



TOWN OF DEERING

Board of Selectmen

762 Deering Center Road
Deering, NH 03244

Meeting Minutes

December 17, 2020

Selectmen's Meeting

Selectmen present: Bill Whisman, Allen Belouin, Rebecca Mitchell

The meeting was called to order at 1900 via video teleconferencing because of the COVID-19 public health crisis and Governor Sununu's emergency order #12 pursuant to Executive order 2020-04 which authorizes the Board of Selectmen to meet electronically.

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

Motion to approve the Consent Agenda:

- | | | |
|---|----------------------------|----------------------------------|
| a. Minutes for December 3 rd | | |
| b. Employee Payroll | Dec 9th | \$15,923.28 |
| c. Employee Payroll | Dec 16th | \$17,671.47 |
| d. FD Monthly Payroll | Dec 9th | \$6,134.17 |
| e. AP ACH XFER | Dec 17th | |
| f. AP Manifest | Dec 17th | \$139,558.97 |
| g. Tax Refund | 228-062-000 | \$7,297.00 |
| h. Trust Fund XFER | | \$99,885.30 / \$13,170.00 |

NEW BUSINESS:

Library

Library Trustee Betsy Holmes briefed the Board members on the status of library operations and projects. Ms. Holmes explained that the library building had received historical status and a sign designating the building as such was set to be installed. Ms. Holmes asked if the Highway Department might have extra sign posts that can be used to affix the signage to.

Ms. Holmes next briefed the membership on the need for maintenance to the building such as shingling the roof, removing the chimney, and shoring up the roof from the interior. While the work is expected to cost a few thousand dollars Ms. Holmes was unsure about purchasing policy. Because the cost of the work is estimated to be under five thousand dollars, issuing an RFP per the Town's purchasing policy, is not necessary. Soliciting several written quotes from qualified firms for the work is sufficient.

The Library Trustees are interested in having the building available for public use and installing a propane heating system in the style of an old cast iron stove is under consideration. To pay for the purchase and installation the Trustees are reviewing the possibility of submitting a Moose Plate grant. Ms. Holmes inquired about the insurance ramifications of expanded use. The TA agreed to contact Primex, the Town's insurer.

Given that the Trustees are looking to increase the use of the building Ms. Holmes suggested that a walkway be installed from the Town Hall parking lot to the library to facilitate ease of access. Ms. Holmes also reported that the Trustees, through a generous gift, are using software to catalogue Deering's historical items many of which have been donated by Tom Copadis.

Fire Department Budget

Fire Chief Dan Gorman reviewed the proposed budget with the Board members (see attached). Chief Gorman explained that the \$15,000 increase for the ambulance per diem wages is the result of salary adjustments that respond to a more competitive market place for qualified EMS staff. After further discussion concerning total number of hours worked the amount was lowered to \$10,400. Because of the COVID virus the ambulance is being staffed on the weekends. The cost of ambulance availability is funded through stipends so that EMS staff remain available for call out on the weekends. The Board thought it appropriate to create a stipend line item under ambulance rather than fund that same line item under the fire department. The TA agreed to do so. Other items adjusted in the fire portion of the budget included \$1,000 deductions in new equipment and vehicle maintenance. Those adjustments are reflected on the attached worksheet. Chief Gorman reported that the original quoted cost to replace the 8 SCBA's was \$90,000, but the vendor extended some discounts and the cost is now \$60,000.

Assessing Bid

The TA reported that Avitar offered to reduce their quote from \$130,236 to \$124,536, a decrease of \$5,700.. The Board accepted the reduced amount.

NHMA Guidance for Town Meeting

The TA provided the most recent guidance for holding a virtual Town Meeting issued by the NHMA. It was noted that the Town Moderator will determine the way forward.

CIP Funding

Mr. Whisman asked to review the CIP budget at the next meeting. Other Board members concurred.

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

Mr. Whisman made the motion to enter into non-public session under RSA 91-A:3 II (a) (b) to review applications for FD candidates and to discuss an employee review. Mr. Belouin seconded the motion. The vote was unanimous and so moved. Roll call vote: Allen Belouin, Aye; Rebecca Mitchell, Aye; Bill Whisman.

The Board entered non-public session at 2000.

The Board reconvened into public session at 2023.

The Board expressed some concern with the weekend ambulance stipend program because there have been instances where there is a per diem staff working at the station while an on call (stipend) paid staff is available in Town. This leaves a single individual responding to a call with the ambulance in the hope that the on-call staff member arrives at the location. The Fire Chief agreed to review the weekend staffing.

There being no further business Mr. Whisman made the motion to adjourn the meeting. Ms. Mitchell seconded the motion. The vote was unanimous and so moved. The meeting adjourned at 2031.

Respectfully Submitted,

\s\ Russell McAllister
Town Administrator

Account Number	Description	Budget 2020	Budget 2021	\$ Increase	% Increase
01.4215.31.111	Ambulance - P/T Per Diem Wages	\$ 60,000.00	\$ 70,400.00	\$ 10,400.00	17.33%
01.4215.31.113	Ambulance - On Call Wages	\$ 15,000.00	\$ 15,000.00	\$ -	0.00%
01.4215.32.114	Fire - Stipends	\$ -	\$ 5,200.00		
01.4215.31.220	Ambulance - FICA	\$ 4,650.00	\$ 5,617.20	\$ 967.20	20.80%
01.4215.31.221	Ambulance - Medicare	\$ 1,087.50	\$ 1,313.70	\$ 226.20	20.80%
01.4215.31.290	Ambulance - Life/Disability Insurance	\$ 450.00	\$ 450.00	\$ -	0.00%
01.4215.31.350	Ambulance - Training & Certification	\$ 6,000.00	\$ 6,000.00	\$ -	0.00%
01.4215.31.390	Ambulance - Paramedic Intercepts	\$ 1,750.00	\$ 1,750.00	\$ -	0.00%
01.4215.31.395	Ambulance - Billing	\$ 3,000.00	\$ 3,000.00	\$ -	0.00%
01.4215.31.402	Ambulance - Vehicle Fuel	\$ 2,400.00	\$ 2,400.00	\$ -	0.00%
01.4215.31.420	Ambulance - Telephone	\$ 1,100.00	\$ 1,100.00	\$ -	0.00%
01.4215.31.430	Ambulance - Mobile Phone	\$ 1,100.00	\$ 1,100.00	\$ -	0.00%
01.4215.31.445	Ambulance - Uniforms	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%
01.4215.31.470	Ambulance - Office Supplies	\$ 500.00	\$ 650.00	\$ 150.00	30.00%
01.4215.31.499	Ambulance - Other Supplies	\$ 3,000.00	\$ 3,000.00	\$ -	0.00%
01.4215.31.620	Ambulance - Equipment Maintenance	\$ 4,000.00	\$ 4,000.00	\$ -	0.00%
01.4215.31.630	Ambulance - Vehicle Maintenance	\$ 5,000.00	\$ 5,000.00	\$ -	0.00%
	FUNCTION: AMBULANCE - 4215	\$ 111,037.50	\$ 127,980.90	\$ 16,943.40	15.26%
01.4220.32.111	Fire - Fire Chief's Wages	\$ 40,000.00	\$ 40,000.00	\$ -	0.00%
01.4220.32.113	Fire - On Call Wages	\$ 17,500.00	\$ 17,500.00	\$ -	0.00%
01.4220.32.114	Fire - Stipends	\$ -	\$ -	\$ -	
01.4220.32.220	Fire - FICA	\$ 3,565.00	\$ 3,565.00	\$ -	0.00%
01.4220.32.221	Fire - Medicare	\$ 833.75	\$ 833.75	\$ -	0.00%
01.4220.32.290	Fire - Life/Disability Insurance	\$ 450.00	\$ 450.00	\$ -	0.00%
01.4220.32.350	Fire - Training & Certification	\$ 6,500.00	\$ 6,500.00	\$ -	0.00%
01.4220.32.385	Fire - Forestry	\$ 1,000.00	\$ 1,200.00	\$ 200.00	20.00%
01.4220.32.401	Fire - Heating Fuel	\$ 6,000.00	\$ 6,000.00	\$ -	0.00%
01.4220.32.402	Fire - Vehicle Fuel	\$ 3,000.00	\$ 3,000.00	\$ -	0.00%
01.4220.32.405	Fire - Electricity	\$ 5,000.00	\$ 5,000.00	\$ -	0.00%
01.4220.32.420	Fire - Telephone	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%
01.4220.32.430	Fire - Mobile Phone	\$ 2,800.00	\$ 2,000.00	\$ (800.00)	-28.57%
01.4220.32.470	Fire - Office Supplies	\$ 500.00	\$ 650.00	\$ 150.00	30.00%
01.4220.32.480	Fire - Dues & Subscriptions	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%
01.4220.32.493	Fire - Youth / Programs	\$ 1,200.00	\$ 1,200.00	\$ -	0.00%
01.4220.32.610	Fire - New Equipment	\$ 9,500.00	\$ 9,000.00	\$ (500.00)	-5.26%
01.4220.32.620	Fire - Equipment Maintenance	\$ 8,000.00	\$ 7,000.00	\$ (1,000.00)	-12.50%
01.4220.32.630	Fire - Vehicle Maintenance/Repairs	\$ 5,000.00	\$ 5,000.00	\$ -	0.00%
01.4220.32.655	Fire - Building Maintenance & Repairs	\$ 8,000.00	\$ 8,000.00	\$ -	0.00%
		\$ 122,348.75	\$ 120,398.75	\$ (1,950.00)	-1.59%
	Total	\$ 233,386.25	\$ 248,379.65	\$ 14,993.40	6.42%
01.4299.32.391	Other Public Safety - Fire Dispatch	\$ 18,000.00	\$ 20,561.00	\$ 2,561.00	14.23%
	Warrant Article for 9 new SCBA's		\$ 60,000.00		