

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
December 29, 2021
MINUTES**

Call to Order

5:30 pm – Chairman McGarry called the meeting to order

Present: Fred McGarry, Chairman, Richard Pitman, Vice Chairman, Alden Dill, Cynthia McHugh and Dwight Barnes, Selectmen.

Pledge of Allegiance to the Flag

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

PD RFQ/RFP Bidder Qualification Review; Schedule Bidder Interviews:

Chairman McGarry: All right. The next item we have is the police department rfs and hopefully everyone had an opportunity to take a look at them.

Do we want to go through and each of us list our scores? Do you want to start, Dwight or.?

Selectman Dill: Did we all score them?

Selectman Barnes: I'll start.

Do you want me to speak to any of the ...?

Chairman McGarry: Yeah, if you'd like.

Selectman Barnes: All right. I'll just kind of go through what I put down.

The Company Background Material:

I thought they both had significant construction experience and they both have been in business for almost five decades so I gave them fives, the two of them there.

What I found here was that they have significant fire facility experience; not necessarily with police departments.

Over the last five years, Hutter's got two police renovations and one new construction. \$1.1 million, 5.8 and 10 million and the two police renovations were in Massachusetts for what that's worth and they do not actually have any public safety experience in conjunction with Warren Street. Everything that was listed, the work they did, have done with Warren Street, none of its public safety related.

Ekman, over the last five years, one new police construction which was Plaistow and the only other one they're involved with is the pre-bond situation with Candia and that police construction in Plaistow was \$6.5 million so I gave the slight edge to Hutter in that department although again, they, neither one of them really have a whole lot of experience with police departments.

Key staff experience:

Hutter identified the fact that Nels would be the director of preconstruction services and the project manager, Joe, did have experience with the Ashby, Mass. public safety facility which was one of the ones that I mentioned before.

As far as the key staff experience goes, with Ekman, principal there, John, is expected to be involved throughout the project and Preston would be involved through the pre-vote phase. He'd be the contact for the pre-bond vote phase of it and, they were both involved with Brookline and Plaistow.

So, Hutter didn't really, aside from Nels, they didn't identify specific people that would be working on the project.

Local knowledge:

Hutter, they made reference to the fact that the school was going to be involved in some work along with the town here in Deerfield.

Ekman, their local connection would be the fact that Keach would be the civil engineer on the job here and I thought it was kind of neat that they detailed the Primex study on the police department in their work and they also had, as you saw, the layout of the spot across the street and all that stuff so I thought they did, give them credit for doing their homework in that department.

Quality of Proposal and Ability to Perform:

Were they told to keep it under 40 pages?

Chairman McGarry: Yeah right, 40 or fewer.

Selectman Barnes: Okay, well Hutter was 47 pages. Ekman was 31. Hutter was a good-sized book.

I mean, both of the proposals are very nice. You know, really these are, for all intents and purposes, advertising pieces that we read through so I think the references are a key.

I mean, they're both big. They're both capable. I reached out to an individual that was involved in Hutter's construction of that church in Manchester. \$2.0 million dollar project and they had really nice things to say about the process and the people that they dealt with.

They worked well with them. They listened to them. Some of the parishioners had some thought and ideas about different things and they took, you know, they listened and paid attention to that sort of stuff so that, you know, I thought that was pretty good.

And also, the references that John was able to contact, I thought, leaned kind of in Hutter's favor.

And, Hutter also works with T.F. Moran who I know to be a pretty good company so if you want a number, I got 55 to 45, Hutter over Ekman.

Chairman McGarry: 55 for Hutter.

Selectman Barnes: 45 for Ekman.

Chairman McGarry: Alden.

Selectman Dill: Well, I didn't go through and score them.

Chairman McGarry: Oh, you didn't.

Selectman Dill: A little too engineerish for me. I read them both.

Chairman McGarry: Sorry about that.

Selectman Dill: Don't worry about it. I understand where you're coming from.

I read them both. Initially, I was impressed by the fact that Ekman is working next door in Candia. Thought that would help. Hutter came off as a much bigger organization but then I read them again and then I read the Brookline references and unless these numbers come out completely wacky on the quote, I would have to go with Hutter.

I don't, I think it's a much bigger company which I don't necessarily think is a plus for us but I think on the other hand, they've done way more construction experience and I was much more impressed by their overall list of achievements whereas the Ekman seemed to be pushing the Plaistow job again and again and again and again and again which doesn't have much actual relevance for what we're doing.

It seemed quite large whereas with the Hutter, you had the boss going, I mean the Webster and Canterbury stuff which I thought fell more in line with the size job that we were going to do.

So, they're not close, you know. It's not like we can all pile in the town vehicle and drive over and see him but I mean, my position was I was going to lean towards Hutter on that one. Give it like a 73.

Chairman McGarry: Cindy.

Selectwoman McHugh: I didn't, I left it all in my car.

Reading through it, I have to agree, they both have great backgrounds and I liked the Ekman too until I read their references but I'm not so sure. I mean, there was really only one reference there besides Candia and that wasn't a very good one.

