

FINAL



WEARE BOARD OF SELECTMEN
MEETING MINUTES
December 19, 2011

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

RECORDING SECRETARY: Cherry Palmisano

GUESTS: Tim Redmond, Bob Vezina, Frank Campana, Ike Shepard, Don Gage, Tina Connor, Jan Snyder, Bob Chandonnet

Chairman Clow moved, Selectman Lacasse seconded to enter into non public session @ 6:53 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

The Board discussed the promotion of an employee.

Chairman Clow moved, Selectman Lacasse seconded to come out of non public session @ 7:03 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

7:05 p.m. Chairman Clow called the meeting to order.

PUBLIC COMMENT – Mr. Frank Campana commented on the default budget. He referenced the savings in the Fire Department derived from the per diem EMTs and questioned if the default wage line will reflect the savings. Mr. Campana said that this year there was a savings in the finance line with a dollar amount derived from the Finance Administrator doing some extra work that the auditors did not have to do and he is not sure if the default line was reduced by that amount. He also referenced the Police Department and a dollar amount that was moved into the overtime line. He is concerned with it artificially being in the overtime line and not the part-time line. Mr. Campana said that the Selectmen have taken money out of some lines and moved it to other lines. He encourages the Board to keep track of what should or should not be in the default. Chairman Clow said that when something is spent in the budget it is reported in the line where it was appropriated and they see it in the financial reports that the Board receives. The Board does ask department heads to tell them where they over expend and where the money came from in their budget. Chairman Clow said that they have the first draft of the default budget to review tonight. If the Board does move things to different lines in the budget their intent is to move the expenditure to the line where it was actually spent.

DEPARTMENT HEAD AND COMMITTEE ITEMS

Appointment to Cable Committee as a full member – Mr. Bob Chandonnet said that he has seen the bulletin board on Channel 6 and thought he could be an asset to the Cable Committee. He has worked with computers for many years. Mr. Chandonnet is looking forward to making the channel more useful then it is now.

Vice Chairman Butt moved, Selectman Lacasse seconded to appoint Bob Chandonnet as a full time member to the Cable Committee. Passed 4-0-0

Stonewall removal for driveway approval, General Knox Road – Mr. Don Gage is asking for approval to put up a bar way to access his property. Mr. Tim Redmond said that the site way is 200 ft from the proposed bar

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way and has plenty of site. The bar way would be at the edge of the right a way and a driveway permit would need to be done. It is up to the Board to approve the removal of the stone wall.

Selectman Lacasse moved, Selectman Marcroft seconded to permit a bar way to be installed on Tax Map 411, Lot 163 on General Knox Road with the removal of 15 ft of stonewall. Passed 4-0-0

Update on Public Works – Mr. Tim Redmond told the Board that at their request he has completed a five year road reconstruction program. He provided the following list of the roads in town where he feels need the most work:

2012

Reclaim, reconstruct, and base pavement on Old Francestown Road from Rte 149 to the point where the gravel road begins; approx 6,600 LF

Top coats on Sugar Hill Road; approx 3,400 LF, Beech Hill Road; approx 700 LF, and Sheerwood Forest Road; approx 575 LF

2013

Reclaim, reconstruct, and base pavement on Flanders Memorial Road from Holly Hill Farm to Clinton Grove Triangle; approximately 4,200 LF

Top coat on Old Francestown Road; approx 6,600 LF

2014

Reclaim, reconstruct, and base pavement on East Road from Rte 114 to Peaslee Hill Road; approx 5,300 LF

Top coat on Flanders Memorial Road; approx 4,200 LF

2015

Reclaim, reconstruct, and base pavement on Mt. Dearborn Road from Rte 149 to Sawmill Road; approx 6,500 LF

Top coat on East Road; approx 5,300 LF

Mr. Redmond said that he would like to shim and overlay projects as funding availability is calculated. These are the roads that he feels need to be worked on first. It was mentioned that the SNHPC will do traffic counts at no charge in the spring. Mr. Redmond told the Board that once the winter is over and he sees how the frost affected the roads in town he may come back before the Board to adjust his plan.

Highway Block Grant – In 2011 the town received \$292,011.55 from the NHDOT Highway Block Grant and \$107,988.45 was raised by taxation. Mr. Redmond recently received an estimated State Highway Block Grant for 2012. The grant for 2012 will be \$43,597.61 less then this year's award for a total of \$248,413.94. Mr. Redmond said that if the town was to keep the Road Reconstruction Article at \$400,000 than \$151,586.06 would need to be raised by taxation. If the town increased the Road Reconstruction Article to \$450,000 than \$201,586.06 would need to be raised by taxation. Mr. Redmond is confident he can get what needs to be done accomplished with the \$400,000.

Advanced Paving and Excavating is offering to extend their bid from this year for another year at the same price if the town wishes to do so. The pricing in place is based on current NHDOT posting for liquid asphalt. Mr. Redmond said that they met the requirements of the town and completed all paving while school was not in session as planned. Mr. Redmond feels this is a good deal for the town and feels this proposal should be considered. Chairman Clow commented that he was amazed at the amount of work Mr. Redmond accomplished this year with the funds that were available.

Mr. Redmond said that the original CIP Road Reconstruction Fund was \$500,000, but it was reduced.

Chairman Clow said that the Board discussed a promotion in the Highway Department while in non public. Mr. Redmond said that he requested that the Selectmen allow him to restructure some employees. He posted a job

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in-house for an operator promotion and recommended an employee to the Board for the position. This is not a new position, but a promotion and no salary lines will be exceeded.

Selectman Lacasse moved, Selectman Marcroft seconded that Matt McClain be promoted to the position of equipment operator at a rate of pay of \$14.00 per hour. Passed 4-0-0

FINALIZE 2012 PROPOSED AND DISCUSS 2012 DEFAULT BUDGET – There is \$62,129 remaining in the 2011 budget. Chairman Clow said they will come back to this discussion later in the meeting because they had previously discussed that there were expenditures that needed to be made, but had to wait until they knew what was remaining in the budget. The Board compared the 2012 Proposed Budget and the 2012 Default Budget of each department.

Department	Proposed	Default	Comment/Change
Town Officers Salaries	\$21,533.00	\$21,533.00	
Town Officers	\$20,158.00	\$19,558.00	<i>IT default changed to \$1,000 not \$3,470</i>
Elections	\$19,100.00	\$19,100.00	
Tax Collector	\$52,533.00	\$52,533.00	
Assessing	\$56,580.00	\$56,270.00	<i>changed recording fees default to \$160.00</i>
Legal Expenses	\$61,900.00	\$61,900.00	<i>default changed to \$54,000 not \$61,900</i>
Finance Administrator	\$96,687.00	\$96,687.00	<i>software upgrade should be \$0 not \$2,650</i>
Town Clerk	\$122,159.00	\$121,959.00	<i>postage default should be \$3,500 not \$4,000</i>
Selectmen's Office	\$143,780.00	\$143,780.00	<i>reduction in the Auditor's Expense because \$5,200 was shifted to the Finance Administrator</i>
Cable Committee	\$1,640.00	\$1,640.00	
Land Use	\$25,381.00	\$25,381.00	<i>default for meetings/ seminars should be \$200 not \$400</i>
Government Buildings	\$55,472.00	\$55,522.00	<i>postage default should be \$572 not \$800</i>
Cemeteries	\$33,800.00	\$33,800.00	<i>building maint default should be \$3,850 not \$4,000</i>
Insurances	\$176,316.00	\$176,316.00	
Advertising and Regional	\$7,142.00	\$7,142.00	
Police Department	\$1,442,961.00	\$1,388,451.00	<i>legal prosecution default should be \$6,000 not \$8,000</i> <i>supplies default line should be \$2,000 not \$3,000</i> <i>uniform maint/dryclean default \$3,500 not \$4,600</i> <i>Prosecutor \$40,000 for the proposed and default</i>
Emergency Management	\$4,150.00	\$4,150.00	
Fire Department	\$290,519.00	\$286,542.00	<i>telephone default \$3,214 not \$5,000</i>

Vice Chairman Butt said that at one time there was a proposal from the Fire Chief to increase the fire prevention wages to \$5,000 and then move the line into the Fire Chief Salary line, but there is only \$1,450 in the 2011 budget for that line. Bob Vezina, Fire Chief, told the Board that the request for additional funds is to provide services that should be done in fire prevention that were not being done. The \$1,450 covers time that is committed to conduct mechanical permits, which provides revenue. Chief Vezina said that he is trying to now expense it out of the correct line, which is fire prevention wages. Selectman Lacasse proposed to reduce the wages/firemen line by \$3,750. The stipend for on-call personnel for the weekends was not included in the budget. Chief Vezina said he was looking at \$20,000 for incentives. Chairman Clow suggests putting firemen's wages at \$52,350 to balance and then come back to it. Chief Vezina commented on the hose testing being done in-house with a substantial financial savings to their operating budget. The thought behind them doing the hose testing in-house was that the savings would provide them with the ability to do things that are not in their budget.

Code Enforcement	\$90,104.00	\$89,996.00	<i>questioned \$500 for fill in inspector</i>
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Forest Fires	\$3,660.00	\$3,660.00	
Highway Department	\$1,169,469.00	\$1,159,519.00	
Street Lighting	\$4,700.00	\$4,700.00	
Transfer Station	\$351,464.00	\$349,764.00	<i>recycling ctr hail/newspr default \$1,818 not \$3,50</i>
Water Dist & Treatment	\$2,850.00	\$2,850.00	
Animal Control	\$15,056.00	\$15,606.00	<i>shelter needs default should be \$200 not \$500 supplies \$100 not \$200, vehicle maint \$50 not \$200</i>
Health	\$4,676.00	\$4,676.00	
Welfare	\$28,807.00	\$28,807.00	
Parks and Recreation	\$42,258.00	\$39,488.00	
Library	\$186,918.00	\$182,212.00	
Patriotic Purposes	\$500.00	\$500.00	
Conservation	\$905.00	\$940.00	<i>default office supplies \$25 not \$60</i>
Economic Development	\$1,500.00	\$1,500.00	
Debt Service	\$209,860.00	\$209,860.00	
Total Operating Budget \$4,744,533.00 \$4,666,857.00			

The postage lines have been over spent by \$500-\$900 in the Town Offices. The Board decided to keep the default postage lines throughout the budget the same as the proposed budgets.

Chairman Clow said that he spoke with Jerry Little and proposed a few changes in the Finance Committee warrant article; he reviewed those changes with Ike Shepard, Finance Committee member.

The Board agreed to leave the legal budget at \$54,000, which is a three year average.

The Board needs a commitment regarding what the Police Prosecutor will charge for 2012. The salary is in the budget at the current rate and Chief Begin will be contacted to confirm.

The Board decided that the Code Enforcement fill-in inspector will be \$500 in the proposed, but \$0 in the default.

Tina Connor will update the budget and distribute it to all the departments that are effected by any change.

Naomi Bolton, Town Administrator, mentioned the \$2,650 software module needed by the Finance Administrator. Mrs. Tina Connor told the Board that the sequel server will not be supported shortly. It was discussed that the purchase of the software module could come out of the Finance Administrator's remaining operating budget for 2011. The Board agreed to expend \$2,650 from the remaining operating budget to purchase the software module.

Chairman Clow mentioned fuel costs and said that if there are remaining funds they should top off the diesel and gasoline tanks at the current prices.

The Fire Department is waiting for approval for the Narc locker for \$2,250.

Chairman Clow mentioned the possibility of purchasing salt before the cost increases in 2012.

CONTINUE DISCUSSION OF 2012 WARRANT ARTICLES – Naomi Bolton, Town Administrator, explained to the Board that the list of warrant articles is in draft form and not in any specific order.

The Board discussed the paying out of accruals. Chairman Clow mentioned that last October they asked employees if they were planning on retiring and to notify the Board; the question was not asked this year. Chairman Clow feels they should request that \$15,000 be added to the Employee Retirement and Accrual Fund; the Board agreed.

The Board discussed not including an article for the Government Building Capital Reserve Fund.

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The proposed budget includes managed IT care. The Board decided not to include a warrant article for an IT person.

The Board discussed if there should be a warrant article in regards to the elected position of Police Chief being discontinued and the position being an appointed position. The Board decided not to put this article on the warrant.

The Weare Patriotic Celebration Committee will be asked if they want to include an article for fireworks.

Chairman Clow commented on going to a final Finance Committee meeting and there being members of the Finance Committee that were angry that he was present. The Board discussed there being a warrant article stating that the Finance Committee shall meet with the Board of Selectmen to discuss their proposals after the Deliberative Session, but prior to making their final recommendations for the town mailer. It was discussed that the Board should just ask the Finance Committee to meet, but not make it a requirement in a warrant article. Chairman Clow commented that not making it a requirement will not help with communication in future years. Selectman Marcroft told the Board that at the last meeting of the Finance Committee they voted in support of the proposed operating budget as presented. Chairman Clow feels that the ordinance shall state that the Finance Committee shall meet with the Board of Selectmen prior to making their final recommendations. The Board decided not to include this as part of the ordinance.

MANIFESTS

Chairman Clow moved, Selectman Marcroft seconded to authorize the Board of Selectmen to sign Manifest and order the Treasurer to sign checks dated December 22, 2011. Passed 3-1-0; Selectman Lacasse was opposed.

Accounts payable	\$639,633.06	(John Stark \$250,000 and Weare School District \$350,000)
Gross Payrolls	<u>\$46,603.58</u>	(Includes taxes, credit union, police detail)
Total	\$686,236.64	

MEETING MINUTES

Chairman Clow moved, Selectman Marcroft seconded to approve the minutes of December 5, 2011 as amended. Passed 3-0-1; Selectman Lacasse abstained.

Chairman Clow moved, Selectman Lacasse seconded to approve the minutes of December 12, 2011 as printed. Passed 4-0-0

ADMINISTRATIVE REPORT – Naomi Bolton, Town Administrator, presented the Board with the Avitar contract.

Vice Chairman Butt moved, Selectman Marcroft seconded to sign the contract with Avitar Associates for \$26,250 for one year of assessing services. Passed 4-0-0

Naomi Bolton, Town Administrator, informed the Board that an invoice for the ice skating rink has been submitted. The invoice is for \$1,260 for sand and PARC would like to take it from the Capital Reserve instead of the operating budget. There is currently \$3,942 in the Recreational and Developmental Reserve Fund. Gene Propper had previously discussed taking the \$500-\$600 out of their operating budget. There is \$1,684 remaining in the PARC budget with \$500 expended for sand already. The Board decided to take the cost of the sand out of the PARC 2011 operating budget.

Naomi Bolton, Town Administrator, distributed a monthly report from the Tax Collector to the Board.

The Selectmen will hold regular meetings on January 9th and 16th.

The Board discussed salary increases across the board for all non-union employees and requested a draft reflecting a 4% increase.

The Deliberative Session is February 4th.

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The Selectmen will meet Wednesday, January 4th at 7:00 p.m.

The budget must be posted by January 10th and a public hearing held on January 16th, including spending articles.

The Board discussed the possibility of inviting the Finance Committee to the Selectmen's meeting on January 9th.

Vice Chairman Butt distributed comparisons regarding insurance buyouts and premiums from other towns, which were calculated from LGC, for the Board to review.

Chairman Clow moved, Selectman Lacasse seconded to adjourn at 11:20 p.m. Passed 4-0-0

ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary