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**WEARE BOARD OF SELECTMEN
MEETING MINUTES 11/12/07**

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

TOWN ADMINISTRATOR: Fred Ventresco

RECORDING SECRETARY: Cherry Palmisano

GUESTS: Greg Begin, Frank Campana, Peter Buono, Laura Buono, Paul King, Michael Colburn, Michelle Kim

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

1. PUBLIC COMMENT – Mr. Michael Colburn needs to have 2 permits reviewed and signed by the Board. Mr. Colburn informed the Board there are only 2 building permits remaining. Chairman Clow said they would review the building permit tonight.

Mr. Frank Campana, discussed the Board setting the tax rate on Friday and he was disappointed the Board did not return the \$39,000. Mr. Campana read aloud a Letter from the Editor from February 2006 that he can apply to the fact the Board did not return the whole \$39,000. Mr. Campana said the Board kept \$15,000 to get the 2006 audit report done. Mr. Campana said he cannot figure the Board out and feels they will say anything and do anything to get what they want. Mr. Campana said according to the tax sheet they finished the year with a little over \$1,300,000 remaining, which he calculates to be 8%. Mr. Campana commented on the Deputy Treasurer telling the Board not to return any of the money. Mr. Campana said he was disappointed and will almost guarantee he will be here next year looking for \$15,000 to be returned to the taxpayers to make up the difference from what they did not return this year.

Mr. Campana questioned the Overlay and said he understood Judy Rogers to say she was \$5,000 overspent. Mr. Campana commented Mrs. Rogers stating next year did not look too bad. Mr. Campana said if the overlay was great enough some could be used to bump up the General Fund. It was discussed \$30,000 would most likely be the amount used for the overlay for next year. Chairman Clow said this amount is for abatements on 2006 taxes; those abatements are paid during 2007. Chairman Clow said during 2007 they paid about \$35,000 for abatements. Chairman Clow said the money is not put into the Overlay guessing what they would pay in 2008 it is to pay 2007 abatements. Chairman Clow said there is no reason why the Overlay should not be very close to what is needed for the abatements. Chairman Clow said the amount needed for abatements is what they would set the Overlay at.

Selectman Fiala told Mr. Campana as the Board was wrestling over the \$39,000 they had to spend the \$15,000 to get the audit complete especially after seeing the current audit. He feels more confident with getting the audit complete and knowing the real numbers. Selectman Fiala said based on the information he feels they need to get one more year behind them before making financial predictions that they are comfortable with. Selectman Fiala apologized to Mr. Campana that as a Board they were unable to return the full \$39,000. Mr. Campana said he is not disputing the need to have the audit report done, but felt with the 8% overage in the surplus the money for the audit could have come out of there. The Board said they could not take the funds from the surplus. Mr.

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Campana understands the reason; he just feels there was room to take the extra \$15,000 out of the General Fund surplus. Chairman Clow said the surplus is not cash in the bank, it is made up of debt due the town and unpaid taxes back to 2003, is part of the surplus but it could take 2-3 years for the funds to come into the town. Mr. Campana commented it is also made up of Unreserved Fund Balance.

2. COMMITTEE ITEMS – Mrs. Laura Buono, reporting on the Finance Committee, informed the Board there most likely will be no recommendations from the Finance Committee. She has contacted over 30 people and they have 7 people out of the 13 members required. Mrs. Buono said the Finance Committee Ordinance really does need some changes. As it is written they need to have 13 members with 7 people voting in the same way. The Ordinance needs to reflect the times, because the desire for volunteers to serve is not the same as it was in the past. Mrs. Buono said it needs to be put on the ballot for vote because it is an ordinance. Mrs. Buono said they have a meeting scheduled for tomorrow evening, but she is waiting on one person for confirmation. Selectman Kurk said other than changing what number the committee should be made up of what other things need to be changed. Mrs. Buono said the budget process needs to change, instead of having the Finance Committee coming to every Board meeting and not knowing what time they are getting out, she feels the budgets should go to the Town Administrator and then have budget work sessions with the Finance Committee. Mrs. Buono said having something in place is key, having the budget process started in October would be beneficial. It was discussed the budget presentations are through this month and into the first week of December. Mrs. Buono said there is a time crunch and if the Finance Committee is trying to meet, she feels the process needs reviewing to make it easier to entice people to volunteer for the Finance Committee.

Selectman Kurk asked Mrs. Buono if she would be available to work with a member of the Board to write an ordinance and process. Mrs. Buono said she has received suggestions from Matt Esenwine on the ordinance wording. Mrs. Buono said she has suggestions she has applied in her job. Selectman Kurk said she does not know what could be done for this year. The ordinance specifies backgrounds of people to look for. Selectman Kurk said she would be willing to work with Mrs. Buono to work on an updated Ordinance. It was discussed 9 members would work well for the Finance Committee. Selectman Fiala said the members could certainly do a lot without the mailer going out with the Finance Committee recommendations, feels there a lot of great members on the Committee which make helpful recommendations. Selectman Fiala commented on getting the budget meeting tapes to the members for review. Mrs. Buono thought it would be a good idea for the Finance Committee members and the Board to sit down for discussions on the budget. Mrs. Buono said the people they have always counted on for volunteering are getting older. Chairman Clow said they will put this on the agenda for further discussion. Chairman Clow said there was a lot of input at the Deliberative Session from a small group of people who represented the Finance Committee and they were not able to use their recommendations. Selectman Fiala said these people could just guide the Board with their thoughts. Mrs. Buono said it is a tough decision when you cannot get enough volunteers.

Selectman Kurk asked what year the ordinance took affect. Mrs. Buono said 1929 and has been revised several times, the latest time being in 2003.

3. EMERGENCY MANAGEMENT BUDGET – Mr. Paul King informed the Board the budget really hasn't changed in the last three years since he has been with the town; but the distribution has become more accurate. Mr. King discussed seminars and distributed the funds where he felt they would be utilized better within the budget. Mr. King sees the \$1,000 travel budget line, which involves activities outside of the town, as being a flexible tool. Mr. King said with the approval of the new Middle School to be used as a usable shelter he will utilize these funds to get the shelter provisions. Mr. King said they have the Emergency Plans completed, the state has been moving them towards actual drills. The miscellaneous line would be for the upcoming drills and exercises throughout the year. Mr. King said the budget has not increased but is better defined in the budget. Selectman Kurk said she had a reminder for Mr. King to review all the Southern New Hampshire Planning Commission paperwork concerning emergency management. Selectman Fiala asked what are some items that

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the \$500 would be used for. Mr. King said he has \$200 allocated towards training. Mr. King said the \$500 would be used during the allocation of drills. Selectman Fiala said there is a line for safety and medical gear and \$1,000 flexibility concerning durable goods. Mr. King said he realizes the \$1,000 is a large sum to utilize as miscellaneous.

4. POLICE AND ANIMAL CONTROL OFFICER BUDGET – Chief Gregory Begin said the budget itself from the 2007 revised default to the 2008 default has increased 2.9% for contract items. Chief Begin's request is 5.3% over the current default. The lines that have changed because of the request are to request additional funds for part-time secretary line \$11,130 over the default to add an additional 20 hours in the front office and \$15,000 to obtain a custodial contract. Police overtime \$20,000 additional funds. Statistics on overtime, from January to September 30 of this year, total leave used, was 1,465 hours of those 578 hours were covered, because the budget was so low. Chief Begin said there were times they had to call the midnight shift in early. Additional overtime 232.5 hours in court time = \$8,000. Leave that was covered was \$19,000. Holiday pay \$33,000 for the full year. Other major events causing overtime were the Patriotic Celebration for \$2,000, \$5,000-6,000 for drug investigations, the flood in April causing overtime hours. Increases supplies \$1,500 increase, office equipment \$3,000 increase, repair and vehicle maintenance \$10,000 increase, radio maintenance increased \$1,500, uniform maintenance increased \$2,200, safety and medical gear \$1,200 increase. Vehicle maintenance they have done very well with the extended warranties. State bid tires have increased to \$120 each. Chief Begin said except for the added person in the front office it is pretty much his 2007 request over again. The 20 hours for the secretary would be to cover vacations and also on Saturdays, to replace the position that left in May or June. That person would be scheduled 4:00-9:00 M-F to be open longer for the public. If he needs to cut the budget that would be what would be cut.

