

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
November 23, 2015**

PRESENT: KEITH R. LACASSE, CHAIRMAN; TOM CLOW, VICE CHAIRMAN; JAMES LEARY, SELECTMAN; JENNIFER BOHL, SELECTMAN; FREDERICK W. HIPPLER, SELECTMAN

RECORDING SECRETARY: Kathleen Humphreys

TOWN ADMINISTRATOR: Naomi Bolton

GUESTS: Frank Campana, Jan Snyder, David Pierce, Chair GJSSB, Lee Marcroft, Library Trustee, Beth Rouse, Finance Director, Karyn Stogner, PARC, Art Siciliano, Paul Marsh, Chris Hague and Brenda Cannon.

Chairman Lacasse moved, Selectman Hippler seconded to enter into nonpublic session @ 6:30 p.m. pursuant to the authority granted in RSA 91-A:3II (a&c). A roll call vote was taken, Selectman Bohl – yes; Selectman Hippler – yes; Vice Chairman Clow – yes; Chairman Lacasse – yes. Passed 4-0-0

Selectman Leary joined the Board at 6:50 PM.

Chairman Lacasse moved, Selectman Bohl seconded to come out of nonpublic session @ 6:58 p.m. A roll call vote was taken, Selectman Bohl – yes; Selectman Leary – yes; Selectman Hippler – yes; Vice Chairman Clow – yes; Chairman Lacasse – yes. Passed 5-0-0

The Board discussed a personnel matter.

7:00 p.m. Chairman Lacasse called the meeting to order.

PUBLIC COMMENT

David Pearce, Chmn. John Stark Scenic By-Way Council unveiled new highway signs. Five new signs will be installed in Weare and the locations have been approved by the Traffic Bureau. The council signed a memorandum with NH DOT who will be responsible for maintaining the signs.

Frank Campana commented on the police department's budget request for five new officers in relation to the town's 24/7 police coverage. He mentioned the 2006 Town Report stated, "Support and approval of the voters for additional officers to man the department 24/7 and resulted in public safety and protection and enhance enforcement for the town as the Weare voters deserve." Mr. Campana felt it was a mixed message because the town previously had a full-time chief now they have a part-time chief. "We used to have full-time coverage now we don't. Why should it take me, an average citizen, to realize the 24 hour coverage disappeared? We had it," stated Mr. Campana. He hopes this comes up for discussion why five new police officers are needed.

Vice Chair Clow stated there was 24 hour coverage which at one point came from massive overtime as high as \$300,000. It was putting the officers and public in danger having officers work too many hours. It resulted in the need for new officers.

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DEPARTMENT HEAD AND COMMITTEE ITEMS

DPW Director Tim Redmond recommended promoting Joe Sarno from truck driver to equipment operator position. He has been with the DPW since 2013.

VOTE: Selectman Hippler moved, Vice Chair Clow seconded, to promote Joe Sarno to the position of Equipment Operator at a rate of \$17.51 per hour starting Nov. 27, 2015. Motion passed 5-0-0.

Horse Hill Spring Road Discussion

Land Surveyor Arthur Siciliano was before the Board representing Weare property owner Judith Chementi; Lots 168, 169 and 170.

Ms. Chementi would like to sell her lots and has been before Planning Board and the ZBA but was denied because the ZBA didn't feel the 15% grade access was safe enough.

Currently, there is a guard rail on the sharp curve and the landowner would like to have access to her property. It's a gravel road. The plan is to build on only two lots and have access to Lot 170.

The Board would like to see the ZBA language.

DWP Director Tim Redmond was asked if there are other roads in town with a 15% grade and he would need to research that. He commented that he does not believe you can create a new road construction with over 10% grade.

This property would have access over town-owned land and Ms. Chementi would create an easement so other people can access Barnett Hill/Horse Hill Spring Road. It would require a 12 foot fill and guard rail. There are preliminary designs available.

There is an RSA that states in the Selectman need to approve improvements to a Class VI Road.

Town Administrator Naomi Bolton will gather additional information for the Selectman. It was suggested the Selectmen visit the site.

MANIFESTS

Chairman Lacasse moved, Vice Chair Clow seconded to sign accounts payable and payroll checks dated November 25, 2015 as included in the following manifests:

Payrolls Manifest	\$ 46,614.90 (Weekly and Monthly Payroll)
Accounts Payable Manifest	\$ 273,680.34
Supplemental Accounts Payable Manifest	\$ 77,303.00
John Stark Regional Coop Payable Manifest	\$ 250,000.00 (November 19, 2015 Appropriation)
TOTAL	\$ 647,598.24

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The following manifests were previously ordered to sign at the November 9, 2015 Board of Selectmen Meeting:

<i>Payable Manifest</i>	\$ 45,559.00
	<i>(Weekly payroll dated: 11/19/15)</i>

John Stark Regional Coop Payable Manifest \$ 250,000.00
(November 5, 2015 Appropriation)

<i>Weare School District Payable Manifest</i>	\$	450,000.00
		(November 13, 2015 Appropriation)

Passed 5-0-0

7:30pm PUBLIC HEARING: For the purpose of hearing public testimony and comment on the acceptance of FEMA funds in the amount of \$32,246.67 for disaster #FEMA-4209-DR-NH that was declared on March 25, 2015 for the period covering January 27-January 29, 2015 due to the record snowfall in Hillsborough County.

DPW Director Tim Redmond informed the Board the application to the Department of Homeland Security was completed and the town could receive \$32,246.67 in FEMA funds. The amount is 75% of the total requested \$42,995.29. It covers overtime and materials and not regular payroll. Mr. Redmond recommends depositing the FEMA reimbursement funds into the general account.

Resident Frank Campana agreed with Mr. Redmond to ask the Selectmen to deposit the money into the general fund and further requested it be used to help reduce taxes for next year.

VOTE: Vice Chair Clow made a motion, Selectman Bohl seconded the motion, to accept FEMA funds of \$32,246.67 for the January 2015 storm. Motion passed 3-2. Yes votes by Vice Chair Clow, Selectman Bohl, Selectman Hippler. No votes by Chairman Lacasse and Selectman Leary.

Mr. Leary made the comment this was different because Hillsborough County asked for the disaster reimbursements, not the town and the Governor asked for the disaster declaration for the towns in this geographic area which were eligible to receive the funds.

Chairman Lacasse said he wouldn't be supporting this because we are supposed to be hearty New Englanders and took care of the storm. He does not think our kids and grandkids should have to pay.

Park & Recreation Committee Budget

Chairperson Karen Stogner presented the proposed budget which increased \$500.00.

The Selectmen asked why since 2013 not all the money was spent on events. Ms. Stogner mentioned this year they dabbled in new and exciting ideas such as a field day. They purchased supplies for the ice rink. The Board plans to use the funds in 2016.

Town Administrator Naomi Bolton commented that Karen Stogner does a good job keeping track of wages with a watchful eye and some activities got cut. In 2014 the senior program ran out of money.

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PARC Member James Leary mentioned one thing the Board talked about was to track items accurately. In the past that may not have been the case. He said this budget will have more accurate funding. The hourly wages are difficult thing to track for Chase Park because too many rainy days vs sunny days affect the budget. Ms. Stogner added there were only five rain days this past summer.

There will be repairs in Chase State Park and Bolton Park.

Line 01-452010-680 Water Safety: This is used to reimburse lifeguards for their certifications. Typically an independent contractor taught lessons but this past year the Board hired a lifeguard who was also an instructor therefore those fees come out of wages. Because she was an employee they felt it should not come out of the water safety line but want to keep that line as is in case this individual does not return. The Board debated cutting this line to \$1,000.

Ms. Stogner mentioned there are positions opened for anyone interested.

LIBRARY BUDGET

Library Trustee Chairperson Paul Marsh and Trustee Brenda Canon were present.

A Warrant Article is planned to ask for additional staff to operate the children's library at the same time the children are utilizing the library. Those times plus the number of students and home school students have increased significantly but the library is not able to properly service them. This is the most active part of the library.

Sufficient staff, especially in the summer, and the need to staff the teen program is becoming urgent.

It was discussed by law the Trustees need to divide the budget into two parts; First part is raised by taxation and the other is money they have in non-lapsing funds. Bequests were mentioned.

The building needs maintenance and repairs. It may need a new furnace. The French drain in the children's and Sawyers Room is hooked up to the generator which is not working well. Two of the AC units installed in 1991 have broken. This is a capital budget not an operating budget item.

Retirement went up. The material budget remained the same. For every new book brought in, they have to remove a book.

Postage was not raised last year. Postage is used to pay bills and overdue notices. The library uses a three-part overdue notification to receive the town property back.

The Finance Committee has no comment on the Library or Parks & Recreation budgets.

DEPARTMENT OF PUBLIC WORKS

Tim Redmond presented four budgets.

HIGHWAY BUDGET

01-431210-140: Overtime is up \$4,000. 01-431210-150: Wages is up \$4,849

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Line 627: Increase cost for internet service to utilize the software for the Highway Inspection Machine Equipment.

A new line was added for boot allowance. Some of the old hoses will need replacement and the cost of oil ran over last year therefore an increase is expected.

There has been a rash of thefts and vandalism of street signs in Weare. Line 745 reflects a \$1,800 increase to help replace the highway signs, posts and rails. The signs are required by Federal Mandate and are under the 911 system and especially important for emergency response. Mr. Redmond showed hardware that used a cable and clamp they used to try to stop the vandalism which has not been successful.

Line 770: Asks for a \$10,000 increase due to repairs on the aging fleet's electronic systems. The department does not have the proper laptops and software to diagnosis engine codes therefore it will cost more money to send the trucks out for repairs.

DPW Director Redmond handed out paperwork on RSA 231:57 Levy of Highway Taxes: Towns shall raise and appropriate for repair of highways and bridges within such town a sum not less than $\frac{1}{4}$ of 1% of the valuation of the ratable estate on which other taxes are assessed by the town; and in addition thereto may raise as much more as it may deem necessary; providing no town shall be required to raise under the provisions of this subdivision more than \$50 per mile for the repair of highways and bridges regularly maintained within the town.

The Finance Department interpreted it as \$50 per mile and came up with a figure of \$4,500. Mr. Redmond believes this should be a line that should be in the budget for asphalt; hot and cold mix. The line was zeroed out years ago. The other calculation is \$25,000.

Line 687 increased because the highway director now has a cell phone data package.

Lines 682 and 684 are new lines for Roadside Mowing and Street Sweeping which have been coming out of the highway reconstruction line. They were in the budget under a different line so they are valid requests for maintenance items and should not be under reconstruction.

Mr. Redmond noted there is approximately a 2.3% increase that is not contractual over the present budget. The request for \$4,500 under RSA 231 is considered part of the 2.3% increase.

The selectmen questioned Line 686 for radio expense because there is research being done to combine all three department's radios service. Mr. Redmond said this line is strictly for maintenance for the radio inside the vehicles and for testing on the radios and repairs done on-site. It does not pay for any antennas being damaged.

The thefts of the street signs were discussed. Mr. Redmond does report the thefts to the police. Old signs have not been replaced as of yet. Missing signs were installed for safety purpose. Signs on streets poles are being moved because they don't belong on street poles and utility companies will take them.

Lori Davis asked about Line 190, Vacation/Bonus Accruals. It was explained that an employee of 39 years retired and agreed to take his vacation accrual and sick time reimbursement in 2016. Currently, employees can accrue 1.5 times their vacation rate. No grandfathered employee is employed in the department.

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Line 742, Fuel Additives was questioned. Mr. Redmond explained it is about \$600 a tank and that is used for trucks from all departments. It's calculated on the amount of diesel used. With fuel cost down, that line in time may go down.

It was noted no significant money out of the budget was spent on the Mack but a lot of work was done in-house.

TRANSFER STATION

Some years back, highway department transferred an employee to the Transfer Station because of an employee shortage. Mr. Redmond would like to return that employee to the highway department as a full-time employee and the part-time transfer station position will be eliminated. Any Saturday coverage needed can come out of the per diems. It was noted that on Saturday during the winter the extra person is not needed at the transfer station.

Line 342: Transfer station internet is required for the transfer station foreman to work with the Northeast Resource Recovery Organization. NRRA dues went up \$150.

Line 430 the building needs electrical repairs and other repairs.

Line 550 Printing: The Transfer Station has a new sticker system that has a sticker number assigned to the user's license plate.

Line 635 Transfer Station Fuel: With the new card system at the updated pumps the fuel for the backhoe is now charged to the transfer station because that is where the equipment operates most of the time.

Reduced safety medical line by the number of boots needed for transfer station employees.

It's necessary to budget for the worst case scenario because of the random drug testing policy.

Line 750 Equipment Maintenance: There is a \$6,000 increase because equipment is aging and breaking. For example the skid steer breaks, backhoe breaks, oil in the trash compactor and other problems.

This proposed budget is a 3.3% increase of the requested items due, excluding contractual items.

Finance Committee did not have any questions.

SEWER DEPARTMENT

Sewer supplies increase \$2

Trees planted at the pumping station in 1978 are starting to push the fence in with their root system and Mr. Redmond recommends the trees are taken down and replaced. The roots can get into the system and cause damage to the underground lines. He mentioned abutter Mr. Williams has been taking care of the lawn out of the goodness of his heart but now limbs fall on his lawn during storms.

The school's share is around 80%. The estimate includes long-term maintenance.

One pump was replaced to the cost of \$4,000 and the department might have to replace the other. Floats have failed.

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After discussion the Board felt the tank should be pumped.

There is a 3.9% increase.

WATER DEPARTMENT

There was no budget change.

The Water Department Serves the Town Hall and Town Office. There is a non-community non-transit system at Town Office used by 25 non-occupants. Water comes to the building then is filtered through an arsenic system then the line goes down to the day care where they have reverse osmosis. Chase Park has a non-community non-transit system. Some of the water is non-drinkable including the sprinklers and better signage was discussed alerting people not to drink the water.

The Finance Committee did not have any comments.

APPROVAL OF MEETING MINUTES

VOTE: Vice Chair Clow moved, Chairman Lacasse seconded, to approve the November 2, 2015 meeting minutes as amended. Motion passed 5-0-0.

VOTE: Selectman Hippler moved, Chairman Lacasse seconded, to approve the November 9, 2015 meeting minutes as amended. Motion passed 4-0-1. Selectman Bohl abstained.

The November 16, 2015 meeting minutes will be table until next meeting.

ADMINISTRATIVE REPORT

Stone Building

The usefulness of a clerk of the works for work on town buildings was debated.

VOTE: Vice Chair Clow moved, Selectman Leary seconded, to hire Spacecraft, LLC to reseal the duct work for the heating system in the Stone Building for a cost of \$1,925 to be taken from Government Building and Maintenance Fund. MOTION PASSED 5-0-0.

The bid for the safety complex ventilation includes an electrician at the cost of \$2,245.91. The bid of \$1,450 did not include the electrical work while the third bid was over \$6,000.

The Mildred Hall Advisory Committee met on Oct. 23, 2015. Betty Straw is now a voting member and Rad Betts will be an alternate.

The police department has been short staffed with several members approaching their anniversary date. Many officers have not been able to take their vacation time which is 1.5 accrued therefore will lose some vacation time. The Board was agreeable to allow an extension by a given date. The Town Administrator will report back with specific information.

The DPW contract was reviewed.

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The floor treads were trimmed at the Town Office Building in the back stairwell to satisfaction.

The noise ordinance will be put on the next agenda.

õNo Through Truckingö was proposed to be addressed on Dec. 7, 2015. The Board would like to review a map of the proposed streets. They also had concerns what the unintended consequences would be to closing a road(s) and wanted to know about alternative routes.

Town Report and Town Mailer Bids:

Town Administrator Bolton submitted the bids for the Board to review.

VOTE: Vice Chair Clow moved, Selectman Hippler seconded, to award bid for town report to R.C. Brayshaw & Co, Inc. in Warner, NH with bid for town report being \$2,990.00 and town mailer \$1,449. Motion passed 5-0-0.

The Town Office will be closed Thursday and Friday for the Thanksgiving holiday.

The Town of Weare Fire Department has been named a 1/7th beneficiary for an estate. The information will be sent to the town attorney.

PUBLIC COMMENT

None

CORRESPONDENCE

None

OTHER BUSINESS

Chairman Lacasse moved, Selectman Bohl seconded to enter into nonpublic session @ 9:45 p.m. pursuant to the authority granted in RSA 91-A:3II (a&c). A roll call vote was taken, Selectman Bohl – yes; Selectman Leary – yes; Selectman Hippler – yes; Vice Chairman Clow – yes; Chairman Lacasse – yes. Passed 5-0-0

Chairman Lacasse moved, Vice Chairman Clow seconded to come out of nonpublic session @ 10:24 p.m. A roll call vote was taken, Selectman Bohl – yes; Selectman Leary – yes; Selectman Hippler – yes; Vice Chairman Clow – yes; Chairman Lacasse – yes. Passed 5-0-0

Vice Chairman Clow moved, Selectman Hippler seconded to seal and restrict these nonpublic minutes. Passed: 5-0-0.

ADJOURNMENT

A True Record.

Kathleen Humphreys, Recording Secretary