

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
April 16, 2007**

PRESENT: HELEEN KURK, CHAIRMAN; TOM CLOW, VICE CHAIRMAN; DONNA M. OSBORNE, SELECTMAN; JOSEPH M. FIALA, SELECTMAN; WENDY F. CLARK, SELECTMAN

TOWN ADMINISTRATOR: Fred Ventresco

RECORDING SECRETARY: Cherry Palmisano

GUESTS: Carl Knapp, Evelyn Connor, Frank Campana, Mike Atkinson, Sherry Burdick, Chuck Metcalf, Paul Doscher, Chris Hague, Betty Straw, Steve Najjar, Jim Blouin, Richard Butt

6:03 p.m. Chairman Kurk called the meeting to order.

Chairman Kurk thanked the Police and Highway Departments for all their efforts during the flooding.

Chairman Kurk discussed articles that were in the newspaper and said citizens in Weare need to know employees do everything they can to accommodate the public. Chairman Kurk said the BOS is disappointed a proposed budget was not passed but realizes the citizens have the final word as to how much money may be spent. Chairman Kurk said at the Deliberative Session they made it clear they would be giving the employees a raise even though the raises could not be put in the default and they will try their best to not interfere with services.

Selectman Clark said it is unfortunate they are working on a default and they will be doing the best they can.

Selectman Osborne apologized to BOS, Town Administrator and the citizens of Weare for the tone she took at the last meeting and for the manner in which she spoke.

1. PUBLIC PARTICIPATION – Mr. Frank Campana commented about operating under the default and said he was impressed with options proposed by Department Heads. Mr. Campana commented that there is history between the town and school and said in a previous year there was a default and he remembers the individual involved saying punish the people and he feels this is a bad attitude to have. Mr. Campana also gave an example of years ago John Stark not passing the budget and remembers them saying cut the sports and then you will get your operating budget. Mr. Campana would like to encourage all Department Heads not to take that kind of attitude and encouraged the BOS not to micro manage the Department Heads and their decisions. Mr. Campana recommends the Department Heads come before the Board every couple of months to keep the Board informed. Chairman Kurk said Fred Ventresco will keep in touch with all Department Heads. Chairman Kurk said they are positive about communication with the Department Heads. Chairman Kurk told Mr. Campana when they developed the default budget they did it exactly according to the rules of a default budget. Mr. Campana said he hopes the high profiled items are not the items cut.

Vice Chairman Clow said he does not want the impression that everything is fine and good because it is not. They are working off an extremely lean default budget and there certainly will be an impact. Chairman Kurk said they are doing the best they can to not impact the citizens as best they can.

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Selectman Fiala said it is easy to misspeak sometimes due to frustration and hopes citizen judge them on their actions.

Mr. Campana asked the Board about the \$29,000 from Comcast they received last year and asked if this will be expected again. Chairman Kurk said no, that was money that was from citizens overpaying and was a one time deal.

2. DEPARTMENT HEADS – Ms. Evelyn Connor reminded the public dog licenses are due; there will be a fine if your dogs are not licensed by June. Ms. Connor said passports are taking 11 weeks, so please plan ahead. Selectman Fiala said maybe posting a sign would be beneficial. Ms. Connor said the rabies clinic was a success; 60 animals attended.

Mr. Carl Knapp told the Board there has been 3 snow storms since the last BOS meeting. Mr. Knapp said this storm is worse than the storm last May. Mr. Knapp said the ground was still frozen and some culverts still have ice which is causing major problems. Mr. Knapp asked citizens for their patience; they are doing the best they can. It was discussed a lot of culverts were replaced last year. Mr. Knapp said a lot of driveway culverts were washed away and he reminded citizens those are the responsibility of the homeowner; they will help the best they can. Chairman Kurk commented that at the last meeting Mr. Knapp said there was enough salt left for 3 storms. Mr. Knapp said they have 1 tractor trailer load of salt left and it takes 3 loads to adequately salt the town; they do have sand and salt mix. Chairman Kurk said they still need to consider November and December storms. Mr. Knapp said he did account for the end of the year; money in that line is to buy salt for November and December but prefers to wait until then to purchase the salt. Mr. Knapp said the water is higher at Newman Wilson then it was last year.