Selectman Kurk asked about office equipment and supplies. Chief Begin said some chairs need to be replaced; some desks were not very high quality and need to be replaced. Selectman Kurk said some of them are only a few years old. Chief Begin said even though they are only a few years old the quality was not the highest. Chief Begin commented on still having some security issues and camera issues. Selectman Kurk asked about the custodial needs. Chief Begin said if he could get the whole building done for \$15,000 he would. His goal is to have someone in on Mondays about 8 hours for his side and Thursdays coming in to take care of the trash and make things livable.

Selectman Fiala brought up setting the salary for the Police Chief; he said in some elected positions they never really determined setting the salary. Selectman Fiala said they would attach a salary that goes along with the warrant of the elected Police Chief. Selectman Fiala wonders how this would affect the budget. Chairman Clow said they really haven't had a complete discussion on how this will be approached. Selectman Kurk said because this is an elected position, they have a qualified elected Police Chief who should be making a salary reflective of such. She would be hard pressed to have someone get elected that did not have the qualifications receive the salary of a qualified Police Chief. Selectman Kurk said they don't put the salary amount into the article but they need to have the discussion. Chairman Clow said they are talking about the process.

Selectman Fiala commented on radio maintenance going up and he hopes this means they are making progress on the communication. Chief Begin said the radios they have are all 2-3 years old and hopes they will not be having any issues; the problem is getting them to talk with the cruisers and laptops. People are changing frequencies New Boston went to a repeater system. He does not have Goffstown's frequencies in his cruisers, and to change these frequencies it costs money. The line also reflects battery replacement.

Selectman Kurk looking at lines 210 and 211. Ms. Tina Pelletier said these lines have to be considered wages; putting it in this way picks up the FICA and retirement for the NH Retirement. Chairman Clow said the insurance buyouts are considered wages. Selectman Kurk asked how it is calculated out. Ms. Pelletier said it is built into your tax dollars and the NH Retirement and is reflected in line 231. It was discussed the town pays

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that in addition to the buyout. Ms. Pelletier said it is considered taxable wages. Chairman Clow commented on all full-time Union wages being in one line. Selectman Kurk commented on the special detail and having the revolving fund. It was discussed \$9,735 is what the Chief had to pay from January to April out of this year's budget. Ms. Pelletier said no, it is coming back from the revolving fund. Ms. Pelletier said this line will go to 0. Chairman Clow said they had the fund before the vote. Ms. Pelletier said they already had a fund to hold the money. Revolving Fund and Special Fund differ because Special Fund needs an approval every year.

Selectman Fiala commented on the dues line. Chief Begin said there is money still in the line because they did not renew a lot of dues because of the 2007 budget cuts. Chief Begin said that is why they have not done a lot of things they would like to do because there are no funds, service is also cut. Chief Begin will be having a warrant article for a couple of more officers using the Bartel Formula for Manpower Determinations. Chief Begin said he has discussed this formula with a colleague, it tries to give you the number of patrol people on staff based on the size of community, mileage of roads and crime factors to give the service that is expected. Chief Begin said they have a 30 minute response time which makes him cringe; he is used to 10-15 being more acceptable. He feels this year has actually gotten worse for response times. The formula calculates the need for 14.2 patrol officers on the street to keep the response time at 30 minutes, does not include administration and detectives. Currently they are at 9 officers on patrol. He will be requesting 2 more officers for this year on a warrant article. Selectman Kurk asked about including the administrative staff, Chief, Deputy Chief and Detective in the count of staff. Chairman Clow asked how the School Resource Officer breaks down. Chief Begin said they bill 75% to the school and 25% to the town. Chief Begin said the School Resource Officer is included in the full time officer line then they get the funds back in revenue from the school. Chief Begin said if they need him out of the school for something the school has understood. The Lieutenant spends about 30 hours a week dealing with court issues.

Animal Control Officer – Chief Begin said they currently have 2 officers on call; they would like to bump that up because they have not had the availability. Vehicle maintenance of \$200 covers oil changes. \$250 for tires increased to \$500. Supply line increased. Selectman Kurk said it is an 8% increase. Selectman Kurk understands he needs more for vehicle maintenance, but \$800; they bought the vehicle used last year. Vice Chairman Osborne commented on the fuel line being low. Currently the fuel is being charged directly to the Police budget. Selectman Kurk said they have not spent anything on vehicle maintenance this year. Chief Begin said they have been charging the oil changes directly to the Police Department budget. Selectman Kurk feels an increase of \$800 is too high. Selectman Fiala asked if they ever received a copy of the number of calls for the Animal Control Officer. Chief Begin said they are probably handling 15-20 calls per week. Selectman Kurk asked if there were any calls on wild animals. Chief Begin said only if they are involved in motor vehicle accidents. Chief Begin said the stretch between Gould Road and Colby Road has had 9 accidents involving wild animals.

