

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
November 9, 2015**

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

RECORDING SECRETARY: Kathleen Humphreys

TOWN ADMINISTRATOR: Naomi Bolton

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 @ 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

Chairman Lacasse moved, Selectman Leary seconded to seal and restrict these nonpublic session minutes. Passed 3-0-0.

GUESTS: Jan Snyder, Frank Campana, David Nelson, Jessica Nelson, John Vanloenderslout, Beth Rouse, Lori Davis and Richard Butt. Police Chief Sean Kelly and Fire Chief Robert Vezina presented their department budgets.

7:15 p.m. Chairman Lacasse called the meeting to order. The first order of business was the Pledge of Allegiance and a moment of silence.

PUBLIC COMMENT

Resident Richard Butt wanted to know how many positions are opened at the police department. He was told there are two full-time positions and one part-time position. He questioned \$20,000 in the budget for a part-time officer.

Mr. Butt also wanted to address tracking expenses at the transfer station. He had concerns about how the construction materials especially shingles are being handled and reviewed 10 months of data for the transfer station. His opinion was if the transfer station is going to charge a cost then it would be justified to reduce the operating budget. He has concerns the budget is being off-set by fees in recyclables. He does not see the justification to increase the rates and would like it to be revisited.

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Resident Frank Campana asked if the Board put a cap or any parameters on the department's budgets. He was told the Board will review budgets presented to them. He asked the Board keep in mind the government provided no cost of living increase for senior citizens.

DEPARTMENT HEAD AND COMMITTEE ITEMS

Police Chief Sean Kelly recognized Weare Animal Control Officer Jessica Nelson who he said is an outstanding employee. This past week Officer Nelson helped rescue an animal named Nico. Chief Kelly commended her for her efforts and this letter of recognition will be put in her folder.

“ This past week proven to be a moment in time. Organizationally it is the core value of the agency to be honorable in all that we do. In part, honor is defined as commitment to protect those who cannot protect themselves. By intervening on behalf of Nico and rescuing this malnourished horse from the hell that has been imposed on her is a commitment to our core values. Thank you for your excellence in the care of animals. Your actions are in the highest tradition of law enforcement and the animals' protection.”

Police Department Evidence Room

The evidence room is not ventilated well and odors from the evidence room gets into the works space such as marijuana smell. Three bids were obtained from vendors to install a variable speed ventilation. The bids range from \$1,400 to \$6,400. The chief is asking to select the middle bid from a Weare vendor for \$2,245.91 and to be paid for out of the Building Maintenance Funds, if those funds are available. It will be reviewed and proper forms filled out.

Police Department Budget

Chief Sean Kelly presented the 2016 proposed budget and a PowerPoint.

The presentation provided data on the existing staff and proposed staff increases, such as bringing back the DARE and School Resources Officer, and provided an overview of the officer's daily duties. It also showed statistics on crime, the type of crime, when they typically happen, and the number of calls to service to date.

One slide presented the desirable workload of an officer to be: 1/3 time on patrol, 1/3 time on calls for service, 1/3 time on follow-up investigation and administrative tasks (court, training).

The budget proposed five new sworn officers: One detective, one SRO/DARE officer and three sergeants. In addition, he is proposing two additional reserve officer.

Chief Kelly was asked why the department is under-budget on the training line. That is because the department was understaffed and they could not afford the time for training classes.

Line 115-Administrative Secretary will increase of \$12,500. The department is starting the hiring process for a new secretary. For this position the salary range can be \$16.50/hour for an undertrained person to \$21/hour for a highly qualified candidate.

Line 430-Building Maintenance: Proposed \$6,000 for security cameras at key access areas. It was discussed this could be a one-time expense vs a budget line.

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Line 635 is down \$10,000 due to less gas being used and lower fuel costs. The Chief commented that Tim Redmond and crew have been tracking where the gas is used and thank him for his efforts because it seems to be working well.

Line 700 is \$0 because they don't have an Explorer Program or a DARE Officer.

It was noted Line 740 was listed twice on the sheet.

Leasing police vehicles was discussed. Items that are bolted down such as lights and sirens will be with the vehicles. Items such as accident investigation kits probably will need to be updated or replaced since they are older but will be inspected to determine if replacement is necessary.

Finance Administrator Beth Rouse was asked if she could pull out the cost for five additional officers and for the additional fleet. The five additional officers will be a warrant article.

Line 686: Is a replacement plan for TASERS to start in 2016. There will not be an increase for the additional five officers because it included in the new officer expenses to purchase them a TASER.

The proposed police budget is \$1,562,096.29.

Chief Kelly will look into if the Granite State ventilation bid included a licensed electrician. He will provide an answer for the next meeting.

Budget Committee Member Lori Davis commented there may be money from the two school districts to help offset the cost of a School Resource Officer.

FIRE DEPARTMENT BUDGET:

Chief Robert Vezina presented the proposed budget for 2016.

Chief Vezina started by saying the mission of the Weare Fire and Rescue Department is to protect life, property and the environment within our community. Our citizen responders are prepared to deliver the highest quality service in response to fire, medical and other emergencies. We will execute our duty in a respectful and professional manner with all the courage, honor and integrity that is the understanding of our vocation. He went on to recognize the following members for their years of service: Scott Dinsmore, 30 years; AnnMary Dinsmore, 20 years; Diana Sterling, 20 years; George Beaudette, 10 years; David Askham, 5 years; Kourtney Auger, 5 years and Paula McGrade, 5 years.

2015 is on track to be one of the busiest years for the department in terms of calls for service, inspections and training, and the department has less personnel. Four residents are alive today because of the actions of the Weare Fire Department.

The average response time is good when there is proper staff. When the department is properly staffed the response time was 12 minutes but it is now a little over 15 minutes. That could be because of the location of the call. Staff is on-call four nights per week. More calls have been overlapping and this will need some attention.

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Last year the Fire Wards voted to increase the chief's salary. Chief Vezina is retired and is not eligible to pay FICA.

The EMS service contract has a slight increase which covers the life packs, automated CPR and batteries.

Line 618: Fire/Office Equipment: The ambulances use Tough Books. The request is for two additional Tough Books; one for the chief and a backup. It was discussed this expense to be put in year-end one-time expense.

Line 636: Fire-Safety/Medical Gear. The increase was due to the volume of material cost and calls.

There is a proposed \$5,000 increase in vehicle maintenance. Vehicle replacement was discussed.

There was a significant savings of 45% from last year because of the fuel prices on propane and heating oil.

Line 686 would combine fire, police and DPW radio maintenance.

The EMS Billing Revenue was based on \$120,000.

	CURRENT	PROPOSED
EMT/FF Revolving Fund	\$90,000	\$0
EMS Billing Contract	\$8,500	\$8,500
FD Replacement Vehicle Fund	\$21,500	\$111,500
2020 FD Replacement Vehicle Fund	\$107,500	\$557,500

The Proposal would:

- Add \$45,000 to the FD Operating Budget for half-year funding of EMT/FF Daytime Coverage, effective 7/1/2016.
- Use residual balance of EMT/FF Revolving Fund, approx. \$40,000 to fund EMT/FF Daytime Coverage 1/1/2016 to 6/30/2016.
- 2017 full-year cost of Operating Budget is \$90,000.
- Funds in Capital Reserve Account are more valuable than Operating Budget.
- Allows FD Replacement Vehicle Fund to grow faster.
- More consistent tax rate due to savings revenue to FD Replacement Vehicle Fund for large cost items.

Last year the department collected \$121,000 and year-to-date they are at \$105,000 with two months remaining. EMS is doing more calls. More people are refusing to go to the hospital by ambulance. The Weare EMS personnel are higher skilled and can perform higher services which can be billed for because they have advanced EMTs. Compensation for future on-call personnel was discussed.

The Fire Department will have four warrant articles: Jaws of Life, Ambulance, Forestry and EMS if the Board proceeds forward with plans.

Employee tuition reimbursement was debated. There is \$1,200 for education for the fire and police secretaries and the discussion led to if that should be covered under the union or the personnel policy.

MEETING MINUTES

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Chairman Lacasse moved, Selectman Leary seconded to approve the minutes of October 26, 2015 as amended. Passed 4-0-0

The Board will postpone approving the Nov. 2, 2016 meetings minutes until the next meeting.

MANIFESTS

Chairman Lacasse moved, Selectman Clow seconded to sign accounts payable and payroll checks dated November 9, 2015 as included in the following manifests:

Payroll Manifest	\$	41,996.09	(Weekly payroll including payroll taxes)
Supplemental Payroll Manifest	\$	337.92	(Check dated 11/5/15)
Accounts Payable Manifest	\$	88,876.31	
Weare School District Payable Manifest	\$	200,000.00	(November 5, 2015 Appropriation)

TOTAL \$ 331,210.32

Passed 4-0-0

As the Noise Ordinance Forum is scheduled for the next Selectmen's Meeting and no Manifest Memo will be generated for that meeting.

Please vote:

To order the Treasurer to sign payroll checks dated November 19, 2015. Furthermore, to order the Treasurer to sign a Weare School District payable check in the amount of \$450,000.00 and a John Stark Regional Payable check in the amount of \$250,000.00. Reports and actual check amounts will be reported to the Board of Selectmen by inclusion on the Manifest Memo at the next scheduled meeting.

ADMINISTRATIVE REPORT

-Mutual Aid Building Inspector Agreement between Frankestown and Weare:

VOTE: Vice Chair Clow moved, Selectman Hippler seconded, to approve a Mutual Aid Agreement for the Building Department Assistance with the town of Frankestown. Motion passed 4-0-0.

VOTE: Vice Chair Clow moved, Selectman Hippler seconded, to approve the expenditure of an additional \$2,849 from the Government Building and Maintenance Fund for additional work that has to be done in the replacement of the tiles in the hallway. Motion passed 4-0-0.

-New Right to Know Policy:

VOTE: Vice Chair Clow moved, Chairman Lacasse seconded, to move to adopt the Right to Know Policy 91-A. Motion passed 4-0-0.

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-The Board was presented the Union Contract for the DPW. The felt the cover should have the Weare Town logo not the teamster's logo. The Town Administrator will send the changes that were voted on and approved at Town Meeting to the Board, so they can review and compare to this newly drafted agreement.

-The office will be closed on Veteran's Day.

-Spaulding Computers will be here tomorrow and address a computer for Jan Snyder.

PUBLIC COMMENT

None

CORRESPONDENCE

Selectman Hippler received a text message from a concerned resident regarding cutting that occurred on town Poor Farm Road forest land and the poor practice that was used. The Board was unfamiliar with any timbering, but felt that at a minimum should be kept apprised of any activity on Town property. After discussion the Board asked the Town Administrator to inform the Conservation Commission of this inquiry and ask to be kept in the loop of any activity, especially timber cuts. The resident will be informed that it is the Conservation Commission that handles timber cuts and when the next Conservation Commission is meeting in case the resident would like to attend.

OTHER BUSINESS

The Noise Ordinance Public Hearing will be November 16, 2015 at 7:00 p.m. at Town Hall.

On November 23, 2015 the Board will vote to accept FEMA funds in the amount of \$32, 460.42 for the January 2015 storm.

Chairman Lacasse moved, Selectman Hippler seconded to enter into nonpublic session @ 10:20 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 4-0-0

Chairman Lacasse moved, Vice Chair Clow seconded to come out of nonpublic session @ 10:45 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 4-0-0

Selectman Hippler moved, Chairman Lacasse seconded to seal and restrict these nonpublic session minutes. Passed 4-0-0.

Chairman Lacasse moved, Vice Chair Clow seconded to adjourn at 10:46pm.

ADJOURNMENT

A True Record.

Kathleen Humphreys, Recording Secretary