

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
March 25, 2020
MINUTES**

Call to Order

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

Present: Andrew Robertson, Chairman; Richard Pitman, Vice Chairman. Fred McGarry, Cindy McHugh, Alden Dill, Selectpersons. (Electronically)

Pledge of Allegiance to the Flag

Chairman Robertson stated that he would forgo the Pledge of Allegiance because, with the exception of John, that the rest of them don't have flags readily available.

The first order of business is going to be organization of the Board.

Organization meeting of the Board

First order of the organization of the Board is nomination of a chair and vice chairman.

Motion: Selectman McGarry nominates Andy Robertson for chair

Second: Selectman Dill

Discussion: Selectwoman McHugh stated that she would like to see it as it is now with Andy and Dick.

Chairman Robertson stated that he did speak to Mr. Pitman earlier and he said that he would be willing to serve as vice chair if that was the will of the Board.

Selectman McGarry modified his motion to include Mr. Pitman as vice chair and Selectman Dill seconded it so that the motion now reads:

Motion: Selectman McGarry nominates Andy Robertson for chair and Dick Pitman for vice chairman

Second: Selectman Dill

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

Chairman Robertson stated that next they had commission board representation. He stated that there was only two listed there.

Mr. Harrington stated that just for the minutes, he would like reflect that they have in attendance electronically, Andy Robertson, Fred McGarry, Dick Pitman, Cindy McHugh and Alden Dill.

There are two other items listed there for organizational purposes; Planning Board member and Municipal Budget Committee member. There are also a number of, and he hesitates to say it, lessor committees that they assign people to that are not of critical importance but in the event that the Planning Board calls a meeting before they are back together or the Municipal Budget Committee, they should probably put two members in those slots as well.

Vice Chairman Pitman stated that they should keep it as it was last year and Chairman Robertson stated that it would great to do so but he would certainly appreciate some help with the budget committee if anyone is interested in either sharing or being involved in it, would certainly be helpful.

Selectman Dill stated that he could do that.

Chairman Robertson stated that it would be much appreciated.

Motion: Vice Chairman Pitman moves to appoint Andy Robertson and Alden Dill as the Board Representation to the Municipal Budget Committee and Fred McGarry and Dick Pitman as the representatives to the Planning Board.

Second: Selectwoman McHugh

Discussion: Mr. Harrington reminded the Board members that when they talk, if they could identify who is talking, it would help the minute taker.

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

Regular Business:

Review of Outstanding Minutes of March 2, 2020

Motion: Selectman McGarry moves to approve the minutes of March 2, 2020

Second: Selectwoman McHugh

Discussion:

Vote: Yea 3, Nay 0, Abstained 2 – Motion Carries

Accounts Payable Manifest - \$39,293.87 of March 16, 2020

Motion: Vice Chairman Pitman moves to approve the Accounts Payable Manifest in the above amount

Second: Selectman Dill

Discussion:

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

Chairman Robertson stated that he didn't know if it had been signed yet and if not, would need to get signatures on that.

Accounts Payable – \$1,043,789.70 with \$1,000,000.00 going to the school - March 23, 2020

Motion: Vice Chairman Pitman moves to approve the Accounts Payable Manifest in the above amount

Second: Selectwoman McHugh

Discussion:

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

Payroll Manifest - \$9,272.54 (gross), \$6,041.25 (net) - March 11, 2020 which includes (couldn't hear the first name) and Mark Young

Motion: Selectman McGarry moves to approve the payroll manifest in the amount above

Second: Selectwoman McHugh

Discussion:

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

Payroll Manifest - \$71,671.87 (gross), \$46,715.60, of March 24, 2020

Motion: Vice Chairman Pitman moves to approve the March 24, 2020 payroll manifest in the amount above

Second: Selectman McGarry

Discussion:

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

Chairman Robertson stated that they had recommendation for Board members to town committees or boards. He was going to start with the first three as one as they are all for the Deerfield Parks and Rec. Commission.

Up for appointment or reappointment are Nate Brown, Jeff Shute and Katherine Libby. These folks are long time members of the Deerfield Parks and Rec. Commission and the Deerfield parks and Rec. Commission has asked the select board to reappoint them to another term.

Motion: Selectman McGarry moves to reappoint Nate Brown, Jeff Shute and Katherine Libby to the Deerfield Parks and Rec. Commission

Second: Selectman Dill

Discussion:

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

Chairman Robertson stated that this brings them to the Heritage Commission and they are willing to appoint Dana van der Bijl for a new term on the Heritage Commission. He believed that she stopped in and saw them. Her term was to expire in March and needs to be reappointed. They have requested that it be a full term.

Motion: Vice Chairman Pitman moves to appoint Dana van der Bijl to a full term with the Heritage Commission

Second: Alden Dill

Discussion:

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

At this point, the chairman stated that he would turn to the Town Administrator's Report.

Town Administrator's Report:

Mr. Harrington stated that he had several items.

He stated that he did get an update from Rick Pelletier on Kettle Rock Road.

There doesn't seem to be any vote from the town to turn that into a Class VI road so at this point, the decision would be left with the Board of Selectmen. There is no need for a public hearing on that.

Chairman Robertson asked if they wanted, could they make the decision could choose to lay it out as a Class VI?

Mr. Harrington stated that he would read Rick's comment.

"After checking town road records, town meeting minutes and conversation with Joanne Wasson, they find no mention of every attempting to discontinue Kettle Rock Road.

For what he could tell from the road map, Kettle Rock Road is still a town road, closed because of non-maintenance, in which it reverts to Class VI.

Due to the fact that the subdivision cannot be approved without a variance and a Class VI road waiver agreement, a second option, based on the intended size of the subdivision, it is within the selectmen's/planning board's authority to accept the subdivision as scattered and premature and require the developer to upgrade the road to town standards, at which time the town would then start to maintain the road when complete.

This would also alleviate complaints down the road as to why they didn't maintain the road and residents pay the same taxes as others or potential suits".

Chairman Robertson stated that assuming that they offered them that, that the improvement would not necessarily be the entire road. The developer would have to improve only to their access?

Selectman McGarry stated that technically, what the planning board has done is that they require top through to their **(hard to hear)**.

Technically, they would end up requiring a turnaround at the very end. It will probably result in about a 700' section opened.

Selectman Dill asked the Board to fill him in as to where Kettle Rock Road was.

Chairman Robertson stated that it is off Mt. Delight Road, almost to the Allenstown line. It is a dirt road that runs off the northwest side. Tim Dubois lives out there as well as another resident from Allenstown.

Vice Chairman Pitman stated that it's his impression that this would allow residents from Allenstown to drive out all the way to which Selectman McGarry stated that it would.

Vice Chairman Pitman asked how they could stop that.

Selectman McGarry stated that they would have to probably send a letter to Allenstown in regard to the development and that he thought that Kettle Rock Road in Allenstown is Class VI also so they would have to upgrade the road.

Selectwoman McHugh stated that she saw them getting into the same problem as with Gulf Road.

Vice Chairman Pitman agreed with her and stated that he would like to see that the road ended at the Allenstown line.

Chairman Robertson stated that he thought that this was their call. They could choose to not allow the road to be used which was his understanding.

Selectman Dill asked what the building specification were for a Class VI road in town.

Selectman McGarry stated that if there were ever to be a subdivision road, from his viewpoint, he would be looking for, particularly with the number of lots that could potentially be served in Allenstown, they would be looking probably, for a 24' wide paved road with 2' shoulders.

Selectman Dill asked if they would be able to build a subdivision of that size on a Class VI road in Deerfield to which Selectman McGarry stated it would be possible with the specs that he just stated.

(couldn't hear what Selectman Dill stated) about bringing it up to specs, that the planning board would have to authorize that and Selectman McGarry stated that with guidance from the planning board, if they proceeded with this either now or later, they would go by the Board of Selectmen to have it be a paved road.

Selectman Dill stated that it wouldn't be possible to put the subdivision in an existing Class VI road to which Selectman McGarry agreed.

Chairman Robertson stated that they should probably revisit this when they can meet in person and look at the plans to see what they are getting into. He thought that they could do that, hopefully, in the not so distant future.

He didn't know how the rest of the Board felt about that.

Motion: Selectwoman McHugh moves to postpone discussion on Kettle Rock Road and the proposed subdivision until they could meet together and agree to any action on this.

Second: Vice Chairman Pitman

Discussion: Chairman Robertson stated that they only thing that he would mention is that they should wrangle enough of the residents of the road to come and discuss as well as the potential developer. It is only fair to both parties that they can have a meeting that they can be in attendance to which all agreed.

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

Mr. Harrington stated that he had an update on the transfer station. Rick currently has one employee out ill but that business is to be able to be carried on as usual at this time.

Rick will keep him posted if anyone else drops out. He won't be able to keep the transfer station open with one person.

Chairman Robertson stated that he knew that there were some rumors going around regarding changing the transfer station hours but he thought that they are essential services and that they need to keep that as open as possible as long as they can.

Mr. Harrington stated that he would make sure that Mr. Pelletier reiterates that with his staff that there are no changes right now.

Mr. Harrington stated that he had one other item. They did have a minor flood down in the Parks and Rec Department. It was one of the bathrooms. It has been fixed. They called in ServePro to have all of the water and mitigation taken care of and also the carpet cleaned and sterilized and a claim has been submitted to Primex and they have already had a visit from the adjustor to take a look at it.

Mr. Harrington stated that he would keep them posted as things move forward.

Chairman Robertson asked if it was a toilet malfunction to which Mr. Harrington answered that it was in the single person bathroom in between the two public ones and that door has since been locked. He had the door knob changed. There is no access until they get that rectified.

New Business:

Chairman Robertson stated that they were moving along to new business and they probably saw it in the mail regarding the Ambrose property.

Essentially, the Ambrose family have paid all back taxes, interest and fees associated with the two parcels. They were deeded and they need to vote to sign the deeds on the two parcels in order to get them back on the tax rolls and they also need to sign those fairly quickly which he believed that they could do by stopping in, maybe one at a time, at John's office within a few days, if that is possible.

He didn't know if anyone had questions about this but he thought that it would be in their best interest to get these, we got their money from them and get them back on the tax rolls as soon as they can.

Chairman Robertson stated that it is his understanding that if there is a delay in signing these deeds, they could well miss out on at least six-month worth of taxes.

Vice Chairman Pitman stated that he would make that a motion.

Motion: Vice Chairman Pitman moves to sign the deeds for the Ambrose property

Second: Selectwoman McHugh

Discussion:

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

Mr. Harrington stated that he wanted to add is if there are any board members that may have difficulty coming into his office, he could certainly make arrangements to meet them at their house, if that is more convenient with the deeds.

Chairman Robertson stated that he thought that the best way to proceed is to stop in and sign it and email them when he had three signatures to which Mr. Harrington stated that they could do that.

Chairman Robertson asked if there was any other new business that the Board would like to discuss?

Vice Chairman Pitman asked if they had any idea on the payables what the Amazon bill for \$3,000.00 was? He asked if Mr. Harrington could get back to them regarding this.

Mr. Harrington stated that it was the big, community bill from everyone ordering supplies. The town gets billed once a month and that includes everybody's supplies. It's a \$3,100.00 invoice.

Vice Chairman thanked Mr. Harrington for the information.

Other Business:

Chairman Robertson stated that the only thing that he would mention under "Other Business" is that a concerned citizen contacted him and there are two open dug wells just off of Coffeetown Road on the dirt section in the area of John Fernald, Jr.

He made arrangements to get in touch with Mr. Harrington but he hasn't yet. He may contact Rick Pelletier. They are about fifteen feet deep. They have **(couldn't understand)**. A family walking in the woods practicing social distancing and one of the wells, covered with leaves and almost came close to losing one of their kids into one.

The family cleaned them off and marked it off with saplings and there is a trail head there so it is probably worth getting ahold of John Fernald, Jr. and Rick Pelletier to see if they could coordinate with Steve Rollins to see about getting something put on them and the vice chairman added "or fill them in".

The chairman called for any other business.

Mr. Harrington stated that since they are at the end of the agenda, he believed that he had Denny Greig on the conference call in and she would like to make a short announcement to the board.

Vice Chairman Pitman stated that he had one more than after that also.

Denny Greig stated that she wanted to give two quick updates.

First of all, on the **(couldn't get)** working with the state, on multiple conference calls, efforts to get PPEs (personal protective equipment) and other items for first responders is kind of gaining momentum over the last few days from the state as well as community efforts.

On the other side, testing, the word is coming down that they are doing specific work in outreach to first responders and all that information has been passed to our folks.

There is also, in terms of, putting on the long-term hat, they had their first "Got Lunch", which is the school lunch program for community children to have.

They also have the food pantry that is this Friday, from 10:00 am to 12:00 noon, people who are in town who are in need of food assistance are welcome to come and families with children who need food assistance are also welcome to come stock up.

The register for either of those programs is to simply call 463-7800 or email deerfieldpantry@gmail.com. If anyone has trouble getting through to either of those, another contact point would be to simply call her at 463-8811, ext. 310.

They also appreciate, there have been some wonderful volunteer responds in terms of outreach to lower and low populations in town. The churches are doing a great job in terms of working with their folks however she did want to point out that if there is anyone in the community is in need of regular contact, please don't hesitate to reach out and she was kind of the point number on that and again the number is 463-8811, ext. 310.

If anyone would like to volunteer, they can also call into that number.

So that is some of the things that they have going on and getting under way with respect to the COVID response.

The website will be updated in the morning and she encourages people to take a look as there is some economic assistance information as well as the latest links to updated information surrounding what to do if anyone is in need of information about COVID-19 and again, and most importantly, community members can call 211 if they are feeling some flu-like symptoms, please call if you do not have your own healthcare provider, you can reach out to 211 for information about that.

That is kind of the latest on that front.

Chairman Robertson acknowledged the vice chairman.

Vice Chairman Pitman stated that he just wanted to make sure that a thank you is sent out to the fine couple that donated gloves and masks to the police, rescue and fire departments this morning. Selectwoman McHugh had more details.

Tony Reeds and his wife Jo donated them.

Chairman Robertson stated that very definitely, they would send them a thank you letter.

Selectwoman McHugh stated that she would also like to send a thank you to Deerfield Dentistry for also donating some masks and shields and hand sanitizer to them also.

Chairman Robertson stated that very definitely they wanted to give recognition out to the folks that are donating in that manner.

Selectman Dill stated that when he was out the other day, both Chester and Atkinson have signs out in front of their town halls with the 211 info. It might be a good idea for Deerfield to do that as well.

Chairman Robertson stated that he agreed and asked Mr. Harrington if it was something that they could get on the Deerfield electronic sign.

Mr. Harrington stated that he could certainly talk with Alden offline and find out what they have done.

Selectman Dill stated that they had small, roadside things and he added that he finds it hard to read that scrolling sign as it is hard to read.

Mr. Harrington stated that he was thinking that they could put it on the larger white sign but he would talk to him offline and find out what the messaging is and see if they could get it up there.

Chairman Robertson stated that something else that might be available is the Parks and Rec signs as there are no particular Parks and Rec programs going at this time.

Selectwoman McHugh asked if it could be added to the Deerfield television channel also to which Mr. Harrington stated that it could.

Selectman Dill stated that the signs said "Call 211 for COVID-19 questions".

Mr. Harrington stated that it sounded pretty simple.

Chairman Robertson asked Mr. Harrington to do what he could in that regard and he stated that he would look into it.

Vice Chairman Pitman asked if they had any public comments or anything else and Mr. Harrington asked if they were at that point in the meeting?

Chairman Robertson thought that they were so if anyone had Citizen's Comments, this would be the time.

Mr. Harrington stated that he would check online.

Mr. Harrington asked anyone that was online if they would like to make any comments at that time. He did not hear anyone that wanted to.

Chairman Robertson stated that he would entertain a motion to adjourn but before he did, he would like to welcome Alden Dill to the Board as their new select board member even though his first meeting was a little lack luster and all members of the Board welcomed Alden on board.

Motion: Vice Chairman Pitman moves to adjourn

Second: Selectman Dill

Discussion:

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

Next Meeting: Monday, April 13, 2020 at 5:30 pm

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