

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES 11/05/07**

PRESENT: TOM CLOW, CHAIRMAN; DONNA M. OSBORNE, VICE CHAIRMAN, HELEEN KURK, SELECTMAN; JOSEPH M. FIALA, SELECTMAN; WENDY F. CLARK, SELECTMAN (7:30-9:30)

TOWN ADMINISTRATOR: Fred Ventresco
RECORDING SECRETARY: Cherry Palmisano

GUESTS: Greg Begin, Donna Matheson, Jon Quigley, Robin Blake, Joe Kelley, Ken Cox, Mark Bodanza, Tina Pelletier, Evelyn Connor, Frank Campana, Jon Osborne, Matt Esenwine, Carl Knapp, Dick Butt, Naomi Bolton, Phil St. Cyr, Bill Tiffany, Nick Maholis

5:30 p.m. Chairman Clow called the meeting to order.

Chairman Clow moved, Vice Chairman Osborne seconded to enter into non public session @ 5:26 p.m. pursuant to the authority granted in RSA 91-A:3II (c). A roll call vote was taken, Vice Chairman Osborne – yes; Selectman Kurk – yes; Selectman Fiala – yes; Chairman Clow – yes. Passed 4-0-0.

Chief Begin told the Board he was bringing forth a candidate for part-time police officer to work mostly weekends. He introduced Joshua Lussier to the Board. The Board learned that Joshua grew up in Weare and attended school in Weare. He has an associate’s degree in criminal justice. He is 25 years old and is in the process of buying a house in Weare. Presently he is residing in Milford. He informed the Board he is interested in a job where he thinks he can make a difference and help people. Chief Begin said the starting salary would be \$13.60 according to the union contract.

Selectman Kurk moved, Selectman Fiala seconded to come out of non public session @ 5:44 p.m. A roll call vote was taken, A roll call vote was taken, Vice Chairman Osborne – yes; Selectman Kurk – yes; Selectman Fiala – yes; Chairman Clow – yes. Passed 4-0-0.

Selectman Kurk moved, Vice Chairman Osborne seconded to appoint Joshua Lussier as a part-time police officer at the rate of \$13.60 an hour. Passed 4-0-0.

Evelyn Connor, Town Clerk, swore in Joshua Lussier as a part-time Weare Police Officer.

1. 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 8, 2007. Passed 4-0-0.

Accounts payable	\$402,187.91	(Weare School \$350,000.00)
Gross Payrolls	\$36,478.06	(includes Credit Union, Taxes)
	<u>\$4,593.26</u>	(Fire Monthly)
Total	\$443,259.23	

2. MEETING MINUTES

Chairman Clow moved, Selectman Kurk seconded to accept the minutes of October 15, 2007 as amended. Passed 4-0-0.

FINAL

Chairman Clow moved, Selectman Kurk seconded to accept the minutes of October 29, 2007 as amended. Passed 4-0-0.

3. PUBLIC COMMENT – Matt Esenwine informed the Board and the public the Finance Committee will be meeting Tuesday, November 6th to begin budget procedures. They do not have a full 13 membership which they would like to have and invited residents to join the meeting. Mr. Esenwine said he was not here as a representative, just as a member. They will be addressing the issue which came up last year regarding not having enough members to make an official recommendation.

Mr. Dick Butt reminded the Board he had brought up his concern in early August regarding the Finance Committee and other Board meetings not being broadcasted. Mr. Butt feels these meetings should be broadcasted unless there is a conflict. Mr. Butt said in August the Board took action to have the Town Administrator put together a list of Boards and Committees that should be broadcasted and asked Mr. Ventresco why this has not been addressed. Mr. Ventresco said he has the list and said he thought Mr. Butt wanted all Boards and Committees to be broadcasted. Mr. Ventresco said there was nothing that said which committees and Boards should have their meetings televised. Selectman Fiala said there is a Zoning meeting tomorrow night as well as a Finance Committee meeting. Chairman Clow said everything is in place to record meetings in the conference room with the exception of one small item that will allow the meetings to be recorded and rebroadcasted.

4. DEPARTMENT HEADS – Evelyn Connor informed the Board she went onto the State's website to obtain information on the State Representatives opening and holding a special election. She said interested individuals can only sign up with her for a short window, which is December 24 – 31st due to the holiday. She spoke with the state and said anyone who would like to sign up should go directly to the State House. The Board has no decision on this; the timeframe is determined by an RSA. Ms. Connor informed the Board she and Maureen Bilodeau have been working hard to get the checklist corrected due to errors. She informed the public if they receive a letter from her it is because she would like them to get a new card. Ms. Connor said it was going to take a lot of time to get this corrected and informed the public to be patient and contact her to help get everything in order. Ms. Connor said people cannot change parties at this time; they have to stay with the party they are with.

Chairman Clow said there will be a special election held in conjunction with the local elections on March 11 to fill the seat due to the death of Representative Bruce Hunter. If more than one person chooses to run then there will be a primary held on February 5, 2007.

