



TOWN OF DEERING

Town Administration

762 Deering Center Road
Deering, NH 03244

3/30/22

6:00PM

Meeting Minutes

All Committee Meeting

ALL COMMITTEE MEETING CALL TO ORDER

BOS, Planning Board, Conservation Commission, Library, and Supervisors of the Checklist all call their meetings to order by 6:09PM

Pledge of Allegiance:

J. Peel presented the topics below to the committees and members present.

1. Recognition of New Elected/Appointed Officials:

- a. Recognized the new members on the Planning Board, BOS, TOTF, Library, Cemetery

2. What is Municipal Government:

- a. Explanation of Municipal Government/ Committee Roles

- i. Chain of Command/ Order of Proceedings

- b. By-Laws and Charge Policy

- i. The committee members explained that the BOS, CC, Co-op and Planning Board are currently available upon request. Other committees would search and give those to the TA whenever available.
- ii. J. Peel explained that these should be updated every year.
- iii. J. Peel requested that committees review their charge policies and update them with new members so that there is a clear understanding of what the committee should be doing.

3. Right-To-Know Law: RSA-91:A

- a. Agendas

- i. The training discussed that public notice of meetings through agendas must include name of board and time, date and place of meeting. 24-hour notice for a regular meeting.
- ii. Town Clerk and Document Management
 1. Town Clerk records all committee minutes as required by law, but should be submitted to J. Peel before hand to convert into PDF/A version first.

2. Draft Minutes need to be available within 5 days.
3. Tips and Tricks for the Town Administrator:
 - a. J. Peel asked the committee members to check the website explaining that if something is wrong, he can't monitor all of the website pages consistently, so send him an email informing him of the changes that need to be made.
 - b. J. Peel informed the committee that J. Smith had expressed to him today that she would be willing to assist the TA by updating the website. A few committee chairs explained that they had concerns with another elected official editing their committee page. J. Peel stated that he would discuss this with the BOS on their next scheduled meeting and would decide the practice on how to handle updates to the website.
4. Municipal Finance:
 - a. Purchasing Policy
 - i. J. Peel explained that finances for committees is largely different depending on the source of the funds, how much the funds are, and what the funds are being spent on. After using the Library Trustees as an example with their 4 different funds, J. Peel expressed that committee chairs should send all questions to the TA prior to the purchasing process as to clarify any procedures.
 - ii. J. Peel explained that for utilizing the general fund, the purchasing policy states that the town of Deering follows a relatively strict purchasing policy that requires any purchase over \$1,000 must have approval by the Town administrator before purchasing. Anything above \$5,000 requires the BoS to approve and three quotes.
5. Local Officials Workshop: Sign Up with the link below. Date is April 5th, 2022 is free for newly elected officials.
<https://www.nhmunicipal.org/event/registration-open-2022-local-officials-virtual-workshop>
6. Oath of Office/ Deering Code of Ethics:
 - a. The Town of Deering requires an oath of office to be signed prior to being allowed to participate in a committee. The chairman of the BOS will complete a group Oath of Office for everyone to make sure that we all are prepared for the following year. These will be recorded with Carol so that we confirm who is a legitimate member of the committee during next year's annual report.
 - b. The Town of Deering in 2013 established a Code of Ethics for all committee members. Upon being appointed to the position, you are subject to these regulations.
7. Adjourn: Motion to adjourn by Roy Watson. Seconded by Bill Whisman. All in favor. Meeting was adjourned at 7:05PM.



BOS Meeting Sign in Sheet

NAME	Reason for Attending
KOY WATSON	SELECTMAN
Carol Baker	TC/TC
ELIZABETH KIRBY	training -
Elizabeth N Kelly	Planning Board
Sue Thomas	Library Trustee
GARY SAMUELS	CONCOM
Tom Coadie	Dep Treas & Dep Mod
Kay Hartnett	180 Old County
Stephen Fogelson	BAC
Tim Finn	Conservation Com.
Lou Ellen Beard	HD COOP
Barbara Cavanaugh	Supervisor of CkLst
Kathleen Turkus	Planning Board
John Shaw	Planning Board
decker	ZONING BOARD
Dennis Sawyer	Cons. Com.
Jackie	Cons. Com., Sup. Checklist
Eric Souff	LIBRARY - TRUSTEE