

**TOWN OF DEERFIELD  
BOARD OF SELECTMEN  
August 3, 2020  
MINUTES**

**Call to Order**

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

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

The chairman stated that he was going to forego the Pledge of Alliance to the flag as they don't necessarily have flags within eyesight and the first order of business this evening is an appointment with John Duffy from the Pleasant Lake Protection Association and this is in regard to NH Route 107 inlet sub watershed project which is state route 107, Swett Road and some private properties.

This conversation has been ongoing for awhile now, over the last year and he would turn the meeting over to Mr. Duffy at this point.

He would also note that they have two attachments that John had sent them earlier regarding the outline of the project and the grant.

**John Duffy – PLPA: NH Route 107 inlet sub watershed project – Swett Road**

Mr. Duffy stated that he appreciated the Board to present tonight basically an update on the sub watershed project and also to make a request to the town to include in the budget to the work that will be specified for the improvements of Swett Road at Route 107.

To expand on Andy's background, they actually started this project by getting a letter of support from the Board of Selectmen two years ago so 2018 and since then they have been at work and that work will be covered by Laura Diemer, who is a project manager for FP Environmental, the engineering firm that they have retained to help with this project.

Ms. Diemer stated that she was a project manager with FP Environmental Associates. They were hired by the PLPA, (Pleasant Lake Preservation Association), to first help them to investigate what the possible sources are that might be contributing to sediment accumulation of southern cove of Pleasant Lake.

It had come to the attention of the PLPA a few years ago. The residents in the southern cove were complaining about significant sediment deposition occurring there to the point where it was too shallow to get their boats in as they did previously and it had start to affect some of the critical habitat in that area.

They came on board to help investigate possible sediment sources that were coming into the southern cove there from what they are calling the Route 107 inlet stream.

They walked up the entire stream length to look at changes in geomarcology there. They also investigated both hill slopes along Route 107 that drain into the inlet stream and into a culvert that goes under Route 107 and into the southern cove of Pleasant Lake.

Essentially what they found was that there was a significant amount of sediment coming from Route 107 along the road shoulders and the ditch network and it was leading down to the lake. They had also noted several points where stormwater runoff was coming off private property or town property in the case of Swett Road leading to the DOT/Route 107 drainage system and all that was flowing down to Pleasant Lake.

The handout that was given to the Board, the third page, showed a map of that initial investigation work and just showed them Route 107 and some of the sites that were identified and some of the infrastructure that is there such as culverts and catch basins and some of their status, whether they were buried, filled with sediment, that sort of thing.

For those immediately identified as an issue, the Pleasant Lake folks reached out to DOT and have been in communication with DOT to make improvements to the road as obviously, that is their jurisdiction but the sites that were identified as private or municipal properties that were feeding into that network, those were the sites that they

wanted to focus in on and that is when they applied to the state Department of Environmental Services, NHDES, for a grant that would help support them in reaching out to those property owners and seeing if there were some improvements that they could make to the properties to alleviate some of the stormwater issues along Route 107 to the lake.

That is where they are currently as the status of this project that they have been working on for the last couple of years. This is the grant project that they are currently under and so one of those properties, and they are targeting nine properties on Route 107 and a couple of properties that are right along the shoreline of the southern cove area and one of them is Swett Road which is owned by the town.

If they were looking at the map provided, it is the site 1-05 and it is at the top of the hill, it is at the very, very top of the drainage that is heading downslope. As you can see, there is a picture provided too, of Swett Road looking down Route 107 as it would flow down towards the lake.

It is maintained by the town. The former Deerfield road agent at the time had said that the town grades the road with new material on a regular basis and applies sand in the winter for traction because it is a steeper grade leading up that hill and on the day of the assessment, they noted that there were gullies and (couldn't understand) forming and in the picture, you can see evidence of that as well. It maybe a little hard to concern but then they noted that the sediment was flowing downhill and there is a catch basin at the foot of Swett Road that they found full of sediment and then the ditch leading down slope was also filled with sediment that was coming off of Swett Road.

That is why they have identified the possible site, they called it, there was a lot of opportunity at that site to maybe divert some of the water off that road further up hill and to possible use filtration practice to get water off the road faster so it doesn't gain so much momentum moving downhill.

It is also potentially a good candidate for paving just because it is difficult to maintain road crowns on a gravel road that is well traveled and would be flattened over time and be less effective to drain rain water where you want it to go.

So, a longer term solution would likely be paving which is why they were presenting it tonight to see if it would be something that the town could get on their radar and possibly do within this grant cycle which ends in December, 2021 so they had over a year to complete this work which is why they are trying to get on the town's radar now.

The only other thing that she wanted to talk about which is the grant process in general, moving forward.

They were hired to do all the work from A to Z so their first step is to visit the site and complete a walk through and assessment of Swett Road. They would hopefully want to meet with the current Deerfield road agent to gather more information on the history of the site and discuss directly some feasibility options to make improvements to the road.

They would want easy maintenance, long term maintenance for the town as well.

Obviously, if they wanted to do a filtration practice off to the side, it may impede on the landowner's property and they have already reached out to that land owner so that conversation has already been started which will be helpful in case they needed a possible easement for use of that land.

Once they had all that information, they take measurements, photos, they document the site, create some recommendations and they develop what they call a "technical assessment report" and it will detail the issues and solutions to controlling the water runoff off of Swett Road. It will be detail designs, installation instructions and will have a list of materials needed, quantities of materials, costs, the vendors and should be a complete recipe for the town so that they will know exactly what the town would need and of course they would be available for questions and to go over it on the phone or in person on site and when the report is analyzed and approved by the town and NHDES who is allocating the grant fund, they would also have to take a quick look at it for approval.

After that, it is up to the town to take that design and make the storm water improvements specified and once that is done, then they would complete a site walk to quickly assess if the improvements were installed effectively.

The town would give them all the receipts for all the material costs which for this grant which would cover up to \$2,700.00 in materials related to the storm water improvements so if there are any physical materials, soil, mulch, stone, plants and it could cover some of the paving because the paving would be done in a way that would help direct storm water runoff to a filtration process but only up to that \$2,700.00 that they have allocated for the site. It won't reimburse any labor costs. They were hoping that the town would be able to do most of the work themselves and not have to hire outside.

If the town is unable to complete the paving within the next year, they could certainly work with the town to do a regrading of Swett Road to enable filtration and keep it a gravel road and then they would discuss that with the road agent on maintaining that for a number of years.

They just ask that the town keep track of all of the receipts and time for the project because it can all be counted in the grant and to ultimately, reimburse the town for the materials.

Ms. Diemer stated that this was a rundown of the project and what they could expect with it. She stated that she would be happy to answer any questions that anyone has.

Chairman Robertson stated that he didn't know if the Board had questions or not but he stated that she was obviously familiar with the road and he thought, in listening to the outline, the problem that the Board may well have, even if they were committed to paving that road, that road is seen by a large majority of the town as basically, a private driveway and they would have to get the paving through the budget process and through a town vote and he wasn't a 100 percent sure that this would happen.

Mr. Duffy spoke up and stated that currently, the town has a budget for road improvements and Swett Road would not be considered a part of that whether they moved forward or not?

Chairman Robertson stated that it could be a will of the Board, and stated that Mr. Duffy had cut out and he assumed that he was referencing the warrant article that they passed in town for the improvement of roads to which Mr. Duffy stated that that was correct.

Chairman Robertson stated that they have made no hard and fast distinction for what that is going to be used for beyond anticipated over runs on the projects that have been started this year. That certainly could be considered by the Board but again, he would come back to the fact that Swett Road has long be considered, essentially, a private driveway and whether it is going to be the will of the Board and/or the will of the folks working with the budget in the upcoming year to make that a paving priority, he couldn't tell them and couldn't guarantee much.

Selectman Dill added that on top of that, the \$2,700.00 from the grant is not going to pave a whole lot of Swett Road and the chairman added that it probably wouldn't pave any of Swett Road.

Mr. Duffy stated that there are alternatives to paving that Laura had outlined.

Vice Chairman Pitman stated that the main thing is to keep on working on it and Mr. Duffy asked how they did that. What would they need to do to keep a part of this process, coming back once a year....? (multiple voices, couldn't understand)

Chairman Robertson stated that they had given the Board the outline, a very strong recommendation as to what needs to be done and they could certainly consider that as a Board of Selectmen and could consider it in the budget process going forward and he thought that the Board would. They wouldn't have spoken with them initially, written a letter of support if they had no intention of doing anything.

