

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
October 15, 2019
MINUTES**

Call to Order

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

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

Absent: Richard Pitman, Vice Chairman

Pledge of Allegiance to the Flag

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

Chairman Robertson had hoped that he could jump right into budgets and he would mention if you are looking at the agenda, the fire chief would not be at the meeting this evening and they were not going to approve the fire/rescue department budget, waterholes, and such.

Also, reevaluation of property as it was decided at their last meeting or the one prior to that, that they were going to put of an RFB for bids for reeval. It probably doesn't make sense to approve that budget until they got some sense of what they got back from the bids.

They could certainly hear from the Town Administrator regarding the Town Administrator's budget and he believed that Steve Jamele was going to be there with them for IT too and there would be at least one non-public.

If Mr. Harrington could give the town admin rundown.

Town Administration – Page 2

Chairman Robertson stated that it looked like a \$9,000.00 increase.

Mr. Harrington stated that they had an updated budget sheets and the total increase from the current budget is \$14,918.00 which is a 6.3 percent. Almost 20 percent of that is in salaries which is the top line.

There is also the vendor maintenance which increased as well. That is for additional costs associated with the accounting computer programs for payroll, AP and budgeting.

Mr. Harrington stated that this was the bulk of the increase right there.

Chairman Robertson asked if there were any questions for Mr. Harrington.

Motion: Selectman McGarry moves to approve the Town Administrator's budget

Second: Selectman Shute

Discussion:

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

Chairman Robertson asked if Mr. Jamele was still there and Mr. Harrington stated that he would text him and that next he could go over the Legal Budget.

Legal – Page 13

Mr. Harrington stated that as they could see it was down slightly, \$1,500.00 from the current budget.

Chairman Robertson stated that he thought that they needed to leave it there even though they haven't spent much in the legal budget this year but he thought that they were going to as they begin to wrangle with utility evaluations.

Mr. Harrington stated that he didn't think that it was done yet and was going to go into next year.

Chairman Robertson asked the Board if everyone was comfortable with that amount and if so, could someone make a motion.

Motion: Selectman McGarry moves to approve the Legal Budget as presented.

Second: Selectman Shute

Discussion:

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

Mr. Harrington stated that if the Board wanted him to, he could finish up with Personnel Administration.

Personnel Administration – Page 15

Mr. Harrington stated that it was three categories, FICA, Medicare and performance pay.

He stated that the FICA and Medicare are related to total salaries.

Chairman Robertson stated that he didn't think that there was much question to that.

Motion: Selectman McGarry moves to approve the Personnel Administration budget as presented

Second: Selectwoman McHugh

Discussion:

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

Chairman Robertson stated that they had Travis and Steve with them.

Veasey Park – Page 67

Mr. McCoy stated that as in years past, their major focus, their major increases there are in the personnel and reimbursement lines for training of the life guards.

This year's budget proposal actually shows what they paid their life guards this year. They did in fact have five life guards plus the one parking lot attendant and that is exactly how he paid them this year, \$12.00 an hour.

He stated that they are asking for an increase to the reimbursement line just to take that burden off of the life guards. It's definitely a factor when they want to work at Veasey and whether they can afford to pay for the life guard course.

Chairman Robertson stated that seeing the difficulties that they have had, getting life guards in the past, it makes sense to continue it to him.

Mr. McCoy stated that they have had good luck with returning guards and it looks like they will have a good portion of the staff coming back for next year. He also has a couple of potentials that have already given him a little hope and a couple of new ones too.

Selectman McGarry asked if the \$1,800.00 covers the life guard course costs to which Mr. McCoy stated that because when they pass their course, there is two years of certification, there will be some years where they won't need to recertify a few of them.

It looks like they are dealing with two life guards every year and they would like to also have two swim instructors on staff. Having one life guard in the water during all of the instruction is just too much. They have to come out and break it up a little bit which would happen with two swim instructors.

Selectman Shute asked if that was what the "WSI" was, was the swim instructors to which Mr. McCoy stated that it was.

Chairman Robertson asked if there were any questions for Mr. McCoy.

Motion: Selectman McGarry moves to approve the Veasey Park budget in the amount of \$35,968.00

Second: Selectwoman McHugh

Discussion:

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

Information Tech – Page 8

Mr. Jamele stated that first, he wanted to talk about 2019 and the needs for this year.

Since the Board approved the \$13,000.00 last time, he has gotten the extra computer for the library, etc. and is requesting for 2019 for software for those machines, an additional \$3,164.00 for a total of \$16,164.00.

Mr. Jamele stated that he just got his quotes in and based on best quote this would be the amount needed.

Chairman Robertson stated that they had talked about this about two meetings ago.

He asked if anyone had questions for Mr. Jamele on this particular item.

Motion: Selectman McGarry moves to approve \$16,164.00 for Information Services for 2019 out of anticipated surplus in the 2019 budget

Second: Selectman Shute

Discussion:

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

Mr. Jamele stated that because they are spending that much, he was looking for a reduction of \$13,310.00 in the 2020 budget that was previously put forward.

Chairman Robertson asked Mr. Jamele if he knew what that would bring his bottom line to in which Mr. Jamele stated it would be \$58,516.00 down from \$73,511.00.

Chairman Robertson asked if Mr. Jamele could give a rough overview of what he was proposing for 2020.

Mr. Jamele stated that if they looked at Line 42, the Microsoft Office, that will go up to \$2,340.00 because there are a few more for next year.

As far as items under 430 – continuity services for \$2,500.00, that is going away.

For computers, \$11,350.00, that can be deleted too because they will be purchased in 2019.

Selectman Shute asked if that would become zero and Mr. Jamele stated that it would but that he would leave \$1.00 in there to which Mr. Harrington agreed.

Chairman Robertson asked if there were any questions for Mr. Jamele.

Motion: Selectman McGarry moves to approve the IT budget for \$58,516.00

Second: Selectman Shute

Discussion:

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

Chairman Robertson stated that at this point, he was going to leave the regular agenda as they have some property owners that would like to meet with them in non-public session here this evening. He stated that Mrs. White was there first so that would start with her. He asked that she give them a minute to make a motion to go into non-public session and they will retire to the room in the back.

Motion: Selectman Shute moves to go into non-public session under RSA 91-A, II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

Second: Selectman McGarry

Discussion:

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

Motion: Selectman Shute moves to seal the minutes of the non-public session

Second: Selectman McGarry

Discussion:

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

Chairman Robertson noted for the record that no action was taken in the non-public session.

Regular Business:

Outstanding Minutes of 9/16/19, 9/23/19, 9/30/19 and 10/7/19

Motion: Selectman Shute moves to accept the minutes of 9/16/19, 9/23/19, 9/30/19 and 10/7/19 as presented

Second: Selectwoman McHugh

Discussion:

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

Vouchers/Payroll/Accounts Payable Manifest

Motion: Selectman Shute moves to approve the Accounts Payable Manifest in the amount of \$74,840.09

Second: Selectman McGarry

Discussion:

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

Signatures:

Chairman Robertson stated that a couple of items require a motion.

The first being a tax levy for timber tax – Charles and Cynthia Chelsea – Map 407, Lot 25 in the amount of \$3,462.59.

Motion: Selectman Shute moves that they collect the timber tax levy

Second: Selectwoman McHugh

Discussion:

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

Timber Tax Levy – Steve and Dorothy Anderson, Nottingham Road and the chairman thought that the time was off of Ridge Road Extension headed up towards Thurston Pond – \$783.51

Motion: Selectman Shute moves to collect the timber tax levy

Second: Selectwoman McHugh

Discussion:

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

Intent to Cut Wood/Timber – Allen and Leddy Barton, Loudon, property on Griffin Road, 147 acres of cut on a 274-acre parcel which would be looking over the tornado damaged section.

Intent to Cut Wood/Timber – Danielle Holdridge – access is off of South Road to cut an acre of timber on a five-acre parcel.

Intent to Cut Wood/Timber – Timothy Mallet and Avis Rosenfield, across the street from Jack Shurburne on Nottingham Road, 15 acres on a 33-acre lot.

Intent to Cut Wood/Timber – John King – 53 acres cut on a 90 acre parcel off of Reservation Road. Hopkinton Land Clearing. They also attached the license/permit bond for \$10,060.48 because they will still be cutting after December 3rd.

Chairman Robertson stated that he didn't think that they typically require bonds but they have one. He stated that actually, they did require it in order to be in compliance.

Chairman Robertson stated that they had the GIS Internet Services Annual Maintenance Agreement and this is for the online tax maps that they have online for the residents to track parcels and actual tax cards. He stated that he needed a motion to sign this and pay a total of \$2,400.00 for their annual maintenance agreement which he thought that they sign to pay in the yellow folder.

Motion: Selectman McGarry moves to pay the GIS Internet Services Annual Maintenance Agreement in the amount of \$2,400.00

Second: Selectwoman McHugh

Discussion:

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

Chairman Robertson stated that they had the official agreement for the Southern NH Planning Road Survey and Study that they had voted to go ahead with but they need one signature if the Board would authorize the Chairman to sign the agreement.

The town's cost under this agreement shall not exceed \$6,596.00. The other half is being paid by the NHDOT.

Motion: Selectman McGarry moves to approve that the chairman sign the agreement for the Southern NH Planning Road Survey and Study Agreement in the amount not to exceed \$6,596.00

Second: Selectman Shute

Discussion: Chairman Robertson noted that the minutes that approved this were attached to the agreement.

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

Correspondence:

Chairman Robertson stated that he had a Surplus Property Disposition Request from Parks and Rec which is for the International Bus 3200, estimated value is \$8,000.00 to \$10,000.00. He didn't know what the Board's pleasure was. This is the bus that is across the street.

Selectman Shute asked if there was a request included as to how to sell it? He stated that they had talked about different options.

Mr. Harrington stated that there is the form which the Parks and Recs Commission approved for the surplus of the variety of options. It is up to the Board to pick one of those options.

Chairman Robertson stated that the options that they have typically used are public auction, solicitation of written bids, negotiated sale to one or more designated buyers or transfer to another department.

Chairman Robertson asked if they wanted to start with bids and see if they get any to which a number of board members agreed that they could try that.

Chairman Robertson stated that they certainly could get an auctioneer to come in and auction the bus but he will charge them half of what they would make.

Selectwoman McHugh asked is there was anywhere that they could take it for consignment?

Chairman Robertson stated that that would be an option also.

Mr. Harrington stated that he would have suggested the White Farm as they do a spring and a fall auction but they just did their fall auction and what they are trying to avoid there is wintering it again as it was \$200.00 a month plus electricity to keep it plugged in at the highway garage and he would rather not do that if they could avoid it.

Chairman Robertson asked if they wanted to start with bids and if they didn't get any suitable bids, and they always reserve the right to refuse unsuitable bids.

Selectman Shute stated that the next auction at the White's Farm is in April.

Selectwoman McHugh asked if there was a bus place on Route 125 and Chairman Robertson stated that they could certainly see if there were any bus dealers that might be interested because given their experience, they are likely to get sealed bids far below what they were looking let it go for.

Chairman Robertson stated that they should start with the bid process and see if they could find a deal or concessionaire that might be interested in the bus if that is okay with the board to which all agreed.

Chairman Robertson stated that they Public Sector Solutions, who asked Mr. Harrington if that was the electrical?

Mr. Harrington stated that those may be the bids from Steve Jamele who was talking about such.

Chairman Robertson stated that it didn't require any action but was for the Board's review to which it was determined that it was.

Chairman Robertson stated that he would note for the record that on October 7, 2019 or thereabout, the Board signed the Accounts Payable Manifest dated October 7, 2019 and they also signed a Payroll Manifest dated October 8th, 2019.

The amount on the Payroll Manifest was \$72,795.79 (net)

The Accounts Payable Manifest was \$513,375.29 of which \$500,000.00 went to the school.

The chairman continued that there are Planning Board minutes and some other board minutes that Board members could peruse if you want.

Town Administrator's Report:

Mr. Harrington stated that some of the Board may have updated budget sheets in their folder and those are for your binders. He stated that they might find that the totals better match what they were discussing.

As a follow up to the Board, the chairman had asked he to check with town counsel regarding using 2019 dollars to pay for engineering studies or plans for the proposed land across the street.

He was told that this was not possible and also not possible to bring it forward in an encumbrance as well because it would still be using 2019 dollars.

Mr. Harrington stated that they all had a draft of the RFP for the assessing services and the revaluation if they would like to take a look at it. That has been run by town counsel. He made edits so what the Board is seeing is the final draft.

If published this week, it would be due sometime mid-November. He thought it was only prudent to give folks at least a month to put up a proposal of this size and he would advertise it in all the typical places, NH Municipal Association, online, Facebook.

Chairman Robertson stated that if the Board wants to review this or if they were comfortable with Bart's recommendations, he might advise moving ahead with it.

Members of the Board agreed that they were happy with what was presented.

Chairman Robertson stated to Mr. Harrington that the Board was in general agreement and that he should go ahead with it. He stated that they typically hear back pretty quickly. The folks that are willing to bid on this know exactly what is involved and one of them will likely be CAI who does the town's online information that they just signed.

Mr. Harrington stated that today, they got a quote, and he mentioned to some of the folks on the Board last week, that when Ray had scheduled the annual furnace maintenance for the highway garage, the highway furnace was deemed unsafe and not usable so it will need to be replaced.

Just to give a little history, that is a 1982 furnace that was actually used from the town hall that was replaced and put in the highway garage.

There are multiple safety issues, more than he can possible detail there. Suffice to say, it cannot be used.

The recommendation from LeBlanc who does the service on all of the town's furnaces, for a much more cost-effective solution which is to go with a smaller, propane unit. It is more efficient and would better fit the size of that building.

That would involve all new ductwork which is currently not insulated at this time, up in the ceiling and proper venting to the outside.

Right now, the fire box in the existing furnace has burned through and has been leaking gasses into the building for quite some time.

It's just not a good situation.

He stated that he did get a quote for \$11,881.00. That's to put in the new furnace, all new ductwork, proper venting and dispose of the ductwork and the furnace itself. LeBlanc would dismantle it and take it away otherwise the town would be required to do that.

He did want to mention that when he talked to the road agent, he was in more favor of replacing it with an oil burner unit that they have now. Obviously smaller and more efficient but the verbal quote that Mr. Ellis got from Leblanc exceeded \$30,000.00 or more to go with an oil unit verses a propane unit.

Chairman Robertson stated that that was the rumbling that he heard was that they were looking well over \$30,000.00.

Selectman Shute asked if the propane was \$11,881.00 and Selectman McGarry stated that it was a no-brainer. Selectman Shute stated that it didn't make sense.

Mr. Harrington stated that he understood and he had hoped that he would have a quote for the oil burner but it didn't get here in time and he also wanted to get information from Ray but he hadn't contacted him.

If they wanted to hold off, and they meet next week, they could get a quote for the actual oil burner and they could have a choice.

Chairman Robertson stated that for \$20,000.00, they would have to wait until next week.

Mr. Harrington stated that he hoped that they would have both of them this evening. Chairman Robertson hopes that it doesn't get wildly cold.

New Business:

The transfer station, landfill and building inspector items, as Rick is not at the meeting, and he didn't know how the Board felt, but given the fact that Randi appears to be working out pretty well with assisting Mr. Pelletier with paperwork and that sort of thing that they could probably remove the assistant from the inspection budget and move forward with that unless there are any objections.

Mr. Harrington asked if the Board wanted to vote on the budget tonight because that budget hasn't been approved yet or did, they want to wait?

Chairman Robertson asked if they thought that Mr. Pelletier was going to be at the next meeting to which Mr. Harrington stated that yes, he would be and the chairman thought that they should wait.

Other/New Business:

Selectman McGarry stated that the fire department had a fairly successful yard sale with the stuff coming out of that Conac box.

Mr. Harrington stated that one gentleman seemed to make a rather large purchase according to the fire chief.

Selectman McGarry stated that it sounded like the monies that they got exceeded the quotes that they had received previously.

Motion: Selectman Shute moves to adjourn

Second: Selectwoman McHugh

Discussion:

Vote: Yea 3, Nay 0, Abstained 0 – Motion Carried

Next Meeting: Monday, October 21, 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*