

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
November 26, 2012**

PRESENT: TOM CLOW, CHAIRMAN; RICHARD W. BUTT, VICE CHAIRMAN; JOHN LAWTON, SELECTMAN; JAMES LEARY, SELECTMAN; KEITH R. LACASSE, SELECTMAN

RECORDING SECRETARY: Cherry Palmisano

TOWN ADMINISTRATOR: Naomi Bolton

GUESTS: Ike Shepard, Jeff Spring, Johnna Grzywacz, Sharon DeStefano, Janet Brown, Tim Redmond, Bill Tiffany

Chairman Clow moved, Selectman Lacasse seconded to enter into non public session @ 7:03 p.m. pursuant to the authority granted in RSA 91-A:3II (a&c). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Selectman Leary – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

Chairman Clow moved, Selectman Lacasse seconded to come out of non public session @ 8:00 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Selectman Leary – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

Chairman Clow moved, Selectman Lacasse seconded to seal and restrict the minutes of the non public session. Passed 5-0-0

8:03 p.m. Chairman Clow called the meeting to order.

DEPARTMENT HEAD AND COMMITTEE ITEMS

2013 Proposed Highway Department Budget – Tim Redmond told the Board that they had budgeted vacation and bonus accruals for one employee to retire, but the employee was unable to do so because he was unable to sell his home. The accruals will be put into next year's budget and they will need to verify that his accruals are still the same. Line 612 highway oxygen cylinders - \$800 was appropriated and they have expended \$1,000 to date and are still doing repairs. Mr. Redmond is asking to increase the line to \$1,200 because the trucks are getting older and are in need of repair. Line 744 oils and lubricants - \$4,500 was appropriated and they have expended \$6,300 to date. Mr. Redmond is asking to raise the budget for 2013 to \$5,500. Chairman Clow asked why not request \$6,500 if the line was overspent in 2011 and 2012. Mr. Redmond said that his reasoning for the increase to \$6,500 is because the line was decreased and when the hoses fail they lose oil and the trucks are older. Mr. Redmond said that the product prices have increased. Line 640 building maintenance - asking for \$7,500 because they are already \$1,600 over budget due to repairs and the building is still in need of major repairs.

Vice Chairman Butt said that they need to reassess the Government Building and maintenance costs as opposed to putting those costs into the operating budget. The funds for repairing the salt shed should have come out of the Government Building and Maintenance Fund. Vice Chairman Butt said that putting building maintenance into the operating budget causes spikes in the budget and they should be expended from the Government Building and Maintenance Fund. Vice Chairman Butt noted that the Government Building and Maintenance

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Fund is low and the Board needs to discuss putting money into the fund this year. It was discussed that the repair of the salt shed was requested to come out of the salt line, but was coded out of the building maintenance line. In planning for the future they need to plan that any building request more than \$3,000 needs to come out of the Government Building and Maintenance line. The expense is always coded to the actual expense even if it is expended from another line. Vice Chairman Butt would like Line 640 building and maintenance to be \$3,000.

Mr. Redmond said that they fully intend to keep the current garage even if the voters give them a new building. Line 770 vehicle equipment maintenance repair – was funded with \$55,000 and they already expended \$53,349.01 and have not started plowing. Mr. Redmond said that there is not a lot of money to maintain the fleet and equipment that the town owns and the trucks are getting older and without replacement units they are making more frequent repairs. They either spend money on new trucks or spend money to fix them. They will be looking at a new uniform contract and hoping the cost will be going down. Line 743 tires – Mr. Redmond said that he knows there are unpaid bills and he will confirm the exact number. They may need to buy loader tires next year. Vice Chairman Butt said that there is a new invoicing system in place, which is still not being used. He noted that he does not see the encumbered line on the printout. Naomi Bolton, Town Administrator, does not know why it was not included. Vice Chairman Butt said that is why they purchased the software to show encumbered funds. Mr. Redmond said that the tire place only bills at the end of the month. It was discussed that there is a purchase order process in place, so once there is a purchase order the money is encumbered. Chairman Clow said that they are trying to get all departments to use the software so they know exactly where they stand. It was discussed that electricity will increase due to the trucks being plugged in. It costs approximately \$2,000 at a minimum for the block heaters from October through December. Selectman Lacasse commented on the salt line being kept the same, but he remembers hearing they are stocked up on salt and the shed is full. Mr. Redmond said that he cannot predict what they are going to spend. The budget is driven by the weather and he hopes that they do not go over what is appropriated. There is no increase in the price of salt; the state bid is the same as last year.

