

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
October 17, 2011**

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

RECORDING SECRETARY: Cherry Palmisano

GUESTS: Chief Begin, Frank Campana, Lynn Davis, Melanie McSweeney, Jonathan Harding, James McSweeney, Dawn Wheeler, Brandon Montplaisir, John Rauscher, Tim Redmond, Paul Marsh, Jeff Spring, Ike Shepard, Bob Vezina, Gregg Elwood, Jon Osborne, Ray Laramie

Chairman Clow moved, Vice Chairman Butt seconded to enter into non public session @ 6:45 p.m. pursuant to the authority granted in RSA 91-A:3II (c). 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 come out of non public session @ 6:55 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 Macroft seconded to seal and restrict the minutes of the non-public session pursuant to the authority granted in RSA 91-A:3 II. Passed 4-0-0

Chairman Clow moved, Selectman Lacasse seconded to enter into non public session @ 6:56 p.m. pursuant to the authority granted in RSA 91-A:3II (b). 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 come out of non public session @ 7:10 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 said that the purpose of the non-public was to interview a candidate for full time officer.

7:20 p.m. Chairman Clow called the meeting to order.

Chief Begin introduced Kimberley McSweeney to the Board and said that she is currently a police officer in Sanbornton. Ms. McSweeney has six years experience in law enforcement and is a full time certified officer, as well as certified as an instructor. Chief Begin would like the Board to consider hiring Ms. McSweeney.

Chairman Clow said that they are fortunate to find a fully certified officer to join the force.

Vice Chairman Butt moved, Selectman Lacasse seconded to hire Kimberley McSweeney as a full time patrol officer at a starting salary of \$19.21 per hour effective October 28, 2011. Passed 4-0-0

Chairman Clow swore in Kimberley McSweeney as a full time officer for the Town of Weare.

PUBLIC COMMENT – Mr. Frank Campana asked if the new hire for the police department is a new hire or a replacement. Chairman Clow said the full-time officer is a replacement.

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DEPARTMENT HEAD AND COMMITTEE ITEMS – Tim Redmond presented three estimates to the Board for consideration regarding a new roof for the Highway Garage. The first estimate is from Mark Reed and Son, Quaker Street, Weare, for \$12,940 with a \$4,000 contingency clause over and above if find unknown repairs that need to be made. The second estimate is from Manch City Roofing Inc. for \$35,148, they did include ice and water shield and removal of shingles over the office area. The third estimate is from North Point Roofing, Goffstown for \$42,700. Mr. Redmond told the Board he has a certificate of insurance from Mark Reed and Son and would like the Board to consider their bid of \$12,940 to have the entire roof removed and replaced.

It was discussed that Mr. Redmond did not issue a spec to all the contractors. Selectman Lacasse said that they are not three equal bids, the two higher bids bid are for a standing seam roof, which is more expensive than the lower priced bid. Mr. Redmond told the Board that he tried to keep it non-formal and get the roof done as soon as possible. He asked the contractors for a price on what was existing, which is a screwed roof, he did not ask for standing seam. He told all the contractors he was getting other bids to have the roof replaced. It was discussed that it is required to go out for RFP. Mr. Redmond will get an RFP together and bring forth estimates to the Board.

Mr. Ike Shepard read a statement from the Finance Committee regarding what they would like the school and town budgets to look like. He told the Board that the Finance Committee's position is that it is prudent of the school and town not to bring forth budgets with increases.

Chairman Clow said that the reality is that there are increases that the Board has no control over such as fuel and health insurance.

Chairman Clow opened the public hearing at 7:30 p.m.

PUBLIC HEARING – To hear public testimony and comment on increasing the disposal fees at the Transfer Station.

Mr. Redmond said the fees at the Transfer Station have not been visited in some time and the current fees are not covering the town's expenses to dispose causing them to operate at a loss. Mr. Redmond said that he evaluated the construction debris and contaminated demo and disposal fees. He established a fee schedule for tires based on the disposal fee from NRRA. Fluorescent bulbs are dangerous and they have been provided a way to dispose of them legally. Electronics fees are in place based on disposal fees. Freon needs to be removed from appliances prior to disposal. Mr. Redmond said that mattresses, box springs, and bulky furniture are currently being thrown into the trash and take up a lot of space, he is trying to determine a small fee to have them disposed as demolition. He surveyed area towns and determined that their fees were higher than Weare. They have been losing \$400-\$500 per load on demolition.

Clean demo disposal fees will go from \$18.00/yard to \$25.00/yard. Asphalt shingles and contaminated demo disposal fees will not change. The established fee schedule for tires is based on the current fees and costs.

Vice Chairman Butt commented on the handling fee and the proposed cost of \$12.00 to residents to dispose of truck tires. He would like to know why such an increase if each tire costs \$5.50 for the town to dispose of. Mr. Redmond said that they are trying to cover their costs to handle and dispose of the tires.

It was discussed that they were charging by the weight to dispose of truck tires. Jon Osborne said it was not covering what the town was being charged to dispose of them.

There is an increase being proposed for fluorescent bulbs to charge what they are charged to drop them through NRRA. They bought units to store the bulbs in, plus there is a \$95 transportation fee, which is causing the increase. The bulbs need to be put into storage units so that they do not break. Ballasts and mercury containing devices need to be packaged separately and sent out separately.

Vice Chairman Butt asked what the costs will be to the town for manpower for these changes. Mr. Redmond said they can handle these changes with the crew they currently have.

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The transportation is \$95 per trip for televisions, electronics, computers, and CPU towers and they are trying to factor in transportation costs in the disposal fees. Mr. Redmond said that they are trying to figure a fair estimate for disposal.

Mr. Redmond told the Board that the NRRA has recommended that they establish an account and fund it with at least \$1,000 in the event of a crash in the mixed paper market.

Currently mattresses, box springs, stuffed couches, and chairs go into the solid waste trailer and the town does not charge residents. Mr. Redmond recommends charging a nominal fee of \$10.00 per unit and then disposing of them in the contaminated demolition container. Vice Chairman Butt asked if they should all be treated the same if some are larger and weigh more. Mr. Redmond said that these items fill the trailer quickly. Chairman Clow said that the other items they are charging for have an environmental impact if they were to be thrown in the trash. Vice Chairman Butt has a problem with charging for mattresses, box springs, and furniture.

The Board discussed that they do not have funds available for contingency planning.

Ike Shepard commented on dumping mattresses and furniture in with the demolition debris and asked if they would be creating another problem by putting these items into the debris container, which is a smaller container. He feels recouping fees on bulky items is prudent and asked the Board if they have considered a pay as you throw option.

Mr. Redmond said he understands that they would be putting these items into a smaller container, but feels it would be wrong to charge for a mattress and then throw it into the hopper.

Paul Marsh mentioned that the town is holding a hazardous waste disposal day on Saturday. Mr. Redmond said there is a budget for the day and when the budget runs out they will have to stop collecting.

Jon Osborne said that the bulky items are an issue of contention and they have been told that they prefer not to have those items at the burner at all. He told the Board that the trash disposal will be going up in 2013.

Chairman Clow asked if there would be a problem with the smaller container and putting those bulky items in the smaller trailer. Mr. Redmond said that it is a forty yard container and when it is full they transport. He said they will be making more trips and will generate some small revenue to pay for the additional trips.

Mr. Campana said he does not want to see these fees generate revenue. There is \$2,500 unspent in the Transfer Station Revolving Fund. His initial reaction was that it was revenue, but then in thinking, it was a credit to those who work there because of the guess work involved with disposing. He is interested to see what happens a year after these fees go into effect to see if there is more revenue collected. Mr. Campana commented on the cost of disposing of mattresses, box springs, and furniture because they take up room in the hopper, but now they will be going into the demo trailer and will soak up water and will be heavier. Mr. Campana would like to see the Selectmen review the fees in one year.

Chairman Clow commented on the issue of these items absorbing water. Mr. Redmond said he does not have an answer regarding covers at this time.

Chairman Clow closed the public hearing at 8:14 p.m.

Vice Chairman Butt is concerned with some of the fees being so high that people leave items on the side of the road.

Mr. Redmond will review the fees after six months and provide a report to the Board.

Selectman Marcroft moved, Selectman Lacasse seconded to accept the Transfer Station Fee Schedule as modified. Passed 4-0-0

2012 Fire Department Budget – Fire Chief Bob Vezina

Fire Chief salary – \$26,000

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Fire prevention – was adjusted to reflect his hourly rate based on the present existing workload of one hour a day, five days a week for fire prevention, which is offset by revenue from mechanical permits.

Chief Vezina discussed firemen wages, the need to compensate them fairly, and the need to create a financial incentive. Vice Chairman Butt said that there could be a separate warrant article for pay scale increases. Chairman Clow said that if they are having a coverage issue, it is a problem that needs to be solved. Chief Vezina said that to become an EMT is a large effort and not everyone wants to be an EMT. They have sufficient EMS personnel and are working on setting minimal requirements for EMS personnel. Chief Vezina said that he sees that they have a smaller pool to pick from on some nights. He would like to see how they can entice personnel to commit, on paper, to be available for that night. Chief Vezina said that he is looking at different options to find something that works.

Chief Vezina said that currently the fire prevention and mechanical permit work is being done by Ray Eaton and he thinks it is time for a change and to be more aggressive in fire prevention. They charge for mechanical permits, but there could also be a fee based system for the life safety inspections on multiple dwellings. Chief Vezina would spend the same amount of hours currently being spent on fire prevention, just at a different rate.

Telephone – looked at real usage and Chief Vezina proposes getting rid of the Fire Chief cell phone and that the old emergency line be deleted saving \$403 annually.

Vice Chairman Butt questioned if Chief Vezina is putting together what looks like a default budget, and not a budget based on what the department's needs are. He said that the Capital Reserve Fund is available for building maintenance to help eliminate spikes in the budget.

Fire intercepts – is money the town pays Concord, Bedford and Goffstown for assistance, each town charges a different rate. They average twelve intercepts per year, which is down from where it was prior to the EMT program, but it comes down to what service the patient needs.

Office supplies – The department had four small personnel printers. In the last couple of months they set up their copier as the department printer, which has lowered the costs substantially.

Software – The department uses three different software packages. EMS Manager is a scheduling program for per diem and for nights and weekends and is also used as their department bulletin board. The department also uses Image Trend and Firehouse and would like to purchase another module of Firehouse.

Vehicle fuel – estimated out what the department is using for diesel and gasoline, which will be over this year.

PPE – Chief Vezina told the Board that they just tested the fire gear and there are a number of sets of gear that they need to have in the rotation for replacement. This will be a recurring expense. The gear has a life expectancy of ten years.

Vehicle maintenance – This budget line is seriously over this year as a result of the broken tank on the tanker. The heavy vehicle inspections were done last month and it was determined that there are a lot of brake issues and tires that need to be purchased.

Fire training fee – Chief Vezina told the Board that with a new and younger work force training is required.

Uniforms – Chief Vezina would like the Town of Weare uniform to be in compliance with NH rules.

Fire equipment testing – This line covers the fee they are charged to test their equipment.

Vice Chairman Butt said that contractual obligations should be separate line items. It was discussed last year that hose testing would be done by the department's personnel. Chief Vezina said that he is going to test the program next month; they have to compensate personnel for their time to test the hoses.

Chief Vezina commented on bundling fuel usage with the school and municipalities for a cost savings. Naomi Bolton, Town Administrator, told the Board that there has been discussion with the school and it will be discussed again in June.

The Fire Department is requesting \$291,536.81 for 2012.

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It was discussed that to date \$82,500 has been collected in revenue and \$64,500 of that has been used towards EMT coverage in the ambulance during the day. The first \$90,000 collected goes into a special revenue account to pay for labor and ambulance billing services. Chief Vezina thinks they will have an additional \$13,000 that will go into a special revenue fund for equipment purchases.

Review draft lawn care specifications – Chairman Clow said that these specifications were drawn up by the various departments. There are discrepancies with the length of grass for each department and the Board would like the grass length consistent throughout and determined 2.5-3.5 inches height would be best. The back slope at the Safety Complex and cisterns will be maintained monthly and will not be required to be mowed at 2.5-3.5 inches. Chairman Clow said that if there is a complaint on the grass height it should be brought to the attention of the Town Administrator, who will contact the contractor. Fall clean up should start no sooner than October 17th and be completed no later than November 14th. Cemeteries will be cleaned up prior to Memorial Day. The Board discussed that they should be diligent in ensuring the work is done. If the job is not done the Board can terminate the contract and pay for the work that has been completed. It is an advantage to the contractor to be paid April through November.

Review Stone Building heating bids – Naomi Bolton, Town Administrator, told the Board that nine sets of plans were sent out, but only two bids were received. The first bid is from Christensen Plumbing and Heating of Hillsboro for \$9,010 with an extra \$2,903.75 to add air conditioning and \$685 to remove the current pipe work and system. The second bid was from Proctor HVAC of Weare for \$8,900 with an extra \$2,800 to add air conditioning; the price to remove the current system is included in the bid. Proctor HVAC has done previous work for the town. The money would come from the Government Building and Maintenance Fund. Selectman Lacasse said that he would be in favor of installing the heating system. The air conditioning could be added at a later date if it was determined that it was needed.

Selectman Lacasse moved, Vice Chairman Butt seconded to award the furnace to the Stone Building to Proctor HVAC, LLC from Mt. Dearborn Road of Weare to install the heating system for a not to exceed cost of \$8,900 to be spent from the Government Building and Maintenance Fund. Passed 4-0-0

MANIFESTS

Chairman Clow moved, Selectman Marcroft seconded, to authorize the Board of Selectmen to sign Manifest and order the Treasurer to sign checks dated October 20, 2011. Passed 3-1-0; Selectman Lacasse was opposed

Accounts payable	\$31,660.20	
Gross Payrolls	<u>\$35,822.03</u>	(Includes taxes, credit union, police detail)
Total	\$67,482.23	

MEETING MINUTES

Chairman Clow moved, Selectman Marcroft seconded to approve the minutes of October 3, 2011 as amended. Passed 4-0-0

Chairman Clow moved, Selectman Marcroft seconded to approve the minutes of October 10, 2011 as presented. Passed 4-0-0

Sugar and Spice has returned the three year lease agreement and the lease will expire in 2014.

Selectman Lacasse moved, Selectman Marcroft seconded to sign the lease agreement with Sugar and Spice for three years starting October 3, 2011 and expiring on October 3, 2014 at a price of \$2,100 rent for the term of the lease. Passed 4-0-0

Naomi Bolton, Town Administrator, asked the Board to sign the amended MS1 form given to her by Lauren Martin. Once DRA has received all the information it is put on the website and then the Finance Administrator can call and set up an appointment. The amended MS1 is \$1,439,312 less than the first in the net evaluation

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line. Some of the change had to do with the appointments and the remainder was the \$800,000 from Granite State. The new net evaluation is \$797,978,495.00.

Vice Chairman Butt said that they need to know how much is in the unreserved fund balance. Chairman Clow said that DRA will come in with the figure from 2010, which is what they would draw from to lower the tax rate. The Board would like the final figure from 2010 prior to the tax rate setting.

Vice Chairman Butt asked Selectman Lacasse about the Building Advisory Team getting involved with the Town Hall doors. Selectman Lacasse said that they could. Vice Chairman Butt said that there was a feeling that double doors, four sets, would be more cost effective. Selectman Lacasse commented on the side doors and said it would be a significant savings to have a single door. Vice Chairman Butt said that the recommendation they received was to go with double doors.

Chairman Clow moved, Selectman Lacasse seconded to enter into non public session @ 11:05 p.m. pursuant to the authority granted in RSA 91-A:3II (e). 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 Marcroft seconded to come out of non public session @ 11:17 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 Macroft seconded to seal and restrict the minutes of the non-public session pursuant to the authority granted in RSA 91-A:3 II. Passed 4-0-0

Naomi Bolton, Town Administrator, left the meeting at this point.

Chairman Clow moved, Selectman Lacasse seconded to enter into non public session @ 11:18 p.m. pursuant to the authority granted in RSA 91-A:3II (e). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Marcroft – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 4-0-0

There was a preliminary discussion of a performance evaluation of the Town Administrator.

Chairman Clow moved, Selectman Lacasse seconded to come out of non public session @ 11:45 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

ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary