

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
November 2, 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

The chairman stated that the first order of business is to go into non—public session under RSA 91-A3, II(I) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

He didn't know how long it was going to take but they were going to first head into non-public session.

Motion: Vice Chairman Pitman moves to go into non-public session as stated above

Second: Selectwoman McHugh

Discussion:

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

The chairman asked for a motion to seal the minutes of the non-public session.

Motion: Selectman Dill moves to seal the minutes

Second: Selectwoman McHugh

Discussion:

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

2021 Budget Review

Highway Department – Steve Rollins, Pages 44-51

Mr. Harrington stated to the Board that they had already approved the other sections and what they had was the Highway Department bottom line.

Chairman Robertson stated that they had already approved the other sections; Highway Administration and they approved the Road Reconstruction. These are the lines that were a flat 25% that they had looked at and Mr. Harrington stated that the Board had asked him to adjust which he did.

Mr. Harrington continued that the lines that were adjusted were Contracting, Winter Maintenance, Parts, Building Maintenance and Repair, Vehicle Maintenance and Repair, Miscellaneous, Salt, Sand, Cold Mix, Tires and Cutting Edges. Everything else remained the same.

Chairman Robertson stated that this gave them a total of \$408,239.00 for that section. Page 3.

Vice Chairman Pitman stated that it was \$408,239.00, it that the motion that they needed to which it was stated by the chairman that yes, and that would complete the Highway Budget.

Motion: Vice Chairman Pitman moves to approve the remaining Highway Budget line of \$408,239.00

Second: Selectman Dill

Discussion:

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

Chairman Robertson stated to the Highway Agent that he thought that this wrapped up the Budget and essentially what they did was to redistribute those lines.

He continued as stated a couple of questions before they asked him about the paving.

He asked if the highway agent had a snow plow contractor list yet to which Mr. Rollins stated that actually, it was mailed out and is due back next week.

Chairman Robertson asked him if he felt confident that if they got hit that he would have contractors to which he answered that he was.

He continued that they were all, most of them were from last year so they were all ready for this one.

Vice Chairman Pitman asked if he had to use any this time to which Steve stated that no he didn't as they didn't have to go out. It started to grease over in a few spots and within a few minutes it went the other way.

Chairman Robertson stated that he knew that in early September, the highway agent had talked to them about changing the rate sheet and he didn't recall seeing the rates and did he recall and did he know offhand, what he had to go to.

Mr. Rollins stated that basically, he ended up with \$20.00 an hour more pretty much straight across the board.

Chairman Robertson stated that he knew that it was going to essentially, put them in line with Candia, Northwood.

Mr. Rollins stated that it was a little under for some of them, and a lot for others but in line.

Chairman Robertson asked if paving wrapped up today and Mr. Rollins remarked that they did the shim and the overlay on Candia Road. That's done. They are scheduled for next Monday for South and Middle.

Selectman Dill asked if things went well and Mr. Rollins stated that they did.

Chairman Robertson stated that he drove over it and felt good.

Mr. Rollins stated that it came out pretty good.

Selectman Dill asked if South and Middle will be one or two days and Mr. Rollins stated that it should be done in another one day.

Mr. Rollins stated that today was supposed to be a "short day".

Chairman Robertson stated that they were still that at 2:45, 3:00 and Mr. Rollins stated that they were there until 4:30 pm. which was when they starting loading up.

Vice Chairman Pitman asked if the paving company told him how many tons they used today and Mr. Rollins stated that he hadn't even looked at the slip yet.

The vice chairman stated that the first truck was there at 6:30 that morning and continued all day.

Chairman Robertson stated that Mr. Harrington will get him a copy of the budget as they connoted it. They had the numbers from last week and it was basically just plugging those in and breaking them up within the lines instead of just 25% on the bottom line.

Mr. Harrington stated that he apologizes, he is going to have to bring it back to the Board next week. He did not catch some of the lines that were 25% higher. He adjusted the ones up but they were going to have to come back to it one more time.

Motion: Vice Chairman Pitman moves to rescind his motion to approve the Highway budget as presented
Second: Selectman Dill withdraws his second.

The chairman stated that they would rescind the motion of \$408,239.00 until they were sure that they haven't padded some of those lines.

Selectman Dill asked how many different contractors are running trucks that he hired.

Mr. Rollins stated that right now, he only has one different truck. Other than that, it is going to be the trucks that were there last year.

Selectman Dill asked how many trucks was he hiring and Mr. Rollins stated that he thought that it was eleven.

Vice Chairman Pitman asked if Mark Young came back.

Selectman Dill stated that out of those, there are about seven different contractors to which he stated yes, roughly.

Selectman Dill remarked that the contractors returning are mostly people that they have had in the past to which Mr. Rollins agreed.

Mr. Rollins stated that they were actually going to have one of Mark's trucks instead of the two that they had last year and they replaced that truck with Bob Heon's truck. Other than that, everybody is the same.

Vice Chairman Pitman stated that it was \$20.00 per hour, per truck increase. Eleven trucks times \$20.00 for a long storm is going to be adding up.

Selectman Dill asked, roughly for Bob's truck, how much was that?

Mr. Rollins stated that Bob has a 1-ton with a sander, a plow and a wing so it depends.

Selectman Dill asked what the rate was on an average ten-wheeler to which Mr. Rollins stated that the average 10-wheeler is still under \$100.00 an hour and that would be the most expensive piece that they would have and it still doesn't bring it up to \$100.00.

Selectwoman McHugh asked if they got a couple of the rates and he stated that he just took the rates that were last year, he took what everyone was paid last year and added \$20.00 to each one.

Vice Chairman Pitman stated that so everyone with a 1-ton got \$20.00 and everyone with a 10-wheeler got \$20.00 to which Mr. Rollins agreed and continued that they were really plowing the same and the rates are adjusted on the bottom end and asked if he knew what he meant to which the vice chairman stated okay.

Vice Chairman Pitman stated that one might be a 25% increase and one might be a 15% increase to which he agreed.

Mr. Rollins stated that there isn't really that much of a difference and like basically, the last three years, he has been using a 6-wheeler Mack, and the town had been paying him for an F-350 1-ton with a plow, wing and a sander. The difference was \$3.00. He really didn't care about the \$3.00 an hour.

Chairman Robertson stated that he assumed that Pete Lemay has a copy of the rate structure and Steve stated that he thought that he was the one that had mailed them all out.

Chairman Robertson asked if they could get the Board a copy of that as well.

The chairman asked if there were any questions for the road agent while he was there and no one had.

Regular Business:

Review of Outstanding Minutes of October 26, 2020

Motion: Vice Chairman Pitman moves to approve the minute of October 26, 2020

Second: Selectman McGarry

Discussion:

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

Vouchers/Payroll Manifest/Accounts Payable Manifest:

Accounts Payroll Manifest - \$67,981.77 (gross), \$43,551.15 (net)

Motion: Selectman McGarry moves to approve the Payroll Manifest as presented

Second: Selectman Dill

Discussion:

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

Additional payroll manifest for the final pay statement for Nicholas Berube who is leaving the police department.

Payroll Manifest - \$4,658.38 (gross), \$3,403.52 (net)

Motion: Vice Chairman Pitman moves to approve the additional payroll manifest for Nicholas Berube

Second: Selectman Dill

Discussion:

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

Accounts Payable Manifest - \$60,145.68

Motion: Vice Chairman Pitman moves to approve the accounts payable manifest in the above amount

Second: Selectman Dill

Discussion:

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

Signatures/Correspondence:

Mr. Harrington stated to the chairman that what he was looking at was the maintenance agreement for the handicapped elevator but at the library. It has never had a maintenance agreement and it failed this year's inspection.

Apparently, it has never been maintained since its installation because back when it was installed, it was stated that it wasn't needed. They are getting it in line so that it will be inspected the same time that the George B. White, by the same outfit.

Chairman Robertson stated that moving into the Signatures file, what they have been mulling about is a service plan for the Philbrick James Library elevator. It is in need of maintenance, in fact, did not pass the state inspection because there was not basic, annual maintenance and they have a basic service agreement that will meet the standard requirement for state inspection. This is a two-year contract and it has a total cost of \$722.50.

Motion: Selectman McGarry moves to approve the service agreement for maintenance of the elevator at the Philbrick James Library

Second: Selectman Dill

Discussion:

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

Chairman Robertson stated that it only requires one signature.

Chairman Robertson stated that they had an agreement and deposit receipt for one of the auction properties, from Mr. and Mrs. Lanier, selling price of the property is \$50,000.00 and what was discussed last week.

They need to make a motion to transfer the deed and sign the agreement.

Motion: Selectman Dill moves to transfer the deed and sign the agreement

Second: Selectman McGarry

Discussion:

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

Those were the two items in the Signature file and they are both signed.

The chairman stated that they were moving onto Correspondence and they had some Planning Board minutes and a notice for a minor subdivision that they could review if they would like.

The chairman stated that at this time he would look towards the town administrator and his report.

Town Administrator's Report:

Mr. Harrington stated that the first thing on the agenda he would like to direct the Board to the Insurance budget. He did have figures from Primex for the Worker's Compensation, Property and Liability that need to be adjusted. That is on Page 26 in your budget.

Basically, he was asking the Board to approve a request. The budget line on Worker's Comp is currently at \$45,310.00. That can be decreased to \$44,150.00. Again, that is worker's comp.

For property and liability, the current proposed budget is \$44,692.00. He was asking the Board to approve an increase to \$48,850.00.

That brings the new budget total to \$452,333.00.

Chairman Robertson stated that all that they need is a motion to approve the total.

Motion: Selectman Dill moves to approve the new budget total for insurance to \$452,333.00

Second: Selectman McGarry

Discussion:

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

The second item that he wanted to bring to the Board's attention. He had originally worked with the highway department that once the ramp was completed for the new town clerk door out in the back, to bring in cold patch to repair the pavement around the opening where they put the ramp in.

When Steve Rollins came in to look at it last week, he recommended possibly changing out cold patch to hot top which is less costly per ton and would last longer and also made the recommendation that because the walkway is so uneven and it will be heavily used this winter and with snow and ice, why don't they pave all the way to the corner of the building to prevent any slips, falls or other injuries of people trying to use that doorway.

So, he asked Mr. Rollins to get him a price and he came back with a price between \$2,300.00 and \$2,800.00 for paving from the corner of the building all the way back up and finishing around the ramp.

Because of that price, he didn't want to take it out of the budget. If the Board was interested in doing that, he would recommend that they use some of the Community Partnership grant that he had gotten from Wheelabrator which currently has a balance of \$4,900.00 in it. That way, it wouldn't impact the budget since he couldn't bill that to COVID any longer.

Chairman Robertson stated that he didn't think that this was a bad idea because that side of the building has been used by Parks and Rec people and the school group and now, they have sort of a concrete, dirt rut for a number of years now.

Selectman Dill stated that to keep snow off of it, it is going to be pretty much impossible as it sits.

Mr. Harrington stated that his concern is that with the heavy pedestrian traffic, opening the door for people to use, his fear is with the uneven surface, it will be hard to keep it clean and it might just be worth it to just fix it from the corner, right up to the ramp.

Chairman Robertson stated that given that price range, and anyone speak up if they didn't agree but, he thought that the Board is in general agreement and to use those funds.

Mr. Harrington thanked the Board.

Vice Chairman Pitman asked the town administrator if the chain link fence that was in this week's bills, have anything to do with the ramp and Mr. Harrington replied no, it is to help close off the drainage pipes for the gutters for the roof.

The vice chairman remarked that it had nothing to do with the ramp and the town administrator agreed.

Mr. Harrington stated that this was something that the Board discussed and approved weeks ago when Ray brought three bids to the Board.

Mr. Harrington stated that this was it from him this evening.

Unfinished, New or Other Business:

Chairman Robertson stated that he would just mention the obvious that they need to be at the polls tomorrow a little bit prior to 7:00 am and given the set up of the polls, as they discussed earlier and offline, that they probably should dress warmly or bring extra clothes to leave in the car in case anyone gets chilled.

Selectman Dill stated that he wanted to talk about that and asked where were they with proxy for selectmen?

Chairman Robertson stated that he planned on being there for the duration as well as Selectwoman McHugh. He stated that he would have to leave probably twice to go put the dog out but other than that, he would be there.

Selectman McGarry stated that he would be there and Selectman Dill stated that he was planning on being there around 9:30 am on but will three people be there to open?

The chairman as well as Selectman McGarry and Selectwoman McHugh stated that they will be there so they should be all set.

Vice Chairman Pitman stated that he is missing his first opening as he has to be in Alton for 7:00 am but would be back after that.

Selectman Dill stated that he thought that they were all set. They have all the light towers up. They had parking delineated as long as nothing blew away today. Dan is going to go down at 6:30 am and start putting signs up. They had incredible amounts of absentees. They did 870 the other day for preprocessing.

They weren't able to get the third machine unfortunately but they are going to have a machine in the unmasked area and they are going to bring the absentee votes over to that machine so they should be good there.

He continued that he was really impressed with the moderator and the town clerk as to how fast they got that done. They got it done in five hours which was impressive. Dan just wanted him to make sure that the Board had people there to open because they are probably going to get visitors from the state tomorrow so they want to make sure that they are covered the whole time.

As long as his truck starts, he should be there by 9:30 am.

The chairman thanked Selectman Dill and asked for other new or other business.

Hearing none, he would note at this time that they are going to go into non-public session under RSA 91: A-3, II (c).

Motion: Vice Chairman Pitman moves to go into non-public session under RSA 91: A3, II (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

Second: Selectman McGarry

Discussion:

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

No action was taken in the non-public session.

Chairman Robertson would entertain a motion to seal the minutes.

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

Second: Selectman McGarry

Discussion:

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

Citizen's Comments:

Mrs. Cady – Old Centre Road

She would like to know since the governor said people could meet as long as they wore their masks and there weren't more than twenty in a room, six feet apart, why the selectmen have voted to close all the buildings?

Chairman Robertson stated that they had voted to continue to keep all the buildings closed out of an over abundance of caution with regard to COVID-19.

She stated that she thought that the Board was depriving the people of their "Right to Know".

Chairman Robertson stated that they are operating within the compliance of the governor's instructions.

Ms. Cady interrupted to say that they were not, they were over complying. The governor's orders were as long as there weren't more than twenty people seated six feet apart and they wore masks.

She stated that the Board isn't letting anyone into a meeting. Last week, Pete was told if he let people into the Planning Board meeting, they would close down the meeting so two people had to leave. She considers that a violation of their Right to Know which the people have a right to be in the public meeting.

Chairman Robertson stated that he couldn't answer for the Planning Board and he stated that he appreciated her input.

Ms. Cady stated that their just might be a Right to Know suit over this.

Chairman Robertson asked for other Citizen's Comments.

Motion: Vice Chairman Pitman moves to adjourn at 6:27 pm

Second: Selectman Dill

Discussion:

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

Next Meeting: Monday, November 9, 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*