

TOWN OF DEERFIELD  
BOARD OF SELECTMEN  
June 5, 2017  
MINUTES

**Call to Order**

5:30 – Chairman Barry called the meeting to order

**Present:** Stephen Barry, Chairman, Richard Pitman, Vice Chairman, Fred McGarry, Andrew Robertson and Jeff Shute, Selectmen

**Pledge of Allegiance to the Flag**

Chairman Barry asks all to rise and pledge allegiance to the Flag:

**Scheduled Appointments** – Joe Manzi, Parks and Recreation

Mr. Manzi came to talk about a project that he is working on which is the basketball and tennis courts. There have been a lot of bandages over the years but they need to be ground down and have some work done on the cracks and shoring up all over them.

Mr. Manzi put out requests to four companies. Advantage Tennis from Vermont who did the work originally and have done all the band aids over the years was the only one to respond as of now. They came out and put the information together that Mr. Manzi forwarded to Mr. Harrington. Other than that one, Mr. Manzi has reached out to the three other companies and the best he could get back was a call back stating that they couldn't do the project and given out another company to contact of which that company has yet to call back. The project is also posted on the New Hampshire Parks and Recreation Association webpage for anyone there that could offer something.

Numbers from Advantage were as follows. For the basketball and hopscotch area it would be \$2,790.00 and the tennis courts would be \$3,850.00. If both were done at the same time there would be a \$200.00 discount. If allowed to move forward, the money would come from the revolving fund account. Mr. Manzi stated that he would like to move forward so that neither area becomes an eyesore or lost usage for the community. The Board was in favor of moving forward. Selectman McGarry asked what the usage was of the tennis courts. Mr. Manzi stated that it gets pretty good use. He also stated that a few years ago they painted in a pickle ball court which was hot for a while by the general public. It was also stated that the Parks and Recreation programs use both courts as part of their program. Mr. Manzi also added that he has had public input as well as to the condition of the courts and their need for repair.

**Regular Business**

**Review of Outstanding Minutes of May 22, 2017**

**Motion:** Selectman Robertson moves to approve minutes as written

**Second:** Selectman Shute

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

**Accounts Payable Manifest - \$24,705.32**

**Motion:** Vice Chairman Pitman moves to approve

**Second:** Selectman Robertson

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

**Payroll Manifests - \$1,600.00 (1,234.29) Net  
- \$58,284.11 (\$43,123.09) Net**

**Motion:** Vice Chairman Pitman moves to approve both Payroll Manifests

**Second:** Selectman Robertson

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

**Review of Correspondence**

Chairman Barry asked all if they had read the four lighting projects and prices that Mr. Harrington had presented. It was asked if anyone was not in favor of doing the projects. Vice Chairman Pitman asked what the scope of the lighting at the town shed was and was answered it just some interior lighting. He was concerned that the pricing for the town shed was so much lower than the other three projects. Mr. Harrington stated that there had been previous work done at the town shed so there wasn't much left to do.

The Chairman called for a motion to be authorized to sign the agreements. Vice Chairman Pitman asked if this motion would be one motion for all four projects.

**Motion:** Selectman Shute

**Second:** Selectman McGarry

**Discussion:** Vice Chairman Pitman asked if the payment would be a one-time payment. Mr. Harrington stated that there is a whole monthly payment schedule. Once the work is done, each of the four projects has their own payment schedule over a course of months depending on how much energy is saved with that one project. Chairman Pitman asked how that would work with the numbers presented since we wouldn't know how much the town would be paying. Mr. Harrington stated that they wouldn't recognize any payment but the energy savings that would normally be recouped by the town would go towards the payment to Eversource. There would be no money up front and none during the course of the project. Mr. Harrington stated that the town had just finished its first energy audit four months ago and paid the last payment back. This is eventually going to save the town approximately \$4,000.00 a year in energy costs after this is all paid off by updating everything to LED, replacing the halogen lighting, putting in motion detectors in most of the offices and rooms to make everything as energy efficient as possible. It was asked if there was a grant involved. Mr., Harrington stated that Eversource pays half and the town pays half which is what is being paid back by savings from being energy efficient.

Mr. Harrington stated that there is another program which he will be presenting to the Board which will replace all the existing florescent lamps with LED lamps to further save which is a rebate offer through Eversource. It would be separate from the project being presented.

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

Chairman Barry asked if everyone had read the letter regarding the audit that Melanson and Heath would like signed which basically stated that they have done their job.

The Chairman asked for a motion to sign the letter:

**Motion:** Selectman Robertson moves the allow the Chairman to sign the letter

**Second:** Selectman McGarry

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

The Chairman asked for a motion to sign the EMS-535 Financial Budget form for the Town of Deerfield to send the final numbers to the state for 2016

**Motion:** Selectman Robertson moves the allow the Chairman to sign the letter

**Second:** Selectman Shute

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

#### **Pole License Petition – Public Service of NH - pole on South Road in Deerfield.**

Permission to install or replace one pole on South Road

**Motion:** Vice Chairman Pitman moves to approve

**Second:** Selectman Robertson

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

Selectman Robertson asked if it was a matter of practice to submit a petition every time a pole is replaced as he knows that one was replaced on his road. Mr. Harrington stated he would check on the procedure.

Waste Management sent a request to renew the agreement for the two bins outside the G.B. White Building, The Chairman asked if the price was increasing or decreasing. Mr. Harrington stated that the price is going to remain the same for a period of three years and that they are going to give the town a \$200.00 credit for updated paperwork.

The Chairman asked for a motion to allow him to sign the agreement.

**Motion:** Selectman McGarry moves the allow the Chairman to sign the letter

**Second:** Selectman Robertson

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

Primex has sent new contracts for Worker's Compensation and Property and Liability. Selectman Robertson asked if the town had signed into a multi-year agreement with Primex not so long ago. The Chairman stated that the new contracts are for the years 2018-2020. The Chairman requested a motion to sign the contracts.

**Motion:** Vice Chairman Pitman moves the allow the Chairman to sign both three year contracts with Primex

**Second:** Selectman Robertson

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

#### **Notice of Intent to Cut Wood or Timber – Peter Van Berkum, Griffin Road**

Mr. Sidmore would like to meet with the Board of Selectmen to offer an easement to the town to continue using their property as a turnaround for winter plowing when plowing Sweatt Road. Mr. Harrington has talked to Jim Franklin, the land surveyor, and he explains that the Sidmores would like to legally document an easement with the town in order for the town continued use of their property as a turnaround for the plow truck when winter road clearing of Sweatt Road. The reason for the request to meet with the Board is that there are plans in the future to subdivide but in the near future. Should that take place, the family would like to have this easement in writing with the town so not impact the subdivision or future sale of the property, Once accepted by the town, the easement documents would be drawn up by Mr. Franklin and the Sidmores.

Selectman Robertson didn't see an issue with meeting with him. He did ask the Board what the final outcome of the ownership of Sweatt Road according to the Board. Chairman Barry stated that it was researched and the town does own Sweatt Road and that the town would continue to plow the road.

The Chairman asked that a meeting be set up with what was convenient for the Sidmores.

Pleasant Lake Preservation Association had questions about the grant that they had told the Town about. Basically they were asking who was going to file the plan and who was going to pay the \$100.00 fee. It was stated that the Town would do the work but that the Association would need to take care of the filing and any fees. The road agent is ready to work with them. It was stated for the record that it is the Gulf Road Mitigation Project and that the project has the Board's full support. It is for the storm water, restoration of shoreline and stabilization project on Gulf Road.

Selectman Robertson thought that the Town would need to file the application. Their understanding is that the Town would be the applicant and PLPA (Pleasant Lake Preservation Association) would be the agent and who should pay the fee. Vice Chairman stated that the Town should file the plan and also pay the \$100.00 as it is the Town's road. Finally the PLPA understands that the Town would need to secure an excavation permit from the NHDOT District 6 office. Chairman Barry asked Mr. Harrington to look into the excavation permit to see what we need from the PLPA.

**Abutters Notification of Wetlands Permit Application** - The letter is to inform the Town that the Northern Pass Transmission, LLC has submitted a Wetlands Permit Application to excavate soil test pits on a property that abuts Town property. Under State Law RSA 482-a:3 IDN1 the project is required to notify the Town of the application which proposes the excavation of test pits at two locations on the property to acquire information that is necessary for the final design of the Northern Pass project components. Once it is filed the permit application, including plans that show the proposed test pit locations will be available for viewing at the city or town clerk's office in the city or town where the proposed project is located, at the NHDES offices by scheduling a review by calling or online at nh.gov.

Selectman Robertson asked if the Planning Board had received a copy of the notice and was stated that yes they had already received it. Mr. Harrington stated that five copies were brought into the Town Clerk's Office and Kevin Barry had to sign and distribute them. Selectman Robertson's concern was to make sure that the Planning Board had been notified.

It was asked which property it was concerning and it was noted from the notification that it is at the substation on Cate Road.

Chairman Barry stated that the application was quite detailed and is available for anyone to look at. Selectman McGarry stated that it was a standard wetland application.

### **Town Administrator's Report**

Mr. Harrington stated that the LED boards are up and functioning.

The remodel of the ADA bathroom on the main floor has begun. It is the last of the bathroom remodels. He noted that it would be out of service for several weeks. Mr. Harrington is looking into the cost of an ADA approved portable toilet to have outside so the community still has access should they need it. It will be located outside the tax collector's door.

Selectman stated that the Board still had to congratulate Mr. Harrington for obtaining the LED displays.

A request from the town administrator and the building inspector was received to review the town's permit fees as they seem to be way off scale. The proposed fee structure was supplied to the Board,

Selectman Robertson stated that after reviewing the proposed fee structure, he feels comfortable in going forward with it as he feels that it isn't at the top of the range. Chairman Barry stated that he feels the Town has been way behind in its building fees.

In discussion, Vice Chairman Pitman stated that there should be an agricultural rate for building being built such as a barn as the structure would be much easier to inspect as normally they are nothing but a shell.

Mr. Harrington stated that the new schedule categories were based on the old but it could definitely be added.

It was suggested that the Board hold off approving until such a category be added. Examples given of such structures were riding arenas and barns, both of which are easy to inspect but cover a large area.

**Unfinished/New/Old Business:**

Vice Chairman Pitman asked when the cistern was going out to bid. Mr. Harrington stated that the cistern had been ordered and was waiting to be delivered. Vice Chairman Pitman stated that he was asked when and where the new cistern was going to be placed. He had responded to the concern party that it hadn't even gone out to bid so there was no need to worry about where it was going at the present. Selectman Robertson stated that he hadn't seen anything about a bid process only information to do with the warrant article. Selectman McGarry stated that he would like to see the plans for the installation. Vice Chairman Pitman also stated that townspeople were also suggesting that maybe the cistern should be located across from the G.B. White Building so that it could be service the town offices, the Lion and such. Mr. Harrington will get back to the Board with the information requested.

**Motion:** Vice Chairman Pitman made a motion to go into Non-public session under RSA 91-A:3, II (c)

**Second:** Selectman Robertson

**Vote:** Yea 5, Nay 0, Abstained 0

Chairman Barry stated that no action was taken in the non-public session

**Motion:** Vice Chairman Pitman moves to seal the minutes

**Second:** Selectman McGarry

**Vote:** Yea 5, Nay 0, Abstained 0

The Board of Selectman would like to announce their candidate for Fire Chief upon the retirement of the current fire chief. The Board has been in discussions with Matt Fisher, an EMS qualified, firefighter with the Deerfield Fire Department for 16 years and he has agreed to have his name submitted as a candidate for fire chief. At this time would like to ask the Deerfield Fire Association and the Deerfield Rescue Squad Association to make their recommendations for our candidate and once they are received, it will be made official for the year 2018 and forward. The Board greatly appreciated his acceptance of the position. It was asked when the recommendations would be due back to the Board and it was stated that July 1<sup>st</sup> would be the deadline for any recommendations. The Board is acting on promises made to both boards that the Select Board would give them a vocal opportunity to comment on who will be appointed fire chief,

**Citizen's Comments**

None

Motion: Selectman Robertson moves to adjourn

Second: Selectman McGarry

Vote: Yea 5, Nay 0, Abstained 0

**Next Meeting: Monday, June 19, 2017 – 5:30 p.m.**

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