

**TOWN OF DEERFIELD  
BOARD OF SELECTMEN  
August 28, 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.**

**Culvert Range Road Update – Pete Schibbelhute**

Mr. Schibbelhute explains that he was able to get all the steel plates for the temporary fix of the culvert on loan from the State at no cost. For the steel he had allotted \$10,000.00 but he is able to get for about \$5,600.00 to \$6,600.00. Lastly, the concrete ended up coming in around \$1,000.00. Now it just needs to be fabricated and put in place. They will buy gravel for it and then they will most likely do the paving themselves since it's temporary. All this being said, he does not anticipate spending the amount last talked about.

Mr. Schibbelhute states there is another culvert about a mile and a half from this one that needs to go on the list to take care of in the future.

Selectman Barry reads the list of roads that Mr. Schibbelhute provided of roads that are in need of paving. Middle Road, Cole Road, South Road and Mount Delight Road.

**Motion:** Selectman Barry makes a motion that while R&D is in town, they have all the roads on the list, Middle Road, Cole Road, South Road and Mount Delight Road, reclaimed and paved.

**Second:** Vice Chairman McGarry

**Discussion:**

Vice Chairman McGarry asks what is remaining in the budget and Mr. Schibbelhute explains there is roughly \$80,000.00 left in the road reconstruction warrant article. The total to do all 4 roads is \$180,000.00. Mr. Schibbelhute states there are still ARPA funds that could be used or funds from the highway default budget of \$257,000.00 that could be used. Selectman Barry states he feels the rest could come from the default budget.

Selectwoman McHugh asks about the grant money being used for the Haynes Road culvert and Mr. Schibbelhute states that is still reserved for Haynes Road and then the remaining amount would come out of the warrant article if it's needed.

Chairman Pitman asks if any of the roads need culvert work before paving and Mr. Schibbelhute explains Cole Road is the only road that will need culvert work.

Selectman Huebner reviews the money that is left to spend and asks if there are no foreseen issues does Mr. Schibbelhute see this being done this year and Mr. Schibbelhute states the only way it wouldn't get done this year is if R&D says they can't get it in this year.

Selectwoman McHugh asks for clarification on which culvert on Range needs to be replaced and Mr. Schibbelhute states it's the one closest to Middle Road and it's not a section that will be paved and explains where it does need to be paved on Middle Road.

Vice Chairman McGarry asks if this leaves enough money to cover the plans from Keech for the Range Road Culvert and Mr. Schibbelhute states he'll get number for them.

Mr. Schibbelhute states he'll ask R&D what they can get done and then come back to the Board and let them know so they have an exact total.

Mr. Harrington states this would be a change order to the original contract so he would need to get it out as soon as a decision is made.

Selectwoman McHugh and Mr. Schibbelhute discuss which areas are worse and why. They all go over worst to least and what they can do if certain roads can't be paved to get through the winter.

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

**Steve Jamele – New Server:**

Mr. Harrington states that Mr. Jamele has narrowed it down to Five Point Technologies. The cost would be \$3922.98. Mr. Harrington provides recommend language for the motion, to approve Town server replacement quote with Five Point Technology at \$3922.98 with up to 10 hours of project-based service at \$225.00 an hour. The cost would be paid for out of ARPA funds.

**Motion:** Selectman Barry makes a motion to approve Town server replacement quote with Five Point Technology at \$3922.98 with up to 10 hours of project-based service at \$225.00 an hour the cost coming out of ARPA funds and the Chairman will sign in two places.

**Second:** Vice Chairman McGarry

**Discussion:**

Selectman Huebner questions the cost of \$225.00 an hour as he feels it's outrageous. Mr. Harrington states it is one of the least costly quotes they received and Mr. Jamele does not feel it will take 10 hours.

Selectwoman McHugh asks if this is just for the installation and Mr. Jamele explains why it costs so much and that he will be a lot of work himself as well. It's clarified that this is for the Town side only and not the police department as there's was replaced a few years ago and does not need replacing.

Chairman Pitman states that the Chairman signing in two places needs to be added to the motion and Selectman Barry obliges and Vice Chairman McGarry amends his second as well.

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

**Regular Business****Review of Outstanding Minutes 8/14/2023:**

**Motion:** Selectman Barry a makes a motion to approve the minutes from 8/14/2023 as written.

**Second:** Selectwoman McHugh

**Discussion:**

Selectman Barry would like to have the motion made at the end of the meeting to reflect that a motion was not made and it will be amended.

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

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

- Payroll Manifest – No payroll.
- Accounts Payable - \$17,279.51.

