

# **TOWN OF DEERING**

762 Deering Center Road  
Deering, NH 03244

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

Thursday, July 27, 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**

### **Non-Public Session Per RSA per 91-A:3 (b) Tax Collection**

**Chair Smith made a motion to go into Non-Public Session at 6:31pm per RSA 91 A-3, II, (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 6:56pm

### **Pledge of Allegiance**

### **NEW BUSINESS**

#### **Item 1: Consent Agenda - Acceptance including Manifest for Payroll**

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

### **OLD BUSINESS**

#### **Item 2: Codman Hill Road - update**

TA Flynn said there is not much that he can talk about on this subject in public session but he received information from Legal Counsel today. He passed that information out to the Board, asked them to review it and they can discuss in a non-public session at a later time.

Chair Smith asked if we received the camper permit.

TA Flynn answered yes.

Melanie Rheaume of Codman Hill asked if the Town was approving the permit for the camper?

Chair Smith said it will be put before the Board at the next meeting.

M. Rheaume stated that the berm still has not been replaced and the road is not fixed.

### **Item 3: Highway Department – bid/quote review (budget items & ARPA requests)**

Chair Smith said we have three quotes in front of us for garage doors.

The Board reviewed the quotes and discussed some differences in them.

TA Flynn said Road Agent Houghton should come before the Board and make his recommendation.

Chair Smith asked if there were any other quotes to present for other items?

TA Flynn answered no.

Chair Smith asked for TA Flynn to follow-up with Road Agent Houghton and get the quotes for Salt, Exhaust Kits & Hoses and Signs and Cones for the next meeting.

### **Item 4: Fire/EMS Department – competitive wage recommendations**

TA Flynn said he met Monday with the hiring team and they went through the 11 applications and chose 5 for interviews. The date of interviews will be set-up for the week after next.

TA Flynn said Assistant Chief Connor has a couple of interested recruits for EMS.

TA Flynn provided wages for 3 local towns.

Chair Smith asked TA Flynn to follow-up with the Fire Department to get their input on wages and would like to hear from them how the department currently sets wages.

Selectman Diers agreed he would like to have someone from the Fire Department explain it.

TA Flynn reported that a new ambulance was brought to Dering to show the department and he attended as well as other department employees and other towns.

Selectman Watson said we should be more competitive and increase coverage but wait for the new Fire Chief.

Chair Smith asked if the conversation should be started now?

Selectman Watson recommended making sure the Fire Chief candidates know that the Board is looking for someone to come in with knowledge and suggestions.

TA Flynn asked what the status is of the Board allowing the raises for the Fire Department from their budget?

Chair Smith answered we were given a total figure and need more information to understand it.

TA Flynn said he would work with them to set amounts of increases with the budget amount.

## **Item 5: Review and adopt minutes of July 19, 2023**

**Chair Smith made a motion to approve the July 19, 2023 public and non-public minutes as presented Seconded by Selectman Watson. Motion Passed 3-0.**

## **OTHER BUSINESS**

### **Item 6: Town Administrators Report and Department Reports**

Recording Secretary Wendy Baker showed the Board some new things on the website and how the town can get the word out to residents on many important topics.

TA Flynn said he has two potential applicants for the Administrative Assistant position and he and Meagen Kerris will conduct interviews.

Chair Smith said she heard concerns about the new role and job description but last year the Board asked where there are gaps which answered to be in that role, this is how we are now trying to actively fill those gaps.

### **Item 7: Selectmen's Reports**

Selectman Diers said that Dicky Hill is looking good with some new culverts. He also would like to know the status of Longwoods Road shoulder work and asked TA Flynn to report back information on it.

Selectman Watson had nothing new to report.

Chair Smith had nothing new to report.

### **Item 8: If Needed-Non-Public per RSA 91-A:3, II, (a) and (c)**

**Chair Smith made a motion to go into Non-Public Session at 7:54pm per RSA 91 A-3, II, (a) and (c). 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 10:07pm

**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.**

Chair Smith announced that both Town Administrator Peter Flynn and Finance Administrator Meagen Kerris have successfully completed their 6-month probationary period.

**Selectman Watson made a motion to increase, retroactive to July 1st, the Town Administrator's salary from \$84,000 to \$89,000 per the TA's Employment Agreement. Seconded by Chair Smith. Motion passed 3-0.**

**Selectman Watson made a motion to increase, retroactive to July 1st, the Finance Administrator's wage from \$30/hr to \$32.05/hr (\$60,000) per agreement at time of hire. Seconded by Chair Smith. Motion passed 3-0.**

**Selectman Watson made a motion to increase wages, retroactive to July 1st, for Officer Ancil from \$20/hr to \$25.20/hr, and Officer Davy from \$21.30 to \$27/hr. Seconded by Chair Smith. Motion passed 3-0.**

**Selectman Watson made a motion to increase hourly wages for Mark Poland from \$26.50 to \$27.46/hr, Darin Labier from \$24.00 to \$24.96/hr, and Kristin Bouchard from \$17.82 to \$18.54/hr. Seconded by Chair Smith. Motion passed 3-0.**

Chair Smith noted that evaluations and wage considerations for Captain Cavanaugh, Fire & Rescue, and Per Diem EMS will be held at the next Board meeting.

**Selectman Watson made a motion to adjourn the meeting at 10:09pm. Seconded by Selectman Diers. Motion passed 3-0.**

Respectfully Submitted,

*Wendy Baker*

Wendy Baker  
Recording Secretary