

Guide To Local Government

Deering New Hampshire



For Questions related to assessment values, current use tax, timber tax, welfare assistance...	Robin BuchananAdmin. Asst.	M - Th8:30 - 3:30	464-3248
For questions related to or help with regard to building codes and permits, zoning ordinances, subdivision applications, zoning applications, health inspections, zoning violations, timber cutting ...	Craig OhlsonBldg. Insp./Code Enforcement, Planning and Zoning Admin	M – F8:00 – 4:00	464-2746
For questions related to tax payments and billing, marriage licenses, dog licenses, car and boat registrations, vital statistics...	Nancy CowanTown Clerk, Tax Collector	Call for current hours of operation	464-3224
For fire permits ...	Fire Wardens/Deputy Wardens		
	Doug Connor (Warden)		464-3985
	Andy Anderson		464-5308
	Bob Pragoff		620-7011
	Chris Ladue		496-7334
	Daryl Mundy		464-3625
	Jim Tramontozzi		464-4550
	Bryan "Ace" Card		464-5693
For any emergencies...			911
To reach the Police Dept...	James Pushee, Chief		464-3127
To reach the Fire Dept...	Andy Anderson, Chief		464-5308
To reach the Highway Dept...	Peter Beard, Road Agent		464-5740
Town formed Committees Meet at the Town Hall. All are opened to public. To Attend a Meeting:			
Conservation Committee	1st Monday		7:30 pm
Heritage Committee	2nd Monday		9:00 am
Planning Board	2nd Wed & 4th Tues		7:00 pm
Zoning Board	4th Wednesday		7:30 pm
Board of Selectmen	1st Wednesday		7:00 pm
	Every Wednesdays		8:00 am
Other contact info:			
Town Hall Address	762 Deering Center Rd.		
Fax	464-3804		
Email	Deering_nh@conknet.com		
Web site	www.deering.nh.us		

Table of Contents

Introduction	4
Chapter 1: The Voters	6
Chapter 2: Town Meeting & Elected Officials	8
Chapter 3: Appointed Boards and Town Services	11
Chapter 4: Planning and Zoning	13
Chapter 5: School Government	15
Chapter 6: Municipal and School Finances	17
Chapter 7: Federal, State & County Government & Elected Officials	19
Chapter 8: County Government in New Hampshire	21

Introduction

We hope this booklet will help you, and all Deering citizens, to be better informed and to participate more actively in government—specifically that you will

- register and vote;
- increase your understanding of and your participation in Town, school, state, and federal government;
- keep this booklet handy (perhaps with your telephone book, or with your school and church rosters) so you can refer to it throughout the year.

What makes Deering special?

The natural setting:

- Deering covers about 20,000 acres or approximately 32 square miles of forests, meadows, hillsides, lakes and streams. Nine hills and mountains exist in Deering with elevations ranging from 883' to 1520.' Hedgehog Mountain and Wilson Hill make up the principal mountain ridge dividing Deering into the general areas referred to as West and East Deering. This steep ridge also divides the Contoocook River watershed from the Piscataquog River watershed.
- The Contoocook River runs south to north along the Town's western boundary, serving as the natural border between Deering and the Town of Antrim. Running parallel to the river is the old B&M railroad bed. The old railroad depot still exists as a residency today.
- There is only one major route through Town, Route 149. It runs through the center of Deering from the southeast corner to the northwest corner. Noticeably, a large utility line corridor almost parallels this road through Town.
- The largest water body in Deering is Deering Reservoir. Located almost in the center of Town, it was created in 1884 by damming the Piscataquog River.
- The Town maintains a strong commitment to its rural character. Close to 25% of the land is permanently preserved with extensive trails, corridors and open spaces weaving throughout Town.

The historical setting:

In 1765, Deering saw the arrival of its first non-native settler. At that time, the NH colonists called the area "Society Land" or "Cumberland." The early settlement of the region was slow, and a few years' later only two new homesteads had been built. In 1773, a petition was presented to Governor Wentworth to charter the region, and on January 17, 1774 the charter was granted. Once the Town was incorporated, development continued at a faster pace, and by 1820 Deering had reached a population of 1,415. Lumbering and farming served as the Town's earliest and most prominent industries. Although a few saw, flour and clothing mills were built in the Town during the 1800's, manufacturing was never a major contributor to the Town's overall economy. As a result, Deering remained a mostly rural agricultural Town.

The population dwindled to just a few hundred residents until the 1980's when the entire state saw a large population explosion. According to the US Census, Deering's population grew to just over 1000 residents, an increase greater than 80%. Currently, Deering's population is just over 2000 residents, another increase in population of just over 80% in 27 years.

Today, the majority of our residents travel to other communities to work, commuting a minimum of an hour a day, and often more. Many have chosen to live in Deering because they have been charmed by

it's unique combination of open spaces, historical small-Town feeling, outside recreational opportunities, and small-Town government with opportunities for meaningful and effective participation.

Recreational and Cultural opportunities:

The Deering area provides an array of outdoor recreational options. The Contoocook River as well as the Deering Reservoir along with a variety of rivers, streams, ponds, and lakes-offers boating, swimming, fishing, and skating. Resulting from the public and private conservation areas, existing railroad bed and along designated Class VI roads, numerous trails are available for hiking, mountain biking, camping, and cross-country skiing. The Deering Association, a community volunteer group sponsoring and organizing various communal activities throughout the year has mapped hiking areas, which are available at Town Hall.

Other volunteer groups independent of the Town government organization exist such as the Deering Lake Association, and Friends of the Library. Private recreational and cultural resources in Deering include the Deering Conference Center, His Mansion, the Hawthorne-Feather Airpark, The Deering Community Church, Deering Fish and Game Club, Tuckernut Camp, and the Oxbow Campground.

How can we keep Deering special?

Our Town has had a history of thoughtful, dedicated people through whom Deering has become the community it is today. This booklet provides you with the information so that you, too, can be a part of the process of continually working to keep Deering special.

Voting:

- For information on how to register and vote, see chapter 1.
- Local Town and school government: As explained in chapters 2-6, the Town and the schools of Deering are governed by means of a true democracy by the citizens, who form the Town's legislative body at the yearly open Town Meeting and School District Meetings. These chapters explain how to participate in these meetings as well as how to participate in many other ways.
- Federal, state, and county government: Chapter 7 describes how to vote and participate in federal, state, and county government.

Chapter 1: The Voters

- Who may register to vote in Deering?
- How do you register to vote in Deering?
- How do you register for a political party? Do you need to affiliate with a party?
- How do you get information before voting?
- When do you vote?
- How do you vote if you will be out-of-Town or cannot get to the polls?

Voting is your right and responsibility in a democracy. By voting, you can choose among candidates and among issues. In a small Town and state, your vote can really make a difference. Even if you support a sure loser, the amount of support your candidate receives may affect the winner's actions. Furthermore, if you do not vote, you are allowing other people to determine how you will be governed.

Who may register to vote in Deering?

You are strongly encouraged to register to vote if you are

- A citizen of the United States, and
- At least eighteen years old on Election Day, and
- A resident of Deering.

How do you register to vote in Deering?

It's easy! With documentation proving the three requirements listed above (such as a birth certificate, passport, driver's license, or bank records), you may register in advance or at the voting polls on Election Day.

- *At Town Hall:* at the Town Clerk's office any time of year, up to ten days before an election. If you cannot be there in person, request a voter registration form and absentee registration affidavit: fill them out, have the latter witnessed, and return them both to Town Hall.
- *With the Supervisors of the Checklist,* who meet on Saturdays before any election; the place and hours are publicized in the local newspapers.
- *At the voting polls* on any Election Day.

Registration is permanent unless you move out-of-Town. However, once every decade (in years ending with a "1"), all registered voters who did not vote in the previous election are contacted and must respond if they wish to remain registered.

How do you register for a political party? Do you need to affiliate with a party?

- *Party affiliation:* You may choose to affiliate with a political party when or after you register; you may also choose not to affiliate by registering undeclared. If you choose to affiliate, you may do so with the Democratic, Republican, or any other party that received over three percent of the gubernatorial vote in the previous election. To reach the local chairs, call 225-6899 (NH Democratic Party) or 225-9341 (NH Republican Party).
- *Primary elections:* You must be affiliated with a party to vote in a primary election. (1) If you are affiliated with a party, you may change or remove your party affiliation at the Town Clerk's office at least 90 days before any primary election. (2) If you are undeclared, you may ask for

the ballot of any party; by doing so, you become a member of that party. If you wish to change back to undeclared, you may do so in writing before you leave the polls.

How do you get information before voting?

Information for voters is available through: (1) the local newspapers (such as The Contender or The Villager); or (2) the Town website: www.deering.nh.us.

When do you vote?

- *January-March: Presidential Primary Election.* Held every four years (2008, 2012, etc.) on whichever date is earlier: (1) the Tuesday before the date on which any other state holds a similar election, or (2) the second Tuesday in March.
- *March: Hillsboro-Deering school district* (grades K-12) is an SB-2 district. The SAU holds its Deliberative Session yearly in February. Voting takes place in March. See Chapter V for details.
- *March: Deering Town Meeting.* Held yearly on the second Tuesday in March. See Chapter II for details.
- *September: Primary Election* for county, state, and all federal officials except president and vice president. Held in even-numbered years on the second Tuesday in September. See Chapter VII for details.
- *November: General Election* for federal, state, and county officials. Held the Tuesday after the first Monday in November in the following years: (1) every two years (even-numbered years) for federal congress, state legislature, governor, and county officials; (2) every four years (2004, 2008. etc.) for U.S. president and vice president; and (3) every six years for U.S. senate. See Chapter VII for details.

How do you vote if you will be out-of-Town or cannot get to the polls?

- If you will be out of Town on Election Day, or if you are disabled and cannot get to the polls, you may vote by absentee ballot. To receive an absentee ballot form (which must be signed), drop by the Town Offices or call the Town Clerk, 464-3224.
- Absentee ballots must be either (1) returned in person to the Town Clerk no later than 5 pm on the day before the election, or (2) received in the mail by the Town Clerk by 5 pm on the day of the election.

Chapter 2: Town Government: Town Meeting and Elected Officials

All registered voters are encouraged to participate in the yearly Town Meeting, a living example of direct democracy. This chapter explains how you can participate in Town Meeting and in electing or running for Town office. Chapter 3 will cover another important way you can participate—that is, in appointed Town boards and committees.

Annual Town Meeting: Town Meeting is a phenomenon unique to New England; the legal and historical bases for Town Meeting are the Deering Town Charter, the New Hampshire Constitution, and New Hampshire statutes.

- ***What is a Town Meeting?***

Town Meeting is a meeting of citizens who come together to form the legislative body of the Town. It is held yearly, the second Tuesday in March, to elect Town officers, adopt the Town budget, and consider other Town issues. The meeting consists of two parts: (1) daytime ballot voting (in New England, a secret ballot is referred to as an “Australian ballot”) for elected officers and zoning amendments, and (2) Saturday morning open business meeting for all other agenda items, including the proposed budget.

- ***What is the Warrant (agenda) for Town Meeting?***

The Town Meeting agenda is called “the Warrant.” Prepared by the Select Board, it includes Election Day information and “Warrant articles” (that is, items to be voted on). Some of the articles are followed by a written justification for the item under consideration. Only articles listed on the Warrant may be considered at the meeting, and articles are usually voted in the order in which they appear on the Warrant. Most articles are placed on the Warrant by the Select Board or a Town committee; however, an article may be placed on the Warrant by a petition of 25 registered voters submitted in writing to the Select Board at least 35 days before Town Meeting.

- ***How is the Warrant publicized? What is the Annual Report?***

In February, at least sixteen days before Town meeting, the Annual Report is made available to local taxpayers at Town Hall, Town library, and the meeting. The Annual Report includes the Warrant, as well as other items for the information of the citizens—including the proposed budget; a list of Town board and committee members and reports from those committees; a list of Town administrators and reports from Town departments; and the tax rate and fee schedule.

The Warrant itself includes two sets of articles: (1) “ballot Warrant articles” to be voted on by ballot at the voting polls—including election of Town officers (candidates’ names appear on a previous page in the Annual Report, under “Candidates for Town Office”), zoning amendments, and state referenda, and (2) other Warrant articles to be discussed and voted on at the open business meeting—including the proposed budget.

- ***How can you learn about the candidates and issues before Town Meeting?***

You are encouraged to read the local newspapers for election coverage or visit the Town Hall or the Town website: www.deering.nh.us.

- ***How is Town Meeting conducted?***

Town Meeting takes place in two parts. The Annual Report has details on time and place.

Ballot voting: Voting on items listed in the Warrant as “ballot Warrant articles”—including voting for candidates for office, zoning amendments, and state referenda—is conducted by ballot during the day of Town Meeting (the second Tuesday in March). Voting takes place from 7 am to 7 pm, usually at the Deering Town Hall.

Business meeting: The other items listed in the Warrant, including the budget, are considered at an open meeting, called the “business meeting,” held at 9 am, usually on the following Saturday, in the Deering Town Hall. All registered voters are entitled to participate in the discussion and to vote. At an open Town meeting, citizens sit down together and discuss, modify, and vote. All votes are by a show of hands unless there is a motion for or a state requirement for a written ballot. It is possible to amend articles under discussion, to move to stop debate, to take no action on an article, or to reconsider an article previously passed at that meeting. The Town Moderator presides and the Town Clerk prepares the minutes.

- ***What if you cannot attend the Town Meeting?***

Ballot items: You may vote by absentee ballot on the items decided by ballot voting by requesting an absentee ballot from the Town Clerk’s office at Town Hall, and delivering it in person by 5 pm the day before Town Meeting or by mail by 5 pm the day of Town Meeting.

Business meeting items: You must be present, however, to vote on or contribute to discussion of any Warrant items to be discussed at the business meeting. No absentee balloting is allowed on these items.

- ***What is a special Town Meeting?***

In addition to the annual Town Meeting, a special Town Meeting may be held any time during the year, except during the 60 days before the annual Town meeting; however, this infrequently occurs. A special meeting to raise monies requires the permission of the Superior Court.

The Select Board and Other Elected Town Officers: You are encouraged to participate in your local government by attending meetings, by contacting your local officials to voice your views, and by running for office yourself. For updated information about current members and vacancies, see www.deering.nh.us. To become a candidate for Town office, file at the Town Clerk’s Office at least 40 days before the election, as announced in the newspaper. All contestants for local positions run without party identification. Some elected officials receive nominal stipends.

The Select Board : The Select Board—so named because members are selected on Town Meeting day—performs the Town’s executive functions for the rest of the year. The three members are elected for staggered three-year terms. The Select Board implements Town Meeting decisions, appoints members of Town boards and commissions to help them in their work, and hires the Town Department Heads.

- *All Select Board meetings* are open to the public. Meetings take place on designated Wednesday mornings and nights, on the second floor of Town Hall. After each meeting, the approved minutes are available on the Deering website, www.deering.nh.us.
- *The Moderator:* The Moderator is elected every two years to preside over Town Meeting, and to preside at voting polls. Although the Moderator presides at the Town Meeting, the Select Board chair presides at Select Board meetings.
- *Supervisors of the Checklist:* Supervisors register voters and maintain a checklist containing the names of all qualified voters. They meet before elections and are present at all elections to

register new voters and record changes in party affiliation. Three Supervisors are elected for staggered six-year terms.

- *Town Clerk:* The Town Clerk, who serves an elected three-year term, assists at all elections and Town meetings, together with the Supervisors of the Checklist. The Town Clerk duties are assisted by a paid Town employee, the Deputy Town Clerk. The Town Clerk's office handles voter registration, vital records, and auto registrations.
- *The Treasurer:* The Treasurer, who serves a three-year paid term, is responsible for receipt and disbursement of Town funds and the short-term investment of excess funds.
- *The Trustees of Trust Funds:* These (3) trustees serve three-year terms and oversee the funds reserved for special purposes. (See also Chapter 6 on Town finances.)
- *Library Boards of Trustees:* These (3) trustees serve three-year terms and have custody and management of the public library and the property of the municipality relating thereto.
- *Cemetery Trustees:* These (3) trustees serve three-year terms and have authority over the day to day maintenance and care of the public cemeteries and maintain the records of each lot location.

In addition to the elected officers and boards described here, Town government also includes the appointed boards and committees - as described in the following chapter.

Chapter 3: Town Government

Appointed Boards and Town Services

- What are the *responsibilities* of each Town board and committee?
- What *services* does the Town provide?

Another way to participate in Town government is to become involved with appointed Town boards and committees. You may attend the public meetings of any of these boards to learn about their activities and participate in the discussion. If you are interested in serving on a board, you are encouraged to send a letter of interest to the Select Board for their consideration.

Appointed Town Boards, Commissions, and Committees

All of the following are appointed by the Select Board for three-year terms. In addition to those listed below, the Select Board also appoints ad hoc committees when needed. For a list of current members of all these groups see either

1. the Town website: www.deering.nh.us or
 2. the current Annual Report available at Town Hall and library.
- **Conservation Commission:** This Commission protects the Town's natural resources; preserves and maintains important lands; advises the select, planning, and zoning boards on conservation matters; and makes on-site visits and recommendations for wetland, water bodies, and dredge and fill permits.
 - **Heritage Commission:** This Commission differs from Historical Societies in its advisory and authority capacity to document and uphold the basis for protection of historic or cultural resources.
 - **Planning Board:** The Planning Board updates the master plan for community development, adopts and reviews site plans and applications for subdivisions, and proposes zoning amendments for voter consideration at Town Meeting. For further details, see chapter 4.
 - **Zoning Board of Adjustment:** The ZBA, a citizen judicial board, reviews four kinds of cases involving zoning: appeals, special exceptions, equitable waivers, and variances. Such cases usually involve a public hearing. The ZBA also hears appeals regarding administrative decisions regarding building code compliance. For further details, see chapter 4.
 - **Central NH Regional Planning Commission:** Deering is one of 30 communities sending two representatives to this advisory body, which provides technical services and promotes regional planning- including land use, and transportation.
 - **Concord Regional Solid Waste Resource Recovery Co-op:** Deering is one of 27 communities that sends two representatives to this non profit corporation which provides for the long-term disposal of their solid waste through the construction of a centralized waste to energy facility.

Town Services

The mission of the Town government is "to provide public services for all the citizens of Deering." Citizens may avail themselves of the following services at:

- **Town Hall:** Located on Rt. 149, 762 Deering Center Rd., open 8:30 –3:00 Monday through Thursday and Friday by appointment. Phone: 464-3248; email: deering_nh.conknet.com; website: www.deering.nh.us. Among the most publicly-utilized departments are:

-- **Town Clerk's/Tax Collector's Office** handles voter registration, issues marriage licenses, dog license, birth and death certificates, collects motor vehicle registrations, provides notary service, and files Town records, receives property tax payments. Limited hours of operation. Phone: 464-3224

-- **Planning, Zoning and Building Inspection** issues permits for buildings, driveways, septic systems and wetlands (i.e., on or near water); provides information and assistance regarding the Master Plan, zoning ordinance and maps, site plan and subdivision regulations, and the building code. Available from 8:30 – 4:30 Monday through Friday. Phone: 464-2746

-- **Administrative Department:** handles requests and provides information and applications related to public assistance needs, tax abatements, tax credits or exemptions, maintains assessments cards, handles current use and yield tax information, processes meeting minutes for Board of Selectmen, updates the website. Available 8:30 –3:00 Monday through Thursday and Friday by appointment. Phone: 464-3248.

- **Town Library:** Located in the Town Hall. Hours of operation are limited. Phone for more information: 464-3248.
- **Hillsboro Parks and Recreation:** Located in the Town of Hillsborough, this program provides children in grades K-8 various seasonal opportunities to play basketball, baseball, softball, soccer, etc. Phone: 464.3877 x258. Website: www.Town.hillsborough.nh.us.
- **Hillsboro Youth Services:** Located in the Town of Hillsborough, this department provides for court diversion programs, big brothers & big sisters and general assistance for the youth of Hillsborough and Deering. Phone: 464.3877 x258. Website: www.Town.hillsborough.nh.us.
- **Police Department:** The Police Department is located in the Town Hall. The Police Department consists of the chief, one full-time officer and 3 part-time officers. The Police Department has on-call availability. 911 emergency; 464-3127 non-emergency.
- **Fire and Rescue Department:** Located in three areas: Rt. 149 The Donovan Station, County Rd. The Murdough Station and 2nd NH Turnpike The McAlister Station. The Fire and Rescue Department consists of on-call volunteers, approximately 20 to 30 members.
- **Public Works:** The Highway Department is located behind the Town Hall in the center of Town. The Town owned gravel pit is located on Hedgehog Mt. Road. The Town maintains 60 miles of roads, 40 are paved. The highway department consists of the Road Agent and 3 full-time crewmembers.

Chapter 4: Planning and Zoning

One of the important ways in which Deering maintains its community character and conserves its natural beauty is through the planning and zoning processes described in this chapter. The Planning and Zoning Department is responsible for planning for the Town's future in such areas as land-use, economic development, housing policy, transportation, natural resource protection, and maintaining and enhancing Deering's special character and quality of life.

What is the Master Plan?

The Master Plan, adopted in 2004, is a vision of a desirable future character for the Town. It is used to formulate and revise land-use for the Town's land, natural resources, economy, and demography. You are encouraged to become involved in the Master Plan in a variety of ways.

- *Information:* You may consult copies of the Master Plan and other land-use documents in the Town Hall—including maps for zoning, wetlands, habitats, slopes, utilities, roads, open lands, trails, aquifers, flood plains, and other features. In addition, the Master Plan is available at the Town libraries and on the Town website,
- *Participation:* If you are interested in Master Plan issues, the Planning Board is open to citizen suggestions, comments, and ideas about Deering's future. All Planning Board meetings, usually held on the 2nd Wednesday of the month at 7pm and are open to the public.

How is the Master Plan implemented?

The Master Plan is implemented through a variety of policies and regulations.

The Zoning Ordinance: The Zoning Ordinance is one way the Master Plan is implemented. This ordinance defines allowable types and intensities of land-use, both natural and developed. Copies are available at the Planning and Zoning Office in Town Hall. The Zoning Ordinance may be amended only after being discussed at two or more public hearings, and approved by a two-thirds majority on the written ballot at Town Meeting.

Four kinds of cases involving the Zoning Ordinance are heard by a citizen judicial board called the Zoning Board of Adjustment, or ZBA. ZBA cases are heard at noticed public hearings. They also involve the Conservation Commission if a wetland or water body may be affected.

- *Appeals/re-hearings:* hearings to reconsider (1) a decision of a Town official, such as the zoning administrator or building inspector or (2) a prior decision of the ZBA or the Building Code Advisory Committee.
- *Special exceptions:* certain permissible exceptions to the Zoning Ordinance, given an extra level of oversight and requirements.
- *Equitable waivers:* exceptions granted, under close scrutiny and very specific conditions, to permit existing dimensional violations.
- *Variances:* allowances granted under intense scrutiny to vary from the Zoning Ordinance regulations due to extenuating circumstances not of an owner's desire or making.

Site plans and subdivisions: The Master Plan is also implemented through site plan reviews and subdivision regulations adopted by the Planning Board. To voice your opinion regarding a proposed site development or subdivision, attend the public hearing - which is announced in the newspaper and by written notice to abutters.

- *Site plan review*: The Planning Board reviews site plans for developing tracts of land for nonresidential uses and for multi-family residential uses. (See also the “permits” section on the next page.)
- *Subdivision review*: The Planning Board reviews plans for dividing raw land into individual lots for development or construction.

What is the building code? How is it implemented?

The building code—together with the fire, health, and life safety codes—provides standards for safe construction. The building code is available in the Planning and Zoning Office in Town Hall. If there are updates or amendments to the building codes, they are placed on the ballot to be voted on at the Annual Town along with other zoning ordinance changes.

- *Building code compliance*: The building inspector reviews all plans for compliance with building, mechanical, fire, and life-safety codes. You may appeal the building inspector’s decision through a public hearing before the ZBA.
- *Permits*: Building permits are issued through the Planning and Zoning Department at Town Hall. You must apply for permits if you wish to (1) construct, alter, move, or demolish a building, structure, or sign or (2) work within or near a wetland or water body— in which case the Conservation Commission may make site visits and recommendations.

How is regional planning accomplished?

Regional planning for Deering and twenty other local communities is handled through the Central NH Regional Planning Commission. A staff of professionals assists member Towns in a broad range of planning and development analyses including land-use, transportation, and solid waste management. (See Chapter III for more information about this commission.)

Chapter 5: School Government

What are the public schools in Deering?

School Government

The Town of Deering belongs to a Cooperative School District with the Town of Hillsborough. All the schools are located in the Town of Hillsboro. This District is called the Hillsboro-Deering Cooperative School District. All schools in the cooperative are governed by the Hillsboro-Deering School Board. Other Towns such as Windsor and Washington send students to the schools under an AREA agreement.

The public schools included in this cooperative:

1. Hillsboro-Deering *Elementary School*, grades pre K through 5
phone # (603) 464-1110, web address www.hdsd.org
2. Hillsboro-Deering Middle School, grades 6 through 8
phone # (603) 464-1120, web address www.hdsd.org
3. Hillsboro-Deering High School, grades 9 through 12
phone # (603) 464-1130, web address www.hdsd.org

What is the SAU?

The Town of Deering is a part of School Administrative Unit (SAU) #34 which is an administrative entity set up to provide governance for the schools and delivery of services for pupils served by the school districts under this administrative structure. The SAU office is located at 78 School Street, third floor, Hillsboro, NH 03244. Phone 603-464-4466.

What is the school board?

The school board or school committee is made up of elected citizens, with elections taking place the second Tuesday of March at the same time as the Official Ballot vote on the Budget. To become a candidate for school board, moderator, clerk, or treasurer, one must file at the SAU office in Hillsborough, as announced in the newspapers.

- *The Hillsboro-Deering Cooperative School Board* includes five members, one from Deering, two from Hillsborough and two at-large serving staggered three-year terms.

What do the school boards do? When do they meet?

The school boards are primarily responsible for determining policy for the operation of the schools—including curriculum, finances, and operations. They meet once a month, except during the budget season when they meet more often. All meetings are open to the public. An agenda packet, including minutes from the previous meeting, is available.

- *The Hillsboro-Deering Cooperative School Board* meets on the first and third Monday of each month, usually at the Hillsboro-Deering Elementary School.

What is the annual school district meeting?

The Towns of Hillsborough and Deering have adopted the Official Ballot Referenda (SB-2), which utilizes the official ballot for voting on all issues before the voters. Under this referendum the annual meeting has 2 separate sessions. The first session, sometimes referred to as the deliberative session consists of an explanation, discussion, and debate of each warrant article including the proposed school budget. The second session is held on the second Tuesday in March. At this second session

the school district voters, by official ballot, elect the school board, vote on questions required by law, and vote on all warrant articles including the school budget from the first session.

Additional information:

- The warrant for the annual meeting shall prescribe the place, day and hour for each of the 2 separate sessions of the meeting.
- Final budgets and ballot questions are printed in the annual report made available at least one week before the date of the second session of the annual meeting.
- The final date for posting notice of budget hearings shall be the second Tuesday in January.
- The “budget submission date” and the final date for submission of petitioned articles shall be the second Tuesday in January.
- Budget Hearings shall be held on or before the third Tuesday in January.
- Warrants and budgets shall be posted with copies available to the general public on or before the last Monday in January.

Town Government

The Town of Deering is governed by 3 members of the Board of Selectmen, serving staggered 3-year terms. Many other volunteers assist on boards, committees and commissions. All of which contribute greatly to the workings of the Town. (See chapter 2 for more information.)

Chapter 6: Municipal and School Finances

What are Deering's main sources of revenue and expense?

The Town of Deering's yearly budget is about \$ 1.7 million—including the Town's general fund and the Annual Town Meeting warrant articles, the Hillsboro-Deering School District budget including warrant articles is about \$ 20 million).

- *Revenue:* About 80% of Deering's revenue, plus Deering's payment of state education tax, comes from the property tax; the remainder, less than 20% comes from various permits, fees, and other user charges; and from the state of New Hampshire.
- *Expenses:*
 - *For school expenditures:* Like most Towns, Deering spends about 55% of its property tax revenue to fund the public SAU#34, elementary, middle, and high school, and 11% to the state of New Hampshire for state education taxes.
 - *For municipal expenditures:* Like most Towns, about 30% of the property tax revenue goes to Deering's municipal budget to finance police, fire, public works, roads, libraries, parks and recreation, administration, and other public services.

Detailed information about the municipal budget is available to local taxpayers at Town Hall, in the Town library or on the Town website, www.deering.nh.us

Understanding two following terms may help your understanding of the municipal budget.

(1) "The General Fund" covers all funding that doesn't come from a special account (such as a trust or special district revenues). The General Fund is used for administration, libraries, recreation, planning and zoning, public safety, public works, and Town property maintenance.

(2) "Trust Funds" are special funds set-aside for capital improvements projects or other specified uses.

What is the budget process?

- *Municipal budget:* The municipal fiscal year for Deering begins on January 1st. Starting in early October, all departments, commissions, committees, and others requesting Town appropriations submit budget proposals to the Town's Budget Advisory Committee. This committee meets with representatives of all of the pertinent groups and obtains a line-by-line proposed budget, proposed warrant articles, and the reasoning behind the proposals. From these budget discussions the Budget Advisory Committee makes suggestions, refers to the CIP, makes possible amendments and adjustments, and then develops a budget proposal which is presented to the Deering Board of Selectmen who make the final decisions regarding the budget proposals and warrant articles. The entire proposed budget and proposed warrant articles are then presented at a public Budget Hearing usually held in February where the Selectmen receive input on the budget proposals from the citizens of the Town. Following this meeting the Board of Selectmen finalize the budget proposals and warrant articles with or without changes. Ultimately, in March, at the Annual Town Meeting the proposals are discussed, possibly amended, and a voted decision is made by the Townspeople.

- *School district budgets:* The schools' fiscal year begins July 1st. Starting in October, administrators at the three schools meet with their staffs and draft their proposed

budgets. In November, the principals and the district administrators review these budgets and compile them for the school committee. After receiving the proposed budget in November/December, the school committee holds a series of detailed budget discussions usually at their regularly scheduled public School Board meetings. The school committee then holds an open meeting with the public to present and discuss the budget, and to receive their input. Following this meeting the school committee discusses the input received and finalizes the budget proposals and warrant articles with or without changes. In Official Ballot Towns such as Hillsborough and Deering next comes the public Deliberative Session usually held in February. This public meeting is to receive input and to determine the Official Ballot makeup. Under the Official Ballot law the school budget and any warrant articles are then voted on, by ballot, in both Towns on the second Tuesday in March.

What is the role of the Budget Advisory Committee?

Although the Town's board of selectmen oversees the municipal budget and the school board or school committee oversees the school budget for both Towns, the Town of Deering's Budget Advisory Committee is the only group that looks at the entire financial situation for the Town. Committee members serve as an independent body representing the citizens, to observe, question, advise and make recommendations regarding all of the Town's budgets. After meeting with all entities requesting Town funding the committee develops and recommends a proposed budget and warrant articles. The committee presents its recommendations to the board of selectmen. The committee decides whether to support the budgets or not, and reports its findings in writing in the Annual Reports and Warrant and orally at the annual Town meetings.

If you have any questions about finances, you may contact:

- *Municipal budget:* 464-3248, or deering_nh@conknet.com

School budgets: 464-4466, or www.hdsd.org

Chapter 7: Federal and State Government

Federal Government

The elected federal government includes two branches: executive and legislative. The third branch, judicial, is appointed, not elected.

- **Executive** The executive branch of the federal government includes the President and Vice President, elected every four years (2008, 2012, etc.).

One of the most exciting elections in New Hampshire is the Presidential Primary Election held every four years, usually in February or March. Since New Hampshire holds the first Presidential Primary Election in the country, the eyes of the country are on us-and, since only about half a million people vote in the primary-your vote can make a tremendous difference in deciding the future president. Incidentally, New Hampshire began its "first in the nation" primaries in 1952.

When other states tried to set their primaries before ours, in 1977 the Legislature defined the primary date as "on the second Tuesday in March, or on the Tuesday immediately preceding the date on which any other state shall hold a similar election, whichever is earlier."

The candidates who win their party's nomination in the Primary Elections run against one another in the General Election, held the first Tuesday after the first Monday in November of the same year. The General Election also includes the U.S. Senate and House races.

- **Legislative** The legislative branch of the federal government is called the U.S. Congress. The Congress consists of (1) the Senate and (2) the House of Representatives.
---**U.S. Senate**

Like every other state in the union, New Hampshire elects two U.S. Senators. All state residents vote in both federal senate races. The elections are held every six years, with staggered terms (one senator in 2002, 2008 etc.; the other in 2004, 2010 etc.).

---**U.S. House of Representatives**

Based on population, New Hampshire is allocated two U.S. Congressional Representatives. Deering is located in the Second U.S. Congressional District, which elects one of these two U.S. Representatives. These elections are held in even-numbered years.

- **For information about your federal officials**, contact the US House of Representatives at www.house.gov or the US Senate at www.senate.gov for up-to-date information about current legislation, voting records, general information, and more. In addition, you are encouraged to write, call, email, or fax your federal officials or legislators.

State Government

The New Hampshire state capital is Concord, located 30 miles east of Deering off Route 89.

All state officials serve two-year terms-with the State Primary Election held even-numbered years in September and the General Election, held concurrently with the election of federal officials, in November. Elected state government officials are:

- Executive: The executive branch of the state government includes (1) the Governor and (2) five State Councilors, who serve as members of the Governor's Council.
--Governor: All New Hampshire voters vote in the Governor's race.

--State Councilor: Deering is located in District 2, which elects one of the state's five Councilors.

- Legislative: Instead of being called the "State Legislature," the New Hampshire Senate and House together are referred to as the "New Hampshire General Court"- even though it is legislative, not judicial.
- The General Court consists of: (1) the State Senate and (2) the State House of Representatives.
 - State Senate: Deering is located in NH Senate District 7, which elects one of the state's 24 state senators.
 - State House of Representatives Deering is located in NH Hillsborough County District 2 which elects two of the state's 400 House members. The New Hampshire House is the third-largest parliamentary body in the world.
- For information about your state officials contact www.gencourt.state.nh for up to-date information about current legislation, voting records, general information, and more.

In addition, you are encouraged to write, call, email, or fax your state officials.

In conclusion,

If you define your responsibilities as a citizen in the narrowest legal sense- your duties are to pay taxes and serve on jury duty when called. If, however, you consider your responsibilities as a citizen more broadly-your privileges include participating in the political process by voting in elections, serving on committees, and voicing your opinion on the governmental activities of your community. We hope that this booklet will help you increase and enhance your political involvement.

Chapter 8: County Government in New Hampshire

In New Hampshire, counties are intermediate units of government, not as close to the people as Town government, but less distant than the State. Counties perform services which work best when designed to meet local needs, but which are too expensive or too difficult for the Towns to provide.

County government has an executive branch, consisting of three elected County commissioners who jointly serve as the County's chief executive, and four elected department heads: the County Attorney, the Sheriff, the Register of Deeds, and the Treasurer. County elections are held biennially during even-numbered years. Commissioners are elected from individual districts, while the other four officials are elected countywide.

The legislative branch of County government, consisting of all State Representatives from the County (123 in Hillsborough County) is called the County Legislative Delegation. The County Delegation adopts an annual County budget, which raises revenues and appropriates funds for County departments and programs. For example, Hillsborough County had a budget of 79 million dollars for fiscal year 2007, with over 55 percent of revenues (44 million dollars) raised by property taxes. The Delegation elects an Executive Committee, which meets with the Commissioners monthly to review the County's financial reports.

Counties were originally organized to provide regional courts at convenient locations throughout the State so that people would not have to travel to the State Capital for court business. Since 1984, the State of New Hampshire has funded a Unified Court System; currently Hillsborough County actually rents courthouses from the state.

SUMMARY of Hillsborough County

Hillsborough County is one of the original counties of the state formed in 1769. Deering is one of 30 Towns and cities in the County that includes both Manchester and Nashua. Covering 876 square miles in the south central part of the state, the County is roughly rectangular in shape, running from Pelham in the Southeast to New Ipswich in the Southwest, to Hillsborough in the northwest and Manchester in the northeast. Hillsborough County ranks first in population with over 400,00 residents (that's 1/3 of the state's population) and 2nd as the fastest growing county (Rockingham on the seacoast is 1st).

County Government

While the County seat is actually located in Nashua, services and offices are spread out between the cities of Goffstown, Manchester and Nashua. While most of the administrative services, including dispatch communications, as well as the County Nursing Home are located in Goffstown along Rt. 114 (Mast Road), the Registry of Deeds is located in Nashua, the Dept. of Corrections is in Manchester and the County Attorney and Sheriff's offices are located in both cities. There are three County courthouses; one is located in Manchester and the other two in Nashua.

- **County officials** All county officials serve two-year terms and are elected at the General Election, even-numbered years in November. The elective offices are:
 1. **County Commissioner for District 3** (one of three County Commissioners who constitute the executive branch of county government)
 2. **County Attorney**
 3. **County Sheriff**
 4. **County Register of Deeds**
 5. **County Treasurer**
 6. **County Register of Probate.**

To reach your county officials, offices, and services call:

- Hillsborough County, NH, Commissioners: <http://www.Hillsboroughcountynh.org>
- County Commissioners: 603-627-5600
- Hillsborough County Nursing Home: 603-627-5540
- Department of Corrections: 603-627-5620
- County Attorney: 603-627-5605 (Manchester)
- Register of Deeds: 603- 882-6933
- County Treasurer: 603- 627-5602
- UNH Cooperative Extension: 603-641-6060
- Human Services Department: 603- 621-1478
- Sheriff's Department: 603- 627-5610 (Manchester)
- Dispatch Center: 603-627-0618

