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**WEARE BOARD OF SELECTMEN
MEETING MINUTES
November 4, 2013**

PRESENT: TOM CLOW, CHAIRMAN; RICHARD W. BUTT, VICE CHAIRMAN; JOHN LAWTON, SELECTMAN; JAMES LEARY, SELECTMAN; KEITH R. LACASSE, SELECTMAN

RECORDING SECRETARY: Cherry Palmisano

TOWN ADMINISTRATOR: Naomi Bolton

GUESTS: Tina Connor, Evelyn Connor, Jan Snyder, Tim Redmond, Frank Campana, Chief Velleca

Chairman Clow moved, Selectman Lacasse seconded to enter into non-public session @ 6:30 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 Leary – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 4-0-0

Selectman Lawton joined the nonpublic session at 6:50 PM

Chairman Clow moved, Selectman Lacasse seconded to come out of non-public session @ 7:24 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Selectman Leary – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

Chairman Clow moved, Selectman Lacasse seconded to seal and restrict the minutes of the non-public session. Passed 5-0-0

7:25 p.m. Chairman Clow called the meeting to order.

PUBLIC COMMENT – Evelyn Connor explained that the Selectmen are putting an ad in the 2014 booklet which will demonstrate and explain all the events for the 250th celebration. The booklet will be mailed in December. All information for the 250th celebration will be on the town website and if residents have any questions they can call Evelyn Connor at 529-1748 or Heleen Kurk at 529-7253. Ms. Connor said that the committee is always looking for help. Jan Snyder is in charge of the kickoff event to be held on January 4th.

DEPARTMENT HEAD AND COMMITTEE ITEMS

It was noted that the Board has not discussed wage increase and there are no wage increases in the budget.

2014 Public Works Department Budget – Tim Redmond, Public Works Director, told the Board that there are changes to only four budget lines. Highway overtime, line 140, proposing to increase the line from \$40k to \$45k. Mr. Redmond explained that the reason he is requesting the \$5k increase is that last winter proved to be expensive and he would like to cover unforeseen circumstances. Last year the majority of the storms fell on the weekends. Vice Chairman Butt would rather budget what is real. Mr. Redmond said that he has no way of predicting overtime, but he can review payroll records to calculate what a weekend storm actually costs and present it to the Board. Chairman Clow noted that they would need to have a substantial November and December to over expend the budget and he feels that they could stay within the \$40k budget. Highway heat, line 411, proposing a 5% increase to account for any fluctuation in propane. Highway shop supplies, line 610,

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proposing to increase the line from \$15k to \$17k because they have increased costs for supplies and are doing a lot more repairs due to the age of the fleet. There is \$1,900 remaining in shop supplies, but Mr. Redmond thinks it will be over expended by the end of the year. Highway uniforms, line 686, will be reduced from \$11,970 to \$9,316 reflecting the savings from purchasing a portion of the uniforms outright instead of renting. The total budget is reduced by \$15K from last year, which included retirement accruals of \$18,300, reflecting a 3% increase. Mr. Redmond said that they are not budgeting for any retirements in Highway Department for 2014. It was discussed that Mr. Redmond did not get to do any road stripping, but if there is a warm day before the end of the year he will try.

Transfer Station – Mr. Redmond told the Board that there are a couple of changes, but the majority of the budget is status quo. Transfer Station building maintenance, line 430, proposing an increase from \$500 to \$600 because \$500 did not cover the maintenance needed. Hauling to trash to Wheelibrator, line 590 and line 593 for recycling co-mingle, reflect an increase related to \$5.00-\$6.00 fuel surcharge per trip in the contract. Newspaper, line 598, reflects the average number of trips times the increase amount for the contract. Mr. Redmond told the Board that he added two new items to the budget. John Osborne may retire in 2014 and his retirement accrual of \$8,198 is included in the 2014 budget, but there are circumstances that may prevent his retiring. Transfer Station overtime, line 140, reflects an increase of \$53. Mr. Redmond said that they consistently receive fuel surcharges for hauling waste and there was no line in the budget to take it from and he is creating a new budget line of \$910 for hauling waste fuel surcharges. The town receives revenue to offset against the trucking of recyclables and comes out in the positive side. The NRA is starting to look for other markets to market their newspaper in to get more revenue. Line 668, is for ground water monitoring at the old dump site. The ground water is tested every year and every other year the report needs to be stamped and submitted to DES by a certified engineer. On the year that the money is not expended for the engineer, it is returned back to the taxpayers.

