



TOWN OF DEERFIELD
BOARD OF SELECTMEN
G. B. White Building, Down Stairs Conference Room
8 Raymond Road, Deerfield, N. H. 03037
09/14/2026
AGENDA

Meeting available on Zoom: Meeting ID 988 534 4964 – Meeting Passcode – 8675309
Meeting may be available via Livestream on YouTube and Public Access Channel 987

5:30 pm

Call to Order/Roll Call

Pledge of Allegiance to the Flag

Public Comment

Unfinished Business

1. Don Wyman, Deerfield Fair Association: Fire Detail Rates
2. Highway Winter Plow Contracts

New Business

1. Highway Department Updates and ETF Funding Requests
2. Open Bids
 - a. Oil
 - b. Propane
 - c. Diesel Fuel
3. Review Budgets
 - a. Parks & Rec
 - b. Veasey Park
 - c. Gov Buildings
 - d. GBW Building
 - e. Town Hall
 - f. Executive
 - g. Transfer Station
4. Facilities Job Description

Regular Business

1. Review of Outstanding Minutes
 - a. 08/31/2026 Public
 - b. 08/31/2026 Nonpublic
2. Vouchers/Payroll Manifest
 - a. 09/15/2026 Gross: \$ Net: \$
3. Accounts Payable Manifest
 - a. 09/08/2026: \$42,626.56 (Already Signed)
 - b. 09/15/2026: \$
4. Signatures/Correspondence
5. Town Administrator's Report

Other Business

Public Comment

Non-Public session RSA 91-A3, II

Adjournment

Agenda Posted: Post Office; Town Offices; Town Website (www.deerfieldnh.gov)

Next meeting: September 21, 2026 at 5:30 at GBW Building

***Any person requiring interpretive or other accommodations is asked to contact the Town Offices at least 48 hours prior to the start of the Meeting –

Tel: 463-8811***

EXHIBIT A

SCOPE OF SERVICE

1. All Contractors shall report to the shed when called in for plowing unless an off-site location has been previously agreed upon and approved by the Road Agent. Off site Contractors shall call the Road Agent upon arrival of their start location for verification.
2. All Contractors must report to the shed or off-site location within one (1) hour after the call in.
3. All equipment shall be listed on the contract with VIN or serial number. All equipment from all Contractor's must arrive in good operating condition.
4. Contractors are expected to remain on call for each storm until released by the Road Agent. Once an operator finishes clearing their assigned section, they must wait in the designated staging areas or highway shed until the snow accumulates enough to require another pass. If the Contractor leaves the Town limits during this staging period, those hours will not be considered hours worked.
5. Contractors will not be paid for vehicle down time greater than 1 hour during a storm unless prior approval has been granted by the Road Agent.
6. Contractors will be allowed to perform emergency maintenance to their vehicles at the shed during a storm. Maintenance costs will be the responsibility of the Contractor.
7. In an emergency situation the Road Agent can provide Contractors with misc. supplies such as oil, coolant, fluids, wipers, etc. in order to get the Contractor back in service. Supplies used must be documented and the Contractor must replace these supplies to the dept within one week.
8. Contractors that are unavailable or do not show for a call in will forfeit the Stipend for that pay period as stated in the Contract Agreement. Should a Contractor have an alternate driver cover for them, the alternates hours will go towards meeting the stipend minimum. In addition, the alternate drivers contact information shall be provided to the Road Agent. Alternate drivers must be insured under the insurance policy already on file with the Town and utilize only equipment approved on the current contract.
9. No vehicles may be stored on Town property. All Contractor equipment must be removed by the end of the plow season (April 1).
10. At the end of each storm the Contractors are required to return to the shed and return any unused material. Applying excess material onto the roadway as a method of spinning off unused material is not allowed and may result in consequences and/or termination of the contract.
11. The Contractor, its employees, and its subcontractors are strictly prohibited from performing any private snow plowing, shoveling, sanding, salting, or ice removal services while actively on duty, clocked in, or otherwise generating billable hours under this Agreement. Further, use of Town material on private property is strictly prohibited.

