

FINAL



WEARE BOARD OF SELECTMEN
MEETING MINUTES
November 19, 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: Jack Dearborn, Greg Begin, Jeff Spring, Jeff Osborne, Bob Vezina, Tina Connor, Katherine Cloud, Johnna Grzywacz, Sharon DeStefano

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

DEPARTMENT HEAD AND COMMITTEE ITEMS

2013 CIP Sub-Committee Presentation – Jack Dearborn, Chairman of the CIP Subcommittee, told the Board that the CIP Subcommittee made a presentation to the Planning Board on November 15th. The members of the CIP Subcommittee are Stu Richmond, Jerry Little, Paul Morin, Paul Marsh, Dick Butt-Exofficio, and Craig Francisco-Planning Board member. Mr. Dearborn said that the process is governed by RSAs. At the first CIP Subcommittee the members adopted the bylaws. They conducted nine or ten meetings and requested that department heads fill out a three sheet form for every request they have. Mr. Dearborn told the Board that the Capital Improvements Plan details the rationale that supports their decisions and includes calculations on the impacts to the tax rate.

Library Roof Replacement – \$20,854 to be funded by the Government Building and Maintenance Fund. CIP decided, with guidance from State Planning, that this is a capital project. There is currently \$59,283 in the fund, but it is up to the Selectmen to decide if it should be raised by taxation or come from the fund.

Cemeteries – \$10,400 for work that needs to be done to the four neediest cemeteries. Funding to be raised from taxation or possible Capital Reserve Fund. Mr. Dearborn noted that there is still \$5,000 in work that needs to be done to Oil Mill Cemetery.

Fire Department – \$105,679 for four requests. EMS cot for loading patients for transportation; \$15,000. Request for computer upgrade; \$10,000. Personal protective equipment; \$55,679 to be funded by a pending grant. Chief's car; \$25,000. Mr. Dearborn said that there are guidelines in listing the priority of each request.

Public Works – \$1,785,000 total requests. T-2 to be replaced with a 10 wheeler to optimize plowing and sanding; \$200,000. The CIP decided to move the request for the T-6 for \$175,000 to 2014. Replacement of the 2001 Chevy pickup with a plow; \$45,000. New DPW Building at \$60 per square feet to extend the life of the town's \$3.5 million of equipment, provide the ability for proper maintenance of the town's trucks, and for the safety of the town's employees; \$575,000. The Safety Complex bond will be dismissed in 2013. Road Reconstruction request for continuation of maintenance of town roads; \$400,000. Bridge Bond with 80% funding from the state with the town being responsible for 20% to construct Peaselee Road Bridge and Lull Road Bridge; \$550,000. Mr. Dearborn told the Board that it would be best for Tim Redmond to explain the

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Bridge Bond. In 2015 the Ferrante Bond will be dismissed. Replacement of 1988 Ford Tractor for the Transfer Station to move around the town trailers; \$15,000.

Parks and Recreation – \$160,000 in total requests. PARC would like to see more capability of fields available at a higher quality. Request for Ball Field Development and Engineering; \$135,000. CIP thought that this request was premature and had discussion regarding the Schmid/Banks property being a potential location for future ball fields. Chase Park new roof on bathhouse; \$5,000 does not meet CIP. Lawn maintenance program/playground; \$5,000 does not meet CIP. Chase Park Improvements Fund; \$5,000 does not meet CIP. Seal coating and restriping of Chase Park; \$10,000.

Police Department – \$57,000 in total requests. Laptop replacement; \$15,000. Filing System; \$12,000. Taser Replacement; \$10,288 the CIP felt that this request should come out of the operating budget and be done incrementally. Three cruisers, one SUV and two patrol vehicles; \$30,000 CIP recommends that the fifth cruiser be replaced and the town operate with five cruisers.

Mr. Dearborn said that the CIP strategized funding options and calculated an estimated tax impact on each CIP request. The Net Assessed Valuation of \$807,748,388 was used in the calculations. They took all the approved CIP requests for 2012 and calculated all the ones that passed for a total of \$886,100. The estimated debt service for bonding requests will increase \$60,000 for 2014 over the 2013 requests, but will go back down for 2015 once the Ferrante Land Bond payment is completed.

Vice Chairman Butt noted that the amount approved at Town Meeting for 2012 was \$886,100, but not all was raised through taxation. If they get the grant for the fire personal protection equipment they will be looking at \$600,000 for all the other requests that would need to be raised by taxation. Mr. Dearborn said that the CIP Committee left the funding decisions up to the Selectmen.

Mr. Dearborn told the Board that the CIP has submitted their proposal respectfully and hopes the Selectmen accept it.

Johnna Grzywacz, Finance Committee, asked about the computer request for the Fire Department in CIP with priority one to implement and upgrade the computer network to support the department's needs. Ms. Grzywacz questions the maintenance costs, software upgrades, and vendor costs. She recalls that a year or two ago the department asked for software related to ambulance claims which allows them to access EMS billing and requirements. She thinks this is very vague and asked if they are submitting reimbursements electronically or by paper. Ms. Grzywacz said that there is an outside company that processes the ambulance billing and bills based on ambulance usage and codes, therefore the outside company would be on the hook if they coded incorrectly. She understands that is happening on the outside and asked what it means that it allows them to access EMS billing and process requirements. Ms. Grzywacz asked for someone from the Fire Department to come to the Finance Committee for clarification.

Chairman Clow said that one strength of the Finance Committee last year was communication with department heads and the Selectmen.

2013 Proposed Fire Department Budget – Chief Vezina said that the wages in the fire fighter salary line have been being discussed over the last twelve months regarding the strong inequities in the existing wage scale. Chief Vezina said that he has created standby pay to try to provide something to the people on call. Chief Vezina distributed a wage scale modification sheet to explain why the pay scale is an issue and how he proposes that they solve the issue. The Weare Fire Department does 600-650 calls per year and 60% of the calls are medical calls. The current wage scale is a skill-based pay scale that also contained steps based on longevity. In 2012 the town established the EMT program to be able to provide EMS coverage during the day. There are five fire fighters available during the day. There is currently a pay inequity within the department, which has created animosity. Chief Vezina said that he compared the pay scale for police officers, truck drivers, and EMTs. He proposes \$13.00 per hour for the price point for a fire fighter going into a burning building and an EMS provider. There is difficulty in calculating the impact on emergency calls; therefore a weighted average

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was used for calculations. He feels that a small amount of money can fix a large problem in the Fire Department, which would reflect an increase of \$14,620. Vice Chairman Butt said that there would be \$190,000 in wages if the per diem was included. Chief Vezina was not sure where the per diem would be in budget. The Board decided that the per diem discussion would be lengthy and would need to be an agenda item at a future meeting.

Chief Vezina said that they may see some changes in people's activity if they were paid more money. He explained that everyone in the department is assigned to one of three groups and one of the three groups would be assigned to respond on a certain day. Someone who responds a lot has an impact on the number. Each group is equally divided in pay scale. Chief Vezina said that they are down to three paramedics, one of which is a Weare Fire Department. The current pay scale is imbalanced and has been in place for a long time. Chief Vezina is attempting to find some compensation for people who put their personal lives on hold to be committed to respond to calls. His plan proposes that there be 2-3 people on standby each night for medical calls at \$20 per day also on Saturdays and Sundays. This provides \$20 per person per shift for people to modify their behaviors to be on call. Chief Vezina has demanded that people respond to calls, has tried increasing the rate of pay, and needs to provide incentive for people to sign up for coverage. He has assigned people to work in groups on particular nights. He feels that the more he demands, he would like to be able to provide some compensation. The standby nights cover 5 pm to 7 am. Chief Vezina said that the purpose of the standby pay is to compensate someone that they are demanding that they be available to respond to calls. Chairman Clow said that they are asking a person on that given night to not bring his family out of town, not go to child's sports event if it is out of town, not go to dinner out of town, and proposing to paying them \$20 not too. Chief Vezina thinks that there should be compensation to have people available to respond. The responsibility is on the group to have people available or find others from other groups to cover a shift.

The special details money is to pay employees \$25 per hour for details such as when John Stark Football requires someone to be on-site during a football game and the department charges \$30 per hour, which is reimbursed into the general fund. Chief Vezina said that whoever has the event requests the number of EMTs to be present and what the department charges covers all the expenses.

Building Maintenance – was increased to allow for repairs and floor and septic maintenance.

Souhegan Mutual Aid provides HAZMAT services that the town cannot provide itself.

Intercepts – Chief Vezina increased the number of intercepts to fifteen for budgeting. Chairman Clow asked if the increase is because some cases were more severe and required a higher level of EMT. The town is charged \$550 per intercept. Selectman Lacasse asked if intercepts would go down if they went with the standby days and nights. Chief Vezina said that they have two medics and those two medics work rotating shifts nights and weekends and there are times when they are not available. Chief Vezina said that there is a rotation option to have a medic available but it would be at a higher rate than the standby rate.

Fire Software Support – Ms. Grzywacz asked how this relates to what she mentioned during the CIP discussion. Chief Vezina said their hardware is not all connected together. Some hardware is so old he questions if they are legally allowed to operate the software. Chief Vezina said that they need to have a computer to input patient information to provide electronically to the state. The information is filed electronically to the state and then the ambulance billing vendor accesses that database and retrieves the information to bill the patient. Ms. Grzywacz questions why the department needs access if there is a third party doing the billing.

Fuel costs will be calculated based on usage once a price per gallon is determined.

Fire Safety Medical Gear – Reflects a substantial increase due to the need to purchase the equipment to restock the ambulance. This request includes the purchase of two medication pumps, which are electronic devices that meter medication into the IV solution. It is protocol and best practice to have the pumps. Also included in the request is the purchase of a second Lucas Device. The Fire Association held a fundraiser and Concord Hospital teamed up with the manufacturer of the Lucas Device and provided a Lucas Device which provides mechanical

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CPR. The Fire Association raised \$6,500 to purchase the device and the Fire Department would like to purchase a second device for the second ambulance. Vice Chairman Butt asked how often these devices need to be replaced. Chief Vezina does not know. It was discussed that this purchase request could be an operating expense. Paramedics have standing protocol through the State of NH.

Protective Clothing – The grant request and the CIP request provides for the purchase of the turn out gear which has a ten year life span, some of which will still be usable. This will allow them to purchase four to six sets of turn out gear. They were holding off on purchases to see what happened with the grant, but now have to make the purchases.

Vehicle Maintenance – Chief Vezina told the Board that they took a four year average to calculate the request.

Fire Training – They are looking to qualify a number of people in-house to provide re-certification in-house for fire fighter updates. They are able to provide EMT refresher training every other year and CPR training is being done in-house. Chief Vezina said that in-house training should pay dividends in the long run. They do not compensate wages for training, but he does compensate people if they have a mandatory meeting for training.

Uniforms – Thirty members at \$100 each; continuation of the program that was new last year.

Fire Equipment – This line is used to purchase a new piece of equipment or to replace something that broke such as a hose.

Equipment and Protective Clothing – Chief Vezina explained that they delay purchases until the end of the year.

Equipment Maintenance – Some pieces of equipment still need to be tested. The hose testing is done in-house, saving the town \$6,000 annually.

Chairman Clow said that if there is money in the budget that was not utilized it goes into the unreserved fund balance and is used to offset taxes.

Electric – Told by PSNH to calculate a 5% increase in cost

The major increase in the department's budget is due to the restructuring of the pay scale. Medical supplies reflects a large increase and the intercept line has increased as well. Building maintenance has increased due to maintenance of the septic system and the maintenance of floors.

2013 Proposed Police Department Budget – Chief Begin told the Board that there are not any major changes in his budget. Chief Begin mentioned ENH.com to possibly reduce electric rates. The police building maintenance has increased due to the annual generator service, general building maintenance, new keyless entry, and ventilation system. Vice Chairman Butt recommends moving the new keyless entry cost of \$5,500 and ventilation system request of \$8,000 to the Government Building and Maintenance Fund. Vice Chairman Butt thinks that they will be adding money to the Government Building and Maintenance Fund because it is well under the recommended amount of \$60,000 to have for building emergencies.

Chief Begin explained that the Fire Department carries some costs for the Safety Complex in their budget and the Police Department carries some costs for the Safety Complex in their budget.

Fuel costs will be calculated based on usage once a price per gallon is determined.

Vehicle Maintenance – No tires were purchased this summer because they had enough stock piled in the storage shed, but they will need to be purchased next year.

Communication Equipment – was reduced

Range Armorer – increased \$500 due to the increased cost of bullets.

New Officer Uniforms – was reduced by \$600

Safety/Medical Gear – increased due to the request for \$10,288 for tasers. Chief Begin said that they have been discussing the possibility of maintaining the ones they have and only replace six. The new tasers have dual

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chambers and Chief Begin is concerned with having some new tasers and some with the double shot. He was looking at replacing all of the tasers with new ones, but the people who do the training said to stick with the old and buy six new for \$5,000 instead of replacing all the tasers at a cost of \$10,288.

The Board will be meeting next Monday for Public Works Collective Bargaining at 6:00, with Chief Begin at 7:00 and with the Finance Committee at 7:30.

TAX DEEDING DISCUSSION – Naomi Bolton, Town Administrator, said that there is a process that needs to be followed for tax deeding and notification was sent to property owners that the process did not take place in July. Some of those landowners changed their arrangements. They needed to let people know that they will be going through the deeding process, in October letters were sent out, and now it is thirty days later and the Board needs to decide whether to deed or waive. As a result of the letters sent out there were many people that came in and paid their taxes to get off the deeding list.

Chairman Clow moved, Selectman Lacasse seconded to enter into non public session @ 10:05 p.m. pursuant to the authority granted in RSA 91-A:3II (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 @ 10:48 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 Lacasse moved, Selectman Leary seconded to seal and restrict the minutes of the non public. Passed 5-0-0

The Board signed the deed letters in July, but the homeowners were not notified that the deeding process was started. All property owners received a letter in October notifying them that their property would be deeded. Some property owners paid up to 2009 so that their property would not be deeded. If the Board takes no action it means that the deeding process starts on November 27th. If the property owners pay up to 2009 their deeding process would stop. The Board reviewed the list of property owners that are in danger of being deeded and made a decision on each property. The property owner names were not read aloud. Once the property is deeded the town will own it. Ms. DeStefano will prepare the deeding letters for the Board to sign at their Monday meeting.

MANIFESTS

Checks dated: November 9, 2012

Weekly Payroll \$38,501.18

Chairman Clow moved, Selectman Lacasse seconded to authorize the Board of Selectmen to sign manifests and order the Treasurer to sign checks dated November 21, 2012. Passed 5-0-0

Accounts Payable \$72,108.12

Gross Payrolls \$45,300.01 (Includes taxes, credit union, police detail)

TOTAL \$117,408.13

Also, to order the Treasurer to sign payroll checks dated November 29, 2012, 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.

MEETING MINUTES

Chairman Clow moved, Selectman Lawton seconded to approve the minutes of November 5, 2012 as amended. Passed 4-0-1; Selectman Lacasse abstained.

TRAFFIC CONTROL ORDINANCE DISCUSSION – Vice Chairman Butt noted that there was a request to have PSNH and Asplundh attend a Selectmen’s meeting. Naomi Bolton, Town Administrator, will correspond

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with PSNH and Asplundh to inform them that the Board would like them to send a representative, to the Selectmen's meeting on December 3rd, to provide input on the town's traffic control ordinance.

ADMINISTRATIVE REPORT

Award Assessing Contract – Naomi Bolton, Town Administrator, told the Board that she and Wendy Rice reviewed the assessing contracts and Ms. Rice's preference was to stay with the current assessor. Vice Chairman Butt would like to stay with Avitar, but does not know the cost difference in going with another assessor. It was mentioned that one bid did not include the assessing of utilities. Prior to 2012 the town had a five year contract with Avitar, they did not have time to write an RFP in 2012, and Avitar agreed to a one year contract at their current fee. The Board requested that Marazoff Assessing provide pricing for assessing utilities. Vice Chairman Butt would like a written recommendation from the town's assessing department.

Naomi Bolton, Town Administrator, asked about the status of the MRI Report. Vice Chairman Butt said that there were questions that were open ended and not addresses. Chairman Clow's general feeling is that primarily the report should be released as is, but he needs to check to see if it reflects on any individuals. Selectman Lacasse said that all Selectmen can read the report again, compare notes, and discuss what they feel should be redacted.

A letter was received from the Cemetery Trustees regarding terminating the lawn care contract with the current lawn care contractor. Naomi Bolton, Town Administrator, will forward the letter to the Board for an upcoming discussion.

Naomi Bolton, Town Administrator, attended the Trustees of Trust Funds meeting this morning and they agreed that the \$2,200 for paving the parking lot at the South Weare Fire Station would come out of the Government Building and Maintenance Fund. It was questioned if the sealcoating and restriping of Chase Park's parking lot could come out of the Government Building and Maintenance Fund as well.

Chairman Clow moved, Selectman Lacasse seconded to enter into non public session @ 11:46 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 11:55 @ 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 to seal and restrict the minutes of the non-public session pursuant to the authority granted in RSA 91-A:3 III; Selectman Leary seconded the motion. Vote: 5-0-0.

ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary