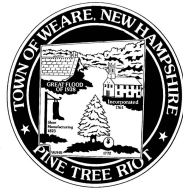


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WEARE BOARD OF SELECTMEN
MEETING MINUTES
December 8, 2014

PRESENT: TOM CLOW, CHAIRMAN; KEITH R. LACASSE, VICE CHAIRMAN; JENNIFER BOHL, SELECTMAN; JOHN LAWTON, SELECTMAN; JAMES LEARY, SELECTMAN;

RECORDING SECRETARY: Cherry Palmisano

TOWN ADMINISTRATOR: Naomi Bolton

GUESTS: Jack Dearborn, Carl Weber, Neal Kurk, Heleen Kurk, Sherry Burdick, Betty Straw, Tim Redmond, Jan Snyder, Douglas Alwine, Jeannie Alwine, Dave Ward, Christine Sargent

Chairman Clow moved, Vice Chairman Lacasse seconded to enter into nonpublic session @ 6:05 p.m. pursuant to the authority granted in RSA 91-A:3II (b). A roll call vote was taken, Selectman Bohl – yes; Selectman Lawton – yes; Selectman Leary – yes; Vice Chairman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

Chairman Clow moved, Vice Chairman Lacasse seconded to come out of nonpublic session @ 6:20 p.m. A roll call vote was taken, Selectman Bohl – yes; Selectman Lawton – yes; Selectman Leary – yes; Vice Chairman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

The Board met with potential candidate for the Finance Administrator position.

Chairman Clow moved, Vice Chairman Lacasse seconded to enter into nonpublic session @ 6:21 p.m. pursuant to the authority granted in RSA 91-A:3II (a&c). A roll call vote was taken, Selectman Bohl – yes; Selectman Lawton – yes; Selectman Leary – yes; Vice Chairman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

Chairman Clow moved, Vice Chairman Lacasse seconded to come out of nonpublic session @ 7:38 p.m. A roll call vote was taken, Selectman Bohl – yes; Selectman Lawton – yes; Selectman Leary – yes; Vice Chairman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

The Board met with Acting Police Chief Sean Kelly to discuss compensation for Interim Chief salary.

Chairman Clow moved, Vice Chairman Lacasse seconded to enter into nonpublic session @ 7:39 p.m. pursuant to the authority granted in RSA 91-A:3II (a&c). A roll call vote was taken, Selectman Bohl – yes; Selectman Lawton – yes; Selectman Leary – yes; Vice Chairman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

Chairman Clow moved, Vice Chairman Lacasse seconded to come out of nonpublic session @ 7:43 p.m. A roll call vote was taken, Selectman Bohl – yes; Selectman Lawton – yes; Selectman Leary – yes; Vice Chairman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

The Board met with Public Works Director Tim Redmond for potential per diem staffing to cover vacancies.

7:45 p.m. Chairman Clow called the meeting to order.

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Chairman Clow explained that the Board was in nonpublic session for three different issues; to work out the employment details of the soon to be Finance Administrator, discuss a number of issues with the Interim Police Chief, and to discuss a personnel issue with the Public Works Director.

INSURANCE DISCUSSION WITH PRIMEX

Carl Weber, Primex, explained that Primex has been in business for 35 years covering towns, counties, and schools in NH with unemployment insurance, worker's compensation, and property liability.

Property Liability ó There is claim information that supports the substantial increase in the Town of Weare's property liability insurance. Weare is collectively sharing the risks with multiple cities, towns, and schools. The average rating in the pool is a 1 and Weare is 2.06, which is significant for a town of this size. Mr. Weber explained that over time if losses continue to rise, then the contribution needs to rise with multiple years of multiple claims to be consistent with losses. Weare's premium has increased to \$386k. From 2009 to 2013 Weare had \$1.5m in claims, which were significant claims that are disproportionate to the town's size. Next year 2009 will drop off and 2014 will be added. The next year 2010 will drop off from the rating and the premium price should drop. Primex added a deductible for all law enforcement claims because Weare averaged five per year, which is significant. Mr. Weber recommends that the town call Primex's employment hotline to get advice before any action is taken and call to get a second opinion to protect the town against significant losses.

Vice Chairman Lacasse said that they are working with Sean Kelly regarding the initiative to gain accreditation and asked if becoming accredited will help. Mr. Weber said that over time they see CALEA accredited departments have less losses. It will help Weare in the short term, but in the long term Weare has to tighten up their operation for less claims. Vice Chairman Lacasse asked if they were to follow all the steps in the CALEA accreditation process without the final step of getting the plaque, will that still qualify them for a discount. Mr. Weber said that is good practice, but the discount is there for CALEA, although training and accountability is never a bad thing.

Prime status offers a 2.5% premium reduction, but will require benchmarks and certain policies need to be in place as well as working with risk management to ensure these things are being done. Primex has been tracking the Prime participants in the pool, who are performing better because they are attentive to their losses. Mr. Weber said that there is a 10 step process to become Prime. Primex is looking for things such as an active safety committee, having harassment policies in place, and benchmarked losses.

Selectman Leary mentioned that town has also had their own out of pocket expenses. Mr. Weber said that the premium is in place for the coming year and they can discuss it again the next renewal and also discuss deductibles.

Worker's Compensation ó There is more of a moderate increase with the same years used in the calculations of 2009-2013, with \$675k of losses in those years. Weare's loss ratio is 1.35, which is only .35 points above the average. The premium increased 15%. The contribution is consistent with projected losses over time. It could be possible that in years other than 2013 that the town could receive a surplus.

Unemployment Compensation ó This is a non-pooled program and the system is designed to process claims and provide representation at hearings, but the town is responsible for their own performance. The premium can fluctuate from year to year based on projected losses over a three year period.

Vice Chairman Lacasse mentioned that a number of years ago when they were going through the process of hiring a Town Administrator they went through the process with Primex, which was valuable. The Board is looking to go through the same process to hire a Police Chief, but learned Primex would not assist them. Mr. Weber said that is because they are assisting with too many claims and assisting the Interim Police Chief and since they are so actively involved it is not the right fit. Mr. Weber said that Primex facilitates the process, but

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they don't rank for the town. He said that it is not appropriate for Primex to be involved in the process of hiring a new Police Chief.

WARRANT ARTICLE; HISTORICAL SOCIETY LEASE DISCUSSION

Sherry Burdick explained the multiple functions of the Historical Society, one of which is to maintain the museum to preserve artifacts that are historic to the town. All the functions of the Historical Society are done with volunteers. Without the Historical Society a large portion of the town would be lost. The Historical Society really needs this space to store and preserve large farm implements that are being ruined. A lot of the town's artifacts are currently being stored at different homes and farms throughout town. Mr. Brown's wish is that these artifacts are stored in a dry secure place. The Historical Society put two buildings in town on the state register, completed an assessment on Clinton Grove with a grant and Historical Society funds, wrote the history on that building, reset the steps at the Stone building, placed the markers on the mills, completed preservation and rehab on the Tramp House, Stone Building research on the copper roof and painting of the rotunda, bathroom and new ladder at the Stone Building, wrote a grant for the new roof on Clinton Grove, and replaced the roof. The Historical Society has done beautification for the 250th celebration throughout town. Mrs. Burdick provided this draft copy of an article for the warrant: *To see if the town will vote to allow the Weare Historical Society to use the Gordon Brown barns on East Road (Tax Map 203-94) for \$1 per year for cold storage of Society artifacts and other property until the town votes otherwise.*

Chairman Clow said that the article is in principle of what they were discussing, but he was thinking long term, and her article states until the town votes otherwise. The Board will have to come back with a one year lease, if the article were to fail, and then put the article back on the warrant the following year for long term. Chairman Clow noted that the Board made a good faith decision to move forward with the purchase of the property.

Sugar n Spice entered into a lease with the town, approximately 40 years ago, and the warrant article at that time stated a three year lease. From then on the town could enter into a three year lease agreement with Sugar n Spice, but no more than three years without another warrant article to change that. Worked in good faith and there was no intention by the Boards to do anything different with that building. Any request for more than a three year lease would require another warrant article.

Selectman Lawton noted that P&S did mention that Historical Society would be responsible for maintenance. Chairman Clow said that would be in the lease agreement, but something that allows them to develop the terms of the lease needs to be on the warrant article. The Board would have to work out the details with the Historical Society. The warrant article gives the Board the authority to draft a lease agreement. All draft warrant articles are reviewed by town council.

Jack Dearborn explained that when they spoke last they discussed that the Selectmen can write a lease for one year only. The intent of the warrant article is to give the Selectmen authority to write the lease; the one year lease is already in place. Mr. Dearborn said that they are asking the town to authorize the Board to sign something more than a one year less for this particular property.