Sewer – Mr. Redmond noted that the budget is unchanged.

Water District and Treatment – Mr. Redmond is asking for a \$200 increase for water testing, which is already over expended. The state has increased the amount of testing that they need to do. Currently the Town Office is the only water Mr. Redmond is required to test and is the only location with a public id number. Mr. Redmond does not know if there is a public id number for the Library. He is responsible for Chase Park and the Town Office building and if the Board wants him to take on others he will need to adjust the budget. Mr. Redmond tested the water at the Town Office, Library, and Safety Complex at the Board's request and received positive reports, but by DES standards he has not been testing them. Vice Chairman Butt noted there is a need to ensure that the water supply is safe for town employees. Chairman Clow would like to put the testing of the water for the Library and Town Hall in the budget going forward. Mr. Redmond has requested \$500 for a Water Commissioners salary. Chase Park was added on to him and if the Board is going to add the Library, Safety Complex, and Town Hall he will spend time doing the testing and bringing the samples to Concord to be tested. Mr. Redmond will bring forth the DES master testing schedule to Board. The water testing is done during Mr. Redmond's regular day of work.

Mr. Redmond told the Board that the CCRA is seeking representation from the Town of Weare. Bill Herman is currently serving as an alternate and is Chairman of the CRRA. Mr. Redmond said that he was asked by the CCRA to ask that the Selectmen allow Bill Herman to remain as Weare's alternate.

Chairman Clow moved, Vice Chairman Butt seconded to reappoint Tim Redmond to the CRRA. Passed 5-0-0

Chairman Clow moved, Vice Chairman Butt seconded to reappoint Bill Herman to the CRRA as an alternate. Passed 5-0-0

Mr. Redmond told the Board that Leon Williams will be leaving the Highway Department on November 15th. Mr. Williams has agreed to voluntarily step down from his position due to medical issues. Mr. Redmond

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publically thanked Mr. Williams and wished him well. Mr. Redmond told the Board that there will be two positions to be filled in the next fourteen days.

Mr. Redmond told the Board that a resident of Holly Hill came to him requesting that they stripe Flanders Memorial Drive from the top at Holly Hill to Rt 114. Mr. Redmond said that he discussed with the resident that they do not stripe roads. The discussion was serious and Mr. Redmond told the resident that he would bring his request to the Board. Selectman Lacasse asked Mr. Redmond if he shares the resident's concern. Mr. Redmond said that he shares the concern with every road that people travel on, but the road is no more dangerous or steep than any other road. If they stripe one road they will need to budget to stripe all roads. Vice Chairman Butt asked about the changing of the street signs to comply with the new standards. Mr. Redmond said that they are replacing missing or damaged signs with compliant signs, but there is no program to replace all of the signs in town. Mr. Redmond said that they have made an effort to get street signs on every street in town and they keep a street sign log.

Chairman Clow said that a citizen that uses the intersection at Clinton Grove, Shady Hill, and Thorndike has voiced concerns that there is no stop sign coming down Thorndike, which is a hazard. The citizen is asking to take into account a way to make the intersection safer. Mr. Redmond told the Board that he discussed that intersection with the former police chief, who was of the opinion that the stop sign should be installed. It was noted that it might be unsafe to stop coming down Thorndike in the winter months if there is ice on the road. Mr. Redmond and Chief Velleca will observe the intersection and bring forth an opinion.

Selectman Leary thanked Mr. Redmond, the town crew, and Bruce Filmore for the work done at Chase Park to take care of the septic issues.

Mr. Redmond asked the Board if they have considered his request to utilize FEMA reimbursement funds to purchase a used backhoe. Chairman Clow said that it has not been discussed.

Chairman Clow moved, Vice Chairman Butt seconded to enter into non public session @ 8:23 p.m. pursuant to the authority granted in RSA 91-A:3II (c). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Selectman Leary – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

Chairman Clow moved, Selectman Lacasse seconded to come out of non public session @ 8:46 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Selectman Leary – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

Tax Payment Arrangement Discussion

MANIFESTS

Checks dated: October 31, 2013

Weekly Payroll \$39,509.63

Chairman Clow moved, Selectman Leary seconded to authorize the Board of Selectmen to sign manifests and order the Treasurer to sign checks dated November 7, 2013. Passed 5-0-0

Accounts Payable \$934,224.48 (John Stark \$250,000, Weare School \$450,000)

Gross Payrolls \$58,713.59 (Includes taxes, credit union, police detail, 2 employee payouts)

\$8,350.05 EMT Fire

\$5,984.38 Monthly Fire

TOTAL \$1,007,281.50

Also, to order the Treasurer to sign payroll checks dated November 14, 2013, that will include payment for weekly wages and matching taxes. Actual amounts paid and reports backing up the numbers will be disclosed at the next scheduled Board meeting.

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MEETING MINUTES

Chairman Clow moved, Selectman Lawton seconded to approve the minutes of October 21, 2013 as amended. Passed 5-0-0

Chairman Clow moved, Selectman Lawton seconded to approve the minutes of October 28, 2013 as amended. Passed 5-0-0

ADMINISTRATIVE REPORT

Town Administrator Bolton presented the sales ratio form that requires their signatures. It indicates that the sales ratio is at 106.44% for the year. There were 94 qualified sales.

Primex is offering Essentials of Good Governance and Risk Management Sessions.

Town Administrator Bolton provided the Board with a list of important dates for upcoming town meetings.

There is a capital reserve fund request for \$753.61 from Carol Johnson, who did the electrical work at the Town Hall.

Selectman Lacasse moved, Vice Chairman Butt seconded to expend \$753.61 from the Government Building and Maintenance Fund, for the purpose of conduit wiring to light the flagpole at the Town Hall. Passed 5-0-0

Vice Chairman Butt mentioned that they Board approved funds to paint the Stone Memorial Building, but nothing has been done. Town Administrator Bolton told the Board that Tim Maskiel informed her that the painting will not be done this year and he will honor his quote \$3,905 in the spring. Chairman Clow noted that Mr. Maskiel came to him and they discussed that when he submitted his quote it noted that he did not have much time.

Employee evaluations are done, with exception of two; one is an elected official and the other refused to meet with Town Administrator Bolton.

Town Administrator Bolton said that the estimated costs for the Chase Park roof was \$5k and for the striping and sealing of Chase Park was \$10k. Mike Housman gave her two estimates for the metal roof of the bathroom building at Chase Park; one for \$1,200 and another for \$1,950. She will check the references and give the quotes to PARC to discuss before the Board moves to approve.

Attorney Laura Spector-Morgan weighed in on sick time issue that was previous discussed. She stated that as a general rule, when a policy changes in favor of the town, the employee gets to keep whatever they have earned to the date of the change, and are subject to the new policy thereafter. The policy prior to 2003 was that upon retirement the employee received a payout of all of his/her sick time. In 2003 there was a list of employees that had accrued sick time as of the change, so upon retirement those employees would be eligible for 100% of that number listed and remaining time up to a maximum of 720 hours, the Town would apply the percentages of 20-25 = 50%; 25-30=75%; 30+=100%. Retirement is defined as 55 years of age and 20 years of employment with the town. There are seven employees remaining on the original list. However, the town consistently treated "terminated" as having been either a voluntary or involuntary termination. Moreover there is nothing in the personnel policy that said someone was to be paid accumulated sick leave if they left voluntary.

CORRESPONDENCE

Chairman Clow noted that he received a list of businesses along the Scenic Byway from Heleen Kurk.

Chairman Clow moved, Selectman Lacasse seconded to enter into non public session @ 9:13 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 Lawton – yes; Selectman Leary – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

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Chairman Clow moved, Selectman Lacasse seconded to come out of non public session @ 10:40 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Selectman Leary – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

Selectman Leary moved, Selectman Lacasse seconded to seal and restrict the minutes of the non-public session. Passed 5-0-0

ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary