

**TOWN OF DEERFIELD  
BOARD OF SELECTMEN  
September 5, 2023  
MINUTES**

**Call to Order**

6:30 – Chairman Pitman called the meeting to order

**Present:** Chairman Richard Pitman, Vice Chairman Fred McGarry, Selectwoman Cynthia McHugh, Selectman Will Huebner, and Selectman Steve Barry.

**Pledge of Allegiance to the Flag.**

Chairman Pitman states he feels they should go through the financial deals that they need to and then maybe spend a few minutes discussing and then work on the budget next week. Selectman Huebner agrees stating they should digest what they heard from the public tonight before voting on them. Mr. Harrington states that the Board has a full schedule for the next meeting with larger budgets but if the BOS feels they can complete those and add these then they can do it.

**Regular Business**

**Review of Outstanding Minutes 8/28/2023:**

**Motion:** Selectman Barry makes a motion to approve the minutes from 8/23/2023 as written.

**Second:** Selectwoman McHugh

**Discussion:**

**Vote: Yea 5, Nay 0, Abstained 0 - Motion Carries**

**Vouchers/Payroll Manifest/Accounts Payable Manifest:**

- Payroll Manifest – \$82,473.45 gross. \$52,295.48 net.

**Motion:** Selectman Barry makes a motion to approve payroll in the amounts of \$82,473.45 gross and \$52,295.48 net.

**Second:** Selectwoman McHugh

**Discussion:**

**Vote: Yea 5, Nay 0, Abstained 0 - Motion Carries**

- Accounts Payable - \$35,736.15

**Motion:** Selectman Barry makes a motion to the accounts payable in the amount of \$35,736.15.

**Second:** Selectwoman McHugh

**Discussion:**

**Vote: Yea 5, Nay 0, Abstained 0 - Motion Carries**

**Signatures/Correspondence:**

- Signatures
  - Intent to cut. State of New Hampshire. 141 acres out of 271 total acres. Lower Deerfield Road.
  - 4 town roads approved to be paved by R&D Paving at the last meeting. Chairman Pitman will read each one and then a motion for the Chairman to sign will need to be made.
    1. Middle Road. 2,650 feet. \$93,622.50.
    2. Cole Road. 850 feet. \$35,020.00.
    3. South Road. 220 additional feet. \$14,138.00.

1 4. Mount Delight Road. 800 feet. \$43,790.00.  
2 Total = \$186,570.50  
3

4 **Motion:** Selectman Barry makes a motion to approve all 4 roads to be paved; Middle Road,  
5 2,650 feet at \$93,622.50. Cole Road, 850 feet at \$35,020.00. South Road, 220 additional feet at  
6 \$14,138.00. Mount Delight Road, 800 feet at \$43,790.00 totaling \$186,570.50 and for the  
7 Chairman to sign.

8 **Second:** Vice Chairman McGarry

9 **Discussion:**

10 Vice Chairman McGarry clarifies these are 4 change orders added to the current contract for  
11 South Road.

12 Selectman Huebner reminds the Board that this is money that was authorized by the voters in the  
13 budget via the warrant articles and Mr. Harrington states that this is correct. It was from warrant  
14 article 2 and was approved for \$350,000.00 which currently has a balance of \$324,0205.74. After  
15 the cost of the South Project at \$195,132.90 and these additional projects of \$186,570.50 it will  
16 require a charge against the budget line of road reconstruction in the amount of \$57,677.66.  
17 Which this line had a total budget of \$257,000.00 so \$200,000.00 will be remaining in that line.  
18

19 **Vote: Yea 5, Nay 0, Abstained 0 - Motion Carries**  
20

21 -4 thank you letters going out to people for all the they did with helping out the town with the  
22 temporary fix of the Range Road culvert.

- 23 1. Timothy Boodey – DOT Bridge Maintenance  
24 2. Reed Deinhardt – Concord  
25 3. C.R. Willeke – Professional engineer  
26 4. Jeff Smith - Deerfield  
27

28 **Motion:** Selectman Barry makes a motion to approve the thank you letters and to sign and send.

29 **Second:** Vice Chairman McGarry

30 **Discussion:**  
31

32 **Vote: Yea 5, Nay 0, Abstained 0 - Motion Carries**  
33

- 34 • Correspondence -  
35

### 36 **Town Administrator's Report**

37 John Harrington has one reminder. The South Road paving for the top coat is due to start tomorrow,  
38 9/6/2023.  
39

### 40 **Unfinished Business**

41

### 42 **New Business/Other Business**

43 Selectman Huebner brings up the road reconstruction and 20% of it's budget being used up. He then  
44 goes on to remind the BOS that during the meeting about what to do with the rest of the ARPA funds the  
45 # 1 choice was to use it on roads. He believes none of the ARPA funds have been used on the roads and  
46 there is about \$260,000.00 left in ARPA funds.  
47

48 **Motion:** Selectman Huebner makes a motion to spend 50% (\$130,000.00) of the remaining  
49 ARPA funds on paving roads this year that are on the priority list.