Tina Pelletier informed the Board there are vouchers that need to be signed, releases for liens for town aid, and elderly deferrals. Ms. Pelletier said there is a voucher from Conservation Fund for expenses to be paid out for Chip Meany for classes he took. There are a couple of over payments made for ambulance funds, which have already been returned to individuals. There is also a voucher for \$2,800 to Trustees to withdraw money for a survey, approved by the Weare Historical Society out of the Mildred Hall Fund. Ms. Pelletier has vouchers to present to Trustees totaling \$140,000 from 5 different trust funds with the largest voucher for \$90,000 for the new highway truck.

Ms. Pelletier said a public thank you to Merry Rice for the work she has put into the Town Website.

Ms. Pelletier emailed all the departments and anyone who would be involved in using the purchase log. She said the Fire Chief emailed her back saying he would check with the Board of Fire wards to see if they want him to use the log. Mr. Ventresco said he mentioned the log during the staff meeting. It was discussed this is not a long term policy but just to keep a close eye until the end of the year. Ms. Pelletier said if this was to be an ongoing process she would like to link everyone to the purchase order request with access limited to their account numbers and would be strictly regulated as to where they could access the website.

FINAL

Ms. Pelletier reminded the Board of her request for 2 new modules to add to their software contract; Cash Tracker and Fixed Asset. Ms. Pelletier said there was some discussion about using some of the \$39,000 to purchase these. Ms. Pelletier said they just came into compliance with GASB34 and would hate to have them do the entries again for them; it would save the town money to purchase the Fixed Asset module for \$3,150 (includes installation and training fee) and would add \$400 a year onto her maintenance line but is cheaper than auditing costs. Chairman Clow asked if the auditors can come to Ms. Pelletier to access the information. Ms. Pelletier said it gives detailed accounts. Cash Tracker is to reconcile; to mirror what the Treasurer and Deputy Treasurer are doing now and would cost \$2,050 with a \$300 a year maintenance fee.

Chairman Clow announced they are scheduled for a meeting with DRA on Friday, November 9, 2007 at 11:30 a.m. to set the tax rate. Ms. Pelletier will contact DRA on Wednesday morning for confirmation of the meeting.

Chairman Clow opened the public hearing at 6:29 p.m.

5. PUBLIC HEARING – For the purpose of hearing public testimony and comment on accepting approximately 1,320 of LF of Pine Hill Road as a Class VI Town maintained road.

Chairman Clow said they received a letter from the Planning Board recommending the Town accept the Pine Hill Rd Ext. The Town Engineer on October 24th found everything had been completed; with the exception of a \$70,000 warranty bond held by town for 2 years, shop drawings and certification from the surveyor with consent. Chairman Clow said they are looking to conditionally accept this based on the completion of these items

Mr. Carl Knapp said everything was complete but he is unsure if the warranty bond was in place. The road is completed to his satisfaction.

Mr. Frank Ferrante informed the Board the drawings would be complete in 1 week. He told the Board he could post the bond now, which is the last item on the list.

Chairman Clow closed the public hearing at 6:36 p.m

Selectman Kurk moved, Vice Chairman Osborne seconded to accept approximately 1,300 LF of Pine Hill Road Ext subject to the conditions being completed. Passed 4-0-0.

6. ACCEPTANCE OF HIGHWAY SAFETY ROAD GRANT FOR POLICE DEPARTMENT

Selectman Kurk moved, Chairman Clow seconded to accept the Highway Safety Road Grant for the Police Department for \$4,555.76. Passed 4-0-0.

7. OPEN BIDS FOR 2007 TOWN REPORT & 2008 MAILER – Chairman Clow announced he would be opening the bids for printing the Town Report and the Town Mailer which goes out prior to voting. Chairman Clow said the bids are presented in different formats.

American Printing, Inc. - Amherst, NH 1,000 reports/\$6,145 and 3,450 mailer/\$2,375 total being \$8,520

Wharf Industries Printing - Windham/Concord, NH reports/\$8,886 and mailer/\$2,750 combined \$11,636

Print Solutions - North Brookfield, MA reports/\$4,621 and mailer/\$2,083 total \$6,704

Riendau Printing Corp. - Hudson, NH and Pelham, NH report \$6,161 and mailer \$3,105

Town and Country Lithographics - Concord, NH unit price report \$7.25 and mailer \$.91

Commonwealth Printing - Newburyport, MA \$6,900 all inclusive price

The Board asked Mr. Ventresco to review the bids and present them to the Board at the next meeting.

8. PRESENTATION BY THE CIP COMMITTEE – Mr. Dick Butt said the CIP Committee had a work session with the Planning Board last week; Chairman Clow and Selectman Kurk were present, for the 2008 Capital Improvements Program. Mr. Butt said they are not ready to make a formal presentation and will have a final version sometime in December. Mr. Butt would like to highlight the items they need to further discuss.

FINAL

Computers – Mr. Butt said they discussed this with the Planning Board and it was agreed this is not a CIP item. Mr. Butt said they could leave it on there, but the CIP Committee will not be recommending this be funded next year; there is \$35,000 in the fund. Mr. Ventresco said bids for a new server are out and will be in at the end of the week. Mr. Jon Dowst said computers are an operating expense and this need does not meet CIP criteria.

Mr. Butt said they have some issues from the past they are trying to get resolved regarding Capital Reserve Funds being used for maintenance. A Capital Reserve Fund is money being set aside to purchase or replace something. The Government Building and Maintenance Fund is actually a CIP fund, the Computer Reserve Fund is a maintenance fund. Mr. Butt said they need to change the names on some funds. Mr. Butt said they have changed the process to make things more specific to inform voters of what is being purchased. Most of these Capital Reserve Funds are appropriated to purchase specific items. Mr. Butt said some funds should be changed to Maintenance Reserve Funds.

Mr. Dowst said they have worked with the Trustees of the Trust fund on what is a Capital Fund and what is not. Mr. Dowst gave an example, if roof the Town Hall needed repair that would be considered maintenance, if it was made up of several projects it would be a Capital Improvement Fund. They have meet with the Trustees to understand what they think is Capital Reserve.

Chairman Clow said a question came up at the Planning Board in regards to the changing philosophy of Capital Reserve and how people use to think of these as a savings fund. Mr. Dowst said this is town government and they are taking money out of taxpayer's pockets with no services being providing for years. The funds are in an account with a low interest of return. They have devised a plan to time the purchase and provision of services which will benefit the town and the taxpayers.

Chairman Clow said for explanation if you take something like putting a new roof on the town hall for \$25,000 why take the money and put it into a maintenance fund –why not just have a warrant article to replace the roof.

Mr. Dowst said what they have not endorsed is completely deleting the funds. Mr. Dowst said they have a graph that shows giant swings of what is requested, they are trying to be more predictable, using these funds to smooth the peaks and valleys they cannot eliminate from planning. Mr. Dowst said the CRFs help to tie the funds to a purchase.

Selectman Kurk asked how long that can keep up. Mr. Dowst said there are years that plans for Capital expenditure are low and the Board can decide to fund the CRFs. Mr. Dowst said the rates of return in a bank account are not very high and the money is better in the taxpayer's pocket. Selectman Kurk said this is a mindset and she is a person who saves for what she wants. Mr. Dowst said we are not talking about a single person we are a collective town.

Mr. Butt said sometimes money is stuck in the Capital Reserve Fund and sometimes things change and they can't utilize the money for anything else.

Building and Maintenance Fund – Mr. Butt said they had received from Selectman Fiala an estimate for \$25,000 for roof replacement for the Town Hall. Mr. Butt said they have not received anything further from the Building Committee. There is an Engineering study for South Weare fire station and safety complex for \$15,000. He said they spoke about the need to split that fund and redefine the definition. Trustees agreed to the definition. The Board needs to decide what they want to put in there for maintenance. The CIP can only process the information and data that is given to them; \$40,000 going to the fund. Mr. Butt said what he is doing is giving them the amounts requested for 2008.

Mr. Butt said the other issue is the Library windows, funds have been requested and nothing has been expended and the balance will be going into next year.

FINAL

Mr. Butt said the Board has work to do to determine how much money they want to put into the fund. Mr. Dowst said the question about earmarking and whose money is in the account is a mess, pay as you go, then you don't have a mess. Mr. Dowst said Ms. Pelletier and Ms. Bolton put a lot of work into untangling these accounts.

Fire and Rescue Vehicle fund – There is no request except communication.

Library – They had a fund that was established for computer replacement, there is money in the fund which expires in 2009. Selectman Kurk asked if this should be part of a computer budget or be put into the operating budget. Chairman Clow said if the operating budget doesn't pass then they would wish they put it into a separate fund.

Mr. Dowst said it is up to the tax payers to decide. It is the duty of the Board and the CIP Committee to recommend but the taxpayers need to decide.

Selectman Clark joined the meeting at 7:13 p.m. and left the meeting at 9:30

Trash Compactor – Mr. Butt explained the trash compactor replacement request for \$37,000. Last year the trash compactor met with a catastrophic failure so they had to lease one; now they are paying off the lease.

Park and Recreation – has some request but the big one is at Bolton Field

Police Department – vehicle rotation plan and town wide communication plan

Mr. Butt said they are presenting the information to the Board it is up to them to decide what the warrant will look like. Mr. Butt said the CIP Committee discussed Mr. Knapp's building for \$800,000. Mr. Butt said one of the benefits of a new facility is they will be able to take care of the vehicles during the winter. Mr. Knapp expects this will add 2-3 years of life to all the vehicles. Mr. Butt said extending the life of these vehicles will help justify the cost of a new facility. They do not have any drawings yet. It was discussed the \$800,000 would cover the cost without expanding for recycling. An expansion would make it easier for people to recycle.

Mr. Carl Knapp said it is not difficult to add to the front of the building for recycling. They could still have numerous lanes in front of the building and will not hinder the location of the building. The biggest issue is that they will have to tear down half of what is there to replace the building. Selectman Kurk said she had discussed with Mr. Knapp that there are some serious electrical issues in the building which was struck by lightning this year. The roof is in very tough shape. Mr. Knapp said to utilize that building would not be beneficial, has been pieced together over the years. Mr. Knapp said having a place to house the vehicles and clean them will add 2-3 years to their lives. He said these trucks rust. Vice Chairman Osborne asked about redigging the well. Mr. Knapp said it would be part of the construction. Mr. Knapp said the septic system is fine and the fueling station can stay where it is. Mr. Knapp said the current well is in the way. Selectman Kurk asked Mr. Knapp about the engines in the winter. Mr. Knapp said right now in the winter they have to plug these trucks in for \$500 for the season and only heats the antifreeze. Mr. Knapp said they have more than enough oil they recycle and burn, so they would not be purchasing oil to heat the new facility. Mr. Knapp said even the water would be heated with waste oil. Selectman Clark asked about the maintenance costs for the new building. Mr. Knapp said it is an all steel structure, 4 ft concrete out of the ground so the lower 4 ft would be concrete, which is very beneficial. Mr. Knapp said the steel building will be under warranty; they will not store salt in there.

Mr. Jon Dowst, said when Mr. Knapp spoke with CIP Committee, the Committee said this takes a pretty high priority .

Completion of Bolton Memorial Park – Discussions at the last Planning Board meeting estimated \$1.2 million with paving for this project. The CIP Committee took out \$400,000 but they do not have an itemized list of what is needed to complete. Mr. Butt said his preference would be to get this job done; he feels the facility needs to be completed. Mr. Butt said this is likely to be bonded; the Board needs to make a decision. They need

FINAL

to meet with PARC, who submitted their plan in phases. Mr. Butt said there is an argument to be made to get the project done. Chairman Clow said there was concern with everything being done except the paving and having to go back and re do some of the paving preparations. Mr. Knapp said the paving is something that could be combined with their bids to help save money.

Mr. Butt said it is a decision that needs to be made by the Board about everything being completed at once. Mr. Butt asked Selectman Fiala for itemized listings of cost.

Chairman Clow asked if any sizeable requests have been cut. Mr. Butt said the only time they recommend to the Board not to fund something is because they didn't receive any information.

Mr. Butt said they had a request for \$10,000 for South Weare Fire Station and from the Police Department for \$15,000 to reevaluate the facilities. Mr. Butt said they changed the request because having them done together could save money. Mr. Butt said last year looking at communication, they felt the departments were not working together; they wanted to force the issue of the departments getting together to resolve the issues. They have come up with a single plan to resolve communication town wide.

Cable – Mr. Butt said they are not rejecting anything. Selectman Kurk brought up the request for \$11,000 for test equipment. Mr. Butt said they did not have any information so the request was rejected; but the Board went ahead and funded it. This year they got the same request with a slight difference in cost. There is enough money in the fund to purchase the equipment now but the request was given to them for 2008. Mr. Butt said they were provided with a list of items for \$11,000 and he believes there is \$18,000 in the fund right now.

Mr. Butt said last year they meet with Department Heads. This year they are going back to Department Heads asking if there are any changes that need to be revisited. Mr. Dowst said that is why this is a work session because they have not meet with all Departments for the second round of communication.

Mr. Butt said he would like to review with the Board the School District requesting for 2008 a telephone system for Center Woods Elementary. Mr. Butt said they created Maintenance Reserve Funds (if there are funds left at the end of the year they are allowed to put a certain amount into these maintenance funds). Mr. Butt said they are not directly involved with the school districts. The request is for \$50,000 and they already have the funds.

Mr. Butt commented on the Revolving Fund for the ambulance, \$100,000 coming in from ambulance fees and it could be possible to be self funded for the next few years. No request for new equipment in 2008, but in 2009 replacing engine 4 which is \$400,000 and it could be possible they will have the funds to fund this request with the Revolving Fund. The Fire Rescue Vehicle Replacement Fund is to replace any vehicle in the Fire Department. According to the balance the forestry truck has already been taking out.

Mr. Butt said there is \$468,942 but it does not include any additional items in the Building and Maintenance Fund or the bond request for the highway building or Bolton field.

Mr. Butt said there are 2 bond payments, \$74,000 bond for the Safety Complex will be paid in 2012 and \$96,000 bond for 2008 and will be paid off in 2016

Mr. Butt said they do try to level out the requests as best they can. The CIP Committee will be back again in early December for another review.

Mr. Dowst thanked all the Department Heads for their efforts.

9. PRESENTATION BY PRIMEX – Mr. Phil St. Cyr and Nick Maholis informed the Board they are here to introduce or in some cases introduce Primex and discuss how Weare is performing in the Primex pools and to make the town aware of performances to suggest actions to improve performance. Mr. St. Cyr said Primex is a 29 year old public entity and to provide coverage to NH municipalities. They are a Risk Management Pool, chartered as not for profit (not for commercial) not only do they provide coverage but also provide training and consultation. Mr. St. Cyr defined a "Pool" as part of a collection of municipalities and the better the pool does the better the rates are for the members. Mr. St. Cyr said Weare has been charter members since 1979 for

FINAL

Worker's Compensation and members since 1999 in Property and Liability. Mr. St. Cyr said in last year's coverage contribution payment was \$57,000 for Property and Liability. In 2008 that increases to \$62,300 up about \$5,100 over the last year. Reasons why Property and Liability drives up can be attributed to increased property values, payroll and performance. Mr. St. Cyr said pool wide (Property and Liability members at large in Primex) 38% loss ratio on liability. In 2007 the Town of Weare was running 38% loss and 271% on Workers Compensation. It was discussed property values increased over \$500,000 and there was a \$130,000 increase on payroll. Liability loss ratio is down but still very high at 183%. Mr. St. Cyr said in taking a look between 2007 property and payroll up and liability down, but still high. Mr. St. Cyr informed the Board should the Town of Weare stay with Primex for Property and Liability, they cannot offer them a multi year agreement because of performance and how it affects the pool. Performance indicates it is not good for the pool.

Mr. St. Cyr said Worker's Compensation is doing far better in 2007 \$45,300 and 2008 \$46,983 major drivers in Worker's Compensation is payroll. Weare is out performing the pool in Worker's Compensation. Mr. St. Cyr said there was \$2,728 taken off bill because the Town of Weare is performing so considerably above the pool loss ratio.

Mr. Ventresco commented on the \$3,000 increase on Property and Liability \$3,000 is because they can not have a multi year agreement. They can have a multi year contract on Workers Compensation. Mr. Maholis said Weare is not the only town they cannot offer the 3 year Property and Liability to.

Mr. Phil St. Cyr said they are here to help and remain partners with the Town of Weare. Mr. St. Cyr said from January 2003 until November 1 of this year there have been 37 Workers Compensation claims. Mr. St. Cyr said they research these claims to determine what is allowing these incidents to happen. Mr. St. Cyr said walking and running and slipped on a curb or slipped on ice are 2 different types of injuries. Slips and falls from a dollars point of view cost \$31,000 out of \$57,000 just for those 2 injury factors alone. When looking at these things these look for common denominators; what is causing these injuries? The report informs what departments or areas these injuries are happening in. Municipal and Police have had the highest amounts of injuries. These reports help Primex to determine if training is needed in a particular area. The numbers given to them are plotted into a graph to calculate performance. Mr. St. Cyr said the frequency of claims is going down but severity of injuries and costs are going up. Some of the increase is based on increase of health insurance cost as well. Mr. St. Cyr said it is a good thing that your injuries are going down but bad that injuries are becoming more severe which warrants notation.

Mr. St. Cyr and Mr. Maholis put together these recommendations and solutions for performance to provide assistance for improvement for Workers Compensation.

Property and Liability is broken down into 3 categories; vehicle, general liability and real estate property. Each category in the report is highlighted and groups each particular occurrence by claim. There were 20 claims submitted for vehicle liability for a total of \$31,000; general liability claims total \$217,000 and there were 12 property claims totaling \$35, 383. Mr. St. Cyr commented on the number of claims and frequency going up. The recommend action plan from Primex is lots of interaction with the Joint Loss Management Committee to provide a safe and healthy community. This will help to rectify problems areas to achieve prime performance and allow you to make a self assessment as to what is happening in the town. Mr. St. Cyr said this prime program gives you recommendations on how to achieve this prime status and doing everything possible to insure a safe and healthy community. Mr. St. Cyr said prime does not have any value to it, but if you achieve this prime status you have done everything possible to improve emergency management. Primex has the ability to give the town templates to help assist the town. The Prime Program is one element in the action plan. Primex recommends a great program for human resources practices and employee practices at no charge to the town.

FINAL

It was discussed the Joint Loss Management Committee reported some pretty hefty deficiencies in the town which were found by the Fire Marshall. There is a strong recommendation by Primex to meet the Fire Marshalls recommendations and take action on recommendations before a claim is made.

It was discussed vehicle related accidents are not from one particular department. Primex does have a school for driving which would benefit the Police and Fire and Rescue provided by an outside contractor with a minimal cost which is a great prevention method.

Mr. Maholis this report warrants the fact that numbers are increasing. Primex recommends reviewing all policies and practices. This action plan takes the elements of both Workers Compensation and Property and Liability recommendations and places them into one sheet. This document is to help the town build and to help Weare with its performance. The town is already doing a great deal of these things. This document can be adaptable to the towns needs.

Chairman Clow said the presentation answered a lot of questions as to where the rates come from.

Selectman Clark asked in comparing insurances how do they know about comparing pools. Mr. St. Cyr said when getting a quote from the commercial market you need to look at how they set their rates. Mr. St. Cyr said they are non profit and they make sure they provide the lowest cost to their members and provide training as well. Mr. St. Cyr said you need to look at types of coverage's that are provided and what is eliminated. Mr. St. Cyr said most commercial insurance carriers cannot touch the rates they can provide utilizing the pools.

10. LAND USE BUDGET – Ms. Naomi Bolton informed the Board her proposed budget is \$75,830. Ms. Bolton said the increase is \$5,863 which represents and 8.38% increased plus it is a 53 week year. The 3.5% wage increase given in March is part of the reason why it is up 8.38%. Ms. Bolton said the largest increase is wages; health insurance actually went down because it was over budgeted last year. Ms. Bolton said there is 53 weeks in the year which is why you see increases in FICA. Seminars and meetings increase \$200. Southern New Hampshire Planning dues is up based on population. Ms. Bolton said she has tried not to order any supplies. Ms. Bolton said she had to come up with \$1,139 to make up the 3.5% increase. The photocopier downstairs is no longer working. Ms. Bolton reminded the Board they discussed purchasing a new copier along with the Highway Department and now she is utilizing the copier upstairs at a cost of \$.02 per copy. Postage is up \$1,378 in 06 when asked to reduce 2%; basically this represents the 2006 cut. Ms. Bolton purchases all the law books from her budget.

Selectman Kurk asked Ms. Bolton if office equipment increases \$1,500 then how far down can they decrease the photocopy line. Ms. Bolton said if she gets a new machine that prints double sided she will save time and money. Selectman Kurk asked about the equipment line and what the cost would be to purchase a new printer. Ms. Bolton discussed her failing printer which has been overlooked for many years. Ms. Bolton said if they were limited to \$1,200 from each budget they would find something to fit into the budget.

Selectman Clark asked about the printer and if it would make sense to find a printer/copier combination. Ms. Bolton said they have not pin pointed the option.

11. SEWER BUDGET – Mr. Knapp said the sewer is directly offset by the people who are on it. This line is up due to electricity and it costs double to pump the tanks than in passed years. Mr. Knapp said until they run a year with the new school on the system it will be hard to estimate the cost. Ms. Pelletier said it will not affect the operating budget because it is directly reimbursed. The Selectman budget for this building to be on the sewer. Ms. Pelletier said whatever the expense is it is divided up between the 37.5 users on the system and directly offsets the expenses. Mr. Knapp said the new school is set up for ___ units, with a one family house being 1 unit. This building is considered 4 units. They are billed after the fact; the users will not pay for this service until 2009. Mr. Knapp said at the end of next year they will have a better idea of what the cost will be.

FINAL

12. WATER BUDGET – Mr. Knapp said this has gone up considerably due to the fact they were mandated to put in a treatment system in the Town Office Building and the Library and that system needs to be maintained. This budget has increased by approximately 56%. Mr. Knapp said he did not figure percentages on any of his budgets because he can not realistically stick to a 5% increase. Mr. Knapp said they were sent a new sampling list and there is more testing that needs to be done on public water this year, which is mandated by the state. Mr. Knapp said one thing that would cut this sampling in half would be a new well. The state would prefer if they did dig a trench under Rt. 114 from the new well to the Town Offices. Mr. Knapp said there are grants available which he needs to look into. Arsenic testing will have to be done on a regular basis.

Mr. Ventresco commented on the budget they are working from currently is the default but if you look at the proposed budget from last year, the percentage increase would be a lot less.

13. TRANSFER STATION BUDGET – Mr. Knapp said health insurance is down because the individual that was there before had a family plan. Last year health insurance was predicted to be a 15% increase and it actually came in at 8% increase. Mr. Knapp reminded the Board that wages are based on 53 weeks.

Selectman Kurk asked why electricity is down so much. Mr. Knapp said the summary report budgeted \$7,280 and to date they have only spent \$4,000. Mr. Knapp said because the anticipated rates given to them by PSNH were higher than the actual were. Mr. Knapp said he made revisions to the trash compactor which reduced electricity.

Office supplies - Mr. Knapp said this cost could be brought down if they had a cash register; currently they use receipt books which are expensive. Selectman Clark said she gave quotes to Mr. Ventresco for cash registers.

Mr. Knapp said there is a cost savings in tipping fees to get rid of the trash; the cost of dumping it went up this year but the volume is down. Mr. Knapp said they are down 400 ton from last year due partially to better recycling. Mr. Knapp said every town is down about 10%. Mr. Knapp said recycling is continuing to increase. The trucking costs went up, this is one thing they should discuss. In the bid there is trucking fuel sur charges. The price has increased from when the bids went out. Tonnage is down and hauling will be down. Placing the 3rd axles on the trucks will cut the hauling considerably. The diesel increase will be a considerable factor. These figures do not reflect a fuel surcharge. The demo debris is in the revolving fund but they might have to revisit a fee schedule. Mr. Knapp said they are trying to do ask much as possible to decrease what they can.

Fuel line has not changed because the machine they are currently utilizing is better on fuel.

14. HIGHWAY BUDGET – Mr. Knapp said the 53 week year has really affected this budget. Mr. Knapp said looking at overtime, he is asking for more for this line because they are at 7% remaining for the year. This line was cut a few years ago and a few years before that. Chairman Clow asked Mr. Knapp if they don't have a snowstorm in the next 8 weeks will he be able to hold his budget. Mr. Knapp said he will be fine for the remainder of the year.

Mr. Knapp said there are 2 people who choose not to participate in the retirement. Selectman Kurk asked why there is such an increase. Mr. Knapp said because the rates were increased.

Electricity - Mr. Knapp said electricity is down based on past history.

Cutting Edges – Mr. Knapp is trying to keep the same budget and he does have some in stock and some on order.

Mr. Knapp spoke about the Oxygen/Cylinder being increased and said the cost of these is up and they are trying to make their own repairs rather than sending things out for repair.

Fuel line – Estimated at \$2.95 per gallon. Mr. Knapp said they just received fuel which has not been billed yet.

FINAL

Tires/Chains – Mr. Knapp said chains are not even in there, it is all tires. Mr. Knapp said the sanding equipment spreads the sand in front of tires eliminating the need for chains. The grader needs new tires (which only happens every few years) \$350 for each tire. The loader they lost a tire on that last week so they put the spare on and still have to replace the other tires at \$2,500 each. Mr. Knapp said it is difficult because of the way they budget. They purchase a loader every 8 years, need new tires once every 8 years for this loader. Mr. Knapp is curious on this fund because of the circumstances. The rest is truck tires and tires they purchase every year. Not every truck needs new tires every year, but they have 10 trucks.

Salt - Has increased \$10.00 per ton.

Equipment Maintenance – Mr. Knapp said this line does not have enough money and will be overspent a considerable amount. Mr. Knapp said right now that line is at 2% and will not make the rest of the year. Mr. Knapp said he has been saying for years that this is not enough.

Road side mowing - Mr. Knapp mentioned there is a mower head which will attach to the machine without a needing a separate motor. To rent the machine is \$5,200 a month and to purchase this head is \$20,000-\$25,000.

Mr. Knapp informed the Board he has gone through this budget several times and does not know how he could reduce any line.

Fuel system maintenance - Mr. Knapp said it has cost \$2,800 over the last 3 years to maintain this system. Mr. Knapp asked where this will go in the budget. Mr. Knapp said he is unsure if it is feasible to have each department using the fuel system put money into the fund. It was discussed it could go in the Vehicle and Equipment Maintenance line.

Mr. Knapp stressed his concerns again for the fuel line.

Lease payments for the new compactor – Mr. Knapp said even though this is in CIP, we will have to pay a January, February and March payment of \$693 per month, due prior to March 1. This needs to be put in as a separate line. Selectman Kurk asked what they will do if this warrant does not pass. Discussion on an article being cross referenced so if the article does not pass DRA will still allow \$693.00 x 12 months. Mr. Knapp does not honestly know where he could take anything out of his budget. (Adding \$8,316 to Transfer Station Budget)

Chairman Clow asked about salt. Mr. Knapp said he still has \$46,000 left in the salt line to date because they have not purchased any yet. Chairman Clow reminded Mr. Knapp that is where a portion of the 3.5% wage increase will be. Mr. Knapp feels the wage line will be ok because they have been short handed.

Chairman Clow commented on diesel increasing \$.50 per gallon it would add \$13,000 to his budget. Mr. Knapp said the figure he used last year looks like it is going to be pretty close. Mr. Knapp said depending on the weather the fuel that was just delivered should get him through most of the year.

Selectman Kurk commented on funds being left in the household hazardous waste line. Asked if it make sense to encumber these funds in the warrant article (worded differently – it is a carry over).

Selectman Kurk asked about the transfer station flyer going in with the tax bills, where is the money coming from to print these flyers. Approximately 4,200 tax bills go out. Mr. Knapp said he could get it from his budget somewhere. There is a printing line with \$229.00 left in it. New stickers will be available any day for vehicles, which will be available at the Town Clerks Office and the transfer station.

The fee schedule is available on the web go to the Town website, go to public works, then you click on transfer station, it is also on the cable station.

Mr. Knapp said they have received the all clear to work on the well in the center of town. Ms. Pelletier discussed this cost being included in the \$30,000.

FINAL

Selectman Kurk researched they are supposed to appoint the Road Agent every year. Mr. Ventresco said to make sure it is done properly as to not affect his PW position.

It was discussed there is \$50,354 in the fund right now for the Library window replacement. Chairman Clow said Chris Hague has been anxiously waiting an approval for the \$25,000 window replacement. Chairman Clow said they cannot do anything formal until they have bids for the window replacement. Chairman Clow said his understanding was anything coming out of the Capital Reserve Fund and anyone requesting it would bring the form before the Board and have documentation on what is in the fund. Chairman Clow commented on them not having the form at this time.

Selectman Kurk said they asked the taxpayers for the funds to go into that fund for the purchase of the windows and feels the decision has been made. Mr. Ventresco said there was discussion the Board might have needed the funds for different safety issues that were in need of action. Ms. Pelletier said their concern came about because the Board was discussing the whole \$50,000 which was in the fund. Chairman Clow feels they should have a confirmation vote. Ms. Pelletier said because of the way the CIP was last year there was nothing for people to look at to see what was in the fund. The Board feels this should move forward. Selectman Kurk said the Library has \$1,000 from taxpayers and \$4,000 from one of the Library accounts and if nothing is done with these funds they should be used for the purpose of windows. Warrant Article states to designate the Library Trustees as agents to expend. Selectman Kurk said these funds will need to be carried over. It can be done.

Chairman Clow moved, Vice Chairman Osborne seconded that up to \$26,000 is available in the Government Building and Maintenance Fund for the replacement of Library windows. Passed 4-0-0.

15. TOWN ADMINISTRATOR'S REPORT – Mr. Ventresco asked Chairman Clow about the Public Hearing about the Scenic By-way; each town has to hold a public hearing on this before it can become a reality. Mr. Ventresco said they would like a public hearing on November 19th. Chairman Clow asked Mr. Ventresco to advertise the public hearing in conjunction with a public hearing regarding accepting public roads. The hearing on the roads will be on the 26th.

Mr. Ventresco informed the Board there were repairs made to the handicapped ramp at the entrance to the Town Offices; the railings needed to be replaced. Mr. Ventresco feels these funds should come out of the Building and Maintenance Fund in the amount \$200.00 just for materials and Public Works performed the work.

Mr. Ventresco informed the Board the Joint Loss Committee is reiterating the need for the emergency lighting in the Town Offices to be brought up to code; the estimate is \$1,500. The Board discussed Primex sits in on all the Joint Loss Meetings. The Board discussed the fire escape and needing 2 egresses in case of fire.

Mr. Ventresco said they received the appraisal on the Savaria property from Kenneth Garceau. The Mildred Hall Committee still needs to give their recommendation.

Chairman Clow moved, Vice Chairman Osborne seconded to allow the Savaria Attorney to see the appraisal that was done for the property adjacent to the land. Passed 4-0-0.

Mr. Ventresco showed the Board the volunteer form created by using a Primex standard template. The Board was fine with the form.

16. PUBLIC COMMENT

Mr. Campana referred to earlier in the meeting in regards to the \$39,000 DRA disallowed last year, all along he assumed the \$39,000 would be given back to the taxpayers since it went back into the General Fund. Mr. Campana commented on Ms. Pelletier saying the purchase of the software programs could possible come from the \$39,000. Mr. Campana feels this \$39,000 should be given back to the taxpayers. Chairman Clow said there is an issue with the audit for 2006 they had to make a decision a couple of weeks ago because they just completed the 2005 audit, it showed overspending. Chairman Clow said the audit line is empty for 2007

FINAL

because they had to use it for the 2005 audit. The Board decided to do the 2006 audit within the next few weeks and have it completed. Chairman Clow said they have committed some of the \$39,000 to get caught up on the audit by doing the 2006 audit. Chairman Clow said they are in a position that there is no other money in the budget to start the 2006 budget. The estimated cost for the 2006 audit is \$14,000. Mr. Campana said that contradicts the article they had discussed for the Library windows. Mr. Campana said he voted on the revolving fund article because it sounded like a sound way to go, secondly because the Transfer Station budget was going to be reduced by \$39,000. Mr. Campana said the voters expect things to go the way they vote. Mr. Campana expects the full amount of \$39,000 to reduce taxes. Mr. Campana said in not returning this money it puts the Board in a bad light as well as the Road Agent. Mr. Campana said the commitment was made to use the \$39,000 to reduce taxes. Mr. Campana asked the Board if they know if there is any surplus. Chairman Clow said he does not know at this time.

17. CORRESPONDENCE

Mr. Ventresco informed the Board there are no heating vents in the offices in the basement. Electric heaters are used in those rooms. There are problems with the air flow and air conditioning as well. Selectman Fiala said the Building Committee looked at these offices and it is next on the list.

Vice Chairman Osborne would like to set a date for Mr. Ventresco's evaluation. The Board discussed Mr. Ventresco's review will be done in a non public on Monday, November 12th at 5:00 p.m-6:00 pm and then Manifests and Budget presentations. Emergency Management, Police and Animal Control and Mr. Ventresco will present their budgets on November 12th.

Vice Chairman Osborne commented on last year they made the decision last minute to have an attorney present at the Deliberative Session. The Board agreed to have the Attorney present at the Deliberative Session from 10:00 a.m. - 2:00 p.m.

Mr. Ventresco mentioned a previous discussion with the Board regarding a request for a back up individual for the books. Mr. Ventresco mentioned Merry Rice is willing to backup Ms. Pelletier. It was discussed they would like 2 people cross trained.

Chairman Clow said they received a letter from the Planning Board to approve an alternate. Selectman Kurk commented on the profession of the person not being listed on the volunteer form. She would like the individual to come before the Board. Chairman Clow said when he came before the Planning Board he was asked why he wanted to participate; his reply was he watched the Planning Board often and was interested in participating. Mr. Ventresco will contact the individual and ask him to come before the Board.

Discussion regarding Paul King moving funds within his budget. It was discussed the expenditures need to be tracked.

Selectman Kurk was contacted by PSNH to see if they could meet with the Board concerning the Mountain Road extension going through the Conservation Land. It was discussed Chairman Clow, Selectman Kurk, 2 members of the Conservation Commission, PSNH and PWA would meet on November 15th. Chairman Clow said they need someone who knows the land before it was touched to go out and view the area to see what needs to be done.

Selectman Kurk said they received information from Avitar regarding a voluntary merger and it stated it should be dealt with at the Planning Board level. Chairman Clow said he does not think this has gone before the Planning Board.

The Board discussed Selectman Fiala writing up a policy for the use of the great room at the safety complex. Selectman Fiala said this should be written up by the Chief's and brought to the Board. Mr. Ventresco said he

FINAL

spoke with Bill Tiffany and Sharon and they feel no one should use the room except Fire, Police, and Town employees. Chairman Clow asked Mr. Ventresco to have the Chief's submit a proposal.

Selectman Kurk said she contacted another company regarding the sign for the Town Offices and their proposal is less expensive. Selectman Kurk mentioned a price of \$2,300.

Chairman Clow moved, Selectman Fiala seconded to enter into non public session at 11:20 p.m. pursuant to the authority granted in RSA 91-A:3II (e). A roll call vote was taken, Vice Chairman Osborne - yes, Selectman Kurk – yes, Selectman Fiala – yes, Chairman Clow - yes. Passed 4-0-0.

Chairman Clow moved, Selectman Fiala seconded to come out of non public session at 11:34 p.m. A roll call vote was taken, Vice Chairman Osborne – yes; Selectman Kurk – yes; Selectman Fiala – yes; Chairman Clow – yes. Passed 5-0-0.

Chairman Clow moved, Vice Chairman Osborne seconded to Seal and Restrict the minutes of the non public. Passed 4-0-0.

The Board adjourned at 11:35 p.m.

18. ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary