

**FINAL**



**WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
November 30, 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:** Leon Taylor, Nancy Taylor, Sherry Burdick, JN Rowe, Bryan Nowell, Frank Campana, Jan Snyder, Michael Pelletier, Melissa Daaly, Jon Osborne, D. Hewey, Sr., Tina E. Richards, Adam N. Richards, Daniel Gorman, David Askham, Kristina Houde and others.

**7:38 p.m. Chairman Lacasse called the meeting to order.**

**Award Presentation to Leon Taylor**

Bob Richard introduced Captain Bryan Nowell, Forest Ranger with N.H. Fire Protection Bureau who presented an award to Mr. Leon Taylor on behalf of the State of New Hampshire Forest Protection Bureau for his many years of service. Mr. Taylor was selected as the Central New Hampshire Warden's Association recommendation to the State Board for the Al Bretton Award. He did not receive the State award but the Central Division Forest Wardens wanted to recognize him for the Outstanding Contribution to the Fire Wardens and Fire Prevention and presented him with a plaque. Mr. Taylor has served over 70 years and is 91-years old.

In his presentation, Capt. Nowell mentioned the Marlo fire in the 1940s and Grafton Mountain in the late 40s and that Mr. Taylor was able to provide first-hand information because he fought both fires. Mr. Taylor presented Capt. Nowell with a black and white photo of the Essex fire at Bald Cap Mountain. Mr. Taylor believes he was the only person working the fire with a camera and said he laid over 7,000 feet of hose. Capt. Nowell thanked him for the photo and added the Bald Cap Mountain fire was huge plus Croyden Mountain in Grantham on Rt. 89 (going north) which burned all summer long and the Marlo fire burned over a number of towns.

Capt. Nowell thanked Leon Taylor and his fellow firefighters for their years of service. He also mentioned the knowledge and history Mr. Taylor has and to not forget the roots of where firefighting came from.

**PUBLIC COMMENT**

None

**DEPARTMENT HEAD AND COMMITTEE ITEMS**

None

**Stone Wall Removal on Colby Road**

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Mike Pelletier was before the Board requesting to remove a section of stone wall. Stone Wall removal requires Selectmen's approval. Mr. Pelletier received Planning Board approval on Nov. 12, 2015. It was unfortunate the contractor was not informed and the wall was pulled apart ahead of time. DPW Director Redmond asked Mr. Pelletier to remove the berm which he agreed to. The section of the wall to be removed will be a driveway to an industrial piece of property. The plans for the property are unknown at this time but access is needed. The stones that were removed were wrapped into the opening.

**VOTE: Vice Chair Clow made a motion, Chairman Lacasse seconded, to approve removal of 30 feet of stone wall on Tax Map 412 Lot 170.2 providing the recommendations of the Department of Public Works are followed. Motion passed. 4-1-0. Selectman Hippler voted no. Vice Chair Clow, Chairman Lacasse, Selectman Bohl and Selectman Leary voted yes.**

### **2016 Budget Presentation**

Town Administrator Bolton presented the remaining budgets that needed to be reviewed: Town Officers' Salaries, Town Officers, Elections, Tax Collector, Assessing, Legal Expenses, Finance Administrator, Town Clerk, Selectmen's Office, Cable Committee, Trustees of the Trust Fund, Government Buildings, Cemeteries, Insurances, Advertising, Code Enforcement, Forest Fires, Street Lighting, Animal Control, Health, Welfare, Patriotic Purposes, Conservation, Economic Development, Debt Service and Capital Outlay.

### **TOWN OFFICERS:**

Line 213: \$3,625 was the amount for the past two year allowed to help offset the deductible increase. T/A Bolton stated that it does not need to be carried over this year. Vice Chair Clow had a concern the Public Works contract carries through June 30, 2016 therefore there should be some money left in that line. This will be investigated.

Line 530: The Personnel Policy allows for employee education and that line is \$2,500. Chairman Lacasse felt that unless there was a plan in place he would like that amount to remain consistent with previous years as \$1,200. He would rather see it employee driven where they bring forth classes they would like to take and then budget the money, not put money in there just to spend it.

Line 618: This will be zero because the copiers are leased which includes toner and ink. It was suggested that copier paper should be in the office supplies budget.

The need to budget for information storage was discussed (The Cloud). T/A Bolton proposed the town host email services in-house utilizing Spaulding Hill. The search mechanism with Pow Web is cumbersome especially when right-to-know requests are made. Chairman Lacasse inquired if they switch will archive emails would come forward from Pow Web to Spaulding Hill. Vice Chair Clow wondered if Spaulding Hill can provide the same level of long-term storage being a smaller company in comparison to a large company such as Pow Web. T/A Bolton will do further research.

### **ELECTIONS:**

There will be four elections and a deliberative session next year as opposed to one election this year which drove the budget increase.

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### **TAX COLLECTION BUDGET:**

Line 01-415010-150: Increased \$152 because a payroll increase was voted in at town meeting. Line 01-415010-210: Decrease because employee contributions are going up.

Line: 01-415010-625: The proposed postage line increased \$900 because at town meeting voters approved that all deed and lien pending notices are to be sent via certified mail at the cost of \$6.74 each. In addition, postage cost increased 9% since last year.

Recording fees are for the tax liens recorded at the registry. The fee is charged back to property owner when the lien is paid then that money goes towards revenue.

Chairman Lacasse recommended budgeting for the actual cost of the seminars for education.

### **ASSESSING:**

01-415210-311: Tax map maintenance by Cartographics increased \$175. They digitize the tax maps for the website and provide a CD. They also handle maintenance such as subdivisions.

341: Phone increase \$50 and Line 620 Office Supplies increased by \$50.

Line 625 Postage: Increased \$200. Letters for audit are required by the State of N.H. Department of Revenue to be mailed out to all veterans, elderly and disabled people in a revaluation year which equates to about 400 additional letters.

Line 590: There was a suggestion to be able to have the tax cards on-line with AVITAR for the cost of \$3,300. Currently, AVITAR charges a subscription fee of about \$100 for individuals to sign up. There is a request for GIS on-line. The fee would be \$4,300 to have the whole set done in addition to a \$1,800 yearly hosting fee.

Chairman Lacasse asked how many people have signed-up so far and if there is a huge demand. T/A Bolton said there were complaints that Weare is one of the only towns not providing that service. Currently, the tax map can be seen and search for taxes which indicates the assessed value but no additional information or features are available on the property card. Therefore, people need to come in or call the office and generally request that information be emailed, printed, faxed or mailed. The GIS has layers and shows the bridges, water, streams and other visual components. This can also be done with Google Maps and online.

The Board was not so sure if this research can be done utilizing other avenues and if so why should the town pay for it. Vice Chair Clow wondered if that is the type of services the town website should have. T/A Bolton will call AVITAR and see how many subscriptions were from Weare.

Selectman Leary asked if line 622 is an end of year expense and it is.

### **LEGAL:**

Legal need to have a bigger discussion but the bottom line remained the same.

There was discussion on where the Bond Council legal fees should go if the highway garage warrant passes. A bond fee would be required which needs to be done before the warrant. After discussion \$85,000 was penciled in.

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### **FINANCE ADMINISTRATION BUDGET**

The budget went down even with increases in phone plus supplies for new mandated forms for ACA reporting.

### **TOWN CLERK**

There was a decrease in postage because the town clerk is doing more email renewals. Chairman Lacasse recommended budgeting for the actual cost of the seminars, here as well.

### **SELECTMEN'S OFFICE**

Line 301: Auditors. Last year \$28,000 did part of 2013 and 2014 in the same year so the figure of \$16,000 is a fair number.

**CABLE** is the same.

### **LAND USE:**

Line 01-419310-310: Land Use-Pass through Engineering. If you hire the town engineer to go look at a project, the town pays for instead of an escrow account. The town pays the expense but they provide the revenue.

Line 390 Recording fees: The number used is \$500 but the applicant reimburses for the actual costs after for abutter certified letters and recoding fees. The same process happens with advertising.

Line 530 Seminar & Training: This allows the Planning and Zoning Boards to go to three law lectures a year. They are asking this line to be reinstated.

Line 341 Phone: Basic phone is \$55/month plus long distance so minimum cost is \$660 for phone. Then each department is billed for their share plus any long distance calls. This line was dropped down to \$800.

### **GOVERNMENT BUILDINGS:**

It was discussed combining general maintenance and cleaning into one position. T/A Bolton will look into this.

Line 410 Electricity: Southern N.H. Planning joined together to buy electricity off the grid. They looked at the Safety Complex which saved \$300 in one month. This line is down \$1,702.

Line 431 Elevator Inspections: was up \$140 due to fee increases. A broken part was replaced.

The alarms are inspected every December plus the fire extinguishers are inspected.

Line 411: Heat for the Stone Building is now propane therefore no history is available but propane cost went down. The building also recently had insulation installed.

Line 410 Heat for Town Hall will remain at \$4,200. It does have a new boiler but there is no history on costs.

### **CEMETERIES:**

The fees are down \$2,800 mostly because fees are paid from the funeral home. The corner stones are purchased then reimbursed. Flag holders are for the Veterans' flags.

### **INSURANCE:**

These numbers are sent directly from PRIMEX. Unemployment went down and the rest went up.

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### **ADVERTISING:**

Advertising is used when the town needs to hire someone. Depending on the deadline, ads can be placed in one of the free papers. Each bond article is required to be advertised. Plans are to work with the Weare Community News as much as possible for public notices if the deadlines can be met. This line will be reduced to \$500.

### **CODE ENFORCEMENT:**

Line 01-424010-580 Mileage was change to \$200. He sometimes drives his own vehicles to seminars.

Line 740 is for \$150 because new electrical testers are required by code.

Fuel for across the board was discussed. Ways to adjust it was discussed due to the price ranges. They are looking at halfway between last year's prices per gallon and what the cost is today.

### **FOREST FIRES:**

Wage increase to \$3,600 this amount is paid to WFD personnel performing work related to forestry. One-half of this amount is reimbursed by the State of N.H. which in turn is deposited into the General Fund to off-set this expense.

Line 01-429910-580 Forest Fire-Travel/Mileage: Miles for warden and deputy wardens increased \$250. This line is used for site visits, to issue permits, smoke investigations and meetings.

**STREET LIGHTING** is down ó buying electricity off the grid.

**ANIMAL CONTROL OFFICER:** The only increase is wages.

**HEALTH OFFICER** gets a stipend monthly. This department is part of the health fair.

### **HUMAN SERVICES:**

The Human Services Director will use her own at her own expense.

The Board discussed if the taxpayers should make their own decision to fund charity organizations and non-profits on their own or should the town make a donation to organizations such as the American Red Cross. There was a different of opinion on the action to take. Vice Chair Clow felt the Red Cross is worthy because they provide emergency services. The Red Cross can use Town Hall for blood drives at no cost.

The line 01-444210-562 was changed to zero.

**PATRIOTIC PURPOSES** is the same.

### **CONSERVATION:**

There is a need for a minute-taker for the Conservation Commission therefore \$840 was added to their budget for this purpose. They estimate five hours per meeting at \$13/hour for 12 meetings, plus FICA and Medicare. The Board agreed for a minute-taker for the Conservation Commission and Parks & Recreation Committee.

**ECONOMIC DEVELOPMENT** remains the same at \$50.

**DEBT SERVICES** was reviewed.

**CAPITAL OUTLAY** has a decrease of \$7,400 for the annual lease for the grader

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Town Administrator Bolton will review Spaulding Hill for email; the possibility of combining cleaning and maintenance service for government buildings; vehicle fuel, part-time minute-taker for Conservation Commission and Parks and Recreation.

A full budget report is expected for the next meeting. Vice Chair suggested a meeting to address CIP and Warrant Articles. Other items to discuss are the police department proposal/staffing and fire department issues such as staff salary changes.

The 2016 Budget Presentation Schedule is:

Dec. 7, 2015 proposed budget (all inclusive) and default budget overview

Dec. 14, 2015 warrant article discussion

Dec. 21, (no meeting)

Dec. 28, 2015 complete warrant

Rebuilding the tower on Town Hall was discussed as well as possible shutters over the bell tower.

The Historic Committee is considering a warrant to allow public viewing of antique artifacts up to x numbers of days per year at the building purchased from Gordon Brown on East Road and needs language for a long-term lease. The Board should review the lease contract

## **MEETING MINUTES**

**Chairman Lacasse moved, Selectman Hippler seconded to approve the minutes of November 16, 2015 as amended. Passed 5-0-0**

## **MANIFESTS**

**Chairman Lacasse moved, Selectman Hippler seconded to sign accounts payable and payroll checks dated November 30, 2015 as included in the following manifests:**

<b>Payroll Manifest</b>	<b>\$ 42,485.44</b>
	(Weekly payroll including payroll taxes)

<b>Fire Dept. Payroll Manifest</b>	<b>\$ 12,798.04</b>
	(November 2015 monthly payroll)

<b>Accounts Payable</b>	<b>\$ 26,380.41</b>
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<b>TOTAL</b>	<b>\$ 81,663.89</b>
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**Passed 5-0-0**

## **ADMINISTRATIVE REPORT**

Two additional items needed attention:

1. Current use tax for piece of property talked about tonight on Colby Road.
2. Bow Paramedic Intercept Agreement is good through June 2018 and reviewed by the Fire Chief.

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**MOTION: Vice Chair Clow moved, Selectman Hippler seconded, to approve the chairman to sign the Paramedic Intercept Agreement with the town of Bow. Motion passed 5-0-0.**

The Selectman has heard complaints from residents regarding road damage from logging operations that enter Rt. 77 from South Sugar Hill Road. Two new intent to cut applications have been filed for South Sugar Hill area again, by the same owner. They were asked to pay for the road damages which has not been take care of to-date. The new intent to cuts will not be signed at this point. The Board is considering a bond for repairs on logging operations.

The Noise Ordinance will be added to the Dec. 7, 2015 Selectmen's meeting.

Vice Chair Clow read a section from the zoning regarding noise and discussed if this would be helpful. Article 3 in Zoning, Performance Standards. Any use of land shall not be unreasonable or offensive to the public health and safety for expectation of public peace

Chairman Lacasse is considering adding a warrant article to raise money to improve the target shooting range at the transfer station. Vice Chair Clow has an issue with supervision at the range. It was noted, the town's insurance company recommended safety repairs be made at the range. The type of weapons allowed at the range was up for discussion and if assault weapons would be out of line.

No Through Trucking is a possibility for the Dec. 7, 2015 BOS meeting.

The Board discussed a general contractor to order and install the doors for Town Hall.

### **PUBLIC COMMENT**

Jan Snyder inquired about the Town Hall doors just discussed and after the explanation suggested sending a letter from the town attorney to Mast Road. In a nutshell, the doors warped. The town was not satisfied. Mast Road promised to make good on it and were willing to pay \$2,000 out of the \$16,000 cost. The Town has been trying to get an estimate on the doors only, not the sill or hardware.

### **CORRESPONDENCE**

None

### **OTHER BUSINESS**

None

**Chairman Lacasse moved, Selectman Hippler seconded to enter into nonpublic session @10:09 p.m. pursuant to the authority granted in RSA 91-A:3II (a&c). A roll call vote was taken, Selectman Bohl – yes; Selectman Leary – yes; Selectman Hippler – yes; Vice Chairman Clow – yes; Chairman Lacasse – yes. Passed 5-0-0**

## **FINAL**

**Chairman Lacasse moved, Selectman Hippler seconded to come out of nonpublic session @ 10:30 p.m. A roll call vote was taken, Selectman Bohl – yes; Selectman Leary – yes; Selectman Hippler – yes; Vice Chairman Clow – yes; Chairman Lacasse – yes. Passed 5-0-0**

**Vice Chairman Clow moved, Selectman Hippler seconded to seal and restrict these minutes of this nonpublic session. Passed 5-0-0**

**Chairman Lacasse moved, Selectman Bohl moved to adjourn at 10:31 pm.**

## **ADJOURNMENT**

**A True Record.**

**Kathleen Humphreys, Recording Secretary**