

**FINAL**



**WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
September 21, 2015**

**PRESENT:** KEITH R. LACASSE, CHAIRMAN; TOM CLOW, VICE CHAIRMAN; JAMES LEARY, SELECTMAN; JENNIFER BOHL, SELECTMAN; FREDERICK W. HIPPLER, SELECTMAN

**RECORDING SECRETARY:** Kathleen Humphreys

**TOWN ADMINISTRATOR:** Naomi Bolton

**GUESTS:** Frank Campana, Jan Snyder, Terry Knowles, John Lawton, Richard Butt, Mallorie Blevins, Sandra Rowe, Maureen Billodeau and Stephen L. Flanders.

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

**PUBLIC COMMENT**

Resident Frank Campana voiced his concerns if there is conflict for Chief Kelly at the upcoming Police Union Contract discussion as he's the police chief but will be on the committee representing the town. Selectman Clow reviewed how the process works and assured him there is no conflict. Mr. Campana also felt residents are being charged double to dispose of furniture or bulky items at the transfer station.

Resident Richard Butt questioned why some selectmen abstained from the vote to hire a consultant for \$2,500 to review the new DPW garage plans at the September 14, 2015 meeting. He felt the selectmen had an obligation to vote. He was in agreement with hiring the consultant. Mr. Butt wanted to know the dollar amount associated with certain communication equipment, including a repeater, that was established in a fund last year for communication with Bow Dispatch and if it is still needed when the town changes to Goffstown Dispatch. The town administrator will research and provide that information. He would like the September 14, 2015 minutes updated to reflect the cost.

Mr. Butt also discussed the firing range at the transfer station that was closed due to safety concerns. He noted there are many backyard firing ranges in town and had safety concerns wondered if there should be some sort of review process and if backyard shooting ranges should be included in the upcoming noise ordinance discussion. He noted he hears noise from backyard firing ranges very early and even on Sunday mornings.

Chairman Lacasse informed him they are in the process of reviewing various noise ordinances before the upcoming public hearings on the matter. Town Administrator Naomi Bolton provided information that she located an ordinance from 1992 that prohibits target shooting on public property.

**Credit Card Discussion**

Maureen Billodeau and Sandy Rowe presented.

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Sandy Rowe represents a software company and is here to present details about Clerks Works which offers the ability for towns to accept credit card payments either at the town clerk/tax collector's counter or on-line. We are one of 120 towns using their on-line products such as e-registration for motor vehicles. Currently, they have 65 other towns who accept credit cards.

The state now allows towns to use credit cards to be used for payment. The town now uses a one check payment system which brings them inline to have the ability to accept credit card payments.

In a nutshell how Clerks Works operates is the software connects to the state DMV. It sends the money to the state then settles the fees. Once there is acceptance of the funds, the town will receive their money in one day. Once a week, Maureen Billodeau will transfer the money to the treasurer's account, which will be a separate account just for this purpose. The company charges the end user aka resident a convenience fee of 2.95% with a \$1.00 minimum. The cost associated with paying with a credit card will be clearly displayed at the town office and on-line. Global Payment is used and they accept American Express, Discover, Visa, JCB, and Diner's Club. The software is free to the town but there is cost associated for the hardware needed at the counter. Due to changes in credit cards that now use a chip, a new reader is necessary.

The liability for use of stolen credit or debit cards is on the end user. In that case, a "chargeback" payment would be necessary and the money taken out of the town's account. It is recommended to put a limit on the payback amount such as \$2,000-\$3,000.

Maureen Billodeau made it clear that Global Payment will not have the general town accounts numbers just the clerk's accounts to make deposits into and for payback if necessary. Ms. Rowe suggested the town may want to ACH to go directly from citizen's account to town's account.

Some of the towns that use the system are: Bow, Amherst, Laconia, Nashua, Concord, Auburn, Warner, Stratham and soon Henniker.

**Selectman Clow moved, and Chairman Lacasse seconded, to allow the town clerk to start the process to accept credit cards for payments. Motion passed 5-0-0,**

Further discussion of if the police could accept credit card payments for items such as pistol permits and if the transfer station could accept credit cards. It will need to be PCI compliant because of the security process and a separate merchant ID is required and a separate bank account, or a way to separate the data.

## DEPARTMENT HEAD AND COMMITTEE ITEMS

### Cable Commission Volunteers

Applications were received from John Lawton and Richard Butt as volunteers to the Cable Committee. Each man was interviewed and had a discussion on what they see as future projects.

**Selectman Leary moved, and Chairman Lacasse seconded to accept John Lawton as a full member on the Cable Committee for a three year term. Motion passed 5-0-0.**

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**Selectman Leary moved, and Selectman Bohl seconded to accept Richard Butt as full member of the Cable Committee for a three year term. Motion passed 5-0-0.**

Stephen Flanders inquired about the progress of the fiber options upgrade. Town Administrator Bolton informed him they are waiting on additional equipment in order to go-live and that \$30,000 was received from ComCast for the Cable Equipment Fund.

### **2016 Wages/Benefits Budget Presentation**

Finance Director Beth Rouse presented a 2016 Payroll Budget and reviewed the document.

Ms. Rouse improved upon the data and included a "reason for increase/decrease" column. Tomorrow morning the department heads receive their worksheets in which the columns will be locked and if they need to make changes the process is to see the town administrator.

Finance Committee Chairperson Lori Davis asked clarification about the education line in the town administrator's salary.

### **Town Owned Building Maintenance Project Update**

Naomi Bolton met with Irving Fuel regarding Town Hall and it was determined the location for the 1,000 gallon tank has issues and it was suggested to install four 120 gallon tanks along the wall of the furnace room. The earliest the work can be started is October 1, 2015. The fire chief will do an inspection upon completion.

The proposed handicap parking spot at the Town Hall was evaluated and the bushes around the Town Hall will be pulled up in the near future by the Highway Department.

Clinton Grove Academy won't be painted this fall but the vendor offered to hold his price and schedule the job for early spring. However, the painter will remove the shutters and paint them off-site during the winter.

Town Hall Doors are pending. Naomi Bolton had a conversation with Mast Road regarding the credit they were going to issue. The company is not going to give any additional credit, they felt what was to be given was generous. Also, the Booth Bay Opera House was the only torrefied doors that they could come up with for us to look at. Those doors were only 32" wide and the Town Hall doors are wider. The Board would like to know how long ago the 32" doors were installed. Town Administrator Bolton would see if she could get that answer.

The riser for the steps at the Town Office will be painted in a brown color. Dave Hewey has been contacted to see if he is interested and available. He will come in and look at it in the next few weeks.

### **Approval of meeting minutes from September 14, 2015**

The Board reviewed amendments which were handwritten and given to the transcriber who will update into the approved version of the Sept. 14, 2015 meeting minutes.

## **MEETING MINUTES**

**Selectman Clow moved, Selectman Hippler seconded to approve the minutes of September 15, 2015 as amended. Passed 5-0-0**

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### MANIFESTS

Chairman Lacasse moved, Selectman Leary seconded to sign accounts payable and payroll checks dated September 21, 2015 as included in the following manifests:

To order the treasurer to sign the accounts payable and payroll checks dated September 24, 2015 as included in the following manifests:

Accounts Payable Manifest	\$ 15,678.03
Payroll Manifest	\$ 33,019.67 Weekly, Monthly & Quarterly Payroll including deduction checks and payroll tax)
Supplemental Payroll Manifest	\$ 1,594.88
<b>TOTAL</b>	<b>\$50,292.58</b>

Passed 5-0-0

### ADMINISTRATIVE REPORT

- The town administrator and Selectman Clow attended the Granite State Communication Open House
- The Board received a letter from Dave Hewey who was selected as the Home Town Hero. It read:

*"To Weare BOS,*

*Thank you for presenting me with the honor for hometown hero. It was unexpected but much appreciated and overwhelming.*

*Sincerely,  
David P. Hewey Sr."*

- The Board discussed a budget schedule and public hearings dates for a noise ordinance. A tentative Monday night meeting schedule was shared by the Town Administrator. All department heads will get this schedule Tuesday.
- The No through trucking process could move forward in November.
- A Weare resident is expected to be presented with the Boston Post Cane Holder at a future Selectmen's meeting. A replica cane has been made and after the engraving is completed will be ready to present. It was discussed the original cane will be on display at the Town Office along with a plaque with the names the previous Boston Post Cane holders.
- The Board received a complaint from a resident on Irving Drive regarding the Japanese knot weed, which is just like bamboo spikes. DPW Director Redmond met with the resident and the complaint has been resolved. This is an invasive plant can grow to 8 ft. tall and can be costly to dispose of properly.

### PUBLIC COMMENT

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Lori Davis wanted to say the new finance officer is doing an incredible job and as a tax payer it's easy to understand and as a finance committee member she feels they received everything they need.

Frank Campana asked if the Board foresees any line item being created in the budget for any type of coverage for the town to accept credit cards. He was informed there will be equipment updates that will be in the budget.

## **CORRESPONDENCE**

None

## **OTHER BUSINESS**

Selectman Hippler wanted to go back to Richard Butt's concerns about the money received to dispose of bulky items and inquired where it goes. He was informed to the general fund. It was also noted the cash register at the Transfer Station has been reprogrammed and easier to use.

**Selectman Clow moved, and Chairman Lacasse seconded, to adjourn at 8:50 p.m. Motion passed 5-0-0.**

A True Record.

Kathleen Humphreys, Recording Secretary