



## TOWN OF DEERING

### *Board of Selectmen*

762 Deering Center Road  
Deering, NH 03244

### **Meeting Minutes**

**November 5, 2020**

#### **Selectmen's Meeting**

Selectmen present: Bill Whisman, Allen Belouin, Rebecca Mitchell

The meeting was called to order at 1900.

Mr. Whisman made the motion to approve the consent agenda. Mr. Belouin seconded the motion. The vote was unanimous and so moved.

#### **Consent Agenda**

- |  |                           |                                |
|--|---------------------------|--------------------------------|
| a. Minutes for October 15 <sup>st</sup> & 28 <sup>th</sup> |                           |                                |
| b. Employee Payroll  | <b>Nov 4<sup>th</sup></b> | <b>\$13,344.50</b>             |
| c. AP ACH XFER   | <b>Nov 5<sup>th</sup></b> | <b>\$30.00</b>                 |
| d. AP Manifest   | <b>Nov 5<sup>th</sup></b> | <b>\$302,387.34 / \$844.70</b> |
| e. Timber Tax  |                           | \$82.22 / \$3,477.09           |
| f. County Tax Bill   |                           | \$229,539                      |

Mr. Whisman recognized all of the election workers and town staff whose hard work made for a smooth election. He also thanked his fellow Board members for being on hand during the election as well.

#### **NEW BUSINESS:**

##### **Review – Letter of Concern about TDS**

The Board reviewed correspondence from Stephen Walker on Clement Hill about the 1980 permission by the Town to allow Continental Telephone (now TDS) to bury phone cable in the road. Mr. Walker noted that the permission was not a formal permit or license and did not include maintenance or describe the permission as a length of time. The TA reported that the Highway crew encountered abandoned phone lines buried under Longwoods Road as well. The Board agreed to continue to monitor the situation.

##### **Police Department Budget**

The Board reviewed the Police Department budget with Police Chief Philibert (see attached). Cost increases within the budget are from part-time wages. Chief Philibert explained that he is looking to have 3 part-time officers working 20-hour weeks. That will increase overall coverage particularly on weekends and evenings. There will be less reliance on stand-by coverage. Increases in NH retirement employer contributions and health insurance pushed the budget marginally higher within their respective benefit categories.

##### **Benefit and Insurance Review**

The Board reviewed rate increases for Group II (police) from the NH retirement System – 30.09% to 32.99%. – and health insurance premium increase of 6.2%. The TA noted that the increase is slated to

take effect July 1<sup>st</sup>, 2021. The increase for Worker's Comp insurance is \$1,185, no change in unemployment compensation, and a \$1,311 dollar increase in property liability insurance.

### **Conservation Brush Hog Bid for Carew Hill**

The Board reviewed a single bid for the brush hog work on Carew hill from Fieldworks of NH for \$925. Mr. Samuels spoke for the need, given the lateness of the season, to have the brush hogging completed as soon as possible. Mr. Whisman made the motion to accept the bid from Fieldworks of NH in the amount of \$925 pending submittal of the requisite W-9 and proof of insurance. Ms. Mitchell seconded the motion. The vote was unanimous and so moved.

### **Tax Rate Setting**

The Board reviewed the provisional rate (see below).

Municipal	\$ 6.80
County	\$ 0.96
Local Education	\$15.30
State Education	<u>\$ 1.75</u>
<b>Total</b>	<b>\$24.81</b>

The TA reported that the lower rate is the result of the town's valuation of \$239M and explained that major revenues received from the state like the highway block grant and meals and rooms will be severely impacted next year because of the pandemic. The highway block grant is predicated on the gas tax. With fewer people driving there is less gas being sold so tax receipts are in decline. With fewer people eating out, and an overall decrease in tourism, the meals and rooms tax receipts are also in decline. This year the state funded municipal revenue sharing. It is not slated to be included in the next biennium budget. With that in mind the Board directed the TA to complete the tax rate process as presented above.

### **Assessing / Revaluation Bid**

The Board opened and reviewed two bids submitted by Avitar Associates of New England and George E. Sansoucy. While the bid was for a five-year cyclical revaluation it appeared that the Sansoucy bid was to assess utility property only. The Board directed the TA to review the bids and report back to them.

### **Other Business**

The Board reviewed their schedules and determined that they were available to interview a candidate for the assistant town clerk's position on Saturday at 0900.

### **Non-Public Session – RSA 91-A:3 II(b)**

Interview of Part-time Officer candidate

Mr. Whisman made the motion to enter nonpublic session under RSA 91-A:3 II(b) to interview a candidate for the position of part-time police officer. Ms. Mitchell seconded the motion. The vote was unanimous and so moved. Roll call vote: Allen Belouin, Aye; Rebecca Mitchell, Aye; Bill Whisman.

The Board entered nonpublic session at 2000.

The Board reconvened in public session at 2025.

Mr. Whisman made the motion to hire Norman Parker at a rate of pay of \$20 per hour subject to a probationary period of 6 months. Ms. Mitchell seconded the motion. The vote was unanimous and so moved.

Ms. Mitchell asked if she could resume attending Board meeting's remotely using zoom. Given the increase in cases of the virus she voiced concerns about potential exposure and her need to reduce that risk to preserve family member safety. The Board agreed.

There being no further business Mr. Belouin made the motion to adjourn the meeting. Ms. Mitchell seconded the motion. The vote was unanimous and so moved. The meeting adjourned at 2050.

Respectfully Submitted,

\s\ Russell McAllister  
Town Administrator

Account Number	Description	Budget 2020	Budget 2021	\$ Diff	% Diff
01.4210.30.110	Police - F/T Wages	112,200.00	\$ 115,299.20	3,099.20	2.76%
01.4210.30.111	Police - P/T Wages	55,000.00	\$ 73,167.80	18,167.80	33.03%
01.4210.30.113	Police - On Call Wages	6,700.00	\$ 6,700.00	-	0.00%
01.4120.30.115	Police - Admin Assistant	10,500.00	\$ 11,592.16	1,092.16	10.40%
01.4210.30.129	Police - Grant Funded Overtime Wages	5,000.00	\$ 2,000.00	(3,000.00)	-60.00%
01.4210.30.130	Police - Overtime Wages	2,500.00	\$ 2,500.00	-	0.00%
01.4210.30.131	Police - Detail Wages	5,000.00	\$ 5,000.00	-	0.00%
01.4210.30.210	Police - Health Insurance	32,319.50	\$ 32,319.50	(0.00)	0.00%
01.4210.30.220	Police - FICA	3,410.00	\$ 5,255.12	1,845.12	54.11%
01.4210.30.221	Police - Medicare	2,424.40	\$ 2,900.86	476.46	19.65%
01.4210.30.230	Police - Retirement	35,452.21	\$ 35,555.34	103.13	0.29%
01.4210.30.290	Police - Life/Disability Insurance	2,000.00	\$ 2,000.00	-	0.00%
01.4210.30.340	Police - Prosecution	19,500.00	\$ 19,400.00	(100.00)	-0.51%
01.4210.30.345	Police - Animal Control	500.00	\$ 500.00	-	0.00%
01.4210.30.350	Police - Training & Certification	4,500.00	\$ 4,500.00	-	0.00%
01.4120.30.399	Police - Professional Services	24,200.00	\$ -	(24,200.00)	-100.00%
01.4210.30.402	Police - Vehicle Fuel	9,000.00	\$ 9,000.00	-	0.00%
01.4210.30.410	Police - Postage	100.00	\$ 100.00	-	0.00%
01.4210.30.420	Police - Telephone	3,500.00	\$ 3,500.00	-	0.00%
01.4210.30.430	Police - Mobile Phone	1,750.00	\$ 1,750.00	-	0.00%
01.4210.30.445	Police - Uniforms	3,000.00	\$ 3,000.00	-	0.00%
01.4210.30.450	Police - Software	700.00	\$ 700.00	-	0.00%
01.4210.30.470	Police - Office Supplies	1,250.00	\$ 1,250.00	-	0.00%
01.4210.30.480	Police - Dues & Subscriptions	550.00	\$ 550.00	-	0.00%
01.4210.30.493	Police - Youth Programs (Explorers)	1,000.00	\$ 1,000.00	-	0.00%
01.4210.30.499	Police - Other Supplies	1,000.00	\$ 1,000.00	-	0.00%
01.4210.30.610	Police - New Equipment	4,000.00	\$ 4,000.00	-	0.00%
01.4210.30.620	Police - Equipment Maintenance	1,500.00	\$ 1,500.00	-	0.00%
01.4210.30.630	Police - Vehicle Maintenance/Repairs	3,500.00	\$ 4,000.00	500.00	14.29%
01.4210.30.720	Police - Witness Reimbursement	200.00	\$ 200.00	-	0.00%
		<b>352,256.11</b>	<b>350,239.98</b>	<b>(2,016.13)</b>	<b>-0.57%</b>
01.4299.30.391	Other Public Safety - Police Dispatch	19,000.00	\$ 19,000.00	-	
	Police Department Equipmentn Trust fund		5,000.00		



# **POLICE DEPARTMENT**

**TOWN OF DEERING**

**762 Deering Center Road**

**Deering, NH 03244**

**Mark J. Philibert, Chief of Police**

(603) 464-3600 (dispatch) (603) 464-3127 (office) (603) 464-2677 (fax)

Email: [policechief@deering.nh.us](mailto:policechief@deering.nh.us) or [police@deering.nh.us](mailto:police@deering.nh.us)

**01.4210.30.110 Police - F/T Wages FY2020 112200.00 FY2021 115299.20**

**Difference of: 3099.20**

This difference is due to the amount paid to Philibert and Davy rather than Pushee and Bell. Also taking into account that both Pushee and Bell retired. This does include 3% raise after employee reviews FY 2021.

**01.4210.30.111 Police - P/T Wages FY2020 55000.00 FY2021 73167.80**

**Difference of: 18167.80**

The increase shown here reflects the addition of a third part-time officer and 3% raises after employee reviews. Adding the third officer will also increase part-time coverage by approximately 20 hours.

**01.4210.30.113 Police - On Call Wages FY2020 6700.00 FY2021 6700.00**

**Difference of: 0.00**

No change. This number is based on 2800 hours of on-call time at the rate of \$2.50 an hour. With the added officers this number may be reduced in future years.

**01.4120.30.115 Police - Admin Assistant FY2020 10500.00 FY2021 11592.16**

**Difference of: 1092.16**

The increase reflects a 3% raise after her review FY 2021.

**01.4210.30.129 Police - Grant Funded Over Time FY2020 5000.00 FY2021 2000.00**

**Difference of: -3000.00**

The change represented here is to reflect that Deering did not qualify for any grant funded over time. However, in previous years the state of NH has often opened new grants or loosened restrictions on current grants of this type partway through the FY. I would like to significantly reduce this line but also keep the \$2000.00 to be utilized in the event a grant becomes available FY 2021.

**01.4210.30.130 Police - Overtime Wages FY2020 2500.00 FY2021 2500.00**

**Difference of: 0.00**

No change. We will likely remain within the amount listed.

**01.4210.30.131 Police - Detail Wages    FY2020 5000.00    FY2021 5000.00**

**Difference of: 0.00**

No change. FY 2020 we only used \$665.28 from this line. However, in the past this line has come close to 0. I would like to keep the \$5,000 to cover potential details that can come up such as Eversource details do to damaged powerlines or utility poles and the possibility of outside agencies reaching out to Deering to have officers cover details in other communities.

**01.4210.30.210 Police - Health Insurance FY2020 32319.50    FY2021 32319.50**

**Difference of: 0.00**

No change.

**01.4210.30.220 Police – FICA    FY2020 3410.00    FY2021 5255.12**

**Difference of: 1845.12**

This increase is due to adding additional part-time officers.

**01.4210.30.221 Police – Medicare    FY2020 2424.40    FY2021 2900.89**

**Difference of: 476.46**

This increase is due to adding additional part-time officers.

**01.4210.30.230 Police – Retirement    FY 2020 35452.21    FY2021 35555.34**

**Difference of: 103.13**

The cost of Group II Police Retirement is increasing causing the increase to this line. Raising from .2843% to .3300%.

**01.4210.30.290 Police - Life/Disability Insurance    FY2020 2000.00    FY2021 2000.00**

**Difference of: 0.00**

No change

**01.4210.30.340 Police – Prosecution    FY2020 19500.00    FY2021 19400.00**

**Difference of: -100.00**

The new and recently agreed upon contract with the prosecutor left us with a savings of approximately 100 dollars.

**01.4210.30.345 Police - Animal Control    FY2020 500.00    FY2021 500.00**

**Difference of: 0.00**

No change.

**01.4210.30.350 Police - Training & Certification    FY2020 4500.00    FY2021 4500.00**

**Difference of: 0.00**

No change. This is sufficient money to cover all trainings that take place outside of this department.

**01.4120.30.399 Police - Professional Services    FY2020 24200.00    FY2021 0.00**

**Difference of: -24200.00**

This line is no longer needed.

**01.4210.30.402 Police - Vehicle Fuel    FY2020 9000.00    FY2021 9000.00**

**Difference of: 0.00**

No change. Estimated cost per quarter in fuel when the department is fully staffed is \$2,250.00. \$2,250.00 is approximately 750 gallons at the average price of \$3.00 a gallon. \$2,250.00 a quarter or \$9,000.00 a year is an appropriate estimation.

**01.4210.30.410 Police – Postage    FY2020 100.00    FY2021 100.00**

**Difference of: 0.00**

No change.

**01.4210.30.420 Police – Telephone    FY2020 3500.00    FY2021 3500.00**

**Difference of: 0.00**

No change.

**01.4210.30.430 Police - Mobile Phone    FY2020 1750.00    FY2021 1750.00**

**Difference of: 0.00**

No change.

**01.4210.30.445 Police – Uniforms    FY2020 3000.00    FY2021 3000.00**

**Difference of: 0.00**

No change. Although this line was over drawn FY 2020, I do not feel we need to increase the amount. I hope we will not be outfitting 2 new officers this year and should only be purchasing uniforms for one part-time officer.

**01.4210.30.450 Police – Software    FY2020 700.00    FY2021 700.00**

**Difference of: 0.00**

No change. This covers all CRIMESTAR system fees.

**01.4210.30.470 Police - Office Supplies    FY2020 1250.00    FY2021 1250.00**

**Difference of: 0.00**

No change.

**01.4210.30.480 Police - Dues & Subscriptions    FY2020 550.00    FY2021 550.00**

**Difference of: 0.00**

No change.

IACP Annual Dues \$190.00

2019-2020 Law Books \$54.00

NESPIN Dues \$100.00

NH Association of Chiefs of Police Dues \$175.00

*(Total \$519.00)*

**01.4210.30.493 Police - Youth Programs (Explorers)    FY2020 1000.00    FY2021 1000.00**

**Difference of: 0.00**

No change.

**01.4210.30.499 Police - Other Supplies    FY2020 1000.00    FY2021 1000.00**

**Difference of: 0.00**

No change. This line covers various types of supplies the department uses during its day to day operation such as cameras, memory cards, game cameras hand sanitizer and ID cards.

**01.4210.30.610 Police - New Equipment    FY2020 4000.00    FY2021 4000.00**

**Difference of: 0.00**

No change. I would like to use this line to begin purchasing new portable radios. The department currently has out dated portable radios that Motorola stopped making parts for years ago.

**01.4210.30.620 Police - Equipment Maintenance    FY2020 1500.00    FY2021 1500.00**

**Difference of: 0.00**

No change. Although we were lucky in 2020, I do anticipate certain equipment to begin breaking down. Specifically, our departments portable radios. This line also covers unknown equipment repairs associated with police radios in the vehicles and radar equipment.

**01.4210.30.630 Police - Vehicle Maintenance/Repairs    FY2020 3500.00    FY2021 4000.00**

**Difference of: 500.00**

A large amount of this line was used bringing it down to approximately \$500 primarily due to a motor vehicle accident that took place with the 2017 cruiser. With the addition of the 2020 Interceptor I am asking for an increase of \$500. It should be noted that parts for the 2020 model are more expensive specifically exhaust and oil pans.

**01.4210.30.720 Police - Witness Reimbursement    FY2020 200.00    FY2021 200.00**

**Difference of: 0.00**

No change.

**01.4299.30.391 Other Public Safety - Police Dispatch    FY2020 19000.00    FY2021 19000.00**

**Difference of: 0.00**

No change.

**Police Department Equipment Trust fund    FY2021 3700.00**

Motorola APX 6000 Portable radio.