5. TOWN ADMINISTRATOR BUDGET – Mr. Fred Ventresco said there are hardly any increases. Town mailer has increased due to what they have actually spent in previous years.

Mr. Ventresco commented on postage, they only budget enough for the Town Office, then it is distributed throughout each department. Ms. Pelletier said each department calculates their own postage budgets; she takes quarterly readings on the meter. Mr. Ventresco said instead of calculating all the postage to the one budget and then distributing it would be better to estimate for each department. Ms. Pelletier said it covers the initial estimate of all postage and then distributes throughout the departments after reading the meter. Ms. Pelletier said the payable checks average out to cost \$1,200 for the year.

Legal – Mr. Ventresco said this budget really did not change; he reapportioned some of the funds. Called the law firm to discuss if they were needed to help with contract changes for the Police Department. Chairman Clow asked Ms. Pelletier about the 1 year prior actual including the manifest they just signed because there is a

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pretty substantial legal fee in the manifest. Mr. Ventresco checked with Land Use and Assessing which utilize the legal fees as well. It was discussed they should review how much legal fees were during the negotiations of the current Police contract.

Selectman's Office Proposed Budget – Mr. Ventresco said this covers mainly office equipment and staff; mainly increased due to wages and retirement contributions. Moved transcriber up to wages, because the position was changed to a town employee. It was discussed the 3.5% is included for the 9 month period and all the associated expenses. Chairman Clow said they had discussed there was going to be 53 weeks in 2008 and since they increased wages at 3.5% for employees on April 1 that is over and above the default budget in that line and will remain a permanent increase in that line. Selectman Kurk said she understands if you have an hourly wage then you go by the 53 weeks but if you have a salaried employee than their salary should be divided between the 53 weeks. Mr. Ventresco said if you want to go that way they you have to go to every salaried employee and recalculate. Selectman Kurk said you take that employee's salary and divide it by 53 instead of 52. Ms. Pelletier said you are asking salaried personnel to work an extra week without getting compensated. Ms. Pelletier said she put the money in the wage line because it will have to be paid at the end of the year. Mr. Ventresco commented than it reality you are paying the salaried employees in advance and only asking them to forego a days pay. Mr. Ventresco said the year is only longer by one day. Chairman Clow said it will balance out in a couple of years.

Government Buildings – Mr. Ventresco said there is only one wage line; the custodian. Mr. Ventresco said he tried to calculate the gallons of fuel used throughout the year and then calculate based on gallons. He is basing his calculations on \$3.00 per gallon. The Town Office uses 2,500 gallons, the Town Hall uses 1,500 and the Stone Building uses 1,200 gallons. Selectman Kurk commented on the new windows in the Town Office should help with energy costs. Mr. Ventresco said the last month has had an incredible increase in energy costs. Ms. Pelletier had asked Mr. Ventresco if he discussed rubbish removal with any of the Chiefs. Mr. Ventresco said they had previously separated heating costs for all town buildings but for some reason the rubbish removal for the safety complex is still located in the Government Building budget. It was discussed this costs \$1,100 per year. \$12,500 includes Fire, Cemeteries and PARC lawn care. Selectman Kurk wonders if the Town Hall heating costs are increasing then they should consider raising the rental fees. Electricity increase is not reflected because there was already a cushion in that line.

Street Lighting – Increased to \$2,500. Mr. Ventresco contacted PSNH to calculate this expense. \$2,400 proposed last year and with a 4% increase = \$2,500.

Insurance – Mr. Ventresco said this reflects the costs. This line could change based on what decision is made for 2008 insurance carriers.

Advertising – Mr. Ventresco said dues for LGC increased due to population and valuations.

Town Officers Salaries - \$21,533 stayed exactly the same. Selectmen and Treasurer stipends.

6. MEETING MINUTES

Chairman Clow moved, Selectman Kurk seconded to approve the minutes of November 5, 2007 as amended. Passed 3-0-1. Selectman Fiala abstained.

7. 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 15, 2007. Passed 4-0-0.

Accounts payable	\$286,500.46	(John Stark \$250,000)
Gross Payrolls	<u>\$36,261.76</u>	(included Credit Union, Taxes)
Total	\$322,762.22	

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8. DECISION ON INSURANCE PROVIDED FOR PROPERTY, LIABILITY & WORKER'S COMPENSATION – Mr. Ventresco said they need to make sure when changing insurance provider's who will cover a claim that comes in after the provider has been changed. Mr. Ventresco asked the Board members if they had the chance to compare the policies side by side. Mr. Ventresco said they are very similar, but some wording is different. Mr. Ventresco discussed the possibility of purchasing a rider insurance. Mr. Ventresco said in talking with other people he thinks the 2 offerings are very comparable; he feels the differences are insignificant. Mr. Ventresco said if they go with LGC they have to keep all insurances with them for the 3 years and if they tried to change the premiums would increase substantially. Mr. Ventresco said this price is good through 2008 for sure and then an audit will be done for 2009 which could have retroactive increases. Chairman Clow commented on paying for the year and on your anniversary month they review any claims and make adjustments; for credit or increase. Selectman Kurk commented this could happen with Primex as well as LGC. Mr. Ventresco said it could. Chairman Clow said Christine Hague wrote a letter praising Primex and their cooperation and immediate response she received from them during the flooding.

Selectman Fiala said during the Primex presentation they were informed the town would only be given a 1 year contract, he felt they were being penalized for things that happened 2-3 years prior. Selectman Fiala said he would like to stay with Primex but not sure the price difference is comparable.

Selectman Kurk said the numbers they have from LGC are not really firm, but if they were firm they would save around \$10,000. If LGC puts in a 9% increase it would only take a couple of years to get up to the rates Primex offers. Selectman Kurk said these are well established companies, she has had experience with one carrier and not the other; she is unsure of which to choose. Vice Chairman Osborne asked Mr. Ventresco if he created a spreadsheet with comparisons and asked why they did not meet with LGC. Mr. Ventresco said Primex would have come out regardless to provide information regarding best practices; they really weren't here to present a proposal. Mr. Ventresco did not ask Primex to come to the Board, Primex requested a meeting months previous. Selectman Kurk said when she read through the proposal; it seemed that in Risk Management they had to participate in certain things through LGC to get a trim discount of \$8,000+. Selectman Kurk commented on some of the categories to choose from and if you don't participate then the town does not get the discount.

Mr. Ventresco said he mentioned before about the umbrella, for what he can tell in talking with other people, is it really did not mean that much; there may be some conveniences in having it. Mr. Ventresco said it is hard to compare the proposals because of the differences in the wording. Selectman Kurk commented on one difference concerning counterfeiting. Chairman Clow asked about the logistics of changing; one issue being a case that could come up after a change, are there other logistics. Mr. Ventresco said it is pretty much seamless as long as one policy takes effect when one policy ends. It was discussed there would be different paperwork required. Chairman Clow asked about the premium structure being 3 years with LGC; if you take health insurance away you would not get the discount for multi contracts. Chairman Clow asked if the LGC rate is locked in for the 3 year period. Mr. Ventresco said it could go either way after doing an audit in 2009. Mr. Ventresco said Worker's Compensation goes in a 3 year review cycle. Chairman Clow said if it is a 3 year rate then they could save \$30,000. Selectman Kurk said she read very clearly it could go up 9%. With LGC payments are expected in full in 30 days. Mr. Ventresco is pretty sure they paid Primex in a lump sum.

Selectman Kurk said the savings for this year of \$10,000 seemed to her to be a winning card, but if indeed these numbers have flexibility she is unsure. She has been pleased with Primex, the way they treated the town and the programs offered. Budget stability is guaranteed up to a 9% increase for 3 years. Primex is more than LGC in Worker's Compensation but if you add the 9% than you are the same. Selectman Kurk said the increase they have with Primex is 9% over last year. Selectman Fiala said diversity concerns him, being locked in for 3 years with LGC. Selectman Fiala said they have received excellent service from Primex; they are really proactive in coming out, and have done a lot for PARC, with simple recommendations. Selectman Fiala is concerned with

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realizing the discount being offered from LGC. Selectman Kurk said both John Stark and the Weare School systems have Primex.

Vice Chairman Osborne moved, Selectman Fiala seconded to stay with Primex with a 3 year commitment for Workers Compensation and 1 year commitment for Property and Liability. Passed 4-0-0.

Mr. Ventresco said you have an option with Worker's Compensation with Primex for \$44,000. Mr. Ventresco said they would take out \$2,137 for a 3 year deal. They are not being offered a multi year with Property & Liability; because of the town's risk factor. Mr. Ventresco said if the Board wants to renegotiate next year they would not be able to bargain for a multi year contract concerning Worker's Compensation and Property and Liability because you would be locked in with LGC for 3 years. Chairman Clow said the service they have received from Primex will remain the same. Chairman Clow said they he feels they should stay with Primex, because the possibility of the rates going up and not knowing the other carrier as well. Selectman Kurk said there are 300 members for LGC and 175 members for Primex

Chairman Clow asked Mr. Ventresco if he has received any further inquiries regarding the Savaria Land Issue. Chairman Clow is unsure what the Board's role is in this matter and has a hard time determining which piece of land they are referring too. Mr. Ventresco said there was a warrant article last year so they are authorized to sell the land. Selectman Kurk said there is something stating the BOS has the authority to sell land below a certain price or below a certain acreage, not sure which. Selectman Kurk said one of the pieces of land was part of this family's driveway and the way the Mildred Hall Advisory Committee was set up is that a member of the Historical Society would make the recommendation. Mr. Ventresco said he received a letter from the Savaria's Attorney stating they would file suit if no action is taken by November 24, 2007. Mr. Ventresco commented on the appraisal just coming in, so this could not have been done any quicker. Chairman Clow asked if they could wait until after the Mildred Hall Trust Advisory Committee meeting at the Stone Memorial Building at 4:00 tomorrow to make a decision. The Board is postponing action until after the Committee's meeting.

9. ACCEPTANCE OF GRANT FOR RUSSELL PISCATAQUOG RIVER WATERSHED FOUNDATION – Chairman Clow said the Society for the Protection of NH Forests along with other organizations have a grant for the easement of the Brown property. The grant goes towards the purchase of this easement. Mr. Ventresco said the Conservation Committee can accept the grant but the Board has to approve it.

Selectman Fiala moved, Selectman Kurk seconded to accept the grant in the amount of \$20,000 for Russell Piscataquog River Watershed Foundation. Passed 4-0-0.

10. OPEN BIDS FOR COMPUTER SERVER – Mr. Ventresco said they received 2 bids. Chairman Clow opened the bids:

Absolute Computer Options LLC - \$7,500 possibly lower per attached sheet

Cirius Computer Solutions - \$14,728.49

Mr. Ventresco will create a spreadsheet comparing the 2 proposals for the Boards review.

11. GRANTING BID FOR 2007 TOWN REPORT & 2008 TOWN MAILER

American Printing, Inc. - Amherst, NH

Wharf Industries Printing - Windham and Concord, NH

Print Solutions - North Brookfield, MA

Riendeau Printing Corp. - Hudson and Pelham, NH

Town and Country Lithographics - Concord, NH

Commonwealth Printing - Newburyport, MA

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Chairman Clow commented on the 2 lowest bids being the farthest away. Mr. Ventresco said last year, using an out of state printer, the cost was actually \$3,000 more than the bid price due to phone calls and overnight shipping. Mr. Ventresco said they will be sending one document ready to print, there will be some pictures sent in separately. Mr. Ventresco said feels the report could be done in 180 pages instead of 260 pages; last year there were 140 pages. Selectman Kurk feels they should choose a local printer. Selectman Kurk eliminated the 2 highest bidders and the Massachusetts bids from her list. Selectman Kurk suggested the cover picture be a progressive shot of the center of town. Selectman Fiala suggests the new Town Offices sign be on the cover. Selectman Kurk feels they should go with either American Printing or Reindeau Printing. Mr. Ventresco will check the references of American Printing. Chairman Clow commented on all Department reports being in by December 1st.

