



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

**Meeting Minutes**  
**November 21, 2019**

Selectmen present: Allen Belouin, Rebecca Mitchell, Bill Whisman  
Mr. Belouin called the meeting to order at 7:00pm.

**MEETING MINUTES:**

Minutes of November 4<sup>th</sup> were accepted at the November 7<sup>th</sup> meeting. Mr. Belouin motioned to accept the public and non-public minutes of November 7<sup>th</sup>, seconded by Mr. Whisman and unanimously approved.

**DEPARTMENT REPORTS:**

**Fire Department:** Chief Gorman notified the Selectmen of necessity to take leave beginning December 20, 2019 through January 2019. Assistant Chief Doug Connor will be the person in charge in his absence.

The Fire Department had pumps tested in collaboration with Frankestown. The 2006 Engine #1 pump failed. This apparatus services West Deering. Tanker #1 will cover while the equipment is serviced with Bull Dog Fire Equipment in Woodville, MA.

Chief Gorman presented Standard Operating Guideline (SOG) Number 9 Fire Command Vehicle Use and Response for Selectmen approval. Mr. Belouin motioned to approve of SOG No.9 with an effective date of November 21, 2019, seconded by Mr. Whisman and unanimously approved. Chief Gorman will distribute to all Fire/EMS Department personnel and collect acknowledgement of receipt forms for personnel files.

Chief Gorman will arrange for a representative from COMSTAR ambulance billing to attend a future Selectmen meeting for the purpose of explaining ambulance billing and advising on billing bad debt.

Chief Gorman explained the departments existing 18 Self Contained Breathing Apparatus (SCBA) units will expire in 2021. All units were purchased at the same time with grant funding. The total estimated replacement cost is \$225,756. Selectmen discussed a 2020 warrant article to establish and fund an expendable trust for SCBA equipment purchase and to replace half of the units in 2020 and the remaining half in 2021. Gorman also explained the SCBA refill station is scheduled for replacement in 2025, the estimated cost now is \$100,000. Hydraulic rescue tools need to be replaced in 2022 or sooner with a replacement cost of \$50,000 and the cardiac monitor is overdue for replacement, estimated cost \$35,000. The Ambulance Revolving Fund restricts revenue from ambulance billing for the purpose of ambulance equipment replacement. The Selectmen are agents to expend from the Ambulance Revolving Fund. Some equipment replacement can be purchased using this fund. Selectmen asked Chief Gorman to seek maximum grant funding for all equipment replacement needs.

Chief Gorman requested a promotion and rate change for Elaine Kirouac from Per Diem AEMT to Per Diem Paramedic and from \$17.00 per hour to \$20.00 per hour effective November 21, 2019. Ms. Kirouac recently completed her paramedic certification. Mr. Belouin motioned to authorize the promotion of Ms. Kirouac from Per Diem AEMT to Per Diem Paramedic and from \$17.00 per hour to \$20.00 per hour effective November 21, 2019 seconded by Mr. Whisman and unanimously approved. The Board congratulates Ms. Kirouac on her accomplishment.

Mr. Whisman asked Chief Gorman about the policy and enforcement of return of license plate placards when an employee terminates. Chief Gorman responded that terminating personnel are required to return the placards along with all other department issued items and that it is unlawful for non-fire/ambulance personnel to keep the placard on a vehicle after termination.

Mr. Whisman asked Chief Gorman to establish a plan for AED training for all non-fire department staff.

**OTHER CONTINUED BUSINESS:**

**Revision Power Purchase Agreement and PILOT:** Interim Town Administrator Ms. Kendall said, per town counsel, final draft documents are expected to be ready for review on November 22. Selectmen agreed to post a special Selectmen meeting for Tuesday November 26 at 6:00pm to review draft ReVision agreements.

**Fire Pumper Lease Purchase:** Chief Gorman reported the Fire Pumper approved at the 2019 Town Meeting will not be ready until the end of June 2020. Selectmen discussed delaying a lease finance agreement until closer to the equipment delivery date to reduce interest costs. Mr. Belouin motioned to rescind the acceptance of lease financing from TD Bank Equipment Finance and issue a new RFQ at a later date, seconded by Ms. Mitchell and unanimously approved.

**Police Chief Retirement:** Ms. Kendall spoke about Chief Pushee's last day which was marked by a radio sendoff of his peers. Plans are in place for a community potluck supper in honor of Chief Pushee on November 23 at 6:00pm and the public is welcome to attend. Another retirement celebration is scheduled for January 7, 2020 at The Gibson Room at Crotched Mountain Golf Resort. There is fee to attend that includes dinner and gift, the public is welcome to attend. The Selectmen congratulate Chief Pushee on his retirement and thank him for his dedicated service to the Town of Deering.

Selectmen discussed Primex Scope of Services to assist in the recruitment and selection of the next Police Chief. Selectmen will set a later date to have consultation with Primex representative.

Mr. Belouin announced Officer Stephen Bell has submitted a notification of retirement from his position as Patrol Officer effective December 7, 2020.

There was discussion about continuity of police department operations with acknowledgement that Police Chief recruitment can be a lengthy process. Selectmen will consider seeking consultation from an outside vendor with expertise in police department operations.

**Interim Town Administrator Report:** Ms. Kendall notified the Selectmen of findings from a recent NH Department of Labor audit which resulted in warning and violation. Ms. Kendall and Chief Gorman have scheduled an informal conference with NHDOL inspectors to demonstrate the violations have been corrected.

Ms. Kendall provided information about a dry hydrant project proposed to be placed at the Deering Fish and Game Club property identified on Map 219 Lot 020. Owners will be required to grant an easement to the Town for the purpose of providing, installing, constructing and maintaining a municipal dry hydrant on the property along with the right of ingress and egress for construction. The current deed copy on record at the town hall indicates the transfer of property from Hillsboro Fish and Game Club, Inc to Deering Fish and Game Club, Inc. The NH Secretary of State Office lists Deering Fish and Game Club, Inc. as dissolved February 1, 1991. The Selectmen discussed the legality of the NHDES Permit by Notification that was accepted by DES but not properly authorized by the Board of Selectmen. Mr. Peter Beard addressed the Board of Selectmen and expressed his concerns about the timeliness of the project. Selectmen stated to Mr. Beard that they may be willing to proceed with the project when the deed is resolved.

There was general discussion about the optimal locations and requirements for dry hydrant placement with Chief Gorman and attendees.

Ms. Kendall will meet with the Budget Advisory Committee on Monday November 25 to present the remaining budget items under the purview of the Selectmen.

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

The following manifests and request were approved by the Selectmen:

- Veterans Tax Credit Application Map 221 Lot 016
- Land Use Change Tax Map 215 Lot 007
- Employee Payroll November 20<sup>th</sup>                   \$           14,976.62
- AP ACH XFER November 21<sup>st</sup>                   \$           252.85

- AP Manifest November 21<sup>st</sup> \$ 156,665.02
- Town Hall Rental Agreement – Tuesday December 10, 2019 SAU 34 Public Forum Strategic Plan

Selectmen reviewed Hillsborough Police Services Agreement and tabled decision pending risk management consultation.

Selectmen reviewed and signed blanket Oath of Office – Special Assigned Police Officers  
Selectmen considered request for Disposition of Firearm and tabled decision pending legal liability consultation.

**Police Personnel Matter:**

Mr. Belouin made a motion to enter non-public session stating RSA 91-A:3, II(a), seconded by Mr. Whisman. Roll call vote to enter non-public session Mr. Belouin, aye; Ms. Mitchell, aye; Mr. Whisman, aye. The Selectmen entered non-public session at 8:45pm. The Selectmen returned to public session at 9:25pm.

Ms. Mitchell motioned to accept Officer Bell's retirement, seconded by Mr. Whisman and unanimously approved. Selectmen discussed Police Department continuity of operations and Police Chief retirement ad next step in police department recruitment.

There being no further business to come before the Board Mr. Whisman made the motion to adjourn. Ms. Mitchell seconded the motion. The vote was unanimous and so moved. The meeting adjourned at 9:42

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