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WEARE BOARD OF SELECTMEN MEETING MINUTES September 12, 2011

PRESENT: TOM CLOW, CHAIRMAN; RICHARD W. BUTT, VICE CHAIRMAN; LEE MARCROFT, SELECTMAN; KEITH R. LACASSE, SELECTMAN entered the meeting at 8:34 p.m.

RECORDING SECRETARY: Cherry Palmisano

GUESTS: George Malette, Deb Brown, Gregg Elwood, Chuck Metcalf, Wendy Stevens, Chief Begin, Donna Osborne, Jon Osborne, Tim Redmond, Robert Vezina, Jill Dagenrits, John Rauscher, Steve Roberts

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

PUBLIC COMMENT – Mr. George Malette said that current regulations state that in order for any group or business's signs to be on town property they need approval from the Selectmen or a representative appointed by the Board in a public meeting and in record of who has the authority. There must be fair, reasonable, and equal treatment in a non-prejudicial manner or favoritism. Mr. Malette is concerned with the signs that adorn the front door of the Town Office Building. He stated that he has nothing against the business owner, but feels that the town should treat all businesses equally. Chairman Clow said that approximately four years ago, that Board, established a policy mainly concerning the gazebo and that area. They can research and see if they can broaden it to include signs on this building. Mr. Malette feels that because he is a business owner in town he should be able to place signs at the front door of the building and allow them to stay there for as long as the other signs have stayed there. Chairman Clow said they need to research what was done by a previous Board. Mr. Malette is requesting to put his signs at the front of the Town Office Building. Chairman Clow said he is against Mr. Malette placing signs at the front of the Town Office Building until research can be done. Vice Chairman Butt said that he would have to look at the decision made by a previous Board. Mr. Malette is requesting that the other signs be removed and stated that the signs have been there for two months. Vice Chairman Butt said he is not willing to do that without researching. Chairman Clow said he will research the wording in previous minutes. Selectman Marcroft agrees that they need to look at the precedence. Mr. Malette asked how the permission was granted for the signs that are at the front door. Chairman Clow said that there probably was not permission given in a straight forward manner and no request was made. The signs were placed there with the donated material and a service donated on a regular basis in appreciation of that service. Chairman Clow said that Mr. Malette's concerns are well warranted and he will look for a solution that will be fair to everyone. Mr. Malette said that when it comes to a gift or donation it is given freely and all businesses should be treated equally.

Deb Brown, Moody Pond Marketplace, stated that it is her signs that Mr. Malette is referring too. She ran into a problem with Mr. Malette at a Planning Board meeting regarding recusing himself from a discussion. According to the Town's Code of Ethics he should have recused himself. She is asking that Mr. Malette be recused from any discussion at the Planning Board regarding Moody Pond Marketplace. Chairman Clow will give her request to the Chairman of the Planning Board to make the decision on whether a member should recuse himself or not.

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DEPARTMENT HEAD AND COMMITTEE ITEMS

Finance Committee, Gregg Elwood – Mr. Elwood informed the Selectmen that they are beginning the Finance Committee process of reviewing the budget. The committee is hoping to get an earlier start than last year. A memo has been put forth to all department heads and they are hoping for a welcomed response to meet with the Finance Committee to discuss any budget items. Last year it was November and December before they got numbers together.

Chairman Clow said that it seems that some of the invitations sent to department heads last year came before the department heads presenting their budgets to the Selectmen. He feels that the department heads should meet with the Finance Committee after their presentation to the Selectmen, not before. Chairman Clow said that he was disappointed last year regarding how few times and few visits were made by the members of the Finance Committee. There should be representation at each Selectman's meeting when a budget is presented. Chairman Clow said that there should be more open discussions between the Finance Committee and the Selectmen and there should be a cooperative effort. Mr. Elwood said that as soon as the Finance Committee started in November they put out phone calls, emails, and other forms of invitations through the Town Administrator to all Selectmen and department heads. Mr. Elwood said the budget process did not go forward last year the way that it should have.

Chairman Clow said that last year the Selectmen were invited to the final meeting of the Finance Committee when they were to come up with their final recommendations after Deliberative Session. He understands that the Selectmen were invited to come to the meeting, but not to participate in any discussions. Chairman Clow said that meeting is very important to include the Selectmen and the Finance Committee should follow the rule of the ordinance. Mr. Elwood said that the Committee did try to open communication, did attend Selectmen meetings, and meetings of the Weare School District and John Stark. The Finance Committee only has eight volunteer members. Mr. Elwood said that instead of having this argument and this defense from the Selectmen, the Finance Committee is trying to get the process started early. Vice Chairman Butt said that if they are going to get involved early, they need to discuss process. The operating budget is very dynamic with numbers changing constantly. The Selectmen meet with department heads to know their needs and look at the entire operating budget.

Vice Chairman Butt said that there are lots of changes made in the CIP process and it would be great if someone from the Finance Committee could attend the CIP meeting. There is a process within the CIP to refine it, present it to the Planning Board for approval or disapproval, and then it goes to the Selectmen. Vice Chairman Butt said that last year during Deliberative Session, the Finance Committee recommended not recommending an article because they said they did not have enough information. The ordinance clearly states that if the Finance Committee does not have all the information to make a recommendation, then no recommendation should have been made. Mr. Elwood told the Board that instead of this friction, they are looking for a spirit of cooperation. Vice Chairman Butt said that when it comes to the CIP there is a process in place. When the CIP Committee accepts a request or makes changes it should be reviewed with the Finance Committee before bringing it to the Planning Board. Mr. Elwood said there are only eight volunteers, they cannot all be at each meeting, but let them know when the meetings are and they will send a representative. The first meeting of the Finance Committee is next Wednesday. Mr. Elwood told the Board that they do want a spirit of cooperation with the Selectmen.

Chairman Clow said that if there is a Finance Committee member present at a Selectmen's meeting and a department head is presenting to the Selectmen, he always invites the member of the Finance Committee to participate and ask the department head any questions. Chairman Clow is asking that the Finance Committee open their meetings, including the final meeting to the Selectmen to also participate and discuss. Vice Chairman Butt asked why the Finance Committee meetings are not televised. Mr. Elwood said they are open to the public and are posted, he does not know why they are not televised. Mr. Elwood said they will address it at their first meeting.

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PARC Committee Appointment, Chuck Metcalf – Gene Propper is the Chair of the PARC, Mr. Metcalf stepped down after nine years of being PARC chair. He still wants to still help the committee. Chairman Clow stated that he appreciated all the work done by Mr. Metcalf as Chair. Vice Chairman Butt asked what percentage of the Commission's effort goes to Chase Park vs. the ball fields. Mr. Metcalf said that Chase Park takes up more time in the summer, 50% goes Chase Park vs. everything else they do. Chase Park has run a lot smoother in the past 4-5 years due to having a manager. Mr. Metcalf stated that the activity that takes up their time for the ball fields is the lawn care contract problems. The contract states that the grass should be mowed when it reaches five inches. There have been times when private citizens were mowing the fields before games. Chairman Clow asked if PARC is responsible for the scheduling of all the fields for use. Mike Housman is in charge of usage and the schedule is worked out in February; 99% of the time the schedule works very well.

Vice Chairman Butt moved, Selectman Marcroft seconded to appoint Chuck Metcalf as a full member to PARC for a three year term. Passed 3-0-0.

Agricultural Commission (Granite Beauty Maintenance Plan) – Wendy Stevens asked the Board if they would like to accept the gift of a Granite Beauty apple tree, to be placed at Historical Building. The granite marker was \$100 and the tree is being donated free of charge from Ben Watson. The Granite Beauty will cross pollinate with another tree located on the property. The apple from this tree is on the national register and Weare is being credited as the original location in the state for the Granite Beauty,

Chairman Clow moved, Selectman Marcroft seconded to accept the gift of the Granite Beauty apple tree from Ben Watson. Passed 3-0-0

Mr. Malette said that they will need to mulch around the area to show a visible barrier so that no one runs over the stakes.

Chairman Clow said that they will be going into a non public session to interview a candidate for a position.

Chairman Clow moved, Selectman Marcroft seconded to enter into non public session @ 7:44 p.m. pursuant to the authority granted in RSA 91-A:3II (a). 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 come out of non public session @ 8:04 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, Vice Chairman Butt seconded to promote Justin Johnson from equipment operator to assistant town mechanic from a rate of pay of \$13.46 to \$15.00 to be implemented in two steps with \$1.00 effective immediately and the remainder effective after six months and recommend that Peter Gamache be promoted from truck driver to equipment operator from a rate of pay of \$13.50 to \$15.00 with the funds to be allocated from the operating budget. Passed 3-0-0

2011 BUDGET DISCUSSION

Tim Redmond, DPW and Transfer Station Fees – Mr. Redmond informed the Board that he created a new fee schedule for the Transfer Station that goes along with the new disposal fees that will take effect January 1, 2012. Mr. Redmond said he did look at area towns and then calculated the fees based on trucking and disposal costs and then arrived at the fee base system to cover the disposal costs to the town. Every town is different, based on how they run their Transfer Station. Vice Chairman Butt said that there are significant increases for clean demo currently at \$18.00/yard to \$25.00/yard and asphalt shingles currently at \$18.00/yard to \$30.00/yard. Mr. Redmond's response was that he is trying to recover the costs that they have been losing. Currently the employees at the Transfer Station measure the debris brought it by residents and he will be proposing a scale for the Transfer Station through CIP. He is working with NRRA to achieve proper disposal of

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fluorescent bulbs. They purchased containers for the 4ft bulbs and 8 ft bulbs. The new regulations will require the Transfer Station to store everything safely. Mr. Redmond told the Board that in May and June they had a significant loss on clean demo, but they are getting better. A \$4-\$6 dollar a ton rate raise was initiated in May. Vice Chairman Butt asked if there is a way to estimate any better. Mr. Redmond said they can do it by the ton; weigh the vehicle and after disposal weigh the vehicle again. He said that most Transfer Stations are running scales. The loss is affecting the bottom line of their budget.

Vice Chairman Butt is concerned with the homeowner being charged and asked if they are underestimating the yardage which is resulting in the loss. Mr. Redmond said that the rates were \$6 a yard on May 1st this year and they have not had a fee schedule adjustment for quite some time. Mr. Redmond said that they are currently paying fuel a surcharge above and beyond the current disposal rate. Chairman Clow said that the next step is to schedule a public hearing. Mr. Redmond will get a comparative cost sheet from other towns.

Chairman Clow said to move along with a public hearing on the proposed new fee schedule.

Mr. Redmond informed the Board that over twenty years ago the Weare Highway Department loaned the New Boston Highway Department a rubber tire roller to use. He recommends retrieving the town's government plate from the roller and abandoning it there as the estimated repairs would far exceed its value.

Chairman Clow moved, Vice Chairman Butt seconded to leave the rubber tire roller in New Boston. Passed 3-0-0

Chairman Clow said that there are some areas of the budget that the department heads do not have control over, such as legal costs and costs that are beyond their control, but all departments should have 33.3% remaining in their budget and remain diligent.

Chairman Clow said that there is 36.77% remaining in the Highway Department budget. Mr. Redmond said that with all his combined lines he is \$9,000 over budget, which he can make up before the end of the year.

It was discussed that the Selectmen have to worry about the bottom line; the state statutes do not allow them to over expend the bottom line.

The increase in electricity was due to the fact that the trucks stayed plugged in longer than necessary. Mr. Redmond said that they also have some lines that may have been coded inappropriately.

Selectman Lacasse entered the meeting at 8:34 p.m.

The inspection machine is used to cover the inspections for the Fire, Building, and Police departments. The Highway department doesn't actually use that machine for inspections on its own vehicles.

There is still a balance remaining in the road warrant money and they have accomplished just about everything they needed to accomplish. Mr. Redmond told the Board that he would like to buy cold patch and extra sticks of culvert pipe if there is money available. The Road Reconstruction account will meet all their goals and all projects that were on the list are now completed. There is some road side mowing currently being done with Road Reconstruction funds. Mr. Redmond told the Board that he would like to present a road plan, projected three to five years out, by the end of the year.

There is 34.66% remaining in the Transfer Station budget, 76% remaining in the Sewer budget, and 60% remaining in the Water budget.

Chief Robert Vezina, Fire Department – Chief Robert Vezina told the Board that it looks on the surface that the department is on budget. There should be \$13,000-\$20,000 remaining in his budget at the end of the year. Propane or heating fuel could affect his budget, but according to the history it seems to be in line. Propane is stored on site and is at 80% capacity, he is hoping to not refill it until the first of year. Vice Chairman Butt asked if there is enough propane at the South Weare Station to carry it through the end of they year. Chief Vezina will look into it.

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Vice Chairman Butt asked about the fire training line being under expended. There was a request for \$10,000 at the beginning of the year, the Board approved \$8,200, and \$2,300 has been expended to date. Chief Vezina said that some of the training comes down to opportunity. The EMT refresher training is taken in November and December. There are two people scheduled for the Fire Fighter One program for \$1,300. Chief Vezina said that they can identify those that need training, the cost of the training, and the availability and scheduling of the training. Weare Fire Department is in need of fire training and he is concerned with revamping some of their people and expensing some of that line. He thinks that they will spend \$5,000 of that budget and next year will be spending towards the top of that budget.

The funds from the Fire Chief and Commissioner lines were moved around and used to offset the fire prevention wages. The Commissioner line is reimbursable and is offset with revenue from mechanical permits, which covers what is expended. The cistern repair and maintenance line was used to create a dry hydrant at Moody Pond and Chief Vezina thinks that this expense could have been moved to the Capital Reserve Fund. The intercepts line, which is money paid to other communities to provide EMT service, is very hard to budget for. Chief Vezina thinks that the per diem EMT program is working exceptionally well. If they could fund the intercept charge through the ambulance billing fees it would help; the ordinance would need to be re-written. There is no contingency plan for large expenses in the vehicle maintenance line. The tanker was the big issue that used up all of that line. September is motor vehicle inspection month for the larger vehicles and he anticipates needing \$2,000. There are minor issues with the new ambulance, but all are under warranty.

The revenue from transporting is funding the per diem. There is \$26,753 shown in the write-off column. Chief Vezina said that some of that write-off is so old they can't collect and some is due to the process the town uses when they bill for ambulance services. For the remaining balance or for those residents that do not have insurance, they send two bills and when the third bill is sent it allows them not to pay. Vice Chairman Butt said that the position the Board took at the time regarding write-offs for residents, was to let the billing company continue to invoice. Chief Vezina told the Board that he researched how they got the billing system that they have and that the Board of Fire Wards has the authority to approve write-offs. All revenue over \$90,000 goes towards vehicles.

Chairman Clow moved, Selectman Lacasse seconded to enter into non public session @ 9:03 p.m. pursuant to the authority granted in RSA 91-A:3II (a). 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, Vice Chairman Butt seconded to come out of non public session @ 9:45 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

Chairman Clow moved, Vice Chairman Butt seconded to seal and restrict the minutes of the non public session. Passed 4-0-0

Chief Greg Begin, Police Department – Chief Begin told the Board that there are no surprises in his budget, which has 36.55% remaining. Vice Chairman Butt commented on still eating up the overtime. Chief Begin said that short of making the officers unsafe, he has been covering shifts, and doing what is necessary. He is currently doing a background on a candidate. Chief Begin said that a polygraph is the least expensive way to wash out a candidate before expending funds on a full background. Longevity bonuses, which were paid out in a lump sum for the year on April 1st, were under estimated. The fuel line will be over as well as office supplies and computer service.

Chief Begin told the Board that it was very refreshing to have the three public safety entities preparing together for the projected Hurricane. Chairman Clow asked if there is a way to project how much of the overtime and part-time officer lines will be used for the remainder of the year. Chief Begin said that he can provide that information once he returns to the office. Vice Chairman Butt said that it looks like at the rate they are going they will be \$33,000 over expended. Chief Begin said that there are two out on paternity and one on light duty

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due to pregnancy. He has been trying to fill the SRO spot and has had the detective covering. He told the Board that he looks at the one hundred hours of overtime every week and cringes, but some incidents cannot be handled with just one officer. The department is averaging \$11,000-\$12,000 per month for overtime and \$3,000 for the part-time officer line. Vice Chairman Butt commented that as long as they still have a savings on the full-time officer line, the budget should be fine at the end of the year. The Board has noticed from the beginning of the year a cooperative effort regarding the overtime line.

MANIFESTS

Chairman Clow moved, Selectman Marcroft seconded, to authorize the Board of Selectmen to sign Manifest and order the Treasurer to sign checks dated September 15, 2011. Passed 3-0-1; Selectman Lacasse abstained.

Accounts payable	\$279,979.14	(John Stark \$250,000)
Gross Payrolls	<u>\$40,715.44</u>	(Includes taxes, credit union, police detail)
Total	\$320,694.58	

MEETING MINUTES

Chairman Clow moved, Selectman Lacasse seconded to approve the minutes of August 15, 2011 as amended. Passed 4-0-0

Chairman Clow moved, Selectman Marcroft seconded to approve the minutes of August 22, 2011 as amended. Passed 4-0-0

Chairman Clow moved, Selectman Lacasse seconded to approve the minutes of August 29, 2011 as printed. Passed 4-0-0

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

TOWN ADMINISTRATOR REPORT – Naomi Bolton, Town Administrator, informed the Board that she met with Judy Rogers, Don Rogers, and Janet Brown regarding the cemeteries and everything went well. Mrs. Brown will see if they can get the information online. She will take a listing of what is available and who is in the cemetery to ensure that they match.

Naomi Bolton, Town Administrator, said that some departments have asked if anything will be done regarding wages for all town employees for 2012. Chairman Clow said that the majority of the employees are in one of two unions; the Library is an exception. Chairman Clow said it will be part of the budget discussion.

Naomi Bolton, Town Administrator, told the Board that they did make the switch to Comcast email. The Library has never been able to receive anything she has sent and did in fact receive the test she sent today and responded.

Chairman Clow moved, Selectman Lacasse seconded to enter into non public session @ 10:07 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 Lacasse seconded to come out of non public session @ 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 Lacasse seconded to seal and restrict the minutes of the non-public session. Passed 4-0-0

ADJOURNMENT

A True Record.

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Cherry Palmisano, Recording Secretary