

**FINAL**



**WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
January 3, 2011**

**PRESENT:** TOM CLOW, CHAIRMAN; RICHARD W. BUTT, VICE CHAIRMAN; DONNA OSBORNE, SELECTMAN; KEITH R. LACASSE, SELECTMAN

**RECORDING SECRETARY:** Cherry Palmisano

**GUESTS:** Jon Osborne, Frank Campana, Tina Connor, Mark Bluteau, Steve Flanders, Neal Kurk

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

**DEPARTMENT HEADS AND COMMITTEE ITEMS – Cable Committee Computer Discussion –** Mr. Steve Flanders informed the Board that they have to change over their program computer and he has priced out a laptop computer to replace it for \$300-\$400. The computer will be used to run back programs and will remain stationary in the Cable Room. They will also need to purchase an external drive for storage. Mr. Mark Bluteau said they are asking for a laptop and said that the cost difference is the same, the laptop takes up less space, the external drive will help them run programs, and if something was to happen to the laptop the programs will still be available. They currently do not have the expertise on the committee to program the replacement computer. Mr. Bluteau said that Greg Hall will get the laptop up and running. If the main machine were to crash, the external portable hard drive will alleviate the need to reprogram a new computer. This computer controls the switching of programs. Mr. Bluteau said they do not need a special laptop. They will load their own software onto the laptop. Vice Chairman Butt said there is \$18,000 in the Community Access Fund and commented that if this computer is to be used for the long term they should look into purchase something more substantial for a computer. Mr. Bluteau asked for the Board to give them the authority to spend a certain amount. He feels that the realistic life time of a computer is three years. Vice Chairman Butt said that the committee should not limit themselves into something that does not provide what they need. Chairman Clow suggests that the Board give an indication of approval, have the Cable Committee speak to retailers about what they need, and get a firm price before the Board gives final approve.

Mr. Bluteau said that the Cable Committee discussed with the Town Administrator the possibility of upgrading the monitor in the Selectmen's Conference Room. The Board agreed that the current monitor is working fine.

The Board indicated they would approve the purchase, but would like a firm price before making a formal motion.

**MEETING MINUTES**

**Chairman Clow moved, Selectman Lacasse seconded to approve the minutes of December 6, 2010 as amended. Passed 4-0-0**

**Selectman Lacasse moved, Selectman Osborne seconded to approve the minutes of December 13, 2010 as amended. Passed 3-1-0; Vice Chairman Butt abstained.**

**Selectman Lacasse moved, Selectman Osborne seconded to approve the minutes of December 20, 2010 as amended. Passed 3-1-0; Vice Chairman Butt abstained.**

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**Chairman Clow moved, Selectman Osborne seconded to approve the minutes of December 27, 2010. Passed 2-2-0; Selectman Lacasse and Vice Chairman Butt abstained.**

### MANIFESTS

**Chairman Clow moved, Selectman Osborne seconded, to authorize the Board of Selectmen to sign Manifest and order the Treasurer to sign checks dated January 6, 2011. Passed 4-0-0**

Accounts payable	\$149,650.67	
	\$39,755.38	
Gross Payrolls	<u>\$48,359.08</u>	(Includes Taxes, Credit Union, Police Detail, Accrual)
Total	\$237,765.14	

**ADMINISTRATIVE REPORT** – Naomi Bolton, Town Administrator, informed the Board that the town is entitled to a grant through Primex for financial assistance to purchase safety equipment. The grant is for \$2,040 and if it is not used needs to be returned. She informed the Board that the Joint Loss Committee talked about purchasing defibrillators and the \$2,040 was applied for, approved, and they have received the check. Three AED defibrillator units have been ordered; one each for the Library, Fire Department, and Town Office Building. CPR training will also be provided. Selectman Osborne asked if anything will need to be replaced yearly that the town will be financial responsible for. Naomi Bolton, Town Administrator, said that there is the possibility of replacing pads. Selectman Osborne asked about annual inspections on the equipment. Naomi Bolton, Town Administrator, said that the Fire Department has said that they could do the inspections at no cost. The defibrillator batteries are good for five years and have a warranty; the Fire Department would purchase new batteries if they are needed. If the Town of Weare does not use the grant, someone else will. There are no strings attached or future purchase required. With this grant Primex is reinvesting in the town to help reduce liability.

**Vice Chairman Butt moved, Selectman Osborne seconded to accept the WCSIP Grant through Primex in the amount of \$2,040 to purchase three portable AED Defibrillators. Passed 3-0-1; Selectman Lacasse abstained.**

**Chairman Clow opened the public hearing at 7:34 p.m.**

**PUBLIC HEARING** – To hear public testimony and comment for the purpose of accepting approximately 1820LF of Rossdale Lane (Off Rte. 149) as a Class V town road. Naomi Bolton, Town Administrator, informed the Board that Mr. Remillard purchased the additional lots and extended the road. Northeast Engineering has done the inspections and all boundaries have been set. Naomi Bolton, Town Administrator, said that Mr. Remillard wants the right of way road deed prepared and filed. The Planning Board has approved the subdivision and a motion was made to recommend the acceptance of the road to the Selectmen. Naomi Bolton, Town Administrator, said that they still need a road bond for \$28,613 before they can accept the road. The road bond is a warranty that sits with the town for two years and then once a final inspection is done the money is returned. There are four houses on the road and a subdivision of five lots is approved beyond that. Until the warranty bond is in place the town will not take over and maintain the road. The road is currently being privately plowed.

Mr. Frank Campana asked about the process for getting a road accepted and if Northeast Engineering has always been involved in the process. It was discussed that Northeast Engineering is the town engineer and each step is examined as it goes through the process. Mr. Campana said they have always had a well qualified Road Agent and now they are paying Northeast Engineering. Chairman Clow said that they have had inspections done by both the Public Works Director and the engineering firm before. It was discussed that Mr. Knapp gave his approval on this road. There are fourteen steps that need to be done and Northeast Engineering takes a look at the road all through compaction and the entire process. The engineering fees are paid through the applicant. Mr. Campana asked what it does to the strain of the Highway Department to take on more roads. Naomi Bolton, Town Administrator said that the town is not verging on the need for another plow route at this time, each route

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has six to ten miles of route. Vice Chairman Butt said it is a concern at what point the acceptance of roads will lead to additional costs of services. If there were twenty new subdivisions approved, then there likely would be an impact. Chairman Clow said that it is up to the Public Works Department on how they plan out their routes.

**Chairman Clow closed the public hearing at 7:44 p.m.**

**Chairman Clow moved, Selectman Lacasse seconded to accept approximately 1,820 LF of Rosedale Lane with the stipulation that the acceptance come upon receiving a warranty bond of \$26,613. Passed 3-1-0; Selectman Osborne abstained.**

Mrs. Tina Connor informed the Board that all encumbrances have been subtracted out to show the remaining balance in the 2010 budget. After subtracting the monthly payroll for the Fire Department from the 2010 budget the minimum remaining balance will be \$100,000. Vice Chairman Butt said that next Monday they can put that amount in the Undesignated Fund Balance. Mrs. T. Connor told the Board that she has until January 10, 2011 to close the books for any lingering invoices for 2010.

Naomi Bolton, Town Administrator, told the Board that there was a request from the Transfer Station to purchase a 10ft pusher to be mounted to the backhoe for the ease of plowing. The estimate for the 10 ft pusher is \$3,300 and \$500 for tire chains. It was suggested that they demo, at no charge, the 10ft pusher in a storm to see if it actually works. Mr. Jon Osborne said this started when he asked for an 8 ft pusher to cut the time it takes to remove snow at the Transfer Station. He spoke with someone who recommended a 10 ft pusher. The tire chains cost \$425 and can be left on the backhoe for the entire winter. Mr. Osborne said that the lowest bid they received is for \$3,000 with a \$300 freight charge and \$425 for the chains. This piece of equipment will be around for 15-20 years. Vice Chairman Butt said that this purchase does not meet the threshold for a Capital Reserve expense. Mr. Osborne said they discussed taking half from the Transfer Station bottom line and half from the Highway Department bottom line. Mr. Osborne said this equipment purchase will be a cost savings to the town over time because it will reduce the time it takes to plow the Transfer Station. Vice Chairman Butt sees no problem with evaluating the equipment and commented that this potential purchase could be a cost savings for every storm and does not seem like a lot for an investment. Selectman Osborne asked about replacement parts, such as cutting edges. Mr. Osborne said the pusher uses rubber cutting edges. Vice Chairman Butt said that they should be looking at revenue to see if some of that revenue could be used to purchase equipment for the Transfer Station.

Chairman Clow said if this was a major repair to a piece of equipment he would not question the repair, but with adding something new he is unsure if that is within the bounds of what they should be doing with the balance at the end of the year. Vice Chairman Butt said he did not think the intent was to use the remaining balance of the 2010 budget. It was discussed it was the intent that a portion of the money would come from the remaining 2010 budget.

It was discussed that they will demo the 10 ft pusher and hold off on purchasing the chains. Mr. Osborne will contact dealers for prices and demo availability.

Chairman Clow mentioned that the radar trailer needs repair, the cost estimate was \$1,500 and he would like to speak with Chief Begin about the repair.

**2011 BUDGET DISCUSSION** – It was discussed that each department gets a report on the total gallons of fuel used per month. Mrs. T. Connor said each time she gets a report for fuel usage she divides it into the appropriate departments budgets. They were paying \$2.79 per gallon as a price for diesel for the budget.

Naomi Bolton, Town Administrator, told the Board that built into the budgets is the current health insurance plan with a 17.9% increase.

Naomi Bolton, Town Administrator, said that she compared other policies and some would increase deductibles and out of pocket expenses for the employees and some would decrease the contribution from the town.

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Chairman Clow wants to make sure there is not a significant difference for the employees. He said that the reason is because they have gone three to four years without a pay increase and he does not want to put a burden on the employees by changing plans.

Naomi Bolton, Town Administrator, said that the health insurance reflects the 17% increase based on Anthem, which is the plan the town currently has. If they were to go with Primex they could subtract \$57,000 from the bottom line. It was discussed that a representative will come in if the Board wishes.

Neal Kurk said that the school only has a 3.5% increase in health care costs. Chairman Clow said that they cannot make a decision on this tonight.

Chairman Clow said that for several years there has been a literal taking of the RSA, what you really need to run the town, and having definite numbers on fuel and utilities. He said there comes a point when you have to say, this many gallons and multiply that by the current rate of fuel. The RSA default would be taking the literal number from the year before. Chairman Clow commented that with a multi million dollar budget they had \$100,000 remaining; proving that the budget is held very close.

### *Town Office*

- printing line zeroed out
- computer supplies reduced from \$500 to \$250
- postage dropped to \$900 but unsure if it is a contractual obligation
- miscellaneous line changed to \$100
- Town Mailer \$1,627 and Town Report \$1,303. This line was used to pay for expenses for employee training. The line will be changed to reflect actual cost.
- computer supplies decreased to \$250
- office supplies to \$800
- computer supplies to \$0
- IT service default \$1,000
- office equipment line \$200
- \$5,483 remaining in the 2010 budget for Town Offices
- employee training line added for \$1,400 for proposed and default

### *Elections*

- office supplies and computer supplies combined to become office supplies for \$200

### *Tax Collector*

- highway secretary and tax collector combined to become a full time position 20/20 in each department, her time will be tracked and the total wage will go down
- retirement is new for this position because it is now full time
- office equipment \$200
- recording fees \$1,500
- office supplies \$2,000 and eliminated \$1,500 in computer supplies
- restoration of documents reduced to \$100

*Finance Committee* – No changes were made.

### *Assessing*

- combined positions
- longevity bonus no longer applies
- current employee is taking insurance buyout
- wages 20/20 per department
- office equipment reduced to \$100

Vice Chairman Butt commented a large one time expense, in the amount of \$42,000, inflating this budget and he would like this taken out of the Assessing Department operating budget.

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The Board discussed that in the future bonus days cannot be saved and must be used by April 1<sup>st</sup> of the following year that they were earned it. They have changed vacation time so that an employee cannot have more than 1.5 years on the books at one time for time earned. An employee can now save up to 720 hours; this applies to all employees not just new hires. They will not be taking away what is on the books, but encouraging employees to allow the town to buy out their time to bring the town's liability down.

### *Legal Expenses*

- including collective bargaining bottom line is \$54,000
- 2010 \$84,225 was spent

### *Finance Administrator*

- longevity 10 year bonus \$250
- health insurance 17% increase
- increase in retirement

*Town Clerk* – Deputy Clerk is now eligible for \$500 longevity bonus.

### *Selectmen's Office*

- health insurance increase
- longevity bonuses
- miscellaneous line was decreased to \$100

### *Cable Committee*

- same amount across the board
- the person doing the programming is from Broadlink and it needs to be determined if there is an additional cost

*Trustees of the Trust Funds* – Decreased from \$85 to \$15

### *Land Use*

- advertising has an offsetting revenue; applicants pay for advertising
- \$400 for training

### *Government Buildings*

- custodial hours reflects 15 hours
- revenue from renting Town Hall \$1,300; do not charge non profits for usage

### *Cemeteries*

- contracted services \$1,900
- decreased cemetery management

### *Police Department*

- step increase based on last years Town Meeting
- health insurance buyouts – decreased
- retirement – change in rate, state's portion reduced and the town's portion increased
- police overtime – \$205,057 on overtime for 2010 with default at \$55,000
- part time officers \$90,000 for default for 2010

It was discussed that the State Police is also stretched thin. If an officer calls in for the night shift, the officer on duty is obligated to stay to provide coverage. Vice Chairman Butt said that there is no question that they need to provide 24 hr coverage for the town because that is what the town voted for.

A lot of the overtime comes from officers filling in for vacations and sick times and their shifts running over. The reality is that a lot of the overtime expenses are coming out from the part-time officer's line. The cost savings in salt in the Highway Department budget helped to cover the overage in the police overtime line. It was discussed that hiring more officers could help with overtime. Chairman Clow mentioned the problem of

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officer turn over, training, and needing coverage, which leads to overtime. Chairman Clow said that there is a newly hired part time officer who is fully certified and Chief Begin has the ability to utilize him for more hours.

It costs \$30,000 in overtime expenses to train an officer.

- cleaning service is now based on a full year
- laptops need to be serviced
- office supplies changed to \$50
- prosecutor – part time officer line is now lower because of the hiring of this person for \$673 per week
- communication equipment – ballistic vests, officer side arms need replacement
- repairs and tires – spent \$16,000 in 2009 \$17,000 in 2010 and now they have two new cars so the repairs should be less

The Board will meet to work on the 2011 budget on Saturday, January 8, 2011 at 8:00 a.m.

**ADMINISTRATIVE REPORT** (continued) – Naomi Bolton, Town Administrator, informed the Board that four printing bids were received. She checked with Amherst and Merrimack and both municipalities were happy with the service and product they received from Select Print Solutions. The bid is for \$1,627 for the Town Report and \$1,303 for the Town Mailer for a total of \$2,930

**Selectman Osborne moved, Selectman Lacasse seconded to award the contract for the Town Mailer and Town Report to Select Print Solutions for \$2,930. Passed 4-0-0**

Naomi Bolton, Town Administrator, informed the Board that she sent out bids for the Transfer Station hauling and Jeff Denning was the only bidder. There are one hundred twenty trips a year for trash. Included in the contract is an opt out for thirty days clause and a fuel sur charge with a worst case scenario of \$2,090 if the price of fuel goes up.

**Selectman Lacasse moved, Vice Chairman Butt seconded to accept the bid from Denning Disposal for trash hauling services for a total in 2011 of \$42,679.50, 2012 \$43,981.50, and 2013 \$45,343.00 with a potential other cost of \$80 per hour wait time and a range of fuel sur charges from \$3.50 per trip to \$10.00 per trip. Passed 4-0-0**

Naomi Bolton, Town Administrator, and Mrs. T. Connor put together a Power Point presentation for the January 17, 2011 Selectmen's meeting. The Selectmen will hold a coffee hour and call in night on February 28, 2011.

**Chairman Clow moved, Selectman Lacasse seconded to enter into non public session @ 11:20 p.m. pursuant to the authority granted in RSA 91-A:3II (a and c). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 4-0-0**

**Chairman Clow moved, Selectman Lacasse seconded to come out of non public session @ 11:32 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 4-0-0**

**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.**

## ADJOURNMENT

A True Record.

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Cherry Palmisano, Recording Secretary