50 **Second:** Selectwoman McHugh

51 **Discussion:**

52 Selectman Barry reminds the Board that \$80,000 of the ARPA funds are earmarked for the  
53 culvert on Haynes Road and he feels it's too late in the season for more paving.

1 Mr. Schibbelhute states he was surprised R&D was able to fit in all 4 additional paving jobs this  
2 year and that \$80,000.00 is set aside for the Haynes Road culvert. He does say that more paving  
3 is possible but it's a matter of making decisions quickly.

4 Chairman Pitman states he doesn't want to do any paving if there is more culvert needing to be  
5 done and Selectwoman McHugh agrees.

6 Selectman Huebner feels some of the money needs to be spent on paving as it was a priority of  
7 the residents.

8 Vice Chairman McGarry clarifies that the remaining ARPA funds is around \$400,000.00 and Mr.  
9 Harrington agrees. Vice Chairman McGarry goes onto explain why he has concerns with  
10 Selectman Huebner's motion.

11 Mr. Schibbelhute speaks to possible emergencies that could arise so it would be good to have  
12 some funds available just in case.

13 The Board and Mr. Schibbelhute agree that Mr. Schibbelhute will come to next week's meeting  
14 with a list of priorities to use the ARPA funds on.

15 Vice Chairman McGarry expresses his concern about the Range Road culvert cost and possibly  
16 holding the funds until they have the costs lined up for Range Road.

17  
18 **Vote: Yea 1, Nay 4, Abstained 0 - Motion Carries**

19  
20 **2024 Budget Review:**

21 Supervisor of the Checklist – Joanne Waring, Chair. Ms. Waring explains that their checklist varies year to  
22 year based on how many elections are taking place that year and 2024 is a big year and she explains the  
23 break down.

24  
25 **Motion:** Selectman Barry makes a motion to approve the 2024 budget of the Supervisors of the  
26 Checklist in the amount of \$4,624.00.

27 **Second:** Vice Chairman McGarry

28 **Discussion:**

29 Selectman Huebner asks how this year's budget compares the previous big election years  
30 budget in 2020 and Ms. Waring states she does not have that budget # with her but explains she  
31 would have created that budget the exact same way she created this one so it's that year was  
32 higher than the last 2 years. Chairman Pitman states that they are not going to go backwards and  
33 this is a good number to move forward with. Ms. Waring reminds the BOS that it's 4 elections, 2  
34 being primaries, so it's more work. Selectman Huebner agrees that because of the big election it  
35 has to be a bigger budget than last year. Ms. Waring then explains that the default is based on a  
36 slower year so it's a big jump when there is a busy year.

37  
38 **Vote: Yea 5, Nay 0, Abstained 0 - Motion Carries**

39  
40 Heritage Commission – Debra Murphy, Chair. Ms. Murphy requests a budget of \$600.00 for 2024 and  
41 has not changed in 4 to 5 years. Ms. Murphy goes on to explain what the money covers for the year.

42  
43 **Motion:** Selectman Barry makes a motion to approve the 2024 Heritage Commission budget in  
44 the amount of \$600.00.

45 **Second:** Selectwoman McHugh

46 **Discussion:**

47  
48 **Vote: Yea 5, Nay 0, Abstained 0 - Motion Carries**

49  
50 Memorial Day - \$600.00

51  
52 **Motion:** Selectman Barry makes a motion to approve the 2024 Memorial Day budget in the  
53 amount of \$600.00.

54 **Second:** Vice Chairman McGarry

55 **Discussion:**

1 Selectman Huebner asks for an explanation of what these funds are for and Mr. Harrington points  
2 to the detail page of the budget that explains it and Mr. Harrington explains it as well. If it's not  
3 used it will go back into the general fund.  
4

5 **Vote: Yea 5, Nay 0, Abstained 0 - Motion Carries**  
6

7 Forestry Commission - \$6.00  
8

9 **Motion:** Selectman Barry makes a motion to approve the 2024 Forestry Commission budget in  
10 the amount of \$6.00.

11 **Second:** Selectwoman McHugh

12 **Discussion:**  
13

14 **Vote: Yea 5, Nay 0, Abstained 0 - Motion Carries**  
15

16 Debt Services - \$1.00. Selectman Huebner questions the line and Mr. Harrington clarifies that the \$1.00 is  
17 in the line to keep it open and in the budget so if a warrant article were to come up including bond  
18 language. You have to have a line open to approve a bond and the bond money would go in that line.  
19

20 **Motion:** Selectman Barry makes a motion to approve the 2024 debt services budget in the  
21 amount of \$1.00.

22 **Second:** Vice Chairman McGarry

23 **Discussion:**  
24

25 **Vote: Yea 5, Nay 0, Abstained 0 - Motion Carries**  
26

27 Advertising - \$4,840.00  
28

29 **Motion:** Selectman Barry makes a motion to approve the 2024 advertising budget in the amount  
30 of \$4,480.00.

31 **Second:** Vice Chairman McGarry

32 **Discussion:**

33 Selectman Barry states this covers NHMA dues.

34 Selectman Huebner questions why the budget moved from \$4,000.00 last year to \$4,840.00 this  
35 year and Selectman Barry points out that the line has been overspent that's why it's up. Mr.  
36 Harrington points out that the line has been over spent since 2017 because it's locked at that  
37 number of \$4,000.00. Vice Chairman McGarry explains that the dues amount is based on  
38 population size so when the population goes so to the dues.  
39

40 **Vote: Yea 5, Nay 0, Abstained 0 - Motion Carries**  
41

42 Cemeteries - \$113,901.00  
43

44 **Motion:** Selectman Barry makes a motion to approve the 2024 Cemeteries budget in the amount  
45 of \$113,901.00.

46 **Second:** Vice Chairman McGarry

47 **Discussion:**

48 Selectman Huebner reads of the budget data for cemeteries and questions why it's going up  
49 significantly. Mr. Harrington directs the Board to the details of the budget and explains why the  
50 budget needs to go up significantly. Selectman Barry adds that there a number of town  
51 cemeteries that have not been maintained and it is required by law that the town maintain all town  
52 cemeteries. Selectman Huebner suggests tabling cemeteries until a representative from the  
53 cemetery committee can be present to explain their budget. Shirman Pitman asks if the Board  
54 would like to table the cemetery committee's budget until the next meeting. Selectman Barry  
55 states they could vote and get in there as a place holder and then the cemetery committee can

1 come and discuss the budget and see if it's possible to reduce it and explains that when it comes  
2 to the budget, they can have continuing votes.  
3 Selectwoman McHugh asks when it became law that they must maintain all the town cemeteries  
4 since the town hasn't been and it was never pointed out before. Mr. Harrington points out that in  
5 the details the cemetery committee did list the RSA that states it's required that the town  
6 maintain all town cemeteries. Vice Chairman McGarry reads some of the backup material out  
7 loud of why the cost is so high.  
8

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

10  
11 Executive – \$16,001.00  
12

13 **Motion:** Selectman Barry makes a motion to approve the 2024 executive budget in the amount of  
14 \$16,001.00.

15 **Second:** Vice Chairman McGarry

16 **Discussion:**

17 Selectman Huebner asks why it has gone way up for the Trustee of Trust funds and Selectman  
18 Barry states that this line is to pay for the town's trust funds because there is no other place to put  
19 it. They further discuss this line and Mr. Harrington points out that the town is on a calendar year  
20 and there are still a few months left in 2023 so the total amount for this has not been spent yet.  
21 Selectman Huebner asks if the fee is for an institution and Mr. Harrington replies yes and  
22 explains that this is the only line for trust funds and also explains the history of the trust fund line  
23 and why it was much lower in the past.  
24

25 **Vote: Yea 5, Nay 0, Abstained 0 - Motion Carries**  
26

## 27 **Non-Public Session**

28 No Non-Public  
29

## 30 **Citizen's Comments**

- 31 • Kevin Verville. Mr. Verville states he used to be a member of the trustees of the trust funds and  
32 explains why the funds were turned over to an institution and why the cost is what it is. He then  
33 encourages the Board to research into the NH RSA on cemeteries and he explains how he feels  
34 they can reduce the cost of the advertising budget. Mr. Verville then brings up the public meeting  
35 discussion and speaks to a few points and his point of view of it. Lastly, he discusses a few points  
36 of the current budget.  
37
- 38 • Kathy Shigo. Mr. Shigo speaks her point of view on the budget what the town needs to do. She  
39 then asks the Board to ask the directors, when they come in to discuss their budget, did they get  
40 a bid or pricing.  
41
- 42 • Terry Roy. South Road. Ms. Roy brings up the RSA that the cemetery committee had in the  
43 budget and that since the cemeteries have not been maintained the town can declare them  
44 abandoned and not have to maintain them.  
45
- 46 • Harriet Cady. Ms. Cady explains how she feels the cemeteries could be maintained without  
47 spending so much money and lastly, she speaks about the ARPA funds for the roads.  
48

## 49 **Adjournment**

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51 **Motion:** Selectman Barry makes a motion to adjourn.

52 **Second:** Vice Chairman McGarry

53 **Discussion:**

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**Vote: Yea 5, Nay 0, Abstained 0 - Motion Carries**

**Next Meeting: September 11, 2023 at 5:30 pm**

*The Minutes were transcribed and respectfully submitted by Randi Long, Recording Secretary  
Pending approval by the Board of Selectmen*

DRAFT