

TOWN OF DEERING

762 Deering Center Road
Deering, NH 03244

Board of Selectmen Final Meeting Minutes Thursday, October 5, 2023 6:30 P.M.

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

Opening of the Meeting by the Chair at 6:38pm

Item 1: Request for Non-Public Session Per RSA per 91-A:3 II (c) & (d)

Chair Smith made a motion to go into Non-Public Session at 6:40pm per RSA 91 A-3, II, (c) & (d). Seconded by Selectman Watson.

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

The Board of Selectman came out of Non-Public Session at 7:08pm

Pledge of Allegiance

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

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

Chair Smith announced the appointment of Brett Martin as Interim Road Agent.

NEW BUSINESS

Item 1: Consent Agenda Acceptance including Manifest for Payroll 9/25/2023 - \$11,845.03 & 10/4/2023 - \$11,295.91; AP 10/3/2023 - \$421,663.23.

- Nomination of Gary J. Samuels as representative of the Local River Advisor Committee (Piscataquog River)
- Appointment of Gregory M. Sereni as a member of the Deering Conservation Commission.
- Notice of Intent to Cut Timber – Carrie Basha

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

APPOINTMENTS

Item 2: Monica Thibault-Comcast Representative

- **Broadband service to unserved addresses**

Monica Thibault from Comcast approached the Board about a broadband matching grant initiative and needs the town to formally support it so they can move forward. She said there are only a handful of residents that qualify in Deering for this funding.

Selectman Watson asked what it looks like to bring service to these residents.

M. Thibault answered it will depend and takes 6-12 months.

Selectman Watson made a motion to endorse the application of Comcast Cable Communications, LLC (“Comcast”) to the New Hampshire Broadband Matching Grant Initiative (“BMGI”) to provide broadband service to unserved locations in Deering. Seconded by Chair Smith. Motion Passed 3-0.

- **Update of previous request for Road excavations for improved local service**

Comcast representatives were also there to talk about their previous request for installing underground cables off Route 149 then to Dickey Hill Road and ending on Tubbs Hill Road.

Interim Road Agent Martin voiced his concerns about putting concrete structures on a dirt road and said he would like to spend some time with Comcast walking the road.

A discussion ensued as well as more explanation on the revised plans they presented.

Interim Road Agent Martin requested that the top of the pipe be buried 36” underground and would still like to walk the road with them.

They asked if there would be leeway with doing the project after November 1st.

Chair Smith said she would like to see updated plans once Interim Road Agent Martin walks the road with them.

TA Flynn suggested an early morning meeting next week to approve the updated plans.

Chair Smith asked the Board if she could attend the walk of the road.

Selectmen Watson and Selectman Diers did not have an issue with that.

Item 3: Brett Martin-Highway Department Interim Road Agent

- **Loader repair**

Interim Road Agent Martin recommended that fixing the loader is the best option since the loader that they would prefer to purchase is at least 12-14 months out. He was told \$30,000 for the repair is the worst case scenario and rental if needed could cost about the same.

Chair Smith recommended spending those expenses out of the Highway Equipment Maintenance Line.

It was discussed to have the loader repaired, rent one if needed and to then submit the purchase of a new loader to the Capital Improvements Program.

Chair Smith made a motion to approve up to \$35,000 towards the repair of the loader and expend it out of the Highway Equipment Maintenance Line. Seconded by Selectman Watson. Motion Passed 3-0.

Interim Road Agent Martin distributed a request and pricing for a 24' Tall Moldboard for the Motorgrader with a loose Carbide edge and hardware. The cost of this including trading in our current 12' Moldboard is \$5,500. He explained this is a very good deal.

Chair Smith made a motion to approve the expenditure of a 24 x 14 tall Moldboard for \$5,500 with trade-in to be expended out of the Highway Budget. Seconded by Selectman Watson. Motion Passed 3-0.

Chair Smith asked Interim Road Agent Martin if he knew anything about the reflective signs and cones that the previous Road Agent wanted and received a quote for?

Interim Road Agent Martin answered that he did not.

Chair Smith asked him to look at the quote and find out if they are needed as well as look at what is needed for an exhaust system in the Highway Garage and report back to the Board.

- Discussion- Proposed reimbursement for CDL tuitions for new hires

TA Flynn reminded the Board that previously Meagen Kerris, Finance Coordinator came to them to discuss an incentive plan to reimburse for CDL licenses but nothing was ever formally adopted. He said there was a policy in front of them that he would like to call a first reading of it.

Selectman Diers made a motion to move the Training Agreement for Highway Truck Driver/Operator/Loader CDL Policy to a second reading. Seconded by Selectman Watson. Motion Passed 3-0.

Selectmen Diers asked what the paving schedule was?

Interim Road Agent Martin said Advanced will be doing the shoulder work at Longwoods and at this point they will only be doing hand patching, not other paving will be done this year.

Item 4: Doug Connor – Fire Department Assistant Chief

- Proposed Role (Head of EMS Operations) and Job Description

Assistant Chief Connor said he sat down with the current Chief and talked extensively about the need for this position and he is all for it.

Chair Smith said she has not seen an organizational chart of the Fire Department as well as job descriptions and SOGs.

A discussion ensued regarding conflict of interest.

Chair Smith suggested sending the job description to the Town Attorney.

Assistant Chief Connor requested a copy of what the Town Attorney says.

Chair Smith said she would like to have the Town Attorney give specifics of what is ok and what is not ok for the new job description.

Assistant Chief Connor mentioned the potential bad weather for Safety Day and hoped to post pone it.

Selectman Watson agreed and wanted to ask the Board to post pone it 1 or 2 weeks.

OLD BUSINESS

Item 5: Second Reading - Budget Process & BOS Budget Advisory Committee Charge; suggested Budget Meeting Schedule

Chair Smith asked if anyone had any questions.

Selectman Watson said it has potential to solve communication issues and become a durable policy.

There was a discussion regarding the schedule of the meetings.

Steve Fogelson, current BAC member thanked the Chair Smith for putting the policy together. He asked what the deliverable of the BAC is?

Chair Smith answered an actual budget.

S. Fogelson voiced his concern with the changes and thinks figuring out the tax impact is adding another duty to the BAC. He said that other Town's do not have an ex-officio on the BAC and that might be inappropriate to do so.

Further discussion on the policy and the number of members on the BAC continued.

Selectman Watson made a motion adopt the Town of Deering Board of Selectmen Budget Advisory Committee Charge (as amended) and the Budget Process. Seconded by Selectman Diers. Motion Passed 3-0.

Item 6: Building Permit Status Update – Codman Hill Road (Tax Map/Lot 243-12)

Chair Smith said the original building permit was issued September 22, 2022 and she would like to find out what the process is now.

Jeff Dutton asked the Board for an update on the berm that was removed and has not been put back.

Chair Smith asked Interim Road Agent Martin how much it would cost to put the berm back?

Interim Road Agent Martin answered approximately \$1,000-\$1,500.

Chair Smith asked TA Flynn to research the process of billing the person that removed the berm.

Item 7: Review & adopt public and nonpublic minutes of 9/21/2023

Chair Smith made a motion to approve the September 21, 2023 public and non-public minutes as presented Seconded by Selectman Watson. Motion Passed 3-0.

OTHER BUSINESS

Item 8: Town Administrators Report

1. Continued to improve management situation at Highway Department with Interim Road Agent Brett Martin.
2. Followed through with purchase of new Highway Truck.
3. Followed through with purchase of new Fire Department/EMS Ambulance
4. Communicated with Asst. Chief Doug Connor and Chief designee Bob Richards – Re: Pre-Demolition Fire Department Training at His Mansion facility.
5. Processed agreement for Interim Road Agent.
6. Consulted with Finance Coordinator to update Debit Card Policy to reflect Gas Boy Account.

Item 9: Selectmen's Reports

Selectman Diers said he took a ride to Codman Hill to check on what was happening there. He also said the Highway Department. Has been visible which is very positive.

Selectman Watson said he would like to suggest rescheduling Safety Day to the 21st. By consensus, the Board agreed. He gave a shout out to Tim Finn, member of the Conservation Commission that collected all of the trash o roadside clean-up day.

Chair Smith nominated Selectman Watson to head-up Safety Day. Selectman Watson agreed.

Chair Smith requested that ideas and questions be allowed to be sent out to the subscribers of the website.

Item 10: Public Comment (MAXIMUM-3 Minutes)

The Board always welcomes public comment and feedback. This is the only opportunity for public comment. If there is any need for the board's response a request should include an appointment on a future agenda, to include supporting documentation. Forward your request to the Town Administrator at least five business days beforehand. When speaking please state your name and address.

There was no public comment.

Item 11: If Needed-Non-Public per RSA 91-A:3, II

None needed.

Selectman Diers suggested getting bids on painting the handrails at Town Hall.

Chair Smith requested the following items be on the next agenda under Old Business.

- Building Permit Status update
- Building railing
- CDL Policy

Chair Smith made a motion to adjourn the meeting at 9:55pm. Seconded by Selectman Diers. Motion passed 3-0.

Respectfully Submitted,

Wendy Baker

Wendy Baker
Recording Secretary