

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
December 9, 2013**

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

RECORDING SECRETARY: Naomi Bolton

TOWN ADMINISTRATOR: Naomi Bolton

GUESTS: Tina Connor, Melissa Drury, Douglas Alwine, Stephen Flanders, Frank Campana, Ike Shepard, Connie St. Clair.

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

PUBLIC COMMENT:

Frank Campana stated that he has an issue with last week's discussion regarding the possibility of changing the funding of the EMT program from the current mechanism to the operating budget. Mr. Campana's issue is that it was not sold to the taxpayers in 2009 to be an operating expense. The Finance Committee recommended the article based on how the funding was going to operate. The 2010 Town Report deliberative minutes indicate that the Board of Firewards and the Board of Selectmen worked together on a solution that would have the least tax impact. Mr. Campana would like to know why it wasn't put in the operating budget at that time. It was perfectly legal according to Town Counsel. I agreed with the article because it would have the least tax impact. He disagrees with proposing it as part of the budget item. He realizes that it creates a shortage in the vehicle replacement fund, but so what. He would rather see the Town taxed for a lease payment or for the vehicle when needed. He felt the Board should stick to the original proposal.

Chairman Clow responded that the Board has not made any decision yet. The theory behind the conversation was with wages and wages belong in the operating budget. Chairman Clow stated that the Town was in a very dire situation that was putting a real strain on the surrounding Towns during the day. We had to find a solution. We put together the proposal. There are a lot of steps along the way before it gets to the voters. Now it is only in the discussion phase and as it moves forward the majority of the Board would have to approve it. There will be time for public input as well.

Mr. Campana stated that if it was because of wages it shouldn't have been presented as it was back in 2009. He feels it should stay the same.

DEPARTMENT HEAD AND COMMITTEE ITEMS:

Appointment of Parks & Recreation Full Member – Melissa Drury was present to be reappointed as a full member of the Parks and Recreation Commission. Vice Chairman Butt pointed out that Ms. Drury is the point person from the Parks and Recreation Commission that appears before the CIP Subcommittee with the capital requests. She is always very well prepared and accepts the feedback from the subcommittee even if it is not always favorable. **Selectman Lacasse moved to reappoint Melissa Drury as a full member to the Parks and Recreation Commission for a three (3) year term; Selectman Leary seconded the motion. Passed: 5-0-0.**

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Discuss Expenditure from Capital Reserve Fund (CRF-Fire) – Chief Bob Vezina was present to request the Board’s approval to purchase a custom command cabinet to be installed in the Durango. It would serve as a command center during emergencies. He received two quotes – one local and one from New Jersey. The one local price was lower so he would recommend that the Board go with that company. He has checked with Concord Fire and a couple neighboring communities and they have all been successful. It is approximately half price to stay local. The cabinet is actually built and installed in the vehicle, but it can be transferred to another vehicle, especially if the fire department becomes part of a rotation schedule with the police department. The town of Londonderry has purchased one and the original cabinet has just been moved into the third vehicle. Vice Chairman Butt asked what the original purpose of the capital reserve fund. Finance Administrator Tina Connor responded that the fund is called the Fire and Rescue Vehicle Replacement Fund. The fund has also been used to outfit a replacement vehicle, which the Durango is a replacement vehicle for the Fire Department. Chief Vezina stated that there are some other expenses for outfitting the Durango. He doesn’t have all the prices for all the items tonight. The Durango came with a radio and he is going to check about having it reprogrammed and to have a dual head installed so that he can communicate at either end of the vehicle. The Board asked if they could approve a capped amount so that he doesn’t have to come back with each individual invoice. Chief Vezina stated that the vehicle also has some rust that will need to be fixed but he can do that later and will come back at that time. He felt that \$4,000 should be enough to allow cabinet to be purchased and installed, the radio work and light changes.

Selectman Lacasse moved to expend up to \$4,000 from the Fire and Rescue Vehicle Replacement Fund to purchase the command cabinet, radio and other repairs necessary to convert the Durango from a police vehicle to the fire chief’s car; Selectman Lawton seconded the motion. Passed: 5-0-0.

Discuss Expenditure from Capital Reserve Fund (CRF-Cable) – Steve Flanders and Doug Alwine were present to request an expenditure for an upgrade to cable equipment that no longer works. The current player server no longer works and without it they no longer have the ability to replay videos. They have been working with Greg Hall from Broadlink. He has been able to locate a unit that is a combination bulletin board as well as a broadcast server. It is a Leightronics Ultranexus. It would replace both the character generator and the Nexus devices and it is much more user friendly. If it was to be purchased new it costs around \$10,000, but Mr. Hall has located one that is less than two years old. He has given them a price of \$5,500 installed. There was another option which was a new HD broadcast server which goes for around \$25,000. Mr. Alwine explained that this new server has a feature that will allow video streaming as well.

Vice Chairman Butt moved to expend up to \$5,500 from the Community Access TV Capital Reserve Fund for the purchase and installation of a Leightronics Ultranexus server from Broadlink, Selectman Leary seconded the motion. Passed: 5-0-0.

AWARD LAWN CARE BIDS 2014-2016:

Town Administrator Naomi Bolton received bids from four different companies for three year contracts for lawn care of the cemeteries, municipal properties and the fire department properties. The following were the bids that were received:

Cemeteries:

Company	2014	2015	2016
Cutting Blade Lawn Care, Weare, NH	\$ 24,800	\$ 24,800	\$ 24,800
Bigg Dawg Landscaping & Services, LLC	\$ 28,500	\$ 28,500	\$ 28,500
Stockhaus Enterprises, LLC, Weare, NH	\$ 31,500	\$ 33,128	\$ 34,784

Municipal:

Company	2014	2015	2016
Cutting Blade Lawn Care, Weare, NH	\$ 16,880	\$ 16,880	\$ 16,880

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Bigg Dawg Landscaping & Services, LLC	\$ 18,500	\$ 18,500	\$ 18,500
Stockhaus Enterprises, LLC, Weare, NH	\$ 38,050	\$ 39,953	\$ 41,950

Fire Department:

Company	2014	2015	2016
Cutting Blade Lawn Care, Weare, NH	\$ 5,200	\$ 5,200	\$ 5,200
Bigg Dawg Landscaping & Services, LLC	\$ 6,000	\$ 6,000	\$ 6,000
JJ's Miscellaneous Home Services, Newbury, NH	\$ 6,500	\$ 6,750	\$ 7,000
Stockhaus Enterprises, LLC, Weare, NH	\$ 6,500	\$ 6,825	\$ 7,166

Discussion ensued as to dividing up the contracts or combining them for one vendor. For 2012 and 2013 the contracts were divided between two contractors. The bids for 2014-2016 are lower than the prices paid in 2013. A letter from the Cemetery Trustees was submitted to the Board indicating how pleased they were with condition of the cemeteries in 2013.

Vice Chairman Butt moved to award the Cemetery Contract to Bigg Dawg Landscaping & Services for a price of \$28,500 per year for 2014-2-16; and to award the Municipal Contract to Bigg Dawg Landscaping & Services for a price of \$18,500 per year for 2014-2016; and to award the Fire Department Contract to Bigg Dawg Landscaping & Services for a price of \$6,000 per year for 2014-2016; Selectman Lawton seconded the motion. Passed 5-0-0.

AWARD TOWN REPORT AND TOWN MAILER BIDS:

Town Administrator Naomi Bolton received bids from five different companies for the 2013 Town Report and the 2014 Town Mailer. The bids were as follows:

2013 Town Report:

RC Brayshaw & Co., Inc., Warner, NH	\$ 2,133.00
Puriton Press, Inc., Hollis, NH	\$ 2,148.00
Town & Country Reprographics, Inc., Concord, NH	\$ 2,688.00
Kase Printing, Inc., Hudson, NH	\$ 3,298.00

2014 Town Mailer:

RC Brayshaw & Co., Inc., Warner, NH	\$ 1,987.00
Town & Country Reprographics, Inc., Concord, NH	\$ 2,057.50
Kase Printing, Inc., Hudson, NH	\$ 2,090.00
Craftsmen Press, Weare, NH	\$ 2,100.00
Puritan Press, Inc., Hollis, NH	\$ 2,241.00

Selectman Lacasse moved to award the 2013 Town Report bid of \$2,133.00 and the 2014 Town Mailer bid of \$1,987.00 to RC Brayshaw & Co., Inc., Selectman Leary seconded the motion. Passed: 5-0-0.

2014 BUDGET DISCUSSION:

Town Administrator Naomi Bolton stated that Finance Administrator Tina Connor had put together another draft the included changes that were discussed the week before. The Board was presented with the cost comparison with regard to the health insurance. The proposed new plan would create a cost savings to the Town of approximately \$50,000. The Board agreed that they would like to move toward the new plan. Town Administrator Bolton will schedule a meeting with the insurance representative and the employees to go over the changes that the new policy would have over the current policy. Both negotiating groups will move toward the new plan as well.

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With the prior action of the lawn contracts and the town report and town mailer bids those contract numbers will be added to the operating budget. The estimate of the balance remaining will be done by the Finance Administrator after next week's payables.

REVIEW DRAFT OF 2014 TOWN WARRANT:

Town Administrator Naomi Bolton presented the Board with a draft 2014 Town Warrant. At this time there is no indication of the number of zoning articles and the petition article date is a few weeks away.

MEETING MINUTES:

November 25, 2013 Minutes – Chairman Clow moved, Vice Chairman Butt seconded to approve the November 15, 2013 minutes as amended. Passed 5-0-0.

December 2, 2013 Minutes – Chairman Clow moved, Selectman Leary seconded to approve the December 2, 2013 minutes as amended. Passed 5-0-0.

ADMINISTRATIVE REPORT

Christmas Eve Closing – Town Administrator Bolton stated that the Town offices have always closed at noon and will be doing so again this year. Public Works Director Tim Redmond wanted to see if this would extend to the Transfer Station as well. Notices will be put out right away to advertise as much as possible. This would mean that the Transfer Station will be closing at noon on Tuesday, December 24th and would not be open again for the public until Friday, December 27th. The Board was fine with it as long as we can get as much notice out as possible to everyone.

Website – Training is set for Tuesday, December 17th beginning at 8:30 AM. We are still looking to go live January 1st, 2014.

Government Buildings & Maintenance Projects – AJ Wood began construction on Thursday, Dec. 5th. The doors are still scheduled to be delivered on Monday, Dec. 16th.

Purchase Order Module – Selectman Lawton reiterated that he wants everyone to know that January 1st, 2014 the purchase order system will be mandatory. Vendors will be notified that the Town will not be allowed to order/purchase anything without a purchase order number.

Library Trustee Alternate – A letter was received from the Library requesting that the Board nominate Phillip Holmes as an alternate Library Trustee.

Selectman Lacasse moved, Chairman Clow seconded to appoint Phillip Holmes as an Alternate Library Trustee. Passed: 5-0-0.

Library Carpet – Town Administrator Bolton informed the Board that she received a letter from Chris Hague the Library Director stating that they can contribute \$1,000 toward the new library carpeting. This will be voted upon next week.

Next week the public hearings for the Mildred Hall expenditure for the Gordon Brown property and the additional pledge to the Shmid/Banks land purchase will be held. It was indicated that all interested parties for the Shmid/Banks should be brought together to discuss things. This would be a good meeting to have all present. Town Administrator Bolton will invite all parties for next week.

Mutual Aid and Assistant Agreements – The Town of Goffstown has sent a mutual aid agreement for building inspection services. The Town of Hopkinton would also like to enter into a mutual aid agreement with Weare. Town Administrator Bolton will email both of them to the Board to be acted upon next week.

Weare Winter Wanderers Snowmobile Club – In anticipation of the 2014 kickoff of the 250th celebration in January the snowmobile club will be sponsoring a snow sculpture contest. In the event there is not enough snow, arrangements have been made between the snowmobile club and Pats Peak to provide snow for the event. The problem is the snowmobile club has no way of hauling the snow from Pats Peak to Weare. The

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snowmobile club would like permission from the Selectmen to allow the Public Works Department to assist with the hauling if needed. Chairman Clow moved to allow the Public Works Department to haul snow from Pats Peak to the Town of Weare if necessary, Selectman Leary seconded the motion. Passed 5-0-0.

ADJOURNMENT

A True Record.

Naomi L. Bolton, Recording Secretary