

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
October 3, 2016**

PRESENT: KEITH R. LACASSE, CHAIRMAN; TOM CLOW, VICE CHAIRMAN; JENNIFER BOHL, SELECTMAN; FREDERICK W. HIPPLER, SELECTMAN JOHN (JACK) MEANEY, SELECTMAN

RECORDING SECRETARY: Kathleen Humphreys

TOWN ADMINISTRATOR: Naomi Bolton

Chairman Lacasse moved, Selectman Bohl seconded to enter into nonpublic session @ 6:00 p.m. pursuant to the authority granted in RSA 91-A:3II (b). A roll call vote was taken, Selectman Bohl – yes; Selectman Hippler – yes; Chairman Lacasse – yes; Selectmen Meaney – yes; Vice Chairman Clow – yes. Passed 5-0-0

Chairman Lacasse moved, Selectman Hippler seconded to come out of nonpublic session @ 6:20 p.m. A roll call vote was taken, Selectman Bohl – yes; Selectman Hippler – yes; Chairman Lacasse – yes; Selectmen Meaney – yes; Vice Chairman Clow – yes. Passed 5-0-0

Chairman Lacasse moved, Selectman Hippler seconded to enter into nonpublic session @ 6:21 p.m. pursuant to the authority granted in RSA 91-A:3II (a&c). A roll call vote was taken, Selectman Bohl – yes; Selectman Hippler – yes; Chairman Lacasse – yes; Selectmen Meaney – yes; Vice Chairman Clow – yes. Passed 5-0-0

Chairman Lacasse moved, Selectman Meaney seconded to come out of nonpublic session @ 7:24 p.m. A roll call vote was taken, Selectman Bohl – yes; Selectman Hippler – yes; Chairman Lacasse – yes; Selectmen Meaney – yes; Vice Chairman Clow – yes. Passed 5-0-0

Chairman Lacasse moved, Vice Chairman Clow seconded the motion to seal and restrict this set of nonpublic minutes. Passed 5-0-0.

GUESTS: Jan Snyder, Thomas W. Cummings, DPW Director, Benji Knapp; Peter Flynn and Finance Administrator Beth Rouse.

7:27 p.m. Chairman Lacasse called the meeting to order and stated that the evening began at 6 PM with a nonpublic to interview a potential employee for the Highway Department and then another separate nonpublic for a personnel matter. Everyone present was asked to join in the Pledge of Allegiance. Chairman Lacasse mentioned the passing of former Police Chief Greg Begin then proceeded to a Moment of Silence.

PUBLIC COMMENT

None

DEPARTMENT HEAD AND COMMITTEE ITEMS

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DPW Director Benjamin Knapp presented Tom Cummings, who was interviewed during tonight's nonpublic session, as a candidate to replace Richard Wheldon who is retiring on Thursday.

Vice Chairman Clow moved, Selectmen Meaney seconded to hire Tom Cummings for the Department of Public Works as the shop mechanic at the pay rate of \$20.42 per hour effective Tuesday, October 11, 2016. Passed 5-0-0.

2017 Budget Presentation – Small Departments

Town Administrator Bolton with assistance from Finance Administrator Beth Rouse presented the proposed budgets as follows:

ELECTIONS

The amount has decreased because there will be only one election next year

TAX COLLECTOR

Line 415010-210 will increase due to an expected 11% increase in health insurance costs for the second half of 2017, as will all departments with health insurance recipients.

ASSESSING

Avitar's contract is up December 31, 2017 and will be put out to bid next year.

It was noted that employee Wendy Rice splits her time between Building and Assessing therefore her bonus days and other related costs are split between the two departments.

The Board felt the seminar line should not be zero and she should be encouraged to attend professional seminars. It was explained that some of the seminars and meetings related to both positions are mostly hosted free from State.

FINANCE ADMINISTRATOR

Ms. Rouse was asked if there are professional seminars she would like to take. She did attend a Finance and Budget Workshop, which was free, and another seminar which came out of the Selectmen's budget.

TOWN CLERK

Increase in postage.

Salary employees do not get bonus days. Instead of carrying the amount related to the four days it was noted this department plans to have the one employee affected to take their four days instead of the pay.

CABLE COMMITTEE

The request was the same as 2016. Comcast is their only contractual expense. Any equipment costs would go through the CIP. The Board suggested reducing the amount in half.

LAND USE

The Board reduced line 01-419310-530 to \$100.

The Board discussed potential engineering cost which would be reimbursed as a one-time cost.

CODE ENFORCEMENT

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Line 550 for printing was cut that in half. The Code Enforcement Officer Chip Meaney did attend seminars but on occasion he takes his own vehicle, in which he would be reimbursed mileage for that. His vehicle is expected to need new tires this fall therefore the maintenance line will remain the same.

HEALTH OFFICER

The line for seminars was discussed. The Health Officer works in another town fulltime and as a result many of the seminars she can attend are related to her positions in both towns. There are materials for the health fairs reflected in the budget.

WELFARE

The Meals on Wheels payment is due in December. This budget will be reviewed again by the end of the year.

PARKS & RECREATION

Line 452010-150 proposes a wage increase for lifeguard of \$10 per hour from \$8.50 per hour.

Line 631 Recreation Activity was proposed to be cut in half but will be reviewed again.

PATRIOTIC PURPOSES

This line is for markers and flags at the cemeteries for Memorial Day.

LAND USE

Town Administrator Bolton will ask if there are seminars they would like to attend before adjusting line 530.

ECONOMIC DEVELOPMENT

This budget has a minimal amount placed in there simply as a place holder

AMBULANCE BILLING SERVICE

This fee is covers the billing service and it is a percentage based on the amount received.

DEBT SERVICES AND CAPTIAL OUTLAY

This budget covers just our debt service/payments.

There were no Finance Committee members in attendance to comment. The next budget reviews will be the Police Department on Oct. 24, 2016; Highway on Oct.17, 2016; Oct. 31, 2016 will be payroll and development.

MEETING MINUTES

Vice Chair Tom Clow moved, Selectman Hippler seconded to approve the minutes of Sept. 19, 2016 as amended. Passed 5-0-0

Meeting Minutes of Sept. 26, 2016 were tabled.

MANIFESTS

Chairman Lacasse moved, Selectman Bohl seconded to sign accounts payable and payroll checks dated October 6, 2016 as included in the following manifests:

Payroll Manifest	\$44,540.83 (Weekly payroll including payroll taxes)
Fire Department Payroll Manifest	\$13,230.43

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Accounts Payable Manifest	\$77,315.39
Weare School District Accounts Payable Manifest	\$450,000.00 (9/30/16 Appropriation)
TOTAL	\$585,086.65
Passed 5-0-0	

As there is no Selectmen's Meeting scheduled for Monday, October 10, 2016, To order the Treasurer to sign payroll checks dated October 13, 2016 estimated to be about \$50,000.00. Furthermore, to order the Treasurer to sign up to the amount of \$50,000.00 for accounts payables that cannot wait until the next scheduled meeting of October 17, 2016 without incurring late charges or interests. Reports and actual check amounts will be reported to the Board of Selectmen by inclusion on the Manifest Memo at the next scheduled meeting.

ADMINISTRATIVE REPORT

-The November Election document was signed by the Selectmen.

-Test pits around the Gazebo will be done this week. Dig Safe reviewed the site.

-Meetings will be held on Wednesdays 4:30pm for the DPW Garage Project.

Last week the Selectmen met in a Non-Public Session to discuss the DPW garage. Resident Bruce Fillmore, who is also a member of DPW Garage Committee, will stay on the project as Clerk of the Works as the town's representative. The cost will be forthcoming.

-Town Administrator Naomi Bolton wanted to discuss a Facilities Use request submitted for approval.

The Weare Farmers Markets applied to use Town Hall for three hours on Fridays from 10-7-2016 to 5-26-17 for the cost of \$70 for all those dates. The person registered at the State of NH for the Weare Farmers Market is not a Weare resident he lives in Webster. In order to use the Town Hall he is having a Weare resident sign the application and the number that was provided for that resident is no longer in service. This appears to be a work around for a non-resident to use the Town Hall. This vendor has used the hall in past years and it was noted that many town residents were turned down from using the hall because it was booked by this group. The rules specify facility use is for Weare residents and its first come, first serve policy. The Board agreed to deny the application and asked Town Administrator Bolton to inform the applicant in writing.

PUBLIC COMMENT and CORRESPONDENCE

None

OTHER BUSINESS

Chairman Lacasse mentioned a letter regarding Perambulation which was scheduled for last Saturday. Due to the weather it was rescheduled to Oct. 22, 2016 with a rain date of Oct. 23, 2016. Resident Cherry Palmisano will participate as well as Chairman Lacasse. Other members are welcomed to participate.

Chairman Lacasse moved, Selectman Jennifer Bohl seconded to adjourn at 8:32pm.

ADJOURNMENT

A True Record.

Kathleen Humphreys, Recording Secretary