2013 Proposed Transfer Station Budget – Mr. Redmond told the Board that the overtime has far exceeded the 2012 adopted amount. The 2012 adopted budget was \$2,500 and they have already expended \$4,509.35. It has been a difficult year because they have had two employees with time off. The shifts need to be covered and employees are entitled to take time off. Mr. Redmond told the Board that he voted absentee ballot for the Town of Weare at the Concord Regional Resource Recovery (CRRRA). They are budgeting the same as 2012 at \$173,012. Line 530 training - \$500 didn't even cover ten employee certificates and training, they are all licensed solid waste operators with the state and the line needs to be increased to \$700. Line 610 shop supplies - in-house needs to be increased by \$50. Line 743 tires for the trailers - currently the Transfer Station has four trailers totaling forty tires and one tractor with six tires and Mr. Redmond is requesting \$1,500. Signs, posts, and rails - they need proper signage at the Transfer Station because they have been cited by DES. There is no contract number for the hauling, but there is a price increase for 2013 that is in the contract and needs to be added.

2013 Proposed Water Budget – The water budget stays the same other than a requested increase in water testing due to higher costs to meet the mandates of DES to have the water tested. There will be no training this year, but Mr. Redmond will need to be re-certified in 2013.

2013 Proposed Sewer Budget – Pumping the tanks needs to be increased from \$1,300 to \$2,000. The tank is a 14,000 gallon tank. This budget is billed back to the users. Mr. Redmond thinks it should be pumped once a year; it is a municipal sewer system. Selectman Lacasse said that the budget is higher than previous. Mr. Redmond is asking for \$15,880 and Selectman Lacasse asked if there are any lines that can be adjusted down. Mr. Redmond said that he commissioned a video survey of all the lines, determined that the lines needed to be flushed, and there will be two bills coming in. Chairman Clow said that there are 101 units; an individual home is one unit. The actual amount spent is divided by the number of units and is then billed to the users. In

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February 2013, the actual bill for 2012 will be billed to all the users. Vice Chairman Butt commented that the entire budget needs to be raised and appropriated. Expenditures in the sewer budget over the past two years are approximately half of what is being requested for 2013. Mr. Redmond said that the only way to turn the budget around is to bill the users the approximate amount needed for the year and then bill the remainder at a later date.

Chairman Clow said that they raise and appropriate what is needed and then bill in June for half of the year. Any difference up or down comes in the second tax bill. What they are raising and appropriating is equal to what is on the warrant. The Board agreed that they should be as accurate as possible in funding lines. Chairman Clow said that the total tax bill for 2012 is divided in half and that is what is due in June but. The difference between the November bill and the June bill reflects the increase in taxes.

Public Works Department – Mr. Redmond said that there is a budget line for \$4,700 for street lights. He contacted PSNH and found a list of street lights that the town has, three of which are burned out and there is one that he could not find. He put in repair orders for the three that are burned out because the town pays even if the lights are not working. Mr. Redmond told the Board that he cannot find a pole that is on the list on Merrill Road. There are two streetlights on Depot Road that were installed in 1946. Mr. Redmond thinks that most of the streetlights are necessary. The state cut a bunch of street lights that they thought were unnecessary. Mr. Redmond found eight more streetlights that were not on the paid list provided by PSNH.

Nathan Wilson, Highway Department employee, gave his notice three weeks ago. Mr. Redmond ran a job search, which brought a limited supply of applicants. He will be presenting a candidate to the Board next Monday night, presuming that all tests come back satisfactory.

Mr. Redmond provided the following updates to the Board:

- He contracted video and cleaning of the sewer lines.
- The salt shed repairs, that were funded through the salt line, have been completed and the shed is ready for use.
- The bailer that was approved by the voters in March was installed today.
- The paper trailer that was approved by the voters in March has been in service for six months.
- Old Franconstown Road is completed.
- They did a repair on Walker Hill and shimming and patching on River Road.
- The roof system for the paper trailer was repaired, but it was too late to start the block wall.
- The overfill protection for the gasoline and diesel pumps at the Highway Department, that were funded, will be installed next week.

Deeding – Sharon DeStefano presented deeds to the Board that require their signatures. There is a property that is now condemned and they can't locate the owner. The property, located in a trailer park, should be deeded, but is of no value to the town. \$2,155 is owed to the town. The park owner would like to get the trailer moved out, so that he can get another trailer in there. There was a tenant in the trailer. Eight properties were paid today to prevent from being deeded.

Cemetery – Janet Brown said that she wrote the Board a letter regarding cemetery fall clean ups. Mrs. Brown said that they have made a lot of calls to the contractor because of the length of the grass. She went to five cemeteries today and none have been touched. The town is paying, what she feels is a good amount of money, to do the cemeteries and she feels they are not getting done. Mrs. Brown and Bill Tiffany have both talked to the contractor several times. Mrs. Brown does not think that the current contractor has the equipment and manpower necessary to handle the volume of cemeteries in town. She is hoping that they can end their contract. Last year Bigg Dawg Lawncare was the next in line and she asked if the Board would consider them. JJ Services needed to be called three or four times before Memorial Day to get the cemeteries done. The Cemetery Trustees would like the remainder of the contract awarded to Bigg Dawg Lawncare. They feel that Bigg Dawg has done a wonderful job on the work that they do for the Town. Fall cleanup on all cemeteries was supposed to be done by November 14th and it has not. The contract is paid from April to November and has all been paid.

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He does do the fire cisterns and the Fire Department has no problem with the cisterns. It was mentioned that JJ Services was paid \$1,600 extra to complete the clean up that was not done the previous fall. Bigg Dawg's bid last year was \$2,859.60 more expensive than JJ Services. There is a clause included in the contract that the town has the right to terminate. Chairman Clow told Mrs. Brown that they will review her letter and discuss the process. Mrs. Brown said that JJ Services is trying to get the larger cemeteries done now. Mrs. Brown said that there has been damage done to a lot of the stones, most have a clean break like something hit them, and it is possible that it could have been done by the equipment. There are a lot of stones that need to be reset. The trees inside the cemetery were removed with cy pres money. They are waiting for a bid to come in to replace fence in the spring at Sugar Hill Cemetery.

MEETING MINUTES

Chairman Clow moved, Selectman Lawton seconded to approve the minutes of November 19, 2012. Passed 5-0-0

ADMINISTRATIVE REPORT – Naomi Bolton, Town Administrator, told the Board that she asked Wendy Rice to put together a letter regarding the assessing contract. Naomi Bolton, Town Administrator, said that the Board asked her to contact The Marazoff Assessing Company, she did, and he is going to get back to her. Marazoff Assessing hopes that the Board would hold off on their decision. Ms. Rice's letter states that the Department of Revenue will be doing utility valuations. Naomi Bolton, Town Administrator, said that she can call the references for The Marazoff Assessing Company, which were provided in his bid. There are 4,876 parcels in the Town of Weare. The town pays assessing software support through Avitar and would still utilize the same software with a different assessor. Chairman Clow said that when they had a multi year contract with Avitar previously, there was not a year that was ballooned. The new proposal is showing a balloon for 2016. There is a \$100,000 difference in the two assessing bids. They need to know what Marazoff Assessing will charge to assess the utilities. Ms. Rice has a good working relationship with Avitar. Selectman Lawton said Avitar is stating that DRA is efficient in assessing the utilities and Marazoff has someone that he would contract for assessing the utilities at an extra cost. Selectman Lacasse said that if they decide to go with Marazoff they should negotiate with the assessing company. Selectman Lawton asked if in the RFP there was anything that stated that they need to have the utilities assessed. Chairman Clow said that when the state does their school tax, they don't include utilities. Vice Chairman Butt said that if they decide to go with Marazoff they need clarification regarding the cost for assessing utilities. It will cost \$60 an hour for Marazoff to go to the BTLA and that is part of Avitar's contract.

A progress report from Team Engineering was received late this afternoon. They still have not completed the door specifications. A complete report will be forthcoming.

The server at the Police Department is nearing completion and is supposed to be there today. They are not sure exactly how it happened, the cabinet was measured when they came out, but the tower didn't fit in the cabinet. It would take too much time to change the server so it was decided it would be best to put it in a separate cabinet. A separate cabinet will cost \$200 and the money is in the computer fund. Naomi Bolton, Town Administrator, told the Board that a motion was made at a previous meeting, but it did not say where the funds were to be expended from. They are finishing up the workstations and most of it should have been completed today.

The Trustees approved the paving at the South Weare Station. The Board did have a discussion in April 2012, but the Board never made a motion to approve the expenditure from the Government Building and Maintenance Fund.

Chairman Clow moved, Vice Chairman Butt seconded that the Board approve \$2,200 for the patch and pavement of the South Weare Fire Station driveway with the money to be taken from the Government Building and Maintenance Fund. Passed 5-0-0

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The MRI Report discussion will be put on next week's agenda.

OTHER BUSINESS

Vice Chairman Butt asked about status of the Fire Department computers. Naomi Bolton, Town Administrator, told the Board that she has been unable to get in touch with Brian Grattan.

Chairman Clow moved, Selectman Lacasse seconded to enter into non public session @ 10:01 p.m. pursuant to the authority granted in RSA 91-A:3II (a&c). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Selectman Leary – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

The Board discussed the Town Administrator's employee evaluation.

Chairman Clow moved, Selectman Lacasse seconded to come out of non public session @ 11:10 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Selectman Leary – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

Public Works and Police Union Contracts – Each negotiating team briefly updated the Board on the status of the union meetings.

ADJOURNMENT at 11:40 p.m.

A True Record.

Cherry Palmisano, Recording Secretary