

FINAL



WEARE BOARD OF SELECTMEN
MEETING MINUTES
November 21, 2011

PRESENT: TOM CLOW, CHAIRMAN; RICHARD W. BUTT, VICE CHAIRMAN; LEE MARCROFT, SELECTMAN; KEITH R. LACASSE, SELECTMAN

RECORDING SECRETARY: Cherry Palmisano

GUESTS: Dawn Wheeler, Greg Begin, Tom Desrosiers, Tina Connor, Tim Redmond, Jeff Spring, Gene Propper, Jack Dearborn, Janet Brown, Gregg Elwood

Chairman Clow moved, Selectman Lacasse seconded to enter into non public session @ 6:32 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 Marcroft – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 4-0-0

The purpose of the non-public session was to discuss a personnel issue for the Police Department.

Chairman Clow moved, Selectman Lacasse seconded to come out of non public session @ 7:00 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Marcroft – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 4-0-0

Chairman Clow moved, Selectman Lacasse seconded to enter into non public session @ 7:00 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 Marcroft – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 4-0-0

The purpose of the non-public session was to discuss a personnel issue for the Public Works Department.

Chairman Clow moved, Selectman Lacasse seconded to come out of non public session @ 7:25 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Marcroft – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 4-0-0

7:30 p.m. Chairman Clow called the meeting to order.

CIP SUBCOMMITTEE PRESENTATION – Mr. Jack Dearborn informed the Board that Planning Board voted unanimously to accept the CIP Committee Plan. The committee met for four sessions through the month of November. The CIP looked at the Highway Department total request of \$685,200, with the actual impact to taxes being \$261,200. There are currently two existing Fire and Rescue funds; one with a balance of \$368,238.22 and the other with a balance of \$6,429.58. The replacement cost for the new pumping engine is \$375,000, which is \$25,000 more than it would have cost last year to purchase. There is a request to expend \$30,000 to buy a second defibrillator with the money to be raised by taxation. The Public Works Department is requesting to replace a total of four items; the existing backhoe, replace the pickup, replace the baler at the Transfer Station and the used trailer for the Transfer Station. The trailer was purchased in 1988 and has failed inspection and also results in a lot of extra labor to transfer the material into a road worthy trailer. The baler would be funded through taxation. The DPW requested three balers, but the CIP Committee decided that one baler for \$12,000 would be adequate. There is a possibility that 25% of the trailer could be reimbursed through a grant from NRRA. There is a request for \$120,000 to replace the 2000 Ferrec Backhoe with a new multi-functional replacement that can also serve as a backup to the loader. There is currently \$2,013.97 in the

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Highway Truck and Equipment Fund. Mr. Redmond does not think there is much of a value in the old backhoe, but Vice Chairman Butt would like to have an estimated value. There is a second request for \$35,000 to replace the 2011 pickup with a similar vehicle only a newer model.

Parks and Recreation Commission is requesting \$5,000 to replace the roof on the bathroom building at Chase Park and install lights. They are also requesting \$10,000 to install an artesian well at Chase Park. There is currently \$30,000 in the Recreational Development and Improvement Fund. The CIP Committee asked Mr. Redmond to review the needs of the fields. The purpose of the project is to re-seed some fields and to replace some broken equipment at the playground. Mr. Gene Propper told the Board that PARC is requesting that funds be placed into the CIP fund for when they are needed. Vice Chairman Butt is reluctant to put \$30,000 into the fund without justification for the expenditure. The CIP Committee did not have enough data to support the \$30,000 request.

Police Department

- replace car #2 \$32,5000
- replace car #1 \$32,500
- radio upgrade \$9,200
- pc and serve replacement \$17,000
- police special rev fund (\$24,312)
- police cruiser fund (\$359.00)
- communication fund (\$0.03)

Mr. Dearborn said that the CIP Committee looked at Chief Begin's request to replace the car with 80,000 miles. They recommended replacing one of the vehicles this year with possibly asking for two new vehicles next year. Vice Chairman Butt said that Chief Begin indicated tonight that there might be money in the drug forfeiture fund. There is \$10.00 per hour taken out of the pay for details and put in a special revenue fund for cruiser use. If the funds are used it will cost approximately \$8,000 to purchase the vehicle. Car #2, the Expedition, is the oldest car and it will be given to the Fire Department for their use and has 33,702 miles on it. The CIP Committee calculated that the department would need three cars every two years. If they purchase one new this year, they will be asking for two new next year.

Vice Chairman Butt thinks that using the drug forfeiture money needs to be discussed. He commented on the Ford Expedition and Chief Begin requesting it to go the Fire Department. The car only has 33,000 miles and it seems like low mileage to be replaced and that the Fire Department has not requested a new vehicle. Mr. Dearborn said that the CIP Committee is only recommending replacing car #2 and they did not receive a request for a Fire Department vehicle.

The Police Department is requesting \$9,200 to purchase equipment that will allow for extended battery life on the radios. Vice Chairman Butt mentioned that they spent over \$60,000 to eliminate any dead spots. The Police Department is also requesting upgrading the computer system for \$17,000. The CIP Committee bundled these items together because they felt they were all safety items.

The highway truck will be requested to be replaced next year. Vice Chairman Butt would like to apply revenue sources to the police vehicle.

Chairman Clow said that the Planning Board moved the CIP plan with their approval.

Mr. Dearborn told the Board that the CIP Committee will not be meeting again unless requested.

PARC TO DISCUSS ICE SKATING RINK – Mr. Gene Propper thought that the money for the ice skating rink was coming out of the CIP. He would like to discuss the location of the ice skating rink being leveled. The material to level the location for the rink will cost \$500-\$600 and there is money in the PARC budget to cover the material cost. PARC would like approval from the Board to get the rink installed before the weather prevents them from doing so. Chairman Clow said that the concern is how the area will be restored and grassed

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in the spring. Mr. Propper said that last year when the rink was installed they did so to the best of their ability, but they did not know how to help the lower end and water spilled and it was a constant battle keeping the water level. They received approval to purchase a new liner.

Mr. Redmond said that PARC wants to create a level spot for the rink. The first suggestion was to bulldoze and make it flat. The second thought was to put sand in and Brownie's Sand and Gravel will extend the sand bid. It will cost about \$400-\$600 for the sand. The Highway Depart will spread the sand and make a level spot. In the spring they will need to buy screened loam and seed it so that it will be level for future years. There will be a minimum amount of pitch so that the grass will drain in the spring. About twelve inches of material will be need to make it all level. Mr. Redmond told the Board that it is not a big project, but is time sensitive. He thinks it is cheaper to add to the area rather than digging it out. There is currently \$3,000 available in the Recreational Development and Improvement Fund. The money for the material will be taken out of the PARC operating budget and does not require approval from the Board.

DISCUSSION ON AWARDING ROOF BID – Mr. Redmond told the Board that he wrote a simple RFP for the specifications on the Highway Garage roof replacement. The following three bidders responded:

- Witch City Roofing, Salem, MA \$26,405.00
- North Point Roofing \$35,400.00
- Robert Ailes Roofing was not a valid bid

Mark Reed, who was the original bidder, does not have time to do the project.

Mr. Redmond told the Board that investing in the roof is not a waste of money and he does not intend to tear the building down. There is no request for a building on the 2012 warrant. There is approximately \$110,000 in the Government Building and Maintenance Fund.

Selectman Lacasse said that because the plan is not to tear the building down, the building is being used, and he feels it is a legitimate expense.

Mr. Redmond said the RFP went out for public bid and he received these three bids as a result. He would like to get the roof replaced before the winter. The representative from Witch City Roofing is a Weare resident. Mr. Redmond said that there are currently eight leaks in the Highway Garage roof and it leaks into the electrical panel as well. He will not know if they need to replace the pearlings until they open up the roof.

Selectman Lacasse moved, Selectman Marcroft seconded to accept the bid for price option #1 from Witch City Roofing Co. Inc. for \$26,405 with a contingency amount of \$4.75 per linear foot for Purtin replacement not to exceed \$2,600 with the money to come the Government Building and Maintenance Fund. Passed 4-0-0

Mr. Redmond told the Board that he put the mailbox plowing policy in their packets. He discussed that Christmas and New Year's Eve fall on Saturday evenings. He would like to work a full day on Friday and is asking to close for half a day on Christmas Eve and New Years Eve. Mr. Redmond is concerned with inconveniencing residents by closing a full day on Saturday and would like to close at 1:00 p.m. on both holidays. He will give the public advanced notice of the early closures.

Chairman Clow moved, Selectman Lacasse seconded to close the Transfer Station at 1:00 p.m. on December 24th and December 31st. Passed 4-0-0

Vice Chairman Butt said that the Board looked at different job functions and made accommodations. The Board has assigned the Selectmen's Administrative Secretary the responsibility for the Highway Department and given her a \$.50 per hour increase.

Vice Chairman Butt moved, Selectman Lacasse seconded to increase the hourly rate for the Selectmen's Administrative/Highway Secretary to \$13.25 per hour starting with the next pay check. Passed 4-0-0

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Chairman Clow said that they reason they are able to do this is because they have had retirements and this will not affect the bottom line and will come out of the Highway Department budget.

Chairman Clow said that there will be a promotion within the Highway Department, not a new position. They will be posting for a new equipment operator, which will allow truck drivers already employed with the town to apply. The position will provide a \$1.00 per hour increase to the individual that gets promoted. Mr. Redmond explained to the Board that there is a need for more equipment operators and the posting will be done immediately.

Chairman Clow moved, Vice Chairman Butt seconded to post the promotional position of an equipment operator within the Highway Department. Passed 4-0-0

CEMETERY DISCUSSION – Mrs. Janet Brown, cemetery trustee, said there are five cemetery fund trusts and the interest from the Friends Trust is to be used for lawn care. There was \$2,300 turned over to the cemeteries in 1987 and they did not know how to apply these funds. Ms. Connor said that she has never had a request to use those funds. Naomi Bolton, Town Administrator, said it was turned over to the town because they could not find anyone to take care of the cemeteries. A bill would have to be submitted to the Trustees of the Trust Funds, who are the keepers of the interest for each trust and it is the job of the cemetery trustees to expend. Ms. Connor mentioned Cy Pres and a warrant article authorizing the expenditure of those funds. This is the first year that these funds have been questioned. Vice Chairman Butt does not like that the funds are being raised and appropriated every year in the budget and not expended. Mrs. Brown told the Board that Terry Knowles said the trusts have to remain in the budget. Mrs. Brown said that what funds they had they gave to the Town of Weare for the town to take care of the cemeteries. She said that there is no way with what that trusts earn that they can maintain the cemeteries. Selectman Lacasse said that the budget currently implies that they are taxing people the amount in the budget, but then not expending the money. Chairman Clow said to leave all the lines in the budget, put them as zero, figure out where the money is and whether or not it needs a warrant article.

Mrs. Brown told the Board that they would like to purchase markers for the flag holders at a cost of \$40 each. The markers are made of bronze and there are many broken markers. They would also like to purchase a solar light to put on the American Flag that the Legion put in Pine Grove Cemetery. They replaced fencing and rebuilt stone walls this year. There is \$25,000 remaining in their construction fund and they did not apply for CIP funds. The funds from the trust funds are very restrictive and can only be used inside the walls of the cemeteries. Mrs. Brown cited a list of projects that the Cemetery Committee would like to get done next year. There are thirty-six cemeteries that will be assessed next year to see where funds need to be expended.

CONTINUATION OF 2012 BUDGETS

Code Enforcement – There is a new line this year for a fill-in inspector for \$500 to provide coverage for when the Code Enforcement Officer is on vacation. There is a large conference that Mr. Meany would like to attend in March and has encumbered these funds. This budget will be over on fuel and will get the money to cover the over expenditure from the vehicle maintenance fund. The vehicle also gets used by PARC on Saturday's to pick up the trash at Bolton Field and the skateboard park.

Forest Fires – There have been more forest fires this year than last, the town gets 50% back from the State of NH for forest fires expenses.

Street Lighting – The budget was increased based on a recommendation from the Joint Loss Committee for lights at the Transfer Station for a cost of \$3,600 for the two lights.

Health Officer – The Health Officer did a health fair with the school and expended \$200 for brochures. She has been working with the school and conducted health inspections at CWES and WMS.

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Welfare – There is a new person in this position and she is using the Salvation Army more than the Red Cross. The Concord VNA is not requesting money for next year. The Welfare Officer is recommending that they zero out the services not used by residents of Weare. Fuel assistance applications have been filed and the Welfare Officer is using other sources to fund these assistance requests. Vice Chairman Butt is concerned with raising and appropriating funds that they are not utilizing. Chairman Clow said that the Board has given back all funds not expended in the past. Ms. Tina Connor commented that the budget could have been a lot worse, but the Welfare Officer has a lot of other sources that she utilizes instead of town funds. Vice Chairman Butt would like to have more information, such as how much the Welfare Officer was able to save the town by utilizing other sources.

Parks and Recreation – The only increase in this budget is the ball field maintenance line, which has increased by \$2,500 to fertilize three times during the course of the year. There is an ASCAP licensing charge of \$309 and every town has to sign this license agreement. The Board discussed that the printing line needs to be justified, as well as outside services line.

Patriotic – This \$500 budget goes to the American Legion every year to cover costs of flags and markers. The Board would like justification on what this budget is expended on.

Conservation Commission – Selectman Lacasse questioned the office supplies, website, and training and seminars lines. He suggests reducing this budget by \$470. Chairman Clow wants the Commission to be made aware of the budget change. Ms. Connor told the Board that it is her practice to make all committees and departments aware of any budget changes.

Agricultural Commission – There is no funding request.

Economic Development – Vice Chairman Butt thinks that they need to reform the committee. There are signs that need to be replaced and a commitment was made to assist with the 250th Anniversary Committee.

Debt Service – This budget includes payments for 2012. The bridge bond expires in 2015, The Ferrante Bond expires in 2016, and the Safety Complex bond expires in 2013.

Chief Begin came before the Board to discuss the Police Department budget, but the Board would like Chief Begin to come back before the Board. The Board discussed that there were some outstanding items when the Fire, Police, and Public Works Department first came before the Board to discuss their budgets.

Ms. Connor told the Board that she did a spread sheet for each department. There are ten full time officers, two part officers, and a part time secretary. Ms. Connor plugged numbers in the wage lines, per the current staff. Chairman Clow would like a realistic number for part time officers. Ms. Connor said that her spread sheet is based on ten full time officers, but Chief Begin is saying that he has an eleventh position, which is a vacant sergeant position. Ms. Connor added a new line for new officer uniforms.

Gregg Elwood said that when Chief Begin was before the Board to discuss his budget, he said he was up to full staff. At that time Chief Begin also discussed the overtime budget and Mr. Elwood said that he assumed that because they were full staff that overtime will go down. Mr. Elwood feels that line 626 for fencing at the Safety Complex should be deleted from the operating budget and come out of the Government Building and Maintenance line. He objects to the overtime line and commented that the department is growing, but still seems to be unmanaged and he thinks that the governing body should be able to control that line. Jeff Spring said that Chief Begin's explanation for controlling overtime did not sit well with the Finance Committee and they feel it is the officer's call for working overtime and there should be some management.

Vice Chairman Butt said that Chief Begin submits a report each week on overtime explanations. There is a sizeable amount of time being spent in court and overtime being spent for officers being in court and coverage is needed in town for when the officers are in court. Chairman Clow said that they have seen a conscientious

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effort to keep the overtime down throughout the year. If they have a full work force with no illness and no one leaves, it will have an impact on the overtime line.

Selectman Lacasse asked for Chief Begin to be placed on the next agenda. Chairman Clow is concerned with the next six weeks and feels that they should make a statement to all departments to hold the line for anything other than salaries and contractual obligations. Selectman Lacasse commented on seeing paychecks that started counting overtime after twenty-six hours worked. Ms. Connor said that those were based on holiday hours as well.

There is a 4% increase across the board to cover the PSNH increase. Chairman Clow said that Public Utilities Commission has put the increase on hold. Chairman Clow said that the price the town pays on fuel is without the tax. Vice Chairman Butt is concerned with not having enough money to finish the 2011 budget. There should be 11.58% remaining in the 2011 budget, but there is only 11% remaining. There is still another health insurance buyout payment to be made. The Board agreed on \$3.35 per gallon for diesel and \$3.00 per gallon for gasoline for 2012. The Board will wait until next week to calculate electricity.

The Finance Committee meets next on Thursday, December 11th.

Chairman Clow said to notify all departments to put all purchases on hold. The legal budget is over expended. The CIP accruals were over spent. Ms. Connor said that the intent of the Board was to reduce the obligations to the town. The fund is \$14,000 short and the money for the over expenditure in accruals and legal needs to come out of the 2011 operating budget. Ms. Connor will calculate the operating budget for the remainder of 2011. The legal line is over by \$33,693.

Chairman Clow stated that the Board will do the following:

- notify all department heads to hold the line on everything
- ask Ms. Connor to pull together dollar and cents numbers
- ask Chief Begin to come in next week to discuss the 2011 and 2012 budgets.

Vice Chairman Butt would also like to know about the fire arms purchase.

COMP TIME DISCUSSION – Compensatory time is earned in lieu of overtime pay for non-exempt employees. With department head approval employees can trade one hour of overtime work for 1.5 hours of compensatory time. Vice Chairman Butt said that this was brought to his attention by an employee. He asked if there are any exempt employees taking or have they been given compensatory time. Naomi Bolton, Town Administrator, responded that exempt employees do leave for doctors appointments or for other reasons, but to her knowledge there is nothing being calculated. Vice Chairman Butt said that the question was whether the policy was being applied to salary employees and it is not. Vice Chairman Butt said that the other side is that employees come and go and asked if salaried employees are required to use sick or vacation time if they need an hour off. Naomi Bolton, Town Administrator, said that they do not.

MANIFESTS

Chairman Clow moved, Selectman Marcroft seconded, to authorize the Board of Selectmen to sign Manifest and order the Treasurer to sign checks dated November 23, 2011. Passed 3-1-0; Selectman Lacasse was opposed

Accounts payable	\$384,842.77	(Weare School District \$350,000)
Gross Payrolls	<u>\$42,407.64</u>	(includes taxes, credit union, police detail)
Total	\$427,250.41	

MEETING MINUTES

Chairman Clow moved, Selectman Lacasse seconded to approve the minutes of October 31, 2011 as amended. Passed 4-0-0

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Chairman Clow moved, Vice Chairman Butt seconded to approve the minutes of November 7, 2011 as amended. Passed 3-0-1; Selectman Lacasse abstained.

Chairman Clow moved, Selectman Lacasse seconded to approve the minutes of November 14, 2011 as amended. Passed 4-0-0

ADMINISTRATIVE REPORT – Naomi Bolton, Town Administrator, told the Board that a meeting was held on September 22nd with Lauren Martin from Avitar, Wendy Rice, Sharon DeStafano, and the owners of Cold Springs Campground. Lauren did most of the talking because it had to do with how campers are assessed. Campers are currently assessed individually. Ms. Martin explained that they can keep the assessing as it is or they can take all the value with the campers and have Cold Springs divide it up between all their lots. Mr. and Mrs. Silva handle the majority of the campground and know who moves out and who is there and they are willing to see how things will work. It was discussed that Wendy Rice and Sharon DeStefano are new and they decided that communication will be open to see if they can make an improvement. Cold Springs has had problems with delinquent rents and has also helped the town track down problems with delinquent taxes. The outcome of the discussion was left to see if they could make an improvement for this year. Ms. Martin did remind them that it is up to the town to decide how the assessing is done. Cold Springs was against lumping all the assessing together and being responsible for the taxes.

Chairman Clow said that if the process was changed, it should come before the Board. Vice Chairman Butt said that they discussed they did not want to place any additional burden on the campground owners in assessing as one. There are three owners that are currently being chased because there has been no rent being paid and no taxes being paid. Naomi Bolton, Town Administrator, said that some taxes were abated that went back to 2005. There are three older ones that are a problem. April 1st is the assessment date. Naomi Bolton, Town Administrator, felt that there was a better understanding on how the taxing works after the meeting. There has not been a follow up meeting since the end of September. The Selectmen requested a follow-up meeting be scheduled.

The Town Office will be closed Thursday and Friday to observe the Thanksgiving holiday.

The Town Office will be closed on December 26th to observe the Christmas holiday. The Board will meet to sign Manifest on Friday, December 23rd.

Chairman Clow moved, Selectman Lacasse seconded to enter into non public session @ 10:40 p.m. pursuant to the authority granted in RSA 91-A:3II (c). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Marcroft – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 4-0-0

The Board discussed the issue of comp time as it applied to a specific employee.

Chairman Clow moved, Selectman Lacasse seconded to come out of non public session @ 10:53 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Marcroft – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 4-0-0

Chairman Clow moved, Selectman Lacasse seconded to enter into non public session @ 10:54 p.m. pursuant to the authority granted in RSA 91-A:3II (c). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Marcroft – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 4-0-0

The Board discussed pending litigation regarding two Board of Tax and Land Appeal applications.

Chairman Clow moved, Selectman Lacasse seconded to come out of non public session @ 10:53 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Marcroft – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 4-0-0

ADJOURNMENT

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A True Record.

Cherry Palmisano, Recording Secretary