



TOWN OF DEERING

Board of Selectmen

762 Deering Center Road
Deering, NH 03244

Meeting Minutes

January 21, 2021

Selectmen's Meeting

Selectmen present: Bill Whisman, Allen Belouin, Rebecca Mitchell

The meeting was called to order at 1900 via video teleconferencing because of the COVID-19 public health crisis and Governor Sununu's emergency order #12 pursuant to Executive order 2020-04 which authorizes the Board of Selectmen to meet electronically.

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

Motion to approve the Consent Agenda:

- | | | |
|--|----------------------------|---------------------------|
| a. Minutes for January 7 th | | |
| b. Employee Payroll | Jan 13th | \$13,692.99 |
| c. Employee Payroll | Jan 20th | \$13,692.67 |
| d. FD Payroll | Jan 20th | \$4,676.64 |
| e. AP Manifest | Dec 31st | \$2,699.51 |
| f. AP Manifest | Jan 21st | \$7,733.92 |
| g. AP ACH XFER | Jan 21st | \$638.60 |
| h. AP ACH XFER | Dec 31st | \$638.60 / \$9,770 |
| i. Elderly Exemption | 208-011-048 | |
| j. Dept Reports | | |

NEW BUSINESS:

Beach Parking Fees & Fines / Automated Parking Kiosk

Mr. Whisman began the discussion by explaining that daily parking rates for other nearby beaches were much higher than those of Deering's and he proposed a daily parking rate of \$25 per day. Resident parking will remain free via a permit sticker picked-up at the town office. Discussion among the Board ensued. It was noted that the current daily non-resident parking fee in Deering is \$10 per day. A follow-on discussion concerned parking violation fines. Current fines are \$50 per ticket including a \$100 fine for the second offense. Given the amount of labor costs associated with processing parking violations the Board discussed raising the first parking violation fine to \$100 including a \$150 fine for the second offense. Police Chief Philibert explained that the associated cost was minimal and simply involved the cost of printing new tickets. After further discussion Mr. Whisman made the motion to increase the daily non-resident parking fee from \$10 to \$25 per day and to increase the parking fines from \$50 to \$100 for the first offense and to also increase the second offense fine amount from \$100 to \$150. Ms. Mitchell seconded the motion. The vote was unanimous and so moved.

Town Meeting Date

Town Moderator Phil Bryce discussed the state of current legislation allowing Town's to delay their town meeting date explaining that the bill passed the senate, but was stalled in the house chamber. The preference was to continue with the March 9th voting for officers and zoning ordinance with the Town meeting occurring on Saturday March 13th. Given the need for social distancing it was determined that the Deering town hall was too small to accommodate the usual number of attendees. The TA was directed to fill out an application to reserve the

Hillsborough Deering high school gymnasium for March 13th. More discussion between the Board members and Mr. Bryce continued over the preference to delay the March 13th meeting if possible. Doing so will allow additional time for more Deering residents to get vaccinated against the COVID-19 virus. The ultimate goal is to insure the health, safety, and welfare of the Deering residents. For the interim the Board determined to schedule the public hearing for the budget on March 5th at 600pm.

Review - Town Warrant / MS-636

The Board reviewed both the Town Warrant and the MS-636 – the town’s budget, (see attached). The warrant consists of 7 articles, three of which are money articles. Article 3 raises \$2,205,558 for the operating budget. Article 5 adds funding to already established trust funds in the amount of \$407,238, of which \$298,850 will come from unassigned fund balance leaving \$108,388 to be raised through taxation. Article 6 seeks to raise \$15,000 for the purchase of an automated parking kiosk for beach parking. The funding for the kiosk will come from the unassigned fund balance so it will have no impact on the tax rate. The kiosk will be cashless, dispense parking receipts, and not require anyone to visit the site to remove cash as is now the case.

The Board next reviewed the Department of Revenue Administration’s form MS-636 which contains expenditure and revenue data while calculating the estimated amount of taxes to be raised as illustrated in the budget summary provided below.

Budget Summary

Item	Period ending 12/31/2021
Operating Budget Appropriations	\$2,205,558
Special Warrant Articles	\$407,238
Individual Warrant Articles	\$15,000
Total Appropriations	\$2,627,796
Less Amount of Estimated Revenues & Credits	\$989,290
Estimated Amount of Taxes to be Raised	\$1,638,506

It was pointed out that the amount to be raised is \$20,000 less than the previous year. During the last 5-years the amount of taxes raised has consistently been similar to the current amount.

Travel & Quarantine Policy

Given the Governor’s extension to the State’s travel and quarantine policy, the Board also updated the Town’s policy to match the duration of the State’s – in this case until March 26th. Mr. Whisman made the motion to adopt the extension of Town’s Travel and Quarantine Policy from January 15th through March 26th, 2021. Ms. Mitchell seconded the motion. The vote was unanimous and so moved.

There being no further business Mr. Whisman made the motion to adjourn the meeting. Ms. Mitchell seconded the motion. The vote was unanimous and so moved. The meeting adjourned at 2102.

Respectfully Submitted,
/s/ Russell McAllister
Town Administrator

Town of Deering
New Hampshire
Warrant and Budget
2021

To the inhabitants of the Town of Deering in the County of Hillsborough in the state of New Hampshire qualified to vote in town affairs:

GREETINGS!

You are hereby notified to meet at the Town Hall in said Deering on **Tuesday the 9th day of March, 2021 at 8:00 am** in the morning to act upon the following subjects:

Article 1: To choose all necessary Town Officers for the ensuing year.

Selectman	3-year term
Moderator	2-year term
Library Trustee	3-year term
Cemetery Trustee	3-year term
Trustee of Trust Funds	3-year term
Town Clerk / Tax Collector	3-year term

Article 2: Zoning Ordinance Amendment

Are you in favor of the adoption of Amendment No. 1 as proposed by the Deering Planning Board for the Town of Deering Zoning Ordinance as follows:

To enact certain administrative revisions to the Ordinance including:

To repeal the entirety of Article 4, Section 5 Watershed Protection Ordinance and replace it with a new Article 4, Section 5 Watershed Protection Ordinance.

Recommended by the Planning Board

POLLS WILL OPEN AT 8:00 am and remain open until **7:00 pm**.

ADDITIONALLY, pursuant to RSA 39:2-a, you are hereby notified that Articles 3 through 7 will be taken upon Saturday the 13th of March, 2021 next at 9:00AM in the morning at Town Hall.

Article 3: To Accept Town Reports

To see if the Town will vote to accept the 2021 reports of the Town Officials, agents and committees, and to accept the 2020 auditor's report.

The Board of Selectmen Recommends this Article

Article 4: To Appropriate Operating Budget Funds for the Year 2021

To see if the Town will vote to raise and appropriate the sum of two million Two hundred five thousand five hundred fifty-eight dollars (\$2,205,558) for the purpose of funding general municipal operations not including any amount raised and appropriated in any separate warrant article.

Acct	Function	2021
4130	Executive	231,054
4140	Elections, Registration, Vital Statistics	54,125
4150	Finance Administration	86,431
4152	Assessing Revaluation	42,624
4153	Legal Expense	21,000
4191	Planning & Zoning	13,256
4194	General Government Buildings	33,610
4195	Cemeteries	16,800
4196	Insurance	60,664
4197	Advertising & Regional Association	5,515
4210	Police	352,195
4215	Ambulance	127,981
4220	Fire	120,399
4240	Building Inspection	14,518
4290	Emergency Management	100
4299	Other Public Safety - Dispatching	41,561
4300	Highways & Streets	734,311
4324	Solid Waste Disposal	128,000
4415	Health Agencies & Programs	5,211
4442	Direct Assistance	15,003
4520	Parks & Recreation	25,000
4550	Library	2,685
4611	Conservation Commission	10,450
4711	Bonds, Notes - Principal	48,137
4722	Bonds, Notes - Interest	9,928
4723	Tax Anticipation Notes	5,000
	Total	2,205,558

The Board of Selectmen Recommends this Article

Article 5: To Add Funds to Established Trust Funds

To see if the Town will vote to raise and appropriate the sum of FOUR HUNDRED SEVEN THOUSAND TWO HUNDRED THIRTY-EIGHT DOLLARS (\$407,238) to be added to the previously established Capital Reserve and/or Expendable Trust Funds and to fund the sum of TWO HUNDRED NINETY-EIGHT THOUSAND EIGHT HUNDRED FIFTY DOLLARS (\$298,850) from the undesignated fund balance as of December 31, 2020 for the following accounts in said amounts:

Undesignated Fund Amounts

Acct	Fund	2021
60.1010.00.060	Assessing / ETF	\$ 14,988.00
60.1010.00.064	Computer Systems / ETF	\$ 8,000.00
60.1010.00.065	Exotic Weed Control / ETF	\$ 5,000.00
60.1010.00.069	Gov't Bld Improvement / ETF	\$ 50,000.00
60.1010.00.055	HWY Vehicle Replacement / CRF	\$ 100,000.00
60.1010.00.075	Library Bld Maint / ETF	\$ 1,000.00
60.1010.00.076	Master Plan / ETF	\$ 1,250.00
60.1010.00.080	PD Vehicle Replacement / ETF	\$ 10,000.00
60.1010.00.083	Road Reconstruction / ETF	\$ 41,612.00
60.1010.00.084	FD Turnout Gear & PPE / ETF	\$ 50,000.00
60.1010.00.089	Solar Energy / ETF	\$ 17,000.00
Total Undesignated Fund Usage		\$ 298,850.00

Total Funding Request

Acct	Fund	2021
60.1010.00.060	Assessing / ETF	\$ 14,988.00
60.1010.00.064	Computer Systems / ETF	\$ 8,000.00
60.1010.00.065	Exotic Weed Control / ETF	\$ 5,000.00
60.1010.00.069	Gov't Bld Improvement / ETF	\$ 50,000.00
60.1010.00.055	HWY Vehicle Replacement / CRF	\$ 100,000.00
60.1010.00.075	Library Bld Maint / ETF	\$ 1,000.00
60.1010.00.076	Master Plan / ETF	\$ 1,250.00
60.1010.00.080	PD Vehicle Replacement / ETF	\$ 10,000.00
60.1010.00.083	Road Reconstruction / ETF	\$ 150,000.00
60.1010.00.084	FD Turnout Gear & PPE / ETF	\$ 50,000.00
60.1010.00.089	Solar Energy / ETF	\$ 17,000.00
Total Funding Request		\$ 407,238.00

The Board of Selectmen Recommends this Article

Article 6: Purchase and Install an Automated Parking Kiosk

To see if the Town will vote to raise and appropriate FIFTEEN THOUSAND DOLLARS (\$15,000) to purchase and install an automated parking kiosk that will collect money and dispense parking tickets at the Deering Lake parking lot and to be funded from the undesignated fund balance as of December 31, 2020. This appropriation shall not raise any taxes and have no effect on the tax rate.

The Board of Selectmen Recommends this Article**Article 7: To Transact Other Business**

To transact any other business that may be brought before this meeting.

Given under our hands, February 4 th , 2021		
We certify and attest that on or before February 8 th we posted a true and attested copy of the within Warrant at the place of meeting, and like copies at the Town Office, and delivered the original to the TOWN CLERK.		
Printed Name	Position	Signature
William Whisman	Chair	
Rebecca Mitchell	Selectman	
Allen Belouin	Selectman	



Proposed Budget
Deering

If you have recently made changes to your proposed warrant articles, you must click the "View/Calculate" button at the bottom of the budget tab in the portal to ensure that the values in this report have been updated.

DRAFT

THIS IS A DRAFT REPORT FOR REVIEW PURPOSES ONLY
THE PROPOSED BUDGET PROCESS MUST BE COMPLETED IN
THE TAX RATE SETTING PORTAL BEFORE A FINAL REPORT CAN
BE GENERATED FOR THE PURPOSES OF CERTIFICATION AND
PUBLIC POSTING

For assistance please contact:
NH DRA Municipal and Property Division
(603) 230-5090
<http://www.revenue.nh.gov/mun-prop/>



Appropriations

Account	Purpose	Article	Expenditures for period ending 12/31/2020	Appropriations for period ending 12/31/2020	Proposed Appropriations for period ending 12/31/2021	
					(Recommended)	(Not Recommended)
General Government						
0000-0000	Collective Bargaining		\$0	\$0	\$0	\$0
4130-4139	Executive	05	\$0	\$215,960	\$231,054	\$0
4140-4149	Election, Registration, and Vital Statistics	05	\$0	\$56,891	\$54,125	\$0
4150-4151	Financial Administration	05	\$0	\$83,902	\$86,431	\$0
4152	Revaluation of Property	05	\$0	\$26,133	\$42,624	\$0
4153	Legal Expense	05	\$0	\$28,000	\$21,000	\$0
4155-4159	Personnel Administration		\$0	\$0	\$0	\$0
4191-4193	Planning and Zoning	05	\$0	\$13,256	\$13,256	\$0
4194	General Government Buildings	05	\$0	\$32,368	\$33,610	\$0
4195	Cemeteries	05	\$0	\$16,150	\$16,800	\$0
4196	Insurance	05	\$0	\$58,168	\$60,664	\$0
4197	Advertising and Regional Association	05	\$0	\$5,514	\$5,515	\$0
4199	Other General Government		\$0	\$0	\$0	\$0
General Government Subtotal			\$0	\$536,342	\$565,079	\$0
Public Safety						
4210-4214	Police	05	\$0	\$352,256	\$352,195	\$0
4215-4219	Ambulance	05	\$0	\$111,038	\$127,981	\$0
4220-4229	Fire	05	\$0	\$235,349	\$120,399	\$0
4240-4249	Building Inspection	05	\$0	\$14,518	\$14,518	\$0
4290-4298	Emergency Management	05	\$0	\$5,000	\$100	\$0
4299	Other (Including Communications)	05	\$0	\$39,000	\$41,561	\$0
Public Safety Subtotal			\$0	\$757,161	\$656,754	\$0
Airport/Aviation Center						
4301-4309	Airport Operations		\$0	\$0	\$0	\$0
Airport/Aviation Center Subtotal			\$0	\$0	\$0	\$0
Highways and Streets						
4311	Administration	05	\$0	\$473,121	\$462,011	\$0
4312	Highways and Streets	05	\$0	\$268,800	\$268,800	\$0
4313	Bridges		\$0	\$0	\$0	\$0
4316	Street Lighting	05	\$0	\$3,500	\$3,500	\$0
4319	Other		\$0	\$0	\$0	\$0
Highways and Streets Subtotal			\$0	\$745,421	\$734,311	\$0



Appropriations

Account	Purpose	Article	Expenditures for period ending 12/31/2020	Appropriations for period ending 12/31/2020	Proposed Appropriations for period ending 12/31/2021	
					(Recommended)	(Not Recommended)
Sanitation						
4321	Administration		\$0	\$0	\$0	\$0
4323	Solid Waste Collection		\$0	\$0	\$0	\$0
4324	Solid Waste Disposal	05	\$0	\$123,449	\$128,000	\$0
4325	Solid Waste Cleanup		\$0	\$0	\$0	\$0
4326-4328	Sewage Collection and Disposal		\$0	\$0	\$0	\$0
4329	Other Sanitation		\$0	\$0	\$0	\$0
Sanitation Subtotal			\$0	\$123,449	\$128,000	\$0
Water Distribution and Treatment						
4331	Administration		\$0	\$0	\$0	\$0
4332	Water Services		\$0	\$0	\$0	\$0
4335	Water Treatment		\$0	\$0	\$0	\$0
4338-4339	Water Conservation and Other		\$0	\$0	\$0	\$0
Water Distribution and Treatment Subtotal			\$0	\$0	\$0	\$0
Electric						
4351-4352	Administration and Generation		\$0	\$0	\$0	\$0
4353	Purchase Costs		\$0	\$0	\$0	\$0
4354	Electric Equipment Maintenance		\$0	\$0	\$0	\$0
4359	Other Electric Costs		\$0	\$0	\$0	\$0
Electric Subtotal			\$0	\$0	\$0	\$0
Health						
4411	Administration		\$0	\$0	\$0	\$0
4414	Pest Control		\$0	\$0	\$0	\$0
4415-4419	Health Agencies, Hospitals, and Other		\$0	\$0	\$0	\$0
Health Subtotal			\$0	\$0	\$0	\$0
Welfare						
4441-4442	Administration and Direct Assistance	05	\$0	\$15,003	\$15,003	\$0
4444	Intergovernmental Welfare Payments		\$0	\$0	\$0	\$0
4445-4449	Vendor Payments and Other	05	\$0	\$3,926	\$5,211	\$0
Welfare Subtotal			\$0	\$18,929	\$20,214	\$0
Culture and Recreation						
4520-4529	Parks and Recreation	05	\$0	\$25,000	\$25,000	\$0
4550-4559	Library	05	\$0	\$2,375	\$2,685	\$0
4583	Patriotic Purposes		\$0	\$0	\$0	\$0
4589	Other Culture and Recreation		\$0	\$0	\$0	\$0
Culture and Recreation Subtotal			\$0	\$27,375	\$27,685	\$0



Appropriations

Account	Purpose	Article	Expenditures for period ending 12/31/2020	Appropriations for period ending 12/31/2020	Proposed Appropriations for period ending 12/31/2021	
					(Recommended)	(Not Recommended)
Conservation and Development						
4611-4612	Administration and Purchasing of Natural Resources	05	\$0	\$7,610	\$10,450	\$0
4619	Other Conservation		\$0	\$0	\$0	\$0
4631-4632	Redevelopment and Housing		\$0	\$0	\$0	\$0
4651-4659	Economic Development		\$0	\$0	\$0	\$0
Conservation and Development Subtotal			\$0	\$7,610	\$10,450	\$0
Debt Service						
4711	Long Term Bonds and Notes - Principal	05	\$0	\$25,000	\$48,137	\$0
4721	Long Term Bonds and Notes - Interest	05	\$0	\$5,636	\$9,928	\$0
4723	Tax Anticipation Notes - Interest	05	\$0	\$5,000	\$5,000	\$0
4790-4799	Other Debt Service		\$0	\$0	\$0	\$0
Debt Service Subtotal			\$0	\$35,636	\$63,065	\$0
Capital Outlay						
4901	Land		\$0	\$0	\$0	\$0
4902	Machinery, Vehicles, and Equipment		\$0	\$49,000	\$0	\$0
4903	Buildings		\$0	\$0	\$0	\$0
4909	Improvements Other than Buildings		\$0	\$0	\$0	\$0
Capital Outlay Subtotal			\$0	\$49,000	\$0	\$0
Operating Transfers Out						
4912	To Special Revenue Fund		\$0	\$0	\$0	\$0
4913	To Capital Projects Fund		\$0	\$0	\$0	\$0
4914A	To Proprietary Fund - Airport		\$0	\$0	\$0	\$0
4914E	To Proprietary Fund - Electric		\$0	\$0	\$0	\$0
4914O	To Proprietary Fund - Other		\$0	\$0	\$0	\$0
4914S	To Proprietary Fund - Sewer		\$0	\$0	\$0	\$0
4914W	To Proprietary Fund - Water		\$0	\$0	\$0	\$0
4918	To Non-Expendable Trust Funds		\$0	\$0	\$0	\$0
4919	To Fiduciary Funds		\$0	\$0	\$0	\$0
Operating Transfers Out Subtotal			\$0	\$0	\$0	\$0
Total Operating Budget Appropriations					\$2,205,558	\$0



Special Warrant Articles

Account	Purpose	Article	Proposed Appropriations for period ending 12/31/2021	
			(Recommended)	(Not Recommended)
4915	To Capital Reserve Fund	06	\$100,000	\$0
<i>Purpose: To Add Funds to Established Trust Funds</i>				
4916	To Expendable Trusts/Fiduciary Funds	06	\$307,238	\$0
<i>Purpose: To Add Funds to Established Trust Funds</i>				
Total Proposed Special Articles			\$407,238	\$0



Individual Warrant Articles

Account	Purpose	Article	Proposed Appropriations for period ending 12/31/2021	
			(Recommended)	(Not Recommended)
4902	Machinery, Vehicles, and Equipment	07	\$15,000	\$0
<i>Purpose: To Purchase a Parking Kiosk</i>				
Total Proposed Individual Articles			\$15,000	\$0



Revenues

Account	Source	Article	Actual Revenues for period ending 12/31/2020	Estimated Revenues for period ending 12/31/2020	Estimated Revenues for period ending 12/31/2021
Taxes					
3120	Land Use Change Tax - General Fund		\$0	\$0	\$0
3180	Resident Tax		\$0	\$0	\$0
3185	Yield Tax	05	\$0	\$4,000	\$20,000
3186	Payment in Lieu of Taxes	05	\$0	\$0	\$100
3187	Excavation Tax	05	\$0	\$100	\$100
3189	Other Taxes		\$0	\$0	\$0
3190	Interest and Penalties on Delinquent Taxes	05	\$0	\$35,000	\$22,000
9991	Inventory Penalties		\$0	\$0	\$0
Taxes Subtotal			\$0	\$39,100	\$42,200
Licenses, Permits, and Fees					
3210	Business Licenses and Permits	05	\$0	\$650	\$500
3220	Motor Vehicle Permit Fees	05	\$0	\$380,000	\$360,000
3230	Building Permits	05	\$0	\$11,000	\$12,500
3290	Other Licenses, Permits, and Fees	05	\$0	\$28,000	\$28,000
3311-3319	From Federal Government		\$0	\$0	\$0
Licenses, Permits, and Fees Subtotal			\$0	\$419,650	\$401,000
State Sources					
3351	Municipal Aid/Shared Revenues	05	\$0	\$0	\$31,000
3352	Meals and Rooms Tax Distribution	05	\$0	\$0	\$98,000
3353	Highway Block Grant	05	\$0	\$98,540	\$96,000
3354	Water Pollution Grant		\$0	\$0	\$0
3355	Housing and Community Development		\$0	\$0	\$0
3356	State and Federal Forest Land Reimbursement	05	\$0	\$245	\$240
3357	Flood Control Reimbursement		\$0	\$0	\$0
3359	Other (Including Railroad Tax)	05	\$0	\$1,800	\$1,500
3379	From Other Governments		\$0	\$0	\$0
State Sources Subtotal			\$0	\$100,585	\$226,740
Charges for Services					
3401-3406	Income from Departments	05	\$0	\$2,500	\$3,000
3409	Other Charges		\$0	\$0	\$0
Charges for Services Subtotal			\$0	\$2,500	\$3,000
Miscellaneous Revenues					
3501	Sale of Municipal Property		\$0	\$0	\$0
3502	Interest on Investments	05	\$0	\$3,000	\$2,500
3503-3509	Other		\$0	\$3,600	\$0
Miscellaneous Revenues Subtotal			\$0	\$6,600	\$2,500



Revenues

Account	Source	Article	Actual Revenues for period ending 12/31/2020	Estimated Revenues for period ending 12/31/2020	Estimated Revenues for period ending 12/31/2021
Interfund Operating Transfers In					
3912	From Special Revenue Funds		\$0	\$0	\$0
3913	From Capital Projects Funds		\$0	\$0	\$0
3914A	From Enterprise Funds: Airport (Offset)		\$0	\$0	\$0
3914E	From Enterprise Funds: Electric (Offset)		\$0	\$0	\$0
3914O	From Enterprise Funds: Other (Offset)		\$0	\$0	\$0
3914S	From Enterprise Funds: Sewer (Offset)		\$0	\$0	\$0
3914W	From Enterprise Funds: Water (Offset)		\$0	\$0	\$0
3915	From Capital Reserve Funds		\$0	\$0	\$0
3916	From Trust and Fiduciary Funds		\$0	\$49,000	\$0
3917	From Conservation Funds		\$0	\$0	\$0
Interfund Operating Transfers In Subtotal			\$0	\$49,000	\$0
Other Financing Sources					
3934	Proceeds from Long Term Bonds and Notes		\$0	\$0	\$0
9998	Amount Voted from Fund Balance	06, 07	\$0	\$0	\$313,850
9999	Fund Balance to Reduce Taxes		\$0	\$0	\$0
Other Financing Sources Subtotal			\$0	\$0	\$313,850
Total Estimated Revenues and Credits			\$0	\$617,435	\$989,290



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