

TOWN OF DEERING

762 Deering Center Road
Deering, NH 03244

Board of Selectmen Final Meeting Minutes Wednesday, July 19, 2023 6:30 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 6:30pm

Item 1: Request for Non-Public Session Per RSA per 91-A:3 (a), (b) and (c)

Chair Smith made a motion to go into Non-Public Session at 6:31pm per RSA 91 A-3, II, (a) employee, (b) hiring & (c) reputation. 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 7:03pm

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

Pledge of Allegiance

Item 2: Consent Agenda Acceptance including Manifest for Payroll -July 10, 2023, and July 17th, 2023: Acct Payable -July 12, 2023, and July 18, 2023; Two appointments to the Solar Advisory Committee-Robert Cilic and Gary Smith

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

NEW BUSINESS

Item 3: Resignation from Police Department

Chair Smith said they received a resignation from Trisha Whisman, Administrative Assistant to the Deering Police Department due to moving out of Deering.

Selectman Diers made a motion to accept the resignation of Trisha Whisman with regret tentatively pending the sale of her home. Seconded by Chair Smith. Motion Passed 3-0.

Selectman Watson asked for a thank you letter to be sent to Trisha Whisman.

Chair Smith asked if there were plans to advertise for the position.

TA Flynn answered not yet but he will be discussing it with Captain Cavanaugh.

OLD BUSINESS

Item 4: Fire Department Updates

- **Fire Chief Search:** Assistant Chief Connor said they received 11 applications. He said Pat Murdough and Chris Parece will review them with TA Flynn next week. TA Flynn said the process will be to have interviews 1-2 weeks later. Chair Smith said she would like to see the top 2 candidates brought to the Selectmen. Selectman Diers asked if once the hiring team has narrowed it down, could they meet with the Selectmen to go over their top choices? It was agreed to have the committee meet with the Selectmen prior to final interviews with the candidates.
- **Per-Diem Program- Current Coverage and recruitment actions being taken and received:** Assistant Chief Connor said they have only 4 active per-diem employees currently, but they do have an interview with a paramedic next week. He said he also met with a perspective Fire Fighter with certifications that has relocated to Deering from Connecticut. Chair Smith asked what was being done to advertise for per-diems? Assistant Chief Connor answered the State website and we could put it on the Town Website. Chair Smith suggested posting it on the NH Municipal Association site as well as in the local newspaper. Chair Smith asked what days we have coverage currently? Assistant Chief Connor answered there is at least 1 per-diem scheduled per day through the week. Chair Smith asked if the Fire Department could research and provide what the competitive wages are for the area to TA Flynn by next Wednesday? Assistant Chief Connor answered yes.
- **Bids (multiple when appropriate), garage doors, ductwork extension, exhaust collection:** Chair Smith asked if they had bids for the Ambulance? Assistant Chief Connor answered they have a demo ambulance coming next week to look at and said that one of the bids has everything they need and more for the right price. TA Flynn recapped that there was a meeting with the former Chief regarding many updates and changes but that for most he would like to wait for the new Chief to be placed before moving forward. Chair Smith suggested moving forward with safety items, like the exhaust system. Selectman Diers said McAllister needs new garage doors, ducting updated and need to remove the solar panel and asked if we can move forward on getting bids for the doors? Chris Parece said there is a need to move the kerosene tank inside the building? Selectman Watson said we should prioritize health and safety issues.

Selectman Diers gave a shout out to the Fire, Police and Highway Departments for all of their hard work on Sunday during the rain storms.

Item 5: Highway Department updates

- **Bids update from multiple suppliers, road reconstruction, garage doors, salt:** Road Agent Brian Houghton said he just received his new laptop and got most of his data back today. Bids for everything he has was on his old computer, he has 2 bids for doors and working on a 3rd and has not had any time for others. He said there is only one vendor for calcium. TA Flynn said to still go thru the process to get the purchase approved and justify only one bid. Chair Smith asked about bids for salt? Brian Houghton answered that it is not a good idea to purchase salt from just one company and he should have pricing soon from a few vendors. Chair Smith asked about bids for an exhaust kit and hoses? Brian Houghton answered those bids were on his old computer and he will send them to TA Flynn as soon as possible. Selectman Watson asked if they could be ready for the next meeting? Brian Houghton answered yes. Chair Smith asked about the Road Reconstruction Bid? Brian Houghton answered those were on his old computer as well.

- **Calcium Chloride Schedule:** Chair Smith asked what the anticipated schedule was for putting down calcium chloride? Road Agent Brian Houghton answered it depends on the road condition, it needs to be dusty and recently graded. He said a once over will be done by the end of August.

Selectman Diers said he has concerns with the fascia on the back of the highway garage, is there a plan to fix it? Brian Houghton answered that we have the material and just need the man power and time to do it. Selectman Diers asked about the center line on Cross Road cracking since it was paved not long ago? Brian Houghton said a line item needs to be added to the budget for chip sealing and then Cross Road and others could be crack sealed and then chip sealed to help those areas. Chair Smith said there is a line item in the budget for chip sealing that currently has \$7,200 in it.

- **Unpaved road plans (priorities and timelines):** Chair Smith asked if we have a plan for unpaved roads and if not could it be put on the “to do” list? Brian Houghton answered yes. Chair Smith asked what the Town’s approach to drainage and culverts was. Brian Houghton answered it is a process of moving water from one side to another in channels and where you can install underdrain and culverts are put wherever water collects to divert it. Chair Smith said if they needed to hire someone to put the fascia on the garage or help with culvert repairs etc. instead of using employees then please reach out and ask.

Selectman Watson made a motion to extend an offer of part-time employment to Charles Ricker at the rate of \$25.00/hr. Seconded by Chair Smith. Motion Passed 3-0.

Item 6: Disaster Recovery/Emergency Management Discussion-Chain of command in notification process

TA Flynn said the Hazard Mitigation Plan is updated every 5 years.

Chair Smith asked when the Town has an emergency outside of office hours, what do the Selectmen do since they can’t talk to each other?

TA Flynn answered that he is involved even outside of office hours, where he is in contact with Fire, Police and Highway Departments and then he would funnel the information to the Selectmen.

Chair Smith asked if we have the ability to put emergency information up on the website?

TA Flynn answered yes.

Item 7: Town Hall Elevator -Future repair conditions

TA Flynn said the elevator was inspected recently but it was in need of repairs last week. He was told that parts may be hard to get going forward and we may want to plan ahead.

Item 8: Review and adopt minutes of July 6, 2023

Chair Smith made a motion to approve the July 6, 2023 public minutes as presented Seconded by Selectman Watson. Motion Passed 3-0.

Item 9: Update re: ARPA Fund allocations.

TA Flynn said the video streams are and up and running. He provided a list of the following proposed and potential projects:

1. An ADA ramp and railings at the front of Town Hall.
2. Railing for the sidewalk.
3. Security cameras around Town Hall.
4. Highway request – construction signs, cones exhaust hoses and kit.
5. Police request – Conex style storage container.
6. 2 laptops, one for Planning Board and one for the Recording Clerk.

TA Flynn said the laptop cost has gone up since the last quote.

Chair Smith said she was able to find laptops still in the price range but the motion will need to not include the vendor's name.

Chair Smith made a motion to approve the purchase of two laptops funded by the Computer Trust Fund for \$1,950. Seconded by Selectman Watson. Motion passed 3-0.

OTHER BUSINESS

Item 10: Town Administrators Report and Department Reports

1. Had discussion with proposed contractor for Don Super. – The letter was sent to Mr. Super and he has not responded. TA Flynn said he called Town Counsel and is waiting for a response. Selectman Watson said he received correspondence that the recent rain has caused damage to that area. Chair Smith asked if a letter should be sent regarding the RV that has no permit and also check on what should be done with the unsigned Building Permit for a different resident on that street. Selectman Watson said we need to seek legal guidance before we do anything.
2. Advertised for newly revised position to replace Assessing Clerk.
3. Preparing Probationary Review of Meagen Kerris (Finance Coordinator).
4. Continues dialogue with Asst. Chief Connors in recruitment for new Chief.
5. Travelled several critical locations in Deering on Saturday and Sunday during the rain storm (Clement Hill Road and Dicky. Hill Road)

Item 11: Selectmen's Reports

Selectman Watson had nothing to report.

Selectman Diers said he rode around after Sunday's storm and saw the Highway Department out laying gravel. He asked how committees get initiated, like the Solar Committee.

TA Flynn said the Selectmen create the committee and mission statement, appoint the members and then they would get together for an initial meeting. He said he would help with the process.

Selectman Diers asked if he could be appointed the ex-officio member on the Solar Committee?

Chair Smith made a motion to appoint Selectman Diers as the ex-officio member on the Solar Committee. Seconded by Selectman Watson. Motion passed 3-0.

Chair Smith asked if there is coverage for the Assessing Clerk?

TA Flynn said not yet, it is a quiet time.

Chair Smith asked when a question comes in, how are we handling it?

TA Flynn answered that he has only received building questions and he met with the Building Inspector and he is handling all building permits and questions pertaining to that.

Chair Smith asked if residents have the ability to engage with anyone from Central Regional Planning Commission and ask them questions? She is concerned that they can be contacted by anyone and the town will be billed for it, questions should go thru the Planning Board first.

Chair Smith asked if there has been any progress getting a Planning Board Clerk to take minutes?

TA Flynn answered that taking minutes for the Planning Board is planned to be part of the new Administrative Assistant job duties.

Chair Smith said she is concerned about a project at Map 229 Lots 16 & 17 that might need a variance.

TA Flynn said he will look into it.

Chair Smith said the following Boards and Committees have openings:

Planning Board – 2 Alternates

Zoning Board – 1 Member and 4 Alternates

Conservation Commission – 1 Member and 1 Alternate

Budget Advisory Committee – 1 Member

Patriotic Committee – 1 Member

Solar Advisory Committee – 2 Members

Item 12: 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.

Jeff Dutton, an abutter of the Codman issue said he has seen two excavators there recently and all they did was spread dirt which has not helped the problem. He said he appreciates the Board's efforts and asked that they continue to actively pursue getting a resolution.

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

Chair Smith made a motion to adjourn the meeting at 9:02pm. Seconded by Selectman Watson. Motion passed 3-0.

Respectfully Submitted,

Wendy Baker

Wendy Baker
Recording Secretary