

**FINAL**



**WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
January 16, 2012**

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

**RECORDING SECRETARY:** Cherry Palmisano

**GUESTS:** Ian McSweeney, Frank Campana, Jan Snyder, Terry Knowles, Tina Connor, Tim Redmond, Paul Marsh, Christine Hague, Betty Straw, Sherry Burdick, Chief Begin, Rad Betts, Johnna Grzywacz, Gregg Elwood, Jeff Spring, John Rauscher, Ray Kelly

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

**MILDRED HALL ADVISORY COMMITTEE POTENTIAL CONSERVATION EASEMENT Tax Map and Lot #407-172** – Mr. Ian McSweeney, Russell Foundation, informed the Board that the Mildred Hall Advisory Committee is recommending contributing \$62,275 towards the conservation project. The 74 acre parcel is owned by the McLain Family and is east of Toby Hill and south of Rt. 149. Originally homes were part of the parcel, but were recently subdivided out. The McLain Family approached the Russell Foundation and then the New England Forestry Foundation Land Trust was approached. The property is appraised at \$245,000 and the town assessment is \$272,000. The McLain Family is offering to sell the parcel for \$150,000. The New England Forestry Foundation is contributing \$75,000, \$62,275 is being contributed by the Mildred Hall Committee, and the Russell Foundation will make up the difference. The parcel will be owned by New England Forestry Foundation for conservation purposes and open space. They will manage and over time do sustained timber cuts as well as manage any enforcement issues. A conservation agreement will also be placed on the land. The Society for the Protection of NH Forests will hold the easement. The New England Forestry Foundation is similar to the Society for the Protection of NH Forests; they are both IRS qualified non-profit land trusts and both manage for timber.

The parcel will be open for passive recreation and will be open to snowmobiles unless an issue arises. This is a heavily wooded parcel with a Class VI road to the south. There is not a trail network on this property, but there is on surrounding properties. Vice Chairman Butt would like language put into the deed stating that the Selectmen want the opportunity to speak with them prior to any change of usage is made.

It was discussed that the New England Forestry Foundation's mission is to benefit the public through their ownership of land and they will get the benefits of timber harvest and have liability of ownership. This is the first time working with the New England Forestry Foundation because they have not been introduced to projects in the Town of Weare. Vice Chairman Butt asked if the alternative would be to have the town purchase the land. Mr. McSweeney said that there are several opportunities, but money is not available. The ownership of the land came down to which land trust has the money available. The benefit to the town if the town owned the land would be foresting. Mr. McSweeney said that it is tough to say how the town would benefit from owning the parcel. It will take time to pay off with timber harvest and a lack of money up front makes it hard for the town to pursue. Vice Chairman Butt mentioned that the Mildred Hall Committee has more than \$62,000 to contribute. Mr. McSweeney said that there is always potential to leverage the Mildred Hall Advisory Committee money on many projects. The timber revenue would not reimburse the Mildred Hall Advisory Committee.

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The cost of the project is \$162,275, which includes the purchase price and fee for easement. Selectman Lacasse asked if the New England Forestry Foundation would be paying taxes on the land. Mr. McSweeney said yes; the property is current use now and the taxes will be similar in the future under the conservation easement. Mr. McSweeney told the Board that the New England Forestry Foundation will take timber off every ten years or so and pay a timber tax to the town and have all liability.

Mr. McSweeney said that the closing on the project is contingent on the Selectmen. Their goal is to close by the end of January or early February. There is not a deadline for the New England Forestry Foundation to purchase the land from the McLain's, but the sooner the better. Naomi Bolton, Town Administrator, asked to review the conservation easement before funds are swapped. Mr. McSweeney suggests that the Board make it a requirement to see the conservation easement before funds are swapped. He said that the warranty deed selling the land to the New England Forestry Foundation from the McLain Family can also have restrictions. The Board can also make it a requirement to see the warranty deed before it is finalized. It was discussed that they could also include that if the land trust decided to sell for some reason the town could have the first right of refusal.

Chairman Clow said that the Board will consider tonight the information night. The Board needs a chance to discuss the project and post a public hearing.

**Chairman Clow opened the public hearing at 7:32 p.m.**

**PUBLIC HEARING – To hear public testimony and comment on the 2012 overall Proposed Town Budget, including all separate, special, and petitioned Warrant Articles, as well as disclosure of the Default Budget.**

Proposed 2012 town budget \$4,787,860.00

Default 2012 town budget \$4,685,778.00

Anticipated Revenue \$2,492,240.00

Total to be raised by taxation \$2,295,620.00

Divided by Valuation per \$1,000 \$801,968.00

Estimated tax impact on proposed \$2.86 per \$1,000

Estimated tax impact on default \$2.74 per \$1,000

Vice Chairman Butt said that the amount set for the valuation represents a .5% increase; typically a 1% increase is used.

Mr. Frank Campana commented on the Police Department part-time wages lines. He told the Board that he looked at the history and noticed there was a decrease down to \$45,000 from \$55,000 because some of that money was moved to the overtime line. Chairman Clow said that both lines combined total the same amount as last year. Mr. Campana commented on the Tax Collector salary. Chairman Clow explained that they lowered the staff in the building and changed responsibilities in doing so; the employee's position is allocated 75% as Tax Collector and 25% to the Finance Department. The Selectmen's secretary position was also redistributed 50% as Selectmen secretary and 50% as Highway Department secretary. Mr. Campana asked where he would find the \$7,000 increase in the salary and where would he find the decrease. Chairman Clow said that there is no increase for the employee. Tina Connor, Finance Administrator, explained that the decrease will show in the Selectmen's office. There is an increase in the budget line, but a decrease somewhere else; the employee is making the same amount as last year. Mr. Campana commented that in the Fire Department \$1,400 for fire prevention wages was moved to the Fire Chief's salary line. His concern lies with who will remember which lines were moved and commented that there is a possibility for a Board to add money back into that line. Vice Chairman Butt said that the Fire Chief is now assuming that responsibility and the fire prevention line will now be zero. He also said that any future Board could add money to any line.

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Gregg Elwood, Finance Committee, asked the Board for the logic of the .5% increase in valuation. Vice Chairman Butt said that the town just went through the evaluation and given the economy it is a conservative number. The Board used the valuation of April 1, 2011 and added .5% to the valuation. Chairman Clow said that the figure that will actually be used to set the tax rate in October is the valuation as of April 1, 2012.

Neal Kurk said that the overall budget goes up very little, but within that budget some departments go up a considerable amount. There is an 11.1% increase in the Fire Department largely due to the Fire Chief's position. There is a 9.5% increase in the Police Department budget. Mr. Kurk feels that the police budget is not being managed well and there is too little police protection for the money being spent. The department is using overtime in ways that do not make sense for a management point of view. Mr. Kurk commented that part time officers cost considerably less, but this does not seem to be done. This year there was \$140,000 in the budget for overtime, which is very disturbing and feels there are other ways to manage the department. Mr. Kurk feels that they need better use of the taxpayer's money in the Police Department. Mr. Kurk commented that the Selectmen were not legally obligated to give increases to officers and the Board will be doing it again next year. He feels that the department is out of control and hopes the town gets better value next year for their tax dollars.

Chairman Clow said that when he moved to town everyone on the Police Department was part-time, but there were only 1,800 people in the town and you didn't hear of drugs and murder. There are now 9,000 residents in town and it is a different world. He said the overtime line is frightful, but he feels the Police Chief can justify it all. Chairman Clow said that the actual expenditure in overtime went down by \$45,000 in 2011 compared to 2010. He feels that the overtime is a cost of doing business. There is a union and they have to go by a contract and cannot just utilize part-time in place of full-time officers. There are officers making a large amount of money, but they are putting in a large amount of time in detail work, which is paid by the contractors hiring the officers.

Mr. Campana commented on Mr. Kurk saying that the officers received pay raises last year. It was discussed that Mr. Kurk was referring to the step increase they got this year, which will be a permanent part of their wages. There is no additional increase and there is no contract on the ballot because they did not reach an agreement.

### **ARTICLE (CIP-Fire Truck)**

Shall the Town raise and appropriate the sum of Three Hundred Seventy Four Thousand Nine-Hundred Dollars (\$374,900.00) for the purpose of purchasing a new fire truck and to take any other action needed in relation thereto? Of the \$374,900.00 sum, Three Hundred Seventy-Four Thousand Nine-Hundred Dollars (\$374,900.00) will be withdrawn from the previously established Weare Fire Department Vehicle Replacement Special Revenue Fund.

*Estimated tax impact= \$ 0.00*

(Recommended by Board of Selectmen)

### **ARTICLE (CIP-Defibulator)**

Shall the Town raise and appropriate the sum of Thirty Thousand Dollars (\$30,000.00) to purchase a new defibulator/AED machine for the Fire Department, and fund this appropriation by taxation?

(Recommended by Board of Selectmen)

*Estimated tax impact= \$ 0.04*

Mr. Campana asked if this is the same equipment that was purchased last year. He said that at the time of the purchase last year it was discussed that there are only two companies that sell the machines and a statement was made that both companies were evaluated. Mr. Campana said that the person that presented the purchase said that there was a one year warranty and he thought it very odd that the life saving equipment only has a one year warranty. Selectman Lacasse commented that most warranties only cover manufacturer's defects.

Chairman Clow said that the purpose of this purchase is to have identical equipment on both ambulances. Bob Vezina, Fire Chief, said that there is only a one year warranty on manufacturer's defects, but there is a cost to continue the warranty for calibration and software updates. Chief Vezina said that even though the machine is

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specifically used for heart attacks, it can also measure a persons carbon monoxide levels. They use this piece of equipment almost every day. Chief Vezina said that there is a \$1,500 line item to operate.

**ARTICLE (Road Reconstruction)**

Shall the Town raise and appropriate the sum of Four Hundred Thousand Dollars (\$400,000.00) for road reconstruction and resurfacing of roads? Of the \$400,000.00, the sum of Two Hundred Forty-Eight Thousand Four Hundred-Thirteen Dollars and Ninety-Four Cents (\$248,413.94) is anticipated to be received from Highway Block Grant Funds from the State of New Hampshire (Pursuant to RSA 235) with One Hundred Fifty-One Thousand Five Hundred Eighty-Six Dollars and Six Cents (\$151,586.06) to be raised by taxation.

(Recommended by Board of Selectmen)

*Estimated tax impact= \$ 0.19*

Chairman Clow said that there is a larger share to be paid by the town this year. Mr. Tim Redmond stated that he presented the Selectmen with a proposed five year road evaluation plan. He feels that the next road the town should invest in is Old Francestown Road from Rt. 149 to where it changes to dirt. A top coating should be done on Sugar Hill and Beech Hill and a small portion of Sheerwood Forest Road and any extra will be used to do shim and overlay projects in town. Mr. Redmond said that they received \$290,000 last year from the Block Grant and only \$248,000 is anticipated this year.

**ARTICLE (CIP-Highway)**

Shall the Town raise and appropriate the sum of One Hundred Fifty-Five Thousand Dollars (\$155,000.00) to be added to the previously established Capital Reserve Fund called the Highway Truck and Equipment Fund for the purchase of a new backhoe and pickup for the Highway Department?

*Estimated tax impact = \$ 0.19*

(Recommended by Board of Selectmen)

The current balance in the fund is \$2,014.19. Mr. Elwood asked if they are going to be purchasing does it make sense to put the money in the fund and then make the purchase. Chairman Clow said that there is a changing philosophy on CIP. Previously these funds were built up over time, but CIP's philosophy in the past five years has moved to appropriating and spending when needed. Vice Chairman Butt said that they found they were spending more by raising the funds prior to purchasing. By having the warrant article and placing the money in the fund it guarantees the voters that the money placed in the fund can only be expended for that purchase.

**ARTICLE (CIP-Transfer Station)**

Shall the Town raise and appropriate the sum of Forty-Two Thousand Dollars (\$42,000.00) to be added to the previously established Capital Reserve Fund called the Transfer Station Equipment Fund for the purchase of a used trailer and a new baler for the Transfer Station?

*Estimated tax impact= \$ 0.05*

(Recommended by Board of Selectmen)

The current balance in the fund is \$271.67.

**ARTICLE (CIP-Police cruisers)**

Shall the Town raise and appropriate the sum of Thirty-Two Thousand Dollars (\$32,000.00) for the purpose of purchasing one (1) new police cruiser and to take any other action needed in relation thereto? Of the \$32,000.00 sum, Sixteen Thousand (\$16,000.00) will be withdrawn from the previously established Police Detail Revolving Fund, with the remaining balance of Sixteen Thousand (\$16,000.00) to be raised by taxation?

(Recommended by Board of Selectmen)

*Estimated tax impact= \$ 0.02*

Chairman Clow explained that this warrant articles has evolved in the last few weeks and is different then how it was presented by CIP. There is a cash balance of \$48,000 in the fund. Chairman Clow said that as part of each detail there is a \$10.00 per hour charge attributed to police cruiser usage. There is more in the account than what was attributed to police cruisers. The intent is to use \$16,000 towards the cruiser and buy the second cruiser outright out of this fund.

**ARTICLE (CIP – Police Department Communications)**

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Shall the Town raise and appropriate the sum of Nine Thousand Two Hundred Dollars (\$9,200.00) to be added to the previously established Capital Reserve Fund called the Police Communications Fund for the purpose of upgrading the equipment to be able to maintain constant radio communications with dispatch?

(Recommended by Board of Selectmen)

*Estimated tax impact= \$ 0.01*

The current balance in the fund is \$.03.

**ARTICLE (CIP-Computers Police Department and Town Office)**

Shall the Town raise and appropriate the sum of Thirty Thousand Dollars (\$30,000.00) to be added to the previously established Capital Reserve Fund called the Computer System Fund for the purpose of upgrading the servers, software and computers?

(Recommended by Board of Selectmen)

*Estimated tax impact= \$ 0.04*

The current balance in the fund is \$950.63. Chairman Clow said that they have used the fund regularly over the years for many computer needs. Naomi Bolton, Town Administrator, said that a large bulk of the request is for the Police Department. The department has had non stop issues with their server, which will cost \$17,000. The Town Office is currently running Windows Office 2003 and to purchase updated licenses for all the computers in the building will cost \$8,000. Vice Chairman Butt said that there really is a need to coordinate the purchase of computers and software so that they are running the same equipment.

**ARTICLE (Highway Union)**

Shall the Town approve the cost items contained in the three (3) year collective bargaining agreement reached between the Board of Selectmen and the American Federation of State, County, and Municipal Employees (AFSCME) Union for the Public Works Employees inclusive of the following increases in salaries and benefits at the current staffing level:

Year	Estimated Increase	Year	Estimated Increase
2013	\$ 20,842.59	2014	\$ 21,676.29

and further to raise and appropriate the sum of Eighteen Thousand Eight Hundred Sixty-Three Dollars and Seventy-Eight cents (\$ 18,863.78) for the current fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits over those of the appropriation at current staffing levels paid in the prior fiscal year.

(Recommended by Board of Selectmen)

*Estimated tax impact = \$ 0.02*

Naomi Bolton, Town Administrator, told the Board that town counsel said that they have to list the cost for 2012 and the estimated increase. Mr. Kurk asked for the highlights of the contract. Selectman Lacasse said that they set a wage scale for the Public Works Director to use for new hires. In 2012 any Public Works employee that fell below the minimum of the range scale will be increased to the minimum. They also set a maximum an employee could get based on job performance, which is 4%. There is no Evergreen Clause and within the language of the tentative agreement they will follow the same health insurance plan as the rest of the town employees.

Mr. Kurk said that if this is a three year contract the total cost will be \$116,149 and while the tax impact is only \$0.02 for this year, it actually raises \$.124 over the course of three years. Selectman Lacasse said that it does represent a perfect score of 4% for all public works employees because they are funding the best case of all employees getting a perfect score on their performance evaluations.

Chairman Clow said that these employees have not had a raise in five years and some salaries are in the range of \$10.50 per hour; there are some long time employees making more. Most of the town employees have not received a wage increase for a long time.

Mr. Campana commented on Mr. Kurk's explanation of \$117,000 at the end of the three years and he hopes that there is some way to explain that to the taxpayers. Mr. Campana feels that the Board or the Finance Committee should explain this to the taxpayers. The tax impact reflects an appropriation of \$18,863.78 for the first year.

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Christine Hague stated that she sees the \$18,000 as a result of not doing anything over the last five years. She explained that hiring is very difficult when the town pays so much less than surrounding towns.

Mr. Kurk said that his comments were to get information out to the public, not to oppose the contract.

Chairman Clow said that they have four truck drivers making \$13.00 per hour, this increase would bring them to \$13.52 per hour if their performance was rated high.

### ARTICLE (Accruals)

Shall the Town raise and appropriate the sum of Fifteen Thousand Dollars (\$15,000.00) to be added to the previously established Capital Reserve Fund called the Employee Retirement and Accrual Fund?

(Recommended by Board of Selectmen)

*Estimated tax impact= \$ 0.02*

The current balance in the fund is \$1,647.27.

Chairman Clow said that the purpose of the article is to have some funds in reserve for unknown retirements. This would also allow them to pay down some accruals, which is a benefit to the town, because it takes the obligation off the town books. There is a known retirement in 2012, which was included in the budget.

### ARTICLE (Employee Raises)

Shall the Town raise and appropriate the sum of Twenty Two Thousand Two Hundred Dollars (\$22,200.00) to be used for raises for non-union personnel (Town and Library)?

(Recommended by Board of Selectmen)

*Estimated tax impact= \$ 0.03*

It was discussed that this is a one time raise and there has been no wage increase in some time. This represents a 4% increase as a pool of money to be raised and pooled and used for merit increases. The distribution will be determined by merit review, not every employee will get 4% increase.

Paul Marsh, Library Trustee, said that the Library employees are not town employees; they are employees of the Board of Trustees of the Library.

Ms. Hague said that the wage line for the Library is \$111,392 and she is the only full time employee, all others are part time. The starting pay is \$8.00 an hour.

Johnna Grzywacz commented on the CIP Fire Truck. She asked if there been any grants applied for to help with this in the past year. Ms. Grzywacz asked when and for what reasons would they look to replenish this fund. Chairman Clow said that the article the year before last for EMT services changed the fund. The first \$90,000 collected each year from ambulance billing goes into the revolving fund for the EMTs and anything over \$90,000 still goes into the fund for future vehicle purchases. There is a much smaller amount going into the fund because of the EMT program. It was mentioned that the EMT services belong in the operating budget. Chairman Clow said that the \$125,000 was the average going into the fund, but only a little over \$10,000 went this year. The only reason to tap into the special revenue fund would be for fire apparatus or vehicle replacement.

Mr. Kurk commented on the employee raises and said that over the course of the year and other years there has been controversy about employee raises. He said that the Selectmen have said that some employees were shifted and responsibilities shifted and salaries increased. Mr. Kurk asked how many employees have received increases due to added responsibility. He said that a number of people have received pay increases and those employees would still be eligible for the 4% increase. Mr. Kurk would like to know who has not received an increase. Vice Chairman Butt said that by increasing an employee's responsibility he does not consider them any less eligible to get an increase over someone who has stayed in the same position. He cannot tie the potential raise with how much they are making because of a change of position. There are significant cost savings to the town due to shifting of responsibilities. Mr. Kurk requested the information.

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Ms. Hague said they can't get a maintenance employee right now, because no one will work for what they will pay. There are eleven positions at the Library and of those eleven it has been five years with no pay raise and no change of responsibilities except for one position.

Mr. Elwood asked what the town is paying for a family insurance plan. The town pays 100%, which is \$1,855.90 per month for a total of \$22,270 per year. Mr. Elwood said that he does not begrudge anyone a pay raise, but a benefit of \$22,000 over and above a salary is a lot of money. He said that in most industries employees contribute a certain percentage. He does not see anything being done to help the town with insurance costs. It was discussed that union employees also do not contribute to the insurance.

Vice Chairman Butt said that not every employee that would receive a raise is on a health insurance plan. Another option not considered yet is that the town has the right to change the percentage of employee contributions. Vice Chairman Butt said that if the raise goes through he hopes the Board would review the percentage the employee's contribute and consider reducing the 50% buyout to a lesser amount. Chairman Clow said that has been part of discussion in collective bargaining.

**ARTICLE (Library Adding Hours)**

Shall the Town raise and appropriate the sum of Four thousand Three Hundred Forty-Six Dollars (\$4,346.00) to be added to the Weare Public Library's wage line to add three (3) hours weekly to one (1) existing part-time page position and three (3) hours weekly to one (1) existing part time aide position, and two and a half (2.5) hours weekly to the existing cleaning position? If approved, this addition would become part of the annual budget. No benefits accompany these additional hours.

(Recommended by Board of Selectmen)

Chairman Clow said that this article appeared with the same wording last year.

Naomi Bolton, Town Administrator, told the Board that the legal opinion they received questioned why it was not included in the Library operating budget and not as a separate warrant article. This would be the third time this article would appear on the warrant. Ms. Hague said that the Library Board of Trustees discussed that if the proposed budget does not pass they would not have the funding and that is why it is a separate warrant article.

**ARTICLE (Cy-Pres)**

Shall the Town raise and appropriate the sum of Twenty Thousand Dollars (\$20,000.00) for cemetery improvements and fund this appropriation by authorizing the withdrawal of said sum from Cemetery Trust Funds Cy Pres Account. *Estimated tax impact = \$ 0.00*

(Recommended by Board of Selectmen)

**ARTICLE (Hazardous Waste Day)**

Shall the Town raise and appropriate the sum of Six Thousand Dollars (\$6,000.00) to cover the costs of the Town's participation in one (1) local Household Hazardous Waste Collection in 2012? This warrant article has been designated by the Board of Selectmen as a Special Warrant Article so that the funds, if approved, may not be transferred for any other purposes. *Estimated tax impact = \$ 0.01*

(Recommended by Board of Selectmen)

**ARTICLE (Fireworks)**

Shall the Town raise and appropriate the non-transferable sum of Eight Thousand Dollars (\$8,000.00) for the purpose of purchasing fireworks for 2012 Weare Patriotic Celebration? This warrant article has been designated by the Board of Selectmen as a Special Warrant Article so that the funds, if approved, may not be transferred for any other purposes. *Estimated tax impact = \$ 0.01*

(Recommended by Board of Selectmen)

Naomi Bolton, Town Administrator, told the Board that she received a request from the committee to reduce the request from \$8,000 to \$5,000.

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**ARTICLE (from Conservation Commission)**

Shall the Town raise and appropriate the sum of Ten Thousand Dollars (\$10,000.00) to allow the Conservation Commission to secure contracted services with the Town’s Licensed Forester to prepare forest management plans; secure contracted services for the Town Forest maintenance, and fund this appropriation by authorizing the withdrawal of that sum from the Town Forest Account? *Estimated tax impact = \$ 0.00*  
(Recommended by Board of Selectmen)

**ARTICLE (from Conservation Commission)**

Shall the Town designate the Wood Family Forest (an existing conservation land adjacent to Bolton Field, Tax Map 411-Lot 160.1, recorded in Hillsborough County Registry of Deeds at Book 7264, Pages 2587-2590, containing 207.9 acres) as a Town Forest under the provision of RSA 31:112, II? *Estimated tax impact = \$ 0.00*  
(Recommended by Board of Selectmen)

**ARTICLE (from Conservation Commission)**

Shall the Town designate Tobey Hill (an existing conservation land, Tax Map 407-Lot 14, recorded in Hillsborough County Registry of Deeds at Book 7076, Pages 0003-0004, containing 52.3 acres) as a Town Forest under the provision of RSA 31:110, II? *Estimated tax impact = \$ 0.00*  
(Recommended by Board of Selectmen)

**ARTICLE (Finance Committee Amendment)**

Shall the Town amend the Finance Committee Ordinance to create flexibility in the number of seats on the Committee (at least 9 but not more than 13); clarify some communication timing issues; and to allow the moderator more options in selecting members?  
(Recommended by Board of Selectmen)

Naomi Bolton, Town Administrator, told the Board that there is also a petition article that was submitted, with the required number of signatures, regarding volunteers being on no more than three committees or commissions at one time.

**Chairman Clow closed the public hearing at 9:22 p.m.**

**MANIFESTS**

**Chairman Clow moved, Selectman Marcroft seconded, to authorize the Board of Selectmen to sign Manifest and order the Treasurer to sign checks dated January 19, 2012. Passed 3-1-0; Selectman Lacasse was opposed.**

**Accounts payable**

<b>Gross Payrolls</b>	<b><u>\$42,900.17</u></b>	(includes taxes, credit union, police detail)
<b>Total</b>	<b><u>\$42,900.17</u></b>	

**ADMINISTRATIVE REPORT** – Naomi Bolton, Town Administrator, told the Board that next week they need to discuss who will speak to which articles and they also need to discuss what will be posted by January 30<sup>th</sup> at the school.

Vice Chairman Butt asked about the request from Mr. Kurk regarding a list of employees with no increase. Naomi Bolton, Town Administrator, will speak with the Finance Administrator. Vice Chairman Butt requested that information on the savings to the town by shifting responsibilities be provided as well.

Vice Chairman Butt would like to move the employee raise article directly after the operating budget reflecting its priority.

**Chairman Clow moved, Selectman Lacasse 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 Marcroft – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 4-0-0**

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**Chairman Clow moved, Selectman Lacasse seconded to come out of non public session @ 9:59 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Marcroft – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 4-0-0**

**Chairman Clow moved, Selectman Lacasse seconded to seal and restrict the minutes of the non public. Passed 4-0-0**

Selectman Lacasse moved, Selectman Marcroft seconded to adjourn at 10:00 p.m. Passed 4-0-0

**ADJOURNMENT**

A True Record.

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Cherry Palmisano, Recording Secretary