



TOWN OF DEERING

Board of Selectmen

762 Deering Center Road
Deering, NH 03244

Meeting Minutes

August 2, 2017

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

The meeting was called to order at 1900.

MEETING MINUTES:

Meeting Minutes – July 19th.

Mr. Belouin made the motion to approve the meeting minutes of July 19th. Ms. Fife seconded the motion. The vote was unanimous and so moved.

New Business

Hazel Vogelein – Deering Community Church

Mrs. Vogelein asked permission to use the 'Hotel Lot' for parking for a public Church event on Saturday, August 12. The Board expressed their support.

SB-38 Funding

Town Administrator McAllister explained the state grant for immediate use of road maintenance and reconstruction. The amount granted is \$81,627. He further explained the costs associated with this year's planned work on East Deering Rd, costs associated with completing the project, as well as other possible funding sources (see attached). Essentially, the town could shave one year off the planned four year paving project by utilizing the state grant funds. Road Agent Houghton explained there was sufficient time to complete the work. Town Administrator McAllister explained there is a required process to accept the funds, which is a noticed hearing. This will occur at the next Selectmen's meeting on August 16, 2017.

Life Safety Inspections for Deering Rental Units

Town Administrator McAllister explained rental units by statute are required to be wired for smoke and carbon monoxide detectors. He proposed updating our building permits to ask if the dwelling will be used for rental units, thus allowing notification to the Fire Chief to inspect for compliance. Opinion with RSA 153:14,II citation noting the Fire Chief's reasonable inspection authority were provided by municipal attorney Bernie Waugh.

Town Administrator McAllister further explained the Town Clerk has the authority to go to court for back taxes, the likely result being garnishment of wages to satisfy the outstanding debts. He recommended having municipal attorney Bernie Waugh work with the Town Clerk initially, as needed.

HVAC-Maintenance Agreement Review

The Board reviewed a proposed maintenance agreement for the Town Hall heating and cooling system as well as the hot water system. The Town currently does not have a maintenance agreement. Selectman Belouin noted some deficiencies in the proposal he agreed to follow up on. Selectmen Belouin further noted the need for a maintenance agreement for the generator.

Auditor's Governance Letter

The Board reviewed the Auditor's Governance Letter from auditor Melanson Heath.

Fee Schedule Change

The Board reviewed proposed minor increases to three items as noted below:

Fee	Current	Proposed
Current & Land Use / Registry Recordings	\$17	\$25
Driveway Permit	\$30	\$50
Sign Permit	\$25	\$50

Rationale for Fee Increases

Recording fees at the registry and postage have all increased. Wages and salaries for staff time necessary to process the paperwork, review proposals, and conduct site inspections for a driveway permit have all increased. The fee increase for a sign permit simply standardizes the fee regardless of sign size and also reflects increased wages and salaries associated with staff time.

Selectman Belouin made a motion to approve the changes; Selectman Gill seconded. The vote was unanimous and so moved.

Conversion of Part-time Highway Employee to Full-time

Road Agent Houghton explained he would like to move current part time employee Brian LaBier to full time status. He's passed all required tests and holds all required licenses. The Board discussed other openings with the Road Agent and status to fill them. Selectman Belouin made a motion to approve hiring Mr. LaBier at \$18.50/hour; Selectman Gill seconded. The vote was unanimous and so moved.

Tax Deed List

The Board declined to accept the deed for nine mobile homes primarily located in the Longwoods Park. The Board instead decided to support the Town Clerk's use of the court system as noted above.

Additional Items:

Competing Quotes for Purchase Order, Police Cruiser Upfit

The Board reviewed the three quotes to upfit the new police cruiser, as noted below:

Vendor	Cruiser	Radio
Beltronics	\$10,769.17	\$2,264.17
MHQ	\$11,212.00	\$4,100 +/-
Ossipee Mountain Electronics	\$11,191.17	\$3,900.00

Selectmen Gill made a motion to accept the quote from Beltronics; Selectman Belouin seconded. The vote was unanimous and so moved.

-Discussion of 'Roads to Summer Cottages' and associated signage was discussed.

TO BE REVIEWED AND/OR SIGNED:

- Employee Payroll	<u>July 26th</u> \$13,988.16
- Employee Payroll	<u>August 2nd</u> \$19,720.39
- Fire Department Payroll	<u>July 26th</u> \$2,272.90
- AP Manifest	\$298,473.05
- XFR to Trust Funds	\$128,549.00
- Refund 206-015-048	\$54.00
- Intent to Cut	229-059-000/227-030-000

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 20:25.

Respectfully Submitted,

\s\ Aaron Gill
Selectman

Memorandum

Date: 07/31/2017

To: Board of Selectmen

From: Russell McAlister
Town Administrator

Re: Proposed SB 38 Funding Usage

Below are proposed cost estimates to reconstruct the remaining portion of East Deering Road this year with the additional funding that SB-38 makes available. Last year Phase 1 construction activities were completed on East Deering Road. This year's own source funding for Phase 2 construction activities on East Deering Road are:

Funding Source	Amount
Road Recon ETF WA#5 2017	\$ 59,049.00
Municipal Transport Fee Balance 12/31/2016	\$ 48,563.00
Total Appropriations 2017	\$ 107,612.00

Construction cost estimates for 3,300 linear feet of East Deering Road are highlighted below.

East Deering Road Phase 2 Construction Costs	
Under Drain	\$ 4,400.00
Drainage Stone	\$ 6,600.00
Reclamation	\$ 6,200.00
Fine Grade & Roll	\$ 4,319.00
Base Gravel	\$ 24,649.00
Top Gravel	\$ 12,552.00
Base Pavement	\$ 48,263.00
Total Phase 2 Costs	\$ 106,983.00

The estimated per linear foot construction costs ($106,983 / 3,300$) are \$32.42 and there remain 4,210 linear feet left to the East Deering Road project. Therefore, the amount of funding required to complete the project is simply a matter of multiplying ($\$32.42 * 4,210 \text{ LF}$) = \$136,488. The total SB 38 funding for Deering is \$81,627 which leaves a gap in funding to complete the project of \$54,861. That gap can be met by using the funds in the Road Reconstruction and Maintenance ETF which has a balance of \$65,256 as of 12/31/2016. That will leave a balance in the ETF of \$10,395.

Below is a recap of all available funding and costs to complete the East Deering Road project.

Funding Source	Amount
Road Recon ETF WA#5 2017	\$ 59,049.00
Municipal Transport Fee Balance 12/31/2016	\$ 48,563.00
SB 38 Funding	\$ 81,627.00
Road Reconstruction ETF Balance - 12/31/2016	\$ 65,256.00
Total Available Appropriations 2017	\$ 254,495.00

Construction Phase	Linear Feet	Est. Costs
Total linear feet Phase 2	3,300	\$ 106,983.00
Total linear feet Phase 3	4,210	\$ 136,484.37
Total Linear Feet	7,510	\$ 243,467.37

Please Sig in

Dan Falmud

Gale Falmud

A stylized handwritten signature, possibly reading "B. F.", written in dark ink.