

TOWN OF DEERING

762 Deering Center Road
Deering, NH 03244

Board of Selectmen
Final Meeting Minutes
Tuesday, April 9, 2024
6:30 P.M. – Public Session

Members Present: Chair Jill Smith, Selectman Roy Watson and Selectman Steve Diers
Also Present: Town Administrator Meagen Kerris and Recording Secretary Wendy Baker

Opening of the Meeting at 6:30pm

Pledge of Allegiance

Chair Smith made a motion to seal the minutes of 3/21/24. Seconded by Selectman Watson, because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board.

Vote by Roll Call: Chair Smith – yes, Selectman Watson – yes and Selectman Diers – yes.

Item 1: Consent Agenda –

- **Payroll** 3/27/2024 - \$17,137.07 & 4/3/2024 - \$25,245.81
- **Accounts Payable** 3/25/2024 - \$31,845.25 & 4/1/2024 - \$452,026.86
- **MS-232 Form**

Chair Smith made a motion to approve the items in the Consent Agenda. Seconded by Selectman Watson. Motion Passed 3-0.

Cemetery Trustee John Reynolds approached the Board to let them know he has been trying to get 2023 squared away and there is \$3,216.67 of perpetual care income that needs to be moved to the General Fund.

Chair Smith asked what the percentage is for amount that should be going into the General Fund.

J. Reynolds wasn't sure what the percentage is.

Chair Smith asked J. Reynolds if he could find out what the percentage is and bring it back to them the next meeting.

J. Reynolds answered yes and that he is also working on figuring out what is owed to the Town for past years.

Chair Smith said she would like to know what amount of income can be paid out as well as if the Town can take income from prior years.

NEW BUSINESS

Item 2: Library Trustees – Request for ARPA funds

Library Trustee Sue Thomas gave the Board a request to use ARPA Funds for painting the interior of the Library and provided them with a quote.

She reiterated that they were asked to use ARPA Funds because they originally wanted to use money from the Trust Fund but were not able to because the fund is not for Library maintenance. They then tried to put a Warrant Article on the 2024 Ballot to create a new Trust Fund and move the money into it but it didn't make it to the DRA on time. She then came to the Board on March 21st to look at other options and ARPA Funds were proposed as a potential funding source.

Selectman Diers asked if it was only the front and back walls being painted?

S. Thomas answered yes because there are bookshelves on the other walls. She said the ceiling was repaired and the peeling paint is only behind the desk which was tested for lead paint and it did come back positive. The quote is from Certapro.

Chair Smith asked if the painters agreed they did not need to seal behind the bookshelves?

S. Thomas answered yes, the only problem is where it is peeling and the windows are being painted as well.

Selectman Diers made a motion to withdraw \$3,413.01 from the ARPA Fund to hire Certapro Painters to paint the interior walls and windows of the School House Library Building. Seconded by Chair Smith. Motion Passed 3-0.

Item 3: Comcast Agreement

TA Kerris let the Board know that the new Comcast Agreement needs to be signed by the end of 2024 and wanted to give them plenty of time to review and discuss it. She said prior Town Administrator McAllister worked out a 5-year agreement for franchise fees.

Selectman Watson said he's not a fan of locking in an exclusive agreement for future Boards.

TA Kerris said the Comcast representative offered to come to a meeting and answer questions.

Chair Smith suggested seeking legal counsel to compare the contracts and would like to have it listed on future meeting agendas under Old Business until they have decided how to handle the agreement.

Item 4: Codman Hill Rd. Building Permit Approval

TA Kerris said she is working on this to make sure everything goes correctly for this Building Permit for a modular home because it will need Board approval on the road. She said Interim Road Agent Martin is concerned about the road.

Chair Smith said this is another one of the Town processes that need to be looked at this year.

A discussion ensued.

Chair Smith asked if a Driveway Permit has been submitted?

TA Kerris answered yes but Interim Road Agent Martin said it needs to be flagged where they plan to put it.

Chair Smith said we need the scope of work for the road as well as more information on the Driveway Permit.

TA Kerris said the second review of the roadway is scheduled and Interim Road Agent Martin should be there.

It was decided that this Building Permit should be moved to the Interim Road Agent for feedback as well as Fire, Police and the Planning Board according to the current Policy.

Item 5: Music in the Park - Gazebo use

TA Kerris informed the Board that she has received an application for using the Bandstand for the Summer Concert Series.

The Board expressed their happiness with these concerts and likes that they will draw people to Town for them.

Item 6: Trust Fund Withdrawal Requests:

- **Highway – Exhaust system**

Chair Smith said the Board already approved 50% of this invoice and the job is now finished and the balance is due.

Chair Smith made a motion to approve \$16,587.00 to be withdrawn from the Highway Building ETF for the ventilation system at the Highway Garage. Seconded by Selectman Watson. Motion Passed 3-0.

Chair Smith said there was one more request that was not on the agenda for the Highway Garage Door Openers.

Chair Smith made a motion to approve \$9,420.00 to be withdrawn from the Highway Building ETF for Garage Door Openers from Raynor at the Highway Garage. Seconded by Selectman Watson. Motion Passed 2-0-1 (Selectman Diers abstained).

TA Kerris informed the Board since it was asked about the Fire Station Doors and whether they were having the same issues that they have been getting more use lately and they are having the same issues.

- **Conservation – Lake Host Program**

Chair Smith made a motion to approve \$5,571.87 to be withdrawn from the Exotic Weed Control ETF. Seconded by Selectman Diers. Motion Passed 3-0.

OLD BUSINESS

Item 7: Fund Balance Policy – Review (see current Fund Balance Policy attached)

Chair Smith asked the Board if they had any feedback on the Fund Balance Policy?

Chair Smith asked Finance Administrator Baker to look over the policy for any changes that would be needed since the last update in 2011 and requested to revisit this in 4 weeks.

Item 8: Investment Policy – First Reading

Chair Smith said an Investment Policy could not be found for the Selectmen and asked TA Kerris to talk to the Treasurer about creating one.

OTHER BUSINESS

Item 9: Minutes Approval – 3/21/2024 (Public), 3/7/2024 & 3/21/2024 (Nonpublic)

Chair Smith said both Non-Public minutes will not be reviewed tonight for consideration to approve.

Chair Smith proposed asking the Boards and Committees to send correspondence to the Selectmen's email instead of their individual emails.

Selectman Watson said he does not see a downside to it.

Selectman Diers also agreed.

Chair Smith asked TA Kerris to make a request to the Board and Committee Chairs to send emails to the Selectmen's email.

Chair Smith requested that the Consent Agenda have all items listed out in the meeting minutes.

After discussion, the Board decided by consensus to add all items in the Consent Agenda to the Meeting Agenda and in the Meeting Minutes along with the amounts of Payroll and Accounts Payable.

Chair Smith made a motion to approve the March 21, 2024 public minutes as presented. Seconded by Selectman Watson. Motion Passed 3-0.

Item 10: Town Administrator Updates

- Spent time with Interim Road Agent Martin and has asked him to come to the meeting on the 23rd to go over his updates with the Board.
- Still training with Wendy.
- Waiting on final 2023 usage numbers From Vaillancourt Fuels to put our fuel out to bid.

- Paving Bid – Interim Road Agent Martin will go over that with the Board on the 23rd. He would like a solid understanding from them on what plan they would like to go with.
- 12 Zoski Rd update- The road is owned by the Town. Interim Road Agent Martin has discussed on different occasions that the property owner needs to do work to upkeep their driveway. Working with legal on the position of the Road.

Chair Smith said she would like to have TA Kerris look into options for negotiating the purchase of the sliver of land that the owner says is in the road.

- Wendy has updated a process as our minute taker and will be putting together a spread sheet of everyone's assigned tasks from the Board of Selectmen meetings which will be sent out to the Department heads and Board after each meeting. This has been helpful to Department Heads and myself to keep track.
- Wendy has also put together a new AP process to make a more predictable workflow with a regular schedule.
- Wendy and I have sat with three different accounting software companies, we'll bring forward the quotes at the next meeting.

The reasons why changing software is needed is because the current software was made for a School System, it is mapped incorrectly, training is very expensive, the Auditors feel it is a necessary change and Avitar can be batched in instead of having to enter manually.

- Transfer station stickers are ordered. I met with the Town Administrator of Hillsborough, she will let me know when they come in. The Assessing Clerk will be issuing these. Instructions will be posted on our website once we have the stickers for the process.

Chair Smith asked TA Kerris to find out what the Transfer Station plans to do when a resident shows up without a sticker and get a copy of the current policy.

- Started prep work for our financial audit that will be taking place the first week of June.

Chair Smith asked if information requests are going out to the groups?

TA Kerris answered that she will work on getting those requests out.

Selectman Diers said it would be beneficial to have a written plan for paving that includes mileage of roads, prep work, drainage and paving process. He also asked for a spreadsheet for the equipment similar to the one being done for the fleet.

Chair Smith gave an update on Highway related funds that the Town received \$26,832.98 in November.

Chair Smith asked TA Kerris to request an updated balance sheet from the Trustees of Trust Funds.

Item 11: Selectmen's Reports

Selectman Watson has not had any meetings since the last Selectmen's meeting but will be attending the Planning Board meeting on April 10th.

Selectman Diers reported that the Solar Committee met and reviewed information as well as put a list of questions together. He said they are getting decent cooperation from Blue Haven which is a division of ReVision. The decision date is June 2025 and it can be extended.

Selectman Diers asked the status of the Road Agent Steering Committee?

TA Kerris answered she is waiting to hear back from one member to meet April 10th at 5:30pm.

Chair Smith asked if a due date has been set to get the interviews completed by?

TA Kerris answered that it would be decided at the meeting tomorrow.

The Board discussed and agreed by consensus to ask that the Committee have interviews and feedback to the Board on or before April 23rd.

Chair Smith asked if any information has been submitted for ambulance billing?

TA Kerris said Chief Richards is working on it and Comstar will be coming to the meeting on April 23rd.

Chair Smith requested that any information Comstar has to provide for the meeting be given to the Board to review beforehand.

There was a discussion regarding the posting for Forest Fire Warden and Assistant Fire Chief and how to post it. It was agreed by consensus to post externally on the website and internally at all of the stations.

Chair Smith asked if the Highway Department Silent Auction had occurred?

TA Kerris answered that it was supposed to be last week but was postponed because of the storm.

Chair Smith announced there is a Right to Know class through NHMA on April 17th from 9-2:30 that can be attended online. She asked TA Kerris to inquire with NHMA if they would come to Deering to teach a class on Right to Know and if it could be recorded.

Chair Smith said next Tuesday's meeting is a Goal Setting Workshop and she asked that all Board members make a list of goals and timelines.

Item 12: Public Comment (MAXIMUM-3 Minutes)

Public Comment is a time for the public to speak with no expectation of a Board response. To request an appointment to discuss a topic with the Board at a future meeting, email the Town Administrator at dministrator@deeringnh.gov. Requests should be made 5 days prior to the next meeting and include any relevant documentation for review. Maximum time 3 minutes per speaker.

There was no one left in the room to comment.

Item 13: Nonpublic session per RSA 91-A:3, II, (c) - Matters related to reputation

Chair Smith made a motion to go into Non-Public Session at 8:22pm per RSA 91 A-3, II, (c). Seconded by Selectman Diers.

Vote by Roll Call: Chair Smith – yes, Selectman Watson – yes, Selectman Diers - yes

The Board of Selectman came out of Non-Public Session at 8:58pm

Selectman Watson made a motion to seal the minutes. Seconded by Chair Smith, because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board.

Vote by Roll Call: Chair Smith – yes, Selectman Watson – yes and Selectman Diers – yes.

Chair Smith made a motion to adjourn the meeting at 8:59 pm. Seconded by Selectman Watson. Motion passed 3-0.

Respectfully Submitted,

Wendy Baker

Wendy Baker
Recording Secretary