

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
December 30, 2013**

PRESENT: TOM CLOW, CHAIRMAN; RICHARD W. BUTT, VICE CHAIRMAN; JOHN LAWTON, SELECTMAN; JAMES LEARY, SELECTMAN; KEITH LACASSE, SELECTMAN

RECORDING SECRETARY: Naomi L. Bolton

TOWN ADMINISTRATOR: Naomi L. Bolton

GUESTS: Frank Campana, Tina Connor, Anita Koufopoulos, Alex Savaria, Tina Bell, Tim Savaria, Parker Savaria, Jeannette Baron, Barbara Fraser, Rene Montplaisir, Allison Montplaisir, Deb Masker, Heather Maguire, Douglas Maguire, Brandi Connary, Ron Connary, Sharon Connary, Andre Baron, Kosmas Koufopoulos, Heleen Kurk, Neal Kurk, Officer Kim McSweeney, Officer Brandon Montplaisir, Officer Ryan Frisbie, Officer Nick Nadeau, Dawn Wheeler, Sgt. Ken Cox, Sgt. Frank Hebert, Chief John Velleca, Austin Maguire, Sheila Savaria, Tim Redmond.

Chairman Clow called the meeting to order at 7:02 PM.

SWEARING IN OF TWO POLICE OFFICERS:

Chairman Clow explained that two weeks ago the Board conducted interviews with two candidates for full time police officer positions and tonight we are here to appoint them and swear them in.

Selectman Lacasse moved to hire Austin Maguire as a Full Time Police Officer at a starting wage of \$19.21/hour; Selectman Leary seconded the motion. Passed 5-0-0.

Chairman Clow conducted the swearing in ceremony for Austin Maguire and his sister Heather Maguire pinned on his badge.

Selectman Lawton moved to hire Sheila Savaria as a Full Time Police Officer at a starting wage of \$19.21/hour; Selectman Lacasse seconded the motion. Passed 5-0-0.

Chairman Clow conducted the swearing ceremony for Sheila Savaria and her husband Tim Savaria pinned on her badge.

PUBLIC COMMENT:

Frank Campana asked if the additional police officers that Chief Velleca is looking for will be a separate warrant article. Chairman Clow responded yes. Mr. Campana continued by asking why the Fire Chiefs request for additional staffing for weekend coverage being put in the operating budget. Chairman Clow stated that this discussion is ahead of the Board's discussion. The Board has not had any discussion regarding warrant articles. The difference between the two scenarios would be that the Police Department is looking at adding additional staff, whereas the Fire Department will be utilizing existing staff for the weekend coverage.

Heleen Kurk was present on behalf of the 250th Celebration Committee to remind and invite everyone to the Weare 250th kickoff this coming weekend, January 4th. The Weare Winter Wanderers Snowmobile Club is overseeing and sponsoring a snow sculpture contest located on the Stone Memorial/Library area. The majority

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of the activities will be taking place at Bolton Memorial Park from 10 AM to 3 PM. There will be football games with high school students and adults to play at 10 AM. The snowmobile club will be having sleigh rides all day. There will be a "Tug-of-Weare", so they will be looking for teams. There are lots of other activities. The concession stand will be open for coffee and hot chocolate. There will also be a bonfire during the day. Everyone is invited to attend.

UPDATE ON STATE INFORMATION:

Neal Kurk, State representative was present to inform the Board that they will be starting a new legislative session and there are a lot of bills retained and held over for one reason or another. Mr. Kurk handed the Board members a list of the House Bills and Senate Bills geared toward municipalities that included a brief description of what the proposed bill was for. He encouraged the Board to review the bills and if the Board has a concern he would appreciate knowing so that he can speak for the Town. Vice Chairman Butt asked about the flood reimbursement. It has been stated that the flood money is in the budget and is guaranteed to be returned to the Towns regardless of what Massachusetts does, is that correct? Mr. Kurk agreed and responded that he is also under that same understanding, but he would check on it. Vice Chairman Butt further added that there have been questions that have come up regarding unanticipated revenue and how they can or cannot spend it. Is there any legislation being proposed regarding changing this or not? Mr. Kurk stated that he would have to check into it and get back to the Board. Selectman Lacasse stated that this list relates to municipalities and asked about the bill regarding common core. He had attended a meeting at St. Anselm's regarding this and he was interested in the result. Mr. Kurk wasn't familiar with the result but offered to look into it and get back to Selectman Lacasse.

DEPARTMENT HEAD AND COMMITTEE ITEMS:

The Board discussed the current balance left of the 2013 Budget. Finance Administrator Tina Connor presented the Board with a remaining balance figure of approximately \$57,547.08, but noted that an additional \$10,925.00 needs to be subtracted as she just received the prosecutorial service bill for December tonight. Also, the Board agreed to purchase a new server from Spaulding Hill for \$4,624.46, which needs to be subtracted as well. The Board asked Mrs. Connor how much she felt would be a comfortable figure to leave for any last minute bills that may have been overlooked or forgotten. She responded that \$30,000 would be a comfortable number, which would bring the balance down to \$11,997.62. The Board then began to discuss the FEMA money of \$47,094.58. Legal counsel has indicated that a public hearing needs to be held on the expenditure of the funds, but she recommended that the Board encumber the funds and then hold a public hearing shortly after the new year if there was going to be an expenditure made. The Board discussed the balance and how it should be spent, if it should be spent, etc. There were quotes presented for new computers for the cruisers and ambulances; a quote for dash cameras for the cruisers; as well as a quote for personal protective gear for the Fire Department. These quotes were asked for after the last meeting because the year-end balance looked like we may be able to make some larger purchases. The Board also discussed the purchase of a backhoe for the Public Works Department with the FEMA money. Vice Chairman Butt noted that the backhoe was voted on by the CIP committee as not necessary for the upcoming year, it was voted to put it off for another year, so he would be opposed to spending the FEMA money on a backhoe. The Board discussed encumbering the funds as Town counsel suggested and then further discusses how the funds would be spent.

Vice Chairman Butt moved to encumber the FEMA funds of \$47,094.58; Selectman Lawton seconded the motion. Vote: 4-1 (Selectman Lacasse opposed).

The Board discussed the need for the computers for the police and fire department as well as the dash cameras for the police department. No decision was made on how the funds would be spent. It will be further discussed at the next meeting.

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NON-PUBLIC SESSION:

Chairman Clow moved, Selectman Lacasse seconded to enter into non-public session @ 8:32 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 Lawton – yes; Chairman Clow – yes, Selectman Leary – yes; Selectman Lacasse – yes. Passed 5-0-0

Chairman Clow moved, Selectman Lacasse seconded to come out of non-public session @ 9:15 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Chairman Clow – yes; Selectman Leary – yes; Selectman Lacasse – yes. Passed 5-0-0

Chairman Clow moved, Selectman Lacasse seconded to seal and restrict the minutes of the non-public session. Passed 5-0-0

2014 BUDGET DISCUSSION:

The Board was given the latest printout of the budget dated December 30, 2013, which includes the expenses to date for 2013 as well as including any changes made to the proposed budgets from the last meeting. As changes have been made, new printouts are provided to departments as well as the Board. Town Administrator Naomi Bolton stated that she would like to make changes to the proposed budget regarding building maintenance figures. For 2014 the proposed number for building maintenance should be \$4,920 and fire alarm monitoring should be \$2,480. The increase in the fire alarm monitoring is the addition of the Town Hall to the system, so there is additional annual monitoring as well as the testing and inspection fees. The other item to be discussed was the managed service agreement for IT. A proposal was presented from Spaulding Hill to provide managed services for the Town Office, Police, Fire and DPW for the year. It includes having a technician on site in Weare every other Tuesday of each month to repair known issues and proactively maintain the health of the network, desktops, laptops and servers. The Board agreed to put the \$10,400 in the proposed as well as the default as it would be a contractual obligation. In 2013 the Town paid over \$12,000 in fees to Spaulding Hill for being on call and not having a maintenance service. Some departments have IT lines and Finance Administrator Connor will go through the budgets and remove the IT money from the departments that have included it. This would be in one line in the Selectmen’s Office budget, versus trying to divide it up amongst all departments. The Board then proceeded through the entire 2014 proposed and default numbers budget by budget and changes were made to some lines within the budgets.

MANIFESTS

Checks dated: December 19, 2013

Gross Payrolls: \$ 26,912.50 (Legal)

Checks dated: December 26, 2013

Accounts Payable \$ 274,069.45

Weekly Payroll \$ 58,575.16

Chairman Clow moved, Selectman Lawton seconded to authorize the Board of Selectmen to sign manifests and order the Treasurer to sign checks dated January 2, 2014. Passed 5-0-0

Accounts Payable \$780,189.34 (Weare School \$500,000; John Stark \$250,000)

Add'l Accts. Payable \$178,748.37

Gross Payrolls \$ 42,408.95 (Includes taxes, credit union)

\$ 10,745.60 (EMT/Fire Monthly)

TOTAL \$1,012,092.26

Also, to order the Treasurer to sign payroll checks dated January 9, 2014. Actual amounts paid and reports backing up the numbers will be included on the Manifest Memo at the next scheduled Board meeting.

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MEETING MINUTES

December 16, 2013 Minutes - Chairman Clow moved, Selectman Lawton moved to approve the minutes of December 16, 2013 as amended. Passed 5-0-0

ADMINISTRATIVE REPORT

1. Police Policies and Procedures – with the hiring of Chief Velleca this topic will be taken care of by the Chief, therefore will be removed.
2. Website – Virtual Towns and Schools – The website is ready to be viewed by the board at this time. It is active, just not for the public. Departments have gone in and added some things as time has allowed, but we are not 100% ready to go live as of today. Before we go live, I would like for the Board to look at what is there and get some feedback. We can go live and make changes once it is live, but VTS suggested another set of eyes and a few more weeks would make things better before going live. The front paragraph is still in Latin and needs to be changed.
3. Government Building & Maintenance Projects:
 - Town Hall Doors – Construction is coming along. Paint is in, doors have been hung and the temporary front steps are done.
4. Cemetery Sexton (need one for January 1, 2014) – Janet Brown has found someone to be the sexton and suggested that he meet with Don Rogers to make sure he fully understands the position.
5. CBA Negotiations – Scheduled for:
 - Police – Friday, Jan. 3rd @ 9 AM @ Safety Complex
 - Highway – no date set – TBD
6. Purchase Order Module – Vendors have not yet been notified due to varying circumstances. The active vendor labels were printed today, there are 523 vendors. Letters will go out by Friday using an effective date of January 15, 2014. Instructions will be handed out to all departments.
7. Contract for Police Chief – needs to be completed and public hearings need to be held
8. RFP for Ambulance Billing – This has been put out with a due date of January 8, 2014
9. Mutual Aid Agreements with Goffstown and Hopkinton – Dec. 16th the Board signed the agreement with Goffstown. The Board needs more information on the Hopkinton one before a decision will be made.
10. November Department Head Monthly Report
11. December Staff Meeting Notes – December 18, 2013
12. Public Hearing for 2014 Operating Budget and Bond articles will be Monday, January 20th at 7 PM – deadline for posting this hearing is January 13th.

ADJOURNMENT

A True Record.

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Naomi L. Bolton, Recording Secretary