**Motion:** Selectman Barty makes a motion to approve the accounts payable in the amount \$17,279.51.

**Second:** Vice Chairman McGarry

**Discussion:**

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

**Signatures/Correspondence:**

- Signatures  
-Personnel action request. Jocelyn Hurley. Veasey Park Lifeguard. 24 hours a week at \$12.00 per hour.

**Motion:** Selectman Barry makes a motion to approve the Personnel action request for Jocelyn Hurley, Veasey Park Lifeguard, 24 hours a week at \$12.00 per hour.

**Second:** Vice Chairman McGarry

**Discussion:**

Selectwoman McHugh asks if this is for this year or next and Mr. Harrington says he believes the effective date is this year. Chairman Pitman states, yes, August 3, 2023.

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

-Town Clerk/Tax Collector. Multiple property tax refund requests for the first half of the year:

Robert Weare - \$2,269.000.

Parry Title Company - \$84.00

Peter J. Mahoney - \$21.00

Allen Divani - \$57.00

Joseph Jakuttis - \$13.00

CoreLogic Centralized Refunds - \$5,539.00

Frances Quinn - \$5,350.00

**Motion:** Selectman Barry makes a motion to approve the tax refunds for:

Robert Weare - \$2,269.000.

Parry Title Company - \$84.00

Peter J. Mahoney - \$21.00

Allen Divani - \$57.00

Joseph Jakuttis - \$13.00

CoreLogic Centralized Refunds - \$5,539.00

Frances Quinn - \$5,350.00

**Second:** Vice Chairman McGarry

**Discussion:**

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

-MS-1 Summary of Inventory Valuation. \$783,182,602.00.

**Motion:** Selectman Barry makes a motion to approve the MS-1 summary of inventory valuation in the amount of \$783,182,602.00

**Second:** Vice Chairman McGarry

**Discussion:**

Selectman Huebner questions what the amount was last year and Mr. Harrington states he does not know the figure from last year. Selectman Huebner is surprised it didn't go up more and Chairman Pitman states the town has not been reassessed and Mr. Harrington states the town will be reassessed in 2 more years.

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

-Oath of Office. Judith Marshall. Alternate Member on the Conservation Commission.

**Motion:** Selectman Barry makes a motion to approve the oath office for Judith Marshall being an alternate member of the conservation commission.

**Second:** Selectwoman McHugh

**Discussion:**

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

-Oath of Office. Kenneth Cohen. Member of the Conservation Commission. Term expires 4/30/2026.

**Motion:** Selectman Barry makes a motion to approve the oath of office for Kenneth Cohen being a member of the Conservation Commission.

**Second:** Selectwoman McHugh

**Discussion:**

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

-Wood or Timber Cut tax. Jack Sherburne. 190 Nottingham Road. \$1,104.63.

**Motion:** Selectman Barry makes a motion to collect the wood or timber cut tax in the amount of \$1,104.63 from Jack Sherburne.

**Second:** Selectwoman McHugh

**Discussion:**

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

-Report of Excavated Material tax. Steven Rollins. 73.70 Cubic Yards Excavated. \$147.40.

**Motion:** Selectman Barry makes a motion to approve the collection of an excavated material tax from Steve Rollins in the amount of \$147.40.

**Second:** Selectwoman McHugh

**Discussion:**

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

Chairman Pitman, for the minutes, Accounts Payable for August 21, 2023 was electronically signed by all 5 BOS members and was in the amount of \$63,062.85. Payroll was in the amount of \$87,810.35 gross and \$58,363.22 net. This was electronically signed by all 5 BOS members as well.

- Correspondence  
-Letter from the Philbrick James Library Board dated August 25, 2023 read by Vice Chairman McGarry.

"Dear Board of Selectmen,

We, the Library Board of Trustees, are writing to establish a cooperative relationship with the Board of Selectmen, as it pertains to all current and future maintenance, repair, renovation and preservation of the Philbrick-James Library building.

The Philbrick-James Library (Soldier's Memorial Building) contributes to the Deerfield Center Historic District, a resource listed in the National Register of Historic Places, and it is a key landmark of our town. As stewards of this historic building, it is our priority and duty to maintain and protect its historic integrity. It is also our duty and mission to ensure the library is accessible to all members of the Deerfield community.

In January 2023, the Deerfield Room, which represents ¼ of the library building, was closed over safety concerns due to lack of egress and accessibility. It has since been reopened on a restricted basis; patrons and staff are free to briefly move in and out but may not stay for extended periods and may not use the room for meeting space.

Over the course of several months, the Library Director and Trustees, in consultation with the Deerfield Heritage Commission and several other local resources, have explored many options on how to best address the egress issue so that the Deerfield Room can be reopened for full community access and use. Given the lack of meeting space in town, as well as the increase in community requests for meeting space, opening the Deerfield Room to full use is a priority for us. In May 2023, following a heavy rainstorm which caused a small amount of moisture to enter through the library roof, the Board of Selectman began exploring options and quotes to repair or replace the roof. At the July 31, 2023, Board of Selectmen meeting, the Board decided they would speak with the Library Trustees prior to pursuing any further action on the roof.

At this time, we have not seen any evidence of further leaking of the roof despite recent storms. Therefore, we believe the best approach to prevent further damage to the slate roof is to trim the oak tree and remove overhanging branches. If and when a full replacement of the roof becomes necessary, we feel it is imperative to maintain the historic integrity of the building by using slate. Given the current issues that have arisen with the library building, and in anticipation of future issues, the Library Trustees request the following prior to any further repair, renovation, and/or upgrades of the library building and grounds:

1. Complete a Memorandum of Understanding between the Library Trustees and Board of Selectmen to define our collaboration in management of the public library property and ensure we are in compliance with RSA 202-A: 6 and :11.
2. Develop a full site/capital maintenance and improvement plan with a structural engineer in order to prioritize the building's needs and plan effectively.
3. Consult with all relevant stakeholders (i.e., Heritage Commission, Planning Board, community etc.) to guide our decision-making and maximize potential funding sources (grants etc.).

With the above items in place, we believe we can confidently move forward to address the needs of the library and serve our community to its fullest. We look forward to collaborating with the Board of Selectmen.

Thank you for your time and consideration of this matter.

Sincerely,

The Philbrick-James Library Board of Trustees”

The BOS agrees that they are waiting on the memorandum and Chairman Pitman feels the tree mentioned in the letter needs to be taken care of immediately. Mr. Harrington will look into the tree issue. Selectwoman would like to know what Ray Ellis' knowledge of the tree issue is and Mr. Harrington states he'll ask Mr. Ellis to take a look at it.

The BOS decides there is no other action to be taken tonight and they'll wait to receive the memorandum for further discussion.

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

John Harrington states he has two items.

1. Per the annual testing at the Transfer Station, CMA will be sending out up to 20 letters to residents within 500 feet of the testing wells asking if they would like to CMA to test their residential well water and the test will be performed if required.
2. Mr. Harrington would like to announce and have put in the minutes that South Road paving is due to begin next Wednesday, September 6<sup>th</sup>. The paving will go from the intersection at rt.43 and South Road up to Birch and South Road. They believe it will take one day to do the paving. Travel might be restricted to one lane and there will also be equipment and personnel in the road.

### **Unfinished Business**

Selectman Huebner asks if the State has provided any updated on the construction work being done on rt. 107 Freeses Pond bridge. Mr. Harrington states that per the road agent the state is making very good progress. Mr. Schibbelhute reiterates that they are moving along quickly.

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

### **Citizen's Comments**

- Marie Brinson. Range Road. Ms. Brinson thanks the BOS and Mr. Schibbelhute for fixing her road and she would like to know if they know when it will be open. Mr. Schibbelhute explains what needs to be done between now and getting the temporary, one-lane, fix completed but doesn't have an exact time frame. Selectman Huebner asks about

plowing over the temporary fix and Mr. Schibbelhute explains there shouldn't be any issues and says the weight restriction will be determined by Steve Keech.

Ms. Brinson then asks about Vice Chairman McGarry looking into the size of the culvert going in on 107 by the state. Vice Chairman McGarry state he did take look at it and spoke with resident engineer with the DOT who felt the resident who had written a letter had valid points but at this point it is water under the bridge.

### **Non-Public Session**

**Motion:** Vice Chairman McGarry makes a motion to go into a non-public under RSA 91-A:3 II (b) The hiring of any person as a public employee and (I) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

**Second:** Selectman Barry

**Discussion:**

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

Return from non-public.

**Motion:** Selectman Barry makes a motion to seal the minutes from the non-public and notes for the record that no action was taken.

**Second:** Selectwoman McHugh

**Discussion:**

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

Selectman Huebner brings up some old business and asks about the fair contract and he would like the fire chief to send a draft of the contract to Mr. Harrington so he in turn can distribute it to the BOS for review.

**Motion:** Selectman Huebner makes a motion to have the fire chief send the fair contract in for the BOS's review so they can understand what's going on and deal with it.

**Second:** Vice Chairman McGarry

**Discussion:**

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

Mr. Schibbelhute steps to the mic and thanks all the people that have been helping with the road projects around town. Selectman Barry asks that Mr. Harrington put together a thank you letter for all these people.

### **Adjournment**

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

**Second:** Selectwoman McHugh

**Discussion:**

Chairman Pitman points out the adjournment is at 6:26.

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

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

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