



TOWN OF DEERING

Board of Selectmen

762 Deering Center Road
Deering, NH 03244

Meeting Minutes

October 15, 2020

Selectmen's Meeting

Selectmen present: Bill Whisman, Allen Belouin, Rebecca Mitchell

The meeting was called to order at 1900.

Mr. Whisman made the motion to approve the consent agenda. Mr. Belouin seconded the motion. The vote was unanimous and so moved.

Consent Agenda

- | | | |
|--|--------------------------------|---------------------|
| a. Minutes for October 1 st | | |
| b. Employee Payroll | October 7th | \$13,630.37 |
| c. Employee Payroll | October 14th | \$ 12,395.66 |
| d. Monthly Payroll | October 14th | \$6,566.27 |
| e. AP ACH XFER | Oct 15th | \$30.00 |
| f. AP Manifest | Oct 15th | \$30,073.46 |
| g. Pvt Rd Agreement | 235-035-000 | |
| h. Trust Funds XFER | | |
| i. Dept Reports | | |

NEW BUSINESS:

Conservation Commission – Pollinator Garden / HWY Dept removal of debris on Hedgehog Mtn Road

Conservation Commission member Mike Thomas addressed the Board relative to the proposed grant to fund a Pollinator Garden (see attachment) located on the old Carew lot. Mr. Thomas explained that conservation members envisioned a walking trail up the side of the hill with several benches, and blue bird boxes. Leaving wild blueberry bushes and other fauna will provide bees with habitat that will create pollinator gardens. Mr. Thomas also explained the need to have a proper tractor with brush hog attachment to reduce the spread of popular and cheery trees and explained that the conservation commission would fund the activity. Also discussed was the placement of a small gravel parking lot at the base of the hill. The Board endorsed the pollinator garden project.

Mr. Thomas next asked about the possibility of having the highway department available to rid some debris from a parcel located on Hedgehog Mountain. The parcel, owned by the Town, is scheduled to be given to SPNHF for conservation purposes, but they will not accept it until the debris is cleaned up. Given the accessibility of the location on a Class VI road the loader will be used to ferry the debris to a truck and hauled to the demolition pile at the Hillsborough Transfer Station. Road Agent Houghton estimated labor and equipment costs at around \$1,125 and disposal costs if about \$220. The Board

voiced concern that the Town was paying clean-up costs and in effect was paying SPNHF to take an acre of town owned land. More discussion ensued. The lateness of the season coupled with the current workload in the highway department, and the potential for wintry weather, it was determined to revisit the issue next year.

Halloween – to trick or to treat

The Board reviewed NHMA guidance around safe practices for trick or treaters during Halloween (see below guidance) and asked to have the Police Department post it to their Facebook page.

Generally, municipalities can encourage these simple steps:

- everyone should wear appropriate face-coverings designed to minimize the spread of Covid-19, especially when social distancing cannot be maintained
- trick-or-treaters should use social distancing and wait patiently for their turn to get candy (i.e. do not congregate together in the same place).
- trick-or-treaters should routinely wash hands or use hand sanitizer to prevent the spread of germs between candy bowls and homes,
- those handing out candy should set-up socially distanced candy distribution methods,
 - encourage candy distribution to occur outside the home, rather than in doorways, in a manner that increases the distance between individuals, and decreases the amount of time spent with those not in the same household.
 - monitor the area where candy is spread out (i.e. table, chair, stairs, etc.) so that trick-or-treaters can each take a piece with sanitization occurring as the area is restocked, or individually prepare packages/candies, rather than provide a big bowl that trick or treaters reach into.
- those handing out candy should use a disinfectant to routinely sanitize commonly touched surfaces (e.g. doorbells, candy bowls, etc.).

Town Clerk Budget Review

The Board reviewed the preliminary budget as proposed by the Town Clerk (see attached). Ms. Baker also alerted the Board that set-up for the November 3rd election will be October 29th. Pre-processing of absentee ballots is currently scheduled for October 28th at 0900. Pre-processing does not count the ballot. All ballots are counted after the polls close on November 3rd.

COVID-19

The Board expressed concern about the increasing numbers of infections. Given that there is an ongoing global pandemic and that cases of the virus, COVID-19, are currently on the rise, and that colder weather is on the way that will force many people indoors where there is less air circulation, this Board of Selectmen remains concerned about the health, safety, and welfare of Deering residents. Mr. Whisman made the following motion, with the safety of Deering residents uppermost in our thoughts, and by the authority granted the Board of Selectmen under RSA 41:11-a (I) we, following CDC guidance to prevent the spread of the virus, mandate the wearing of face coverings and maintaining social distancing by the public when entering all town owned buildings. Mr. Belouin seconded the motion. The vote was unanimous and so moved.

The coming Holidays

Mr. Whisman spoke to Veteran's Day as a time to present the flag flown over the veteran's memorial to a Deering veteran. The Board agreed to hold a ceremony at the Deering memorial at 1000 November 11th.

The Board agreed to celebrate Thanksgiving with staff on Monday the 23rd from 1100 to 1300.

Non-Public Session – RSA 91-A:3 II(a)

Mr. Whisman made the motion to enter non-public session under RSA 91-A:3, II(b) to review candidate resumes and materials for the temporary assistant town clerk position. Ms. Mitchell seconded the motion. The vote was unanimous and so moved. Roll call vote: Allen Belouin, Aye; Rebecca Mitchell, Aye; Bill Whisman, Aye.

The Board entered non-public session at 2024.

The Board re-entered public session at 2124.

Mr. Whisman made the motion to make a conditional offer of employment to Lois Wilmot for the position of Assistant Town Clerk at a rate of pay of \$15 per hour and a weekly work schedule of no more than 20 hours pending the successful outcome of a clean driving record and criminal background check. Mr. Belouin seconded the motion. The vote was unanimous and so moved.

Mr. Whisman made the motion to increase the hourly rate of pay for Fire fighter Alex Rousseau to \$15 per hour. Ms. Mitchell seconded the motion. The vote was unanimous and so moved.

There being no further business to come before the Board Mr. Whisman made the motion to adjourn. Ms. Mitchell seconded the motion. The vote was unanimous and so moved. The meeting adjourned at 2128.

Respectfully Submitted,

\s\ Russell McAllister
Town Administrator



TOWN OF DEERING

Highway Department

762 Deering Center Road

Deering, NH 03244

September 2020 Highway Department Report

The start of September was still dry. The gravel roads could use some rain to activate the calcium on them again. Bret graded North Road, Driscoll Road, The bottom part of Glen Road, Farrell Hill Road, Old County Extension, and Second NH TPKE. We raked them and then just raked Wolfe Hill Road, Fisher Road, Zoski Road, Homestead Road and both ends of Hedgehog Mountain Road. Our "Sign Dept" has been busy making and installing new signs and posts on Longwoods Road, Holton Crossing Road, Union Street, Mill Street, Zoski Road, Bartlett Hill Road, East Deering Road, Ridgeview Road, Camp Road, Cross Road, both ends of Hedgehog Mountain Road, and Maple Street. New signs are made for Second NH TPKE, Donovan Road, Bennington Depot Road, Cake Road, Old Bennington Road and two each for the ends of Homestead Road off Reservoir Road and Wolf Hill Road off old County Road. They just have not been installed yet.

We Reclaimed Holton Crossing Road and Longwoods Road as well as we graded and compacted it. Being so dry it rippled making it rough and very dusty. We put calcium on it and we had a little rain shower to activate the calcium to help it greatly the following week. We have graded it again with a bit more rain and now its very hard and dust free. We have the first three metal twelve inch culverts replaced with new plastic fifteen inch ones and catch basins installed on those. There are five more culverts to go and only three will have catch basins.

We have had two inches of three/eights inch top pavement put down on cross Road with the shoulders only left to gravel the third week of October. We prepped and paved the area that we had dug out at the Town Hall parking lot.

With winter rolling in soon, we will be doing services on most of our trucks,

installing the plow fronts and preparing the plows, wings and sanders. We are still healthy here at our department. We are working in two teams trying to have each team use separate vehicles and equipment.

Brian Houghton

Road Agent

Deering Fire & Rescue



To: Board of Selectmen

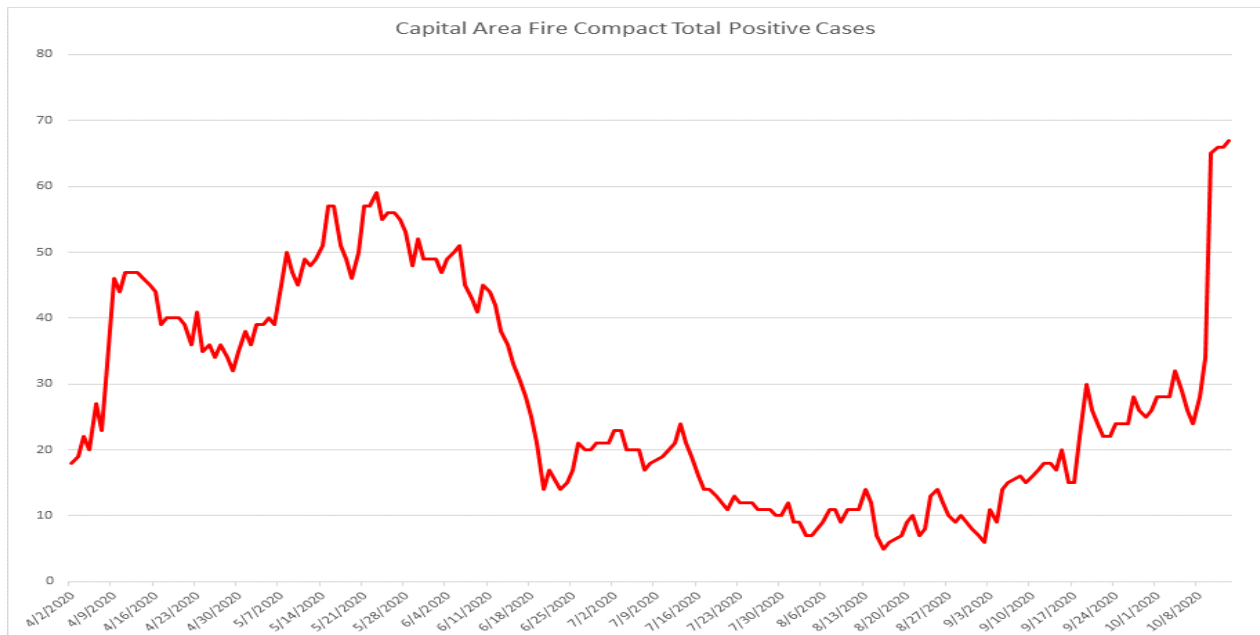
Date: 10/14/2020

From: Chief Daniel Gorman, Deering Fire & Rescue

Subject: Fire & Rescue Report, September 2020

News: The new Engine 3 is now in service. All of the hose, equipment and tools have been put on it. All drivers have gone through 24 hours of driver and pump training to be proficient in driving and operating all of the equipment that goes with the truck. This project has been a long process and many thanks go out to the Town Administrator, the Board of Selectmen, the townspeople and voters of Deering who supported our mission to provide the best level of service to the community. Also, I would like to give a great big thank you to the Fire Department personnel who made up the New Fire Truck Committee. Lt. Kris Parece, Captain James Wilcoxon, Captain Pat Murdough, Lt Will Bannister, FF Cole Bannister and Assistant Chief Doug Connor put in hours and hours of work and research to provide the best option for a new Fire Truck for the Town of Deering.

We continue to remain diligent throughout this pandemic. The Capitol Area Fire Mutual Aid Compact tracks the number of patients transported by Ambulances in the compact that are positive for COVID – 19. As you can see in the chart below, we are seeing an uptick of Covid positive patients being transported to hospitals. Please continue to be vigilant and continue to follow CDC recommendations to stay safe.



Deering Fire & Rescue



Upcoming goals:

- 1) Prepare the Fire Department 2021 Budget
- 2) Continued monitoring any COVID 19 updates and guidelines.
- 3) work on a FEMA Assistance to Firefighters Grant.

SEPTEMBER ACTIVITY REPORT:

Total Emergency Responses – 19

Per Diem Total Responses	8	On Call Total Responses	11
Per Diem EMS Responses	5	On Call EMS Responses	8
Per Diem Fire Responses	2	On Call Fire Responses	3
Per Diem MVA Responses	1	On Call MVA Responses	0
Per Diem Transports	3	On Call Transports	4
Per Diem BLS Transports	0	On Call BLS Transport	0
Per Diem ALS Transports	3	On Call ALS Transport	4
Mutual Aid EMS Given	0	Mutual Aid EMS Given	0
Mutual Aid Fire Given	0	Mutual Aid Fire Given	0
Mutual Aid EMS Received	0	Mutual Aid EMS Received	0
Mutual Aid Fire Received	0	Mutual Aid Fire Received	2

Respectfully submitted,

Daniel Gorman

Daniel Gorman, Fire Chief/EMD

**NH FISH AND GAME DEPARTMENT
PRIVATE LANDS HABITAT IMPROVEMENT PROGRAM
SMALL GRANTS PROGRAM APPLICATION FORM**

Landowner(s): Please complete this form along with a W-9, attach supporting information as needed, and send to the Regional Wildlife Biologist at the Fish and Game Office closest to the property. Once approved, a signed copy will be returned to you authorizing reimbursement of project costs as indicated on the approval line below. Please note any required special conditions. See List of Practices, Funding Rates and Management Standards for eligible projects and reimbursement rates. Refer any questions to the appropriate Regional Wildlife Biologist.

(Please Print Clearly)

Landowner(s) Name: Town of Deering

Mailing Address: 762 Deering Center Road Deering, NH 03244

Phone: (603) 464-3248 (home) _____ (work) _____

Property Location:

Town(s): Deering, NH

Location: Deering Center Road

Contact person and phone (if different than above): Stacie Hernandez (603) 702-2268

Total property size in acres (25 acre minimum): 24.61

Do you have a written forest or land management plan? ☐ No ☒ Yes

Is there a conservation easement on this property? ☒ No ☐ Yes

If yes, who holds the easement? Pending CE with Piscataquog Land Conservancy which is near completion.

What is the expected/desired project date? Starting Spring 2021

What is the total cost of project(s)? \$3,019 ☒ Estimated or ☐ Actual

Fish and Game Grant funds requested? \$1,200 (\$4000 limit)

Source of other funds for this project, if any (in-kind service, cost-share, etc.)?

Deering Conservation Fund, Pending Moose Plate Grant, Volunteer time, plant donations from town supporters

☒ Completed W-9 included? Reimbursements through the Small Grants Program may be considered taxable income under IRS regulations; therefore a 1099-MISC tax form needs to be issued to all grant recipients. Consult your tax advisor or tax preparer to determine whether grant income should be reported on your tax return.

Public Access Certification: (please complete one of the following)

☒ My entire property is open to non-motorized public recreation, including hunting and fishing.

☒ Acres of this property are open to non-motorized public recreation, including hunting and fishing (indicate number of acres).

By signing this application the landowner(s) agrees that the identified area of the property will remain open for public use, including hunting and fishing, without cost for a period of at least five years following the funding of this project by NH Fish and Game. The landowner agrees to implement and maintain the project in accordance with the standards established by the Department and any other conditions identified below. Further, the landowner hereby agrees to indemnify and hold the State of New Hampshire harmless from and against any and all injuries to persons, damage to property or expense of every kind and nature (including, without limitation, court costs, expenses and reasonable attorney's fees) arising in any manner, caused by, resulting from, incident to, or connected with activities funded by the Small Grants Program.

[Signature]
Landowner(s) Signature

9/23/20
Date

Send completed form to the F&G Regional Office closest to the property (addresses on back).

Office use only		Project Number:	
Funding level approved:			

NH FISH AND GAME DEPARTMENT
PRIVATE LANDS HABITAT IMPROVEMENT PROGRAM
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☐

Actual

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Landowner(s) Signature

Date

Send completed form to the F&G Regional Office closest to the property (addresses on back).

Office use only

Funding level approved:

Project Number:

Describe the proposed project(s) and the project site (a separate plan can be attached):

The Town of Dering owns Gregg hill, which is currently pending a conservation easement with the Piscataquog Land Conservancy. The Conservation Commission is planning to make the property more accessible for public use by creating a parking area and a trail system that reaches the top of a scenic vista at the top of the hill. The property is diverse with both forests and grasslands. The grasslands have not been maintained for the last couple years. The conservation commission is currently working with the NRCS and Xerces Society to create a plan to manage the wildlife habitat to promote a diverse population of wildlife species and pollinators. To accomplish the plan, the property will require routine brush hogging in the fall over at least ¼ acres of the overall field which will be in a rotational mowing pattern. In the pollinator garden area, the site will be mown in patches (mowing only 1/3 of the area in a given year) to slow or stop growth of woody plants that may be encroaching on the site and encourage growth of wildflowers. Rotation will be needed each year on the area that is mowed. The plan written by the Xerces Society is attached. We have also attached a map of the land and the estimated budget of the project.

Attached:

Budget Spreadsheet

Map of location

Management Plan for the pollinator habitat

Fish and Game Department Review and Approval:

Special Conditions, if any:

GPS Project Location: Latitude: 43°04'32.1"N Longitude: 71°50'54.6"W

I support funding this project as described above:

Regional Wildlife Biologist

Date

Funding Approved:

Habitat Program Administrator

Date

Send to the Regional Wildlife Biologist at the office closest to the property:

Region 1: Fish and Game, 629B Main Street, Lancaster, NH 03584-3612

(603) 788-3164

Region 2: Fish and Game, PO Box 417, New Hampton, NH 03256-0417

(603) 744-5470

Region 3: Fish and Game, 225 Main Street, Durham, NH 03824-4732

(603) 868-1095

Region 4: Fish and Game, 25 State Highway 9, Keene, NH 03431

(603) 352-9669

Deering Pollinator Garden - Library Lot

Estimated Budget Phase 1 - (2) 20' x 20' Plots:

<u>Item Description</u>	<u>Qty.</u>	<u>Cost ea.</u>	<u>Total</u>	<u>Supplier</u>	<u>Date Required</u>	<u>Funding Source</u>
Brush Hog Field - see project notes	1	\$1,200.00	\$1,200.00	Town/Contractor	11/1/2020	?
Flagging Tape - Florescent Orange	2	\$5.20	\$10.40	Amazon	10/15/2020	?
3.5 in. x 2.5 in. Glo Orange Flag Stakes (100-Pack)	1 pk (100)	\$7.98	\$7.98	Home Depot	10/15/2020	?
6 mil Silage Cover Black/white 24' x 24'	2	\$34.50	\$69.00	Farm Plastic Supply	4/1/2021	?
Sand bag sacks Multi-Pack White 14" x 26" with UV protection	2 pks (50)	\$34.99	\$69.98	Farm Plastic Supply	4/1/2021	?
Custom Seed Mix (1/2 lb. & vermiculite for two 20' x 20' plots	1	\$350.00	\$350.00	Xerces Society	10/15/2021	?
Kobalt 10-in x 10-in Tamper (press seeds into ground)	2	\$32.98	\$65.96	Lowes	10/1/2021	?
Cedar Blue Bird Boxes	6	\$24.99	\$149.94	Chewy	March 2021	?
Electrical Conduit Pipe - 6 ft (poles for bluebird boxes)	6	\$6.00	\$36.00	Home Depot/Lowes	March 2021	?
Steel Rebar 0.5-in x 4-ft; Blue Bird Box	6	\$4.05	\$24.30	Home Depot/Lowes	March 2021	?
Native Bee House/Hotel	2	\$18.00	\$36.00	Amazon	April 2022	?
Outdoor Wood Garden Bench\	1	\$200.00	\$200.00	Amazon	Summer 2001	?
Monthly mowing of Pollinator Trail (5 months)	5	\$100.00	\$500.00	Contractor	Summer 2021	?
Gravel Parking Area	1		?	Town/Contractor	Spring 2021	?
Pollinator Garden Kiosk	1		\$300			

**Estimated Project Costs
(minus Parking Area)**

\$3,019.56

Alina Harris, Integrated Pest and Pollinator Management, The Xerces Society
& Partner Biologist, USDA Natural Resources Conservation Service
Email: Alina.harris@xerces.org | Phone: 603-978-6801

Date: 09/10/2020

To: Deering Conservation Commission

Cc: Christina McGranaghan, Soil Conservationist, USDA Natural Resources Conservation


Service From: Alina Harris, Integrated Pest and Pollinator Management, The Xerces Society

Re.: Assistance with pollinator habitat planning

POLLINATOR HABITAT PLANNING SITE VISIT			
Client	Deering Conservation Commission Main contact: Mike Thomas	Site Visit Date	9/4/2020
Location	Deering, NH	Field Office	Christina McGranaghan Concord, NH Field Office

SITE DESCRIPTION
<p>The town of Deering acquired the land in 2005. The property is roughly 14 acres with a 10 acre meadow, surrounded by forest. They are working to get this field and the surround forested area (roughly 30 acres) into an easement program. The field is adjacent to the Tom Rush Forest, which is a conserved parcel. Along the bottom of the property runs a stream. The mountain property is east-facing and has 6-7 hours of direct sunlight per day. The soil is dominated Marlow fine sandy loam with a 15 to 25 percent gradient. The field appears to be well-drained without any wet areas. The top portion of the field has different plant communities and looks as though it is drier than the lower portion. The landscape surrounding the property includes primarily forest but a few residential areas and agricultural lands can also be found.</p> <p>The field hasn't been mowed for the past couple of years and some young aspen have started moving into the inner field. The surrounding forest includes basswood, maple, oak and evergreens. Sprinkled through the field are willows (<i>Salix</i>), birch, choke cherries (<i>Prunus Virginiana</i>), white meadowsweet (<i>Spiraea alba</i>), bracken fern (<i>Pteridium aquilinum</i>), northern dewberry (<i>Rubus flagellaris</i>), lowbush blueberry (<i>Vaccinium</i> spp.), another taller <i>Vaccinium</i> spp, asters, Canada goldenrod (<i>Solidago canadensis</i>), and white goldenrod (<i>Solidago bicolor</i>). Throughout most of the field little bluestem grass (<i>Schizachyrium scoparium</i>) is predominantly present, which is a host to cobweb skippers, dusted skippers, and provides nesting habitat for ground nesting native bees. Throughout the field there are small populations of vetch and common yarrow (<i>Achillea millefolium</i>). At the summit there are a few Ladies' tresses (Genus: <i>Spiranthes</i>), which are native orchids. It is recommended that these be flagged and protected when doing brush hog maintenance.</p> <p>One black swallowwort plant was found in the in the lower-middle area of the field, and the pods were removed. Recommendations about monitoring black swallowwort are at the bottom of this document.</p>




 Deering CEs

Aerial Map- South Tracts

Town of Deering Property

Deering, NH



0 130 260 Feet


6/9/2020

Map Preparer: T.E. Jones



Excellence · Trust · Permanence



PHOTOS OF FIELD



Low bush blueberry growing on the upper left hand side of the field facing the view towards town. Host to many moths, Andrena spp bees, and forage for many pollinators. Photo: Mike Thomas



Lower portion of the field just to the left of the purposed walking trail. Bracken fern with punches of golden rod dominate this area. Photo on left: Photo: Mike Thomas.



Three garden orb spiders were observed in the field with characteristic zig-zag web pattern. Photo on right: Alina Harris

PHOTOS IN FIELD



Black Swallowwort was found in the field. Working with neighboring land to manage and prevent further spread. Area should be scouted in early season before pod formation. It is recommended to minimize soil disturbance while managing the field and preparing for pollinator meadow sites. Photo: Alina Harris.



The field was brimming with various beneficial insects and pollinators. Photo on left: Praying mantis camouflaging in with the surrounding vegetation. Photo on right: Sawfly larvae (have a caterpillar-like appearance, but adult is actually wasp) on young birch tree. Photos: Alina Harris

CONSERVATION GOALS

The plan is to consistently mow a meandering path through the middle of the field so that the public can walk and enjoy the parcel. At the top, where the field crest, will be a bench that individual can sit and enjoy the view. The goal is to eventually have pollinator planting scattered throughout the field to enhance the existing habitat and provide an ascetic feel. The plan will take place in stages:

Stage 1: This fall 2020

- Bush hog along the edge of the field, taking out small saplings and pushing back the field edge
- Bush hog the path that will become the walking path
- Selective cut or mow the areas where the young pines, aspen and oaks are emerging in the field
- High mow the remaining field avoiding *Vaccinium* spp, willows, chokecherry, and other plants such as the Ladies' tresses native orchid. Someone should be present when mowing to make sure these areas are avoided.

Stage 2: Next spring through the summer 2021

- Order seeds – communicate with Alina if company wants to substitute species
- Low mow areas for site preparation of two 20x20 plots; one located at the summit, the other in the lower portion of the field
- Site prep for the planting areas (see below of more detailed method)
- Check when possible to ensure the tarp is still in place, no rips or tears and that the site being prepared is covered

Stage 3: Next Fall 2021

- Check to see if site is ready, loosely rake the area to remove debris, using seed recommendations and rates plant late fall (end of October start of November)

*****Any equipment used (i.e. brush hog mower) should be cleaned both before and after mowing the field to reduce the spread of unwanted plants*****

WILDFLOWER MEADOW

Components: Diverse mix of native wildflowers and grasses that provide nectar, pollen, host plants, and cover to pollinators and beneficial insects.

Description: This practice is used for planting native wildflower habitat. The practice is designed to increase the amount and diversity of native wildflowers with different bloom times for consistent availability of nectar and pollen throughout the season, provide butterfly host plants (e.g., milkweed for monarch caterpillars), provide alternate or supplemental plant food for beneficial insects (predatory and parasitoid insects). Wildflower bloom in the recommended pollinator seed mix will complement the blooming trees and shrubs in the adjacent field surrounded by forest. Additional benefits include increased biodiversity, habitat for other wildlife, and landscape beautification.

Seed Mix: The custom seed mix attached to this report is recommended. Commercially available pre-made mixes are not site-specific, contain plants not adopted to the state and the site conditions, and often contain a high proportion of annuals, which will not last in the planting. Rates listed are all based on rates of Pure Live Seed (PLS) to meet a minimum seeding rate of 60 seeds per square foot. **IMPORTANT:** Seed for wildflower planting should be ordered in the winter or spring prior to fall seeding. Wildflower seed companies run out of seed quickly, and if purchasing is delayed, the grower risks getting a less suitable seed mix as supplies dwindle.

WILDFLOWER MEADOW
Establishment and Maintenance Plan

**TECHNIQUES
AND
PROCEDURES**

Establishing a wildflower habitat includes four phases:

- (1) Site preparation
- (2) Seeding
- (3) Follow-up management during establishment
- (4) Long term maintenance

Site preparation: Seeding wildflowers requires excellent site preparation. Site preparation is the most important component of project success. A full season of weed control prior to fall planting perennial wildflowers is highly recommended. Based on conditions during the site visit, and the equipment, time, and the client's preferred growing methods (wants to avoid herbicide), it is recommended to use black plastic or clear, UV stabilized plastic (i.e. high tunnel plastic) to smother the vegetation in the practice footprint prior to sowing wildflower seed. Site preparation should focus on the eradication of invasive, persistent perennial weeds. More effort and time spent eradicating undesirable vegetation prior to planting will result in higher success rates in establishing the targeted plant community. Weed abatement is a critical step in preparing the proposed planting areas.

Note: Wildflower habitat can be installed in patches over time if seeding large areas is not feasible. If planting in smaller patches, seeding in blocks or irregular "blob" shapes is preferred over strips, as narrow, linear plantings are more susceptible to weed invasion due to large edge area. Wildflowers and grasses can also be installed using plugs or containerized plants (or a combination of seed and live plants).

Long-term maintenance: Ongoing management is required after the meadow is established to maintain its structure and function.

Since participating in NRCS programs, establish wildflower habitat according to NRCS Conservation Cover (327) Practice Standards and Specifications.

**EQUIPMENT AND
MATERIALS**

- Silage tarp
- Sandbags (approximately 100, depending on size(s) of tarp)
- Broadcast seeder (hand-held "belly-grinder"), or can easily be spread by hand
- Seed bulking agent
- Cultipacker or walk-behind barrel roller to compact soil, allowing seed-to-soil contact; can be done with other hand implements or carefully compacting with human feet
- Mower with height adjustable blades
- String trimmer or blade trimmer

TIMELINE:
ORGANIC SITE PREPARATION AND SEEDING



Site Preparation: Photo of two silage tarps that have been overlapped and weighted down. Photo by Eric Venturini.

Step	When	Description
Mow existing vegetation	Spring 2021	Mow down existing vegetation as close to the ground as possible. Remove the thatch (vegetation).
Lay plastic (Silage tarp black side up)	Spring 2021	Lay black plastic tightly over plot. Minimize air space between plastic and soil. Tape any rips or holes with greenhouse repair tape. Place many sandbags around edges as anchors. If there are multiple pieces of tarp, overlap the edges of tarp by approximately a yard and weigh down with sandbags. Do not use bricks or cement cinderblocks, as they may damage or rip the tarp.
Monitor	Summer 2021	Check plastic frequently for punctures and rips caused by animal hooves, etc. and repair with greenhouse tape as needed. If animal traffic is high (e.g. deer), electric fencing may be needed to maintain the integrity of the black plastic.
Remove plastic	November 2021	Remove plastic. Gently rake any dead plant debris from the plot if needed . Minimize soil disturbance. DO NOT CULTIVATE.
Seeding	November 2021	Broadcast wildflower mix. Avoid seeding during wet conditions. See additional information on broadcasting below.
Rolling	Same day as seeding	Roll site the same day it is seeded. Use a weighted lawn roller, cultipacker, or roller attached to drill seeder. Roll over entire seeded area to press seed into the soil. If none are available, use tractor tires to compact seeds into the soil.

BROADCAST SEEDING INSTRUCTIONS



Photo of Eric Venturini using a water-filled lawn roller to press the seed into the soil after broadcasting wildflower seed.

1. Sow seed in fall of 2021. Sow following the first hard frost in the fall (typically November) but before permanent snow cover. *Avoid seeding during wet conditions. Seeds will stick to rolling equipment.
2. Create a smooth, lightly packed seedbed. Remove all stubble and residue from seedbed prior to seeding. The soil surface can be lightly hand-raked or harrowed to break-up crusted surfaces, but **do not cultivate the site after the site preparation phase** (cultivation will bring up additional weed seed).
3. Mix seeds of similar size together in separate batches and bulk up with an inert carrier ingredient such as sand, fine-grained vermiculite, clay-based kitty litter, or gypsum. Use a 3:1 ratio of inert carrier to seed by volume. Using inert carriers ensures even seed distribution, provides visual feedback on where seed has been thrown, and makes equipment calibration easier.
4. Use seed broadcasting equipment with a small flow gate for slow, steady flow of small wildflower seed. Models with internal agitators are preferred. Calibrate seeders accordingly to ensure proper seeding rate and coverage. For small sites (less than 1 acre), seed can also be hand broadcast as if scattering poultry feed.
5. Fill with flow gates closed. Begin seeding with flow gates set to narrowest opening to allow at least two perpendicular passes over the seed bed for even distribution. Very large seed should be seeded separately with the flow gate set to a wider opening.
6. Apply seed with at least two perpendicular passes over the seed bed for even distribution
7. **Ensure seed-soil contact by rolling seed with a cultipacker or turf roller after seeding. Good seed-soil contact is essential for germination. Do not bury or incorporate seed.**



Photo of a tractor pulled weighted roller pressing seed into the soil after broadcasting seed. Photo by Eric Venturini.

FOLLOW UP MANAGEMENT DURING ESTABLISHMENT :

1st and 2nd Year after Planting

Weed control is critical in the second year after planting. Management practices must be adequate to control noxious and invasive species and may involve mowing, hoeing, flame-weeding, hand removal, or targeted string-trimming. **Weeds should be prevented from going to seed in, or adjacent to, the project area to help ensure long-term success.** Perennial wildflower species will not bloom in the first year, as seedlings are putting most of their energy into underground root growth. During this time, it is essential to control weeds that can shade out and out-compete the desired wildflower and grass seedlings.



*Annual weeds creating excessive shade on Illinois bundleflower (*Desmanthus illinoensis*) seedlings in a first year planting.*

What to Expect During the Establishment Period

Wildflower mixes planted from seed are slow to establish. In the first year after seeding, perennial wildflowers devote most of their energy to root growth and do not grow much aboveground. Many species will not bloom until Year 2 or 3 after seeding. Newly planted sites often look patchy or weedy and the presence of annual or biennial weeds is common in Year 1 (e.g., foxtail, crabgrass, wild mustards). During this time, weeds grow faster and taller than the slow-growing wildflowers. If left unmanaged, weeds can choke or shade out wildflower seedlings, which results in poor wildflower establishment.

- **Year 1 after planting:** whenever overall vegetation height reaches 12-18", use a brush hog, mower, or string trimmer to cut the meadow to 8". This will reduce competition by fast-growing weeds.
- Adjust mowing time as needed to prevent weeds from going to seed. Mowing should cease by mid-September, unless additional late-season mowing is needed to prevent weed seed production. Problem weeds can be removed by hand-pulling, string-trimming, flame-weeding or other preferred methods.
- **Year 2 after planting:** Monitor weed pressure. Repeat high mowing in spring as needed, raising mower blade to 10" if wildflower growth is taller than 8". Cease mowing after spring if weed pressure is low and wildflowers are dominant cover. Continue to prevent weeds from going to seed with more targeted methods such as hand-pulling/clipping weeds, string-trimming, or targeted herbicide spot-treatment.



Year 1 after seeding the prior fall. Photo on left: after mowing in June. Photo on right is mid-season in July.

IMPORTANT: A few annual species may bloom in the first year of establishment, which can make clients hesitant to mow during the first year of establishment. Even if annual flowers are mowed in the first year of establishment, they will likely continue to come back in the following years. The annuals included in this mix are self-seeding, and will likely re-seed themselves the following years. These early annual flowers are worth sacrificing for the long-term success of the perennial planting. Wildflower diversity and abundance of blooms will increase as the planting matures, as long as weed pressure is controlled.

WILDFLOWER MEADOW: LONGTERM ONGOING MAINTENANCE

Wildflower plantings will require ongoing maintenance to maintain plant health, diversity, function, and longevity. Wildflower plantings also need to be managed over time to maintain open, early successional characteristics. Maintenance measures must be adequate to control noxious weeds and other invasive species. The following actions shall be carried out to ensure that this practice functions as intended throughout its expected lifetime.

- After plants are established, the site will be mown in patches (mowing only 1/3 of the area in a given year) to slow or stop growth of woody plants that may be encroaching on the site and encourage growth of wildflowers.
- Rotate areas being mown each year. Adjust rotation to address weed problems as needed.
- Do not mow or burn during critical wildlife nesting season (once established).
- Occasional removal of thatch/mower clippings by raking or drag implements to expose understory will help plants reseed.

SCOUTING FOR INVASIVES: ONGOING MAINTENANCE

Black swallowwort is being managed on the surrounding neighboring property. The plant, which is related to milkweed, has similar seedpods and seeds that readily are airborne for dissemination to other areas. Since this plant is so aggressive, the concern is that it will out-compete and displace native plant communities, while potentially harming populations of monarch butterflies. It is recommended to work with the neighboring properties and promote the management of this invasive plant on surrounding property, which will in turn reduce the amount of seed that may drift onto the Deering Conservation Commission land. It is also recommended to have scouting parties multiple times per summer to search for potentially establishing new plants before they set seed.

- Educate the community at events where they help eradicate the populations from natural areas.
- Education should include identification, so they can pull plants when they walk on the property.
- Include information about swallowwort on signage in the Deer Conservation Commission area.
- Multiple times a year, if only have a few volunteers, divide area up into portions (i.e. 1,000 square feet) and walk each individual area, scouting for black swallowwort
- To get a greater amount of volunteers, host a scouting party. (This can be socially distanced). Start in a line side-by-side, about 10 feet apart. Walk at a slow rate together up the hill, with each person scouting the 5 feet on either side of them as they walk forward.
- Pull plants and place into plastic bags which will then be destroyed (landfill, burn pile, etc.). Do not compost to reduce risk of seed survival.

ADDITIONAL RESOURCES AND SUPPORTING DOCUMENTS

- Conservation Cover (327) for Pollinators New Jersey Installation Guide_
<https://xerces.org/publications/new-jersey-conservation-cover-327-for-pollinators>
- Organic Site Preparation for Wildflower Establishment https://xerces.org/sites/default/files/2018-05/16-027_02_XercesSoc_Organic-Site-Preparation-for-Wildflower-Establishment_web.pdf
- Pollinator Plants, Mid-Atlantic region https://xerces.org/sites/default/files/2018-05/17-049_04_XercesSoc_Pollinator-Plants_Mid-Atlantic-Region_web-3page.pdf
- Pollinator plants, Northeast Region
https://xerces.org/sites/default/files/2018-05/17-051_03_XercesSoc_PollinatorPlants_Northeast-Region_web-3page.pdf
- Collecting and Using your own Wildflower Seed to Expand Pollinator Habitat on Farms_
<https://xerces.org/publications/guidelines/collecting-and-using-your-own-wildflower-seed>
- Farming for Bees: Guidelines for providing native bee habitat on farms
<https://xerces.org/publications/guidelines/farming-for-bees>
- Habitat Planning Beneficial Insects https://xerces.org/sites/default/files/2018-05/16-020_01_XercesSoc_Habitat-Planning-for-Beneficial-Insects_web.pdf
- Milkweed: A Conservation Practitioners Guide <http://www.xerces.org/milkweeds-a-conservation-practitioners-guide/>
- Search for Native or naturalized plant status and other plant characteristics
<https://gobotany.nativeplanttrust.org/species/crataegus/crus-galli/>
- Ecoregional Revegetation Application (ERA). Search plants and filter by region, pollinator species, etc._
<http://nativerevegetation.org/era>
- Monarch Butterfly nectar plants list for Conservation - Northeast and Mid-Atlantic_
https://xerces.org/sites/default/files/publications/18-003_02_Monarch-Nectar-Plant-Lists-FS_web%20-%20Jessa%20Kay%20Cruz.pdf
- Native Shrubs and Trees for Pollinator Conservation in New Hampshire (table)_
https://efotg.sc.egov.usda.gov/references/public/NH/Native_Shrubs_and_Trees_for_Pollinator_Conservation_in_New_Hampshire.pdf

Websites:

- Participate in citizen science! An app to understand the landscape surrounding your apiary, garden, and floral resources. It also tracks the insecticides they encounter and nesting sites for wild bees. <https://app.beescape.org/>
- Xerces' Pollinator Conservation Resource Center <http://xerces.org/pollinator-resource-center/>
- Bee Better Certified <https://beebettercertified.org/>
- Xerces' Citizen Scientist Project, Bumble Bee Watch <https://www.bumblebeewatch.org/>
- The Maine Bumble Bee Atlas Project <http://mainebumblebeeatlas.umf.maine.edu/>

Books:

- Attracting Native Pollinators: Protecting North America's Bees and Butterflies <https://xerces.org/publications/books/attracting-native-pollinators>
- Farming with Native Beneficial Insects <http://www.xerces.org/farming-with-native-beneficial-insects/>
- 100 Plants to Feed the Bees <https://xerces.org/publications/books/100-plants-feed-bees>
- Managing Alternative Pollinators: A Handbook for Beekeepers, Growers, and Conservationists <https://www.sare.org/Learning-Center/Books/Managing-Alternative-Pollinators>

Account Number	Description	Budget 2020	Budget 2021
01.4140.12.112	Town Clerk - Wages	22,750.00	23,660.00
01.4140.12.135	Town Clerk - Deputy Wages	8,840.00	8,840.00
01.4140.12.210	Town Clerk - Health Insurance	4,465.61	4,465.61
01.4140.12.220	Town Clerk - FICA	1,958.58	2,031.25
01.4140.12.221	Town Clerk - Medicare	458.06	455.00
01.4140.12.230	Town Clerk - Retirement	1,365.00	1,365.00
01.4140.12.290	Town Clerk - Life/Disability	286.00	286.00
01.4140.12.350	Town Clerk - Training & Certif	900.00	900.00
01.4140.12.410	Town Clerk - Postage	2,000.00	2,000.00
01.4140.12.420	Town Clerk - Telephone	1,080.00	1,080.00
01.4140.12.450	Town Clerk - Software	3,205.00	3,205.00
01.4140.12.470	Town Clerk - Office Supplies	750.00	750.00
01.4140.12.480	Town Clerk - Dues & Subscriptions	200.00	200.00
01.4140.12.490	Town Clerk - Public Notices	75.00	75.00
01.4140.12.610	Town Clerk - New Equipment	800.00	200.00
01.4140.12.620	Town Clerk - Equipment Maintenance	400.00	400.00
01.4140.12.710	Town Clerk - Mileage	600.00	600.00
01.4140.13.112	Elections - Election Official	4,350.00	2,250.00
01.4140.13.120	Elections - Ballot Clerk Wages	1,500.00	500.00
01.4140.13.220	Elections - FICA	362.70	171.88
01.4140.13.221	Elections - Medicare	84.83	38.50
01.4140.13.410	Elections - Postage	100.00	110.00
01.4140.13.470	Elections - Office Supplies	100.00	110.00
01.4140.13.490	Elections - Public Notices	146.00	150.00
01.4140.13.900	Elections - Miscellaneous	400.00	250.00
	FUNCTION: TOWN CLERK - 4140	57,176.77	54,093.24
01.4150.14.112	Treasurer - Wages	2,500.00	2,500.00
01.4150.14.220	Treasurer - FICA	155.00	155.00
01.4150.14.221	Treasurer - Medicare	36.00	36.00
01.4150.15.112	Tax Collector - Wages	22,750.00	23,660.00
01.4150.15.135	Tax Collector - Deputy Wages	8,840.00	8,840.00
01.4150.15.210	Tax Collector - Health Insurance	4,465.61	4,465.61
01.4150.15.220	Tax Collector - FICA	1,958.58	2,031.25
01.4150.15.221	Tax Collector - Medicare	458.06	455.00
01.4150.15.230	Tax Collector - Retirement	1,365.00	1,365.00
01.4150.15.290	Tax Collector - Life/Disability	286.00	286.00
01.4150.15.310	Tax Collector - Research	1,000.00	1,000.00
01.4150.15.350	Tax Collector - Training & Certification	900.00	900.00
01.4150.15.360	Tax Collector - Recording Fees	1,000.00	1,000.00
01.4150.15.410	Tax Collector - Postage	3,500.00	3,500.00
01.4150.15.420	Tax Collector - Telephone	1,080.00	1,080.00
01.4150.15.450	Tax Collector - Software	2,580.00	2,580.00
01.4150.15.470	Tax Collector - Office Supplies	800.00	800.00
01.4150.15.480	Tax Collector - Dues & Subscriptions	50.00	50.00
01.4150.15.490	Tax Collector - Public Notices	-	-
01.4150.15.610	Tax Collector - New Equipment	1.00	1.00
01.4150.15.620	Tax Collector - Equipment Maintenance	80.00	80.00
01.4150.15.710	Tax Collector - Mileage	600.00	600.00
		54,405.25	55,384.86

FY2021 Budget Worksheet

DEPARTMENT: Office of the Town Clerk

01.4140.12.112 Town Clerk Wages AMOUNT: \$ 23,660.00

Itemization of line item: This represents approx. 910 hrs. yearly at rate of \$26.00/hr. which breaks down to 17.50 hrs. a week for the Town Clerk.

Please provide a written justification for any variances from the 2020 budget: This increase represents a cost of living increase to town clerk wages from \$25.00/hr. to \$26.00/hr. for 35 hours a week. Town Clerk did not receive a cost of living raise in 2020.

01.4140.12.135 Deputy Town Clerk Wages AMOUNT: \$ 8840.00

Itemization of line item: Based on a pay rate of \$17.00/hr. This amount is a reflection of the Deputy Town Clerk having a work week of 10 hours. (averaging 20 hours total combining the two sides of the Town/Tax office, and with 10 of those weekly being charged to the tax side)

Please provide a written justification for any variances from the 2020 budget: There is no change from the 2020 budget. The Deputy pay was budgeted for \$17.00/hr. in 2020.

01.4140.12.220 Town Clerk-FICA AMOUNT: \$ 2031.25

Itemization of line item: Based on 6.25% of combined Town Clerk office salaries (\$32,500.00)

Please provide a written justification for any variances from the 2020 budget: Increase due to Town Clerk's cost of living increase.

01.4140.12.221 Town Clerk-Medicare AMOUNT: \$ 455.00

Itemization of line item: Based on 1.4% of combined Town Clerk office salaries (\$32,500.00)

Please provide a written justification for any variances from the 2020 budget: Increase due to Town Clerk's cost of living increase.

01.4140.12.210 Town Clerk - Health Insurance AMOUNT: \$ 4465.61

Itemization of line item: Based on 90/10 % ratio for employee health/dental insurance. (Based on \$10,440 for annual premium cost for a single person plan)

Please provide a written justification for any variances from the 2020 budget: No Change.

01.4140.15.230 Town Clerk – Retirement AMOUNT: \$ 1365.00

Itemization of line item: Town employee retirement plan offered to full time employees.

Please provide a written justification for any variances from the 2020 budget: No Change.

01.4140.15.290 Town Clerk – Life/Disability AMOUNT: \$ 286.00

Itemization of line item: Town employee Life/Disability plan offered to full time employees.

Please provide a written justification for any variances from the 2020 budget: No Change.

01.4140.12.350 Training and Certification AMOUNT: \$ 900.00

Itemization of line item: Cost of attending Town Clerk conference, regional meetings, spring workshops for the NHCTC association (all of which provide training for our duties) and training for new services/changes in laws, and half the cost of attending Joint Certification program for Deputy.

Please provide a written justification for any variances from the 2020 budget: No change.

01.4140.12.410 Postage AMOUNT: \$2,000.00

Itemization of line item: Postage for mailing out renewals notices on vehicle registrations, postage for sending out postcards for Dog licensing reminders and any certified mail sent for Civil Forfeiture notices. With the on-line vehicle and boat registrations, vital records and on-line dog licensing we continue to mail out the processed online transaction to residents.

Please provide a written justification for any variances from the 2020 budget: No change.

01.4140.12.420 Telephone AMOUNT: \$ 1080.00

Itemization of line item: Based on last year \$90.00 a month charge for Phone and Internet service.

Please provide a written justification for any variances from the 2020 budget: No change.

01.4140.12.450 Town Clerk Software AMOUNT: \$ 3205.00

Itemization of line item: Cost of the software (Avitar) that is used to process Motor Vehicle registrations updated Red Book values uploads, Boat Registrations, Dog licensing, Vital Records is \$3025.00 annually. Would like to add the cost of \$360.00 annual rental equipment cost to process credit card transactions over the counter that is compatible and supported by Avitar Software. The rental cost is being split with the Tax Collector's budget which is (\$180.00).

Please provide a written justification for any variances from the 2020 budget: No Change.

01.4140.12.470 Office Supplies AMOUNT: \$750.00

Itemization of line item: The office expense is for regular office supplies as needed, envelopes for renewal and processed online transactions, folders, archival supplies and to order Dog tags.

Please provide a written justification for any variances from the 2020 budget: No Change.

01.4140.12.480 Dues and Subscriptions AMOUNT: \$ 200.00

Itemization of line item: This is for the annual dues for the NH City and Town Clerk Association for both Town Clerk and Deputy, and to purchase subscriptions for Red Book, Power sport Book, motor vehicle and personal recreational vehicle value books providing yearly updates and add subscription for Adobe/Acrobat.

Please provide a written justification for any variances from the 2020 budget: No Change.

01.4140.12.490 Notices AMOUNT: \$75.00

Itemization of line item: To place an ad in the local newspaper to remind residents to license their dogs by the April 30th deadline and promoting the use of on-line licensing. With placing an ad, I also hope that it will help in lower the amount dogs that are late in being licensed leading us to send out civil forfeiture notices which are sent certified mail.

Please provide a written justification for any variances from the 2020 budget: No Change.

01.4140.12.610 New Equipment AMOUNT: \$ 200.00

Itemization of line item: - No new equipment necessary, but would like to keep \$200.00 in this account for possible office printer replacement.

Please provide a written justification for any variances from the 2020 budget: Decrease as no new equipment is currently being requested.

01.4140.12.620 Equipment Maintenance AMOUNT: \$400.00

Itemization of line item: We will have to purchase more toner for our Lexmark printers as we continue to advance away from carbon copy forms thus increasing our toner usage with the Lexmark printers. This will include printing Title applications, cash receipts, check validations and Town Only registration. The toner cost was \$300.00 for each cartridge through the State contract with Computer Hut of New England. The State is no longer responsible for the Lexmark printers and has turned the maintenance and replacement to each Town. Without having a State contract to purchase toner the cost may increase in 2021. Also needed is regular toner for our stand alone printers used to print receipts, dog licenses and reports.

Please provide a written justification for any variances from the 2020 budget: No Change.

Itemization of line item: Mileage is generated by depositing monies, attending conferences, regional meetings and training sessions. (We carpool whenever possible). Auditing procedures and State Motor Vehicle rules make deposits necessary for each day that we are open.

TOTAL Town Clerk Proposed Budget \$50,512.86

FY2021 Budget Worksheet
DEPARTMENT: ELECTIONS

01.4140.13.112	Election Official Wages	AMOUNT: \$ 2250.00
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Itemization of line item: The moderator is paid \$100.00 per election. (\$10.50/hr for Supervisors of the Checklist, Mandated Sessions, 1 Election and Town Meeting, School Deliberative Session, Training, Tabulation of Election Results, Certification of Nomination Papers, Database Maintenance, Duplicates, 30-day letters, Prep of Annual Report and Annual Budget, and 2021 census corrections for the checklist.

Please provide a written justification for any variances from the 2020 budget: Decrease due to having only 1 Elections and Town Meeting in 2021.

01.4140.13.120	Elections – Ballot Clerk Wages	AMOUNT: \$500.00
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Itemization of line item: This represents 1 election to be held in 2021 and at a rate of \$7.25 an hour.

Please provide a written justification for any variances from the 2020 budget: Decrease in cost due to having 1 election in 2021 from 4 elections in 2020.

01.4140.13.220	Elections-FICA	AMOUNT: \$ 171.88
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Itemization of line item: Based on 6.25% of combined Election Official and Ballot Clerk Wages (\$2750.00).

Please provide a written justification for any variances from the 2020 budget: Decrease in cost due to having 1 election in 2021 from 4 elections in 2020.

01.4140.13.221	Elections-Medicare	AMOUNT: \$ 38.50
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Itemization of line item: Based on 1.4% of combined Election Official and Ballot Clerk Wages combined (\$2,750.00)

Please provide a written justification for any variances from the 2020 budget: Decrease in cost is due to only having 1 election in 2021 from 4 elections in 2020.

01.4140.13.410	Postage	AMOUNT: \$110.00
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Itemization of line item: Postage for mailings to election officials and ballot clerks or to Secretary of State Office and Voter Registration requirements.

Please provide a written justification for any variances from the 2020 budget: Increase due to having extra “30 day” letters needed for census corrections in 2021.

01.4140.13.470	Office Supplies	AMOUNT: \$110.00
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Itemization of line item: The office expense is for regular office supplies as needed, envelopes, folders, pencils, markers or election posters etc.

Please provide a written justification for any variances from the 2020 budget: Tiny increase requested by the Supervisors of the checklist for additional mailing supplies.

01.4140.13.490 Public Notices AMOUNT: \$ 150.00

Itemization of line item: This is for any public notices requiring publication. Supervisors of the checklist have approx. 2 notices to be published in 2021.

Please provide a written justification for any variances from the 2020 budget: Decrease is due to actual cost of \$75.00/per ad to list these ads in both local papers (The Messenger and The Villager) with only 1 election to be held in 2021. The Supervisors of the Checklist are required by law to post these notifications.

01.4140.13.900 Elections – Miscellaneous AMOUNT: \$ 250.00

Itemization of line item: Used to have town ballots and (any additional questions/ordinances to be voted on) printed for Town Elections and to purchase items to be used in election, posters, voting signs, booths or other necessary items required for town, state and federal elections.

Please provide a written justification for any variances from the 2020 budget: No change.

TOTAL Elections Proposed Budget \$3580.38

FY2021 BUDGET WORKSHEET

DEPARTMENT: Office of the Tax Collector

01.4150.15.112 Tax Collector Wages AMOUNT: \$ 23,660.00

Itemization of line item: This represents approx. 910 hours yearly at rate of \$26.00 /hr. which breaks down to 17.50 hours a week for the Tax Collector.

Please provide a written justification for any variances from the 2020 budget: This increase represents a cost of living increase to the Tax Collector's wages from \$25.00/hr. to \$26.00/hr. for 35 hours a week. Tax Collector did not receive a cost of living increase in 2020.

01.4150.15.135 Deputy Tax Collector Wages AMOUNT: \$ 8,840.00

Itemization of line item: Based on a pay rate of \$17.00/hr. This amount is a reflection of the Deputy Tax Collector having a work week of 10 hours. (The deputy averages 20 hours total combining the two sides of the office, and with 10 of those weekly being charged to the Town Clerk side.)

Please provide a written justification for any variances from the 2020 budget: There is no change from the 2020 budget.

01.4150.15.220 Tax Collector – FICA AMOUNT: \$ 2,031.25

Itemization of line item: Based on 6.25% of combined Tax Collector office salaries (\$32,500.00)

Please provide a written justification for any variances from the 2020 budget: Increase is due to the Tax Collector's cost of living increase.

01.4150.15.221 Tax Collector – Medicare AMOUNT: \$ 455.00

Itemization of line item: Based on 1.4% of combined Tax Collector office salaries (\$32,500.00)

Please provide a written justification for any variances from the 2020 budget: Increase is due to the Tax Collector's cost of living increase.

01.4150.12.210 Tax Collector – Health Insurance AMOUNT: \$ 4465.61

Itemization of line item: Based on 90/10% ratio for employee health/dental insurance. (Based on \$10,440.0 for annual premium cost for a single person plan)

Please provide a written justification for any variances from the 2020 budget: No Change.

01.4150.15.230 Tax Collector – Retirement AMOUNT: \$ 1,365.00

Itemization of line item: Town employee retirement plan offered to full time employees

Please provide a written justification for any variances from the 2020 budget: No Change

01.4150.15.290 Tax Collector – Life/Disability AMOUNT: \$ 286.00

Itemization of line item: Town employee Life/Disability plan offered to full time employees.

Please provide a written justification for any variances from the 2020 budget: No Change.

01.4150.15.310 Tax Collector – Tax Lien Research AMOUNT: \$1,000.00

Itemization of line item: Money paid to a research firm to do the mandatory searches of properties intended to be assigned a Lien or Deeded. This is not an expenditure by the Town per se as every bit of what is spent is charged to the delinquent accounts under “penalties”, just as interest is charged on delinquent tax bills. So, the amount spent on this is billed to the various taxpayers and is repaid whenever the liens are redeemed or the property is deeded “in lieu of taxes”.

Please provide a written justification for any variances from the 2020 budget: No change.

01.4150.15.350 Tax Collector - Training and Certification AMOUNT: \$ 900.00

Itemization of line item: Cost of attending Tax Collector conference, regional meetings, spring workshops for the NHTC association (all of which provide training for our duties) and training for new services/changes in laws, and half the cost of attending Joint Certification program that the Deputy Clerk will be attending in 2021.

Please provide a written justification for any variances from the 2020 budget: No change.

01.4150.15.360 Tax Collector – Registry/Court Recording Fees AMOUNT: \$ 1,000.00

Itemization of line item: The Hillsborough County Registry of Deeds charges for the registration of liens, the redemptions of said liens, the turnover of property from Taxpayer to the Town in lieu of taxes (deeding to Town). The amount of activity (number of liens placed, redemptions made) dictates how much will be charged to the office, but in most cases the amount paid to the Registry has been charged or will be charged to the Taxpayer for repayment, so it is not an actual outlay by the Town.

Please provide a written justification for any variances from the 2020 budget: No change.

01.4150.15.410 Tax Collector – Postage AMOUNT: \$ 3,500.00

Itemization of line item: This item pays for the postage on all the required notices via the mail that the Tax Office, by law, must issue: Tax bills, Delinquency Notices, Impending Lien letters, Notice of Lien, Impending Deed letters and so on. The number of certified mailings continues to be a larger amount as the economy continues to struggle and the cost of postage continues to increase.

Please provide a written justification for any variances from the 2020 budget: No Change.

01.4150.15.420 Tax Collector – Telephone AMOUNT: \$ 1,080.00

Itemization of line item: Based on last year’s \$180.00 a month charge for phone and internet service. This cost is split between the Town Clerk and Tax Collector’s budget.

Please provide a written justification for any variances from the 2020 budget: No Change.

01.4150.15.450 Tax Collector – Software AMOUNT: \$ 2,580.00

Itemization of line item: This is the cost of Avitar’s support and software program yearly license for \$2,400 a year and also added is the cost of \$180.00 for rental equipment to process credit cards over the counter that is compatible with the Avitar software. The rental cost is split with the Town Clerk’s budget.

Please provide a written justification for any variances from the 2020 budget: No Change.

01.4150.15.470	Tax Collector - Office Supplies	AMOUNT: \$800.00
<i>Itemization of line item:</i> This represents the amount needed for supplies to operate the Tax side of the office. It covers the envelopes and the pre-printed and perforated tax paper for tax billing.		
<i>Please provide a written justification for any variances from the 2020 budget:</i> No change.		
01.4150.480	Dues and Subscriptions	AMOUNT: \$ 50.00
<i>Itemization of line item:</i> This is for the annual dues for the NH Tax Collectors Association for both Tax Collector and Deputy Tax Collector.		
<i>Please provide a written justification for any variances from the 2020 budget:</i> No change.		
01.4150.15.490	Tax Collector – Public Notices	AMOUNT: \$0
<i>Itemization of line item:</i> No foreseen need to post any publication for tax office.		
<i>Please provide a written justification for any variances from the 2020 budget:</i> No change.		
01.4150.15.610	Tax Collector - New Equipment	AMOUNT: \$ 1.00
<i>Itemization of line item:</i> no new equipment is currently being requested.		
<i>Please provide a written justification for any variances from the 2020 budget:</i> No Change.		
01.4150.15.620	Tax Collector - Equipment Maintenance	AMOUNT: \$80.00
<i>Itemization of line item:</i> We will have to purchase more toner for our stand alone printers used to print receipts, tax bills and reports.		
<i>Please provide a written justification for any variances from the 2020 budget:</i> No change.		
01.4150.15.710	Tax Collector – Mileage	AMOUNT: \$600.00
<i>Itemization of line item:</i> Mileage is generated by depositing monies, attending conferences, regional meetings and training sessions. (We carpool whenever possible). Auditing procedures and State Department of Revenue requirements make deposits necessary for each day that we are open.		
<i>Please provide a written justification for any variances from the 2020 budget:</i> No Change.		
TOTAL Tax Collector’s Proposed Budget		\$52,693.86