The rest of them were voice mail, correct? So, yeah, I'd have to go with Hutter, too looking at their projects and they were closer to what we're looking to do.

Chairman McGarry: Dick.

Vice Chairman Pitman: I'm going to get shot. I didn't see the thing from John before I did it which I'm glad I didn't because I took, I went by what was in each envelope per se. I went 72-63, for Eckman.

Chairman McGarry: 72 for Eckman.

Selectman Dill: Who gets the extra five percent?

Vice Chairman Pitman: 63 on Hutter.

Both, I know a lot of the jobs they were on and they all make sense. I just thought Hutter was a little scary, how big they were for what we need to do.

I think they both came in with a great proposal. I can't believe the homework they put into it. We don't bid jobs like that very often.

Selectwoman McHugh: But, are we going to have interviews with each of these? Is that ...

Chairman McGarry: Well, I guess that's what we'll decide on, I guess we can probably, you can probably take and open the ...

Selectman Dill: We, we need your numbers, Fred.

Chairman McGarry: Yeah, I know.

Vice Chairman Pitman: Help me out here.

Chairman McGarry: All right. I, going through with, as Dwight did on company background, I gave a slight, I gave five points to Hutter and four points to Eckman.

Public Safety Experience: I had; I gave a little bit more towards Eckman; 18 versus 15. My comment was Warren Street had more experience with police than what Hutter did and I think that's kind of what Alden was saying.

On key staff experience, I gave 23 points to Eckman and 21 points to Hutter.

On local knowledge, and this is probably what separates the two for me because Eckman went through and looked at the site across the street and made some comments and really, Hutter didn't do a heck of a lot so I gave five points to Eckman and one point to Hutter.

And, quality of proposal, I gave five to Eckman and four to Hutter.

And, when you get down to references, I gave 15 to Eckman but 20 to Hutter based on what John had. I had, I've got a project in Plaistow that I went down and checked on. I was hoping to try to talk to somebody in Plaistow with regard to their public safety building and the person who I was expecting to talk with was on vacation so it took care of that.

So, when you tally them all up, I had 70 for Eckman and 66 for Hutter and now with Alden and Cindy's preferences to Hutter, that pretty much swings it towards Hutter. At least, that's what my, obviously, my mind was, I was very close

and Dick wasn't too far behind me so and the question ends up being do we want to, do we want to have interviews with the two before we open the price proposals or do we want to just say the heck with the interviews because the views that we have here and we'll just open them up and assuming one isn't way the heck out of proportion to the other, would end up going with Hutter, I guess.

Selectman Dill: I mean, the thing that really struck me was the Brookline reference but like Cindy said, if John called four and one project hasn't started yet and the other two, we got voice mails, it's, it is kind of a rough ...

Vice Chairman Pitman: We need to put John's thing away and look at what we got and then get the prices.

Chairman McGarry: We got 20 points going to the references and ...

Vice Chairman Pitman: Right. Weren't they in here?

Selectwoman McHugh: Did I miss why we didn't get any for Hutter?

Selectman Dill: No, we did. On the other side.

Selectwoman McHugh: Where was that on my email?

Selectman Dill: But it was just, you know, if one job comes back with significant building issues, I mean, that's the big thing that swung me there.

Chairman McGarry: Right.

Selectman Barnes: And how the issues were handled.

Selectman Dill: Yes.

Chairman McGarry: Right.

Selectman Barnes: Didn't sound like they were handled all that well. I mean, they're definitely close. I mean it's a pretty close race here, I'd say for sure.

Vice Chairman Pitman: The price will probably play into it, won't it?

Chairman McGarry: Yeah, it will.

So, do you want to open that or do you want to have interviews or what do you want to do?

Selectman Dill: I'd like to see the prices myself and see if we're in the ballpark.

Chairman McGarry: Everybody else the same.

Selectman Barnes: Yeah, that's fine.

I did have a question. Eckman, like you said, did a good job looking at across the street. They put a fair amount of work into that.

Hutter had that same information?

Chairman McGarry: Yeah.

Selectman Barnes: Okay, so how much of across the street is going to be reflected in the pricing here?

Chairman McGarry: Don't know.

Selectman Dill: Are we absolutely wedded to across the street or where are we at with that now?

Chairman McGarry: That's one thing I'd like to be able to talk to whoever we choose is across the street and the other possibility is between, is basically the property owned by the fire association.

Vice Chairman Pitman: Right.

Chairman McGarry: And where the, a police station could be fit in their area and then, would have to talk about compensating the fire association for that land.

Selectwoman McHugh: I don't know if that would be even be big enough.

Chairman McGarry: I don't know either.

Selectwoman McHugh: It's only that piece right there from between the fire house and then back to the poles and stone walls so that's

Chairman McGarry: Because we could have them just take a quick look at that to see if that at all could work out and obviously if it couldn't, then we'd go with the, what we have across the street because I don't know if we have anything else.

Selectman Dill: We just sold the piece down on 107 and we, and there's the school piece. I'm just saying what there is Cindy.

Selectman Barnes: John, do we have any other options?

Mr. Harrington: Not that I'm aware of right now.

Selectman Dill: Because we just ditched a bunch at the auction.

Chairman McGarry: John and I had talked about the possibility of putting it where the highway garage is and move the highway garage someplace else. The only problem is then we two votes that would have to depend upon and if we didn't get both of them, then we'd be out of luck.

Selectman Dill: I did find it interesting though that that's what Canterbury did and you know, and maybe that is time for us to take more of a long-term approach to all our buildings because I believe it was Hutter that did that, that they moved buildings around, uses of buildings around in town and that did cross my mind is build the police station down there and then move the highway shed up to Brown Road or wherever and have central locations for stuff.'

But you're right, then we're into a major, two-step job.

Selectman Barnes: And a ballot. I really like the sound of that concept.

Selectman Dill: In the perfect world, it would be nice.

Selectwoman McHugh: The moving, moving the building.

Selectman Dill: Because the highway shed is getting older ...

Chairman McGarry: Right.

Selectman Dill: I mean, it's not a great structure to begin with and in a perfect world, I think that would be my choice.

Selectwoman McHugh: You just spent \$20,000.00 on the salt shed.

Chairman McGarry: Okay, I guess we open them up.

Selectwoman McHugh: I agree but we just spent all that money in the salt shed. I wonder if it's moveable?

Chairman McGarry: All right. We've got a couple of numbers here.

This is Hutter. The design services fee was \$65,000.00. This is for Warren Street and then for, and then they've got \$13,500.00 for Moran for preconstruction. An additional \$12,000.00 for permitting and construction documents and hopefully somebody's writing all these down because I'm not calculating them.

And then we have Moran for structural schematic design, \$1,500.00, structural design development, \$7,200.00, structural construction documents, \$3,300.00 for a total on that aspect of \$12,000.00.

Selectman Barnes: So that don't have a bottom line there, Fred?

Chairman McGarry: Yeah, so we got \$90,000.00?

Selectwoman McHugh: You got \$90,000.00?

Vice Chairman Pitman: \$99,000.00.

Chairman McGarry: That's \$99,000.00?

Vice Chairman Pitman: Basically.

Chairman McGarry: Okay.

Selectman Dill: Yeah, I've got \$102,250.00 or \$102,500.00 but that's ...

Vice Chairman Pitman: I don't know how many we added in with those eight points...

Selectman Dill: Yeah, exactly. Yeah, exactly somewhere in that.

Vice Chairman Pitman: Right around 100.

Chairman McGarry: Well, there's another piece in here, too which they don't break out. It's, this is on Warren Street and has designed bidding, construction administration and post services fees and they got 27.5 for that but all we're looking at right now is coming up to the point of doing the design so some of this stuff would be following into the construction phase and I don't know how I would like to break it out.

Vice Chairman Pitman: Do you want to take it and email us with your ...

Chairman McGarry: Yeah, I can do that.

Vice Chairman Pitman: So, we get it right.

Chairman McGarry: Yeah.

And then Eckman is \$129,250.00 total so that's architectural design, structural engineering design, mechanical, electrical, plumbing.

Vice Chairman Pitman: So that's much more than what they have.

Chairman McGarry: Yeah. Site design, geotechnical testing, cost estimating and mileage.

And then they say additional services and fees for the construction phase would be required as part of the total project which, yeah, that's true.

These items would be included in the construction cost estimate which would require voter approval. That's standard.

Vice Chairman Pitman: So, they've got all this design work figured in the 129 where Hutter was just up to a point.

Chairman McGarry: Well, no, well it's got Moran and then Moran Structural. Moran Structural is \$12,000.00. Moran's design and design costs would be another \$12,000.00 and their pre-construction they show is \$13,500.00.

So, Moran is \$37,500.00. Hutter is \$65,000.00 plus some piece of \$27,500.00.

Selectman Dill: Pretty close really.

Chairman McGarry: Yeah, they're pretty close. The \$102,500.00 is what I've got on the design coming up to ...

Selectman Dill: But may or may not include that \$27,000.00.

Chairman McGarry: There's a piece in that \$27,500.00 that which would be in the design but they don't break it out so the question ends up being, do we want to, want to sit down and talk with them and say, okay, what do you, what's included in here because I know that where they broke it out, bidding and construction administration is, would be a substantial chunk of that \$27,500.00 and that's all after the design has been completed.

Selectman Dill: Okay.

Chairman McGarry: Before we actually go to construction.

Selectman Dill: But all that structural stuff and permitting and stuff is part of the design.

Chairman McGarry: Right.

Vice Chairman Pitman: So, it looks like we're looking at a minimum of \$130,000.00.

Selectwoman McHugh: \$120,000.00?

Vice Chairman Pitman: Between the two.

Chairman McGarry: Well, if we went...

Vice Chairman Pitman: Because he's going overkill, but I mean we can't kind of cut ourselves short.

Selectwoman McHugh: What was the original people we talked to, their price? Do we have that?

Mr. Harrington: Groen?

Chairman McGarry: Yeah, Groen didn't give us a,

Selectwoman McHugh: They gave us a price. They sent us an agreement so ...

Chairman McGarry: Right, but that was ...

Mr. Harrington: That was just to get the design and engineering done.

Chairman McGarry: No, it wasn't even that.

Mr. Harrington: It wasn't even that. It was pre-construction.

Chairman McGarry: It was to kind of lead us through and before we actually even got to the design.

Mr. Harrington: Right.

Chairman McGarry: So, I think their proposal was going to be to bring us up to the selling up to the, to getting the vote for the design and they didn't have a price for the design.

And then Barker, don't, I forget what his price was for design.

Mr. Harrington: His preliminary quote, 2.4 ...

Chairman McGarry: Yeah, but the design cost wasn't ...

Mr. Harrington: I don't remember that.

Chairman McGarry: Okay.

So, what do you want to do?

Selectman Dill: I was really hoping there'd be a bigger discrepancy in those two.

Chairman McGarry: Bigger difference, yeah.

Selectwoman McHugh: One's just detailed out more than the other.

Chairman McGarry: Right.

And I think probably for purposes of the budget committee, we're probably looking at, as Dick was saying, \$130,000.00 and that would cover them both.

Selectman Dill: Yeah. What would say Dick, not to exceed?

Vice Chairman Pitman: Yes. Because I'm sure they would if they knew that's what it was but I mean, Fred and I are in the minority as far as Eckman. Maybe you want to get Hutter in here and see what they really do come in at and have them get back to us with a ...

Chairman McGarry: We can ask them for a breakdown on this \$27,500.00 and what's in the design and what's bidding and construction. We can do that. You want to do that?

Selectman Dill: I think, I wasn't at the last budget meeting because I was doing a COVID booster recovery that day but Zach was going to ask them to see if they could push the public hearing back one week.

Didn't fly? Okay, John's shaking his head. Never mind.

Mr. Harrington: It's going to be the 12th.

Selectman Dill: Okay. Because it sounded like the school was having a time crunch on their big bond issue as well.

I mean ...

Vice Chairman Pitman: What do you think, Dwight?

Selectman Barnes: I don't know. No construction guy.

Chairman McGarry: Does anybody want to take a look at these?

Selectman Barnes: Yes.

Selectman Barnes: So, Candia is going to, they're voting on this at their town meeting, right?

Chairman McGarry: That's what it says.

Selectman Dill: The way I read it, yeah, they haven't started building or anything like that.

Chairman McGarry: No.

Selectman Dill: Really trying to figure out if that's a big plus or ...

Chairman McGarry: Having Candia?

Selectman Dill: Yeah. I mean, it's nearby but at the same time, I could see that not helping.

Selectman Barnes: Not helping that they're the next town over?

Selectman Dill: Yeah, I can see it just actually splitting the time of the contractors because it's the next town over rather than expediting the process of you know, everybody being close.

I could see it going either way, I guess, is what I'm saying. It could either be a big plus or a negative.

Vice Chairman Pitman: What do you think, Fred?

Chairman McGarry: Well, from a price, from the price standpoint, you would be, I would say that Hutter is going to be a little cheaper than Eckman. That's my read on that.

Even though we got that \$27,000.00 in question marks but you have to be aware that they'll, they would be involved during the construction and also part of the bidding process as well and whenever, all the projects that I've worked on where we did design and then construction, the bidding was always part of the construction. Never part of the design because you never know if ...

Vice Chairman Pitman: Right.

Chairman McGarry: That, nobody, if they're going to proceed with the project.

Selectman Dill: So, just so I'm on the same page, we're going to, what we're doing right now is a warrant article for the 130 ...

Chairman McGarry: Right.

Selectman Dill: To design.

Chairman McGarry: Right.

Selectman Dill: And once we get a design, then we go back next year and say this is the design, yes or now, on the cost, right?

Chairman McGarry: Right.

Vice Chairman Pitman: How much do we have left, John, or Fred, from ...

Chairman McGarry: \$30,000.00, \$35,000.00, is it?

Vice Chairman Pitman: So, when we take that off this price now ...

Mr. Harrington: \$35,388.00.

Vice Chairman Pitman: We really could be under 100 for the warrant article.

Chairman McGarry: That's true.

Selectman Barnes: What's that 35?

Mr. Harrington: \$35,388.00

Selectman Barnes: What is that?

Mr. Harrington: That is the balance of the police department building trust fund.

Vice Chairman Pitman: It was already, had it approved.

Selectman Dill: So that we voted, was that last year or the year before?

Selectwoman McHugh: The year before.

Multiple members of the Board: The year before.

Selectman Barnes: So, question Fred, how indicative is the total price of the project? Can it be based off of this information here?

So, I mean, this really doesn't tell us much about the total price of the project, does it?

Chairman McGarry: No, not all.

Selectwoman McHugh: We wouldn't find that out until the design is complete, correct?

Chairman McGarry: Yes.

Selectman Dill: And we're not going to bid that out, right? We're just going to go with the design.

Chairman McGarry: Yeah, we would end up going with whoever we choose here because we're setting ourselves up for this whole process of which one of these two, we do choose.

Mr. Harrington: So, if you consider the \$35,000.00 that's already in the account, you would probably be fine putting in the warrant article for \$95,000.00 and still have a little bit extra.

Chairman McGarry: Right. And then \$95,000.00 might be easier to, for people to take rather than ...

Selectman Dill: So, this is pretty much the same thing the school's doing right now. They're going to have a design warrant article and then ...

Mr. Harrington: I haven't seen the school's warrant article.

Selectman Dill: Neither had I. I was hoping you had.

Chairman McGarry: My impression was they already have the design done.

Selectman Dill: They have a preliminary design.

Chairman McGarry: It was a preliminary, all right.

Vice Chairman Pitman: So, do we need to even meet with these people if we're going to run with this 95 and put it in if it covers both of them?

Chairman McGarry: Yeah, we have to make a choice, though, as to who we're going to, who we're going to pick.

Vice Chairman Pitman: Right, but that would give you a chance to ...

Chairman McGarry: Oh yeah, we can ...

Selectwoman McHugh: We don't have to do it tomorrow, right?

Vice Chairman Pitman: I'd like to have you go through and really compare apples to apples. They're both capable.

Chairman McGarry: Yeah.

Mr. Harrington: To Dick's questions, what you could do is decide that you want to put the warrant article out for \$95,000.00; finish that language. Complete the entire warrant article. Recommend that. Vote on it and then do some more questioning with the builders and then get back to them you know, within the week.

Vice Chairman Pitman: I'm sure somebody could answer questions and add this up before next Monday.

Chairman McGarry: Yeah, what I could do, I'll c all them, Warren Street, and find out what portion of this is the design

Vice Chairman Pitman: And then with a calculator you can add it up and get it right. I just don't want to go in there with a fictitious number.

Chairman McGarry: No, I agree.

Okay, that's what I'll do and report back to the next meeting on the 3rd. Okay.

Selectman Barnes: Okay, just one more question, Fred?

Chairman McGarry: Dwight?

Selectman Barnes: Does this Board have a number in mind for the total project or what we've been discussing?

Chairman McGarry: Well, we told them in the RFP, that we're looking for something under 2 million.

Selectman Barnes: Okay.

Chairman McGarry: Now, they may come back to us and say for two million, we'll have to give you a pre-fabricated steel structure and we may say, no we don't want that. That's the problem and hopefully on the initial stages on this, we could get an idea as to what they think two million will buy us.

Okay, so I'll call them and talk to them and find out what the breakdown is and report back on our next meeting and then we can decide at that point whether we want to interview.

Because, basically, the 130 covers them both and we can make a decision.

Vice Chairman Pitman: 95.

Chairman McGarry: Yeah, right. 95 plus the 35 covers them both and therefore we can make a final decision at a later date if that's what we want to do.

Vice Chairman Pitman: Sounds good.

Chairman McGarry: Is that all right?

Selectman Dill: Thanks, Fred.

Chairman McGarry: Okay. Do people want copies of these two?

Selectwoman McHugh: I'd like a copy.

Mr. Harrington: I'll scan them in and email them to you.

Vice Chairman Pitman: That would be great.

Mr. Harrington: That way I can get the original back tonight.

Chairman McGarry: All right. What's next on the agenda?

Selectwoman McHugh: Fred, were we told that if we could find a different spot that didn't need so much construction done previous that it could be cheaper?

Chairman McGarry: Yeah, the site work across the way is a good chunk of the price. I think Barker, the first architect that we had, I think he had a price in there of like between \$300,000.00 and \$400,000.00 and if we could find a site that wouldn't require as much site work then yeah, we could save money and that's why I was, that the possibility of if it was feasible at all, the fire department, fire association, we could, to save money on the site work, we could compensate them for the, if we ended up needing that piece of land.

Selectman Dill: And \$400,000.00, it almost seems like you could build most of a highway garage as well.

Chairman McGarry: Oh, yeah.

Mr. Harrington: I don't know if the square footage of that lot would accommodate the current plan plus there's a two-story plan.

Chairman McGarry: Which would mean, like if we, if we don't have two stories, we're going wider.

Mr. Harrington: Correct.

Chairman McGarry: SO that would probably shoot that down.

Selectman Dill: The building settling part on that negative review, kind of scares me across the street. I mean, that's not, that's fill.

Chairman McGarry: Right.

Vice Chairman Pitman: Not where the building's going.

Selectman Dill: Oh, okay.

Vice Chairman Pitman: You're on the hard.

Selectman Dill: Okay.

Vice Chairman Pitman: Where the statute is.

Chairman McGarry: But we would need borings across the way where the building is going just to make sure that we've got solid ground underneath it.

All right. So, I have my homework for me.

Regular Business:

Review of Outstanding Minutes of December 20, 2021

Motion: Selectman Dill moves to approve the minutes as written

Second: Selectwoman McHugh

Discussion:

Mr. Harrington: I do have a correction. Page 14, Line 12 – the vote as recorded is 5 – yay and 0 nay and 0 abstained but if you turn over to page 13, Line 29, you see that it states that Dick left the meeting, so it would be correct as saying 4-0-0.

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

Chairman McGarry: The vote's unanimous.

Vouchers/Payroll Manifest/Accounts Payable Manifest:

Payroll Manifest: \$81,907.71 (gross); \$52,340.00 (net)

Motion: Selectman Dill moves to approve the payroll manifest as presented

Second: Selectwoman McHugh

Discussion:

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

Chairman McGarry: The vote's unanimous.

Accounts Payable Manifest - \$40,100.35

Motion: Selectman Dill moves to approve the accounts payable manifest as presented

Second: Selectwoman McHugh

Discussion:

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

Chairman McGarry: The vote's unanimous.

Signatures/Correspondence:

Chairman McGarry: I was going to say, gee, no solar but I spoke too soon.

Mr. Harrington: You didn't escape.

Chairman McGarry: Fewer than last time, fortunately but ...

Mr. Harrington: Remember, if you flip up the very bottom, it's easier. The McHugh method.

Chairman McGarry: All right. As we did before, I'll give the name and road and also the amount.

Paul and Kathleen Lynch	131 Raymond Road	\$16,800.00
Sharon Godlewski and Melissa Zitch	46 Middle Road	\$15,000.00
Amy and Roger Marquis	11 Perkins Road	\$12,000.00
Boyle Family Homestead Trust	181 Mt. Delight Road	\$ 8,400.00
Peter Lyon	14 Whittier Road	\$36,000.00
Gardner Tree Farm	49 Baker Avenue	\$ 6,000.00

Motion: Vice Chairman Pitman moves to approve the solar exemptions as read by the chairman

Second: Selectman Dill

Discussion:

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

Chairman McGarry: It's a vote unanimous.

Selectman Dill: It reminds me, John, they put the poles on Whittier Road yesterday so you won't get any more calls about that, I assume.

Chairman McGarry: All right. Here we have a personal action request for the interim library director and this is for part-time, ten hours a week at \$24.98 per hour.

This is a proposal by ...

Mr. Harrington: This offer has been made. They haven't seen the contract yet. I believe their plan is to start this person January 3rd to March 3rd as a part-time 10-hour a week position to transition and then after March 3rd, this person will take over as a full-time library director and you'll see another personnel action request to that effect.

Chairman McGarry: Okay.

So, it's an agreement to authorize me to sign on behalf of the Board.

Motion: Vice Chairman Pitman moves to approve the personnel action request for a part-time library director

Second: Selectman Dill

Discussion:

Selectwoman McHugh: Has the library opened full-time?

Mr. Harrington: I believe that the library is open its regular hours.

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

Chairman McGarry: It's a vote unanimous.

Okay, we have a contract with Emergency Education Consultants, LLC. What's this one?

Selectwoman McHugh: This is our training company that comes in and gives the EMS training for once a month.

Chairman McGarry: Oh, okay.

Vice Chairman Pitman: Are you in favor with it?

Selectwoman McHugh: Yes. He's been with us. We've been with him a long time.

Chairman McGarry: For a fee of \$3,800.00. \$3,870.00, \$3,879.00.

Selectwoman McHugh: Yearly.

Chairman McGarry: I'll get it right.

Vice Chairman Pitman: What is it? \$3,870.00?

Chairman McGarry: \$3,879.00.

Motion: Vice Chairman Pitman moves to approve the contract with Emergency Education Consultants, LLC for \$3,879.00

Second: Selectman Dill

Discussion:

Vote: Yea 4, Nay 0, Abstained 1 – Motion Carries

Mr. Harrington: So, it's 4-0-1.

Chairman McGarry: And then we have the questionnaire of which we all received a copy of which was from Plodzik and Sanderson with regard to the

Mr. Harrington: 2021

Chairman McGarry: 2021.

Mr. Harrington: They're getting an early start on it this year.

Chairman McGarry: Okay and just need an authorization for the chair to sign.

Selectwoman McHugh: What is it for?

Mr. Harrington: The audit.

Chairman McGarry: The audit.

Motion: Selectman Dill moves to authorize and have the chair sign for the Board

Second: Selectwoman McHugh

Discussion:

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

Chairman McGarry: It's a vote unanimous.

All right. And then this is a request for encumbrance?

You want to, we want to hang onto that until ...

Mr. Harrington: I would recommend at this time the Board can sign it. The monies we're looking for is \$7,200.00. Ray called six different painting contractors and heard back from one with a contract and a bid which is underneath the encumbrance sheet.

We currently have \$7,200.00 left in the town hall maintenance line and that's what I'm recommending that we encumber. Bring it forward to this, for the spring for one side of the town hall.

Motion: Selectman Dill moves to encumber the \$7,200.00 in the town hall maintenance line for 2022 to pain one side of the town hall

Second: Selectwoman McHugh

Discussion:

Selectwoman McHugh: Didn't we vote to do this already?

Mr. Harrington: You did. That's just the formal document.

Selectwoman McHugh: Okay.

Selectman Dill: Yeah, we discussed it about a month ago or so.

Chairman McGarry: It's Quality Painting.

Vice Chairman Pitman: Good. They're the one that did it before.

Chairman McGarry: David Hanson.

Mr. Harrington: They've done it several years.

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

Selectman Dill: Is that the only encumbrance we have?

Mr. Harrington: Yes.

Chairman McGarry: Oh, well we got one for the Planning Board.

Mr. Harrington: I haven't seen it yet.

Chairman McGarry: You should have a signed contract amendment with Southern NH for \$10,500.00.

Mr. Harrington: Okay.

Chairman McGarry: He was supposed to forward that to you but I guess he didn't.

How much money does the Planning Board have left over?

Mr. Harrington: \$10,241.00.

Chairman McGarry: I guess it's going to be \$10,241.00 rather than \$10,250.00.

Vice Chairman Pitman: That should be all right.

Mr. Harrington: So, as soon as Pete can give me that signed contract, I can get the paperwork...

Selectman Dill: Do we have to vote on that?

Mr. Harrington: Oh, that has to be approved tonight with a signed contract. In order to carry it forward, it has to be before the first of the year.

Chairman McGarry: Right.

Vice Chairman Pitman: We can vote on it now, can't we?

Chairman McGarry: Yeah, I think we can vote on it.

Vice Chairman Pitman: Shouldn't we?

Mr. Harrington: Yeah, you can vote on it and if I can get it, I can send it electronically for signatures out to you hopefully tomorrow.

Selectman Dill: You said it was with Southern NH Planning, right?

Chairman McGarry: Yeah, right.

Selectman Dill: Who we already have a contract with, correct?

Chairman McGarry: Right. That becomes a contract amendment.

Selectman Dill: That's a little easier than if we didn't have a contract.

Chairman McGarry: Oh yeah, for sure.

Motion: Vice Chairman Pitman moves to encumber \$10,241.00 for the Planning Board for the continuance of a contract with Southern NH Planning

Second: Selectman Dill

Discussion:

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

Chairman McGarry: It's a vote unanimous.

Selectman Dill: Anything else, Fred?

Chairman McGarry: That's it, I think. I think that's all I know of.

Mr. Harrington: So, Pete has this signed contract?

Chairman McGarry: Either Pete or Jane, one of the two.

Mr. Harrington: Okay.

I'll check with both, tomorrow.

Chairman McGarry: And, correspondence.

Oh, Thurston Pond Dam.

Selectman Dill: Of course.

Selectwoman McHugh: If it's not the road, it's the dam.

Chairman McGarry: You want to, you know what the total of what we're talking about here in this letter rather than reading it.

Mr. Harrington: That letter is from DES as a result of the complaint that was filed on the cleaning off of the beaver dam on the Thurston Pond Dam and what the complaint essentially says is there was an inspection done. They did notice some washout area on the downstream side of the dam of the north side and the recommendation is that if this is to be done again that it be done with a better plan and as to not cause any erosion downstream.

Chairman McGarry: I'll read that piece.

"This notice of past violation is to inform you the above reference violation has been documented and will be maintained on file at DES.

Future work to remove beaver dam debris should be conducted in a manner which does not impact the spillway and minimizes impacts to the side slopes of the Class VI roadway.

No further action is required at this time relative to the violation and DES will take no further enforcement action at this time."

So that's, that's the important thing. I was concerned that we were going to be looking at a potential fine or something.

All right, so that's good, to have that letter and ...

Mr. Harrington: Rooms and Meals Tax check.

Chairman McGarry: Well, Room's and Meals tax check of \$344,443.64.

Selectman Dill: Those are split out by what, by population?

Mr. Harrington: I don't know.

Selectman Dill: Okay, because I know it's not split out by the amount of revenue Deerfield's kicked into the fund.

Chairman McGarry: I was going to say, that's a lot of hamburgers at the Lazy Lion.

Selectman Dill: That's a busy time at the Lazy Lion.

Mr. Harrington: It likely is population.

Chairman McGarry: And then we have something from Mr. Gatsas and a notice from the Planning Board and an agenda for the Planning Board for January 12th.

That's all we got.

All right. Town administrator's report.

Town Administrator's Report:

Mr. Harrington: Okay, several items here.

First on is the warrant article number six which I believe the Board just discussed when they were reviewing the results of the bidder review.

I have some suggested language for the warrant article now that we have a dollar amount.

"To see if the town will vote to raise and appropriate the sum of \$95,000.00, to be placed in the previously established Police Department Building Expendable Trust Fund. Trust fund for the purpose of having engineering and architectural plans prepared for a new police department building and for the dissemination of information relative to the planning and design of such building."

Basically, I just used the same language, just not to establish.

Chairman McGarry: Right.

Mr. Harrington: And if the Board is good with that language, I will change the warrant and have it available for the Municipal Budget Committee.

Selectwoman McHugh: So, if this doesn't pass, the police station is done?

Chairman McGarry: Well, done for next year, yeah.

Selectman Dill: We have \$35,000.00.

Chairman McGarry: Yeah, right.

Selectman Dill: Yeah, I mean, I don't, but I don't see any other way we could do it, right? I mean it's got to be a warrant article.

Chairman McGarry: Right.

And in the Eckman's proposal there, they did a brief summary of all the points that came up in the Primex report which would probably would be good to be able to use those because they're short and sweet in any campaign that we have going to get this approved.

Selectwoman McHugh: We have the video itself, don't we? We should start pushing that, too.

Mr. Harrington: Oh, the video that the police department produced?

Chairman McGarry: Yeah.

Mr. Harrington: Before we come off this topic, if the Board could do their recommendations.

Chairman McGarry: And do we have a recommendation for the warrant article in the amount of \$95,000?

Show of hands, I guess.

5-0-0 Board of Selectmen recommends.

Mr. Harrington: Thank you.

I'm also looking to get an answer from the Board as to where they would like the location of the deliberative and voting session for the town. That will need to be placed on the warrant article and we need to give Malloy Sound some advance notice and we also need some time for the logistics of moving things if we have to move them.

Vice Chairman Pitman: When does it fit in January?

Selectman Dill: March 8th?

Mr. Harrington: The deliberative session is January 5th, excuse me, February 5th. The first Saturday in February. On February 12th and they at the school may be having it at the school. I haven't had confirmation from that so it may just be the town having their deliberative session and voting at a different location.

Chairman McGarry: So, Don, Don Wyman was okay with doing that, right?

Mr. Harrington: I believe so.

Selectwoman McHugh: He said he was.

Selectman Dill: Yeah, my personal preference is I'd rather have it at the fairgrounds, if possible. It's just more room.

Vice Chairman Pitman: Right.

Chairman McGarry: We're going to make sure; we gave them, we gave the association some compensation for using it last year, right?

I'll make sure we do that again.

Selectwoman McHugh: We, would we have to, we, wouldn't have to do both the upstairs and the downstairs this time, would we?

Selectman Dill: Not for deliberative. We opened downstairs for the Women's Club for the election, which I assume some of those things...

Selectwoman McHugh: Unmasked was downstairs.

Selectman Dill: Oh.

Selectwoman McHugh: But we don't have that issue this year, right?

Vice Chairman Pitman: I think the fair is just going to kind of push just the upstairs.

Selectman Dill: There's no, shoot, I totally forgot about that.

Selectwoman McHugh: But we don't have to have, it's not mandatory to have masks into meetings, our meetings there are ...

Selectman Dill: It's an extension of our meeting here though. I would sure as heck, the reason we're going there is to provide a safer environment, would sure as heck hope that we would have a mask requirement for being in that room even though there's no state mask requirement.

Vice Chairman Pitman: There's no downstairs in the town hall as far as ...

Selectman Dill: You're right there.

Vice Chairman Pitman: So, it's do or die.

Selectwoman McHugh: I mean, we could highly recommend it.

Vice Chairman Pitman: Well, I think we could, have to give them a corner.

Chairman McGarry: Yeah, that's the other possibility.

Vice Chairman Pitman: What are we doing when we vote. They come in that back door and maybe we could do that again like last year.

Chairman McGarry: Maybe we could do that and just stay upstairs.

Vice Chairman Pitman: Just plan on it then upstairs and then bring it up at the meeting.

Chairman McGarry: With a separate microphone.

Mr. Harrington: Yeah, there's some time to work out the logistics and we can talk to find, so Arts and Crafts Building?

Chairman McGarry: Yes.

Mr. Harrington: Okay.

Selectman Barnes: Yes, definitely.

Chairman McGarry: I think we're all in agreement on that.

Mr. Harrington: That'd be for the deliberative and voting?

Chairman McGarry: Yeah.

Mr. Harrington: Okay.

Selectman Dill: And there's no November voting this year, correct?

Chairman McGarry: Right.

Mr. Harrington: I don't believe so.

Selectman Dill: I don't think so.

Chairman McGarry: 2022, yeah.

Selectman Dill: But not this year.

Chairman McGarry: Oh, no.

Mr. Harrington: Well, and I know this is a light year for voting. That's all. I don't know the exact dates.

Chairman McGarry: We got the state election in November.

Mr. Harrington: Okay, that's all I had for this evening.

Chairman McGarry: Okay, we got the draft warrant articles, that's taken care of and we've already decided on the deliberative.

New/Old/Other Business:

Any new business? And we've already taken care of encumbrances.

Any other business?

Nobody as anything?

All right. Citizen's comments.

Citizen's Comments:

From the audience: Happy New Year.

Motion: (couldn't hear who made the motion) at 6:30 pm

Second: Selectman Dill

Discussion:

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

Next Meeting: Monday, January 3, 2022 at 5:30 pm

*The Minutes were transcribed and respectfully submitted by Dianne L. Kimball, Recording Secretary
Pending approval by the Board of Selectmen*