

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
October 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.

Pete Schibbelhute – Planning Board Archives:

Mr. Schibbelhute explains that Erroll Rhodes has received 4 quotes for the organization of the archives room. Mr. Rhodes explains the 4 quotes for the planning board portion only:

1. Inception Technologies - \$17,350.00
2. Morgan Records - \$13,557.00
3. ARC Document Solutions - \$23,268.00
4. ScanSmart - \$38,790.00

The Board, Mr. Schibbelhute and Mr. Rhodes go to discuss all the ins and outs of this project and any extra costs.

Motion: Selectman Barry makes a motion to move forward with the archives room project and to use \$25,000.00 from the ARPA fund for the project.

Second: Vice Chairman McGarry

Discussion:

Chairman Pitman asks if the motion includes the whole room and Selectman Barry states the whole room. Chairman Pitman then asks if it includes the additional fee of \$700.00 to buy the tool that will upload the documents to the town website and Selectman Barry states, he'll add it to his motion and amend his motion to \$25,700.00 and the second agrees.

Selectman Huebner asks about server space and Mr. Harrington states he'll speak the Town IT employee, Steve Jamele, about it.

Mr. Harrington asks if the \$25,700.00 includes labor and Selectman Barry states, yes.

They ask the Town Clerk what documents need to be kept she explains her view of the project and when she'll know what documents need to be kept or not.

They go over what will be printed off going forward and stored going forward and how long the process might take.

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

2024 Budget Review:

Insurance – Mr. Harrington states he will not have the insurance information until November.

Ambulance – Contracted Service

Motion: Selectman Barry makes a motion to approve the Ambulance budget in the amount of \$16,503.00.

Second: Vice Chairman McGarry

Discussion:

Rate increase is due to a contract increase.

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

Water Holes/FF –

Motion: Selectman Barry makes a motion to approve the Water Holes/FF budget in the amount of \$6,252.00.

Second: Vice Chairman McGarry

Discussion:

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

Fire/Rescue – The Fire Chief is unable to be present at this meeting but will be at the next meeting.

Highway – Pete Schibbelhute

- Personnel PT/FT

Motion: Selectman Barry makes a motion to approve the Highway Personnel PT/FT budget in the amount of \$253,651.00.

Second: Vice Chairman McGarry

Discussion:

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

- Highway

Motion: Selectman Barry makes a motion to approve the Highway budget in the amount of \$778,145.00.

Second: Vice Chairman McGarry

Discussion:

Selectman Huebner asks about the salt line and if it could be reduced. Mr. Schibbelhute agrees it could be reduced.

Motion: Selectman Barry makes a motion to decrease the salt line from \$90,000.00 to \$65,000.00.

Second: Selectwoman McHugh

Discussion:

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

Selectman Huebner would like to reduce the mowing line as well. Mr. Schibbelhute agrees and states it could go down to \$15,000.00.

Motion: Selectman Barry makes a motion to reduce the mowing line to \$15,000.00

Second: Selectwoman McHugh

Discussion:

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

Selectman Huebner would like to also reduce the tree care line and it's agreed that it cannot be reduced. Selectman Huebner then asks about the vehicle lease line and why it has gone up. Mr. Harrington and Schibbelhute explain why it has gone up but they all agree it should not be in the lease line.

Motion: Selectman Barry make a motion to reduce the vehicle lease line down to \$1.00 to keep the line open.

Second: Selectwoman McHugh

Discussion:

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

Selectman Huebner lastly asks about the winter contracting line and Selectman Barry and Mr. Harrington explain this line.

Selectwoman McHugh asks if the Block Grant line should be at \$1.00.

Motion: Vice Chairman McGarry makes a motion to adjust the Block Grant line to \$1.00.

Second: Selectman Barry

Discussion:

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

Mr. Harrington states the new total for the Highway budget is \$448,147.00.

Motion: Selectman Barry makes a motion to approve the new highway budget amount of \$448,147.00.

Second: Vice Chairman McGarry

Discussion:

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

- Road Resurfacing

Motion: Selectman Barry makes a motion to approve the Road Resurfacing budget in the amount of \$5,001.00.

Second: Vice Chairman McGarry

Discussion:

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

- Road Resurfacing

Motion: Selectman Barry makes a motion to approve the Road Resurfacing budget in the amount of \$509,455.00.

Second: Vice Chairman McGarry

Discussion:

Selectman Huebner questions the increase in the line. The Board discusses whether or not the line should be left as is or reduced and a warrant article created. In the end they decide to leave it as it is and then come back to it after they have worked on warrant articles.

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

Motion: Selectman Huebner makes a motion to reconsider what they just voted on, the Road Resurfacing budget in the amount of \$509,455.00.

Second: Selectwoman McHugh

Discussion:

Vote: Yea 2, Nay 3, Abstained 0 - Motion Does Not Carry

- Gravel

Motion: Selectman Barry makes a motion to approve the Gravel budget in in the amount of \$20,001.00.

Second: Selectwoman McHugh

Discussion:

Mr. Schibbelhute explains why this budget is set to where it is.

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

- Bridges

Motion: Selectman Barry makes a motion to approved the Bridges budget in the amount of \$2,000.00.

Second: Vice Chairman McGarry

Discussion:

Selectman Huebner questions why this budgeted for more than \$1.00 and Mr. Schibbelhute explains why he's added the funds.

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

- Dams

Motion: Selectman Barry makes a motion to approve the Dams budget in the amount of \$500.00.

Second: Vice Chairman McGarry

Discussion:

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

Veasey Park – Travis McCoy is unable to be present but he did comment on the questions from the previous meeting.

Motion: Selectman Barry makes a motion to approve the Veasey Park budget in the amount of \$40,637.00.

Second: Vice Chairman McGarry

Discussion:

Mr. Harrington reads Mr. McCoy's response to the Board about the part-time employee line. Selectman Huebner states he still has many questions and explains where he feels lines can be reduced. The Board agrees that they need to table this until someone from the Veasey Park Commission can come in and answer the questions they have.

Selectman Barry withdraws his motion and the Vice Chairman McGarry agrees to the withdraw.

Motion Withdrawn - No vote taken

Library – Anne Meyers

Motion: Selectman Barry makes a motion to approve the Library budget in the amount of \$169,763.00.

Second: Vice Chairman McGarry

Discussion:

Ms. Meyers states that per the discussion last week she thought the library was not going to present their budget at the meeting on the 23rd. Mr. Harrington and the Board recall this and thank her for coming in.

Selectman Barry withdraws his motion and the Vice Chairman McGarry agrees to the withdraw.

Motion Withdrawn - No vote taken

Regular Business

Review of Outstanding Minutes 10/2/2023:

Motion: Selectman Barry makes a motion to approve the minutes from 10/2/2023.

Second: Selectwoman McHugh

Discussion:

Selectman Huebner points out that one correction needs to be made. Mr. Harrington states, Page 1, Line 44. The minutes read 4 yea, 0 nay and 1 abstained. It should read 4 yea, 1 nay, 0 abstained.

Amendment made.

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

Vouchers/Payroll Manifest/Accounts Payable Manifest:

- Payroll Manifest – No payroll
- Accounts Payable – \$43,712.36

Motion: Selectman Barry makes a motion to approve the accounts payable in the amount of \$43,712.36.

Second: Vice Chairman McGarry

Discussion:

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

Signatures/Correspondence:

- Signatures
-Memorandum from Kelly Roberts. Municipal Records Committee. Ms. Roberts is putting the committee together and she has 3 members for the committee.

Motion: Selectman Barry makes a motion to approve the path forward, establish the committee and appoint the 3 members.

Second: Vice Chairman McGarry

Discussion:

Selectman Huebner asks how the committee will work out pay wise and Mr. Harrington states he has not had time to read through the entire memorandum but he has not received any indication they will be receiving pay or getting an increase in their pay.

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

-The 3 members of the committee.

Motion: Selectman Barry makes a motion to approve the 3 members of the committee that the Chairman reads off.

Second: Vice Chairman McGarry

Discussion:

Chairman Pitman reads the names: Kelly Roberts, Joanna Waring and Christine Robert. Selectman Huebner asks if 2 are missing because there will be a total of 5 on the committee and Mr. Harrington states, no just 3.

Ms. Roberts would like to see more members but needs to start this way first.

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

-2 names for alternate members of the Zoning Board. Jeff Caira and Robert Prieto

Motion: Selectman Barry makes a motion to approve the 2 alternate members for the Zoning Board, Jeff Caira and Robert Prieto.

Second: Vice Chairman McGarry

Discussion:

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

- Correspondence –

-Chairman Pitman has Vice Chairman McGarry reads a resignation from the MBC letter.

“Dear Mr. Roy and fellow committee members,

I am writing to formally resign from my position on the Municipal Budget Committee, effective immediately.

When I was elected to the committee last March, I was eager and committed to serving our community. However, since then, unforeseen changes in my personal and professional life have made it challenging for me to allocate the necessary time and focus this role demands. My work commitments have grown substantially, and my child's transition into high school, with the accompanying extracurricular activities, has further limited my availability.

After missing last evening's meeting, I realized that I have overcommitted and cannot meet all of my scheduling obligations. I recognize that the committee requires members who can be consistently present and engaged. I believe that it would be in the best interest of the committee and our community for someone else to take my place, someone who can fully commit to the responsibilities of the role.

I wish you the best of luck in your work this season.

Thank you for your understanding. Sincerely, Jeff Kelley”

Motion: Selectman Huebner makes a motion to accept Mr. Kelley's resignation.

Second: Selectman Barry

Discussion:

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

Town Administrator's Report

Mr. Harrington states he has a couple items.

1. Draft copy of the Deerfield Community Power Plan. A public hearing will be scheduled for 10/23/2023 and be held prior to the BOS meeting to over the plan with the community.
2. Updated copies of the Assessing budget provided.
3. Announcement, the TC/TX office will be closing at 12:00 noon this Friday 10/13/2023.

Unfinished Business

Selectwoman McHugh asks Mr. Schibbelhute how the Spreader hanger is looking and he provides an update. She then asks about the clearing of the knotweed and Mr. Schibbelhute says, no. They go back and forth about it and it's agreed it will be looked into. They then go over the beaver issue in town and how many have been trapped this year. Lastly, they ask him about the concrete culverts being moved and cold patching on Old Centre Road. Mr. Schibbelhute explains the culverts will be installed, not moved and cold patching is being done on Old Centre Road.

New Business/Other Business

Chairman Pitman says the progress on the property on Mt. Delight is great. It's being cleaned up well and then speaks about a 20-foot container being donated to the town from CM Trailer. Mr. Harrington states he'll work with Ray Ellis and Pete Schibbelhute to find the best place and use for it.

Non-Public Session

Citizen's Comments

- Harriet Cady. Ms. Cady would like to know why there are no requests for people to serve on committees rather than always having the same people. Lastly, she would like to know why they

aren't looking for volunteers to go through and pack up the archives that will be going out for scanning.

Adjournment

Motion: Selectman Barry makes a motion to adjourn.

Second: Vice Chairman McGarry

Discussion:

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

Chairman Pitman states, 7:10.

Next Meeting: October 16, 2023 at 5:30 pm

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