

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
October 4, 2021
MINUTES**

Call to Order

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

Present: Richard Pitman, Vice Chairman, Fred McGarry, and Cynthia McHugh, Selectmen.

Absent: Andrew Robertson, Chairman and Selectman Alden Dill

Pledge of Allegiance to the Flag

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

Kelly Roberts, you're on regarding deeding.

Kelly Roberts – Deeding:

Vice Chairman Pitman: We all have a page in our file here that's "Right to Inter" in with your agenda.

Mr. Harrington: Kelly's talking about the deeding which should be your black folder she handed you.

Vice Chairman Pitman: Okay, there it is.

Thanks Kelly.

Ms. Roberts: You're welcome.

So, I gave everyone a quick reference report on deeding and I've given John Harrington a binder with all the backup needed for deeding and the notice of deed was sent out and the deed date is November 1st. We can't vary from that date because that notice has already gone out.

So, what I have for the Board is the deed list and just a couple comments on the deed list and I'll refer by map and lot.

There are a couple you'll notice, 411-45-13, that's probably going to be a housekeeping abatement issue. Evan from Avitar is looking at that and then the 406-36, Saddleback Mountain one and that is being investigated by Avitar as well and may result in abatement so that might come off the list and the bottom two were just paid today so those are gone.

Vice Chairman Pitman: Both?

Ms. Roberts: Both.

Vice Chairman: Okay, we got one sticker for both.

Ms. Roberts: Yes. I didn't want to overkill the stamping so I, you have the list. You also have an updated payment plan tracker that I keep and you can take a look at that and looks like people are doing pretty good.

Then you can go to the notices if you like. I have provided John in that binder with the original deed waivers and I just ask that the Board you know, review the list and have those waivers signed by the latest, your October 25th meeting so I can, so we don't miss that November 1st deadline. That's the last meeting before that, I believe.

Vice Chairman Pitman: It should not be a problem.

Ms. Roberts: And that's really all I have. Do you have any questions?

Vice Chairman Pitman: IT looks like we're a lot smaller, less than year's past, Kelly.

Ms. Roberts: Yes, we're doing really good with collections. Our first half, if we look at collection as a whole, our first half bill went really smoothly. We collected a good portion of that.

Next, if we follow the line, we did liening. Liening was fairly straight forward this year. Pretty easy. Numbers are down. Historically, maybe just a little up from last year and then, so the lien is all set and then I move to deeding. November 1st, I'll wrap up the deeding and then, right after November 1st, I hope sometime this month, the Board gets the tax rate set.

Actually, that's my question for the Board. Do you have an update on the tax rate?

Vice Chairman Pitman: No.

Ms. Roberts: Okay.

I know the school had got an extension on one of their forms so what we need or what we should try to do is have a second half tax bill due within this calendar year and we've been on tract so far.

We can only do the best we can depending on the other players in the game but I just want to remind that when we have a tax bill due in the current year, and we're still in a pandemic and we're searching for grant funds or other funds, a lot of those forms are looking for financial snapshots as of 12/31 so when we have due dates into the next calendar year, it kind of skews our numbers so we want to look as good as we possibly can.

Vice Chairman Pitman: Is there a reason why we wouldn't do this next week? Is it too soon?

Ms. Roberts: I would, what I would suggest is one, making sure assessing has all the data input. Two; calling our municipal advisor at DRA and then where I think we're really just waiting on, we need to have, we need, we can check the portal to see if the school forms are uploaded but as soon as all the forms are uploaded, it should be priority to get the tax rate set so we can get those tax bills out.

And just to, as you guys know, I usually, since I've been tax collector, I've been utilizing a mailing service for my tax bills. It works wonderful for first billing. It's really not an issue but since I've been collector, I've notice that second bill is continually into the next levy year and so what I'm planning on doing until all parties can kind of get back on track is I'm not going to utilize the mailing service for this second half tax bill. I'm going to print it in house and we're going to stuff it in house.

When you use the mailing service, it takes them a while to build that bill. It takes them a week or two to get the data ready for them to print and mail.

We don't have that time and we haven't had that time so until we're back on track, I'm going to do the second bill manually. It'll be more in postage but we'll hopefully be in this calendar year for our due date.

Vice Chairman Pitman: Wonderful.

Good, so, I've got down the 18th and the 25th which?

Ms. Roberts: If you can get it on the 18th, woohoo, that's what you want to try for. The 25th ...

Vice Chairman Pitman: You want to try, John? Worst then we can put it to the 25th if you keep track of it.

Mr. Harrington: Yes.

Vice Chairman Pitman: Why don't we try that if that if that's good with everybody.

Ms. Roberts: I appreciate that.

Vice Chairman Pitman: That gives us two, full weeks.

Ms. Roberts: And next week, just on a fin side note, I, Monday is Columbus Day so town offices are closed. Tuesday through Friday, I will be with the Tax Collector's Association at the conference and I'll be teaching part of the educational portion and I'll also be, currently, right now I'm the second vice president and I'll be sworn in as the first vice president and then next year, I'll be sworn in as the president so whoop, whoop!

Selectwoman McHugh: Nice, congratulations.

Ms. Roberts: So, I'm really excited about next week so I won't be around but I'm working, I promise.

Vice Chairman Pitman: Thank you, Kelly.

Go ahead, Fred.

Selectman McGarry: Do you have your folder there in front of you?

Ms. Roberts: Yes.

Selectman McGarry: Map 208, Lot 25, it shows zero acres of land.

Ms. Roberts: That is a mobile home. The owner is deceased and what typically happens is what I've observed is the family member living there, will pay at the last, will pay what they have to pay at the last minute.

Selectman McGarry: Okay.

Vice Chairman Pitman: Thank you. All set, Fred?

Selectman McGarry: Yes.

Vice Chairman Pitman: Thanks, Kell.

Ms. Roberts: Good night

Selectwoman McHugh: Thank you.

Vice Chairman Pitman: Ray, you're on.

Ray Ellis – GBW Roof Repair: Central Station Roof Repair; Library Parking Lot Repair

Mr. Ellis: Hello everyone. Well, I'm here tonight to present some bills, some bids that I got.

The GBW roof that is above us, that's the only part of the roof that since I've been here, we haven't touched and it started leaking pretty good in the EOC room up here where the computers are, it was leaking all over the computers and so John and Steve and myself, we've got all the computers and stuff pulled out away from that corner so that they don't get wet and we went up on the roof to look at the roof.

The roof is still in fairly good shape. It's a Carlisle rubber roof and but some of the seams are starting to lift and there's a few pinholes all the way around the edge where cement blocks are starting to crumble. There's blocks up there for the antennas and they've been there so long they're actually disintegrating and it's going all over the roof.

And with the ice and the cold and the heat, they're moving around. They've got some small pinholes in it so it's leaking there.

And then, back when this was built in the late 50's, they had ventilation systems up on that roof and there's two boxes of ventilation with fans in them and they had trap doors that kept opening and closing as the fans were being run, they've been up there so long that the fan motors do not turn and the flaps that open and close, there used to be a bar on them. The bars are gone completely and so the flaps just open and close with the wind.

When I went up there, there were three or four of them that were wide open so it was open to the air and when the rain gets raining real, hard, it comes down those chutes.

So, I call four different roofing companies to come down and take a look to see what it would take to fix that and see if the roof is savable and they all kind of agreed.

I got two bids here out of the four people that showed up and the other two for some reason just didn't give me a bid and I've called them back and yup; I'll get it back to you but I haven't heard from them.

So, I had, I got Melanson Roof, Skyline Roof that did give me a bid and then Therrien Roof out of Manchester and I Roof, I called them as well and those two didn't give me a bid.

But, basically, what we're trying to do is probably take those two ventilation boxes off the roof and then they were going to fill it in and repatch that with rubber so that's not a problem anymore because they're not usable anyway and that would create that problem gone and then they'll re-seam all the seams and reglue them because they all agree that the roof is still in fairly good shape and that if we do this, we could probably could get six to seven more years out of that roof so rather than spend \$40,000.00, maybe we could do a patch job and get some more life out of that roof.

Vice Chairman Pitman: So, for the minutes, it's \$3,900.00 for Skyline?

Mr. Ellis: Correct.

Vice Chairman Pitman: And what is it, there's two prices on Melanson.

Mr. Ellis: There's two prices for Skyline as well.

Vice Chairman Pitman: Right, that was an easy one to add.

Mr. Ellis: And I kind of did it the same way with him so the overlay of the seams with a five-inch-wide EPDM flashing as required would have been \$6,800.00 if we do the seams.

If he just does the patches and gets rid of the two fans and patches that, it's \$4,500.00.

Vice Chairman Pitman: So, \$11,300.00 versus \$3,900.00.

Mr. Ellis: Basically, the other ones came out but they didn't really seem that interested in doing it therefore I didn't get a bid from them.

Vice Chairman Pitman: Well, it's that time of year, too.

Mr. Ellis: Yes. It's getting late in the season so I figured if I presented this to you guys that we could make a decision on what you wanted to do.

Vice Chairman Pitman: Where would we take this out of, John? \$3,900.00?

Mr. Harrington: The building trust fund.

Vice Chairman Pitman: So, we do have it.

Mr. Harrington: Yes.

Selectman McGarry: So, the one from Melanson had overlay of the failed seams of the roof with five-inch-wide EPDM flashing?

Mr. Ellis: Right.

Selectman McGarry: But the Skyline doesn't provide that, correct?

Mr. Ellis: They're going to take the existing seams, reheat them and reglue them.

Selectman McGarry: Okay.

Mr. Ellis: Instead of putting brand new. Melanson didn't want to do that. They want brand new seams.

Selectman McGarry: Okay.

Selectwoman McHugh: So, what does it take to disconnect the electricity up there? Says we're going to do that.

Mr. Ellis: Yes. I looked at that and in John's office behind his door is a panel and the roof outlets are on that so we shut that off already and Rick said that if we go ahead with this, he would disconnect them.

Selectman McGarry: Okay.

Do you want a motion, Mr. Chairman?

Vice Chairman Pitman: Yes sir.

Motion: Selectman McGarry moves to award the contract for the repairing the roof to Skyline Roofing for the price of \$3,900.00

Second: Selectwoman McHugh

Discussion:

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

Vice Chairman Pitman: Unanimous, John.

Mr. Harrington: And that motion includes to pay it out of the building emergency trust fund, correct?

Selectman McGarry: Right.

Mr. Ellis: Thank you.

And then the Central Fire Station, I got a call from Matt and he wanted me to go over and look. He said that the back storage room and the building was showing some signs of the whole ceiling being wet again.

So, I went over and took a look at that and it was, it poured in there.

So, we ripped the ceiling apart to see what was going on up above and all the metal where the metal roof used to be which is under that platform on the back that comes out on the second floor in the back of the building and then comes down the length of the stairway to the back parking lot, they didn't lift that off of there and tear it apart to get that metal roofing that was underneath there so it was left, figuring the metal roof wasn't leaking. Apparently, the metal roof is leaking.

So, when we looked up through there, you could see holes right outside so we took some spray and we, the foam filled window spray and we put them in the hole temporarily, put some plastic over the top of it and I got a bid from Charlie Wheeler on basically what it would cost to tear that whole ramp apart, tear the metal roofing off and match the existing roof all the way across so that it's not metal roofing on there anymore and then reattach it. And then fix the inside ceiling, of course.

So, that one is the next one that you got from Charlie Wheeler. I got; I called a couple of other people. He's the only one I've gotten so far to come out.

Vice Chairman Pitman: We shouldn't be waiting if we know it's leaking.

Selectman McGarry: Right. I agree.

Vice Chairman Pitman: Before we have a mold issue.

Selectwoman McHugh: What was his price?

Vice Chairman Pitman: \$2,675.00.

Selectwoman McHugh: Yes, that needs, that room's a mess. They cut out all the ...

Mr. Ellis: You can see if you look up in this and you see the foam that we put in the holes for now.

Selectwoman McHugh: No, that's going to take down that whole stairway back there. Is he going to rebuild that stairway? Is that what he's doing?

Mr. Ellis: He's going to take it all apart because it's in the way and then reattach it after because we have to have it for occupancy upstairs.

Selectwoman McHugh: And, it's brand new just about.

Motion: Selectman McGarry moves to repair the back roof of the central fire station and to award the work to Charlie Wheeler in the amount of \$2,675.00 with funding from the building emergency trust fund

Second: Selectman McHugh

Discussion:

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

Vice Chairman Pitman: Thank you, Ray for doing all that.

Mr. Ellis: The last thing I have for you tonight is the library parking lot. I don't know if you've notice it Cindy, you've probably noticed it but next to where they park by the wall, by the side of the, between the fire station and the library, it's sunk way down and they've marked it with white paint so you can see it but when cars pull in there, they're actually bottoming out because the hole is that deep.

So, I think it needs to be permanently fixed at some point, not necessarily right now because it's late in the year. Right now, if you've got some cold patch in there for the winter, just to level that off, it'd probably be good but, in the spring, it probably needs to be recut, taken out and it's only as good as its base and the foundation underneath there is all sandy. There's not any real good gravel under there.

So, from what I was told, Mark Young had put a catch basin at the end of the parking lot and they were supposed to take all the water but it's sunk so deep that the water can't get to the catch basin so it needs to be built up and resurfaced.

I don't know if it's something you want to put out to bid or if it's something that we can get our highway department to do but definitely needs to be looked at because ...

Vice Chairman Pitman: Can you check with Matt. He does the cold patching. He does a great job on the roads.

Mr. Ellis: Yes.

I think that would probably be the best bet is to get it patched, at least for the winter because we're close and the hot top plants are going to be shutting down pretty soon anyway.

Selectwoman McHugh: Yes, and that's just to repair it. That's not just ripping anything up.

Mr. Ellis: Yes.

Selectwoman McHugh: Okay.

Vice Chairman Pitman: If you could check into that with the crew, that'd be great, Ray.

Mr. Ellis: Okay, I will do that. Thank you.

Selectman McGarry: Thank you.

Vice Chairman Pitman: Anything else, Ray?

Mr. Ellis: That's it.

Selectwoman McHugh: Thanks.

Vice Chairman Pitman: Thanks for all you do.

Mr. Ellis: Thank you.

Vice Chairman Pitman: Get right into the budget review.

2022 Budget Review:

Town Administrator – Page 2

Vice Chairman Pitman: All right. Our first one is town administration, page 2.

Selectboard budget of \$254,028.00

Mr. Harrington: Looking at the budget you can see the major areas of increase would be the full-time employee line, the part-time employee line. That's basically due to the COLA's that the Board has approved over the past four years and the budget has not kept up with it.

Our auditing services with the new vendor. That is up \$1,700.00. That's by contract.

The maintenance for our vendors, that's basically for our copier service, some of our Muni-smart modules which is our accounting system occupies that increase and our postage which has to offset our newsletter expenditures that we send out at the beginning of each year.

Our telephone cost is slightly down but not remarkably.

Vice Chairman Pitman: What would come under vendors, John?

Mr. Harrington: Maintenance and vendors? That's our Harris computer module for the accounting and our Sharp copier costs.

Vice Chairman Pitman: Any questions from the Board?

Motion: Selectman McGarry moves to approve the Town Administration budget for \$254,028.00

Second: Selectwoman McHugh

Discussion:

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

Revaluation of Property – Page 11

Mr. Harrington: That budget is actually down \$6,284.00 from our current year.

That's made up in the part-time employee line and our contract appraiser.

Vice Chairman Pitman: Do you have a total there, Fred?

Selectman McGarry: \$86,031.00

Motion: Selectman McGarry moves to approve the Revaluation of Property for \$86,031.00

Second: Selectwoman McHugh

Discussion:

Vice Chairman Pitman: Is this part of the total where we had that a couple years ago? Is this the yearly update?

Mr. Harrington: This is basically our assessing department and that contract appraiser is basically a maintenance fee with Avitar.

Vice Chairman Pitman: Okay.

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

Selectwoman McHugh: This doesn't have a detail line, a detail page.

Vice Chairman Pitman: Which one, Cindy?

Mr. Harrington: For assessing?

Selectwoman McHugh: It doesn't have a detail, oh there it is.

Mr. Harrington: Yes, it should.

Selectwoman McHugh: Sorry. Yes.

Legal – Page 13

The select board budget of \$44,000.00.

Motion: Selectman McGarry moves to approve the Legal budget for \$44,000.00

Second: Selectwoman McHugh

Discussion:

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

Personnel Administration – Page 15

Mr. Harrington: I'm going to ask the Board to table that just yet. This has not been finally updated by the finance director.

Insurance – Page 26

Vice Chairman Pitman: Okay, we'll come back to that.

Andy's not here to talk about insurance, number 26.

Mr. Harrington: And I do not have updated figures for the Board on that either so I'd like to table that.

Vice Chairman Pitman: How about Veasey Park on page 60?

Veasey Park – Page 60

Mr. Harrington: We do have the Veasey Park director with us so we can take that one.

Vice Chairman Pitman: Fire away, Travis.

Mr. McCoy: All right. Good evening.

So, we'll start, proposed budget is essentially what we've been submitting for the last few years with a minor change.

We've actually dropped the personnel by \$760.00 and funny enough, we just thought that it looked better as \$39,000.00 something than \$40,000.00 something. We kind of followed that Walmart pricing model so I don't know what the town budget looks like but maybe if we just make it, 9, 9, 9, 7 or something, it might pass.

Vice Chairman Pitman: \$39,977.00

So, essentially the increase that we're looking for is again, primarily with the park attendant and then anything that's associated with the extra employees such as uniforms. We're looking for another \$400.00 in the uniform line and then everything else is pretty much the same except the \$500.00 increase in the reimbursement line for our swim instructors and life guards.

So, that's pretty much all the same but I would like to touch on, you might be aware, we've we went over this year. We went over budget. Bottom line by a couple, few thousand.

We did staff a park attendant this year and we had a park attendant there the entire season. It went very well as far as that goes but that's an increase to just over \$6,000.00 for the season just to have the park attendant there at the gate.

We also had an abundance of life guards. I know normally I come to these meeting and I tell you we're having a hard time getting and maintaining life guards. Did not have that problem this year.

We had four, returning guards and three new guards. Several of our veteran guards will be more than likely leaving us or giving us a lot less time next season so we're fortunate to pick up three new guards this year. They're young, they're just barely made the age limit so hopefully we'll have them around for a few more years.

Another overage that we experience this year was recertifying everybody. We had to certify everyone. We weren't able to certify anybody last year. We didn't have life guards on duty last year because of the COVID so this year we actually had to recertify everybody.

Those costs are now up over \$400.00 a guard. We don't anticipate having to recertify everybody, every year but this year having done everyone, they're going to be up for recertification again in two years. So, it will be interesting to see how that plays out.

And then we went over on uniforms as well so I think our overages in the budget, they essentially, I think that they reflect our personnel needs and you know, what we've been trying to put together for a budget over the last, I guess it's been four or five years we've been trying to develop this budget to include the park guard.

So essentially, everything is pretty much the same as last year.

Selectman McGarry: How did it would out with the parking attendant?

Mr. McCoy: It's great. We issued well over 150 resident decals this year. Visitor passes were huge. There's a lot of confusion in town about who can actually go to the beach and you know people think that you know, they all have to pile in one car or make multiple trips back and forth.

Our parking lot is such that we can fill the parking lot and we still have some vacancy on the beach.

So, we were able to issue a lot of visitor passes. Only a half dozen of season passes which I'd like to see some more of that, the season pass which is intended for our seasonal residents. You know, people that don't, they drive, a lot of people in town drive work trucks, vehicles that are registered elsewhere so sometimes when we see a Massachusetts plate down there, it is your neighbor.

So, just trying to make it easier for them and have that point of entry contact with our patrons before they even get out of their car so they can get that sticker. They don't have to come see the life guards, bring their registration and back and forth to the parking lot so it worked out really well.

They also helped out with the bathrooms. Took that responsibility from the life guards. Police the kayak path and picked up the parking lot. Picked up the trash in the parking lot as well as anyone would, I guess.

So, I think that it worked out well and I think that, you know, I know that this is something that's going to be necessary going forward. I like having them around. It honestly takes a lot of the weight off of my shoulders, too. I'm not down there checking stickers and issuing notices for people to just to make them aware that they can get a sticker.

A lot of those minor issues were able to be dealt with and when they weren't, it was simply a phone call and I didn't, I wasn't running down on the beach to take care of it so honestly it did take a lot of weight off my shoulders this season.

Selectwoman McHugh: So, do you have one or two people up there?

Mr. McCoy: We have one in the parking lot. We actually split that position among three people because it's a 56 hour a week so three people actually seems to work really well. We didn't have any real gaps in coverage and as far as life guards went, some people might have noticed that we did have, it may have seemed like there was an abundance of life guards at times.

There were three life guards down there for the first couple of weeks. We had three on duty to train our newer life guards and then during swim lessons, we would have three guards so we could have our swim instructors, the ones that were teaching the lessons, could be in the water and there could still be two guards.

One of the problems that I'm having is it's really, it's we schedule for the entire season but I don't know if Wednesday is going to be a rainy, miserable day and nobody's going to show up so sometimes we have three guards that are scheduled on a Wednesday. We pay them the rain pay if it's raining but when there's those instances where there's just not a lot of traffic down there, without having an on-site manager, it kind of makes it a little bit more difficult to make that decision as to weather conditions, conditions on the beach, how many patrons are in the park and to make that decision to maybe send one those life guard home, just to play around with the personnel enough, that we're not overstaffing.

So, that's been a real challenge that I really experienced this year having a large staff is not having that, those boots on the ground, somebody right there to make those decisions and I had a harder time being there as much this season just due to other commitments. I had to make some money so I wasn't able to enjoy my summer at the beach as much.

So, that's something that we are exploring. We've tried to put a life guard in charge. Kind of gave them like the head life guard title. Haven't really had much luck with that. We have great employees but they're young and they just don't know the job in the park. They're not me.

I don't expect them to make those decisions. So, that's something that we're looking into as a commission when I can get everybody together to meet. That's one of the topics that keeps coming up and I'm going to try and fix that in the future.

Vice Chairman Pitman: Sounds good. Sounds like you got it covered.

Mr. McCoy: Trying. It was a challenge this year. Really, it was.

Vice Chairman Pitman: We are going to recommend a budget of \$39,977.00

Motion: Selectman McGarry moves to approve a budget for the Veasey Park Commission of \$39,977.00

Second: Selectwoman McHugh

Discussion:

Vice Chairman Pitman: Any other questions for Travis?

Selectwoman McHugh: Yes, were we looking to get a septic system up there?

Mr. McCoy: I did bring that. Unfortunately, I was only able to have one meeting with my commission this year. I brought it up at that meeting and it was decided that the current system which is very ecologically friendly is working excellent. There are some downsides to it. Just the fact that it is a composting toilet but we felt that as long as we're able to keep it clean and it's functioning well and its extremely low cost.

Selectwoman McHugh: So, it's still working. I thought I heard it wasn't. That's why ...

Mr. McCoy: No, last year we had the bathrooms closed and it was, it just made more sense to try and clean the porta potties than to clean the entire bathrooms every, as frequently as required.

We really haven't had any issues expect for water.

We've had and you know we've had our issues with the water. Either we can't get a plumber in there in time for opening or we've had a couple of pipes that have gone but as long as the plumbing is working, the only other thing is I get to rake the holding tank every so often. You actually have to move the stuff forward but I've had two babies and I'm not that squeamish. I can still do that and I don't have a problem doing that.

I would think if that maybe if at some point if I wasn't doing that, it might be kind of, you might have to find somebody will to do it but it's not that bad.

I like the toilets the way they are. We're going to continue to discuss things like that because the system is aging but when I talked to our representative from Cleviss, he tells me everything is functioning great and that we're doing fine with it.

If I could, just one other thing. I noticed that Ray was talking about the hole over in the parking lot in the library. We have a huge rut that's going down our parking lot basically. We've always had an erosion problem. As you know, we've had that project that my mother headed up over 20 years ago.

We are currently discussing when we meet, we are currently discussing the erosion issue but I think that and I was in contact with Steve, I think, you know, we'll be able to do something before the season ends just to fill in those ruts so they don't turn into canyons. This is what it's going to do is just funnel the water right down there.

Vice Chairman Pitman: We don't want the dirt in the lake.

Mr. McCoy: No, no, there's enough sand because it's been moved from the beach that I want to stop it at the parking lot if all possible.

We are going to be, I'm going to meet with Steve again before the end of the season. One thing that I did last year was I put hay bales and just you know, debris piles basically, to block some of the runoff. Worked great so we'll probably do that again this year but we've always had a question as to so we need to, we need to maintain the parking lot. Should we be putting out to bid every couple of years to have somebody come in and dig out the swales and you know, top dress the parking lot or is that something that is covered someplace in the general budget that we could get some, I guess, routine attention because nobody's really done anything down there for a very long time.

Selectwoman McHugh: You mean like grading the parking lot?

Mr. McCoy: Yes, well so, the entrance and exit, there's supposed to be like a crushed stone to allow the water to flow and not just drag the gravel down but that's all gone. It's just dirt now. It's a big rut in the middle. A lot of cars have a difficult getting in and out and then the swales are, they're well designed, it's just they've, we go down with shovels every year and shovels and rakes and it's not enough. They've just built up over the last 20 years to the point where we need, it would be better if we had like a routine visit, I guess where you know, just maybe the highway department could check our top dress and grade things out for us and you know when our swales do get full after five years.

Vice Chairman Pitman: Why not, Fred?

Selectman McGarry: I think town property.

Vice Chairman Pitman: Yes. Can you check with Steve and crew?

Mr. McCoy: About availability? I know the last time I talked to him, he wanted to know what we had in the budget and obviously we don't have anything budgeted for things like that. We have a repair and maintenance budget but we've never really. That would take a lot of the repair and maintenance budget. That's one of the things that those tree removal that we had to get done this year. That was out of repair and maintenance so we don't really have the budget for it but yeah, I'd be happy to contact Steve and see what.

Vice Chairman Pitman: Definitely, they could supply the machines and labor.

Mr. McCoy: Then as far as, you know, the gravel and things like that, there is some money as long as I don't over spend next year.

Vice Chairman Pitman: Let us know how it goes.

Mr. McCoy: Okay. All right. I will definitely give you an update.

Vice Chairman Pitman: Thanks Travis.

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

Mr. McCoy: Thank you all so much.

Members of the Board: Thank you.

Vice Chairman Pitman: Thanks for coming in.

Mr. McCoy: Thank you, it was my pleasure.

Vice Chairman Pitman: That was a great update.

Regular Meeting:

Review of Outstanding Minutes of September 27, 2021

None submitted

Vouchers/Payroll Manifest/Accounts Payable:

Accounts Payable of \$543,705.96

Motion: Selectman McGarry moves to approve the Accounts Payable Manifest as submitted

Second: Selectwoman McHugh

Discussion:

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

Payroll Manifest - \$78,180.13 (gross), \$49,380.28 (net)

Motion: Selectman McGarry moves to approve the Payroll Manifest as submitted

Second: Selectwoman McHugh

Discussion:

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

Correspondence/Signatures:

Nothing in the correspondence folder

Vice Chairman Pitman: What was this John, the final representation of Plodzick and Sanderson?

Mr. Harrington: That's the representation letter of the audit that was completed for 2020 fiscal year.

Vice Chairman Pitman: Do we need to just sign it or do we need ...

Mr. Harrington: That's one signature by, in this case, you this evening.

Vice Chairman Pitman: Do we need a vote?

Mr. Harrington: Yes.

Motion: Selectman McGarry moves to have the chair sign on behalf of the Board, the representation letter that goes to Plodzick and Sanderson

Second: Selectwoman McHugh

Discussion:

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

Town Administrator's Report:

Mr. Harrington: One item tonight. You have in your packets the draft cemetery deed. After discussion with the cemetery trustees at their last meeting, they're making their proposal to change the document name to "Right to Inter".

That has been run by our town counsel and he agrees that that is a better terminology used by several other towns.

I just need the Board to approve that particular version before we start using it for residents.

Selectwoman McHugh: What did it say before?

Mr. Harrington: Deed.

Selectwoman McHugh: Oh, deed.

Vice Chairman Pitman: So instead of deed it says inter.

Mr. Harrington: Right. Yes.

Motion: Selectman McGarry moves to approve the format of the form to "Right to Inter"

Second: Selectwoman McHugh

Discussion:

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

Mr. Harrington: That was it for me this evening.

Unfinished/New/Other Business:

Vice Chairman Pitman: Does any Board members have any new or other business?

Selectman McGarry: Yes, Mr. Chairman. I'm going to be providing testimony to the special committee on redistricting tomorrow night at Brentwood at the Rockingham County Registry of Deeds or actually courthouse, I should say and I just had to, they require that we provide everyone who's providing testimony, provide their testimony in writing prior to the actual hearing and I just provided a copy of what I plan to say and if anybody has any corrections or revisions they'd like to see that, please tell me before noontime tomorrow so I can get a revision to them.

And that's it.

Vice Chairman Pitman: I thought it was well written.

Selectman McGarry: Thank you.

Vice Chairman Pitman: Anything else Cindy, with you?

Selectwoman McHugh: No, I have nothing.

Citizen's Comments:

None

Motion: Selectman McGarry moves to adjourn at 6:28 pm

Second: Selectwoman McHugh

Discussion:

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

Next Meeting: Monday, October 12, 2021 at 5:30 pm

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