



## TOWN OF DEERING

### *Board of Selectmen*

762 Deering Center Road  
Deering, NH 03244

### Meeting Minutes

January 3, 2018

Selectmen present: Allen Belouin, Sharon Fife, Aaron Gill - absent.

The meeting was called to order at 1900.

#### MEETING MINUTES:

##### Meeting Minutes – December 20<sup>th</sup>.

Mr. Belouin was absent for the December 20<sup>th</sup> meeting and Mr. Gill's absence at the current meeting leaves only a single Board member, Ms. Fife, to approve the minutes, therefore, the approval of the December 20<sup>th</sup> minutes will wait until January 17<sup>th</sup>.

#### New Business

##### Fire Department

Fire Chief Gorman briefed the Board about the department's activities for the previous month (see attached report). He noted that the ambulance is having electrical issues and a recent repair involved changing the inverter, but there still remained issues. The ambulance has been out of service for a total of 224 hours. Mr. Gorman next reviewed ambulance call data and billing data from Comstar with the Board (see attached). The data runs from January 2017 through November 2017. Data for insurance reimbursements is listed below.

#### DEERING FIRE AND RESCUE

	Total Transports	Total Charges	Total Allowable	Total Collected	Percent Collected
Blue Cross	8	\$7,354.00	\$5,254.50	\$3,280.23	62.43%
Medicaid	11	\$10,284.90	\$2,615.00	\$2,114.20	80.85%
Medicare	26	\$23,712.60	\$16,966.09	\$14,837.36	87.45%
Other Insurance	10	\$9,453.40	\$9,075.52	\$3,341.99	36.82%
<b>Totals &gt;</b>	<b>55</b>	<b>\$50,804.90</b>	<b>\$33,911.11</b>	<b>\$23,573.78</b>	<b>69.52%</b>
	Total Transports	Total Charges	Total Allowable	Total Collected	Percent Collected
100% Self Pay - Insured	2	\$1,781.80	\$1,781.80	\$0.00	0.00%
100% Self Pay - Uninsured	9	\$8,615.33	\$8,615.33	\$0.00	0.00%
<b>Totals &gt;</b>	<b>11</b>	<b>\$10,397.13</b>	<b>\$10,397.13</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Grand Totals &gt;</b>	<b>66</b>	<b>\$61,202.03</b>	<b>\$44,308.24</b>	<b>\$23,573.78</b>	<b>53.20%</b>

The collection rates for insurance related transports is 69.5%, however, when both self-pay insured and non insured related transports are added the percent collected drops to 53.2%. These two categories of transports (11 in total) represent 16.6% of the total transports.

### **Town Warrant Review**

The TA explained that the current town warrant was an initial draft subject to revision, but the actual budget data behind the warrant is now entered into the DRA online database, which itself can also be modified at the discretion of the Board (see attached). Given the absence of Mr. Gill the Board decided to revisit the warrant at their next scheduled meeting.

### **Candidate Interviews – January 6<sup>th</sup>, 2018**

The TA reminded Board members that the interviews for the Executive Assistant position are scheduled for Saturday beginning at 0800. Mr. Gill, though on vacation, is participating remotely via video conferencing. The TA noted that 14 resumes were received in response to the vacancy announcement. The candidates were pretty evenly split between men and women. A statistical description of education background is supplied below.

<b><u>Education Level</u></b>	<b><u>Number</u></b>	<b><u>Percent of Total</u></b>
High School Only	3	21%
Associate Only	1	7%
No Ed Submitted	1	7%
Undergraduate	9	64%
Graduate	3	21%

### **TO BE REVIEWED AND/OR SIGNED:**

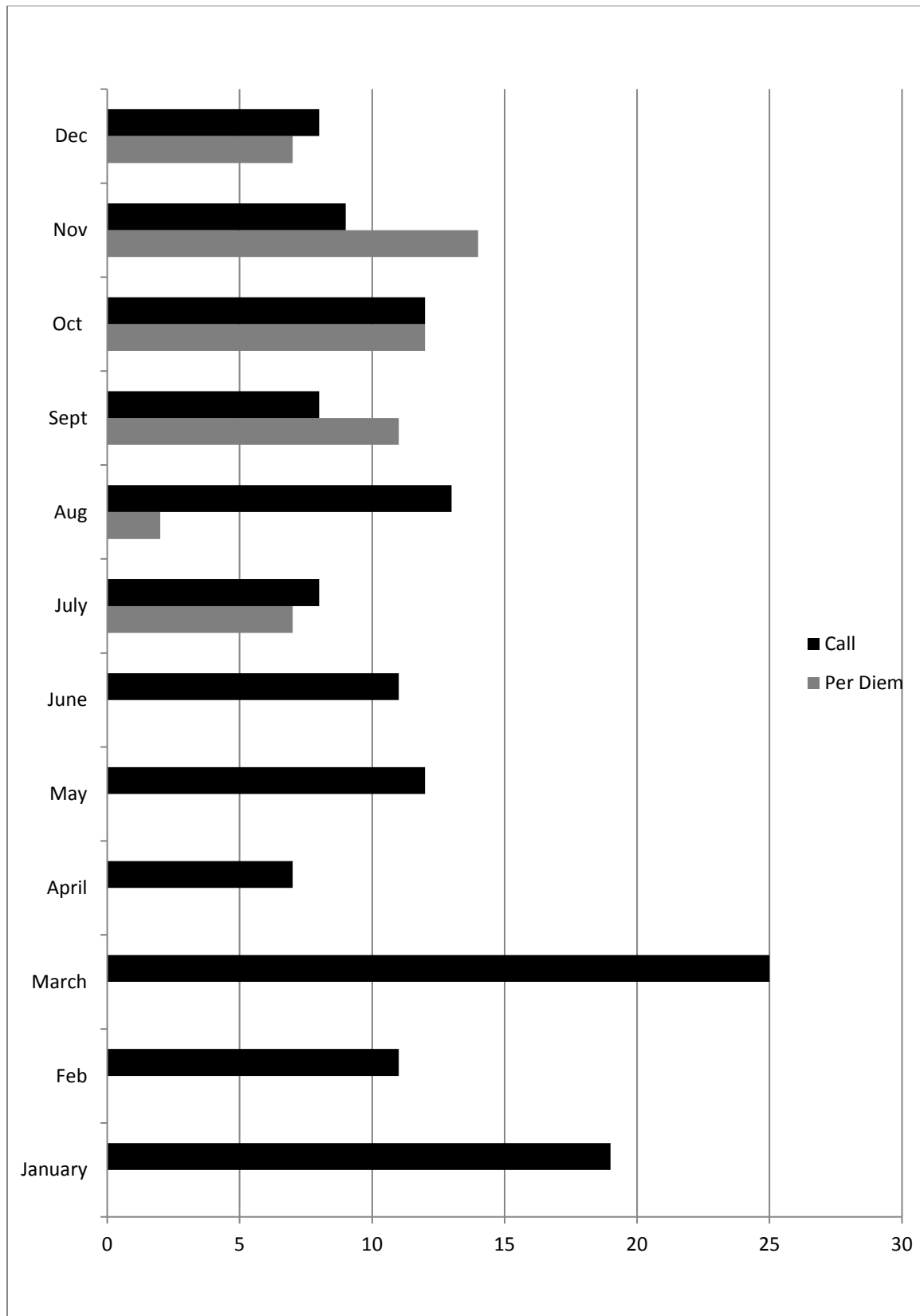
- Employee Payroll	<b><u>December 27<sup>th</sup></u></b> \$18,564.81
- Employee Payroll	<b><u>December 27<sup>th</sup></u></b> \$1,418.44
- Employee Payroll	<b><u>January 3<sup>rd</sup></u></b> \$13,203.68
- AP Manifest	\$15,595.82

There being no further business to come before the Board Mr. Belouin made the motion to adjourn. Ms. Fife seconded the motion. The vote was unanimous and so moved. The meeting adjourned at 2006.

