

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
November 27, 2017**

PRESENT: TOM CLOW, CHAIRMAN; FREDERICK W. HIPPLER, VICE CHAIRMAN; JOHN (JACK) MEANEY, SELECTMAN; AND JAN SNYDER, SELECTMAN.

ABSENT: Jon Osborne, Selectman

RECORDING SECRETARY: Naomi L. Bolton

TOWN ADMINISTRATOR: Naomi L. Bolton

GUESTS: Frank Campana; Travis Corcoran; Lori Davis; Gregg McDowell; Beth Rouse, Finance Administrator; Bob Vezina, Fire Chief.

Chairman Clow called the meeting to order at 6:30 PM, welcomed everyone present and watching, followed by the Pledge of Allegiance.

DEPARTMENT HEAD/COMMITTEE ITEMS:

Chief Bob Vezina had one item before moving into the budget discussion. The East Weare Fire Station driveway is in dire need of repaving. He has been working with DPW Director Benji Knapp to have it done before the paving company is done for the year. The cost is approximately \$1,300. Chief Vezina is seeking permission to have the work done. If approved he inquired if the money would come from the Government Building and Maintenance Fund. Chief Vezina stated that he is more than willing to pay for it out of the current budget, but if at the end of the year his budget cannot withstand the expense could it be transferred out then. The Board agreed to go ahead, have it done and see where we end up at years end regarding the financial aspect.

2018 FIRE DEPARTMENT, EMERGENCY MANAGEMENT & FOREST FIRE BUDGET PRESENTATIONS:

Chief Bob Vezina was present to go through his proposed 2018 budgets for the Fire Department, Emergency Management and the Forest Fires. Chief Vezina proceeded down through the individual line items and provided reasons for increases and decreases in certain line items.

Lori Davis, Chairman of the Finance Committee asked why the Fire Department is paying for the radio voter site electricity for all departments. Chief Vezina responded that only the fire and police use the voter sites. These voter sites were installed several years ago at the request of the Fire Department in an effort to increase communication. Chairman Davis had the same question for the radio maintenance line. The Fire Department has the entire contract for all three departments (police, highway and fire), why? Chief Vezina again reiterated that the Fire Department had the amount in his budget already for fire and voter sites. The Police Department and the DPW did not have a contract. The Fire Department took the lead to expand the blanket for all of them. He has always taken the lead with regard to radio communications. Gregg McDowell, Finance Committee member asked why the ambulance payment is not in the budget. Chief Vezina stated that at last year's vote the per diem

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EMT's are in the operating budget and no longer out of the ambulance billing revenue money. Last year the Town also purchased a new ambulance with the payments to come from the ambulance revenue for the next five years. The revenue has been coming in very well. They already have this year's and next year's ambulance payment in the bank. The new billing company has been much more aggressive in collecting the money due the Town. This year there have been more patients needing a higher level of care which creates higher billing. The total receipts for the past 10 ½ months is around \$132,000 less the 6% that the billing company charges for their service. We should see a fairly significant increase over last year at year end. Travis Corcoran, Finance Committee member asked for clarification on the two different wage lines, call force and part time EMT/firefighter. Chief Vezina stated that the call force is used when we have people that respond to calls and the part time EMT/firefighter is paid for the per diem staff that we currently cover 7 days a week from 7 AM to 10 PM. With no further questions on the budget Chief Vezina wanted to discuss revenue briefly. He currently handles the mechanical permits and this year he is up to 225 permits and he has done approximately 400 inspections, so the workload is increasing and in turn the revenue is increasing.

Chief Vezina then addressed the Emergency Management budget and the Forest Fires budget. The Emergency Management budget is proposed to increase approximately \$23. The Forest Fires budget is being proposed as level funded.

Chief Vezina provided the board with an update on the electrification of the voter site project. The one on River Road fell through the cracks. The electrical contractor has been contacted and Eversource will be coming back to get it all squared away soon. The one on Clough Park by the Army Corp of Engineers is starting to get underway. Granite State Communications dropped off the pole at the sight today. It should be put in this week. Then the electrician can be called. He anticipates everything to be done by year end. They have decided not to do anything on Elanor Way because they are going to concentrate on the cell tower on Norris Road.

2018 BUDGETS FOR THE BALANCE OF THE REMAINING DEPARTMENTS:

Town Administrator Bolton went through the remaining budgets for the Selectmen's office. The first budget was the Town Officers budget. This budget is proposed to decrease by \$1,059. The town report, town mailer, hosted and photocopier service are decreasing. Employee education and managed IT service have slight increases. The Selectmen's Office is proposed to decrease by \$301. This decrease is largely due to the fact the Town awarded the auditing job to a new company. Government Buildings is proposed to increase \$3,701. This increase is to increase the amount to look for a maintenance person 10 hours a week, while keeping a custodial service for cleaning.

Town Administrator Bolton has the vehicle fuel information for the Board to set the price per gallon rate so that it can be put into each department properly. The Board reviewed the purchase amounts for the year and applied the formula used last year. The unleaded gasoline rate came out exactly to the amount the US Energy Administration indicates the price per gallon would be but it was not that case for diesel fuel. The Board also looked at the price per gallon that was paid on the last delivery made. After some discussion the Board set the prices. **Chairman Clow moved, Vice Chairman Hippler seconded to set the price for diesel fuel at \$2.30/per gallon and the price for unleaded at \$2.10/per gallon. Passed 4-0-0**

Town Administrator Bolton stated that now the budgets have all been reviewed by the Board for the first time, next week the intention is to review the Town budget in its entirety. She asked how the board wanted to see the printout particularly with regard to the request of additional staff. The Board agreed that for the police department they would like to see the printout without the 2-3 officers and related costs. Those will be needed for a separate warrant article. The other item discussed was relative to putting a cruiser in the operating budget.

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Chairman Clow stated that he has mixed opinions. It does create a situation for an on-going replacement so that we don't fall into the same problem we are in now. Selectman Snyder stated that she would not have a problem putting one cruiser in the budget, but not until 2019 or 2020 once we get the two additional cars as requested this year. Vice Chairman Hippler stated that it needs to be a separate warrant article and purchase them from the remaining fund balance like last year. Selectman Meaney agreed with Vice Chairman Hippler.

Vice Chairman Hippler stated that he wants to be consistent across the board, so if we are adding a maintenance person it will need to go on the ballot just like the additional police officers and DPW part time employee. The Board discussed the maintenance person and because it was a position that has always been available just not filled the consensus was it would not need to be put on as a separate warrant article.

Lori Davis, Finance Committee chairperson asked if the Board gave any guidelines to the department heads when they prepared their 2018 budgets. Chairman Clow stated no we never have because we need to know from them what they need. After we receive them, review them and meet with the department head, we start whittling them down and in some cases make some difficult decisions.

MEETING MINUTES:

November 20, 2017 Minutes: Chairman Clow moved, Selectman Meaney seconded to approve the November 20, 2017 minutes as amended. Passed 4-0-0

MANIFESTS

Chairman Clow moved, Selectman Meaney seconded to order the Treasurer to sign accounts payable and payroll checks dated November 30, 2017 as included in the following manifests:

Payrolls Manifest	\$ 52,317.85	(weekly payroll)
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Accounts Payable Manifest	\$ 148,585.23
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TOTAL	\$ 200,903.08
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**Passed 4-0-0**

### ADMINISTRATIVE REPORT:

Town Office Attic: Town Administrator Bolton inquired as to the next step. The Board asked if the same gentleman that did the handicap ramp at the Town Hall could be contacted to see if he would be interested in going into the attic to fix the windows to prevent further leakage. The Board would like to see that get done and then wait on the next step.

### PUBLIC COMMENT:

Frank Campana stated that his comments are regarding the budget hearings for the three larger departments presented over the past three weeks. He stated they all were presented well but each of the department heads stopped short of addressing the dollar amounts of increase as well as the percentages of increases, like the DPW is up 5%, the Fire Department is up 14% and the Police Department is up 37%. He realizes that this is the first time through but if the Board was to cut in half the percentages the total increase is over 12%. He would like to see the work of the departments be done without too large of an increase.

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### CORRESPONDENCE:

Chairman Clow stated that he received some correspondence regarding the 2020 Census Local Update of Census Addresses (LUCA) Operation. Town Administrator Bolton explained that a week ago she attended a workshop with the US Census. The highest officer in the government is by default the LUCA, which is the Chairman. The Town Administrator can be the LUCA, but only after the Board authorizes it. **Chairman Clow moved, Selectman Meaney seconded to allow the Town Administrator to be the LUCA representative for the Town of Weare. Passed 4-0-0**

### OTHER BUSINESS:

None

### NONPUBLIC SESSION:

**Chairman Clow moved, Selectman Meaney seconded to enter into nonpublic session @ 8:33 p.m. pursuant to the authority granted in RSA 91-A:3II (a & c). A roll call vote was taken, Selectman Snyder – yes; Chairman Clow – yes; Selectman Meaney – yes; Vice Chairman Hippler – yes. Passed 4-0-0**

**Vice Chairman Clow moved, Selectman Meaney seconded to exit from the nonpublic session @ 9:05 p.m. A roll call vote was taken, Selectman Snyder – yes; Chairman Clow – yes; Selectman Meaney – yes; Vice Chairman Hippler – yes. Passed 4-0-0**

The Board discussed accrued time issues of personnel.

**Being there was no further business to come before the Board, Selectman Meaney moved, Vice Chairman Hippler seconded to adjourn at 9:08 PM. Passed 4-0-0**

### ADJOURNMENT

A True Record.

*Naomi L. Bolton*

Naomi L. Bolton  
Recording Secretary