

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
March 27, 2023
MINUTES**

Call to Order

5:57pm – Chairman McGarry called the meeting to order

Present: Chairman Fred McGarry, Vice Chairman Richard Pitman, Selectman Alden Dill, Selectwoman Cynthia McHugh and Selectman Will Huebner.

Pledge of Allegiance to the Flag.

Regular Business:

Chief Matt Fisher and Chief Dean Young – (SAFER) Grant. This was spoken about at the Public Hearing and now is the time to vote on accepting the grant.

Motion: Selectman Dill makes a motion to accept the grant.

Second: Selectwoman McHugh

Discussion:

Chief Fisher explains that Candia is hosting the grant so any expenses going forward we will write a request to the Town of Candia and they'll do the same to the federal government and then it will go to the Candia and back to Deerfield. He then explains the dollar amounts listed in the grant and how it will go in the foreseeable future. Himself and Chief Young also explain that the sign that comes with this grant will be shared between towns.

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

Review of Outstanding Minutes 3/13/2023:

Motion: Selectman Huebner makes a motion to accept the minutes as written from 3/13/2023

Second: Selectwoman McHugh

Discussion:

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

Vouchers/Payroll Manifest/Accounts Payable Manifest:

- Payroll Manifest – No Payroll manifest this week.
- Accounts Payable - 3/28/2023 – \$66,571.88

Motion: Selectman Dill makes a motion to approve the accounts payable.

Second: Selectwoman McHugh

Discussion:

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

Signatures/Correspondence:

- Signatures –
Veteran's tax credit. Brian Fisher. In the amount of \$750.00.

Motion: Vice Chairman Pitman makes a motion to approve the Veteran's tax credit.

Second: Selectman Dill

Discussion:

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

Abatement Application. Nicholas Karakoudas. In the amount of \$99.00. Chairman McGarry reads the recommendation letter from and Avatar and they recommend the abatement.

Motion: Vice Chairman Pitman makes a motion to approve the abatement.

Second: Selectman Dill

Discussion:

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

Encumbrance Request. Highway Department. In the amount of \$9,204.39. Chairman McGarry reads that this dollar amount represents the 2% retainage that was held on Pike Industries for work that was done by them. Per the contract the 2% retainage gets released after 1 year. Chairman McGarry asks John Harrington (town administrator) to explain how the town is able to do the retainage. Mr. Harrington explains that the fiscal year of 2022 is not closed out yet so we can still encumber the money. He also states that the Town is currently going through the yearly audit and the money can still be taken out of the 2022 budget.

Motion: Selectman Dill makes a motion to approve the encumbrance.

Second: Vice Chairman Pitman

Discussion:

Selectwoman McHugh asks why this wasn't done before.

Mr. Harrington explains that he forgot take the encumbrance out and since the year isn't closed out yet this encumbrance can be done now and he verified this with Rita Donaldson, the finance director.

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

Auditor's Questionnaire. Sent to all Board members and now the Chair needs to sign on behalf of the Board.

Motion: Selectman Dill makes a motion for the Chair to sign on behalf of the Board.

Second: Vice Chairman Pitman

Discussion:

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

Three Year Seasonal Maintenance Agreement with Milton CAT for the generator at DCS (Deerfield Community School). In the amount of \$3,100.00 per year which is a slight increase from the previous year.

Motion: Selectman Dill makes a motion to approve the agreement and for the Chairman to sign on behalf of the Board to come out of the Emergency Management Budget.

Second: Vice Chairman Pitman

Discussion:

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

Personnel Action requests. All for Parks and Recreation. Rob Titemore, Recreation Coordinator, part-time at \$18.50 an hour. Alyssa Pappalardo, part-time, \$13.00 an hour. Matthew Lane, part-time, \$12.36 an hour. Mia Czarnecki, part-time, \$12.00 an hour. Valentina Gonzalez, part-time, \$13.50. Ryse Puritan, part-time, \$13.50 an hour.

Motion: Vice Chairman Pitman makes a motion to approve all the personnel action requests and have the Chairman sign on behalf of the Board.

Second: Selectman Dill

Discussion:

Selectwoman McHugh asks if this all the summer help. Mr. Harrington explains that some are staff wage increases, one is a new position and the others are new part-time staff to the afterschool program and summer program.

Selectman Huebner asks if this is consistent with previous years and Mr. Harrington states, yes except for the new position of rec coordinator.

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

- Correspondence –
Two letters with quotes for emergency bars to doors in the GBW. Chairman McGarry has Ray Ellis once up to explain. Ray Ellis explains that according to code the doors that are in the classrooms for parks and rec, the barber shop, the restaurant, and his office need to have push bars (panic bars) on them. He received 2 quotes for doing all the doors. Chairman McGarry reads the quotes:
All Safe and Lock - \$6,920.00
Granite State Glass - \$9,200.00
John Harrington then explains that Parks and Rec will be paying for their 5 doors out of the revolving fund and the other 3 doors will be paid for by the Town.
Motion: Vice Chairman Pitman makes a motion to go with All Safe and Lock at \$6,920.00.
Second: Selectwoman McHugh
Discussion:

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

Chairman McGarry reads off the accounts payable and payroll that are off cycle from the BOS meetings.

- Accounts Payable – 3/21/2023 - \$1,300,841.24 - Board already signed. \$1.2 million is for the school.
- Payroll – 3/15/2023 – Gross \$79,463.79, Net \$50,727.19 – Board already signed.

A notice to abutter, a planning Board application for informational purposes. This is not read.

Town Administrator's Report:

Mr. Harrington states he has no updates.

Unfinished Business:

No unfinished business.

New Business/Other Business:

Selectwoman McHugh asks if the BOS meetings could be put back so they correspond with Payroll and AP. Mr. Harrington states that Payroll is every other week. Selectman Dill states that AP is every week so unless they have a meeting every week one has to off cycle. Selectwoman McHugh asks why because it was never like that before. Mr. Harrington explains that it has not. Every week they sign 1, AP, and every other week they sign, 2, payroll and AP. He then asks if what she would like is for the meetings to sync up with payroll so they are signing 2 at every meeting and then the off cycle will be just an AP. Vice Chairman Pitman reminds the Board that they were meeting weekly for the budget season so they always signed everything at the meetings and states he doesn't feel it would make a difference if they skipped a week and then synced up with payroll if that would help. Mr. Harrington states he could reschedule the meeting for the rest of the year so they sync up with payroll.

Selectman Dill states he reached out to our new state senator Howard Pearl about the dead Ash issue and he replied stating he was not aware of any money available for the issue and he reached out to our local senators and did not hear back. Selectman Dill then states he is surprised there is no state or federal money available and hopefully there will be something in the future.

Vice Chairman Pitman asks what would need to be done to move voting from the Town Hall to the School after this session on 3/28/2023. He points out that the school has a generator, lots of bathrooms and heat. Mr. Harrington states that the conversation has started between himself and the Town Moderator and he states that if the Board would like to move in that direction, he can open a dialogue with the Chair of the School Board. The Board all agree to have Mr. Harrington start the dialogue.

Citizen's Comments:

- Kevin Verville. McCarron Road. HE surprised to hear that Parks and Rec are paying for the panic bars for their doors since it's the building is not owned by them. It's a town building and it's the town's responsibility to make sure it's up to code. He states he is assuming they made the offer to pay for them out of generosity and the town didn't request they pay for them. He then asks the Select Board to think about fully funding the project out of town funds and leave the parks and recs revolving fund for parks and rec programs because the revolving fund is supposed to be self-funding through fees that participants pay to participate in programs. He states that he'd hate to think they have to pay for life safety equipment while here the building and he feels that's what our tax dollars are for.

Non-Public Session:

Motion: Vice Chairman Pitman makes a motion to go into Non-Public under 91-A:3 II (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

Second: Selectwoman McHugh

Discussion:

Roll Call Vote:

Selectman Huebner: Aye

Selectman Dill: Aye

Selectwoman McHugh: Yes

Vice Chairman Pitman: Yes

McGarry: Yes

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

Chairman McGarry states that there were no decisions or votes were taken during the non-public and asks for a motion to seal the minutes.

Motion: Selectman Dill makes a motion to seal the non-public minutes

Second: Selectwoman McHugh

Discussion:

Roll Call Vote:

Selectman Huebner: Aye

Selectman Dill: Aye

Selectwoman McHugh: Yes

Vice Chairman Pitman: Yes

McGarry: Yes

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

Adjournment 6:38pm:

Motion: Vice Chairman Pitman makes a motion to adjourn.

Second: Selectwoman McHugh

Discussion:

Selectman Huebner asks if they had completed public comments and Chairman McGarry states they had.

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

Next Meeting: April 10, 2023 at 5:30 pm

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