

TOWN OF DEERING

762 Deering Center Road
Deering, NH 03244

Board of Selectmen Final Meeting Minutes Thursday, May 4, 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 24, 2023, and May 1, 2023; Accts. Payable-April 25, 2023, and May 2, 2023

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

NEW BUSINESS (Continued from 4/20)

Item 2: Second Reading: Discussion of proposed Procurement Policy

TA Flynn explain that at a second reading we will discuss the policy, take comments and recommendations from residents and put forth any suggested edits.

Selectman Diers asked if \$25,000 was appropriate for a threshold for a major purchase?

TA Flynn said he chose \$25,000 because years ago many towns set theirs at \$15,000 but because prices are higher now, many are changing it to \$25,000.

Chair Smith said there seems to be a gap between \$5,000 and \$25,000 for non-major purchases.

TA Flynn said the wording can be made clearer.

Chair Smith asked about #4 Professional Services/Consultants under Exceptions to Bid Process and why it is an exception.

TA Flynn explained it is because these are a specialty type of business and the choice isn't always based on money.

Chair Smith said she would like to see #4 begin with "At the discretion of the Board of Selectmen".

Selectman Diers asked if #3 Emergency Expenditures would be prior to the purchase?

Selectman Watson said it could be and asked if a bracket of 72 hours should be put on it?

TA Flynn said this is only in a very emergency situations and said he would do his best and use discretion.

Chair Smith suggested #10 under Bid Process start with “At the designated time of bid opening”.

Chair Smith asked if #2 Blanket Purchase under Exceptions to Bid Process would be for a repetitive purchase?

TA Flynn answered that there would always be a bid first.

Selectman Diers said Finance Coordinator should be changed to Finance Administrator.

Chair Smith asked for #3, C to be changed from Henniker to Deering.

Chair Smith asked for any public comment. There was none.

Chair Smith made a motion to move the Procurement Policy to a 3rd reading with suggested changes. Seconded by Selectman Watson. Motion Passed 3-0

Item 3: Second Reading: Discussion of proposed Acceptance of Donations Policy

TA Flynn said there are RSA’s that dictate most of how this policy is written. This policy will make sure all departments know that any donations must be accepted by the Board of Selectmen.

Chair Smith asked TA Flynn to double check the amount as well as change Henniker to Deering.

Selectman Watson said he agrees there should be a method for this and less guesswork is better.

Selectman Diers made a motion to accept the policy for Acceptance of Donations and Gifts with proposed changes and research on the amount. Seconded by Selectman Watson. Motion Passed 3-0

ACTUAL NEW BUSINESS

Item 4: First Reading: Bank Debit Card Policy

TA Flynn said there has been discussion and ideas in the past of the need of having one card for when immediate payment is needed to purchase items and services for the town. This would be a controlled situation with the card designated to one person.

Chair Smith made a motion to move the Bank Debit Card Policy to a 2nd reading. Seconded by Selectman Watson. Motion Passed 3-0

Item 5: Election of new Vice Chair

Chair Smith made a motion to nominate Steve Diers as Vice-Chairman. Seconded by Selectman Watson. Motion Passed 3-0

Item 6: Selectmen’s Bylaws, Section F, Addition of Magnetic/electronic recording policy

TA Flynn said there is a proposed change to the Bylaws under Section F #1 Duties. It should have RSA 91:A:4 and include the following addition “It is also the duty of the Recording Clerk to preserve all tape or audio video recordings of any meeting until the meeting minutes have been adopted.”

This wording was confirmed by town legal counsel.

Chair Smith suggested a change to strike “all tape or” and add “and or” after audio, to be written as follows: “It is also the duty of the Recording Clerk to preserve audio and or video recordings of any meeting until the meeting minutes have been adopted.”

Selectman Diers asked if these Bylaws should be adopted annually and when were they last adopted?

Selectman Watson answered in January of 2022.

Selectman Diers asked shouldn't they be adopted and signed by the Board each year?

Selectman Watson asked for what reason?

Selectman Diers said so that the new member could sign off on them.

Selectman Watson said he would disagree because he has always said there needs to be more controlling language in the Bylaws and hopes to update it with more solutions that would be seen valuable enough to be permanent and it is the Board's purview to adopt the Bylaws and change them anytime rather than be restricted. We shouldn't try to tell a future Board what they should do at certain times.

TA Flynn said the amendments are listed at the end of the policy.

Chair Smith agrees with Selectman Watson that we need to update the policy and hopefully in the future we can take a better look at it.

Chair Smith made a motion to make the proposed amendment to Section F in the By-laws of the Board of Selectmen. Seconded by Selectman Diers. Motion Passed 3-0

OLD BUSINESS

Item 7: Deering Patriotic Committee Update

TA Flynn said the Patriotic Committee had a meeting last week and they have submitted pricing for the flags and poles they proposed at a previous meeting. He also checked with Primex and volunteers would be covered under the town insurance.

Chair Smith said now that we have the proposed total we need to find a funding source for it and the Gov Fund was suggested previously.

TA Flynn said he will look into it and bring a report on funding at the next meeting.

Chair Smith said we need to know how much is in the Gov Fund Trust and thank you to Tom Copadis for suggesting it..

Item 8: ARPA Funds-Requests for Proposals

Chair Smith proposed to ask TA Flynn to reach out to all Departments, Boards and Committees for needs and projects to be considered for ARPA Funds and if possible present at the next regular meeting.

Selectman Diers asked TA Flynn to find out where the figure for the Highway Exhaust came from.

Chair Smith answered that it is from the CIP list.

Selectman Watson said the uses are unrestricted now but he would rather get things done sooner rather than later due to potential claw backs of the money.

Item 9: Review and adopt minutes of (Feb. 9, Still outstanding), April 20, public and non-public, April 27 work session

Chair Smith made a motion to approve the April 20, 2023 public and non-public minutes, April 27, 2023 work session minutes as presented and move out the approval of February 9, 2023 minutes 30 days. Seconded by Selectman Diers. Motion Passed 3-0

OTHER BUSINESS

Item 10: Conclusion re: Contoocook Valley ATV Club Union Street Union Street UTV crossing. -Public hearing update

TA Flynn said at first he was unsure what exactly they were wanting and there were 2 proposals. It has come down to all they are looking for is the approval for the 1,000 feet along Union Street. He recommends the Board allow him to work with the parties involved to plan a public hearing and then the Board can make its decision.

Selectman Diers made a motion to allow TA Flynn to move forward with the public hearing for Contoocook Valley ATV Club Union Street Crossing. Seconded by Chair Smith. Motion Passed 3-0

Chair Smith requested that the Road Agent be present for the public hearing.

Selectman Watson said he recalls there are some with concerns.

Chair Smith said she would like to have a clear map showing the area concerned posted on the website.

Item 11: Town Administrators Report

1. Recommendation of Deering Reservoir Policy re: fees-stay with DES order (see correspondence)

TA Flynn reiterated the town cannot charge for parking and that it is mostly going to fall on the Police Department for parking. He said he will work with Captain Cavanaugh on installing proper signage.

Chair Smith asked if better outlining of where the spots are could be done?

Patrick Murdough asked if the town could do permitted parking?

Chair Smith answered no, it cannot be restricted.

2. Allow Conservation volunteers to cut trees pending their filling out volunteer Service Statement and Agreement form.

TA Flynn said Primex said they will be covered by our insurance as long as they fill out a form to keep everyone protected.

Chair Smith said the second condition being considered was whether the tree cutting was allowable in the deed and it looks like the documentation states it was approved by the PLC.

Selectman Watson made a motion to accept the recommendation for the waiver documents for the Gregg Hill Project and the Conservation Commission to be filled out prior to volunteer services to acknowledge we are covered according to Primex. Seconded by Selectman Diers. Motion Passed 3-0

3. Completion of State mandated boiler inspection.
TA Flynn reported that the State requires this inspection and it passed.
4. Request for authorization to engage in services of Power Up Generator Services.
TA Flynn asked for authorization to proceed.

Chair Smith said there were no concerns and he could proceed.

5. Renewal of Central NH Regional Planning Commission Agreement.
TA Flynn wanted to make sure it was ok to renew with Central NH Regional Planning Commission.

Chair Smith said there is \$7,200 in the budget for this service.

Selectman Watson made a motion to approve the agreement with Central NH Regional Planning Commission. Seconded by Selectman Diers. Motion Passed 3-0

Selectman Diers asked about the Planning Board's Chair and their resignation.

Chair Smith said there was now not enough members for a quorum on the Planning Board and they also need another alternate member.

Selectmen Diers asked to see the resignation at the next regular meeting and how do we get the word out of the openings?

TA Flynn said we advertise on the website but could do an ad in a newspaper if necessary. He also said he will reach out to the Vice-Chair to ask them to schedule the next meeting and to run it.

6. Safety Day change of date. Request recommended by Department Heads.
TA Flynn said the Department Heads asked to change the date to September 30th.

Selectman Diers made a motion to re-schedule Safety Day to September 30, 2023. Seconded by Selectman Watson. Motion Passed 3-0

7. Solar Power inquiry-No update yet but will address as soon as time allows.

Department Reports from Managers

8. Building Inspectors Report
9. Police Department Report
10. Fire Department Report

TA Flynn announced that Fire Chief Jeff LeBlanc submitted his resignation as of June 1, 2023. He said he will be resigning from his Chief position but staying on as a Paramedic per-diem.

Chair Smith said we need to make sure we have a plan for the EMS per-diem staff, perhaps an EMS Coordinator?

Selectman Watson suggested asking the Chief to help during the transition.

TA Flynn offered to have a conversation with Chief LeBlanc.

Item 12: Selectmen's Report

Chair Smith said the ZBA had to reschedule their meeting and public hearing. The annual roadside cleanup is this Saturday starting at 8:00am. There will be a Board of Selectmen's workshop on May 11, 2023 at 6:00pm starting at the Highway building and the public is welcome to attend. Tour de Francestown bicycle event is on May 20, 2023, use caution on the road that day.

Selectman Diers did not have anything to report.

Selectman Watson said the Conservation Commission is working on their Gregg Hill project and their next meeting is Monday.

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 said it would be helpful when the Town is seeking volunteers, to include an amount of hours that each position may involve.

Lou Ellen Beard asked when the 250th Anniversary Committee will start? Chair Smith said she will schedule that in a couple of weeks.

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 9:04pm per RSA 91 A-3, II, (c) reputation and (e) Legal. 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 8:18pm.

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 Diers.

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

Chair Smith made a motion to adjourn the meeting at 8:19pm. Seconded by Selectman Watson. Motion passed 3-0.

Respectfully Submitted,

Wendy Baker

Wendy Baker
Recording Secretary