He just wanted to raise the red flag that Swett Road has never been a paving priority....

Mr. Duffy continued, not a paving priority but rather its impact, and hoped that it was perfectly clear, on the sediment issue that they have at 107 and more importantly, the overall water quality of the lake and its impact on that which is what is driving all this from the PLPA side.

They would hope that the town could prioritize it even though it may not be a main thoroughfare. It does have impact on the lake and the properties on the lake.

Chairman Robertson stated again that he thought that this board is certainly willing to take a good hard look at the recommendations and make improvements to that junction. There is a focus on paving and he can't guarantee that the town will make paving its number one priority there and if there are other engineering and grading type improvements that could be made there, ....

Mr. Duffy asked, if what they get out of this then, a meeting with Laura and members of the PLPA, with members of this watershed group and the road agent and any member of the Board that is interested to meet and discuss what the alternatives are? She had outlined those in her discussion.

Chairman Robertson stated that he didn't know how the rest of the Board feels but he would certainly be agreeable to that and others agreed.

Mr. Duffy asked how this meeting could be scheduled, through Mr. Harrington to which the chairman stated that probably the easiest way to do that would be to start with John Harrington and he can contact the road agent and find out his availability and they could move forward from there.

Mr. Harrington stated that it sounded like a good plan.

Mr. Duffy asked if there were any other comments or questions to which there were none.

Vice Chairman Pitman stated that he thought that they were doing a great job and it keep it up.

Chairman Robertson thanked Mr. Duffy and the other folks involved.

**Steve Rollins – Highway Department Equipment – not available**

**Nick Lawrence – DPR Afterschool Programs**

Mr. Lawrence stated that basically, now that they know that the school is looking into going into a hybrid model to at least start the school year, they then turn their attention to the after school program and just knowing that the building is still closed right now, he pretty straight forward wanted to get a sense from the board if there is a willingness to let them operate the After School Program out of the building?

Chairman Robertson stated that they have made no particular plan with regard with what time they are going to open the building and obviously that decision is going to involve the town clerk, the town administrator, the police chief and the other folks involved in the building.

The biggest concern that the chairman has heard expressed and other board members can jump in here too, is the shared bathrooms between town employees, police department, DPR and private business in the building. He thought that this was the one stumbling block he has heard people mention in there with discussions with himself. He didn't know how the rest of the board feels with regard to this.

Vice Chairman Pitman stated that as much as he liked kids, he is much more concerned with the police department and keeping them safe. It is a priority right now. He didn't know where the layout would be for locking the doors as the police shouldn't share a bathroom with anybody. That would be his main concern.

Selectwoman McHugh expressed that also they were concerns for the children with other people sharing the bathroom and Selectman Dill stated that he was leaning towards that they leave the town hall closed and the vice chairman added for a lot longer.

Chairman Robertson asked Mr. Lawrence what he was looking for as a "drop dead" date that they would need to know, understanding that it is about now?

Mr. Lawrence stated that certainly, they would want to give themselves time to plan. He would have to staff it and he was not sure what the commitment would be for returning staff, all those types of details. Normally, they would have already had registration open for about a month now, if not more.

Just understanding that the circumstances are different this year, he was just trying to get a leg up on it as much as they could and another thing that was talked about was maybe looking to see how the school starts off and see how things are taking it over there first and see if that helps (couldn't understand, poor quality)

He definitely understands that there are still risks there and there will continue to be but definitely wanted to get the official word from the Board.

Chairman Robertson thought that the general sense from the Board that he is getting is that they are not ready to declare the building open at the moment and probably not by the start of school and he thought that they should take the approach that they should wait and see how the opening of school goes and move from there.

Selectwoman McHugh asked if it were possible to open up the After-School program at the school? Is that something that they could look at?

Mr. Lawrence stated that this was a good question but it is nothing that they have explored. They have tried to work with them in the past as an extension to the program and they have kind of hit some road blocks with that so he didn't know if housing the whole program there would be feasible.

It is certainly not a possibility but they haven't really looked that far yet.

Vice Chairman Pitman stated that he would recommend that they revisit it in 30 days, two meetings from now.

Chairman Robertson asked if there was general agreement on the Board to which multiple people responded yes.

The chairman stated that this is the way that they are going to proceed. They will revisit in thirty days and revisit again, if necessary.

Mr. Lawrence stated that it sounded good and thanked the Board for their time.

Chairman Robertson stated that he would check one more time to see if Mr. Rollins was with them to which it was determined that he wasn't on the line.

### **Regular Business:**

#### **Review of Outstanding Minutes from 7/20/2020 and 7/27/2020**

**Motion:** Vice Chairman Pitman moves to approve both sets of minutes

**Second:** Selectman Dill

**Discussion:**

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

#### **Accounts Payable Manifest dated 6/27/2020 - \$619,514.25**

**Motion:** Vice Chairman Pitman moves to approve the accounts payable in the amount given

**Second:** Selectman Dill

**Discussion:** The vice chairman asked the chairman if the amount given was the corrected amount which it was stated that it was.

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

#### **Accounts Payable Manifest dated August 3, 2020 - \$40,406.79**

**Motion:** Vice Chairman Pitman moves to approve the accounts payable in the amount given

**Second:** Selectman Dill

**Discussion:** The vice chairman asked if the expenses for fire/rescue had been approved previously. (Tahoe and fire truck lights?)

Mr. Harrington stated that the Board approved these purchases approximately a month and a half, two months ago as well as the use of the trust funds to pay for these. These are the actual invoices that have finally come in and he has already sent a letter to the Trustees to reimburse the town out of the trust fund for these expenses.

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

#### **Payroll Manifest dated June 22, 2020 - \$68,721.45 (gross), \$44,765.82 (net)**

**Motion:** Selectman Dill moves to approve the payroll manifest as presented

**Second:** Selectman McGarry

**Discussion:**

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

The chairman stated that they had a Heritage Commission nomination form for Karen Leavitt

**Motion:** Selectman Dill moves to approve the nomination of Karen Leavitt to the Heritage Commission

**Second:** Vice Chairman Pitman

**Discussion:**

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

The chairman stated that they had a Town Clerk refund request from Kelly Roberts. There is one to Kay Robert for \$7.00 and one to Dave Bocchino for \$40.00 for overpayments.

**Motion:** Vice Chairman Pitman moves to approve the refunds as requested by the town clerk

**Second:** Selectman Dill

**Discussion:**

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

The chairman stated, moving along, they have the resolution that they voted on. Hoping people had a chance to look at this and this is the face mask requirement for town elections. They have already adopted it so he didn't think that they had to read it in full as everyone has a copy and there are a whole string of "whereases" but the basic bottom line is that they want to recommend that everyone wear a face mask when they show up at elections.

Selectman Dill stated that he thought that they were taking it beyond recommendation and the chairman stated that they are attempting to.

Basically, what the Board is saying and they aren't necessarily saying in this particular resolution. It is a resolution that you have to wear a face mask at the polls and Dan and the election crew are working on a particular procedure where to get into the actual polling building, you need to have a mask on. There will be masks for people that show up without a mask and if they don't have a mask and won't accept a mask, they will be asked to vote by absentee ballot through a window and they will fill out the absentee ballot under the hang over on the outside exterior of the Arts and Craft building.

Selectman Dill stated that he just wanted to get out there that Kelly and Dan have a plan for mask and non-mask and are putting the effort into it.

Chairman Robertson stated that he wanted to jump in and piggy back on that, that on Wednesday, September 2<sup>nd</sup>, at 6:30 at the proposed polling place, Denise Greig, Dan and the rest of the election crew will be there for instruction on the personal protective equipment that is being supplied to them for the polls and Dan would very much appreciate it if any selectman could make it, could be there to go through the training and review.

**Motion:** Selectman Dill moves to approve the resolution as described above

**Second:** Selectman McGarry

**Discussion:**

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

The chairman asked Mr. Harrington to make this public as soon as possible and get it on the town website as soon as they could so people can see it and Mr. Harrington stated that he would.

Mr. Harrington stated that the vice chairman had left the screen and so he was going to change the vote to 3 in the affirmative and at that time, the vice chairman came back onto the line and voted yes so 4 in the affirmative.

Chairman Robertson stated that next up, they had estimates for the town clerk/tax collector's door and if Mr. Harrington could give them an overview of what the estimates are for.

Mr. Harrington stated that he believed that they had Ray Ellis on the line. He has been working with the vendors and collecting the quotes, so if they would like to hear from Ray, he can give the Board the overview.

Mr. Ellis stated that he had looked over the situation where the double windows are in Kelly's office for a possible doorway to the outside so that the public would be able to enter during inclement weather and winter coming up and the building is still not open to the public.

In doing so, he found out that the heater runs right across underneath the window so he had to get a plumber in there to get two quotes. He got one from Jim Trombley and A.J. Leblanc.

Jim Trombley came in at \$1,725.00 and A.J. Leblanc came in at \$1,800.00 and that is just to move the heating element from under the window and converting the pipe back so that the heater would still work.

Next, from Granite State Glass, he got a proposal on the door and a small window beside of it because of the opening as it is a double window in there and that came in at \$6,840.00. That is for a metal and glass door like there is on the other side and if they wanted it to be a handicapped door, they would have to put an automatic operator on it with two wireless wall switches and that would add \$2,200.00 to the price.

He didn't believe that they would need it because there is already a double automatic door on the opposite side of the building, in case they needed a way for handicapped people to come in. They could be escorted from the opposite side of the building but if they wanted to do that, it would be an additional \$2,200.00 more.

After that, they had to have an electrician move the wires underneath the window outside. The air conditioning units wires run straight underneath the window so they would have to be moved and then they had to find out if they could find a ramp so they went to Jeff Littlefield and he came down and give him an estimate of \$2,000.00 for a reinforced rebar ramp which was six foot by twelve foot, handicap ramp. The price included labor, concrete and rebar and it was \$1,800.00.

After that, it was decided that they needed some railings going up the ramp so they went to Herb Allard and he got an estimate of the fabrication of the railings on the handicap ramp for the town. Time and materials were \$1,600.00.

So, the grand total would be \$12,055.00 to put a door in Kelly's area.

Vice Chairman Pitman added that the price was without the \$2,200.00 and Mr. Ellis stated that this wasn't counting the \$2,200.00.

Mr. Ellis continued to state that they hoped that it wouldn't come out of the budget and maybe they could get it out of the COVID money.

Chairman Robertson stated that this was what is was just going to ask Mr. Harrington if there was a possibility that this could come out of the GOFER state money.

Mr. Harrington stated that yes, that is the plan. This does come under one of the covered expenses which are any changes or redesign to a municipal building based on reaction to COVID-19 pandemic. This would certainly come under that rationale so that will be his intent to bill it through the municipal reimbursement fund.

Chairman Robertson stated that at this point, he would look for comment from the rest of the Board as to how they feel.

Vice Chairman stated that he looked at it himself and he isn't quite sure about the ramp and the railing. He asked if it was really necessary?

He knew that the rest of the plumbing, wiring and other items were necessary but were the ramps and railings?

Chairman Robertson stated that he would be comfortable trying to use the access that they currently have presently for folks that need it on a limited basis but he didn't know how the rest of the Board felt.

Vice Chairman Pitman stated that if they were going to get the money from the state, then it is a different story than if they had to take it out of the budget.

Mr. Harrington stated that it was his intent to put in the entire cost of the project through the municipal reimbursement fund. This could be revisited, if for some reason it is denied then they could determine whether or not going with the concrete but the problem that he was told was that pressure treated wood for any kind of a stair, would be hard to get a hold of at this point and expensive and that is why it ended up with the concrete or otherwise, he was looking into putting stairs in.

Vice chairman Pitman stated that they didn't want that in there.

Selectman Dill added as Mr. Harrington stated, you can't even buy pressure-treated right now so it is kind of a pain

Mr. Harrington stated that this is why they ended up with the concrete ramp.

Vice Chairman Pitman stated that it isn't going to last.

Selectman Dill stated that if they were going to go for the grant, that he would like to go for the whole grant.

Mr. Harrington stated that the fallback approach would be to absorb it in the budget under the G.B. White Maintenance and Repair. There is currently money in there to cover this. That would be the fall back plan but he

was fairly confident this will be covered. It has been covered in other communities when they have put municipal redesign in for reimbursement, they have had it covered.

That is the only reason that they are looking at this project in the beginning.

Chairman Robertson asked what the pleasure of the Board is in regard to moving forward with this. Is it something that they wanted to move forward with so that they can get the state money?

