

TOWN OF DEERING

762 Deering Center Road
Deering, NH 03244

Board of Selectmen Final Meeting Minutes

Thursday, July 6, 2023
7:00 P.M.

Members Present: Chair Jill Smith, Selectman Roy Watson and Selectman Steve Diers
Also Present: 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 - June 28, 2023 and July 5, 2023; Acct Payable – June .29, 2023 and June 30, 2023

Chair Smith said she would like to remove item 6 regarding Codman hill, until the next scheduled meeting.

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

APPOINTMENTS

Item 2: Carol Baker-Tax Collector: Update on status of unpaid taxes and recommendations for solutions

Town Clerk Carol Baker provided the Selectmen with a deed list and information on 3 residents seeking payment arrangements for their taxes. She presented the payment arrangements as follows:

1. Map 215 Lot 9 – this resident receives an elderly exemption, has had a longtime payment arrangement and requests that to continue.
2. Map 242 Lot 16 – this resident is struggling with only 1 person working and requests to continue the payment arrangements. They have not missed any previous payments.
3. Map 242 Lot 3 – last year there was a 90 day time frame to meet and the meeting was never arranged. C. Baker requested a non-public session with the owners at the next meeting on the 20th preferably before the meeting at 6:30pm

Chair Smith said she didn't see an issue with the first 2 arrangements as well as setting up a non-public session on July 20th at 6:30pm for Map 242 Lot 3.

Selectman Diers made a motion to accept Map 215 Lot 9 & Map 242 Lot 16 payment arrangements. Seconded by Chair Smith. Motion Passed 3-0.

C. Baker went over the deed list and pointed out Map 242 Lot 12, Map 242 Lot3 and Map 220 Lot 25 all have houses. She then said the remaining are mobile homes which Map 208 Lot 11-16, Map 208 Lot 11-21 and Map 209 Lot 11-7 she feels are most likely abandoned. She explained if the town deeds a mobile home then they will be liable for the rent at the mobile home park. She suggested TA Flynn reach out to the owner of the mobile home park regarding the abandoned homes and see if they would take over those and the Board could forgive the taxes.

Selectman Watson said he would like to see TA Flynn contact the owner of the mobile home park and try to work something out.

C. Baker said she would be back at the July 20th meeting for a final decision on deeding the properties on the list.

It was decided to set up a non-public session to meet with the owners of Map 242 Lot 3 on July 20, 2023 at 6:30pm.

Item 3: Conservation Commission Presentation-Natural Resources Inventory presented by Craig. Tufts of the CNHRPC (Central NH Regional Planning Commission)

Gary Samuels of the Conservation Commission introduced Craig Tufts from Central NH Regional Planning Commission to present Deering's Natural Resources Inventory that shows wildlife habitat, drinking water, surface water, agriculture and recreation/cultural resources.

The link to the Natural Resources presentation will be posted on the Deering website.

Selectman Diers asked what the percentage of conservation land is in Deering?

G. Samuels answered 30% not including current use properties.

Selectman Watson asked when a re-inventory would happen?

G. Samuels answered in approximately 10 years.

NEW BUSINESS

Item 4: Resignation Acceptance-Assessing Department

Chair Smith said they received the resignation of Assessing Clerk Melanie Kerr.

The Selectmen agreed to accept the resignation of Melanie Kerr.

Item 5: Town Administrator's recommendations re: Assessing Clerk Position

Chair Smith said TA Flynn has requested a change in the name, duties and hours of the Assessing Clerk position to include help for administration and finance.

Selectman Watson said he has no objection.

Selectman Diers said he likes how specific the job description is.

Chair Smith suggested to add payables to the job description under the 7th bullet of Administrative Assistant Duties.

Selectman Watson made a motion to delegate responsibility to TA Flynn to finalize role definition and to advertise the position of Administrative Assistant/Assessing & Land Use Coordinator. Seconded by Chair Smith. Motion Passes 3-1.

Chair Smith extended the Board's appreciation to the former Assessing Clerk, Melanie Kerr for her work with the Town of Deering.

OLD BUSINESS

Item 6: Review and adopt minutes of June 15, Public and Non-Public

Chair Smith requested all reference to public comment be removed from the Public minutes of June 15th.

Chair Smith made a motion to approve the June 15, 2023 public minutes as amended. Seconded by Selectman Watson. Motion Passed 3-0.

Chair Smith made a motion to approve the June 15, 2023 Non-Public Session as presented Seconded by Selectman Watson. Motion Passed 3-0.

Item 7: Discussion re: Update Fire/EMS Chief position

Chair Smith reported that TA Flynn received 11 applications. She asked Deputy Murdough if he had anything to add.

Deputy Murdough said he felt giving all of June for applications to come in was good and suggested to get the process started.

Chair Smith asked if a Board member should be selected to serve on the hiring panel?

Selectman Watson suggested the panel consist of the Town Administrator, a member of the Fire Department and the State Rep Fire Official and allow their recommendation to come forth to all three Selectmen.

Selectman Watson made a motion to authorize the Town Administrator to constitute a committee consisting of the Town Administrator, a member of the Fire Department and the State Rep Fire Official to interview and select a candidate(s) to come before the Selectmen. Seconded by Chair Smith. Motion Passed 3-0.

Item 8: Review and approval request of Solar Committee Mission Statement

Chair Smith said the Mission Statement presented is comprehensive.

Selectman Diers made a suggestion to add the following as #5 under "the Town should"

5. The Town Administrator will direct and/or serve as custodian of the records for the Solar Advisory Committee.

Chair Smith made a motion to accept the Solar Advisory Committee's Mission Statement as amended. Seconded by Selectman Watson. Motion Passed 3-0.

Item 9: ARPA Funding of Computers and Flags

Chair Smith said two laptops need to be purchased, one for the Planning Board and one for the Recording Clerk. She said there is a quote from Granite State Computers for \$1,950 which could be funded from either ARPA or the Computer Trust Fund.

Chair Smith made a motion to approve the purchase of two laptops from Granite State Computers to be expended from the Computer Trust Fund. Seconded by Selectman Diers. Motion Passed 3-0.

Chair Smith said there was an error on the previous flag quote and suggested to re-assess the size of the flag. She also suggested funding this out of the Gov Fund.

Selectman Watson had no objection.

Chair Smith said she would come back at the next meeting with a new quote.

OTHER BUSINESS

Item 10: Town Administrators Report

1. Sent letter to Don Super as advised.
2. Arranged for Cemetery Trustees to meet with Tom Copadis.
3. Created newly revised position to replace Assessing Clerk,
4. Preparing Probationary Review of Meagen Kerris (Finance Coordinator).
5. Follow through with ARPA funding requests.
6. Replaced Road Agent's damaged laptop.
7. Processed Volunteer form for donated labor to install light on post across from Town Hall.
8. Sent invoice to ATV club for reimbursement of special mailing for Public Hearing.
9. Continues dialogue with Asst. Chief Connors in recruitment for new Fire Chief.

Item 11: Department Reports

Selectman Diers asked if there was a designated time for these Department Reports?

Selectman Watson said it should be at least monthly.

Selectman Diers said he is ok with monthly but would like to see it at a designated time.

W. Baker suggested at the second Selectmen's meeting each month.

Chair Smith said she would like to see equipment issues on the reports.

It was suggested for each Selectman to put together a list of what they would like to see on the monthly Department Reports and bring it back to the next meeting to discuss.

Item 12: Selectmen's Reports

Selectman Watson had nothing to report.

Selectman Diers said he attended the one-day officials seminar and found it interesting. He also said the Planning Board was able to have a meeting and it went well.

Item 10: 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.

John Shaw asked if any action was being taken on outsourcing EMS.

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 8:15pm. Seconded by Selectman Diers. Motion passed 3-0.

Respectfully Submitted,

Wendy Baker

Wendy Baker
Recording Secretary