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**WEARE BOARD OF SELECTMEN
MEETING MINUTES
December 5, 2011**

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

RECORDING SECRETARY: Cherry Palmisano

GUESTS: Tina Connor, Tim Redmond, Jan Snyder, Heleen Kurk, Ike Shepard, Bob Vezina, Carl Duguay

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

DEPARTMENT HEAD AND COMMITTEE ITEMS

250th Anniversary Committee Update – Mrs. Heleen Kurk told the Board that the Weare 250th Anniversary Committee entered a float in the Weare Patriotic Celebration Parade and won first prize. They participated and gained exposure at Old Home Day with ornaments and shirts. During Old Home Day a softball tournament was held, which was very successful. An antique car show was also held, which they hope will be more successful in the future. There is a lighted Christmas tree by the Stone Memorial Building. As part of the beautification project the committee planted bulbs with students and teachers at CWES and received help from members of the community as well. They also planted bulbs at the Transfer Station. Mrs. Kurk told the Board that the 250th Anniversary Committee met with several organizations and has gathered support. They will have a table at the basketball tournaments at CWES and WMS on January 8th. The committee is planning a penguin dip in February or March, a little girl's tea party at the Town Hall, and a duck race. A member of the committee is trying to get together a town band and another member is working on a newsheet. Mrs. Kurk said that the committee will meet with the Goffstown Anniversary Committee to gather ideas. The 250th Anniversary Committee meets the second Thursday of the month in the Conservation Room at the Town Office Building and all are welcome to attend.

DISCUSSION 2011 and 2013 BUDGETS

Department of Public Works; Tim Redmond, DPW Director – Chairman Clow said that there is approximately a \$12,000 increase over last year's requested amount. There was a motion made at the last meeting to use \$3.55 per gallon for diesel and \$2.80 per gallon for gasoline and to discuss tonight. This week's gasoline price was \$2.89 and diesel was \$3.59. Chairman Clow thinks that the dollar value should be increased to reflect the price. Mr. Redmond told the Board that there was a malfunction on the computer at the gas pumps that started when the computer changed from 2010 to 2011 and something in the software did not continue to record the fuel after the first of the year. Naomi Bolton, Town Administrator, said that all other departments were charged appropriately on usage and the Highway Department picked up the rest without a number of gallons attached to it. It was discussed that they have accurate usage numbers from 2010. Chairman Clow said that Mr. Redmond, Naomi Bolton, and Tina Connor will have to determine the gallon usage for the department to determine a per gallon price. Mr. Redmond thinks that using anything less than \$3.50 per gallon will short change the department. Vice Chairman Butt is concerned with collecting the data. Mr. Redmond told the Board that the pickup truck he drives and the Ford chipper truck are the only two gasoline vehicles in his department and they use 1,700 gallons per year.

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There is \$500 in the budget for the highway inspection machine equipment and \$1,134 has been expended in 2011. The fee to rent the machine is \$600 per year and there is an internet connection to transmit reports online to the Department of Safety. Mr. Redmond is proposing \$1,450 for 2012. All town vehicles 26,000 lbs or heavier must be inspected twice a year. Mr. Redmond thinks the inspection machine is a cost savings to the town. Vice Chairman Butt would like a breakdown on all vehicles.

The towing services line was zeroed out. Chairman Clow commented on cutting blades. Mr. Redmond told the Board that it costs \$20,500 to purchase two sets of blades for each truck. Vice Chairman Butt commented on Highway tires and chains and \$13,000 being expended through the end of November. Mr. Redmond said that he did not expend the entire \$20,000 because he knew he had to save money to make up for overages, even though there are no new tires in the shed. He asked the Board not to cut from the line because he feels there should be more tires available in the shed for when they are needed.

Mr. Redmond told the Board that he ordered signs out of road reconstruction fund; there is \$700 remaining in that account. They received a grant to replace all the signs around town this year and he ordered \$1,200 worth of new signs today. Mr. Redmond thinks they are seriously behind on the signs in town. Vice Chairman Butt is concerned with using the operating budget and not using the Government Building and Maintenance Fund for building maintenance. They are \$564 in the red for building maintenance as of November 29th and Mr. Redmond does not think that \$2,000 is enough. Chairman Clow said that the budget will change as discussed and there will be no other changes other than fuel usage and electricity adjustments.

The line for monitoring wells at the Transfer Station was zeroed out and should not have been. Mr. Redmond told the Board he contacted a vendor to clean the sewer tank, which has not been pumped since 2005. It is a 14,000 gallon tank and cost \$2,600 to have the tank pumped. The system is from the 1980s and they will need to discuss funding for that system in the future. The system is a shared expense with the school. There is an annual cost of \$3,600 for professional water testing services. It costs \$1,100 to maintain the water filtration system in the Town Office Building basement and have the water tested. Chairman Clow mentioned that there will be a shifting of responsibilities since Mr. Redmond is certified and will be the overseer of water and sewer testing.

Vice Chairman Butt said that they have been looking at the cost of lawn care services and whether there is justification in doing it in-house. The Board had asked Mr. Redmond to put together a cost to provide that service in-house and the cost for equipment is \$30,000 and there would be an additional request for a one ton dump truck for \$40,000. The bid for the lawn care contract is \$60,000. It would cost \$70,000 to purchase the equipment and there will be associated expenses and recurring costs for replacement and maintenance. Vice Chairman Butt said that there is justification for pursuing in-house lawn care services and it should be considered in the future. Mr. Redmond said that there would need to be at least two full-time employees for the lawn care. Chairman Clow said that the present contractor has a crew to conduct cleanups. The bids that were put out were for 2012 and 2013.

Fire Department; Bob Vezina, Fire Chief – Chief Vezina told the Board that the dispatch contract will remain unchanged. The Fire Commissioner salary line actually pays for the Assistant Fire Chief, who is Bob Richards. Chief Vezina will be assuming more responsibility and additional wages coming from the fire prevention wage line and feels it will be easier in the future to understand the workload for that position if the wages are kept in that line. Ray Eaton gets paid for mechanical inspections from that line. Chief Vezina told the Board that they are not doing any life safety code inspections, which are typically done in apartment houses. There are statutory inspections that are required to be done that are not currently being done. They do not charge for life safety code inspections. Vice Chairman Butt prefers combining the two wages into one salary and tracking the time spent on life safety code inspections. Chairman Clow mentioned that last year they moved things around in the budget to create a half year's salary for the chief and he is concerned with creating this year's default budget. Vice Chairman Butt said that when the Finance Administrator puts the default budget together it will include \$26,000 from the Fire Chief salary line and \$5,200 for the fire prevention wage salary. Chairman Clow said that

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there were several areas of the budget where the default budget was lowered. Vice Chairman Butt said that if they want to lessen the impact on the default budget for 2012 they will need to find \$4,000 in the budget.

Chief Vezina is confident with having people qualified to do the hose testing in-house. When the hose testing was done this year he thought that doing it in-house was an opportunity to save money and use that money for other expenditures that were not budgeted for. They borrowed a hose tester to conduct the testing. Chief Vezina told the Board that his anticipation was to purchase some of those things and he would like to put some of that into the budget. He is asking for \$2,550 for the telephone system to be included into line 341, which will total \$3,214. Chief Vezina said that the telephone system is a one time cost and currently do not have the best control over who enters the fire station. He would like to purchase a system that will allow each person to have their own code to enter and they will know who and when someone enters the narcotic safe at the fire station. Vice Chairman Butt thinks it is a possibility to spend the \$2,250 on the system from the 2011 budget. Vice Chairman Butt said that they might want to consider putting a warrant article on the budget to place \$20,000 in the equipment fund.

The Fire Department would like to have a light installed on the flag pole at a cost of \$750.

The Fire Department desperately needs an upgrade in their computer system. Vice Chairman Butt commented on Capital Reserve Fund for computers. Chief Vezina said that the software they use only works if it can be shared over their network. \$1,256 represents a maintenance plan on what they have. The new proposal would allow them to go onto the server and then stay in-house. Vice Chairman Butt mentioned that there is a need for an IT person.

Chief Vezina said that intercepts are high and they will be roughly \$4,000 in the negative at the end of the year. When Chief Vezina first looked at the lawn care contract for the Fire Department he asked if it may be beneficial for the Fire Department to cut their grass and cisterns. He said that he could look in-house to see who would be interested in cutting the grass. Vice Chairman Butt thinks that assigning hose testing in-house is beneficial, but he is not sure if cutting the grass is beneficial.

The day time program works extremely well, but only handles 40% of the town's calls. The other 60% of the calls are handled by the paid on-call personnel who are paid hourly. In an effort to address the 10-12% of the time when there is only one person signed up, Chief Vezina is looking to establish a monetary incentive for individuals to be willing to be on-call regardless if a call comes in or not. If a call does come in the individual would need to respond to collect the incentive. There is not such a large problem with getting individuals to respond to a fire call. Chief Vezina thinks that the wage scale is unfair to the on-call personnel and hurts morale. He would really like to make a case to make the scale more equitable. Vice Chairman Butt said that this request would need to be a separate cost on the warrant. Chairman Clow said that this would need to be communicated and approved by the Finance Committee and approved by the voters.

Vice Chairman Butt said that the cost for the per diem should be in the operating budget and commented that prior to the per diem employees the ambulance revenue was for equipment purchases. He said that they have a problem with the revenue stream going towards paying for the per diem and not being paid out from the operating budget. Vice Chairman Butt said that the Finance Committee has refused to support a fire engine for years, even though the money is available. Last year the fire engine request was for \$350,000 and this year the equipment would cost an additional \$25,000. It was discussed that the comments from the Finance Committee were based on a new vehicle purchase and a case not being made for purchasing a brand new fire truck. Vice Chairman Butt suggests that Chief Vezina sit with the Finance Committee. If the engine was purchased last year there would not have been a tax impact. Chief Vezina said that this purchase would be the last extensive purchase for the Fire Department for many, many years. Jan Snyder thinks that coming up with lease purchasing options may be beneficial and commented that maybe the Finance Committee is concerned with depleting the fund.

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Chief Vezina will purchase the telephone system for \$2,500 and the \$750 for the flag pole light will be taken out of the 2011 operating budget.

The Board discussed that the price per gallon for gasoline is currently \$2.89 with projections that it will increase substantially. The 2012 budget will be based on \$3.25 per gallon for gasoline and \$3.75 per gallon for diesel.

The Board received a letter from the Welfare Officer requesting a salary increase for 2012.

MANIFESTS

Chairman Clow moved, Vice Chairman Butt seconded, to authorize the Board of Selectmen to sign Manifest and order the Treasurer to sign checks dated December 8, 2011. Passed 3-0-0

Accounts payable	\$110,630.30	
	\$8,900	(Proctor HVAC)
Gross Payrolls	\$41,381.16	(includes taxes, credit union, police detail)
	\$7,566.42	(Fire Monthly and Dep Chief)
	<u>\$7,378.35</u>	(EMT/Fire)
Total	\$175,856.23	

Naomi Bolton, Town Administrator, informed the Board that Chip Meany and Ray Eaton conducted final inspections of the heating system at the Stone Memorial Building.

MEETING MINUTES

Chairman Clow moved, Selectman Marcroft seconded to approve the minutes of November 21, 2011 as amended. Passed 3-0-0

Chairman Clow moved, Selectman Marcroft seconded to approve the minutes of November 28, 2011 as presented. Passed 3-0-0

ADMINISTRATIVE REPORT – Naomi Bolton, Town Administrator, told the Board that Maureen Bilodeau has requested that the office be closed on January 10, 2012 so that she and the Deputy Tax Collector can be at the primary election.

Chairman Clow said the Board needs to decide what to do about CIP and if they should accept it as is, bundled it, or make changes. He also asked if they are going to include an article for non union employees. The CIP, discussion of employee wages, and other warrant articles will be placed on the next agenda as separate agenda items.

Vice Chairman Butt said that they do need a part-time IT person and he would like to use the money that comes in from the Cable Franchise to fund the position. The individual would also be available to help with the Cable Committee and computers and software issues throughout all town departments.

The Board will meet to review budgets on Saturday, December 17th 9:00-12:00.

Chairman Clow moved, Vice Chairman Butt seconded to enter into non public session @ 10:10 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; Chairman Clow – yes. Passed 3-0-0

Chairman Clow moved, Selectman Marcroft seconded to come out of non public session @ 10:25 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Marcroft – yes; Chairman Clow – yes. Passed 3-0-0

Chairman Clow moved, Vice Chairman Butt seconded to seal and restrict the minutes of the non-public session. Passed 3-0-0

Chairman Clow moved, Selectman Marcroft seconded to adjourn at 10:30 p.m. Passed 3; Dick seconded all in favor. Passed 3-0-0

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A True Record.

Cherry Palmisano, Recording Secretary