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WEARE BOARD OF SELECTMEN MEETING MINUTES February 11, 2013

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: Bob Vezina, Craig Francisco, Jaimason Lacasse, Leigh Cheney

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

PUBLIC COMMENT – Jaimason Lacasse, Boy Scout Troop 24, explained to the Board that as part of the requirement for his communication merit badge he needed to take care of notes for points of view, but there were no points of view given at the meeting he previously attended. He wants an opinion from the Board if they should have a prayer for guidance at future meetings. Chairman Clow said that it is the opinion of the current Board not to do that because of the separation of church and state and that there are various religions represented. Selectman Lacasse said that he feels it is a good idea and disagrees with separation of church and state. He thinks they should bring it up at different Board meetings and that there are differing opinions on the current Board. Chairman Clow said that each issue discussed has different comments and points of view.

DEPARTMENT HEAD AND COMMITTEE ITEMS

Craig Francisco, Planning Board Chairman, explained to the Board that the NH Housing Authority has a grant available and they are asking for permission to apply for the grant. One part of the grant application is to evaluate zoning; the second part of the grant is for the possibility of impact fees. Mr. Francisco commented on road, recreational, and school impact fees, but the money needs to be used towards the road within seven years. The grant is for \$28,000 with \$7,000 in match coming from the town, 25% of which must be in cash reflecting \$1,750 and \$5,200 in volunteer and staff time. The application is due tomorrow and if the Board is in favor of applying for the grant he will need signatures. Chairman Clow noted that the impact fees are a one time thing and are not on-going. It was discussed that there is money in the Planning Board budget because they have not had regular meetings due to nothing being on the agenda.

Vice Chairman Butt said that they tried for impact fees years ago. It was mentioned that the last major change to the Master Plan was in 2005. Mr. Francisco said that the plan is aged and the Planning Board has tried to get a cost of services passed and it did not get passed twice. The SNHPC told them that they do not need a cost of services to get the impact fees. The impact fees are money that comes to the town for the greater impact on the town for services. The grant will pay for the study and to draft an ordinance; if they get the grant they will start next month and it would be complete in June 2014. It was discussed that for \$1,750 the town will get a lot in return. Selectman Lacasse asked why the NH Housing Authority is interested in the impact fees. Mr. Francisco said that the rezoning is to make the state more livable and by applying for the impact fees and zoning together they will be able to get the grant.

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Mr. Francisco said that there are several zoning areas that do not make sense. SNHPC will talk to landowners that will be affected as well as abutting landowners. Certain properties will be negotiated with landowners and be re-zoned. Vice Chairman Butt asked how interactive homeowners will be in the process and said that he is assuming that the Planning Board will have a great deal of input. Mr. Francisco hopes that the SNHPC does a study, meets with the Planning Board, comes back with recommendations, and talks with homeowners. He knows there are at least seven other towns applying for the grant and if they receive the grant they will have to formally accept the grant in a public hearing. Selectman Lacasse asked why the NH Housing Authority cares about how the town is zoned and why they are willing to offer money to rezone it. Selectman Lacasse said that changing zoning and requiring more land to build would make it more expensive and impact fees would make it more expensive for homeowners. He asked how much power a homeowner has to protect their property from being rezoned into something they don't want. Mr. Francisco does not know the answer, but if the zoning is changed without the landowner's permission, it could end up raising their taxes. In looking at the zoning map there is very little commercial property in town. The restriction on rural agriculture is five acres. Vice Chairman Butt likes the idea of having someone come in to do this at a cost of only \$1,750 to the town.

Vice Chairman Butt moved, Chairman Clow seconded to authorize the Chairman of the Board of Selectmen to sign the application for the NH Community Planning Grant Program, Grant Round 2 Application Form.

The money will come from the Land Use budget.

The RSA recommends that the Master Plan be updated every 7-10 years. This grant would not cover costs to update the Master Plan, but will provide information to be used in the Master Plan.

Passed 3-2-0; Selectman Lacasse and Selectman Leary were opposed.

CAPITAL AREA PUBLIC NETWORK REGIONAL PLAN – Leigh Cheney said that the reason for her visit is to get a signature from the Board on the Capital Area Public Health Network Regional Health Emergency Plan. Ms. Cheney is the coordinator for the Town of Weare in the Regional Public Health Network. Her job is to maintain a public health preparedness plan, which the town is a part of. The Weare Middle School is used as a point of dispensing to get medication to people in the region if the situation were to arise. The plan that is in place and requires signatures, reviews things such as a public information plan, medical serge plan, mass casualty, medication plan, isolation plan, and fatality management plan. The Regional Public Health Plan is a piece to the town's own emergency operation plan. This plan is available online and will be provided to the Emergency Management Director. The Regional Shelter Plan was worked on with all emergency management directors in the region and a mutual aid agreement was developed. The regional shelter would be wherever the town decides; a lot of the towns in the area tend to send people to Hillsboro. Once a shelter is identified and the Red Cross is aware of the shelter, Capital Area Public Network provides personnel to help with sheltering if there is an agreement signed. The town would be required to send five people to sheltering training.

Ms. Cheney told the Board that she said would like to continue working with CERT and has always included them in any training that they have. She said that there are not a lot of CERT teams in other communities and Weare is very fortunate. Ms. Cheney has worked closely with the Town Health Officer. Selectman Lacasse asked how these plans get disseminated to the general public. Ms. Cheney said that the plans are not really for public view and do not get distributed to the public, which is why they have Emergency Management Directors and have their own plan. They meet often to keep the plans updated. The Fire and Police Departments have a list of people in town that could be in jeopardy in an emergency. The shelter volunteers will be managed by the Capital Area Public Health Network.

Selectman Lacasse moved, Selectman Leary seconded to authorize the Chairman of the Board of Selectmen to sign the Capital Area Public Health Network Regional Health Emergency Plan. Passed 5-0-

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2013 TOWN MAILER

Members of the Board drafted paragraphs explaining the purpose of each article that will be included in the Town Mailer.

Article 4 - Purpose: The new Public Works facility will replace an inefficient building at the site of the existing building, which was built in 1979. It will house our \$2,000,000 worth of trucks and equipment. All heat will be provided with the use of free used oil. A wash bay will help extend the life of the equipment. There will be electrical savings as a result of three-phase wiring and no need for block heaters. There will be a savings on fuel, wear and tear on vehicles, and labor as a result of a heated environment. Proper ventilation, separate welding area and height and width to work will allow for a safe, healthy and efficient work environment.

Article 5 - Purpose: This article provides funding for the replacement of Peaslee Road Bridge, which the State of New Hampshire has red listed as needing replacement. The state will pay 80% of all the costs associated with the project; however, the town needs the money up front because the state reimburses in stages. Passage of this article will enable the town to borrow through short term bonds in anticipation of the state aid. Although the wording of the article contains many numbers to satisfy the town's bond counsel and the Department of Revenue Administration, the actual amount to be raised through taxation will be \$122,000.00 plus the interest on the short term bonds.

Article 6 - Purpose: The operating budget is what it costs all departments, boards, and committees to provide services to the community. Among other things it contains employee wages, health insurance, as well as all other insurance costs, vehicle fuel, tires, all utility costs, road salt, and general maintenance costs. The proposed budget represents an increase of 2 % over the 2012 adopted budget or an increase of \$96,444.00. A large portion of this increase is due to a change in contributions rates to the New Hampshire Retirement System and a new assessing contract. There are also increases in the lawn care contract, building maintenance costs, and ambulance intercept charges.

Article 7 - Purpose: This article is to adopt the collective bargaining agreement reached between the Board of Selectmen and the Public Works Employees. This article proposes a one year contract that would provide a 5% pay increase for all the employees at the Highway Department and Transfer Station. The agreement would also allow a 5% contribution from the employees toward the cost of their health insurance premiums to take effect on August 1, 2013. After the one year contract expires, the Public Works Department and the Board of Selectmen will likely enter into a new negotiation session, and any tentative agreements reached will be required to come back before the town for a vote.

Article 8 - Purpose: This article covers the cost of a one year collective bargaining agreement with the union for police department employees. It represents a 3.5% COLA and step increases of 3.5% for those who are eligible. The agreement also calls for employees to pay 5% of their health insurance premiums resulting in a savings to the town of \$12,992.00 for the remainder of 2013. This makes the net cost of the contract \$21,035 for 2013. If the article is approved, all town employees will be on the same health plan and all will be contributing 5% of their health insurance premiums.

Article 9 - Purpose: This article is to ensure EMS/Fire staff coverage weeknights and weekends. The coverage would consist of one shift of four EMS/Fire staff personnel on standby each weekday night and two shifts of four EMS/Fire staff personnel Saturday and Sunday. Each EMS/Fire staff personnel that cover a standby shift will receive \$20 incentive pay. The standby would be available to all EMS/Fire staff personnel, and would be scheduled on a rotating basis. Each shift of four EMS/Fire staff personnel would consist of at least two EMS personnel. Cost would be \$20,880 for weeknight coverage and \$16,640 for weekend coverage.

Article 10 - Purpose: This article is to correct inequities in the pay between on-call EMS/Fire staff personnel and per diem EMS/Fire personnel. Currently EMS/Fire staff personnel working in the per diem program are paid between \$13 and \$17 per hour based on their skill level. The on-call personnel responding to a call could

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be paid at \$8 per hour. This article would create a wage scale based on skill level for both EMS/Fire personnel that would be more equitable.

