

TOWN OF DEERFIELD

Board of Selectmen Meeting, August 17, 2020

Call to Order

5:30 Meeting called to order by Chairman Robertson.

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

Also Present: John Harrington, Town Administrator; Kelly Roberts, Town Clerk/Tax Collector; Steve Rollins, Highway Agent; Ray Ellis, Building Supervisor.

Pledge of Allegiance

Chairman Robertson asked all to rise and pledge allegiance to the Flag.

Highway Department

Steve Rollins presented a price list for equipment and the scope of work for the Summer/Fall highway department. Chairman Robertson commented that Steve can leave the price list with them rather than reading it out loud. Chairman Robertson asked John Harrington for a reminder on spending limits for Department Heads. John responded with figures. A member asked Steve if they will be able to compare the bids with others. Steve responded yes. Another member asked Steve who the operators of the equipment will be— whether the quote includes an operator or implies that Steve will operate it. Steve responded that if (on the list) it says “operator” it would include an additional operator, and if not, it would be Steve. BOS member thanks Steve.

Member Richard Pitman asked the board why they would consider renting the equipment without an operator for, when they would have to get additional insurance. If they had an operator they would be mandated to have insurance. Steve responded that he was following the format that the previous Highway Department supervisor used. Richard Pitman responded that they would like Steve to do what he thinks works best for him.

A member asks Steve about the “roller” line item. Steve explains why he included it and added various equipment that he has used in the past and ones that he expects may be used in the future.

Steve presents the scope of work for summer and fall of 2020. Members review.

A member asked Steve if he has the contact information for Talco Roadside mowing. He explained that typically the BOS has used Talco as they have put in the effort to time their mowing around the kids' school schedules.

Chairman Robertson asked Steve what is on the docket project-wise. Steve responded that Candia Road brush and trees removal has been the current focus. There are a few more trees to take down and some other work to do there. Steve expects 3 more weeks of work on Candia and then they will move onto Middle. A member asked if there will be any grinding on Candia

Rd. Steve responds that no, there will only be patching, no grinding.

Cindy McHugh asked Steve about the 6-wheeler and whether that will get use. Steve responded that there are not enough drivers to use it. Cindy expressed concern about using the blue truck primarily. A member asked Steve if his employees have licenses to drive all vehicles. Steve responded that he believes so. The members discuss the certifications required. Richard Pitman asked Steve the impact of an employee being sick or out– if that affects his ability to attend to that day's work. Steve responded that it depends on the project going on, just like at any other job. They often have to shift to other projects "on the fly."

A member asks Steve if they are almost finished on Middle Road. Steve responds that yes, they are almost finished. The road will have to be cleaned up and the base done before it can be paved. A member reports that Chairman Robertson will be signing the notice of award that night to R&D for paving. They (R&D) will have 20 days to get the contracts signed, which will correlate nicely with Steve completing his portion of the work.

Chairman Robertson thanked Steve for his time.

Kettle Rock Road - Skip Kelley

The floor was opened to Skip Kelley and Jason Franklin regarding Kettle Rock Road. Skip was looking for information from the BOS about what changes they are open to making on Kettle Rock Road. Skip recounted the conversation he had with the BOS weeks ago regarding whether Kettle Rock Road would be updated to a Class 5 Road. Skip said that he is willing to upgrade the road to that status. He reminded the group that the BOS's concern was that if they did upgrade it, then the property owners in Allenstown, NH would subdivide beyond the Deerfield portion and cause traffic to come into Deerfield. Skip had since done research. Skip commented that he initially assumed the town would want the road upgraded, but if that is not the case, he would be willing to subdivide the land on the Class 6 road without upgrading to Class 5. Their (Skip and Jason's) research has shown that Allenstown discourages subdivision on Class 6 roads, therefore if Skip does subdivide on the Class 6 road it could prevent the traffic increase for Deerfield, as Allenstown residents will likely not subdivide. He acknowledged some negative factors for him, as lots on a Class 6 road would be less desirable to potential buyers. Jason clarified that while subdivision in Allenstown on a Class 6 Road is discouraged, it is allowed. Skip asked the group whether or not an Allenstown resident who wanted to subdivide would be able to if it affects Deerfield land.

Chairman Robertson deferred to Member Fred McGarry to clarify what is allowed on a Class 6 Road. Chairman Robertson added that in the past, the Deerfield BOS had considered issuing building permits to lot holders on a Class 6 road with a waiver of maintenance and a release for Emergency vehicles, but he wasn't sure they could have a subdivision on a Class 6 Road. Fred clarified that the Class 6 road does not count as frontage for subdivision. Therefore, the road would have to be improved to a Class 5 Road before it could be subdivided. The options for Skip then are to ask BOS for a permit to upgrade to Class 5 Road or he could put the vote to a town meeting or town election with a petition warrant article and request the vote.

Skip responded that his understanding was that you could create lots on Class 6 road if you got BOS approval. Fred clarified that they (Planning) had referred Skip to the BOS as it would be their decision to upgrade to a Class 5.

Skip told members that the lot he's looking to divide is 36 acres, 750 ft of frontage on Kettle Rock. 750 on ~~Middle Rd.~~ Mount Delight Road, 3 lots on Kettle Rock, 3 lots on Mt. Delight and 1

in the middle splitting Middle and Kettle Rock. Skip was intending to create 5 acre lots for all 7 lots. A BOS member asked how that was doable if part of the acreage was in another town. Fred brought up the consideration of an open space development. Skip replied to Fred that the ordinance said that lots of 12 acres or more must go to open space development. Skip's property is unique in that 10 acres are in Deerfield, 2 in Allenstown, but the homes would all be in Deerfield. Only the backland would be in Allenstown. With that in mind, Skip asked if the ordinance applies. Fred replied that it would be a question for an attorney.

Andy summarized that essentially Skip was asking whether or not the BOS will approve his upgrading of a Class 6 road to a Class 5 road. Skip added that he wondered if he could just upgrade the road to Class 5 standards while still keeping it a Class 6 road. Fred responded that that is outside of his knowledge base. Andy asked if anyone is willing to make a motion to upgrade Kettle Rock road as a Class 5 road. Andy notes that the BOS is not willing to upgrade the road. Skip asked and Andy confirmed that he could come back to speak with the BOS again, as it is a public meeting. Skip thanked the BOS for his time.

Heritage Commission

Erroll Rhodes reported on behalf of the Heritage Commission. The Heritage Commission's Facebook page is up and active. The changes they requested on the town website have been made. Deb Boverit is working on their website and the Heritage Map is in progress. Deb Boverit will be interfacing with the Assessor's office about the map. Erroll had a meeting with Ray Ellis for the town report/study. He is also working on the budget which will be presented. Eventually, they are hoping to be more active within the town than they have in the past. With regard to some of the recent things going on with the Planning Board— scenic road issues and other comments— Erroll was looking for the BOS to reinforce that role of the Heritage Commission to the Planning Board. The Heritage Commission will be putting out a mailing.

Chairman Robertson mentioned that he knew the Heritage Commission had an interest in upgrades to the Town Hall (window work, etc). He asked if they still had an interest. Erroll replied that yes, they still had an interest. He added that there hasn't been a global look at the Town Hall, so the study that they are making will paint a fully rounded picture of what can be done with the Town Hall - revenue opportunities, issues about who uses the town hall, many other complexities that can be spelled out. He acknowledges that the windows would be on the list of Town Hall things to consider. Chairman Robertson thanked Erroll for all he did. Moving forward, Fred McGarry said the Planning Board will provide the Heritage Committee with an update on agenda.

Review of Outstanding Minutes

Motion: Motion to approve the minutes from August 3rd and August 10th by (unidentified) board member

Seconded: (unidentified) board member

Discussion: None

Vote to Approve: Unanimous approval

Finances

Chairman Robertson reports accounts payable manifest of \$53,654.94.

Motion: Motion to approve by (unidentified) board member

Seconded: (unidentified) board member

Discussion: None

Vote to Approve: Unanimous approval

Signatures and Correspondence

Chairman Robertson said that the BOS have to sign the oath forms for the inspectors of the election for the term of office August 1, 2020 to July 31, 2021. Chairman Robertson would like to approve the names of the election officials with one motion, so he will read a list of names aloud.

