



**FINAL**

**WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
November 14, 2011**

**PRESENT:** Thomas Clow, Chairman; Richard Butt, Vice-Chairman; Keith Lacasse, Selectman; Lee Marcroft, Selectman.

**RECORDING SECRETARY:** Naomi Bolton, Town Administrator

**GUESTS:** Tina Connor; Merrill Shepard; Art Siciliano; Jan Snyder.

**I. CALL TO ORDER:**

The meeting was called to order by Chairman Clow at 7:00 PM.

**II. MANIFESTS:**

Chairman Clow moved to authorize the Board of Selectmen to sign manifests and order the Treasurer to sign checks dated November 17, 2011, in the following amounts:

Accounts Payable	\$ 296,460.24 (John Stark \$250,000)
Gross Payroll	\$ 36,101.49 (Includes Taxes, Credit Union, Police Detail)
	\$ 4,806.94 (Silver-Final)

**TOTAL                      \$ 337,422.67**

Vice Chairman Butt seconded the motion. Discussion: Vice Chairman Butt stated that the invoices for the public works department that are attached to the Country 3 Corner bill are coded incorrectly and need to be reviewed and fixed. The invoices need to be coded to the appropriate lines in the budget even if there is an overage. Vote 3-1.

**III. OTHER BUSINESS:**

**COLBY ROAD LANDFILL DISCUSSION:** Art Siciliano was present to seek approval from the Board that the plan and report satisfactorily indicates the limits of the old landfill. Mr. Siciliano asked if the Board would also be open to a future lot line adjustment. Vice Chairman Butt asked Mr. Siciliano if there was a way he could put markers up on the property to show the limits of the landfill, permanent markers would be the best. Mr. Siciliano stated that he can do that

because it was laid out and tied to the boundaries. Mr. Siciliano agreed to do something.

Chairman Clow moved that the Board inform the ZBA that the Selectmen accept the plan and the report and that the Board feels there would not be an issue developing the property outside the identified landfill; Selectman Marcroft seconded the motion, all in favor.

STONE MEMORIAL BUILDING – RENOVATIONS TO BATHROOM: The historical society is asking the Board of Selectmen to allow the society to pay for bathroom renovations not to exceed \$1,000.00. Chairman Clow moved to accept the gift of the renovations of the bathroom at the Stone Memorial Building with an approximate value of \$1,000.00; Selectman Lacasse seconded the motion, all in favor.

### **III. CONTINUATION OF 2012 BUDGET DISCUSSION:**

The Board began at the first page and started down through those budgets that have not been discussed to date.

Town Officers Salaries: This is the same as last year.

Town Officers Expense: Employee education, professional IT service and office supplies lines were discussed at length. More information is needed on these to be brought back to the Board for a final decision.

Tax Collector: This budget has changed due to a reorganization of the office so that wage line is adjusted to cover 30 hours of tax collecting, versus 20 as in the past year. The other large increase is the Computer supplies. A breakdown was provided showing the costs of just the supplies needed to mail out tax bills twice a year and that is approximately \$1,400. The Board suggested that a separate line be added for tax bill supplies and the other incidental supplies go in the computer supplies line. The board asked if we could verify that Jane Sanders Searches price would be the same for 2012.

Assessing Department: This year's contract with Avitar is up and requests for proposal will be sought, so the budget number listed will probably change before the process is complete. Seminars/Training line will be increased as Wendy Rice would like to take some classes with DRA or the State. This will increase the mileage line as well.

Legal Expenses: The 2012 proposed numbers were arrived at by a 3 year average of the line items. The board discussed this and the only line that changed was the legal fees.

Finance Administrator: The salary increase is the current salary and the reduction to the auditor's expense has been lowered by the same \$5,200. The other notable

increase is the upgrade to the current financial software package which costs \$2,650.

Selectmen's Office: The salary for the secretary has been reduced as the office position is being shared with the DPW. We budgeted for a 20 hour secretarial position, so the wages and all the associated costs are split 50/50. The auditor line was reduced and transferred over to the salary line of the Finance Administrator.

Cable Committee: This budget is the same for 2012.

Trustees of Trust Funds: This budget is the same for 2012.

Land Use: The telephone line increased by \$100, recording line increased by \$100; meetings and seminars was reduced by \$200 because none of the planning or zoning board members are attending the law lectures; the postage line is increased by \$218 and the books and updates line is reduced by \$50.

Government Buildings: The electricity line was reduced to \$6,000; building maintenance is increased by \$1,000, some of the items in this line are for annual inspections of the fire alarm system and elevator, which really are not maintenance items and will be added as a separate line; rubbish removal has decreased by \$100; fire extinguishers increased by \$100; janitorial supplies increased by \$100.

Cemeteries: The lawn care contracts are out to bid so the number that appeared is a place holder with the existing contract number. Photocopies and postage is being reduced to zero. The line item called Memorial Day was discussed. There are two items within the budget for Memorial Day. One is the separate one called Patriotic Purposes, which is to purchase flags for the poles along Route 114 through the center. Then there is this line that has been there for years, but not expended. The American Legion has always purchased replacement veteran markers as well as flags within the cemetery but has not been reimbursed for the past few years. The legion expends more than \$500 to accomplish. The Board asked for expenses that the legion has incurred over the past 2-3 years on the markers and flags.

Insurances: The 2012 proposed numbers are the firm as they are the ones we received from Primex. The total of the three lines are up approximately \$20,000. The board would like LGC to be called to compare prices. It was noted that there were workers comp claims; the unemployment line is up because the government ups the minimum amount each employee is taxed on; and the property liability is up.

Advertising and Regional Association: This is the same as last year.

The Board at this point stopped for a break and determined that this would be a good stopping point for tonight and will continue next Monday starting with Emergency Management.

**IV. ADJOURNMENT:**

As there was no further business to come before the board the board, Chairman Clow moved to adjourn at 9:30 PM; Selectman Lacasse seconded the motion, all in favor.

Respectfully submitted,

Naomi L. Bolton  
Town Administrator