**Motion:** Vice Chairman Pitman moves to go forward to see if they can get state funding and get back to them

**Second:** Selectman Dill

**Discussion:** Selectman Dill stated that why they were discussing, could they ask Kelly if this fits the need.

Chairman Robertson stated that if Kelly was still with them, he would be happy to have her input.

Ms. Roberts stated that she thought that it was a great option and she recommends it because she thought that winter is going to come a lot quicker than they expect. She knows that it is hard to believe right now so she fully supports this option. She thought that it will be needed greatly and will be glad that they did it.

Chairman Robertson thanked Ms. Roberts and the vice chairman asked that if they opened the building, would they still use that entrance?

Ms. Roberts stated that they could. This pandemic could go on for a long time and there could be other pandemics that surface and this would allow the town clerk's office to operate independently to collect those revenues during these extreme situations.

Chairman Robertson stated that another, and they hadn't talked about it as a Board for a long time and he knew that a concern years ago looking at the safety situation in the G.B. White Building was having more than one way to leave that office and that would certainly give another point of egress too if there was a situation or something went wrong.

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

Mr. Harrington stated that he would get right on this and to get it scheduled. It seems that it is a time when vendors are sought after and it was very difficult to get the quotes that they did so they will start planning this immediately.

Chairman Robertson stated that they had a quote to replace the G.B.W. fire doors. These are in the middle of the hall.

Mr. Harrington stated that they are the fire doors just before you go down into Parks and Rec, and the chairman added that they are the ones that have never latched correctly and Mr. Harrington agreed.

Mr. Harrington stated that they were circa 1950's at best and he believed that Ray was still on the phone and can fill the Board in with the details.

Mr. Ellis stated that he got another quote from Granite State Glass and to replace those double doors which of course they need to be fire rated, to furnish and install them, it will be 2- 2x6x7 foot by 1 ¾ inch, 18 gauge primed steel doors, 90 minute fire rated, 24x30 metal (didn't understand) glazed and they would have magnetic releases so that if they are hooked to the fire alarm, when the fire alarm went off, the doors would close automatically which is code.

The whole thing came in at \$7,500.00.

Chairman Robertson stated that he was looking at the quote and it was \$3,750.00 per door and Mr. Ellis agreed.

Selectman Dill asked if that was going to be coming out of the usual G.B.W. maintenance fund to which Mr. Harrington stated that normally, yes but the way that he is approaching this is that door has been shut since the beginning of the pandemic by order of the Board of Selectmen. What has been occurring over the past several months is that the door does not latch properly and at one point, on a couple of occasions, the public did enter through those doors which did not close properly behind someone who had previously used it.

His recommendation is, if they are going to keep the building secure and closed to the public, that is a major point of entry and they really need to upgrade those doors, as Ray pointed out.



Even with a loose interpretation, they may not even pass code at this point. They are older doors and he thought that they needed to be replaced if they are going to keep the building secure.

Vice Chairman Pitman asked if that could go on that list to the state?

Mr. Harrington stated that this was his intent but the fall back plan would be the George B. White repair and maintenance if they had to but his plan is to put it through the municipal reimbursement fund.

**Motion:** Vice Chairman Pitman moves to replace the fire doors as described above at the G. B. White Building

**Second:** Selectman Dill

**Discussion:** Selectwoman McHugh stated that she didn't think people knew how to shut that door. People are propping it open so that they can come back and forth through it. She didn't think that there was an issue with that door.

Mr. Harrington stated that he appreciated that and he stated that he has personally showed people how to shut that door and she was correct, there are people that do prop it open from time to time and he has addressed that personally with everybody, including a department-wide email to stop doing that.

He stated that he did appreciate that comment and that she was correct.

**Vote: Yea 3, Nay 1, Abstained 0 – Motion Carries**

Mr. Harrington stated that he would keep the Board updated on the progress.

#### **Town Administrator's Report:**

Mr. Harrington stated that he had two items to put before the Board this evening.

He had some preliminary quotes on the Cate Road Cemetery project that the Board needs to look at in the near future.

Working with Mark Young, he took a look at the land which is approximately 3.5-acres on the corner of Cate Road and Nottingham Road. It's town-owned property. There is a small, existing old cemetery in the corner of the Cate Road side of the property but for the most part, the acreage is fully forested.

He asked Mark to give him a quote on what it would take to take that land from forest to a grass ready cemetery and he estimated \$20,000.00 an acre which doing the math would be approximately \$70,000.00 to get the land ready.

He has worked with Jim Franklin to get an estimate on a perimeter survey. He gave him a quote of \$1,200.00 for the perimeter survey and for future lots, an additional \$500.00 so the total quote on that would be approximately \$1,700.00.

All total, about \$72,000.00 to get that land from its current condition to a cemetery that the town can use.

Just to give them an update, the Old Center Cemetery, which is the town's last active cemetery, they are in the process of having the last piece surveyed for approximately 100 plots to sell and then that would exhaust the town's available cemetery plots.

His recommendation at this point is the Board putting this on a warrant article for 2021 to put it before the community. The town is required by law to have a cemetery available to the community for burials so this would be planning ahead and not waiting until they get close to running out of plots again.

Chairman Robertson stated that he appreciated that update.

Mr. Harrington stated that he had one more item.

He got a call from Don Tordoff and he would like the Board to consider allowing him to plant a blue spruce in the center island at the end of Wild Turkey Road in the cul de sac. Right now, it is just a round circle of open ground that has grassed in.

He has already checked with the neighbors on Wild Turkey and they are in agreement to let him do so. He would take care of the planting, upkeep and care of the tree but he wanted to ask the Board for permission to do so.

Vice Chairman Pitman stated that it was a great idea.

Chairman Robertson asked if there was anyone that was in disagreement that they should not allow Don to plant a blue spruce in the cul de sac to which no one disagreed.

The chairman stated that since there was no disagreement, that Mr. Harrington could advise Don that they would welcome his efforts to beautify the cul de sac and Mr. Harrington stated that he thought that Mr. Tordoff would be thrilled.

#### **Unfinished Business:**

None heard

#### **New Business:**

Selectman McGarry stated that he spoke to R & D Paving with regard to getting a contract signed with them and they were excited about the idea and in fact when he mentioned about the possibility of increasing the scope of work to them with the prices that they got from them, they were certainly willing to entertain that as well.

It is just a matter of him working with Mr. Harrington to get the contracts ready to be sent to them to get them signed and get ready to go.

Members of the Board stated that was great.

Selectman Dill stated that he had something completely different if he could.

Since they are coming up on election season, he was talking to Mr. Harrington about this the other day, up at the transfer station, he would like to set up an area as people come out of the transfer station as a place to stand with signs, petitions, etc., rather where people have traditionally had them at the end of the road. He thought that it would be much safer traffic-wise.

Chairman Robertson stated that he would be in agreement with him. He thought that it had fallen to whoever felt like walking down and talking to them from the transfer station crew in the past and having an off the road, delineated place that isn't on the corner of the main road is probably a good idea.

Selectman Dill stated that a lot of other towns have it and it seems to make the whole thing safer.

Chairman Robertson asked if the Board was in general agreement that it was a reasonable thing to do to which some answered it was.

Chairman Robertson asked for other new business or unfinished business.

Vice Chairman Pitman stated that they had spoken about it, for using the fair building, they were going to send a letter. He thought the town, other than to cover the insurance should offer to have the people that clean for the town, clean after each one so that there are no issues with the fair's meetings and being exposed for something that the town had done.

Chairman Robertson thanked the vice chairman for bringing that up because it reminds him about something that he missed on the checklist which they had a thank you letter to go to the fair association that John drafted, he believed and hoped that everyone had a chance to take a look at it. He knew that he did and if there is general agreement, they will sign that, that they can do that with their electronic signatures.

Chairman Robertson asked if there was general agreement that they should arrange for cleaning after the elections to which there was general agreement and thanked the vice chairman as he thought it was a great idea.

The vice chairman stated cleaning things like the door handles and such.

The chairman stated that there is a meeting this Thursday, at 5:00 pm at the fairgrounds in the Arts and Crafts Building with Dan and the other election committee members to go over exactly how they were going to proceed

through the building to make their way to balloting and registration and such and he knew that Dan would appreciate any selectman that wanted to be there to show up.

Selectman Dill asked again what time it was and the chairman stated that it was at 5:00 pm on Thursday, the 6<sup>th</sup>.

