

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
November 18, 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

Bid Opening: Revaluation/Assessing Services and DPR Bus Sale

Chairman Robertson stated that the Board had put out a request, an RFP for Assessing Services and they had also put out a request for sealed bids on the DPR bus that they were looking to surplus.

He stated that he would start with revaluation/assessing services.

"2019 –TOWN OF DEERFIELD INVITATION TO BID

The Town of Deerfield, New Hampshire (the "Town") is seeking two (2) proposals for (1) a Cyclical Reappraisal of values of all taxable, non-taxable and exempt properties situated within the Town utilizing the Town's current Avitar CAMA system and (2) a proposal for General Assessing Services to the Town. The effective date of the revaluation shall be April 1, 2020. The valuations and appraisals of all properties shall reflect full market value as of the effective date.

The Town of Deerfield covers approximately 51 square miles or 32,497 acres of land consisting of 2,341 parcels.

Deerfield's last total revaluation was conducted in 2015. The Town's assessing information is currently contained on cards produced by Avitar Associates of N. E., Inc. CAMA software.

See full RFP online at: https://www.townofdeerfieldnh.com/sites/deerfieldnh/files/news/rfp_asse...

All bids must be received at the Board of Selectmen's Office by no later than Wednesday, November 13, 2019 by 3:00 pm. Mail all sealed bids to "Board of Selectmen", 8 Raymond Road, P.O. Box 159, Deerfield, NH 03037.

- Bids shall be opened and read aloud at the next scheduled meeting of the Board of Selectmen.
- No bidder may withdraw a Bid within 30 days of the actual date of bid opening.
- A conditional or qualified Bid will not be accepted.
- The Town of Deerfield reserves the right to reject any and all bids."

Chairman Robertson stated that they had received two bids.

Corcoran Consulting Associates, Wolfeboro Falls, NH

"Please find enclosed two proposals from Corcoran Consulting.

The first proposal is for general assessing services for the 2020-2024 tax services. The second proposal is for full revaluation tax services for the 2020 year.

The proposals shall remain in effect for 30 days starting with the official due date of November 13, 2019.

1
2 They have included a proposed discount for their general assessing services for the 2020 tax year of 10
3 percent should their firm be awarded both contracts as some services for general assessing and full reval
4 will duplicate some tasks.”
5

6 The chairman stated that he would not read the entire proposal but proceeded with going to the bottom line.
7

8 “Complete town wide major and lists town revaluation services for the 2020 tax year. Estimate of
9 \$105,000.00.”
10

11 Chairman Robertson stated that this was the total for both as there was only one amount listed.
12

13 The rest of the proposal was resumes of staff as well as contact information, software information.
14

15 Chairman Robertson stated that he was going to set that aside for the moment.
16

17 The second proposal was from Avatar Associates of New England. They are the town’s current assessing company.
18

19 They provided a five-year assessing proposal as well as the cyclical revaluation proposal. The chairman was
20 assuming that it was similar to what they had received and reviewed prior for the budget.
21

22 Option A: Five-year contract assessing and cycled inspections with assessor onsite on average one day per
23 month. Additional training, clerical work will need to be billed separately at \$75.00 an hour and the quote is
24 \$127,420.00
25

26 Option B: Five-year contract assessing and cyclical inspections with an assessor onsite on average two
27 days per week as requested in the RFP. \$400,000.00.”
28

29 Chairman Robertson stated that they provided a list of personnel that they were relatively familiar as well as a list of
30 communities served which looks to be the better part of New Hampshire.
31

32 The cyclical proposal specifically is \$94,980.00.
33

34 Vice Chairman Pitman asked what the \$127,000.00 amount was and the chairman answered that it was the five-year
35 assessing proposal. Five-year contract assessing and cycled inspections with assessor onsite on average one day
36 per month.
37

38 Vice Chairman Pitman asked if the \$127,000.00 is divided by 4 or 5 to which it was answered it would be 5.
39

40 Chairman Robertson stated that he didn’t know what the Board’s pleasure was, whether they wanted to take some
41 time to review these a little more in depth. He would say that they didn’t have a tremendous amount of time.
42

43 Vice Chairman Pitman asked if they would be meeting next Monday and it was answered that they would be.
44

45 Selectman McGarry asked if the other company provided references at all to which it was answered yes.
46

47 Chairman Robertson stated that if everyone was in agreement and Mr. Harrington stated that he had copies for
48 everyone.
49

50 Chairman Robertson stated that they would keep the originals in the town administrator’s office and they could take
51 copies with them and look at them more in depth and come back next Monday to make a decision.
52

53 The next item was an invitation to Bid as follows.
54

55 “The Town of Deerfield is seeking sealed bids for a 2009 International 3200 – Eldorado, 27 Passenger bus
with electric wheelchair lift:

56 Diesel engine; 6 cylinder

- 57 • Automatic transmission
58 • Air conditioning
59 • AM/FM Radio

- Air Suspension
- Front Bike rack
- 2019 Inspection sticker
- Mileage: 209,000
- Requires CDL with air brake certification.
- Gross vehicle weight 17,600
- Bus is being sold "As Is".

The bus is currently located at the George B. White Building, 8 Raymond Road, Deerfield, NH. Please direct questions or requests for additional information to: Ray Ellis, Facility Supervisor at 603-463-8811, ext. 330.

Received Bids are as follows:

| | |
|---|------------|
| Asian Auto Services, Plaistow, NH | \$5,678.90 |
| Brandon or Roger Coskey, South Lion, MI | \$2,783.00 |

Vice Chairman Pitman remarked that they probably didn't want to go with either of the bids.

Chairman Robertson stated that it was purchased at a public auction in Vermont.

Vice Chairman Pitman asked if it had ever been used to which Mr. Harrington stated that publicly, it had not been used.

One of the Board members asked what they paid for it and it was answered, \$8,000.00

Motion: Vice Chairman Pitman moves to accept the high bid of \$5,678.90 from Asian Auto Services of Plaistow, NH

Second: Selectman Shute

Discussion:

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

Chairman Robertson stated to notify the folks at Asian Auto Services that they are the high bidder.

Chairman Robertson stated that it is not on the agenda but he was going to recognize Nick from Parks and Rec with a budget adjustment that he would like to talk to the Board about.

Nick stated that the last time that he was there, the budget consisted of pretty much everything (part of this was inaudible due to a lot of shuffling of items and Nick not being close enough to the microphone to be heard)

Upon a recent Parks and Rec Commission meeting, they got to discussing the health of the aid fund and particularly the programs, the After-School Program and the Summer Camp Programs and how (inaudible) that they had implemented. They have closed the gap with the money that they have in there.

They were kind of thinking of different ways they could offset the costs of programs that don't bring in the revenue that they would like to see. Obviously, they would like to see everything break even or get close to that as possible within the fund.

So, with the adjustment, or his suggestion, and this is based off numbers that he came up with like the losses on Old Home Day as an event and separately, special events. They would be two different things.

Old Home Day has an average loss of \$2,936.46 over the last three years which would be a suggestion to increase that line \$3,000.00 to break even or cover that loss.

Special events over the last three years, it averaged out to \$2,164.12 over the last three years. That would be a suggested increase of \$2,200.00 in the line in the Parks and Rec budget.

That would be a suggested increase to \$76,723.00 for the Parks and Rec budget.

He stated that he was looking for feedback on it.

1 Selectwoman McHugh asked what the special events were?

2
3 Nick stated that special events consisted of the Winter Carnival, Summer Entertainment Series Concerts, Tailgate
4 Trunk or Treat, Veteran's Remembrance. They are very minuscule costs but end up with a \$2,000.00 to \$2,200.00
5 loss each year over the last three years.

6
7 Chairman Robertson stated that he didn't know what the Board's pleasure is in regard to this?

8
9 Selectman Shute stated that as a reminder to this, the money in the budget is only Nick's salary and half of the
10 assistant director's salary. There is only \$1.00 in each one of these lines.

11
12 Chairman Robertson stated that he wouldn't have a problem with it being familiar with the activities. These are town-
13 wide events with a large number of people that enjoy and take advantage of, Old Home Day in particular. He didn't
14 know what the rest of the Board's thoughts were.

15
16 **Motion:** Selectman Shute moves to increase the Parks and Rec budget to \$76,723.00

17 **Second:** Vice Chairman Pitman

18 **Discussion:**

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

20
21 Chairman Robertson stated to Nick that it looked like the Board was in agreement and that he would present it to the
22 budget committee at their next meeting.

23
24 Mr. Harrington stated that he just noticed that the Corcoran Consulting sent separate envelopes for the separate
25 options so they did send both. They just did it in separate packets.

26
27 Chairman Robertson stated that it would make the comparison a little easier.

28
29 Chairman Robertson stated that there was information on the second half but he wasn't finding an estimate.

