

**FINAL**



**WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
August 15, 2011**

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

**RECORDING SECRETARY:** Cherry Palmisano

**GUESTS:** Loren Martin

**7:00 p.m. Vice Chairman Butt called the meeting to order.**

**AVITAR Update on Re-vals** – Ms. Loren Martin told the Board that they are currently out doing the field review and will be out again tomorrow and then there will be one more day of reviews. Their goal is to finish the reviews and data entry and send notices out to the taxpayers by the end of next week. If after receiving and reviewing their assessments a taxpayer feels they were treated unfairly they can call the following week to schedule a meeting. Ms. Martin informed the Board that values in town are down 20%-25% and she doesn't anticipate a lot of hearings. Avitar's last update was done in 2006 and there have been no real large changes throughout town.

Ms. Martin said that all the data will be available online and listings with preliminary information will be left at the Town Office for those who do not have internet access. There are computers available for taxpayers at the Library and Town Office to view the information online.

There are seventeen property owners on Branch Road that have access to a parcel on the other side of Horace Lake. Ms. Martin informed the Board that it was taxed as a separate parcel and during the last update in 2006 when a different methodology was used. The lot is divided between the seventeen properties that have the right to access it and they are now each taxed a portion on their individual property tax bills. There are some individuals did not pay their tax portion and outstanding taxes remain on the parcel that need to be paid. Ms. Martin informed the Board that those seventeen taxpayers are still responsible for the past due taxes. Naomi Bolton, Town Administrator, will check to see if a notice went out to those seventeen taxpayers.

Naomi Bolton, Town Administrator, informed the Board that she received a quote for the town to purchase tax mapping software from Avitar. Ms. Martin told the Board that if they choose, she could have Chad come before them for a demonstration of the mapping capabilities and how it integrates with the assessing system.

**MEETING MINUTES**

**Vice Chairman Butt moved, Selectman Lacasse seconded to approve the minutes of August 1, 2011 as amended. Passed 3-0-0**

**Selectman Lacasse moved, Selectman Marcroft seconded to approve the minutes of August 15, 2011 as written. Passed 3-0-0**

**MANIFESTS**

**Vice Chairman Butt moved, Selectman Lacasse seconded, to authorize the Board of Selectmen to sign Manifest and order the Treasurer to sign checks dated August 18, 2011. Passed 3-0-0**

**Accounts payable    \$472,456.66    (John Stark \$250,000)**

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|-----------------------|----------------------------|---|
| <b>Gross Payrolls</b> | <b><u>\$40,272.98</u></b>  | (Includes Taxes, Credit Union, Police Detail) |
| <b>Total</b>          | <b><u>\$512,729.64</u></b> |   |

**Vice Chairman Butt moved, Selectman Lacasse seconded to enter into non public session @ 7:35 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. Passed 3-0-0**

**Vice Chairman Butt moved, Selectman Lacasse seconded to come out of non public session @ 8:16 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Marcroft – yes; Selectman Lacasse – yes. Passed 3-0-0**

**Vice Chairman Butt moved, Selectman Lacasse seconded to seal and restrict the minutes of the non public session. Passed 3-0-0**

**2011 BUDGET REVIEW** – Vice Chairman Butt informed the Board that the budget printout reflects seven months and there should be 42% remaining in each department's budget. Some department's budgets might include one time expenditure's reflecting a lower percentage remaining in those budgets. Vice Chairman Butt said that he identified sixty-three line items in the budget that were over expended and the Selectmen have not received notice for any of the over expenditures. Naomi Bolton, Town Administrator, said that she emailed a notice to all the departments stating that they need to inform the Selectmen of any over expenditures, a reason why the line was over expended, and how they plan to make it up in their budget. She has only received correspondence back from the Conservation Commission.

*Town Office* – The Mailer and Town Report line is over expended. Naomi Bolton, Town Administrator, said that they always carried an overage in that line and had always taken the postage for the Mailer and Town Report out of that line. She did not realize when budgeting that was the case and removed the overage, which caused the over expenditure of that line.

*IT Services* – The money to cover the over expenditure will be taken from the state classes line because the state no longer offers classes.

*Legal Expenses* – The budget is over expended what was budgeted for by \$20,000. They are still in the process of collective bargaining and the Board will need to decide if they really need a representative present. Selectman Lacasse thinks that they can hold the Public Works negotiations without representation present. He also said that they need to have a clear agenda of what will be discussed ahead of time and ask Steve to send them his notes on the subject to be discussed. Vice Chairman Butt does not see the benefit to have a legal representative for the \_\_\_\_\_ negotiations because there are no major changes or issues.

Vice Chairman Butt said that he does not see any large hits in any of the departments other than operational expenses.

Naomi Bolton, Town Administrator, informed the Board that \$3503.18 will be credited back to the Town Office building maintenance line.

Vice Chairman Butt commented on the heat and propane usage for the Town Office Building. Based on what has been used from January to May he calculates \$860 per month and there is only \$1,500 in the budget for the remaining of the year. Naomi Bolton, Town Administrator, said she thinks that the tank is currently full. The electricity for the Stone Building went up because of the electric heat due to the furnace issue.

*Cemeteries* – The contract for lawn care is up for renewal this year. There is 39% remaining in the budget. It was discussed that the sale of the lots is revenue that goes to the Trustees.

*Police* – The overtime line and part time officer lines are the biggest issue. The overtime is high, but not as high as last year; \$33,000 over budget if the overtime continues. Naomi Bolton, Town Administrator, commented on the step being in the budget. Vice Chairman Butt said that if their wages increase then the overtime line will go up as well. Naomi Bolton, Town Administrator, asked if it is available in the bottom line of the budget. Vice

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Chairman Butt responded that right now it is, but the issue has still not been resolved. Chief Begin is potentially hiring a full time officer to replace a vacant spot and this should help the overtime. The department has spent more for contractual obligations than what was budgeted. There is 42% remaining in the budget, but overtime looks like it will continue.

*Fire Department* – Selectman Marcroft mentioned that \$8,000 has been expended for purchasing seven sets of protective clothing. The intercept line is up because of the need to have a paramedic to transport. It was discussed that it must be the night calls, but the Town Administrator will confirm. The propane usage for the South Station is being looked into. The vehicle maintenance line is over expended due to the unexpected tanker repairs. There is 44% remaining in the budget. The ambulance billing goes into a Special Revenue Fund and funds the per diem EMTs and pays for the cost of the ambulance billing service. The Selectmen want to make sure there is enough money coming in to pay for the per diems.

*Highway Department* – Vice Chairman Butt said that in reviewing this budget \$738,000 has been spent, which is an increase of \$140,000 from last year. He feels comfortable that they are on budget because there were numbers that were taken out of this budget and fuel from other departments has not yet been appropriated. There is \$188,000 remaining in the road reconstruction fund.

Naomi Bolton, Town Administrator, commented on the Water/Sewer budget and explained that the budget is over expended because \$300 per month has been taken out of that budget for contracted services and it needs to be changed.

**ADMINISTRATIVE REPORT** – Naomi Bolton, Town Administrator, told the Board that Gene Propper is the new Chairman of PARCs and that Chuck Metcalf is up for reappointment as a regular member. She asked if the Board would like to meet with Mr. Metcalf before reappointing him to PARC. Vice Chairman Butt said it is nice to have volunteers come in to talk to the Board about their experience on different committees and also to thank the volunteers for their service.

**Selectman Marcroft moved, Selectman Lacasse seconded to adjourn at 9:06 p.m. Passed 3-0-0**

## ADJOURNMENT

A True Record.

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Cherry Palmisano, Recording Secretary