

**FINAL**



**WEARE BOARD OF SELECTMEN  
MEETING MINUTES 10/29/07**

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

**TOWN ADMINISTRATOR:** Fred Ventresco

**RECORDING SECRETARY:** Cherry Palmisano

**GUESTS:** Carl Knapp, Gregory Begin, Frank Campana, Doug Cook, Tina Pelletier, Richard Butt, Janet Snyder

**6:00 p.m. Chairman Clow called the meeting to order.**

**1. PUBLIC COMMENT** – Mr. Doug Cook, South Stark Highway, commented on the Board saying public comment is for comments only and not for asking questions. Chairman Clow replied they just weren't getting into discussions. Mr. Cook asked if they would discuss the commented as a Board. Mr. Cook said the Cable Committee received money which has been spent but they are still not rebroadcasting the Selectmen Meetings.

Mr. Cook said he watched the Planning Board meeting and was very disappointed in Mr. Clow. Mr. Cook commented on taxes being high and services being cut. Mr. Cook said there was a business owner with a legitimate business wanting to come to town and the gentlemen bent over backwards for the Planning Board. Mr. Cook said Mr. Clow voted against the business owner putting a business in the center of town. Mr. Cook said it would be a tax benefit to the town to have this business. Mr. Cook said the center of town, in his opinion, has been destroyed. Mr. Cook said Mr. Clow is supposed to represent the best interest of the town and voting no on this business was not in the best interest of the town because we need business. Mr. Cook said the town has the reputation of being anti-business. Mr. Cook said there was a Board member missing for the past month that entered the public meeting and had a private conversation with another Board member and he feels it was not right.

Mr. Frank Campana asked about the budget and asked if the Board has set a target percentage for Department Heads for their budgets. Chairman Clow said tonight they are asking for each Department to have a draft budget in the same format, which they have. They recommended each department stay within a 5% increase. Mr. Campana asked if the Board used any economic information to arrive at that increase or just choose a percentage. Mr. Fred Ventresco said last year they started with a 3% increase but ended up at a 7% increase. Chairman Clow said at the last meeting they discussed a 3% and 5%, but because they were working under a default budget, they need to make up the difference. Selectman Fiala said they were thinking a 2.5% increase for wages and then new items. Mr. Ventresco said in this new budget they already have to make up the raises which were already given. Selectman Kurk said when she came up with 5% she took into consideration that Social Security has increased by 2.7%.

Mr. Richard Butt commented on the proposed budget stating that last year they had a default budget and feels it is unfair to impose that kind of restriction on Department Heads. He feels the Board should let the departments create their budgets based on their needs to maintain the town. Mr. Butt asked if they were going to put the raises in as a separate warrant. Chairman Clow said as a Board they have not come to a decision yet.

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Mr. Butt asked about the MS-5. Ms. Tina Pelletier said she has the MS-5 95% finished. Ms. Pelletier said if she gets it submitted tomorrow than the auditors could be here Friday to set the tax rate. Mr. Butt asked for notification of the date for setting the tax rate. Mr. Butt asked if the Board was addressing a short fund in the Undesignated Fund Balance. Mr. Butt said according to DRA to build the fund up you must be very conservative with estimating the revenues. Chairman Clow said they have not discussed building up the Undesignated Fund Balance. Selectman Fiala said he agreed with Mr. Butt about telling the Departments to have a 5% increase; they certainly did not mean to restrict any Department. Selectmen Fiala said some how they have to get the budget passed.

**2. DEPARTMENT HEADS** – Chief Begin thanked Malcolm Wright and Heleen Kurk for their help with the bike fundraiser which passed through town and their assistance with opening the restrooms at the Town Office.

Chief Begin commented on his 2007 requested budget. Chief Begin would like the Board to consider that his has Union contracts to fill which might put him in a different situation than other departments. Chief Begin wants the Board to take into consideration across the board that the entire town has a 53 week pay year in 2008.

Mr. Carl Knapp informed the Board he has purchased some cutting edges and will be purchasing more. He informed the Board he can not wait much longer to buy salt. Vice Chairman Osborne asked how much the salt has increased. Mr. Knapp said the salt increased considerably; this will make a harsh difference in his budget along with fuel which is an \$80,000 line item in his budget. Mr. Knapp asked if the Board was going to be talking about the budget. Chairman Clow said they are just seeing the budget for the first time tonight so they won't be going into anything in great detail.

