

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
November 23, 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

Chairman Robertson stated that for the record, they are fully remote this evening. They are not meeting at the G. B. W. Everybody is attending via ZOOM.

Pledge of Allegiance to the Flag

Chairman Robertson stated that he was going to skip the Pledge Allegiance to the Flag. He will do the roll call (which was as stated above).

Regular Business:

Review of Outstanding Minutes of November 16, 2020.

Motion: Selectman McGarry moves to approve the minutes of November 16, 2020

Second: Vice Chairman Pitman

Discussion: Selectwoman McHugh stated that she had a couple of ones; page 2, line 13, she has in there "it's not on them, it's on them" and should it say "it is not on us, it is on them" at some point or and the chairman stated that he wasn't sure of but was there a correction that she would like to offer at this point?

Selectwoman McHugh stated that she thought that it should say "it's not on us, it's on them" regarding adding the cutting edges replacement.

Chairman Robertson stated that this would make more sense given the discussion that they had with Mr. Rollins about not proving cutting edges this year.

Mr. Harrington asked Selectwoman McHugh as to what page that was again and she replied that it was Page 2, Line 13.

Selectwoman McHugh stated that on Page 4, Line 34, and Mr. Harrington interrupted as asked what the edit was on Line 13 and she replied that she thought that it was supposed to read, "it's on them, it's not on us" and Mr. Harrington acknowledged the edit.

Chairman Robertson stated that he would agree that this makes more sense given the nature of what the highway agent told them and Selectman McGarry agreed.

Mr. Harrington thanked Selectwoman McHugh and she went on to state that on Page 4, Line 34, she thought that this was talking about the back wall of the salt shed. She stated that it was transcribed as "it kicks" and Selectwoman McHugh stated that she didn't know what that means.

Vice Chairman Pitman stated that he was missing that one and Mr. Harrington stated that the full line reads, "Vice Chairman Pitman continued that the sixteen feet isn't wide enough and Mr. Rollins stated that it was and that it kicks and asked if he wanted to show him to which the vice chairman agreed."

Chairman Robertson stated that he thought that should be "was or is or something like that" as opposed to kicks.

Vice Chairman Pitman stated that it makes more sense.

Mr. Harrington asked the chairman if his correction was "it is" and the chairman stated that it would cover it.

Selectwoman McHugh continued and stated Page 7, Line 30, they were talking about the transfer station employees, applications. It was Marie Bolster and, in the minutes, it says, "Maurice" and Mr. Harrington stated yes, and also "Garry Purdy" and in the minutes, it says "Gerry Purdy".

Mr. Harrington agreed and the chairman stated that Gerry Purdy should be spelled "with two r's, G-E-R-R-Y and Maurice Bolster should obviously be "Marie".

Mr. Harrington stated that it should be Marie and Gerry and the chairman added that it is spelled as if it was Jerry. Selectwoman McHugh acknowledged that.

Mr. Harrington spelled out "G-A-R-R-Y" and the chairman corrected him and stated that he spells his name "G-E-R-R-Y".

Mr. Harrington stated that he had it.

Selectwoman McHugh asked if that was "Gary" and the chairman stated it was and the selectwoman stated that it was her bad and that was all that she had.

The chairman asked for other comments or concerns about the minutes of the 16th and hearing none, called for the vote.

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

Vouchers/Payroll Manifest/Accounts Payable Manifest:

Chairman Robertson stated that he did not see any of that information in the packet that Mr. Harrington sent and Mr. Harrington asked if he was talking about the Accounts Payable and the chairman stated that he did not print the Accounts Payable and did Mr. Harrington have the amount to which he stated that he did. It was \$43,269.48.

Motion: Vice Chairman Pitman moves to approve the Accounts Payable Manifest of \$43,269.48

Second: Selectman McGarry

Discussion: The chairman apologized for the hiccup.

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

Signatures/Correspondence:

The chairman stated that in Signatures and Correspondence, they have a number of items which he had printed and will try to do these in order that they are on the vote sheet and he was looking at the D-Town item and asked the town administrator what was the item that he was referring to because he had printed the personnel action request, the Wheelabrator request, the Assessing request but he didn't see anything relevant or specific to D-Town.

Mr. Harrington stated that D-Town was one of the plowing contracts.

Chairman Robertson stated that this is where he was mixed up, he did have that then.

Mr. Harrington stated that the next item on the voting list was the Wheelabrator amendment.

