

**TOWN OF DEERFIELD  
BOARD OF SELECTMEN  
July 10, 2023  
MINUTES**

**Call to Order**

5:30 – 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.**

**Motion:** Selectman Barry makes a motion to allow Selectman Huebner join the meeting via Zoom.

**Second:** Selectwoman McHugh

**Discussion:**

**Roll Call:**

Selectman Barry: Aye

Selectwoman McHugh: Yes

Vice Chairman McGarry: Yes

Chairman Pitman: Yes

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

**Fire/Rescue – Matt Fisher**

Chief Fisher begins with the Grant for the pump truck that will replace two trucks, an engine and a tanker, and fit in central station. He speaks about Bulldog Fire Apparatus who is a rep for KME Fire Apparatus: Fire Truck Manufacturer and how they have been working with them on a quote and they have come back with a price of \$694,000.00 which is less than the \$750,000.00 grant so they could use the extra funds towards buying equipment for the truck. With this new information Chief Fisher would like to draft up an RFP and go out to bid to see what happens. He then speaks to local government purchasing programs like HGAC and predetermined government contracts that local and state governments can work with for pricing and you would not have to do an RFP. Chief Fisher states that Deerfield already has an account and asks the Board if they recall anything about this because it's been done before. They agree that Chief Fisher should look into it and draft the RFP. They then discuss the equipment they currently have and what is needed. Lastly, they talk about the amount of water the tanker needs to hold and how to write it into the RFP.

Chief Fisher brings Forestry One and the work being done on it from the accident it had been in. He goes over how the money received from insurance was put into the general fund so instead he would like to use money from the warrant article that takes money from the surplus unanticipated funds for vehicle equipment and maintenance fund to make the repairs. He will need a vote from the Board to do this.

**Motion:** Selectman Barry makes a motion to approve the use of the warrant article funds to pay for the repairs on Forestry One.

**Second:** Selectwoman McHugh

**Discussion:**

**Roll Call:**

Selectman Huebner: Aye

Selectman Barry: Aye

Selectwoman McHugh: Yes

Vice Chairman McGarry: Yes

Chairman Pitman: Yes

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

Vice Chairman McGarry asks Chief Fisher about painting that had been done on some of the vehicles. Chief Fisher states that since 2011 the vehicles are black over red. He went through Mark Rollins and had decided to go with paint over the vinyl wrap due to longevity. They then go over the command vehicle and the last of the upfits it needs before it's serviceable which should be about a month to 2 months.

Selectman Huebner states he doesn't have anything for Chief Fisher but wants to remind the public that they are working on the performance reviews for the 4 individuals mentioned at the last meeting and they should be ready for review by the next meeting.

Vice Chairman McGarry states they need to set a time to speak with Chief Fisher about recommendations to the changes to the subdivision regulations. Vice Chairman McGarry states he had spoken to the fire chief in Derry a while back and he had some great recommendations but he would like to sit and speak with Chief Fisher to see if these recommendations are fit for Deerfield. Chief Fisher then talks about working with waterhole maintenance and his knowledge of the current protocol. Vice Chairman McGarry then brings up a recent issue that came up due to the protocol not being updated.

Selectman Huebner asks when they will hear back from Chief Fisher himself about the proposal the Fair has made for the 2023 coverage of the fair. Chief Fisher states he has not received a proposal but an email asking him about what the contract will look like for the 2023 fair. Selectman Huebner would like to get this completed very soon so they do not run into issues again like last year. Chief Fisher states that he replied to the email last week and it was pretty much a cut and paste from last year's contract for them to review. One thing changed; he removed the discounted rate because he felt it was not his purview. It is up to the Board's to decide on that. They are now waiting for the Fair to respond.

Selectwoman McHugh asks Chief Fisher about the 3 or 4 people that are ready to come on and help at the fire department. Chief Fisher states that he believes 3 people have gone through their pre-employment physicals and have been cleared. The assistant chief had reached out to the fourth person to schedule the physical but he has not heard back yet. Three are firefighters and one is a paramedic and it is one of the firefighters they have not heard back from.

Lastly, Chief Fisher brings up grant work and how he had been working with Jeff LaBrie from Candia on it. He states that the Feds found it to be a conflict of interest because Mr. LaBrie wrote the grant he can't help with the grant. This was a minor setback but another member of Candia will be filling the role of grant administrator and they can now kick it off. One grant administrator and then two recruitment and retention coordinators, one for each town.

Selectwoman McHugh asks if there is any way to make the process of joining rescue quicker. She knows of someone who has been trying to join for almost a year. Chief Fisher can try to speed up the process but feels the time frame for bringing people on is relative. Chairman Pitman asks about an unwritten rule; anyone that joins rescue needs to respond to 25% of the calls and Chief Fisher states he's not aware of any such rule and there is nothing in place for attendance with rescue calls because the last time they tried to put something in place many of the members were resistant to it. Chief Fisher is not opposed to putting something in place but it is hard to figure out the logistics of it.

**Municipal Budget Committee – Terry Roy**

Terry Roy is not present and he did not send anyone in his place.

**Regular Business**

**Review of Outstanding Minutes 6/26/2023:**

**Motion:** Selectman Barry makes a motion to approve the minutes from 6/26/2023 as written.

**Second:** Selectwoman McHugh

**Discussion:**

**Roll Call:**

Selectman Huebner: Aye

Selectman Barry: Aye

Selectwoman McHugh: Yes

Vice Chairman McGarry: Yes

Chairman Pitman: Yes

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

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

- Payroll Manifest – Gross \$88,892.22. Net \$58,440.79. Week ending 7/5/2023.

**Motion:** Selectman Barry makes a motion to approve the payroll manifest of Gross \$88,892.22. Net \$58,440.79. Week ending 7/5/2023.

**Second:** Vice Chairman McGarry.

**Discussion:**

**Roll Call:**

Selectman Huebner: Aye

Selectman Barry: Aye

Selectwoman McHugh: Yes

Vice Chairman McGarry: Yes

Chairman Pitman: Yes

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

- Accounts Payable - \$843,622.52. \$800,000.00 going to the school.

**Motion:** Selectman Barry makes a motion to approve the accounts payable manifest of \$843,622.52. \$800,000.00 going to the school.

**Second:** Selectwoman McHugh

**Discussion:**

**Roll Call:**

Selectman Huebner: Aye

Selectman Barry: Aye

Selectwoman McHugh: Yes

Vice Chairman McGarry: Aye

Chairman Pitman: Yes

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

**Signatures/Correspondence:**

- Signatures  
-NH Revenue Administration application for reimbursement through towns and cities in which federal and state forest land is situated. Deerfield: Bear Park State Park with an assessed value of \$2,335,200.00. Pawtuckaway State Park with an assessed value of \$971,300.00. Woodman State Forest with an assessed value of \$143,200.00.

**Motion:** Selectman Barry makes a motion to accept the assessed values of Bear Park State Park \$2,335,200.00, Pawtuckaway State Park \$971,300.00, Woodman State Forest \$143,200.00 and to sign it.

**Second:** Vice Chairman McGarry

**Discussion:**

Selectman Huebner asks how the values are determined and John Harrington states he assumes it's just the assessed values on each of the parcels and it's part of the assessment of the whole town.

**Roll Call:**

Selectman Huebner: Aye

Selectman Barry: Aye  
Selectwoman McHugh: Yes  
Vice Chairman McGarry: Aye  
Chairman Pitman: Yes

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

-Report of Wood/Timber Cut. Carissa Tripi. 65 Nottingham Road. \$148.02 to be collected.

**Motion:** Selectman Barry makes a motion to approve the collection of \$148.02 from Carissa Tripi for a wood/timber cut.

**Second:** Vice Chairman McGarry

**Discussion:**

**Roll Call:**

Selectman Huebner: Aye  
Selectman Barry: Aye  
Selectwoman McHugh: Aye  
Vice Chairman McGarry: Aye  
Chairman Pitman: Yes

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

-Abatement form for the UNH Rockingham County Co-op extension 4-H Club in the amount of \$239.86 and the Boy Scouts in the amounts of \$118.00 and \$239.86.

**Motion:** Selectman Barry makes a motion to approve the abatement forms for the UNH Rockingham County Co-op extension 4-H Club in the amount of \$239.86 and the Boy Scouts in the amounts of \$118.00 and \$239.86.

**Second:** Vice Chairman McGarry

**Discussion:**

Selectman Huebner asks if this is the refund for the taxes they had paid last year and Chairman Pitman says yes.

**Roll Call:**

Selectman Huebner: Aye  
Selectman Barry: Aye  
Selectwoman McHugh: Aye  
Vice Chairman McGarry: Aye  
Chairman Pitman: Aye

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

-Eric Gross. Boy Scouts. 18 Nottingham Road. Refund of \$102.04 and \$49.00.

**Motion:** Selectman Barry makes a motion to approve the refunds to Eric Gross. Boy Scouts. 18 Nottingham Road. Refund of \$102.04 and \$49.00.

**Second:** Selectwoman McHugh

**Discussion:**

**Roll Call:**

Selectman Huebner: Aye  
Selectman Barry: Aye  
Selectwoman McHugh: Aye  
Vice Chairman McGarry: Aye

Chairman Pitman: Aye

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

-Boy Scouts Map 418 Lot 79.46. Amounts \$57.99 and \$124.66.

**Motion:** Selectman Barry makes a motion to approve Boy Scouts Map 418 Lot 79.46. Amounts \$57.99 and \$124.66.

**Second:** Selectwoman McHugh

**Discussion:**

Selectman Huebner asks what this is for and Mr. Harrington explains this to reimburse the Boy Scouts for taxes they already paid.

**Roll Call:**

Selectman Huebner: Aye

Selectman Barry: Aye

Selectwoman McHugh: Aye

Vice Chairman McGarry: Aye

Chairman Pitman: Aye

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

-Abatement Recommendation. Map 210 Lot 25. Jonathan Dufresne and Katelyn Deperon. Amount of \$152.00.

**Motion:** Selectman Barry makes a motion to approve the amount of \$152.00.

**Second:** Vice Chairman McGarry

**Discussion:**

**Roll Call:**

Selectman Huebner: Aye

Selectman Barry: Aye

Selectwoman McHugh: Aye

Vice Chairman McGarry: Aye

Chairman Pitman: Aye

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

-Disposition of Abatement Computer Adjustment. Abatement amount \$152.00. Recommendation letter from Avatar states that the parcel consist of 1.635 acres of which 0.543 acres are in current use as they were received by the abutting lot map 210 lot 22, Barbra Stevens Revocable Trust pursuant to lot line adjustment number 43635 and recorded deed 6472, page 2189 at the Rockingham County Registry of Deeds. The 0.543 acres no longer meets the 10 acres or more contiguous identical ownership requirement and are not subject to the land use change tax. The town has 18 months from the date of discovery to issue the land use change tax. The 0.543 acres is excess acreage at rate of \$2,800.00 per acre (\$2,000.00 dollars per acre equalized using the 2022 equalized assessment of 71.3%) therefor in Avatar's opinion the 0.543 acres has a market value of \$1,520.00 revealing a \$152.00 land use change tax. The land needs to be released from current use and recorded at the registry and it should be released at the value of \$0.00 and as such they recommend an abatement of \$152.00 land use change tax that were recently issued. The amount has not been paid and there will be a housekeeping abatement to clear the database. The 8-5 land use change tax will still need to be signed and completed as normal albeit a \$0.00 instead of \$152.00.

**Motion:** Selectman Barry makes a motion to approve the amount of \$0.00 and to sign the recommendation.

**Second:** Selectwoman McHugh

**Discussion:**

Selectman Huebner asks if this is the one they had discussed previously and Selectman Barry states it is not the same one. It is clarified the land use change tax is being paid and that going forward the land will be taxed at the full value with the total parcel going forward.

**Roll Call:**

Selectman Huebner: Yes

Selectman Barry: Aye

Selectwoman McHugh: Aye

Vice Chairman McGarry: Yes

Chairman Pitman: Aye

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

-Land Use Change Tax (LUCT). Map 413 Lot 81. 6.1 acres in current use. The parcel previously met all requirements for current use but no longer does because as of May 19, 2023 the owner's sold a portion of the land so the lot no longer meets the minimum acreage requirement of 10 acres or more. Avatar states that property is worth \$200,000.00 and therefore reveals a \$20,000.00 LUCT and the date of change is May 19, 2023. Once the recommendation is received and the Land Use Current Change form 85 the tax warrant will need to be completed and signed by the Board and provided to the tax collector for processing. After processing and once the bill has been paid the 85 form needs to be recorded to the registry.

**Motion:** Selectman Barry makes a motion to approve the LUCT on Map 413 Lot 81 in the amount of \$20,000.00.

**Second:** Vice Chairman McGarry

**Discussion:**

**Roll Call:**

Selectman Huebner: Aye

Selectman Barry: Aye

Selectwoman McHugh: Aye

Vice Chairman McGarry: Aye

Chairman Pitman: Aye

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

- Correspondence -No correspondence.

**Town Administrator's Report**

John Harrington states he has a quote from American Fence that needs to be signed by the Board so the fence that was damaged on town property can be fixed. The driver's insurance company will be paying for the repair in full but the quote needs to be signed by the Board for the work to be done. The work will be completed in the fall.

**Motion:** Selectman Barry makes a motion to approve the quote and sign so the fence can be fixed.

**Second:** Selectwoman McHugh

**Discussion:**

Selectman Barry amends his motion to have just the Chairman sign and the second agrees.

**Roll Call:**

Selectman Huebner: Aye  
Selectman Barry: Aye  
Selectwoman McHugh: Aye  
Vice Chairman McGarry: Aye  
Chairman Pitman: Aye

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

Mr. Harrington presents a document from Breezeline for adding internet connection to Hartford Brook Field. They will be adding a current booster so people will be able to make cell phone calls in case of emergencies. Parks and rec will be paying for it.

**Motion:** Selectman Barry makes a motion to approve the Breezeline work and for Parks and Rec to pay for it.

**Second:** Selectwoman McHugh

**Discussion:**

**Roll Call:**

Selectman Huebner: Aye  
Selectman Barry: Aye  
Selectwoman McHugh: Aye  
Vice Chairman McGarry: Aye  
Chairman Pitman: Aye

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

Selectman Barry brings up the Disposition of Abatement Computer Adjustment for \$152.00. He states that the Chairman signed it but did not check off granted or denied and no else has signed it and it goes along with the land use change tax. There is a LUCT of \$152.00 and an abatement for \$152.00. They all agree they need to be checked off as approved and signed by the Board.

Personnel Action Request. Francesca Pagano. \$10.00 per hour. Veasey Park.

**Motion:** Selectman Barry makes a motion to approve the personnel action request for Francesca Pagano at \$10.00 at Veasy Park.

**Second:** Selectwoman McHugh

**Discussion:**

**Roll Call:**

Selectman Huebner: Aye  
Selectman Barry: Aye  
Selectwoman McHugh: Aye  
Vice Chairman McGarry: Aye  
Chairman Pitman: Aye

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

Selectman Huebner states he did not see lifeguards on duty over the past weekend and would like to know if there is a policy that states lifeguards have to be on duty during the midday as he's concerned about liability. Mr. Harrington states that he believes all the rules for Veasy Park are listed right at the park.

Mr. Harrington Brings up his next item, the new version of the Town Hall Agreement. He sent this out to the Board prior to the meeting for their review. There are two major changes, first change is that renters must now carry a liability policy when renting the Town Hall and second is a statement saying there are

no open flames allowed in the Town Hall for any event. Mr. Harrington would the Board to approve the use of the new agreement.

**Motion:** Selectman Barry makes a motion to approve the use of the new agreement.

**Second:** Vice Chairman McGarry

**Discussion:**

Selectman Huebner brings up the fact there is a stove in the Town Hall kitchen and asks if it interferes with the no open flame rule and Mr. Harrington states the stove is electric. Selectman Then asks if there is a water heater in the building and if so, is it gas or electric. Mr. Harrington states there is and he believes its electric.

**Roll Call:**

Selectman Huebner: Aye

Selectman Barry: Aye

Selectwoman McHugh: Yes

Vice Chairman McGarry: Yes

Chairman Pitman: Aye

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

Mr. Harrington then brings up that the Board had been invited to attend a School Board meeting to discuss the possibility of moving all the voting to the school and the BOS was not present at the meeting. He reached out to the School Board and they gave a new date of August 2, 2023 and asks if any of the BOS members are interested in attending this meeting. Vice Chairman McGarry states he'll try to be there. Selectman Huebner states that he is under the impression that this meeting is not make the final decision but to go over questions the School Board has and then based on this the BOS will decide if they want to move it there.

Mr. Harrington moves on to the two quotes he received for new roof that is needed at the library which currently has a very old slate roof. One quote is for replacing the entire slate roof and the second quote is just for a repair at \$2,125.00. The Board agrees to have Mr. Harrington get a second quote. Selectman Barry states he feels the whole should be replaced and if the Town can afford it, they should do it now because it's the stuff you can't see under the slate that is the biggest issue. Mr. Harrington agrees to get the additional quotes. Vice Chairman McGarry asks if Ray Ellis has any recommendations on repairing versus replacing and Mr. Harrington explains the issue of repairing it. Selectwoman McHugh asks if they have to go with a slate roof when replacing it and Mr. Harrington states they do not but is anticipating public comment on changing the appearance of a historic building so that's why he went with getting quotes on the slate. He is willing to get quotes for other kinds of roofing. Vice Chairman McGarry asks if there are any recommendations from the library trustees and Mr. Harrington states he has not heard from them.