The terms of the lease are up to the Board, but the length of time needs to be approved by the town. The exact wording that will be allowed for the warrant article will be provided by town council.

DEPARTMENT HEAD AND COMMITTEE ITEMS

Appoint Members to the Trails Subcommittee ó Chairman Clow asked Dave Ward what sparked his interest in the Trails Subcommittee. Mr. Ward told the Board that he is interested in trails, public interest, and use of trails in town. There are five members on the Trail Subcommittee. The committee is looking to create alliances with different groups because the more hands the better. Selectman Lawton asked if there is a quest for trails on all conservation property. Mr. Ward said not every, but anything that is feasible, and they will study what it can

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be used for and provide signage for roads and trails. Their first project is the Eastman property to establish trails for cross country skiing, walking, biking, and dog mushing. They applied for a grant and hope to tie the trail to the High School.

Vice Chairman Lacasse moved, Selectman Leary seconded to appoint Dave Ward to the Trails Subcommittee as a full member for a period of two years. Passed 5-0-0

Christine Sargent said that she is interested in joining the Trails Subcommittee because she heard the committee is looking for members and she is active in outdoor activities and wanted to get more involved.

The subject of trails and public information for the trails has come up several times. Mr. Ward said that they have discussed creating maps and on-site signage, but they decided that the website might be a better avenue. The website weare-trails.org is in the works.

Selectman Leary moved, Selectman Lawton seconded to appoint Christine Sargent to the Trails Subcommittee as a full member for a period of one year. Passed 5-0-0

Request for DPW expense, update, etc. ó Tim Redmond, Public Works Director, said that there have been four winter events, which they used the vehicles and materials in the salt and sand shed. Mr. Redmond is requesting to purchase 1,350 gallons of gasoline at \$2.60 per gallon reflecting \$3,510 and 2,400 gallons of diesel at \$2.90 per gallon reflecting \$6,960. These requests total \$10,470 and would be expended from the fuel line to fill the tanks as soon as possible. There is \$31k in the fuel line with \$11,800 in payment requests. Mr. Redmond told the Board that he had to purchase fuel in Henniker with his own credit card and utilized the town credit card in Pinardville while the tanks were down totaling \$1,300 worth of emergency fuel and he will attempt to get the fuel taxes back. There is also an outstanding 1,000 gallon delivery for \$2,786. There is approximately \$15,300 remaining in the fuel line and there is some fuel expense that will need to come out of the police and fire budgets. They used 720 gallons of diesel for one storm event. Mr. Redmond is hoping that if he fills the tanks now they will get through December 31st; this would leave \$4,830 remaining in the fuel line.

Salt ó Mr. Redmond told the Board that they started the winter with the salt shed at 90% and there is currently 45% remaining. It was filled in June anticipating a price increase. The shed holds 1,000 tons of salt. The mixed pile is at 80%. Mr. Redmond is requesting to purchase 45% more, which equals 450 tons at \$49.13 per ton reflecting \$22,108.50 to get back up to 90%. There is \$42,900 in the salt line as of December 1st and this request would bring the balance to \$20,792. Mr. Redmond's opinion is that this purchase will get them through the year. Mr. Redmond is asking the Board for this purchase, which he would normally just order, because the Board initiated a spending freezing. Presently there are approximately \$5,500 in unpaid PO's. Mr. Redmond noted that he is not spending any money that is not necessary. In order to run the Highway Department, he can't spend all his budget at one time and has to save for the unknown.

The new truck has become a problem and TENCO still has not completed it. The Mack is back in service, but they don't have their spare truck at this time. Currently there are enough plows to cover the routes, as long as nothing breaks down.

By consensus, the Board approved Mr. Redmond's requests.

Mr. Redmond commended Nate St. Clair for his driving ability during a brake failure of the 1958 Osh Kosh.

Selectman Lawton asked about the logging operation on Cram Road. Mr. Redmond said that the contractor posted a \$50k bond and signed the terms of conditions. The logger agreed to the hours of operation, weight limits, bond, monitoring for damage, and agreed to pay \$400 per grading if there was damage due to truck traffic. The logger agreed to everything else that was discussed including delivering five cords of wood to the Transfer Station for a possible future wood bank. There are multiple logging operations currently in progress. Mr. Redmond had a resident inform him that the loggers were on the road during school bus hours. Mr.

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Redmond contacted the owner of the operation and the owner said that he would personally speak with the drivers/operators to ensure that never happens again. Mr. Redmond will continue to monitor the operation.

Mr. Redmond explained to the Board that he is experiencing some staffing issues. There are a couple of employees out on extended sick leave. The Saturday shift at the Transfer Station is the problem. He is required to use a Highway employee at the Transfer Station at an overtime rate, but this leaves an employee by himself at the Transfer Station if they are plowing. Mr. Redmond is asking for the Board's approval to hire a temporary, per diem employee to work Saturdays at the Transfer Station. The funding for this employee would be expended from the overtime line and the surplus in the wage line. Mr. Redmond would like to see this done for the safety of the employee that would be working alone on Saturdays. This would be a temporary situation until staffing levels are back at the Transfer Station. Mr. Redmond is proposing a rate of \$12-\$14 per hour. The per diem employee will not be operating heavy equipment or driving vehicles; he will be directing people where to put stuff and working on the sorting tables. Mr. Redmond would like to have someone in place this Saturday. He is looking at the availability of multiple people, but one person at a time per Saturday until the situation is resolved. Chairman Clow said that the Board has legal responsibility to follow through and said that the employee could start on Saturday and Mr. Redmond will provide the employee's name to the Board on Monday as a matter of formality.

Chairman Clow moved, Selectman Leary seconded to allow the Public Works Director to hire a per diem person to work on Saturdays at the Transfer Station at a rate of \$12 per hour temporarily until the Transfer Station is back to full staff. Passed 5-0-0

Presently Mr. Redmond is working his 40 hours a week and covering plowing responsibility. He told the Board that he will do for the short term. Chairman Clow told Mr. Redmond if he can find someone on a per diem basis to please bring them in.

Chairman Clow noted that there is 10.73% remaining in the town bottom line budget with four weeks of payroll remaining and then some payables. There is \$541,894 remaining in the bottom line reflecting what the Board has approved to date. Chairman Clow suggested that Town Administrator Bolton go about getting the details on how they can get emergency appropriation from DRA if needed. The Board will review the remaining budget closely next week when Town Administrator Bolton provides the details.

REVIEW 2014 TOWN REPORT AND 2015 MAILER BIDS

Five bids were received for the Town Report and six bids were received for the Mailer. Last year Town Administrator Bolton ordered 600 town reports, but because 2014 is Weare's 250th anniversary she would like to increase the order to 1,000 copies and include colored photos and a colored cover. Last year she worked with Brayshaw from Warner for both the Town Report and Mailer. Brayshaw will scatter colored photos throughout the book for an additional \$1,500.

Vice Chairman Lacasse moved, Selectman Leary seconded to award the 2015 Town Mailer to R.C. Brayshaw & Co., Inc. at a price of \$1,907. Passed 5-0-0

The two lowest bids for the Town Report are \$5,050 or \$5,139.

Town Administrator Bolton mentioned dedicating the Town Report to Brad McCauley, who served on both the Board of Fire Wards and Cable Committee.

Vice Chairman Lacasse moved, Selectman Leary seconded to award the Town Report printing contract to R.C. Brayshaw & Co., Inc. for a price of \$3,639 plus an additional \$700 for color pages of photographs scattered throughout the report. Passed 5-0-0

REVIEW LAWN CARE BIDS

Bids were received from four different bidders; two for cemeteries, four for fire, and two for municipal.

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Chairman Clow would like to know how these companies are staffed and how they are equipped. Vice Chairman Lacasse mentioned interviewing contractors and not just going by their bid price. The Board would like to ask the Cemeteries Trustees and Fire Department for their input. The Board would like to speak with the bidders and delay their decision for a week. The bidders should come before the Board prepared to discuss their staffing, equipment, fertilizer program, and supply references.

2015 BUDGET DISCUSSION ó The Board will review the budget for next week. Selectman Lawton noted Mr. Campana asking the Board if they put a percentage cap on each department's budget and have them try to work within that cap. Chairman Clow said that they can look at any department's budget and they have already had presentations from three major departments.

MEETING MINUTES

Chairman Clow moved, Selectman Bohl seconded to approve the minutes of November 24, 2014 as amended. Passed 5-0-0

Chairman Clow moved, Vice Chairman Lacasse seconded to approve the minutes of December 1, 2014 as amended. Passed 5-0-0

MANIFESTS

Checks dated:

Weekly Payroll

Chairman Clow moved, Selectman Bohl seconded to authorize the Board of Selectmen to sign manifests and order the Treasurer to sign checks dated December 11, 2014. Passed 5-0-0

Accounts Payable \$1,274,590.41 (\$936,286 for Hillsborough County Treasurer and \$250,000 John Stark)

Gross Payrolls \$43,446.23 (Includes taxes, credit union)

TOTAL \$1,318,036.64

Also to order the Treasure to sign payroll checks dated December 18, 2014. Actual amounts paid and reports backing up the numbers will be included on the Manifest Memo at the next scheduled Board meeting.

ADMINISTRATIVE REPORT

Letter in regards to off-site access ó Tina Connor is asking if the Board will allow her to terminal in for the accounting program temporarily so she can input some of the invoices. This is a temporary situation. Mrs. Connor will train the new Finance Administrator here in the office and will give her some guidance. Mrs. Connor did leave a book of instructions. There is a lot of coding that will take place in January, but will come out of the 2014 budget. Chairman Clow thinks that allowing Mrs. Connor to terminal in will allow them to ask her questions on their time schedule and she could access from home to keep the Board updated. The candidate for the position currently works part-time and the Board will ask her to come in one day a week for training before she is able to begin working full-time.

Town Administrator Bolton received a letter from Avitar requesting that she meet with the Board of Land and Tax Appeals and a taxpayer to assist with mediation; no date has been set. Vice Chairman Lacasse read the letter and noted that he shares the taxpayers concerns. At the meeting each side will present and the Board of Land and Tax Appeals decides.

The pole licenses need to be updated. Granite State and PSNH fill out licenses and send them to the town. The Town Clerk receives the licenses and gives them to Mr. Redmond to review and make sure that the poles and anchors won't be in the way. The town taxes both Granite State and PSNH for the poles and they are fighting it. PSNH is asking for an abatement. The firm that Laura Spector works for is representing all 31 towns with the same issue.

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PUBLIC COMMENT ó Jan Snyder said that there have been many discussions on the training of new police officers. She asked if there has ever been a policy so that the town would be reimbursed if the officer left within a certain amount of time. Part-time officers start at \$19.21 per hour, which reflects \$10k just for training. Chairman Clow noted that there is also field training, when the officers can't patrol on their own, so the town is paying them 26 weeks and there is overtime involved with covering shifts somewhere else. Selectman Leary said that might be forcing someone to stay employed with the town if they don't want to be and thinks that is more of a department issue, not a personnel issue. Chairman Clow said that if they pass the contract they would be more likely to keep officers. Ms. Snyder noted that other towns have a policy in place.

Ms. Snyder commented on no longer having a janitor. She said that some of the things that the janitor used to do are being taken care of by a cleaning person. She asked about the things that are not being taken care of by the cleaning person such as shoveling the steps. Ms. Snyder told the Board that she is concerned with liability.

CORRESPONDENCE ó Board members received an invitation to the Weare Fire Department's Annual Supper this Saturday at Osborne Hall at 6:00 p.m. Chairman Clow thinks that the Board should be represented.

OTHER BUSINESS

Vice Chairman Lacasse moved, Selectman Leary seconded to hire Tracy Hallenborg for the position of Finance Administrator with an annual salary of \$40,000. Passed 5-0-0

Chairman Clow said that the Board does need to consider a part-time custodian who is going to shovel and sand. The part-time custodian would also have other duties such as shutting of the outside water in the winter at the Town Hall and check the heat in town buildings. Town Administrator Bolton was asked to put this discussion on her Administrative Report.

The members of the Board signed the Town Administrator's evaluation.

Chairman Clow and Town Administrator Bolton will be meeting with the Union Steward and one member from last year on Wednesday, December 17th at 6:00 p.m. to get an informal look at where things are going. They will be looking at last year's proposal to see if they are willing to accept it on a one year basis or would they want to make changes.

Selectman Leary told the Board there was a fleet of people, mainly PARC, and a bunch of volunteers from John Stark who helped set up the ice rink at the Middle School on Sunday.

Selectman Lawton would like to get a final legal opinion on the authority of the Board of Fire Wards regarding their budget.

ADJOURNMENT

Chairman Clow moved, Vice Chairman Lacasse seconded to adjourn at 10:40 p.m. Passed 5-0-0

A True Record.

Cherry Palmisano, Recording Secretary