Barbara Daly, Anne Marquis, Phillip (inaudible), Kathleen Berlin, Barbara Matthews, Anne (inaudible), Cheri Sanborn, Armand Joplin, Meredith Briggs, Tina McDaniel, Joyce Pelletier, Cynthia Tomilson, Christine Robert, Deborah Treantafel, Suzanne Steele, Charles Ries, Roger Marquis, Rebecca Hutchinson, Bernadette Camron, Claudia Livis, Andy Lockewood, (inaudible name), Aaron Debacko (inaudible), Arthur Debacko, Brooke Liskowski, Megan Ward, Leslie Rambleck, Savannah Logan, Terry Groy, Scott Sanchel, Malcolm Camron, Richard Bovert, Tom Dillon, Mark Marcioni, Karrah Dixon, Dolene Jones, Rachel Durst, Ashley Butterfield, Sarah Butterfield, Morah Adams, Audrey Townsend, Shawn (inaudible), Megan King, John King, Karen Marie Schmidt, Nancy Gross, and Amy Harrington.

Motion: Motion to approve the previously read list by (unidentified) board member

Seconded: (unidentified) board member

Discussion: None

Vote to Approve: Unanimous approval

A board member asked Kelly Roberts, town clerk/tax collector, if she was still seating volunteers. Kelly said yes, because they are trying to create shorter shifts. Interested parties can contact her. Email is best. Chairman Roberston commented that some names on the list previously read he knows are of people who are not planning to work the actual event, so more volunteers will be needed. Kelly said almost all of the ballot clerks are not returning due to the (COVID-19) pandemic. The upcoming elections will see all new ballot clerks. A board member asked if the ballot clerk positions are paid positions. Kelly said that some are paid positions. Kelly added that Thursday at 5 there is a meeting at the (Deerfield) fairgrounds for the setup of the polls. A board member noted that he will try to attend.

Other Business

Chairman Roberston added for the record that St. Jean Auctions, James St. Jean will be holding an auction in Deerfield for 22 tax-deeded properties on Saturday September 12 at 10am. They were originally scheduled to be held at the GBW building, but they will now be at the gazebo field. A member added that there is more information that will be available to people letting them know what to bring. Chairman Robertson noted that there is a 10% buyer's premium. People can visit Jsjauctions.com for more information.

Ray Ellis- Quotes for Work

John Harrington requested to go out of order because Ray Ellis, Building Supervisor, was on the (Zoom) line. John spoke to Information in your packet to talk about the last quotes for electrical work. The quote was from Get Wired Electric New Hampshire, for \$1100 which included insulation and new conduit and rewiring with copper wire. That is to reroute the electrical circuits that run the compressors outside the building. A member noted that they need to be done to do the door. John noted that he needs the BOS to approve the quote to move forward, and that they are still going to bill the COVID dollars as part of the whole project. He noted that this is the last estimate they had in. He recounted that so far the board has approved the door itself, the

concrete ramp, and the railing. Right now, the total before the electric was \$12,215, so the addition would be for the electric.

Motion: Motion to approve the \$1100 for the conduit need by (unidentified) board member

Seconded: (unidentified) board member

Discussion: None

Vote to Approve: Unanimous approval

John Harrington raised the other item Ray Ellis was there to discuss. John provided the BOS members with 3 quotes for fencing for putting chain link fence in at the end of the parking lot of George B. White where they were able to clear the drain for the roofs. He noted that the Highway Department did some grading and that Ray temporarily put out posts and snow fencing, but they were knocked over by plows and the fencing broke away. Ray is recommending putting in more fencing that will last longer and prevent people from falling down the grade. Chairman Robertson reads three quotes, one for American Fence for \$2000, one from Square Services for \$2450, and one from Scott at AQ Fence for \$2075. They asked Ray if he had a preference or recommendation. Ray said no, the 3 bids were to see if they were all in the same ballpark. Ray explained his plan for putting in the new post to be better for the plows and safer for the children. Richard Pitman noted that American Fence offered a nicer fence with a heavier post in their quote. A member asked John Harrington where the funds would come out of. John responded that it would come out of George B. White building and maintenance. A member asked about the American quote suggesting concrete around the post. Ray responded that American thought it would add weight to it so if someone bumped it, it wouldn't hurt it. The member commented that they thought that sounded like a smart addition.

Motion: Motion to approve American Fence's bid by Richard Pitman

Seconded: Cindy McHugh

Discussion: None

Vote to Approve: Unanimous approval

The Chairman and John Harrington thanked Ray for his input.

Invoice from Nordstrom Associates

Chairman Roberston told the members that they have an Invoice from Keith Nordstrom Associates on their work assessing the land for the Police Department. The total billed was \$5899.55, which comes out of the trust fund that was set up by the warrant article, but they need a motion to approve the trust fund expenditure.

Motion: Motion to approve the trust fund expenditure by Richard Pitman

Seconded: Cindy McHugh

Discussion: Chairman Robertson asked John Harrington if this was the final bill and what the last one was. John said he would find out. Richard Pitman asked John to let the BOS know what the first bill was also. John replied yes. No further discussion.

Vote to Approve: Unanimous approval

Accessibility Improvements

John Harrington presents two bids to the Board. He comments that there were only two people/companies that responded. Chairman Roberston reads that the first bid is for a concrete handicap ramp 6x12ft. It includes labor, concrete, rebar, and from Littlefield Concrete Foundation of Deerfield, NH. Their bid is \$1800. The second bid is for the fabrication of a

handicap railing at the Town Office buildings from Herbert Allerd, also of Deerfield. His bid is \$1850. A member asks John to find out if that bid includes painting. John responds that the railing will be aluminum.

Motion: Motion to proceed with the bid from Littlefield Concrete Foundation for \$1800 by (unidentified) board member

Seconded: Richard Pitman

Discussion: None

Vote to Approve: Unanimous approval

Motion: Motion to proceed with the bid from Herbert Allerd for \$1850 by (unidentified) board member

Seconded: Richard Pitman contingent upon confirmation of aluminum material.

Discussion: Richard Pitman would like to confirm that the railing is aluminum. John Harrington responds that he will check. Cindy McHugh asks John to confirm that this work is for the door by Kelly Robert's office, Town Clerk. John confirms. He adds that the Highway Department will cut the pavement and the lower wall so they can get the windows out. No further discussion.

Vote to Approve: Unanimous approval

Request for Seasonal Dock and Mooring Permission

Chairman Robertson reads a request for a seasonal dock and mooring permission from Alexander Teboe and Rachel Leed at 14A Gulf Road. The property is on the opposite side of the lake.

Motion: Motion to approve by Richard Pitman

Seconded: Cindy McHugh

Discussion: None

Vote to Approve: Unanimous approval

James R. St. James Auctioneer Bill

Chairman Robertson reads a bill / explanation of terms from James R St. Jean, Auctioneer. He reads that he has an approximate advertising budget of \$2850. The fee structure is a 10% buyer's premium charged to the buyer. All expenses and advertising paid by St. Jean Auctioneers. No fees or expenses charged to the town. 3rd party bids and failure to close on any property, town retains the deposit with a fee of 50% deposit paid to St. Jean Auctioneer. The property is then offered to the second highest bidder at sale or resold at auction. Removal of property from sale once auction proposal is signed, is a flat fee of \$150 per property. If removed 21 days or longer prior to sale, there is a flat fee of \$250 per property if removed 1-20 days prior to sale. All marketing expenses to be paid by St. Jean Auctioneers. Services in this contract include: auction posted on website for 3 weeks prior to sale, showing property as requested by potential bidders, auction signs posted by homes, (inaudible) marking boundary lines on property if permitted, Powerpoint presentation on day of sale highlighting property on day of sale, and copies of memorandum of sale. Brochures and tax maps properly displayed at auction on day of sale, brochures of all auction properties mailed, audio recordings of sales. Richard Pitman asks and Chairman Robertson confirms that there are no other fees from the town beyond the 10%.

