



FINAL

**WEARE BOARD OF SELECTMEN
MEETING MINUTES
October 31, 2011**

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

RECORDING SECRETARY: Naomi Bolton, Town Administrator

GUESTS: Justin DaCosta; David DaCosta; Jason DaCosta; Daniel DaCosta; Diane DaCosta; Paul Marsh; Frank Campana; Greg Elwood; Jan Snyder; Donna Osborne; John Rauscher; Tina Connor; Jon Osborne; Heleen Kurk; Ike Shepard.

I. CALL TO ORDER:

The meeting was called to order by Chairman Clow at 7:05 PM.

II. 2012 PUBLIC WORKS DEPARTMENT BUDGETS:

Highway Department: Tim Redmond, the Public Works Director stated that this is his first time doing this so he will go down through the budget and discuss that he is proposing for increases.

The Board went over the increases and discussed the following lines:

Overtime - \$40,000 review the 2009 and 2010 totals and even earlier to get a sense of a realistic number

Tires/Chains – the grader needs tires it hasn't had new tires in 10 years; he would like to get a chain set for each truck and a lot of the trucks need tires

Paint Striper – this year they didn't get all the stripping done they wanted too and he is going to do some more once the snow melts. (East Rd, Reservoir Drive)

Radio Expenses – this is a contract to have all the radios checked at the end of the year and it hasn't been done yet.

Salt/Sand – the board asked about the possibility of decreasing this line by using crushed gravel versus screen sand.

Tree Removal – he did not use it now but may have to use it by the end of the year, it is an unknown.

Vehicle/Fuel – the board has asked each department to provide the consumption gallons of each so that the Board can discuss what the budget amount will be.

Transfer Station: Mr. Redmond stated that he is still trying to wrap his hands around how the transfer station operates so he will go down through the line items here as well but Jon Osborne is present for questions that he can't answer.

Building Maintenance – this line was overspent this year because the door to the office got caught in the wind and had to be replaced and there was an electrical issue in the compactor. He would like to increase it to \$1,000 because he felt \$500 was not enough. The board indicated that there is a Government Building and Maintenance Capital Reserve fund that should be used for some building items.

Haul/Newspaper – Mr. Redmond is going to recheck this number because it is a contract amount with Denning Disposal and it looks a little high. He will get back to the Board on this one.

Haul/Co-Mingle – this is similar to the newspaper one and he will look into it further.

Sewer Department: Mr. Redmond stated that he is finishing up his certifications for water and waste water. The only increase to this budget would be an increase in the training line because there is on-going training that needs to be taken each year. There are current expenditures that need to be moved from the water budget to the sewer budget.

Water Department: Corrections need to be made from the contracted services to sewer services personnel as indicated above. The increase requested in this budget is like the one above and that is for on-going training.

III. SET TAX RATE:

Tina Connor, Finance Administrator was present with the Board to go through the interactive work sheet to set the tax rate. Finance Administrator Connor went through the corrections to the revenue that was made over the phone with the Department of Revenue. The Board then decided to reduce the overlay from \$65,000 to \$15,000. The Board decided to use \$262,000 from the unassigned fund balance to reduce the tax impact. A preliminary tax rate was set at \$20.60 per \$1,000. Selectman Lacasse moved to authorize the Chairman of the Board to sign the form for the Department of Revenue reducing the overlay to \$15,000 and using \$262,000 from the unassigned fund balance, leaving it with a balance of \$1,334,093; Vice Chairman Butt seconded the motion, all in favor.

IV. MANIFESTS:

Chairman Clow moved to authorize the Board of Selectmen to sign manifests and order the Treasurer to sign checks dated November 3, 2011, in the following amounts:

Accounts Payable	\$ 322,285.77 (John Stark \$250,000)
Gross Payroll	\$ <u>37,783.97</u> (Includes Taxes, Credit Union, Police Detail)

TOTAL	\$ 360,069.74
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Selectman Marcroft seconded the motion. Vote 3-1.

V. OTHER BUSINESS:

2012 BUDGETS: The Board asked about a time frame in which we could get the entire budget numbers filled in now that we have met with the three larger departments. Finance Administrator Tina Connor will put all of the numbers we have to date in shortly. We are still waiting on some numbers but for the most part we could add them.

ICE RINK LINER: Town Administrator Naomi Bolton informed the board that she received an email from Parks and Recreation Director Mike Housman indicating that the Parks and Recreation Commission is in need of a replacement liner for the skating rink. The price given was \$849.15 plus shipping. The liner is 54' x 85' which is a heavy duty liner specifically recommended for Park and Rec applications and is made of lining material w/excellent puncture resistance. The request is to pay for it out of the CRF called the Recreation Development and Improvement Fund, which has a current balance of \$3,942.37. Chairman Clow moved to approve the request for a replacement liner at a cost of \$849.15 plus reasonable shipping and for the funds to come from the Recreation Development and Improvement Fund; Selectman Lacasse seconded the motion, all in favor.

HEATING SYSTEM IN THE STONE BUILDING: Code Enforcement Officer Chip Meany informed the Town Administrator that Terry Proctor from Proctor HVAC, LLC took asbestos samples today only in the areas that he has to penetrate. The results will be back in one week. He checked on the system while he was there. He added anti-freeze to the toilets. He drained all the water in the sink and drained the pipes back to the shutoff. He did replace a ball valve shutoff that was in the crawl space and recommended that we put heat tape on the exposed water feed in the crawl space. The board wanted to know why the heat tape if the system is drained. The board would also like a schedule from Mr. Proctor so that the committee could see when he was going to be there and possibly stop by.

COLLECTIVE BARGAINING FOR THE PUBLIC WORKS DEPARTMENT: Selectman Lacasse informed the Board that there is another meeting scheduled for Monday, November 7th at 5:30 PM. There was discussion about putting in language regarding merit increases. Public Works Director Tim Redmond was going to get more information. The Board then discussed raises and thought there was a previous recommendation from LGC regarding wage increases. They recalled that there was nothing preventing the Town from doing it if the contract was not voted in. Town Administrator will check with LGC for guidance on that.

2011 BUDGET EXPENSES: The board expressed concerns particularly about the legal expenses. Overall we should have 16.7% remaining for the last two months of the year and we only have 16.2%. The board would like for Town

Administrator to come up with specific line items that we could look to freeze to be used to help cover the overdrawn legal line. It was particularly concerning because of the snow storm in October so some of the salt and sand got used.

IV. ADJOURNMENT:

As there was no further business to come before the board the board, Chairman Clow moved to adjourn at 10:10 PM; Selectman Lacasse seconded the motion, all in favor.

Respectfully submitted,

Naomi L. Bolton
Town Administrator