TOWN OF DEERFIELD
BOARD OF SELECTMEN
August 31, 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

- GBW Septic:
  Ms. Clement provides the Board with the proposal from Keith, Keach-Nordstrom, as promised at the last meeting. The Board and Ms. Clement discuss the proposal options and cost.

  Motion: Vice Chairman Messina makes a motion to have Keach-Nordstrom draft up a sewer profile from the septic tank at GBW, under the road, to the leach field across the street, and down into the anti-siphon chamber with a cost not to exceed $7,500.00.
  Second: Selectman Sanborn
  Discussion:
  The Board discusses whether to have test pits dug or not and what the payment of $1,400.00 to Keach-Nordstrom was for in last week's accounts payable.

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

  The Board continues to discuss their options with Ms. Clement.

  Motion: Vice Chairman Messina makes a motion to have Keach-Nordstrom draft a sewer line plan from the 10,000-gallon septic tank at GBW down to the anti-siphon chamber by the ball field and to include boring under the road in the plan with no test pits and not to exceed $7,500.00.
  Second: Selectman Sanborn
  Discussion:

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

  Ms. Clement asks the Board if they would like her to strike the tests from the current proposal and then sign it and they agree.

New Business

- Don Wyman, Deerfield Fair Association: Fire Detail Rates
  Mr. Wyman reviews the detail rates from the Fire Chief and discusses it with the Board. They also discuss the performance of the fire department at the fair.
  The Board discusses with Ms. Clement the 15% donation the town has been doing to help cover the cost of the detail and whether or not they can per the auditors.
  The Board would also like to have Chief Fisher come to a Board meeting to discuss the MOU as well.

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Motion: Vice Chairman Messina makes a motion to table the fire detail discussion until they can have Chief Fisher come to a meeting to discuss the MOU and they have the additional information the Fair Association will be providing.
Discussion: The Board discusses the breakdown of the rate in the MOU and more additional information they would like from the Fair.
Second: Selectman Whitmore

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

- Highway Winter Plow Contracts
  The rates have not changed from last year but changes in scope were made. The Board discusses the rates with Ms. Clement, what kind of trucks they would like to see, and lastly, they review the scope changes that were made. Ms. Clement will make all updates discussed and then have the updated contract for the Board to sign at their next meeting.

- Review Budgets
  1. Executive
     - Ms. Clement asks to have this tabled to the next meeting and the Board agrees.

  2. Supervisors of the Checklist
     - Joanna Waring, Supervisors of the Checklist Chair. Ms. Waring explains the budget to the Board. Total budget is $2,545.00.

     Motion: Selectman Whitmore makes a motion to approve the Supervisor of the Checklist's 2027 proposed budget in the amount of $2,545.00.
     Second: Selectman Seitz
     Discussion:

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

  3. Advertising
     - Ms. Clement explains the budget to the Board. Total budget is $5,725.00.

     Motion: Vice Chairman Messina makes a motion to approve the Advertising 2027 proposed budget in the amount of $5,725.00.
     Second: Selectman Sanborn
     Discussion:

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

  4. Memorial Day
     - Ms. Clement explains the budget to the Board. Total budget is $600.00.

     Motion: Vice Chairman Messina makes a motion to approve the Memorial Day 2027 proposed budget in the amount of $600.00.
     Second: Selectman Sanborn
     Discussion:

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

  5. Heritage Commission
     - Erroll Rhodes, Heritage Commission. Mr. Rhodes and Ms. Clement explain the budget to the Board. The total budget is $600.00.

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Motion: Vice Chairman Messina makes motion to approve the Heritage Commission's 2027 proposed budget in the amount of $600.00.
Second: Selectman Seitz
Discussion:

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

6. Forestry Commission
   - Ms. Clement states the budget. Total budget is $6.00.

Motion: Vice Chairman Messina makes a motion to approve the Forestry Commission's 2027 proposed budget in the amount of $6.00.
Second: Selectman Sanborn
Discussion:

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

7. Debt Services
   - Ms. Clement explains the debt services budget. Total budget is $1.00.

Motion: Vice Chairman Messina makes a motion to approve the Debt Services 2027 proposed budget in the amount of $1.00.
Second: Selectman Whitmore
Discussion:

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

Regular Business

- Review of Outstanding Minutes: 8/24/2026 Public and Non-Public Minutes

Motion: Vice Chairman Messina makes a motion to approve the 8/24/2026 public and non-public minutes as written.
Second: Selectman Whitmore
Discussion:

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

- Vouchers/Payroll Manifest: 9/1/2026, $107,846.45 gross, $72,587.89 net

Motion: Vice Chairman Messina makes a motion to approve the 9/1/2026 payroll in the amount of $107,846.45 gross, $72,587.89 net.
Second: Selectman Seitz
Discussion:

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

- Accounts Payable Manifest: 9/01/2026, $1,169,632.50 of which $1,100,000.00 is going to the school

Motion: No motion
Second: No second
Discussion:

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

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Motion: Selectman Whitmore makes a motion to approve the 9/1/2026 accounts payable in the amount of $1,169,632.50 of which $1,100,000.00 is going to the school.
Second: Selectman Sanborn
Discussion:

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

- Town Administrator's Report including Signatures & Correspondence:
  - Oath of Office. Erroll Rhodes, alternate member of the Heritage Commission. Term expires 4/30/2028.

    Motion: Vice Chairman Messina makes a motion to approve the Oath of Office for Erroll Rhodes as an alternate member of the Heritage Commission with a term expiring 4/30/2028.
    Second: Selectman Sanborn
    Discussion:

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

  - Refund request from the Town Clerk for a motor vehicle in the amount of $162.20. It was renewed twice by mistake.

    Motion: Vice Chairman Messina makes a motion to approve the motor vehicle refund in the amount of $162.20.
    Second: Selectman Sanborn
    Discussion:

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

  - 2 Land Use Change Tax bills. $140.00 and $14,000.00. Both for the same property owner. Map 419 lots 69, 69.3, and 69.4. No longer meets the 10-acre minimum.

    Motion: Vice Chairman Messina makes a motion to collect the 2 LUCT bills in the amount of $14,140.00 from the same property owner.
    Second: Selectman Whitmore
    Discussion:

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

  - Wednesday, 8/26/2027, about 1pm, there was no water at the GBW building. Well pump ended up needing to be replaced. $3,700.00 total.

  - A plate cracked in the boiler under pressure; they are not sure if it's related to the well pump issue. If it is not related but a manufacturers default then it will be covered under warranty. Ms. Clement will let the Board know when she finds out what caused it.

    Ms. Clement is also working with Primex on both issues to see if any costs can be recouped through insurance.

    The Board discusses the issues with Ms. Clement and Ms. Clement announces that GBW passed the most recent copper test.

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Public Comment

- Mike Tracy. Coffeetown Road. Mr. Tracy explains an issue with a tree in the cemetery that abuts his property and since it's town property, he would like to know if the town could look at the issue. Ms. Clement states that she had forwarded this gentleman's voice message, earlier today, to the Cemetery Committee as they would be the ones to handle the issue and they will be getting back to Mr. Tracy. Ms. Clement will ask the committee to keep the town in the loop as well.

  Mr. Tracy then brings up an issue with his neighbor's new oversized driveway close to the property line and a rock wall that was disturbed.
  Ms. Clement confirms that the neighbor did pull a driveway permit and then the Board directs him to the Planning Board about the rock wall.

Other Business

- Ms. Clement explains that the public access channel 987 issue is not on the town's end. Metrocast is looking into the issue on their end.

Non-Public Session

Motion: Vice Chairman Messina makes a motion at 7:31pm to go in non-public under RSA 91-A:3 II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.
Second: Selectman Sanborn
Discussion:

Roll Call
Selectman Seizt, Yea
Selectman Sanborn, Yea
Selectman Whitmore, Yea
Vice Chairman Messina, Yea
Chairwoman McHugh, Yea

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

Motion: Vice Chairman Messina makes motion to resume public session at 7:50pm and to seal the non-public minutes.
Second: Selectman Seitz
Discussion:

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

Adjournment

Motion: Selectman Seitz makes a motion to adjourn at 7:50pm.
Second: Selectman Whitmore
Discussion:

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

Next Meeting: September 14, 2026 at 5:30 pm

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

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