12. PURCHASE OF OFFICE COMPUTER – Mr. Ventresco informed the Board the Code Enforcement Officer's computer is no longer operable. Mr. Chip Meany is currently using the Town Administrator's laptop. It was discussed Ms. Evelyn Connor has laptops she can sometimes lend out. There was discussion Ms. Naomi Bolton has requested a laptop for her meetings. The laptop estimated price is \$1,100 and desktop system price is around \$800. It was discussed Mr. Meany requested having a laptop to bring with him on the road as well. The \$1,100 would include a 3 year warranty. Selectman Kurk feels Mr. Meany needs to have a computer that is his. Selectman Kurk said the laptop they purchased last year is to be utilized during the Deliberative Session and Mr. Ventresco will have to give this presentation again this year. Selectman Kurk feels Mr. Ventresco can utilize the laptop during Deliberative Session preparations and Ms. Bolton could utilize it during the other times. Chairman Clow said they cannot short change themselves on technology.

Selectman Kurk moved, Vice Chairman Osborne seconded to purchase a laptop for the Building Department not to exceed \$1,100 with the money coming from the Computer Systems Capital Reserve Fund. Passed 4-0-0.

Chairman Clow said they need so much to keep up with technology. Selectman Kurk discussed that Capital Reserve Funds feed CIP.

13. ADMINISTRATIVE REPORT – Mr. Ventresco mentioned last week there was a repair for the handicapped ramp for about \$150.00 with the funds to come out of the Building Maintenance line. It was discussed the hand railing will be stained white for protection.

Mr. Ventresco reminded the Board about the need for emergency lighting brought forth by the Joint Loss Committee. Selectman Fiala would like to discuss this further with the Building Committee. Selectman Kurk said if an issue was the concern of a particular committee it should go to that committee instead of the Board.

Mr. Ventresco reminded the Board there is no baseboard heating downstairs; they utilize electric heaters. He received an estimate to extend the heat to the basement for \$2,200. Selectmen Fiala would like to discuss this further with the Building Committee. Selectman Kurk said when the new Highway Building is complete Sue Tuthill will be moving over there.

Mr. Ventresco discussed with the Board he was asked to create a listing of Committees from a citizen. Mr. Ventresco said he thinks the idea was to put them in order of importance as far as utilizing broadcasting; he broke them down into Elected and Appointed committees. Selectman Kurk and Selectman Fiala will each comprise a list of importance. Mr. Ventresco said he checked with LGC and there is no distinction between a Committee or Board.

Mr. Ventresco informed the Board there was vandalism at Bolton Field. It was discussed the Fire Department had a bonfire at Bolton Field last weekend.

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Mr. Ventresco said there was a request last week or the week before about setting up a solar powered collection system. The Planning Board discussed this request should come before the Board of Selectman. Chairman Clow said the individual is requesting a tax relief for the system. The RSA allows the town to give a tax relief for solar power and basically states when the assessment is done any increase in value added by the solar system would be the amount waived for tax relief in order to encourage solar energy. Chairman Clow said there are no other solar systems in town so it would not be a tax burden on the town; to install this system for a homeowner is about \$20,000. Chairman Clow said it depends on what the Assessors would set the value of this system to be. Selectman Kurk asked if the homeowner would be able to sell the energy. Chairman Clow said the homeowner would be able to sell the unused energy back to the power company. Selectman Kurk said that would be his benefit. Chairman Clow said the individual involved could draft an ordinance and submit it to the Board for approval.

Chairman Clow spoke about Mr. Colburn requesting a release for a steep driveway at 181 Cottage Road, tax map 103-16. The owner is required to maintain driveway access by emergency departments. Chairman Clow said Mr. Colburn contacted him at home regarding this issue. The Board would like further information to see if the Fire or Police Depart needs to approve as well. Chairman Clow will discuss this issue with Chip Meany.

Selectman Kurk thanked Selectman Fiala for responded to a resident with concern.

Selectman Fiala discussed a request from the Planning Board to appoint an alternate member. Selectman Fiala said he wished they acted upon the request for a volunteer for the Planning Board member last week. Selectman Fiala said this is an alternate position and said he has heard comments, from the public, on the Board making it difficult for people to volunteer. Selectman Fiala does not want the public to take this view of the Board.

Selectman Fiala moved, Chairman Clow seconded to appoint Arthur Townes as an alternate member on the Planning Board for a 3 year term. Passed 3-0-1 Selectman Kurk abstained.

Chairman Clow said Mr. Townes attended the last Planning Board meeting.

Chairman Clow moved, Selectman Fiala seconded to enter into non public session @ 10:10 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.

14. ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary