

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
January 11, 2016**

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: Jan Snyder; Diane Frechette, DRA; Loren Martin, Avitar Assessor; William Lambert; Marc Pinard and Lori Davis

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

PUBLIC COMMENT

None

2016 Revaluation Conference Mtg. with State and Avitar

Diane Frechette from Department of Revenue Administration and Avitar Assessor Loren Martin addressed the Board and provided procedural information about the upcoming assessment process.

Letters will be sent to residents alerting them of the revaluation and hearing times. Field reviews will begin in mid-May with notices ready by late June. Hearing dates will be in July then the information will be updated and finalized. MS1 information could be turned over to the town by August. MS1 is due Sept. 1. The information will be available before the fall tax bills and the town will be given a CD plus a booklet so the information can be available on-line and in the office.

Diane Frechette and Loren Martin will be driving vehicles that identify their companies. Ms. Frechette also provides her automobile information on the back of her business card and tells the police department where she will be working that day.

The assessor will visit the property, knock on door then ask questions such as when the property was purchased plus matches up information from the property assessment card. Exterior measurements are taken, if needed, for new construction and sales. Avitar uses sale information for the update.

If there are no questions or errors the report will go to both the Town and Avitar. If there are errors it only goes to Avitar. Avitar has 30 days to review the report and respond.

A handout titled, "Assessment Review" was given to the Board. Diane Frechette is a Real Estate Appraiser and went over the package and graphs. RSA 75:8A on page 16 was pointed out.

Column C requires a lot of in the office work because they check the elderly exemption, veteran credits, veterans total disability, blind, disabled and deaf credits as well as religious/education/charitable and charity organizations.

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One report filed is how the Town is treating people and what their standards are; is it mostly verbal or are there procedures? Building permits are checked. When on a visit, the assessor checks look for decks and demolition. Common sense is used and if something looks new they question if there is a building permit. They also check to see if items were actually built that are on the card. For example, a deck is not there but a building permit was on file, a correction would be made.

Current use is checked and they verify items such as is there a plan; has it expired, is it a tree farm? They also check the land use change tax.

PUBLIC COMMENT

None

DEPARTMENT HEAD AND COMMITTEE ITEMS

Finish 2016 Warrant Article Discussion

Warrant corrections include: 3/5 votes is needed for the highway garage; the Jaws of Life will have a 3 cents tax impact; add "lease purchase" to the Police Cruiser Warrant while this warrant will have an 11 cents impact.

It was debated to add, "Three fulltime officers would bring the department to 24-hour coverage." Some Board members were hesitant to include that in the warrant article and would like to see it as part of the explanation in the mailer. Part of the reason for not including it was due to the fact that if several vacancies occur at once, there is no way 24 hour coverage could continue until all spots are filled. In the mailer it would explain the Board's intent as long as the roster is full.

Financial numbers are not available yet for safety improvements at the firing range. It was asked what recommendations PRIMEX made. The town attorney reviewed a 1992 proposal that was not signed that said shooting on town property is not allowed. Chairman Lacasse recommended adding, "for public use" and asked if this passes would it undo the 1992 prohibition on shooting on Town property.

Vice Chair Clow and Selectman Hippler felt a firing range on town owned property is inappropriate and opens the town up for liability and had issues with no dollar value assigned to it. Chairman Lacasse asked if the town could get the opinion from PRIMEX if they would cover it.

Chairman Lacasse would be in favor of keeping the shooting range on the warrant with an amount not to exceed \$100,000 and to have it opened to the public when it's completed. Poll: No votes by Vice Chair Clow and Selectman Hippler. Yes votes by Chairman Lacasse, Selectman Leary and Selectman Bohl.

"Sum of" needs to be added to the library warrant.

Cemetery Construction Warrant: Make it plural or put Pine Grove.

The library had two employees that work 30-32 hours every week therefore two insurance buyouts must be added to the proposed and default budget.

The Board reviewed the 2016 Summary of Proposed Appropriations.

DRA has completed their budget review. The public hearing is scheduled for January 18, 2016.

Standard Operating Procedures for Winter Discussion

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The Board reviewed the document and made minor changes such as typos and word changes. Town Administrator Bolton will update and prepare the document for signatures at the next meeting.

The Board discussed issues of people plowing snow across the road and decided on unlawful to plow across town roads. On the cover and in the first paragraph the word city will be deleted.

WORTHLY ROAD AGREEMENT

Attorney Marc Pinard and potential buyer Will Lambert were present.

History: This lot was before the ZBA in October for a variance for permission to build a single family home on Class VI portion of Worthley Road. The ZBA approved it subject to three conditions (The agreement was submitted to the Selectmen). The applicant then went to the Selectmen who referred the case to the Planning Board for approval. A site walk occurred and the application was approved with six conditions. The Building Inspector and DPW Director also visited the site.

This is the Planning Board vote from the Dec. 17, 2015 meeting: *“Bruce made a motion that Worthley LLC be authorized, use, upgrade, construct & maintain as access to a driveway up to 450’commencing from the end of the Class VI Road known as Worthley Road to just past the property line, above the ZBA comments:*

1) Selectmen give approval for removal of stonewall – 30’ wide, 2) construction per the plans dated 12/10/15, 3) attorney review, 4) approval from Board of Selection for cutting of sizeable trees, 5) Board of Fireward review, 6) DPW review, 7) no runoff of water be directed off Class VI Road to abutters property. John seconded for comment. John seconded. Motion passed. 5-0-0”.

Road plans were reviewed. For snow removal, the snow will be pushed to the right not dead end.

Mr. Pinard asked for a waiver that the road has to be built prior to the building permit. The buyer is a site contractor and has his own equipment and expertise to improve the road and will build the road. With the current weather the buyer would like to get started on the house, which typically is not done until all the roadway improvements are done. They are asking for the building permit prior to the road being completed.

Town Administrator Bolton pointed out that when a request like this is being made, before waiving the road improvements being done first, a bond should be posted for the Town’s protection. It would be consistent with what other contractors have to do in new developments. Contractors have to post a road bond before building permits are issued. It protects the Town because if houses are allowed to be built without a bond, residents move in and the contractor leaves, the Town has the road bond to complete the road. The Town has had issues with road improvements not being completed. Residents have moved in and it ends up being a long and tedious process to get them out. A bond is the safest for the Town.

Attorney Pinard informed the Board that he doesn’t see this happening, but he would like to be informed if it does happen. He understands the bond route, but would ask that the Board waive it in this case. He is a resident and will make sure this building lot gets done correctly.

VOTE: Vice Chair Clow moved, Selectman Hippler seconded, to approve the agreement for the driveway on the site on Worthley Road as presented. Motion passed. 5-0-0.

VOTE: Vice Chair Clow moved, Chairman Lacasse seconded, to approve removal of 30 foot section of stone wall on Worthley Road. Motion passed 5-0-0.

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VOTE: Vice Chair Clow moved, Selectman Hippler seconded, to give the Building Inspector authority to issue a permit based upon his discretion prior to the completion of the road. Motion passed 5-0-0.

VOTE: Vice Chair Clow moved, Chairman Lacasse seconded, to approve the removal of trees in the town Right-of-Way in order to widen the road for up to 450 feet from the Class V portion. Motion passed 5-0-0.

The agreement was signed and will be recorded by the town and Attorney Pinard will be billed. Town Administrator Bolton will notarize the document before it is sent to the Registry of Deeds.

Maplewold Road discussion will be tabled to the January 25, 2016.

MEETING MINUTES

Chairman Clow moved, Selectman Leary seconded to approve the minutes of January 4, 2016 as amended. Passed 4-0-1. Selectman Hippler abstained.

MANIFESTS

Chairman Lacasse moved, Selectman Leary seconded to sign accounts payable and payroll checks dated January 14, 2016 as included in the following manifests:

Payroll Manifest	\$ 41,892.95 (Weekly payroll including payroll taxes)
Accounts Payable Manifest	\$ 521,441.25 (2016 Accounts Payable)
Accounts Payable Manifest	\$ 8,957.27 (2015 Accounts Payable)
Weare School District Manifest	\$ 450,000.00 (January 11, 2016 Appropriation)
John Stark Regional Manifest	\$ 250,000.00 (January 7, 2016 Appropriation)
TOTAL	\$1,272,291.47
Passed 5-0-0	

ADMINISTRATIVE REPORT

Tim Redmond spoke to the town administrator about the DPW Director Position and the job description. The thought process is the posting will be published in the Sunday paper, with PRIMEX and on the town's website. The tentative timeframe is to keep the posting open for 2-3 weeks and start to review the applications on or around Monday Feb. 15 and arrange interviews. End interviews on March 11 and hope to hire on March 14, 2016. Mr. Redmond would like to vacate the position by the first week of April 2016. It was discussed if PRIMEX has been used for the job process and if there is a question package on file. Chairman Lacasse and Town Administrator Bolton will look into this.

The Jan. 18, 2016 meeting is the public hearing.

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PUBLIC COMMENT

Resident Lori Davis wanted to address the town shooting range and suggested to contact the NRA in Washington, DC who can provide a phone number for a local NRA office that could be helpful in this situation. In her opinion, a town shooting range would require a range master and she felt it's a liability especially due to the location. She said the town has probably paid out \$700,000 on lawsuits in the past three years. The Board corrected Ms. Davis and stated that the \$700,000 is not correct.

CORRESPONDENCE

None

OTHER BUSINESS

None

ADJOURNMENT

Chairman Lacasse moved, Selectman Bohl seconded, to adjourn at 9:07pm. Motion passed 5-0-0.

A True Record.

Kathleen Humphreys, Recording Secretary