

**FINAL**



**WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
October 31, 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

**GUESTS:** Frank Campana, Jan Snyder, Richard Butt, Fire Chief Bob Vezina, Finance Director Beth Rouse, Lori Davis, John McCausland and Terry Knowles.

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

**PUBLIC COMMENT**

Resident Richard Butt commented on the minutes from the previous meeting in which the police chief proposed to swap the Prosecutor position for a full-time Prosecuting Officer position. He disagrees with this budget proposal and commented the Prosecutor is a contracted position and not an employee. He believes the Prosecuting Officer position would cost more. He felt this is going in the wrong direction and urged them to really think about it.

**DEPARTMENT HEAD AND COMMITTEE ITEMS**

**PAYROLL AND BENEFITS**

Finance Director Beth Rouse handed out the 2017 Default & Proposed Payroll Budget dated 10/28/16.

The Prosecutor/Full Time officer amounts \$100,149.51 (includes everything, FICA, health insurance, education incentive, uniform allowance and NH Retirement System) and the present contracted person cost \$68,029.

There is an increase of a part-time police secretary position. This position is part of the Collective Bargaining Agreement. There are two police positions opened therefore the budget included one bachelor's degree and one master's degree for Education Incentive which is based upon educational experience.

The Fire Department budget proposes a \$50,000 increase for wages, insurance and FICA. This increase would cover two weekend days plus four hours every evening. The budget proposes to increase the hours for the Animal Control Officer to 22.5 per week from 20 hours per week.

The Parks & Recreation Committee proposes to increase the lifeguard wages because they were under-staffed and had a hard time finding employees this past summer at current pay rate.

The 2017 Proposed Payroll Budget is \$3,238,390.00 up \$171,254.00, a 5.58% increase from default budget of \$3,067,136.00.

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There is a 10.6% health insurance increase which is reflected in the proposed budget.

Vice Chairman Clow asked if New Hampshire retirement increases is different for police and other employees. Ms. Rouse informed him it's 3% for police and 2 % for regular employees.

The Finance Committee didn't have any questions.

### **7:30pm: PUBLIC HEARING**

The purpose of hearing public testimony and comment accepting \$47,400 from the Estate of George and Joan Buxton for the benefit of the Weare Fire Department and Rescue Squad.

Terry Knowles provided general information about funds left to the Town by a bequest. Private money is not put in the town accounts. The Trustees of the Trust Fund are the agents since the donor didn't specify. The funds can be spent this year without having to go before Town Meeting because it's unanticipated funds. If any money goes over to next year, it would be anticipated funds therefore would have to be in the budget. The money can be spent for either purpose for either agency and they would need to make a request to the Trustees for approval. There are some restrictions.

The money would stay in the fund regardless if it's in the operating budget or if the budget fails or passes. It was discussed if it would be appropriate to have in a warrant article.

The Town received two checks for \$23,700 for each department for a total of \$47,400.

John McCausland inquired and wanted clarification to see if there could be a possible additional installment which is unclear.

Resident Frank Campana had concerns the fire or ambulance departments could spend the money on an item that has long-term cost/obligation for the town to pay for and to have to always be in the budget. He added, if the fire chief needs a new car that money would buy one and it will save money in their revenue

Terry Knowles explained for unanticipated funds the statute gave authority to Selectmen and it can't require expenditure of additional funds. If the voters didn't approve a purchase/acceptance at Town Meeting you can't bind the voters to raise additional funds. Examples were given if a vehicle is purchased and the maintenance was voted down then the fire department would need to raise the money or if a clock is donated to the town, then the town is not obligated to replace the battery.

The money is only unanticipated funds until Dec. 31, 2016. The Board felt it makes sense to have the funds approved at Town Meeting.

Fire Chief Bob Vezina spoke on behalf of the Fire Department and Fire Wards and said they are humbled by the gift and would endeavor to spend that money as appropriately as it was given.

Resident Lori Davis commented the Fire Department does an excellent job allocating funds and have shown they are responsible groups.

*Chairman Lacasse closed the public hearing at 7:52pm.*

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**Selectman Hippler moved, Selectman Meaney seconded to accept the donation of \$47,400 from George and Joan Buxton to the Weare Fire Department and Rescue Squad and any future gifts. Motion passed 5-0-0.**

### **Continuation of the 2017 Budget Presentation for Payroll and Benefits**

Health reimbursement line will be zeroed.

#### **Legal fees:**

The Board requested the payouts amounts. Town Administrator Bolton said the payouts are in the wages. The Selectmen would like to see the figures paid by the insurance company.

Discussed Line 27: Council Fees and moving \$2,500 to Legal Labor Relations and keep the proposed legal budget \$62,865.96. The Board would like to see the 2014 and 2015 legal fees in relation to what the town and insurance company paid.

#### **Selectmen's Office**

Line 42: Auditor budget amount is \$2,500 because they have not received more accurate figures.

There was a discussion that the town does some of the legwork which should decrease the auditor's cost and asked if the town is still receiving this discount. Town Administrator Bolton informed the Board that when the auditors are in town, Finance Director Beth Rouse spends a few days working with them. Their invoices are not broken down into detail. It was discussed to put the auditor work out to bid and an RFP has been developed. Finance Administrator Beth Rouse and Town Administrator Naomi Bolton will be attending a conference Nov. 16-17, 2016 which will allow them to talk to other companies.

#### **Government Buildings**

Line 53: Custodial for buildings. The Board discussed a part-time position for a maintenance position for the town buildings to oversee and maintain them beyond a cleaning position.

**Insurances** are going down \$26,585.

The Finance Committee did not have any questions

#### **Lawn Care Bid for two years (2017 and 2018)**

The Lawn Care contract was put out to bid. The town received one bid for the cemeteries, three for municipal and three for the fire department lawn care.

Selectman Hippler wanted to make sure the other bidders were doing the additional work for the amount they bid and if they were specifically informed about the fire cisterns work. He would like to know this before making a decision. Town Administrator Bolton replied the information was attached to the RFP but will have a discussion with them. The Board discussed how long the grass needs to be for Memorial Day.

Town Administrator Bolton will check on references and equipment plus make a follow-up phone call to make sure the companies understands the scope of the work.

**Selectman Meaney moved, Selectman Bohl seconded to award the Cemetery Lawn Care Contract to Bigg Dawg Landscaping & Services, LLC for \$28,500 for 2017 and \$30,000 for 2018. Motion passed 5-0-0.**

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### **MEETING MINUTES**

**Vice Chairman Clow moved, Selectman Meaney seconded to approve the minutes of Oct. 24, 2016 as amended. Passed 5-0-0**

### **MANIFESTS**

**Chairman Lacasse moved, Selectman Bohl seconded to order the Treasurer to sign payroll and accounts payables checks dated November 3, 2016 as included in the following manifests:**

<b>Payroll Manifest</b>	<b>\$43,088.13</b> (Weekly Payroll including payroll taxes)
<b>Fire Dept. Monthly Payroll Manifest</b>	<b>\$12,327.05</b>
<b>Accounts Payable Manifest</b>	<b>\$40,947.72</b>
<b>Weare School Dist. Accounts Payable Manifest</b>	<b>\$450,000.00</b>
<b>TOTAL</b>	<b>\$546,362.91</b>
<b>Passed 5-0-0</b>	

### **ADMINISTRATIVE REPORT**

An email was received from Meadowsend Timberland, Ltd. signed by Jeremy Turner regarding the removal of a beaver dam and to improve a Class VI road on LaFrance Road as part of a forestry project. Pursuant to RSA 210:9 the Board, as the landowner can grant permission for the beaver dam to be removed as it has the potential to damage the Town road.

**Chairman Lacasse made a motion, Selectman Hippler seconded to appoint DPW Director Knapp to oversee dam removal on LaFrance Road, Tax Map 408, Lot 6. Passed 5-0-0**

DPW Director Knapp will also look at the Worthley Road logging operation. N.E. Forestry Consultants plan to cut enough trees to make it safe enough to get the logging trucks in and out. There is no stone wall, and cutting will not be in the stone wall. This is a class VI road. The Board asked the mechanism to fix the roads if they are destroyed.

A complaint was called into the Selectmen's office and also the police department regarding a sign for the 100<sup>th</sup> Anniversary of the South Weare Improvement interfering with the safe sight distance of the residents at 20 Deering Center Road. The sign blocks their vision of getting out safely. Last week, DPW Director Benjamin Knapp was contacted and moved it back. The sign was moved back toward the road. Officer Sheila Savaria moved the sign back and took a picture for the Board's information. The Board suggested Building Inspector Chip Meany to discuss the sign ordinance with them.

### **PUBLIC COMMENT**

None

### **CORRESPONDENCE**

The Board received a letter received jointly from the City of Franklin and the Town of Northfield regarding seeking our assistance in resolving a school funding problem that we share. In 2015 the legislature enacted HB1

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& 2, which including a phasing out of stabilization grants at a rate of 4% per year starting in FY2017. This was incorporated into law as RSA 198:41 IV (d). The letter invites the Town to attend a forum scheduled for 6:00 ó 7:30 PM on Monday, November 14, 2016 at the Franklin Opera House, 316 Central Street, Franklin, NH. The Board asked that the letter forwarded to the SAU and/or School Districts.

### **OTHER BUSINESS**

Town Administrator Bolton thanked the staff and volunteers for their help preparing the tax bills earlier in the day.

**Chairman Lacasse moved, Selectman Bohl seconded to enter into nonpublic session @ 9:03 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; Selectman Meaney – yes; Vice Chairman Clow – yes. Passed 5-0-0**

**Chairman Lacasse moved, Selectman Meaney seconded to come out of nonpublic session @ 9:20 p.m. A roll call vote was taken, Selectman Bohl – yes; Selectman Hippler – yes; Chairman Lacasse – yes; Selectman Meaney – yes; Vice Chairman Clow – yes. Passed 5-0-0**

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

### **ADJOURNMENT**

A True Record, Kathleen Humphreys, Recording Secretary