

FINAL



WEARE BOARD OF SELECTMEN
MEETING MINUTES
February 7, 2011

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

RECORDING SECRETARY: Cherry Palmisano

GUESTS: Chief Begin, Robert Peterson, Tim Morrison, Donna Morrison, Molly Morrison, Mark Bluteau, Cailynn Carter, Evan Kelley, Chantel Kelley, Mike Eldridge, Daniel Gorman, Michael Bluteau, Mark Durso, Nicholas Nadeau, Kenneth Cox

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

PUBLIC COMMENT – Mr. Tim Morrison introduced his family and stated that they were involved in a motor vehicle accident on the evening of Saturday, January 15, 2011. Mr. Morrison thanked the first responders who arrived to help his family during this incident. He mentioned that being a fire fighter can sometimes be a thankless job and told the fire fighters and all responders that he appreciated and was thankful for their great work.

DEPARTMENT HEADS AND COMMITTEE ITEMS – Chief Begin informed the Board that he has received correspondence thanking several of his officers for their work. On December 31st Officer Montplaisir was involved in a structure fire investigation with PSNH, the Henniker Police Department, and the Fire Marshall, which led to the arrest of the arsonist that evening. On January 2nd Officer Nadeau investigated a theft at a residence in North Weare, in which he found a fire arm and a knife that was stolen from a residence on the same day. Chief Begin said that on January 21st he received a letter from Professor Barbara Abbot at NEC commending Officer Bob Peterson and Officer Kenneth Cox for their assistance in the Crime Scene Criminal Justice Program conducted at NEC.

Chief Begin informed the Board that he met with Asplundh and it was discussed that Asplundh will follow the policy of the town.

Chairman Clow apologized that the cable was down for the meeting and it was not being broadcast.

MANIFESTS

Chairman Clow moved, Selectman Lacasse seconded, to authorize the Board of Selectmen to sign Manifest and order the Treasurer to sign checks dated February 10, 2011. Passed 3-0-0

Accounts payable	\$329,295.23	(John Stark \$200,000)
Gross Payrolls	\$37,926.80	(Includes Taxes, Credit Union, Police Detail)
	\$6,833.35	(EMT/Fire)
	<u>\$6,122.26</u>	(Fire/Monthly)
Total	\$380,177.64	

MEETING MINUTES

Chairman Clow moved, Vice Chairman Butt seconded to approve the minutes of January 17, 2011 as amended. Passed 3-0-0

Chairman Clow moved, Selectman Lacasse seconded to approve the minutes of January 24, 2011 as amended. Passed 3-0-0

FINAL

Vice Chairman Butt moved, Chairman Clow seconded to approve the minutes of January 31, 2011 as amended. Passed 3-0-0

ADMINISTRATIVE REPORT

Naomi Bolton, Town Administrator, reviewed the job description of the Public Works Director with the Selectmen. The Board has not yet advertised for a Public Works Director. Chairman Clow said that the job summary section of the job description could be used for advertising the position. It was discussed that they need to choose a candidate on the basis that the candidate will be someone that will be with the town beyond the time frame of the economy picking up. Ideally it would be great to get someone who has gone through UNH Cooperative training. Naomi Bolton, Town Administrator, will put together the ad and distribute it to the Board via email. The ad will be run for ten days and also be put on the LGC website. The salary will be commensurate with experience and benefit package. The position will also be posted internally.

Naomi Bolton, Town Administrator, informed the Board that Lauren from Avitar will be in on Wednesday to get the assessments online. The online availability will allow people to get a homeowners name, acreage, map and lot, and assessment; it will not give a picture or a layout of a home unless the individual pays for a subscription and the street address will also not be available. Chairman Clow asked about an opt out option. Naomi Bolton, Town Administrator, said that when there is a sale a realtor has to be able to do a comparable and be able to access the information. There really is no reason to opt out because people cannot access the other information without a subscription, but the Board can make the decision to allow someone to opt out. There is no cost to the town, but there is a cost to the realtors. Naomi Bolton, Town Administrator, said that when she spoke with Avitar they discussed that for \$500 an individual can purchase a subscription to access the information from five to six towns in the area. Vice Chairman Butt would like to know how many subscribers there are. They hope to be online by the end of the week.

It was discussed that Sharon DeStefano submitted a written recommendation to the Board for the appointment of a Deputy Tax Collector.

Selectman Lacasse moved, Vice Chairman Butt seconded to accept Sharon DeStefano as Tax Collector and Naomi Bolton as Deputy Tax Collector. Passed 3-0-0

The Board received a request to waive the penalties and interest from a resident's tax bill. The resident has no history of late payment and her taxes have been paid.

Selectman Lacasse moved, Chairman Clow seconded to waive \$14.16 of penalties and interest from the tax bill of 298 Abijah Bridge Road. Passed 3-0-0

Naomi Bolton, Town Administrator, informed the Board that the furnace in the Stone Building is no longer functioning. The Historical Society is concerned when something will be done because of the plaster in the building. The Historical Society would like the building to also have air conditioning to be able to maintain a constant temperature. Scott Dinsmore looked at the building and Chip Meany has also gotten involved. Selectman Lacasse said that he reviewed the systems online and would not be in favor of adding the air conditioning because of the fact that it is an old building and it is not built for air conditioning. Chairman Clow said the furnace should be replaced with something of a like kind. Naomi Bolton, Town Administrator, stated that if the expense is over \$5,000 it will have to be put into the newspaper, if the expense is under \$5,000 than she can just ask for bids. If it is a similar system it should not be a large expense. Vice Chairman Butt said that if it is under \$2,000 they should act on it as soon as possible and he would like to keep the bidders local. Selectman Lacasse mentioned that for \$70 there could be a freeze alarm installed so that if the building goes down to a certain temperature a notification would be sent out. Naomi Bolton, Town Administrator, will put the furnace out to bid and inform the Historical Society.

Naomi Bolton, Town Administrator, mentioned a change in office hours and it was discussed that a notice will be put up and also placed on the website stating that the office will be closed from 12:00-12:30 everyday. Vice

FINAL

Chairman Butt said that right now if someone is out for five days, then they need coverage for five days a week. He said that it is easier to cover an operation that is only three days a week. Naomi Bolton, Town Administrator, said that she would have to evaluate the situation. Vice Chairman Butt said that if you cut back the hours the office is open and still want to keep the employees working forty hours a week there has to be something for them to do. Chairman Clow asked if there is anyone available to help out in the Tax Collector's office as temporary help. The problem with when someone is out sick or on vacation is how the office gets staffed, they need someone certified and trained. Vice Chairman Butt said that they have to give some thought to what will happen with the employees if the office is closed two days a week. According to the personnel policy full time is considered forty or more hours a week, part time is less than forty hours a week. The personnel policy states that employees receive two fifteen minute breaks for an eight hour day. The Board discussed that the intent of the breaks was not to pool them together to take a longer lunch break. If an employee works through lunch, there is a form that needs to be signed stating that they are waiving their lunch. There is no state law that requires a fifteen minute break. It was mentioned that the abuse of breaks could lead to termination. Vice Chairman Butt does not feel that office workers need two fifteen minute structured breaks. The Board discussed that it is up to the Town Administrator to determine.

Naomi Bolton, Town Administrator, said that they had discussed moving some employees around in building and she will need to have some phone lines moved as well. She will put together a floor plan for the Board to review.

CORRESPONDENCE

Naomi Bolton, Town Administrator, informed the Board that there needs to be a small explanation included in the Town Mailer for each article.

Vice Chairman Butt is concerned with the Finance Committee putting their recommendation on a warrant article even if there is no tax impact. Naomi Bolton, Town Administrator, informed the Board that she checked with Town Counsel, not DRA, and they said that the Finance Committee has the right too.

The Board would like to meet with the Finance Committee regarding explanations for the warrant articles.

Vice Chairman Butt would like to implement budget accountability and put something in place that requires the department head to make provisions, inform the Board if they are going to go over their budget, and get approval from the Board for the over expenditures. It was discussed that department heads should be responsible for their own budgets. Chairman/

Clow said that he agrees and thinks that every department head should be looking at the default budget as their operating budget. Chairman Clow mentioned the Police Department overtime line and would like to know the reason for the extensive overtime and if it is tied into the third shift or not. Vice The departments should be given the default budget with instructions that it is their budget to work from.

Naomi Bolton, Town Administrator, mentioned House Bill 393, which is looking to dispose of Revolving Funds. Vice Chairman Butt would like to put together a letter to the State Representatives to eliminate sur charges on vehicle registrations. He will draft a letter in hopes that the Board will sign it.

ADJOURNMENT at 9:03 p.m.

A True Record.

Cherry Palmisano, Recording Secretary