

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
October 15, 2012**

PRESENT: TOM CLOW, CHAIRMAN; RICHARD W. BUTT, VICE CHAIRMAN; JOHN LAWTON, SELECTMAN; JAMES LEARY, SELECTMAN

RECORDING SECRETARY: Cherry Palmisano

TOWN ADMINISTRATOR: Naomi Bolton

GUESTS: Sharon DeStefano, Christine Hague, Brian Grattan, Greg Begin, Kimberly McSweeney, Jim Carney, Sheila Savaria, Caspy Larro, Elidon Bifsha, Thomas Bifsha, Xhevi Bifsha, Robert Peterson, Matthew Vincent, Frank Jones

7:00 p.m. Chairman Clow called the meeting to order with the Pledge of Allegiance.

SWEAR IN POLICE OFFICER

Chief Begin introduced Mr. Robert Bifsha of Milford. Mr. Bifsha has completed the entire package to become a police officer. Chairman Clow noted that the Board already approved the appointment of Robert Bifsha.

Chairman Clow swore in Robert Bifsha as a Weare Police Officer.

DEPARTMENT HEAD AND COMMITTEE ITEMS

Discuss Library Roof – Chris Hague distributed a summary of activity regarding the Library re-roofing to the Board. Ms. Hague said that they are looking to re-roof the Library and the summary outlines the process that they have been through. The project has never been put out to bid, but a cost estimate was received in 2010. There are no serious issues with asbestos, but they will write the RFP in such a way to be sure that the contractor is trained and certified to work with asbestos and it should not be a problem. Ms. Hague said that the total cost of the project is not to exceed \$20,584 and she is looking for permission to ask for proposals. The maximum figure is based upon the possible need for plywood. Ms. Hague said that she took this request to the CIP Committee where it was reviewed and many offers to write an RFP were received.

Selectman Lawton asked about the \$2,799.16 for 112 sheets of plywood. Ms. Hague responded that she was asked to write this up for CIP on short notice. She went to Chip Meany and asked for assistance. Together, they went to Country 3 Corners and they wrote up a cost for the plywood which she inserted into the request in the event that they do need the plywood. The \$2,799.16 represents \$2,000 for plywood plus a 15% increase for plywood. One of the drivers was the cost of asphalt shingles. She does not think there is a large increase in the labor cost. The current shingles have exceeded their natural life and they do not want to shingle over them. The only area that the old shingles will remain is the area where asbestos exists. Where the portico meets the building, there is asbestos in the adhesive, but not in the shingles. The shingles have weakened, the nails remain in the roof, but the shingles shift and move. Ms. Hague said that she was told that in time, this would need to be done.

Chairman Clow asked Ms Hague if the Board was to approve the request tonight is she looking to get bids and start this fall. Ms. Hague said that she would talk to roofers, they can write the RFP now, and put it out to see when the roofers would be available. The project would be weather dependent. If they did put it out to bid now, a start time would be at the discretion of the bidders. Ms. Hague would not like the re-roofing being done

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during the beginning of June through August because they utilize the grounds for the children's summer program.

Vice Chairman Butt said that this project consumes approximately one third of the balance of the fund. If there is not a need to have it done this year, he would prefer to wait until after the election and would like to add a minimum of \$20,000 to the fund for the purpose of the roof. The possibility of a stand alone warrant articles was mentioned. Chairman Clow feels it should go through the Government Building and Maintenance Fund and that they should appropriate funds for that purpose. Vice Chairman Butt thinks the project has a better chance as part of the Government Building and Maintenance Fund, rather than a warrant article. Ms. Hague said that they will campaign the need for the project. Chairman Clow said that he would be inclined that if it did not pass to still utilize funds from the Government Building and Maintenance Fund. Vice Chairman Butt said that the initial effort of that fund was to take care of some of the initial problems they had, there is a need to keep money in the fund and additional needs should be covered with money being put into the fund.

Ms. Hague told the Board that the Joint Loss Management Committee members asked her to remind the Board that there is no fire alarm in the Town Hall that sounds outside of the building. The Town Office Building and the Library are both connected to an alarm service company.

Server, Workstations, and Microsoft Licenses Discussion – Brian Grattan wrote up the specifications for the server and workstations that would clearly identify what they were looking at. He did review the Fire Department as well and is waiting for additional information. Sequoya Technologies, Summit Computers, and Spaulding Hill Networks submitted original bids; Northern Business Machines is a new bidder. Mr. Grattan said that for the most part the bids are comparable. Mr. Grattan said that in the original RFPs the labor was outlandish, but it is more in line now. The RFP specified the server they wanted as well as the workstations that they wanted. The Fire Department was not included in the original computer count. Selectman Lawton commented on Summits original proposal doubling when adding the additional ten workstations. Mr. Grattan said that Summits original bid was substantially low per license amount at \$199 per license and is now \$279 per license, which is more accurate. Spaulding Hill Networks noted an option of a three year extended warranty for the server and the other three bidders offer a manufacturer's one year warranty on the server. It was mentioned that a point of clarification needs to be made on the warranty before a decision is made.

