

**FINAL**



**WEARE BOARD OF SELECTMEN  
MEETING MINUTES 11/26/07**

**PRESENT:** TOM CLOW, CHAIRMAN; HELEEN KURK, SELECTMAN; JOSEPH M. FIALA, SELECTMAN; WENDY CLARK, SELECTMAN (*Selectman Clark entered the meeting at 6:23 p.m.*)

**TOWN ADMINISTRATOR:** Fred Ventresco

**RECORDING SECRETARY:** Cherry Palmisano

**GUESTS:** Tina Pelletier, Richard Butt, Chip Meany, Chief Richards, Bill Tiffany, Carl Knapp, Diane Lamb, Evelyn Connor, Chris Bolton

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

**1. PUBLIC COMMENT** – Mr. Richard Butt discussed with the Board that the CIP subcommittee will not be able to meet the Board's request to receive CIP request information in the beginning of December. Mr. Butt said the information will not be in to the Board until December 17<sup>th</sup>. The CIP subcommittee will be meeting December 13<sup>th</sup>. He just received information today on the proposed requests from the Building Committee for 2008; which is over \$300,000 and they need to review the requests. Mr. Butt said the request also includes a maintenance component and is a pretty comprehensive, well thought out list. Mr. Butt said there are invoices totaling \$5,500 for the Recreation Development and Improvement Fund that went through late which will reduce the amount in that fund. Mr. Butt said PARC needs to take a look at this amount to see if they need to add additional funds; hopefully prior to the next PARC meeting.

Mr. Butt commented on the Weare Cable Committee request, which were incorrect, the request was for \$13,000 for equipment not \$11,000 and \$6,500 for additional needed equipment. Mr. Butt said this puts them slightly over what is in that fund; no need to appropriate additional funds. Mr. Butt said there are 10 items requested with the most expensive item being \$2,400 most of the items are around \$300 or \$400 and cautions the Board as to whether it meets the threshold of CIP. Mr. Butt said grouping the equipment together for a total of \$13,000 worth of equipment meets CIP threshold but separate they do not.

**2. DEPARTMENT HEADS** – Ms. Tina Pelletier informed the Board there are monies received from the state in reference to the Police Department and she needs the Board to make a motion.

**Selectman Fiala moved, Selectman Kurk seconded to accept \$3,995 for a Highway Safety Grant for 2 in-cruiser cameras. Passed 3-0-0.**

**Selectman Fiala moved, Selectman Kurk seconded to accept \$150 for a DRE Grant for DRE Conference for Officers. Passed 3-0-0.**

Mr. Carl Knapp informed the public Christmas wrapping paper can be disposed in the regular paper recycling bin.

Mr. Knapp reminded the residents that winter is here and all basketball hoops on the edge of the road need to be completely removed from the right a ways. Mr. Knapp also said they are having problems with vehicles being parked on the edge of the road and in the right a ways; this is a hazard for his drivers as well as the parked vehicles.

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Mr. Knapp informed the Board they received \$33,000 from FEMA for the states portion for the reimbursement on monies spent on flood damage in 2006. Mr. Knapp said they spent project funds in 2006 while waiting for these funds, which put projects off. Chairman Clow asked because it was road reconstruction money can it be carried over. Ms. Pelletier said no it cannot and DRA told her the money has to go into the General Fund because it has already been paid out. Ms. Pelletier said this year the need to book the money next year to alleviate this problem. Mr. Knapp said the state had stated at their meeting that they may not be giving the money out. Mr. Knapp suspects 2007 will not be any faster, so 2008 projects will not be completed either. Chairman Clow said if they knew that money was going into the General Fund, could they request it be used for another project. Ms. Pelletier said you can request monies for road reconstruction for 2008.

Mr. Knapp said when you apply for FEMA money you are applying for the whole amount, Federal agents come in and do the applications. Mr. Knapp said 75% of the funding comes from Federal, 12.5% comes from state and the town is responsible for 12.5%.

Selectman Kurk asked if there is a warrant article that could be worded in such a way, that the funds go into the road reconstruction account to help keep roads healthier if this happens again another year. Mr. Knapp said this is not a grant or additional amount, it is reimbursement, and monies were already spent to repair the roads. Mr. Knapp said the federal money came very quickly. The landfill repair was completed about a year ago and will be releasing \$9,500 soon to the contractor that was held for escrow. Mr. Knapp said this will be paying out in 2008 for 2006 flood damage. Ms. Pelletier said it is in a separate account, so the money is already there.

*Selectman Clark entered the meeting at 6:23 p.m.*

### **3. MEETING MINUTES**

**Chairman Clow moved, Selectman Fiala seconded to accept the minutes of November 19, 2007 as amended. Passed 4-0-0.**

**Chairman Clow opened the public hearing at 6:26 p.m.**

#### **4. PUBLIC HEARING – For the purpose of hearing public testimony and comment on the acceptance of approximately 450 LF of Corliss Drive as a Class V Town maintained highway**

Mr. Bruce Fillmore from Homes for a Lifetime said the road was built to plan and town standards. Mr. Fillmore said the engineer inspected the road daily and there is an issue with a culvert on one of the driveways. The culvert was installed twice and according to reports it was installed incorrectly both times. The Town Engineer now says the driveway culvert was installed incorrectly. Mr. Fillmore said he has not seen anything from the Planning Board approving this or not. Mr. Knapp said basically they are asking to accept the roadway; the driveway has its own permit and is not part of the road. Mr. Knapp said if there is an issue it will have to be dealt with under the driveway permit. Mr. Knapp spoke with Mr. Jim Donalson and everything is complete. Mr. Fillmore said this is the first time in town that they installed driveway culverts while the road was being built. Chairman Clow said they focus on the engineer's approval and the highway agent's approval.

Mr. Knapp said the final approval and CO will not be given on the home until the driveway culvert issue is complete. Selectman Fiala wants to state for the record that it is clearly the owner's culvert and not the town's issue. It was discussed Mr. Knapp will be maintaining the road after approval.

**Chairman Clow closed the public hearing for Corliss Drive at 6:32 p.m.**

**Chairman Clow moved, Selectman Kurk seconded to accept approximately 450 LF of Corliss Drive as a Class V Town maintained highway. Passed 4-0-0.**

#### **5. PUBLIC HEARING – For the purpose of hearing public testimony and comment on the acceptance of approximately 2,100 LF of Eastman Way as a Class V Town maintained highway**

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**Chairman Clow opened the public hearing at 6:33 p.m.**

Mr. Chris Bolton said all the reports came in favorable and complete. Mr. Knapp said he spoke with Jim Donalson and everything is complete. Mr. Bolton said once the road is accepted the bond will be in place.

Mr. Knapp discussed with the Board that in the last 4 weeks they have accepted another ¾ miles of road. They are getting close to 10 miles of additional roadways in the last 10 years. Mr. Knapp asked the Board to keep that in mind when asking the Department to stay within a 3.5% and to also consider the increase in fuel and no additional people. Mr. Knapp said 10 miles is about a 4 hour route each time around. Selectman Clark commented on needing an additional person.

**Chairman Clow closed the public hearing at 6:37 p.m.**

**Chairman Clow moved, Selectman Kurk seconded to accept approximately 2,100 LF of Eastman Way as a Class V Town maintained highway. Passed 4-0-0.**

**5. 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 29, 2007. Passed 3-0-1 Selectman Clark abstained.**

<b>Accounts payable</b>	<b>\$319,243.38</b>	(John Stark \$250,000.00)
<b>Gross Payrolls</b>	<b><u>\$43,773.35</u></b>	(includes Credit Union, Taxes)
<b>Total</b>	<b>\$363,016.73</b>	

**6. BUILDING DEPARTMENT** – Mr. Chip Meany said the utility portion of his budget is what is required to run his department. Mr. Meany included his secretary in the budget full-time, which is an additional 2 hours a day. Mr. Meany said the lower portion of his budget, when taken into consideration the default budget, compared to the actual running of his budget is down 12.5%. Mr. Meany said to allow his secretary to become full time he has reduced everything possible in the Operating Budget. Selectman Clark asked about the increase in telephone and seminars. Mr. Meany said they are utilizing the telephone a lot more; phone rates have increased as well as usage. Mr. Meany said they are in a recession with building and the growth management ordinance is in effect. There has been lots of certified mailing and increase costs of postage as well; \$289 spent in a \$200 proposed budget. Fuel is already up to his limit with \$1,316 spent to date and \$1,494 allocated. There was \$1,500 in the vehicle maintenance which was carried in maintenance for the older vehicle, this has been carried over and he has only used \$500 for maintenance on the new vehicle. Most of the things in his budget have been flat lined. Association dues have increased; has spent \$427 this year on dues. Selectman Fiala asked if the vehicle would be needing tires. Mr. Meany said no the vehicle only has 16,000 miles. Oil changes are hopefully all the maintenance the vehicle will need.

Selectman Fiala asked about the need for the full time secretary. Mr. Meany said she is the official E-911 officer, helps Judy Rogers and they are open from 8:00-4:30 and need coverage. He needs to write letters and cannot consistently be overburdening Mrs. Rogers. If he has to be continually interrupted to take care of phone calls or walk-ins it is not an efficient way to run the department. Mr. Meany said his secretary is in at 8:45 and is working immediately with a volume of work. Mr. Meany said she is needed to keep the office running effectively. Selectman Fiala said some issues have been in covering vacations, would Ms. Rice be able to help out in other areas of the building. Mr. Meany said there are some regulations that she cannot comply with in the Tax Collector's office. Mr. Meany said with the E-911, Ms. Rice has been spending a lot of time helping with Mrs. Rogers. Mr. Meany said she could not be freed up to automatically cover vacations, because that would mean he is back in the office all day, and he is trying to make the department more efficient. Selectman Kurk asked how many hours he is in field. Mr. Meany said 4 hours between 10-3 for inspections and time in the office when Ms. Rice is not there he has to cover the phone. Ms. Rice's hours now are 9-3:30 with .5 hour

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documented for lunch. Mr. Meany said this is the second or third year he has tried to get this position full time. Mr. Meany said this is not a deal breaker, he will continue to fight for this position, he feels the town needs this position funded full time.

**7. TAX COLLECTOR** – Ms. Diane Lamb has budgeted herself for full time. Mileage budget needs to be increased to \$300. Selectman Fiala asked about the increase of \$200 in computer supplies. Ms. Lamb said next year she will need more tax bills and envelopes. Ms. Lamb said she does not know if the computers will be part of the budget or part of the CIP. Mr. Fred Ventresco said there have been a lot of issues with her computer. Chairman Clow said CIP wants them to look at the way the fund is designed because computers are part of the daily operation. Chairman Clow asked her daily hours. Ms. Lamb said 30 hours per week and her hours change as needed. Ms. Lamb said she is finding it tough to keep up with the work because of her hours; she helps when Motor Vehicles are backlogged. Ms. Lamb said they all help each other in the office when needed, but her computer is the only one that can post payments. Selectman Kurk asked about training and seminars. Ms. Lamb said she will be going to the NH Tax Collectors Association. Selectman Fiala asked about some of the extra time being spent with Motor Vehicles and if it is because of new software training. Ms. Lamb said each registration just takes longer with the new program. Selectman Clark asked how much time she spends doing that with her 30 hours, how much is Tax Collector and how much is Motor Vehicles. Ms. Lamb said she was hired for Motor Vehicles as well. Ms. Evelyn Connor said last year she was 20 hours Tax Collector and 10 hours Motor Vehicles. Ms. Connor said the phone rings so much, sometimes for Motor Vehicles and sometimes for Tax Collector. Ms. Connor said today they had 5 people in line and 3 people they were waiting on. It all depends, the end of the month is very busy, and then there are tax payments. Ms. Connor said next year she has 5 elections and will be out of the office a lot.

**8. TOWN CLERK** – Ms. Connor said if they are going to be budgeting for computers she would like a line with about \$1,500 to have in case it is needed. Normally she would budget 240 hours for vacation coverage. Ms. Connor said she did not put any of those hours into her budget because they are expecting Ms. Lamb to go full-time. If she does not go full time then she will have to put the 240 hours of coverage into her budget.

It was discussed Mr. Ventresco will check to see if Centrex phone is increasing. Ms. Connor said her phone bill is up and hopes it will be leveling off soon. Since going online they have needed to make phone calls for support and help. Ms. Connor said it will take them a year to resolve and get through all problems. Ms. Connor said she went to a class and it was extraordinary and would like to have a class in the office for a staff meeting.

Postage is up because there are so many more cars in town and letters to be sent out; they get \$1.00 back for every letter they send out in revenue. Ms. Connor said they have made \$8,000 on passports this year. Farm plates and agricultural plates are done here now instead of Concord, we make money. Ms. Pelletier said the extra hours translate into \$2,875 for wages plus FICA if they need to put the 240 hours back into Ms. Connor's budget. Ms. Connor said the biggest problem they are having is when Ms. Lamb was printing the tax bills she needed extra hours and they did not have extra hours. Ms. Connor said sometimes they do have down time, but there are certain times they are overburdened. They make \$30.00 on every passport they do and it takes them only 5 minutes. Ms. Connor said more is being put on the office and more on her position which she needs to do at her desk and cannot be at the window.

Selectman Clark commented on dues going down. Ms. Connor said she dropped one. Selectman Clark asked if the Registration revenues were on target. Ms. Connor said they are at \$1,400,000 for revenue in registrations and the estimation was \$1,500,000. Ms. Connor said they used to get quarterly checks from UCC and now this came to an end in July. Selectman Kurk said they should have increase because the heavier vehicles. Ms. Connor said they just started doing heavier vehicles and the town makes \$2.50 per vehicle.

**9. ELECTIONS** – Ms. Connor said there are 5 elections taking place in 2008. There is an election wage increase of \$600 for a total of \$6,200. She will know December 31 if there will be a State Rep Primary election;

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\$600 is for the State Rep Primary election. Ms. Connor said because it is a state election it has to be held in the same manner of all elections. Programming the machine is included in the printing line. Advertising increases \$100 to total \$600. Bottom line is \$20,425. Ms. Connor said when considering warrant articles, it costs about \$28.00 per warrant article; for programming and postage. Ms. Connor said when the school pays them, we have to expend that money, so she has to raise it, even though it is expended through the school. But we have to expend it before the schools pays us. Ms. Connor said she bills both schools 1/3 of the election costs, and they pay for their articles and programming. Ms. Connor said she has to raise and appropriate the money to expend it and then the school has to raise and expend it as well to pay the town. Then the money comes to the town as a direct reimbursement and goes into the Elections Operating Budget. Ms. Pelletier said you have to raise and appropriate these monies to pay the bill. Ms. Connor said she figures out the cost of the elections. Ms. Pelletier said the money comes in as reduction of the expenditure lines and reduction of revenues and eventually ends up in the General Fund balance. Ms. Connor would like the Board not to use the word surplus, because they do not have a surplus, it is the General Fund Balance. Chairman Clow said it is an Unreserved Fund Balance. Selectman Kurk said it looks like they are being charged twice, but they get it back in the General Fund. Selectman Clark said they need to acknowledge this to the tax payers.

**10. REGULAR FIRE AND RESCUE** – Chief Richards said all expenditures are up to date. Chief Richards said his budget is for what was budgeted last year and then it was adjusted to cover wages. Salary increases reflects 3.5% from last year and 2.5% from the Board of Fire wards. Chief Richards would like to increase Sharon DeStefano to 30 hours per week. Mrs. DeStefano will still need to clean the locked offices even if they get a town custodial position. Mr. Bill Tiffany said he would like to utilize 2 hours of Mrs. DeStefano's day towards the locked rooms and office spaces. Chief Richards said the building looks a lot older because of lack of funding to maintain the building. Chief Richards commented on the detail line being a new line. Dispatch has increased by 3%; which is contracted. Food line has been increased by \$200, which is used for rehab material.

Chief Richards commented on meeting with the Building Committee to address some issues. Selectman Fiala said the Building Committee is meeting twice a month and there still is not enough time. Chief Richards said he still needs to have the furnace maintained. Chief Richards said the Board of Fire wards sent a letter to the Board regarding all the issues that need attention in the building. Selectman Clark said when the building was built it was not completed and now things that were never complete need to be replaced. Chief Richards said the dues line will be increasing, but he does not know what the increase will be, in the past Nashua has carried these dues and they no longer will be. It was discussed the Ambulance billing is a revolving fund and is self funded. Chairman Clow said they did not have a warrant article for this last year. Ms. Pelletier said it should have been a revolving fund and she is now cleaning up all of these issues. Chairman Clow said it is a revolving fund, like the other funds and is used for what they are set up for with no other appropriation. Chief Richards said he knows the money comes out of that fund, but said it takes a special vote at town meeting to expend money from that fund. Ms. Pelletier said she is going by what the auditors have done.

Chief Richards said they are over in Intercepts; when other towns need to assist us. Chief Richards said they have only 1 EMT and have 1 in training; which is 18 months out. Lawn care stayed the same, although they do have 3 additional cisterns which need to be added on. There is a \$1,720 increase on fuel. Fire prevention over due mostly to school inspection during construction of new school; \$1,000 is for programs for the students in CWES. Chief Richards said there are additional inspections that need to be done on commercial buildings. Selectman Kurk asked how many firefighters there are currently. Chief Richards said they have 33; filled 3 right now, and have 2 applications for EMTs to cover the 2 paramedic positions they lost. Chief Richards would like to get the positions back up to where they were at the beginning of the year. EMT training increase. Radio equipment repair is a revolving contract. Hose testing required by NFBA, must be tested annually, and is a contract, unsure if the hoses need to be thrown away every 10 years. Chief Richards is hoping if they show a record of testing annually then they can extend the life of the hose to 15 years. Chief Richards said they have a

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local vendor to test the hoses at a competitive price. Ambulance 2 is now out of warranty. Vehicle Maintenance for Engine 5 is well over budgeted, because of the newer equipment the DPW can no longer perform the maintenance on. \$229,820 increase = 13.5%.

Ambulance billing account line, this line requires a town meeting to withdrawn funds; he would like to see it go to town meeting to move some of these funds. Chief Richards would like to move \$200,000 into the Capital Reserve Account and would like to purchase the chassis in January 2009 to get a better price. Chief Richards said the Fire Rescue Fund does not include the money that is coming in from the ambulance fund. Chief Richards said the only thing the money can be used for is to purchase a vehicle, but still has to go through town meeting. Chief Richards is asking for this because it could possibly save the town \$7,000 and this would replace engine 4. Chairman Clow asked if they would have to discuss this with CIP. Chief Richards is hoping the money will already be there in 2009 to purchase the chassis. Chairman Clow said two things need to be done for the warrant; moving funds on accounts listed on the CIP and expenditure from Capital Reserve Fund.

Selectman Fiala commented on maintenance and said the Building Committee needs to track maintenance expenditures on the buildings to determine what they need in the future. Chief Richards said the security system was never completed. Selectman Kurk said in looking at the different salaries, the Board of Fire Wards has an agreement with the firefighters and issued a 2.5% increase. Chief Richards said last year they had an article for full time staffing; 2 full time staff during the weekday hours, 8 hours per day, holidays and weekends. Chairman Clow commented that this is the same as last years request. Chief Richards said this is to hire 2 full time staff at 8 hours per day and on holidays and weekends would be per diem. Chief Richards said there is justification in having these 2 full time positions, last week during the holiday they had 4 calls in one day. Selectman Clark asked what would happen to these full time employees during their down time. Chief Richards said they would probably be doing inspections on commercial buildings and places of assembly. Chief Richards said they are only getting into a small percentage of the buildings they are supposed to be inspecting by statuette. Chairman Clow asked if there is a direct cost because of another town coming into our town for ambulance. Chief Richards said they lose the revenue. Chief Richards said the full time positions would be trained in ambulance as well as firefighter. The warrant article will be request salaries for 9 months. Chief Richards said he hopes the positions hired will have already gone through the academy; if not they have to pay for it. Selectman Kurk asked how many ambulance calls and fire calls per year. Chief Richards said they are unable to get out on 50% of their calls during their day. Selectman Clark asked if someone calls 911 and someone is on call, does 911 already know in advance who can respond. Chief Richards said there is a 6 minute call time, 6 minutes has to go by and if no one can respond they call another responder. Selectman Clark said she would never have known that.

Selectman Fiala asked about the explorers. Chief Richards said he does use them; they have their own insurance.

**11. FINANCE DEPARTMENT** – Ms. Pelletier commented on her unique position in the wage line, because of a position change. Health insurance was budgeted for an estimated 15% increase and the actual increase was 8.5%. There is a user group for the software company she would like to attend twice a year. Town and Country keeps her up to date on the different accounting requirements. NHGFOA dues \$25. Software support, still waiting for an exact number for the increase; this is a contract. Ms. Pelletier said she discussed with Mr. Ventresco adding modules, she has quotes and would like to add it into the budget if there is no way to get it with funds from this year. She will settle for one if she has too, cash tracker (easy way of reconciling checks and directly mirrors Treasurer) \$2,550 with \$300 support every year. Asset Tracker \$3,150 with \$400 support every year. Selectman Kurk asked Mr. Ventresco if these programs could come out of the computer system fund. Ms. Pelletier said the Computer System Fund is for new and used equipment. Chairman Clow said there is \$35,000 in the account. Ms. Pelletier feels the software they have now is so much better than software they have had in the past and these modules would be greatly beneficial. Selectman Fiala asked how long it would take to get online with these new modules. Ms. Pelletier said she could place the phone call tomorrow and have them

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within a month; she would like to start the new year off with these modules. Selectman Fiala said there is money in the PARC because they did not have a Director. Selectman Kurk would like to explore if these funds could come out of the computer system fund. Chairman Clow said they committed \$24,000 out of the General Fund Balance to offset the tax rate and said the \$39,000 still exists in the bottom line as a cushion because they have still had it in the Operating Budget. Selectman Clark said they have to be careful for unanticipated legal fees. Chairman Clow does not want to see them utilize these funds. Selectman Kurk commented that if the software could not be purchased through CRF or out of the 2007 budget then it should be put in its own separate line in the budget. Ms. Pelletier said she would request it as a one time expenditure. Selectman Kurk said Ms. Pelletier needs to put another \$700 into her budget for her software maintenance contract if this purchase is made.

Ms. Pelletier said there are 3 auditors here from Vachon Claukay and they should be here until Thursday. Chairman Clow commented on them being done on Thursday and asked if there was anything that could hold them up. Ms. Pelletier said no because she has all the fixed assets ready for them. Chairman Clow asked if the audit could actually go into the town report. Ms. Pelletier said they are extracting all their needed information and then go back to their office and compile their reports, waiting for verifications from attorneys. Selectman Kurk said Ms. Pelletier could let the auditors know they would really like the audit be included in the Town Report. Selectman Clark asked Ms. Pelletier to introduce the auditors to the employees in the building.

**12. SOLAR ENERGY WARRANT ARTICLE** – Chairman Clow said in speaking with the individual regarding installing a solar energy system this is something he would support. Selectman Fiala said it is not really an issue as to whether he supports the issue or not it is that as a Board member he is unsure if they should be the ones to put it on the warrant. Selectman Fiala said he leans towards the Board not putting it on the ballot. There was an article that came before the Board last year regarding the global warming and they choose not to put it on the ballot. Selectman Fiala feels this is someone's personal issue. Chairman Clow said there are RSAs that allow this and a lot of other communities are giving tax credits for the system. Chairman Clow said if they do this then they should look at wind energy as well. Selectman Fiala said just because other towns do this it does not mean it came from the Selectman. Selectman Fiala said it does affect the town tax rate directly. Chairman Clow said they should inform Mr. Kruss to gather signatures for a petitioned warrant article. The Board is unsure if they can support a petitioned article. Selectman Kurk said she would not support the Selectman supporting this article. Selectman Kurk said the house would be worth more when sold and there are other things that can be done to cut down on energy costs for a home, she feels if Mr. Kruss would like to do this he should put it on as a petitioned article. Selectman Clark said she does not feel it is the Board's place to place this on a warrant article. Selectman Fiala said as a general rule he would need a really good reason to support an article from a single resident. Selectman Kurk said Chairman Clow is right that it will not have a noticeable difference in the tax rate. Chairman Clow said obviously there is not going to be support from the Board. Selectman Fiala said he would support it personally but not through the Selectman.

**13. TOWN HALL SIGN POLICY** – Chairman Clow said the sign can only be used by town officials and individuals who are renting the Town Hall and is not for any commercial use. Selectman Fiala said they need to limit the use by any for profit use. Selectman Fiala mentioned Country 3 Corners and the 8<sup>th</sup> grade class at WMS will be having a wreath making class on Friday, with all the proceeds to go to the 8<sup>th</sup> grade class they wanted the sign but were unable to get the sign. Selectman Fiala asked if they would have been allowed to use the sign if it was available. Selectman Kurk said the sign could read wreath making class with proceeds to benefit the 8<sup>th</sup> grade class. Selectman Clark read that the Town Hall sign is for town committees and not for profit users. Selectman Fiala said the use of the sign to promote a for-profit organization is not permitted and will be stated in the rules and regulations of the Town Hall. The sign may only be used by town committees, local not for profit or individuals and organizations who are renting the Town Hall. Selectman Fiala said he wants the Board to have control of the content of the sign but not necessarily of the usage. Chairman Clow said

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priority is given to individuals or committees using the Town Hall. Mr. Ventresco said he was under the assumption that only governmental entities and not for profit organizations can use the Town Hall.

**14. ADMINISTRATIVE REPORT** – The Board brought up a chart of Town Committees: CIP Subcommittee, Planning Board, Zoning Board, Conservation Committee and Finance Committee. It was discussed when possible the Cable Committee, Economic Development, PARC, Weare Center Advisory should meet in the conference room and be televised. It is not necessary or practical for the Open Space Committee to utilize the conference room because all of their materials are located upstairs. The Benefit Review Committee meets in the basement. The Building Committee walks around so cannot necessarily meet in the Conference Room. CERT and Citizens Corp meet at the Safety Complex. There is the Agricultural Committee and Pedestrian and Bicycle Path Committee. The Library Trustees meets at the library. The Trustees of the Trust Funds and Cemetery Trustees are not in our jurisdiction.

Selectman Clark commented on a lot of money being spent on cable and wonders why they cannot have cameras at these meeting locations. Selectman Fiala said the suggestion was that all meetings be televised and agrees with the chart of hierarchy. He feels that whenever possible these committees should meet in this room and be televised and knows there is a lot of reluctance with being on camera. Selectman Clark said if the room is available then whoever is meeting should meet in this room and be televised with every effort being made, especially these committees that deal with ordinances and finances. Selectman Kurk said some of these committees are subcommittees of these committees. Chairman Clow commented on the Agricultural Committee and Center Advisory Committee being subcommittees of the Planning Board. Selectman Clark said most of these subcommittees are made of so many members of other committees and feels a lot of these decisions are made before getting to the table.

Selectman Fiala said if they are going to establish a policy, then they have a hierarchy and the meeting needs to be televised. Selectman Kurk mentioned the Ethics Committee, with the issues they deal with, should it be televised. Chairman Clow said anything that is decided in these committees is recorded in their minutes. Chairman Clow said there is a lack of volunteers. Selectman Fiala said some members won't always say things or sit very quietly at a meeting that is being televised. Selectman Kurk said there are people who are not comfortable with being on camera. Selectman Fiala said if they set up the hierarchy and the policy then there needs to be a consequence for not following the policy. Selectman Kurk said what about Open Space and all their stuff being upstairs. Selectman Clark said the effort needs to be made according to the warrant article. Chairman Clow commented on Selectman Clark saying there are too many committees and said some of these committees were created by warrant articles or came out of the profile meeting. Selectman Clark said she never said that what these committees are doing was not important just that the town has a lot of committees.

Selectman Fiala said he agrees that these committees should be televised, but also feels there are people on the committees who will not want the meetings televised. Selectman Kurk asked how many people attend the Center Advisory Committee meeting. Chairman Clow said usually 6-10. Selectman Fiala said they should write a letter and ask all Committee Chairs to utilize the Conference room to televise their meetings whenever possible and refer to the warrant article.

Selectman Fiala said the Building Committee meet and went through building by building.

Selectman Fiala mentioned PARC closing the gate to Bolton Memorial Field because someone keeps driving on the fields. Selectman Kurk asked about the building out of Bolton Field and what will happen if they still have this problem. Selectman Fiala said they discussed moving the gate closer to the fields and playground. Selectman Clark asked if there are any provisions in the budget in case of damage and repairs are needed.

Selectman Clark mentioned there was a letter to the Selectman from the DARE officer training thanking Chief Begin.

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Selectman Fiala said the Building Committee investigated possible asbestos in the horse shed. They need approval from the Board to expend funds to have a sample tested. It was discussed it will cost \$300 to have the sample tested and be given a full report and how to mediate the asbestos issue. Selectman Kurk wonders why anyone would put asbestos there. Mr. Ventresco said in order to remove asbestos you have to be certified. It was discussed it is not attached to the building but something that is stored there. Chairman Clow mentioned the building that was recently demolished to build the car wash and wonders if it did contain asbestos. It was discussed Mr. Meany told him there was such a minimal amount the state allowed them to remove it.

Chairman Clow asked the Board to submit ideas they would like to see if the Selectman's report of the Town Report to him.

**Chairman Clow moved, Selectman Kurk seconded to enter into non public session at 10:05 p.m. under RSA 91A:3II (a&c). A roll call vote was taken, Selectman Clark – yes; Selectman Kurk – yes; Selectman Fiala – yes; Chairman Clow – yes. Passed 4-0-0.**

A discussion ensued finalizing the annual evaluation of the Town Administrator.

**Selectman Clow moved, Selectman Kurk seconded to come out of non-public session at 10:55 p.m. A roll call vote was taken. Selectman Clark – yes; Selectman Kurk – yes; Selectman Fiala – yes; Chairman Clow – yes.**

### 15. ADJOURNMENT

A True Record.

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Cherry Palmisano, Recording Secretary