



Town of Weare NEW HAMPSHIRE

Town of Weare Finance Committee

December 6th, 2023, 7:00pm

Members			
X	Tom Clow (Chair)	X	John Merva
X	Elizabeth Evans	X	Maria Fossiano (Secretary)
X	Neal Kurk	X	Bill Anderson
X	James Drury	X	Tom Flaherty
X	Jon Morton (Town Moderator)	X	Naomi Bolton (Town Administrator)
X	Karie Tepper (Vice Chair)	X	Lori Davis
X	Jessica Kallipolites		

	Agenda Topic	Discussion
1.	DPW Presentation	<ul style="list-style-type: none"> Original presenter, Fire Department, has not presented to the Board of Selectmen <i>{Herein after BOS}</i> yet, so DPW and the Police Department will present at this meeting Jason mentioned that the budget distributed tonight is different than what was presented to the Board of Selectmen on Monday (12/4), price of salt is different, line 452 <p>DPW General</p> <ul style="list-style-type: none"> Jason distributed the DPW budget to the committee Jason is going to review what has changed on the DPW budget The on-call bonus line, 412, went from three hundred dollars a person to twenty-five Advertising line, 425, DPW now advertising online, certain places like indeed are more expensive (cost has risen) Software support line, 429 (A), will be for asset management software for the public works department <ul style="list-style-type: none"> On Monday (at BOS Meeting), Neal Kurk asked if Jason could quantify it with a number, Jason has not had an opportunity to do those calculations but will share with committee when he does Drug and Alcohol testing, 436, price has gone up Fuel Additives, 438, DPW has newer trucks that require BlueDEF, price and usage has gone up Oil and lubricants, 440, price of oil has gone up drastically Signs and Posts line, 441, DPW replaced multiple this year due to accidents or theft, and the price of those has gone up Gravel road maintenance, line 449, went up a little

- Sand and Salt, wrong price calculated on Monday's BOS Meeting
 - Went down from what was presented on Monday
- Uniforms, line 455, DPW has not finalized the bid yet, may have wiggle room but if subject to change
- Knot Weed control, 448, DPW has not able to get as much done as they had hoped, but there is an increase on that line due to cost, \$4,867.
 - Neal Kurk asked, *"If that this is a 10%-11% increase?"*
 - Jason believes that is correct
- Neal Kurk asked, *"When it comes to wages, line 415, that DPW is not fully staffed (6/13 employees) and due to that fact would be possible to reduce that line, on the assumption that we will not fill all those vacant positions during 2024? – Would it be reasonable to fund a lower number?"*
 - DPW is taking part time employee pay out of the wages line as well as snowplow contractors pay, per BOS
 - DPW made improvement in wages
 - If someone is interested in employment, the DPW would not be able to hire anyone because the funds would not be available
- Neal Kurk continued, *"This year you would likely not use 225k of this line, and you are using the line for part time employees and contractors, would it not be reasonable to reduce the line by 225k?"*
 - Would tie DPW to a 6-person crew next year
- Neal Kurk, continued, *"If you hired someone, you wouldn't have to utilize as many contractors or you found that the competition for these types of employees is so great that there aren't enough bodies to fill all of the slots?"*
 - Naomi added that this is not Jason's choice and BOS will massage the entire package

Street Lighting

- Has gone down due to usage

Transfer Station

- Highway Department on Call Bonus, gone up a little
- Building management, line 478, went up based on the amount of work they have been doing and the amount of work that needs to be done
- Training has gone up, more classes, and certifications to get employees more knowledge
- Line 484, NRRRA dues went up
- Line 486, Cost to get rid of trash has gone up five dollars from last year and will continue to go up every year 5 dollars
- Elizabeth Evans asked, *"What is the purpose of the variance?"*
 - A contract, Town is in a co-op, 7-year contract
- Glass crushing, about 10k to crush
- Bailer wire, 489, increase
- Shop supplies, went up a little
- Office supplies went up seventy-five dollars
- Line 498, monitoring wells for landfill, cost has risen
- Trailer tires went up, cost of tires has not decreased
- Transfer station has the same amount as highway, 48,194
- Elizabeth Evans asked, *"Is 48,194 based on recycling revenue?"*

		<ul style="list-style-type: none"> ○ No, that is just the operating budget, the recycling is part of the revolving fund • Elizabeth Evan's follow up <i>"Do you know what the revenue is?"</i> <ul style="list-style-type: none"> ○ Tom Clow responded, sheet of revenue was already presented to the board ○ Revenue would offset the taxes in the end, but it is not part of this document ○ Half of the recycling money goes back to the general fund; the other half goes to equipment for the transfer station • Bill Anderson asked, <i>"On highway vehicle maintenance repair line Jason listed the same amount that he had last year, as the DPW trucks age will that 5k be sufficient, especially if DPW doesn't get a new truck?"</i> <ul style="list-style-type: none"> ○ It has been steady for a past 4-5 years • Hazardous Waste Day <ul style="list-style-type: none"> ○ Went up so DPW could avoid running out of money, DPW ran out of money last year, overspent ○ Service that the public wants ○ Was 11,590 last year, going up to 15k to cover ○ There was not Hazardous Waste Day in 2022 <p>Sewer</p> <ul style="list-style-type: none"> • Some lines in Sewer are up in the air depending on certifications for Jason (DPW director), and what we are paying someone to do it right now • Ultimately BOS decision, will be up 3,100, if DPW Director get certification • Tom Clow asked, <i>"Since the amount is divided up among the users this doesn't have any tax impact?"</i> <ul style="list-style-type: none"> ○ Jason responded correct. <p>Water</p> <ul style="list-style-type: none"> • Went up on training to keep DPW employees knowledgeable on new materials and what is going on in that field • Took down a little on one line, so no increase
2.	Chief's Statement regarding conflict of Interest	<ul style="list-style-type: none"> • Budget presentation is under the Chief's tab on the police departments website • Chief distributed PowerPoint • Chief provided an additional sheet for expenses • Prior to budget Chief wanted to clear up a little bit of information based on the Chiefs initial meeting with this committee • A letter was issued by the Attorney General's Office stating their stance on providing input on a conflict of interest matter, Chief will keep his comments brief as he has issued a complaint on the issue of information contained and not contained in the letter, Chief responded to the letter in writing, and included evidence of the statements made to the Finance Committee on 10/25/ 2023, in summary the conversation between the Chief and Public Integrity Unit members was a reference to the potential violation of an RSA 441, 2 unsworn falsification, all members of the Finance Committee swear an oath of office and sign the Weare Code of Ethics which is not enforced by town ordinance, to violate an RSA intended action is needed, no action had

		<p>taken place at that time, section 3 allows that person to retract the falsification which was the basis of the Chief's statement to the Finance Committee, this was pointed out in follow up questioning</p> <ul style="list-style-type: none"> • In the Chief's conversation with the County Attorney, a different RSA was suggested, the conflict involves the committee member taking an oath to faithfully and impartially discharge all duties incumbent on me, the statement taken before office would indicate an intent to not follow the oath again, the intent has not been acted upon to the best of the Chief's knowledge • Chief originally reached out to the PIU due to their experience in reviewing criminal allegations should the stated intent be acted on state government officials. • In the November 15th conversation it was explained to the Chief that a member of the Finance Committee is not a state official, and that the PIU should not offer guidance regarding these matters outside of referring them to the county attorney • The Town Moderator obtained a letter issued by the Attorney General's Office prior to the Chief receiving the letter, the Town Moderator in his statement to the BOS on Monday 12/4, Moderator stated that Chief Moore went to PIU and they gave him a direction with regards to one of the member of the Finance Committee and that they needed to recuse themselves per the PIU. • The letter does not state this information, Chief asked moderator is clarify the statement and Moderator has refused <ul style="list-style-type: none"> ○ Moderator and chief had a brief discussion • Tom Clow let the Chief and moderator know the committee has the letters on both sides and it is for the committee to decide
3.	Police Presentation	<ul style="list-style-type: none"> • Chief included information regarding where taxes go, provided information from the 2022 budget • 4.2 of overall taxes went to the police department • Town rate collected 24% • Police department was successful with grants this year <ul style="list-style-type: none"> ○ \$135,095 in grants • State is letting the Police Department use \$ 20,000 dollars of equipment • Salary and benefits have ranged from 80.67% to 86.4%, will be 85.46 % of the budget • During that time inflation has risen 20.73% from 2020-2024, projected • Salary and Benefits have risen 21.29% • Department expenses have only risen 11.87% • Prosecutor evidence collection, no change, line 253 • Police Prosecutorial Evidence Collection, no change, line 254 • Record Storage, no change, line 254 <ul style="list-style-type: none"> ○ This line will not exist in 2026, records have been moved to town space. Police have to build some shelves over the next 2 years for the amount of boxes Police Department has • Police-Prosecutor Services, line 255 <ul style="list-style-type: none"> ○ Used to be the 78k contract, this has increased slightly because police have the administrative assistant doing discovery requests now.