Chairman Robertson stated that the Wheelabrator amendment, which is the third amendment to the waste disposal agreement and this is essentially continuing the town's agreement with Wheelabrator for five years; that term being from March 16th, 2021 to March 15th, 2026, basically, the town's third renewal term.

Mr. Harrington stated that Rick Pelletier has reviewed this and he is in agreement with it.

Chairman Robertson stated that he didn't believe that they had any other vendors that are more competitive or interested in talking to them about this as well.

Mr. Harrington stated that Mr. Pelletier's recommendation was to stay with Wheelabrator which would be their best bet.

The chairman stated that they could use a motion to renew the third renewal agreement with Wheelabrator and it is a five-year contract.

Motion: Selectman McGarry moves to renew the contract and authorize the chair to sign

Second: Selectwoman McHugh

Discussion:

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

Mr. Harrington stated that Alden Dill has joined the meeting. **(8:01 minutes into meeting audio)**

Chairman Robertson stated that he is going to move to the plowing contracts and he believed that they had all eleven contractors that have agreed to work with the town, that being D-Town, East Coast Signals, and those are both single vehicles, Deerfield Sand and Gravel, that is two vehicles, Gary Sanborn, Mark Tibbetts, Jonathan Winslow, Kevin Young and Waldo Twombly, all with one vehicle each and Kevin Fisher with two vehicles.

He continued that he did know if people had a chance to review these contracts that have been put before them?

Selectman Dill stated that his issue is this cutting-edge end of things. He didn't know what they wanted to do about this. They didn't talk about it at the original meeting. Steve brought it up the other day. It's not in the contract and the couple people that he has talked to about this have given him answers that they didn't know that the town was pulling that in it so either it has to be in the contract or they have to have something written saying that they are not doing the cutting edges.

Selectwoman McHugh stated that she agreed. She stated that she had talked to a couple of people and either they didn't know about it or they knew about it two days after they signed their contract.

Selectman Dill stated that they all knew about the \$20.00 an hour increase but this seems to be not as well known.

Chairman Robertson asked the Board if they wanted to hold off and have an addendum to the contracts before they finalize them, understanding that if they run into a snow situation before they get a chance to meet and sign them, they might be at a lost but they have already come out once for salting so he would assume that they would come out in the next week.

Vice Chairman Pitman stated that it was kind of a sad state of affairs because \$20.00 was given and then when they found out that this wasn't part of the commission to do it and they pulled this cutting-edge deal; they are trying to sweeten the pie a little bit. It is just not right.

Selectwoman McHugh stated that she just wanted to clarify too, she went back and she did not see, Steve told them about this and he didn't. She didn't find it.

Selectman Dill stated that he didn't remember and the vice chairman stated that it was never brought up. Selectman Dill agreed. He remembered the conversation that they had to go up in price so that they were equal or at least close to the neighboring towns. That was all that they discussed. Others agreed.

Chairman Robertson stated that there are two things that they need to focus on. One is they asked Steve to come back to the Board with the rate schedule. That didn't happen and he came back after he offered the \$20.00 increase to these folks and clearly, they weren't communicated with about not paying for the cutting edges either.

That said, he thought that their rates were probably not in a bad place, given the state rates and he knew that Cindy had shared with him the rates from Nottingham as well. He thought that their rates are fairly sound and in a good place but he didn't know what the Board's pleasure is regarding the cutting edges and if that is something that they want to act on at this point and add an addendum to the winter contractor agreements?

Selectman McGarry stated that he thought that it was necessary.

Vice Chairman Pitman stated that they could split the difference with them. The town employees used to change them for them. Maybe because of this malfunction, the town could supply the labor to do it and have the contractor supply the cutting edges or the town supplies the cutting edge and the contractor put it on themselves.

Chairman Robertson asked if the Board was in agreement with one of those options that the vice chairman suggested be a good way to go.

Selectman Dill stated that he didn't know. He was with Selectman McGarry with this. If the trade off is going to be a higher rate and the town isn't doing the cutting edges, he thought that they had to let everyone know that. He assumed that they would all come back but if that is what the road agent is telling them that is what the deal is, it has

to be spelled out and just do it but he wanted it in the contract. He didn't want it said that it was done at a meeting that he was at and go ahead with that.

Vice Chairman Pitman stated that they couldn't put it in the contract as the contractors have signed them. They would have to redo them all and maybe that is what has to be done. He is not saying that it doesn't have to be done, he is saying that it isn't right.

