

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
April 27, 2020
MINUTES**

Call to Order

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

Present: Andrew Robertson, Chairman; Richard Pitman, Vice Chairman. Fred McGarry, Cindy McHugh, Alden Dill, Selectpersons.

Pledge of Allegiance to the Flag

Chairman Robertson asks to forego the Pledge as they are having this meeting remotely

Fire/Rescue Quarterly Report: Matt Fisher, Chief

Chairman Robertson thanked the chief for being with them and also thanked him for forwarding the state park plans for operation for the next few days or weeks.

Chief Fisher stated that he guessed they would see how this goes as this is his first call in for a quarterly update. He hoped that by the time they get to another quarterly report they are all back in person and everything is kind of resolved but they will see what happens.

He asked if everyone got the email that he sent over to John so to follow along if they will.

Chairman Robertson stated that yes, John did forward it to them.

Chief Fisher stated that it basically just recaps kind of some things that they are looking at now but for the most part, following the best examples as they can starting at the top. They are kind of limited to the best of their ability, all functions in and around the fire stations even with members at the station, they are really trying to limit any possible cross contamination between calls and/or equipment, materials, what have you, really trying to limit exposures.

They are currently following the best practice recommendations by the CDC, the NH Health Department, the fire academy, Bureau of EMS and the Fire Marshall's Office in regards to the proper PPE that they are wearing to the different calls and then trying to keep up with the PPE and whatever surplus they could get.

Captain McHugh has been working with Denny with getting equipment from the state and he thought that they had gotten two deliveries from the state EOC. They have been able to get some extra hand sanitizer from Flagg Hill Winery in Lee and actually the town of Stratham was able to reach out to a company in China and got a large amount of N95 masks and they were very generous and donated a box of 50 to Deerfield last week so they have been on a good receiving end of supplies and PPE to keep up with what they needed but then again it also depends on how long this last will determine how long the supplies last.

In regards to trainings moving forward, our EMS training provider, EEC. Emergency Education Consultants, we have used them for a few years, Tim, who runs the company, has transitioned his trainings to ZOOM and we had our first ZOOM EMS training a few weeks ago and he thought that it went very well.

We had a handful of people who were able to call in and participate and it was the typical good training that they normally had and it was nice to be able to socially distance and still get the training in.

In regards to the fire side, he is still trying to work through that as to how they could do remote fire training or maybe find a couple of topics to bring to a ZOOM platform and see who can participate and see what they could do in the meantime.

Burn permits have been transitioned exclusively to the state's online permitting process. Last week, the state had a few hiccups to their system. One was due to the high fire danger. They had shut down the permitting process and that worked well but he thought as all other communities have transitioned to exclusively to the online burn permit process, it has probably maxed the system and he knew that they had some struggles with people getting permits so they are just trying to work through some of those hiccups when they do come up but for the most part, all feedback

from the calls that he has gotten, especially when this started, the towns people seemed to be supportive, certainly understanding of why they were trying to socially distance and why they had ceased the paper permitting process.

In regards to incidents for the year, we are currently 16 calls below our May 1 total from last year so last year, May 1, 2019, they had 145 calls and as of right now, we are sitting at 129 with just a few days left.

He stated that he was going to contribute it more towards what they are seeing these days with everybody staying at home and reducing interaction.

He stated that it seems that the townspeople of Deerfield are being very responsible, if you will and the calls they are seeing aren't typically, and he was trying to find the nice way to say it, but he thought that people were doing a good job.

He thought that it helps having the 211 system and people are doing a little better job contacting their doctor's office and such before calling 911 for transport for things that they don't need to so certainly that part is reflecting in the reduced call volume.

In regards to the projects going on at the fire station, everything is on hold right now. They did get to a point where the electrical and the IT was basically wrapped up for the offices so the next steps for that will be once the restrictions are lifted, Brookside Mechanical will do the heating and the AC in the offices and his plan after that is to get back to UNH. They were gracious enough last year, he believed, to donate some file cabinets and some other things so the plan hopefully is to get some desks and other office furniture that they have in surplus that they are looking to get off their hands.

Once they are moved into the offices, Northern Oaks Hardwood Floors will be scheduled to refinish the meeting room floors and after the upstairs is done, they will be continuing to try to better use space in the station with finishing the storage areas in the hose tower and the downstairs PPE room.

Chief Fisher asked if there were any questions so far. He stated that he knew that he kind of rambled through that quickly.

Vice Chairman Pitman stated that it sounded good.

