

**TOWN OF DEERFIELD  
BOARD OF SELECTMEN  
November 25, 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

Chairman Robertson stated that he was going to deviate from the agenda if there is no problem with that with the rest of the Board and recognize Denise Greig because he had a note that she needs a couple of minutes at the beginning of the meeting.

**Denise Greig, Emergency Management:**

She stated that they have learned that there is an opportunity for a grant from the federal government. It is a 100 percent funded grant. No match required for the amount of \$6,000.00 to purchase tactical gear and medical supplies for EMS in the Warm Zone.

This is the grant opportunity that is available through New Hampshire Homeland Security and Emergency Management.

It is an opportunity that allows them to obtain this gear and materials for EMS. As part of the grant, there is a mandate that there is very specific online training which most of the folks have already completed and there is additional tactical training that will be handled once the grant is approved.

No purchases until the grant is approved. That will be further on.

There will be materials coming up to the Board for final approval.

She stated that she just wanted to give the Board the heads up that fire, rescue, police and emergency management are working on this and intend on going on to file this if it meets with the Board's approval.

Chairman Robertson stated that the only question that they would have is to make sure that police, fire and rescue are all on board and would want them to move ahead with it.

He stated that she could count on that Board to support it.

Chairman Robertson stated that one other thing that is not on the agenda is the bid opening for cleaning services.

Chairman Robertson stated that he didn't realize that they had gone out to bid for cleaning services.

He stated that he would go over the specifications for the invitation to bid.

"The Town of Deerfield is seeking sealed bids for janitorial services for the building known as George B. White Building (GBW) in accordance with an agreed upon cleaning schedule and specifications for the building. This Request for Bid will result in a contract for the 2020 calendar year. 12 hours per week; 3 days per week. Contractor to furnish all labor and agreed upon materials, tools, equipment, and all other facilities required for the furnishing of janitorial services for the building.

Requires: Cleaning of common area, all floors dry & wet mop, vacuuming, Bathrooms – dry & wet Mop, sinks, toilets, urinals, mirrors, restock all supplies, garbage removal, recycling removal, entrance door glass cleaning inside and out as needed.

Requires: Cleaning of Police Department, GBW Offices (Front Offices, Assessing Office, Tax Clerk's Office, Parks & Rec Office, Common Areas, hallways & lobby areas.

Yearly Contract will begin on January 1, 2020"

Ruth Hamrahan - She stated in her bid that she can complete the work early Monday, AM, Wednesday, early AM, and Thursday, early AM and has given a schedule of what she would clean. What she would do weekly, what she would do monthly.

She has attached her certificate of insurance.

Her price would be for \$300.00 per week.

ASC Action Cleaning Service – Kyle Simpson, owner.

Chairman Robertson stated that it was noted that they would do pretty much exactly what Ms. Hamrahan listed. It was noted as follows:

Agreed to provide services to the Town of Deerfield at the hourly rate of \$40.00 per hour with weekly billable hours estimated at twelve for a weekly invoice of \$480.00.

He also attached his certificate of insurance.

Chairman Robertson stated that he would ask the town administrator if they have been happy with the present cleaning service to which Mr. Harrington stated that yes and that she has done an outstanding job. She works well with all the staff. The departments are all happy with her work.

**Motion:** Vice Chairman Pitman moves to award the contract to Ruth Hamrahan for \$300.00 a week as proposed

**Second:** Selectwoman McHugh

**Discussion:** Selectwoman McHugh asked if the town buys their supplies or equipment to which Mr. Harrington stated that they supply most but the town does supply some materials as well.

Chairman Robertson stated that the town supplies paper products and the contractor chooses the cleaning products.

Mr. Harrington stated that she works very well with Mr. Ellis with her job.

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

## **2020 Budget Review: Revaluation of Property, Page 11**

Chairman Robertson stated that they had two bids. One from Corcoran Associates and one from Avatar. There was quite a bit of material to go through.

They also had Mr. Harrington put together a bid analysis for them.

He didn't know what the Board's pleasure was. He would note that he did a little homework as to how the services work and Corcoran basically uses Avatar's software and process. If they didn't want to use Avatar's software and process, they would use Division Appraisal setup.

When you look at the numbers that Mr. Harrington provided, it has there, if they didn't use two days a week, Option B on his bid analysis, which neither himself, or the assessing department nor Avatar think that they need to, but just because of the way that it was specified in the RFP, they provided that option.

If they stay with the option that they have right now, Option A, one day a week, he thought that they came out at a lower amount to continue using Avatar.

He didn't know how the rest of the Board feels. It doesn't necessarily make sense to him to pay more for somebody to use Avatar's program and process.

Vice Chairman Pitman stated that he was glad that they did it because it proved that they had the right company working for the town.

**Motion:** Vice Chairman Pitman moves to continue with Avatar with the rates they published, one day a week

**Second:** Selectman Shute

**Discussion:** Chairman Robertson stated that he would note that this rate coincides with the original proposal that Avatar provided for renewal this year

Selectman McGarry stated that Option A, he didn't know if there was a typo or what but it says one day a month.

Chairman Robertson stated that he thought that it was one day a month in the actual proposal.

Mr. Harrington stated that the current agreement provides scheduled one day a month. Most weeks they have the assessing professional in the office checking in with both the assessing clerk and the building inspector just to see what is going on, what's new and if there is any assistance needed.

If at any time, if the town calls with a question or a need for them to come in, they come in and it is billed at an hourly rate.

Chairman Robertson stated that this is the discrepancy in the analysis is that that is contracted for one day a month but the analysis says one day a week.

Vice Chairman Pitman stated that they meant it to be one day a month to which all agreed.

Selectman McGarry asked if the motion covered both contracts, the five year one and the revaluation for this year to which the vice chairman stated that it did.

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

Mr. Harrington stated that he did have the original copies that could be signed and that they would need to make some budget adjustments after or did the Board want to go over them at this time.

Chairman Robertson stated that they might as well do it now while they were on the subject.

Mr. Harrington stated that in the proposed 2020 budget, the contract appraisal line was looking for \$60,844.00 and stated that it was on Page 11 of the budget.

With the approval of the two contracts, one for revaluation and assessing services, that total would need to increase to \$119,500.00 which would bring the new budget total to \$145,457.00.

Chairman Robertson stated that since the Board had voted on the contract that Mr. Harrington could adjust the budget and it could be presented to the budget committee.

### **Regular Business:**

#### **Review of Outstanding Minutes of November 18, 2019**

**Motion:** Selectman McGarry moves to approve the minutes of November 18, 2019

**Second:** Selectman Shute

**Discussion:**

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

#### **Accounts Payable Manifest - \$37,365.71**

**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 that they had the tax collector's warrant which was in the packet for signature. A quorum of the Board has signed it already but a couple of people haven't so he stated he would pass it down in case they wanted to add their signature. If they intentionally didn't, that's fine too.

Selectman McGarry stated that on the agreement for the cyclical agreement, there was an option for a bond to be required to which the chairman stated that they have never required a bond in the past so he recommended that it be checked off as no.

Chairman Robertson stated that if the Board thinks otherwise, they could address it.

Vice Chairman Pitman stated that he didn't think that they needed it.

Chairman Robertson stated that the only financial issues that they have had with the contractors is when the town ran out of money and they weren't able to fulfill the contract and they let the town out of the contract so that they wouldn't have to go after tax anticipated note.

Chairman Robertson stated that next up, they had a contract from the town clerk/tax collector and she is looking to contract with Sanders Searches, LLC. Total estimated amount of the contract is \$765.00.

He stated that he believed it was for, basically, title research, to which Mr. Harrington stated that it was.

Chairman Robertson stated that it is the contractor that they have been using and this would be a renewal.

**Motion:** Vice Chairman Pitman moves to approve the renewal contract with Sanders Searches, LLC

**Second:** Selectwoman McHugh

**Discussion:**

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

Chairman Robertson stated that the last item in the Signature file is a contract with Granite State Analytical and this is the outfit that has done the town's water testing because the town has a public water supply with a schedule with what they test. Basically, it's the women and men's bathrooms in this building, Yanni's Pizzeria, the police department, the restrooms on the lower floor and it gives an indication of what they test for.

This is the contractor that they have used in years past. There is a note from Mr. Ellis stating that the 2020 costs are \$3,162.50 but to date they have only billed the town \$2,150.00 to which Mr. Harrington agreed and the chairman added that he thought that the amount was the same that was budgeted last year.

Mr. Harrington stated that they will have to increase the budget and stated that he would talk to them after. Due to additional state requirements for the PFAS and the PFOA's, there's an increased rate of testing and those are additional tests that will have to be done for the town.

Chairman Robertson noted that the PFAS 4 compound analysis and chemical sampling fee is \$675.00 to which it was noted that this was the difference and \$175.00 for the other.

Mr. Harrington stated that it adds approximately \$1,015.00,

Selectwoman McHugh asked if this was just for the George B. White Building and he stated that it was the only building that they test.

It was noted that neither the town hall or the fire station water was included in these tests.

**Motion:** Vice Chairman Pitman moves to renew the contract with Granite State Analytical for water testing

**Second:** Selectwoman McHugh

**Discussion:** Selectman Shute stated that he thought that Selectwoman McHugh had a good point about testing the town hall since they are leasing it out and using it as a public facility.

Chairman Robertson asked if they still had the taps at the town hall identified as non-potable?

Selectman McGarry stated that he has seen the signs but Selectman Shute stated that it isn't posted in the bathrooms.

Selectman McGarry stated that he thought that the analysis was in the George B. White Building because it is identified as a public water supply and the others are not so they wouldn't be in the same testing requirements.

Chairman Robertson asked if they did other testing and he had some recollection that they had tested the town hall, the highway shed and other buildings in the past.

Mr. Harrington stated that earlier this year, they came by to test the highway shed and he thought that it was because of a state requirement. They were looking at all highway buildings.

Other than that, there are no regular testing schedules for any other municipal buildings.

They talked about the adding the additional locations after the vote

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

Mr. Harrington asked if that would also allow him to make the changes to the other lines to which the chairman stated yes.

#### **Correspondence:**

Chairman Robertson stated that they had notification of a telecommunications tower going in in Strafford and any of the Board would be welcome to go to the site plan review meeting. The date is December 5, 2019 at 7:30 p.m. at the Stafford Town Hall.

There was a letter from the Deerfield Heritage Commission, specifically from Debora Murphy, Chairwoman.

"Dear Members of the Select Board:

I write to seek your confirmation that the Heritage Commission comprises and includes the duties and responsibilities of the Deerfield Historic District Commission established in 1989 with which the Heritage Commission was merged in 1994.

I include copies of the relevant town minute meetings for your reference."

Chairman Robertson stated that there are copies of the March, 1989 town meeting minutes and the 1994 minutes as well as the applicable RSA's.

He continued that he didn't know if there was any particular action that the Board could take with regard to this. That is certainly how he would understand the process and he actual spoke with an audience member a little while ago about this and have done a little research on it on his own and that would appear to him that that is the timeline that this follows. He didn't know if any of the rest of the Board has disagreement.

Selectman McGarry stated that he did the research as well and come up with the same conclusion.

Chairman Robertson stated that he didn't know if the Board confirming that they think that it is how it is because it is a separate land-use body but maybe an advisory motion that the Board of Selectmen does indeed feel that the duties and responsibilities of the Deerfield Historic District established in 1989 have continued with the merge into the Heritage Commission in 1994

**Motion:** Selectman McGarry moves that the Board of Selectmen does indeed feel that the duties and responsibilities of the Deerfield Historic District established in 1989 have continued with the merge into the Heritage Commission in 1994

**Second:** Selectman Shute

**Discussion:**

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

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

Mr. Harrington stated that he had several items this evening:

The highway shed furnace is installed and running. There were some initial questions as to the reliability of the existing oil tank but it seems to be just a leaky valve which was fixed and they are using it.

He stated that he was at the highway shed this morning and it seems to be functioning perfectly.

Second, he included some literature in their folders from Primex concerning community use of facilities. Mr. Ellis, the facilities supervisor, took an online training and brought it to his attention and he wanted to bring it to the Board's attention.

As the town's insurer, Primex recommends if they are going to rent or lease out public buildings such as the town hall for events, that it would be in the town's best interest to require tenant user liability insurance policies for that event whether it be a one day, two day or what have you to protect the town and also reduce the town's liability exposure.

It is available from many companies.

Chairman Robertson stated that he didn't know if the Board wanted to act on this or to consider it a little further. If it is an association such as the girl scouts, 4-H, that sort of thing, they are going to have their own liability that they can request a certificate of liability insurance for use of the building.

For private functions, typically, most people would buy a short-term event policy. Off the top of his head, most of those policies are based on the number of participants and whether anyone is going to serve alcohol which the town doesn't allow alcohol in the town hall so they would be looking in the range of \$165.00 to \$185.00 range for a 1-million-dollar general liability event policy.

Vice Chairman Pitman asked if that would be for something like the Coffeehouse which is a fundraiser and the chairman stated that there are all kinds of complications there that could come out of this.

Mr. Harrington stated that he wasn't looking for an answer tonight but that he just wanted to bring it to the Board's attention so that folks could think about it but they do make a move towards that direction, it affects quite a few things.

Chairman Robertson stated with that said, he would say that his office pretty regularly generates certificates of insurance for things as small as a baby shower at the Brentwood Town Hall that required a million dollars certificate of liability.

Selectwoman McHugh asked if that was around \$170.00 to which the chairman stated that it was.

Mr. Harrington added that the town hall rental fee is \$100.00.

He continued that there is a wedding reception coming up. Mr. Ellis, for what ever reason, has been getting quite a few requests to rent the town hall out lately.

It was just something that he wanted to bring to the Board's attention.

Selectman McGarry asked if there were any forms that would be typically used to sign off on.

Mr. Harrington stated that he could probably get some draft forms from Primex or they could augment the town's current agreement to include proof of certificate coverage.

Chairman Robertson stated that there are a number of boilerplate options out there and he thought that if they looked at most of the towns around us, they have that built into their agreements.

Mr. Harrington stated that this was the information that he got from Primex. Deerfield is in the minority of towns that don't require insurance so something to think about.

Lastly, Selectman McGarry had brought a draft letter for the Board to look at and Selectman McGarry stated that he didn't need the Board's decision tonight but to take a look at it.

Selectman McGarry stated that it is a letter to Northwood Planning Board regarding Gulf Road. The Deerfield Planning Board has suggested, requested, that the Board of Selectmen send a letter so they figured a joint letter written to the Northwood Board of Selectmen stating that Deerfield would not support any additional development that has sole access off of Gulf Road.

Vice Chairman Pitman asked Selectman McGarry to verify that it is now a three lot and not a five-lot subdivision to which he agreed.

Vice Chairman Pitman asked if there was anything that stated that no more could be done until they got another access?

Selectman McGarry stated that the intent of this letter is to do that.

Chairman Robertson stated that they Board could take the letter and take a look at it and come back and approve it at the next meeting.

Selectman McGarry stated that he would take any edits that anyone had to offer.

**New Business:**

None

**Other Business:**

None

**Citizen's Comments:**

**Ms. Cady – Old Centre Road**

She stated that she has a couple of questions.

The minutes that she took last meeting on the opening of the bids for the appraisal, she had reval 2020 would be \$105,000.00 from Corcoran and valuations going through the next four years which would make it up to 2025, \$50,000.00, \$51,000.00, \$52,000.00 and \$53,000.00 which would be another \$207,000.00 verses reval by Avatar of \$400,000.00 and then five years of coming into town \$94,980.00 and then clerical training \$75.00.

So, where did she go off?

Chairman Robertson stated that he wasn't going to get too deep into the weeds of the contract but Avatar offered them two options. The option that the town has presently and an additional option of doubling the labor time with their staff in the community and the second option was the \$400,000.00. They advised the town to not take it because they have never come close to using that sort of time.

Ms. Cady stated that they might not have read the first option to which the chairman stated that that could have been.

Chairman Robertson stated that the first option with Avatar which is exactly what they are doing at present, was \$127,400.00. He stated that he might not have spoke loud enough or into the microphone well enough.

One of the things that Ms. Cady wondered about is the water testing. The George B. White Building doesn't come back as bad but that they buy water and she sees people coming in from the daycare walking in and filling up their bottles, especially that one in the hall during the summer and she wondered why.

If the water is good, why isn't everybody drinking from the fountains here.

Mr. Harrington stated that he would ask that.

There is a high level of radon in the water which does not make the water not potable but if you are familiar with the affects of radon, that is why the water is not drunk and they do have the water coolers.

So, the water has been tested and there is radon in the water. And now they are going to test the town hall to which the chairman stated that they haven't made that decision yet. It was a discussion point.

Ms. Cady stated that she had a couple of more things.

The representative on the Rockingham County Commissioners for Deerfield is Mr. Coyle. He moved to Portsmouth and it is presently going through a check where he states that he has a right to serve another year. The secretary

stated that he doesn't so apparently there is something going on about this and she thought that Deerfield should weigh in. He doesn't even come to see them and they vote a pretty good budget every year like over \$500,000.00.

Ms. Cady stated that she didn't understand the 1989 minutes of the Deerfield Historical Commission and it was redone in 1994 – what was that about?

Chairman Robertson stated that it was just an acknowledgement that what was initially the Historic District Commission was voted by the town to make it into the Heritage Commission when the heritage commission format became available. They essentially have the same duties to which Ms. Cady stated that she knew that.

Chairman Robertson stated it was an affirmation of what happened in the Town of Deerfield.

**Mr. Rhodes -**

He asked of Selectman McGarry to follow up on his letter, obviously he hasn't seen the draft, and also on Vice Chairman Pitman's question, is the never again aspect of that letter contingent on the ordinance that the planning board is thinking, passing or is it independent of that.

Selectman McGarry stated that it is independent of that but certainly the ordinance that the planning board is considering would give further credibility to this never again.

Mr. Rhodes continues that the never more doesn't depend on that ordinance passing to which Selectman McGarry stated that it was correct.

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

**Second:** Selectman McGarry

**Discussion:**

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

**Next Meeting: Monday, December 9, 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*