Ms. Roberts stated that she had a question and didn't know if she had missed it but asked Mr. Harrington if he had presented the inspectors of election and Mr. Harrington stated that they were coming up at the next meeting to which she thanked Mr. Harrington and the chairman added that they weren't on the agenda this evening.

Mr. Harrington stated that there were over thirty of them and he thought that he would balance it off and do that at the next meeting.

Selectman Dill asked Ms. Roberts how they were doing on ballot clerks? He stated that he had a couple of people ask him if they still needed volunteers.

Ms. Roberts stated that they still needed volunteers because there are going to be a lot of new positions too during the day as well such as sanitation, ushers, people guiding people in the right lines, etc.

Selectman Dill asked who they should contact to which Ms. Roberts stated that they could contact her or Dan. She stated that she is keeping an excel spreadsheet with all the contact information and she is giving that to Dan so that the people will be receiving all of Dan's updates.

Chairman Robertson stated that since there was no further new or other business that he would like to go into non-public session under RSA 91-A3, II(c).

**Motion:** Vice Chairman Pitman moves to go into non-public session under RSA 91-A3, II(c) All discussions held and decisions made during nonpublic session shall be confined to the matters set out in the motion.

**Second:** Selectman Dill

**Discussion:**

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

Chairman Robertson stated that no action in the non-public session and would entertain a motion to seal the minutes of said non-public session.

**Motion:** Selectman McGarry moves to seal the minutes of the non-public session

**Second:** Selectwoman McHugh

**Discussion:**

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

#### **Citizen's Comments:**

##### **Ms. Cady – Old Centre Road**

Ms. Cady stated that she believed that Andy said that he looked for a vote of June 27<sup>th</sup>, 2020 for the accounts payable and June 22<sup>nd</sup> payroll and if the town is that late, she illegally signed. She thought that they meant July.

Chairman Robertson stated that he would give her what he had for dates which was June 27<sup>th</sup>, 2020, Accounts Payable, August 3<sup>rd</sup>, 2020 and a payroll for week ending June 22<sup>nd</sup>, 2020.

She stated that she isn't suppose to sign any of those checks until the Selectmen have approved the manifest.

Chairman Robertson stated that he assumed that those June dates should have been July as well. He thought that it was a typographical error on the electronic check sheet that he had there and those should very definitely be July and not June.

Mr. Harrington stated that actually, those two June's, the Board signed those in the alternate week when they didn't have a meeting so those were approved electronically.

This is just to get them into the minutes.

Chairman Robertson stated that he appreciated that clarification.

Ms. Cady stated that the second thing, she thought that it was good to have the door in Kelly's area, she didn't like the costs but when she went down the tarred side, it was very rough and the grade for a handicapped or a person with a walking handicap is not good.

With her knees, she particularly noticed that grade was not, certainly isn't the right grade for a handicapped wheelchair but didn't know about other rules for handicaps.

Chairman Robertson stated that he appreciated the input and they had discussed having an alternate plan as the need arises using the other entrance as well to relieve that.

Ms. Cady stated that she heard that but Andy, if they have entrance to Kelly's office pointed out that way and they don't somehow make it very clear that the handicapped entrance is on the other side of the building, there is going to be some confusion. She stated that she knows they will be marked but ...

Chairman Robertson stated that she brings up valid points and will try their hardest as they proceed with it but again, appreciate her input.

Ms. Cady stated that she just knows with her knees, when going down that grade, it was not easy so you can think of that when you have to adjust the grade.

Chairman Robertson thanked Ms. Cady again for her input and asked for any other citizen comments.

#### **Denny Greig –**

She just happened to be on the call. Just as a heads up for the folks regarding the storm tomorrow. Concentrated time of wind and rain potential and isolated tornadoes so just a heads up and encouraging folks to plan ahead, sign up for NH Alerts, and if people have any tent structures put up for outdoor events, just be aware that they should be tropical storm worthy.

Chairman Robertson stated that he helped a fellow selectman a few years back chase his tent-like structure that was serving as a garage, across his field.

Chairman Robertson asked for any other citizen's comments. None heard.

**Motion:** Vice Chairman Pitman moves to adjourn

**Second:** Selectwoman McHugh

**Discussion:**

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

**Next Meeting: Monday, August 17, 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*