

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
October 5, 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, and Cynthia McHugh, Selectmen.

Absent: Alden Dill, Selectman

Pledge of Allegiance to the Flag

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

Chairman Robertson stated that it was not on the agenda this evening but with them, he believed online, was Kyle Barker and Steve Keech to give them an overview of the plans that they have sent them regarding the potential police department.

Chairman Robertson stated that he didn't know if the Board has questions after reviewing these that they could start with.

To his mind, the first thing that has to happen is the police chief has to review the space requirements and the components shown on the plan, but at this point, he would look to Kyle and Steve, to give them a little overview and how they could proceed and their thoughts regarding this.

Mr. Barker asked if he could share his plans on the computer and Mr. Harrington stated that the Board was looking at full size plans right now and he is the only one on this monitor right now.

Mr. Barker stated that the way that he arranged it is, first of all, he tried to keep the floor plans very simple so mostly, it is a rectangular box with a connecting corridor going the lengthwise of the building.

The front door is in the middle, center and comes into a secure lobby that checks in with the receptionist and/or also the dispatch. From there, there is sort of a public corridor that leads back to a training room/break room and public toilets.

If you go further pass that, there is a more secure part of the corridor that connects you to the locker areas and a stair down to the lower level and he will talk about that in a sec.

Also, off of this corridor, are some offices; the animal control, the chief of police, thinking that these offices were more likely to meet with the public and therefore put them on the public side of the building.

If you go to the opposite side of the building, it is the most secure areas where the prisoner processing is, is where the squad room is, is where the evidence and the armory is.

The way that this is set up, is that, you got, the sallyport at one end and it is arranged so that when a squad car comes in, the officer gets out and is immediately in front of the door to booking and so that way, somebody that has been arrested comes in through there, straight from the sallyport, into booking.

From there, there is two cells. One is a cell with water in it and the other one is just a holding cell without water in it. The reason for two is such that if they had multiple people in at the same time, they could be put in the holding cell while they are processing them and/or if they had a situation where they needed to separate somebody, say like a domestic dispute where they wanted to put them in separate rooms, they could have them in the booking area being processed but not next to each other in the same space.

Right off of booking is a squad room. This squad room also has the juvenile cell off of it.

Now the juveniles, they would go a different route than adults. Juveniles come in through the sallyport into the connecting corridor and then into the squad room to be processed and then into the juvenile cell.

This makes sure that there is a sight and sound separation between juveniles and adults that are being processed.

Off of this corridor, is the sergeant and/or supervisor. That room is big enough for two people and there is also a detective with an interview room between the two.

The connecting corridor comes from the main lobby where the training room is and also exits to the outside near the sallyport. This is important because people that processed, make bail and go to leave, don't have to go through the front lobby. They exit out the side and/or people that aren't necessarily there to be arrested, can come and meet with the detective without going through the front lobby. They can come in and check with the detective directly. Makes it a little bit easier if they had somebody that maybe a witness or an informant that they might not necessarily want to come through the front lobby where somebody else might see them.

He mentioned that at the opposite end, there was a set of stairs. In the basement, what Steve and he discovered, and he will talk about the site in a second, is that, they all know that the site is pretty steeply sloped and Steve early on had suggested that if there is a way that they could take advantage of this, they should try.

So, what he looked at, without increasing the building bigger than what it needs to be, looked at what an appropriately sized garage space would be for this facility, and then carved out a corner of the foundation to house this.

It wouldn't be the entire foundation, and there is a reason for that, because there are other areas that they are going to be below grade, they want to save the money on concrete, excavation, but at this corner of the building, where he is showing it, is a good opportunity to have storage space, mechanical space, spaces like that, that don't need access every day, all the time.

So, they didn't need handicapped accessibility because it is like a garage, it could be a different building, it doesn't have to be accessed from the main floor because it is not day to day use type of space.

What he is showing in there, that might be a little unique, is an impound garage area. So they have a garage for the squad cars but they also have an impound and the reason that this might be valuable is that if they had a car that has been part of a crime, that they need to search and they didn't want to leave it outside in the rain while they are doing that, you bring it in or if there are drugs or something like that in the car, they didn't necessarily want to keep it outside in the elements where it might get damaged.

Again, some other spaces that might be there are secure storage, the IT area, and the boiler room, mechanical space.

So, he guessed with that, the total of the building, the upper floor is about 5,000 square feet and the basement space is about 2,000 square feet. His target was about 6,000 square feet so he is a little bit higher than that but what they have to understand is that the basement space is not going to cost the same as the upper floor so in his view, they are right about at the target of what their budget was.

Steve Keech stated that they had their mechanical/electrical space in the basement so it saves that amount of space robbing from the first-floor plate function space.

Kyle stated that this was a great point. The garage doors take up a lot of room on the outside walls that would be blocking windows and other things up on the top floor. It makes the footprint smaller and more efficient.

So with coming up with a size of the space, he pretty much stayed with what size that the chief provided and he also studied the Sandown plans that he was given by the chief and looked at the sizes and then compared it to the population of town and tried to adjust the spaces so these are pretty well aligned with what they had started out looking at.

Mr. Barker asked if there were any questions on the plan and then they will have Steve Keech go through how they sited it and why they did that?

The chairman asked if there were any questions.

Selectman McGarry stated that they question that he had was if they had toilet facilities on the secure side for the prisoners?

Mr. Barker stated that one cell in the holding cell would have a toilet in the cell. It would be a standard, stainless steel toilet and sink. The holding cell would not.

Officers that needed to use the restroom, would go down to their locker room and/or the public toilets that are off the public corridor and when he says public corridor, it is not just like the public can walk in there. They still have to go through the locked vestibule to the back but he wanted the situation where they could separate someone that was at the training facility, an officer from another town or something like that might be in there or during an emergency where the training room might be used as an EOC.

Vice Chairman Pitman asked Mr. Barker if the holding cell, booking, all that, on a slab to which he answered that it would be a wood floor and Mr. Pitman added that it would be over the cars to which it was answered yes.

Mr. Barker stated that it is on a slab that is half of the building and basically, the training room and the locker rooms would be over basement space.

The chairman asked for other questions to which there were none and stated that he thought that it was good and he thought that the logical next step is having the chief be in contact with him about the specifics of the space arrangements, rooms, that sort of thing. If he is fine with it as it sits, so be it but he knew often times there are a few tweaks that they want to address.

Mr. Barker remarked that he was sure that there were going to be some small things but like he said, he tried to keep it really, really simple so hopefully he likes it so he will and since he is going to be the user of the building, he needs to be satisfied.

Chairman Robertson asked that Mr. Keech talk to them a little bit about the site planning.

Mr. Keech stated that as they are all aware, in the summer, they did an existing condition on this piece of town-owned land in its entirety and he thought that most, if not all of them have seen that at this point of time.

As Kyle and he started looking at options for siting the building, this area that they are familiar with across from the White, George B. White Building, identified itself almost by default because it has been graded with fill to the line and contour that everyone is familiar with.

To familiarize them to the placement of the building on it, the surveyed tree line appears on the drawing where it is today, it sorts of delimits the fill and they see that the majority of the improvements are situated in that currently cleared area.

The reason for that in addition to fighting grades and with the desire to not fight with the grades, as the case may be are several.

You will note that the site driveway is aligned with the northeasterly or the down-sloped driveway to the White building so cross traffic between the two buildings would be fairly easy there. Somebody going from the police station to the town offices or the going from the town offices to the police station wouldn't have to take odd turning movements on Route 43 and 107 to go back and forth.

Also, placement of the curb cut at that area would hold open or retain possibility for using the same curb cut without adding a new one off the state highway to access the recreational area downslope. You can see where the edge of the gravel parking drive there and that finely dashed line is shown in the background of the drawing.

As far as specifically situating the building, they wanted to keep the building up so that it didn't appear as if it was in a hole and have it be visible as people entered town from Candia direction, coming up the hill. He thought that they were able to achieve that.

The front of the building, where the main entrance lobby will be, as they could see from the drawing, they are envisioning a small overhang canopy where the three segments of walk come together. The parking spaces and directly along parallel with the front façade to the left and to the right of that lobby area entrance, a broad walk coming in perpendicular to short segments of walk coming into the short ends of the slab that will the form of that overhang that will shelter people that are standing outside of the door from the elements and so forth.

They are envisioning the spaces in the front of the building between Raymond Road and the building, the sixteen spaces, being the public spaces and seven spaces in the rear being where officers park their personal vehicles while they are at work.

Vice Chairman Pitman asked how they would get into the building and Mr. Keech stated that they would enter a passage door at the lower level and Kyle stated that there is a stair in the lower left-hand corner of the building.

Mr. Keech continued and stated that they would probably have a man door at the garage on that corner of the building that faces the parking and Kyle agreed.

The sallyport that Kyle described is off the easterly end and he and Kyle collaborated on this as he thought it would be best to have a one way circulation pattern in a clockwise fashion where they would enter the main site, do that 180 loop around the building and drive into the sallyport from the rear and exit from the front and what that actually does for them is because of the way that the building is orientated, they have that semi-circle green area off that building that they were envisioning as a landscaped area, flagpole, that sort of stuff that is the eye catcher for the whole business, gives some prominence to the building in a small, already graded area.

Part of what they did there in placing the building up top, they will notice a finished floor elevation that they have specified preliminarily of 448.5' and they will notice almost directly atop that is the existing 448.0' contour so they are envisioning the finished floor of the upper floor being essentially at grade or slightly about grade.

That enables them to shape the parking lot in the front in somewhat of a cut environment through that, two or three feet and that material that is salvaged would be used as the fill on the back of the site as well as with the excavation of the basement area, fractural basement area, will also be used as fill to flatten out those slopes of the rear, where the rear entrance is.

They are envisioning that it will be served by an onsite septic system, kind of off the southwesterly corner of the building. There is a rectangle shown there with a tank, no particular size but would do a test pit at some point. He is sure that it will be half that size when they are all said and done.

He is envisioning the drainage for the site to be essentially everything sheeted so that they are not buying pipe and catch basins and so forth other than probably a driveway culvert out front or something. They tried to design it this way with some economy in mind, keeping specialty construction out of the mix. It is basically a grade and pave approach.

He is suspecting that they will have to bring in some fill to chase the grades because that curvilinear nature of the entrance drive, goes from back to front or front to back in order to accommodate the loop for the 12-foot-wide circulation drive comes in and out of the sallyport.

Other than that, it is about as simple, and he thought he has done grading plans for single family homes that are more complicated than this one. They do have a segment of retaining wall as they see wrapping a short section of the access road of the sallyport, most likely a CMU block-type construction with either a gravity wall or more of a landscape wall that would have geogrid to tieback system with the compacted material on top of it.

Mr. Keech asked if there were any questions so far.

Selectman McGarry stated that they would definitely have to make sure that they dug some test pits out there and he has no idea what type of material, probably stumps could be buried out there.

Mr. Keech stated that he was told that there shouldn't be by the individual that put some of that material out there in the first instance, that most of that material, at least at the top, was pretty good stuff but obviously, at some point in the process, Kyle and the structural engineer will want to dance a couple of borings under the plate of the building and he would want to do some machine excavated test pits for the septic, maybe in that slope area Fred to be able to determine what may or may not be there.

Selectman McGarry stated that this is his concern.

Chairman Robertson stated that he thought that the sloped area definitely has some stumps and trees.

Mr. Keech stated that he thought most of it from what he was told, is surficial.

The chairman asked if there were any other questions for Steve and stated that he didn't think that the Board had any questions Steve and Kyle at this point.

He thought, as he mentioned early on that probably the next step for them would be to have the police chief talk with at least Kyle and maybe Steve if he has grounds concerns but he didn't know if that was something that he could arrange so that Kyle and the police chief could get together and review the plan.

Kyle stated that he could and whatever works best.

The chairman stated that they could have John Harrington pass on the contact information to the both of them and do that because he thought that it was going to be important as they get off the ground here.

Vice Chairman Pitman asked the police chief if he would want these plans down to the polling on November 3rd and did, he think that they would be far enough along that it could be something that they could have as an exhibit at the polls.

Chief Duquette stated that just the presentation tonight answered a couple of questions for him and other than that (inaudible)

Vice Chairman Pitman stated that they could get some exposure if it could be done in three weeks.

Selectman McGarry stated that something that they should probably do is everything, from his viewpoint anyway, the architectural sketches should be reversed as to what they are now in order to fit with the sight line.

The sallyport right now, when you look at the site plan, is on the right-hand side and Kyle spoke up and said that he knew what he was saying.

Selectman McGarry stated that if you flip it, then all the writing is upside down.

Kyle stated that it just needs to be rotated 180 degrees and Selectman McGarry agreed.

Selectman McGarry continued that in the standpoint of a display, they should have it rotated 180 degrees and have all the printing here so that it's readable in that layout.

Kyle stated absolutely and that it could be confusing if the architectural plans are not in the same orientation as the site plan so he will rotate that around so that aligns.

Mr. Keech stated that this was great because now he doesn't have to rotate the planet.

Chairman Robertson thanked them very much for being with them tonight Kyle and Steve and appreciate the information that they have.

Mr. Keech told the chairman that as thoughts come up from members on the drawings that come up, he put their phone number on it for a reason and will welcome anybody's calls or if they just want to talk it through.

The chairman stated that it was very good and appreciated that.

The chairman thanked the police chief for being there as well.

Moving on and getting back to the agenda, they have Kelly Roberts with them to discuss the deeding, potential deeding of properties for the coming year. They had blue folders that Ms. Roberts prepared for them and they got last week with the properties in question.

Kelly had given them the deadlines and he didn't know if people had come to any hard and fast conclusions at this point and they had another week or so, if they haven't.

Kelly Roberts, Town Clerk/Tax Collector - Deeding

The chairman stated that he would turn the meeting over to Kelly if she wanted to apprise them of any of her concerns.

Ms. Roberts greeted the Board and stated that they had all received their packet or she guessed their little folder with information and the majority of those are all on current payment plans so this is going to be a very small list this year.

There are two, that she would guess she would say, new, on the list. One of them, however, is a mobile home on a property owned by someone else, so that one might not be viable and then the other property, the property owner typically pays up by the deadline, so, keep that in mind.

The person that owns the mobile home, she has passed and her son will be taking over the mobile home. That will be paid up by the deadline.

The other parcel on Old Centre Road, that person usually pays up by the deadline. They might want to reach out regarding a payment plan, that is up to them.

The rest of them, are really just on payment plans so it is a lot easier this year.

Mr. Harrington asked Ms. Kelly if she would give the Board the status of the payment plans. Are most people up to date?

Ms. Roberts stated yes, most people are up to date and Mr. Harrington stated that he heard that they were all up to date.

The chairman stated that they didn't have to make a hard and fast decision until Monday, October 19th but from what Kelly explained, it looks like they may not need to move to deeding based on her recommendation and her experience with these folks in the past.

Vice Chairman Pitman stated that he would like someone to talk to the one on Old Centre Road and see if they could get something worked out before the next meeting which is next Tuesday. Hopefully, they won't have to deed anything.

Mr. Harrington stated that this is typically what he has experienced is that person comes forward and pays that.

Vice Chairman Pitman asked when the deadline is and the chairman stated that the deadline that the Board has to go forward and deed is October 19th.

Mr. Harrington asked Ms. Roberts what the deadline was when folks had to make sure that their liens were paid up and Ms. Roberts stated that the deadline for the Board to sign the waivers is the 19th. The absolute deadline for the property owner to make payment is on the 26th and at 2:31 pm, if they have not signed a waiver, she will have to go forth with a lien.

Chairman Robertson stated that what they are looking at, at least at this point, that they should probably have a waiver for everybody on the list and if something changes, new information comes out and the Board changes their mind, they won't sign them but he thought that the Board after at least a cursory look at this, looking at not deeding any of these properties.

Mr. Harrington asked Ms. Roberts if she got that which she did and was in agreement and she apologized as she kept going in and out. She thought her cat was all set now.

Chairman Robertson stated that he thought that they were too and if they could get waivers for these properties, they could sign them at their next meeting and get them back to her.

Ms. Roberts stated that she would get them to the Board.

The members of the Board thanked Ms. Roberts

Steve Rollins, Highway Department

Chairman Robertson stated that he was moving on and thanked Mr. Rollins for being patient. They had Steve Rollins from the Highway Department with them and stated that he was assuming that they were still on schedule with the one that he gave them last week.

Mr. Rollins stated that yes, they were. He stated that he actually talked to Jeff from R & D today and they were talking about Thursday, maybe Wednesday, depending on the weather. It also maybe Saturday. He knows that at this time of the year, this stuff happens to pavers.

Vice Chairman Pitman remarked that it might be Wednesday, Thursday or Saturday.

He asked what Saturday's date which would be the 9th or 10th and asked if that was the latest that it could happen according to Jeff?

Mr. Rollins stated, weather permitted.

So, basically, for the base, they can do that in the rain but they can't do overlay so if they get a rain day, they want to come sooner. If they don't,

Vice Chairman Pitman asked if they would be ready Wednesday to which Mr. Rollins stated that they would and the vice chairman remarked that was beautiful.

The chairman stated that he came over tonight and took a look and it looked like they had pretty much finished the culverts.

Mr. Rollins stated that all the pipes were in and all that was left now is to just, and he has to wait for their date for which is prepping for the pavement, digging everything down. He didn't want to leave two different elevations of lanes any longer than he has to.

Chairman Robertson asked if anyone on the Board had other questions for Mr. Rollins beyond that point.

Selectman McGarry stated that he took a couple of shots of the house that they originally thought may need a catch basin and it looks like they will still have about three inches of water that is going to sit there.

Mr. Rollins stated that they didn't dig that down because the road is coming up about three inches there so a little bit of water might be sitting, about three inches of water by the road but they have already probed down through there and they could dig that ditch a little deeper and the water will run just fine.

Selectman McGarry stated that it may need something with the, to get the water past the driveway because basically, the driveway is the dam.

Mr. Rollins stated that they could swale that a little more, like you said, about three inches and he thought that it could help them save a little as they wouldn't have to put a culvert in there.

He continued that they could do that too but if they don't have to, why would they.

Selectman McGarry stated that they wouldn't have much cover if they put a culvert in the driveway to which Mr. Rollins agreed to which he continued is why they cut it kind of close.

He set up his laser up too and came up pretty much the same thing as he did but they did probe it just to make sure that there was nothing in there that they couldn't dig before blacktop went down so they are looking good.

Vice Chairman Pitman stated that with John, you and hired trucks and everything else, for both jobs has come to only \$39,000.00, is that what this is saying?

Mr. Harrington asked if he was referring to the chart that he left in their folders to which multiple members stated yes.

He continued that this was based on Selectman Dill's question at the last meeting. He wanted a full accounting of where the budget was.

This is expenses from the warrant which was \$39,957.60. This includes, materials, rentals and so forth.

Vice Chairman Pitman stated that yes, and they know that their paving is \$10,000.00 over the recon budget to start with so that had to come out of the \$200,000.00 to which Mr. Harrington stated that was correct.

He continued so that between the recon budget of \$257,000.00 and what's left over as of today in the warrant, which is \$160,000.00. That total is \$417,000.00. Out of that, \$267,000.00, it still leaves \$160,000.00 as of today.

Vice Chairman Pitman stated that they weren't going to get whacked with another \$40,000.00 for the next, past week and Mr. Harrington stated that it depends on what is submitted for invoices.

The chairman asked if Mr. Rollins had a rough idea what has come in for the past week to which he stated that he didn't off the top of his head. He had purchased, pipe, gravel, but off the top of head, he didn't recall.

Vice Chairman Pitman stated that they would have that for the next meeting to which Mr. Harrington stated it would depend when Steve got them the invoices which is when it hits the accounts payable. They don't know until things get submitted.

Chairman Robertson stated that what they had left there, the surplus, would be or could be encumbered?

Mr. Harrington stated that his plan is to use the warrant article monies first which can't be carried over to which multiple members of the Board agreed.

Mr. Harrington stated that if they had work that they could contract in 2020 for work in 2021, they will encumber the rest and bring it forward.

The vice chairman stated that just the paving is going to be \$67,000.00 than the warrant so that is not a problem and Mr. Harrington stated that they have already started digging into that and the vice chairman continued that it isn't going to be no chance of anything being carried over. It was remarked, not from the warrant.

Mr. Harrington stated that he was going to spend the warrant money first and the chairman continued that the budget money could be. Leaving the budget money, whatever is in there can be carried forward. The chairman added that nothing in the warrant article can be encumbered.

The vice chairman thanked Steve.

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

Selectman McGarry stated that he guessed, and he didn't know if he was going to be able to take it, if they carry over \$150,000.00. did Steve have any other thoughts as to any other roads that just need one- or two-inch overlay?

Mr. Rollins stated that they did have some, yes. They have some roads that were based but never topped and once they get done with this project, that was kind of his thoughts, to go back and top those with/as far as they can go.

The chairman thought that this was Alden's point when he asked about those numbers. He wanted to know what the total was and wondering if there might be enough left over to take care of a couple of problems.

Mr. Rollins stated that some they might be able to do a shim and overlay on also.

Vice Chairman Pitman stated that this was his question as he didn't think that it was going to be anywhere near \$150,000.00 when the bills come in and Selectman McGarry agreed but the vice chairman stated that he hoped that there would be something there.

Mr. Harrington stated that this is just a snapshot and Mr. Rollins stated that he is stretching money as far as he possibly can.

Vice Chairman Pitman stated yes, he is doing his job but he is saying that if there is, and it is not going to be anywhere near what it looks like on this page and is going to be available to top off other roads. Hopefully, there will some.

Selectman McGarry stated that they did have a good price for hot top from R & D, a damn good price to which Mr. Rollins agreed.

Mr. Rollins continued that by doing base, they switched it to a lesser price for handwork and it saved a lot of money.

The chairman agreed.

Chairman Robertson stated that not to distract from the project at hand because obviously, that is a priority right now but he thought just to plant a seed, as they get into the budget for next year, he is not sure what he had in mind for reconstruction projects, but he thought they probably need to look at budgeting for more contracted work coming in from outside sources, if they are going to do another project like this.

They really stretched Mr. Rollins and his crew.

Mr. Rollins stated that they should know something, that they are doing a phenomenal job. The town crew is really, really been working well and they are doing great. It has been a pleasure working with them this summer. Chairman Robertson stated that he knew that they were working hard but he just thought, depending on the scale of the project, they might need to look in having a little more work done beyond just the three of them, four of them.

Chairman Robertson asked for other questions or concerns.

Selectman McGarry stated that he would agree with that. Any major reconstruction that they are looking at, should be sending it out to bid, including that in the bid and obviously would need some, again, with any reconstruction, would need some plans be prepared and that probably could be Steve Keech and Nordstrom doing that.

Chairman Robertson stated that the Board was all set and thanked Mr. Rollins for being there and sorry to keep you aware from your fiancée.

2021 Budget Review:

Fire/Rescue Department – Page 37 – Matt Fisher

The chairman asked to give him just a minute to get there. They have to go a couple of pages deep because of the old budget pages and he is looking at not the budget and when he goes to Page 37, he has background information.

Vice Chairman Pitman asked if the new budget pages were in that pile that they got tonight to which it was answered no.

The chairman stated to Chief Fisher that he was at a little bit of a disadvantage here. He has all of his backup information but he didn't have his budget page so, hold on, I have the town administrator's budget page.

So, he is looking at a total budget request of \$300,905.00 and that is up from last year's total request of \$271,401.00, not quite an 11 percent increase and if he could sort of go over the highlights of what he is looking for with this.

Chief Fisher, so he believes that it is actually the default budget, the \$271,401.00. Last year's budget request was \$298,597.00 so this year's \$300,905.00, which basically covers that 2 percent COLA from the part-time line from the warrant article.

So, for the past couple of years, if they look through there, when both of the departments were merged, the big one that stands out is the PPE line. When it was just the fire department, there was \$62,000.00 in the part time line. He is looking more like \$27,000.00 and using those funds elsewhere. He has been doing his allocations for the last few years, working off the default line where those funds land so he guessed the real increase is, as last year, he looked for another part-time fire fighter/EMT, 30 hours a week and will be trying again for this year.

Besides that, the values are level funded between the fire/rescue budget and the waterhole budget. He stated that there is actually a decrease in the waterhole budget.

The chairman thanked Chief Fisher and asked the Board if they had any questions for him, specifically.

Vice Chairman Pitman stated that he didn't have any questions right now as he had to look it over more.

The chairman stated that he didn't know if the chief had heard that but the vice chairman stated that he wanted to review it a little more but it doesn't appear to be any questions at this point.

Selectwoman McHugh asked the chief if he could explain, and she knew that he explained that, but could he explain that again regarding the protective gear?

Chief Fisher stated that in the default budget that they have been working with for the past few years, in 2017, the budget was \$62,430.00. As that line item has pulled through, 2018, 2019, 2020 because the town hasn't passed a budget and how it ended up in the default budget as \$62,000.00 is beyond him. He is requesting \$27,000.00 and that is kind of in line with what they have been looking to spend the past few years or at least have allocated for replacement gear and new members or what have you.

Vice Chairman Pitman stated, nothing to do with the budget but, what was the hose that he bought the other day which was in this week's bills?

Chief Fisher stated that every year, basically, buy three or four hundred feet of the 4-inch, large diameter hose which is what, basically, they supply the fire trucks with from like the water hole up to a fire truck for large volumes of water.

The vice chairman asked if it replaced hose that didn't pass the hose test or is this more?

Chief Fisher stated that they hadn't done their testing yet this year. They usually have a couple of pieces fail. They had a few pieces fail last year for not having locking connectors which they were able to replace the connectors and hopefully this year, when they test, they will pass but they are also in the process of trying every year to slowing increase the amount of hose that they have on the truck.

Selectwoman McHugh asked about the "Firehouse" software and if it was working yet?

Chief Fisher stated that he has been plugging away with it, putting the information into it.

She asked if it was in service yet to which the chief stated it was more in the back end.

The chairman asked for other questions and hearing none, they could move onto waterholes.

Waterholes/FF – Page 36

The chairman stated that it looks like it is showing a budget request of \$6,503.00 which is down a little bit from last year from a request of \$6,963.00.

Chief Fisher stated that the decrease there is in the fire fighter telephone line. It's mainly just a placeholder in that line at this point.

The only things that they are really spending money on would be the mowing, if you will, hydrant maintenance and repair for those items. If they had a forest fire large enough that they wanted to bill the state, the town is responsible for that 50/50 match and they did not have any warden training this year because of COVID so that money hasn't been spent but it is basically a level-funded budget every year.

Chairman Robertson asked if there were any questions regarding waterholes/ff?

Selectman McGarry asked about a subdivision that is coming before the Planning Board next week and are looking at putting in a fire hole verses a cistern and considering the drought situation currently, could he talk about fire holes verses cisterns.

Chief Fisher stated that it would depend on the location. Cisterns have their place and so do waterholes so if they put in a 30,000-gallon cistern, it is limited to that 30,000 gallons. It is a great, initial water supply but when they are fighting a fire, they are looking at upwards to 80,000 to 90,000 gallons of water so he thought it would depend on a site by site location for his opinion.

His understanding, for ISO rating, that water hole, if you will, would have to be surveyed for a 100 year drought and still be shown to have the capacity so he thought it would be the little bit more than just the land owner stating that he wanted to put in a water hole because it will be more cost effective than a cistern. It would have to be a case by case basis.

Selectman McGarry stated that that was a good point regarding the 100-year low flow situation and he will pass that along to the Planning Board when they talk about this subdivision that wants to be put in.

Motion: Vice Chairman Pitman moves to approve the Waterhole/FF budget of \$6,503.00 as presented

Second: Selectman McGarry

Discussion:

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

Motion: Selectman McGarry moves to approve the Fire/Rescue Budget of \$300,905.00

Second: Vice Chairman Pitman

Discussion: The chairman voted in order to have a majority

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

The chairman thanked Chief Fisher and appreciated his time this evening.

Veasey Park – Page 69

The chairman stated that they are looking at a budget request of \$40,737.00. That is up from the default budget of prior year which was \$29,761.00

The big jump in the budget is in staffing. That shows about an 83 percent increase and also in uniforms which is about a 33 percent increase.

The chairman stated that given the amount of the budget, they are really going to need to get Mr. McCoy on the line with them and go over that before they could approve it.

Selectwoman McHugh asked if this was the second time that he was suppose to present this to which Mr. Harrington stated that this is his first time.

The chairman stated that he thought it was his first and the vice chairman stated that he didn't remember seeing it.

Mr. McCoy was not on the line.

Chairman Robertson stated that he wanted to table that until they could talk to Travis or his representative and move onto Revaluation of Property.

Revaluation of Property – Page 11

The chairman stated that they are looking at a 2021 request of \$84,284.00. This is down a bit from the prior year of \$92,315.00 and he believes that this is in line with the town's contract that they agreed to with Avatar.

Motion: Vice Chairman Pitman moves to approve the Revaluation of Property budget request at \$84,284.00

Second: Selectwoman McHugh

Discussion:

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

Town Administration – Page 2

Looking at a requested budget of \$252,281.00, up from the default budget of \$236,730.00, up a 6 ½ percent increase and he would look to the town administrator to give them the highlights and the low lights.

Mr. Harrington stated that the major increase in lines is right at the top under "Employees" to keep up with COLA's that have been put in place.

Second is the part time employee, which again, is reflecting what that person is currently making which includes the COLA.

The third biggest jump is maintenance and vendors because that is where all of their software comes from, from MuniSmart, their prices having increased over the years and this budget is to keep up with it, this is what they were actually paying.

A slight increase in postage. It is costing more to send out the newsletters and the voting guide every year.

The chairman asked for questions for the town administrator.

Motion: Selectman McGarry moves to approve the Town Administrator's budget of \$252,281.00

Second: Vice Chairman Pitman

Discussion:

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

Legal – Page 13

Chairman Robertson stated that the 2020 budget was \$43,571.00. The requested for 2021 is \$44,000.00

Motion: Vice Chairman Pitman moves to approve the request budget for Legal at \$44,000.00

Second: Selectman McGarry

Discussion:

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

Chairman Robertson asked the town administrator if they had insurance numbers at this point to which they did not so the chairman stated that they would skip over that to Personnel Administrator.

Personnel Administration – Page 15

The property and casualty insurance are likely to be the same as if it always is available at any time. Health insurance is going to be a little trickier scenario this season as health insurers try to figure out the financial impact of COVID-19, that sort of thing.

He doubts they will see final rates until very late in the cycle.

Selectwoman McHugh asked if they were going to change company's again to which the chairman stated that typically, their representative gives them a spreadsheet of all the available options in New Hampshire including the municipal association's offer so they will take a look at them and it will be up to them to decide.

Mr. Harrington stated that he has been in touch with their representative and he assured him that they will get the information to them as soon as it is available.

Chairman Robertson stated that no brokers actually have the information yet.

Mr. Harrington stated that HealthTrust, who does their dental, are coming out with numbers he believes. He will get them to the Board as soon as he has them.

Vice Chairman Pitman asked who this covers regarding Personnel and Administration and Mr. Harrington stated that it is the town's FICA and Medicaid for all of the staff and he remarked that it is not for an individual so they didn't have a say in that either.

Mr. Harrington stated that it is based off of salary and (couldn't understand).

Motion: Vice Chairman Pitman move to approve the Personnel Administration budget as presented in the amount of \$102,246.00

Second: Selectman McGarry

Discussion:

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

Regular Business:

Review of Outstanding Minutes of September 28, 2020

Motion: Selectman McGarry moves to approve the minutes of September 28, 2020 as presented

Second: Selectwoman McHugh

Discussion:

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

Vouchers/Payroll Manifest/Accounts Payable Manifests:

Payroll Manifest - \$69,489.95 (gross), \$44,518.90 (net)

Motion: Vice Chairman Pitman moves to approve the Payroll Manifest as presented

Second: Selectman McGarry

Discussion:

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

Accounts Payable Manifest - \$43,704.67

Motion: Vice Chairman Pitman moves to approve the Accounts Payable Manifest in the amount presented

Second: Selectman McGarry

Discussion:

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

Signatures/Correspondence:

The chairman stated that they had a folder from the Assessing Office but it doesn't require a motion. It is as follows.

Notice of Intent to Cut Wood/Timber – Charles and Cheri Sanborn, 135 Middle Road

Cemetery Lot Application:

Paul Pintress Family Trust, 16 Candia Road - \$400.00 Cemetery Plot in Old Centre Cemetery, R-23 and R-24

Mr. Harrington stated that he wanted to make note that these are the first two plots to be sold in the newly surveyed area of Old Centre and they are all single plots as opposed to larger, family plots that they were selling so they will see the price per plot at \$200.00 each so that is why you are seeing \$400.00.

Motion: Vice Chairman Pitman moves to sell the cemetery plots as presented

Second: Selectwoman McHugh

Discussion:

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

Selectwoman McHugh asked if she could interrupt for a moment to which the Chairman stated that she could.

She stated that she just got a text from Travis. He says that he has been here since 5:30. He said that he is on mute and can't get unmuted.

Mr. Harrington stated that he would unmute that number and Mr. McCoy came on the line.

Mr. Harrington stated that he was coming through as all static and Travis stated that he was there now.

Chairman Robertson asked if they could take up Veasy Park on the budget.

Veasy Park – Page 69

The chairman stated that he had explained that his budget request looked like \$40,737.00, about a 37% increase but that increase is being from the default budget, not your actual requested budget last year and it looks like it is primarily part time employees so he would leave it to Mr. McCoy to give them the highlights and such.

Mr. McCoy stated that the basic reason for the increase is, as they have said in years past, that they needed to increase their employee lines.

What he is asking for essentially is, the biggest part of the increase, \$6,160.00 is to facilitate a parking attendant position which they used this year and it actually worked out pretty well. Obviously, under the circumstances they needed it but they also found that they were able to issue more stickers and check for more resident stickers, manage the parking lot better and have that extra employee that wasn't focused on lifesaving activities who could preform general maintenance and some of the other routines things that go on during the day.

Another part of the increase would be, as far as the lifeguards go, to increase staff hours per week from 112 which is their minimum to have two lifeguards on duty to 120 hours per week. That gives them a little flexibility when they have those days where they have high traffic and need to have a third lifeguard on or when they are having swim lessons and one of their employees is in the water. It allows them to have another two on the beach.

Some of the associated increases that come along with it obviously is uniforms and reimbursement for certifications. If they are employing more lifeguards, they anticipate the reimbursing for more certifications and obviously more uniforms for their general staff, the park attendant and for an additional lifeguard.

Mr. McCoy thought that that was the basics of it.

Chairman Robertson asked if there were any questions for Travis.

Vice Chairman Pitman asked if he had any problems getting lifeguards this year?

Mr. McCoy stated that they were very fortunate. He had told his previous staff from last season that they weren't sure about their opening and not to hinge their summer employment on Veasey Park's decision so it was a little bit more difficult working around their other job but they were able to bring all of their lifeguards from last year back and they have some interest from this year's crew as far as coming back next year.

The chairman asked for other questions for Travis.

Motion: Selectman McGarry moves to approve the Veasey Park budget for \$40,737.00

Second: Selectwoman McHugh

Discussion:

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

The chairman stated that he was sorry they had difficulties getting him on line but they appreciated him staying with them.

The chairman stated that he was going back to the signature file.

He stated that they had the MS-434 from the NH Department of Revenue Administration and this is estimated revenues and credits. This is a revised amount and the revised amount is \$1,805,644.00. This is revised from the amount that they looked at last year.

Mr. Harrington stated that they will still be doing the MS-434-R so this is the actual 434 that was double checked by Rita today. They will be making some additional adjustments.

The chairman stated that essentially, what he needs, is a motion for the chair to sign the MS-434 to submit to the DRA.

Motion: Selectman McGarry moves to allow the chairman to sign the MS-434 for the DRA

Second: Selectwoman McHugh

Discussion:

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

The chairman stated that they had an authorization notifying the town that the Arts and Crafts Building on the Deerfield Fair Grounds, 34 Stage Road, is the official polling location for the Deerfield election on 3rd day of November, 2020.

The polls will be open between the hours of 7:00 am and 7:00 pm and next a motion to officialize this.

Motion: Selectman McGarry moves to notify the town of the polling place for the election to be held on November 3rd, 2020

Second: Selectwoman McHugh

Discussion:

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

The chairman would note that Dan put a very thorough explanation upon Facebook and the community pages today outlining exactly how he envisions the polling location to work. He also encouraged anyone that has questions or suggestions to reach out to him by email or phone as well and put his phone number and email address.

Personnel Action Request:

Sarah Garpougarski is the children's librarian at the library.

This is a full-time salaried position and the chairman asked if this is basically starting her and Mr. Harrington stated that it is based on the warrant article that was passed.

The chairman stated that she has been hired with an annual salary of \$35,000.00 and that was per the warrant article.

Motion: Selectman McGarry moves to approve the personnel action request for the new children's librarian

Second: Selectwoman McHugh

Discussion:

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

Selectwoman McHugh asked if the library has been opened as of yet and if they had any plans to which it was stated by Mr. Harrington that he didn't know what their plans were at this time.

Chairman Robertson stated that they were doing curbside at this time and Mr. Harrington added that they have been working quite steadily to prepare to open.

Correspondence:

The chairman stated that they had received municipal aid from the fiscal year 2020/2021 biennial state budget. This was adopted on September 27th, but was effective July 1st, 2019 and includes \$20 million in each fiscal year for unrestricted municipal aid to cities and towns.

The amount of money that they received from the State of New Hampshire is \$51,353.11.

Essentially, the Board needs to decide what they want to do with that money. He thought that Mr. Harrington had highlighted, he had set some language as to what they did with it last year and just to refresh, and basically, what they did last year was to leave it in unexpended surplus and use it to offset taxes.

Motion: Vice Chairman Pitman moves to put the amount of \$51,353.11 received from the State of New Hampshire into unexpended surplus to offset taxes

Second: Selectwoman McHugh

Discussion:

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

The chairman stated, per the vice chairman's question last week, John had included proposed petition language for a warrant article to see if the Town would vote to designate the following as a scenic road: Old Centre Road from the intersection of Old Centre Road and Meetinghouse Hill Road to the intersection of Old Centre Road and Route 107.

He believes that they have adopted the old spelling of Old Centre so that will need to be changed. It is nothing that they need to do urgently but if the Board doesn't want to put that out as a petition warrant article, they could choose to put it on the warrant themselves. It would save the folks from hunting around, getting signatures.

The chairman stated that he would also mention, and he didn't know if everyone saw this but it came to the town offices, but was addressed to him and it was a complaint about parking tickets that were given out on either Friday or Saturday night for parking on Church Street, basically to go to the Lazy Lion.

The police gave out parking tickets. The email that he received from the concerned citizen that got a parking ticket stated that she was very upset because there were no "No Parking" signs and they park on the side on the road. She couldn't park, she didn't block driveways.

Actually, on the way to the meeting this evening stopped. There are actually three "no parking" signs including one that says "No Parking This Side of the Road". He knows at least one resident there was equally upset as well because someone parked across their driveway.

Selectwoman McHugh stated that she thought that another problem was that they were parking in the fire department spot.

Vice Chairman Pitman stated that he went down there and checked that twice.

The chairman stated that in his opinion, unless the Board tells him to do differently, his reaction would be is that it is posted no parking. There are some emergency service considerations, resident considerations there and she could take it up with the police chief if she would like.

Vice Chairman Pitman stated that Friday night, around 7:30, there were over 21 cars between Church Street and the town hall.

The chairman continued that if the town had had a fire and the volunteers had to park or would have had difficulty swinging a truck out.

He thought that maybe they want to send a letter to the Lazy Lion too. He checked with Gary and he received no notice that people had been directed to park there and he did check their Facebook site and they said that there was plenty of parking on Church Street. Their parking is restricted and please use Church Street or the Park n' Ride and he thought that if they are going to advise people to use public parking areas that they need to give the police chief or the town administrator a request to do that rather than just advise people to do it.

Selectman McGarry asked if this was just a one-shot situation with what occurred over the weekend.

The chairman stated that it the Taste of the Fair thing but he thought that there has been some parking over there off and on, depending how crowded their lot is.

Selectman McGarry stated that yes, there has been and he wonders if that is something that the Planning Board should send a letter to them or since the building inspector is basically the enforcement arm, whether he should be sending a letter to them to go and see the Planning Board about revising their site plan and having provisions for parking.

He knows that they park directly in front of the Lion and they don't have any no parking signs out there. Selectwoman McHugh asked if it was across the street and Selectman McGarry stated no, right in front of the building.

The chairman stated that it is a state road but they have put no parking signs over by Gulf Road.

Mr. Harrington stated that he would draft up a letter and send it off to the Board to look over.

The chairman thought that it would be a good idea.

Selectwoman McHugh stated that she thought that their biggest problem with parking right now is COVID. They have their tents out there for outside dining and it is taking up their parking lot.

The chairman added that there is no shoulder on Route 107 neither.

Town Administrator's Report:

Mr. Harrington stated that he had two items for them this evening.

One is a follow up from two questions from last week. One was about the automotive shop that recently opened.

He did talk to Rick Pelletier and he is aware. The gentleman is using one of the bays but he didn't have any information on any new driveway that was put in.

He contacted Steve Rollins and he is not aware of any requests for a driveway either. Normally, it would go to the highway department.

Vice Chairman Pitman stated that it shouldn't go to the highway department for a state road and the town administrator stated that he just wanted to make sure that he talked with both of them and neither one of them were contacted.

Selectman McGarry asked if Mr. Pelletier was going to be sending a letter to the owner of the property saying that this is a change of use and the town administrator stated that he did not ask him.

Selectman McGarry continued that they should be coming before the Planning Board for that.

Selectwoman McHugh asked if that was Rick's job to which a number of members answered yes.

Mr. Harrington stated that he would follow up and Selectman McGarry added that Rick is the enforcement guy.

Mr. Harrington stated that on the pet store, Rick was asked to look at the space and determined that the space really hadn't changed and informed them that they needed to contact the fire department to inspect the space. As far as he was concerned, his opinion was, the original space before that was to sell t-shirts and specialty racing parts and he saw it as just a different retail operation but didn't have any direct oversight of pet selling licensing. They would have to go through the proper state authorities for that.

The chairman added that it is the Department of Agriculture.

Selectman McGarry stated that the only issue is that they never got approval from the Planning Board to be selling t-shirts or whatever.

Lahr's Transmission was approved for repairing transmissions that was approved by the Planning Board. Beyond that, there was no additional approvals for any other retail activity.

The chairman stated that maybe they needed Rick to advise them to make an appointment with the Planning Board.

Mr. Harrington stated that second, he thought that he was advised to call the attorney again to get an update on Estrella.

Upton and Hatfield will be filing their answer, October 17th and the court just issued an order for a preliminary injunction hearing on October 28th at 11:00 am so hopefully, he will have some information after that.

Vice Chairman Pitman stated to stay on it.

Mr. Harrington stated that this was all he had this evening.

Unfinished Business:

None, the vice chairman stated that the town administrator had answered it.

New Business:

None

The chairman stated that they had no need for a non-public session so at this point he would look for Citizen's Comments if there are any.

Citizen's Comments:

None

Motion: Vice Chairman Pitman moves to adjourn at 6:50 pm

Second: Selectwoman McHugh

Discussion:

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

Next Meeting: Monday, October 13, 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*