Mr. Knapp informed the Board his water budget of \$1,000 has doubled in the proposed budget. He would like to discuss this in detail with the Board when the time comes. Mr. Knapp said the Highway budget has increased by 10%. The Transfer Station will be down about 15%, because the \$39,000 won't be in there.

Mr. Knapp asked the Board their feeling on holding the household hazardous waste day and asked if this should be a warrant article. Chairman Clow said if it goes in as a warrant article it has a better chance of passing. Mr. Knapp would like to keep it consistent, either in a separate article or not but not back and forth. Mr. Knapp said there will be only 1 household hazardous waste day. Mr. Knapp said people are more aware of these products and they are starting to see a lower turn out on this day. Selectman Kurk asked how much it cost in September to hold this day and how well was it attended. Selectman Kurk asked if it is something they could hold every other year. Mr. Knapp said they get asked about it every year. Mr. Knapp said they could consider combining the household hazardous waste day with another town or hold it every other year. Chairman Clow asked if holding it more often it will actually drive people in. Chairman Clow is concerned with these items being disposed of in the trash. Mr. Knapp said most of the cost is in the setup fee because it costs so much for them to come in with their barrels and suits. Selectman Kurk said having a separate warrant article has an advantage and if all the allocated funds are not spent they go back into the General Fund.

Mr. Knapp does not know where to list the maintenance of the fuel pumps in the budget. Mr. Knapp said there is a lot of testing that needs to be done every year. Mr. Knapp said this maintenance at one time was a Capital Reserve Fund, which is the way he would prefer. Selectman Kurk asked what the cost has been over the years for maintenance. Mr. Knapp said this is one of those items which gets forgotten. Mr. Knapp will provide the information at the next meeting.

Mr. Knapp said in the Highway budget, the tire line has increased substantially. The loader needs tires which they only buy every 4 years; the tires will cost \$10,000. He needs to know where to put this item in the budget.

Chief Begin asked the Board when they are reviewing a Department's budget to consider having the Department Head present. Chief Begin would also like the Board to consider having the Department Head back if they revisit the department's budget.

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**3. MEETING MINUTES**

Selectman Fiala moved, Vice Chairman Osborne seconded to accept the minutes of October 1, 2007 as amended. Passed 4-0-1. Selectman Kurk abstained.

Chairman Clow moved, Selectman Clark seconded to accept the minutes of October 22, 2007 as written. Passed 4-0-1. Vice Chairman Osborne abstained.

**4. MANIFESTS**

Chairman Clow moved, Selectman Kurk seconded, to authorize the Board of Selectmen to sign Manifest and order the Treasurer to sign checks dated November 1, 2007. A roll call vote was taken, Selectman Clark – no, Vice Chairman Osborne - yes, Selectman Kurk - abstained, Selectman Fiala – yes, Chairman Clow – yes. Passed 3-1-1.

Accounts payable	<b>\$312,926.09</b>	(John Stark \$250,000.00)
Gross Payrolls	<b><u>\$40,904.89</u></b>	(includes Credit Union, Taxes)
Total	<b>\$353,830.98</b>	

**5. BOARD TO REVIEW FIRST DRAFT BUDGET** – Chairman Clow said they really haven't had a chance to review the budget. He feels the Board needs to study the draft budget and then have a discussion. Mr. Ventresco said because the budget is in one complete document it should give the Board clarity. Mr. Ventresco commented the minutes stated the Board would start reviewing the budget on November 5<sup>th</sup>. Chairman Clow suggests they set a schedule tonight to review the budget by departments.

Selectman Clark asked if the first column was the actual spent and if it was to date. Ms. Pelletier commented this is for whatever invoices she has been given. Ms. Pelletier said this is a software default and they are not using the software throughout the town. Ms. Pelletier informed the Board she did the budget difference column because the Board had requested this in past years. The revised is what they are operating on now; which is actually the default. Ms. Pelletier said all Department Heads use this format and she took the FRX Program Writer and accessed all departments' numbers. Ms. Pelletier said the non requests column is what the Departments Heads submitted, she will leave that column intact as the Board works through the budget so they do not lose track of what was actually requested. Chairman Clow asked if all the budgets were submitted. Mr. Ventresco said PARC has not submitted their budget yet. They just heard from Mr. Metcalf and he said just put in the same as last year, possibly increase by \$8,000. Ms. Pelletier said she emailed Laura to ask is there was a Finance Committee being developed. The Board said there was. Ms. Pelletier informed the Board she has approximately 2 hours left and the MS-5 will be complete; she will need 3 signatures from the Board so she can deliver it to Concord.

Selectman Kurk discussed credit card applications; they have received applications from police and highway. Mr. Ventresco said there was confusion as to who gets the applications. Mr. Ventresco said it has to be signed by at least 3 board members. Mr. Ventresco said when they reviewed the policy some Board members agreed to change the preamble because of the wording and felt the mission statement is inappropriate. Chairman Clow asked if there was a later draft of the applications. Chairman Clow thinks they should just start with the current 3<sup>rd</sup> paragraph in the mission statement. Mr. Ventresco asked the Board to review the credit limits before signing and he will place the applications in the black box when completed. Selectman Clark would like the 3<sup>rd</sup> paragraph omitted. Selectman Kurk thinks the 3<sup>rd</sup> paragraph is fine. Vice Chairman Osborne asked why this process took so long. Mr. Ventresco said there was some confusion as to what he was supposed to do and what Janet Snyder was supposed to do.

Chairman Clow asked Ms. Pelletier and Mr. Ventresco if it would make sense to not start using the credit cards until the beginning of the new year. Ms. Pelletier said the Department Heads are supposed to track what they are spending anyway. Chairman Clow said it is just a timing issue because it will be mid November before they get the cards in hand.

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Selectman Clark asked Mr. Ventresco if all departments are using the purchasing log. Mr. Ventresco said yes. Selectman Clark said the purpose of the log is to track everything they purchase and they need to follow procedures. Chairman Clow said in doing this they could keep track of monies spent and would be documented prior to the actual spending. Mr. Ventresco said the Board wanted a standardized form and the Board wanted to see it first. Ms. Pelletier said it is a basic log form.

Selectman Kurk said there were Capital Reserve Funds that should be transferred from the Trustees of the Trust Funds General Account to the General Fund. It was questioned if the BOS signatures go on it before it goes to the Trustees. Ms. Pelletier said that is the process which should be followed, but she has invoices that need to be paid.

Janet Snyder said she has a problem signing the checks the BOS are supposed to be signing off on and attaching the minutes to; these requests should be already signed before going to Ms. Pelletier. Ms. Pelletier said anyone approaching the Board regarding these funds should have the Capital Reserve Request Fund form with them to have it signed and she needs have the minutes from that meeting attached. Ms. Snyder commented on the forms being attached to the checks but they are not signed and the minutes are not attached. Chairman Clow said they have a breakdown on what the process is. Mr. Ventresco asked if the Board wants all the requests approved at the meeting or can they put it in the black box. Ms. Pelletier said she was very specific when she sent out the form and email on how the procedure was to be followed. Selectman Kurk would like a copy of the form presented during a staff meeting to all Department Heads. Selectman Kurk said the Board needs to sign, because obviously the Board approved these expenditures. It was mentioned that Mr. Ventresco should pull the minutes and had them attached to the form before they go to Ms. Snyder. Ms. Snyder said she really doesn't need to see the minutes just write on the form what minutes it would be in, but she wants the process followed. Chairman Clow said the reason they want the form is to ensure the person making the request had the required information i.e., definition of fund, balance of fund, why the funds are needed. Chairman Clow said they set up the procedure so they would know the balances of these funds. Chairman Clow asked if there is a procedure besides email and if hardcopies could be given to all employees. Ms. Pelletier said he does believe the form went out both ways hardcopy and email. It was discussed if someone wants something from CRF they need to get balance from Ms. Pelletier and then approval and signatures from the Board. Ms. Pelletier said the underlying purpose is because the voter appropriates certain expenditures from that fund. She has been more involved with the Capital Reserve Fund and she will know what is being reserved out of the account. Ms. Pelletier said there are other factors involved and not necessarily what is in the fund is what can be spent. Mr. Ventresco said things like computer needs should not be in CIP and should be in each individual budget. Ms. Pelletier said it was established for new computer and upgrades for computers not for daily maintenance and needs. Mr. Ventresco commented on most departments having minimal amounts in their computer lines.

Selectman Kurk reminded the Board they discussed the Town Clerk and Tax Collector's receipts being reconciled separately. It was mentioned Mr. Ventresco is supposed to reconcile quarterly receipts for the Tax Collector and Town Clerk. Selectman Clark said she thought they already decided this should be done by the Town Administrator. Ms. Snyder said she does reconcile to their records, but they want to go further from their account to balance to the general fund. It was discussed the Town Clerk and Tax Collector balance their own quarterly bank statements. Selectman Clark said they need to have a 3<sup>rd</sup> not interested party to review this part. Ms. Snyder said the auditors do this as well, but she feels they should do this prior to the auditors coming in. Selectman Kurk said this sounds like a very good process and could help save money from the auditors as well. Chairman Clow questions why the Town Administrator would be involved. Ms. Pelletier said because he is the only set of eyes that hasn't already been involved. Ms. Pelletier does not see their receipts just the bank statements. Mr. Ventresco said he does not mind doing it, but he understood he was not to do any finances.

**Selectman Clark move, Selectman Kurk seconded to have the Town Administrator reconcile quarterly the Town Clerk and Tax Collector bank accounts. Passed 5-0-0.**

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Selectman Clark asked about Ms. Pelletier's new job description. Mr. Ventresco said they were going to look at it but it was put in the back burner because of budget season. Selectman Clark does not like the fact Ms. Pelletier would have to write her own job description, feels this should be done before review season. Chairman Clow said they have the previous job description but they just wanted a review of the description. Chairman Clow said he did ask Mr. Ventresco to review the job description with Ms. Pelletier. Ms. Pelletier is supposed to give the job description to Mr. Ventresco and he was going to compare with other towns. Chairman Clow asked for this to be put on the regular agenda for the November 19<sup>th</sup> meeting.

Chairman Clow said next week there are some major things on the agenda, Public Hearing at 6:30 for Pine Hill Road, CIP at 6:45 will take about 1 hour, 20 minutes for Primex, and 8:15 Carl Knapp reviewing all 4 budgets; Highway, transfer, sewer, water.

The Board discussed opening Non Public Minutes. Chairman Clow said if they do 6 a meeting it will go fairly quickly. Chairman Clow said they can open the non publics during the first part of the meetings; beginning at 6:00 open some non publics and then go right into Manifest. Selectman Osborne asked for a time limit to be set to end all meetings. Chairman Clow said they should make sure the agenda is not overloaded.

The following is a listing of when the Board will be reviewing department budgets:

5<sup>th</sup> – Carl Knapp - Highway, Transfer, Water, Sewer

12<sup>th</sup> – Police and Animal Control Officer, Building Department, Emergency Management, Cemetery

19<sup>th</sup> – Fire and Rescue, Assessing, Land Use, Health and Welfare

26<sup>th</sup> – Town Clerk, Elections, Tax Collector, Finance, Town Administrator

Dec 3rd – Conservation, Economic Development, Cable, PARC,

Chairman Clow asked Mr. Ventresco to include this schedule in the agenda when it is sent out.

Mr. Ventresco will speak with Chris Hague to have the Library budget placed on the agenda for the 12<sup>th</sup> or 19<sup>th</sup>.

Chairman Clow commented on all insurances being in a separate line, not in individual budgets.

Ms. Snyder informed the Board the balance at the end of September was \$2,965,285 including manifest for tonight there is a \$1,386,870.39 balance. \$1 million ahead of what they had at this time last year. She feels comfortable with the funds and if Ms. Pelletier gets the MS-5 out and the tax rate is set soon they should not need a TAN. Selectman Kurk asked why they are in such a better place. Ms. Snyder said because they received a \$700,000 return in July from the school. Up \$500,000 from last year, more revenues came in that they did not estimate. Chairman commented on the \$1.4 fund balance for the end of 2006 including uncollected taxes. Ms. Snyder told the Board if they have any other balances there are not correct, this is the one to keep.

**6. TOWN LIABILITY INSURANCE OPTIONS** – Chairman Clow asked what the timeline is for letting Primex know and commented on the proposal from LGC being quite lower. Tom asked if they can make a decision tonight without knowing. Chairman Clow is wondering if Primex is more likely to be accurate because they know the town's payroll. Mr. Ventresco said both should be using the same numbers. It was discussed Primex knows the town's claims and LGC does not. Regardless you would get the same amount of money from either company for a benefit. Property liability could differ. Mr. Ventresco said it is up \$1,000 from last year – liability is where they have issues. Chairman Clow said on the Primex offer it gives a specific number for the projected 2008 payroll and they need to make sure it is the same number given to LGC. Mr. Ventresco said he will have LGC and Primex send him the information they are using to compile the rates to ensure they are both using the same figures. Selectman Kurk said she knows LGC wants to increase their membership and is concerned with being given a lower number this year to join and is unsure how it could increase for the next year. The decision needs to be made by the meeting on the 5<sup>th</sup>.

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### 7. SOLID WASTE BID OPENING

The only *Solid Waste Handling* bid came from Denning Disposal. It is a 3 year contract. Trash is hauled 3-4 times per week. 2008 \$170.00, 2009 \$177.00, 2010 \$184.00 currently \$154.00 per trip. Mr. Knapp said this is their largest haul. Mr. Knapp said if they get the 3<sup>rd</sup> axle on the trailers then this will reduced the number of hauls needed going to Whelibrator in Pennacook.

*Demolition* – wood and shingles / sheetrock and pressure treated. Same location.

Everything but pressure treated 2008 \$285, 2009 \$296, 2010 \$308

Pressure treated 2008 \$255, 2009 \$265, 2010 \$275

*Aluminum and Tin* – Hardy Metals Northwood or Gatewood Salem 2008 \$260, 2009 \$270, 2010 \$281

Advanced in Concord 2008 \$165, 2009 \$171, 2010 \$178

Paper BFI in Hooksett 2008 \$175, 2009 \$182, 2010 \$189

Haverhill, MA 2008 \$275, 2009 \$286, 2010 \$297.99

Waiting time per hour if stuck and can't unload 2008 \$75 per hour, 2009 \$78 per hour, 2010 \$81 per hour

Fuel Sur Charge 2% of the cost of the trip for every gallon over \$2.99

Chairman Clow asked Mr. Knapp if the number of trips to haul trash is going down because recycling is going up. Mr. Knapp said yes.

Mr. Knapp informed the Board he faxed out bid packages to 2 other companies that requested it. The deadline was 10:00 this morning.

Mr. Knapp is recommending the acceptance of this bid and it is in line where he felt the prices would be.

**Selectman Kurk moved, Vice Chairman Osborne seconded to accept the Denning Disposal proposal submitted for 3 years to end December 31, 2010. Passed 5-0-0.**

Selectman Kurk asked Mr. Knapp to get his budget to them by Friday so they had time to review for Monday.

Selectman Kurk asked Mr. Knapp if he has been moving forward with putting the transfer station fees on the website. Mr. Knapp said no. Selectman Kurk said have Sue put something together on cable to inform people the fee schedule is on the website.

Mr. Knapp informed the BOS that Matt McLain has obtained his CDL license which benefits Matt and the transfer station.

### 8. BID OPENING for “FOR SALE ITEMS”

Snow plow \$1,000

Truck \$1,199.

Together from same person \$2,199

Truck \$1,175.00

It was discussed the minimum bid for the snow plow has to be \$1,800 and \$1,000 minimum for the truck.

They do not have to accept the bid for the plow because it did not meet the minimum bid, but are obligated to accept one for the truck

**Selectman Fiala moved, Selectman Clark seconded to accept the bid for \$1,199 for the truck from Charles Meany. Passed 5-0-0.**

Mr. Knapp said they have the mount that goes on the plow for a Ford F350 with headlight wiring harness. Mr. Knapp informed the Board if they would like to keep the plow he could place it somewhere undercover out of the weather.

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Mr. Knapp said there are town seals on the truck which need to be removed. Mr. Knapp said in 2009 it will be required by the state to have a permit to have any emergency lighting on their vehicles before obtaining an inspection sticker.

**9. ADMINISTRATIVE REPORT** – Mr. Ventresco informed the Board they received a grant. Selectman Kurk said these grants are not matching and does not go through our finance office; they get billed directly through Citizen's Corp Council in Concord. \$500 for Outreach, \$800 for training; \$700 for equipment. Volunteer NH will hold all funds. The Board gives Mr. Ventresco approval to sign for the grant.

Mr. Ventresco asked the Board to approve the Holiday Schedule for the upcoming year. The Board agreed with the schedule.

The Board discussed the Brown's Fields on East Road being placed into Conservation to ensure no future development.

Mr. Ventresco informed the Board they received the official letter Goffstown sent to the state to request a special election.

Mr. Ventresco said Cutting Blade did cut the lawn at Clinton Grove, which was not part of their contract. Selectman Kurk said they receive their last check on November 10<sup>th</sup> and asked if there is anything they have to do to fulfill their contract before they receive final payment. Mr. Ventresco will contact PARC to have them check on what needs to be completed.

Request from Paul King, Emergency Management to shift a particular line in his budget to another line. Chairman Clow said he needs to expend from the line and note the expenditure.

## 10. SET DATE FOR DELIBERATIVE SESSION

**Selectman Kurk moved, Selectman Clark seconded to hold the Town Deliberative Session on February 2, 2008 at 9:00 a.m. at Center Woods Elementary. Passed 5-0-0**

Mr. Ventresco will notify the Town Moderator, Town Clerk and Merry Rice to post on the website.

## 11. OTHER ITEMS

Vice Chairman Osborne commented on the well in the center of town, because the house is up for sale. She would like to have the well dug, they cleaned up the house. The funds have already been encumbered and she does not want the town to hold up the process. It was discussed the town is supposed to dig a well for the house in the center of town. The Board discussed contacting Mr. Knapp and Ms. Pelletier to clarify where the funds are.

Vice Chairman Osborne asked Mr. Ventresco if he had sent out the proposal for bids on the Town Report. Mr. Ventresco said they are due back Nov 2<sup>nd</sup>. The School is doing their own report.

Vice Chairman Osborne said all employee evaluations are due in by November 14<sup>th</sup>

Health insurance 5.9% increase

Vice Chairman Osborne expressed, again, the need for cross training someone to do payroll and payables for Ms. Pelletier. Vice Chairman Osborne mentioned Diane and it was mentioned Naomi Bolton is also more than capable. Mr. Ventresco said he has discussed this with Ms. Pelletier and she is more than willing to train someone. Chairman Clow asked Mr. Ventresco if he could perform payroll and payables in an emergency situation. Mr. Ventresco said he could but things in his office would suffer, it might take him 3 times as long but he could do it. The Board discussed Mr. Ventresco will speak with Ms. Pelletier. Mr. Ventresco said Ms. Pelletier is open to whoever is willing to train and the Board agrees upon.

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Selectman Clark asked Mr. Ventresco about the email regarding laptops, one being sold, would like something in writing.

Selectman Clark asked about the Town Hall plumbing issues. Mr. Ventresco said they found \$90.00 to purchase a pump and waiting to have it installed.

Selectman Clark asked Mr. Ventresco for clarification on the pay stubs.

Chairman Clow asked Mr. Ventresco if in order to have the audit completed for 2006 we needed to have all the assets for 2006 updated. Mr. Ventresco said for fixed assets it does not affect items are valued under \$5,000. Discussion of labeling furniture, computers and all property. Selectman Clark used the cable equipment for example, and who keeps track of the equipment. Selectman Clark said that Ms. Pelletier already has this module within her software.

Building Committee – Selectman Clark asked if there is an official Building Committee responsibility list. Selectman Fiala said they are still debating it and deciding what the maintenance needs are for each facility and what the Capital item needs are. Selectman Clark asked if there was a Mission Statement for the committee.

Selectman Clark asked about timesheets for salaried employees. Ms. Pelletier does not receive a timesheet for salaried employees unless vacation or sick time is used. It is up to the salaried employee to give the timesheet to Ms. Pelletier. Selectman Clark said whether you are salaried employee or not you should submit a timecard. Selectman Kurk discussed the salaried employees, Carl Knapp, Chief Begin, Chip Meany, Fred Ventresco, Evelyn Connor, Tina Pelletier and asked who they call when the need to take time and how is this time documented. It was discussed it would be the function of Mr. Ventresco to document any sick or vacation time utilized. It was discussed Mr. Ventresco should contact the Chairman of the Board. Chairman Clow said they need to have a way to document this time used. Mr. Ventresco is designated to keep track of this time.

Selectman Kurk said she and Selectman Osborne went to Swenson Granite Works to price out sign posts for the front of the Weare Town Offices. They have 6 foot tall posts for \$75.00 each. Selectman Kurk said she contacted a sign maker in Laconia who's prices seemed to be less than the sign maker in Deering but she was unsure the about the quality. Selectman Clark asked where the funds would come from to purchase this sign. Selectman Kurk said it would come from her salary. Selectman Kurk would like the Board to go through the same process for sign approval as everyone else.

Selectman Kurk mentioned warrant articles for Capital Reserve Fund for the retirement of the staff and feels this should not be a lapsing fund.

The Board discussed they would appoint the Economic Development Committee instead of the Moderator.

The Board discussed Land Excavation would be the responsibility of the Planning Board.

Selectman Kurk said there needs to be a warrant article for the lease of Sugar and Spice.

Selectman Kurk said Ethics Committee needs to be put on the ballot.

Selectman Kurk mentioned the windows for the Library. Chairman Clow said he knows there is an amount of money that needs to be encumbered by the end of the year.

Selectman Kurk made an announcement about the police department website being up and running [www.weare.nh.gov](http://www.weare.nh.gov) click on Police Department.

Selectman Kurk said they need to do Mr. Ventresco's evaluation before November 14.

Asbestos in the horse shed brought forth by Malcolm Wright. Mr. Ventresco contacted the state to see if they would test it.

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Volunteer Waiver Forms, Mr. Ventresco has the form from Primex. Selectman Kurk would like to have these forms distributed.

Selectman Kurk asked Selectman Fiala about the Great Room at the Safety Complex. He will check into it.

Selectmen will be attending the Governor's Council Meeting in Merrimack, NH on Wednesday, October 31.

Chairman Clow spoke with the Town Administrator of Goffstown on Friday and he told Chairman Clow the Goffstown Board was unanimous on their decision to hold their special election on January 22. Chairman Clow informed the Chairman of Goffstown BOS that Weare was not in favor of holding a special election because of the funds and would hold there in March.

Letter from the Library asking to allow them to access the funds for the Library windows. The Board discussed the encumbered money. The letter is specifically referring to the Capital Reserve Fund.

Chairman Clow discussed setting the tax rate; it will be posted as soon as the time is set.

Chairman Clow and Selectman Kurk met with Gordon Russell regarding the pole replacement by PSNH on Mountain Road which parallels the Town's class VI road for quite a way through Weare and into Deering. PSNH came before the Planning Board to request some tree trimming. It was discussed they really made the class VI road in the conservation area accessible for motorized transportation. Chairman Clow and Selectman Kurk will be meeting with the Conservation Commission and Gordon Russell to discussion the issue further.

**12. REVIEW OF BOARD PROTOCOL** – Chairman Clow would like to discuss the procedures for running a meeting which has already been established. Chairman Clow would like to follow the protocol because he feels it would help Board members run meetings smoother. Vice Chairman Osborne feels very strongly if a Board member needs to have a non public the Chairman should be informed of the subject matter of the non public. Chairman Clow would like a Thursday deadline timeframe for items of the agenda. Selectman Kurk said she thought they had established a noon deadline on Thursday for Board members requesting something on the agenda.

Chairman Clow said he was concerned with operating as a Board. Chairman Clow mentioned Selectman Clark attending a staff meeting and delivering a message that was not necessarily in agreement with the Board. Selectman Clark said the message was delivered by Mr. Ventresco and some Department Head's were very upset with the message of staying within the 5% increase. Selectman Clark informed the Department Heads to go before the Board as a whole. The Board discussed the discouragement of having to put together a budget with a 5% increase.

Chairman Clow commented that when a decision is made by the Board, the Board needs to uphold the decision as a whole.

**Chairman Clow moved, seconded to enter into non public session at 10:44 p.m. under RSA 91-A:3II (e). A roll call vote was taken, Selectman Clark – yes, Vice Chairman Osborne - yes, Selectman Kurk - yes, Selectman Fiala – yes, Chairman Clow – yes. Passed 5-0-0.**

## 9. ADJOURNMENT

A True Record.

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Cherry Palmisano, Recording Secretary