Respectfully Submitted,

\s\ Russell McAllister  
Town Administrator

# Deering 2017 Call Volume



## EMS Responses from 07/05/2017 to 12/31/2017

	Per Diem Hours	Call Hours
<b>Total EMS Responses</b>	41	40
<b>ALS Transports</b>	17	17
<b>% of ALS Responses</b>	41%	44%
<b>BLS Transports</b>	10	8
<b>% of BLS Responses</b>	24%	20%
<b>Non-transports</b>	14	15
<b>% of Non-transports</b>	34%	38%

Per Diem Hours - 07:00 to 17:00, Monday through Friday Response coverage Time Total - 50 hrs per Week

Hours - 17:00 to 07:00, Monday through Friday. All weekend hours. Total Response coverage Time - 118 per Week

**DFR Response Totals - 01/01/2017 to 06/30/2017**

EMS	54	
Fire	21	
MVA	11	
Total	86	
Deering EMS Transports		38
Deering NonTransports		16
M/A Received		23

**DFR Response Totals - 07/01/2017 - 12/31/2017**

	Per Diem	Call		
EMS	41	40		
Fire	6	15		
MVA	6	3		
Total	53	58		
			Per Diem	Call
Deering EMS Transports			27	21
Deering NonTransports			14	19
M/A Received			1	2

# ACTIVITY TRACKING REPORT BY PAYOR GROUPS

Company IS DEERING FIRE AND RESCUE; AND Trip Date IS BETWEEN 01/01/2017 AND 11/30/2017

1/3/2018

1

## DEERING FIRE AND RESCUE

	Total Transports	Total Charges	Total Allowable	Total Collected	Percent Collected
Blue Cross	8	\$7,354.00	\$5,254.50	\$3,280.23	62.43%
Medicaid	11	\$10,284.90	\$2,615.00	\$2,114.20	80.85%
Medicare	26	\$23,712.60	\$16,966.09	\$14,837.36	87.45%
Other Insurance	10	\$9,453.40	\$9,075.52	\$3,341.99	36.82%
<b>Totals &gt;</b>	<b>55</b>	<b>\$50,804.90</b>	<b>\$33,911.11</b>	<b>\$23,573.78</b>	<b>69.52%</b>
	Total Transports	Total Charges	Total Allowable	Total Collected	Percent Collected
100% Self Pay - Insured	2	\$1,781.80	\$1,781.80	\$0.00	0.00%
100% Self Pay - Uninsured	9	\$8,615.33	\$8,615.33	\$0.00	0.00%
<b>Totals &gt;</b>	<b>11</b>	<b>\$10,397.13</b>	<b>\$10,397.13</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Grand Totals &gt;</b>	<b>66</b>	<b>\$61,202.03</b>	<b>\$44,308.24</b>	<b>\$23,573.78</b>	<b>53.20%</b>

Town of Deering

Ambulance Billing Account Reconciliation Report	
CY 2017	

Designed By: Camster

Prepared By: Comstar
12/18/2017

[illegible]

Town of Deering  
New Hampshire  
Warrant and Budget  
2018

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 13<sup>th</sup> day of March, 2018 at 11:00 am** in the morning to act upon the following subjects:

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

Selectmen	3-year term
(2) Library Trustee	3-year term
Cemetery Trustee	3-year term
Trustee of Trust Funds	3-year term
Treasurer	3-year term
Moderator	2-year term

**POLLS WILL OPEN AT 11:00 am** and remain open until **7:00 pm.**

**ADDITIONALLY, pursuant to RSA 39:2-a, you are hereby notified that Articles 3 through 11 will be taken upon Saturday the 17th of March, 2018 next at 9:00AM in the morning at Town Hall.**

## Article 2: To Accept Town Reports

To see if the Town will vote to accept the 2018 reports of the Town Officials, agents and committees, and to accept the 2017 auditor's report.

**The Board of Selectmen Recommends this Article.**



**Article 3: To Appropriate Operating Budget Funds for the Year 2018**

To see if the Town will vote to raise and appropriate the sum of two million seventy-seven thousand seven hundred sixty-two dollars (\$2,077,762) for the purpose of funding general municipal operations not including any amount raised and appropriated in any separate warrant article.

Acct	Function	Amount
4130	Executive	\$ 199,916.74
4140	Elections, Registration, Vital Statistics	\$ 40,609.40
4150	Finance Administration	\$ 65,121.40
4152	Assessing Revaluation	\$ 30,690.39
4153	Legal Expense	\$ 18,000.00
4191	Planning & Zoning	\$ 8,906.00
4194	General Government Buildings	\$ 33,800.00
4195	Cemeteries	\$ 16,100.00
4196	Insurance	\$ 51,789.00
4197	Advertising & Regional Association	\$ 4,397.00
4210	Police	\$ 346,117.98
4215	Ambulance	\$ 89,963.50
4220	Fire	\$ 114,119.25
4240	Building Inspection	\$ 13,218.00
4290	Emergency Management	\$ 1.00
4299	Other Public Safety - Dispatching	\$ 36,718.00
4300	Highways & Streets	\$ 689,163.45
4324	Solid Waste Disposal	\$ 103,152.00
4415	Health Agencies & Programs	\$ 5,160.00
4442	Direct Assistance	\$ 15,003.00
4520	Parks & Recreation	\$ 25,000.00
4550	Library	\$ 2,010.00
4611	Conservation Commission	\$ 3,255.00
4711	Bonds, Notes - Principal	\$ 150,000.00
4722	Bonds, Notes - Interest	\$ 10,551.00
4723	Tax Anticipation Notes	\$ 5,000.00
<b>Total</b>		<b>\$ 2,077,762.11</b>

**The Board of Selectmen Recommends this Article**

**Article 4: To Add Funds to Established Trust Funds**

To see if the Town will vote to raise and appropriate the sum of FOUR HUNDRED FIFTY THOUSAND FIFTY DOLLARS (\$450050) to be added to the previously established Capital Reserve and/or Expendable Trust Funds and to fund the sum of TWO HUNDRED THOUSAND DOLLARS (\$200,000) from the unassigned fund balance as of December 31, 2017 for the following accounts in said amounts:

Acct	Fund	Amount
60.1010.00.054	FD Vehicle Replacement / CRF	\$ 150,000.00
60.1010.00.055	HWY Vehicle Replacement / CRF	\$ 50,000.00
	<b>Total Unassigned Fund Balance</b>	<b>\$ 200,000.00</b>

Acct	Fund	2018
60.1010.00.054	FD Vehicle Replacement / CRF	\$ 170,000.00
60.1010.00.055	HWY Vehicle Replacement / CRF	\$ 70,000.00
60.1010.00.060	Assessing / ETF	\$ 9,300.00
60.1010.00.062	Celebration (A)	\$ 1,000.00
60.1010.00.063	Cemetery Maint / ETF	\$ 3,000.00
60.1010.00.064	Computer Systems / ETF	\$ 2,300.00
60.1010.00.065	Exotice Weed Control / ETF	\$ 1,000.00
60.1010.00.066	FD Building Maint / ETF	\$ 5,000.00
60.1010.00.069	Gov't Bld Improvement / ETF	\$ 20,000.00
60.1010.00.071	Health & Safety / ETF	\$ 1,500.00
60.1010.00.075	Library Bld Maint / ETF	\$ -
60.1010.00.076	Master Plan / ETF	\$ 1,250.00
60.1010.00.078	PD Ballistic Vest Replacement / ETF	\$ 700.00
60.1010.00.079	PD Equipment Replacement / ETF	\$ -
60.1010.00.080	PD Vehicle Replacement / ETF	\$ 12,500.00
60.1010.00.082	Reservoir Usage / ETF	\$ 5,000.00
60.1010.00.083	Road Reconstruction / ETF	\$ 122,500.00
60.1010.00.084	FD Turnout Gear Replacement / ETF	\$ 5,000.00
60.1010.00.087	HWY Bld Improvement / ETF	\$ 20,000.00
	<b>Total</b>	<b>\$450,050.00</b>

**The Board of Selectmen Recommends this Article**

**Article 5: To Purchase a Skid Pack for the Fire Department Forestry Vehicle**

To see if the Town will vote to raise and appropriate the sum of TWELVE THOUSAND DOLLARS (\$12,000) to fund the costs associated with purchasing a Forestry Vehicle Skid Pack used to carry water and other firefighting equipment and to mount it on the Forestry Vehicle. This equipment will be used to fight brush fires in difficult to access and uneven terrain and to be funded from the unassigned fund balance as of December 31, 2017. This appropriation shall not raise any taxes and have no effect on the tax rate.

**The Board of Selectmen Recommends this Article**

**Article 6: To Continue the Per Diem Emergency Responder Program**

To see if the Town will vote to raise and appropriate FOURTY FIVE THOUSAND DOLLARS (\$45,000) to fund the costs to staff a per diem emergency responder program from July through December and to be funded from the Ambulance Capital Reserve Fund in the Amount of FORTY- FIVE THOUSAND DOLLARS (\$45,000). The ambulance will be staffed Monday through Friday from 7:00am to 5:00pm and ambulance staff will also be responsible for responding to fire calls during their work shifts. Future costs of the per diem paramedic program will be in the operating budget. This appropriation shall not raise any new taxes and have no effect on the tax rate.

**Recommended by the Board of Selectmen**

**Article 7: To alter the form of organization of the Fire Department**

To see if the Town will vote to approve a change in the organization of the Fire Department pursuant to RSA 154:1. The proposal is to alter the current organization from RSA 154:1 I(a) where "A fire chief appointed by the local governing body, or by the town or city manager, if any, with firefighters appointed by the fire chief," to RSA 154:1 I(b) where "A fire chief appointed by the local governing body, or by the town or city manager, if any, with firefighters appointed by the local governing body or manager, upon recommendation of the fire chief."

**Explanation:** This change is a recommendation of the MRI Fire Department Study authorized by voters in March 2015 and completed in November 2015. The Board of Selectmen is the hiring authority for all other departments. Passage of this warrant article will bring uniformity to the hiring process across all town departments. If approved this change will take effect one year after adoption.

**Recommended by the Board of Selectmen**

**Article 8: To Fund the Development of the Town's Capital Improvement Plan**

To see if the Town will vote to raise and appropriate the sum of TWO THOUSAND FOUR HUNDRED DOLLARS (\$2,400) to fund the professional service costs of developing the Town's Capital Improvement Plan with the Central New Hampshire Regional Planning Commission with said funds to come from the unassigned fund balance as of December 31, 2017. This appropriation shall not raise any new taxes and have no effect on the tax rate.

**Recommended by the Board of Selectmen**

**Article 9: To add an administrative assistant to the Police Department**

To see if the town will vote to raise and appropriate the sum of TWO THOUSAND THREE HUNDRED FORTY DOLLARS (\$2,340) for the purpose of adding the position of administrative assistant to the Police Department. This funding will cover the costs of the position from July through December 2018. Future costs will be in the operating budget.

**Recommended by the Board of Selectmen**

**Article 10: New Purpose Language to the Town Center Improvement Expendable Fund**

To see if the town will vote to change the purpose of the existing Town Center Improvement Expendable Trust Fund established at the 2016 Town Meeting. The proposed change is below:

for the purpose of providing funds for the planning and development of a long- range community use plan for the two parcels commonly referred to as the Town Common and Hotel Lot **and to allow the expenditure of funds for site improvements including, but not limited to water, electricity, and construction of a pavilion.** (2/3 vote required).

**Recommended by the Board of Selectmen**

**Article 11: To Transact Other Business**

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

Given under our hands, February 7 <sup>th</sup> , 2018		
We certify and attest that on or before February 8 <sup>th</sup> 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
Allen Belouin	Chair	
Sharon Fife	Selectman	
Aaron Gill	Selectman	

Please Sign in

---

Gale Zahmond

Doug Zahmond

Dan P