

**TOWN OF DEERFIELD  
BOARD OF SELECTMEN  
April 29, 2019  
MINUTES**

**Call to Order**

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

**Present:** Andrew Robertson, Chairman; Richard Pitman, Vice Chairman. Fred McGarry, Jeff Shute and Cindy McHugh, Selectpersons.

**Pledge of Allegiance to the Flag**

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

**Bid Opening:**

**Reclaim and pave Parade Road and Nottingham Road:**

**R & D Paving:**

Reclaiming - \$0.67 per sq. yd.  
Paving        \$65.79 per sq. yd.  
Hand work paving - \$118.00 per ton

It was noted that they included their certificate of insurance in the packet.

**Continental Paving:**

Reclaiming - \$1.00 per sq. yd - \$ 14,666.00  
Paving        \$72.00 per ton    - \$158,040.00  
Total of Quote:                \$165,506.00

**Highway Winter Sand (only bid):**

**Earth Northeast, Earth Mechanics:**

Screened and delivered:        \$9.88 per ton, 12.35 cu yds.=1.25 ton

To be delivered to the Deerfield Town Garage in triaxle or dump trailers with no restriction on dates of delivery. Need 48 hours from time of order to begin delivery.

**Highway reconstruction materials:**

**Earth Northeast, Earth Mechanics: All to be delivered to various road sites within the town of Deerfield using triaxles or dump trailers. Needs 48 hours from time of placement of order to begin delivery.**

1½" processed gravel	\$11.48 ton, \$ 7.22 per cubic yard
¾" processed gravel	\$12.18 ton, \$18.27 per cubic yard
3" minus bank run	\$10.48 ton, \$14.67 per cubic yard

**Deerfield Sand and Gravel: Quantities are subject to availability. Pit hours are from 7:00 am to 4:00 pm and 24-7 access in emergencies.**

**Onsite Pickup:**

¾" crushed gravel	\$ 8.35 ton
1½" crushed gravel	\$ 8.25 ton
3" minus	\$ 8.10 ton
¾" crushed stone	\$ 11.40 ton
1½" crushed stone	\$ 11.00 ton

6" minus crushed stone	\$ 10.50 ton
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Delivery:

3/4" crushed gravel	\$ 11.10 ton
1½" crushed gravel	\$ 11.00 ton
3" minus	\$ 10.85 ton
¾" crushed stone	\$ 13.40 ton
1½" crushed stone	\$ 13.00 ton
6" minus crushed stone	\$ 12.50 ton

**Roadside Mowing:**

**Sewall Enterprises, Newmarket, NH**

1 tractor with boom mower and 1 tractor with side cutter \$8,500.00

**Talco Enterprises, Nottingham, NH gave two quotes as follows:**

Offset 72" flail mower mounted on large John Deere tractor	\$7,497.00
60" rotary boom mounted on large John Deere tractor	\$8,840.00

**Motion:** Vice Chairman Pitman moves to give the quotes to the road agent to review and get back to the Board by next Monday

**Second:** Selectman McGarry

**Discussion:** The road agent stated that he was going to look at the bids at this meeting and get back to the Board tonight.

Chairman Robertson stated that was fine if the road agent was comfortable with that.

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

**Bid Opening – Town mowing: buildings/grounds, transfer station, water holes and cisterns, athletic fields.**

**Buildings and Grounds:**

**Blue Sky Landscaping:**

G.B. White Building	\$ 810.00
Town Hall	\$ 500.00
Library	\$ 540.00
Library hedges	\$ 300.00
Monument Hill	\$ 270.00
South Fire Station	\$ 800.00
Gazebo area	\$1,600.00
Veasey Park	<u>\$ 400.00</u>
Total	\$5,200.00 for season

It was noted that Blue Sky Landscaping also included their insurance information

**Mark Tibbetts:**

G.B. White Building	\$ 65.00
Town Hall	\$ 30.00
Library	\$ 40.00
Monument Hill	\$ 30.00
South Fire Station	\$ 35.00
Gazebo area	\$ 90.00
Veasey Park	<u>\$ 35.00</u>
Total	\$ 325.00 per mowing x 18 to 20 times per season
	\$5,850 - \$6,500 per season depending how many times mowed
Library hedges	\$240.00 per season

**Duress Landscaping and Maintenance:**

G.B. White Building	\$ 5,600.00
Town Hall	\$ 1,960.00
Library	\$ 1,540.00
Library hedges	\$ 1,575.00
Monument Hill	\$ 1,540.00
South Fire Station	\$ 1,400.00
Gazebo area	\$ 6,300.00
Veasey Park	<u>\$ 1,400.00</u>
Total	\$19,740.00 for season

**ASAP Landscaping and Design:**

G.B. White Building	\$ 1,430.00
Town Hall	\$ 2,600.00
Library	\$ 1,950.00
Library hedges	\$ 300.00
Monument Hill	\$ 910.00
South Fire Station	\$ 1,300.00
Gazebo area	\$ 2,600.00
Veasey Park	<u>\$ 910.00</u>
Total	\$12,000.00 for season

**TNT Landscaping:**

G.B. White Building	\$ 5,200.00
Town Hall	\$ 3,250.00
Library	\$ 1,300.00
Library hedges	\$ 300.00
Monument Hill	\$ 1,300.00
South Fire Station	\$ 1,300.00
Gazebo area	\$ 5,200.00
Veasey Park	<u>\$ 1,875.00</u>
Total	\$19,725.00 for season (based on 26 mowings except for Veasey which is 25 mowings)

**Cisterns and Water Holes: 14 water holes and 11 cisterns to be mowed or trimmed around.**

<b>Blue Sky Landscaping</b>	\$187.00 per site per season for a total of \$4,675.00
<b>Mark Tibbetts</b>	\$380.00 per site, every three weeks noting that it would be 8 sites per week on a rotating basis every three weeks.
<b>TNT Landscaping</b>	\$3,000.00 – 8 mowings per site for the year.
<b>Duress Landscaping</b>	\$2,800.00

**Transfer Station and Transfer Station Hill: Mowing and trimmings. The transfer station hill will be mowed and trimmed as determined by the town.**

<b>Mark Tibbetts</b>	\$40.00 per mowing, weekly with an estimate of \$900.00 total allowing for two mowing of the transfer station hill
<b>Blue Sky Landscaping</b>	\$50.00 per mowing of the transfer station (18 mowings) – total of \$900.00 \$350.00 per mowing of the transfer station hill (2 mowings) – total of \$700.00 with a grand total of \$1,600.00
<b>TNT Landscaping</b>	\$125.00 per mowing of transfer station for a total of \$3,250.00 \$750.00 per mowing of transfer station hill for a total of \$1,500.00 Grand total of \$4,750.00

**Athletic Fields – mowing and trimming (Hartford Brook Athletic Field complex and Bicentennial Athletic Field complex to be down weekly)**

**TNT Landscaping**

Hartford Brook - \$10,400.00 based on 32 mowings  
Bicentennial Field - \$9,600.00 based on 32 mowings  
Total Bid: \$20,000.00

**Blue Sky Landscaping**

\$1,980.00 for Hartford Brook sport fields  
\$2,300.00 for the Bicentennial sport fields  
Total of \$4,280.00

**ASAP Landscape and Design**

Their quote included thatching the athletic fields prior to the first snow which they stated they were in serious need of as well as mulch the front beds at the town hall and prune shrubs and hedges

Hartford Brook fields \$5,850.00  
Bicentennial fields \$5,200.00  
Total \$11,050.00

Quote is based on a total of 26 mowings per season. Additional mowing, if needed, will still be included in above price.

Chairman Robertson stated that he thought that this concluded the bids.

**Motion:** Vice Chairman Pitman moves to turn the bids over to the facilities supervisor to analyze and get back to the Board by Monday, May 6th

**Second:** Selectman Shute

**Discussion:**

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

Serita Frey – DCC – Mathes Easement signing:

Chairman Robertson stated that he had Eric Berglund and Nancy Mathes in attendance as well as Dan Kern in reference to the Mathes Conservation Easement.

Mr. Berglund stated that Ms. Frey couldn't be there tonight as she had a sudden change in her business schedule. She is out of town.

He continued that the reason that he was there is that Nancy Mathes has donated an easement on her land on North Road just beyond Freese's Pond.

There was a public hearing on the 15<sup>th</sup> of April to seek input in this transaction as well as they had to do this as there is money being spent by the Conservation Commission. It is not clear if it is a requirement but they are taking the strong step in case something comes up.

The purpose for them to be there is to give the Board a copy of the conservation easement to sign. When that is done, he thought that Mr. Kern was going to take the paperwork to the county and record it.

Selectman McGarry asked how many acres the easement was to which it was answered appropriately 58 acres. That combined with the land that the town has makes for a nice conservation area. With this easement there will be over 100 acres in conservation.

Mr. Berglund showed the Board a map which noted other conservation easements within that area.

Chairman Robertson added that the whole block would be contiguous to the school property where the school's cross country and nature trails are located.

**Motion:** Selectman McGarry moves to sign and accept the Nancy Mathes North Road Conservation Easement as donated by Nancy Mathes

**Second:** Selectman Shute

**Discussion:**

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

Mr. Kern asked if he could speak briefly to thank Nancy Mathes and her family for the conservation easement for Bear Paw and the Town of Deerfield. It is a very generous offer and a great 50-acre property plus frontage on North Road. There is a lot of wetlands associated with the Lamprey River so they were very excited when Ms. Mathes approached them about the donation and wanted to make sure that they stated publicly how grateful they were.

Chairman Robertson stated that the Board would like to thank Ms. Mathes and recognizes the value of the gift and will most likely will be providing a letter and some other thanks as well publicly.

**Regular Business:**

**Review of Outstanding Minutes:**

**Public hearing for Rainbow Bridge Proposal of 4/15/2019**

**Motion:** Vice Chairman Pitman moves to approve the minutes of the Public Hearing for Rainbow Bridge

**Second:** Selectwoman McHugh

**Discussion:**

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

**Select Board minutes of 4/15/2019**

**Motion:** Selectman McGarry moves to approve the Board of Selectmen's minutes of 4/15/2019

**Second:** Selectman Shute

**Discussion:**

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

**Accounts Payable Manifest - \$60,088.67**

**Motion:** Vice Chairman Pitman moves to approve the accounts payable manifest as presented

**Second:** Selectman McGarry

**Discussion:**

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

Chairman Robertson stated for the record that there was a payroll manifest for 4/22/2019 that was signed previously by a majority of the Board for the net total of \$46,694.80.

Chairman Robertson stated that before they start with the signature folder, he had noticed that the road agent has come back again and he didn't know if the road agent wanted to make his recommendations.

Mr. Young, road agent, stated that after reviewing the bids, for the paving, he recommends R & D Paving for the job. They were \$6.21 less on the hot top mix and .33 less on the reclaim, so he would recommend them.

**Motion:** Vice Chairman Pitman moves to accept the bid from R & D Paving for the upcoming paving season

**Second:** Selectman Shute

**Discussion:**

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

On reconstruction materials, they haul 95 percent of their own materials anyways, adding that into the equation, Deerfield Sand and Gravel is by far the better rate. On the 1 ½", they are saving \$3.23 per ton and \$3.83 per ton of ¾ so he would recommend Deerfield Sand and Gravel for the season's reconstruction materials.

**Motion:** Vice Chairman Pitman moves to accept the recommendation of the road agent for reconstruction materials from Deerfield Sand and Gravel.

**Second:** Selectman McGarry

**Discussion:**

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

Winter Sand was easy and the road agent recommended Earth. The highway department used them last year and its outstanding material.

**Motion:** Vice Chairman Pitman moves to accept the bid from Earth NE, Earth Mechanics

**Second:** Selectman McGarry

**Discussion:** Chairman Robertson stated that that was the only bid that was received.

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

Mr. Young stated that roadside mowing was a little tough.

Sewall was giving them two tractors for less money than Talco's boom mower. They are a little bit more money than if they just went with the flail mower but he thought for the price, two tractors with the boom mower and the fact that they did the mowing last year and did one of the best jobs the town has ever gotten so he would recommend Sewall for the roadside mowing.

**Motion:** Vice Chairman Pitman moves to accept the bid from Sewall Enterprises for \$8,500.00

**Second:** Selectman McGarry

**Discussion:**

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

Deerfield Historical Society request for tax exemption.

It has been submitted a couple of times. The first time it was submitted as being an educational organization to which Ms. Sanborn and Avitar felt was the wrong category.

They have resubmitted as a charitable organization. Avitar Assessing has recommended that the town deny the exemption this year because they missed the cutoff date or the occupation date.

It was the Chairman's understanding that the property was not in use or occupied for the purposes applied for, as of April 1<sup>st</sup>, 2019. It is stated that they are supposed to be using the building or occupying it for the purpose that is specified by April 1<sup>st</sup> in order to apply for the exemption.

The Board of Selectmen has the ability to override the assessors and asked what the Board's pleasure would be.

Vice Chairman Pitman asked the chairman what the dollar difference would be. Would it be nothing?

Chairman Robertson stated after looking at the correspondence, that they would be looking for an exemption for property taxes and that is allowed under the state RSA's.

The stipulation that is holding up Avitar is that the Historical Society applied for this on April 15<sup>th</sup> and the building was not occupied as of April 1<sup>st</sup> because they are in the process of making improvements and updates to the building.

Selectman Shute asked if they were looking just for the first half of the taxes to which the Chairman thought that was what they were looking for but he assumes that they would also want to carry that forward.

Chairman Robertson stated that the Board could deny, approve for the second half, approve.

Vice Chairman Pitman asked if they would come back to the Board if they were denied to which the Chairman stated that he thought that it would have to go to the BTLA but possibly could come back to the Board.

Selectman Shute asked if the building was all owned by the Historical Society to which the Chairman stated that they had for a little while. It is the old shoe factory across from The Lion.

Vice Chairman Pitman stated that they had been working on it last fall and therefore it surprises him that they didn't get the paperwork in.

Chairman Pitman thought that there were some safety improvements and conditions and issues with the interior of the building that has prevented them from opening it to the public and having exhibits and such in there.

Selectman Shute stated that they usually go with Avitar's recommendation but that he would recommend that the Board allow the exemption.

**Motion:** Selectman Shute moves to allow the exemption for the Deerfield Historical Society

**Second:** Vice Chairman Pitman

**Discussion:**

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

Chairman Robertson stated that he would note, that they are past discussion, but that property had been vacant for quite some time and he thought that it was a benefit to the town to have somebody in there improving the property.

Land Use Change Tax – Thomas Buffington – 99 South Road, \$199.00

**Motion:** Vice Chairman Pitman moves to collect the land use change tax

**Second:** Selectman McGarry

**Discussion:**

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

Application for a Veteran's Tax Credit - \$500.00 – David Renkey, Jr. – Map 419, Lot 27, Lot 35

**Motion:** Vice Chairman Pitman moves to approve the Veteran's Tax Credit for \$500.00

**Second:** Selectman Shute

**Discussion:**

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

Service Agreement between the Town of Deerfield and Ruth Hammerhand – Cleaning for the G.B. White Building

Chairman Robertson stated that they had lost the contractor that had been cleaning the G.B. White Building and he stated that he would let Mr. Harrington speak to this.

He would note that this is 12 hours of work on a weekly basis. Cleaning hours would be Monday, 4:30 pm – 7:30 pm, Wednesday, 4:30 pm to 7:30 pm and Thursday from 1:00 pm to 7:00 pm.

Weekly duties would be to dust, wipe, clean all horizontal surfaces including fixtures, window sills, furniture, etc., dust low areas, picture frames, miniblinds, spot clean and remove all marks from floors and walls when needed. Monthly high dusting of items not done on a daily basis, clean glass and interior windows and clean all ceiling vents.

It would also include cleaning the bathrooms, garbage, entrance doors and such.

Chairman Robertson asked if Mr. Harrington would speak as to how they arrived at this situation to which he did.

Mr. Harrington stated that they had a company for several years cleaning the G.B. White building. They have had difficulty keeping people in that position due to the location and travel and just low job rate. They have had in the past, over five different cleaners that have come and gone.

The company has just recently been bought out by a national group and the one cleaning was just a satellite office. They came and talked to the town a few weeks ago indicating that for the last two months they have had difficulty finding someone to fill this position. They have had managers coming in and doing the cleaning.

They decided amicably to part ways. The company had been advertising for the position locally in the Communicator for several months and had no takers as well.

He stated had had this lady call. She had left a business card on the bulletin board at the G.B. White. She came in and met with Ray Ellis and himself. They toured the building and is willing to do the remaining eight months of the service agreement for slightly less than the town was paying the previous vendor.

The anticipation is that at the end of this year, the town would put it out to bid for next year and she would be welcome to bid at that time but is willing to take the remaining months and would recommend her highly. He has met with her several times. She has passed background checks and is willing to sign an agreement to finish the year.

**Motion:** Vice Chairman Pitman moves to hire Ruth Hammerhand for the remaining of the cleaning contract

**Second:** Selectman McGarry

**Discussion:**

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

The next two items come from the Heritage Commission and this is the Heritage Commission looking to appoint two members who are Richard Boisvert and Errol Rows.

He stated that he was at the Heritage Commission meeting as the Board of Selectmen's representative and can ascertain that they were indeed nominated and brought forward by the Commission.

**Motion:** Selectman McGarry moves to appoint Richard Boisvert and Errol Rows to the Heritage Commission

**Second:** Selectman Shute

**Discussion:**

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

Chairman Robertson stated that there was no correspondence in the signature file that needed their attention but that he would state that the town had received the official equalized assessed valuation for 2018 from the Department of Revenue Administration. He stated that he would read those values for the public record.

\$638,390,404.00 with utilities

\$601,735,438.00 without utilities

\$638,320,250.00 is the base valuation used for debt ceiling limits and was signed by Linda Kennedy of the Equalization Bureau.

He would also note, that they all got letters from Rockingham County Meals on Wheels Program asking them to participate in the 16<sup>th</sup> Annual March for Meals campaign. He didn't see the date but there is some information attached with a web address and a number to call if folks are interested.

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

Mr. Harrington stated that he had several items tonight.

One item that he wanted to know is if the Board wanted to go ahead with the RFB's for the G.B. White roof replacement and town hall painting. They had a quote last year of \$58,000.00 for the G.B. White building. That would be the second and third sections and \$10,000.00 for the town hall painting. Both of these proposals would come out of the Municipal Building Trust Fund.

The roof just continues to leak. It has been looked at multiple times and has reached its warranty period. It has been patched quite a number of times and the only remedy at this time is to take it off and put a new roof on.

As for the town hall, we are a year behind in getting it done. What is up now is the back.

Selectman Shute asked again what sections to which Mr. Harrington stated that it would be is this section and the section over the police/town clerk.

Discussion among board members continued but wasn't audible on the audio recording other than it was asked about the quotes to which Mr. Harrington stated that he could show the members of the Board the quotes that he had.

Chairman Robertson asked if the Board was comfortable with moving forward pending the review from Selectman Shute to which it was agreed.

Mr. Harrington stated that next, he would like to move forward, with the Board's permission, to transfer \$65,000.00 from the Winter Road Trust Fund to offset expenses from the highway road winter costs.

The contract line, the sand line and the salt lines are all over-expended at this point.

Chairman Robertson asked if the Board was in general agreement to which they were. That is what it was created for.

Mr. Harrington stated that they all got a copy of the Primex report. They came around town and were shown the highway department by Carl Oehler to do a risk analysis. Nothing that they found did not meet their recommendations but they did have some long-term recommendations.

There were three items. The highway department has waste oil barrels at the back of one of the bays. They recommended a barrier to prevent any vehicles from accidentally damaging the barrels and having a spill.

Also, it was recommended to put in a containment area which basically is a raised platform to put the barrels on should there be a leak so it would go into the containment area rather than onto the ground.

Third, a long-term goal, which is to install a sprinkler system. He has to send back a reply to Primex by October and will put in there that the town will be planning on that but it will be a long-term fiscal item.

The other two items, he has talked with the highway agent and will probably be taken care of this year which will resolve those two recommendations.

The cemetery bids will be forthcoming. They were delayed because they are still negotiating with the vendors that did apply and will bring those to the Board when they recommend a cleaner.

Mr. Harrington stated that if he could have a minute, he would like to read something from Denny Greig which is a public thank you to everybody that participated over the weekend.

"Thank you one and all. Thank you to all of you wonderful residents who participated in the town-wide cleanup and luncheon on Saturday.



Special thanks to the highway department's Matt and Paul Kimball who kept our crew safe and picked up our blue bags of trash.

We are grateful to the police chief, Gary Duquette, officers Alex Molan and Lucas Bernier, who also pitched in on the cleanup.

Everyone enjoyed a great lunch thanks to the Blue Bowl, the Lazy Lion, Judy and George Marshall, Paula Ducharno, Sherry Dombrowski and Lucy and Melissa Zikes.

Finally, a shout out and thank you to the many town residents who work to keep our Deerfield roads clear of litter all year long.

New Hampshire, the Beautiful provides us the blue bags and if you would like trash bags to tackle the roads near your home, you are welcome to pick them up at the town offices.

Signed Denny Greig"

#### **Unfinished Business:**

Selectman McGarry stated that this is old business.

The last meeting, they had talked about contacting Southern NH Planning Commission with developing a road surface assessment evaluation program.

He stated that he did send an email to them and what he got back was that there will be some costs associated with it. It would be a 50/50 cost sharing, 50 percent the town and 50 percent, SNHPC. They are going to get back to him with what the cost would be.

Chairman Robertson stated that something that maybe himself or Mr. Harrington could check is that he had a recollection of the NHDOT doing town wide surveys as well but a little less formal than the pavement density and quality studies the planning commission has done. That might be a lower cost option if the other seems prohibitive.

Selectwoman McHugh asked when someone takes a vacation in the office, do we have somebody that duplicates their job? For instance, the A/P records weren't put out on time. Does somebody cover the accountant's job when he's not here?

Mr. Harrington stated that currently that don't have someone to take over accounts payable. It was thought that payroll was a more important item.

At the time the bookkeeper took a vacation, there hadn't been a lot of invoices that had come in so it was doubled up and put in this week.

Her next question was when the RFPs go out to bid, where to they go? Do they just go to our website, do they go to the newspaper?

Mr. Harrington stated that they go on the website, they go on Facebook, they go on the NH Municipal Association forum, they are physically posted at the G.B. White Building, post office and library.

Selectwoman McHugh stated that it seemed that they didn't get a lot of bids for paving.

Mr. Harrington stated that they were posted in all those places and everybody sees the NH Municipal Association that are looking for bids.

Selectman McHugh asked why they couldn't post it in the Union Leader.

Mr. Harrington stated that believe it or not posting in the paper is not economical as it used to be and very cost prohibitive and the circulation isn't as much.

It's expensive and we could.

Selectwoman McHugh stated that its expense and she is going back to the cascade system. People don't look at people's websites for bids, big companies don't.

Chairman Robertson stated that he could speak from some experience with this. Paving companies and road reconstruction material companies certainly look at town websites and the NH Municipal Association postings.

The cascade is likely a different matter. He knew that the reconstruction and materials guys are all over that. They are considerably larger contracts so that's one of the reasons that they are all over it.

Selectwoman McHugh stated that if they could save money that it would cover the costs of advertising.

Vice Chairman Pitman asked if it would be appropriate for the assistant to send out postcards to previous bidders?

Selectman Shute stated that you have to be careful with that so that you don't leave people out.

Mr. Harrington stated that his experience with bidding is that you run a fine line with sending out invitations to certain people. If someone would come forward and challenge a bid award that didn't get a post card or a letter, they would have grounds to call for an appeal. That is his only concern and reluctance to send out letters even to former vendors that you have worked with unless you can guarantee that you have contacted every available person in the surrounding area, you need to give everyone an equal footing.

Chairman Robertson stated that their activity in the past has been if they have put out an RFP and gotten no bids, they have then mailed to people who might be interested. He thought that they could certainly on a go forward basis, if they are putting out RFP's, they could decide if it is going to be their best interest to put it in the Union Leader as opposed to and could discuss it before they are put out.

He thought that for the gravel and the paving, he thought that they would be relatively safe and most of these people know what the other folks are providing as quotes. They don't necessarily get so many for paving.

Selectman McGarry stated that he and Selectman Shute, in their experience, they are very shy, very hesitate to send out letters because of the potential of protest by somebody that didn't get a letter.

Chairman Robertson stated that they could certainly consider, as they approach the bid process, they could decide whether they will advertise in the local newspaper or not. He thought that they had decided at one point. They used to do it on a blanket basis and they weren't getting bids, particularly with road side mowing there were a couple of times that they didn't get any bids or only one bid and they had spent several hundred dollars for the advertisement so they had decided to do away with the newspaper advertising.

The Board sees value in it, particularly, like it was mentioned, the cascade system. That might be something that we need to advertise properly.

Selectwoman McHugh also noted that some people didn't bid or that person was called after the bid or they didn't know anything about it.

Chairman Robertson asked when the next round of RFP's going out which will be for the fuel bidding to which Mr. Harrington stated that yes it will be for fuel.

Chairman Robertson stated that when they get closer to that, the Board can decide whether to advertise in the newspapers as well as the places that they are currently using now.

Mr. Harrington added that the process is not hard, it is just the cost. It is not a hard process to put something into the paper.

Vice Chairman Pitman asked Mr. Harrington what the answer was to Selectwoman McHugh's question about a backup bookkeeper to which Mr. Harrington stated that this is something that they are working on. He currently has someone that is being trained but not fully trained to take over the accounts payable. Payroll they can do and the accounts payable is next. Accounts payable is a little more involved.

Chairman Robertson asked if there was a time estimate as to when they will be trained to which Mr. Harrington stated that they would probably have someone to fill that position as backup this year.

#### **New Business:**

PSNH Appeal to BTLA.

This is the advice of counsel and if everyone saw Mr. Harrington's comments on this, it was forwarded by counsel as something to consider but didn't see much value in it. He didn't know if the Board had any comments on it.

#### **Other Business:**

Vice Chairman Pitman stated that he didn't have any other business except that at the bottom of the agenda it states that the next meeting is on May 13<sup>th</sup> but he thought that they were having a meeting on the 6<sup>th</sup> to which Mr. Harrington stated that there is a special public hearing on the 6<sup>th</sup>.

Chairman Robertson stated that he went to the Heritage Commission meeting last week or the week before.

One of things that the Heritage Commission was concerned about was that the Planning Board, the Zoning Board and the Select Board know that Deerfield has a historic district designation for the Church Street area.

He had been contacted prior to the meeting as to why the Planning Board, the Zoning Board and the Select Board weren't more conscious of this and he pointed out that his understanding of this was that we were actually listed as a historic district on the National Register of Historic Places which has no particular local teeth.

Essentially, what that means is, that if federal agencies or business or individuals partnering with a federal agency want to change a building or put a new building in the historic district, they have to comply with certain criteria to do that. It has no affect on individual property owners, local property owners, local zoning or planning regulation.

He stated that they met and everyone came to an understanding as to that is what they had.

They do know that it is important to note that there is actually a historic district in town that is listed on the national registry. The town doesn't have a locally recognized historic district and they don't have a state wide recognized historic district.

They wanted to get that word out and the Historic Commission and he thought that they will be reaching out by mail to the Board of Selectmen, the Planning Board and the Zoning Board to make sure all three boards are aware that we are listed on the National Historic Registry as having a historic district.

Selectman McGarry stated that the Planning Board, at one point, was looking to establish a village district which included some guidelines regarding the construction of buildings and within the village district conceivably, they could act on establishing a two step process which would include having a Historic Commission appointed by the select board and that would have to be done with a vote at town meeting to establish it.

Chairman Robertson stated that the town has actually done, in preparation based on some phone calls that he got prior to the meeting, and with doing a little digging, the Heritage Commission was initially a Historic District Commission that was authorized by town meeting under the appropriate RSA.

Subsequently, another RSA was introduced to allow you to convert your Historic District Commission to a Heritage Commission which gives the Heritage Commission the ability to hang onto budgeted money like the Conservation Commission does and the town voted in either 1989 or 1990 to opt for the new RSA and convert the Historic District Commission to the Heritage Commission.

Selectman McGarry asked if the Heritage Commission have the same authority to which Chairman Robertson stated that in his review of the RSA and Dick Boisvert felt too, it would.

And to your other recollection, Kelly Roberts was actually at that meeting and she had found a couple of instances where language had been prepared for a warrant article to create a local village district or local historic district. She had the language but it never moved forward on the warrant and there didn't seem to be any reason, whether it be a legal reason or a language reason or someone just dropped the ball. He believed that she had two proposals that had been prepared and ready to go on warrants back in the 1990's that just didn't make it.

Selectman McGarry stated that it was his understanding that the Historic Commission could make a recommendation at town meeting to establish a historic district and put together some regulations for the district itself which would have some control as to how buildings in that district are handled as far as replacement or remodeling or whatever.

Some people have the misconception that it is highly restrictive but it is only as restrictive as the Historic Commission recommends to the town.

That's something conceivably, that the Planning Board could work on but would probably be better to come from the Historic District Commission as a recommendation.

Chairman Robertson stated that the Planning Board is likely to get a request to see the Historic Commission.

It was also noted that the half dozen or so historic buildings in the historic district, that two of them are now gone due to fire.

#### **Citizen's Comments:**

##### **Harriet Cady – Old Centre Road**

She stated that she didn't know now if the state still has the ability, if the town wanted to, to put their requests on the state site for work. She continued that you might look at an association of construction contractors to see if they have a web page that will take requests for bids and also look at the Builder's Association.

Those are out there and she thought that it would be a good idea to make a contact with them and see.

They probably would be more than willing to put a page on their site for towns to post bids. It's something that we can do.

As to Selectwoman McHugh's question, the Supervisors of the Checklist just went to the Legislature and asked them to remove the law that requires them to put a notice that they were going to have a meeting because they never got a person who read it.

Basically, the problem with legal notices in the Union Leader, people don't see some little legal notice. Same with the Concord Monitor and some of the other papers.

She stated it was about \$88.00 for a little ad for the supervisors and she stated that it was too excessive and introduced the law and changed it so they no longer have to post legal notices in the newspapers. They still have to posted just not in the papers.

Secondly, she wanted to voice her displeasure with the town's new website and the fact that historical data has not been kept. There is no longer the list of different years of minutes and so on and so forth and she thought that a website for a town should certainly have historical data for any department.

She stated that she is still finding her way and called Mr. Harrington to finally find where the agendas were. It says minutes and agendas and you have to click on it for find agendas and how do you know that's where the agendas are going to be.

She continued that for the money that the town paid, she finds it really lacking and before the town goes and does another website, she would suggest that we start looking at other towns. There are a couple that she has gone to for information and that she told Mr. Harrington that they were much better than Deerfield's.

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

**Second:** Selectwoman McHugh

**Discussion:**

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

**Next Meeting: Monday, May 6, 2019 at 5:30 pm**

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