

**TOWN OF DEERFIELD  
BOARD OF SELECTMEN  
May 8, 2023  
MINUTES**

**Call to Order**

5:30 – Chairman Pitman called the meeting to order

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

**Pledge of Allegiance to the Flag.**

**Anne Scholz – Gulf Road; Phase III:** Pleasant Lake Preservation Association has received Phase III funding for restoration on Pleasant Lake. Phase III funding will address critical issues along a narrow corridor off Gulf Road past the dam into Northwood. Schematic plans have been sent out to the residents along the corridor. Northwood is planning on doing a shim coat over lay on their portion of the road around September. A wetlands permit will be submitted by each town before work can begin as well. Ms. Scholz is here tonight to answer any questions anyone might have. Selectman Barry asks what is needed from the town of Deerfield for this project. Ms. Scholz states that the only thing needed is \$400.00 for the wetlands permit. Ms. Scholz last question is about the catch basins put in during phase I. She states they are full of sand is asking for them to be cleaned out. Pete Schibbelhute, road agent, steps to the mic and agrees to get it done.

**Motion:** Selectman Barry makes a motion to approve spending \$400.00 on the wetlands permit.

**Second:** Vice Chairman McGarry

**Discussion:**

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

**2023 Tax Warrant:** Tax warrant is not ready so an off-cycle meeting will be held Monday May 15, 2023.

**Heritage Commission Report:** Deb Murphy, Chair of the Heritage Commission, steps to the mic to give an update on work their commission is doing. Town Hall is the largest project. They are looking to apply for an assessment grant that is a 50/50 grant. The grant would cover half and the Heritage Commission would cover the other half. They are currently working on Heritage map of the town. She brings up about possibly using ARPA funds for potable water at the Town Hall.

**Painted line on South Road:** Selectman Barry asks if anyone like to speak to the proposed painted line on South Road. He states he had received phone calls from people opposed to the line being painted. Selectwoman McHugh asks if this can wait until people who are for the line to be present. The Board agrees to wait and add it to the agenda for the meeting on May 15, 2023.

**Unfinished Business**

**Ray Ellis – Mowing Bids:**

-Athletic fields mowing and trimming is an \$8.00 difference between the bids.

Mr. Ellis does not have a recommendation for the athletic fields. The pricing is so close and he states it's more of the preference of the Board.

Town's building grounds mowing and trimming is a \$45.00 difference between the bids.

**Motion:** Selectman Barry makes a motion to award the athletic fields bid to Mark Tibbets and the town building grounds to Blue Sky Landscaping.

**Second:** Vice Chairman McGarry

**Discussion:**

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

-Transfer station hill is a \$75.00 difference between bids. The transfer station mowing is usually completed twice per season. Mark Tibbets' bid would total \$1,500.00 for the season and Blue Sky Landscaping would total \$3,200.00 for the season.

Mr. Ellis recommends they give the transfer station and the transfer station hill to Mark Tibbets.

**Motion:** Selectman Barry makes a motion to award the transfer station and transfer station hill mowing to Mark Tibbets.

**Second:** Vice Chairman McGarry

**Discussion:**

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

-Cemetery mowing and trimming was left up to the Board by Mark Young the cemetery superintendent. Mr. Ellis recommends going with Blue Sky Landscaping.

**Motion:** Selectman Barry makes a motion to award the cemetery mowing to Blue Sky Landscaping.

**Second:** Vice Chairman McGarry

**Discussion:**

Selectwoman McHugh asks about the year a cemetery wasn't mowed for Memorial Day weekend. Mr. Ellis states that it was Blue Sky Landscaping and that happened due to rain and he called and spoke with them and they corrected it and there has not been a problem since.

Selectman Huebner asks what the amount is for the low-cost option. Mr. Ellis replies \$12,100.00 for Blue Sky and \$14,500.00 for TNT which is getting close to what cemetery's is allotted in their budget.

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

Selectman Barry asks Ray to speak to Blue Sky about Memorial Day being an absolute must and Mr. Ellis assures the Board he will relay the message.

Library Roof. Mr. Ellis explains that the roof at the library is leaking. He explains that there are only 2 people in NH that repair slate rooves. He had one of them, Marquis Roofing, come look at the library today. He explains what Marquis Roofing could see from just going up on the roof and that the roof needs a roof inspection and a repair. Marquis Roofing stated they could repair it but since the roof is from 1910 you might have to replace it. If only a repair is needed it will be about \$3,500.00 for the inspection and repair but if it needs to be replaced then they would recommend asphalt shingles. Mr. Ellis let them know that will definitely not replace with asphalt shingles. He asked the Board if they would like him to contact the second company in NH to look at it.

Selectman Barry asks about any issues with Library parking. Mr. Ellis explains that it shares its lot with the fire station and street parking is okay. There are big hedges that interfere with parking on the road but people still park on the road. Selectman Barry stated that he received a call from citizen concerned about the street parking by the library being taken up by the house across the street. Mr. Ellis explains that the library director said sometimes the road is empty and others times it's filled up. Selectwoman McHugh points out that it's usually patrons from the Lazy Lion parking along the street and then walking up to the restaurant. Selectman Barry asks if it's worth putting up signs for Library Parking only.

**Motion:** Selectman Barry makes a motion to go with Marquis Roofing for \$3,500.00 to repair the library roof.

**Second:** Selectwoman McHugh

**Discussion:**

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

**Pete Schibbelhute – Highway Bids:**

Mr. Schibbelhute explains that Manchester Gravel had the lowest delivered cost but they did not bid everything. The items they didn't bid on are not the items the highway department uses every day. He states they have the number for the crushed gravel which the town definitely needs this year. Chairman Pitman asks if meets DOT specs and Mr. Schibbelhute states, yes. Manchester Sand and Gravel is his recommendation for gravel.

**Motion:** Selectman Barry makes a motion to award the all the processed gravel, ¾ inch stone and 6 minus stone to Manchester Sand and Gravel. The remaining items, 3-inch bank run, 1 ½ inch stone and 2–4-inch erosion stone, will be awarded to FL Merrill Construction Inc.

**Second:** Vice Chairman McGarry

**Discussion:**

Selectman Huebner states that it looks to him that Manchester Sand and Gravel has the lowest delivered cost on everything. Mr. Schibbelhute says, and of the products they don't shave they could get here in town or with Pike or even from one of the other bidders. He then states that majority of the items the town will need, Manchester Sand and Gravel has them and their prices are very good. Vice Chairman McGarry asks Mr. Schibbelhute would a vote from the Board to go with Manchester Sand and Gravel on the gravel and Pike or Merrell would be the alternative for the items that Manchester didn't bid on. Mr. Schibbelhute brings up that if there are any issues, he would like to be able to go anywhere to get what they need. Vice Chairman McGarry asks if Merrill (another bidder) would hold their prices so they wouldn't have to worry about elsewhere. MR. Schibbelhute says he'd have to call and ask. Chairman Pitman brings up that there are 3 items Manchester did not bid on which is almost half the bid. Mr. Schibbelhute explains that the items they didn't bid on the town doesn't use much of. Selectwoman McHugh asks if they can split the bid up and Chairman Pitman states they can. She would like to give the remaining items Manchester doesn't have to Merrill. Mr. Schibbelhute says that's fine. Selectman Barry amends his motion to state this.

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

-Haynes Road Culvert. Mr. Schibbelhute explains that he spoke with Keech and Nordstrom and they are trying to expedite the permit process with the state. He explains that Keech and Nordstrom's final plan for the Haynes Road culvert will profile the road 150 feet each way from the center line of the culvert with having two and a half feet of cover over the top of the culvert. He then explains how the culvert will be positioned and he's expecting the final design soon.

He has handed out a list of projects and their costs and states that everything is subject to change. He then goes over the list with the Board. He explains that the list is things that have to get done but because of weather more things are popping up around town since making the list and are more important than what's on the list. Vice Chairman McGarry asks they had gotten the trench compactor yet and Mr. Schibbelhute states yes and they have used it already. He lets the Board know that the grader is back and it was \$30,000.00 to fix and is already being used. Chairman Pitman asks about pip that was purchased. Mr. Schibbelhute says they bought 15- and 18-inch concrete pipe for culverts and it cost \$13,500.00. Selectwoman McHugh asks if anyone contacted him about the bad culvert on Saddleback Mountain Road. He had spoken to a citizen before the storm in December and they had done a fix. Per Selectwoman McHugh it sounds like it needs to be fixed again but he had not been contacted by the citizen recently. He explains that Paul and Matt had gone up on Saddleback last week and states he'll speak to them about what they saw. He then explains that since the dirt roads were so soft this winter when plowing occurred it just pushed dirt off with the snow and that has caused problems with culverts and ditching all over town. They are working on going around town and pulling a lot of that sand and gravel out of those ditches and culverts but it will take some time. Selectman Huebner states he received a call from a citizen on McCarron Road about a wash out from the recent storm. Mr. Schibbelhute said he was up there last week and was looking at all the work that needs to be done on that road and is aware of it. Chairman Pitman tells Pete to keep them posted on the work and thanks for him.

## **Regular Business**

### **Review of Outstanding Minutes 4/24/2023:**

**Motion:** Selectman Barry makes a motion to approve the minutes from 4/24/2023 as written.

**Second:** Selectwoman McHugh

**Discussion:**

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

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

- Payroll Manifest - \$79,167.30 gross - \$52,264.43 net -Already signed from the previous week. No Payroll this week.
- Accounts Payable – \$61,233.32

**Motion:** Vice Chairman McGarry makes a motion to approve the accounts payable at \$61,233.32.

**Second:** Selectman Barry

**Discussion:**

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

Accounts Payable - \$1,252,314.90 -Already signed

### **Signatures/Correspondence:**

- **Signatures**

-Notice of intent to excavate. Dow Road. 25 acres. Vice Chairman McGarry states that the owners have been to the Planning Board and the Planning Board has approved the site plan and excavation plan. No motion needed, just signatures.

-Notice of Intent to cut wood or timber. Mountain Road. Owner, Janet B. Ritch.

-Notice of intent to cut wood or timber. Cutting 30 acres of a 77-acre lot. Map 415 Lot 75.

-Notice of intent to cut wood or timber. Mountain Road. Dianna Stevens. Cutting 60 acres of a 63-acre lot.

-Property tax credit or exemption for solar. David Dunham. 30 Candia Road. \$18,000.00.

**Motion:** Vice Chairman McGarry makes a motion to approve the tax credit or exemption for \$18,000.00.

**Second:** Selectman Barry

**Discussion:**

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

-Chairman Pitman will list the remainder solar tax credit applications and then the Board will vote to approve all of them.

1. Gregory McHugh. 32 Harvey Road. \$19,200.00.

2. Brandon Palmer. 24 Range Road. \$14,400.00.

3. Richard Pitman. 52 Old Center Road. \$15,600.00.

**Motion:** Selectman Barry makes a motion to approve the remaining 3 solar tax credits.

**Second:** Vice Chairman McGarry

**Discussion:**

**Vote: Yea 3, Nay 0, Abstained 2 - Motion Carries**

-Timber cut tax. Richard Martin. 19 Raymond Road. Tax levy amount to be collected is \$3,070.90.

**Motion:** Vice Chairman McGarry makes a motion to collect the timber cut tax levy of \$3,070.90.

**Second:** Selectwoman McHugh

**Discussion:**

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

-Oaths of office. Chairman Pitman will read them all off and then the Board will vote.

1. Kevin Lemieux. Building Inspector.
2. Kevin Lemieux. Deputy Health Officer.
3. John Dubiansky. Health Officer.
4. John Dubiansky. Parks and Rec Commission.
5. Doreen Schibbelhute. Welfare Administrator.

**Motion:** Vice Chairman McGarry makes a motion approve all of the oaths of office.

**Second:** Selectman Barry.

**Discussion:**

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

-Town of Deerfield would like to request the use of town wide e-911 data to support the Broadband mapping in our town. Chairman Pitman states they need a motion to allow the state to have this.

**Motion:** Vice Chairman McGarry makes a motion to allow the use of the e-911 data to support the Broadband mapping.

**Second:** Selectman Barry

**Discussion:**

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

-Summer program agreement between Deerfield New Hampshire and the Granite State YMCA, Concord Family YMCA for summer 2023. Mr. Harrington stated that the agreement was reviewed by Primex and they had no comment or changes were recommended. Selectman Huebner wants to make liabilities and insurance is covered and Mr. Harrington replies that this is why he had Primex review it and their recommendation is no changes recommended. Chairman Pitman states a motion is needed to have the chairman and town administrator sign.

**Motion:** Selectman Barry makes a motion to have the chairman and town administrator sign the agreement.

**Second:** Selectwoman McHugh

**Discussion:**

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

-Commercial propane agreement with Haffner's. Chairman states a motion is needed for the chairman to sign.

**Motion:** Selectman Barry makes a motion to have chairman sign the agreement.

**Second:** Selectwoman McHugh

**Discussion:**

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

-Letter read from assistant parks and rec director requesting medical leave from May 3, 2023 to June 12, 2023 and if they do not return from medical leave by June 12, 2023 the Board is able to hire a new person for this position.

**Motion:** Selectman Barry makes a motion to approve and the leave the hiring of a new employee if the current assistant parks and rec director does not return by June 12, 2023.

**Second:** Vice Chairman McGarry

**Discussion:**

Selectman Huebner asks if this is all in accordance to town policy and Chairman Pitman states, yes, section 8.3 of the employee handbook. Selectman Huebner then asks why they are voting on it if it's a policy. Mr. Harrington states that the Board still needs to approve the leave of absence.

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

-Chairman Pitman states there are 4 horse shows that need to approved for EMS coverage. One was this past Friday that the Chairman signed for so they could have their show and there 4 more to sign for.

1. New England Friesian Horse Show
2. Summer Kick Off Horse Show
3. Summer Classic Horse Show
4. NH Arabian Summer Jubilee

**Motion:** Selectman Barry makes a motion to approve all the 4 upcoming horse shows and the 1 that the chairman already signed for.

**Second:** Vice Chairman McGarry

**Discussion:**

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

-New Policy, Capital Assets and Depreciation Policy for the Town of Deerfield required by the auditors. The draft presented to the Board has been approved by the auditors and now the Board just needs to review it and approve it so it can be added to the policy book.

**Motion:** Selectman Barry makes a motion to approve the Capital Assets and Depreciation Policy.

**Second:** Selectman Huebner

**Discussion:**

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

-MS-232 an annual DRA document that is generated after the vote is taken in March. It's a report of voted appropriations. Chairman Pitman asks for a motion to sign.

**Motion:** Selectman Barry makes a motion to sign.

**Second:** Vice Chairman McGarry

**Discussion:**

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

- **Correspondence** -No correspondence

### **Town Administrator's Report:**

Mr. Harrington states he has 2 items.

1. An error was found in the default budget. Inadvertently \$35,000.00 was added to the last library salary line and Mr. Harrington explains what happened. He goes on to say that the statute does not allow them to correct the default budget during the year but they will pick up on that in the fall when preparing the 2024 default budget and remove the \$35,000.00.
2. Conflict of Interest Policy. The Board has received a draft of this policy to review. Mr. Harrington states that when the Board is ready to discuss it, he'll get it added to the agenda. Selectman Barry talks about receiving it Friday via email and has read through it already and is ready to discuss. Vice Chairman McGarry has a question, procedurally, how would it be handled and should this be added to the policy as well. Mr. Harrington asks, the procedure of how to bring forward a possible conflict and Vice Chairman McGarry replies, yes, and adds, whether it's by a Board member or a member of the public. Selectman Barry goes over that the town council wrote the ordinance and that he is an expert in this area and the first thing the town council recommended was not to do this ordinance at all but if we're doing to do it, this is the best way to go about it. Some of the Board approves of the ordinance but they agree that a procedural aspect needs to be added to the ordinance. Others feel it isn't needed if the town council feels they shouldn't do it. Selectman Huebner feels the ordinance should be updated with the procedural aspect and more research done before it's voted on because it was the will of the people to have this ordinance created per the warrant article being voted on. Mr. Harrington will speak to the town council on updating the ordinance and if a public hearing is needed or not and then bring it back to later meeting.

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

Selectman Barry would like to bring up the default budget. He states it's down \$520,000.00 down from what was proposed. Since he was not a member of the Board last year he asks, can I assume the budget was set up to ~~discontinue~~ continue providing the services the town already does with added costs because it's been 7 years since they've had a budget approved. Chairman Pitman states, pretty much. Selectman Barry really feels this is an issue that they really need to address this. One idea to save money is to close town hall. Another idea is parks rec. He also suggests that the Board members don't take their stipends. He wants to get this out in the open so they can start thinking about what to do.

Selectwoman McHugh brings up the bathrooms at Hartford Brook Field. There are bathrooms at the concession stand but then the town is paying for a porta potty to be there as well. Mr. Harrington explains the porta potty is paid for out of the parks and rec 80 fund. It does not come out of the town budget. He then explains why parks and rec have the porta potty at the field. John Dubiansky steps to the mic and states that the alarm company could come and disconnect the alarm system from the bathrooms because there is no access to the main building from the bathrooms. The Board agrees that that would make sense.

Selectman McHugh brings up parks and rec having 2 zero turn mowers and they traded one of those mowers for a craftsman from the town shed. Mr. Harrington clarifies that last year no one ended up bidding on the transfer station during the mowing process so the town had to mow the transfer station. The trade was made so the highway crew could mow the transfer station. Since they did receive bids this year on the transfer station, he has let parks and rec know they can have the mower back if they would like it.

Selectman Barry brings up the town hall and wants to know how we can rent it when it's not covered by insurance. Chairman Pitman replies that they can't but they'd have to confirm it. Selectman Barry turns to Mr. Harrington who explains that several years ago Primex recommended that anytime the town was rented to private parties the town should be requiring them to get their own liability insurance for the event. Selectman Barry feels they should not be renting out the town hall until this issue is solved. He

reminds the board there is a Coffee House coming up and it's not covered. Mr. Harrington says they can take a vote that any new events from here going forward need to carry liability insurance. Selectwoman McHugh asks if this can be added to our policy and if so, how much would it cost. Mr. Harrington said he could look into it. The Board will wait to hear back from Mr. Harrington after he looks into it.

**Motion:** Selectman Barry makes a motion to stop renting the town hall until the insurance issue is resolved.

**Second:**

**Discussion:**

This motion is tabled until they hear back from John.

Letter from Charlie Hill concerning his restaurant. He would like permission from the Board to extend their space to the outdoors in a 16ft-by-16ft space during the nice weather. He would also like to extend their beer and wine license to a full liquor license. He had already spoken to the liquor commission and they have no concerns.

**Motion:** Selectman Barry makes a motion to allow Charlie's to expand seating to the outdoors in a 16 x 16 space and apply for a full liquor license.

**Second:** Vice Chairman McGarry

**Discussion:**

Mr. Harrington said he already spoke to the fire chief about this and before he could approve this, he would need a full plan of what they are intending to do because it would change their certificate of occupancy. He stated that he already told Charlie about this and they are putting one together.

Selectman Huebner states that he's in favor of it but is concerned what it will do to parking. When it comes to the liquor license, he feels that it would no different than the Lazy Lion or Ma's. They have full Liquor licenses and so the Board shouldn't deny Charlie's one either.

Selectman Barry withdraws his motion until they know the plan and the fire chief has given his approval.

Vice Chairman McGarry agrees to withdraw.

Selectwoman McHugh states she's in favor of the outdoor seating if the fire chief approves it but she is not in favor of the full liquor license because it's a town owned building Charlie's operates out of. [She then states that she is also concerned because of there being children present in parks and rec near the bathrooms and she doesn't feel it's appropriate to have drunk people walking down to the bathrooms in front of children. Selectman Huebner shares this concern with Selectwoman McHugh. -Final minutes approved by the BOS at the meeting on 5/8/2023.]

They table the issue until they hear back from the fire chief and Mr. Harrington will check on any liability with a full liquor license verses a beer and wine license.

**Motion is withdrawn.**

Selectman Huebner brings up a rumor that is going around about him wanting to cut policemen from the department and he clarifies that this is not the case at all and would like to squelch the rumor.

### **Citizen's Comments**

- John Dubiansky. He speaks to Selectman Barry's comments on the default budget. He goes over his ideas on ways to save money but also not lowering the budget because that takes us steps back in the next year.
- Kathy Shigo. Cate Road. She speaks to the budget as well and also the town hall and keeping it open. She feels the town should take on the extra insurance cost.



- Harriet Cady. Ms. Cady speaks to the fact that we no longer vote for the road agent. She then speaks to the lack of advertisement of the position around the state. She feels it should go back to an elected position. She then brings up the parks and rec position and how we are hiring outside of town and there was a lack of advertisement.
- Erroll Rhodes. Church Street. He speaks to the same concerns of the town hall as Selectman Barry holds. He agrees that the insurance issue needs to be resolved. He then explains how a plan really needs to be devised for the town hall in general as it needs lots of work and restoration. He feels it could be a major asset to the town if it was properly fixed up and maintained.
- Alicia Hill. Browns Mill Road. She would like to alleviate concerns about the liquor license and speaks to this. She then speaks to the expansion space outside and is on board to speak with the fire chief and work with him on this. She lastly states that the lease agreement does not have any limitations on what they can sell and serve specifically in terms of alcohol.
- Ray Ellis. South Road. He speaks to the proposed yellow line that will be painted on South Road. He believes the citizens have not been well informed about this.
- Jeff Shute. Parks and Rec Commission. He speaks to the budget comments made by Selectman Barry, specifically the one idea of moving the Directors salary to come out of the 80 fund entirely and why it wouldn't work. He then speaks to a previous citizens comment and clarifies that they had 4 applicants for the director position and 3 of them were from Deerfield.

#### **Adjournment 7:24pm**

**Motion:** Vice Chairman McGarry makes a motion to adjourn

**Second:** Selectwoman McHugh

**Discussion:**

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

**Next Meeting: May 15, 2023 at 5:30 pm**

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

*Final approved minutes from Board of Selectmen 5.15.23 meeting;  
Respectfully submitted by Randi Long*