Article 11 - Purpose: This article will be used for distribution of raises to all non-union Town and Library personnel. The \$19,100 is a pool of money that will be distributed based on standards established through performance evaluations. It equals a 3% increase for all eligible employees.

The number of employees in the Town Office has been reduced from 11 in 2008 to 8 in 2013. This has resulted in a significant reduction in payroll costs without a disruption in services. Employees continue to make suggestions to improve service and reduce operational expenses.

Also consider that health care related costs have been cut by \$23,781, because non-union employees are now paying a portion of their health care premiums and the “buyout” costs have been reduced for employees not using the town health care program.

Article 12 - Purpose: This article provides for much needed turn-out gear for our emergency responders. The Fire Department established a program to repair/patch clothing and while it has extended the life of these items, it is now time to replace this equipment. It is expected that after this purchase future replacement will be done, at a much smaller scale, through the operating budget.

Article 13 - Purpose: This request is for four new pieces of EMS equipment: One EMS stretcher that would assist EMT's with transporting bariatric patients and reduce the risk of injury to the EMT's, one Lucas CPR Device that would deliver consistent CPR compressions to patients while en route in an ambulance to the hospital, allowing EMT's to focus on other aspects of patient care while in the ambulance, and two Medication Infusion Pumps, again for use on dispensing medication to patients while in the ambulance.

Article 14 - Purpose: This article will cover the cost of road reconstruction and resurfacing work to be completed by the Department of Public Works in 2013. The town receives an offset through the New Hampshire Highway Block Grant which reduces the amount required to be raised by taxation.

Article 15 - Purpose: Approval of this article would mean the replacement of a six wheel plow truck with a ten wheeler. The larger capacity truck would allow the completion of longer plow routes without returning to the highway garage to reload with salt or sand. In 2012 the rear axle detached from a 1994 six wheeler and the town's insurer declared it totaled. A temporary replacement was purchased with the insurance funds, and that 1998 truck will be used as a trade in toward the new vehicle. The article also calls for the replacement of a 2001 pickup truck that has 177,000 miles on it. The replacement pickup would include a plow.

Article 16 - Purpose: The intent of this article is to transfer a vehicle from the police department to the fire department and replace it with a vehicle more appropriate for police work. Presently the fire chief's car is out of service and in need of extensive front end work and body work to be road worthy.

Article 17 - Purpose: These “hardened” laptop computers are an integral part of our police officers ability to gather data, such as during traffic stops. This equipment allows communication with dispatch without the need to use radios. The existing computers are over 5 years old and need to be replaced.

Article 18 - Purpose: This article would allow the police department to purchase a new space saving file system to replace the current file cabinet system that requires a large foot print. Space is at a premium and the current file system has maxed out available space.

Article 19 - Purpose: This article is to replenish the fund which the Selectmen use to pay for maintenance items on the town owned buildings. Some of the projects in the pipeline for 2013 include: A new roof for the Library, an emergency generator and new roof for the Town Office Building, and a fire alarm system for the Town Hall.

Article 20 - Purpose: Funds from this article will be used to reset stone walls that form the perimeters of four older cemeteries. They include Elisha Gove Cemetery, Philbrick Cemetery, Whittaker Cemetery, and Collins Cemetery.

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Article 21 - Purpose: Cy Pres funds are used to make repairs and improvements to the interior grounds of the cemeteries. There is no tax impact from this article.

Article 22 - Purpose: This article will allow the Transfer Station to hold a hazardous waste collection day. This collection day will allow proper disposal of items such as oil based paint, stains, poisonous cleaning supplies and pesticides.

Article 23 - Purpose: This article provides funding for the fireworks display at the annual Patriotic Celebration. The Patriotic Celebration is scheduled this year for the weekend of June 21, 22.

Article 24 - Purpose: In order to properly manage the town owned forest land, a licensed forester must be hired to prepare a management plan. Passage of this article would allow the Conservation Commission to engage the services of a licensed forester for that purpose. Money to pay for that service would come from the Town Forest Account, and any money earned from a timber harvest would go back into that same account

Article 25 - Purpose: The Conservation Commission is working toward the purchase of a well situated parcel of land for conservation purposes. Funds appropriated in this article would go toward that purchase. The money would be withdrawn from the Town Forest Account with no money raised through taxes. If the project does not come to fruition and no other opportunity avails in 2013, the funds will remain in the Town Forest Account for future consideration.

Article 26 - Purpose: This article will allow the Board of Fire wards to re-appoint the Fire Chief, for more than a 1 year term.

Article 27 - Purpose: Prior to March, 2005, the chief of police was an appointed position. Approval of this article would again make it an appointed position. The Board of Selectmen would advertise the position and interview candidates based on their level of qualification and the strength of their references. This was the procedure used to select the town administrator and all other department heads. In many cases an outside agency is used to guide the Board through the process and remove the possibility of bias.

Article 28 - Purpose: In 2006 Weare voters approved a code of ethics that applies to all elected officials, employees, and volunteers. That vote also established an ethics committee. Other than the committee that wrote the Code of Ethics, an ethics committee has never existed – the reason being that nobody ever runs for positions on this elected committee. If this article is approved, elected officials, employees, and volunteers would still be required to sign the Code of Ethics before beginning their duties, but the requirement for this defunct committee would be eliminated.

Article 29 - Purpose: This warrant article is to pay a portion of the purchase price for 137 acres of land that would be owned by the Town of Weare. 20 Acres of this land would be set aside for development of recreational facilities which could include fields and buildings. This property also has an active 8 acre gravel pit which would provide gravel to the town Public Works department that the town would otherwise purchase from privately owned pits.

Article 30 - Purpose: To establish a Revolving Fund for cable access television to hire a part-time technical assistant or for any other purpose as determined by the Weare Cable Television Committee. The Board of Selectmen does not recommend this article for the following reasons: 1. Revolving Funds do not require voter approval to expend; 2. There is an existing Capital Reserve Fund with a balance of \$14,186; 3. Use of the Town's Cable Franchise Fee to fund this article will eliminate revenue that is used to reduce the tax rate.

MANIFESTS

Chairman Clow moved, Selectman Lacasse seconded to order the Treasurer to sign payroll checks dated February 21, 2013, that will include payment for weekly wages and matching taxes. Actual amounts paid and reports backing up the numbers will be disclosed at the next scheduled Board meeting. In addition to order the Treasurer to sign checks for payables dated February 21, 2013. Passed 5-0-0

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ADMINISTRATIVE REPORT

1. Traffic Control Ordinance – Chief Begin will be attending the February 25th Selectmen's meeting to discuss policies and procedures for the Police Department and the Traffic Control Ordinance can also be discussed at that time. It was mentioned that they should have a public hearing to accept the policy.
2. Town Hall Doors – Selectman Lacasse has the original report and will look through the scope of work. Selectman Lacasse asked if there was any objection with him meeting with Sherry Burdick to choose which options they want bids on; the Board had no objection. It was discussed that the project will go out to bid by April 8th.
3. Emergency Management Director – Chief Vezina will be asked to attend the February 25th meeting of the Board of Selectmen to discuss the position.
4. Fire Department Computers – Vice Chairman Butt asked Town Administrator Bolton to let the contractor know that they are dissatisfied with their service.
5. Mildred Hall Advisory Committee – A meeting will be scheduled in April.
6. Cable Committee – A meeting will be deferred until after Vice Chairman Butt attends a Cable Committee meeting as a liason to find out the committee's objectives, goals, and inventory.
7. General John Stark Scenic Byway Weare Representative – Town Administrator Bolton will reach out to see if there is someone interested in being the town's representative.
8. Chase Park Wetlands Application – There has been no further action. PARCs meets again on February 12th.
9. Police Policies and Procedures – The Board will be meeting with Chief Begin on February 25th.
10. Performance Evaluation Forms – Tim Redmond feels that the current performance evaluation forms do not pertain to his department. Chairman Clow said that to discuss the forms in detail would be a whole work session. The evaluations have already been done. Department heads will be asked to provide input.
11. The Selectmen will hold a call in/coffee hour March 11th.

Town Administrator Bolton will include the purposes for the articles in the Town Mailer and once she receives the Finance Committee recommendations she will email copies to the Board to review.

The town will be losing revenue from John Stark School District related to the school resource officer. It was discussed that the town pays the school resource officer directly and revenue comes in to offset the expenditure, which was reduced by \$5,000. Vice Chairman Butt is concerned that no one was notified.

OTHER BUSINESS – Selectman Lawton commented that the budget shows \$100,000 more was spent in January 2013 than in January 2012. It was discussed that it could be due to one time expenditures and the fact that there were five payrolls in January 2013 instead of four. The Police Department budget is over by \$20,000, the Highway budget is over by \$10,000, and insurances are over \$30,000.

Chairman Clow moved, Selectman Lacasse seconded to enter into non public session @ 9:45 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 @ 10:15 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

Selectman Clow moved to seal and restrict the minutes of the non-public session pursuant to the authority granted in RSA 91-A:3 II; Selectman Lacasse seconded the motion. Motion passed 5-0.

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ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary