

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
September 14, 2026
MINUTES**

Call to Order

5:30 pm – Chairwoman McHugh calls the meeting to order

Present: Chairwoman Cindy McHugh, Vice Chairman Jared Messina, Selectman Greg Whitmore, Selectman Gary Sanborn, Selectman Eric Seitz, and Town Administrator Karen Clement

Pledge of Allegiance to the Flag.

Public Comment

- No Public Comments

Unfinished Business

- Highway Winter Plow Contracts

The Board reviews the updated contract and discusses it with a highway employee in the audience and the town administrator.

Two updates made to the highway winter plow contract scope:

1. A road agent approved non-town employee will be able to operate the loader
2. No non-town employee can operate a town truck

One change made to the highway winter plow contract rates:

1. Hoist over 2-ton line scratched and the \$5.00 in that line is moved to the 6-wheeled spreader line only

Motion: Vice Chairman Messina makes a motion to approve the Highway Winter Plow Contract with the updated scopes, a road agent approved non-town employee will be able to operate the loader and no non-town employee can operate a town truck.

Second: Selectman Seitz

Discussion:

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

Motion: Vice Chairman Messina makes a motion to approve the 2026/2027 highway winter plow contract rates with the updated change of removing the hoist over 2-ton and the \$5.00 from that line is moved to the 6-wheeled spreader line only to bring it to \$35.00.

Second: Selectman Sanborn

Discussion:

	Pick-Up	1-Ton	6-Wheel
GVWR	10,000 or less	10,000-25,999	26,000+
Operator	\$65.00	\$75.00	\$90.00
Reversible Plow	\$5.00	\$5.00	\$5.00
Wing Attachment		\$10.00	\$10.00
Spreader	\$10.00	\$20.00	\$30.00 \$35.00
Hoist Over 2-Ton			\$5.00
Total Hourly Rate	\$80.00	\$110.00	\$140.00

Spreader	Up to 2.5 yds \$10.00	2.5-5.5 yds \$20.00	6+ yds \$30.00
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Vote: Yea 5, Nay 0, Abstained 0 - Motion Carries

New Business

- Highway Department Updates and ETF Funding Requests
 - Matt Kimball, Highway Department, gives the Board an update on the highway departments equipment and projects.
 - Mr. Kimball will reach out for quotes on tree removal and he'll look into auctioning off the old unused equipment.
 - Trucks:
 1. It is \$81,600.00 for the full upfit of the F600.
 2. Plow frame and headgear will be purchased and installed by Fairfield for the F550 at a cost of \$15,255.00.
 3. The F350 currently has a plow but needs a push plate and wiring for a cost of \$3,150.00.
 4. Total = \$100,005.00
- Mr. Kimball and Ms. Clement will confirm with Fairfield that the dump body for the F600 is stainless-steel in the quote and also get a second quote from Candia Trailer for a stainless-steel dump body for the F600.
- The Board will vote on this at the next meeting.
- RFP for the guardrails went out and is due by 9/21 and the bids will be opened at the meeting that evening.

Motion: Vice Chairman Messina makes a motion to approve the purchase and install of a plow frame and headgear for the F550 and push plates and wiring for the F350 in the total amount of \$18,405.00, funds to come out of the expendable trust fund for highway vehicle maintenance.

Second: Selectman Sanborn

Discussion:

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

Unfinished Business

- Don Wyman, Deerfield Fair Association: Fire Detail Rates

Mr. Wyman goes over the information the Board requested at the previous meeting and discusses it with the Board and Chief Fisher. They discuss the detail rates and scope of work and they close by discussing the conversion of a building for the ambulance service who will be renting the space at the fairgrounds.

New Business

- Open Bids
 - Oil: no bids received
 - Propane: no bids received
 - Diesel Fuel: no bids received

Ms. Clement will work with Ray Ellis, Facility Supervisor, to go back out to bid without putting it in the newspaper and the bids do not need to be sealed. They can be emailed directly to Ms. Clement.

- Review 2027 Budget requests
 1. Parks and Rec

- 1 - Craig Houston, Parks and Rec Director. Mr. Houston explains the Parks and Rec budget and
2 discusses it with the Board. Total budget is \$117,075.00
3

4 **Motion:** Vice Chairman Messina makes a motion to decline the increase in the Parks and
5 Rec 2027 proposed budget of \$25,760.00 in the full-time employee salary line.

6 **Second:** Selectman Whitmore

7 **Discussion:**

8 Vice Chairman Messina explains why he declined the increase.
9

10 **Vote: Yea 4, Nay 1, Abstained 0 - Motion Carries**
11

12 New total with the COLA raise is \$96,389.00. This includes the 2026 COLA that passed and
13 the 3% possible merit increase in 2027 that the Board agreed to have built into budgets.

14 Those merit increases will be Board approved minus the Police as they have their own step
15 program for merit increases.
16

17 **Motion:** Selectman Whitmore makes a motion to accept the new total of the Parks and
18 Rec 2027 proposed budget in the amount of \$96,389.00.

19 **Second:** Vice Chairman Messina

20 **Discussion:**
21

22 **Vote: Yea 5, Nay 0, Abstained 0 - Motion Carries**
23

24 2. Gov Buildings

- 25 - Ray Ellis, Facilities Supervisor. Mr. Ellis and Ms. Clement worked on the budget and they
26 would like to see Gov Buildings budget to include town hall and the GBW building and explain
27 why. Mr. Ellis, Ms. Clement, and the Board discuss the budget with the other 2 buildings
28 added. Total budget is \$334,535.00.
29

30 **Motion:** Vice Chairman Messina makes a motion to table the Gov. Buildings budget.

31 **Second:** Selectman Whitmore

32 **Discussion:**
33

34 **Vote: Yea 5, Nay 0, Abstained 0 - Motion Carries**
35

36 Ms. Clement and Mr. Ellis will work on the Gov Buildings budget with town hall and GBW
37 included but also show the budget keeping the lines separate and come back to the Board.
38

39 3. GBW Building

- 40 - Included in Gov Buildings
41

42 4. Town Hall

- 43 - Included in Gov Buildings
44

45 5. Veasey Park

- 46 - Rescheduled to the next meeting
47

48 6. Executive

- 49 - Karen Clement, Town Administrator. Ms. Clement explains the Executive budget and
50 discusses it with the Board. Total budget is \$18,360.00.
51

52 **Motion:** Vice Chairman Messina makes a motion to approve the 2027 Executive budget
53 in the amount of \$18,360.00.

1 **Second:** Selectman Whitmore

2 **Discussion:**

3
4 **Vote: Yea 5, Nay 0, Abstained 0 - Motion Carries**

5
6 7. Transfer Station

- 7 - Some of the budget is included the Gov Buildings budget so this needs to be recalculated.

8
9 **Motion:** Selectman Whitmore makes a motion to table the 2027 Transfer Station budget.

10 **Second:** Selectman Sanborn

11 **Discussion:**

12
13 **Vote: Yea 5, Nay 0, Abstained 0 - Motion Carries**

14
15 • Facilities Job Description

16 The Board reviews the Facilities Supervisor job description that Ms. Clement and Mr. Ellis had
17 created and the newer job description that Vice Chairman Messina proposed in their packets. It is
18 made clear that they can discuss the job function and description in public but current job
19 performance would need to be in a non-public. They discuss the descriptions with Mr. Ellis and Ms.
20 Clement and decide they each need time to review the descriptions and come back to it.

21
22 **Motion:** Selectman Whitmore makes a motion to table the Facilities and Buildings Maintenance
23 Technician job description until the next meeting.

24 **Second:** Vice Chairman Messina

25 **Discussion:**

26
27 **Vote: Yea 5, Nay 0, Abstained 0 - Motion Carries**

28
29 • The GBW Boiler

30 Mr. Ellis and Ms. Clement give the Board an update on the warranties and the cost to fix it. The
31 installers, Granite State Plumbing and Heating, has a one-year warranty that has expired and the
32 manufacturer has a 10 year. Manufacturer will not come out so Granite State is offering to fix it and
33 charge labor only. Cost is \$10,000.00.

34 Mr. Ellis will get a quote from AJ LeBlanc to fix the boiler and he will work with Ms. Clement to collect
35 the additional information on the warranties.

36
37 **Regular Business**

38 • Review of Outstanding Minutes: 8/31/2026 Public and Non-public

39
40 **Motion:** Vice Chairman Messina makes a motion to approve the 8/31/2026 public and non-public
41 minutes as written.

42 **Second:** Selectman Sanborn

43 **Discussion:**

44 Selectman Seitz requests that line 28 on page 5 be amended from Seitz to Seitz.

45
46 **Vote: Yea 5, Nay 0, Abstained 0 - Motion Carries**

47
48 • Vouchers/Payroll Manifest: 9/15/2026 - \$110,541.05 gross

49
50 **Motion:** Vice Chairman Messina makes a motion to approve the 9/15/2026 payroll manifest in the
51 amount of \$110,541.05 gross.

52 **Second:** Selectman Whitmore

53 **Discussion:**

54 \$73,455.83 net

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

- 2
- 3 • Accounts Payable Manifest:
- 4 - 9/8/20206 \$42,626.56 (already signed)
- 5 - 9/15/2026 \$29,132.19
- 6

7 **Motion:** Vice Chairman Messina makes a motion to approve the 9/15/2026 accounts payable
8 in the amount of \$29,132.19.

9 **Second:** Selectman Whitmore

10 **Discussion:**

11

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

13

- 14 • Town Administrator's Report including Signatures & Correspondence:
- 15 - Notice of award for R&D Paving contract. Their insurance and payment and performance bond
- 16 have been submitted. Contract needs to be signed by the Chair.
- 17

18 **Motion:** Vice Chairman Messina makes a motion for the Chair to sign the R&D Paving
19 contract.

20 **Second:** Selectman Seitz

21 **Discussion:**

22

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

24

- 25 - Motor Vehicle Registration refund request. \$162.00 to be refunded for using the incorrect MSRP
- 26 price.
- 27
- 28 - Land Use Change Tax bills and warrants that were approved at the previous meeting need to be
- 29 signed again as they had to be reprinted and are new copies needing signatures.
- 30

31 **Motion:** Vice Chairman Messina makes a motion to approve the Motor Vehicle Registration
32 refund request in the amount of \$162.00.

33 **Second:** Selectman Whitmore

34 **Discussion:**

35

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

37

- 38 - Parks and Rec applied for and was awarded the Lead in Drinking Water Remediation Fund grant
- 39 through DES. The funds are up to \$45,000.00 and it is 100% reimbursable. Ms. Clement explains
- 40 the grant and the fund disbursement. Vote needed to accept and expend the funds.
- 41

42 **Motion:** Vice Chairman Messina makes a motion to approve Deerfield Parks and Recreation
43 Department/Town of Deerfield to accept and expend up to \$45,000.00 from the Drinking
44 Water and Groundwater Trust Fund and to enter into a grant agreement with the New
45 Hampshire Department of Environmental Services.

46 **Second:** Selectman Sanborn

47 **Discussion:**

48 The last water test came back clear.

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

50

51 **Motion:** Vice Chairman Messina makes a motion to have Karen Clement, Town
52 Administrator, sign the grant documents on behalf of Deerfield's Parks and Recreation
53 Department/Town of Deerfield.

54 **Second:** Selectman Whitmore

1 **Discussion:**

2
3 **Vote: Yea 5, Nay 0, Abstained 0 - Motion Carries**

- 4
5 - AJ LeBlanc, was awarded the PEX project and with the grant they will need to be part of the
6 project to extend the pipes. Ms. Clement is requesting a waiver to allow them to do the project
7 without going out for quotes or bids.

8
9 **Motion:** Vice Chairman Messina makes a motion to grant the bid process waiver to extend
10 the piping for the Lead and Drinking Water Remediation Fund Grant.

11 **Second:** Selectman Sanborn

12 **Discussion:**

13
14 **Vote: Yea 5, Nay 0, Abstained 0 - Motion Carries**

- 15
16 - Replacement of the well pump is being covered by insurance so the town will be reimbursed for
17 the cost.

18
19 **Other Business**

- 20 • Selectman Seitz requests 3 updates:
21 - The fire inspection report. Ms. Clement states it was sent to the Board and that she will talk to
22 Chief Fisher about releasing it to the public.
23 - Public Access Channel. Per IT, Once the fiber cable that needs to be replaced by the carrier is
24 replaced, they can work on fixing the issue.
25 - Who is responsible for the general maintenance of the ball fields. Ms. Clement believes it's
26 volunteers but will ask Mr. Houston for clarification.
27
28 • Chairwoman McHugh. Mowing of the water holes and cisterns needs to be done.

29
30 **Public Comment**

- 31 • Tom Dillon. Haynes Road. Executive budget, line 190, Merit increases. He states, they are longevity
32 increases not merit increases.
33 - Ms. Clement agrees that the line item states that but explanation states it's a longevity payment
34 and the Board agrees to have her rename the line.

35
36 **Non-Public Session**

37
38 **Motion:** Vice Chairman Messina makes a motion at 9:32pm to go into non-public under RSA 91-A:3
39 II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such
40 employee, or the investigation of any charges against him or her, unless the employee affected (1)
41 has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be
42 granted.

43 **Second:** Selectman Seitz

44 **Discussion:**

45
46 **Roll Call:**

47 Selectman Seitz, Yea

48 Selectman Sanborn, Yea

49 Selectman Whitmore, Yea

50 Vice Chairman Messina, Yea

51 Chairwoman McHugh, Yea

52
53 **Vote: Yea 5, Nay 0, Abstained 0 - Motion Carries**

Motion: Vice Chairman Messina makes motion to resume public session at 9:47pm and to seal the non-public minutes.

Second: Selectman Whitmore

Discussion:

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

Adjournment

Motion: At 9:47pm Selectman Sanborn makes a motion to adjourn.

Second: Selectman Whitmore

Discussion:

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

Next Meeting: September 21, 2026 at 5:30 pm

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