Chairman Robertson asked if there were any questions for Matt.

Selectman McGarry asked what the split was on calls fire verses EMS?

Chief Fisher stated that he did not pull that but it's typically, and he would be comfortable saying about 70, 75 percent EMS compared to fire and that is probably still holding true. He would have to flip back through those to get an actual breakdown for him.

Selectman McGarry stated that this was good enough.

Selectman Dill asked how they were doing on search and rescue, etc.? Are they seeing a higher volume?

Chief Fisher stated that they were called to assist Allenstown, he believed it was last weekend, out in Bear Brook but he was going to knock on wood pretty hard. He didn't believe that they, as fire and rescue, have had any other search and rescue calls besides that, none that are coming to mind. Cindy might be able to correct him if he were missing something.

He thought that they had been lucky. He knew that Nottingham **(Alden Dill talked over Chief Fisher's answer)** so they have been on the lucky end. With that information that the state sent that he was able to forward that stated that they were shutting down Reservation Road and their parking. He thought that certainly helped. It reduced calls for Deerfield. Unfortunately for Nottingham, it sent everybody into Nottingham. Good for Deerfield, bad for, kind of sorry for Nottingham, he guessed.

Selectman Dill added, on that, they got other stuff from whatever the heck they are called DNR now, about building new parking areas on Reservation Road and not to make a pun but did he have any reservations about them parking 40 or 50 cars out there and maybe plan b and maybe c?

Chief Fisher asked again what the plan was?

Selectman Dill stated that they had sent some stuff over about expanding, building parking lots.

His question was that John had forwarded some stuff around this afternoon to look at for selectmen's input of expansion of parking off of Reservation Road and he wanted the chief's input on that before they added, potentially 40 to 50 parking spaces in one of those old log landings up there.

Chief Fisher stated that he is assuming that this is non, like when COVID passes and then just a typical increase ...

Chairman Robertson stated that they are looking to act fairly quickly, he thought and Selectman Dill added, within the next couple of weeks and others added that it would be done in two weeks. John stated that he was sending it to Matt at that time.

Chief Fisher stated that the thought that he would have some reservations, if he were to jump on Alden's pun, he would believe that would see increased activity in the park on the Deerfield side or at least people are going to park in that area and then walk into Nottingham and then when the 911 call comes in, depending on their cell service with the GPS, he would think that it would increase the call volume in the park, one way or another.

Chairman Robertson stated that actually, both parking areas, are located within Nottingham but obviously the access to both of them is going to be through Deerfield and he stated that he had some reservation too because that log landing is one of his favorite deer stands.

Chief Fisher remarked that they couldn't have that.

Selectwoman McHugh asked if the parking lots themselves were going to be in Nottingham?

Chairman Robertson stated that both parking lots are going to be in Nottingham. One is up, as you head up Tower Road. The other is like if you were going straight to Patras, the log landing on the right, sort of half grown up now. They are offering to clear that and make access to it. There is little bit of an access now but both of those parking areas would actually be over the Deerfield/Nottingham line.

Selectman Dill stated, that the other question that he had on that, and it is not a Matt question, but those are going to fill up as well. They are seeing such heavy volume up on Reservation Road that he thought that they were still going to have parking issues even with those parking areas.

He thought that the "shutting off" for the weekend is the best idea for Deerfield and he agreed that he thought that it threw everybody into Nottingham which is bad for Nottingham.

Chairman Robertson stated that he was pleased with the plan that they came forward with because it still gives local people the opportunity to get in there Monday through Friday without being dangerous and limits a lot of out of state traffic, Saturday and Sunday.

Chief Fisher stated that if they are probably going to proceed with it, he knew that it is not technically in Deerfield but if they were to stage for search and rescue or to get the gator trailer up in there, he stated that they typically have, up towards the end, it can be a little tight turning around. They typically have to go to Gazzolla's house at the end to turn around sometimes. He didn't know how it would be enforced but maybe if they were to possibly increase that parking area and put up "No Parking – Fire Lane". He knew that technically it wasn't one but he thought that it would be a benefit for access for Deerfield Fire/Rescue, if they did have any searches up in there, if that might be possible.

Chairman Robertson asked if there were any other questions for the chief?

Selectwoman McHugh stated that she did and wanted him to go back to the search and rescue question that Alden had. When Deerfield had the fire the other day, was Nottingham unavailable or did Deerfield cancel them as they had a call the same time that Deerfield had.

Chief Fisher stated that he thought that they were clearing a medical call already. The first alarm was called which called for their truck and shortly after, they had their search and rescue so he thought that the ambulance was used. He is just assuming but they responded the ambulance to the search and still got a truck, their engine/tanker, out for our fire. They were able to respond to both. It was a time when they had multiple calls due to a search in the woods.

Chairman Robertson asked if there were any other questions for Matt?

Chief Fisher stated that he wasn't quite done, he just wanted to take a breather for himself from rambling for a bit.

Chief Fisher stated that before he gets down to the bottom, using one of the maintenance funds, in regards to the hose that is sitting out on the trailer out back, behind the fire house, they have offered it up to the community members a couple of times, the fair took the hose that they wanted, and he thought that they were at the point now, he would like permission to just cut off all the old ends, salvage those through like Harding's and throw away the rest of the hose. He asked if that sounded agreeable?

Chairman Robertson asked if the Board was in general agreement? Most were. Selectman Dill added that right now metal is worth nothing is the only problem.

Chief Fisher stated that maybe they could find a 55-gallon drum or bin and save it but he thought that it was time that they move on.

Selectman Dill stated that he would hold onto the metal for a bit and the chairman added if he wanted to get rid of the actual hose material, he thought that the Board would be in general agreement.

Chief Fisher stated that he had a couple other updates. Last year when the fire department did its ladder testing, they had a couple of ladders fail due to fatigue. The replacements were ordered and they are actually being delivered tomorrow so those new ladders will be put into place on Engine 1 and Engine 4 and then the only other thing that he had was that he would like some discussion and permission to use some funds out of the apparatus maintenance and equipment fund.

Couple of things that he would like to hit on. Last year they were talking about, on Engine 2, which is the 2002, front end pumper, is being utilized more as the everyday engine. One of the tills is being taken up a generator which he would like to remove that generator, upgrade the lighting, scene lighting to LED. That way they gain a whole other compartment as that truck is so limited on space. He has included some prices that he got off the state list and a little better discount on them for two replacement pole lights, a brow light which will add lighting to the front and the additional scene lights. If anyone has any questions on that he can touch on that.

Engine 4 has a pole light as well that has failed and is out of warranty so he would like to replace that and probably the most controversial one is in regards to replacing the light bar on the Tahoe. Dick and he had a conversation and he knew that Dick had asked him what they could kind of do to buy down the cost of replacing the Tahoe and he has already been putting some time into that and thought about and he thought that might be a way. If you look at the price, it is certainly a big-ticket item and if they were to replace the light bar that is on it now, and only two of the front strobes work now, it needs to be updated or replaced. He tried to fix it last year with a few other strobe modules with no real success so if they buy it out of this equipment fund, that will certainly, and maybe during this year, they will get other things to replace that could still be used on the new vehicle whenever they are lucky enough to get it.

Chairman Robertson asked what the Board's thoughts were on Matt's request?

Selectman Dill asked to go back to the first one, if they changed to LED's, they didn't need to run the generator at all to which the chief stated yes. It is light a 5,000 watt pull out generator in one of the tills. All it does is run 2, AC pole lights. The new pole lights would be DC. They would run off the truck anyways. He did buy last year, an inverter, which would allow 120 AC outlet. Honestly, there is nothing on the truck that runs on AC anyway but it is still there and may have a function in the future but he is mainly after the space on the truck.

Selectman Dill asked what the cost of the lightbar? He stated that he didn't see that in the info that was forwarded.

Chief Fisher stated that the quoted price they have on a "discounted" package is \$2,750.00 which is less than the light bar if they were just buying the light bar itself. Whelen has some package deals and this vendor that he found is buying in bulk and so the discount is being extended to them.

Selectwoman McHugh asked if he was sure that it would fit a newer vehicle to which the chief answered yes and he confirmed that the width of the bar will fit everything except for a Dodge Durango.

Vice Chairman Pitman asked what the total light package was and the chief answered that the grand total was \$7,189.40. That covers about \$3,700.00 for Engine 2 which would be the two pole lights, the brow light for the front and the four scene lights; Engine 4, the replacement pole light which is \$116.00 and the Tahoe light bar package with the control module would be \$2,750.00.

Vice Chairman Pitman asked how the Tahoe is after all the body work was done? Is it running okay and everything?

Chief Fisher stated that it was functional he guessed. It's showing its age more as it is driven but it's functional. He isn't going to say it isn't.

Vice Chairman Pitman stated that he made it Saturday okay to which the chief stated that for the most part yes, it did kind of lag a couple of times but it got there and it was functional and that all they could expect from it at this point.

Vice Chairman Pitman stated that their hands are tied after it was turned down so they just have to make it safe and makes sure that it gets him where he needs to go.

Chairman Robertson asked if the Board was in general agreement to move ahead with the purchase?

Selectwoman McHugh, Engine 4, you know how I am with the trucks Matt, Engine 4 is the new truck over in South Station to which he stated yes and the selectwoman continued with it already needs a light to which the chief answered yes.

The chief stated that it is the drivers side pole light. The modules in itself are starting to fail. There was an issue with the module on the pole light as well as the switch. The switch has been replaced but the pole light is obviously the big-ticket item.

There was a vendor that wanted to replace it for \$1,400.00. He thought that if they bought it, they could replace it themselves for the \$716.00.

Chairman Robertson asked if there were any other questions or concerns?

He stated that it looks like the Board is in general agreement.

Chief Fisher stated that he thought that he was finally everything that he had and asked if there was anything else or questions of him?

Chairman Robertson thanked him for being with them and appreciate him going electronic.

Chairman Robertson stated that moving along, the next order of business is the bid opening for town mowing and he is going to have John read those as he has them in front of him.

Bid Opening – Town Mowing

Town Buildings and Town Grounds (GB White Building, mowing and trimming, town hall, mowing and trimming, Filbert-James Library, mowing and trimming as well as trimming the hedges as needed, Monument Hill which is that strip of grass across from the GB White where the Parks and Rec sign is, mowing and trimming, South Fire Station, mowing and trimming, Gazebo area, mowing and trimming and Veasey Park, mowing and trimming.)

The frequency would be directed by the facilities supervisor. Expectation is that the mowing would begin and end at the start and end of the growing season for the grass.

Mr. Harrington asked if there were any questions.

Blue Sky Landscaping	\$5,220.00
Dureci Landscaping and Maintenance	\$6,150.00
TNT Landscaping	\$7,200.00
ASAP Landscape and Design	\$8,500.00

Chairman Robertson stated that the typical modus operati is to refer these bids to the maintenance supervisor and have him make a recommendation to the Board. Is the Board comfortable referring these to Ray? All stated yes but Vice Chairman Pitman stated that they are going to run out of time since they aren't going to meet for two weeks which all agreed. He stated that if Ray didn't have a problem, he would make a motion and go with Blue Sky with that \$5,220.00.

Motion: Vice Chairman Pitman moves to award the town mowing bid to Blue Sky Landscaping at the price of \$5,220.00

Second: Selectwoman McHugh

Discussion: Chairman Robertson believed that Blue Sky handled the mowing or a portion of it anyway last year. He didn't know if Ray was still with them, if he had any concerns or comments?

Mr. Ellis stated that it sounded good. He did a great job for them last year. Very reliable and he was no problems whatsoever anytime that he contacted him with a situation that came up and he made sure that everything was done for the holidays. He was happy with Blue Sky.

Selectman McGarry stated that it was certainly a good recommendation coming from Ray.

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

Transfer Station and Transfer Station Hill: (Includes mowing and trimming of the transfer station which would be done weekly and the transfer station hill, mowing and trimming as needed as determined by the town working in conjunction with the facilities supervisor and the transfer station supervisor).

Blue Sky Landscaping	\$1,600.00
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Vice Chairman Pitman asked how this figure compared to last year. Mr. Ellis stated that it is right in the ballpark from last year.

Motion: Vice Chairman Pitman moves to award Blue Sky Landscaping with the mowing/trimming contract for the transfer station and transfer station hill

Second: Selectman McGarry

Discussion:

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

Water Holes and Cisterns, mowing and trimming. (There are 14 water holes and 11 cisterns located around town, all participating vendors who attended the mandatory vendor's meeting received maps and directions to all of the water holes and cisterns in order to go review them. Again, this is to start from the beginning and end at the completion of the growing season).

Dureci Landscaping and Maintenance	\$2,800.00
Blue Sky Landscaping	\$3,000.00

Vice Chairman Pitman asked where Durecci is from to which Mr. Ellis stated that he is from Raymond, NH.

Vice Chairman Pitman asked if Mr. Ellis knew him to which he answered that he did the water holes and cisterns last year for the town and the town administrator added that he won the bid last year.

Motion: Vice Chairman Pitman moves to award the water holes and cistern mowing and trimming contract to Durreci Landscaping

Second: Selectman Dill

Discussion: Selectman Dill asked Mr. Ellis if he a good job to which he answered that he did a great job and that he also talked with Matt Fisher as well and he had no complaints. Durreci is an up and coming young guy and he did a great job.

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

Athletic Fields, mowing and trimming. This would include Hartford Brook Athletic Field, mowing and trimming, done weekly, and Bicentennial Athletic Field, mowing and trimming done weekly beginning and ending with growing season and would be done in accordance with Parks and Recs director and facilities supervisor, if there is an additional mowing needed prior to games or any other event.

Dureci Landscaping	\$5,850.00
ASAP Landscaping	\$8,000.00
TNT Landscaping	\$4,500.00
Blue Sky Landscaping	\$4,280.00

Motion: Vice Chairman Pitman moves to award the mowing contract to Blue Sky Landscaping for the amount of \$4,280.00

Second: Selectman McGarry

Discussion: Selectwoman McHugh asked if Blue Sky did the athletic fields last year to which Mr. Ellis answered yes, they did. They did both fields last year. Selectman McGarry stated that

he assuming that they did a good job on that as well to which Mr. Ellis stated that they did and Dick was happy with them.

Selectman Dill stated that he was glad that Mr. Ellis was here on this call as it makes it much faster to which Mr. Ellis stated that it wasn't a problem.

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

Cemeteries: Old Centre Cemetery, Fellow-Sanborn Cemetery, Haynes Cemetery, Tilton Cemetery and Parade Cemetery. This would require any regular reports to the Cemetery Trustees, notice of tree or brush issues, overturned or damaged markers or any other concerns.

TNT Landscaping	\$16,350.00
ASAP Landscaping	\$11,500.00 (includes 4?)
Blue Sky Landscaping	\$ 9,580.00

Vice Chairman Pitman asked Mr. Ellis if he thought that Blue Sky would be able to do everything to which he answered that they have put on another truck and two more people so he is actually larger than he was last year and because of the situation with the COVID-19, he wants to keep his guys busy. He said that he was going to bid on everything.

Motion: Vice Chairman Pitman moves to award the Cemetery mowing contract to Blue Sky Landscaping

Second: Selectman Dill

Discussion:

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

Mr. Harrington stated that he had one little note on bids. He is still waiting to get a final decision by the Board as to the documentation they want to include in the paving bid and then he can get those posted. There would be four bids for highway which would be for winter sand, roadside mowing, road reconstruction and the paving bid.

They all received the draft documents that Selectman McGarry had put together and would need a decision from the Board to include them as part of the bid process for paving and then he could move forward with it.

Chairman Robertson asked if the Board has had enough time to review the versions that they received from Fred to which Selectwoman McHugh stated she did and Selectman Dill stated that he did and that he thought they were good.

Vice Chairman Pitman stated that he agreed with the chairman about the bonding. Sometimes we need it and sometimes we don't.

Selectman McGarry stated that the way that he has it set up now is that he is not requiring a bonding. Typically, on a large, municipal project, you can have a bid bond and also a performance bond and a payment bond. He did delete all those from that paperwork.

Chairman Robertson stated that they could say that they "reserve or retain the right" to require those but his thought was that they might want to make it at the Board's option as opposed to mandatory.

Selectman McGarry stated that the only problem with that is that it would be an additional cost to the contractor and the town would be subject to a change order because of that. That's fine if that is the route that they want to take but that would be a

Selectman Dill stated that he would hate to have themselves blowing in the breeze and have no bonding authority whatsoever. If they had a small company in there, they could be out which is his look at it. He

knew that they have had larger pavement companies before that they haven't had to worry about this but he thought that they ought to have bonding in place, or the ability to.

Vice Chairman Pitman asked the chairman if they could set it up, if it is required, they are willing to pay for it?

Chairman Robertson stated that Selectman McGarry could work it into the language so that they could do a change order if they needed to.

Selectman McGarry stated that he could write that up and Selectwoman McHugh then asked "then we would have to pay for it"?

Selectman McGarry stated that yes, it would be an extra cost.

Selectman Dill stated that he thought what Selectman McGarry was saying is that if there is a change order, so they could change the bid if they require bonding to cover that.

Chairman Robertson answered her and stated that they wouldn't pay for it but it would be the ability to adjust the bid.

Selectman Dill stated that bonds aren't terribly expensive but Fred's right, it will cost them something to add that in there for the bid.

Chairman Robertson asked if the Board was in general agreement that they could proceed in that fashion?

Selectman McGarry stated, one other point too, the document ends up giving the contractor 90 days to get the work done and then there are liquidated damages in case he does not get it complete in that time frame.

Right now, it is set for \$500.00 a day but he thought on review, he kind of felt that it was kind of on the high side. In the past, they have not had any penalty to the contractor for not finishing it on time. Was it last year or the year before that they had some problem with not being able to finish the work and therefore things got just passed to the wayside so he thought that they should have some liquidated damages associated with that and again, he thought \$500.00 a day is too high.

Selectman Dill asked if Selectman McGarry could make a recommendation regarding this as he hasn't run into this before as to what he thought was a reasonable figure.

Selectman McGarry stated that he thought that a couple of hundred bucks. It is something to get the contractor's attention and he doesn't want to have to take and turn around and relinquish some of that money back to the town for failure to get it completed on time.

Chairman Robertson asked if the Board was comfortable with that recommendation?

All members stated that they were.

Selectman McGarry asked if they were all okay with 90 days?

All agreed that they were.

Selectman Dill asked Selectman McGarry if they are seeing a drop in asphalt price right now with the drop of oil prices to which he answered that there should be a huge drop. The way that the bid is set up based on what Mr. Rollins had put together. He had in there potentially, additional work so he has it set so there is a base bid and then an alternate, added on, depending on the monies that are available.

Selectman Dill stated that he just filled up with fuel and it's the cheapest that he has seen it in 20 years so he was hoping that they could get a lot done right now.

Selectman McGarry thought so.

Chairman Robertson asked the Board if they were comfortable proceeding along those lines to which they all agreed they were.

Mr. Harrington stated that he would wait for Selectman McGarry's rewrite to get it published to which he agreed that he would do it tomorrow.

Regular Business:

Outstanding Minutes of April 13, 2020 and April 20, 2020.

Motion: Selectman Dill moves to approve the minutes of April 13, 2020

Second: Selectwoman McHugh

Discussion:

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

Motion: Vice Chairman Pitman moves to approve the minutes of April 20, 2020

Second: Selectwoman McHugh

Discussion:

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

Accounts Payable - \$1,023,187.59 (1 million to the school district) dated 4/27/2020

Motion: Vice Chairman Pitman moves to approve the accounts payable as presented

Second: Selectman McGarry

Discussion: Vice Chairman Pitman asked if all the checks, it seems like there were at least 100 checks being written, are they because they can't have the Parks and Rec?

Mr. Harrington stated that the bulk of those were all after school programs. Once the governor made his decision that school was going to be out for the rest of the year, that's when the requests for refunds came. A lot of people prepaid.

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

Chairman Robertson stated that it wasn't on the agenda but things that require their authorization and signature.

They have from their auditors, inquiries of those charged with governance and he is going to go through the questions. There are nine questions to answer. They have answered them all in the negative. If anyone disagrees when he is reading them, please speak up.

1. Are you aware of actual or suspected fraud affecting the entity? Town answered "no"
2. Are you aware of any allegations of fraud, e.g. received any communications from employees, former employees, analysts, regulators, or others? Town answered "no"
3. Have you received any tips or complaints regarding the entity's financial reporting including those received through internal whistle blower programs, if such programs exist and if so, how have you responded. Town answered "no"
4. Are you aware of any transactions entered into with related parties, i.e. members of a governing body doing business with the organization. Town answered "no".
5. Are you aware of laws or regulations that may be expected to have a fundamental or decremental effect of the operations of the entity. Town answered "no".
6. Are you aware of any non-compliance with laws or regulations. Town answered "no".

7. How does your Board or Council exercise oversight over management? How do you address the risk of fraud for the entity? The town has attached a sheet with a paragraph explaining their take on that and procedures for expenditures in excess of \$500.00.
8. What do you think the risks of fraud are in your organization? Have any specific fraud risks been identified? Town answered that none have been identified.
9. If you answered yes to Question 4, please identify the related parties including the nature of the relationships. The town replied "not applicable" because they answered no to the previous question.

Chairman Robertson asked if the Board in general agreement with those answers or is there a Board member or others that are aware of potential fraud or fraudulent actions within the governance of the entity.

Hearing none, I will need a motion to leave the answers as presented.

Motion: Vice Chairman Pitman moves to present the answers as written and read by the Chairman

Second: Selectman Dill

Discussion:

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

Chairman Robertson stated that they will receive an electronic signature form that they will have to sign and return so that it may be forwarded onto the auditors.

Chairman Robertson stated that next up, they are going to delegate the authority to deposit checks and this would be in regards to the town treasurer, Harriet Cady and Mrs. Cady has signed the delegation of deposit authority form. It is dated April 14th. This will allow her to proceed in her role of town treasurer.

He stated that he needed a motion to give her deposit authority.

Motion: Selectwoman McHugh moves to give Harriet Cady deposit authority required as town treasurer

Second: Selectman Dill

Discussion: Chairman Robertson stated that basically deposits shall be made on a weekly basis or daily if the receipts total \$1,500.00 or more. This is also in conjunction with Kelly Roberts and her deputy, Kim Crotty.

Vice Chairman Pitman asked if the treasurer would take checks from Kelly or John and go to the bank?

Chairman Robertson stated that he wasn't sure of the exact procedure and asked the town administrator if he had.

Mr. Harrington stated that the deposits are made by the town clerk themselves. They go to the bank.

Mrs. Cady stated that the only check required for the treasurer to deposit are the funds for the Conservation Commission and the chairman thanked her for the clarification.

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

Chairman Robertson stated that he was just going to keep rolling. Those are things that need to be signed.

There is an "Intent to Cut Wood/Timber" – Rosco Blaise for property off of Mountain Road adjacent to the power lines right of way that heads back toward Reservation Road. Typically, we don't make a motion but since they are signing this electronically, it would be beneficial if they could have a motion to approve the Intent to Cut.

Motion: Selectman Dill moves to approve the Intent to Cut Wood/Timber for Rosco Blaise

Second: Selectwoman McHugh

Discussion: Selectman Dill stated that he was talking with John and couldn't believe the amount of large intent to cuts that are being done around town. There is a lot of timber being moved.

Chairman Robertson stated that it appears to be cordwood but it is a 90-acre parcel and then asked for further discussion.

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

Chairman Robertson stated that this took care of the things that they needed to vote on. He would note that they received a letter from the Department of Revenue Administration setting the 2019 total equalized valuation \$728,984,215.00. If you take away utilities' valuation, that is \$642,438,118.00.

That is available for their perusal and on the record as public information now.

Another order of business, they have received correspondence from Avatar regarding an abatement from 7 Church Street, LLC. This is the professional/apartment building sort of across the street from the town hall.

The town's assessors are advising that they do not agree with the abatement request. He did not know what the Board's pleasure is. Typically, they take the recommendation of the assessors and would move to deny the abatement request.

Vice Chairman Pitman asked if they had a dollar amount difference to which he stated that they had put an assessment on the property at \$454,900.00 with an equalized value of \$562,300.00.

7 Church Street, LLC had come back and he believed that they were looking for a valuation of \$290,000.00.

Mr. Harrington stated that the formal abatement request has not come in yet. This is just Avatar's response so he will be bringing this to the Board once he gets it from the assessing office.

Vice Chairman Pitman stated that they weren't voting on it tonight and the chairman stated that there is about a page and a half of explanation of why he disagrees with the request.

Mr. Harrington stated that he has sent that out to all the boards so that you can look at it.

Chairman Robertson stated that he had one other matter of business. They have a refund request from the town clerk and tax collector's office and that is for Ms. Nellie Rollins and it would be returning an amount of \$116.00 that was overpaid in motor vehicle registration fees.

Motion: Vice Chairman Pitman votes to refund the amount of \$116.00 to Nellie Rollins

Second: Selectwoman McHugh

Discussion:

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

Town Administrator's Report:

To go back to a question that was asked at our last meeting about the highway sign invoice, he believed it was Dick who asked about it, the vendor that was used for the "No Parking" signs.

Selectwoman McHugh stated that she thought that it was her that asked.

Mr. Harrington stated that he did go back and look at the invoice and he asked Pete Lemay. That is the same vendor that Mark has used in the past so Steve just used what information he had from Mark to order those signs.

Mr. Harrington stated that he did have an update that some of you may already have seen about the road surface management system.

On April 3rd, he received an email, in January and February, Southern NH Planning Commission met with Mark Young to get clarification on road importance and maintenance strategies.

They were set to begin the forecasting portion of the project but have experienced various delays including of course, the disruption caused by the virus. They had been hoping to complete the forecasting report by the end of April but will now likely need the extra two months, as allowed, in the original contract which ends June 30th. He believed that someone asked about an update on that.

