

TOWN OF DEERING

762 Deering Center Road
Deering, NH 03244

Board of Selectmen Final Meeting Minutes Thursday, April 20, 2023 7:00 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 7:00pm

Pledge of Allegiance

Item 1: Consent Agenda Acceptance including Manifest for Payroll -April 17and Accts. Payable-April 18, 2023

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

Chair Smith said there was a request to move Item 11 up between Items 3 & 4.

NEW BUSINESS

Item 2: Appointment: Gary Smith-Discussion re: Solar contract

Gary Smith approached the Board regarding a contract that the Town entered into with Revision for a lease to purchase solar array. This was voted on in 2018, Articles 7 & 8 and passed. He is hoping the Board will appoint a committee to review the contract and bring forth suggestions on what to do next.

Chair Smith said she found a draft of the contract as well as the signed PILOT.

Selectman Diers asked when would it be that the Town needs to decide to renew the contract at a 2% increase?

Pauline Laliberte said she was present at Town Meeting in 2018 when it was voted on and it was a very well thought out process and plan for the project.

Chair Smith asked for recommendations on a committee.

Selectman Watson said he would like a committee that has records and minutes.

TA Flynn asked that the Board allow him to put together how to organize the committee and come up with a charge that he will present at the next meeting.

The Board agreed.

Item 3: Betsy Holmes – Request funds for Moose Plate Express Grant Proposal

Betsy Holmes from the Deering Library requested support from the Board to apply for a Moose Plate Express Grant to complete the railing for the granite steps that were previously installed. There are two quotes for two different types of iron, \$16,000 and \$10,000. They plan to ask for the \$16,000.

Selectman Diers asked if they anticipated that they would receive the whole \$16,000.

Betsy answered she was not sure but that they have other avenues of funding or donations if they do not receive the full amount.

Chair Smith said the railings would be a welcome addition and that it sounds like the Board supports them applying for the Moose Plate Express Grant.

Item 11: Review of ATV Request for Union Street (Carryover from 2022) -Moved up by request

TA Flynn explained that he has been trying to figure out where this request was left last year. He said it looks like it got the go-ahead but the Public Hearing did not take place. It was determined that the ATV Club needs to send out notices to the abutters.

Chair Smith asked if there was any new information to present to the Board.

Brad from the ATV Club, said there was no new information and reiterated the request was permission to use 1,000' of road in Deering (Longwoods Road & Union Street) which connects the ATV trails from Hillsborough to Henniker.

Chair Smith asked if they needed approval from the State.

Brad answered yes, once the 2 towns give their approval.

Chair Smith asked TA Flynn to check on what is needed for a Public Hearing.

Item 4: Deering Reservoir Parking Regulations-Review Past decision (2022)

TA Flynn said there are some concerns at the Deering Reservoir, 1. Whether the town has control over parking and 2. The town has no control over charging fees. He said the police say that maintaining traffic and parking is challenging.

Selectman Watson said that it is a 50-year lease with the State that expires in 2027.

Selectman Diers said he read the lease and it only references Public Access but does not have a definition for "Public".

Chair Smith said Jim Gallagher from the State said there might be a way in the future to outline better parameters for parking.

Selectman Watson requested to have records from the police logs.

Chair Smith had some logs from the past to share. She also asked if something could be put on the website for a phone number or place to report any issues to so they could keep some record of them moving forward.

More discussion ensued but no other decisions were made at this time.

Item 5: Safety Day-Date of event

TA Flynn said he remembered from October last year that the town held a Safety Day and wanted to know from the Board what their expectations were for having another one this year.

Selectman Watson said it was held on a Saturday and put on by Department Heads of the town.

Chair Smith said Trisha Whisman was the coordinator.

The Board instructed TA Flynn to move forward with a Safety Day on October 7, 2023.

Item 6: First Reading: Adoption of Procurement Policy

TA Flynn explained after this 1st reading of the proposed policy the Board needs decide to move the policy to a 2nd reading or not. The 2nd reading will be where public opinion is allowed and the Board can discuss it.

Chair Smith said she sees value in this policy.

Selectman Diers made a motion to move the Procurement Policy to a 2nd reading. Seconded by Chair Smith. Motion Passed 3-0

Item 7: First Reading: Adoption of Acceptance of Donations Policy

TA Flynn said this is another policy he is bringing to the Board under a 1st reading. It is a straight forward policy for accepting donations and gifts.

Selectman Diers made a motion to move the Acceptance of Donations Policy to a 2nd reading. Seconded by Chair Smith. Motion Passed 3-0

OLD BUSINESS

Item 8: Review and adopt minutes of (Feb. 9, Still outstanding), April 6 public and April 6 non-public #1 and non-public #2; April 12, 2023 (Special Workshop Meeting)

Chair Smith asked that the meeting attendees sheet and the Consent Agenda list be added to the minutes that are posted.

Pauline Laliberte asked if the workshop meetings are open to the public. Chair Smith answered yes and they are at 6:00pm.

Chair Smith asked if there were any amendments to the minutes?

Chair Smith asked on the April 6, 2023 minutes to add “for a three year term” to the appointments of David LeFevre and Bob Welsh and on Item #2 make “25th” “250th”.

Selectman Diers asked for a correction under Item #12 from “Chair Smith” to “Selectman Diers also suggested to have three more workshop meetings....”

Selectman Watson asked how the workshop meeting on April 12th got scheduled? He was concerned how it was changed from what was discussed in the previous meeting of how to handle the visit to the Fire Station. He also feels it creates an appearance that meetings could get scheduled at any time.

Chair Smith answered that TA Flynn notified her when the Fire Chief could do the visit to the Station and she asked him to post a workshop and contact both Selectmen of this date and time.

Selectman Diers confirmed that was how he was notified of the workshop and thought it was short notice and wants to make every effort to make as much time as possible to notice a meeting.

Chair Smith made a motion to approve the minutes of April 6, 2023 as amended, Non-Public Minutes #1 April 6, 2023 and Non-Public Minutes #2 April 6, 2023. Seconded by Selectman Watson. Motion Passed 3-0.

Chair Smith made a motion to approve the minutes of April 12, 2023. Seconded by Selectman Diers. Motion Passed 2-1.

Item 9: Discussion re: Fire Department Station Review update.

TA Flynn said he put this on the agenda for anyone to comment on the special meeting and that his comments are in the minutes of April 12th.

Selectman Diers suggested that this be the discussion at the first workshop that is scheduled.

Chair Smith asked TA Flynn to include this topic on the next workshop agenda.

OTHER BUSINESS

Item 10: Re structure and restart of the Loss Prevention Committee

TA Flynn explained that towns are required to have a Loss Prevention Committee that meets every quarter and Deering's committee has not met for some time and needs new members assigned.

The following members were recommended:

Maegan Kerris – Finance Administrator

Brian Houghton – Road Agent

Tom Cavanaugh – Acting Police Chief

Peter Flynn – Town Administrator

Chair Smith recommended adding a member of the Fire Department and the Select Board.

Selectman Diers volunteered to serve on the committee.

Chair Smith made a motion to re-constitute the Joint Loss Safety Committee with the following 6 members:

- **Maegan Kerris – Finance Administrator**
- **Brian Houghton – Road Agent**
- **Tom Cavanaugh – Acting Police Chief**
- **Peter Flynn – Town Administrator**
- **Chief Jeff LeBlanc – Fire Department**
- **Steve Diers – Selectmen**

Seconded by Selectman Watson. Motion Passed 3-0.

Item 11: Review of ATV Request for Union Street – See above, moved up after Item #3

Item 12: Town Administrators Report

1. Participated in a Special Work meeting at Donovan Fire Station on April 12th. Visited two other stations.
2. Attending meeting at Statehouse on April 19th (Legal Issue)
3. Continue to prepare updates on various committees and Boards. This has been difficult with many Boards and committees being short members.
4. Preparing two additional policies for review beyond April 20th.
5. Addressed concerns with Fire Chief concerning Forestry Truck and he was able to get a good discount.
6. Continuing addressing several alleged code and building violations with Building Inspection.

Ongoing Issues

7. Holiday Pay for qualified part time employees
8. Contract updates
9. Streaming estimate and installation costs – will have a proposal at a future meeting.

Item 13: Selectmen's Report

Selectman Watson said the Conservation Commission is working on hiking trail signage with thoughts of a QR code as well.

Selectman Diers attended a Right to Know educational class at NHMA and has signed up for the Selectmen's course as well.

Chair Smith requested that she would like to see a Social Media Policy and a Records & Retention Policy created.

TA Flynn updated the Board that he found out town volunteers that would be working on the flag pole would be covered under the town's liability insurance.

Chair Smith asked if TA Flynn could provide a memo on that liability coverage.

Item 14: 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.

Betsy Holmes reminded everyone that the Deering Association would be holding a free Pancake Breakfast this Saturday at Town Hall.

Tom stated that the Deering Historical Society will be disbanding after they complete giving a historic building away. He said he plans to contact the Wildes and Yankee Magazine to offer it, unless the town would like to accept it.

Chair Smith asked what the timeline was. Tom answered one year.

The Board discussed it briefly and said they will think about it.

Item 14: If Needed-Non-Public per RSA 91-A:3, II, (a) (b) (c)

Chair Smith made a motion to go into Non-Public Session at 8:23pm per RSA 91 A-3, II, (c) Personnel and (e) Legal. Seconded by Selectman Watson. Vote by Roll Call: Chair Smith – yes, Selectman Watson – yes and Selectman Diers – yes.

The Select Board came out of Non-Public Session at 8:55pm.

Chair Smith made a motion to seal the minutes . Seconded by Selectman Watson, 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 made a motion to adjourn the meeting at 8:59pm. Seconded by Selectman Watson. Motion passed 3-0.

Respectfully Submitted,

Wendy Baker

Wendy Baker
Recording Secretary