

TOWN OF DEERING

762 Deering Center Road
Deering, NH 03244

Board of Selectmen
Final Meeting Minutes
Thursday, November 16, 2023
7:00 P.M. – Public Session

Members Present: Chair Jill Smith and Selectman Roy Watson

Opening of the Meeting by the Chair at 7:00pm

Pledge of Allegiance

Item 1: Consent Agenda

- Payroll – 11/8/23 Weekly (\$9,011.32), Monthly (\$2,645.47) and 11/15/23 Weekly (\$9,501.04)
- Accounts Payable – \$74,916.96
- Brian Fogg Engagement Agreement for Appraisal/Consulting Services

Selectman Watson made a motion to approve the items in the Consent Agenda. Seconded by Chair Smith. Motion Passed 2-0.

Chair Smith announced that Town Clerk/Tax Collector Carol Baker has announced that she will not be running for her position in March. She thanked her for her service and said she was sad to see her leave.

Item 2: *Town Clerk/Tax Collector – Carol Baker*

- Tax Deed Properties Update

Town Clerk/Tax Collector Carol Baker gave the Board an update on Map 242 Lot 3 that the owners sale of the property fell through but they have another sale and closing scheduled.

Chair Smith asked the status of the 3 other properties up for tax deed (Map 208-11 Lots 63,7 & 107).

C. Baker answered that it would need to go to Town Counsel if the Board decided they wanted to take them to small claims court.

Chair Smith asked Interim TA Kerris to follow-up and contact Town Counsel for advice.

- Transfer Station Sticker Request

Chair Smith brought up the request from the Hillsborough Transfer Station regarding dump stickers being handed out through the Town Clerk/Tax Collector's Office.

C. Baker said she was disappointed that Hillsborough didn't communicate what they wanted to do before putting it out to the public. She said it is in their own Town Ordinance that the Transfer station gives out the stickers. She also said that asking the Town Clerk/Tax Collector's office is not appropriate because the office is set-up to operate under State Law.

Interim TA Kerris suggested C. Baker write a letter as well as a follow-up to that from the Selectmen.

Chair Smith asked Interim TA Kerris to put together a letter.

- Town Clerk/Tax Collector salary budgeting clarification

Chair Smith said C. Baker sent a letter regarding the calculation on last year's raise and whether it should have started right after Town Meeting or on July 1st.

Interim TA Kerris sent the question to the Department of Revenue Administration and has not heard back yet.

Chair Smith wanted to make sure C. Baker knew they were working on getting an answer.

OLD BUSINESS

Item 3: Petition for Special Meeting – Status update

Interim TA Kerris said she sent a letter to Town Counsel asking for the process and timeline to follow. She said they did respond with what is needed to be done. Now she said she will reach out to the Supervisors of the Checklist and the Moderator.

Chair Smith said since this is not a monetary warrant article it is a shorter process.

Item 4: Third Reading – Snow Plow Contract

Interim Road Agent Martin said he made the suggested changes and most were on Attachment A.

Chair Smith asked when they anticipate a weather event, what is the trigger?

Interim Road Agent Martin said they can gage if it is going to be an AM or PM event and then when they get the call to come, they have an hour to get to the garage.

Chair Smith asked if the one hour response time should be added to the contract?

Interim Road Agent Martin said yes, he can add wording as follows: "contractor is expected to report and begin work within one (1) hour of the call."

Chair Smith asked if Town Counsel should review the contract?

Interim TA Kerris suggested having Primex review it.

Selectman Watson made a motion to approve publication of the Snow Plow Contract with amendments as discussed and conditional upon liability review from Primex. Seconded by Chair Smith. Motion Passed 2-0.

Interim Road Agent Martin said that Selectman Diers reached out to his contact at Gates for the hydraulic hose equipment and they have provided a new estimate and great offer. He said this offer is for all of the materials for \$5,623.56 and they will give the equipment at no charge. With this deal if there are any materials they do not need, they can return or exchange them.

Chair Smith asked where he felt funding could come from?

Interim Road Agent Martin answered that it could come from his current budget.

Chair Smith made a motion to approve the quote from Gates for hydraulic hose materials for \$5,623.56 to be funded from the Highway New Equipment Line. Seconded by Selectman Watson. Motion Passed 2-0.

Chair Smith asked for the status of Wolf Hill Signage and Longwoods and Holten Crossing shoulder work?

Interim Road Agent Martin answered that the signs were installed earlier this week and it was the first job done with the new truck. He also reported that the shoulder work for Longwoods and Holten Crossing was completed today.

Item 5: *Quote Review* – Town Hall Exterior Railing Repair & Painting Project

Chair Smith asked if Interim TA Kerris was able to get more information from Noonan?

Interim TA Kerris answered that she has not heard back from them.

OTHER BUSINESS

Item 6: *Minutes Approval* – 11/2/23 (Public & Nonpublic); 11/9/23

Selectman Watson made a motion to approve the November 2, 2023 public and non-public and November 9, 2023 public minutes as presented Seconded by Chair Smith. Motion Passed 2-0.

Item 7: Interim Town Administrator Updates

- Job postings for Road Agent, Police Officers, and Town Administrator have been sent off to NHMA for posting. I have also added Police Officers and Town Administrator to the website. Abbreviated ads will be sent to The Messenger next week.
- Codman Hill – Mr. Super replied to an e-mail our Assessing Clerk (Nicole) sent him and he said all communication will now go through his lawyer. I have e-mailed the Lawyer a copy of the letter mailed to Mr. Super and Ms. Cahoon.
- We did not hear back from the resident on East Deering Rd. regarding the fence that is located in the right of way.
- We're waiting for our audit report from Plodzik & Sanderson. On our end, we've completed all of the work.
- It was suggested to look into additional microphones for streaming. I have looked into this. Our current system can carry 2 additional microphones. Any more would require an updated system. She also said rechargeable batteries were purchased for the current microphones.
- Don Stokes with Eversource came in for a visit with me this week. They will be working with the Planning Board on a project they will be doing in 2024. They will be replacing some fixtures on some of the poles. The project starts in Hillsboro and runs through to Weare. I will be putting together a post for the website so that people will be informed.

They have sent out letters to abutters and they are also going door to door. This is in the very beginning stages.

- NH-ROC has been working with the residents of Longwood's Mobile Home Park. They have officially formed a Co-op called 'Contoocook River Cooperative, LLC' and put in an official offer to purchase their park. This is great news for the residents.
- I am suggesting that HR be added to the Town Administrator job description as it should fall under the role for a town this size.

Chair Smith asked Interim TA Kerris to add her suggestion to the Job Description for the Board to review.

- Attorney – Special Meeting – Received update. The next steps are to reach out to the Supervisor's of the Checklist for requirements of updating the voter checklist and what their timeline is. The Town Moderator and other election officials will also need to be contacted.

Item 8: Selectmen's Reports

Selectman Watson reported that he attended a Conservation Commission meeting and they are hoping to start a water quality testing program. He said there was also a Budget Advisory Committee meeting.

Chair Smith said there is a resident listed on the Budget Advisory Committee that has not shown for the last 3 meetings.

Chair Smith made a motion to remove Sharon Simpson from the Budget Advisory Committee. Seconded by Selectman Watson. Motion Passed 2-0.

Chair Smith asked if any more information has been found whether the 250th Committee can break away from the Town.

Interim TA Kerris answered she is looking into it and has asked the Trustees of the Trust Funds as well as looking into if they need insurance.

Item 9: 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.

Selectman Watson made a motion to go into Non-Public Session at 7:48pm per RSA 91 A-3, II, (b). Seconded by Chair Smith.

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

The Board of Selectman came out of Non-Public Session at 8:26pm

Selectman Watson made a motion to seal the minutes. Seconded by Chair Smith, 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

Selectman Watson announced the decision to extend an offer of employment to Dennis Prive for the position of Seasonal Full-Time Laborer for \$25.00/hr conditional upon the Fire Chief's approval.

Chair Smith made a motion to adjourn the meeting at 8:28pm. Seconded by Selectman Watson. Motion passed 2-0.

Respectfully Submitted,

Wendy Baker

Wendy Baker
Recording Secretary