The last two items were the governing body questionnaire which they have answered and the proposal from NH Bureau of Trails which they have talked about.

Selectman Dill stated, just back really quick to the paving update and what he was just saying, so if they are looking at June 30th on that, he thought that they ought to wait before they pave anything until they got that report back, is his feeling.

Selectman Dill asked Selectman McGarry if they would have enough time to pave if they wait until they got that back?

Selectman McGarry stated that he thought that the issue may be that not only would they have a problem with potentially getting it done but certainly June 30th might give recommendations as to what should be done but then they would have to go through and probably have a least a week or two's work of coming up with quantities to put into the bid.

He thought that Steve has got these three roads fairly well identified and it would be only be the additional \$200,000.00 that was approved by the voters. He thought that they should do it as two separate contracts.

Both the chairman and the vice chairman agreed with that and the chairman added that whether they were able to act immediately with the report or if they got backed up thirty or sixty days, it's going to be a report that will serve them over the next couple of years at least if not the next three to five.

Vice Chairman Pitman stated that he thought that Selectman McGarry was right and that they needed to get going on the list and then that \$200,000.00 they could work with.

Unfinished Business:

Chairman Robertson stated that one thing that he would mention. They had talked with Skip Kelley with regard to Kettle Rock Road. He didn't know if any of the rest of you had time to do a little homework there.

He looked at the portion of Allenstown that is at the end of Kettle Rock Road after the short section of Deerfield. There is well over 100 acres of undeveloped land. There is one house past there, probably four parcels in the 35-40-acre range. There is a seventeen-acre parcel and there is a twenty-acre parcel so he thought, as they talked about informally before but it is something they definitely want to take a look at before they decide what they want to do with that road or make any plans for that road.

It is all the way through to Epsom but there is a lot of vacant land that could be opened up to development very quickly that would fall on us to upgrade the road.

Vice Chairman Pitman stated that the land is in their town and the road is in our town and Epsom.

Chairman Robertson stated that the acreage that he just recited was all in Allenstown and that was before you got to the Epsom line.

Vice Chairman Pitman stated that they didn't need another "Gulf Road".

Chairman Robertson asked for other unfinished or new business.

New Business:

Selectman McGarry stated that he received a request that they could take up later at another meeting but it was from a citizen that was asking if the Board would consider waiving the interest penalty, interest on late payments of the taxes on the next tax bill coming up.

Chairman Robertson stated that they had talked a little but about this at the prior meeting but it is certainly within their purview.

Vice Chairman Pitman stated that he thought that they had talked about an "as needed" per person basis to which the chairman stated that this was his recollection. They did not want to have a "blanket" policy but that they would move forward on an individual basis.

Vice Chairman Pitman added that if they came in with a hardship type of situation and the chairman agreed.

Selectman McGarry stated that he would pass that word back.

Vice Chairman Pitman stated that he was asked by another citizen during these times, it would be smart to take off the credit card fees for registering vehicles and/or town expenses and not have that be added to the bill. Is that something that they should look into with Kelly? He didn't know how much they would be walking away from.

Chairman Robertson stated that he wasn't sure but he thought he had some recollection that there is actually a state RSA that they have to charge them separately for the processing fee if they use the debit/credit card option, He could be mistaken but he has some recollection that they had to charge them the fee beyond the state and municipal fee.

Vice Chairman Pitman stated that he would pass that on.

Selectman Dill stated that he believed the fee, when Kelly was explaining it to the MBC, that fee was direct to the credit card processor. That wasn't the town collecting it and forwarding it so the town would have to cover that fee if they weren't collecting it.

Chairman Robertson stated that if they could look into the RSA regarding this, if you can touch base with Kelly, John, because he has this vague recollection that she said that when someone asks if the town was bearing the costs of the processing, she replied that they weren't able to by state RSA.

Mr. Harrington stated that he would look into it.

Chairman Robertson asked for any other business and he would note that they don't have a non-public session tonight and he didn't want to discourage board members, if they think that they need a non-public session, he thought that the easiest way to handle that they would have to set up two, distinct, conference call-type meetings but by all means, if you have it in the back of your head that they need a non-public session about something, please contact him or John and they will figure out how to do it.

If there is no other or new business, he would move to Citizen's Comments.

Citizen's Comments:

None

Motion: Vice Chairman Pitman moves to adjourn at 6:30 pm

Second: Selectwoman McHugh

Discussion:

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

Next Meeting: Monday, May 11, 2020 at 5:30 pm

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