

TOWN OF DEERING

762 Deering Center Road
Deering, NH 03244

Board of Selectmen Final Meeting Minutes Thursday, May 18, 2023 6:45 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 6:45pm

Pledge of Allegiance

Special Presentation Re: Police Department

Acting Chief Cavanaugh presented Officer Davy with a Life Saving Medal and Commendation Bar for his life saving response to an unconscious and not breathing individual. He performed CPR and life saving measures that resulted in the person being revived and transported to the hospital.

Item 1: Request for non-public per RSA 91-A:3, II, (a)(b) and (c)

Chair Smith made a motion to go into Non-Public Session at 6:49pm per RSA 91 A-3, II, (a) employee (b) hiring & (c) reputation. Seconded by Selectman Diers.

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

The Select Board came out of Non-Public Session at 7:15pm.

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

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

Item 2: Consent Agenda Acceptance including Manifest for Payroll -May 8, 2023, May 15; Accounts Payable-May 10, 2023, and May 17, 2023, plus other approvals by the Board.

Chair Smith requested to pull out the Current Use Application for Map 228 Lot 8 for review.

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

NEW BUSINESS (Continued from 5/4)

Item 3: Third Reading: Procurement Policy

TA Flynn said he made requested corrections that are highlighted in yellow and asks that the Board support voting for this policy.

Chair Smith suggested the following changes:

- Page 2, last paragraph, last sentence remove the words “in Section VI” and replace it with “under the change order section”
- Page 3, number 2 after the wording “additional bids” add “in that fiscal year”.

Selectman Watson asked why “in that fiscal year” needed to be added?

Chair Smith said because blanket purchase bids should be reconsidered yearly.

Selectman Diers said he didn’t understand why that language would need to be added.

It was determined not to make the change of adding “in that fiscal year”.

Chair Smith suggested that non-major purchases should be lower than \$25,000, surrounding towns are lower and it is better to pull in control while re-building.

TA Flynn said prices have gone up.

Selectman Diers proposed a compromise of \$20,000. Everyone agreed.

Chair Smith made a motion to adopt the Procurement Policy with amendments noted to supersede the previous policy. Seconded by Selectman Diers. Motion Passed 3-0

Item 4: Second Reading: Discussion of proposed Bank Debit Card Policy

TA Flynn explained that this policy is to eliminate employees paying out of pocket for certain items and having to be reimbursed. He said he will have possession of the card and the one to give approval for use.

Selectman Watson said he likes the policy.

Chair Smith suggested the following corrections:

- The words Select Board changed to Board of Selectmen every place it appears in the document.
- Fix a typo on page two under Section V, end of second line “ti yse” to “to use”.
- Page 3, add language to letter “c”, second line after Finance Administrator “the card holder must make”.
- Page 3, letter “f” replace the first word “purchases” with “payments”.
- Page 4, Section IX add “Treasurer and” before the words “the Select Board”
- Page 4, Section X replace “AP Clerk” with “Finance Administrator”.
- In every instance it says Town Treasurer, it should include “and/or Finance Administrator”

Selectman Diers suggested adding a signature line under assignment of debit card for the Finance Administrator.

Chair Smith asked if the Finance Administrator looked over the policy?

TA Flynn answered yes.

Selectman Diers made a motion to accept the Debit Card Policy contingent upon the recommended amendments added. Seconded by Selectman Watson. Motion Passed 3-0.

APPOINTMENT

Item 5: Thomas Copadis – Re: Trust Fund Issues

Thomas Copadis, former Trustee of Trust funds, approached the Board with some concerns perpetual care trust funds as well as work being performed and paid for at a private cemetery in town.

He said the owner of the private cemetery must maintain the common areas, trees etc. He also feels that the interest from the perpetual care trust fund has not been paid to the town and that \$320,000 was owned two years ago.

A discussion ensued with the history being given on how these were handled in the past.

It was determined that the Board needed to look into these things and have TA Flynn talk with the current Trustees of the Trust Funds to understand their current practices.

NEW BUSINESS

Item 6: Greater Hillsborough Senior Services/Deering Community Church request for permission to use the Town Hall Parking Lot plus overflow on Monument area. Also, request approval for Bandstand Rental Agreements for four concerts.

Ginks Leiby informed the Board that Greater Hillsborough Senior Services will be holding a yard sale on May 27th and September 2nd at the Deering Community Church and would like permission to use the triangle in front of the church for overflow.

Peg Hauschildt on behalf of Brian Terry would like the Board's approval of their applications to use the bandstand for 4 summer concerts.

Selectman Diers made a motion to grant usage of the Memorial Triangle to Greater Hillsborough Senior Services for their yard sale on May 27th and September 2nd as well as overflow parking. Seconded by Selectman Watson. Motion Passed 3-0.

Selectman Diers made a motion to approve the Bandstand rental for 4 concerts to be held on June 24th, July 22nd, August 12th, and September 22nd and to authorize TA Flynn to sign the rental applications. Seconded by Selectman Watson. Motion Passed 3-0.

Item 7: Announcement of Fire Chief's Non-Renewal of Chief's Contract

TA Flynn announced that Fire Chief Jeff LeBlanc will not be renewing his contract, which was received in an email from him naming his last day as Chief to be June 1, 2023.

Item 8: Discussion of hiring process for new Fire Chief

TA Flynn recommended the Board advertise the position and the Board name a hiring committee to review the applicants and recommend to the Board of Selectmen.

Selectman Diers suggested one representative from the Board of Selectman, the TA, an expert in the field and a current Fire Department member serve on the committee.

Selectman Watson suggested the Hillsborough Fire Chief and a community member.

Assistant Fire Chief Connor said it would be best to ask for someone from the Fire Academy instead of someone from a neighboring town.

Chair Smith said this is a huge decision for the community and suggested having all 3 Board of Selectmen on the committee.

Selectman Watson said his availability is limited during the day.

TA Flynn said the committee would be making the recommendation to the Selectmen.

Chair Smith asked if the top 3 candidates would be presented?

TA Flynn said that 2 or 3 would be ideal and the Selectmen could do interviews of the recommended candidates.

Selectman Watson said he is in favor of having one Board member on the committee.

The make of the committee, by consensus of the Board is:

1 Board of Selectman member

1 Fire Academy member

1 Deering Fire Department member

1 Community member

1 Town Administrator

Item 9: Deering Lake Improvement Association-Invitation Re: Selectmen participation

Selectman Diers said he was approached by someone from the Deering Lake Improvement Association that they would like to have a member of the Board of Selectmen represented at their meetings.

Chair Smith said she would like to request that the Town Administrator and a member of the Board attend together.

TA Flynn said he could make the time to attend.

Chair Smith asked to be the Selectmen's Representative.

The Board agreed.

OLD BUSINESS

Item 10: Review and adopt minutes of (Feb. 9, Still outstanding), May 4, 2023, Public and Non- Public and May 11, 2023, Work Session (Highway)

Chair Smith requested to keep the minutes of February 9, 2023 tabled.

Chair Smith asked for the following amendments to the May 4, 2023 public minutes:

Page 3, change "Go Fund" to "Gov Fund"

Page 3, add that the Gov Fund was suggested by Tom Copadis.

Chair Smith made a motion to approve the May 4, 2023 public minutes as amended. Seconded by Selectman Watson. Motion Passed 3-0.

Chair Smith made a motion to approve the May 4, 2023 non-public minutes as presented. Seconded by Selectman Watson. Motion Passed 3-0.

Chair Smith asked for the following amendments to the May 11, 2023 workshop minutes:
Page 2, 3rd line, add “at the Town Hall conference room”.
Page 2, 13th section, change the words “started now” to “sent out to bid now”.
Page 2, correct the spelling of the Zoski Road.

Chair Smith made a motion to approve the May 11, 2023 workshop minutes as amended. Seconded by Selectman Watson. Motion Passed 3-0.

Item 11: Discussion re: Employee and Volunteer opportunities & needs in Deering Govt.

Chair Smith said she worked on a list with the Town Clerk on the current vacancies and they are as follows:

Cemetery Trustees – 1 member
Planning Board – 2 full members and 1 alternate
Zoning Board – 1 full member and 4 alternates
Conservation Commission – 1 full member and 1 alternate
Budget Advisory – 2 full members
Patriotic Purposes – 1 full member

Selectman Watson said we need to advertise on social media.

TA Flynn said he would like the Board’s approval to add a feature to the recording clerk’s job description which would include updating the web page.

Selectman Diers said he is in support of this on a trial basis.

Chair Smith said she is in support as well.

Selectman Watson foresees in the future that a web person will be needed for more hours.

Chair Smith said updates and changes should come from the Town Administrator or Finance Administrator.

Wendy Baker suggested that an employee email should be given as well for a proper way to send requests of changes and updates to the recording clerk.

Selectman Watson made a motion to expand the Recording Clerk’s job duties to include website changes and updates. Seconded by Chair Smith. Motion Passed 3-0.

OTHER BUSINESS

Item 12: Discussion of Fire/EMS temporary staffing for per diem employees

TA Flynn said we are in need of more Fire & EMS employees.

Assistant Chief Connor said we have 3-4 regular per-diem employees currently.

Chair Smith asked how does an interim get named?

TA Flynn said we need to advertise.

Chair Smith asked if we have the information needed to advertise?

Assistant Chief Connor said they were blindsided by the resignation. He said he can help out but his plate is very full. He would like to know what his role now needs to be as well as have a non-public meeting with the Board and include the Deputy Chief as well.

Chair Smith asked if it would be good to have an Interim EMS Coordinator?

Assistant Fire Chief Connor answered yes.

Selectman Watson said he would support a short notice meeting next Thursday at 6:30 to meet and discuss everything.

Item 13: Town Administrators Report and Department Reports

- Update on solar power inquiry and committee establishment: TA Flynn is putting together a committee to review and prepare for the next solar contract.
Chair Smith asked if he would also provide a mission statement and a charge for the committee and how many would it consist of.
TA Flynn answered that he recommends 3 members.
Pauline Laliberte said she or her Husband would like to be involved since they are aware of the history of the original contract.
- ARPA Funds-Requests for Proposals: TA Flynn said he sent out requests to all of the Departments, Boards and Committees and has only received 2-3 responses as well as he has 2 of his own. TA Flynn said he would like to recommend getting the Town Hall streaming service going with a cost of \$1,500 for set-up in 2 locations in Town Hall with all of the equipment needed as well as funds for \$300 per month for the monthly fee for the rest of the year. Then the \$300 per month will need to be put into the budget for next year.
Chair Smith asked how would the set-up be with the wires.
TA Flynn answered it is wireless.
Gary Smith asked who would maintain it?
TA Flynn answered the company that installs it.
Chair Smith said we would also need to look into measures to improve the sound in this room as well.
Selectman Diers asked if there would be a contract?
TA Flynn answered, no it is month to month.
Chair Smith asked if he would bring the quote to next week's meeting for review as well as ask for the quotes for the Highway exhaust system request and the bay doors for Highway and Fire Departments.
Selectman Diers asked if we need to get architectural drawings for the Fire Department?
Chair Smith said she would like to wait for a new team to discuss how to proceed with that.

- Update and approval of Liability Document from Primex for Conservation Committee tree cutting project.
- Processing ATV Public Hearing Documentation and notice: TA Flynn said he is moving forward with the Public Hearing which will notice 12 abutters and that the ATV Club will pay for.
- Taking care of the special permit for the Francestown Bike Event.

Item 14: Selectmen's Report

Selectman Watson said the Conservation Commission Gregg Hill Project will begin mid-summer as well as working on new technology of the QR code on a sign that gives the Town's website.

Selectman Diers said they are in need of Planning Board members and asked if a resident would put that request on social media. He also distributed his thoughts on the Highway Department issues.

Chair Smith said she attended a ZBA meeting that heard a couple of cases, one that was granted and one that was denied. She also said there is a need to have TA Flynn contact the Code Enforcement Officer regarding an issue raised at the ZBA meeting. She is planning to have the 250th Committee meet next Monday. She attended the class "A Hard Road to Travel" and had many take aways from it.

Selectman Diers said that he will be taking the Selectmen's class June 1st. He also wanted to report that he brought a resident's concern about a road forth and it was fixed the next day. He requested that TA Flynn find out when they can expect the shoulder on Holton Crossing to be finished.

Chair Smith asked TA Flynn to find out when bids for year 1 roads and the calcium chloride will go out?

Item 15: 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.

Item 16: If Needed-Non-Public per RSA 91-A:3, II, (a) (b) (c) – Not needed.

Selectman Watson made a motion to adjourn the meeting at 9:46pm. Seconded by Chair Smith. Motion passed 3-0.

Respectfully Submitted,

Wendy Baker

Wendy Baker
Recording Secretary