Chairman Clow said that this money is available and \$30,000 was included in last year's warrant. Mr. Grattan feels that Summit and Spaulding Hill were the two shining apples, but being local is a consideration as far as response for service. The servers being offered would have the capacity to be utilized by the Fire Department as well. The extended warranty for the server would cover anything inside the server and if something were to go wrong with a board in a desktop it would be replaced including labor. The RFP did not ask for a warranty. The server will be in the Police Department with the seven new workstations and the Microsoft licensing will be throughout all departments.

Chairman Clow thinks they should make a decision tonight. Selectman Lawton asked what the Fire Department is looking for. Mr. Grattan said that they are looking for network authentication and file storage and there will be workstations as well. Some of the workstations are very old and the specific workstation in question is utilized by the EMTs, which is a critical need. Vice Chairman Butt said that the Fire Department came in to make a capital request and the Fire Chief thought that the Fire Department was part of the server request. Vice Chairman Butt said that the CIP is finalizing and a decision would need to be made by the Board.

Selectman Lawton moved, Selectman Leary seconded to accept the bid from Spaulding Hill Networks and to include the optional three year extended warranty for the server and optional one year extended warranty for the workstations at a total cost of \$27,304. Passed 4-0-0

Tax Collector Update – Vice Chairman Butt asked Ms. DeStefano what has been done since the last meeting. Ms. DeStefano said that there are 4,900 tax bills that go out, of which forty-one properties are in deeded

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jeopardy and ten of those that are land only. The total amount of interest of those making timely payment agreements is \$34,000 for 2006-2010 if the Board is interested in waiving the interest in order to get prompt payment. Vice Chairman Butt said that they would only consider that with people who have been making payments in a timely fashion. Ms. DeStefano told the Board that there are nine properties out of the forty-one properties that are qualified. She believes that the town would get the payments more timely if they waive the interest on those nine properties. Vice Chairman Butt said that they could offer this incentive, but payment would need to be made by a certain date. Ms. DeStefano said to give those property owners ten months to pay their 2009 and 2010 taxes up to date. Vice Chairman Butt asked Ms. DeStefano to create something for record. Ms. DeStefano responded that she has done the figuring for the nine properties and has the agreements all written out. She explained that those nine properties would have a considerable increase to be paid in the timeframe.

Ms. DeStefano told the Board that there are eighteen properties that have had no activity at all in 2006-2010 and no payments have been made. Some of those are in camping areas and some are mobile homes in parks. Some property owners that paid their 2009 taxes received elderly exemptions for 2010. There has been no attempt for payment from some of the people on the list nor have they contacted the town. Chairman Clow does not think that waiving the interest is in the best interest of the town. He said that Ms. DeStefano has to renegotiate some of the payments so that they are realistic. Ms. DeStefano said that she needs approval from the Board to sit with these people to re-negotiate. Vice Chairman Butt asked what the incentive is for these people to do this, what if these people say they can't afford more. The town can still deed properties that are making payments, if they stop making even one payment the town can deed the property.

The property owners sign the letters annually and the Board can re-write the letters for the future. Chairman Clow said that the current system is not working. Naomi Bolton, Town Administrator, asked why they wouldn't deed the land only properties. Historically the town has not deeded property. It was mentioned that there is over \$300,000 in back taxes owed to the town.

Vice Chairman Butt would like to do something for these nine property owners who are making payments and have made effort over the years to keep making payments. The Selectmen have the right to waive the interest, but not waive the tax, but the interest rate needs to stay at 18%. If these nine property owners want forgiveness of the interest the Board will ask that the balance be paid off in ten months.

Chairman Clow said what if they take the nine people that have been faithful with their payments and make them an offer that if they can pay off their taxes through 2010 the town will forgive them 50% of the interest if it is paid off by June 29, 2013. Chairman Clow said that the only way they can forgive any of the interest is if the property owner made a lump sum in full payment. He suggested inviting the nine property owners in individually to discuss their options and if they can't pay in one lump sum, take a look at the payment and see what else the property owner could do to make payments. Vice Chairman Butt said that Ms. DeStefano should probably have someone with her when she has a discussion with each of the property owners. Vice Chairman Butt would like to pursue a means test.

The Board discussed that the letter that goes to the police and fire departments needs to be firmed up.

The Board decided that the other three lists will be put into deed letters.

AGRICULTURAL COMMISSION APPOINTMENTS CONSIDERATION – Naomi Bolton, Town Administrator, told the Board that she received correspondence regarding members of the Agricultural Commission.

Chairman Clow moved, Selectman Lawton seconded that Jerry Little be moved from an alternate member of the Agricultural Commission to a full member with his term expiring in 2013. Passed 4-0-0

Chairman Clow moved, Selectman Lawton seconded that Ian McSweeney be moved from a full member of the Agricultural Commission to an alternate member with his term expiring in 2013. Passed 4-0-0

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MANIFESTS

Checks dated: October 11, 2012

Weekly Payroll \$38,883.77

Chairman Clow moved, Selectman Leary seconded to authorize the Board of Selectmen to sign manifests and order the Treasurer to sign checks dated October 4, 2012. Passed 4-0-0

Accounts Payable \$843,755.67 (\$250,000 to John Stark and \$350,000 to Weare School District)

Gross Payrolls \$40,733.77 (Includes taxes, credit union, police detail)

TOTAL \$884,489.44

Also, to order the Treasurer to sign payroll checks dated October 25, 2012 and November 1, 2012, that will include payment for weekly wages and matching taxes. Actual amounts paid and reports backing up the numbers will be disclosed at the next scheduled Board meeting.

MEETING MINUTES

Chairman Clow moved, Selectman Lawton seconded to approve the minutes of October 1, 2012 as amended. Passed 4-0-0

TRAFFIC CONTROL ORDINANCE DISCUSSION – Chairman Clow said that it would not be appropriate to make a decision on the ordinance tonight without Selectman Lacasse present. Vice Chairman Butt would like to consider detail work out of town, which needs to be added in to the ordinance. Chairman Clow would like more information such as how common it is in other towns and how does it benefit the town. Naomi Bolton, Town Administrator, will gather information from other towns. Vice Chairman Butt would also like to have a representative from the major contractors (PSNH and Asplundh) voice what they consider their needs to be. Chairman Clow said that he does not see there being a rush, in the end he wants a product that will work and is fair. Naomi Bolton, Town Administrator, will reach out to Asplundh and PSNH. Vice Chairman Butt said that they will need to schedule a public hearing for the ordinance in the future. Selectman Lawton said that Bob Beary, from Primex, was mentioned as a contact in Auburn's report. He would like the Town Administrator to contact him and discuss that Weare is looking down the same road as Auburn and see if there are any issues they should be aware of. Selectman Lawton would also like the Town Administrator to contact Bill Herman in Auburn regarding the five roads that they did state that they would utilize police details because of site distance, vehicle volume, and/or speed.

ADMINISTRATIVE REPORT – Maureen Bilodeau has a warrant that needs to be signed by the Board and posted for the upcoming election. Naomi Bolton, Town Administrator, said that they will need to discuss coverage for the upcoming election; two Selectmen will need to be present.

Tina Connor, Finance Administrator, needs signatures from the Board on the last document for the MS5 for DRA so that they can get in line to set the tax rate. If the Board signs the document tonight she will deliver it to Concord tomorrow. Once the document is delivered interactive work sessions can be held.

Naomi Bolton, Town Administrator, said that she spoke with Jan Snyder, who is working with a bank to obtain a TAN. It was discussed that there is \$598,000 remaining.

Naomi Bolton, Town Administrator, said that she would like the Board's clarification regarding evaluations. She explained that she has done all the evaluations except four. The Fire Chief's evaluation will be done by the Board of Fire Wards, but what about the Director of Public Works and the two elected officials. She asked the Board if they feel that the elected officials get evaluated. Vice Chairman Butt said that they can still be reviewed, it will not affect their salary, but he does not see why they can't give them a performance evaluation. Chairman Clow asked about the Assessing Department. The Town Administrator and Chip Meany reviewed the Assessing Department. It was mentioned that the Deputy Clerk was also a cooperative effort. Selectman Lawton said that the Town Administrator should write up something on the two elected positions. Vice Chairman Butt feels that the Board interfaces more with the Police Chief, although the Town Administrator interacts with him

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daily. Chairman Clow said that as a Board they did not give the Town Administrator feedback on the evaluations that she did.

Naomi Bolton, Town Administrator, told the Board that there has been some movement regarding a deeded property. The mortgage holder came in, was concerned, and searched the property at the Registry. Town Counsel drafted an attachment to be filed with the property at the Registry based on what he owes and based on the outcome of the case. At the Registry only the unpaid taxes shows up, but the attachment shows the amount of money owed to the Town of Weare. If the Board approves the attachment, Laura Spector will file it.

OTHER BUSINESS – Vice Chairman Butt said that he looked at the Finance Committee ordinance and it has not been updated to reflect the warrant. The updated ordinance should state that the Finance Committee will be comprised of at least nine, but no more than thirteen members and allows the moderator more options in selecting the members. Chairman Clow said that he will look for the wording.

Naomi Bolton, Town Administrator, told the Board that there are two businesses in town that want to send advertisements in the motor vehicle notices every month. Only three advertisers are allowed to advertise every month and it is on a first come, first served basis.

Selectman Lawton asked about the progress regarding the new doors on the Town Hall. Naomi Bolton, Town Administrator, said that Selectman Lacasse has John Turner's information to meet with him to review what needs to be done. Chairman Clow said that if Selectman Lacasse isn't able meet with Mr. Turner at the Town Hall to let him know because he is in town all day.

The Board is meeting with Alan Gould from MRI next Monday at 6:30 p.m. Naomi Bolton, Town Administrator, will ask Chief Begin to attend the meeting.

Chairman Clow moved, Selectman seconded to enter into non public session @ 9:42 p.m. pursuant to the authority granted in RSA 91-A:3II (a&c). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Selectman Leary – yes; Chairman Clow – yes. Passed 4-0-0

_____ moved, Selectman _____seconded to come out of non public session @ p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Selectman Leary – yes; Chairman Clow – yes. Passed 4-0-0

ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary