



## **TOWN OF DEERING**

### ***Board of Selectmen***

762 Deering Center Road  
Deering, NH 03244

### **Meeting Minutes**

11/4/21

7:00PM

**Board Members Present:** Bill Whisman, Rebecca Mitchell, Roy Watson

**Town Employees Present:** Julius Peel (Town Administrator), Samantha Ivanov (Administrative Assistant), Brian Houghton, (Road Agent), Jeff Leblanc, (Fire Chief)

**Members Present:** See attached Sign in Sheet

#### **1. BoS MEETING CALL TO ORDER:**

#### **2. Pledge of Allegiance:**

#### **3. Introductions:**

B. Whisman introduced the new town administrator and the administrative assistant.

#### **4. Motion to approve the Consent Agenda:**

- |                     |                             |
|---------------------|-----------------------------|
| a. Minutes          | Oct 21 <sup>st</sup> & 24th |
| b. Employee Payroll | Oct 27th                    |
| c. Employee Payroll | Nov 3rd                     |
| d. AP Manifest      | Nov 4th                     |
| e. Intent to Cut    | 243-117-07                  |

B. Whisman motioned to accept the consent agenda as presented, seconded by R. Mitchell. All in favor. The motion passes accepting the consent agenda.

#### **Old Business:**

##### **1. New Hampshire Bond Bank: Audit of the Report**

B. Whisman noted that the New Hampshire Bond Bank has requested the audit reports from 2020. J. Peel explained that he and R. McAllister had submitted these documents.

##### **2. Review Potential Electronic Upgrades in the Town Hall (IT Supervision, Internet Bandwidth, Windows 11, and Outlook Emailing)**

J. Peel noted that during his first couple weeks here there were serious concerns with technical stability within the office. He focused on the lack of internet speed, cyber security, dated software and difficulties using the current email service. J. Peel explained that for the office to function fully, it would need to review these services and upgrade them appropriately. J. Peel asked that the board allow him to reach out to the providers of

these services to review contracts and present the findings at the next BOS meeting. R. Watson and R. Mitchell noted the importance of technology upgrades within the townhall, but stressed the importance of budgeting. B. Whisman asked that J. Peel come prepared to the next meeting with a few options so that the board can determine the most cost-effective method.

#### **New Business:**

1. Town Hall Rental Agreement: Bi-Weekly Home School Group

B. Whisman explained that the application was for a group of home schoolers who wanted to use the town hall for a board game session every other Wednesday for a couple hours.

B. Whisman motioned to accept the Town Hall Rental Agreement and to waive the rental fees. Seconded by R. Mitchell. All in Favor. The motion passes.

2. DPW New Contract for Uniforms

B. Houghton explained to the board that the DPW is currently in a year two-year agreement with Clean Rentals Inc and since the agreement hasn't been renegotiated in a few years, it has been increasing substantially in its rate. B. Houghton noted that he had reached out to the company and received a new contract that would reduce the yearly amount by roughly 50% and would lock the community in for 2 years. The board, after reviewing the contract, determined that B. Houghton should receive at least two more quotes and return to the board in case those quotes are at a lower rate. B. Whisman explained that once he received these quotes, they should be submitted to the TA to review and then brought to the board with a recommendation.

#### **BOS/ Administrator Comments:**

1. Halloween

J. Leblanc explained that he and his crew were able to attend the Saturday Halloween this year, but were unable to attend the Sunday event due to increased call volumes. He noted that he had spoken with the Police Chief and both believe that this year was a very successful turnout for the community.

2. Veterans Day

B. Whisman explained that there will be a Veterans day ceremony this year on the 11<sup>th</sup> at 11AM. He explained that there will be a dedication to Gordon Clark and invited everyone to attend. Elizabeth Kirby explained that in previous years she had cut the stars off of older flags to give to vets and asked how many vets might attend. The board explained that they were not sure how many vets might attend, but would appreciate any support that the public would bring.

#### **Other Business:**

1. The Board discussed the TA's meet and greet that happened on the 3<sup>rd</sup> of November. They noted that it was attended by a few residents, but also explained that they have heard concerns about how the meeting was during the day time. B. Whisman asked the board if they would be willing to meet at 6:00PM on November 18<sup>th</sup> to allow for residents who

were unable to attend the first meeting-and-greet. The board agreed.

B. Whisman motioned to meet at 6:00PM on November 18<sup>th</sup> for a meet-and-greet with the town administrator. Seconded by R. Mitchell.

**Public Comment:**

Members of the public, E. Kirby and Jill Smith, expressed concerns regarding the new Town Administrator and the Administrative Assistant. E. Kirby asked what was the Pay of the TA and his experience. B. Whisman, confirming with J. Peel, explained that he is currently making \$68,000 a year and his previous experience in other NH communities. E. Kirby continued by asking the BOS to supply the Administrative Assistant's rate of pay, her experience in the role, and if the community would need an assistant if the TA was more experienced. B. Whisman, confirming with J. Peel and S. Ivanov, noted her experience within the community for over a year, within other non-profits, and explained that the rate determined at the last BOS meeting would be \$55,000 a year. J. Peel noted that this position is much more than an administrative assistant. He explained that the position large oversees all payables for the community including payroll and bills. He also expressed that it is incredibly difficult to find a finance director for this rate anywhere in the state, so being able to find someone willing to train at a lower rate would be the best thing for a smaller community. J. Smith followed up by asking why the board hired both positions at a full-time rate and if the Assessing Clerk position would be completed by the new administrative assistant. B. Whisman explained that the decision to hire at the full-time rate was determined based off of the need of the administrative office and that they would review the assessing role later on.

Gale Lalmond and Stephen Fogelson stated concerns with not having these positions filled. They explained that during this last year it has been increasingly difficult for them and other department heads to complete the things that they need to do. Jeff Leblanc would later note that without a TA or a Finance Clerk it has made his job increasingly difficult to complete.

**Non-Public:**

1. **RSA 91-A:3, II (a)**
  - a. Fire Department Employees
2. **RSA 91-A:3, II (a)**
  - a. Administrative Assistant

**Re-Entering Public Session:**

After ending the non-public at 9:12PM, the board re-entered the public session to make a motion on the topic.

B. Whisman motions to accept the three hires as proposed by the Jeff Leblanc in accordance with the fire departments hiring rate policy. Seconded by R. Watson. The motion passes unanimously.

**Adjourn**

Motion to adjourn made by B. Whisman. Seconded by R. Mitchell. All in favor. The motion passes adjourning the meeting.

**MEETINGS:**

The next Board of Selectmen meeting will be held on November 18<sup>th</sup> 2021 beginning at 6:00pm.