

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
December 2, 2013**

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

RECORDING SECRETARY: Naomi Bolton

TOWN ADMINISTRATOR: Naomi Bolton

GUESTS: Shelly Ann Dyes, Frank Campana, Bruce Fillmore, Laura Arvin, Bill Tiffany, Janet Brown, Burt Brown, John Houle, Betty Straw, Ruth Jones, Sherry Burdick, Stu Richmond, Paul Marsh, Jan Snyder, Gordon C. Brown, Jack Dearborn, Ike Shepard, Tina Connor.

Vice Chairman Butt called the meeting to order at 7:04 PM.

PUBLIC COMMENT:

There was no one present for public comment.

DEPARTMENT HEAD AND COMMITTEE ITEMS:

There were not department head or committee items.

Discussion of East Road Property Purchase with the Mildred Hall Committee – Vice Chairman Butt recognized Betty Straw to speak. Mrs. Straw stated that she had two items to present to the Board. The first was an application to purchase approximately 45 acres of land that abuts the old Center Square Cemetery on East Road from Gordon and Paula Brown. On October 10, 2013 the Mildred Hall Bequest Advisory Committee voted to recommend to the Selectmen that up to \$85,000 be expended from the Charles and Ethel Eastman Fund toward this purchase. The Committee supports this application because of the many benefits to the Town of Weare. It would make a continuous corridor for wildlife, protect the aquifer, connect several other parcels or conservation land and provide for the expansion of the old Center Square Cemetery. The town will soon be out of room for lots to sell. This will be a good opportunity to acquire more cemetery land.

Vice Chairman Butt asked how much of the 45 acres will be used for a conventional cemetery. Jack Dearborn who has been working with Mr. Brown, the Cemetery Trustees and the Mildred Hall Committee on this project responded. Mr. Dearborn stated that there is an area immediately abutting the current cemetery that had been recently forested and could be ready for immediate use. There is about 15 acres that contains sand and gravel that could be converted over time to a conventional cemetery. Then there is the remaining top part of the lot, approximately 20 acres, which abuts Frank Bolton's property that is very sandy and has lots of boulders. This area could be used for green burials, which is a relatively new concept. This area would give people the opportunity to spread the ashes of loved ones and a place for people to go visit.

Vice Chairman Butt asked if the intent is to have a conservation easement on the property. Mr. Brown responded no it would be for cemetery uses. Mr. Dearborn stated that the purchase of the property is approximately \$170,000. The proposal is to have it paid for from two sources. The first is up to \$85,000 from the Mildred Hall Committee and the balance would come from cy pres money from the perpetual care money

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which is a protected trust fund. A petition needs to go to probate court and upon approval from the probate court the trustees of the trust funds could release the funds to the Brown's.

Selectmen Leary asked if there were any buildings on the property. Mr. Dearborn responded that there is a shed/barn that is there that originally went with the house across the street. The shed/barn could be used by the historical society for storage.

Vice Chairman Butt asked about the access. Mr. Dearborn stated that the part of the property that would be converted immediately would have access by extending the original road that is there from when the Center Square cemetery was established some 200 years ago.

Mr. Dearborn stated that residents may ask why the Town would bother to purchase this for cemeteries. The problem today is that there are only two active cemeteries with lots available, Pine Grove and Johnson. There are approximately 100 lots available in Pine Grove and 50 available in the Johnson cemetery. This gives the Town about 5-10 years of lots. The South Weare Cemetery has no lots for sale, they are all sold. The issue of running out of lots is not just an issue in Weare the surrounding towns are challenged as well. This purchase will afford the Town capacity and opportunity for the next 100 years. Mr. Dearborn felt that the trend is moving toward the green burials largely due to the cost of funerals costing on average of \$10,000. Mr. Dearborn thanked the cemetery trustees for looking ahead.

Janet Brown, Cemetery Trustee Chairman wanted to thank Gordon and Paula Brown for allowing the Town the opportunity to purchase the abutting acreage. Center Square Cemetery was established in 1794. The existing building on the property can be put to good use by the Historical Society for storage that will be used for many years. This will serve the town for many years. She felt that Mildred Hall would be pleased with this purchase as it sits near Mt. William, which was always very dear to her.

Vice Chairman Butt stated that he is concerned with the twenty (20) acres set aside for green burials. It's been described as a conservation area, especially being contiguous with the other conservation purchases, how would the Town set aside the twenty acres for the burials being contiguous?

Chairman Clow arrived at 7:26 PM.

Mr. Dearborn pointed out that there is an old snowmobile trail that would have to be moved and the twenty acres would be fenced in to be able to distinguish it. Mr. Brown's intent is to not allow commercial mining and he would not have an issue with continuing the snowmobile trail that in time will have to be moved.

Selectman Lawton asked about the inlet that currently exists on the property. Mr. Dearborn responded that something could be put into the easement for a 30-35' roadway for access of if they wanted in the future there could be access in from the Banks/Shmid property.

With no further comments or input, Vice Chairman Butt informed everyone that this was for information only and in two weeks there will be a public hearing to expend the funds for this purpose.

Chairman Clow resumed as Chairman.

Betty Straw wanted to inform the Board that on November 13, 2013 the Mildred Hall Bequest Advisory Committee voted to recommend to the Selectmen that an additional \$25,000 be expended from the Charles and Ethel Eastman Fund toward the cost of purchasing the Shmid/Banks property on East Road. \$130,000 has already been approved for this project. Vice Chairman Butt asked Mrs. Straw how the committee was approached. Mrs. Straw stated that Ian McSweeney came back and asked for additional funding as he was short in obtaining the balance of the funding. Selectman Lawton asked how much money is in the fund before these two requests. Sherry Burdick responded that there is approximately \$630,000+/- . Chairman Clow stated that the Town has already made a tremendous commitment and a site walk has been held. Ball fields may be challenging to be developed on that lot.

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Steve Najjar stated that he wants to make sure the Board understands the commitment for the Conservation Commission's additional pledge. Chairman Clow stated that the Society for Protection of NH Forests is to hold the easement. Mr. Najjar asked the Board to look at the State statutes. He indicated that the funding pledged from the Conservation Commission had stipulations and that is that it has to be conservation land and managed by the Conservation Commission. Chairman Clow stated that a public hearing will need to be held to spend the additional money as being requested. The Town area would have to be surveyed out of the conservation land. Chairman Clow stated that a discussion with all parties (Mr. McSweeney, Russell Foundation, SPNHF, Conservation Commission and the Selectmen) needs to be held before we move ahead.

2014 CIP PRESENTAION:

Jack Dearborn, Chairman of the CIP Subcommittee met with the Selectmen to go over the 2014 capital requests from all the departments for the upcoming year. Mr. Dearborn wanted to thank the subcommittee members, Stu Richmond, Paul Marsh, Jerry Little, Bob Ledger, Bruce Fillmore, Planning Board member and Dick Butt, Exoffcio. Mr. Dearborn then walked the Board through a power point presentation. The presentation went through all of the requests and then the requests that go narrowed down and moved forward for the warrant. There were some requests that were put off for 2015 or beyond. Mr. Dearborn is also going to make a presentation to the Finance Committee on Thursday night this week. The entire presentation will be available at the Selectmen's office if anyone would like to see it.

2014 BUDGET DISCUSSION:

Town Administrator Naomi Bolton stated that Finance Administrator Tina Connor has put together a draft entire budget which includes the default numbers as well. This draft was passed onto all departments asking for their input if something is not correct. Town Administrator Bolton presented the Board with a side by side comparison for health insurance. The Board would like for the Finance Administrator to calculate each of the packages with 5% and 10% employee contributions to see what that looks like. The Board talked about allowing people to stay on the same plan and increasing the employee share to 10%; or swapping over to the new plan and leaving the employee share of 5%. Town Administrator Bolton stated that she will need to check with LGC to see if we can split our membership between two plans. The Board discussed the Fire Department protective equipment as to have a separate article or to include the three step approach as the Chief sent to the Board after his first budget meeting. Leasing the ambulance versus outright purchasing of one was discussed. The EMS coverage was discussed and further discussion will be held with a full board. The discussion encompassed changing the current arrangement from the ambulance billing and only having a small amount being put away for vehicle purchase or putting it into the operating budget. Not all the numbers are in yet for the lawn care contracts, town reports and mailer, electricity and insurance will need to be decided as well.

MANIFESTS:

Date: December 2, 2013

Checks Dated: 11/21/2013

Employee Final Payroll \$ 9,363.24

Checks Dated: 11/27/2013

Gross Payrolls \$39,384.46

Chairman Clow moved, Selectman Leary seconded the motion to authorize the Board of Selectmen to sign manifests and order the Treasurer to sign checks dated December 5, 2013.

Accounts Payable \$1,757,961.91 (John Stark-\$250,000; Weare School-\$450,000; County Treasurer-\$936,524)

Gross Payrolls \$ 41,679.22 (Includes Taxes, Credit Union, Police Detail)

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\$ 7,180.52 (EMT/Fire)
\$ 5,341.50 (Fire Monthly)

TOTAL \$1,812,163.45

Also, to order the Treasurer to sign payroll checks dated December 12, 2013. Also to order the Treasurer to sign up to \$ 00.00 in Accounts Payable checks should any month end payments arise. Actual amounts paid and reports backing up the numbers will be included on Manifest Memo at the next scheduled meeting.

Vote: 4-0-0.

A second manifest was also necessary for a closing that is occurring on Friday to purchase Conservation Land.

Date: December 2, 2013

Chairman Clow moved, Selectman Leary seconded to authorize the Board to sign manifests and order the Treasurer to sign checks dated December 5, 2013.

Accounts Payable \$ 39,039.67 (Land Purchase)

TOTAL: \$ 39,039.67

Vote: 4-0-0

MEETING MINUTES

The minutes listed were approved at the last meeting. The November 25, 2013 minutes will be acted upon at the next board meeting.

ADMINISTRATIVE REPORT

Emergency Management Director – Town Administrator Bolton stated that she has again talked with Chief Velleca who is willing to take the Emergency Management Director position.

Selectman Lawton moved, Vice Chairman Butt seconded to appoint Chief John Velleca as the Town of Weare Emergency Management Director with a yearly stipend of \$3,000.00. Passed: 4-0-0.

Police Policies and Procedures – Town Administrator Bolton spoke with Chief Velleca and he indicated that there are existing general orders regarding sick, overtime and flextime but they are not being followed. Chief Velleca feels that the hours of rest policy is in conflict with the CBA. The existing general orders seem to be a good basis that can be improved upon.

Website – Training is set for Tuesday, December 17th beginning at 8:30 AM. This will begin as group training and then he will move to a one on one training to make sure everyone is comfortable with being able to edit the pages. Town Administrator Bolton asked for clarification on having departments having just links to another website. Vice Chairman Butt stated that he would like all of the Town information under one umbrella and he is not in favor of a link if budget money is used to pay for the website. What usually happens over time is that a volunteer creates a website with all good intentions and soon the volunteer is not available to keep the site up and then you end up with outdated websites.

Government Buildings & Maintenance Projects – Chairman Clow wanted to ask the Board’s opinion about holding off on the cement pad for the Town Hall until the spring/warmer weather. The Board agreed that they would like to wait for warmer weather to do the permanent front steps.

Town Administrator Bolton stated that the Board discussed having Apollo Construction put the new copper top on the Gazebo but there was no official vote.

Vice Chairman Butt moved, Selectman Leary seconded to approve Apollo Construction to construct and install a new copper top on the Gazebo for \$750.00 and for the funds to come from the Government Building and Maintenance Capital Reserve. Passed 4-0-0.

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Purchase Order Module – Selectman Lawton stated that he would like to see the Town notify all the vendors that a purchase order is required for purchases from the Town of Weare. He would also like to make sure it is stated the same way in the Town policy.

Police Laptops – this item should be removed especially after hearing from Chief Velleca that they have been found but with notes that they don't work.

Chairman Clow moved, Selectman Leary seconded to enter into non-public session @ 10:15 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; Chairman Clow – yes. Passed 4-0-0

Chairman Clow moved, Selectman Leary seconded to come out of non-public session @ 10:38 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Selectman Leary – 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

ADJOURNMENT

A True Record.

Naomi L. Bolton, Recording Secretary