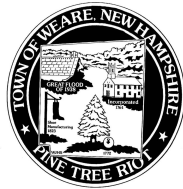


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**WEARE BOARD OF SELECTMEN
MEETING MINUTES
December 15, 2014**

PRESENT: TOM CLOW, CHAIRMAN; JOHN LAWTON, SELECTMAN; JAMES LEARY, SELECTMAN

RECORDING SECRETARY: Cherry Palmisano

TOWN ADMINISTRATOR: Naomi Bolton

GUESTS: Jan Snyder, Jeff Spring, Tyler Spring, Peter Flynn, Merrill Shepard, Lori Davis, Christine Hague, Paul Marsh, Susan Morin, Tim Savaria

Chairman Clow moved, Selectman Leary seconded to enter into nonpublic session @ 6:32 p.m. pursuant to the authority granted in RSA 91-A:3II (a & c). A roll call vote was taken, Selectman Lawton – yes; Selectman Leary – yes; Chairman Clow – yes. Passed 3-0-0

Chairman Clow moved, Selectman Leary seconded to come out of nonpublic session @ 7:35 p.m. A roll call vote was taken, Selectman Lawton – yes; Selectman Leary – yes; Chairman Clow – yes. Passed 3-0-0

Chairman Clow moved, Selectman Leary seconded to seal and restrict the minutes of this nonpublic session. Passed 3-0-0.

7:40 p.m. Chairman Clow called the meeting to order.

Chairman Clow explained that the Board was in nonpublic session to discuss a personnel issue.

2015 LIBRARY BUDGET DISCUSSION

Paul Marsh, Chairman Library Trustees, said that their 2015 budget request is the same as 2014 with some various adjustments.

Christine Hague noted that all budgets had a change on the health insurance line. She explained that even though a couple of lines increased, the change in the health insurance covered the increase to keep the budget flat. Her explanation page shows the demand for new materials, but until they have a place to put them they are keeping it at a small increase. The Library is circulating videos a lot more and is adding media to keep up. There is a \$200 increase in supplies. There is a committee that decides how much towns are going to pay for downloadable books, which are in high demand by the Library patrons. There is a \$60 increase in the bookkeeping line reflecting a 3% COLA. Chairman Clow said that the town is trying to manage health insurance costs and the Library reflects a reduction of \$2k in health insurance costs. There is only one full time employee.

Ike Shepard asked about fuel costs. Chairman Clow said that after the budgets come in they calculate gallon usage and set a per gallon price. The town is locked in with Irving for #2 home heating fuel at \$3.224 per gallon and propane at \$1.719. Town Administrator Bolton said that she tried to join the school for better pricing, but was a couple days late. She contacted Irving after she saw the schools price and got reduction of \$.10 in propane. The town just received a delivery and it is her understanding that they can get the going rate.

Lori Davis asked the Board if employees only pay 4% towards their health insurance. Chairman Clow replied that employees pay 5% this year and in 2015, but in 2016 will pay 10%. In negotiating contracts the health insurance plan changed. The new plan has higher copays, larger out of pocket expenses, and changed out of

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pocket copay on some medications. The new plan reduced the yearly premium by \$2k per person and the Board is working towards larger employee contribution. Chairman Clow said that they will be going back to the table with the police union and should have something to bring back this year. Ms. Davis asked to see a copy of the policy, she is concerned that employees are making less of a contribution than the average citizen.

Mr. Shepard commented on electrical rates and asked about increases. Chairman Clow said that is something that the Board needs to review and they will adjust lines throughout the budget when they get a rate.

Ms. Davis asked if they group together with other departments to get better rates on supplies. Chairman Clow said that they do not have central ordering. Christine Hague said that there is a plan to address more supplies in Southern NH Planning. The Library buys off the state vendor lists and has various purchasing agreements that give them discounts on various items.

Town counsel responded that the budgets prepared by the Library Trustees and the Board of Fire Wards are part of the general budget and they are concerned with no means no. Ms. Hague has information regarding why the budgets should not be in separate warrant articles. Ms. Hague said that in a SB2 town if an entity does not have a default budget they don't have operating budgets until the next vote. Once a public library has been funded for an amount of time the town is obliged to fund it. If the town voted down the warrant article in March, no means no, but the town is mandated to keep a library. The Library budget is in the town budget and the Board has the option of funding or not funding certain things within the budget. Attorney Laura Spector does not think it is a good idea to separate the Library or Fire Wards budgets out of the town budget.

REVIEW 2015-2016 LAWN CARE BIDS

Town Administrator Bolton told the Board that SharpLawns is present to answer any of the Board's questions, but Mr. Stockhaus from Stockhaus Enterprises was not available tonight, but he has supplied the Town with a list of his equipment and manpower information. Cemetery Trustee, Janet Brown recommends that Big Dawgg be awarded the cemetery lawn care contract.

Chairman Clow explained that they have had problems in the past with hiring contractors that did not have the staff or equipment to perform all the duties or were spread too thin to do the job they bid on. Chairman Clow asked Tim Savaria about his equipment and employees. Mr. Savaria said that he has a couple of sit down machines and a couple of stand behind machines, weed whackers, trailers, and hand tools. He has people that work part time for him. Mr. Savaria told the Board that if it rains he will hit it hard the day after and will make it happen no matter what it takes. He hires part time when needed if he gets behind, but tries not to jam pack the jobs to where he can't handle it anyway. The four step fertilizer program is included in his bid. The fields and common area total approximately 450k square feet, which would require 20 bags for each application. The four applications total a little over \$2k. Selectman Lawton mentioned the grass being no more than 4 inches and any residue on the field after that. Mr. Savaria said that he would normally bag on the field anyway to make it cleaner and neater. He will do the four step application himself. It was discussed that a state license is needed to apply pesticide, which Mr. Savaria is currently working on and will have by March or April to bring forth to the town. Mr. Savaria's bid of \$19,850 includes fertilizer.

Stockhaus Enterprises was unable to attend the meeting, but provided information to the Town Administrator. He has several large mowers, back pack mowers, weed whackers, and a thatcher. His crew includes three laborers and himself. The fertilizer price given in the Stockhaus bid is based on having a commercial person putting it down. His bid of \$24,800 is just for the maintenance and a fertilizer price was given separately.

Selectman Leary would prefer to have all five Selectmen present for the vote. The decision was put on hold until next week.

The Board approved the hiring of per diem attendants for the Transfer Station last week. Tyler Spring is one of the individuals that Mr. Redmond would like to work at the Transfer Station per diem. Mr. Spring would start

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this Saturday and work on Saturdays through January and possibly further. Currently there is a highway employee covering the Transfer Station on Saturdays and when there is a snow storm leaves only one employee at the Transfer Station.

Chairman Clow moved, Selectman Leary seconded to hire Tyler Spring as a temporary per diem Transfer Station employee. Passed 3-0-0

2015 BUDGET DISCUSSION

Elections ó Reduced from \$15,500 to \$9k due to the reduced number of elections

Tax Collector ó \$250 increase over last year's budget due to addition of longevity bonus

Town Clerk ó Reduced, postage decrease

Land Use ó Minutes are more detailed than prior reflecting an increase. Some Board members would like to go to the Law Lecture Series so \$200 was added for meetings and seminars. \$100 in printing to have the ability to have booklet printed and bound professionally.

Code Enforcement ó \$250 longevity bonus, fuel, supplies, and office equipment reflect slight increases, tools and equipment increase of \$200. \$550 increase in the budget request.

Chairman Clow requested fuel costs for next week.

MANIFESTS

Chairman Clow moved, Selectman Leary seconded to authorize the Board of Selectmen to sign manifests and order the Treasurer to sign checks dated December 18, 2014. Passed 3-0-0

Accounts Payable	\$47,937.05	
	\$170,775.59	(Land Purchase ó Brown Property)
Gross Payrolls	<u>\$45,716.63</u>	(Includes taxes, credit union)
TOTAL	\$264,429.27	

Also to order the Treasurer to sign payroll checks dated December 24, 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

Town Administrator Bolton said that after last week's meeting with Carl Weber from Primex she reached out to see what it takes to become a member of Prime, which will help to reduce their premiums. She will share the information once she receives it.

A public hearing has been posted for Monday, December 22, 2014 to request emergency expenditure from DRA. Chairman Clow explained that the Board will need to fine tune the remaining budget between now and next Monday to see if they need to apply for emergency appropriation. The Board will need to express a dollar amount needed and a revised MS4E as to where the funds will come from. The budget is very close. The public hearing had to be posted otherwise they would not have the option to have the public meeting. The Board needs to hold a public hearing, submit the minutes and a letter to DRA before they can spend. The Board does not have to use the funds, but DRA needs to give approval before any can be spent. There is 8.39% of the budget remaining, which reflects \$423,667.44 and includes all checks and purchase orders approved last week, sand, salt, and fuel. There are three weeks of payroll, one more round of electric bills, and a bill for heating fuel that was delivered the other day. The Legal budget only reflects through November 30th. Town Administrator Bolton noted that there is payroll each week, \$10k fire, heating fuel \$5-\$6k, then light bills which she thinks is about \$4k

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for a total of approximately \$171k. This would leave a cushion of about \$200k. Health insurance is paid for the year, but Town Administrator Bolton needs to double check the retirement.

Town Administrator Bolton distributed tax payments for the Board to review.

Interim Chief Sean Kelly had expressed to the Board the need to change the locks on the doors at the Safety Complex. The cost is \$3,178.50 to be expended from the Government Building and Maintenance Fund. There is approximately \$70k in the capital reserve.

Selectman Leary moved, Selectman Lawton seconded to expend \$3,178.50 from the Government Building and Maintenance Fund to change the locks on the Police Department side and main doors. Passed 3-0-0

OTHER BUSINESS

Selectman Lawton moved to direct the Department of Public Works and Police Department to present a budget reflecting an increase of 2.5% or less minus warrant articles.

Chairman Clow said being that there is no second for the motion the motion does not go forward. Chairman Clow stated that in the future if this is the direction the Board wants to go, they should do it earlier in the process.

It was noted that there is a 4% increase in the wage line but that is only one line.

The Board discussed a retirement that has to remain in the budget, reflecting \$9,808 and has to be taken off the end balance and cannot be spent as the retirements are not taking place this year.

Selectman Lawton would still like to get a positive reading on the Board of Fire Wards and their authority of the Fire Departments budget. Town Administrator Bolton said that town council does not recommend separating out the Fire Department or Library budget. Selectman Lawton would like a professional legal opinion on where they stand and where the Boards authority is and where the Board of Fire Wards authority lies. Selectman Leary asked Town Administrator Bolton to get a more descriptive legal opinion. Chairman Clow said that they would be putting the town at risk if they separated out the Fire Department and put them on their own. The Board will ask Laura Spector to come in and talk to the Board after the first of the year. Selectman Lawton would like make sure that when Laura Spector comes in she knows exactly why. There are two issues, one is the budgetary process and should the Library and Fire Department budgets, because they have Trustees and Firewards, be separate warrant articles. The other is the process of hiring and firing. Chairman Clow said that the Selectmen are the hiring and firing authority. Selectman Lawton noted that the Board of Fire Wards granted an employee a wage increase, but the Selectmen have not discussed or approved it and he has a problem supporting that budget.

Chairman Clow said that they have so much to take care of in the next few weeks, such as CIP articles, fuel and electric rates, etc. There is no conclusion on whether there will be a noise ordinance on the ballot. Chairman Clow, Vice Chairman Lacasse, and Town Administrator Bolton will be meeting with representatives of the police union on Wednesday to see where they are going and if there could be another warrant article. Chairman Clow mentioned that Mr. Redmond put forth the concept of utilizing the refund from the CRRA as a capital reserve fund to fund future needed equipment at the Transfer Station, which the Board needs to discuss.

Selectman Lawton understands what needs to still be done and that is why he proposed that the department heads come in with an increase of 2.5% or less. This would save time because the department heads know the needs and have a better idea of where they can save some money.

The budget public hearing is scheduled for January 19th.

Selectman Leary asked if they can have the Town Administer reach out to those departments in regards to their budget increase.

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Chairman Clow mentioned that the Board needs to decide on a salary for the Chief of Police position to include in the budget.

Chairman Clow explained that the Board will be going into nonpublic session to discuss the Finance Administrator position. The candidate that the Board offered the position too has decided to stay with her current employer and not take the position. The Board needs to discuss how to proceed and either go back to those candidates who applied or start the process over with new candidates.

Chairman Clow moved, Selectman Leary seconded to enter into nonpublic session @ 9:04 p.m. pursuant to the authority granted in RSA 91-A:3II (b). A roll call vote was taken, Selectman Lawton – yes; Selectman Leary – yes; Chairman Clow – yes. Passed 3-0-0

Chairman Clow moved, Selectman Leary seconded to come out of nonpublic session @ 9:35 p.m. A roll call vote was taken, Selectman Lawton – yes; Selectman Leary – yes; Chairman Clow – yes. Passed 3-0-0

ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary