TOWN OF DEERING

762 Deering Center Road Deering, NH 03244

Board of Selectmen Final Meeting Minutes Thursday, December 7, 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 7:00pm

Pledge of Allegiance

Item 1: Consent Agenda

- Payroll 11/22/2023 Weekly (\$9.591.75), 11/29/2023 Weekly (9,215.82), 12/06/2023 Weekly (\$9,473.82), and 12/06/2023 Monthly (\$3,078.63)
- Accounts Payable 11/20/2023 (\$434,030.12)

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

NEW BUSINESS

Item 2: *Hillsborough Community Center* – Use of Stage request

Becky Johnson and Gil Kozlowski from the Hillsborough Community Center fundraising committee approached the Board for permission to hold a play in Town Hall on 5/18/24. They said this is one of the fundraisers they are doing to benefit the building of a Regional Community Center. They will also be asking other surrounding Towns for use of their facilities which will be great to get everyone involved. They said they have their own liability insurance.

Chair Smith asked how many rehearsals would be needed?

G. Kozlowski answered maybe 3 but they don't need the stage for rehearsals and may not need the stage for the actual play either.

B. Johnson asked what the capacity of the room was.

Selectman Watson answered a total of 216, 200 in the audience and 16 on stage. He brought up whether to waive the fee or not since the group is a non-profit and it will benefit the Town. He supports waiving the fee.

Selectman Diers said he supports waiving the fee and asked what they charge for admission?

G. Kozlowski answered it is typically between \$10-\$20.

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Chair Smith said she agreed with waving the fee but suggested what they have done for others, which was a \$75 clean-up fee upfront that will be refunded after if it is not needed.

Chair Smith made a motion to approve allowing the Hillsborough Community Center Committee to use Town Hall for a play on 5/18/23 and a few rehearsals with the condition they provide an upfront \$75 clean-up fee and rental agreement. Seconded by Selectman Watson. Motion Passed 3-0.

Item 3: Mr. John Thyng, Jr. – East Deering Road

Mr. John Thyng, Jr. was not present to speak.

Item 4: Olivier Raoust – ZBA Appeal

Olivier Raoust came to the Board to discuss a Notice of Violation he received for failure to get a Zoning permit for a shed that was built on his property. He said there has been some confusion in that he submitted a permit application in February for a 16×20 garage but decided not to build it and withdrew his application. He would have needed a variance for the garage but decided to build a 13×16 shed to replace an old one that was there which was inside the setbacks according to a survey he had done.

Discussion continued regarding the confusion of the two permits.

Chair Smith asked if he had the building permit for the shed?

O. Raoust provided permits based on an old application for the previous structure he was planning to build. He said there was miscommunication.

Chair Smith asked if he was familiar with the ZBA guidelines and he said yes.

Chair Smith stated that he needed to go before the ZBA based on the information that was in front of the Board.

O. Raoust asked what would happen if the ZBA does not approve his completed structure?

Chair Smith answered that it would be up to the ZBA.

Chair Smith asked if any other Selectmen would like to speak on this.

Selectman Diers said he wasn't familiar enough however, referred to the certified letter O. Raoust received from the Assessing Clerk and Building Inspector confirmed the garage was built without a ZBA approval triggering violation.

O. Raoust stated it was based on the initial application and said he is no longer arguing that he needed to go to the ZBA.

Chair Smith read the RSAs that would trigger a variance.

O. Raoust did not have any other questions and left.

Item 5: Fire Department – Chief Richards

• Equipment maintenance / replacement

Coming to the end of the year, Chief Richards has some end of year purchases. The Board reviewed the equipment needs spreadsheet and pricing.

Chair Smith voiced appreciation for the spreadsheet. She asked if we had already had garage doors.

Chief Richards said he thought Crawford Doors did but he was going to follow up.

Selectman Diers asked the price on the doors and Chief Richards said he thought it was \$9,000.

Chair Smith said some of the items need 3 quotes to align with purchasing policy and asked if Chief Richards could do that before the end of the year.

Chair Smith asked about the outfitting and if the 8 sets of fire gear were for active members and Chief Richards answered yes. Chief Richards said the current gear will be outdated next year.

