

# **TOWN OF DEERING**

762 Deering Center Road  
Deering, NH 03244

## **Board of Selectmen Final Meeting Minutes Thursday, April 6, 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

**Selectman Watson made a motion to go into Non-Public Session at 6:45pm per RSA 91 A-3, II, (a) Personnel. Seconded by Selectwoman Smith. Vote by Roll Call: Selectwoman Smith – yes, Selectman Watson – yes and Selectman Diers – yes.**

The Select Board came out of Non-Public Session at 7:27pm.

**Selectman Watson made a motion to seal the minutes indefinitely. Seconded by Selectwoman Smith. Vote by Roll Call: Selectwoman Smith – yes, Selectman Watson – yes and Selectman Diers – yes.**

### **Item 1: Nomination and election of the Chairperson.**

TA Flynn called for a nomination for Chairperson.

**Selectman Diers made a motion to nominate Selectwoman Smith for Chairperson. Seconded by Selectwoman Smith. Motion Passed 2-1**

### **Item 2: Appointment of Selectmen Representation on Planning Board, Budget Advisory Committee, ZBA, Conservation Commission and 250<sup>th</sup> Committee**

The Board discussed each other's interest in the various positions. Consensus of the Board was as follows:

Selectman Watson – Budget Advisory Committee and Conservation Commission

Selectman Diers – Planning Board

Chair Smith – Zoning Board of Adjustment and 250<sup>th</sup> Committee

Chair Smith also expressed interest in being on a CIP Committee if one is developed.

### **Item 3: Consent Agenda Manifest: (including) other items on file via a written report-attached.**

Selectman Watson asked for an explanation about the Timber Tax Waiver presented in the consent agenda. TA Flynn explained the resident was asking for a waiver on their Timber Tax and the Board either had to sign the waiver or the timber tax bill. The waiver was removed from the consent agenda.

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

## **NEW BUSINESS**

### **Item 4: Appointment: Meagen Kerris-Discussion Re: IT Services and recommended changes.**

TA Flynn informed the Board that the current IT company the Town uses does not have a formal contract. He would like the Board to authorize him to go out to bid for proposals for an IT support contract for the Town.

Chair Smith said she supports this and would like him to move forward.

### **Item 5: Appointment: Donn Mann-Re: Update on Patriotic Committee Activities**

Donn Mann approached the Board with an idea to light the flag pole with a solar light. He gave three options and felt the middle priced light of \$240.20 would be the best option and said there is a resident offering to purchase the light for the Town. The one challenge is that they have to be able to get to the top of the pole to install it with an option being to ask the Hillsborough Fire Department to bring their ladder truck or to find someone that is insured to install it.

TA Flynn said he can call Primex to ask them about the liability of the installation and he will look into the donation acceptance policy.

Donn Mann also wanted to get approval from the Board for the upcoming holidays with ceremonies. These include:

Memorial Day Ceremony at 8:00am

Veteran's Day Ceremony at 11:11am

9/11 Ceremony at 8:40am

### **Selectman Watson made a motion to approve the Memorial Day Ceremony, Veteran's Day Ceremony and 9/11 Ceremony. Seconded by Chair Smith. Motion passed 3-0.**

Donn Mann also asked if there was any money in the budget to buy 8 flags and 6 poles for putting up more flags during ceremony celebrations.

Chair Smith said she would like to see the design placement of the flags and poles and for it to happen in two stages (#1 extra flags on the main flagpole and #2 the 6 flags on the sides).

Donn Mann informed the Board the Committee is looking into a Flags Fly program which flies flags on resident's properties that they will be responsible for installing and removing. He also said they will be having a flag retirement on May 6<sup>th</sup> from 9:00-2:00.

Selectman Watson said the Town needs a funding source for these types of things.

Tom, a former Trustee of the Trust Funds suggested using the Gove Fund.

### **Item 6: Appointment: Request renewal: David LeFevre to the ZBA**

TA Flynn stated he received an email from David LeFevre asking the Board to renew his appointment on the Zoning Board of Adjustment.

**Selectman Watson made a motion to renew David LeFevre's appointment to the Zoning Board of Adjustment for a 3-year term. Seconded by Selectman Diers. Motion passed 3-0.**

**Item 7: Appointment: Gary Samuels-Cons. Comm. Re: tree cutting on Town owned property**

Gary Samuels, member of the Conservation Commission, asked the Board if they could have someone take some trees down on the Town owned Granfield land to allow for more of a view. He said Conservation Commission member Dennis Sawyer has offered to cut the trees and will sign a liability waiver.

Mike Thomas said the PLC has the conservation easement on the property and they will have to get permission from them before proceeding.

Chair Smith asked if there were any other deed restrictions on the land and requested to view the deed.

The Board asked the Conservation Commission to ask the PLC to give permission first and then bring this back before the Board for a final decision.

Gary Samuels asked the Board to move up Item 11 on the agenda for an appointment of Bob Welsh to the Conservation Commission.

**Chair Smith made a motion to appoint Bob Welsh as a member of the Conservation Commission for a 3-year term. Seconded by Selectman Watson. Motion passed 3-0.**

Gary Samuels requested use of the Town Hall for a pancake breakfast hosted by Deering Association on April 22<sup>nd</sup> at 8:00am. This breakfast is free to Deering residents.

**Chair Smith made a motion to approve the Deering Association to have a pancake breakfast on April 22<sup>nd</sup> at 8:00am and to waive the fee. Seconded by Selectman Watson. Motion passed 3-0.**

**Item 8: Selectmen's Policy Changes-Request by Peter Flynn**  
**a) Policy Adoption-General Policies (New Policy)**

TA Flynn introduced to the Board a way to bring new policies to the Board and the public. He explained that this involves a 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading of the policy and typically at the 2<sup>nd</sup> reading, public input will be allowed. TA Flynn said he already has about 4 policies he would like to introduce to the Board, including a procurement policy and would like to be able to proceed with what he is suggesting on how policies are brought forward.

**Selectman Diers made a motion to adopt the suggested procedure to bring new policies to the Board. Seconded by Selectman Watson. Motion passed 3-0.**

**OLD BUSINESS**

**Item 9: Review and adopt minutes of Feb. 9<sup>th</sup>, Feb. 15<sup>th</sup>, March 2<sup>nd</sup>; non-public of March 2<sup>nd</sup>, 2023.**

**Chair Smith made a motion to table the approval of the minutes of February 9, 2023 for 90 days and to approve the minutes of February 15, 2023, March 2, 2023 and Non-Public of March 2, 2023. Seconded by Selectman Diers. Motion passed 3-0.**

### **OTHER BUSINESS**

**Item 10: Request for appointment to the 250<sup>th</sup> Committee—Edward Cobbett**

Edward Cobbett said the Board should always welcome volunteers and never refuse them.

**Chair Smith made a motion to appoint Edward Cobbett as a member of the 250<sup>th</sup> Committee. Seconded by Selectman Watson. Motion passed 3-0.**

**Item 11: Request for appointment of Bob Welsh-Conservation Comm.& Phil Bryce to the ZBA**

Appointment of Bob Welsh was taken up earlier in the meeting.

**Chair Smith made a motion to re-appoint Phil Bryce to the Zoning Board of Adjustment for a 3-year term. Seconded by Selectman Watson. Motion passed 3-0.**

**Item 12: Confirmation and approval of 2023 BOS Meeting Schedule**

The Board discussed the possibility of moving the day of the meetings from Thursday to another day. They also discussed changing the time. The Board concluded meetings should be kept on Thursdays at 7:00pm for now and should try to have all non-public sessions prior to the meeting. Selectman Diers also suggested to have three more workshop meetings starting at 6:00pm on April 27<sup>th</sup>, May 11<sup>th</sup> and May 25<sup>th</sup>. Chair Smith requested to move up the goal setting meeting.

**Chair Smith made a motion to amend the meeting agenda schedule to include 3 additional workshop meetings starting after the April 20<sup>th</sup> meeting which will start at 6:00pm. Seconded by Selectman Watson. Motioned passed 3-0.**

**Item 13: Confirmation and approval of 2023 Employee Holiday Schedule**

TA Flynn presented the official holiday list to the Board and asked for a formal approval to place them in the Personnel Policy.

**Selectman Diers made a motion to include the list of official holidays in the Personnel Policy. Seconded by Selectman Watson. Motion passed 3-0.**

**Item 14: Town Administrators Report**

1. Met with Hillsborough Town Administrator on April 6<sup>th</sup> to discuss ATV-UTC issues on Long Woods Road and Union Street. Special Public Hearing requested for May.
2. Prepared updates on various committee and board appointments and updated memberships.
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3. Developing revised Procurement (Purchasing Policy) for introduction at next meeting.
4. Developing Town Public Hearing Policy for introduction at the next meeting.
5. Revisiting recent proposal to include holiday pay for certain part-time categories.
6. Streaming capability on hold for more cost analysis. Budgetary concerns.
7. Implemented new form for "Request to appear before the Selectmen"
8. Implementing new form for seeking "right to know" requests.
9. Budget updated to be available at April 20<sup>th</sup> meeting (Software issues being resolved at this time)
10. Meeting with Central NH Regional Planning Commission and discussed the Town CIP status and also the conditions of our Contract with the organization.
11. Meeting with Cemetery Trustee and another party who recently did not run for reelection but will seek appointment. The subject matter was very encouraging pertaining to their funding mechanism and procedures. They are going to revise many policies to conform with the Town and State laws.
12. Addressed some concerns with Road Agent about fuel leaks in trucks. He assured me that they were taken care of.
13. Contacted the Chair of the Trustees of Trust Funds and he assured me that all is now or would be up to date on the transfer of various funds.
14. New Procurement Policy including bidding process that will apply to all departments.
15. Planning a Fire house tour as soon as the dust settles from other Town Meeting issues.
16. Checked out Fire Department call volume through the State Concord Area Dispatch group.
17. Contract updates for certain Town Employee Positions are not up to date but am bringing them to that point.
18. Discussed Building regulation update with Building Inspector relative to a Planning Board Request (no name for now to be public) Inspector claims that this issue is very complicated and need legal clarification as to the zoning interpretation.
19. In process of reviewing "Revision Contract"
20. Web Page updating Committees and Boards and other info.

### **Item 15: Selectmen's Report**

Selectman Diers asked to have Department Head Reports submitted for them to review. TA Flynn said he would make sure to do that in the future.

There was a discussion regarding touring the Fire Station. Chair Smith and Selectman Diers have not had the opportunity to see it and would both like to.

After discussion, it was decided that Chair Smith would go with TA Flynn on his tour and the whole Board could tour at a later time.

### **Item 16: 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 with supporting documentation to be sent to the Town Administrator at least five business days beforehand. When speaking please state your name and address.*

There was no public comment.

**Item 17: Non-Public per RSA 91-A:3, II, (a) (e)**

**Chair Smith made a motion to go into Non-Public Session at 9:04pm per RSA 91 A-3, II, (a) Personnel and (e) Legal. Seconded by Selectman Watson. Vote by Roll Call: Selectwoman Smith – yes, Selectman Watson – yes and Selectman Diers – yes.**

The Select Board came out of Non-Public Session at 9:18pm.

**Chair Smith made a motion to seal the minutes indefinitely. Seconded by Selectman Diers. Vote by Roll Call: Selectwoman Smith – yes, Selectman Watson – yes and Selectman Diers – yes.**

**Chair Smith made a motion to adjourn the meeting at 9:19pm. Seconded by Selectman Diers. Motion passed 3-0.**

Respectfully Submitted,

*Wendy Baker*

Wendy Baker  
Recording Secretary