



TOWN OF DEERING

762 Deering Center Road Deering, NH 03244

Board of Selectmen Meeting

1 December 2022

Minutes

Members present: Chairman Roy Watson, Vice Chair William Whisman, Jill Smith

Also Present: Interim Town Administrator Peter Flynn, Road Agent Brian Houghton

Meeting called to order – 7:00 pm

Pledge of Allegiance

Action on Consent Agenda

Employee payroll – 21 November and 28 November 2022

Accounts Payable Manifest - 21 November and 28 November 2022

Mr. Watson moved to approve the Consent Agenda, seconded by Mr. Whisman, all in favor.

Minutes of 17 November amended to include a spelling correction and adding the Consent Agenda's motion and approval. Mr. Watson moved to approve the Minutes of 17 November as amended and the public session minutes from 23 November, seconded by Mr. Whisman, all in favor. 23 November nonpublic session minutes to be reviewed for approval next meeting.

1st Public Comment –

Elizabeth Kirby explained the light she purchased for the flagpole was too small and after reading US Code on US flag displays the flag should either be raised at sunrise and lowered at sunset, or the flag may be displayed 24 hours a day if properly illuminated during the hours of darkness. It is recommended that three floodlights be used to illuminate properly.

The board has asked Mrs. Kirby to coordinate with Donn Mann III to create a town patriotic committee with the help of Selectman Whisman to create a charter, with regards to number of committee members, tasks, etc.

Being his last day as a full-time Police Officer for Deering, Mr. Watson thanked Office Davy for his dedication and service. Applause followed.

New Business:

Item 2 - Tax Rate Announcement – Mr. Flynn presented his memo to the board with the new tax rate being \$22.75 per thousand. The previous rate was \$22.56. That's an increase of \$.19 per thousand.

Breakdown – Municipal \$6.15

County \$1.09

Local Education \$14.24

State Education \$1.27

Tax bills mailed 28 November 22 due 29 December 22.

Commentary followed – Mr. Watson thanked those that worked on the tax rate.

Old business:

Item 3: Update on Town Administrator Search: The Board of Selectmen has been working diligently to establish expectations and qualifications of each candidate for a permanent Town Administrator to fill the position. The Board is in the completion stages of this task and an announcement should be made shortly.

Item 4: Old Francestown Road Chain Fence Issue: Mr. Flynn reached out to the road agent, Brian Houghton who inspected the situation. Mr. Houghton spoke to the board regarding his finding. He found a chain crossing Francestown Road. Mr. Houghton removed the chain and no parking signs. The person responsible for maintaining the property and the owners didn't realize it was a violation to install a chain. Mr. Houghton said the family would like to speak to the Board to discuss further.

Item 5: 2021 Audit update - Mr. Flynn has made several attempts to contact the auditors to obtain an update on the 2021 audit. Mr. Flynn has attempted to find the engagement letter and it has not been located.

Item 6: Resignation of temporary contracted bookkeeper: Tammy Ford completed her 12-month contract and resigned her temporary position. Her last day was 8 November. Mr. Watson and the board thanked Ms. Ford for her service and motioned to accept her resignation. Mr. Watson moved to accept the conditions of Tammy Ford's contract which specifies her ending the same agreement on November 8th, 2022. Seconded by Mr. Whisman. All in favor and approved.

Other business

Item 7: Town Administrator's Report

- **Fire Department ventilation system** proposed in a handout during an earlier meeting is being reviewed by the Fire Chief. The TA will have a report as to its practicality for the specific system at the next meeting.
- **Status of Fire Department hearing December 15th** – The Fire Chief has been contacted and Mr. Flynn will contact Great Brook (contractor) to request they be present. Discussion followed regarding whether to call the meeting a public hearing or a regular meeting. Mrs. Smith suggested advertising in local papers, on the Deering Town Website and other social media. The meeting is pending Great Brook's attendance.
- **Status of Back Bay Networks IT service contract:** Mrs. Smith confirmed she reviewed the contract terms. Peter Flynn confirmed that the rate for 2023 was unchanged at \$700/month.
- **Officer Davy Exit Interview:** Mr. Flynn said the interview went very well. Officer Davy stated reasons for leaving pay and lack of activity in Deering. Officer Davy is staying on part-time. He stated he loved working here. Mr. Watson is pushing for ways to retain officers. Mr. Watson expressed his appreciation.

- **BAC (Budget Advisory Committee)** Chairman to relay information at the 15 December meeting.
- **Town Committee Vacancies:** Mrs. Smith expressed her concerns regarding board vacancies. Especially the planning board. Will be discussed further during the next meeting. Discussion followed with regards to finalizing committee members by 1 April 23.

Item 9 - Town Meeting Announcement of Location

Mr. Flynn read #1 and #2 from Item# 9 attached into the record and presented the terms for discussion and asked the final terms to be made public during this meeting. He expressed the concerns of some of election workers and their desire to return Town Meeting to the Deering Town Hall as in past years. Discussion followed with pros and cons of Town Hall versus HDHS. Mrs. Smith expressed concerns regarding having enough capacity for all to registered voters to attend.

The Town Meetings had been held at the HDHS during 2020 and 2021 because of distance restrictions placed on the attendees. Mrs. Smith stated it would be unfortunate if someone took a Saturday off from work and then the meeting had to be moved to the next Saturday and larger venue if there were too many attendees for the Town Hall. Elizabeth Kirby, Deering Center Road, asked if the meetings had exceeded the Town Hall capacity in previous years. Lou Ellen Beard, Fish & Game Road confirmed they hadn't. Mr. Watson made a motion to have the Town Meeting and town elections in March at the Town Hall. Mr. Whisman seconded and all in favor. See item#9 attached.

Item 8: Selectmen's Reports

- Mr. Whisman asked to recognize the Conservation Committee, Youth Center, Project Genesis and volunteers for the clean up and planting of the Conservation area behind the church. He wished to thank Dennis Sawyer for the kiosk.
- Mr. Whisman thanks Brian Houghton and the community for the clean up after Wednesday's storm.
- Harwood Painting – Mrs. Smith noted that on 8/18 the Board approved the entire quote (\$47,250) offered by Harwood which included handrail painting. Harwood had only charged the Town for the completed siding work. Mrs. Smith questioned if the handrail painting was to be scheduled for next year. Peter Flynn will inquire with Harwood.
- Mrs. Smith addressed the Verizon spreadsheet and noted that the allocation appeared to have one department paying for the entire internet cost. She is reviewing the services and the method of their cost allocation and will report back.

Public Commentary #2

Steve Diers asked about having an audio system for the public hearing. Maybe something like what is used at Town Meeting. Mr. Watson said he could supply his Bose system.

Brian Houghton brought up the old Bulletin Board and what to do with it. It's damaged and not

worth repairing. The board said it should be thrown out.

Mr. Watson motioned to adjourn. Mr. Whisman seconded. All in favor.
Meeting adjourned 7:55

Respectfully submitted by Elizabeth Kirby



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Deering, NH 03244

Item #9

Town Administrator Memo

From: Interim Town Administrator Peter R. Flynn

Date: December 1, 2022

To: Deering Board of Selectmen

Subject: Town Election and Town Meeting.

It is imperative that the Board determine the specifics of the Election information and Town Meeting date etc.

The following must be read aloud tonight (December 1, 2022) as the official Election notification date and time.

#1

"The Town of Deering NH will hold its annual Municipal Election and School District Election on Tuesday, March 14th, 2023, from 8:00AM to 7:00PM in the meeting hall of the Town Hall located at 762 Deering Center Road, Deering, NH"

#2

"The Town of Deering NH will hold its Second Session public deliberation and Warrant voting on Saturday, March 18th, 2023, at 9:00AM to be held at Deering Town Hall"