

**DRAFT**



**WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
December 4, 2017**

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

**RECORDING SECRETARY:** Naomi L. Bolton

**TOWN ADMINISTRATOR:** Naomi L. Bolton

**GUESTS:** Gregg McDowell; Frank Campana; Matt McLain, Transfer Station Foreman; Beth Rouse, Finance Administrator; Police Chief Sean Kelly; Richard Butt; Benjamin Knapp, DPW Director; Fire Chief Bob Vezina; Lori Davis; Eldon Townes

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:**

Transfer Station Bulky Item Discussion: Chairman Clow stated that approximately two years ago the former DPW Director came to the Board expressing the need to implement a fee for bulky items like mattresses, overstuffed chairs, couches, etc. due to the fact it was increasing the loads by taking up space in the compactor. Over the past several months discussions have come up regarding the need to have this fee. The Board has asked DPW Director Benji Knapp and Transfer Station Foreman Matt McLain to come in and discuss it. DPW Director Knapp explained that the biggest complaint from residents is the amount they are charged to dispose of it directly into the trash compactor. He has no strong feelings one way or another. He feels it was implemented upon the former director's request, but has not been able to determine the reasoning. Transfer Station Foreman Matt McLain stated that he would be in favor of doing away with it. It is the largest complaint he gets from residents. **Selectman Meaney moved, Vice Chairman Hippler seconded to do away with Transfer Station Bulky Item Fee immediately. Passed 5-0-0**

Transfer Station Fire Wood: DPW Director Knapp stated that approximately two years ago when the former director was here there was a logging operation that delivered several grapple loads of logs to be used for firewood. Director Knapp considered it a tax for using the Weare town roads. The logger was taxed for the logs and he donated them to the Town. Director Knapp stated that if something is not done with them they are going to rot and be of no value. He would encourage the Board to put out an RFP for sealed bids for all the wood. The wood would need to be removed from the Town property and no processing would be allowed to be done on Town property. **Chairman Clow moved, Vice Chairman Hippler seconded to put an RFP out for sealed bids for the pile of logs located behind the Transfer Station. Passed 5-0-0**

Bids received to pump out septic tanks at Sewer Station: Director Knapp stated that he has received three quotes to have the septic tanks at the sewer station pumped out completely. In the past they have only been

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partially pumped. To have the tanks completely pumped out consists of about 15,000 gallons of materials. He would like to have it done by the end of the year. Director Knapp stated that he received three bids and broke them down in per gallon prices because the trucks are not all the same sizes. The three bids were:

St. Onge Septic Tank Service, Inc. - \$0.125 per gallon

Wind River Environmental (former All Clear Septic) - \$0.19 per gallon

Townes Excavating & Septic Service - \$0.19 per gallon

**Selectman Snyder moved, Selectman Meaney seconded to award the septic tank pumping of the town sewer system to St. Onge Septic Tank Service, Inc. for a price of \$0.125 per gallon. Passed 5-0-0**

### 2018 BUDGET WORK SESSION:

Town Administrator Bolton asked the Board how they would like to proceed. The printouts were available on Friday for review. All three of the big departments were present to answer any questions the Board may have after having time to review the numbers. The Board decided to start with the three departments and continue from there. The police department budget was discussed first. Chief Kelly was asked about the part time secretary position. Chief Kelly replied that there has been no effort today to fill that position. Selectman Osborne asked if \$100,000 for overtime is sufficient. It has been over run in the past three years. Chief Kelly responded that when they have a full staff the \$100,000 is adequate. The part time officer's line and positions have been vacant since Chief Kelly has been here. The budget provides for 2 part time officers. The contracts for dispatch, rubbish removal and cleaning services will need to be confirmed and finalized. The Board questioned the replacement of 1 computer station and 1 tablet annually. Our IT vendor has really done a great job and getting everything up to date and all working well. The IT vendor will be reached out to for his suggestion of replacement schedule. The Board reduced the office supply line and the books/updates. The IMCA Service cost for 2018 was received today and was reduced to reflect the actual need. Chief Vezina explained the majority of his total increase has to do with staffing that was approved last year. There were a couple of lines that that Board felt could be reduced when you compare them to the actual expenses for 2017. Chief Vezina explained that the underspent lines were intentionally underspent to cover the few lines that were overspent. Town Administrator Bolton discussed the possibility of moving the utilities (electricity and heat) and possibly the building maintenance from the individual department budgets to the Town Government Building budget. It was brought up at the CIP meetings as to how much it cost for the town buildings. By putting them all into one budget it would be easy to show that by having them all together. Chief Vezina stated that if you leave the building maintenance in the departments then that particular department owns the responsibility and making sure things are working properly. The Board stated they would like to revisit that later. Forest Fires and Emergency Management budgets were straight forward and no questions were asked. DPW Director Knapp has very little changes as well that are not personnel related. He indicated that he still has not spent a lot of the winter related items, salt, cutting edges, and tires, so the expensed amounts cannot be used at this time for a comparison. Cold patch was discussed. The Board noted that \$5,000 that is budgeted is always been overspent should it be increased. DPW Director Knapp stated that cold patch is \$125/ton and he uses it as best he can on the high traffic roads to get through the winter. The board agreed to increase the line to \$6,500. The Transfer Station budget was discussed and the one item that the Board would like more information on is the rain gutters for the building. The board understands the need to keep the rain off the walkways so people don't fall or slip, but would like a quote for a firm number. Sewer and Water department budgets did not require any questions. The Board decided to move on to the rest of the agenda. There were a few items in all three departments that the board marked to revisit one last time before the budget is complete. The rest of the budgets need to be reviewed as well. The Board discussed adding a meeting on a Saturday to work on just budgets. The Board agreed to meet on Saturday, December 16<sup>th</sup> at 9 AM for a few hours to finish up what does not get discussed next Monday night.

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**MEETING MINUTES:**

November 27, 2017 Minutes: Chairman Clow moved, Selectman Snyder seconded to approve the November 27, 2017 minutes as amended. Passed 4-0-1 (Selectman Osborne)

**MANIFESTS**

**Chairman Clow moved, Selectman Meaney seconded to order the Treasurer to sign accounts payable and payroll checks dated December 7, 2017 as included in the following manifests:**

<b>Payrolls Manifest</b>	<b>\$ 52,088.58</b>	(weekly payroll)
<b>Fire Department Monthly Payroll Manifest</b>	<b>\$ 5,253.86</b>	
<b>Accounts Payable Manifest</b>	<b>\$ 169,057.03</b>	
<b>Weare School District Manifest</b>	<b>\$ 450,000.00</b>	
<b>John Stark Regional Manifest</b>	<b>\$ 250,000.00</b>	
<b>TOTAL</b>	<b>\$ 926,399.47</b>	

Discussion: Vice Chairman Hippler stated that he is not going to sign the manifest because there is a check for \$4,000 for fire helmets that did not follow the purchasing policy and get three quotes. **Chairman Clow called for a vote and only got 2 in favor.** The Board discussed removing the check until we could get further clarification. **Chairman Clow moved to amend the motion to remove the check for \$4,000 and ask Town Administrator Bolton to get further information.** Vice Chairman Hippler stated that he would support that. Selectman Snyder seconded the amended motion. Passed 5-0-0

**ADMINISTRATIVE REPORT:**

Town Office Attic: Town Administrator Bolton informed the Board that she reached out to the contractor the Board wanted her to and that particular contractor is not interested in climbing up in the attic and working. The Board asked to reach out to the contractor that went up to look at it and see if he would be interested in doing the work.

**PUBLIC COMMENT:**

Richard Butt stated that in looking at the budgets for the big three departments, the increases are pretty reasonable once you remove the payroll increases. The police department is up 4%, the fire department is up 3% and the DPW is up less than 1%. He does have a concern with the amount of equipment that is in the budgets. He would urge the board to use the capital reserve funds whenever possible. The example given was the Library they had a capital reserve fund to replace computers and each year there was money put into the fund and when the need was there the funds was there. Mr. Butt stated that he will be interested in the default budget.

Frank Campana stated that as we get into winter with the new DPW garage he recalls one of the selling points for the garage was the fact it would reduce the operating budget and he does not see it reflected. There was going to be less electricity for not plugging in the trucks; less overtime because the trucks wouldn't need to warm up as much, etc. His question to the Board is what would be the anticipated savings for the new garage. The board stated that they wouldn't know until we have a year of being in the building to have the raw data. Mr. Campana was concerned with line number 627 which is \$1,820 for the inspection machine. He knows it is not a

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lot of money but he have to pay for it each month whether we use it or not. He would like to see all the departments utilize the DPW mechanics to perform the repairs/maintenance as needed. He realizes that it will need to be scheduled, but he feels it would save lots of money over the courses of the year.

### **CORRESPONDENCE:**

None

### **OTHER BUSINESS:**

Vice Chairman Hippler stated that since the Board discontinued the fees being collected for the bulky items, what happens to the money collected to date. The funds were tracked monthly but they were always going into the general fund as revenue. They were not going into the revolving fund. So the estimated revenue for 2018 will be reduced to reflect tonight's vote.

Chairman Clow stated that it was brought up during the police department about repurposing the building that the DPW is currently occupying. He feels that the Board should get a legal opinion to make sure we can keep it and repurpose it for the cold storage. The other question that needs to be asked is the fact that we spent money on the building, can we get that money back when and if we put it out for auction. Town Administrator Bolton will contact Town Counsel for an opinion.

Town Administrator Bolton stated that she received a phone call from Primex today. The phone call was to let me know that a member of the finance committee called him to ask questions about our coverage and how things are replaced. The question was asked if there was a reduction in the cost if we put in a fire suppression system. The gentleman from Primex stated that he does not and will not talk to anyone from the public about our insurance coverage. They only talk to the Town Administrator or the Board directly, so Primex will not be calling this person back. The finance committee was explained the coverage at a prior meeting so making a call on their own was not necessary and beyond their role as a finance committee. NHMA and DRA were also going to be called as well by a finance committee member to verify information that was provided previously. Transparency and collaboration are needed for both the Board and the finance committee to work together for the good of the Town but working behind the scenes by checking on information that is being provided is unnecessary and causes disruption.

**Being there was no further business to come before the Board, Chairman Clow moved, Selectman Snyder seconded to adjourn at 9:45 PM. Passed 5-0-0**

### **ADJOURNMENT**

A True Record.

*Naomi L. Bolton*

Naomi L. Bolton  
Recording Secretary