



FINAL

**WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
December 12, 2011**

**PRESENT:** Thomas Clow, Chairman; Richard Butt, Vice-Chairman; Keith Lacasse, Selectman; Lee Marcroft, Selectman.

**RECORDING SECRETARY:** Naomi Bolton, Town Administrator

**GUESTS:** Jerry Little; Greg Elwood; John Rauscher; Jan Snyder; Jill Dagenais; Tina Connor; Carl Dugay; Ike Shepard.

**I. CALL TO ORDER:**

The meeting was called to order by Chairman Clow at 7:00 PM.

**II. OTHER BUSINESS:**

*Proposed Warrant Article – Finance Committee:* Jerry Little, Moderator was present with a possible warrant article for the upcoming warrant. The purpose of the Article is to correct some possible issues with the Finance Committee Ordinance. He is basically here to introduce it to the Board and see if this is an Article the Board would support and put on as a regular Article. If the Board does not want to put it on he still would have the opportunity to put it on as a Petition Article as the deadline for Petitions is January 10, 2012. The Board stated that they would review it and let Mr. Little know by the end of the December 19<sup>th</sup> meeting.

**III. DISCUSS LAWN CARE CONTRACTS:**

There were three companies that bid on the lawn care contracts for the Town of Weare.

JJ's Miscellaneous Home Service:

|                          |             |
|--------------------------|-------------|
| 2012 Fire Contract       | \$ 6,000.00 |
| 2013 Fire Contract       | \$ 6,500.00 |
| 2012 Cemeteries Contract | \$28,500.00 |
| 2013 Cemeteries Contract | \$30,000.00 |

CHW Landscape:

|                         |             |
|-------------------------|-------------|
| 2012 Municipal Contract | \$57,900.00 |
| 2013 Municipal Contract | \$60,795.00 |

|   |             |
|---|-------------|
| Bigg Dawg Landscaping & Services, Inc.: |             |
| 2012 Fire Contract                      | \$ 7,440.00 |
| 2013 Fire Contract                      | \$ 7,812.00 |
| 2012 Municipal Contract                 | \$19,603.20 |
| 2013 Municipal Contract                 | \$20,583.26 |
| 2012 Cemeteries Contract                | \$31,089.60 |
| 2013 Cemeteries Contract                | \$32,644.08 |

Vice Chairman Butt stated that he has to recues himself from this discussion as he knows the gentleman that owns Bigg Dawg Landscaping. There was quite a difference in numbers for CHW Landscape and the Board wanted to make sure that the number bid was only for the Municipal and not for all three contracts. The bid was looked at and it was for only the Municipal contract.

The Board discussed the bids and felt they should be awarded individually. Chairman Clow moved to award the municipal lawn care contract to Bigg Dawg Landscaping for a bid of \$19,603.20 for the 2012 year and \$20,583.26 for the 2013 year; Selectman Lacasse seconded the motion. Vote: 3 in favor

Selectman Lacasse moved to award the Fire lawn care contract to JJ's Miscellaneous Home Service for a bid of \$6,000.00 for the 2012 year and \$6,500.00 for the 2013 year; Selectman Marcroft seconded the motion. Vote: 3 in favor.

Selectman Lacasse moved to award the Cemeteries lawn care contract to JJ's Miscellaneous Home Service for a bid of \$28,500.00 for the 2012 year and \$30,000.00 for the 2013 year; Selectman Marcroft seconded the motion. Chairman Clow stated that he is not comfortable with that because the amount of work that is needed to be done and that the JJ's Miscellaneous Home Service has not done any large commercial contracts for lawn care. Vote: 2 in favor and 1 opposed.

#### **IV. FINALIZE 2012 PROPOSED BUDGET:**

Town Administrator Naomi Bolton went down through a list of outstanding items that she had that needed action to be taken.

*TOE – Employee Education (#01-413110-530):* This item was first discussed in length and was first proposed at \$500.00. After doing a survey of the current employees and looking at their requests the total came to \$1,340.00, so the request would leave the proposal at \$1,400.00 as last year. The Board discussed this and felt that the proposed budget should be \$1,200.00.

*TOE – Computer Upgrades (new line item):* The Board asked about getting a price to upgrade the Microsoft Office package from 2003 to 2010. A price was obtained for 25 licenses through GovConnection and the quote is for \$6,858.67. The Board felt this should really be packaged with the Police requests and put in the CIP Computer System Fund.

*TOE-Mailer/Town Meeting (#01-413110-551):* This item was put out to bid and last week the bid results were handed around. The Board will need to award the bid just as we did in lawn care so that we can put this number in. Selectman Lacasse moved to award the Mailer bid to Craftsmen Press for a bid of \$1,355.00 and award the Town Report bid to Select Print Solutions for a bid of \$1,708.00; Vice Chairman Butt seconded the motion, all in favor.

*TOE-Town Report (#01-41310-555):* This was awarded as above so for 2012 the proposed number will be \$1,708.00.

*TOE-Professional IT Service (#01-413110-622):* This item at this time is being looked at again. Town Administrator Naomi Bolton has two other companies that are going to be looking at our systems and getting prices. The Board discussed this and felt that this is vital and at least should be set at a more realistic price. The price given by the current IT person is \$3,470.00 which would put all of the workstations in this Town office on a managed care system, so that we wouldn't have to pay an \$80 service call each time we call with an issue.

*Tax Collector-Title Deed Search (#01-415010-320):* The Board had a concern that the 2012 proposed budget number of \$3,500.00 would be sufficient. Sharon DeStefano, Tax Collector received in writing from Jane Sanders Searches verification that the \$3,500 would be sufficient.

*Assessing-Avitar Contract (#01-415210-590):* Town Administrator Naomi Bolton indicated that the current contract with Avitar to do the Assessing expires in December of 2011. It should go out to bid per the Purchasing Policy, but locating the RFP that was originally put out 4 years ago is not to be found. Avitar sent a new agreement for a 5 year contract. The first year would be \$26,250.00 and then the next 4 increased from there and the 5<sup>th</sup> year was a large increase to account for the revaluation. The Board felt that it really should go out to bid. They asked Town Administrator Bolton to contact Avitar to see if they would hold the price of \$26,250 for next year and then put it out to bid in 2012.

*THOB-Lawn Care/Mowing (#01-419410-590):* This number for 2012 will be \$19,603 per the bid that was awarded earlier in the evening.

*Cemeteries-Contracted Services (#01-419510-590):* This number for 2012 will be \$28,500 per the bid that was awarded earlier in the evening.

*Dues-NH Municipal Assoc (#01-419710-560):* An invoice was received for this membership and the 2012 number should be \$6,142.00. Selectman Lacasse would like for Town Administrator Naomi Bolton to find out what the Town of Weare would be losing if we decided not to become a member.

*Fire-Lawn Care (#01-42210-590):* This number for 2012 will be \$6,000 per the bid that was awarded earlier in the evening.

*Hwy-Vehicle Fuel (#01-431210-635):* The fuel numbers were changed in the Police, Fire and Building Department but these numbers weren't available until this afternoon. The fuel number for 2012 will be \$108,595 which is based on 27,175 gallons of diesel @ \$3.75/gallon and 2,058 gallons of gasoline @ \$3.25/gallon.

*Transfer Station-Fuel/Vehicle (#01-432410-635):* The fuel number for 2012 will be \$1,400 which is based on 373.3 gallons of diesel fuel @ \$3.75/gallon.

*Parks & Rec-Printing (#01-452010-550):* Town Administrator Naomi Bolton spoke to Parks and Rec director Mike Housman and Chairman Gene Propper regarding this line and this is the line that is used to print the staff t-shirts. The 2012 budget will be \$200.00.

*Parks & Rec-Outside Services (#01-452010-590):* This line item covers porta potty rentals; the music license and water testing for Chase Park. The 2012 budget will be \$4,000.00.

*Conservation Commission-Telephone:* Town Administrator Naomi Bolton asked Chairman Andy Fulton for clarification on some line items. This line is to have the ability to purchase a long distance calling card so that when he has to call people back it is covered. The 2012 proposal for the telephone line will be \$10.00 as requested.

*Conservation Commission-Website (#01-461110-550):* This line for 2012 will be \$500 and it will be renamed as Technology versus Website.

*Conservation Commission-Misc (#01-461110-590):* This line for 2012 will be \$0.

*Conservation Commission-Office Supply (#01-461110-620):* This line for 2012 will be \$25.00.

*Agricultural Commission-Books/Updates (#01-461210-670):* Per an email received from Wendy Stevens, Chairman of the Agricultural Commission the request for 2012 will be \$0.

*Sewer-Commission Salary (#03-432610-110):* This item for 2012 will be set the same as the previous commissioner's salary was set. Tim Redmond has received one of the certifications and he has taken the test for the second certification, which he expects to have the grades shortly. This would allow Mr. Redmond to be the certified operator for the Town of Weare. The salary for 2012 will be \$4,716.00 and the associated payroll expenses will have to be added.

*Sewer-Professional Services (#03-432610-597):* This line item will be \$0 for 2012 as Mr. Redmond will be taking over.

*Sewer-Contracted Service (#03-432620-590):* This line item will have the word Alarm added so that we know it is the line item that covers the cost of the annual monitoring of the alarm with Honeywell.

*FD-Vehicle Replace-Amb Billing Service Fees (#09-422010-592):* This line item is going to be set for 2012 at \$9,000.00.

This completes the 2012 outstanding items that the Town Administrator had.

**V. DISCUSS CIP, EMPLOYEE RAISES AND OTHER WARRANT ARTICLES:**

The Board went through the CIP request to see how we should structure the Articles for the upcoming Warrant.

The fire truck will be a stand alone Article.

The defibrillator will be a stand alone Article.

The highway pickup and backhoe will be bundled for another Article.

The transfer station trailer and baler will be bundled for another Article.

The police server/computer needs will be added with the Town Office needs and bundled into one Article.

The police radio upgrade will be a stand alone Article.

The police cruisers Article was discussed. It appears that there was some misunderstanding in this Article. The CIP subcommittee is recommending one cruiser with the money to be taken from the special detail revolving fund and the balance through taxation. The Chief explained that he is already down one car and the one still being used has approximately \$100K, so he is looking to purchase two cars this year. The Board is going to put two cruisers on the Article with the funds available in the detail revolving fund as an offset and the balance to be raised by taxation.

Retirement Accruals: Tina Connor, Finance Administrator is going to run an updated accrual list to see where we are. The Board would like to put some money in as the fund is completely depleted at this point.

Government Building Fund: Tina Connor, Finance Administrator will get the Board an updated figure to see exactly where we are so the Board can discuss this as well.

IT Person: Vice Chairman Butt mentioned this a week or two ago. He would like to see if the Board would like him to move forward and put together a Warrant Article to divert some of the Cable Franchise money to allow the Town to hire a part time person to do IT work as well as be able to assist the Cable Committee with technical needs. The Board was in favor of Vice Chairman Butt moving forward with this.

Employee Raises: The Board wanted to put this Article on hold for another week.

**VI. MANIFESTS:**

Chairman Clow moved to authorize the Board of Selectmen to sign manifests and order the Treasurer to sign checks dated December 15, 2011, in the following amounts:

|                  |   |
|------------------|---|
| Accounts Payable | \$1,135,836.44 (John Stark \$250,000 & County Tax<br>\$877,737)   |
| Gross Payroll    | \$ <u>40,503.92</u> (Includes Taxes, Credit Union, Police Detail) |
| <b>TOTAL</b>     | <b>\$1,176,340.36</b>   |

Vice Chairman Butt seconded the motion. Vote 3-1.

**VII. NON-PUBLIC SESSION:**

Chairman Clow moved to go into non-public session under RSA 91-A: 3 II (a & c) at 10:57 PM; Vice Chairman Butt seconded the motion. A roll call vote was taken: Selectman Marcroft – yes; Vice Chairman Butt - yes; Chairman Clow – yes; Selectman Lacasse – yes.

Chairman Clow moved to come out of non-public session at 11:25 PM. Selectman Lacasse seconded the motion. A roll call vote was taken: Selectman Marcroft – yes; Vice Chairman Butt – yes; Chairman Clow – yes; Selectman Lacasse – yes.

Chairman Clow moved to seal and restrict the minutes of the non-public session pursuant to the authority granted in RSA 91-A:3 II; Selectman Lacasse seconded the motion. Motion passed 4-0

**VIII. ADJOURNMENT:**

As there was no further business to come before the board the board, Chairman Clow moved to adjourn at 11:26 PM; Selectman Lacasse seconded the motion, all in favor.

Respectfully submitted,

Naomi L. Bolton  
Town Administrator