



TOWN OF DEERING
Board of Selectmen
762 Deering Center Road
Deering, NH 03244

Meeting Minutes
December 5, 2019

Selectmen present: Allen Belouin, Bill Whisman
Selectmen absent: Rebecca Mitchell

Mr. Belouin called the meeting to order at 7:00pm.

MEETING MINUTES:

Mr. Belouin motioned to accept the public and non-public minutes of November 21st, seconded by Mr. Whisman and unanimously approved. Mr. Belouin motioned to accept the minutes of November 26th, seconded by Mr. Whisman and unanimously approved.

NEW BUSINESS:

Hazard Mitigation Committee Appointments and Nominations: The current Hazard Mitigation Plan 2019 lapses December 7, 2020 and is to be updated with Central NH Regional Planning Commission. The board is recommended to appoint a Committee. Mr. Belouin motioned to appoint Bill Whisman, Diane Kendall, Chief Gorman, Captain Cavanaugh, Brian Houghton and Mike Borden to the Hazard Mitigation Committee, seconded by Mr. Whisman and unanimously approved. The Selectmen nominated the following committee members to serve on the Hazard Mitigation Committee: Sharon Simpson for the Planning Board and Mike Thomas for the Conservation Commission. The appointment of these members is pending acceptance of the nomination.

Budget Advisory Committee Report: Ms. Gail Lalmond presented the BAC final report compiled after meeting with all department heads. The BAC hopes the report inspires engagement and sense of community that encourages others to become involved through service and attendance at town meetings. The committee recommends budget operating requests as presented. Mr. Belouin expressed gratitude saying "the report was well done and makes the job of the Selectmen easier and wants the public to be aware of time, effort and commitment of the committee". Selectmen reviewed and discussed capital purchase funding and projected 2019 ending unassigned fund balance.

Request to Replace Computers: Ms. Kendall reported that 6 computers: Town Clerk, Assessing, Town Administrator, and 3 Police Department desktops are currently operating on Windows 7. Windows 7 support will end January 14, 2020. Users can continue to use Windows 7 after support has ended, but computers will become more vulnerable to security risks and viruses because users will no longer receive software updates, including security updates, from Microsoft. Microsoft. The town's contract IT consultant, Steven Jussif, strongly recommends the town upgrade to new PCs running Windows 10 sometime before January 2020. There is approximately \$8,200 in the Computer Expendable Trust Fund, which should be adequate for the purchase. Selectmen authorized Ms. Kendall to issue and RFQ for units with specifications in accordance with Mr. Jussif's recommendation.

Chimney RFP: Selectmen discussed the condition of the chimney on the north side of the Town Hall roof. An RFP to assess and quote repair will be issued.

OTHER CONTINUED BUSINESS:

Revision Power Purchase Agreement and PILOT: Ms. Kendall reported the Draft Agreement for PPA and PILOT, agreed to by the BoS on November 26th, were forwarded to ReVision legal by Deering counsel. More changes were discussed by both sets of lawyers and proposed to Ms. Kendall. Selectmen agreed the changes

were relatively insignificant and advised to proceed with next draft. Selectmen also discussed Town Hall roof condition.

Winter Road Maintenance: Mr. Whisman praised the highway department for excellent work keeping roads clear during several days of snow and ice.

NH Department of Labor Audit: Ms. Kendall attended an informal meeting with DOL inspectors to discuss and remedy recent warnings and violations. The town was assessed a civil penalty of \$1,300 for violations of RSA 275:43 Paying Wages Later than Designated Pay Day. In 2012 DOL issued authorization to designate the 1st Monday of the month following the previous month pay period the official pay date for monthly employees including call fire/ems, building inspection and election workers. Ms. Kendall explained that for an unknown number of years since 2012 the town has been paying monthly wages on the 3rd Wednesday following the previous month. Ms. Kendall received authorization to change the designated pay day for monthly employees to 2nd Monday of the following month. Civil penalties of \$400 were assessed for violation of RSA 276-A:23 and 24 pertaining to limitation on youth training and employment and youth minimum training requirements for youth Fire/EMS apprentice programs. Chief Gorman, was unfortunately involved in a motor vehicle accident on his way to the meeting and was unable to attend. Inspectors reduced the total penalty to \$500 and provided the town an extension to December 31, 2019 to provide evidence the youth Fire/EMS youth program is compliant.

TO BE REVIEWED AND/OR SIGNED:

The following manifests and requests were approved by the Selectmen:

• Disposition of Firearm in accordance with federal and state standards		
• Employee Payroll	November 27 th	\$ 13,984.59
• Employee Payroll	December 4 th	\$ 19,284.52
• AP ACH XFER	December 5 th	\$ 30.00
• AP Manifest	December 5 th	\$577,906.16
• Due to Trust Fund Manifest	December 5 th	\$ 69,105.00
• Request for Transfer from Trust Funds		\$243,659.38

Police Chief Recruitment:

Mr. Belouin made a motion to enter non-public session stating RSA 91-A:3, II(b) hiring, seconded by Mr. Whisman. Roll call vote to enter non-public session Mr. Belouin, aye; Mr. Whisman, aye. The Selectmen entered non-public session at 8:30pm. The Selectmen returned to public session at 8:45pm.

Selectmen asked Ms. Kendall to schedule Primex to conduct annual employee workplace harassment training.

Ms. Kendall consulted with Alan Gould, President and Chief Operating Officer of NH Municipal Resources, Inc. to inquire about Police Chief recruitment services. Mr. Gould is a retired police chief and town administrator having over 30 years' experience. The town may contract with MRI \$85 an hour for consulting services. A full search and recruitment will average \$7,500. Mr. Gould recommended the town continue its recruitment efforts through advertisement and networking and to consider MRI for candidate assessment once the field has been narrowed. Mr. Gould cautioned the recruitment process is lengthy. Ms. Kendall will place ads on police association websites and the Union Leader.

Selectmen discussed Comstar the ambulance billing policy and use of the Ambulance Revolving Fund.

There being no further business to come before the Board Mr. Whisman made the motion to adjourn. Mr. Belouin seconded the motion. The vote was unanimous and so moved. The meeting adjourned at 9:25

Respectfully Submitted,
\\s\ Diane Kendall, Interim Town Administrator

TOWN OF DEERING

Budget Advisory Committee

762 Deering Center Road

Deering , NH 03244

FINAL REPORT

November 27, 2019

The Town of Deering Budget Advisory Committee (BAC) reviewed proposed department budgets and warrant articles during a series of meetings between 26 October 2019 and 25 November 2019. Returning members include Gale Lalmond, Stephen Fogelson, Bill DeMotta, and Gary Samuels. The committee welcomed Eric Stauffer and John Shaw as new members. Allen Belouin served as Select Board liaison and appreciates his input to the process. BAC also thanks Interim Town Administrator Dianne Kendall for providing the committee with invaluable knowledge and assistance throughout the process.

The BAC met with heads or representatives of Police, Fire/Rescue, Highway, Conservation Commission, Library, Cemetery, Town Clerk/Tax Collector/Elections and Town Administration to discuss and review their individual budget proposals. In addition to focusing on individual line-item spending in the light of past spending in the various departments, the BAC also looked at overall spending strategies to ensure the planned level of service is consistent with Town expectations. Where appropriate, the Committee offered suggestions that would lead to better alignment of budget requests with Town needs. In general, BAC supported the allocation of funds for resources, equipment, and technology that will improve the level of service to the town, such as increasing the rate of pay and number of hours for the police department administrative assistant, and for the purchase of lake water testing equipment by the Conservation Commission, and hiring consultants to work with Planning Board as it reviews applications.

Except where noted below, budgets proposed by the various departments for 2020 were flat, varying little from 2019.

BAC notes the seemingly high cost of the Hillsborough Summer Youth program, while recognizing the necessity of the program to our town. The question rises as to how Deering's assessment for the program is determined.

As is usually the case, the items that most significantly affect the town budget come from Police, Fire and Highways. Police Chief Pushee proposed as a warrant article two options for the replacement of an older Police SUV cruiser: replace the SUV with a new SUV or, at a somewhat lower cost, replace the SUV with a sedan-type cruiser that would also be used as the new Police chief's personal vehicle. BAC does not support option # 2; it feels that purchase of a new sedan-style cruiser is likely not adequate to serve on Deering's many unpaved roads and no need has

been demonstrated to provide a personal vehicle for any officer of Deering's police force.

Fire/Rescue Chief Gorman requested funds in a warrant article for the purchase of a much needed power stretcher and replacement cardiac monitor at a combined cost of \$43,000. Fire/Rescue further indicated that Self Contained Breathing Apparatus and associated SCBA bottles and masks would have to be replaced within 2 years for \$226,000, and that additional capital items costing \$150,000 would have to be replaced on a somewhat longer time frame. BAC has been informed that 'rainy day funds' may already exist for the purchase of a power stretcher and replacement cardiac monitor.

BAC thanks Chief Gorman for preparing a Capital Improvement Plan for purchase of the items mentioned above, but is dismayed by the rather short time frame for their need and the need to, once again, raise significant amounts of money over a relatively short period of time.

Specific Recommendations:

- Accept Department budget plans as proposed, with modifications where appropriate.
- To increase the rate of pay and number of hours for the Police Administrative Assistant. It is likely that the Police Administrative Assistant will be deeply involved with the administration of Deering's Police Department in this interim period before a new Chief is hired.
- BAC recommends an increase the rate of pay for the Town Assessing Clerk. The Town Assessing Clerk is not being paid at a rate commensurate with her experience and value to our town. A further consideration is that the position of Town Assessing Clerk is part-time, 16 h per week, and an increase in her salary will be a small dollar amount.
- Fire/Rescue requested \$5000 to be spent on Emergency Management (from \$1.00 in 2019 to \$5000 in 2020). These funds were to be spent on purchase of 'signs and barricades.' BAC requested that Fire/Rescue provide detail as to the actual cost of 'signs and barricades,' and whether other Emergency Management equipment would be needed/purchased.
- BAC does not recommend hiring an On-Call Deputy Chief of Emergency Management, as proposed by Fire/Rescue. Current members of the department could assume this role.
- BAC makes no recommendation with regard to replacing the older SUV in a warrant article from the Police Department. However, BAC does not support option #2, as was discussed above.
- BAC recognizes the need to build up the Exotic Weeds Expendable Trust fund in order to meet the large expense of a likely infestation of Deering Reservoir (despite best efforts of the Town and DLIA) by exotic organisms. It recommends adding at least \$2000 to this EFT.
- BAC supports adding funds to the Expendable Trust Fund dedicated to maintenance of

the Schoolhouse Library, as requested by Deering Library Trustees.

- BAC supports increasing the rates of pay for Highway employees to levels that are competitive.

General Recommendations:

BAC urges department heads to formulate long-term plans, 5 – 7 years, and to request funds to pay for those needs over time. Department heads are urged to explore the possibility of Grants that will help defray expense of needed items and facilities, or even leasing more expensive items rather than paying their full price. BAC also notes the existence of Expendable Trust Funds that might provide funds for departments, such as Cemetery.

BAC understands that it is the responsibility of Planning Board to prepare a Capital Improvement Plan for our town. However the only available CIP is out of date and should be replaced with some urgency. BAC finds it extremely difficult to assist BOS in preparing an annual budget when it does not know the long-term capital needs of departments. In short, one cannot plan for the future if one cannot anticipate and plan for expensive capital expenditures. It is the responsibility of departments to anticipate their large needs on a long scale, and for Planning Board to draw up a Capital Improvement Plan based on those needs.

Following their review of budget proposals and warrant articles, BAC presented its recommendations to the Selectboard on 4 DECEMBER 2019.

MONTHLY REPORT**November 2019****NEWS:**

1. Chief Pushee had his last radio call on Nov. 21 at 1400
2. Officer Bell submitted his intent to retire with his last duty day being December 7th.
3. Tyler Davy graduated from the Police Academy on November 8th and is currently in field training.
4. Cadet Post 612 Charter has been renewed for 2020.

TRAINING:

1. Officer Tyler Davy is currently in Field Training with Cpt. Cavanaugh at Deering and will be riding with Ofc. Parsons and Ofc. Hodgen from Hillsborough starting on 02 Dec 2019

GRANTS:

1. Bulletproof Vest Partnership – We have received notification that our BVP Grant Application IS funded, and so Chief Pushee and Recruit Officer Tyler Davy will be fitted for vests in the next few weeks. This grant will reimburse 50% of the costs of the vests. The Town Matching funds for this should be in the Vest Replacement Trust Fund.
2. 2020 Office of Highway Safety – Mobilization Patrols – We have started working these patrols. These will be worked as overtime shifts (for FT Officers) or as extra straight time shifts (for PT Officers) during specific campaign time periods from October 2019 through Sept 2020.
3. We are still waiting to hear on approvals of a NH Statewide Radio Reprogramming Inclusion grant project through NH Homeland Security/Grants Management Unit.

JUVENILE ACTIVITY:

1. Not moving forward with following discussions with parents-We had one JV issue in August, which involved a significant assault. The defendant is only a few months shy of his 18th birthday, which would nullify the court's jurisdiction, so we are waiting until after his birthday to file the JV petitions, which will then allow court oversight for a full 12 months.
2. There was on JV issue in November, where a 16 year old female arrived at HPD claiming she was afraid to go home. She claimed her father had assaulted her 11 hours earlier. Case was closed after parental interview and no substantial claims that JV was assaulted.

ACTIVITY REPORT:

Calls For Service Logged:	239	(this does not include many vacant home checks which are now counted separately in the new system)
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DPD Call Outs	2	(Juvenile Problems)
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NHSP Call Outs	0	(xx)
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MV Enforcement:	55	(53 warnings, 2 summons)
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MV Accidents:	2	(Single vehicle crash with a deer, driving too fast for road conditions)
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ARRESTS Total:	2	
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Charges:	Receiving Stolen Property	1
	Carrying a Prohibited Weapon	1
	Arrest on Warrant	1

NEW PENDING	1	
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Charges:	Theft by unauthorized taking
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MILEAGE TOTAL:

2,533 miles from 1 Nov 2019 through 30 Nov 2019

2014 Intrcpt Util: 97,305 (1,205 miles in period)

2017 Intrcpt Util: 35,913 (1,328 miles in period)

RADAR TRAFFIC SURVEYS**November 2019****OFFICER TRAFFIC SURVEYS**

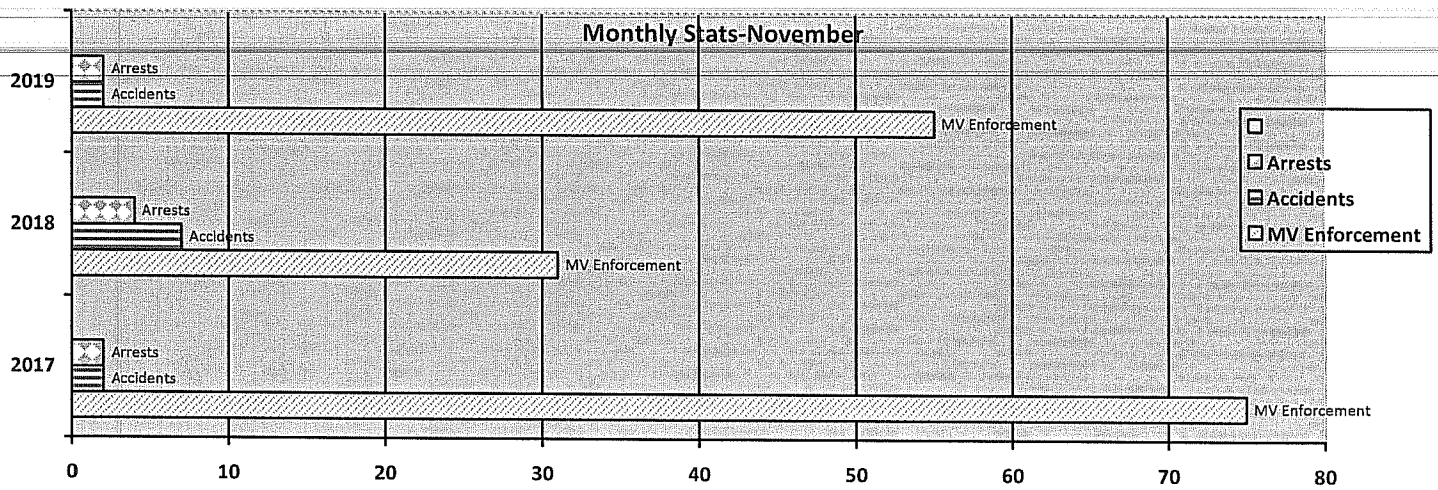
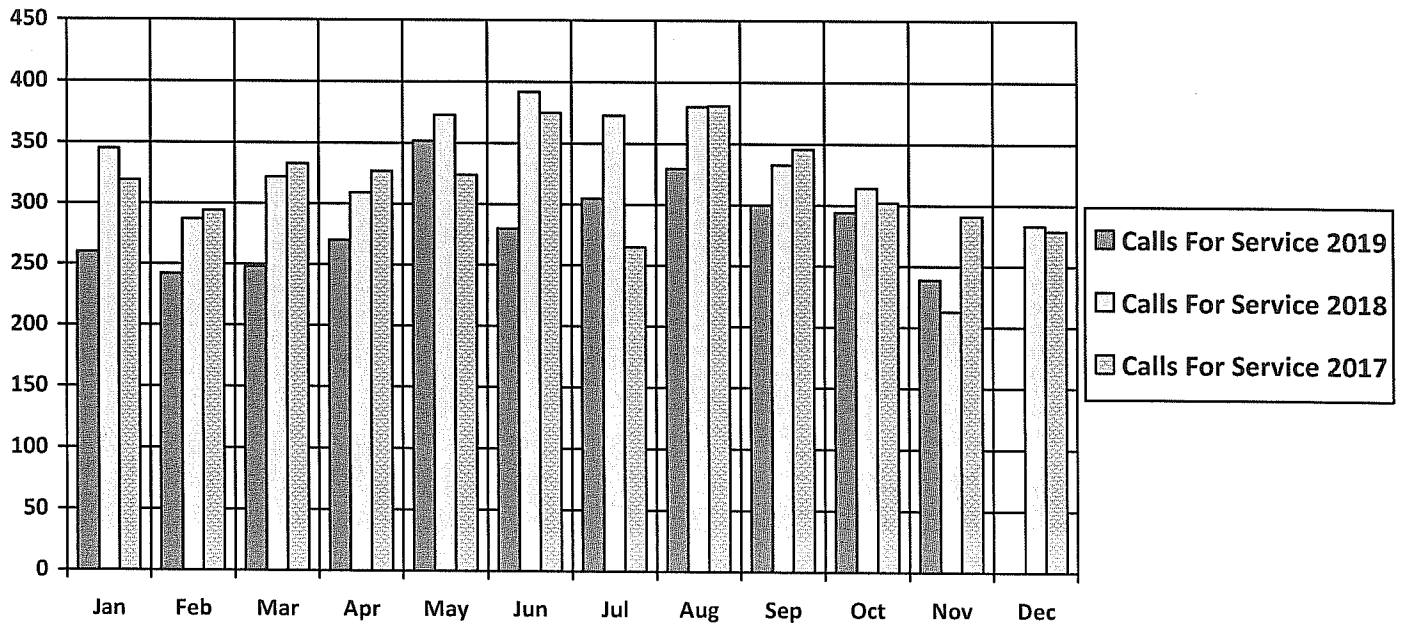
Totals	Rte 149 (2 nd NH Tpk(3	OldCounty (2	Clement (EstDrng (2
Total Cars		97	41		19
Under Limit		11	4		3
+1 – 5 over		48	13		10
+6 – 10 over		33	17		5
+11 – 15 over		4	6		1
+16 – 20 over		1	1		0
+ 21 over		0	0		0
Stopped		12	1		1

Totals	Rsvr (LngWds(Mnslvl(3	Other(Cross(1
Total Cars			53		13
Under Limit			6		1
+1 – 5 over			30		5
+6 – 10 over			15		7
+11 – 15 over			5		0
+16 – 20 over			0		0
+ 21 over			0		0
Stopped			0		0

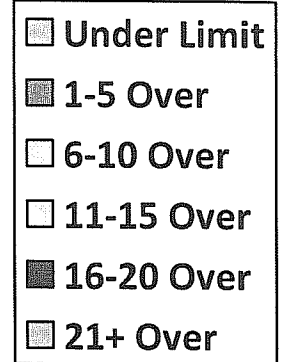
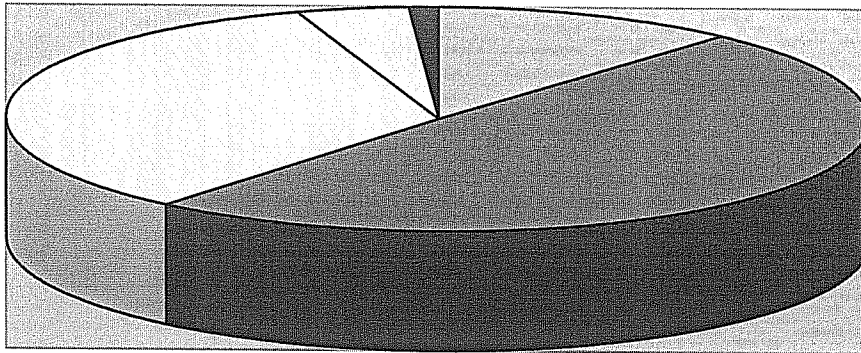
VOLUNTEER TRAFFIC SURVEYS

Totals	EastDrng(Union (Mill (OldCty(ClmtHill(LngWds (
Total Cars						
Under Limit						
+ 1 – 5 over						
+ 6 – 10 over						
+ 11 – 15 over						
+ 16 – 20 over						
+ 21 over						

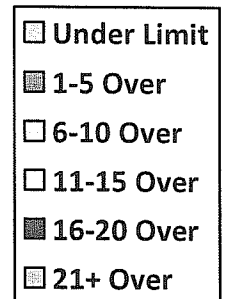
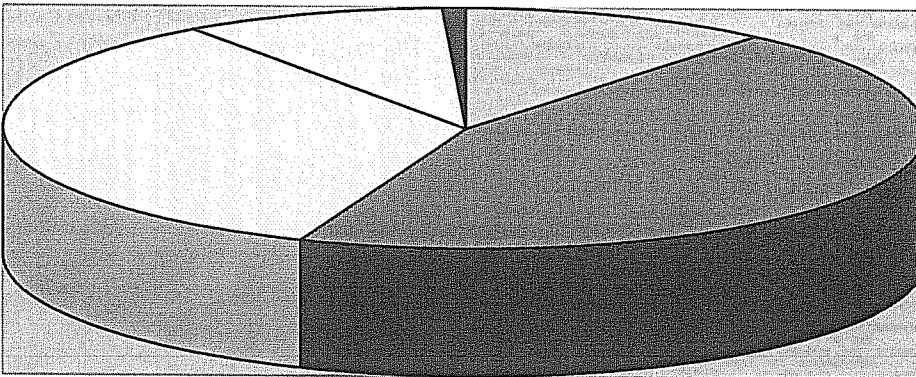
Call For Service Stats- Monthly



Primary Roads / 3 Surveys



Secondary Roads / 8 Surveys



SIGN IN PLEASE

PRINT NAME

PRINT NAME

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