Discussion ensued over the pricing vs. procurement policy.

Selectman Diers stated that there are line items from the budget that can be used.

Chair Smith said the budget is bottom line, so even if there isn't enough money in one line item, it would be bottom line budget for the Fire/Ambulance budget.

Selectman Watson stated that there were totals here but tires and gear would be separate orders/invoices so it would put the totals under for 3 bids.

Discussion continued on budget line items and needs to the fire department.

Donovan Doors needs quotes. Chair Smith requested quotes for the gear and Chief Richards let her know the Town has always used Globe and the gear can't be interchangeable by piece. If we are to switch brands, everyone would need all gear replaced.

Chair Smith suggested having one more meeting before the end of the year to go over items that need quotes.

Selectman Diers asked of Globe was a local company and Chief Richards said they are Pittsfield, NH.

Selectman Diers asked what happens to old hoses and Chief Richards answered they are disposed of. He said sometimes they can be sold at the state auction, farmers typically use them.

Selectman Diers said he wants to get this stuff moving to see these items taken care of.

Chair Smith highlighted the "per set" price to ensure the gear can be ordered before the end of the year. The focus is to have Fire utilize their budget before the end of the year for Fire department/ambulance needs.

Steve brought up the training at His Mansion. To collect water, we only have the ability to go up to 20 feet. The water sources in town need a 100ft option. The Turbo Draft would create the opportunity to do this.

Chair Smith asked if we could have one on each side of town. Chief Richards believes only 1 is needed.

Selectman Diers asked the life of a hose and Chief Richards answered 10 years.

The Board agreed to have a meeting with Fire before the end of the year to ensure the items can be purchased on 2023's budget.

For Turbo draft there is one place to purchase. Chief Richards said he wanted to use the same brand as everyone in the area so that if other towns come on scene to help Deering with a Fire, they will know how to use the equipment.

Selectman Watson made a motion to approve the purchase of 8 separate sets of gear, up to \$28,000.

Chair Smith asked about quotes of doors and suggested that we stay with Crawford Doors since they have done such great work for the Highway and Fire stations.

Electrical quotes are needed for the stations. Interim TA Kerris was asked to look in to encumbering funds for the projects approved this year but work to be done in 2024. Chief Richards will work to get equipment and gear ordered.

Chair Smith expressed appreciation for the immediate action on getting everything ordered.

• Pay scale suggestions

Chief Richards explained how it is a challenge to get Per-Diem employees to come to work, the pool of candidates in the area is too small and the hourly pay rates are too low. He proposed pay rates for an immediate update in 2023 and then another in 2024. The recommended hourly pay rates are \$20 for an EMT, \$22 for an AEMT and \$25 for a Paramedic.

Selectman Watson said we have been a feeder town in the past and now we need to attract and retain these Per-Diem employees and agrees with the Chief's pay rate recommendation.

Chair Smith said she would feel comfortable approving a \$20-\$25 per hour pay range for Per-Deim employees.

Chair Smith made a motion to approve the pay schedule for Per-Diem employees of \$20-\$25 per hour as proposed by Chief Richards. Seconded by Selectman Watson. Motion Passed 3-0.

Chair Smith said the remainder of the list is harder to approve without a current roster showing ranks etc. She also would like to have how many hours will be spent on training and meetings. She asked Chief Richards to provide that information and come back at a later meeting to discuss it further.

Chair Smith said there was a training exercise held at His Mansion recently that brought crews from all over that was very successful.

OLD BUSINESS

Item 6: *Highway Department* – Interim TA Kerris

Road updates

Interim TA Kerris relayed messages from Interim Road Agent Martin and said their concern with the roads will be addressed in the spring. Recently they have been working hard to get all of the equipment up and running and make sure to have a full staff to handle the winter. The department is fully staffed and has another interested candidate. He is taking lots of notes to share with the next Road Agent as well as looking at the scheduling of paving for the future. Signage for the intersection of North Road and Clement Hill Road has been ordered.

Selectman Diers said sometimes it is necessary to prioritize and the condition of the equipment and staffing was a priority. He applauded the Highway Department and Interim Road Agent Martin to get those priorities done. He also said the morale of the Highway Department is up and the teamwork is outstanding.

• Highway garage ventilation

Interim TA Kerris said the ventilation system needed for the Highway Garage is not the same as needed for the Fire Stations. They need an air filtering/recycling system because the soot from the diesel machines is every where and it needs a timer and on/off switch. They still only have one quote from Airvac, the other company didn't respond.

Chair Smith said the quote from Airvac is \$33,869 and was initially to be funded from ARPA, but given the amount of budget that has been unexpended she'd like to see it come out of this year's Highway budget under New Equipment. It will over-expend that line but not the total budget.

Discussion continued regarding the purchase of the ventilation system.

Selectman Watson said he would be inclined to support Chair Smith's recommendation.

Selectman Diers said he has done a lot of research on ventilation systems and there are only 2 vendors in New England and the need is there to purchase one.

Chair Smith made a motion to approve the Airvac system for the Highway Garage in the amount of \$33,896 to be expended from the Highway New Equipment Line. Seconded by Selectman Diers. Motion Passed 3-0.

Chair Smith requested the Highway Department Report be attached to the minutes.

Item 7: Outside Railing Quote Update

Interim TA Kerris informed the Board she spoke to Dave Noonan regarding his quote and he confirmed the sandblasting and painting would be a different company and would cost approx. \$15,000.

The Board decided to put the project on hold and gather further information.

Item 8: Special Town Meeting – Status Update

Chair Smith said on November 2nd the Board received a petition from Michelle Johnson which requested to hold an election for the residents to decide to have an elected Road Agent or not. She said once that petition was received it must be acted upon. The petition is attached at the end of these minutes and will be posted on the website.

Interim TA Kerris said the petition has been verified by the Supervisors of the Checklist.

Chair Smith suggested January 13, 2024 for the election and also said NHMA was contact for guidance on the parameters of the election and they suggested Town Counsel guide the process. She asked for consensus of the Board to hold the election on January 13, 2024 and seek guidance from Town Counsel.

The Board agreed on both by consensus.

Item 9: Employment Search Updates

Interim TA Kerris said all positions have been posted online. The Town has received another application for Road Agent, no applications have been received for the police department, one application has been received for Highway and she deferred to the Selectman on applications for the Town Administrator position.

Chair smith requested that they close the window on the Town Administrator's position and address the applications received in the non-public later in the meeting. The Board agreed.

A resident asked if the elected Road Agent has to live in Deering?

Chair Smith answered yes.

Gerry Ferguson said she didn't understand why the petition was brought forward and shared her disagreement in having an elected Road Agent.

OTHER BUSINESS

Item 10: *Minutes Approval* – November 16, 2023 (Public & Nonpublic)

Selectman Watson made a motion to approve the November 16, 2023 public and nonpublic minutes as presented. Seconded by Chair Smith. Motion Passed 2-0-1 (Selectman Diers abstained)

Item 11: Interim Town Administrator's Report

Interim TA Kerris said the berm on Codman Hill has been installed and the residents are happy. Still waiting for the Audit Report. The property that was behind in back taxes has sold and all taxes have been paid.

Item 12: Selectmen's Reports

Selectman Watson said he had not had a Conservation Commission meeting since the last meeting but he would be forwarding a message along from Gary Samuels regarding water samples.

Selectman Diers expressed what an incredible opportunity it was to have the fire training event in town. He said as he drives around looking at the roads, he wants to commend the Highway Department for completing the shoulder work on Holton Crossing and Longwoods Road as well as the numerous roads they did ditch work on. He also said there has been a lot of turnover and sometimes replaced with the wrong people and if you are going hire the right person, it takes time. Please allow the Interim's to do their job while the Board chooses the right candidate for the open positions.

Chair Smith reported that the portable toilets at the reservoir should have been paid out of the trust fund and would like to have the general fund reimbursed for \$1,361.58.

Chair Smith made a motion to reimburse the general fund for the portable toilets at the reservoir \$1,361.58 from the Reservoir Expendable Trust Fund. Seconded by Selectman Watson. Motion Passed 3-0.

Chair Smith asked the Board what they would like to do with the Road Agent applications that have been received, in light of the petition. She suggested to stop advertising and ask Interim TA Kerris to draft a letter to send to the applicants explaining the situation. The Board agreed.

Chair Smith announced that Captain Tom Cavanaugh has resigned from his position in the police Department as of December 16, 2023. She said she appreciates his 20+ years of service to the Town of Deering. She asked the Board for approval to have Interim TA Kerris suggest a recognition gift for him. The Board Agreed.

Chair Smith said they have been informed that Chief Philbert has returned and has a 30 day resting period.

Chair Smith said she attended the 250th Celebration Committee meeting and they are doing a great job. She brought up the suggestion of moving the Committee out of the umbrella of the Town.

Chair Smith made a motion to allow the 250th Committee to be a stand-alone committee moving forward. Seconded by Selectman Watson. Motion Passed 3-0.

Chair Smith handed out a budget update for this year and said there is approximately \$200,000 that will be left un-expended. At the Budget Advisory Committee meeting, it was discussed that the RSA does allow shifting money from one budget line to another. She asked the rest of the Board what they thought is the best use of the un-expended funds, either let it go into the undesignated fund balance or put it towards other needed expenditures. She suggested using some of the un-expended funds on items previously earmarked to be paid with ARPA funds and save the ARPA Funds. The items suggested are the garage doors and exhaust systems for the Fire Stations and the \$50,000 towards the one-ton Highway Truck.

Selectman Diers said if we can save the ARPA funds, it seems to make sense.

Chair Smith said she also asked Capt. Cavanaugh if the Police Department had more needs and he said an additional conex box and to encumber the \$22,000 for body cameras. She said by paying for these items with money left in the budget, it would restore approximately \$191,000 back to the ARPA balance.

Selectman Watson said he is in favor of the proposal but is still concerned about a clawback happening with the ARPA funds.

Chair Smith made a motion to rescind prior funding from ARPA for the garage doors for Murdough and McAllister Stations, exhaust systems at all three fire stations, ARPA portion of the on-ton truck purchase and expend from each department's New Equipment Line and allow it to over expend. Seconded by Selectman Watson. Motion Passed 3-0.

Chair Smith said that in the Highway Equipment CIP, the T3 will need to be replaced next year and the new quoted amount is \$235,000 and even though a new loader is needed as well, Interim Road Agent Martin wanted everyone to know that he would prefer to purchase the T3 first.

Interim TA Kerris announced that there will be a lapse in coverage in the Police Department from when Capt. Cavanaugh leaves until Chief Philbert returns and Hillsborough PD will be covering during that time.

Chair Smith said she would like to recognize and thank Meagen Kerris for everything she is doing during her time as Interim Town Administrator.

Item 13: 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.

Katie Lavoie thanks the Board for taking the time to look into the finances the way they are.

Item 14: Nonpublic Session per RSA 91-A:3, II, (a), (b) & (c)

Chair Smith made a motion to go into Non-Public Session at 9:35pm 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 11:30pm

Selectman Watson made a motion to adjourn the meeting at 11:32pm. Seconded by Selectman Diers. Motion passed 3-0.

Respectfully Submitted,

Wendy Baker

Wendy Baker Recording Secretary

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Highway Department – November Report

November 6th-10th Finished ditch work on Pine Knoll road, Graded Skay farm road, pleasant pond road Cold patch work on turnpike One employee out on sick leave from Wednesday to end of week Worked on grader blower at end of day. Hauled winter sand to shop Picked up new truck Winter weather event

November 13th-17th New truck to Reeds for warranty work Worked on T-1 hydraulic fittings and hoses New gear box install on sander for T-2 Set out sign package on wolf hill road Shoulder work long woods and Holton crossing Dug out rocks and stumps on zoski and fisher road Graded wolf hill, zoski and hedgehog mt road worked on T-2 plow

November 20-24 winter prep work on all trucks storm on Wednesday thanksgiving !

November 27th- 1st New employee started Employee out of work all week Maintenance on T-1 Service on loader Hauled winter sand to shop Ditch work on tubbs hill, clement and dicky Set up wing and towers on grader/ new cutting edges on wing and front plow Brett Martin

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To see if the town will vote to change the position of Road Agent from an appointed position to an elected position with a three year term. If approved, the Road Agent will no longer be appointed by the Selectmen but will instead be elected to a three year term by the citizens of Deering at the Annual Town Meeting at three year intervals starting in 2024.

Printed Full Name Full Address Signature 2706 Second N.H. TPK Edward M. Cobbett Eleveral M (Schott) $\sqrt{}$ DEERING, WH 2706 Second N H. TPKE at CAROL Deerina NH 2786 Second \checkmark Imot Deering 2786 2/NS NH. TURNPLICE $\sqrt{}$ NISTOPHERD. WILMOT DEERING, N 032 Patricia Fahen \checkmark 2744 $\sqrt{}$ DEERIN,G 18 BENNINGTON SON 2368 V eer wall. Holm Wane $\sqrt{}$ 73/08 Katina GREEDE schaa SSB EAST DEERING MICHAEL STONE

Sheet No. 1/7

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	Signature	Printed Full Name	Full Address
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\checkmark	Paul D. Doyette	PAULDAVID GUYETTE	BEARBRARY IT I IR OL. DEERING N.H. 03274
√	Linda Sojette	Linda R. Goyette	38 Blueberry Hill Roag
\checkmark	Joh Christen	John Christensen	Peenus NH TPKERd
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Sheet No. 2/2

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inted Full Name **Full Address** Signature 205 SKy Form KX Warner 50 03244 Declina, NH 205 SKY Farm ra, PORINE (NH-)eering ALCY 57 TIMOT HATTIKIM KOH 445 Old County Rd. Trevor Dumais menn Ueering NH AcDocell 45 Hart Farm Rd 317 Old County Rd, Deen Nanca Stace Fer Puday WA Airm 441 Kathy Nazer 100 Mtn. View Ln. Neenin 197 Nic

Sheet No. <u>3</u>

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Signature Printed Full Name Address Cour 560 IRAVIS PL 486 ad cou Parren Michaud 486 old county Red Vahna Nichaud 486 old Gunty Rd Michaud 4175 Old County John Picinka Jr 118 Campbell LN, DerKING Jer, MACOUTE 117 CAMPBILL LAND I'm' macenter Linda Maddox 40 Zoskikd Ed ED SANKey Um a. 40 ZUSKI Rd Zoski Id. jΛ ANS an 21 Zoskind. AM 0 12+ old Courty 124 Old County

Sheet No. _

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	Signature	Printed Full Name	Full Address
\checkmark	Robbingt	ROBERT CONTON	94 HOMERONSKO
/	list ant	LYNN COMPON	94 HOMESTOKS ROAD DETENING NU. D3244
\checkmark	Kustin Dekinson	KRISTINE ACCURSON	568 REJON WIL ILD DEEMING NIL.
	Lucia Allosso Luca	Lucy Allosso	598 Reservoir Rel Delring, NTH
	Robert Allosso Alla	Robert Allosso	598 Reservoir Rd, Deering NH
	Bager Therony	RUCER THEROUX	15 RAWEEWAY RD. DEERING N.B.
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Sheet No. 5/2

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	Signature	Printed Full Name	Full Address
/	Mulph M	Michelle Johnson	696 Clement Hill Rd, Deering
$\sqrt{1}$	Zh	Keith Johnson	696 Clement Hill Rd
	Sting Wall	- Stephen GWall-	436 Clement Hill Rol
\checkmark	Clayton Frin	Clayton Price	695 Clement H:11 Rd
	David Sch 1672	Donald Johnson	695 Clement Hill RL
\checkmark	Dark	Jennife Partes	20 FAST Deernas
\checkmark	10	Roman Strotig	20 East Decrypt.
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Sheet No. 6/9

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Printed Full Name Full Address . Signature CHEN \checkmark EAD Keynolds =unsl UNTON JOHNS ß 16 B. J. HUSON (62 Audrey Deer CAMD へつ 48Ca jbhn tacevi hiblin Le deling 48 Kiblin. tobart ElizABLITH KIRBY 1405 Deering Center Ro eeting onn Mann III 24 Manselville RD Deering 100 FAR 44 100 FARRell Hill

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