12. The Contractor shall be liable for all fluids, debris, spills etc. that result from a breakdown or repair work. All spills shall be reported to the Road Agent. If a release or spill is a reportable condition to the Department of Environmental Services (DES), it shall be the full responsibility of the Contractor to notify DES and perform any necessary remediation to satisfy all applicable state and federal regulations, at the Contractors sole expense.
13. Contractor shall have and maintain in full effect through the stipend period the following; Valid Driver's License, Current Medical Card, Current Vehicle Registration, Auto Liability Insurance, and as applicable Workers Compensation insurance for employee drivers.
14. Payments are issued every two weeks. It is the responsibility of the Contractor to submit to Road Agent on the appropriate days a fully executed time log for review and submittal. Any Contractor that fails to submit the time log by the required time and date will be required to wait until the following bi-weekly reporting period to submit.
15. All plow routes are determined at the discretion of the Road Agent and are non-negotiable.

Contractor's Signature

Date

Proposed 26-27 Plow Contract Rates

	Pick-Up	1 Ton	6-Wheel
GVWR	10,000 or less	10,000-25,999	26,000+
Operator	\$65	\$75	\$90
Reversible Plow	\$5	\$5	\$5
Wing Attachment		\$10	\$10
Spreader	\$10	\$20	\$30
Hoist over 2 ton			\$5
Total Hourly Rate:	\$80	\$110	\$140

Spreader	Up to 2.5 yds	2.5-5.5 yds	6+ yds
	\$10	\$20	\$30

Account Number	Description	2026-BUDGET	2026-ACTUAL	2027-DEFAULT	DEPT-REQUEST	BOS-APPROVED
01.4520.01.110	REC Full Time Employee	\$ 83,315.00	\$ 60,247.87	\$ 83,315.00	\$ 109,075.00	
01.4520.01.433	REC Bicentennial Field	\$ 1.00	-	\$ 1.00		
01.4520.01.434	REC Swanson Gazebo Field	\$ 1.00	-	\$ 1.00		
01.4520.01.570	REC Old Home Days	\$ 8,000.00	750.00	\$ 8,000.00	\$ 8,000.00	
01.4520.01.610	REC Supplies	\$ 1.00	-	\$ 1.00		
01.4520.01.635	REC Gasoline	\$ 1.00	-	\$ 1.00		
01.4520.01.660	REC Vehicle Maint & Repair	\$ 1.00	-	\$ 1.00		
01.4520.01.812	REC Grant	\$ 1.00	-	\$ 1.00		
01 Total		\$ 91,321.00	\$ 60,997.87	\$ 91,321.00	\$ 117,075.00	\$ -

Town Of Deerfield Requested Government Building Budget For 2027

Submitted by Ray Ellis

Account Number	Department Line	Previous Budget	Backup Ref #	Department Line Itemized Items	Itemized Cost	Dept Line Total
01.4194.01.111	GB Part time Employee	50,736		Facility Supervisor - PT	52,250.00	
		1,171		\$31.40/hour 32 hours per week		
Line Total		51,907			52,250.00	52,250
01.4194.01.291	GB Gasoline/Diesel	750		Fuel for Town vehicle	1,200.00	
				Diesel for Generator	1,500.00	
Line Total		750			2,700.00	2,700
01.4194.01.341	GB Telephone	240		Cell Phone reimbursement	240.00	
Line Total		240			240.00	240
01.4194.01.398	GB Contract - Mowing	7,800		Bid Process 10% inflation estimate	1,500.00	
				GBW Building, Gazebo Field, Town Hall,	10,302.50	
				South and Central Fire Station, PJL & Hedges		
				Transfer Station	1,000.00	
				TS Hill \$1500 per occurrence	3,000.00	
Line Total		7,800			15,802.50	15,803
01.4194.01.399	GB Contract	4,500.00		R.B. Lewis fire control	12,500.00	
				Fire Extinguisher annual inspection		
				Furnace Annual Inspection and Cleaning	7,500.00	
				TH Sprinkler Testing	3,000.00	
				Water Testing	5,300.00	
				Cleaning \$1700/month plus \$2500 carpets	22,900.00	
Line Total		4,500			51,200.00	51,200
01.4194.01.410	GB Electricity	7,300		Electricity - Average 12 months		
				reallocated from all other budgets.		
				Average \$4750/month	57,000.00	
				25% supply rate estimated increase in 2027	14,250.00	
Line Total		7300			71,250.00	71,250
01.4194.01.411	GB Heating Oil	10,000.00		GBW, TH, HWY, TS		
				Average 14,200 gallons annually		
				\$2.948 25-26 Contract Price	41,861.60	
Line Total		10,000			41,861.60	41,862
01.4194.01.414	GB Propane	8,000		Central Fire Station		
				South Station		
				About 4750 gallons used annually		
				\$1.799 25-26 Contract Price	8,545.25	
Line Total		8,000			8,545.25	8,546.00
Line Total		0			0.00	0
sub total		90,497				243,851

Town of Deerfield Requested Government Building Budget for 2027

Submitted by Ray Ellis

Account Number	Department Line	Previous Budget	Backup Ref #	Department Line Itemized Items	Itemized Cost	Dept Line Total
01.4194.01.430	GB Repairs & Maintenance	21,050		Annual routine maintenance	75,000.00	
				Building repairs		
Line Total		21,050			75,000.00	75,000
01.4194.01.491	GB Rubbish Collection	4,800		GBW - 10 yard dumpster		
				\$465.15/month	5,581.80	
				TH - 8 yard dumpster		
				\$363.72/month	4,364.64	
				Veasey	735.00	
Line Total		4,800			10,681.44	10,682
01.4194.01.610	GB Supplies	3,000		Bathroom supplies, cleaning materials & softener salt-cost increases	3,000.00	
Line Total		3,000			3,000.00	3,000
01.4194.01.660	GB Vehicle Maint. & Repair	0		Vehicle maintenance and repair	1,000.00	
Line Total		0			1,000.00	1,000
01.4194.01.740	GB Equipment & Tools	250		Tools	500.00	
Line Total		250			500.00	500
01.4194.01.812	GB Grant	1			1.00	
Line Total		1			1.00	1
01.4194.01.813	GB Other Charges & Expenses	1		Miscellaneous	1.00	
Line Total		1			1.00	1
01.4194.01.814	GB Safety Compliance	500		JLMC	500.00	
		500			500.00	500
	subtotal	29,902				
	Prev Annual Budget	120,399		Proposed Annual Budget		90,684
						334,535

		2026	2027
	Government Buildings	110398.82	334,535
	GBW	118876	
	Town Hall	36842	
Electricity	Highway	3250	
	TS	4200	
	Veasey	450	
Oil	Highway	2500	
Propane	Highway	800	
Rubbish	Veasey	735	
Repairs	Veasey	4650	
	TS	5154	
Mowing	TS	3550	
		\$291,405.82	\$334,535.00

Town of Deerfield Requested Executive Budget for the Year 2027

Account Number	Department Line	Previous Budget	Backup Ref #	Department Line Itemized Items	Itemized Cost	Dept Line Total
01.4130.01.130	EX Board of Selectmen	3,200.00		Chair - \$800 - Yearly	800.00	
				4 Selectmen - \$600 - Yearly	2,400.00	
				Stipend Paid Quarterly		
Line Total		3,200.00			3,200.00	3,200
01.4130.01.131	EX Treasurer	4,160.00		Treasurer - \$4,760.00 - Yearly	4,760.00	
				Stipend Paid Quarterly		
Line Total		4,160.00			4,760.00	4,760
01.4130.01.132	EX Trustee of Trust Funds	8,500.00		ETF and CRF Management Fee	8,600.00	
Line Total		8,500.00			8,600.00	8,600
01.4130.01.190	EX Merit Increases	0.00		Bernier 7/13/17 - 10 years	200.00	
				Ellis 12/14/17 - 10 years	200.00	
				P. Kimball 2/27/07 - 20 years	300.00	
				Long 12/14/17 - 10 years	200.00	
				Newell 4/24/17 - 10 years	200.00	
				Roberts 6/13/07 - 20 years	300.00	
				Smith 11/24/97 - 30 years	400.00	
Line Total		0.00			1,800.00	1,800
Line Total						0
Line Total						0
Line Total						0
Line Total						0

