

**TOWN OF DEERFIELD  
BOARD OF SELECTMEN  
September 18, 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.**

**Longevity Award – Matthew Kimball**

Selectman Barry thanks Matthew Kimball, Highway Department, for his hard work and presents him with the longevity award of 20 years.

**Fire Truck Bids – Chief Fisher**

2 bids unsealed:

1. Pierce - \$1,069,669.00
2. Bulldog - \$835,433.00

**Motion:** Selectman Barry makes a motion that 2 bids be submitted to the Chief Fisher for his examination and recommendation.

**Second:** Vice Chairman McGarry

**Discussion:**

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

The Deerfield Fair Contract:

The BOS and Mr. Fisher go over some changes in the contract from last year to this year and they discuss the staffing as well. They decide to vote on signing the contract and if something needs to change an amendment can be submitted.

**Motion:** Selectman Barry makes a motion to approve the fair contract and to have the Vice Chairman sign on behalf of the Select Board.

**Second:** Selectman Huebner

**Discussion:**

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

**2023 Budget Review:**

Planning Board – Pete Schibbelhute, Chair of the Planning Board

**Motion:** Selectman Huebner makes a motion to approve a Planning Board budget of \$32,774.00

**Discussion:** Selectman Huebner would like to present this to the MBC which is different from what the Planning Board is proposing.

Chairman Pitman points out it's about \$10,000.00 less than the proposed amount.

**Second:** Selectwoman McHugh

**Discussion:**

Selectman Huebner has Mr. Harrington pull up a power point but the Board decides to allow the Planning Board Chair to present and explain their budget prior to Selectman Huebner making a presentation.

Mr. Schibbelhute explains the Planning Boards budget.

Selectman Huebner then explains his approach and how the budget number can be reduced.

The Board goes on to discuss the Planning Board budget and whether it should be reduced or not.

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

**Motion:** Selectman Barry makes a motion to approve the Planning Board budget in the amount of \$42,558.00.

**Second:** Vice Chairman McGarry

**Discussion:**

Selectman Barry reminds the Board that this is just a run through and things can change as they work their way through the budget season.

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

Zoning Board of Appeals (ZBA) – Spencer Tate

**Motion:** Selectman Barry makes a motion to approve the Zoning Board of Appeals budget in the amount of \$6,512.00.

**Second:** Vice Chairman McGarry

**Discussion:**

Selectman Huebner states he has some recommendations on how to reduce the ZBA budget but the Board agrees to hear from Spencer Tate first.

Mr. Tate explains the increase in the budget.

Selectman Huebner feels the budget is too high and explains why he feels this way.

Selectman Barry explains why he feels the budget should be what's recommended.

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

Government Buildings – Ray Ellis

**Motion:** Selectman Barry makes a motion to approved the Government Buildings budget in the amount of \$130,678.00.

**Second:** Vice Chairman McGarry

**Discussion:**

Mr. Ellis explains the Government Buildings budget and how he came up with the number.

Selectman Huebner recommends an increase to this budget and explains why.

Selectwoman McHugh asks what buildings fall under Government Buildings right now and Mr.

Ellis states it's all the town buildings that do not have their own budget.

Selectman Huebner asks the person who made the motion to amend the motion by making the

budget amount \$132,326.00. Selectman Barry states that Selectman Huebner can do it and then

Mr. Harrington states that Selectman Huebner will need to state which lines have changed and

how much prior to the vote.

Selectman Huebner reads the lines he has changed for the minutes.

Changed lines only:

Line 291 – Mileage - \$1,000.00

Line 321 – Legal Notices - \$1.00

Line 341 – Telephone - \$1.00

Line 398 – Mowing - \$7,000.00

Line 399 – Contract - \$33,000.00

Line 410 – Electricity - \$8,000.00

Line 411 – Heating Oil - \$0.00

Line 414 – Propane - \$8,000.00

Line 430 – Repairs and Maintenance - \$25,000.00

Line 491 – Rubbish Collection - \$4,720.00

Line 610 – Supplies - \$2,500.00

Line 740 – Equipment and Tools - \$100.00

The new budget total with Selectman Huebner's changes would bring the budget to \$135,300.00.

**Motion:** Selectman Huebner makes a motion to amend the Government Buildings budgets by changing it from \$130,678.00 to \$135,300.00.

**Second:** Selectwoman McHugh

**Discussion:**

Vice Chairman McGarry brings up some concerns about the changes Selectman Huebner has made to the budget and after some discussion Selectman Huebner amends his motion to bring the budget to \$136,399.00. Selectwoman McHugh amends her second.

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

Selectman Barry reminds the Board they are back to the original budget number of \$130,678.00.

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

George B White Building – Ray Ellis

**Motion:** Selectman Barry makes a motion to approve the George B White Building budget in the amount of \$104,803.00.

**Second:** Vice Chairman McGarry

**Discussion:**

Selectman Huebner proposes a lower budget and explains why.

Vice Chairman McGarry and Selectman Barry argue otherwise and explain why.

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

Town Hall – Ray Ellis

**Motion:** Selectman Barry makes a motion to approve the Town Hall budget in the amount of \$32,554.00.

**Second:** Vice Chairman McGarry

**Discussion:**

Selectman Huebner proposes increasing the budget and explains why and then he reads the lines he's proposing changes on.

Changed lines only:

Line 341 – Telephone - \$750.00

Line 399 – Contract - \$500.00

Line 410 – Electricity - \$4,800.00

Line 411 – Heating Oil - \$4,500.00

Line 430 – Maintenance - \$20,000.00

Line 431 – Sprinkler System Maintenance - \$500.00

Line 432 – Restoration - \$1.00

Line 491 – Rubbish Collection - \$3,200.00

The new total for the budget based Selectman Huebner's changes would be \$34,253.00.

Selectwoman McHugh asks what the contracts line is and Mr. Ellis explains what it is.

**Motion:** Selectman Huebner makes a motion to amend the Town Hall budget from \$32,554.00 to \$34,253.00.

**Second:** Selectwoman McHugh

**Discussion:**

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

The Board now votes on the original budget amount of \$32,554.00.

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

Police Department – Chief Gary Duquette

**Motion:** Selectman Barry makes a motion to approve the Police Department budget in the amount of \$971,837.00.

**Second:** Selectwoman McHugh

**Discussion:**

Selectman Huebner feels the budget can be reduced in a few lines and explains why. Mr. Duquette explains why the budget cannot be changed. He then explains the Police Department budget why it's set at \$971,837.00.

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

Selectwoman McHugh asks how much a police cruiser costs today and Mr. Duquette provides an estimated cost for the vehicle plus up-fit.

Highway Safety – Chief Gary Duquette

**Motion:** Selectman Barry makes a motion to approve the Highway Safety budget in the amount of \$5.00.

**Second:** Selectwoman McHugh

**Discussion:**

Selectman Huebner is concerned nothing is being spent on this program and asks why. Mr. Duquette explains why this can be so low and Selectman Barry provides his reason as to why this is so low as well.

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

Animal Control – Chief Gary Duquette

**Motion:** Selectman Barry makes a motion to approve the Animal Control budget in the amount of \$8,252.00.

**Second:** Vice Chairman McGarry

**Discussion:**

Mr. Duquette explains the budget to the Board. Selectman Huebner questions the budget and possibly reducing it and Mr. Duquette explains why it shouldn't be reduced. Selectwoman McHugh also explains why the training line has not been used but could be used in the future. After the discussion Selectman Huebner agrees with the proposed budget.

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

Vice Chairman McGarry asks for an update on the speed monitoring signs and Mr. Duquette states he has received a lot of data and they are using it for placements of cruisers around town.

Parks & Rec – Craig Houston

**Motion:** Selectman Barry makes a motion to approve the Parks and Recreation budget in the amount of \$114,379.00

**Second:** Vice Chairman McGarry

**Discussion:**

Mr. Houston explains a correction that needs to be made to the budget that will reduce the budget by \$22,040.00 which will bring the total budget down to \$92,344.00. Selectman Barry amends his motion to \$92,344.00 and Vice Chairman McGarry amends his second.

Selectman Huebner asks about 2 lines, gazebo field events and old home day, in the budget and why they are set to where they are. Mr. Houston explains why they are set where they are and where the funds have come from in the past. In the past it has all been only covered by the revolving fund that is paid into by parents of kids in the sports programs, afterschool program and summer camp. Mr. Houston would like to see the town to help pay for these things going forward.

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

### **Regular Business**

#### **Review of Outstanding Minutes 9/11/2023:**

**Motion:** Selectwoman McHugh makes a motion to the approve the minutes from 9/11/2023 as written.

**Second:** Selectman Barry

**Discussion:**

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

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

- Payroll Manifest – ending 9/13/2023 - \$86,393 Gross. \$55,514.00 Net.

**Motion:** Selectman Barry makes a motion to approve payroll ending on 9/13/2023 at \$86,393 Gross. \$55,514.00 Net.

**Second:** Selectwoman McHugh

**Discussion:**

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

- Accounts Payable – \$80,760.75

**Motion:** Selectman Barry makes a motion to approve account payable in the amount of \$80,760.75.

**Second:** Selectman Huebner

**Discussion:**

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

#### **Signatures/Correspondence:**

- Signatures  
-Chairman Pitman will read off all the personnel action requests and will need a motion for the Chairman to sign.

1. Robert Boucher – Transfer Station Attendant – 20 hrs. per week - \$18.00 an hour

**Motion:** Selectman Barry makes a motion to approve Robert Boucher as a Transfer Station Attendant at 20 hrs. per week for \$18.00 an hour and the Chairman can sign.

**Second:** Vice Chairman McGarry

**Discussion:**

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

2. Shannon Jackman – Staff Supervisor Parks and Rec – 22 hrs. per week - \$16.00 an hour.
3. Erin Morrell – Recreation Program Assistant – 20 hrs. per week - \$18.00 per hour.
4. Jay Manzi – Sports Coordinator – 20 hrs. per week - \$18.00 per hour

5. Ernie Robert – PT FF/EMT - \$19.47 an hour
6. Steven Ross – PT FF/EMT - \$19.47 an hour

**Motion:** Selectman Barry makes a motion to approve all the personnel action requests listed by Chairman Pitman and for the Chairman to sign.

**Second:** Selectman Huebner

**Discussion:**

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

- Correspondence -No Correspondence

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

Mr. Harrington states there are several announcements tonight.

1. Town Clerk/Tax Collector office will be closed Friday 9/22/2023.
2. Perambulation. Jeanne Menard volunteered to the perambulation and is sure she can find someone to assist her. She will also notify all the adjoining communities of when it will take place and invite them to join her. Selectman Barry states that someone from each community does need to be there and Mr. Harrington agrees to pass this along Ms. Menard.
3. Mr. Harrington provided a packet of budget data in each of the Board members folders and lets them know that if they have questions after they review it, he'd be happy to help.
4. New budget totals for the Cemetery Trustees provided to each Board member to be added to their budget packet.

Selectwoman McHugh asks if anything has started to be put on the TV and Mr. Harrington states that he spoke with Steve Jamele, IT director, and they would have to give up promoting and advertising on channel 24 because they cannot do both with their current equipment.

### **Unfinished Business**

MOU with Philbrick James Library – Selectman Barry states he has read the MOU and explains his take-away from it and his conclusion is to take it off the BOS's list and give the library entirely over to the Library Trustees.

Selectman Huebner feels that this is a first attempt and would like to see the BOS Chairman assign two Board members to work with the Library on the MOU.

Anne Meyers, Library Director. Ms. Meyers states they are looking for collaboration from the BOS and the Heritage Commission but giving the Library Trustees full responsibility of the building and she explains the changes that could come with it.

The Board and Ms. Meyers discuss that having a liaison from the BOS would be helpful in this process as well and how this change things and how it will work going forward.

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

No New business

### **Non-Public Session**

No non-public session

### **Citizen's Comments**

- Kevin Verville. McCarron Road. Mr. Verville comments and questions the budget.
- Pete Schibbelhute. Planning Board. Mr. Schibbelhute forgot to mention something during the Planning Board budget discussion so he wanted to speak to it. He goes over the archive room where all of the Planning Board's things are archived and stored and the huge need to have

everything gone through and organized. He explains that it affects multiple boards and departments and He warns that it will be a large cost as it's in such disarray. They are looking into grants for this and Mr. Schibbelhute states that they may want to use some of the ARPA funds. Vice Chairman McGarry suggests the Board take a field trip in to the room at some point to see what they are working with.

They would like the Board to keep this in mind as well when going over the budget.

- Harriet Cady. Ms. Cady goes over the budget and her feelings on it. She then speaks about the library building and her feelings on the MOU. She would like someone to read the history on the library before agreeing on anything.
- Debbie Boisvert asks who the Select Board member is that will liaison with the library and Chairman Pitman state they have not chosen yet.

### **Adjournment**

7:20pm

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

**Second:** Vice Chairman McGarry

**Discussion:**

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

**Next Meeting: September 25, 2023 at 5:30 pm**

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