



TOWN OF DEERING

Board of Selectmen

762 Deering Center Road
Deering, NH 03244

Meeting Minutes

October 18, 2017

Selectmen present: Allen Belouin, Sharon Fife, Aaron Gill.

The meeting was called to order at 1900.

MEETING MINUTES:

Meeting Minutes – October 4th.

Mr. Gill made the motion to approve the meeting minutes of October 4th. Mr. Belouin seconded the motion. The vote was unanimous and so moved.

New Business

Bid Opening – tax deeded property sale

The Board opened and reviewed bids submitted for the abovementioned. The three properties are located on 2nd NH Turnpike. The bid results are listed below.

Bidder	Map/Lot	Bid
Barry LaValley	232-025	\$2,550
George Cilley	232-025	\$5,000
Barry LaValley	232-028	\$ 100
George Cilley	232-028	\$1,500
Barry LaValley	232-029	\$2,550
George Cilley	232-029	\$10,000

It was noted that the sale of the properties is an opportunity to get the properties back on the tax rolls. Mr. Gill made the motion to award the bids for the above listed properties to George Cilley. Ms. Fife seconded the motion. The vote was unanimous and so moved.

Fire Department

Fire Chief Dan Gorman briefed the Board on the activities of the department by providing calls for service for the ambulance per diem program. The Board also reviewed a monthly billing report from Comstar, the ambulance billing service for the town. The TA explained to Fire Chief Gorman that the materials he is presenting really need to be part of the Board's agenda packet prior to the meeting as it provides an opportunity for Board members to review the subject matter and prepare questions for the meeting. The calls for ambulance service and Comstar billing reports should be part of the department's monthly report that is submitted to the Board. Mr. Gill noted that the absence of data made it difficult to determine the degree by which revenue was offsetting the expenses of the program. People at town meeting will want to have this information. Board members agreed that the program is good for the community and that revenues are not expected to cover the entire cost of the program, but there needs to be some knowledge of how much revenue is being generated. Board members noted the positive

feedback from the community not only about the program, but the professionalism of the staff, and the high morale within the department.

Citizen Idea – Little Free Pantry

The TA explained that a Deering resident, Genara Clay, proposed a Little Free Pantry wherein people can donate food and those in need can withdraw food. The concept involves something akin to a large cabinet supported on posts containing shelves wherein people opened the door and donated food items whereas others in need can make withdrawals of food. The idea was implemented in the Town of Hudson and the cabinet is located in a Walmart parking lot, as reported by WMUR. The Board discussed the idea and liked it, but agreed that Deering may not be the best fit for a Little Free Pantry. The concern over the amount of wildlife, especially bears, that will be drawn to a food source along with a suitable location convinced the Board that a Little Free Pantry is more workable and will benefit a greater number of people in a larger community.

PD Budget Review

The Board reviewed the PD budget as presented to the budget committee with Mr. Belouin, as the Board's representative to the Budget Advisory Committee (BAC), explaining that the BAC is interested in including a part-time administrative assistant for the department. That staff person will work 6 hours per week. The rationale for the position is that it will establish regular office hours for the public and free up officers from report writing so that they can spend more time out in the community and less time writing reports. The amount estimated for the position is \$4,500 per year. Given that the position would not be implemented until July 2018 that cost in the upcoming budget will be less. The Board asked the TA to work the position into the operating budget.

Tax Rate Discussion

The Board reviewed data associated with establishing the tax rate as seen in the Assessment Overview in the table below.

Assessment Overview	
Total Appropriations	\$2,592,799
Total Revenues and Credits	\$931,341
Net Assessment	\$1,661,458
War Service Credits	\$ 55,600
Overlay	\$ 3,233
Net Tax Effort	\$1,720,291
Valuation	\$180,460.67
Estimated Tax Rate 2018	\$9.53
2017 Tax Rate	\$8.84
Difference	\$0.69
Unassigned Rate stabilization Funds	\$100,000.00
Tax Rate	\$ 8.98

The TA explained that the subtraction of revenues from total appropriations leads to a net assessment of \$1,661,458, but war service credits granted to veterans are in dollars and therefore the \$55,600 must be added to the net assessment along with the cost of the 2017 abatements (\$3,233). That brings the total net assessment, or taxes to be raised, to \$1,720,291. The assessed value of all properties after exemptions is \$180,460,677. To calculate the tax rate per thousand simply divide the assessed value by 1,000, therefore, the net tax effort of

\$1,720,291 divided by the valuation of \$180,460.67 is equal to a tax rate of \$9.53. The Board expressed concern about spiking the tax rate, but also worried about finding a balanced rate appropriate to the budget. Mr. Gill voiced concern that funding the CIP (used to pay for vehicle replacement) had not been part of the budget process for years. While the Board has used unassigned fund balance to put money away for vehicle replacement, the lack of annually budgeted appropriations to the CIP meant that it was not reflected in the tax rate. The CIP's absence from the budget artificially lowered the total amount of appropriations. The consequence is that available funding for vehicle replacements that are coming due are far short of replacement costs and this shortfall will impact the stability of the tax rate. More discussion ensued with Board members agreeing to use \$100,000 which will lower the net tax effort to \$1,620,291 and lead to a municipal tax rate of \$8.98. Mr. Belouin made the motion to direct the TA to apply \$100,000 in unassigned fund balance to lower the net tax effort. Mr. Gill seconded. The vote was unanimous and so moved. See attached DRA calculation of total tax rate.

TO BE REVIEWED AND/OR SIGNED:

- Employee Payroll	<u>October 11th</u>
	\$13,507.24
- Employee Payroll	<u>October 18th</u>
	\$15,149.69
- Fire Department Payroll	<u>October 18th</u>
	\$3,600.76
- AP Manifest	\$24,097.38
- Land Use Change Tax	
- 224-047-000	\$1,900
- 240-006-001	\$2,400
- Wetlands Permit Application	228-091-000

Non-Public Session – RSA 91-A:3 II (a)

Mr. Belouin made the motion to enter non-public session under RSA 91-A:3 II (a) to discuss a personnel issue. Ms. Fife seconded the motion. The vote was unanimous and so moved.

The Board entered non-public session at 2105.

The Board reconvened in public session at 2110.

There being no further business to come before the Board Mr. Belouin made the motion to adjourn. Ms. Fife seconded the motion. The vote was unanimous and so moved. The meeting adjourned at 21:12.

Respectfully Submitted,

\s\ Russell McAllister
Town Administrator



Tax Rate Breakdown Deering

Municipal Tax Rate Calculation			
Jurisdiction	Tax Effort	Valuation	Tax Rate
Municipal	\$1,620,214	\$180,460,677	\$8.98
County	\$238,269	\$180,460,677	\$1.32
Local Education	\$3,145,444	\$180,460,677	\$17.43
State Education	\$375,469	\$167,509,477	\$2.24
Total	\$5,379,396		\$29.97

Village Tax Rate Calculation			
Jurisdiction	Tax Effort	Valuation	Tax Rate
Total			

Tax Commitment Calculation	
Total Municipal Tax Effort	\$5,379,396
War Service Credits	(\$55,600)
Village District Tax Effort	\$0
Total Property Tax Commitment	\$5,323,796

10/19/2017

Stephan Hamilton
Director of Municipal and Property Division
New Hampshire Department of Revenue Administration

Appropriations and Revenues

Municipal Accounting Overview

Description	Appropriation	Revenue
Total Appropriation	\$2,592,799	
Net Revenues (Not Including Fund Balance)		(\$730,680)
Fund Balance Voted Surplus		(\$200,661)
Fund Balance to Reduce Taxes		(\$100,000)
War Service Credits	\$55,600	
Special Adjustment	\$0	
Actual Overlay Used	\$3,156	
Net Required Local Tax Effort	\$1,620,214	

County Apportionment

Description	Appropriation	Revenue
Net County Apportionment	\$238,269	
Net Required County Tax Effort	\$238,269	

Education

Description	Appropriation	Revenue
Net Local School Appropriations	\$0	
Net Cooperative School Appropriations	\$4,382,222	
Net Education Grant		(\$861,309)
Locally Retained State Education Tax		(\$375,469)
Net Required Local Education Tax Effort	\$3,145,444	
State Education Tax	\$375,469	
State Education Tax Not Retained	\$0	
Net Required State Education Tax Effort	\$375,469	

Valuation

Municipal (MS-1)

Description	Current Year	Prior Year
Total Assessment Valuation with Utilities	\$180,460,677	\$176,696,552
Total Assessment Valuation without Utilities	\$167,509,477	\$166,363,952

Village (MS-1V)

Description	Current Year
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Deering

Tax Commitment Verification

2017 Tax Commitment Verification - RSA 76:10 II

Description	Amount
Total Property Tax Commitment	\$5,323,796
1/2% Amount	\$26,619
Acceptable High	\$5,350,415
Acceptable Low	\$5,297,177

If the amount of your total warrant varies by more than 1/2%, the MS-1 form used to calculate the tax rate might not be correct. The tax rate will need to be recalculated. Contact your assessors immediately and call us at 603.230.5090 before you issue the bills. See RSA 76:10, II

Commitment Amount	
Less amount for any applicable Tax Increment Financing Districts (TIF)	
Net amount after TIF adjustment	

Under penalties of perjury, I verify the amount above was the 2017 commitment amount on the property tax warrant.

Tax Collector/Deputy Signature:

Date:

Requirements for Semi-Annual Billing

Pursuant to RSA 76:15-a

76:15-a Semi-Annual Collection of Taxes in Certain Towns and Cities - I. Taxes shall be collected in the following manner in towns and cities which adopt the provisions of this section in the manner set out in RSA 76:15-b. A partial payment of the taxes assessed on April 1 in any tax year shall be computed by taking the prior year's assessed valuation times 1/2 of the previous year's tax rate; provided, however, that whenever it shall appear to the selectmen or assessors that certain individual properties have physically changed in valuation, they may use the current year's appraisal times 1/2 the previous year's tax rate to compute the partial payment.

Deering	Total Tax Rate	Semi-Annual Tax Rate
Total 2017 Tax Rate	\$29.97	\$14.99

Associated Villages

Fund Balance Retention

Enterprise Funds and Current Year Bonds	\$0
General Fund Operating Expenses	\$6,351,981
Final Overlay	\$3,156

DRA has provided a reference range of fund balance retention amounts below. Please utilize these ranges in the determination of the adequacy of your municipality's unrestricted fund balance, as currently defined in GASB Statement 54. Retention amounts, as part of the municipality's stabilization fund policy [1], should be assessed dependent upon your governments own long-term forecasts and special circumstances. Please note that current best practices published by GFOA recommend, at a minimum, that "...general purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures." [2],[3]

[1] The National Advisory Council on State and Local Budgeting (NACSLB), (1998), *Framework for Improved State and Local Government Budgeting: Recommended Budget Practices (4.1)*, pg. 17.

[2] Government Finance Officers Association (GFOA), (2009), *Best Practice: Determining the Appropriate Level of Unrestricted Fund Balance in the General Fund*.

[3] Government Finance Officers Association (GFOA), (2011), *Best Practice: Replenishing General Fund Balance*.

2017 Fund Balance Retention Guidelines: Deering	
Description	Amount
Current Amount Retained (10.86%)	\$689,803
17% Retained <i>(Maximum Recommended)</i>	\$1,079,837
10% Retained	\$635,198
8% Retained	\$508,158
5% Retained <i>(Minimum Recommended)</i>	\$317,599

2017 RSA 198:4-b II School Fund Balance Retention Guidelines: Deering

If a school district has adopted RSA 198:4-b II by a vote of the legislative body, the school district may retain year-end unassigned general funds in an amount not to exceed, in any fiscal year, 2.5 percent of the current fiscal year's net assessment pursuant to RSA 198:5, for the purpose of having funds on hand to use as a revenue source for emergency expenditures and overexpenditures under RSA 32:11, or to be used as a revenue source to reduce the tax rate. This retained fund balance is not cumulative. The maximum allowed fund balance retention has been calculated as:

	Net Assessment	2.5% of Net Assessment
Local School	\$0	\$0
<i>For regional retention guidelines please contact the NHDRA.</i>		

To: Board of Selectmen
From: Chief Dan Gorman, Deering Fire & Rescue
Date: 10/11/2017
Subject: Fire & Rescue Report

During the month of September Deering Fire & Rescue (DFR) had a total of twenty (20) emergency responses. Fifteen (15) medical responses, Three (3) fire responses and two (2) motor vehicle accidents.

The Per Diem personnel responded to eleven (11) of the total responses. Nine (9) of the weekday responses were for medical emergencies, with eight (8) of those responses transports to a hospital. There was also one (1) fire response and one (1) motor vehicle accident during the weekdays.

This report follows the completion of my first year as the Fire Chief, for the wonderful Town of Deering. I have learned so much from so many people since starting and I wish I had time to thank them all in this report, but it would have to be a very long report.

The members of the Deering Fire & Rescue are second to none. We have come to know each other and learn from each other every day. We have made strides with our station Improvements, added much needed equipment, and added personnel, seven (7) to be exact. Firefighter/Paramedic, Vicki Goren, Firefighter/Advanced EMT Chris Rousseau, two (2) Basic EMT's, Wanda McLain and Brian Rousseau as well as three (3) Firefighters, Dan Lux, Samantha Fino, and Erik Rye. We are soon to be adding another Basic EMT in the next few weeks. We have also trimmed the roster of the inactive members and lost Firefighter Tim Coombs to retirement after 10 + years on the department. Thank you goes out to Tim for his hard work and dedication to the Town of Deering.

With the townspeople's approval, we now have weekday fire and EMS coverage from Monday through Friday 7am until 5pm. This program has really improved our response times, from Fifteen (15) + minutes, if we were even able to respond in our ambulance with two (2) EMT's, down to approximately two (2) minutes with the Per Diem response. We are currently finishing renovations at the Donovan Station. We have painted and put new flooring in. We are putting up the trim this week and we will then have a meeting area that is inviting and cleaner.

We applied for a Firefighter Property Program through the NH Division of Forest and Lands, a month or two after I started. Then in July, I received a call stating we have been excepted and they found a military truck for us. It came from Fort Hood, New Jersey. It is a Stewart-Stevenson 2.5-ton truck. We will spend the winter outfitting it to be ready next spring. This truck will be a great addition to our existing fleet. It will be able to get to areas we would never be able to get another vehicle into.

We have accomplished a lot in the past year and it feels to me like I just got here. We have been diligently working on the 2018 budget, doing our very best to tighten it up while providing the highest possible level of care.

All fire department vehicles have been inspected except Engine 3. The shop is still working on diagnosing a problem with the transmission. Let's hope it is an easy fix.

On October 14th, Deering Fire & Rescue, along with Deering Police will be putting on the Deering Safety Day. Please bring your family to see the Fire Trucks, Ambulance, and Police cars. There will be demonstrations. So, please join us at the Deering Town Hall for our annual Safety Day event. This is a family event. Deering Fire & Rescue and Deering Police will host activities geared towards all ages. There will be tons of information and freebies to take home to remind your family to practice safety every day. We hope to see you there!

Sincerely,

Daniel Gorman, Fire Chief/EMD
Deering Fire & Rescue

MONTHLY REPORT**SEPTEMBER 2017****NEWS:**

1. 2017 Cruiser was taken town to Beltronics, with the 2013 Cruiser, to be upfitted/refitted. Once this is done (hopefully before Public Safety Day!), they will both go down to MHQ for Lettering for the PD and FD.
2. Cadets from Post 612 helped out again with Antrim Home & Harvest events, as well as the Deering Town Picnic

TRAINING:

1. Chief Pushee, Captain Cavanaugh, Ofc. Bell, and Officer Forsley all went through a Driving Class at PRIMEX which included parking lot special awareness training AND Driving & Use of Force Simulator training.
2. Chief Pushee, Captain Cavanaugh, Ofc. Bell, and Ofc. Forsley all attended training session at the Stevens Driving School "Skid School" at the Deering Airport, sponsored by Primex.
3. Annual Handgun Qualifications were completed by the officers who had not done so yet.
4. The entire Department met at the range for Firearms Training in Handguns and Shotguns.
5. Officer Bell attended a Bloodborne Pathogens and Drug Lab Safety training sponsored by 24Trauma at Hillsboro PD.
6. Capt. Cavanaugh and Ofc. Forsley attended a 1 day class at the Police Academy on Forensic Psychology.
7. Chief Pushee, Officer Bell, and Cadet Tyler D. all participated in CPR/AED Recertification in conjunction with the Fire/Rescue Dept.

GRANTS:

1. 2017 STEP Grant Program : Final Reports and Request for Reimbursements have been filed.
2. 2017 DUI Grant Program: Final Reports and Request for Reimbursements have been filed.
3. 2018 Highway Safety Grant Programs- We are still awaiting the approvals for these grants, although we expect them to start coming in soon. I have preliminarily been informed that we have received grant money for STEP Grants (Sustained Traffic Enforcement Patrols, which include Speed Grants, Safe Commute Day grants, Distracted Driving grants, and Stop Sign Grants), as well as DWI/DUI Grants, and Equipment Grants (tablet computers for the cruisers).

JUVENILE ACTIVITY:

1. No new JV Cases in September 2017

ACTIVITY REPORT:

Calls For Service Logged:	346	(this does not include many vacant home checks which are now counted separately in the new system)	
DPD Call Outs	5	(Animal Control, criminal complaints, alarms, MV assists, etc).	
NHSP Call Outs	1	(dog call – SP did NOT respond to this)	
MV Enforcement:	82	(89 traffic warnings, 4 traffic citations, 25 Parking Violations)	
MV Accidents:	2 + 1	(2 crashes in Deering – 1 animal related, 1 speed related/ 1 crash covered FOR Antrim PD)	
ARRESTS Total:	1		
	Charges:	Domestic Violence- Aggravated Assault	1
NEW PENDING/ OPEN CASES:	4		
	Charges: Tattooing of a Minor	1	(warrants issued for the tattooer, he is in Mass and reluctant to come to NH)
	Burglaries	9	(3 last fall, 3 in May 2017, 3 in June/July 2017)
	Assaults	3	(1 incident, 3 potential assault suspects/ Arrest Warrants being prepared)

MILEAGE TOTAL:

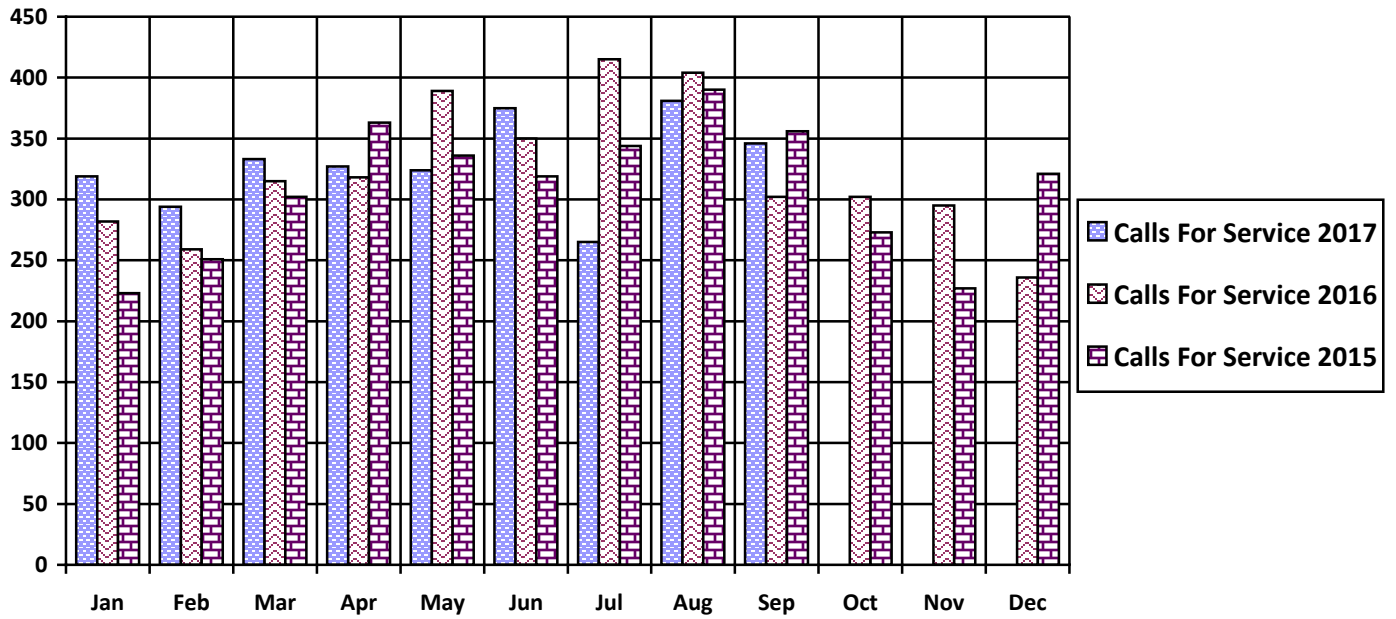
3,100 miles from 1Sep2017 through 31Sep2017

2013 IntrcprUtil: 99,950 (1,152 miles in period)

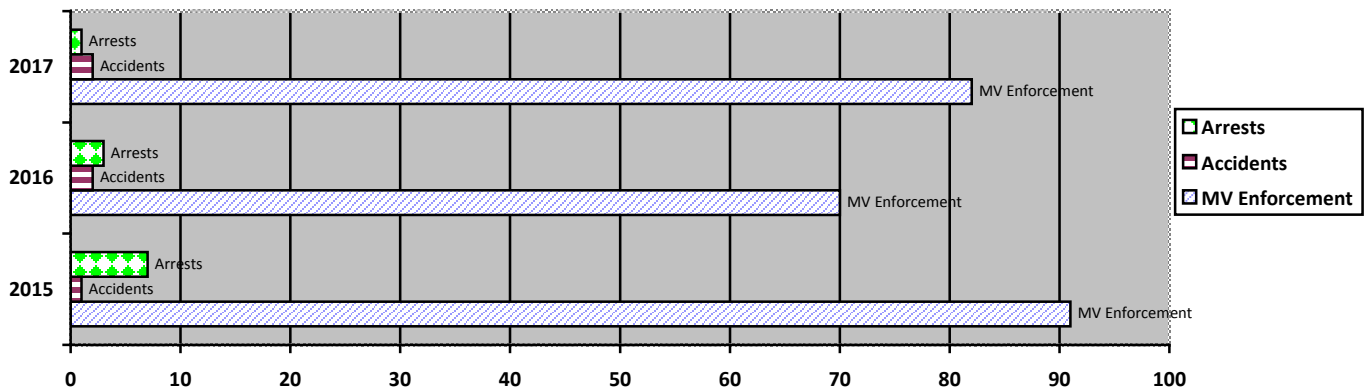
2014 Intrcpr Util: 51,375 (1,575 miles in period)

2017 IntrcprUtil- 475 (250 miles in period)

Call For Service Stats- Monthly



Monthly Stats- SEPTEMBER



RADAR TRAFFIC SURVEYS**SEPTEMBER 2017****OFFICER TRAFFIC SURVEYS**

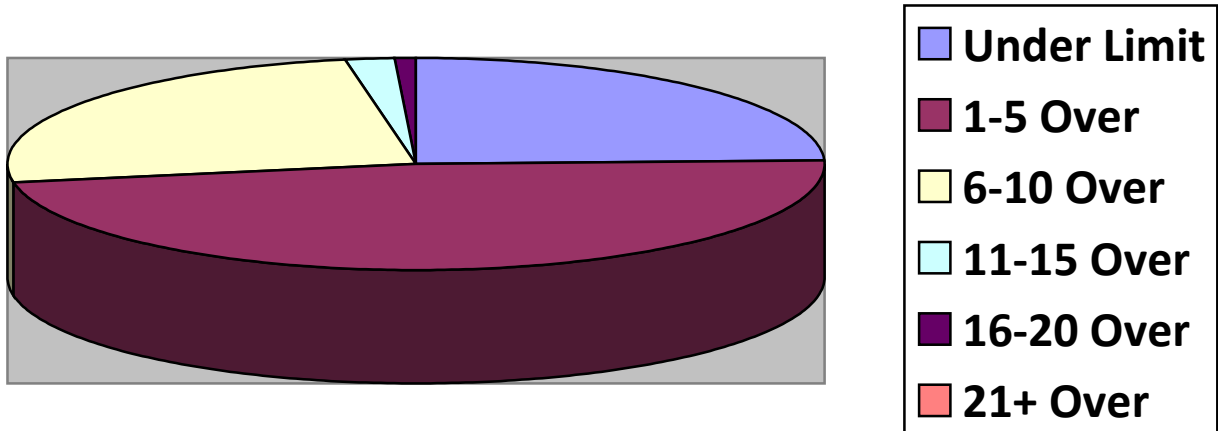
Totals	Rte 149 (1	2 nd NH Tpk(4	OldCounty (3	Clement (3	EstDrng (3
Total Cars					
Under Limit	7	44	4	14	2
+1 – 5 over	15	85	34	34	15
+6 – 10 over	2	50	32	15	4
+11 – 15 over	0	4	6	0	1
+16 – 20 over	0	2	1	0	1
+ 21 over					
Stopped	0	3	2	1	2

Totals	Rsvr (1	LngWds(1	Mnslvl(1	Other(9	Cross(2
Total Cars					
Under Limit	0	5	0	16	11
+1 – 5 over	5	0	5	76	8
+6 – 10 over	9	0	1	42	1
+11 – 15 over	0	2	0	3	0
+16 – 20 over	0	0	0	1	0
+ 21 over					
Stopped	0	2	1	2	0

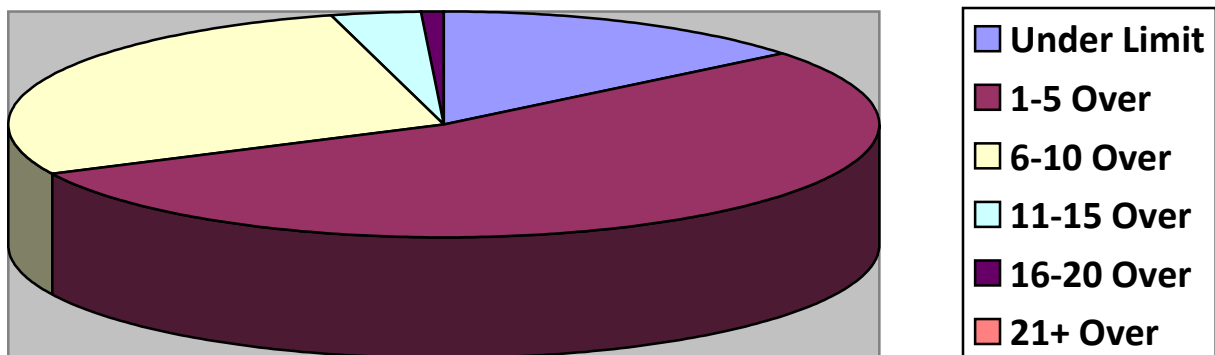
VOLUNTEER TRAFFIC SURVEYS

Totals	EastDrng(Union (Mill (OldCty(ClmtHill(LngWds (
Total Cars						
Under Limit						
+ 1 – 5 over						
+ 6 – 10 over						
+ 11 – 15 over						
+ 16 – 20 over						
+ 21 over						

Primary Roadways - 5 Surveys



SECONDARY ROADWAYS - 23 SURVEYS





TOWN OF DEERING

Highway Department

762 Deering Center Road

Deering, NH 03244

September 2017 Highway Department Report

Custom Crushing finished up crushing in our pit with a total of 4,000 yards of 1.5" crush gravel. It is a great feeling having it to add to our gravel roads as needed. Field of Dreams has moved into the Eastern part of town for road side mowing. We have had some dry weather and has made a couple busy gravel roads a bit dusty. We added a little calcium to some areas. We had some pot holes come out in West Deering that we have filled. On our East Deering Road project, we completed the underdrain and cross culverts that were needed and started laying out the gravel. We have 2210' of the road graveling done and 5,300' of graveling to still do. Services were done on the backhoe and loader. We did repairs on the backhoe boom with the electric controls for the thumb. This has been a much-needed repair. With winter on its way, I will start getting the plow fronts out and on the trucks. Then go through the plows and make repairs if needed.

Brian Houghton

Road Agent

Please Sign In

Gale Tolman

Rong Tolman

Bonny LaValley

Danielle LaValley

C Her Bobb

Paul A

Vehicle #	Vehicle Description	Start	End	August Total
P1	2008 Ford F350	105,945	106,565 Miles	620
B1	2014 Cat 430IT Backhoe	1716.2	1,808.4 Hours	92.2
L1	2007 Komatsu 320 Loader	6181	6189 Hours	8
G1	2003 John Deere 772 Grader	11,130	11,221 Hours	91
T1	2011 Kenworth Dump	68,879	69,760 Miles	881
T2	2005 International Dump	137,057	137,258 Miles	202
T3	1999 International 6x6 Dump	19,593	19,593 Miles	0
T4	2001 International Dump	2,660	2,660 Hours	0
T5	2006 C5500 Chevy Dump	57,985	57,985 Miles	0