30
31 "Enclosed please find two proposals. General assessing services compensation \$51,000.00. On average,
32 50 hours a month, to be billed in equal payments over twelve months.

33
34 Chairman Robertson added that it goes up a little bit each year.

35
36 General assessing services, 2021, \$51,000.00; 2022, \$52,000.00; 2023, \$52,000.00; 2024, \$53,000.00.

37
38 Vice Chairman Pitman stated that they still needed time to look it over and the chairman stated that they definitely
39 needed time to figure it out.

40
41 Mr. Harrington stated that he would have copies for everybody and would have a basic spreadsheet put together for
42 them.

43
44 Chairman Robertson stated that he hoped that everyone would take a look at the specifics of the proposals as well.

45
46 **Regular Business:**

47
48 **Review of Outstanding Minutes of November 12, 2019**

49
50 **Motion:** Vice Chairman Pitman moves to accept the minutes of November 12, 2019

51 **Second:** Selectman Shute

52 **Discussion:**

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

54
55 Ms. Cady asked if the November 12th date was correct and Chairman Robertson stated that they met on November
56 12th because the 11th was a holiday.

57
58 **Accounts Payable Manifest – November 18th, 2019 - \$34,933.93**

59
60 **Motion:** Selectman McGarry moves to approve the accounts payable manifest in the amount of \$34,933.93

61 **Second:** Selectwoman McHugh

62 **Discussion:**

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

2
3 **Payroll Manifest – Week ending November 13, 2019, Dated November 18, 2019 - \$51,633.34 (net)**

4
5 **Motion:** Selectman Shute moves to approve the payroll manifest in the amount of \$51,633.34

6 **Second:** Selectman McGarry

7 **Discussion:**

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

9
10 **Signatures:**

11
12 **Recommendations for Winter Contractors:**

13
14 K.J. Fisher and Sons, LLC. The insurance is in line and he was assuming that if they had it, that the road
15 agent has reviewed it and approves.

16
17 **Motion:** Vice Chairman Pitman moves to approve the contract with K.J. Fisher and Sons for winter plowing

18 **Second:** Selectman McGarry

19 **Discussion:**

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

21
22 K.J. Fisher and Sons, LLC. Insurance is in order

23
24 **Motion:** Vice Chairman Pitman moves to approve the second contract with K.J. Fisher and Sons for winter
25 plowing

26 **Second:** Selectman McGarry

27 **Discussion:**

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

29
30 Selectman Shute asked if there were anymore contracts to which the chairman stated that he didn't know but that Mr.
31 Harrington stated that it completed the number of documents that they sent out.

32
33 Chairman Robertson stated that it fits in with what the road agents needs to which Mr. Harrington agreed.

34
35 Chairman Robertson stated that in the Correspondence Folder, the only item that they had was the Planning Board
36 and he would mention at this point, he knew that the police chief has talked with Sylvia, the town planner and he
37 himself, told the police chief that he would go to the Planning Board meeting with him to answer any CIP questions
38 that they have and he knew that both the chief and himself have the complete sequence of events starting from the
39 NH Listens project that was held in 2017, moving forward to the steering committee, the sites reviewed, the matrix of
40 qualitative and quantitative factors used on the sites reviewed that he could bring with him.

41
42 Selectman McGarry stated that the Planning Board would like him to be there along with the fire chief and the
43 chairman stated that he thought that Sylvia had also talked with the fire chief as well.

44
45 Chairman Robertson stated that if the Board doesn't object, he was going to put together a bulleted timeline with the
46 official title of each official piece of correspondence they had over the last two and a half years.

47
48 **Town Administrator's Report:**

49
50 Mr. Harrington stated that he wanted to return the Board's attention to an escrow request. He stated that they had a
51 document in their folder.

52
53 There have been some changes. He knew that Selectman McGarry had a question on the payout to the
54 Cottonwoods Settlement.

55
56 To date, they have not determined who to send it to and his recommendation at this point, it to return it to the state's
57 unclaimed property division along with the four others listed in the chart.

58
59 They had been able to identify Brown Belt Engineering Review and Sorak Engineering Review so the total returned to
60 actual folks that put the money in is \$266.44. The remaining escrow totaling \$12,651.55 would be returned to the
61 State of New Hampshire, Unclaimed Property Division.

1 That does not mean if someone should come forward now or anytime in the future, they could collect it from the state.
2 It's just a holding place for it.

3
4 Vice Chairman Pitman remarked that it gets it off the town's books and Mr. Harrington added that this is what the
5 auditor's have requested that they do.

6
7 Mr. Harrington stated that with the Board's approval, he would like to move forward with that.

8
9 **Motion:** Vice Chairman Pitman moves to forward these unclaimed monies to the State's Unclaimed
10 Property Division

11 **Second:** Selectwoman McHugh

12 **Discussion:**

13 **Vote: Yea 4, Nay 0, Abstained 0 – Motion Carries**
14

15 Second, he would like to update the Board regarding the installation of the highway shed furnace. It will start this
16 Wednesday, the 20th.

17
18 The old furnace has already been removed and cleaned out of the way so there is just the installation.

19
20 An update to the Board's approval for a waiver on a Lot 72 on Nottingham Road. It is anticipated that there will be a
21 closing on November 2nd. That has been pushed out to December 2nd. He did have a new Purchase and Sales
22 Agreement in hand and with the Board's approval, he needs to get back to the realtor to let them know that the
23 Board's still approving that extension.

24
25 Chairman Robertson stated that the Board was in general agreement and he didn't think that they needed a motion
26 on that.

27
28 Mr. Harrington stated that lastly, the gazebo roof is finished and Charlie Wheeler has offered to fix the side boards of
29 thee cupola which have completely rotten away. That would be an extra charge but he had the funds to take care of
30 that out of the community program fund so it should be finished up by the end of this week.

31 32 **Unfinished Business:**

33
34 Selectman McGarry stated that the Planning Board met Wednesday night and they did end up approving the
35 subdivision off of Gulf Road with part of the requirement being that the applicant would pay for a couple of signs that
36 basically say, "Caution, One Lane Road" and he agreed to do that.

37
38 Selectman McGarry emailed Mr. Harrington to get a price from NHDOT to make up a couple of signs and provided
39 that information back to the developer so he could give the Town of Deerfield that amount of money so that they
40 could pay for the signs.

41
42 It is anticipated that one sign would be in Deerfield and one would be in Northwood.

43
44 Chairman Robertson asked if the determination of the Planning Board that this was the only path forward and
45 Selectman McGarry stated that there was the possibility of turning them down totally.

46
47 He thought that the thing that swayed the Planning Board members was the fact that Northwood didn't say anything
48 about coming before Deerfield until the guy had already submitted his plans and expended the money.

49
50 He initially proposed a five-lot subdivision which was basically four new lots, plus the parent lot but ultimately agreed
51 on two new lots plus the parent lot so it would be three lots instead of five.

52
53 Vice Chairman Pitman asked if he could come back later or did they have him knocked down?

54
55 Selectman McGarry stated that follows onto the next point which the Planning Board had requested that the
56 selectmen send a letter to Northwood basically saying that they would not support any additional subdivisions that
57 occur in Northwood and through the Planning Board, they would reject them if they were using Gulf Road as its only
58 access.

59
60 Chairman Robertson asked if he assumed that the same was going to happen regarding the subdivision in Candia?
61 It's actually in Candia but will be using Currier Road. Is it the same sized development?
62

1 Selectman McGarry stated as far as the numbers, he thought that the Candia one was a little bit bigger. He thought
2 that it was four or five lots.

3
4 On the Candia one, they want the developer to pay for a drainage swale to be installed to improve the drainage
5 situation on Carrier Road.

6
7 Chairman Robertson asked if there were any other unfinished business.

8
9 Selectman McGarry stated that he would draft a letter and have Jim look it over before it goes and (inaudible due to
10 lots of paper shuffling)

11
12 Chairman Robertson stated that maybe both.

13
14 Chairman Robertson stated that he would note that they have some proposed warrant articles and that they have
15 talked about some of them. None of them need to be approved at this time but to keep it on people's minds to what
16 the Board might want to propose for warrant articles, if any. They had until January 9th, 2020, January 12th, 2020,
17 something like that to finalize and enter.

18
19 Mr. Harrington stated that he had the two new proposed warrant articles in the very back based on their discussion
20 over the year.

21
22 **New Business or Anything Else the Board would like to discuss at this time:**

23
24 None heard

25
26 **Citizen's Comments:**

27
28 None

29
30 **Motion:** Vice Chairman Pitman moves to adjourn at 6:02 pm

31 **Second:** Selectman McGarry

32 **Discussion:**

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

34
35 **Next Meeting: Monday, November 25, 2019 at 5:30 pm**

36
37 *The Minutes were transcribed and respectfully submitted by Dianne L. Kimball, Recording Secretary*
38 *Pending approval by the Board of Selectmen*