

**FINAL**



**WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
December 28, 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, Finance Administrator Beth Rouse, Richard Butt and Fire Chief Bob Vezina.

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

**PUBLIC COMMENT**

Resident Richard Butt asked if PRIMEX filed a report about their recommendations of the firing range at the Transfer Station. Town Administrator Naomi Bolton responded the town has received a letter from the town attorney but can verify if PRIMEX will be sending a report. Mr. Butt said he read an article on the software program Social Sentential which the police department is considering. He suggested a public hearing be held prior to any implementation. He also felt this cost should not be in the operating budget.

Mr. Butt also took objection to Chief Kelly's statement at a previous meeting of "Prior administration put in the budget" in regards to the purchase of seven Tough Pads. He said that \$23,260 was encumbered 23-months ago to purchase 7 Tough Pads that included cradles and installation. He felt it is negligence not to have them installed yet. He commented Chief Kelly was in charge 15 out of the 23 months. The Fire Department received two of those Tough Pads which are used loose and not installed. Chief Vezina commented they are used daily with the ambulance crew.

Mr. Butt felt a third shift for the police department is not needed because State Police can respond. He also mentioned the Town has not used money from the unreserved fund balance to offset warrant articles in about 10-years. He has concerns about a warrant funding the skid steer. He was informed the Board has not discussed that yet and it was just a dialogue at the previous meeting because of the refund from the Ash Landfill Fund.

Town Administrator Bolton informed the Board she found a public notice signed by the Weare Selectmen in 1992 that stated no target shooting practice is allowed on any town property. She also has a copy of the town attorney's letter and Chief Kelly's letter that recommended closing of gun range for the public and police unless safety upgrades are made to ensure the safety of users of the range, DPW employees and the public.

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Resident Frank Campana also wanted to comment about the discussion at the previous meeting to use the \$91,600 from the Ash Landfill refund for transfer station improvements. He commented the money did not belong to the Selectmen, transfer station or road agent and as taxpayers it is their money and they pay to support the organization which closed the landfill. He also felt the FEMA money should go back to the general fund, as the Road Agent suggested. Combined, these funds total about \$132,000.

Mr. Campana commented on the \$285,000 on the increase with PRIMEX since 2013. He felt the taxpayers should not bear the full brunt of that \$285,000. He felt the money should be offset in the budget.

Mr. Campana commented on Line 115 in the Police Budget for the Administration Secretary Salary at \$21/hour. He commented there are three vacant positions plus a possible fourth because an officer making \$26/hour is currently doing desk duty and felt this officer should be on the road. He wanted the Board to address a full roster for the police department. He was informed the part-time secretary position was eliminated resulting now in one position.

Jan Snyder contacted the Bond Council and was quoted a cost of \$5,000-\$7,500. She has an engagement letter from the Bond Council that includes a list of items that would need to happen, the process and deadline information plus services provided. The town will not receive a bill until after the closing. If the warrant does not pass, there is no cost to the town.

Bank rates are currently roughly 3.51%. Interest rates are increasing. The New Hampshire Municipal Bond Bank would charge a fee of \$7,500-\$9,000.

She suggested the selectmen initial the word ~~refund~~ which she crossed out of the document.

**Vote: Selectman Leary made a motion, Vice Chair Clow seconded, to allow the chairman to sign the engagement letter for the Bond Council. Motion passed 5-0-0.**

## DEPARTMENT HEAD AND COMMITTEE ITEMS

### 2016 Budgets – Complete Proposed and Default Numbers.

Re-adjusting the default budget process was open for discussion. The town attorney weighed in on it last year that reducing the default lines every year could be reducing future budgets. It was suggested to go with the RSA and go with the default budget as presented.

**Chairman Lacasse moved, Selectman Leary seconded, to propose the default budget so there is no individual line that will be higher than the proposed line in the same column. After a lengthy debate, the motion failed 1-4-0.**

Line 190 could reduce the proposed if a retired employee is paid in 2015 instead of in 2016.

## POLICE

Line 430: It was discussed to zero out the Part Time Secretary position. Line 01-421010-115 will be reduced to \$37,960 in the default for the Full-Time Secretary position.

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Line 117 and 150 will merge. The School Resource Officer was dropped. Line 688 for Sentential Software was deleted until a further study can be done. Line 150 for Part-Time Wages was reduced to \$72,000 from \$108,000.

### **FINISH 2016 WARRANT ARTICLE DISCUSSION:**

The Board reviewed a draft of the proposed warrants and it was decided:

- Non-Union raises will be 3%.
- Police cruisers purchase will change to a 3-year lease with a 5-year warrant.
- The Board of Selectmen agreed to support all the other proposed warrants.
- The Noise Ordinance will be tabled. The Board will continue to work on it.
- Upgrades and safety repairs to the firing range will be added to the warrant.

Fire Chief Vezina discussed the mechanics of rescinding the revolving fund to flow into the general fund and the goal to reestablish that vehicle replacement fund.

A discussion followed about the safety of the fire range including discussion about the 1992 RSA about no target shooting on public property. Some Board members felt there needs to be a facility supervisor to oversee safety procedures. It was also discussed if the location could be moved back into the forest a bit.

### **MEETING MINUTES**

**Chairman Lacasse moved, Selectman Hippler seconded to approve the minutes of December 7, 2015 as amended. Passed 4-0-1. Selectman Bohl abstained.**

**Vice Chair Clow moved, Selectman Bohl seconded to approve the minutes of December 14, 2015 as amended. Passed 4-0-1. Chairman Lacasse abstained.**

### **MANIFESTS**

**Chairman Lacasse moved, Selectman Hippler seconded to sign accounts payable and payroll checks dated December 31, 2015 as included in the following manifests:**

<b>Payroll Manifest</b>	<b>\$ 39,202.20</b>	(Weekly payroll including payroll taxes)
<b>Fire Dept. Payroll Manifest</b>	<b>\$ 4,723.80</b>	(Annual/Quarterly Stipends)
<b>Supplemental Payroll Manifest</b>	<b>\$ 971.71</b>	
<b>Accounts Payable Manifest</b>	<b>\$ 46,293.88</b>	
<b>2016 Accounts Payable Manifest</b>	<b>\$ 28,910.09</b>	
<b>John Stark Regional Coop Manifest</b>	<b>\$ 250,000.00</b>	

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(December 24, 2015 Appropriation)

**Weare School District Manifest           \$   450,000.00**

(December 28, 2015 Appropriation)

**TOTAL                                       \$   820,101.68**

**The following manifests were previously ordered to sign at the December 14, 2015 Board of Selectmen Meeting:**

**Payroll Manifest                               \$   62,289.10**

(Weekly, monthly and insurance buyout payroll checks dated 12/23/15)

**Forest Fire Payroll Manifest               \$   1,268.84**

(2<sup>nd</sup> half of year permitting hours checks dated 12/23/15)

**Passed 5-0-0**

### **ADMINISTRATIVE REPORT**

The Highway Department Standard Operating Procedures from 2004 were never adopted for snow removal and ice control. DPW Director Redmond updated the document in which the Board will review. The routes were updated and it was suggested to remove individual employees names from the document.

The application for the Waste Hauling License has been updated. After the Board reviews the document, it will be implemented in 2016.

The Noise Ordinance will be tabled until next year but the Board will work on it early in the next year.

The Finance Committee will review the budget.

### **PUBLIC COMMENT**

None

### **CORRESPONDENCE**

An e-mail was received from a man who noticed the towns website is still running DRUPAL 6. The software has an open support platform which is updated every three years. Virtual Town Halls and schools should not be affected. It was discussed to migrate to Platform 7 which reshapes itself to be properly displayed on smartphones and tablets.

### **OTHER BUSINESS**

None

**Chairman Lacasse moved, Selectman Hippler seconded to enter into nonpublic session @ 10:05 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**

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**Chairman Lacasse moved, Selectman Bohl seconded to come out of nonpublic session @ 10:40 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**

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

**Vice Chairman Clow moved, Selectman Hippler seconded to pay the accruals due to Randy Dearborn out of the 2015 money. Passed 5-0-0**

**Chairman Lacasse moved, Selectman Bohl seconded to adjourn at 10:45 PM.**

## **ADJOURNMENT**

**A True Record.**

**Kathleen Humphreys, Recording Secretary**