Chairman Robertson stated that basically, they were discussing, based on Alden's recommendation, is that they have the specific addendum to the contract before the Board signs it acknowledging that they either are/are not providing cutting edges and he didn't know what the Board's pleasure was at this point.

Selectman Dill stated that Selectwoman McHugh brought that up that they never said that they were, in this contract it doesn't say that they were providing it, or that in last year's contract, it didn't say that they were providing it, the town just was.

Selectwoman McHugh stated that it kind of aggravates her too, that this was two or three meetings ago and she thought that they were going to add it to the contracts and then they get the contracts in late and it still isn't in there.

Mr. Harrington stated that he believed that at that time, the contracts had already been mailed out well before that discussion.

(Couldn't understand the vice chairman's comment)

Selectman McHugh stated that she agreed and it needs to be in writing somewhere so that everybody sees it.

Another on the Board agreed.

Chairman Robertson asked what they would like to be put in writing, some sort of mediation as the vice chairman had said or just simply put in the contract that as an addendum before they sign them, they are not providing cutting edges?

Vice Chairman Pitman stated that he told the Board that the \$20.00 covers the cutting edges and that is why he did it. He stated that this is what he said.

Selectman Dill stated that this is kind of on the road agent's recommendation. This is not just something that the five of them cooked up. He stated that if they are going to do it then do a clean break and state that they are on their own for cutting edges and installation.

Vice Chairman Pitman added that this is on the request of the road agent. This is nothing to do with the Board.

Chairman Robertson asked if someone could make that a motion?

Motion: Selectman Dill moves to add an addendum to the plow contracts to say that contractors are now liable for replacing their own cutting edges as needed per the road agent's recommendation

Second: Selectman McGarry

Discussion: Plowing contractors are responsible for installation and replacement of their own cutting edges per the road agent is the new motion by Selectman Dill and seconded by Selectman McGarry

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

Mr. Harrington stated that he would write up an addendum and have Mr. Lemay send it out to the current, contracted plowers.

Vice Chairman asked the chairman if he noticed on the plowing contracts that only one had an insurance. Is Pete holding the certificates?

Mr. Harrington stated that is one of the many documents that Mr. Lemay collects. He wouldn't have sent them forward if he didn't have all the paperwork and so the vice chairman remarked that they were all good and Mr. Harrington agreed that they were.

Mr. Harrington continued that once that he gets all the addendums signed, he will bring the completed contracts with the addendum back to the Board for signatures and vote?

Vice Chairman Pitman stated that they need to know that they are good to go if the weather changes next week and the chairman stated that he thought that was exactly the way to proceed, as quickly as possible.

Mr. Harrington stated that he would get that out to them tomorrow.

Chairman Robertson stated that they were moving on and that they had the two Board letters. One to the Deerfield Fair Association Board and one to Mark Young, thanking him for his work with the grader and the Deerfield Fair Association, obviously thanking them for the use of the facilities and the building for the polling places.

Chairman Robertson asked if everyone was good with the letters and all agreed. Mr. Harrington can forward them for e-signatures tomorrow and they can those out.

Chairman Robertson stated that they had paperwork from Assessing. They have three cemetery plots.

The first is in consideration to \$200.00 paid to it, Ronald and Jane Boucher, with a mailing address of 23 Birch Road, Deerfield, NH and is looking for Lot R1 on the plan of said cemetery recorded in the town. This is basically for Jane Boucher. It is in Old Center Cemetery.

Motion: Vice Chairman Pitman moves to approve the sale of cemetery plot R1 in Old Center Cemetery to Jane Boucher

Second: Selectman Dill

Discussion:

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

He continued that they also had a request for Lot A4 in Old Center Cemetery from Ronald McPherson, Jr. and Dolores McPherson with an address of 23 Triangle Park Drive, Concord, NH.

Motion: Vice Chairman Pitman moves to approve the sale of Lot A4 in Old Center Cemetery to Ronald and Dolores McPherson, Jr

Second: Selectman Dill

Discussion:

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

He stated that they had a third cemetery lot plan and this is Lot A3 in Old Center Cemetery and this is being requested by Ronald McPherson, III and Denise McPherson with a mailing address of 32 Meetinghouse Hill Road, Deerfield, NH.

Motion: Vice Chairman Pitman moves to approve the sale of Lot A3 to Ronald and Denise McPherson, III

Second: Selectman Dill

Discussion:

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

The chairman stated that they had two timber tax levies.

The first is for Ann Marzio, LLC with a mailing address of 217 Middle Road in Deerfield, NH and this is a timber tax levy in the amount of \$3,973.45 and they needed a motion to levy said tax.

Motion: Selectman Dill moves to levy the timber tax from Ann Marzio, LLC in the amount of \$3,973.45

Second: Selectwoman McHugh

Discussion:

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

The chairman stated that they had a second timber tax levy and this is for Sean Labrie of 26 Nottingham Road in the amount of \$1,063.92.

Motion: Selectman Dill moves to levy the timber tax in the amount of \$1,063.92 from Sea Labrie

Second: Vice Chairman Pitman

Discussion:

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

The chairman stated that they also had a personnel action request and this was based on the recommendation of Richard Pelletier. He has advised that he would like to hire Marie A. Bolster to be a part-time employee at the transfer station at a rate of \$15.00 per hour and they would need a motion to move forward with this hire.

Motion: Selectman Dill moves to hire Marie Bolster to the part-time position at the transfer station for the starting salary of \$15.00 per hour

Second: Selectwoman McHugh

Discussion: Vice Chairman Pitman stated that it was a good choice.

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

Chairman Robertson stated that at this point, he would move to the Town Administrator's Report

Town Administrator's Report:

Mr. Harrington stated that he had just a couple of items tonight.

He wanted to announce to the Board that they are anticipating the new town clerk/tax collector door to be opened the week of December 7th and just to reiterate, that the Board decided to do at their previous meeting, that anyone utilizing the lobby going forward until further notice, that masks will be required when coming into the building and the lobby will be limited to two patrons at a time.

In discussion with the town clerk, they thought that it would be a good idea to leave the walk-up window available to patrons who choose not to come in even though it is available. That way folks can still stay outside and be serviced by the town clerk/tax collector. They thought that this was a good idea to leave in place.

Just to let folks know that have not seen it, the paving came out very nicely. That is all set and ready to go. The only thing left is there is a few things to button up on the inside for detail work which Ray is working on but like he said, they are looking forward to a December 7th opening and Kelly will promote it on her webpage and they will put it on the town webpage as well.

Vice Chairman Pitman asked if they needed all of this week and all of next week to get it ready and Mr. Harrington stated that likely not but they didn't want to cut it too short in case any things came up unexpectedly and they didn't want to promote an opening and not actually have it ready.

Mr. Harrington stated that this was all he had for this week.

Unfinished/New/Old Business:

The chairman stated that they had a couple of items on the agenda and he didn't know if members had other topics that they would like to address.

If not, he would move onto the default budget and he asked the town administrator if they had a default budget calculated at this point and he answered that they did. That was part of an email that was sent out a number of days ago but he did have a number for them if they would like.

The default budget is \$4,006,418.00.

The chairman stated moving on from the default budget, they needed to determine what direction they wanted to move in, in regard to warrant articles. He has talked a little bit with Mr. Harrington. He thought that perhaps, less warrant articles in hopes of passing the budget might be better than more warrant articles this year. He didn't know the rest of the Board feels about that.

They had a few things that they definitely needed to include. Obviously, they are committed to include a police department warrant article.

They may well want to include an ash tree removal warrant article as they have discussed at previous meetings and he thought that the Board has expressed general support for a warrant article for highway improvement as well going into the next year. He didn't know how the rest of the Board felt.

His thought is, that they have included the laundry list of capital reserve-type warrant articles years prior, half a dozen of them or so and he was wondering that, given the circumstances of this year, maybe they want to cut back on some

of the lesser, more non-specific warrant articles that they typically float and focus on the warrant articles that are important to the Board and important to the well-being of the town.

Selectman Dill asked what they think, roughly, and he was thinking about \$200,000.00 for the roads, but on the ash tree removal, what are they thinking, \$50,000.00-\$100,000.00 on that.

Chairman Robertson stated that he didn't have a hard and fast figure but he thought that it was important that they put something there. He believed that the highway agent was going to get back to them after he spoke with Eversource about what their remedial plans were and what they may be putting forth. He knew that they have been doing a lot of roadwork in town right up through today and he wasn't quite sure what their plans were but they certainly have a huge number of completely blonded ash trees at this point and they are starting to come down.

Selectman Dill stated that right now, they are cutting just on the powerline side. It's not like last year when they had that extra crew going around town that were cutting on the non-power line side. He stated that he has talked to Asplundh a number of times and they said that they didn't know who that local crew was or when they are coming back so he didn't think that they should hold their breath on that one.

Chairman Robertson stated that it isn't a number that they need to hammer down tonight specifically, but he just wanted to get a feeling from the Board and the direction that they wanted to move regarding warrant articles.

Selectwoman McHugh stated that she agreed. She stated that they needed to shave a lot of things off of it that they don't obviously need this year. They could put it back on after this year is over.

Vice Chairman Pitman stated that they definitely want to start with the police, jump to the ash trees and he didn't think that they should be doing any road work other than maintenance next year. He knew that they had to put in the winter sand one, check that out but they had to get it bared down as things aren't rosy right now and it is getting worse.

Selectman Dill stated that the plan was to put the road warrant article through to try to get through some of the recommendations from the SNHPC plan doc.

Vice Chairman Pitman stated that if they aren't going to sponsor them, then it isn't doing any good.

Selectman Dill asked which ones does the Board think that they should ditch?

Chairman Robertson stated that definitely not necessarily the snow removal but they have a number of fire apparatus, rescue apparatus, and either they sort of double up on the fire and rescue and they have an equipment warrant article and then a separate apparatus warrant article. He didn't think it was necessarily clear to the voters exactly what they are doing with a large number of those when they look for three, \$50,000.00 or \$15,000.00 to just sort continue the funds.

Vice Chairman Pitman stated to the chairman that they had a little time and the chairman agreed that they did and that they didn't have to nail down specifics or numbers but he thought that the general direction that he was thinking anyway was that they pare down that list of warrant articles that they present down to the things that really matter and are really going to benefit the town.

Selectman McGarry stated that he would go along with that.

Selectman Dill stated that it would be helpful if the road agent could give them some numbers too. They ought to pass that along.

Chairman Robertson stated that if a \$50,000.00 or a \$100,000.00 road improvement warrant article would take care of some specific thing, that might be includable if they decided they didn't want to go for a \$250,000.00 kind of nebulas one, then so be it.

Selectman Dill asked Selectwoman McHugh if there was anything that the Fire Department was going to put in a warrant article on or any other departments?

Chairman Robertson stated that he hasn't had any specifics yet from the fire department or the rescue department with what they might be looking for.

Selectwoman McHugh stated that she would like to say, the reason that they doubled up and there wasn't one before but the rescue vehicle is being used as a (couldn't understand) vehicle and that is going to die soon. She thought that they should curb the use of that vehicle in order to get as much as they could out of it so that is why there are two for rescue so that they replace that vehicle. That was a capital improvement to replace that vehicle.

Selectman Dill asked how much would one of those cost, \$500,000.00?

Selectman McHugh stated that it depends if they wanted to go with an ambulance or another medical van. It would depend. Years ago, when they were looking at an ambulance, they were looking around \$160,000.00 for an ambulance and that was a few years back.

When they were putting money away for the LifePak15 and the Lucas and they have the Lucas and they have the LifePak15 and the vehicle was the only thing left that rescue really needed.

She just wanted to state that. If they bring it back next year, it will be all one.

Selectman Dill added that they also have the contract expiring for our ambulance.

Chairman Robertson stated that this is certainly something that they could talk about with Matt and maybe it is a good idea to get him in to the next meeting and ask him specifics about what he is thinking about warrant articles and what is most important to them.

He continued that he thought that they were all in agreement that essentially, the warrant articles that they can eliminate, they probably should and focus on the very basic things that they need.

Chairman Robertson asked at this point if there was any other business.

Selectman Dill asked Mr. Harrington if he got a letter out to the apartment on Church and 107 and Mr. Harrington replied that he did. He just wanted to keep hammering on that because he thought that it was the worse intersection that they have sight-wise, because of parking.

Selectwoman McHugh stated that she looked at that yesterday and she knows the kid that was parking his big truck there and he was asked to park it somewhere else which was fine but it is not those trucks, it is the vehicles that are parked after the bush.

Chairman Robertson stated that they may need to look at the vehicles parked in front of the Lion too as that is a dangerous situation also as it blocks view and the people that are parking directly in front of the building can't open the door to their vehicle without being in traffic and he wasn't sure if those were official parking spots by virtue of the state highway setback or not but it maybe something that they may need to look at.

The chairman stated that if there was no other business at this point, and he didn't believe that they needed a non-public, he would look to Citizen's Comments and he will make sure that he stays on the line for at least 20 seconds to make sure that they recognize anyone that wishes to speak.

Motion: Vice Chairman Pitman moves to adjourn

Second: Selectman Dill

Discussion:

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

Next Meeting: Monday, November 30, 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*