

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
July 22, 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

Regular Business:

Review of Outstanding Minutes of July 8, 2019

Motion: Vice Chairman Pitman moves to approve the minutes of 7/8/2019 for both the public hearing and the regular meeting

Second: Selectman Shute

Discussion:

Vote: Yea 3, Nay 0, Abstained 1 – Motion Carries

Accounts Payable Manifest - \$72,752.28

Motion: Selectman Shute moves to approve the accounts payable manifest in the amount of \$72,752.28

Second: Selectman McGarry

Discussion:

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

Signatures:

Refund Request - \$1,024.00 to CoreLogic

It is much like the ones that were signed last week. It was an overpayment.

Motion: Vice Chairman Pitman moves to refund CoreLogic the amount of \$1,024.00

Second: Selectman McGarry

Discussion:

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

Refund Request – Overpayment on registration of a 1994 Ford Ranger, Gerald Eddington - \$10.00

Motion: Vice Chairman Pitman moves to refund Mr. Eddington \$10.00 for overpayment on a registration

Second: Selectman McGarry

Discussion:

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

Appointment Requests:

Veasey Park Commission:

Chairman Robertson stated that they had a request from the Veasey Park Commission to appoint Cody Lloyd to the Veasey Park Commission as a commission member with a term that will expire April 30, 2022.

Request for Abatement/Computer Adjustment – NEP, LLC, care of Allen Carr, Westbrook, ME.

This is for equipment that was on the top of Saddleback Mountain, he believes for broadcasting equipment that was appraised and all the equipment has been removed. Apparently, it hasn't been there for a little bit of time now and it's been verified that the equipment is not there and they're seeking an abatement and Avitar is recommending that the Board grant the abatement.

Motion: Vice Chairman Pitman moves to grant the abatement

Second: Selectman McGarry

Discussion:

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

The next three don't require a motion. He stated that he was just going to read them.

Notice of Intent to Cut Wood/Timber – Shirley Hutchins, 379 Currier Road.

Notice of Intent to Cut Wood/Timber – Garth Villare, 75 North Road.

Notice of Intent to Excavate – Paul Smith, Blakes Hill Road

Selectman McGarry stated that as a point of information, Mr. Smith's is/was grandfathered under the statutes passed in 1986.

Chairman Robertson stated that with that, it is appropriate to sign his notice of intent.

Review of Correspondence:

Chairman Robertson stated that looking at the correspondence file, there is nothing that requires action. There was a letter from the Governor, a letter from the Legislature, basically telling the town what they're doing with regard to the budget and what they should be thinking about with regard to the budget.

There's a letter Ted Gatsas, with actions taken by the Executive Council.

A little bit of other information but nothing that requires action.

Town Administrator's Report:

Mr. Harrington stated that he had a good number of items this night.

First of all, to update the Board on the work that's been done.

Both the roof replacement on the George B. White and the town hall painting have been completed all of last week so those projects are behind them.

The roof came out very well and as did the painting. Ray was pleased with both.

The gazebo roof needs to be replaced. That was roofed with cedar shakes at the time. There is one set of quotes to replace the cedar shakes. There is a little over \$6,000 left in a fund from the initial building of the gazebo.

The first quote that they had came in for the shakes was well over \$10,000.00 so it was asked if asphalt roofing could be done which is a lot less expensive, however he was told that it was never built with sheathing underneath so that would have to all be added if they were even going to consider asphalt roofing. It's just got slats underneath to hold the cedar shakes but when he had more information and more quotes, he would bring that to the Board but that he just wanted to put it out there.

The roof needs to be replaced. There's painting that needs to be done and Ray is working with the town's current landscaper to cut all the bushes back. They haven't been touched in a while. That should be dressed up for Old Home Day at least. He will have more to post on that when he gets it.

Mr. Harrington stated that the Board had a sheet in their packet which outlines a request coming from IT and himself to purchase new computers for some of the staff in this building.

The issue that is facing them is that many of these machines have Windows 7 and it's no longer going to be supported at the 1st of the year which means that there are no security updates and Steve recommends strongly against running machines without security updates coming from Microsoft.

He's outlined the different pricing aspects of this proposal. The unfortunate thing is that we don't have any budget money. It would all be proposed to come out of a potential surplus at the end of the year which there won't be an idea until November or December of what they are looking at.

Mr. Harrington stated that he just wanted to put this out to the Board now to think about so that when they get closer to the budget. Steve's request would be to purchase these items within 2019 so that he could get them ordered, up and running before the deadline of January, 2020 when the software stops being supported.

There are some additional expenditures in 2020 but they can be held off a little bit.

Selectman McGarry asked when they needed to get the computers and it was stated by Mr. Harrington that they should get them as soon as possible because it is going to take at least several weeks to get them installed and up and running and make sure that they are in place.

Selectman Shute asked to confirm that it was 20 PC's to which Mr. Harrington stated that it was 20 PC's and the reason that he is opting for new systems altogether as they will come loaded with Windows 10 as opposed to purchasing the licensing for the new Windows product and then putting them on old machines.

If they were ever to lose those old machines, they would have to buy it again so that's why he's saying and the better price is to just buy a new machine. These are older and getting tired.

Selectman Shute stated that just a correction in the information given to them, it says 19 in the first sentence to which Mr. Harrington stated that Steve had added one more machine and he didn't correct the language and thanked Selectman Shute for pointing that out.

Mr. Harrington stated that he has completed all the yearly staff evaluations. He has to meet with each staff person. Once those are done, they'll be available for the Board to come in to his office and review at their convenience. He would let them know.

Mr. Harrington stated that they also had two invoice proposals, they're back to back for lighting at the transfer station. One is a Rexall invoice for the actual lighting fixtures and the other one is a quote to actually come in and install the lighting fixtures.

Rick would like to use impact fees to improve the lighting in and around the transfer station. It's older. It doesn't cover the areas that the public needs to use especially when the fall and winter comes in and the transfer station is still open. There are many containers that are not well lit at this time and this would improve it.

Chairman Robertson stated that he thought that Rick had mentioned to him that in the last budget cycle he felt by moving to LED, based on the old lights that are there, they could realize a pretty significant electrical savings from what is there now.

Mr. Harrington stated that they had very old lighting fixtures.

If the Board would like to consider this tonight and make a decision, we could get them ordered. If they wanted to wait, that's fine as well. He just wanted to leave it with the Board.

Chairman Robertson asked the Board what their pleasure was in regard to this proposal.

Vice Chairman Pitman said that looking at the paperwork, he didn't see the labor to which Mr. Harrington stated that it was on the backside of the paperwork as it is two-sided copying.

Mr. Harrington stated that the figure listed is a "Will not exceed" figure. He couldn't give an exact quote.

Vice Chairman Pitman asked if it would be written up as two different items?

Mr. Harrington stated that it would be two different bills, not to exceed \$2,867.00 and that would come out of impact fees.

Motion: Vice Chairman Pitman moves to purchase the lights and stated that he thought this is where they should get them from.

Second: Selectman McGarry

Discussion: Selectman McGarry stated that he thought the fact that they're improving the lighting that is there and also saving electricity, it's really not a maintenance item as such so therefore impact fees would be appropriate.

Selectman Shute stated that they were looking at a total of \$3,000.00 for the install and fixtures to which Mr. Harrington stated that the quote was not to exceed \$5,000.00.

Selectwoman McHugh asked where that was in the quote.

Mr. Harrington stated that the light themselves are quoted down at the bottom of the first page. It's \$2,567.00 from Rexall and then within the body of the email, it says not to exceed \$3,000.00 for the labor.

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

Vice Chairman Pitman stated that his quote was only for the purchasing of the lights and because the other amount was not to exceed \$3,000.00, he felt that it needed a second motion to which the chairman stated that he would entertain a second motion for the labor to install the lighting.

Motion: Selectman Shute moves to approve the labor as not to exceed the price of \$3,000.00

Second: Selectman McGarry

Discussion:

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

Mr. Harrington thanked the Board and stated that this was all that he had for tonight.

Unfinished Business:

None

New Business:

Chairman Robertson stated that he had several things that he would like to mention under new business, of which four he had talked with Mr. Harrington a little bit about and planned on bringing up and one that just showed up in his folder this evening.

He stated that he would start with the four that he is familiar with.

The next meeting is going to be in August and they're heading right into budgeting season.

There are some warrant articles that he would like to Board to consider and he didn't know what their pleasure was but a couple of things have come to mind for him are if they wanted to consider putting a Public Works position warrant article in place, trying it again in this year's election.

They have tried it in the past unsuccessfully and this would encompass, primarily the highway department but could also include the transfer station.

He was not sure who they were looking at for candidates in the upcoming election but he thought that it might have some value to this Board and the town to consider.

Selectman Shute asked if it would be in place of the highway agent to which the chairman stated that it would. You'd have to put a warrant article on the warrant and he believed that it would have to get a two-thirds vote and it gives the selectmen the ability to hire and supervise a public works director as opposed to an elected highway official and typically towns would also include the transfer station and other things like that under that position.

Selectman McGarry stated that it made sense to him.

Chairman Robertson stated that they looked at it before in sort of a moment of crisis. They had a year when the road agent resigned, as he recalled, in November, after serving a few months and that was actually the start of Mr. Cote as road agent. He was the only one to agree to take the position at the time.

He didn't want to be back in that position and that he wanted to throw that out there for the Board to consider it. Obviously, we've got from now until January to decide whether that's something that they would like to pursue or not.

The other thing that he wanted to mention. He spoke Dana van der Bijl and Maureen Mann regarding the cemetery trustees. At their last meeting, they discussed moving their authority and basic role back to the Board of Selectmen. They are feeling overrun by budget constraints, too much work, too much paperwork and a lot of dissatisfaction from folks regarding cemeteries that are being maintained or not being maintained.

There is a specific RSA 289:6, subsection c that authorizes the movement of the Cemetery Trustees. Basically, they are dissolved and the Board of Selectmen take over the authority.

He thought the biggest driving factor behind this is that there are literally hundreds of trust funds for these cemetery and basically there are huge trust fund and budgetary concerns so when someone signs up for perpetual care, there are trust funds that are assigned to specific grave sites and specific cemeteries and they can't just combine the money and use it for whatever needs to be done the most. He thought that it has gotten to the point that it is overwhelming to the Cemetery Commission.

You have to have a pretty good understanding of how trust funds and that sort of thing work to stay on top of it as well. They looked around at what other communities have done and a number of other communities, small towns about the size of us, have a large number of cemeteries that are old and had moved it back to the Board of Selectmen which doesn't make the problem go away.

He thought that their intent would be to try to form a "Friends of the Cemetery Commission" that would focus on making the cemeteries look good on a volunteer basis and doing lost grave research and that sort of thing and leave the managing of hundred of trust funds and accompanying budget matters up to the Board of Selectmen.

He wanted to give the Board a heads up that that's on the agenda.

Two other warrant articles that he wanted the Board to consider.

One is a police department warrant article.

They had a committee last year that came up with some ideas. Clearly, the money they had to plan further was shot down in the last budget cycle.

Talking to some older selectmen, probably the oldest, existing Deerfield selectmen in town. He suggested that the Board should just get RFP's.

They have a pretty good idea where it is to be put and they had a pretty good idea what they needed so why didn't they advertise for RFP's and see what they got. He said that you would have project and you'd have a proposal that you could sell and they would probably not have to spend any money out of this budget cycle to get that and at time, you could move forward to the committee with it and see if they could get it passed at election.

He wanted to throw that out there as well as an idea and that probably has more impetus than the other things that he's mentioned just because they are headed into August and if that's something that they wanted to do, they needed to do it fairly quickly.

He knows that there is interest in this among several of the members of the police department committee from last year, three or four people of which a couple of people have engineering and construction experience and the police chief, he believed, would be very behind moving with this too.

The last thing that he wanted to mention is a road maintenance warrant article. He knew Mr. Verville has mentioned this at Budget Committee meetings over the last few years and he thought that road reconstruction, particularly, they seem to be getting a little bit behind on in terms of budgeting.

He knew he had certainly been pulled aside by more people than he's ever been pulled aside by as a selectman to talk about bumps in the road and cold patch and what are we doing.

He thought that the road agent has been very responsible in his budgeting and he thought that they have been lean on this because of the road agent's eye towards keeping the budget at a place where he thought he could get it passed and he thought that possibly a road maintenance warrant article, no specific to any particular road because you tend to get the people that live on that road to vote for it and the people that don't live on that road not to and defeat it.

It would enable them to tackle some things like Cole Road, Candia Road, Haynes Road, any of the roads they've got that have large sections that are really beyond just needing to be shimmed up or paved but have some collapsed sections, holes, really damaged pavement.

He wanted to throw those out there for the Board to consider and maybe take action on at the meeting, at least with regard to the pd warrant article. The others are certainly just, they could head into the budget cycle thinking about whether we wanted to use any of those or not.

Selectman Shute asked what the chairman's idea on the police department was as to how much work did he want in the RFP, like was it just up to construction, through construction to which the chairman replied that he didn't know exactly, that he just felt that they took a good run at it last year and to just let it drop again and they are in bad need of a new police department as they ever were. He wanted to just put some focus back on it.

Vice Chairman Pitman remarked that he thought that they were long overdue on that item.

Selectman McGarry stated that they certainly could take that approach but he was somewhat hesitant. Generally, they haven't done too many design build contracts as that's what this would end up being to which Selectman Shute stated, not necessarily.

Chairman Robertson stated that what was recommended, really by the folks was a hybrid of the design-build concept. He believed that the engineer that gave them the most information talked about.

Selectman McGarry stated that he thought that they would at least need to have a topographic plan of what was out there right now to be able to have available and they certainly would need a specification of what they wanted at that building, what it would actually consist of and then leave it up to whoever.

Chairman Robertson stated that he didn't know if they have exactly what they need but he thought that they had a fair idea. He knew that Steve Keach provided them some of the topographic information for the site across the street. He certainly spent some time over there himself.

They didn't have hard and fast survey copies. They also had some information about building size and the components that they needed that were fairly accurate from someone that the chairman couldn't remember the gentlemen's name from an engineering firm that built a number of municipal buildings including police departments.

Clearly, he didn't know too much about the construction process and he knew that other gentlemen of the Board here did but he thought that the board should be more proactive than they've been.

Vice Chairman Pitman stated that they should move forward. They could always make changes but at least they were moving forward.

The last thing that he would mention is that Raymond Ellis gave John a letter to give to the Board and he only had one copy so he will have John distribute this to the rest of you and they could probably go into a non-public at next meeting to discuss this. He is interested in reviewing his contract that he has with them and basically what he is doing, what he is expected to do, what he is being paid, that sort of thing so he would say that he would have John make copies of this and get it to everybody on the Board.

Mr. Harrington had mentioned that he had done the review of all the town employees. They are also going to need to in the not too distant future, probably review John and discuss that.

Chairman Robertson asked if anyone else have anything they wanted to talk about.

Vice Chairman Pitman asked what the surplus item was in their file to which the chairman thought that it was sample language of the surplus policy.

Vice Chairman Pitman stated that they were just going to change the date.

Mr. Harrington stated that it was his error. He did have one more thing and thanked the vice chairman.

Mr. Harrington stated that what they had in their packet to review, not to discuss today, Selectwoman McHugh had talked a little bit about it.

This is a method that other communities used to handle surplus materials, equipment, vehicles, items in their inventory. It's basically a published article and there is a preprinted bid sheet and then also a list of the surplus equipment and anything that the town has for an offer.

The Board of Selectmen would have the opportunity to place a minimum bid for a piece of equipment or item or just simply leave it as make an offer and there are dates involved and deadlines for any particular parties to be interested to submit their bid and these would be available online or in hard copies through the town clerk's office.

He borrowed this method from another community and just adapted it to Deerfield. This includes all of the fire department's surplus that they had previously looked at. Selectwoman McHugh mentioned one more item which was the Cascade System which he will check with the chief.

The cargo van, the maroon one from Parks and Rec which is in need of being sent to surplus which has been discussed before and also the 2010 Chevy Impala which is the former lieutenant's vehicle from the police department which the chief wanted to include in this as well.

He wanted to give the Board the opportunity to look it over, see if they like this process. He knew that they have mentioned possible auction at one time but some of these items, he didn't know if an auctioneer would want to come to town to try to auction off these items. It's quite an eclectic mix.

Chairman Robertson stated that the commission is likely to be slim.

Vice Chairman Pitman asked if there was anything else from the evidence room from the police department besides the cruiser to which Mr. Harrington stated that he asked the chief a generic question which was "what items to you have to go towards this and he didn't mention anything from the evidence room.

Vice Chairman Pitman stated that he meant, the chief's surplus to which Mr. Harrington stated that he mentioned only the vehicle.

Chairman Robertson stated that they could certainly follow up with him.

Mr. Harrington stated that he would like the Board just to look at this process, if you are comfortable with it, it's kind of a self-serving method and it would get things out there and whatever's left, he thought that they would have gone through the process of giving the people an opportunity to make a bid or take it, they could decide what they wanted to do at that point.

Selectwoman McHugh asked if the list would be something that they would go over and see, she stated that she sees a few things on the list that she didn't know why they were getting rid of them.

Mr. Harrington asked if she was talking about the fire department and she said, the whole list.

Mr. Harrington continued that those are all the items that the fire chief presented to the Board previously and he had pictures and a list and nothing has changed on that other than.....

Selectwoman McHugh asked if it was going to be this list or another list and Mr. Harrington stated that the list that he has now is based on the fire chief's original list and the addition of the Parks and Recs item.

Mr. Harrington stated that it is up to the Board to decide what is put on the list. This is just a draft. It's what he has now.

Citizen's Comments:

None

Motion: Vice Chairman Pitman moves to adjourn the meeting

Second: Selectman Shute

Discussion:

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

Next Meeting: Monday, August 5, 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*