

# **TOWN OF DEERING**

762 Deering Center Road  
Deering, NH 03244

## **Board of Selectmen Final Special Meeting Minutes**

Thursday, January 11, 2024  
7:00 P.M.

Members Present: Chair Jill Smith, Selectman Roy Watson and Selectman Steve Diers  
Also Present: Town Administrator Meagen Kerris

### **Opening of the Meeting by the Chair at 7:00pm**

#### **Pledge of Allegiance**

#### **Item 1: January 13th Special Town Meeting – Petitioned Warrant Article, Board discussion**

Selectman Watson expressed concern about the residential requirement limiting the applicant pool and being able find someone that would be willing to take the stipend position.

Chair Smith questioned if transitioning to an elected Road Agent was in the best interest of Deering? She concurred with Selectman Watson's concern and noted that, of the 4 applicants for Road Agent, only 1 was a resident so, in effect, 75% of the applicant pool would be eliminated by a resident requirement. She also said that the only requirements to run are: being over the age of 18, are a registered voter in Deering, and that they are domiciled in Deering. There is no way to ensure the candidates have experience, knowledge, on the job expertise, working knowledge of common and current practices, managerial skills, budgeting skills, people skills, or even a CDL license to be able to drive the trucks.

Selectman Diers said it is about management, do they have the skills for that and for Human Resources. He said there are only 3 qualifications to be run for election: the age of 18, a Deering resident and a registered voter and with that he is a no.

Chair Smith asked if the Board would like to put together a joint statement or individually.

Selectman Diers said he intends to speak as a resident.

Selectman Watson said he agrees with a statement that the Board does not support the petitioned article.

Chair Smith said she likes the idea of a simple statement with points that it limits the pool of applicants and you can't be sure the candidate will have the required skill set. She said another concern she has is that the Budget Advisory Committee was very concerned about the Highway Budget being over a million dollars and will the elected person have the skills to manage a budget like that.

Selectman Watson agrees with the joint statement with the reasons Chair Smith mentioned earlier.

**Selectman Watson made a motion to approve the following statement “Board of Selectmen does not support the petitioned articles for reasons of: the only candidate requirements are, that you are 18 years of age, a registered voter, and domiciled within Deering NH, this limits the candidate pool and renders us unable to ensure the candidate(s) have the skillset to perform the job.” Seconded by Selectman Diers. Motion Passed 3-0.**

**Item 2: Nonpublic Session per RSA 91-A:3, II, (a) & (b)**

**Chair Smith made a motion to go into Non-Public Session at 7:27pm per RSA 91 A-3, II, (a) & (b). Seconded by Selectman Watson.**

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

The Board of Selectmen came out of Non-Public Session at 8:58pm

**Selectman Watson made a motion to adjourn the meeting at 8:59pm. Seconded by Chair Smith. Motion passed 3-0.**

Respectfully Submitted,

*Wendy Baker*

Wendy Baker  
Recording Secretary

**Job Title:** Finance Administrator  
**Reports to:** Town Administrator  
**Department:** Administration  
**Salary:** DOE  
**Description:** Full-time Exempt, 40 hours per week

**Job Summary:**

The Finance Administrator oversees payroll, accounts payable and receivable, account reconciliation, and benefits paperwork. This position will also provide administrative support to the Town Administrator and will serve as the initial point of contact for the Town Office, responsible for answering phones and general inquiries.

**Duties/Responsibilities:**

- Process invoices and prepare voucher for Board Selectmen signature weekly. Once approved, cut and mail checks.
- Process weekly and monthly payroll. Ensuring that hours are correctly categorized, including vacation, sick, comp, and overtime pay. Print payroll reports for funding retirement accounts and creating General Ledger entries. Print and file appropriate documentation.
- Enter deposits from the Town Clerk/Tax Collector, ambulance, and building department. Print and file appropriate documentation.
- Approve bank transfers initiated by the Town Clerk/Tax Collector.
- Reconcile bank statements on a monthly basis.
- Set up new employees in the payroll system.
- Update employee pay increases as applied in the payroll system.
- Oversee benefits administration including medical, dental, and retirement participation.
- Answer the main phone line for the Town Offices, routing calls as appropriate to the Town Administrator, Town Clerk/Tax Collector, Assessing, Highway Department, Police, and Fire.
- Set up and maintain employees in the 457 retirement portal.
- Fund 457 retirement accounts using the online portal.
- Process New Hampshire Retirement contributions for police.

- Create monthly expenditure reports for department heads, committees, and the Board of Selectmen.
- Assist the Town Administrator with the annual report, budget preparation, and other administrative tasks.
- Work with the Town Administrator and Board of Selectmen to implement policies.
- Conduct year-end closeout which includes rotating and boxing up prior year records for storage.
- Setup new year in the financial software.
- Manage vendors, ensuring that they have W-9s on file.
- Complete and submit 1099 forms.
- Complete annual Primex employee profile reporting.
- Complete the DRA reporting by required deadlines.
- Collect new vendor information from Department Heads to enter in for payment.
- Coordinate with the Treasurer and Deputy Treasurer to sign checks and payroll.
- Assist with Bank Transfers.
- Assist in the successful implementation of new accounting software.
- Work with Financial Auditors to ensure successful completion of yearly audit.
- Accurately prepare bank deposits.
- Flexibility for additional hours/tasks, depending on the needs of the Finance Administration office.
- Order supplies as requested for departments.
- Monitor Expense reports.
- Strong attention to detail.
- Strong organizational skills.
- Ability to handle multiple projects due at the same time.
- Participate in trainings associated with the Finance Administrator office.
- Strong professional communication skills is a must.
- Working knowledge of General Accounting Practices.
- Bring updated Finance policies forward to the Town Administrator and Board of Selectmen.
- Other tasks as assigned by the Town Administrator and Board of Selectmen.