### **Unfinished Business**

Selectman Huebner asks about the progress of the culvert replacement on Haynes Road. Mr. Schibbelhute comes to mic and presents the Board with three quotes for a new box culvert.

1. Scituate Concrete Products - \$79,189.00

2. Michie Corporation - \$80,548.00

3. Shea Concrete Products - \$91,351.00

With Scituate being the lowest he called them to see how soon they could have it built and able to ship and they said October. He needs the Boards approval to go with them so he can Keach and Nordstrom send them more drawings o they can get going on it. Until then, they will do a temporary fix to get it open.

**Motion:** Selectman Barry makes a motion to approver the ordering of the box culvert from Scituate Concrete at \$79,189.00.



Selectman Huebner asks what the dollar amount of the quotes are. Selectman Barry reads off the Scituate pricing.

Vice Chairman McGarry asks if it would sooner delivery if they went with Michie and Mr. Schibbelhute states, no.

Selectman Huebner asks if can be installed before the freeze and Mr. Schibbelhute agrees.

Selectman Barry asks what the budget is for this project and Mr. Harrington states they received a highway grant last year that is \$128,000.00 and Mr. Schibbelhute estimated an additional \$80,000.00 that would need to be taken from a budget line or another source of funding.

Selectman Barry then asks if Mr. Schibbelhute were to call Scituate and get everything ready will he then be able to provide an actual number for the whole project. Mr. Schibbelhute states he can get some numbers for the installation.

**Second:** Vice Chairman McGarry

**Discussion:**

Selectwoman McHugh asks what the additional \$80,000.00 will be used for and Mr. Schibbelhute explains that he had recommended taking the \$80,000.00 out of the road reconstruction warrant article because they do not know what it will cost to have the culvert installed because of all the work that goes into installing and then reconstructing the road. In the end it will roughly cost around \$200,000.00 and the BOS has \$208,000.00 set aside right now for it. Selectman Huebner asks about the delivery and installation process of the box culvert and Mr. Schibbelhute explains the process.

**Roll Call:**

Selectman Huebner: Aye

Selectman Barry: Aye

Selectwoman McHugh: Aye

Vice Chairman McGarry: Aye

Chairman Pitman: Aye

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

**New Business/Other Business**

Vice Chairman McGarry. New Business. Letter from DOT. The Box Culvert under Route 107 and Route 43, 250 feet South of Cole Road, is in need of repair and DOT is projecting the work to be done during the winter of 2023. He believes the Town will receive more information from DOT in time.

Selectman Barry. Other Business. He worked with Mr. Harrington to create a public notice for input on the budget per the Board's last meeting. He would like the Board's feedback on this and to come up with some dates they could hold the meeting. They all agree to read it and come up with some dates by the next Board meeting on the 7/17/2023.

**Non-Public Session**

No Non-Public Session

**Citizen's Comments**

- Harriet Cady. Ms. Cady questions the bidding process and why the box culvert job is not being bid out. She then states the setting of salaries is the selectman's responsibility and she's not sure why the Fire Chief and Assistant Fire Chief are setting rates to do work. She's not sure why these things are happening without any voting or policy.
- Kevin Verville. McCarron Road. Mr. Verville explains that Terry Roy was not able to attend the meeting this evening due to personal circumstance. He goes on to say that the MBC is having the NH Municipal Association come to Deerfield provide a presentation on budget committees. What they do, why they do it, how they do it, what they are supposed to do and what they can't do. HE would really like to see the BOS and School Board at the presentation as well. He then brings up

the voting moving from the Town Hall to the School and he would like to see voting stay at the Town Hall. Third, he brings up the library roof. The budget is tight and he does not feel it would degrade the building to put shingles on verses a slate roof. Lastly, he gives his opinion on the town budgets that keep coming out each year and getting shot down.

### **Adjournment**

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

**Second:** Vice Chairman McGarry

**Discussion:**

**Roll Call:**

Selectman Huebner: Aye

Selectman Barry: Aye

Selectwoman McHugh: Yes

Vice Chairman McGarry: Aye

Chairman Pitman: Yes

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

**Next Meeting: July 17, 2023 at 5:30 pm**

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