

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
October 13, 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, Alden Dill, and Cynthia McHugh, Selectmen.

Pledge of Allegiance to the Flag

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

Steve Rollins – Road Agent

Chairman Robertson stated that their first order of business was to meet with Steve Rollins, the road agent and their second order of business was to review the highway department bridges and dams' budgets with the road agent. He has advised them that he will not be able to meet with them due to illness this evening.

He didn't know what the Board's pleasure was. He assumed that people had a chance to look at the budget. They could vote on it. He thought it would be just as easy if they went through it with the road agent in order to get a little background information, particularly with regard to road reconstruction projects before they do too much with it.

If anyone felt differently, and the vice chairman stated that he agreed with the chairman, that they should wait after this year's job and most members were heard to agree.

Chairman Robertson stated that he thought that they definitely need him here with them to discuss plans.

2021 Budget Review

Highway Department – Page 44-51

Delayed until next week.

Bridges, Page 52 and Dams Page 54

Chairman Robertson stated that they could do Bridges and Dams if the Board wanted. It probably doesn't require a whole lot of input from the highway agent.

Motion: Selectman McGarry moved to approve \$1.00 for the Bridges budget

Second: Vice Chairman Pitman

Discussion:

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

Motion: Selectman Dill moved to approve the Dams Fees and Maintenance in the amount of \$500.00

Second: Selectwoman McHugh

Discussion: Selectman Dill stated that they are going up on that and asked if that was (a lot of paper shuffling so inaudible).

Chairman Robertson stated that the budget stated state fees were \$500.00 and Mr. Harrington stated that he would guess that this is the current fees and Selectman Dill continued that especially since they have been nickel and diming and it is good that they have three reps to keep an eye on that for them.

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

Regular Business:

Review of Outstanding Minutes of October 5, 2020

Motion: Vice Chairman Pitman moves to approve the minutes of October 13, 2020
Second: Selectwoman McHugh
Discussion:
Vote: Yea 3, Nay 0, Abstained 1 – Motion Carries

Accounts Payable - \$78,880.74

The chairman stated that he knew that there were some questions about this after the last meeting but they had a total of \$20,300.45 going to Deerfield Sand and Gravel out of that.

Vice Chairman Pitman asked the chairman that if they approve it, can they still go through it to which the chairman stated, absolutely as far as the price of gravel and rates.

The chairman asked if they wanted to go through that tonight or withhold it so that the Board could take a detailed look at it?

They could approve the Accounts Payable manifest minus the \$20,300.00 if he would like people could do that and Mr. Harrington stated that this would be his recommendation so it doesn't hold up the rest of the vendors.

Motion: Vice Chairman Pitman moves the new Accounts Payable amount minus Deerfield Sand and Gravel's invoice which would be \$58,580.20
Second: Selectwoman McHugh
Discussion:
Vote: Yea 4, Nay 0, Abstained 0 – Motion Carries

The chairman stated that they would keep this on file so that the Board members could come in and take a look at it and he stated that he would come in and look at it as well.

Mr. Harrington asked if they took a vote on the Accounts Payable new total to which the chairman answered yes and it was unanimous. Mr. Harrington asked if it was all in the same motion to which it was stated by the vice chairman that it was.

The chairman stated that they didn't have payroll this evening.

The vice chairman stated that there was one to which Mr. Harrington stated that it was in their signature folder. There is a single, final payment.

The chairman stated that he would do that so that they stay in order of the agenda.

Payroll Manifest - \$3,693.86, (gross), \$2,647.02

Motion: Vice Chairman Pitman moves to approve the Payroll Manifest as stated
Second: Selectman McGarry
Discussion: The chairman wanted to note that this is the final payment for Kevin Hill who has left the town's employ of his own volition.
Vote: Yea 4, Nay 0, Abstained 0 – Motion Carries

Signatures:

Chairman Robertson stated that they had the new rates for dental insurance from HealthTrust and he knew that Mr. Harrington had reviewed and asked if there was a significant change to which it was answered that there was no change for the year 2021.

Motion: Selectman Dill moves to approve signing the new dental agreement for employees
Second: Selectwoman McHugh
Discussion:
Vote: Yea 4, Nay 0, Abstained 0 – Motion Carries

The chairman continued that he had a letter to their accountants, their auditors, Melanson and Mr. Harrington stated that it was the annual management letter acknowledging that they have done the audit for the town. That has been reviewed by Rita Donaldson in preparation for the final audit.

Motion: Vice Chairman Pitman moves to sign the letter and forward onto Melanson
Second: Selectwoman McHugh
Discussion:
Vote: Yea 4, Nay 0, Abstained 0 – Motion Carries

The chairman stated that they had a revised MS-535 that they need to approve and send to the NH Department of Revenue Administration.

Apparently, some corrections were made as there were some Land Use Change Tax payments that needed correction on the first one that they signed.

Mr. Harrington stated that last week they signed refund requests for Land Use Change Tax. What happened was, and the chairman continued that they had already signed the first form.

Mr. Harrington continued that last year, they had signed two, land use change tax bills, which were never paid and they went to lien and then were eventually paid but because they were in lien when they were calculating the end of the year, they never got caught. They had to go back and fix that to make the financial statements balance.

Motion: Vice Chairman Pitman moves to approve signing the revised MS-535
Second: Selectman McGarry
Discussion:
Vote: Yea 4, Nay 0, Abstained 0 – Motion Carries

Personnel Action Request – Assessing Clerk

The chairman stated that he discussed this with Mr. Harrington mid-week. She is presently at \$16.32 an hour and Mr. Harrington stated that she had requested an increase based on what surrounding towns were using as their starting rate of pay.

Mr. Harrington did some work with local communities and found most of those communities were in the \$18.00 to \$20.00 range.

They had started Mrs., Chris Robert, they started her at \$16.32 and asked how long had she been with them to which it was answered by Mr. Harrington that this was her annual review.

The chairman continued that his thought in talking with Mr. Harrington and his strategy was that he was not particularly interested in giving merit pay increases to employees but because they were a ways out of the starting hire time frame, they could do a wage adjustment.

The chairman didn't know what the Board's feelings on that are.

The vice chairman asked what they were talking and the chairman asked what Mr. Harrington recommended to which he answered that he put down \$18.00 which is still below the hiring starting rate of the surrounding community. They start above \$18.00 for that position.

Vice Chairman Pitman stated that he has never heard of anyone complaining about her work and Selectman Dill asked what towns he was talking about.

Mr. Harrington stated that he was able to compare Northwood, which was \$18.00 and some change and the closest he could get, the other town had an accounting clerk I, and that was also above \$18.00, which is a similar position.

Selectwoman McHugh stated that she thought that they were going to starting making this consistent on when they were going to give people more money or

Mr. Harrington stated that this is the annual reviews so when annual reviews are given, if they are in a good standing, that would be the time to give merit increases. Those were completed in August.

She continued so that whenever anyone starts, and if the following year, no matter when they start, for example if they started in June, would in June would they get more money if they asked?

Chairman Robertson stated that typically, the town administrator does their annual reviews at the same time.

Mr. Harrington stated that their annual reviews are in the handbook. He has to do them and have them ready for the Board by July but because of COVID, he was a month behind, they were done by August so any reviews are done in July and completed and any merit increases would come around that time on an annual basis.

He continued that in other places that he has worked, it was based on your anniversary date. Here in town there is a policy where the Board expects them in July.

If the Board would like to change to their anniversary date, they could certainly do that but they would have to change the policy.

The chairman stated that they had changed to that policy because of exactly what Cindy said, they wanted to get some sense of consistency and the chairman added, consistency and formalization to the process because they didn't have the policy in place before and various department heads would come and say that they really want to give raises throughout the year and it didn't make it easy for them to act on it.

Selectman Dill said that Mr. Harrington only looked at two towns to which the town administrator stated that that was all that was out there for information.

Selectman Dill stated that he knew that they had a whole wage survey for everything else, correct? He thought that he had seen that a couple of years ago but they don't have this position in there?

Mr. Harrington stated that they are either called accounting clerks or and there was only one that he found, Northwood, that actually called it a part time assessing clerk.

Chairman Robertson stated that the only thing that came to mind when he looked at the request and the amount, they are paying a number of recording secretaries \$18.00 an hour. It seemed that there was a level of skill involved in the position but it is up to the Board.

Motion: Selectman McGarry moves to increase the position salary rate to \$18.00

Second: Selectman Dill

Discussion:

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

Chairman Robertson stated that it looks like he held their renewal, no not the renewal, the maintenance agreement with Cartographic, CAI Technologies that maintained their tax map through the assessing department.

They are looking for a total of \$2,400.00.

Motion: Vice Chairman Pitman moves to renew the contract with CAI Technologies in the amount of \$2,400.00

Second: Selectman McGarry

Discussion: Selectman McGarry stated that he has used tax maps for other communities and find that the work that they do, it is fairly easy to use. Significantly larger than Deerfield where you have to go in, find the map and lot number, go out of that application to go into another one to enter the map and lot to get information on the owner and this one, you just click on it and it brings up the tax card and have all the information that you need so he thought that they do a good job and the chairman agreed.

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

Correspondence:

They had a copy of a letter that Rick Pelletier sent to Walter Twombly.

They had a copy of a letter that Rick sent to Mr. Eric Lahr.

They had a copy of a letter that Rick sent to 77 North Road, LLC, attention Morena Bourque.

The chairman stated that none of them required action but those were requested.

Vice Chairman Pitman stated so everything was done that was asked from the last meeting to which the chairman stated that it appears so and the town administrator agreed.

Town Administrator's Report:

Mr. Harrington stated that he had a quick, few updates for the Board.

He stated that they had already covered Kevin Hill's resignation. His last day was Saturday, this past October 10th.

Nick presented this information to the Rec Commission prior to this meeting and wanted them to weigh in a decision as to how to handle his position for the remainder of the year.

Their suggestion to Nick was rather to put out, their only option for this year would be to put out a temporary, twenty-hour position. That is the only funding that they have covered by the budget, possibly leading to a full-time position. That it would be hard to get a candidate to accept.

They offered, perhaps, to approach the current, DPR seasonal staff to work per diem when Nick needs additional assistance which would be paid out of the remaining budgeted funds out of Kevin's assistant director position.

He stated that this would be his recommendation. If the Board wants to approve that, he can pass that onto Nick. That is how they will approach any help he needs for that position.

Selectwoman McHugh stated that she thought that she had heard discussion about this and asked if he was talking about the part-time people that were working right now that they would call and the town administrator stated yes.

Mr. Harrington stated that Nick has already reached out to some of them and they are interested in taking on whatever part-time work he can find for them when he needs help.

Selectwoman McHugh stated that it made sense to her when they were talking about that and doing it like that.

Motion: Selectwoman McHugh moves to allow the Parks and Rec director to pull from the part-time employees when extra help is needed in the absence of an assist Parks and Rec director until the end of the year.

Second: Vice Chairman Pitman

Discussion:

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

The town administrator stated that Rick Pelletier has notified him that Steve Murphy has tendered his resignation at the transfer station. He has given a two-week notice. He will be leaving his position and they have already reposted for that opening.

They have had an opening since Dennis Ingley left several months ago and he believes that he has a candidate to fill that position but still will be one down once he gets this new hire in. He knew that he has reached out to call this gentleman and they are hoping that they can finish that paperwork and will have a document to sign in the next week or so.

Chairman Robertson asked if they were still able to keep two people there and the town administrator stated that they had two more weeks and Rick's anticipation is to have this new person hired before Steve leaves.

The chairman stated that he didn't want to get into the position that only one person is working and Mr. Harrington stated that he has already talked to Rick that this could not happen. There has to be a minimum of two people there.

Selectwoman McHugh asked if there were ever exit interviews and why they are losing people.

Mr. Harrington stated that he hasn't had an opportunity to do it Dennis Ingley. Steve is leaving for medical reasons. He thought that he would still be at the transfer station but he has to leave.

Mr. Harrington continued to say that obviously, paving took place over the weekend, on Saturday and he talked with Steve this morning about the final date for the second phase and Steve is going to work with R & D to get that date as soon as possible so that the community can be notified and let the Board know when that second phase will happen.

Selectwoman McHugh asked if the town had received any invoices from the first phase to which it was answered no and that the town administrator's assumption would be that they will bill them all at the same time, when it is done.

Mr. Harrington asked Selectman McGarry if he got any indication that they would

Selectman McGarry stated that he didn't.

Mr. Harrington stated that this would be his assumption since they have a contract, they will give them the final invoice based on the contract.

Selectman McGarry stated that by contract, they could do monthly if they wanted to but if they want to hold off, they could do that.

Selectman McGarry asked if they paved on Middle and South to which Mr. Harrington stated that they did not do any work on South. That was not included in the first phase of the base coat. It was just Middle and Candia.

He did drive in that way and every ditch and culvert patch was done.

Next item is impact fees for the transfer station.

Rick and he have been talking and there is currently a balance of \$45,939.00 in the impact fee fund as of the end of August. Some of that is due to expire fairly quickly. He knows that the Board has mentioned possibly putting a well down there at one point and Rick and he have been working on trying to get some kind of estimate for extending the roofing over where the containers are to help keep decrease the water that gets into those containers as we pay per ton on the removal.

The two options are that use number one would be to put in a well and a septic. Rick estimated \$10,000.00 to put a well in and no more than \$15,000.00, which he said is at the high end, for a septic system.

Right now, the proposal is to put in a bathroom in the large barn area where there was an existing office at one time that is insulated and could easily be converted into a useable restroom. So, the well and the septic would be on that side of the building.

Use number two, he has contacted S. L. Chase, building erectors and fabricators out of Hudson and for \$7,500.00, they will give us all the engineering designs, stamps for concrete and steel work and shop drawings for the steelwork on the proposed additional roofing containers.

Rick stated that he couldn't go any further to get bids on all this work unless he gets these plans and the town would have to pay for them.

The total cost for all of those, both projects, is \$32,500.00 so it would be well within the balance of the impact fees if those projects were approved by the Board to move forward on.

Vice Chairman Pitman asked if the proposal was based on one toilet and one sink and Selectman McGarry stated that they would have to base it on two bedrooms. That is the state requirement.

Mr. Harrington stated that Rick said that he didn't think it would come anywhere close to \$15,000.00 but he wanted to...

Vice Chairman Pitman stated that he just didn't want to cut them short of what was needed because they think it is \$15,000.00.

Mr. Harrington stated that he could go back to Rick to see if he could get a closer estimate from a septic designer.

Selectman Dill asked what spot they were talking about regarding a roof, it is over the bulk containers and Mr. Harrington stated that if you are facing the transfer station, he believed it would be going out to the left but changed his answer to be over to the right.

He continued that it could save them something per ton.

Vice Chairman Pitman stated that another thing, just to bring it up, they talked about top coating the pavement so that they don't lose it which is real important especially since all these prices are down on the pavement, to see what that is also.

Selectman Dill stated that another thing is that if they put a roof over that, it kind of restricts access to the containers and he thought that they were going to have to add a compactor in the next few years especially since we are filling the trash bin that often.

Chairman Robertson asked Mr. Harrington if he could go back to Mr. Pelletier to get a tighter number on septic and also ask him if he has an idea for yardage and what they needed to do if they were going to put a top coat on that pavement.

Vice Chairman Pitman stated that to get this rolling, could they do this design piece to which Mr. Harrington stated that with the questions to the proposed well and septic and finding out number on a top coat, he thought that they should at least should go forward with the plans and get those because they can't move any further without some kind of design plan.

Selectman Dill asked how soon does it expire to which Mr. Harrington stated that some of it is very close to expiring now. Some will expire in months.

Vice Chairman Pitman stated that they would definitely have to pave this fall, correct to which the town administrator stated that he didn't know that much about paving.

Vice Chairman Pitman asked if they could have an answer for next week to which the town administrator stated that he could get this information and bring it back to the Board again. A week isn't going to make a difference.

Chairman Robertson stated that he thought that Mr. Pelletier had had it measured and he thought that he had pretty good stats on the area and what he wanted to do.

Mr. Harrington stated that he could also have Rick call in and the chairman added that they have talked about this a couple of years in a row.

Selectman Dill asked if there were other impact fees coming up and stated that he knew that they did some paving with some a couple of years ago.

Mr. Harrington stated that as of August 31st, the Highway Department had \$45,457.00 and the school had \$81,696.00. The school spent down a good portion of theirs on the floor.

Selectman Dill asked on the highways, is it something that they have to spend right off or did they have some time to which Mr. Harrington stated that no, Mark took a good chunk out of it so that money is set to expire some time in the future so they have some time on it but the transfer station is more critical but will get additional information for next week and have Rick call in to answer any of their questions.

Selectman McGarry stated that one point regarding the well, they do have groundwater contamination there and they should probably have CMA take a look, who is their consultant, regarding the transfer station, look at ground water contamination as best they can, where a well could be installed with a reduced likelihood of running into something.

The chairman stated that another thing he would mention is that they are not likely to get a well driller before the end of this year and other members agreed.

Mr. Harrington stated that he was not sure of the exact amount that will expire. It is possible that if they buy the plans, it might give them some more time before money is expired.

One last item, Melanson and Heath, who has been the town's auditing firm for as long as he had been there and for a while, their contract, their last year, was the 2019 audit and he would like to ask the Board if they would like to re-sign an agreement for 2020 or go out to bid to see.

Chairman Robertson asked what the dollar amount was for the contract to which Mr. Harrington stated that it was \$20,000.00 which he got today.

Chairman Robertson stated that he thought that they should go out to bid on that. He will say that one of the reasons that they have stick with Melanson is that they had a cheaper accounting firm years prior, that three years in a row, failed to meet the deadline for audits.

They moved to Melanson and they have not failed to meet deadlines but it is enough money so that they really need to go out to bid for.

Mr. Harrington stated that he would prepare an RFP and bring it to the Board next week to take a look at and that is it for updates from him tonight.

Unfinished Business:

Selectman McGarry asked if it would be new business as well to which it was answered yes.

He continued that he had received a couple of calls in regard to Perkins Road that the road agent had placed some material there on Perkins Road and the question came up to him was how far down Perkins Road has the town opened it and the chairman stated that it was opened to where the snow plow turns around is his recollection. He has vague memories of these discussions and there is a snow plow turn off and turn around and apparently that is what they were using as the end.

Selectman McGarry stated that it appears to be additional material placed past that area and the question that he that comes up to him is that by the road agent putting, placing fill material there, it is in effect, maintenance by the town and does that mean that potentially they could be faced with having to reopen that portion where he has done work, because he is doing work?

He didn't know if it was a question that they have to bounce off of town counsel but if that is in fact the case, they will have to advise the road agent to **DON'T PUT ANY MATERIAL ON A CLOSED SECTION OF THE ROAD.**

Selectman Dill asked if it was a Class VI and the chairman stated that he thought that they should check their road guide that Alex and John Reagan did that is on the website. In some cases, it has pretty specific cut offs as to where Class V ends and Class VI picks up.

The chairman asked for other unfinished or new business.

Selectwoman McHugh stated that she also got a call about road signs. They are missing a lot of road signs. She stated that she had 8 right here. She didn't know if they should have Steve start looking into replacing those road signs.

Selectman Dill asked if it was road name signs to which it was answered yes.

Chairman Robertson stated that they definitely should for 9-1-1 reasons, first and foremost and Selectwoman McHugh added that they have part-time fire fighters that are not even from around here so they need to know where the roads are.

Mr. Harrington asked Selectwoman McHugh to send him the list to which she would.

Selectwoman McHugh asked when the winter contracts go out and whether it was this month.

Mr. Harrington stated that he knew that he has been working on them. He didn't know when he was planning to be finishing them up.

She stated that she hoped that they wouldn't get them on the first storm like they did last year or a couple of years ago.

Mr. Harrington stated that he would ask him.

The chairman asked for other unfinished or new business.

Selectwoman McHugh asked if there was any reason why they couldn't open up the back side of this building and lock that door for Parks and Rec?

The senior fitness people are up there at the legion when they could be here in our building. It seems that they could cut this side of the building off and it is already being used for Yanni's. Why couldn't they give Parks and Rec a little bit more leeway to do something.

Chairman Robertson asked the Board for their thoughts and do they have the ability to lock it off?

Vice Chairman Pitman stated that is what he was told.

Mr. Harrington stated that the new doors, the new fire doors that they had approved, are due to be installed next Monday, the 19th. He stated that he tries to make sure and check it to make sure that it is latched. It doesn't quite catch but that shouldn't be a problem after next week.

The chairman asked Selectwoman McHugh if she minded holding off until next Monday so that they could make sure and she stated that she just wanted to know for herself and the commission was talking a little bit about it and some of them wanted to know why.

At this point, people from Yanni's still can come up this way if that is the case.

Mr. Harrington stated that the only thing to be considered is the cleaning required when you open up those rooms and there are regular people in there. The town only has 12 hours of cleaning a week in this building.

She asked what is it when it is totally open to which it was answered by the chairman that they would now have CDC guidelines and one of the things that Denny had given them the specs on that from the state.

If you put the exercise group in there, he thought that they were going to have CDC cleaning guidelines that they are going to have to follow and if they don't mind doing that.

Mr. Harrington stated that they have 12 hours, year around, that is all that is in the budget to pay for it.

She stated that this is what they have normally to which it was answered yes, this is what they have normally and that is only three days a week for 12 hours.

Selectman Dill stated that from previously conversations, if he remembers right, the bathrooms have to be cleaned every two hours now or something like that. He thought that this was one of the major concerns so unless they hire somebody new to just do that.

Selectwoman McHugh asked who was doing it now and Mr. Harrington stated that there isn't a person cleaning the bathrooms every two hours. Those are open to Yanni's and he stated that they didn't have the staff to do that.

Chairman Robertson stated that they should wait to see if they get the doors installed and if the door installation goes through on time, they could take this up again and in the meanwhile, if it is something that the Board is interested in doing, they need to start thinking about where they might be able to take funds for it to help with the cleaning requirement.

Chairman Robertson stated that under new business, he sent out an email. He was certainly surprised to see advertising for the Halloween Movie Night at the Gazebo with a snack bar.

He thought that it was a safe and fine thing to do but he really wants to have department heads or anyone else in town that is planning on having a major event with a lot of people at a town facility or in a town building, to get the approval through the Board of Selectmen before they move forward.

He thought that John distributed Nick's response and the vice chairman stated that it was well written.

The chairman continued that as he said, very much like the concert that they had prior, to be outside, they have to make prior reservations. They can only sit with family members but he did want to run that by the Board and get the Board's yea or nay on it before they tell Nick and Parks and Rec to move forward.

Vice Chairman Pitman stated that along with that, someone mentioned something about Trick or Treat hours. Is that something that the police chief sets.

Mr. Harrington stated that he approached the police chief and he doesn't have any preference so what he asked Nick to do is look at the posting that they did last year, which was 4 to 7. Nick has a flyer prepared for October 31st from 4 to 7. He did ask Gary and he had no preference and he is also going to include all of the CDC guidelines.

The town of Durham put together a nice flyer incorporating all of these guidelines and alternatives to doing Trick or Treat traditionally and they are going to post that right along with the flyer in case people need a refresher or other ideas other than going door to door.

Chairman Robertson asked if the Board was comfortable with allowing movie night which is not on Halloween but the 25th, he believed, of October and using 4 to 7 as Treat or Trick hours to which all did.

The chairman stated that he saw that if people give you a hard time about surrounding towns and Trunk or Treat; Northwood decided to hold Trunk or Treat after saying that they weren't going to and Epsom decided to cancel theirs after advertising that they were having it.

The chairman called for other new business or other business.

Citizen's Comments:

None

Motion: Vice Chairman Pitman moves to adjourn at 6:10 pm

Second: Selectwoman McHugh

Discussion:

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

Next Meeting: Monday, October 19, 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*