

**FINAL**



**WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
December 17, 2012**

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

**RECORDING SECRETARY:** Cherry Palmisano

**TOWN ADMINISTRATOR:** Naomi Bolton

**GUESTS:** Jim Blouin, Jan Snyder, Chief Begin, Chief Vezina, Tina Connor, Tim Redmond

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

**Chairman Clow moved, Selectman seconded to enter into non public session @ 7:01 p.m. pursuant to the authority granted in RSA 91-A:3II (a&c). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Selectman Leary – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0**

**Chairman Clow moved, Vice Chairman Butt seconded to come out of non public session @ 7:38 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Selectman Leary – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0**

**Chairman Clow moved, Selectman Lacasse seconded to seal and restrict the minutes of the non public session. Passed 5-0-0**

The Selectmen discussed a personnel issue.

**PUBLIC HEARING – To hear public testimony and receiving information regarding the Town’s acceptance of the following gifts donated to the Weare Fire Department. The first donation: \$2,688.00 from the Weare Fire/EMS Association for a Floater Pump and the second: \$13,000.00 for a Lucas “Thumper” with \$2,500.00 match from Weare Fire/EMS Association fundraising and \$4,000.00 match from Concord Hospital Charitable Fund.**

Chief Vezina explained that the floater pump is a gasoline driven pump that pumps water up to the hose. The department did not have a floater pump. The funds came from an auction that took place at Cold Springs Campground. \$4,000 was received from the Concord Hospital Charitable Fund for the Lucas Device with \$2,500 from the Weare Fire/EMS Association fundraising.

**Chairman Clow closed the public hearing at 7:40 p.m.**

**Selectman Lacasse moved, Selectman Lawton seconded to accept \$2,688 from the Weare Fire/EMS Association for a Floater Pump and \$13,000 for a Lucas “Thumper” with \$2,500 match from Weare Fire/EMS Association fundraising and \$4,000 match from Concord Hospital Charitable Fund. Passed 5-0-0**

**DEPARTMENT HEAD AND COMMITTEE ITEMS**

**Peaselee Bridge Update, DPW Garage Plans – Mr. Redmond said that he applied for the first 80% reimbursement of \$136,584.59 for the Peaselee Bridge Project. The reimbursement represents 80% of the**

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engineering phase and wetland studies, which was what they needed to have from the state to say that they are ready to put the project out to bid. Mr. Redmond spoke with the project engineer who would like to put the project out to bid in January/February to see if the project will come back lower in cost. If they do get a lower bid for the project it will help them with the warrant article for the bond. Vice Chairman Butt said that if they go out to bid in January/February they have already had Deliberative Session and already established numbers. The design specs will cost approximately \$8,000 of which 80% will be reimbursed. If the bids are ready they could move forward so that they will know actual costs for the bond. Vice Chairman Butt said that another financial option that was presented to them is establishing a line of credit, which will still have to go before the voters. Chairman Clow said that they could always amend the amount at Deliberative Session if they have all the bids back by the end of January. Vice Chairman Butt said that whether it is a bond or State Aid Anticipation it will still require 3/5ths majority vote. A bond would require the correct amount, but a line of credit could be an amount greater and then only draw down on what they need. Mr. Redmond will not move forward with the engineer's request to put it out to bid and will discuss the effect of holding off until March with the engineer. Vice Chairman Butt said that there is nothing that prevents them from going ahead with the bid process. Mr. Redmond said that there is an \$8,000 commitment to put it out to bid. Selectman Lacasse said that they shouldn't delay bidding if they are being told it is a favorable bid market.

### **Chairman Clow moved, Selectman Lacasse seconded to go ahead with bid process on the Peaselee Road Bridge Project. Passed 5-0-0**

Mr. Redmond gave the Board a hand drawn sketch of the proposed Highway Garage for their review. It will be a stand alone building. Mr. Redmond said that they are trying to take a two phase approach, which he feels will be better monetarily. The two phase approach retains the use of the current building while the new building is being constructed. It is not conceivable to tie the two buildings together. In time, if the town chooses, they can take the old building down. The structure will be pre-manufactured and in the future it will be able to be separated as an office modular to go onto a new building. The new building will be 140ft x 80ft and it is estimated to cost \$550,000. The new building will house all the bays for the equipment. They will try to put the core facilities into the new building such as a bathroom and lunch room on the second floor. The pre-fab metal building might not offer the ability for all components and a wood buildable might be a better option. Selectman Lacasse mentioned combustible construction and that he is not sure if it can be done for that size and usage. Mr. Redmond said that he is trying to reduce the heat requirements and the separation in the building will allow them to have two separate heating zones. The possibility of a steel building was discussed. Vice Chairman Butt said that they need to consider how they will present the building to the voters. Selectman Lacasse mentioned that the former DPW Director had designs done by Kurt Lauer, an architect from Goffstown. It was discussed that if the building is approved and a number locked in everything will be adjusted to what the voters approve. There will be costs associated with getting plans designed. The goal of the plans is to have something to present to the voters. They can't ask the voters to support a bond for the building without knowing what the building is.

The Board discussed that there is money available in the 2012 operating budget to fund engineer costs. There is potential for \$182,000 to be remaining in the 2012 budget.

**2013 Proposed PARC Budget** – Naomi Bolton, Town Administrator, noted that there was a request to add 3% to the staff wages and 3% to the coordinator's wage, which is not included. Vice Chairman Butt mentioned that last year a list of employees requested increase in wages, but it was after budget season. Naomi Bolton, Town Administrator, said that the Board has not discussed a wage increase and that is why it was not included. The 2013 PARC proposed budget total is \$50,488. Chairman Clow noted the PARC recreation activity increase from \$2,000 to \$5,000 and ball field maintenance from \$4,270 to \$9,600. Jim Blouin, PARC Chairman, said that they have new members who are more active and would like to have 3-5 concerts next summer opposed to the two. There is also the snowflake festival and ice rink with its associated costs. The ball field maintenance has increased because they are trying to stay on top of the five fields they use and there is not enough money to

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fertilize the fields. They had asked for fertilizing to be in the lawn care contract, but for some reason it was cut out. Mr. Blouin said that with help from LAX, soccer, and football associations they were able to have two applications of fertilizer. They paid a summer employee to spread the winter fertilizer that was donated. It will be suggested to put the fertilization into the lawn care contract next year. Vice Chairman Butt asked about the senior citizen activity line; \$1,000 was adopted, but only \$95.59 was spent. Mr. Blouin feels that more should have been spent out of there, he will ask Mike Housman. It was discussed that \$2,123 has been spent to date on rubbish removal, but only \$750 was appropriated. There are only two dumpsters and \$568 was spent in 2011. Mr. Blouin mentioned \$1,800 from Bigg Dawg that Mike Housman was supposed to contact Ms. Connor about. Selectman Leary mentioned a \$1,800 expense possible for portable toilets. It was mentioned that PARC wanted the \$1,875 for fertilizing and over seeding at Bolton Field to come out of the capital reserve, but there wasn't enough in the fund; the expenditure for American Guardian came out of the outside services line.

**Chairman Clow moved, Selectman Lacasse seconded to enter into non public session @ 8:25 p.m. pursuant to the authority granted in RSA 91-A:3II (a). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Selectman Leary – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0**

**Chairman Clow moved, Vice Chairman Butt seconded to come out of non public session @ 8:38 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Selectman Leary – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0**

**Discussion of Director's role** – Selectman Leary said that the increase was put in the budget so that they could give returning employees increases. Vice Chairman Butt does not think it is an unjustified increase. It was discussed that the wage line would be left alone. Vice Chairman Butt said that since they won't be included as any part of general wage increase, he proposes putting it in. The request is \$17,500 for wages and \$5,150 for the Director. The minimum wage for the seasonal hourly employees is \$7.25, \$7.50, and \$7.75 and lifeguards are \$11.00 per hour. Selectman Leary noted the electricity line and said that PSNH is forecasting a 5% increase. PARC spent \$3,050 in the electricity line and they are asking for \$2,400, which should be \$2,510. Selectman Leary is in favor of increasing the wage line to \$17,500. Selectman Lawton said to leave it alone; he is not sure how many repeat employees they will get back this year. The Board agreed with the \$17,500 on the wages/hourly line. Chairman Clow suggested \$5,200 for the stipend part-time director position, but the Board did not agree.

### **2013 BUDGET DISCUSSION –**

Naomi Bolton, Town Administrator, presented a proposed training schedule for employees to the Board as requested. She identified everyone in the building and put together a schedule of employees. Manchester Community College offers some training classes. Primex and LGC offer some classes if there is enough interest. Some employees would like a refresher on Word and Excel. Naomi Bolton, Town Administrator, thinks that a \$1,200 budget is enough for training.

There are two more months of legal bills and they need to put some numbers together for next year. An additional line for \$5,000 for Bond Council Fees was added to the budget.

The 5% PSNH increase should be reflected in all departments.

Chairman Clow suggested leaving the fuel at the same price as last year. The average fuel price through October was \$3.186 for gasoline and \$3.446 for diesel. Last's year the Board budgeted \$3.35 for gasoline and \$3.50 for diesel. It was noted that Mr. Redmond stated he just placed a fuel delivery order. The Board decided to use \$3.30 for gasoline and \$3.45 for diesel for the 2013 budget and the appropriate gallon usage will be calculated.

Ms. Connor noted that the employee contribution is currently 100%, but needs to be changed to 95%.

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If an employee retires through the state retirement, their salary is based on an average of their three highest years. Chairman Clow mentioned the possibility of an unplanned retirement and said that they can't just put it in the default for next year. Ms. Connor said that it would come out of this year's operating budget. There is money set aside from when an employee did not retire, it was not specified for that employee, and could cover the unplanned retirement.

Naomi Bolton, Town Administrator, will find out the amount of the November legal bill.

Ms. Connor explained to the Board that she went through the budget utilizing the Board's system for what should be in the default budget. There are a couple of lines that she was not sure of. The bond counsel legal budget is in the proposed for \$5,000, but she left \$0 in the default.

The Fire Department internet connection was broken out into its own line for Comcast. It was determined it was less expensive to go to Comcast Business than GSI for internet service. Selectman Lawton asked if there is a cost savings if they lump all the buildings together in Comcast. Naomi Bolton, Town Administrator, will research if there would be a cost savings.

### MANIFESTS

**Checks dated: December 13, 2012**

**Weekly Payroll** \$43,874.00

**Payable Checks** \$21,171.16

**Chairman Clow moved, Vice Chairman Butt seconded to authorize the Board of Selectmen to sign manifests and order the Treasurer to sign checks dated December 20, 2012. Passed 5-0-0**

**Accounts Payable** \$688,114.02 (John Stark \$250,000; Weare District \$350,000)

**Gross Payrolls** \$43,993.83 (Includes taxes, credit union, police detail)

\$970.07 (Forest Fire)

**TOTAL** \$733,077.92

**Also, to order the Treasurer to sign payroll checks dated December 27, 2012 and January 3, 2013 in that will include payment for weekly wages and matching taxes. We also authorize up to \$80,000.00 in Accounts Payable Checks dated January 3, 2013. Actual amounts paid and reports backing up the numbers will be disclosed at the next scheduled Board meeting.**

Ms. Connor noted that there is a bond payment due on January 8, 2013.

### MEETING MINUTES

**Chairman Clow moved, Selectman Lawton seconded to approve the minutes of December 10, 2012 as amended. Passed 5-0-0**

### ADMINISTRATIVE REPORT

*Traffic Control Ordinance Discussion* – Naomi Bolton, Town Administrator, will replace “Auburn” with “Weare” throughout the ordinance. Now that the Board has meet with PSNH and Asplundh, they can have further discussion.

*MRI Report* – The cover letter will be posted and the entire report will be on the town website.

*Town Hall Doors* – The scope of work has been listed in the report and can be utilized for the RFP. The door specifications are included in the report. Selectman Lacasse will review the report.

*Emergency Management Director* – The Selectmen were given a copy of the job description. It was mentioned that the Emergency Management Director is also responsible for the Citizens Emergency Response Team (CERT). The stipend position of \$3,000 will be posted in-house.

*Cemetery Trustees* – Naomi Bolton, Town Administrator, told the Board that she reached out to Bigg Dawg to see if they would be interested in performing the 2013 lawn care duties for the Cemetery for \$30,000, which is

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the same price as the existing contractor and they are very much interested. She said that she forewarned Bigg Dawg that there were some cemeteries that were not cleaned up this fall. The current contractor will be notified.

*Department head/staff meeting on Wednesday* – Maureen Bilodeau asked about the possibility of the Board purchasing an automated telephone system so that when people call they will get a directory instead of having to manually transfer wrong calls. Naomi Bolton, Town Administrator, will contact the SAU to see what telephone system they utilize and she will also call Granite State Telephone.

*2013 proposed budget* – Naomi Bolton, Town Administrator, asked if the Board would like to meet with any department heads again. Chairman Clow said that they need closer communication with the Finance Committee. Naomi Bolton, Town Administrator, will attend the Finance Committee meeting on Wednesday evening to answer any questions they may have.

*October/November report* – The Board received monthly department head reports to review.

The Board will meet on January 7<sup>th</sup>, 14<sup>th</sup>, and 21<sup>st</sup>.

Selectman Lawton asked for revenue projections for 2013. Ms. Connor said that she is gathering the information.

### **2012 Year End Possible Expenditures**

*\$2,750 Building Department software that is currently outdated* – The current software package company is out of business. The annual cost for the new software is \$2,750. Vice Chairman Butt said that it is a necessary piece of software and should be put in the proposed and default budgets. They are replacing software that is obsolete. Selectman Lawton asked if there is another software package available. The \$2,750 was put in the budget as a placeholder and Naomi Bolton, Town Administrator, will get further information. Selectman Lacasse doesn't think the software should go in default. The software is not being considered for year end expenditure.

*\$6,363.40 Fire Department computers* – A quote was received from the individual who did the install and licenses at the Police Department. The request is to replace four workstations and two laptops at a cost of \$5,863.40 and to refurbish the tough book at a cost of \$500. The total request is \$6,363.50. The new workstations will be hooked to the new server. The tough book will be out of service for one day to refurbish.

Chairman Clow said that they can wait and meet again to see what is left in the 2012 budget before making any decisions. Vice Chairman Butt said that need a purchase order in hand or authorization in minutes from the Board for the expenditure.

*\$1,780.60 for computers for Tina Connor and Chip Meany* – Both computers have been locking up since the installation of Microsoft Office 2010. The price includes two new computers, connection to the server, and transferring the data to the new systems.

*\$15,000 EMS Cot* – This is additional equipment.

*\$12,000 filing system at Police station* – This is additional equipment.

*\$10,288 eleven tasers for the Police Department* – Part of the operating budget.

*\$15,000 police laptop replacement*

*\$15,000 Ford Tractor at Transfer Station*

Vice Chairman Butt said that with exception of Ms. Connor's and Mr. Meany's computers, the Building Department software, and the taser's everything else is a CIP item.

The projection is that there will be \$182,000 remaining in the 2012 budget.

Vice Chairman Butt said that there is a projection for an extra \$50,000 in motor vehicle revenue to offset taxes, reimbursement from Concord Resource Recovery, and possible flood control reimbursement.

Vice Chairman Butt said that everything on the list with the exception of the two new computers totals \$74,000 and would remove individual warrant articles. He is suggesting using some of the unexpended monies to cover

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the cost. Selectman Lacasse prefers to put the items on the ballot with the exception of the cost for engineering for the Highway Building. The \$74,000 includes \$10,000 for engineering for the Highway Building. Selectman Lacasse would rather these items be questions on the ballot. Chairman Clow said that he would be comfortable with taking the cost for the computers out of the 2012 budget, because they are an immediate need. He said that the Fire Department upgrades to tie in with the server may not be as critical, but he would be comfortable spending the money. Chairman Clow does agree with some of the other items going on the ballot. Vice Chairman Butt thinks that some of the items are really needed and if the money is available they should be purchased.

Vice Chairman Butt thinks that \$8,000 for computers is money well spent. He is concerned what will happen if they don't get the approval from the voters for the computers and the computers die.

It was decided that the filing system, EMS cot, and Ford Tractor should go on the warrant.

**Vice Chairman Butt moved, Selectman Leary seconded to authorize the expense of \$6,363.40 to replace and repair the computers at the Fire Department and \$1,780.60 to replace the Finance Administrator's and Code Enforcement Officer's computers; also to authorize the expense of \$10,000 for the purpose of engineering drawings for the proposed DPW building, all to come from 2012 year end budget. Passed 3-2-0**

The Board asked the Town Administrator to have the Finance Administrator create a separate line for these one time expenses, so that they are not included in the totals for next year's expenses.

## OTHER BUSINESS

Chairman Clow asked about meeting face to face with the Finance Committee to go over the 2013 proposed budget. The Board agreed, but not for December, they would like to the first part of January. Town Administrator Bolton will be attending the Finance Committee meeting on December 19, 2012 and will ask about a joint meeting.

**Selectman Lacasse moved, Vice Chairman Butt seconded to accept the resignation of Sgt. Bob Peterson effective December 13, 2012 with regrets and thanked him for his years of service. Passed 5-0-0**

## ADJOURNMENT

A True Record.

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Cherry Palmisano, Recording Secretary