

FINAL



WEARE BOARD OF SELECTMEN
MEETING MINUTES
December 16, 2017

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

RECORDING SECRETARY: Naomi L. Bolton

TOWN ADMINISTRATOR: Naomi L. Bolton

GUESTS: Gregory McDowell; Frank Campana; Beth Rouse, Finance Administrator; Lori Davis

Chairman Clow called the meeting to order at 9:00 AM.

WORK SESSION FOR 2018 PROPOSED OPERATING BUDGET:

Town Administrator Bolton asked the Board to review the idea of moving the heat and electricity from the various departments and put under the THOB (Town Hall and Office Buildings) department, but they would still be broken down by building for tracking purposes. The building maintenance was previously discussed to be moved as well, but Chief Vezina felt that if the line for building maintenance was maintained by the department there is some ownership to that. The Board agreed to leave the majority of building maintenance amounts in the departments. **Vice Chairman Hippler moved, Selectman Snyder seconded to move the new electricity and heat model provided by the Finance Administrator back to the THOB department as well as the Police Generator/Boiler amount. Passed 5-0-0**

Last Monday night the Board went through the rest of the departments, leaving some items that the Board wanted to revisit. Those items were indicated by a gray highlighted notation to the far left of the page. A lot of the items were for heat, electricity and building maintenance, which was just handled.

Town Administrator Bolton stated there was discussion with regard to purchasing software that would enable the town to do minutes. SpeakWrite was a suggestion. SpeakWrite was looked into and that is a service that you send out, with a turnaround of 3 days and there is a cost per word. So at this time the Board felt we would leave the individual transcriber amounts in the individual budgets and work toward advertising after the first of the year.

Town Administrator Bolton asked the board to discuss the possibility of removing some of the one-time purchase items from the 2018 operating budget and purchasing them this year with some of the surplus. As of this morning there is a forecasted amount of approximately \$175,000 left from the 2017 budget. The police department has \$15,606 as a one-time purchase for lockers and a fence. Town Counsel has weighed in on the repurposing of the temporary DPW building indicating it would be allowable. This leaves the lockers to be purchased. The approximate cost of \$14,000 to build a room and mezzanine at the Fire Department has been accounted for already, so if the lockers are purchased that project can move forward. The Board agreed to remove it but would like to see 3 quotes provided before the lockers are purchased per the purchasing policy.

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The IT vendor has provided the Town with a list of computers with ages and color coding as to what should be considered for replacement. Vice Chairman Hippler stated that going forward in 2019 he would like to see a line item for replacement computers/servers in each department. The Board agreed to reduce the police computer equipment line from \$2,300 to \$1,500 for 2018.

Selectman Osborne asked that a building maintenance list be compiled of the needs for the Transfer Station. He recalled that about 5-6 years ago a representative from Primex came and inspected the buildings. He would like to see if that inspection could be found thru Primex. He felt we should have another one done so that we have current issues and costs. Town Administrator Bolton stated that a representative from Primex is coming next week to review all Town owned buildings.

The Board discussed the Animal Control Budget. The Board decided that the budget would consist of 25 hours per week at \$15/hour for an animal control officer. The Board also changed the supplies from \$527 to \$300 and increased the vehicle maintenance from \$1,000 to \$1,500.

The Board inquired as to what Patriotic Purposes department covered for \$500 as nothing has been spent since 2015. Town Administrator Bolton will look into it.

2017 Expenses for Board Approval:

Town Administrator Bolton stated that DPW Director Knapp usually gets all the workers winter work jackets. The total order will be over \$1,000 so he got three prices for all the same Carhartt Hi-Vis Striped Traditional Coat. B-B Chain was \$125/jacket. Cabela's was \$139.99/jacket. Dungarees.com was \$139.99/jacket. The Board felt on something like this it is pretty straightforward and as long as the Town Administrator is involved with the Department, an email to the Board would be sufficient versus having the department head wait for the next Board meeting. **Selectman Meaney moved, Vice Chairman Hippler seconded to authorize the DPW to order Carhartt jackets from B-B Chain for \$125/each. Passed 5-0-0**

The other item that the DPW Director is in need of is cutting edges. This is a large ticket item that was being held off until the end of the year. DPW Director solicited three quotes as follows:

HP Fairfield	Carbides: \$55/per foot	Cover: \$15.00/per foot
Jordan Equipment	Carbides: \$48/per foot	Cover: \$9.55/per foot
Tenco	Carbides: \$52/per foot	Cover: \$11.00/per foot

Vice Chairman Hippler moved, Selectman Meaney seconded to award the bids for cutting edges to Jordan Equipment at a cost of \$48/per foot for carbides and \$9.55 per foot for the cover. Passed 5-0-0

2018 Draft Town Warrant Articles:

Town Administrator Bolton provided the Board with a very, very draft warrant, which just suggests what the article being proposed is for, like budget, cruisers, road reconstruction, etc. The idea of this draft was to look at it to see if there are any other articles that might be overlooked. The Board discussed putting together the rough numbers for the Transfer Station needs and put the dollar amount in the Government Building & Maintenance Fund article. The fire suppression article was discussed and the Board felt we really needed hard numbers before an amount is put forth. Vice Chairman Hippler stated that he can't support this if we don't have numbers for all three systems, water, foam and powder. Town Administrator Bolton will get a hold of the Clerk of the Works. The Board asked that Chief Kelly be available Monday night to discuss the cruisers and the intent, is it more Chargers or SUV's. While Chief Kelly is here the discussion of a 12th full time officer can be had.

Comments/Questions:

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Lori Davis, Chairman of the Finance Committee asked if the Board could attend the Finance Committee meeting the first week of January on the 3rd to go over the budget and the warrant articles. She stated that the committee has a concern with historical buildings of the top down versus bottom up strategy. They have concerns with the CIP articles and at this point she indicated the committee is looking at cutting the requests in half because from their point of view the current requests are not workable. Ms. Davis further added that at the last Finance Committee with Chief Kelly present there were questions asked about hiringø and those will be asked of the Board.

Gregg McDowell, Finance Committee member asked if the Transfer Station might consider a hammer as an attachment for the backhoe. A hammer would be used to smash the cans and it would be less wear and tear on the equipment. He would suggest that the Board look into that especially after the old backhoe is gone and the new one gets used for the same task.

Lori Davis added that the Board needs to be aware that the schools have two contracts, one at John Stark and one at Weare Middle School that will be on the ballot, as well as energy efficiency articles and their committee is asked to look at how much the Town can afford, so there will need to be cuts made.

NON PUBLIC SESSION:

Chairman Clow, Selectman Meaney moved to enter into nonpublic session @ 10:50 AM pursuant to the authority granted in RSA 91-A:3II (a & c). A roll call vote was taken, Selectman Osborne – yes; Selectman Snyder – yes; Chairman Clow – yes; Selectman Meaney – yes; Vice Chairman Hippler – yes. Passed 5-0-0

Chairman Clow moved, Selectman Meaney seconded to exit from the nonpublic session @ 12:00 PM (noon). A roll call vote was taken, Selectman Osborne – yes; Selectman Snyder – yes; Chairman Clow – yes; Selectman Meaney – yes; Vice Chairman Hippler – yes. Passed 5-0-0

The Board discussed a personnel matter and the Town Administrators contract.

Being there was no further business to come before the Board, Chairman Clow moved, Selectman Meaney seconded to adjourn at 12:01 PM. Passed 5-0-0

ADJOURNMENT

A True Record.

Naomi L. Bolton

Naomi L. Bolton
Recording Secretary