Motion: Motion to approve James St. Jean Auctioneers as their vendor by Richard Pitman

Seconded: (unidentified) board member

Discussion: None

Vote to Approve: Unanimous approval

Town Clerk Federal Grant Funds

Chairman Robertson reports a request from the Town Clerk to make a motion allowing her to apply for federal grant funds for election reimbursement expense. Chairman Robertson needs a motion to himself sign the grant fund application.

Motion: Motion to allow Chairman Robertson to sign the grant fund application by (unidentified) board member

Seconded: Richard Pitman

Discussion: A board member asks what they (the town) get out of the grant. John Harrington explains that these grant monies are allocated to each town in the state. It is an 80/20 match, so the town will receive \$.80 on the dollar from these grant monies for eligible expenses. The board member asks what expenses. John explains that the expenses related to absentee ballots. It's a formula related to how many absentee ballots we are issuing and using. Kelly Roberts will track all of that information. No further discussion.

Vote to Approve: Unanimous approval

Cindy McHugh asked if Kelly was set with all the people she needed to help her. John responded that Kelly has two people helping her with the inflow of absentee ballots. Kelly acknowledged and thanked Diane Kimble and Joanna Waring who helped with the absentee ballot processing which has been very extensive. So far, Kelly reported a combined request for Primary and General absentee ballots of 692. In 2016, the combined total request was 276. Kelly expects it to keep growing.

Motion: Motion to authorize the town clerk to certify the reimbursement request from the grant funds by (unidentified) board member

Seconded: (unidentified) board member

Discussion: None

Vote to Approve: Unanimous approval

Refund Request

Chairman Robertson read a refund request from the town clerk for Denise Michael who overpaid \$20.

Motion: Motion to refund Denise Michael \$20 by (unidentified) board member

Seconded: (unidentified) board member

Discussion: None

Vote to Approve: Unanimous approval

Correspondence

Chairman Robertson opened the 10 Year Transportation Plan and Project Proposal and sets it aside to read later. The Chairman opened a letter from the Northeast Resource Recovery Association looking for the dues. Their dues would be \$313 based on population. Deerfield

population is calculated (by them) at 4,480 with .07 a resident capped at \$1800. The Chairman will table it until the next meeting.

The Chairman noted a number of other items in the mail that don't require attention. He also adds that he has copies of the new 2020 zoning ordinances for each member.

Town Administrator's Report

John Harrington comments that he has a note to answer Richard Pitman's earlier question about the Nordstrom initial bill, it was \$2100.38. He adds that he will still reach out to them asking about any other work or invoices. John said New Hampshire DLT project is on the agenda and that there is another project that Fred McGarry will speak to.

As he indicated earlier, the work on the town door has started by Ray Ellis today, it will continue for another week. The first step is to get the cabinetry out of the way so the plumbers can come in and reroute the plumbing. John noted the new location for the property auction at the gazebo allowing people to spread out. They are anticipating over 100 people. There will be toilet facilities available for people. John also mentioned that they did get their first highway grant lock payment for \$44,352.58. The total for the full grant is \$147,841.92.

A board member asked if Randi (Long) was back working. John replied that Randi will be back to work 2 days a week once school is open. A board member confirmed that her return hinges upon school. John replied yes, and she will likely be positioned down in the assessing office helping with filing. The member explained that he was wondering why she wasn't on the clock, and that she should be a priority. John agreed; she has been waiting for school to start so she has availability to come back.

Unfinished Business

Fred McGarry raises the Notice of Award for R&D Paving. Chairman Robertson said that they are looking for one signature from the BOS awarding them the project. Then R&D will get the signed agreement back to the BOS within 10 days. A member asked if there is an established price range. Fred McGarry confirmed yes. He also added that there is a bid item included for grinding. John Harrington explained that this will be a multi-step process. After agreement comes back and BOS signs it, then there would be a notice to proceed. There would be a 90 day clock for the contractor to get the job completed, but if Steve Rollings (Highway Department) is not ready for the contractor to come in, they would have to hold off on the notice to proceed. The work is contingent upon Steve Rollins. Cindy McHugh asked if Steve was aware of that— what needs to get approved and completed before they come in. Fred McGarry replied yes. A board member asked if they were then looking at November (for R&D to finish). John Harrington replied that he had given him an estimate of completed time for Candia Road of 2-3 weeks. Cindy McHugh asked which roads these were for. Fred McGarry responded that these were for Candia, Middle, and South Roads.

Motion: Motion to approve Chairman Robertson signing the Notice of Award to R&D by Fred McGarry

Seconded: Cindy McHugh

Discussion: None

Vote to Approve: Unanimous approval

Fred McGarry added that this will lead into further discussion at a future date with regard to how they end up handling major reconstruction on the roads in town. Chairman Robertson added that they've had a few years in between, but they typically operated with a 5 year road plan, and in some cases there was a 5 year and 10 year outlook. He thinks it would serve them well to

work back to that position.

No other new business to discuss.

10 Year Transportation Plan

Fred McGarry began to talk about the 10 Year Transportation Plan. This would be putting a request to go on the 10 year Highway plan. It wouldn't mean it would get on the plan, but it would be a request to get done. Chairman Robertson mentioned the two projects discussed with the state— intersection of Candia / Church, and the second is junction of 43 and 107 below the fairgrounds. The state had identified both areas as a problem, with Candia Church is the number 1 priority. Chairman Robertson said that if the board is comfortable with that, they should proceed with that being their number 1 priority. Another board member adds that the other intersection to consider is 43 and Wild Turkey. He adds that it needs to get back on the list for consideration as it is not being fixed correctly.

No other new business.

Citizen Comments

Citizen Harriet Cady pointed out that there seems to be a problem with inspection of the election supervisors. Harriet stated that under RSA 68:2, the two parties nominate 2 supervisors and may nominate 2 more for every 1500 over 3000. Since neither of the parties have nominated anyone, they would go to 68:5 to make appointments for inspectors of the election as provided in 68:2, which is for 2. She said that she heard tonight, all the people for inspectors of the election, she asked if they were going to be ballot clerks or have another role. She added that typically the inspectors of the election would help people of their party understand the ballot.

Chairman Robertson responded that he acknowledged that he should have clarified, but the bulk of the people read were ballot clerks but it included some inspectors. The oath of office for each of those names specifies what they were supposed to do.

Harriet Cady asked if they were equal in number from both parties.

Chairman Robertson responded that he didn't have the information regarding the political parties for each of those names. Another board member noted that it is written on the forms. Harriet acknowledged that it is the responsibility of the political parties to nominate the ballot clerks and inspectors of the election, it is just that that's what the law says; the numbers shall be equally appointed by each party. Chairman Robertson thanked Harriet Cady and said they would follow up with the moderator and Kelly and respond appropriately.

A board member raised a question regarding Ma's Cafe and their allowing a band in the parking lot. The board member asked if that was approved by the BOS? Chairman Robertson replied that he checked on their Facebook and saw that and he also has no recollection of endorsing liquor license, entertainment, or outside service. State law requires approval from the BOS or city counsel. Last the Chairman knew, they were serving only Breakfast and Lunch, and now they are serving dinner and alcohol. Chairman Robertson will reach out to them and ask them to present to the BOS at their next meeting. Chairman Robertson would like to ask them how they got a liquor license without approval from the BOS. If you look at the checklist for a liquor license, a vendor needs a letter of approval for the liquor license application. They also need one to have live entertainment, and also liquor to be served outside the building. He acknowledged that there were some changes made due to the COVID-19 pandemic, but that a

vendor would still need a letter from the BOS. He added that other businesses in town have come to the BOS for steps, but he did not remember Ma's Cafe coming to the BOS. Chairman Robertson asked John Harrington to reach out to Ma's Cafe.

Adjournment

6:55pm

Motion: Motion to adjourn by (unidentified) board member.

Second: (unidentified) board member

Vote: Unanimous approval

Next Meeting Monday, August 31st @ 5:30pm

The minutes were transcribed and respectfully submitted by Jacqueline Trimmer, Deerfield citizen. Pending approval by the Board of Selectmen. Revisions, if any, will be contained in the minutes of the next meeting.