for 2019, MSD DB.

Motion: Vice Chairman Robertson moves to sign the prepared default budget for the town of Deerfield for the upcoming year
Second: Selectman Shute
Discussion:
Vote: Yea 4, Nay 0, Abstained 0 – Motion Carries

Town Administrator's Report:

Mr. Harrington stated that he had a couple of updates for them.

He had an update for the ongoing drainage issue.

They were able to flush the line one more time and have it now emptying down beyond the hill of Yanni's where they think they are going to leave it at this point and as soon as weather permits, finish out the exit pipe with crushed stone and sign it properly with stakes so that it doesn't get plowed in again.

The feeling is to continue to dig and fix it again to get it beyond, into the woods, which would be more work than it is worth right now. It'll just drain onto the lawn next to the tennis courts for now.

So far, so good. They think it may have resolved the issue with the sump pump there in the building as well.

Getting back to the board with the estimated cost to rekey the Town Hall, it would be between \$400.00 and \$425.00.

Vice Chairman Robertson stated, that unless there is objection from the board, he would recommend with proceeding with the rekeying of the Town Hall. He thought that this was below the \$500.00 mark which would be discretionary spending and needs to be done.

Mr. Harrington stated that at this point, with the ongoing situations they continue to have, that would be his recommendation.

Vice Chairman Robertson added that particularly given that the Heritage Commission's artifacts are in the upstairs of the building and there are certainly artifacts in the main part of the building that aren't particularly secure either. He thought that they should make sure that they have the locks and keys in control.

Unfinished Business:

Chairman Pitman stated in the matter of 141 South Road, there's been no communication to date with Mr. Sayers with the tax collector or the town administrator. He last appeared before the Board on November 26th, 2018 when he requested an extension to get his affairs in order.

The Board granted an extension to December 31, 2018.

The Rockingham County Registry has been checked and there's no evidence of a recorded deed on the property at 141 South Road.

Chairman Pitman asked if he could get a motion to instruct the tax collector to begin the official deed process on 141 South Road and for the tax collector to include all eligible liens that are up for the deed in the notice process.

Motion: Vice Chairman Robertson moves said motion to instruct the tax collector to begin the official deed process on 141 South Road and for the tax collector to include all eligible liens that are up for the deed in the notice process.

Second: Selectwoman McHugh

Discussion: Vice Chairman Robertson noted that they set a deadline of December 31st. It's come and gone and whereas they've had no communication at all from the requester, it seems that this is the appropriate measure to take.

Vote: Yea 4, Nay 0, Abstained 0 – Motion Carries

Chairman Pitman stated that Scott Kelly had his letter two weeks ago and Ms. Robert's recommendation is that they don't agree to any new agreements, just let him keep making the payments that he was.

Vice Chairman Robertson stated that he would be in agreement with that and if they needed a motion, he made the following:

Motion: Vice Chairman Robertson moves that they continue with the existing payment agreement upon advice of the town clerk

Second: Selectman Shute

Discussion:

Vote: Yea 4, Nay 0, Abstained 0 – Motion Carries

Vice Chairman Robertson stated that under unfinished business last week, the Selectmen approved, he believed, but not sure if it was exactly \$33,000 or was it \$28,000.00 of encumbrances. They did that upon the recommendation of their financial

personnel and some discussion with DRA but he thought that there was some question about the appropriateness of the procedure where they didn't have actual contracts in place.

There had been some citizen's comments that have brought this up as well as Selectwoman McHugh brought it up at the last meeting and he thought given the amount that they should err on the side of caution and probably rescind the encumbered amount.

Motion: Vice Chairman Robertson moves that they rescind the vote that they took on the \$28,000.00 of encumbrances from the 2018 budget.

Second: Selectwoman McHugh

Discussion:

Vote: Yea 4, Nay 0, Abstained 0 – Motion Carries

New Business:

Warrant Articles:

Vice Chairman Robertson noted that the budget committee voted and approved the warrant articles that applied to the budget including Warrant Article 1.

One comment that he had was that he led the Board to believe that he would be coming back to Warrant Article 3 with an updated number in place of the \$50,000.00 suggested there.

They have not gotten a firm estimate from the architect at this point. They had gotten a firm estimate from Steve Keach, the civil engineer and he would propose leaving the \$50,000.00 in place and inserting the language, "up to \$50,000.00".

Also, he has been in discussion with Mr. Harrington and he has included the phrase "dissemination of information relative to the planning and design of such building", in the warrant article language which would enable some of this money to be used to make any architectural and civil engineering plans that they have available to the public. He didn't know exactly how that would work but to his mind, there may be a need for mailings or that sort of thing to let the community know exactly what they are looking at for a proposal and it seemed to him that it would be wise to include that in the language.

Chairman Pitman stated that it would be nice to have a handout at the deliberative session.

Motion: Vice Chairman Robertson moves that recommend Warrant Article 3 as written

Second: Selectman Shute

Discussion:

Vote: Yea 4, Nay 0, Abstained 0 – Motion Carries

Selectman Shute asked if the budget committee had seen that year to which Vice Chairman Robertson stated that he didn't believe they had voted on it.

Mr. Harrington stated that they were waiting for a vote at their next business meeting which would be Tuesday.

Vice Chairman Robertson stated that just for the sake of the meeting, tomorrow night is the budget committee's public hearing on the budget.

Basically, the budget will be presented to the public at that meeting and hopefully there'll be some public there.

Typically, shortly after the public hearing, the budget committee holds a meeting to reflect on the public input and decide what changes, if any, they want to make to their approval of warrant articles or the budget.

Selectman Shute asked what time was the public hearing to which the vice chairman stated it was a 7:00 p.m.

Chairman Pitman stated that they couldn't approve Article 1 to which Vice Chairman Robertson stated that they could approve Warrant Article 1 as recommended to the budget committee.

Mr. Harrington stated that the number there is actually the MBC's number. The Board put a budget to the MBC, therefore that's what the select board is recommend which is your original number.

Chairman Pitman asked board members if they were good with that recommendation.

Motion: Vice Chairman Robertson moves that the Board recommend Warrant Article 1 with the budget number that they presented.

Second: Selectman Shute

Discussion:

Vote: Yea 4, Nay 0, Abstained 0 – Motion Carries

Vice Chairman Robertson stated that one item for discussion that he should have brought up. He will be proposing at the business portion of tomorrow night's budget committee meeting, that they reduce the budget by, the budget committee's budget, by the amount of the encumbered items that they just voted to rescind.

Mr. Harrington stated that the number is unchanged so you'll be recommending to add it back into the budget to bring it back up to this number because right now the budget committee's number is \$28,000.00 less than this. He would be recommending to add it back into the budget. It doesn't affect the number tonight but just brought it up as an advisement.

Chairman Pitman stated that they have a proposed municipal lease/purchase, town of Deerfield Fire Department. Chief Fisher sent this to the Board today. The amount financed would be \$57,500.00 for a 2019 Chevrolet Tahoe for a three-year term with a payment of \$20,363.62 for each of the three years.

Vice Chairman Robertson stated that he thought that it should be presented as a warrant article. He knew that every year there is an argument about which vehicles they include as regular budget items and which are included as a warrant article.

There is no good explanation for it but they have typically used warrant articles for fire department vehicles. The budget is up several percent this year and he thought making this a warrant article as opposed to including it in the regular budget, is probably a good idea. He didn't know how the rest of the board felt.

Selectman Shute stated that he would agree with that.

Chairman Pitman asked if this would become Article 13 and the vice chairman stated that depending on where it falls with what the total amount is.

Mr. Harrington stated that there would be a total of thirteen warrant articles and the vice chair stated that more than likely, it would be Warrant Article 3, bumping the police department.

Motion: Vice Chairman Robertson moves that they put in the proposal for the municipal lease/purchase of a 2019 Chevrolet Tahoe as the command vehicle for the fire department into a warrant article and note that the amount financed in that warrant article would be a total of \$57,500.00 over a lease term of three years.

Second: Selectman Shute

Discussion: Vice Chairman Robertson stated that they needed to make sure that they list each of the year costs in that warrant article so that it is not non-lapsing and end up with a default budget and not able to pay it.

Selectman Shute stated that they talked about his using any of the money out of the trust funds to offset the costs and didn't know if they could do that with the lease or not.

Mr. Harrington stated that that was discussed but didn't know if that was part of this arrangement here.

Vice Chairman Robertson stated that they could put "not to exceed" the amount of the finance agreement and if we determined that we wanted to use money from somewhere else, he thought they could as long as the language reflects "not to exceed".

Vice Chairman Robertson also noted that after three years, they would be able to purchase the vehicle for the \$20,363.00 that's listed there.

Selectwoman McHugh asked if they were from a company or from a finance company to which Vice Chairman Robertson stated that it was GM Financial and he thought that it reflects the state bid price on the truck.

Vote: Yea 4, Nay 0, Abstained 0 – Motion Carries

New or Other Business:

Vice Chairman Robertson noted that he was perusing the community pages to see things and there was a message that noted that Middle Road sucks and it needs to be redone immediately. He stated that he did catch that as a public comment.

Chairman Pitman stated that he would pass that on to the town administrator.

Vice Chairman Robertson stated that he believed that that road was slated for repair work in the upcoming budget.

Selectman Shute stated that going back and reading of the lease, one big thing it says is that there's no mileage restrictions so he thought that this is something for people that lease might be wondering. It's a program for police and fire departments, school districts and local governments.

Vice Chairman Robertson stated that he thought that this lease also has a bailout clause in the lease language so if for some reason, it wasn't budgeted accordingly and could not continue payments in the second or third year of the budget, they would be able to walk away with no financial penalty.

Citizen's Comments:

Ms. Cady – Old Centre Road

Ms. Cady stated that at the budget meeting on Saturday, Vice Chairman Robertson mentioned that part of the monies to be used would be to redo the walkway for the daycare and she wondered if the revolving fund would pay for that. She stated that it was for their use.

Selectman Shute stated that it is possible that they could use it for the after-school program.

Ms. Cady stated that it is enough that the senior citizens who get no benefit from it, are paying for building, the use of everything, the extra paper supplies, that it would seem to her that that the money should come from the revolving fund to pay for those facilities and things that have to be improved for the after-school daycare. Her opinion, she realizes.

The second thing is that she is highly opposed to a Tahoe as I go around the state, in Concord or Keene or through Peterborough she sees Blazers being used by fire chiefs. A smaller car, less gas. She sees no reason why we have to have the great big Tahoe.

She wanted to know if there was any review of the various vehicles that could be bought for the fire chief, whether it be a Ford, a Chevy or whatever. There should be a comparison that they could look at but if they went looking, there is a lot more fire departments now using Blazers, why do they need to have the great, big Tahoe? We would use the forestry truck if it were a forest fire, not the Tahoe.

Motion: Vice Chairman Robertson moves to adjourn at 5:56 pm

Second: Selectwoman McHugh

Discussion:

Vote: Yea 4, Nay 0, Abstained 0 – Motion Carries

Next Meeting: Monday, January 21, 2019 at 5:30 pm

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