

TOWN OF DEERFIELD  
BOARD OF SELECTMEN  
July 8, 2019  
Minutes

**Call to Order**

**Present:** Andrew Robertson, Chairman; Richard Pitman, Vice Chairman; Jeff Shute, and Cynthia McHugh, Selectmen.

**Absent:** Fred McGarry

**Pledge of Allegiance to the Flag**

**Nick Lawrence – Parks and Recreation – Bicentennial Field**

Mr. Lawrence started by stating that there is a need for some field restorations across the way.

Basically, to summarize it, the field is really unlevel, especially and it is well documented that the whole field is unlevel but it's been deemed, primarily by himself, unplayable just due to safety concerns.

There are some rocks protruding up through on the softball side, right around the home plate area that really need to be taken care of and just in general, there are a lot of lips and bumps throughout the infield.

In order to make that safe, it just needs to be overhauled, level it out so.

He stated that he has sought out four different companies to see if they would send them something as far as a quote goes to do that type of work.

Unfortunately, he only heard back from two and only one of the two actually put in a bid for it and that was from Golf Escapes of England quote that the Board will see the amount.

If the town purchases the infield mixes in the amount of \$4,250.00, if the infield mix is needed, though them and they provide it themselves.

There is also the option, if they need the infield mix to fill it out and level it properly, the option for the town to go out and buy it themselves and he stated that the gentleman was honest about it that the town could probably save some money doing it that way.

Of the four, Golf Escapes was the only company that put in. Mr. Lawrence stated that he did hear back from another one that the person considered putting in a proposal for the job but ultimately decided not to do a bid.

He did share what they were getting quoted for it and the other person did back up the Golfscapes quote as reasonably priced for that type of work so that was something that he took from the other quotes. That is kind of where they were at.

Chairman Robertson stated that they had two amounts, \$4,250.00 if they provide the infield material and \$1,995.00 if the town could find it elsewhere.

Chairman Robertson asked if the board had any questions or concerns.

Vice Chairman Pitman confirmed that it was going to come out of the Parks and Rec revolving fund to which it was answered yes.

Vice Chairman Pitman asked Mr. Lawrence if he thought that they could buy a local material.

Mr. Lawrence stated that he shopped around because they did have an order delivered this year in the spring for Hartford Brook and they got it through Foster Material and that gentleman that he dealt with was actually put him towards Golfscapes for the leveling of the field because for the fields across the street, you recommended not dropping anything until it gets leveled out and figured out just because of the situation that it's in.

So, he worked with those gentlemen and he did meet with Steve from Golfscapes and he came out and took the time to physically check out the field and he thought that he might be able to come up with a solution for the drainage over there too. That could be a big step for them.

Selectwoman McHugh wanted to make sure that the drainage problem will be fixed before they put any more money into the field.

Mr. Lawrence stated that yes, the company was going to take their laser over and what he thinks that he can do is to pick up on the patterns of it.

The primary field of what the gentleman from Golfscapes is to put drainage systems into golf courses and stuff like that so that they drain properly and they stay level and he does these types of things as well so what he thought that he could do was take his laser across the field and check everything out so he'll immediately rectify the infield position so that's playable. In more long-term, Mr. Lawrence thought that the town was going to have to think about putting drainage because they would have to consider pulling up the irrigation system and so forth to do that. It is going to be a much more expensive project but Steve could at least tell them what's going exactly to need to be done and what they will have to do to move forward to fix the drainage issue.

Selectman Shute asked if this was just for the two infields and not the whole Bicentennial Field and Mr. Lawrence stated that it was.

Selectman Shute continued that it was just the dirt areas in the fields that support softball and Little League.

Selectwoman McHugh wanted to know if the dugout on the other opposite side washing away to which Mr. Lawrence stated that it was and that was one of the spots that you can see physically but that Steve said that he'll be able to pick up on all the drainage patterns by taking his laser out and seeing how everything washes out.

The first base side on the baseball side is also a big issue that washes out constantly. Those are types of things that anybody can just walk down there and see that it is a problem but there's more to it than that underneath it, unfortunately.

Selectman Shute stated that the dugout that was being talked about is something that they were going to work out with Mr. Young and the crew to fix the hole, not to fix the problem.

Vice Chairman asked if they wanted a motion to which Chairman Robertson stated that they might as well.

Vice Chairman Pitman asked members if they should do the \$4,200.00 quote but Selectman Shute stated that the infield mix is a special that comes from Raymond to which Mr. Lawrence stated that they went through Foster which he believed was out of Henniker. It's an infield material specially made for that.

**Motion:** Vice Chairman Pitman moves to approve \$4,250.00 for materials and service provided by Golfscapes

**Second:** Selectman Shute

**Discussion:** Chairman Robertson stated that if they can save money by using a local company for the infield mix, that they will certainly do that. He was sure that Mr. Lawrence will and the Board certainly encourages him to do this.

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

#### **Regular Business:**

##### **Outstanding Minutes of June 17, 2019**

**Motion:** Vice Chairman Pitman moves to approve the minutes of June 17, 2019

**Second:** Selectwoman McHugh

**Discussion:**

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

##### **Accounts Payable Manifest - \$26,515.43**

**Motion:** Selectman Shute moves to approve the accounts payable of \$26,515.43

**Second:** Selectwoman McHugh

**Discussion:**

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

Chairman Robertson stated that they had a couple of folders before them and he was going to start with the one from the Assessing Office.

**Land Use Change Tax – Map 420, Lot 53 – Hays - \$9,500.00**

**Motion:** Vice Chairman Pitman moves to levy the amount of \$9,500.00 from Mr. Hays

**Second:** Selectwoman McHugh

**Discussion:**

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

**Land Use Change Tax – Map 420, Lot 52 – Mitchell - \$1,040.00**

**Motion:** Selectman Shute moves to levy the amount of \$1,040.00 from Mr. Mitchell

**Second:** Selectwoman McHugh

**Discussion:**

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

**Timber Tax Levy – Jonathan and Sarah Leslie, Manchester, NH – Map 209, Lot 10 - \$18.22**

**Motion:** Vice Chairman Pitman moves to collect the timber tax levy of \$18.22

**Second:** Selectman Shute

**Discussion:**

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

**Application for reimbursement to towns and cities in which federal and state forest lands are situated and this is from the town to the State of New Hampshire and the town is looking for reimbursement from acreage in Bear Brook State Park, Pawtuckaway State Park and Woodman State Forest. Total acreage is 2,420.2 acres and total assessed valuation is \$3,144,500.00.**

**Motion:** Selectman Shute moves to apply for the reimbursement per application

**Second:** Selectwoman McHugh

**Discussion:**

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

Chairman Robertson stated that the next two items, he didn't think needed a motion and a second. They have the preservation easement that his recollection was that they granted to David Irish on the barn so in front of them is the finalized documentation for that preservation easement.

**Intent to Cut Wood/Timber – Shubunkins – 14 Nottingham Road**

**Town Clerk/Tax Collector Kelly Roberts – Refund Requests**

\$3,677.00 – Loretta, LLC made a wire transfer resulting in one overpayment that needs to be refunded for property owned by Richard and Lynn Hapke.

**Motion:** Vice Chairman Pitman moves to refund the overpayment in the amount of \$3,677.00

**Second:** Selectman Shute

**Discussion:**

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

Core Logic made a bulk payment wire transfer resulting in seven overpayments that need to be refunded in the amount of \$12,328.00

The overpayments range from \$22.00 all the way up to \$4,239.00.

**Motion:** Vice Chairman Pitman moves to approve the refunds totaling in the amount of \$12,328.00

**Second:** Selectwoman McHugh

**Discussion:**

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

Chairman Robertson stated that he had a request for an amendment to the town safety policy and it is an amendment to section D of the armed intruder annex of the town safety policy. It's to make the proposed language consistent with the actual training that both the Deerfield Community School emergency operations plan utilizes and the training that Gary Duquette and the Deerfield Police Department have had.

It's a simple change from the original methodology that was adopted by both and the school and the town police department have trained in and are certified in.

**Motion:** Vice Chairman Pitman moves to accept the language change to the policy as submitted

**Second:** Selectman Shute

**Discussion:** Selectwoman McHugh asked if Chief Duquette was asked about the policy change. She stated that she knew that he was trained in it but was he asked about the change.

Chairman Robertson stated that the language that he had was the Loss Joint Management Committee, after consulting with police chief Gary Duquette, is asking the BOS to amend Section D of the armed intruder annex of the current town safety policy and Gary has signed the memo.

The memo is first signed by Gary Duquette, Police Chief, second signed by Denise Greig, the co-chair of the Emergency Management Committee, and Kelly Roberts, the Joint Loss Management Committee chairwoman.

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

Chairman Robertson stated that next, he had the Town of Deerfield Purchasing Policy and not recollecting exactly what was in the purchasing policy, he stated he would turn to Mr. Harrington and asked if this was implementing some sort of change.

Mr. Harrington stated that when he originally arrived, the purchasing limit was up to \$1,000.00 and because purchasing was not being well monitored or managed, he asked the Board to amend the policy that first year down to \$500.00 which left a gap of no policy for an amount between \$1,000.00 and \$5,000.00.

Because he feels the department heads are better utilizing the policy, following good spending habits, he would like to bring the policy back up to where it was before he got there which was \$1,000.00 which now doesn't leave a gap in the policy.

Chairman Robertson stated that it was for goods or service that in aggregate or individually, are \$1,000.00 or more must have a purchase order.

**Motion:** Vice Chairman Pitman moves to adopt the Purchasing Policy as submitted by Mr. Harrington

**Second:** Selectman Shute

**Discussion:**

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

#### **Personnel Action Requests – Parks and Rec – Lifeguards at Veasey Park**

**Lily Fifield and Jessica White – to hire both as part-time employees for 30 hours a week at \$11.00 per hour, both serving as lifeguards.**

**Motion:** Selectman Shute moves to approve the Personnel Actions Requests as submitted

**Second:** Selectwoman McHugh

**Discussion:** Selectwoman McHugh questioned that the request was from Parks & Rec to which Chairman Robertson corrected that statement to be that they were being hired by Veasey Park. She just wanted to make sure that they were being paid out of Veasey's budget and not Parks & Rec

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

Chairman Robertson stated that he had one last actionable item and it is an outside detail contract between the Deerfield Fair Association and the Town of Deerfield for general law enforcement and crowd control through the Deerfield Police Department and the contract stipulates that the charge per officer is \$40.00 per hour plus \$8.95 or \$5.73 or \$3.22 per hour for administrative costs. He assumed that the cost depended on the position payable to the Town of Deerfield. Payment is to be made within 14 days of receipt of bill for services rendered.

This contract needs to be signed by us with the motion as the Deerfield Board of Selectmen and also needs to be signed by Donald Wyman, the president of the Deerfield Fair Association and Wayne Robinson, the Superintendent of Security for the Fair Association.

Selectman Shute asked if this detail is just for the fair to which the chairman read that the dates of service are September 25<sup>th</sup> through September 29<sup>th</sup>, 2019.

**Motion:** Selectman Shute moves to approve the contract as presented

**Second:** Selectwoman McHugh

**Discussion:**

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

Chairman Robertson stated that they had a memo from the Joint Loss Management Committee. This was signed by Kelly Roberts, the committee chairwoman.

The JLMC is tasked with providing safety in the workplace. To that end, the JLMC is seeking BOS approval to initiate an employee safety program that recognizes employees who are safety advocates. The JLMC will coordinate the program it proposes the following format. It is open to all employees. The recognition is issued quarterly. THE JLMC will receive nominations and vote by secret ballot. It will be based on the following employee safety actions.

Actions to identify and correct safety concerns.

Safety promotion efforts.

Prompt reporting and/or appropriate use of PPE.

The chairman stated that there was not a definition for the acronym PPE to which it was stated it meant – personal protective equipment.

The proposed award is a small orange safety cone.

Thanks to Ray Ellis who proposed this idea.

It was stated that if the Board has questions or concerns, or if this sounds like a good idea to move ahead with it to which the vice chairman added that if Ray thinks it good, then he is good.

Chairman Robertson stated that he didn't think that they needed a motion but is there general consensus from the Board to which it was agreed yes.

Chairman Robertson stated that they had a letter from Atlantic Broadband.

In agreement to the cable television franchise agreement between the town of Deerfield and Atlantic Broadband, please find enclosed check for the 2018 peg access support grant for the town of Deerfield. Peg grant payment amount is calculated using total basic video subscribers as of 12/21/2018. Total subscribers at that time were 702. There is a rate of .75 cents per subscriber which totals \$526.50.

The chairman stated that there were Planning Board minutes in their packet from their meetings and he would note that on June 24<sup>th</sup>, 2019, a quorum of the Select Board signed the Account Payable manifest in the amount of \$28,651.79 and a majority did so again on July 1, 2019 with a grand total of \$549,044.08. Obviously, a large chunk of that going to the school.

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

Mr. Harrington stated for those who didn't notice, the roof replacement project began at the George B. White today. They did their initial delivery this morning. They have all the materials on the roof and they started pulling off the old roof on the main section.

They are going to be working about seven to ten days which he believed that they gave us for a time span and the dumpster out there will be moved when it's filled and replaced, they assume, maybe once.

They have it roped off and behind the building is roped off to keep the children in the summer camp away from the back of the building as well.

There also was a new issue come up concerning Gulf Road and Pleasant Lake. He was notified by a land owner of one of the four properties along Gulf Road, that there have been some complaints issued by someone, a Northwood resident, about those folks who do not have lakefront property, technically, because of the road and that small strip of Deerfield town land having mooring on the lake.

Several years ago, a petition was passed around at Pleasant Lake to make Pleasant Lake under the auspices of the RSA which guides mooring. That petition succeeded and the state had to step in and monitor who is getting mooring and follow regulations.

Mr. Harrington stated that he subsequently followed up with Captain Tim Dunleavy of the NH Marine Patrol and he verified the complaint and the issue that has arisen and has made the suggestion that if the Board would agree to amend their seasonal dock permission form for those four residents to include moorings as well, that would solve the issue from the state's perspective so he was bringing it to the Board's attention. They are waiting to hear from the town.

Chairman Robertson stated that he did talk with Mr. Harrington earlier this day and the mooring permits that are in question have been issued by the state and that was his concern.

They had a request from a property owner asking if they could just amend all four agreements and he felt that they really needed to get the word from the horse's mouth before they amended what essentially is a property rights agreement with those people and Tim was clear that the state had issued them mooring permits and because of this, one person making the complaint felt that it could be remedied if the Board made this language change and John had sent the Board the proposed language change. It will be available at the next meeting.

Selectman Shute asked if a land owner is allowed a mooring which was answered yes, but because they are not technically land owners, the town has to say that they can.

Mr. Harrington added that they could use the town's lakefront property for the same reason that they've given for the seasonal dock.

Chairman Robertson stated that they gave permission for seasonal docks but they didn't specifically say moorings as well.

Selectman Shute asked how many moorings were they allowed and it was answered that it is one per landowner.

Chairman Robertson stated that they would see that at the next meeting.

Mr. Harrington stated that it would be on the agenda for the 22<sup>nd</sup> and they all have a draft of the proposed changes to the agreement.

#### **Unfinished Business:**

Chairman Robertson stated that he believed that they were looking for recommendation for fuel bids for heating oil, diesel and propane and that Mr. Ellis may be able to provide those.

Mr. Harrington stated that if he could speak before Mr. Ellis, he is going to represent Mark Young, who couldn't be there. He did give him his recommendations to the Board for the diesel fuel.

His recommendation was to go with Irving for variable diesel at \$2.136 per gallon

**Motion:** Vice Chairman Pitman moves to accept the recommendation of the highway agent for diesel from Irving Oil

**Second:** Selectwoman McHugh

**Discussion:**

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

Mr. Ellis' recommendation for the 2019/20 upcoming season for heating oil and propane.

Heating Oil: Rymes at \$2.0279 per gallon

Mr. Ellis stated that one other came in cheaper at \$2.05 but when he got reading the contract, they had an expiration date of 6/14/19 and they also listed the wrong amount of gallons, they listed 37,000 gallons instead of 27,000 so therefore he threw that one out.

Under the propane gas, he recommends Rymes. They were 11,000 for the town and the cost came in at \$1.099 per gallon and they were by far the cheapest.

**Motion:** Vice Chairman Pitman moves to accept the propane and heating oil bids from Mr. Ellis

**Second:** Selectwoman McHugh

**Discussion:**

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

Chairman Robertson asked if there were any other unfinished business. Vice Chairman Pitman stated that at the last meeting a few weeks ago, the chairman had asked the vice chairman to check with the road agent regarding a container so he did. He's going to take care of it. He knows what he needs to put it there to handle the waste oil containment.

A member of the audience asked what they were talking about and it was stated that due to a safety inspection at the highway garage it was recommended that they have a containment basin around the waste oil tank.

#### **New Business:**

Chairman Robertson stated that he understood from Mr. Harrington that this is taken care of. He noticed that when he went to the dump a couple of weekends ago, there was a new sign up for Park Field Lane off of Brown Road and it struck him that they had a specific policy in conjunction with 9-1-1 that we were only putting roadways on the lake down as lanes and weren't call anything else a lane.

Mr. Harrington and Mr. Pelletier did a little homework and he believes that the sign has been changed to Parkfield Way which is the name that was approved as a Board of Selectmen.

There was some other confusion when you, through the name into a "Google Search" you would get a couple of different addresses in Deerfield. It said that there was a Parkfield Way and a Parkfield Lane and he just wanted to make sure that it was clarified so he asked Mr. Harrington to look into it after he saw the sign.

He did and he assured him this evening as they were walking down the stairs that it had been taken care of and the sign had been changed.

Selectwoman McHugh asked if there was anything up on Meetinghouse Hill to which Chairman Robertson stated that if you put 31 Parkfield Way in Google, you get a couple of different real estate addresses off of Meetinghouse Hill Road but he was assuming that the fire department and 9-1-1 is not googling the address before they go.

Selectwoman McHugh stated that sometimes they do and the chairman stated to make sure that you know that the town has one Parkfield and it's a "Way" and it's on Brown Road. It's a long driveway that stretches back to a 40- or 50-acre parcel behind the other houses there.

Chairman Robertson asked if there was any other new business.

He stated that a couple of things he'd like to mention under new business and not that definitely need immediate action but he would like to keep them on the front burner for the Board.

They had, he believed, were going to meet with department heads and board heads, at least on a quarterly basis. He thought that they sort of gotten away from that and he didn't know how the rest of the Board feels but he felt that it's valuable to get department reports and particularly the land use boards as well as you know to hear from the Conservation Commission, Planning Board, maybe not the Zoning Board but he thought that it was important that they hear from these folks with a report to the Board at least quarterly and he didn't know what the rest of the Board thinks. They used to do it monthly. Surrounding towns for the most part do it monthly. He was comfortable with quarterly but he didn't know if there was agreement with the rest of the Board.

Vice Chairman Pitman stated that he was fine with quarterly as long as they did it and Selectman Shute agreed. Vice Chairman Pitman asked Mr. Harrington if he would set it up.

Chairman Robertson stated that he thought that they should hear from them and be scheduled so that they have plenty of notice. He thought fire, police and highway also are important to hear from as a Board and Mr. Harrington stated that he would set it up.

Vice Chairman Pitman added that it would allow them to ask any questions if they had any.

Chairman Robertson asked if there were any other business and also stated that he didn't think that they needed a non-public that evening.

**Citizen's Comments:**

None

Vice Chairman Pitman stated that he would like to thank Mr. Ellis for all the work he did on the fuel oil bids.

**Motion:** Vice Chairman Pitman moves to adjourn at 6:15 pm

**Second:** Selectwoman McHugh

**Discussion:**

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

**Next Meeting: Monday, July 22, 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*