

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
October 12, 2015**

PRESENT: KEITH R. LACASSE, CHAIRMAN; TOM CLOW, VICE CHAIRMAN; JAMES LEARY, SELECTMAN; JENNIFER BOHL, SELECTMAN; FREDERICK W. HIPPLER, SELECTMAN

RECORDING SECRETARY: Kathleen Humphreys

TOWN ADMINISTRATOR: Naomi Bolton

GUESTS: Beth Rouse, Finance Administrator, Donna Osborne, Jon Osborne, Frank Campana, Jan Snyder, Tim Redmond, DPW Director, Robert Peters and Matt McLain.

NON-PUBLIC:

Chairman Lacasse moved, Selectman Leary seconded to enter into nonpublic session @ 6:30 p.m. pursuant to the authority granted in RSA 91-A:3II (a&c). A roll call vote was taken, Selectman Bohl – yes; Selectman Leary – yes; Selectman Hippler – yes; Vice Chairman Clow – yes; Chairman Lacasse – yes. Passed 5-0-0

Chairman Lacasse moved, Selectman Leary seconded to come out of nonpublic session @ 7:13 p.m. A roll call vote was taken, Selectman Bohl – yes; Selectman Leary – yes; Selectman Hippler – yes; Vice Chairman Clow – yes; Chairman Lacasse – yes. Passed 5-0-0.

Vice Chairman Clow moved, Selectman Leary seconded to seal and restrict these nonpublic session. Passed 5-0-0

Chairman Lacasse moved, Selectman Hippler seconded to enter into nonpublic session @ 7:14 p.m. pursuant to the authority granted in RSA 91-A:3II (b). A roll call vote was taken, Selectman Bohl – yes; Selectman Leary – yes; Selectman Hippler – yes; Vice Chairman Clow – yes; Chairman Lacasse – yes. Passed 5-0-0

Chairman Lacasse moved, Vice Chairman Clow seconded to come out of nonpublic session @ 8:43 p.m. A roll call vote was taken, Selectman Bohl – yes; Selectman Leary – yes; Selectman Hippler – yes; Vice Chairman Clow – yes; Chairman Lacasse – yes. Passed 5-0-0.

The Board conducted interviews with potential DPW employees.

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

PUBLIC COMMENT

None

DEPARTMENT HEAD AND COMMITTEE ITEMS

Tim Redmond presented two candidates he recommended for open positions at the Transfer Station; Transfer Station Foreman and Truck Driver/Transfer Station Attendant.

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Mr. Redmond recommended Matt McLain for the Transfer Station Foreman position. Mr. McLain formerly worked for the town of Weare and filled-in in the capacity of manager during vacation/sick time.

Selectman Leary moved, Selectman Bohl seconded to hire Matt McLain as Transfer Station Foreman at the rate of \$18.57/per hour, effective October 27, 2015. Passed 5-0-0.

DPW Director Redmond recommended Robert Peters for the position of Truck Driver/Transfer Station Attendant because he felt he is the best qualified person for the position out of the applications received. Mr. Peters showed a lot of interest in the position has a good driving record and can step-up and supply the town with a needed truck driver in the winter months according to Mr. Redmond.

Vice Chairman Clow moved, Selectman Leary seconded to hire Robert Peters as Truck Driver/Transfer Station Attendant at a wage rate of \$15.92/hour effective October 14, 2015. Passed 4-0-1. Selectman Hippler abstained.

TAX RATE SETTING

Finance Administrator Beth Rouse handed out documents titled "2015 Tax Rate Setting Projection" to the Board and guests present.

In the document, Finance Administrator Rouse presented five scenarios of the tax rate by using different amounts from the Fund Balance ranging from using \$286,000 to \$0 funds. She also provided a comparison since 2011. The Board reviewed the document and asked questions prior to setting the tax rate. The school rate has gone up 3% and the country has gone up 6%. State revenue has gone up \$32,000 and flood control reimbursement went up \$20,000.

Column B represents the current rate last year (2014) which was \$22.21. This choice represents the amount that would be needed from the Fund Balance to keep the tax rate the same, the total tax rate. How much the town puts down from the Fund Balance changes the town's rate. It was noted the school and country tax rates can't be changed.

If the Highway Department garage passes at Town Meeting it would need to be bonded. The fund balance is looked at for the bond rating so if it was too low it could affect the bond rating.

To date, there is more automobile revenue than last year. Ms. Rouse made the statement that right now the budget is straight and doing well but Mother Nature is coming in November and December.

Vice Chair Clow felt Column E was a good choice because the town tax rate goes down 27 cents and it allows the Board to keep a lower tax rate in the future. He mentioned if the town spends down a considerable amount, there may not be money there in future years to off-set the taxes rate when we might not be able to get a decrease without putting money into it. It would allow the town to keep a flatter rate.

The Board reviewed the retainage rates.

On October 1, the town budget was at 25.19% left with 25% of the year left. Vice Chair Clow wondered if it's time to consider a freeze.

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Chairman Lacasse asked if the estimated numbers provided were conservative and Ms. Rouse responded yes and she expects to exceed expectations.

The figures are estimated back in March then revisited in September. Some revenue is locked-in such as some State revenue but others are estimated such as transfer station fees, timber cuts, registration fees.

The Board asked what percent of retainage did they do last year and the figures were not readily available. Frank Campana did provide information that there was \$1,667,994 from the unassigned fund balance and there was an amount voted on of \$212,000 and the town used \$200,000 to reduce taxes which left a retained balance of \$1,256,002. 5% became \$1,124,514. After reviewing the figures it was determined the figure was closer to 6% retained.

Chairman Lacasse asked, "What can we use from our fund balance to adjust the tax rate so that we are being responsible and leaving money to pay our expenses but returning the appropriate amount to the tax payers of money that is theirs that we didn't need to use."

Vice Chairman Clow again suggested if they take out too much to offset the taxes it could inhibit them from doing the same in future years. He added it's very unusual to be able to reduce the tax rate 7% without having to use unreserved fund balance. (Column E). It was noted it was what the voters voted on.

The Board discussed the pros and cons of the various options. Chairman Lacasse said, "This is the biggest decision we'll make all year."

The Board asked what was different in previous years. Town Administrator Bolton said one item was money from the state that represented 50% for a bridge project which was received prior to the work.

Last year there was \$1.6 million available. A tax anticipation note was not needed. Tax bills were sent out early last year resulting in \$400,000 in the general fund account by May, 2014. Jan Snyder said the account might have been short if it was not for the Town Administrator being able to delay the school payment. There is \$500,000 per month for the John Stark Regional School and generally \$900,000 for the Weare School which results in a \$1,450,000 and the account has \$1.3 million.

Selectman Lacasse moved, Selectman Leary seconded to set the tax rate by scenario B and retain 6.29% and use \$235,000.00 from the fund balance to offset the tax rate so that the town tax rate will be \$3.30. Motion failed 3-2-0. Selectman Bohl and Chairman Lacasse voted yes. Vice Chairman Clow, Selectman Hippler and Selectman Leary voted no.

Vice Chair Clow moved and Selectman Hippler seconded to go with scenario C retaining 6.51% and using \$195,000 from the fund balance to offset the tax rate and reduce the town portion of the tax rate to \$3.35 which represents a reduce the town portion by 13%. Motion passed 5-0-0.

MEETING MINUTES will be tabled until next meeting.

MANIFESTS

Chairman Lacasse moved, Selectman Leary seconded to sign accounts payable and payroll checks dated October 12, 2015 as included in the following manifests:

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Payroll Manifest	\$ 41,113.67 (Weekly payroll including payroll taxes)
Accounts Payable Manifest	\$ 87,694.95
TOTAL	\$ 128,808.62

Passed 5-0-0

ADMINISTRATIVE REPORT

- The risers on the front stairway at Town Office have been painted brown.
- The follow up visit with the Department of Labor is scheduled for Friday.
- The Noise Ordinance public hearings were rescheduled and reposted to October 19 and November 9.
- Harassment Training will be Monday, November 2 at 6:30pm- 8 pm.
- Emergency Management Director, Chief Vezina delivered a memo about the Hazard Mitigation Plan which needs to be updated. There are funds available through the Hazardous Mitigation Program which is a 25% matching program. The grant can be cash or in kind at the value of \$2,000. The Chief is seeking approval to send a letter to Homeland Security to secure their commitment before the Oct. 30, 2015 deadline. The Chief is requesting the in kind donation with plans to host workshops and meetings and inviting people to get involved in the Hazardous Mitigation Plan. After reviewing the letter addressed to Homeland Security, the Board requested to add in kind to the letter to make sure the intentions are clear.
- There is a Forest Law for Municipal Officials workshop on Nov. 9, 2015.

PUBLIC COMMENT

Resident Frank Campana commented there was an increase last year of 56 cents and this year there was a decrease but he felt some of the decreases this year was eaten up by the 56 cents. He does not think it's the town's responsibility to set the tax rate to offset the school and country budget and felt the town stuck to their budget. He is concerned there is a big increase from last year that was not totally offset yet. He felt the opportunity to offset last year's tax was missed tonight. He urged the side of caution and appreciated the Board's efforts.

CORRESPONDENCE

None

OTHER BUSINESS

None

Chairman Lacasse moved, and Selectman Leary seconded to adjourn at 9:02 p.m.

ADJOURNMENT

A True Record.

Kathleen Humphreys, Recording Secretary