- Prosecution currently in house
- Chief is planning on approaching the board to go back to an attorney prosecutor because the court is changing the way they do business which will increase the overtime needed to handle the ancillary duties
- Elizabeth asked- *“Do you know the variance between the years?”*
 - Chief will provide later but chief uses the federal reserve bank of St. Louis’s data on inflation and Statista for project inflation
 - Elizabeth is curious if it is the median or the mean
- Telephone, line 256, no change
 - Dispatch, line 257, was a contractual increase, increase was a couple thousand dollars
 - PD is in year 3 of a 3-year contract
- Police recruitment, line 258, increase
 - Increase for fees on background investigations went up by one hundred dollars each, Chief projects three recruitment processes by year
 - Police Department is almost fully staffed; Chief believes department will be fully staffed by January 12th
 - Chief is scheduling to appear before BOS to move a part time officer back to full time
- Police accreditation, line 259
 - Department used to be CALEA accredited but the state has now developed their own accreditation process
 - Fees contained in this line is the software to track the different standards
 - Application fee for accreditation through the state
 - Individual that reviews the policies and procedures to ensure they are compliant
 - Never an onsite visit, cost will be standard year to year
 - Negotiations going on with Primex to reduce the rate for the town
- Neal Kurk asked- *“How much did it cost us in CALEA?”*
 - CALEA, was 8,500 except in reaccreditation years because those years the town had to pay for onsite assessments, those years we had to pay for folks out of state to fly here, stay in hotels, and look a policies
 - Likely about 1,500 a year, every 3 years
- Neal Kurk continued- *“In addition to those fees, will there be any additional fees to meet those requirements?”*
 - No, there are 114 standards, most of them are simple, just ensuring philosophy in the Police Department to make sure liability is mitigated through officers’ actions
- Neal Kurk continues: *“If that is the case, why would Primex want lower rates?”*
 - Because if the Police Department is accredited it means that department is doing the right thing
- Neal Kurk continues: *“Are any of these expenses one time?”*
 - No, they are reoccurring, 3,500 a year every year into the future
- Tom Clow asked, *“Do you have ongoing training for your officers?”*
 - Yes, different line

- Bill Anderson asked *“We stopped with the CALEA certification, so right now this is something the state is instituting? So right now, we are not accredited?”*
 - Yes
- Bill Anderson Continued- *“So before CALEA, we did not feel we needed the accreditation? Other years you said you were comfortable with where the department was, are you not comfortable anymore?”*
 - No, it is always best practice to be accredited to reduce the liability potential for the town
 - Low cost to reduce this liability
 - There may be a grant to offset the cost of Power DMS
- Elizabeth Evans asked- *“Is there an offset with insurance?”*
 - In the works, which is Primex
- Neal Kurk asked- *“If the reduction in Primex doesn’t equal the cost, why should town do this since you believe the police department can fulfill all the requirements?”*
 - When you are accredited, it is an outside review of your policies and procedures ensuring that you are in line with national standards
 - Potentially pay more in attorney’s fees for lawsuits, attorneys would need to review policies and procedures to ensure they are compliant
- Karie Tepper mentioned – *“If we get this accreditation, it could help town’s rating for insurance coverage which could ultimately reduce costs”*
 - Tom Clow mentioned that there is a line in overall budget which we will see for insurance
- Tom Flaherty asked- *“If we get accredited are there benefits if there is an incident or lawsuit is there some organization that would back that process?”*
 - Would be an argument for attorney, organization has met standards for state accreditation
- Police building maintenance, line 260, increase
 - Chief has watched service fees go up, surcharges for gas, and general fees have risen
 - 10% increase, due to vendor fees
 - Police Department rents to large bays, they have increased their cost five times in the last 2 years, still the cheapest
 - Chief in talks with Fire Department to create a space at East Station, Police Department and Fire Department would share
 - Police Department could store evidence there
- Elizabeth Evans asked *“With regards to the maintenance charges, were there any charges that could be deferred to future years?”*
 - All repairs are required, carpet is frayed safety issue
 - 10% increased based on service cost, cost to hire
- Police training, no change
- Police printing, no change
- Police dues
 - 250 dollars increase because police had one new membership
- Milage reimbursement, rubbish removal, cleaning services, and janitorial supplies-no change
- Police supplies, line 270, increase
 - Ammunition cost has increased

- Police Department does not do anything excessive when it comes to shooting
- Sent two officers to the academy
- Police Taser Equipment
 - Body worn cameras, tasers, or ballistic equipment has not been fully funded since the Chief has been here
 - Tasers recently added to the budget
 - Taser line for batteries and cartridges
- Radio maintenance contract, no change
- Body worn camera
 - Licensing for media storage
- Computer Equipment
 - Significant increase
 - Microsoft does not provide a license for its software with the computers anymore
 - Now are user fees which adds a significant amount per budget, now have to pay per officer
 - Chief had to add four computers this year
- Police body worn cameras
 - Has not been funded
 - Cost has not increased
- Equipment- Furniture and office supplies- no change
- IMC Server/ Maintenance
 - Lowered line last year, and now vendor increased fees
- Photo copier increased
 - Contractual increase
- Postage
 - Becoming more computer dependent
 - May go down a little
- Elizabeth Evans *"Is there any opportunity to put out a competitive bid for technology given the consolidation that has occurred in the industry?"*
 - Use a town vendor, one more year of a contract
 - Bid is put out
- Fuel
 - Finance director sets cost
 - Estimating four dollars a gallon
- Police safety medical gear- No change
- Vehicle Repairs, line 284, increase
 - Issue with the dodges, average is roughly 3,900
 - Vehicle four, transition gone estimate to fix is roughly 4,300, not fixing pending warrant article
- Police vehicle maintenance & tires, books updates, police communication equipment, police defensive force equipment, juvenile diversion projects, uniform maintenance /cry cleaning no change, police officer uniforms/equipment- no change
- Police ballistic equipment, line 292, increase
 - Ballistic equipment has not been fully funded
 - \$1,760 currently on the line, one ballistic vest costs \$1,500.
 - Chief has fifteen officers, only good for 5 years, needs 3 a year

- Trauma plates, 3 a year, good for 5 years
- Shield, good for 5 years, only needs one a year
- Vests are custom fit
- Police uniform allowance-CBA, no change
- Police grant reimbursement, line 294, Increase, new line
 - Some grants require a town contribution of 25%
 - Next year's budget will be bottom line, no fluctuation
 - Will account to 20k worth of grant items
 - Speed traffic signs are part of this line, Police Department still waiting on them, they will go up around the schools
- Neal Kurk, *"Why can't you take this out of the money that you don't spend?"*
 - Chief will not have money he does not spend next year
 - Bottom line budget for a fully staffed department
 - Neal believes the chief will have turn over in the department and during the time someone leaves/ is fired Chief could have enough money to cover this line
 - Chief does his best to keep officers he has, has not looked at rate lately
- Lori Davis asked- *"By having money in that line, you wouldn't have to go back to the taxpayers to obtain that money, correct?"*
 - Correct
- Lori Davis continued- *"Which would mean the taxpayers wouldn't have control of how that money is spent, and whether they want it spent on something?"*
 - Chief replied, incorrect, taxpayers elect the BOS who have to approve all grants
- Neal commented, it is one thing to have the BOS approve of what the Chief is doing and another thing to have the voters approve, and if you have that line, it is the BOS who will have to approve not the taxpayers
- Tom Clow commented that there have been several public hearings this year for the selectmen to approve of grants, vehicle and speed control. Correct that is it not on a warrant, but the town through the selectman have to hold a public hearing to accept that
- Neal Kurk- Request Police budget be in the same format as the DPW format
 - Chief Agreed
- Chief provided a summary of significant increases
- Bill Anderson asked, *"When we went through, we either saw, no change or increases, were there any decreases?"*
 - Chief replied, no sir
 - Bill is interested in expenditures, *"Did the Chief look at what he spent last year to determine if there could be decreases?"*
 - No, bottom line budget, life cycle management means a flat line budget
 - Any overages this year is because staff was down by two
- Chief mandated increases to existing account 1.6% increase, new mandated increased by .02%, recommended increased by 0.04%
 - Total 2.2%
- Neal Kurk asked- *"Could you share with us in general terms, which accounts this year will not be fully expended, and by roughly how much?"*

- 2,000 in blood draw account
 - Neal was thinking of larger lines, like salary
 - Police Chief does not do salary, set by BOS
- Neal Kurk asked- *"In your line for salary, will you spend on the money appropriated in that line for salary for 2023? How much is left over?"*
 - Chief asked Beth, Beth out of office
- Tom Clow commented that this will all be on the total budget
- Neal Kurk asked- *"Are there any expenditures that you are going to ask the BOS to make in 2023 that might more appropriately be in your 2024 budget? Are you going to ask the BOS to pay for building cameras out of your 2023 budget?"*
 - No building cameras are a safety measure, emergency expense
 - Already in progress to repair, not upgrade the system
- Chief does have an idea of what his end of year purchases will be if committee wants to review
- Neal Kurk commented that "we've tried to run the town so that when departments need stuff it goes into the budget and the tax payers have some sort of a choice on approving it or not approving it, there has been some expenditures in the past where the BOS has taken money out of surplus was not fully expended and they would be expenditures out of those line but the voters didn't have a chance to weigh in on it, and it is causing folks in town to get upset.
- Neal Kurk continued *"Are there any proposals that the Chief has to use surpluses money from 2023 for projects not in 2023 budget but could be in 2024 budget?"*
 - One, new corporal has to be sent to leadership school, which is about 5k, asking for that to be an end of year purchase
 - Chief has return 100s of thousands of dollars to the taxpayer
- Bill Anderson asked, *"Is the left over 2023 money paying for the cameras?"*
 - Chief responded yes, left over 2023 funds are paying for cameras
- Elizabeth Evans asked *"Can you define the life cycle management? I am having difficulty reconciling the over/under? Would there be an under on a line that would be redistributed to another expense or an over that would be cut from another line?"*
 - Chief showed an example, one fee plus another fee equals what is on the line, if fees are increased, he needs to increase his budget
 - Chief projects what each line will cost
- Lori Davis asked, *"During the CIP presentation, the chief requested a command car, is that correct?"*
 - Patrol Vehicle, not a command vehicle
- Lori continued *"I was under the impression that you may be able to cover the cost of that vehicle without it effecting the taxpayers, is that correct?"*
 - Would impact the taxpayers because its money left over vs raising the tax rate
- Tom Clow commented (an opinion) each of the departments have a bottom-line budget, allows for flexibility during the year, no issue if they stay within the bottom line and they get permission from the BOS, standard operation
- James commented *"When Chief says bottom line budget, he is stating that he is going to have his 2 million dollar budget that he can spend whenever he*

		<p>wants to as long as it's within the bottom dollar, Chief is saying he is trying to budget so that he will not have to move numbers around and whatever he has at the end of the year would more than likely go back to the tax payers"</p> <ul style="list-style-type: none"> • Karie Tepper made a comment, <i>from her experience with zero based budgeting, a person does not use the default budget but zero-based budgeting means they start from zero so Chief is looking at cost he needs and making the lines that number, he could look historically and come up with a various but that is necessary, he is looking at exactly what he needs</i> • Neal Kurk asked to clarify the vehicle plan, <i>"Chief received a grant to cover the cost of the command vehicle, are you saying that you are going to take the cost of a patrol car out of the surplus remaining in his account from 2023?"</i> <ul style="list-style-type: none"> ○ Yes, Chief has multiple funding sources available which would need approval from the BOS ○ Explanation in 11/29 Finance Committee Minutes • Neal Kurk, <i>"Don't you think it would be fairer to the taxpayers to put that as a warrant article, to put the 46k in the 2024 budget so the payers can decide if they want another car?"</i> <ul style="list-style-type: none"> ○ Chief said no, there needs to be accountability on each side, it would be fairer to put the car in the budget, one car per year in the budget would help the Police Department do their job without having to spend time justifying the vehicle ○ Earlier this year the Police Department had one patrol vehicle available for a month and a half ○ The people who call for help want immediate response; they do not want to hear Police Department cannot help because they don't have a vehicle to do their job • Maria Fossiano commented <i>"The taxpayers do have a say if the Chief uses end of year funds for a car or whatever, because the selectmen review, and the taxpayers vote for the selectmen"</i> Taxpayers get a say indirectly. • Tom Flaherty asked <i>–Why aren't Body Worn Cameras a capital request?</i> <ul style="list-style-type: none"> ○ Not by contract, budgets one battery port ○ On a recurring purchase that makes it an operating item • Bill Anderson, asked <i>"If you had to live with a default budget instead of proposed budget, what line items would the chief not be able to do?"</i> <ul style="list-style-type: none"> ○ Body worn camera, tasers, and ballistic equipment ○ Money could not come from another line to purchase, BOS would need to find the funds to cover these expenses
4.	Animal Control Budget	<ul style="list-style-type: none"> • Professional services, electricity, seminars, and supplies- No change • Fuel/ Vehicle, line 533, increase <ul style="list-style-type: none"> ○ Price of fuel went up ○ Projected, one hundred gallons for the year • Safety/Medical Gear, AC vehicle maintenance / repairs, and shelter maintenance- no change
5.	Sub-Committee Reports	<ul style="list-style-type: none"> • Bill reminded the committee that the Weare School board will have their workshop on 12/12 <ul style="list-style-type: none"> ○ 2-hour budget session ○ Confusion of whether it is at 4pm or 6pm website says 6pm-8pm, Bill will follow up

		<ul style="list-style-type: none"> • Weare School Board will have its normal meeting on 12/19 at 6pm • John Stark meets on 12/13 at 6pm, room 144 • There is a lot of information on the website for schools <ul style="list-style-type: none"> ○ Tom Flaherty emailed the links to the committee last week ○ Contract for Weare School Teachers is included <ul style="list-style-type: none"> ▪ Cost of contract missing • Information on class sizes, enrollment, and test scores on SAU website • Lori Davis asked: <i>"Should subcommittees bring documentation to hand out?"</i> <ul style="list-style-type: none"> ○ Tom Clow responded mentioning that the schools bring a large booklet for committee to review ○ Neal Kurk added: that he does not want to be flooded with paper, advises committee to wait for schools to present • Neal Kurk mentioned, Superintendent of the schools presented a budget for Weare schools that increased expenditures by 3.4% but they were very clear that this is a preliminary, Teacher's contract will also need to be included • There will also be a support staff contract at stark • Tom Flaherty mentioned that tomorrow there is an adequate funding lecture, need to register if you want to go, at 6pm <ul style="list-style-type: none"> ○ Independent organization ○ Adequacy of state funding
6.	Minutes Review/Approval	<ul style="list-style-type: none"> • Do not forget to drop the N from Dam in (11/29/23) minutes • In John Stark section, Tom should be Tom Flaherty, since there are 2 Toms on the committee • Change 1987 Fire Truck to one thousand gallons instead of one hundred gallons • Motion to approve minutes, Tom brought motion, John seconded motion
7.	Upcoming Meetings	<ul style="list-style-type: none"> • 12/20 and 12/21, next meetings • Tom Flaherty requested a spreadsheet for the other departments <ul style="list-style-type: none"> ○ Tom Clow responded, when we get Town Budget, it will be in the same format as DPW documentation <ul style="list-style-type: none"> ▪ Columns on DPW hand out will be included on town documentation ▪ Current expenditures will be included ○ Selectmen may change budgets that have been presented • Neal asked Naomi if it is possible to get a copy of the police departments spreadsheet now? <ul style="list-style-type: none"> ○ Naomi can provide • Schools will be presenting on the 20th, Selectmen on the 21st • Committee agreed to meet at 6pm instead of 7pm, Tom is going to reach out to the schools to see if 6pm works for them