

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
May 16, 2011**

PRESENT: TOM CLOW, CHAIRMAN; RICHARD W. BUTT, VICE CHAIRMAN; DONNA OSBORNE, SELECTMAN; LEE MARCROFT, SELECTMAN; KEITH R. LACASSE, SELECTMAN

RECORDING SECRETARY: Cherry Palmisano

GUESTS: Chuck Metcalf, Mark Bluteau, Tim Redmond, Frank Campana, Loren Martin, Diane Frechette, Sharon DeStefano, Bruce Richards Sr., Greg Hynds

7:00 p.m. Chairman Clow called the meeting to order.

Chairman Clow stated that they would be going into non public session to discuss hiring at Chase Park for the summer season.

Chairman Clow moved, Selectman Lacasse seconded to enter into non public session @ 7:09 p.m. pursuant to the authority granted in RSA 91-A:3II (b). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Marcroft – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

Chairman Clow moved, Selectman Osborne seconded to come out of non public session @ 7:30 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Marcroft – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

Chairman Clow moved, Selectman Osborne seconded to approve the list of Chase Park employees, as presented by the Chair of PARC, at the rates presented, which are the same rates for those who were employed last year, or minimum wage for those that were not. Passed 5-0-0

DEPARTMENT HEAD AND COMMITTEE ITEMS

PARC/Invoice Discussion – Chuck Metcalf discussed with the Board that the irrigation system at Bolton Field has been in place for five years. There are leaking sprinkler heads causing the pump to work more than it should. Mr. Metcalf received a bid to replace seven rotors and to raise and adjust six to eight to the proper height. They are asking for approval to expend \$590.00 from the Recreational Development and Improvement Fund, which has a balance of approximately \$5,000.

Mr. Metcalf said that the playground at Bolton Field has been there for three to four years and the material put down when the playground was originally built was specifically cut for playgrounds. Last fall they put down traditional bark mulch, which has not caused any problems. The playground is still lacking material and there are hollow spots that need to be filled. Mr. Metcalf said that they are potentially looking at getting fifteen yards of mulch from Brownies Sand and Gravel for \$420. Naomi Bolton, Town Administrator, said that the material put down was just woodchips from the Highway Department. Mr. Metcalf said they need to do something for safety. Chairman Clow said that because they are talking about children and safety they should contact Primex and Vice Chairman Butt agreed. Mr. Metcalf said that the rocks around the merry-go-round were not exposed. The Board said that someone from the Highway Department will go down and check for any exposed rocks. Mr. Metcalf will wait to hear from Naomi Bolton, Town Administrator, for a decision on how to proceed.

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Chairman Clow moved, Selectman Lacasse seconded to approve the expenditure of \$590 to repair the irrigation system at Bolton Field, with the money to come from the Recreational Development and Improvement Fund. Passed 5-0-0

DPW/Update – Tim Redmond, Director of Public Works, informed the Board that the crew has been ditching on Poor Farm Road, Lull Road and Old Francestown Road. They have also been sweeping roads town wide and repairing guardrails on River Road. They have been collecting blue bags and debris from town wide clean-up day and cleaning up around the DPW facility. Mr. Redmond said that the crew assisted with fence removal around the cemetery on East Road.

Mr. Redmond told the Board that he contacted the Goffstown DPW and their bid price for asphalt is \$65.00 per ton. Mr. Redmond based his estimates on that number, but has not yet put out a request. He recommends that top coats be put on Hodgdon Road and on the reconstructed portion of Thorndike Road. The top coat for these two roads will be approximately \$115,500. There are four other roads that need immediate repair; Sheerwood Forest road \$20,000, Salmen Road \$10,000, Etta Lane \$6,500, and Wallingford Terrace \$14,000. Because these repairs involve short sections of road, Mr. Redmond feels it would be best for the DPW crew to do the work. Mr. Redmond told the Board that he looked at Beaver Pond Road and the ditches need to be cleaned and once cleaned the road needs shim and overlay at a cost of \$49,000.

Mr. Redmond said that Sugar Hill North and Beech Hill Road were mentioned at the Deliberative Session. Sugar Hill North needs to be properly ditched and gravel added with a two inch base coat and a commitment to a one inch top coat for next year. Portions of Old Francestown Road need complete reconstruction and other sections need reclaiming. They need to address both Sugar Hill North and Old Francestown Road.

Mr. Redmond mentioned Beaver Pond Road and commented on the ditches. The water sits there and saturates and the pavement begins to waffle. The road has not been touched in 25 years. He feels that ditch maintenance and repair should be the focus of his efforts this year. His goal is to get the water off the pavement and into the culverts.

Mr. Redmond said that if they were to go to outside bidders they would need to have full plans, if they supplement DPW crews with subcontracting some of the work, it would speed up the process and keep the DPW staff available for other projects. He is requesting that the Board approve \$20,000 for rental of a wheeled excavator. The top coats on Hodgdon and Thorndike as well as repairing the four roads that are in immediate need total \$166,000, leaving \$234,000 towards other improvements.

Chairman Clow mentioned the rental of a wheeled excavator qualifying for use from the Road Reconstruction Fund. Vice Chairman Butt believes that equipment rental would apply.

It was discussed that the amount the state gives to towns for road reconstruction is based on miles of road in town.

Vice Chairman Butt said that there is more than 50% remaining in the Highway Block Grant after this proposal.

Mr. Redmond said that he originally zoned into Old Francestown Road, which is traveled by many and so is Sugar Hill Road North to get to Route 89. He does not want to make a plan if there was other information that he needed added to his formula before making the recommendations.

Mr. Redmond informed the Board that a resident of Peaslee Hill Road requested speed limit signs and a blind and deaf sign. He asked the Board if the town has a traffic sign committee. He recommended posting signs at all entrances to town stating that unless otherwise specified the speed limit is 30 mph.

The door at the back of the salt bin needs to be replaced. Mr. Redmond will be requesting estimates to get the door replaced with an actual door to the salt shed in an effort to save the salt. Once he gets the estimate, the Board can decide if they want to expend from the Government Building Maintenance Fund.

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Cable Committee Computer Discussion – Mark Bluteau, Cable Committee Vice Chair, said that he was asked to provide quotes to replace the program computer upstairs. They are opting to go with the laptop solution. The current computer is eight years old, has limited memory and processing speed and the hard drive is almost full. When considering replacement there are space considerations. The laptop is backed up by battery power, difference in price of laptop and desktop is approx \$300. Mr. Bluteau is recommending that they go with the pro book laptop from Summit Computer Services for \$1,380.38. There is approximately \$19,400 remaining in the Communication Access TV Fund. Mr. Bluteau said there is no need for other software installation.

Selectman Lacasse moved, Selectman Osborne seconded to expend \$1,380.38 from the Community Access TV Fund to purchase a new laptop computer for the Cable Room from Summit Services. Passed 5-0-0

Discussion with Cutting Blade Lawn Care regarding Memorial Day – Mr. Bruce Richards informed the Board that all the active cemeteries are just about done. There are three to four cemeteries in the woods that they need to get to, but all the visible and active cemeteries are done except two. Vice Chairman Butt wants to make sure that all the mowing and clean up is done before Memorial Day. Mr. Richards said that due to the current weather conditions he is unable to mow the grass. Mr. Richards said that the grass and clean up will be done by Memorial Day and the three major cemeteries are all already cleaned up.

Avitar and State of NH to discuss assessments – Loren Martin, Avitar Assessor, told the Board that she is primarily here to discuss issues with campgrounds and assessments with campers. They have been assessing the campers at the campgrounds to the individual owners based on the information given to them by the campground owners. Mid stream the campers move and owners change so in order to collect taxes some towns choose not to send bills to individual owners of the campers, but can legally send a bill to the campground owners. Ms. Martin suggests that if they leave the assessing/tax collecting the way it is, they should hold a discussion with the campground owners so that before they allow a camper to be removed from their campground they make sure that the taxes are paid by the camper owners. Ms. Martin said that there are a large number of abatements every year.

Selectman Lacasse said that it is a lot of work to go in and assess the campers every year and he would be in favor of meeting with the campground owners and not looking at all the campers every year. Ms. Martin said that they are doing a full inventory every year. It takes two to three days to assess Cold Springs Campground. Ms. Martin said that Avitar reviews every improvement, shed, deck, and porch. Vice Chairman Butt asked if anything would restrict them in basing the assessment on the size of unit. She said it is based on the size of the unit, air conditioning or not, and the value of the camper. Ms. Martin said that the only disproportion would be that all other properties in town are based on value and improvements. Ms. Martin said there are a number of sites at each campground and they collect approximately \$250 per camper. The campers account for a significant amount of tax dollars being collected; approximately \$75,000. The town could determine to assess the campground for all the improvements on the site.

Mr. Greg Hynds, Revenue Administration, said that it is not up to the Selectmen to say that they can or cannot decide to assess, because anything that would add value to the property has to be assessed a value by the assessor. The law speaks to the fact that it has to be market value. Chairman Clow said the assessor still has to go in to assess the individual sites no matter which option the Board chooses. The law does say that recreational vehicles under a certain size should not be assessed, but if they are permanent they should be assessed.

Chairman Clow said that if they decided to only send one bill to the campground owner, Avitar would still have to go in to review all improvements. Ms. Martin said that if information was provided to them concerning new campers coming in and old campers going out, they could have a better annual inventory process. Mr. Hynds commented on campground owners being responsible. Mr. Hynds said that the owner only owns the improvement not the land, the people that own the land basically collect rent from them.

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Ms. Martin said that there is a tremendous amount of work and if the information is provided to them efficiently, by the campground owners, the assessing work could be reduced significantly. She is assuming that Cold Springs is aware of everything going on in their park. Ms. Martin said it is a burden to the campground owners to collect the taxes for the town. Vice Chairman Butt said if they are expected to collect \$75,000 every year, how much effort is being spent to chase it. Ms. Martin is recommending that the Board meet with Cold Springs and Autumn Hills to establish some sort of system to make them aware of improvements or attempts to remove a camper. Ms. Martin said that it would ensure that taxes are collected on everything that is assessed and minimize the workload. Ms. Martin said the town is paying a level budget amount based on assessing. If the town stays with Avitar, the new system would mean less visits and less cost.

Ms. Martin said that they send letters out to campgrounds before they open and anything that is on the property as of April 1st is assessed. It was discussed that having a meeting with the assessor, tax collector, Selectmen, and campground owners could open communication and formalize a system of reporting to carry forward. Ms. Martin said that the shared information coming from the campground owners would reduce the assessing work.

Ms. Martin said that they are just starting the analysis process of the sales, an update on base values and where the market is headed will be done in July. There are not as many short sales on the market. Ms. Martin said that assessments will be coming down, which does not mean tax bills will be coming down. They will be reviewing in town likely in July to start the revenue process.

Chairman Clow opened the public hearing at 8:51 p.m.

PUBLIC HEARING – To hear public testimony and comment regarding a special drawdown of Perkins Pond Marsh, in order to complete repairs to the dam will start on/or shortly after May 23, 2011 and will remain lowered until September. Total drawdown will be no more than five feet but will likely range around three feet depending on weather conditions.

Naomi Bolton, Town Administrator, said that they received a letter from the Department of Environmental Services regarding a drawdown and in order to proceed a public hearing needed to be held. The repairs will include the replacement of side boards and retaining walls.

Chairman Clow closed the public hearing at 8:52 p.m.

Avitar and State of NH to discuss assessments (Continued) – Greg Hynds, Department of Revenue, told the Board that it is the year to do an update. Weare is on a five year schedule and there are sixty other towns doing the same thing. Mr. Hynds said that this is a preview meeting to be held according to RSA 21 J 11. The goal of the reassessment is to bring all the properties to market value. All properties in Weare are currently assessed at 20% above market value.

Mr. Hynds told the Board that there are specific contract terms and Loren Martin is the supervisor. Ms. Martin said that all properties have been visited over the last four years. She lists and measures all of the sales properties. The first batch of sales were done in January, the second batch will be revisited in June. Avitar will be doing all the data processing for the update. Ms. Martin said that the neighborhood delineation map is now in digital form and is provided to the town in electronic format for review for the taxpayers.

Diane Frechette is the monitor and told the Board that she visits each property that she has a property record card for. The cards are pulled randomly and she visits the properties to ensure that measurements are accurate on the cards. Ms. Frechette said that scoring is done on the properties and if differences are found from what is on the card, they have a point system. There is a threshold number of six, if the property goes beyond a six the property will not pass, which means data is not correct. The department is charged with the oversight of all the properties in the state and if they find differences in what Avitar found they report it to the town. Ms. Frechette said that she send a report to Avitar so that they have a chance to respond. If she finds something that was done incorrectly by the assessor, as long as the property passes nothing happens. Selectman Lacasse asked if the property owner can use the difference in information to file abatement. Mr. Hynds said the information would

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be made available to the public after the report, the public does not see the information he has. Mr. Hynds told the Board that Ms. Martin could have reviewed the property four years ago and Ms. Frechette could have just recently reviewed the property, there may be discrepancies with the property and the property will fail. Mr. Hynds said it sometimes prompts a citizen to review their property record card.

Mr. Hynds said there is a need to notify the public of the process and asked if the town has been notified that they are being statistically updated this year and informal hearings will be held. Every tax payer will receive a notification of new value and will be given information on where to contact if they are dissatisfied. Taxpayers can review their record card online. Notices of new value will likely go out in July. The hearings will allow individuals to come in and meet one on one with an Avitar assessor. Until the update is completely done, they do not know the tax rate, but there should not be large shifts in the tax burden.

Vice Chairman Butt said that when they set the tax rate in October they will know the net assessed value and it is likely that the tax rate will go up.

Ms. Martin said they try to focus on the last year of sales for the sales analysis. She will keep the Board informed throughout the entire process, prior to sending any notices to tax payers. Ms. Martin said the law states that the town needs to be reviewed every five years and assessed.

It was discussed that the contract due date is October 1 and the MS1 has a due date of September 1. Ms. Martin said that the preliminary analysis will be updated and the USEMAP Report will be updated and will also be provided electronically to be put on the website to help taxpayers understand the process. There is a general statement on the letter stating not to take the old tax rate and apply it to the new assessment amount, because the tax rate will be increasing.

Mr. Hynds said that the data is very important, if the date applied to the valuation is not correct it will not be effective. Mr. Hynds thanked the Board for the opportunity to meet with them. He said that the terms and conditions and guidelines of the contract should be followed. The process is all about getting a fair process for the tax payers.

Cordwood Giveaway Drawings – Naomi Bolton, Town Administrator, stated that there were one hundred sixty four people who applied for the cordwood giveaway. The following names were randomly selected:

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|-----------------------|------------------------------|------------------------|
| 1. Diane Pidilla | 10. Curtis Edwards | 19. Doug Bowan |
| 2. Sharon Thomas | 11. Dick Colburn | 20. Dennis Grant |
| 3. Michael O'Donnell | 12. Wayne Meattay | 21. Chris Porter |
| 4. Darren Bodner | 13. Roger LaPorte | 22. Harry Lamb |
| 5. Bob Thomas | 14. Matt Jezierski | 23. Wendy Fulton |
| 6. Heather Hardcastle | 15. Myron Beauleau | 24. Cathy Rizzo |
| 7. Donna Remillard | 16. Cheryl Lee Clough Garvin | 25. Damian Vivelecchia |
| 8. April Burnham | 17. John Rettig | 26. Andy Fulton |
| 9. Tippy Johnstone | 18. Rebecca Kram | |

Each pile is approximately one cord. A liability form must be filled out with the Town Administrator.

MANIFESTS

Chairman Clow moved, Selectman Lacasse seconded, to authorize the Board of Selectmen to sign Manifest and order the Treasurer to sign checks dated May 19, 2011. Passed 5-0-0

Accounts payable	\$277,413.25	(John Stark \$200,000)
Gross Payrolls	<u>\$37,821.03</u>	(Includes taxes, credit union, police detail)
Total	\$315,234.28	

Vice Chairman Butt is concerned on whether or not they are using the Employee Retirement Fund properly. He said that the voucher refers to the Employee Retirement and Accrual Fund and didn't understand that

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employees could cash in on their accrued time from the fund. Chairman Clow said that the large amounts coming out of the fund were approved by the Board. If an employee does not use their bonus day and wants them paid out, Chairman Clow does not see it coming out of this fund because it is an operating expense. Accrued sick leave is spelled out in the personnel policy and can only be paid out at the time of retirement, with the exception of what is already on the books. If the accrued vacation time is already on the books the employee doesn't lose any value, but in the future to prevent people from not taking vacations and having large accruals an employee can't carry more than one and a half times on the books. What is being requested in the Manifest is from the old accrued time. Vice Chairman Butt said that he was concerned with it being misapplied. Bonus time is not acceptable to be paid from that fund and should come out of the payroll line. It was discussed that the smaller payout of bonus days will be reversed and recorded to department's operating budget instead of coming out of the Employee Retirement Fund. Employees can earn four bonus days per year if they have three months without a sick day they receive a bonus day. They can cash in the bonus day instead of taking a day off, but all bonus days must be used by April 1 of the following year. If on the books prior to April 12, 2010 an employee could save it for retirement payout and will not lose it.

MEETING MINUTES

Chairman Clow moved, Selectmen Lacasse seconded to approve the minutes of April 25, 2011 as written. Passed 5-0-0

Chairman Clow moved, Vice Chairman seconded to approve the minutes of May 2, 2011 as written. Passed 5-0-0

Chairman Clow moved, Selectman Osborne seconded to approve the minutes of May 9, 2011 as amended. Passed 5-0-0

CORRESPONDENCE – Naomi Bolton, Town Administrator, told the Board that Silvia Beaupreau is asking for permission to use quotes and photos from the Town History of Weare printed in 1959. Chairman Clow said that the book was published in 1959, but the Historical Society was not established until 1971. Chairman Clow signed the letter of request.

Naomi Bolton, Town Administrator, informed the Board that they have received a letter from Ray Kelley requesting that Paul Marsh be nominated as Alternate Library Trustee.

Chairman Clow moved, Selectman Lacasse seconded to approve the appointment of Paul Marsh as an alternate to the Board of Library Trustees. Passed 5-0-0

Board assignments:

- Planning Board – Chairman Clow
- PARC – Selectman Osborne
- Stone Fund – Selectman Osborne
- Economic Development Committee – Vice Chairman Butt
- CIP Subcommittee – Vice Chairman Butt
- Heritage Commission Ex-officio – Selectman Marcroft

The Board will approve next week's Manifest on Friday, May 27th at 4:00 p.m.

The Board discussed the 25 ft pole in front of the Town Office Building and decided on a 4x6 American Flag and 3x5 POW/MIA Flag. The Board will approve the flag policy at their next regular meeting.

Chairman Clow commented on the minutes of April 18, 2011 and said that George Malette's term expires in 2013 he would like to have it changed to 2012. Those minutes have not been finalized.

OTHER BUSINESS

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Selectman Lacasse thanked Sherry Burdick for organizing the trash pick up throughout town and Pack 24-Shark Den for helping.

Chairman Clow moved, Selectman Osborne seconded to enter into non public session @ 10:33 p.m. pursuant to the authority granted in RSA 91-A:3II (c). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Marcroft – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

Chairman Clow moved, Selectman Lacasse seconded to come out of non public session @ 11:18 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Marcroft – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

Chairman Clow moved to seal and restrict the non-public session minutes pursuant to RSA 91-A:3 II; Selectman Osborne seconded the motion. Motion passed 5-0.

Chairman Clow moved, Vice Chairman Butt seconded to enter into non public session @11:19 p.m. pursuant to the authority granted in RSA 91-A:3II (e). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Marcroft – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0.

Chairman Clow moved, Selectman Osborne seconded to come out of non public session @ 11:52 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Marcroft – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0.

Chairman Clow moved, Selectman Lacasse seconded to seal and restrict the non public session minutes. Motion passed 5-0-0.

ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary