

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
November 4, 2019
MINUTES**

Call to Order

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

Present: Richard Pitman, Vice Chairman (Acting Chairman). Fred McGarry, Jeff Shute and Cindy McHugh, Selectpersons.

Absent: Andrew Robertson, Chairman

Pledge of Allegiance to the Flag

Vice Chairman Pitman asks all to rise and pledge allegiance to the Flag

Vice Chairman Pitman stated that the chairman was absent tonight and so he would try to pick up the pieces and run with it. He asked Selectman Shute to help him up there if he needed anything from a vice chairman.

Vice Chairman Pitman stated that he would table the budget review for Insurance until Chairman Robertson could be there as well as the Tax Rate setting.

They are planning on meeting next Tuesday night as Veteran's Day is Monday if that is good with everyone there. All members agreed.

Regular Business:

Review of Outstanding Minutes of October 28, 2019

Motion: Selectman McGarry moves to approve the minutes of October 28, 2019

Second: Selectwoman McHugh

Discussion:

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

Payroll Manifest - \$75,072.42, gross, \$48,930.69 net dated October 30, 2019 with a check date of November 5, 2019

Motion: Selectman Shute moves to approve the payroll manifest as read

Second: Selectman McGarry

Discussion:

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

Accounts Payable Manifest - \$1,051,518.08 with \$1,000,000.00 going to the school

Motion: Selectman McGarry moves to approve the Accounts Payable in the amounts read

Second: Selectman Shute

Discussion:

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

Land Use Change Tax – Peter Mahoney, 46 Blakes Hill Road, Map 406-11, Lot 01 - \$880.00

Motion: Selectman McGarry moves to collect the Land Use Change Tax

Second: Selectwoman McHugh

Discussion:

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

Timber Tax Levy – Brian and Mary Jo Hanley, 150 North Road, Map 405, Lot 02, \$2,644.07

Motion: Selectman McGarry moves to collect the timber tax as read

Second: Selectwoman McHugh

Discussion:

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

Vice Chairman Pitman stated that they had a letter from Avatar Associates regarding the Equalization Municipal Assessment Data Certificate which the Board will need to sign and reads as follows:

“Dear Board Members:

Enclosed is the preliminary 2019 Assessment to Sales Ratio Analysis for the Town of Deerfield for the 66 qualified sales using the DRA normal qualification criteria which excludes foreclosures, bank sales, family transactions, estate sales and the like.

This preliminary analysis indicates a median assessment of sales ratio of 80.4% price related differential of 1.00 and a coefficient of the dispersion of 8.

With the Board's approval, they will be happy to forward this information electronically to the DR for the department's use to establish the actual ratio.

The selectmen will need to sign the enclosed pink slip. It's in certificate form and can be returned to them for electronically uploading it to the mosaic.

As always, please do not hesitate to contact them should the Board have any questions.

Signed: Evan Roberge”

Vice Chairman Pitman stated that he needed a motion to sign the letter.

Motion: Selectman Shute moves to sign the Avatar 2019 Municipal Assessment to Sales Ratio Analysis

Second: Selectman McGarry

Discussion:

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

Vice Chairman Pitman stated that next they had the snow plow and the loader contracts, first being the 2-yard 5515 loader for \$3,000.00 per month starting December, 2019 to March, 2020. The Town of Deerfield will supply fuel and Mark Young Trucking is responsible for maintenance and repairs. That's the first one.

Vice Chairman Pitman stated that they could vote on all of them at the same time.

The second one is from East Coast Signals for plowing only.

Manchester Paving and Sealcoating for plowing and sanding.

Manchester Paving and Sealcoating another truck for plowing and sanding

Gary B. Sanborn for plowing and sanding

Paul Smith, plowing and sanding

Jonathan C. Winslow, plowing only

Kevin Young, plowing only

Mark Young, plowing and sanding

Motion: Selectman McGarry moves to approve the proposed agreements

Second: Selectman Shute

Discussion:

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

Vice Chairman Pitman stated that for the record, all of the contracts had been approved by the highway agent.

Selectman Shute asked if this was all the contracts or were there more coming.

Vice Chairman Pitman stated that per the highway agent, today was the deadline.

Review of Correspondence:

Vice Chairman Pitman stated that they only item that they had in their file was the Planning Board minutes from October 23, 2019 which are available in the town administrator's office.

Town Administrator's Report:

Mr. Harrington stated that he had two things tonight.

He stated that the Board had a copy of the Deerfield Parks and Rec Commission by-laws draft included in their packets.

He stated that they wanted him to provide it to the Board in order for them to take a look at. They'd like the Board's endorsement even though they are going to go ahead and review it themselves and vote on it. This is the final draft that he had been working back and forth with the Commission on.

Secondly, there was an email in their packet from Southern New Hampshire Planning Commission concerning a solid waste management grant. There are three questions in there to the Board or town officials to provide feedback to them before they apply for the grant.

If they wanted to take a look at that, he could reschedule that for a discussion next time.

Selectman McGarry asked if Mr. Pelletier should be involved and Mr. Harrington stated that he was going to talk with him as well.

Vice Chairman Pitman stated that Mr. Harrington should talk to Mr. Pelletier first and then if he needed to bring it up next Tuesday, they could.

Vice Chairman Pitman asked the Board if they had any questions for follow up for Mr. Harrington.

Selectman Shute stated that just a follow up for the by-laws, there were none for Parks and Rec Commission so they decided that they would try to create them and they looked at one of their commission members, as he'd spent a lot of time putting this together by looking and researching other by-laws and information.

Just a little background on that topic.

Unfinished/New Business:

Mr. Harrington stated that he also provided the Board with copies of draft warrant articles. Those are the warrant articles from last year just as a guidepost.

All the amounts are highlighted for whatever the Board decides to put in there but he just wanted to start the discussion.

Vice Chairman stated that they could look them over.

CIP Police Department and Fire Department – Fred McGarry

Selectman McGarry stated that he had mentioned previously that the Planning Board ended up having questions with regard to the listing for the fire department \$2 million dollars and the police department \$1.4 million dollars for construction and the questions being shouldn't those two be combined particularly with the fact that they were being shown as being constructed or being proposed at town meeting next year, for 2020.

If it is not the intent of the Board to have both on the warrant then it would be best just to take and move, he assumed, the fire department, \$2 million dollars, move 1,2,3, whatever number of years.

Selectwoman McHugh asked if they prioritized those already which was answered yes by the vice chairman.

Selectwoman McHugh continued that the police department would be done in 2020 and the fire department was supposed to be in 2023 so she didn't know how they got put back together again.

Vice Chairman Pitman stated that he didn't know either and he's been told by other taxpayers, especially to do police only this year and make sure that the committee is working on it.

Selectman McGarry stated that he could bring that back to the Planning Board and committee meeting Wednesday night and just advise them that no, the Board would not change the priorities and they were not going to be listing.

Vice Chairman Pitman stated that they were going to go by what was listed which was the police department in 2020 and the fire department in 2023 or 2025.

Vice Chairman Pitman stated that there was some talk to, about going back and talk about it at another meeting but definitely not combining the two.

Selectwoman McHugh stated that she thought that the steering committee talked about two years ago and the importance of the two was that the police took precedence on this.

She had a little informational pamphlet that the police committee put together and the importance of having the police department redone. It's just a little eye opener.

Vice Chairman Pitman asked Selectwoman McHugh how they could get that information out to the public to which she stated that they should get permission to put it out on Facebook, on the town website.

Vice Chairman Pitman stated that someone did a lot of work to put this together.

Selectman Shute stated that he thought that it got put out before but Selectwoman McHugh stated that she thought that it needed to get out there again.

She stated that she didn't think that the movie (slideshow) was ever put out there and Selectman Shute stated that he had seen it before but other members of the Board stated that they had not.

Selectwoman McHugh asked Selectman Shute if he had gone to one of the police steering committee meetings to which he stated that he had and she added that is maybe where he saw the video.

Selectman Shute stated that it absolutely has to get out there and the vice chairman asked Selectwoman McHugh if she could look into that.

Selectwoman McHugh stated that she could as long as it is something they could do legally and would be more than happy to do that.

Vice Chairman Pitman stated that the consensus of the Board is that they are full steam ahead for a police station, whatever they need to do. The site is there and the engineering has been done so they might as well get started.

Vice Chairman Pitman asked Selectman McGarry is he is still going to need that meeting on the 20th to which he stated that he didn't think so.

Selectman McGarry stated that he remembered that their discussion was setting priorities and they ended up saying high priority for the fire department so that got translated into immediate.

He could certainly take and bring that back to the Planning Board and they could move the fire department out to 2023 and Selectwoman McHugh stated that they could double-check with Mr. Harrington through the minutes.

Vice Chairman Pitman stated that if there was some need from a disaster to move it up but in the meantime, they should be concentrating on what they should be working on.

Vice Chairman polled the Board for anything else and no one else had anything.

Vice Chairman Pitman stated that this concludes Other and New Business and they didn't have a need to go into non-public.

Citizen's Comments:

A member of the audience gave Citizen's Comments but didn't identify himself.

He stated that it was hard to not notice that the road agent ended up approving himself for a snow contract and he was wondering what kind of protocol is in place to make sure that people don't approve contracts for themselves.

(At this time, Chairman Robertson entered the meeting)

Vice Chairman Pitman stated that was the reason that they were there.

He continued that it was actually referred to someone else and Vice Chairman Pitman stated that the Board has to approve them.

Chairman Robertson stated that typically in the past, they have asked the road agent as well to justify how his rate compares to competitors' rates and he has done that on a periodic basis for them for both his loader with snow removal and any other equipment that he has provided.

The gentleman from the audience stated that it was just the appearance of that, was surprising.

Vice Chairman Pitman stated that not really, because without him, they couldn't find enough trucks to do the work. It's a needed asset.

The gentleman stated that he wasn't questioning that, just the approval process.

He asked if the town uses its own equipment before using others which he assumed that they did and the vice chairman agreed.

Harriet Cady – Old Centre Road

As a citizen, she could not see where it would be cheaper to build half of what is needed in a safety complex. so if they would decide to only build the police part one year and two years later, the fire department, the cost is almost always expanded when it is done that way.

At the Planning Board meeting, at least three of them stated that they would not approve building one half and then the other half and Pete believes if they did it that way, they'll definitely be defeated.

She thought that the Board at least needs to publish the police study committee's study on the website so that people will know.

In fact, she as a citizen, how this list was come up with and why they would spend the money in the way that it is projected.

She thought that \$78,000.00 to redo the electronic system, telephone system in that building, the cost of the police department, the cost of building the fire department, they do know that they planned a fire truck by putting so much away every year in the trust fund for that. That is something that people understand.

The rest of the costs on the CIP, certainly are not even understood by three of the five members of the Planning Board who talked.

Motion: Chairman Robertson moves to adjourn

Second: Selectman McGarry

Discussion:

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

Next Meeting: Monday, November 12, 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*