Prev Annual Budget

15,860

Proposed Annual Budget

18,360

Town of Deerfield Requested Transfer Station Budget for the Year 2027

Account Number	Department Line	Previous Budget	Backup Ref #	Department Line Itemized Items	Itemized Cost	Dept Line Total
01.4321.01.110	TS Full Time Employee		1		0.00	
Line Total		1			0.00	0
01.4321.01.111	TS Part Time Employee	113,256.00		Emp. 1, \$25.75 X 32hrs	42,848.00	
		2,112.00		Emp. 2, 20 X 24hrs	33,280.00	
				Emp. 3, 20 X 24hrs	33,280.00	
				Emp 4 25.75X8 hrs	10,712.00	
Line Total		115,368			120,120.00	120,120
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Town of Deerfield Requested Transfer Station Budget for the Year 2027

Account Number	Department Line	Previous Budget	Backup Ref #	Department Line Itemized Items	Itemized Cost	Dept Line Total
01.4323.01.291	TS Mileage	100		Recyclables to Harding Metals	0.00	
Line Total		100			0.00	0
01.4323.01.292	TS Uniforms/Protective Gear	1,000		Jackets, Gloves, Boots, Hardhats, Coveralls	1,000.00	
Line Total		1,000			1,000.00	1,000
01.4323.01.310	TS Engineering & Testing	2,500		CMA Engineering	10,000.00	
				Groundwater Permit Renewal		
Line Total		2,500			10,000.00	10,000
01.4323.01.321	TS Legal Notices	1		Reallocated to Town Administration	0.00	
Line Total		1			0.00	0
01.4323.01.341	TS Telephone	342.00		Verizon \$110/month	1,320.00	
Line Total		342			1,320.00	1,320
01.4323.01.390	TS Testing	1		Combined #310 Engineering & #390 Testing	0.00	
Line Total		1			0.00	0
01.4323.01.398	TS Mowing	3,550.00		Reallocated to Government Buildings	0.00	
Line Total		3,550			0.00	0
01.4323.01.399	TS Contract	1.00		Triangle Portable Toilet	0.00	
				Bathroom installed		
Line Total		1			0.00	0
01.4323.01.410	TS Electricity	4,200		Reallocated to Government Buildings	0.00	
Line Total		4,200			0.00	0

Town of Deerfield Requested Transfer Station Budget for the Year 2027

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Account Number	Department Line	Previous Budget	Backup Ref #	Department Line Itemized Items	Itemized Cost	Dept Line Total
01.4323.01.560	TS Dues & Subscriptions	425		NHDES/WMD Certification	200.00	
				Northeast Resource Recovery NRRRA Dues	425.00	
Line Total		425			625.00	625
01.4323.01.610	TS Supplies	2,200		General Supplies ie: Paint, paper towels, hand cleaners, hardware, pest control, etc water	2,200.00	
Line Total		2,200			2,200.00	2,200
01.4323.01.630	TS Maintenance & Repairs	5,154		Reallocated to Government Buildings	0.00	
Line Total		5,154			0.00	0
01.4323.01.635	TS Gas	105.00		30 Gals @ \$5.00	150.00	
Line Total		105			150.00	150
01.4323.01.636	TS Diesel	4,470.00		1500 gallons	4,470.00	
Line Total		4,470			4,470.00	4,470
01.4323.01.660	TS Vehicle Maintenance and Repairs	5,000		Vehicle Repairs - Roll Off Truck	5,000.00	
Line Total		5,000			5,000.00	5,000
01.4323.01.740	TS Heavy Equipment Cont/Loader	7,750.00		Annual Service Loader Compactor Service	7,750.00	
Line Total		7,750			7,750.00	7,750
01.4323.01.811	TS Meetings/Seminars/ Training	350		Continueing Ed for Licenses	400.00	
Line Total		350			400.00	400
01.4323.01.812	TS Grants	1			1.00	
Line Total		1			1	1
01.4323.01.814	TS Safety Compliance	150		clean up spill kits, antibacterial cleaners, eye wash	100.00	
Line Total		150			100.00	100
Page 3		subtotal	20,605		15,696.00	15,696
		Total Solid Waste Collection	32,300	Total Solid Waste Collection		28,016

Town of Deerfield Requested Transfer Station Budget for the Year 2027

0

Account Number	Department Line	Previous Budget	Backup Ref #	Department Line Itemized Items	Itemized Cost	Dept Line Total
01.4324.01.420	<u>TS Disposal-Solid Waste</u>	291,000.00		MSW: Hauling Fee \$462*2/week	60,060.00	
				MSW: \$97.65/Ton* Average 14 Tons per load	177,723.00	
				Bulky: Hauling Fee \$430*1/week	22,360.00	
				Bulky: \$113.40/Ton* Average 5 Tons per load	29,484.00	
				Surcharge 3.5%	7,252.25	
Line Total		291,000			296,879.25	296,879
01.4324.01.421	<u>TS Disposal-Refrigerators</u>	1,250			0.00	
Line Total		1,250			0.00	0
01.4324.01.422	<u>TS Disposal-Recyclables</u>	37,800		NH Recycles - Includes Tires, Metal, Freon Electronics		
				Hauling Fee \$441 * Average 1/week	22,932.00	
				Disposal Varies: Average is \$1500/load	18,000.00	
Line Total		37,800			40,932.00	40,932
01.4324.01.423	<u>TS Disposal-Tires</u>	1,000			0.00	
Line Total		1,000			0.00	0
01.4324.01.424	<u>TS Disposal Oil</u>	1		No cost Town Uses in Waste Oil Furnace	0.00	
Line Total		1			0.00	0
01.4324.01.425	<u>TS Disposal-Electronics</u>	1,000.00			0.00	
Line Total		1,000			0.00	0
01.4324.01.426	<u>Hazardous Waste Day</u>	10,000		Hazardous Waste Day	10,000.00	
Line Total		10,000			10,000.00	10,000
Line Total						

Page 4	subtotal	342,051		347,811
	Prev Annual Budget	489,720	Proposed Annual Budget	495,947



Town of Deerfield

Board of Selectmen

Position Title: Facilities Supervisor
Reports To: Town Administrator

Department: Government Buildings
Date: 07/01/2026

GENERAL SUMMARY:

The Facilities Supervisor oversees the daily operations, maintenance, and safety of all Town owned buildings. Manages vendor contracts to include custodial and groundskeeping, ensures compliance with safety codes, and handles building budgets. Performs skilled work and manual labor in support of construction and maintenance tasks. May need to respond to on-demand calls for service.

The Facilities Supervisor is responsible for building maintenance at the following locations:

Public Buildings

Town Hall
Philbrick James Library
George B. White Building – Town Offices (GBW)
Central Fire Department
Highway Department
Police Department
South Station Birch Road Fire Department
Transfer Station
Bicentennial Field
Hartford Brook Field
Veasey Park

Address

10 Church Street
4 Church Street
8 Raymond Road
6 Church Street
8 Church Street
8 Raymond Road
33 Birch Road
51 Brown Road
13 Raymond Road
15 Hartford Brook Road
279 North Road

ESSENTIAL JOB FUNCTIONS:

- Assists in the planning, coordinating, and supervising of the Town's building and facilities maintenance; inspecting Town buildings, structures, and facilities to locate and determine the extent of repair, maintenance, or suggested improvements required; ensuring all routine and major repairs, replacements, renovations, and maintenance plans are completed; and establishing and maintaining practices consistent with conservation of energy and natural resources.
- Develops and oversees preventive maintenance programs to avoid equipment failures and coordinating urgent repairs.
- Ensuring the facility meets all local, state, and federal health, safety, and building code regulations.
- Administering department budgets and acquiring the necessary supplies and equipment.
- Performance of building maintenance tasks in one or more fields (carpentry, heating, ventilation, and air conditioning (HVAC), plumbing, etc.). Repair, maintain/monitor all equipment and amenities
- Change filters for HVAC as needed
- Install and remove window AC units as needed
- Change light bulbs, interior and exterior as needed
- Compiles quotes and RFP's following the Town's Purchase Policy.

- Inspects work in progress and upon completion to ensure conformance to established standards for Town grounds, facilities, infrastructure, equipment, and other areas under the scope of the work assignment to ensure it is properly maintained.
- Prepare meeting rooms; remove or rearrange furniture for town events or elections as needed.
- Maintain sign board at the GBW
- Maintain exterior walkways free and clear of debris (sweeping/snow removal)
- Oversee the rental of the Town Hall to include calendar of events, cleaning, and insurance requirements.
- Investigates complaints from the public or internal customers concerning facilities; takes appropriate action.
- Serving as the primary point of contact for facility-related emergencies and incidents.
- Perform duties and responsibilities with a professional, friendly, customer focused demeanor; work cooperatively with other Town departments and personnel to assure effective and efficient town wide operations.
- Maintains effective working relationships with other employees and the public.
- Performs related work as required.

The Job Description lists typical examples of work and is not intended to include every job duty or task and responsibility specific to a position. An employee may be required to perform other duties not listed provided such duties are characteristic of the position.

KNOWLEDGE SKILLS & ABILITIES REQUIRED:

Thorough knowledge of Building codes or related general construction codes, and a thorough knowledge of commercial and residential construction. Knowledge of NH State building codes, electrical, mechanical, plumbing codes, and zoning laws. Ability to effectively inspect construction projects; discuss issues with owners and the general public; ability to read and understand complicated construction plans and blueprints; ability to communicate effectively orally and in writing. Ability to establish and maintain effective working relationships with employees and the public.

QUALIFICATIONS REQUIRED:

- High School diploma or GED equivalent
- Maintain valid vehicle operator license.
- Must pass a background check

Any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.

WORKING CONDITIONS/PHYSICAL DEMANDS:

May be required to exert significant physical effort such as lifting and carrying heavy equipment and materials; may be required to work in confined places.

Moderate physical effort generally required. Position requires the ability to operate various facility equipment. Regularly required to lift items weighing up to 50 pounds. The employee is frequently required to use hands to touch, handle or feel facility equipment and to reach with hands and arms. The employee is frequently required to sit, talk and hear. Specific vision requirements include close vision, distance vision, and to adjust focus.

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.



Town of Deerfield Board of Selectmen

Position Title: Facilities and Buildings Maintenance Technician Government Buildings department

Reports To: Town Administrator

Date: 08/28/2026

GENERAL SUMMARY:

The facilities and buildings maintenance technician shall conduct routine, daily maintenance, repairs and improvements to town building as needed. Ensures proper maintenance and safety compliance of all Town owned buildings keeping them up to code. Performs custodial and seasonal groundskeeping tasks including but not limited to lawn mowing, weed whacking, shrub trimming, snow shoveling and applying sand and salt to walkways as needed. Prepares and adheres to budgets and reports quarterly to the Board of Selectmen with updates, and situation reports as necessary. The position includes performing skilled work and manual labor in support of construction and maintenance tasks both interior and exterior. May need to respond to on-demand calls for emergency service, may be required to work in inclement weather and is the main contact for hired contractors, and tenants of the GBW building.

The Facilities and buildings maintenance technician shall be responsible for building maintenance at the following locations:

Public Buildings

Town Hall

Philbrick James Library

George B. White Building – Town Offices (GBW)

Central Fire Department

Highway Department

Police Department

South Station Birch Road Fire Department

Transfer Station

Bicentennial Field

Hartford Brook Field

Veasey Park

Address

10 Church Street

4 Church Street

8 Raymond Road

6 Church Street

8 Church Street

8 Raymond Road

33 Birch Road

51 Brown Road

13 Raymond Road

15 Hartford Brook Road

279 North Road

ESSENTIAL JOB FUNCTIONS:

- conducts the planning, scheduling, and implementation of the Town's buildings and facilities. inspecting Town buildings required maintenance including, grounds, structures, and facilities. To perform inspections to locate and determine immediate repairs and upcoming required maintenance, or suggested improvements.; Ensuring all routine and major repairs, replacements, renovations, and maintenance plans are completed; and establishing and maintaining practices consistent with conservation of energy and natural resources.
- Is responsible for keeping town properties and buildings clean, safe, and looking well maintained.
- Develops and conducts preventive maintenance and inspection programs to reduce equipment failures and minimizing urgent repairs.
- Ensuring the facility meets all local, state, and federal health, safety, and building code regulations.
- Administering department budgets and acquiring the necessary supplies and equipment. Monitoring government resources and being diligent to take advantage of potential grants.

P.O. Box 159 • 8 Raymond Road • Deerfield, New Hampshire 03037 • Tel (603)463-8811 • Fax (603)463-5846

Website: www.deerfieldnh.gov

- Moderate knowledge of building maintenance tasks in multiple fields including but not limited to plumbing, heating, HVAC, carpentry, painting, groundskeeping ext.
- Change filters for HVAC as needed, monitor and maintain water treatment systems as needed
- Install and remove window AC units as needed
- Change light bulbs, interior and exterior as needed
- Compiles quotes and RFP's following the Town's Purchase Policy.
- monitors work in progress by contractors and inspects upon completion to ensure conformance to established contract and scope of work
- Prepare meeting rooms; remove or rearrange furniture for town events or elections as needed.
- Maintain sign board at the GBW
- Maintain exterior walkways free and clear of debris (sweeping/snow removal)
- Facilitates and schedules the rental of the Town Hall to include calendar of events, cleaning, and insurance requirements.
- Investigates complaints from the public, fellow town employees, and board of selectmen concerning buildings, facilities and safety concerns; takes appropriate action.
- Serving as the primary point of contact for facility-related emergencies and incidents. Reports promptly to town administrator
- Perform duties and responsibilities with a professional, friendly, positive demeanor; work cooperatively with other Town departments and personnel to assure safe, effective and efficient town wide operations.
- Maintains effective working relationships with other employees and the public.
- Performs related work as required.
- Possess Willingness and flexibility to assist in other departments as needed

The Job Description lists typical examples of work and is not intended to include every job duty or task and responsibility specific to a position. The employee is expected to balance his time between regular weekly maintenance and building/grounds improvement projects. An employee may be required to perform other duties not listed provided such duties are characteristic of the position.

KNOWLEDGE SKILLS & ABILITIES REQUIRED basic knowledge of Building codes and related general construction codes and best practices, and a reasonable knowledge of commercial and residential construction, electrical, mechanical, plumbing codes. Ability to work with the fire chief and fire marshal for guidance to ensure buildings are safety compliant. Ability to seek the right answer, if unsure of how to perform a task, or do a repair to code.

QUALIFICATIONS REQUIRED:

- High School diploma or GED equivalent
- Maintain valid vehicle operator license.
- Must pass a background check

Any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.

WORKING CONDITIONS/PHYSICAL DEMANDS:

May be required to exert significant physical effort such as lifting and carrying heavy tools and materials; ability to be on feet for hours at a time and work in inclement weather, ability to perform tasks overhead, ability to safely perform tasks from ladders. ability to work in confined places. Position requires the ability to operate various facility equipment such as mowers, snow removal equipment, hand tools, power tools and tow a trailer.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**