

# TOWN OF DEERING

762 Deering Center Road  
Deering, NH 03244

## Board of Selectmen

### Final Meeting Minutes

Thursday, December 21, 2023

7:00 P.M.

Members Present: Chair Jill Smith, Selectman Roy Watson and Selectman Steve Diers

Also Present: Interim Town Administrator Meagen Kerris

### Opening of the Meeting by the Chair at 7:01pm

#### Pledge of Allegiance

Selectman Watson asked for a moment of silence in memory of Assistant Chief Doug Connor.

Selectman Watson announced there will be a funeral service for Assistant Chief Doug Connor on December 30, 2023 at 11:00am at the Hillsboro-Deering Middle School

#### Item 1: Consent Agenda

- Payroll – 12/13/23 (\$14,297.66), 12/20/23 (\$12,557.78) • Accounts Payable – 12/08/2023 \$453,598.05, 12/15/2023 \$225,586.25)

Chair Smith pulled an invoice out for the Cemetery Trust Fund that the Trustees of Trust Funds approved for work on the Appleton Cemetery and East Deering Cemetery, but since the Selectmen are the agents to expend, the invoice should come before them first for approval and then go to the Trustees of Trust Funds. The amount is \$854.10.

**Chair Smith made a motion to approve the items in the Consent Agenda with the exception of the cemetery invoice noted above. Seconded by Selectman Watson. Motion Passed 3-0.**

#### NEW BUSINESS

#### **Item 2: Highway Department – Interim Road Agent Martin**

- **No Littering Signs**

Interim Road Agent Martin was approached by a resident asking to install “No Littering” signs specifically on Wolfe Hill and Fishe Road but also mentioned to put them around town as well. He said he wasn’t sure if the Town already had a littering policy or if we were working with a standing RSA.

Chair Smith said Deering does have some standalone Municipal Ordinances.

Selectman Watson read the ordinance on Littering and Dumping from 1974 which is enforced by the Police Department.

Chair Smith said she sees value in putting this out there on the roads where people would enter Deering, potentially near the “Welcome to Deering” signs.

Selectman Watson asked what would the cost be for about 6 signs?

Interim Road Agent Brett Martin said the concern of the resident is that he walks the roads mentioned and he picks up the same trash every day.

Discussion ensued regarding where to put up signs and the enforcement of the littering.

Selectman Diers said he is concerned that putting signs on specific roads would set a precedence that signs could be placed on any road if someone requested one.

Interim Road Agent Mertin agreed that putting them on the incoming roads would be a good idea.

Selectman Diers said he is concerned if “no littering” signs are put on the incoming roads, would that then attract other signs that may be needed to be placed there as well and would it serve a purpose.

Chair Smith said the “no littering” sign would be educational and a warning that some residents may not be aware of.

The Board decided to table the discussion until a future date in January.

- **EOY Purchasing Requests**

Interim Road Agent said he sent an updated spreadsheet regarding budget items that the Highway Department could potentially purchase on this year’s budget to reduce next year’s budget.

1. Tarp systems for trucks – one truck doesn’t have one and one is broken. An estimate for two is \$4,660 but will shop around. This is a high priority.
2. Material Count – Interim Road Agent Martin said this is what he believes the town should have for minimum material on hand of stone, gravel etc. He gave pricing for cost of material and cost of material delivered. It costs the Town approximately \$65 a load for town employees to go retrieve the product with our equipment. This would be used for a washout, a culvert repair or anything requiring immediate attention.

Chair Smith asked if it would reduce the budget for next year?

Interim Road Agent Martin answered yes, it could take off approximately \$10,000. He said the priority is medium level.

Discussion ensued regarding paying for delivery versus the town picking up loads.

Interim Road Agent Martin said they could pick up 5 loads in an 8-hour day.

Selectman Diers said it is going to limit the employees daily duties. He asked if we can pay now and haul at our convenience?

Selectman Watson said he feels getting it all done in one shot is the better scenario and keep our manpower free to do other things.

Chair Smith said since we've shifted money back from ARPA funding, it would be nice to keep funding things from the 2023 budget instead of 2024 budget and ARPA funds.

Chair Smith asked Interim TA Kerris if we have gotten invoices for the garage doors and exhaust systems?

Interim road Agent Martin said he is still waiting for someone to come out and make sure what he was quoted is accurate and they can't come until after the New Year.

Interim TA Kerris said we can encumber the funds for those to set aside the funds from the 2023 budget.

Selectman Watson asked if we can encumber money and then change to a different funding source?

Interim TA Kerris said she will have to ask the Auditors.

3. Tires – Interim Road Agent Martin said he would like to purchase spare tires for the new one-ton at the cost of \$3,000 for 6 rims and tires. Tires are needed for the big truck and would cost \$2,650. He said we could leave \$2,000 on the 2024 budget line instead of \$10,000.

Chair Smith recommends that we purchase the tires listed above and reduce the 2024 budget by \$8,000.

4. Culverts and Pipes – These would be to have on hand for emergencies. Suggestion is 12 – 15", 12 – 18", & 4 – 24". All culverts are market price and keep changing. Interim Road Agent Martin said we can take the \$5,000 out of the 2024 Budget and he recommends buying 15" & 18" pipes to have on-hand. It was suggested to purchase the 15" & 18" and zero out the line item for 2024.
5. Engine Oil (2 drums of each Hydraulic & Motor Oil) – Selectman Diers said there is no reason not to pre-buy oil. Selectman Watson agrees to purchase the oil now.

Selectman Diers asked if we need to stock filters?

Interim Road Agent Martin answered that we do not have the space to store them.

6. Sand Screening – Interim Road Agent Martin introduced an idea for the future of bulk screening 3-5 years-worth of sand. A discussion ensued regarding purchasing a bulk screener.

Chair Smith asked if we should add screening equipment to the Capital Improvement Plan? How much would one cost?

Interim Road Agent Martin said approximately \$30,000.

7. Consumables – York Rake Teeth for \$1,131 and spare sander parts for \$3,300.

Chair Smith asked if those are in the 2024 budget and could we reduce the maintenance line?

Interim Road Agent Martin answered yes, but not the whole line amount.

Chair Smith asked the Board if they wanted to meet next week to look at final numbers to make decisions on funding the items discussed.

The Board agreed to meet next Wednesday.

Selectman Diers went back to the purchase of stone and hauling and asked if we have priced out independent truckers?

Interim Road Agent Martin answered no he has not but would guess about \$110-\$130 per hour.

### **OLD BUSINESS**

#### **Item 3: Petition for Special Meeting – Status Update**

Interim TA Kerris said we got a timeline and feedback which has the Special Meeting being held on January 13, 2024 at 9:00am.

Chair Smith asked if Interim TA Kerris could give the timeline/schedule to all parties involved and to also post it with the minutes?

A resident asked if it would be a regular voting day where residents would come in and go into a voting booth?

Chair Smith explained that it is a Special Town Meeting, not a ballot vote and residents need to be there in person to vote.

### **OTHER BUSINESS**

#### **Item 4: *Minutes Approval* – December 13<sup>th</sup>, 14<sup>th</sup> & 19<sup>th</sup> (Public & Non-Public)**

**Selectman Watson made a motion to approve the December 13<sup>th</sup>, 14<sup>th</sup> and 19<sup>th</sup> 2023 Public and Non-Public minutes as presented. Seconded by Chair Smith. Motion Passed 3-0**

#### **Item 5: Interim Town Administrator's Report**

Interim TA Kerris reported that Chief Philibert is back and they are working on getting all of his paperwork together for his return to his position.

She also said she has a request to change the binding of the Annual report from a spiral bound to a glued binding so that they could be recycled in the future.

#### **Item 6: Selectmen's Reports**

Selectman Watson reported that the Conservation Commission wanted to make sure it was known that the Lake Host Program funding would be through a warrant article and that the Board of Selectmen agree and support it.

Selectman Diers wanted to make a point of clarification that the Highway Department has 4 full-time employees, 1 part-time employee and 1 seasonal employee. They also have 3 ten-wheel trucks with plows, 1 six-wheel truck with a plow, 1 grader, 1 loader and 1 backhoe which are all repaired and in service currently. Very few towns are in the same position as Deering is, most are looking for employees, we are not. He also said during the recent storm Monday, Interim Road Agent Martin was out at 3:00am checking the roads for conditions and at 7:00am the grader was enroute at 7:00am.

Chair Smith did not have anything to report.

**Item 7: 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.*

Interim Road Agent Martin commented that the Highway Department also has a new one-ton with a plow and a sander

**Item 8: Nonpublic Session per RSA 91-A:3, II, (a), (b) & (c)**

**Chair Smith made a motion to go into Non-Public Session at 8:56pm per RSA 91 A-3, II, (a), (b) & (c). 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 10:25pm

**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 and Selectman Diers – yes.**

**Selectman Watson made a motion to adjourn the meeting at 10:27pm. Seconded by Chair Smith. Motion passed 3-0.**

Respectfully Submitted,

Wendy Baker

Wendy Baker  
Recording Secretary

# Deering Special Town Meeting

## Timelines

### Tuesday, December 19, 2023

#### **Post Checklist** *(Fourth Tuesday before Special Meeting)*

The Supervisors of the Checklist will post copies of the current checklist at the office of the Town Clerk. See RSA 654:26.

### Friday, December 29, 2023

#### **Post Warrant** *(14 clear days prior to Special Town Meeting, day of posting and day of special town meeting do not count for purposes of meeting timeline)*

Last day for select board to post warrant and budget at all polling places and at clerk's office or town hall.

Warrant shall state place, day and hour of election, hours polls are open, and which items are to be voted on by ballot. [RSA 39:5; 31:95; 669:2i]

#### **Publish Warrant in Newspaper** *(Within one week after posting of the Warrant; Local paper publishes weekly on Fridays)*

Within one week of posting the warrant the board must publish the warrant in a newspaper of general circulation in town. [RSA 39:4]

#### **Publish Notice of Checklist Correction** *(7 days prior to Checklist Correction session; Local paper publishes weekly on Fridays)*

Last day to post and publish notice of the day, hour and place of session to correct the checklist. Notice must be posted in 2 appropriate places, one of which shall be the town's Internet website, if such exists, or shall be published in a newspaper of general circulation at least 7 days prior to the session. [RSA 669:5; 654:27-:28]

### Saturday, January 6, 2024

#### **Correction of the Checklist** *(6-13 days preceding Special Town Meeting)*

Supervisors to hold session for correction of checklist prior to annual meeting for no fewer than 30 minutes. No corrections or additions may be made after this session until election day, except as provided in RSA 659:12. [RSA 654:27; 654:28; 669:5]

#### **Reports of Transfer, Reports of Death and Removal of Names**

Reports of transfer, reports of death and removal of names are acted upon by supervisors of the checklist. [RSA 654:27; RSA 654:36-:37; RSA 654:44]

#### **Last Day Voter Registration** *(Same date as last checklist session correction)*

Last day for town clerk to accept voter registration applications for town meeting day (Voters may register on election day for all town elections). [RSA 654:8; RSA 654:27; 669:5, deadline for town clerk to accept voter registration is the same date as the date for the last checklist session correction - the Saturday no less than 6 and no more than 13 days before town meeting]

### Friday, January 12, 2024

#### **Post Final Corrected Checklist** *(succeeding Friday after checklist correction session)*

Last day for supervisors to post (by midnight) final corrected checklist. [RSA 654:28]

#### **Certification of Checklist** *(succeeding Friday after checklist correction session)*

Certification of checklist; 2 copies filed with town clerk. [RSA 654:28-:29]

**Saturday, January 13, 2024 - Special Town Meeting**