Mr. Knapp said they had 2 bids they did not award. Demolition trailer, received 4 bids, 1 didn't quote a price

\$56,995 _____
\$57,975 Stuco
\$56,050 J&J

Mr. Knapp said the bids were fairly close after looking over the bids closely he recommends J&J at \$56,050.

Selectman Fiala moved, Selectman Clark seconded to purchase a demolition trailer from J&J Truck Bodies for \$56,050. Passed 5-0-0.

Mr. Knapp said there were 2 bids for chassis.

\$89,488 McDevitt
\$90,375 Liberty International

Mr. Knapp said the prices were close and there was lots of detail in these bids. Mr. Knapp said it took time to look through these bids because of all the specifications and he could not find any reason to not go with the lowest bid; both are good trucks. They have received real good service from McDevitt.

Selectman Fiala moved, Selectman Osborne seconded to purchase a truck chassis for \$89,488 from McDevitt. Passed 5-0-0.

Mr. Knapp said they asked for trade in for 2 different chassis and said the 1998 has been given them nothing but problems and McDevitt said it did not matter to them which truck was traded in, the 1994 or the 1998. Mr. Knapp said he would like to trade in the 1998 even though the 1994 would be the next truck in rotation. The 1998 is costing money to keep; trade-in value is \$6,500. Vice Chairman Clow said it makes sense to trade-in the truck with the most problems. Mr. Knapp said he was trying to stick to the rotation but feels this would be best.

Vice Chairman Clow moved, Selectman Fiala seconded to approve the trade-in of the 1998 truck. Passed 5-0-0.

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Mr. Knapp updated the Board on the Abijah Bridge project and said it is looking like they will be able to obtain the land with no cost involved. Mr. Knapp said they don't need to purchase this land just have a right-of-way. Chairman Kurk just wants it made clear on the ownership of the land for future purposes. Mr. Knapp is hoping to get the structure out to bid so they can set it. State has approved the 80% funding for the bridge.

3. MILDRED HALL ADVISORY COMMITTEE – Chairman Kurk requested Mr. Paul Doscher speak to the Board regarding a conservation easement. Mr. Doscher said they are proposing to purchase a conservation easement on land on East Street owned by Charles and Sylva Brown. Mr. Doscher said the landowners expressed interest 6-9 months ago when they learned the property could qualify for a grant to put it into an easement. Mr. Doscher said the application deadline is April 27 which will provide up to 50% cash on farmland. Mr. Doscher said the Conservation fund could match some of the money. The property was appraised at \$500,000 on the conservation easement and said the Browns said they would donate \$100,000 of the land value so the purchase price would be \$400,000.

Mr. Doscher said the rules and regulations of the farmland programming require matching funds for the grant before the application is submitted. There are expenses associated with the project and knowing the expenses could be covered is very important. Mr. Doscher asked the Mildred Hall Advisors if they would assist in some of this funding. Mr. Doscher informed the Board he presented this proposal to the Trustees and they voted to recommend to the Board they make this pledge. Mr. Doscher informed the Board they will not know if they get the Farming Ranch and Protection Grant until June. Mr. Doscher said the Browns are eager to see the land protected; the land was a dairy farm for 50-60 years and now they hay the fields. Chairman Kurk said what happens if the hay stops. The Farmland Program is looking to make sure the soil is protected. The soils on the Brown farm are rated at state wide significance. Chairman Kurk asked about the money coming out of the conservation fund if it needs to go to town vote. Mr. Doshier said no.

Vice Chairman Clow said he feels this is a wonderful opportunity to make sure these fields are not developed.

Selectman Fiala said if the Forestry Society could not maintain the easement then the town would have to maintain the easement. Mr. Doscher said the town would hold the right to enforce the easement if the Forestry Society did not.

Selectman Clark asked if ever the easement was violated is the fee refundable. Mr. Doscher said the money would be refundable. This easement is to protect agriculture soils; therefore the easement will be monitored. Mr. Doscher said these easements are all photographed aerially every year to see if the land has any changes and every 3 years they walk the land with the homeowner to make sure the easements are maintained.

Ms. Betty Straw, Chairman of the Mildred Hall Advisory Committee, said when this request came before them they felt it was in line with the project they would provide funds for. Ms. Straw said they did not know when they went into the meeting what the cost would be. Ms. Straw said it is a very good thing to do to preserve the rural atmosphere of Weare and there was no hesitation to fund these costs. Ms. Straw said it is a small amount and they are very happy to fund this project.

Vice Chairman Clow moved, Selectman Osborne seconded to approve the expenditure of up to \$31,000 from the Mildred Hall Trust for purposes associated with the purchase of the Brown property. Passed 5-0-0.

Ms. Christine Hague informed the public there was a flood in the Children's room at the Library. Cleanup crew will be coming tomorrow but the Children's room is closed. Ms. Hague said everyone who works for the town has given excellent service with a fine attitude and thanks them all. No damage to the books but the carpet and bookcases will have to be moved. The Sawyer room has some seepage but the floor was protected.

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4. JOINT LOSS COMMITTEE RECOMMENDATIONS – Ms. Hague said she contacted Primex and they said there was no reason to say “I decline” on the emergency forms.

Town of Weare Employee Responsibilities – Ms. Hague said this is in place already. Selectman Clark commented on number 8 alcoholic beverages and feels the wording needs to be changed.

Statement of Safety Policy – Ms. Hague said this is for the Town of Weare and affirms they will work for safety. Chairman Kurk commented when they hire an employee they are supposed to receive a folder and the personnel policy. Ms. Hague said the Joint Loss Committee was dormant for some time and these forms are not up to date. Ms. Hague said the Joint Loss Committee is mandated by state law and it says right in the law what is mandated.

Emergency Information – This information will be confidential and kept in the supervisor’s area if the employee could not speak or respond to emergency personnel. Selectman Clark would like a date inserted on the signature line and add a line for Hospital preference.

Ms. Hague said when this policy is approved the Joint Loss Committee will have a meeting to deliver it to all employees and tell them what is expected.

Accident/Incident – Ms. Hague said this form activates the committee. The Joint Loss Committee investigates all incidents/accidents this form would be attached to a copy of the workers compensation forms. Documents that the Joint Loss Committee did what they were supposed to do. Selectman Clark questioned Ms. Hague what if someone has an order for DNR. Ms. Hague said first responders Fire/Police are obligated to resuscitate by law.

Selectman Fiala commented on the language in the paragraph referring to near injury and asked how you report this. Ms. Hague said this form is for the intent to make a safer place and to document an incident. This form is for a safety hazard or incident. Ms. Hague asked if it is acceptable to the BOS to hand these out to employees and give to new hires. Chairman Kurk asked if this will be part of the personnel policy. Ms. Hague said she is unsure; they did not discuss putting these forms into the personnel policy. Vice Chairman Clow commented on the near injury as well. Selectman Fiala said what if there was no accident but a recommendation or alert given to the Joint Loss Committee. Ms. Hague said that is what this is about to alert the Joint Hazard Committee of a problem. Ms. Hague said they should remove the 4th page for now and meet with the Committee again to make changes. Ms. Hague said the town has the liability and they would like to see progress in the list of safety recommendations. Chairman Kurk asked if everyone is comfortable with the first 3 pages. Selectman Clark said she really feels these forms should be part of the personnel policy. Chairman Kurk said it is Ms. Hague’s mission to get these forms activated. The Board all agreed Ms. Hague should go back to the Committee and let them know the Board is comfortable with them moving forward with these 3 forms.

Mr. Ventresco spoke about the air conditioners. Mr. Ventresco said he did get the approval to spend from the Building and Maintenance Fund. Chairman Kurk said she feels the ventilation at the Highway Department should be top priority. Mr. Ventresco said some items may qualify for capital items. The Board will discuss the list of safety items and schedule them at the next meeting.

Mr. Ventresco asked Ms. Hague about the Children’s Room repair and where the \$1,000 deductible was coming from. Ms. Hague said it was not discussed with the Trustees. Mr. Ventresco said because it is a town building the town needs to see where the money will come from. Ms. Hague said traffic is very high at the Library during the summer, so this repair needs to be done before school is out.

5. CLERK’S OFFICE HOURS – Ms. Connor informed the Board of the staffing requirements for summer hours. Ms. Connor said the busiest time in the office is the end of the month. Wednesday evenings they are open 4-7 p.m. and feels they can’t take these hours away from the public. Ms. Connor said they are going to be

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on-line with the state in June. Ms. Connor said the issue at hand is because a year ago they cut staff in the office; Ms. Pelletier went upstairs and Diane's hours were cut. Ms. Connor is proposing to close on Thursday afternoons at 1:30, because this is the slowest time for the office and would be the best time to close. Ms. Connor said this only affects the residents who need to register their cars. Ms. Connor said taxes are due July 1 and hours will change after that. She feels this would be the best way to accommodate the public and fulfill staffing requirements for the office. This will help alleviate comp time and overtime and she feels this is the best solution. Chairman Kurk said the new hours will take affect the first Thursday in July until the last Thursday in August.

Vice Chairman Clow moved, Selectman Osborne seconded to accept the proposal of having the Town Clerks Office close at 1:30 on Thursdays for July and August. Passed 5-0-0.

6. SUMMER HIRING FOR CHASE PARK – Mr. Chuck Metcalf gave a list of names to the BOS for employment at Chase Park; there are 2 new hires the rest are all returning employees. Ms. Cathy Robichaud told the Board what grade levels the employees are in and how long they have worked at Chase Park. Chairman Kurk asked Ms. Robichaud if she was satisfied with all previous employees returning. Ms. Robichaud said yes. There are 3 lifeguards.

Selectman Clark asked about background checks. Ms. Robichaud said anyone over the age of 18 has a background check, per recommendation from the Police Chief. Chairman Kurk said the Town pays for the background checks. Chairman Kurk asked if there are enough employees. Mr. Metcalf said it is a trick question, it depends on what the Board does to their budget; this will determine the hours of operation at Chase Park. Chairman Kurk asked how many were hired last year; 15. Mr. Metcalf said the Commission needs to determine the hours of operation to determine the exact number of employees they will require. Mr. Metcalf said they are looking at their bottom line to feel comfortable with their budget. Mr. Metcalf asked the Board if they will require a background check again on returning employees. Selectman Clark said she feels this should really be done because these employees work with children. Mr. Ventresco said because these people leave the employment of the town and then return they should have a background check. Some of the employees do work for the school and have background checks through the school. Mr. Ventresco will check with Chief Begin for a recommendation. Vice Chairman Clow said if they already have a background check through the school then this should be waived. Chairman Kurk said they need to approve the employees for hire.

Vice Chairman Clow moved, Selectman Fiala seconded to hire the following people as employees of the Town for PARC at Chase Park for the upcoming summer season Justin Robichaud \$7.75, Bob Thomas \$9.00, James Thomas \$8.50, Nicholas Campano \$7.00, Emily Sweeney \$7.00, Paul Jamilkowski \$7.00, Benjamin Carignan \$7.50, Mike Sullivan \$9.00, Ellen Eberly \$7.00. Passed 5-0-0.

7. CHASE PARK DEED AND OWNERSHIP ISSUE – Mr. Steve Najjar informed the Board that the town holds a 99 year lease dated May 4, 1940 on Chase Park. Mr. Najjar feels the town should consult counsel for ownership. Mr. Najjar said there have been discussions on who owns the boat ramp outside the park gate. In 1940 the Weare Improvement and Reservoir Association deeded to the town of Weare the dam. Mr. Najjar said there was a company that stated the state owned 27 feet then later came back to state 30 feet above the base of the dam. The state only maintains up to 27 feet. According to the state they have flowage rights. Mr. Najjar said the town does not have a lease through the state to give Chase Park water rights. Mr. Najjar said the Planning and Zoning Boards need to be made aware of this. Mr. Najjar said people having docks that tie into state land need to obtain leases from the state. Mr. Najjar said he would like to see the town pull everything off of state land. Mr. Najjar said the state owns up to 659 feet, they have flowage rights to 662 (which should concern planning and zoning). Spoke with Lands Person at DES and he has not found an agreement to use this land. Mr. Najjar said the beach is all state land. Selectman Clark said she went to the court and researched the agreement and the deed in 1962 stated the State of NH is the fee owner and the Town of Weare is the leaser. Spoke with

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someone who did tell her the state does own it but there is an agreement for the Town of Weare to have the right and feels there is no encroachment on the land. Mr. Najjar said in the absence of state land then the town does not have the authority to use the land. Mr. Najjar said the tax map needs to be updated.

Selectman Clark said she does not have a suggestion today because she needs to do further research. Mr. Najjar said he fears this has been dragged on by the town. Chairman Kurk said she would like Selectman Clark to gather more information and the Board reviews the information before a decision is reached. Mr. Najjar said this is state land. Mr. Najjar asked what the town’s process is for gathering a lease. Mr. Najjar feels other people than residents of Weare are charged higher rates to use this park and feels this is not right if this is state land. Mr. Najjar said the town has a duty to make sure they are not permitting building on state land.

Mr. Forrest Esenwine said this is very interesting. Assuming there was an agreement for the Town of Weare to pay \$1 to use the land. Mr. Esenwine said there should be a record of the payment being made from state or town.

Mr. Brian Messier asked Mr. Najjar if the water is managed by Dam Management Bureau at 655.49. Mr. Najjar said the lake is past 655.49 when managed for the summer. Mr. Messier said if it is at 655.49 and it is managed with the water going over the top of the dam. Mr. Messier said he was at Chase Park today and he measured and said the town is not even close to the rocks at the 659. Mr. Najjar said there is a problem with that theory – the dam is pulled down for the winter. Mr. Najjar said the only way to determine the 659 mark is to have it surveyed. Selectman Clark said in the final order and agreement it says it is a permissive use to use as it was intended back in 1940.

Mr. Najjar said the biggest point is someone owns every piece of land and the town has not demonstrated by marker or deed that they own any land. The second issue is the state is the owner up to 659. Mr. Najjar said the town needs to get the tax maps corrected. Mr. Najjar said there should be a public process for the use of Chase Park.

8. BOARD OF SELECTMEN COMMITTEE CHOICES

- Vice Chairman Clow – Planning Board and Benefit Review
- Selectman Fiala – PARC and activate the Building Committee
- Selectman Osborne – Cable
- Selectman Clark – Citizens Corp
- Chairman Kurk – Economic Development

9. MEETING MINUTES

Selectman Fiala moved, Selectman Osborne seconded to accept the minutes of March 19, 2007 as amended. Passed 5-0-0.

10. MANIFESTS

Chairman Kurk moved, Selectman Fiala seconded to authorize the Board of Selectmen to sign Manifest and order the Treasurer to sign checks dated April 12, 2007. Passed 5-0-0.

Accounts payable	\$35,185.16
Gross Payrolls	<u>\$46,346.89</u>
Total	\$81,532.05

Chairman Kurk moved seconded, Selectman Fiala seconded to authorize the Board of Selectmen to sign Manifest and order the Treasurer to sign checks dated April 19, 2007. Passed 5-0-0.

Accounts payable	\$224,078.61
	\$29,009.33
Gross Payrolls	<u>\$40,491.07</u>
Total	\$293,579.01

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11. APPOINTMENT OF LIBRARY TRUSTEES

Chairman Kurk said they received a recommendation from Ray Kelly, Trustees of the Library to appoint Paul Marsh and Philip Enricio as Library Trustees,

Selectman Fiala moved, Selectman Osborne seconded to appoint Paul Marsh and Philip Enricio as alternate Library Trustees. Passed 5-0-0.

12. GOALS SETTING BY BOS

Selectman Fiala would like to try to set timelines to have things completed to keep track of how things are progressing and the audit complete and MS4 complete by certain dates. Selectman Fiala's goal is to try to get the Building Committee reactivated.

Vice Chairman Clow said it seems like they are not going to get the approval for planning consultant to determine what needs to be done with town buildings and feels this is the only way a plan will get created. Selectman Fiala said they need to find a way to close the exterior doors from the weather when opened. Selectman Fiala said to some people it seems like a waste of money to get a plan. Vice Chairman Clow was thinking more of needs assessment like spacing issues, is what we have now adequate, if not what do we need. Vice Chairman Clow said if they can't hire someone to determine the needs of the buildings assessment then who does determine this.

Vice Chairman Clow feels the Benefit Review Committee should get the total revision of the policy done by the end of the year. Vice Chairman Clow would like to see the audit completed in a timely manner.

Selectman Osborne would like to compare other Assessing Agents.

Selectman Clark would like the website to be up to date. Selectman Clark is concerned with the email process and would prefer Selectmen email not go through her personal email. Selectman Clark would like to get the policy finalized.

Vice Chairman Clow said the website and how it ties in with meeting minutes should be a goal. Vice Chairman Clow feels all minutes should be up to date on the website. The Board discussed they need to find someone to keep the website up to date. It was all put on Tina Pelletier and she is already overwhelmed with other duties.

Chairman Kurk's goals are the website, assessing, making sure they have clear understanding of the right to know law. The BOS needs to be made aware of all right to know requests.

Chairman Kurk said they should be looking at reviewing and updated policies for volunteering on committees and commissions. Chairman Kurk said the need to continue to find ways to communicate between staff, BOS and public.

Selectman Fiala said they need to review and unseal minutes.

Chairman Kurk would like the Board to prioritize.

#1 goal - Vice Chairman Clow said looking into Assessing. Chairman Kurk said this really falls into the hands of Mr. Ventresco. Mr. Ventresco said the Board needs to determine what the Assessors duties would be to determine whether they should be an employee or contracted. Chairman Kurk said she would like to have a conversation for discussing Assessing needs put on the next agenda and ask Judy Rogers to be present for the discussion.

Benefit Review Committee – would like recommendations brought forth by September.

Website – Vice Chairman Clow said they need to work on the procedure that keeps the website updated because the website really ties into the need for communication.

Selectman Clark feels the issues with the budget need to be a priority. Selectman Clark said she is unsure if anyone really understands the budget, how it comes together. Selectman Clark said if they are ultimately

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responsible for the budget then they need to know how to explain it. Vice Chairman Clow said after working on the last budget he does understand the budget and how it is built. Vice Chairman Clow feels the sooner they can get figures from Departments the better off they are.

Clear understanding of the right to know – ties in with emails.

Review and update policies of commissions and committees.

Review Ordinance and regulations and update if necessary.

Mr. Ventresco said the Clerk's office has been working on ordinances. Vice Chairman Clow asked if there is a format out there for codification.

Chairman Kurk said she is concerned that over the years ordinances are not followed. The goals are as follows:

#1 Assessing

#2 Budget and timeline connected with budget

#3 Review and update policies and responsibilities and expectations of volunteers of commission and committees, roles, responsibilities (starting with PARC)

4 Website (general communication)

Additional goals:

- Benefit Review
- Reactive Building Committee
- Ordinances
- Email, right to know system (Mr. Ventresco)
- Website (training in utilizing Front Page)
- Communication

Chairman Kurk said they need to put Assessing on the next meeting agenda

Budget and timeline (info comes from Local Government Center comes in the fall) (Mr. Ventresco)

Chairman Kurk said last week Selectman Osborne and she met with PARC and asked them what would happen with taking money from their budget. PARC said they could take \$1,000 from the water safety line (buoys and lifeguard certification) and \$2,000 from the activities line. This money that they would be taking from PARC would be for other departments as well. Selectman Clark said if you take away from PARC this year and give to another department then PARC will suffer next year. Vice Chairman Clow asked why they are looking just at PARC to take money from. Chairman Kurk said it's just a way to make sure they have the money they need for raises. It was discussed not every department could find the funds to cover raises within their own departments; Assessing, Land Use, Finance. Vice Chairman Clow said he understood Mr. Knapp to say he was alright with salt at this time and can wait until November for more salt.

Vice Chairman Clow commented on PARC really being squeezed already. Mr. Metcalf pointed out that bottom-line budget last year was stretched. Mr. Metcalf said last year contracted services were \$3,500 they spent \$5,500 and didn't get approval from voters to increase. Mr. Metcalf said it was discussed to go to WAC and General's Football for funds for portable toilets. Mr. Metcalf said if they have to cut their budget further it will affect fertilization, portable toilets and Chase Park hours. Selectman Clark is concerned with taking the funds out of the PARC budget this year and how it will affect their budget next year. Selectman Clark said in Weare all the kids have is PARC and if you start taking away services it will really affect the community. Chairman Kurk said they are not taking things away. Mr. Metcalf said they are looking at having to delay the opening of Chase Park and cutting an hour in each day. There are 11 employees but it is the number of hours worked that affects the budget. Selectman Osborne asked about water safety and if it covers itself. Mr. Metcalf said they try and keep the fees low to help get kids trained.

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Vice Chairman Clow said he feels it is the town's responsibility to get the fields fertilized. He feels the portable toilets should also be the responsibility of the town not athletic groups. Vice Chairman Clow feels there should be more department's in here to help find the \$3,000. Chairman Kurk said what had happened was they felt there was money left in the salt line and that's where it started. Vice Chairman Clow said he knows how tight the PARC budget was last year. It was discussed the fee for citizens to use the park goes into the General Fund not back to PARC.

Mr. Metcalf informed the Board once the summer is over the majority of their budget is spent. Selectmen Fiala said the funds for the Director should be used because it doesn't look like they might get a Director. Mr. Metcalf said he thought they were still looking for a Director. Selectman Fiala said the activity line has been frozen and the Director's main job would be to oversee Chase Park and get the fields mowed. Mr. Metcalf said he needs to know the bottom-line he has to spend. Chairman Kurk said it has been discussed that PARC has the authority to spend the \$5,000 stipend for the Director and they are asking them not to spend that money and all other lines remain the same. It was discussed if they need the funds at the end of the year the BOS can use it to cushion out the bottom-line.

The BOS is not changing PARC budget in any way. Mr. Metcalf said in working on the default budget they have already had to reduce hours. Proposed hours for Chase Park are M-F to open at 10:00 not at 9:00 increase the hours on Saturday and Sunday to open at 6am for fishing and cut lifeguards M-F only offer on weekends and holidays. Delay opening the park a full week in June. Stay open later after Labor Day weekend and opening earlier to accommodate fishermen on weekends starting in May. Mr. Metcalf said they never had pressure before the exotic weed issue. Chairman Kurk said they need to have a public hearing to change the fee for boat launch for non residents to \$20.00 instead of \$30.00. Selectman Osborne asked why they are reducing the fees. Mr. Metcalf said it was raised to reduce boat traffic on the lake, too many boats on the lake so it was proposed to raise the rate. Mr. Metcalf said there is pressure to back down on this because Fish and Game only stocks lakes which have reasonable access to non residents and fees charged to use this access. Mr. Metcalf said the Commission decided they need to reduce the fees to make sure Fish and Game is satisfied. Vice Chairman Clow asked if PARC has received any confirmation from Fish and Game not stocking the lake. Mr. Metcalf said yes.

The Board agreed to hold a public hearing to change the fees at Chase Park. The fee to advertise for the public hearing will come out of the PARC budget.

13. CORRESPONDENCE – Selectman Clark would like to have a UPS drop box in town. There is no cost for the box they just need to have an approval from the town to place it on town property.

Selectman Fiala said they need to schedule a Selectmen's coffee hour.

Chairman Kurk said Rob Woodland called her from Woodland Design which is working with the school and dealing with the road, he said the state will not be putting in a blinking light at 114 and Memorial Road; there will be a warning about a stop sign approaching. There will be flashing school lights on Rt. 114.

14. PUBLIC PARTICIPATION – Mr. Richard Butt commented on the goals of a consultant and said he thinks it is limited for residents to volunteer for this kind of extensive project. Mr. Butt said PARC has a fund for Recreational Development Fund and feels this definition is probably broad enough to have the consultant fee come out of this fund. He would like to look at redefining these Capital Reserve Funds to include engineer and needs assessment. Mr. Butt feels if this request is part of a Capital Improvement then it is more likely to get passed. Mr. Butt feels the need for a consultant is really critical and feels you can't get that type of commitment from volunteers.

Mr. Butt commented on the website and said it is just as easy to send information electronically to one person as it is 1,000 people. Mr. Butt commented on soliciting residents electronically if they want communication/newsletters.

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Mr. Butt asked what the Department Head's are working off of for budgets; are they working off the default and you are asking them to now reflect the reduction of an additional \$36,000. Chairman Kurk said they asked Department Heads to see what they could maneuver to cover raises. Chairman Kurk said the extra money in the election line will cover Naomi Bolton's increase. Mr. Butt said unless the Department Heads have a document to show them where they need to be in their budget how will they know. Mr. Butt said when looking at the operating budget at any given time you need to see it is on target. Chairman Kurk said the Department Heads have asked the BOS not to shift funds around in the budget. Mr. Butt does not understand how they can operate that way. Selectman Clark said she thought they identified individual lines where the money was going to come from, but they were not going to actually take it out of that line at this time. Mr. Butt does not agree that this is the right thing to do because you can't keep an accurate handle on spending. Mr. Butt said he is concerned with information being missed and feels it is critical in understanding the budget and making sure the town is on track.

Mr. Butt asked about the audit. Mr. Butt asked if the Board is considering taking out a TAN. Chairman Kurk said Jan Snyder has informed them a Bank won't give them a TAN without the completed audit.

Mr. Butt said at the last Selectmen's meeting there was a vote taken to given the employees raises. Mr. Butt said Selectman Osborne should have abstained in the vote. Chairman Kurk said she is looking into the procedure to correct this error.

Mr. Ventresco commented on the air conditioning and said the Trustees have approved up to \$25,000 to be expended from the Building and Maintenance Fund. Vice Chairman Clow asked what the plan was. Mr. Ventresco said punching holes in the walls is not an option. System they are looking at is a ductless system. Compressors are outside, 2 or 3 compressors with each one conditioning 2-3 rooms. Mr. Ventresco has received estimates from \$18,000-\$50,000. Does the Board want to advertise a formal bid? There is no state law that says they have to advertise it in the newspaper but the BOS has a standard of anything over \$5,000 requires going out to bid. Mr. Ventresco has 3 companies which looked at the building and have given prices. All the companies are using similar equipment and took measurements of the rooms. Mr. Ventresco said these companies feel they can cover the building with 3 compressors. Mr. Ventresco asked the Board how he should move forward. Chairman Kurk would visually like to see how the system looks on an old building. It was discussed Selectman Fiala will be present when the contractors are here discussing the systems. Vice Chairman Clow said if they have 3 bids from 3 different companies utilizing similar product then he is comfortable. Chairman Kurk said to contact local companies in this line of work to ask for a bid. The other option is putting the ac units in the windows but it will void the warranty on the windows, or holes in the walls to put the units into. Mr. Ventresco said the wiring is a large part of these units with a considerable cost.

Mr. Ventresco has prices to complete the property assessment for the Savaria Property. The Mildred Hall Trust will fund this.

Mr. Ventresco found a place in the budget for the deductible for the Library; it is in the insurance line allocated for deductibles. Vice Chairman Clow said this is what that line is for. It was discussed there was an incident with a Highway truck today that will also require a deductible.

Chairman Kurk said they received 2 bids Dahlberg Land Services \$3,055-3,500 surveying the Savaria land, Art Siciliano \$2,800 proposal covers deed research includes setting missing lot markers.

Vice Chairman Clow moved, Selectman Clark seconded to accept the lower proposal from Art Siciliano for \$2,800 for surveying the Mildred Hall Property. Passed 4-0-0.

Chairman Kurk moved, Vice Chairman Clow seconded to go into non public session under RSA 91-A:3, II (e). A roll call vote was taken Selectman Clark – yes; Vice Chairman Clow – yes, Selectman Fiala – yes, Chairman Kurk – yes. Passed 4-0-0.

FINAL

Chairman Kurk moved, Vice Chairman Clow seconded to go into non public session under RSA 91-A:3, II (d). A roll call vote was taken Selectman Clark – yes; Vice Chairman Clow – yes, Selectman Fiala – yes, Chairman Kurk – yes. Passed 4-0-0.

Chairman Kurk moved, Vice Chairman Clow seconded to go into non public session under RSA 91-A:3, II (c) at 12:01 p.m. A roll call vote was taken Selectman Clark – yes; Vice Chairman Clow – yes, Selectman Fiala – yes, Chairman Kurk – yes. Passed 4-0-0.

The Selectmen discussed the performance of the Town Administrator and agreed on a process to continue the discussion at a subsequent meeting.

Vice Chairman Clow moved, Selectmen Fiala seconded to come out of non-public session at 12:33 p.m. A roll call vote was taken Selectman Clark – yes; Vice Chairman Clow – yes, Selectman Fiala – yes, Chairman Kurk – yes. Passed 4-0-0.

15. ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary