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**WEARE BOARD OF SELECTMEN
MEETING MINUTES 12/3/07**

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

TOWN ADMINISTRATOR: Fred Ventresco

RECORDING SECRETARY: Cherry Palmisano

GUESTS: Chief Richards, Bill Tiffany, Tina Pelletier, Will Ottery, Steve Najjar, Mike Atkinson, Dick Butt, Chuck Metcalf, Val King, Holly Varlout

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

1. DEPARTMENT HEADS – Ms. Tina Pelletier gave the Board new printouts for the 2007 budget to show where the totals are now and revenues for November. Ms. Pelletier needs a signature for a voucher to move monies from Citizens to Fire and Rescue Vehicle fund \$62,935.82 which brings things current to November 23.

Mr. Steven Najjar, Open Space Committee Chairman, informed the Board he was here to give them a preliminary brief on a Conservation Easement between 2 landowners. Mr. Najjar said there is a scope and agreement on the property involving the Hawkes and Wilson's. Both properties are in the Conservation Overlay and extend into Melvin Valley. These properties are on the Southern NH Regional Priorities map and are key properties. The Hawkes property is 75 acres, the Wilson property is 75 acres and there is 30 acres shown as Hawkes option. Mr. Najjar said this would create 500 protected acres and from a financial perspective will prevent 28 houses from being built. Mr. Najjar said 80% of the land is usable. The piece that is shown as Hakes option may be partially in residential. Other important points this is the oldest archeological site in Weare, state threatened species identified on the parcel; eastern hog nosed snake as well as several other specifiers. This large area will allow a lot more species to thrive.

Mr. Najjar said the funding amount is non public and they are looking for outside sources as well as using money from Conservation. The warrant article will call for approximately \$200,000. Mr. Najjar said after their meeting on the 17th they will have an exact plan. Selectman Kurk asked what other Conservation land is near there. Mr. Najjar said Melvin Valley is the largest piece but is not Conservation, the nearest would be Dustin Meadow which is under 100 acres.

Chief Richards discussed the ambulance funding line in his budget. Mr. Fred Ventresco did some research and concluded Chief Richards should budget only for the ambulance services payment. Mr. Ventresco spoke with Bob Anderson and he said they could net the money out and pay the ambulance service. Ms. Pelletier said it has not been netted out, if it is revenue it was posted as revenue and they used vouchers to draw money out. Mr. Ventresco said they need to pay the services bill out for the ambulance service before putting the money into the Special Revenue Fund; therefore they do not need to budget for it. Mr. Ventresco said Bob Anderson feels that the revenue or bill does not interact with the Special Revenue Fund at all when paying the bill. Ms. Pelletier said the money comes in and goes into the General Fund. Selectman Kurk asked Ms. Pelletier do they receive the revenue at the same time they get the bill for the service. Ms. Pelletier said no, it would be done on a quarterly basis, and she shows what they received from ambulance services and also has the bill from the ambulance and she would net it out. Ms. Pelletier said it would all take place in the Special Revenue Fund and

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the amount due from the General Fund would be the net of the 2 combined. Mr. Ventresco discussed taking money out of the Special Revenue Fund and said Bob Anderson told him that you don't even touch the special Revenue Fund until the other transactions are complete. Chairman Clow asked where the paper trail and where were transactions being found. Ms. Pelletier said in a special area, with the detail found in fund 209 which represents Fire and Rescue. Mr. Ventresco said there is a general law in NH that says you have to gross spend. It was discussed they will ask Bob Anderson to put this in writing. Selectman Kurk said looking at Article #26 in 2002 it amends Article #49 from 1999. Selectman Kurk said indeed since 2002 this has been what they have been doing. Ms. Pelletier said it has been netted out because transfers of money were only getting done once a year. Mr. Ventresco said they should be crediting the Special Revenue Fund monthly or quarterly.

Ms. Snyder said she spoke with Bob Anderson and she received the same information from him; she questioned it because of the gross revenue. In past they had Comstar and billings were done and expenditures were taken off before going into the Special Revenue Fund. She does not know if the revenue had been plugged in on the other line to offset. Ms. Pelletier said there have always been revenues recorded in the budget under the revenue. Ms. Snyder said she contacted Barbara Reed from LGC but has not received an answer yet. Chairman Clow said it would make sense for there to be a billing trail. Ms. Snyder said the only problem is for 06 and part of 07 it has actually come out of the Special Revenue Fund with the gross amount going into the fund and then coming out of the Special Revenue Fund. Ms. Snyder was trying to clarify with Bob Anderson if the fund is valid. Ms. Snyder said the fund is set up for vehicle replacement and the lease payment comes out of there. As far as the billing of this service, she said it is kind of vague. Selectman Kurk said it really does need to be taken out before it goes into that fund. Chairman Clow said what this all boils down to is the money needs to come out before going into the Special Revenue Fund and there needs to be a paper trail. Ms. Snyder says it should be in the budget. Mr. Ventresco said it will be funded with revenue. Mr. Ventresco said he was under the assumption it needed to be raised and you can set up articles with the source being revenue not raised through taxation. Chairman Clow said it should be a simple way just to leave it in the budget.

Chief Richards asked if he can carry the amount over. Chief Richards will make an adjustment once he gets the November and December bill. Selectman Kurk asked Ms. Pelletier what happens if they estimate \$8,500 and the revenue that comes back is \$7,500 does that leave the Fire Department \$1,000 to spend. Ms. Pelletier said a budget entry would be made to change the line. Ms. Pelletier said you have to report all revenues to DRA. It was discussed moving funds into the Capital Reserve would need a warrant article. Chief Richards said typically when purchasing a vehicle the price increases are in March for that calendar year, he would like to move some monies to purchase the truck before the truck prices increase. This would save the town approximately \$12,000. Chairman Clow said you are taking a chunk of money and asking to move it to another fund. Chief Richards said he gave CIP the amount of revenue he needs for 2008. Ms. Snyder said in order to put monies in the Special Revenue Fund the town has to have a CIP.

Mr. Butt said if the money is in the Special Revenue Fund and mid year they have a crisis with a piece of equipment breaking down then the Fire Department cannot access that money. Mr. Butt said it would be a good idea to move this money on an annual basis, with the minimal amount needed to cover the \$24,000 lease payment per year on the ambulance and the minimum needed to keep the account active. Mr. Butt said the CIP Subcommittee was unaware of the amount of money in that Special Revenue Fund; this is important that the CIP Subcommittee knows how much money is available. Mr. Butt said every year they might need to have an article with a specified amount into the Capital Reserve Fund.

Selectman Kurk said this has been discussed at CIP and wants to make sure information goes back to them. Mr. Bill Tiffany asked Ms. Pelletier to get the numbers to Sharon DeStefano quarterly.

Mr. Ventresco mentioned encumbering the funds Chief Richards is requesting. Chairman Clow said to clarify to encumber something you have to have a purchase order and the item ordered by December 31, 2007.

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2. MANIFESTS

Chairman Clow moved, Vice Chairman Osborne seconded, to authorize the Board of Selectmen to sign Manifest and order the Deputy Treasurer to sign checks dated December 6, 2007. Passed 3-0-0.

Accounts payable	\$361,831.13	(Weare District \$350,000.00)
Gross Payrolls	<u>\$44,747.69</u>	(includes Credit Union, Taxes)
Total	\$406,578.82	

3. ECONOMIC DEVELOPMENT – Mr. Jim Thompson said budget this past year was \$1,000 they will be spending \$500 to put in a new sign on Rt. 77 coming from New Boston because there is no welcome to Weare sign. They repaired the sign coming in from Concord on Rt. 77; he has requested disbursement to purchase the sign. Chairman Clow commented on the sign being on a state road. Mr. Thompson said Carl Knapp would know where to appropriately place the sign. Selectman Kurk said if the sign cannot make it into the ground it needs to be stored in a safe place; the bill will already be paid. Mr. Thompson said for next year he is going to request they put more money into the budget or they will come back to the Selectman when they need money.

Mr. Thompson informed the Board Weare is not part of an Economic Development Association to assist with grants and loans for the business community; it does not cost anything to join. The Committee will be speaking with the Association at their next Economic Development Committee meeting. This is a goal of theirs to be part of an Economic Development Association. Mr. Thompson said it would be better to give the Economic Development Committee \$2,000; this would help to somehow increase their commercial tax base in town. This would increase their budget to \$2,500. Chairman Clow asked what it would take to join the Capital Regional Development. Mr. Thompson will discuss with them what they need for the town; there may not be any cost but will be a tremendous research for them. Selectman Kurk said she is reluctant to put \$2,500 in a miscellaneous line. Mr. Thompson said if they see a project that needs funds to support it they could come back to the Selectman. Selectman Kurk said they should review this again in 2008. Vice Chairman Osborne asked if there was a budget line other than miscellaneous because she would like to see the money in their budget. Mr. Thompson said it might give them some flexibility to have this money available. Mr. Thompson said they would have more information available to them after their next meeting. Chairman Clow asked what other towns belong to this Association. Mr. Thompson said there are only 4 towns in the state that do not belong to an Economic Development Association; Goffstown, New Boston, Bedford and Weare. Selectman Kurk said the Capital Region is in Concord.

Chairman Clow commented on there being a lot of hard work put into the sign ordinance presented the other night at the Planning Board. Mr. Thompson said they talked about the Chamber of Commerce working on a Welcome to Weare sign coming into town from Goffstown. Mr. Thompson said they could even have maps and brochures available at this sign as well. Mr. Thompson said the Chamber of Commerce is willing to support this but it needs to come from both sides. Chairman Clow asked if there would be a road side pull off to get to the sign. Mr. Thompson said it depends on what the state and the town could provide. Mr. Thompson said they don't need an answer tonight he just wants to know that they have the Board's support. Selectman Kurk commented on previously discussing a kiosk. Mr. Thompson said a place undercover where maps and brochures could be available would be great. Selectman Kurk said they discussed a sign with removable letters. Selectman Kurk said this is something that cannot fall upon the Board of Selectman. Mr. Thompson said the idea of them defining signs better in town with the new ordinance and if they had an attractive way to mark the businesses in town and would help them quite a bit. Chairman Clow said an attractive small sign would be beneficial for all businesses. Selectman Kurk said they would need to get the states approval as well before going forward. The businesses would purchase their own signs. Chairman Clow discussed Mr. Thompson to put \$1,000 for Economic Development Corporation \$1,000 for miscellaneous and \$500 for signs.

4. CABLE COMMITTEE – Mr. Will Ottery Cable Committee informed the Board that the pulsating and flickering isn't as bad since it has been adjusted. It was discussed this was the fault of Integris. Mr. Ottery said

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he submitted his budget quite early at the first request. Mr. Ottery said they lowered the request equipment cost to \$2,500 from the original submission and the miscellaneous to \$1,250 to get someone to manage the cable station part-time. It was discussed the Police will be having an event they would like to be televised. Mr. Ottery said volunteers are hard to come by and they need someone to get the volunteers for them. Mr. Ottery said they want to expand and they hope to be able to rebroadcast a show by the 16th. Mr. Ottery said they have added the music on the bulletin board. They only have one person who updates the bulletin board. Mr. Ottery said they have requests from Churches to broadcast a service.

Mr. Ottery said they no longer have to go in to turn a program on and off; it is now automatic. The programs are on disk. Chairman Clow asked if that amount of money will get them a year's worth of help. Mr. Ottery said they have not researched it yet. Ms. Pelletier asked Mr. Ottery about the \$1,200 to be used for miscellaneous and asked if there is another way to label it because if this is wages it has to be recognized. Selectman Kurk commented on there being a warrant article to hire new positions it has to go through a process. To hire for a new position it has to go before the town. They need to find someone to find volunteers and run the equipment; it would take 10 hours a week at the most. Chairman Clow said with that calculation that is \$2.00 per hour. Selectman Kurk asked Mr. Ottery if the Cable Committee had a November meeting. Mr. Ottery said he was out of town but the feeling was that they have to do something. Selectman Kurk said she works on the bulletin board about 45 minutes to an hour twice a week. Chairman Clow asked if there was a way to do a stipend. Ms. Pelletier said you could have a contract. Mr. Ventresco said this is an independent contractor. It was discussed to hire someone it would have to get voted on through the town.

Mr. Ventresco said the Cable Committee is having a hard time even getting a quorum at their meetings and there is more being demanded of cable. Selectman Kurk asked Chairman Clow if they wanted to consider a warrant article to hire someone. Chairman Clow said they have discussed improving communication with the public and cable is one of the most direct ways to communicate. Selectman Kurk said if they are going to go down the path to get someone to do this job then they need a job description. Selectman Kurk understands the need but all the work needed to get this done has not happened. Mr. Ottery said they were busy working on the equipment. Selectman Kurk said the whole committee needs to work on this and there is a timeline to be met and is unsure there is time to get this done for this year but can be done really well for October. Selectman Kurk said at this point she would not be in support of the proposed increases because she does not feel the funds would work the way they are intended. Selectman Kurk said they overspent on repairs and under spent on contracts and miscellaneous but are asking for more on repairs and more for contract services. Selectman Kurk said they spent nothing on supplies but are asking for the same amount. Mr. Ottery said they should be pretty well set for equipment, although they need test equipment which could come out of the Capital Reserve Fund. Selectman Kurk said she thought Paul Hague came in with a list. Mr. Ottery said the \$11,000 did include the test equipment, but they are not on the CIP program, they have the money but are short \$500; they just took \$6,000 out of that account with \$11,000 remaining. The new contract is specifically for equipment.

Chairman Clow asked if Comcast could make it payable to that fund. Mr. Ventresco said they should touch base with someone. Selectman Kurk said it needs to be in the contract. Chairman Clow said on the equipment line if there is another source for the money would it still stay in the operating budget. Selectman Kurk does not see a reason to increase these lines this year. Selectman Kurk discussed it needs to specify in the contract. Selectman Kurk said they get money from the franchise from people who have cable, this is a one time amount of money and it needs to be tightened up where that money resides and it needs to be clearly stated in the contract. Mr. Ventresco said he does not think Comcast cares where the money goes. Chairman Clow said it is upfront money given when you sign the contract; Comcast is giving this money specifically for equipment. Selectman Kurk said if it goes into the General Fund then it won't go to equipment. It was discussed the money should go in the Capital Reserve Fund.

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5. **PARC** – Mr. Chuck Metcalf informed the Board the wage line was left the same and reminded the Board they have not had a coordinator this year. The amount of money in the wage line also represents the exotic weed control; they did have cutbacks and had to reduce some of the hours for last year. It was mentioned that the exotic weed control line looks like nothing has been expended. Mr. Metcalf said it is actually expended from the wage line that's why there is overspending in wages. Ms. Pelletier said in the past it has been moved through a budget journal. Selectman Kurk said it looks like you overspent wages by \$1,000 but it is actually coming out of the exotic weed line. Mr. Metcalf said for the first year it was very easy to account because of the different hours of individuals performing the weed controls, now it is all getting coded to the wage line. Mr. Metcalf said as a Commission's standpoint they combine the 2 lines.

Mr. Metcalf said there is a \$200 increase in electricity due to the irrigation of Ineson Field. Contracted services are a large part of their budget and they are trying to bring it up to where they feel it needs to be. Mr. Metcalf said trash removal is expended from this line as well as portable toilets and the charge for services to start up and shut down the irrigation systems. Mr. Metcalf said because of the budget last year they had to have a carry in / carry out service for trash at certain locations. There is a separate line for rubbish removal. Mr. Metcalf said B&A does the smaller fields, but Norton services both Bolton and Chase Park. Selectman Kurk asked about trash at the tennis courts and gazebo. It was discussed there is no one hired to remove trash at these locations. Selectman Kurk asked about trash barrels at Bolton field. Mr. Metcalf said there is a dumpster. Selectman Kurk said she was contacted regarding the issue of no trash barrels at the playground at Bolton. Mr. Metcalf said as soon as they put a barrel there it will be used and you need to assign someone to empty the barrel. Mr. Metcalf said rubbish removal actual was \$5,400. Selectman Kurk asked why there is a separate line if it falls under contracted services. It was discussed as long as the bottom line of the budget stays the same lines within can be moved around with a journal notation.

Mr. Metcalf said the water safety line was dropped. Mr. Metcalf said they would like to combine the lines for Purington, Quaker and Bolton and rename to Ball Field Maintenance. Mr. Metcalf said there are more and more people utilizing these ball fields with multiple groups if they don't fertilize, lime and aerate them they will die out; they need more maintenance to keep them looking good. Mr. Metcalf said the \$5,000 will not cover the recommended maintenance of the fields; they pick and choose which fields get more attention. Ms. Pelletier will rename Purington to Ball Field maintenance, and will make journal notations to combine the other fields. Mr. Metcalf said if these lines are combined it really doesn't matter which field they give extra attention, the fertilizer is purchased together for all the fields. Chairman Clow said it is obvious PARC will not spend the same amount on each field. Ms. Pelletier said she is sure PARC must keep track of which fields receive what.

Mr. Metcalf said they reduced the Senior Citizens Activity line and the activity line showing zero. Mr. Metcalf said they do not have the coordinator position filled yet, but they are hopeful to have a coordinator next year to help with these activities. Selectman Kurk commented on the tennis courts being zero. Mr. Metcalf said he thinks this is combined with ball field, he will have to check. Selectman Kurk discussed an email from Tom regarding the gazebo. Mr. Metcalf said they were confused about who is responsible for the gazebo. Selectman Kurk said she is concerned with the gazebo being tilted and feels it should come under Building Maintenance to look into. Selectman Kurk feels the gazebo should be the town's responsibility but the grounds should be under PARC.

Selectman Kurk asked if this was similar to last year's budget. Mr. Metcalf reminded the Board the contracted services for lawn care was pulled out from their budget. PARC proposed \$47,000 last year and this year they are proposing \$42,000. They kept the activity line the same on the seniors last year. Mr. Metcalf said last year they increased the salaries to \$15,000 instead of \$13,500. Selectman Kurk asked what PARC is doing without this year that they felt was important last year. Mr. Metcalf said things went relatively well last year at Chase Park, although with the staffing they had this year, there was no time to work on any projects. Mr. Metcalf reminded the Board the reduction is also due to the lawn care contract being taken care in a separate budget.

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Mr. Metcalf said in 06 they brought in \$20,900 brought in just over \$19,000 in 07; lost revenue due to algae for 2 weeks. Selectman Kurk commented on this revenue covering the cost to operate Chase Park.

Mr. Metcalf discussed with the Board the GEO Insight contract to do the master plan at Bolton Field for \$12,000. Mr. Metcalf said they paid the contracted \$12,000 and a final bill came in for \$770.00 Mr. Metcalf asked GEO Insight why they got this bill; the responses was it was an extra cost for photocopying and such. Chairman Clow said so they are claiming they provided you with more information than is requested in the contract. Mr. Metcalf said the contract does not state a certain amount of copies one way or the other.

Mr. Metcalf said there was a request from the CIP Subcommittee from the Planning Board to see how much it would cost to have GEO Insight available during the Deliberative Session. It was discussed it would cost \$113.00 per hour to be present and for preparation time. Chairman Clow said the extra charge for \$770 would depend on when the extra material was asked for. Chairman Clow said if the 7 copies were asked for by PARC then the bill should be paid but if they offered the copies then it should not. Mr. Metcalf said GEO Insight asked them how many copies they would need. Selectman Kurk asked if PARC was informed that there would be an extra cost for the copies. Mr. Metcalf said no and will review the contract. Selectman Kurk said she must have missed the CIP meeting requesting GEO Insight be present. Mr. Metcalf said the CIP Subcommittee came to the PARC meeting. Chairman Clow said when CIP met with the Planning Board it was discussed to do everything but not do the paving, but then concerns of there having to be extra work done by waiting on the paving. Chairman Clow asked why they would need a person at the Deliberative Session to make the distinction. Mr. Metcalf said the dollar figures on the plan are dollar figures PARC did not come up with; GEO Insight designed the plan and came up with the cost. Chairman Clow said you won't know what the cost would really be until it goes out to bid. Chairman Clow said he feels they are in an awkward position with not knowing all the information. It was discussed Mr. Butt came before PARC representing the CIP Subcommittee. Chairman Clow said it could cost approximately \$500 to have someone available during the Deliberative Session.

Ms. Valory King said the only benefit she sees to having someone available is it will to give creditability to have them present. Chairman Clow asked where the money would come from. Vice Chairman Osborne asked what they were going to do about the bill for \$770. Mr. Metcalf said in looking at the proposal it was silent as to the number of copies to be provided at the end. Vice Chairman Osborne asked if there is a fee that could be assessed if the bill isn't paid within so many days. Mr. Metcalf needs to know how to handle this. It was discussed Mr. Ventresco can review the contract and contact GEO Insight. Mr. Metcalf said they never requested a specific number of copies for the draft; GEO Insight came with 7 copies of the draft. Chairman Clow said they have the CIP Subcommittee coming before the Selectman on December 17th and the Board will discuss this with them.

Mr. Metcalf said they did have field damage down at Bolton Field. If this master plan goes through there are provisions in place to gate off the lower fields. This will allow people to park in the upper parking lot but block any vehicles from going down to the lower field and access to the playground as well.

Mr. Metcalf mentioned the skateboard park getting overrun with trash. Selectman Kurk said she received an email regarding the trash as well as behavior. Chairman Clow said there was a plan to keep that equipment there until it was no longer functional. Mr. Metcalf said that plan could have changed. Chairman Clow said it is a dilemma that does not have a solution. If the new skateboard park is at the school, the school provided the location but does not want to be in charge of the skateboard park.

Mr. Butt said the CIP Subcommittee meet with PARC to review changes. The CIP Subcommittee had changes with the money appropriated for the phasing of Bolton Field. \$1.2 million and go with the bond 3-5 year plan. Mr. Butt said he was the only representative there, and they all agreed to go with \$1.2 million. Mr. Butt commented on the issue of having GEO Insight present at the Deliberative Session. Mr. Butt said the CIP Subcommittee had a discussion with PARC discussing the need to sell this plan by getting information out to the voters and there was a discussion about getting someone from GEO Insight at the Deliberative Session to

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discuss this. Mr. Metcalf said it was a general discussion on how they should sell it but not a recommendation from the CIP Subcommittee. Selectman Kurk said what she heard was that it came from the CIP Subcommittee. Chairman Clow said they are still left with the same discussion on whether to have someone available during the Deliberative Session. Mr. Butt said there is a PowerPoint presentation available that GEO Insight could provide to PARC to be used at the Deliberative Session without the need to have GEO Insight available.

6. CABLE FRANCHISES AGREEMENT DISCUSSION – Chairman Clow discussed he has already gone through the agreement with Selectman Kurk. Chairman Clow said they have a question regarding eliminating the emergency override and question whether this is done in other cable franchise contracts. Mr. Ventresco said they don't have much time to approve the contract; he knows there is a cost but thinks they should contact their attorney. Chairman Clow said he did not want to expend legal fees without the Board's approval. Mr. Ventresco said since they are going to wait until Monday he should certainly have replies from other Town Administrator's by then. Chairman Clow said they also question the crossing out of a section that had statements regarding residential wiring. They want to make sure the renumbering of the channels is included in the basic package. Chairman Clow said 7.5 crossed out all franchise vehicles being marked; which seems like a safety issue. Selectman Kurk asked Mr. Ottery if the group he is involved with in Bedford would be able to answer the question on the emergency override. Chairman Clow said they do not have a legal issue. Mr. Ventresco said it is to find out if this is important. Mr. Ventresco is worried about time. Selectman Kurk said they should be able to get a simple answer as to whether this exists in other towns or does not exist in other towns. It was discussed the cable people will be here on Monday morning and the other items should have simple answers. Marking the vehicles is an issue. The 9:30 am meeting on Monday will be posted because there will be 3 Board members present.

7. CORRESPONDENCE – Mr. Ventresco asked when they are going to discuss warrant articles.

Mr. Ventresco updated the Board on the asbestos issue, he has contacted a couple of places, and he already contacted someone who will come over to look at the questioned material for \$300. Someone else will come over and determine whether it needs to be tested and follow through. Mr. Ventresco said he contacted the state and asked the state if they could remove it themselves. DES told them no they could not because it was not solid pieces and because it is fractured they cannot remove it themselves. Selectman Kurk asked about the Building Committee going over. Mr. Ventresco described to DES what it looked like. Mr. Ventresco said if it was solid pieces it would be different. Mr. Ventresco passed a sample of the material taken by Malcolm Wright. Selectman Kurk asked if they could just bring the sample that they have to someone for testing. Mr. Ventresco hopes to have more information soon.

Mr. Ventresco mentioned the job description for the Finance Administrator. This will be put on a future agenda. Chairman Clow is concerned with the budget process being so strung out. Chairman Clow commented needing to make it clear that the budget deadline is the deadline. Chairman Clow said the process needs to be more consolidated. Mr. Ventresco said they will have all the printouts with changes to see the bottom line soon. Chairman Clow said when they discuss budgets with departments next year the backup information should be separate from the budget.

Vice Chairman Osborne said she would like to see the final numbers next week.

Selectman Kurk asked if the Finance Committee was a functioning committee. It was discussed Laura Buono needs to be contacted.

Vice Chairman Osborne mentioned the encumbrance for the Fire Department. Chairman Clow said they asked Chief Richards to put this off because it was not really part of his budget. Vice Chairman Osborne feels this is too much money for a trailer. Selectman Kurk said they are so close to their spending line that they do not have the money leftover. Chairman Clow commented on the most they will have left is 2-3% and feels maybe lower than that. Vice Chairman Osborne said she wants Chief Richards to hold off. Selectman Kurk said it is possible

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Chief Richards could have left tonight's meeting thinking if he has the money leftover in his budget then he could purchase it.

Mr. Ventresco asked the Board if they had a chance to review the Finance Committee Ordinance. Selectman Kurk said it does not address what they are questioning and is not clear who put things into different warrant articles. Selectman Kurk said Ms. Buono is aware she has to move forward with any action.

Mr. Ventresco discussed the server and said he spoke with Mr. Brian Grattan but Mr. Grattan did not feel comfortable making a recommendation. Mr. Ventresco said they still need a server and is being told the response time is getting slower and slower. Mr. Ventresco said in looking at the bids there is a very large spread and feels the lowest bid did provide everything in the bid. Selectman Kurk asked what the SAU in Henniker uses for a server. Chairman Clow said they cannot accept the high bid, but it was discussed if the low bid is adequate. It was discussed neither of the bids discussed future needs. Mr. Ventresco said the high bid is probably more than what they need. Mr. Ventresco commented that both bids include state of the art servers. Chairman Clow said in looking at the 3 largest users of the server the Tax Office, Finance and Assessing – they still require use of what is on the server. Chairman Clow asked if there is a program used for Finance is it on the server (with limiting access codes) or is it just loaded on Ms. Pelletier's computer. Mr. Ventresco said it is located on the server but is only accessible by Ms. Pelletier. This is true in some other departments as well. Chairman Clow asked about the low bid coming with a warranty. Mr. Ventresco said the bidder's did sign the bid and should understand that there is a 3 year warranty documented and includes training as well. Mr. Ventresco said the low bid satisfies everything they asked for; the higher bid specifies all brand name equipment and labor costs were very high. Mr. Ventresco asked the Board if they would like to pay someone to review the bids. Chairman Clow said they will review this at the next meeting when more Board members are present. Mr. Ventresco said the bidders had to sign the bid specs to state they understand everything.

There is an issue of a table in the food pantry, apparently Donna Meuse stated she wants to keep the furnishings in the food pantry the way there are. Mr. Ventresco discussed the maintenance agreement between Malcolm Wright gave him the jurisdiction to judge the best usage of furnishings and such. Chairman Clow said the issue is the process that did not take place, which should have been to go to an individual and work things out in advance not just go and remove items. The Board discussed they do not want to prolong this discussion. Selectman Kurk said she understands the table was given to the food pantry by the Police Department and has been told by food pantry volunteers that the table suits their needs because of its size. Selectman Kurk finds it disconcerting that something be removed from one place to another without discussion. It was discussed Malcolm Wright re-varnished the table to make it presentable for use by the auditors. Selectman Kurk feels the Health and Welfare Department was upset because the issue was not mentioned again before the removal of the table. The Board discussed putting the legs back on the table and putting the table back in its original location. Mr. Ventresco commented on the table not belonging to the Food Pantry it is owned by the town.

8. CLINTON GROVE SUBDIVISION DISCUSSION – Chairman Clow said the reason this was brought to the Board's attention is because the Town of Weare is an abutter; owner's of the cemetery. Chairman Clow said the issue is the building of a house on a lot adjacent to the cemetery. This is scheduled to be discussed at a regular meeting of the Planning Board on December 27th. Selectman Kurk asked if the Cemetery Trustees should be informed as well.

9. DISCUSSION OF MEMORIAM DEDICATION FOR TOWN REPORT – The Board discussed checking with Evelyn Connor to see if there is anyone of public interest in which to dedicate the Town Report. Selectman Kurk said there have been acknowledgements of people who are still with us. Selectman Kurk mentioned the Fire Department employees for 50 years Ray Eaton and Leon Taylor.

Vice Chairman Osborne asked Mr. Ventresco if anything was done about the attorney for the Deliberative Session. Mr. Ventresco said they are all set for the Deliberative Session and the attorney will be present.

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Selectman Kurk mentioned Mr. Ventresco checking on the Centrex contract. It was discussed it was an 11 year contract.

Selectman Kurk said they really need to make progress with the warrant articles and bonds need to be posted by the 8th of January for PARC/Bolton Field and Highway Department Building.

Chairman Clow would like a list compiled from the Police and Fire Departments for warrant articles.

Selectman Kurk informed the Board the CIP Subcommittee will be coming before them on December 17th.

It was discussed most articles they have compiled will be warrant articles but some are still under discussion. Mr. Ventresco commented on warrant articles being reviewed by the Town Attorney and DRA. Selectman Kurk said they always have.

The Board discussed meeting on Saturdays for work sessions to deal with the budget and warrant articles. They discussed the need to have everything to the printer as soon after the Deliberative Session as possible. The Board discussed meeting on Saturday, December 8 to review the budget at 8:00 a.m. and Saturday, December 15th at 8:00 a.m.

Chairman Clow moved, Selectperson Kurk seconded to enter into non public session at 10:32 p.m. under RSA 91A:3 III (a & c). A roll call vote was taken, Vice Chairman Osborne - yes, Selectman Kurk – yes, Chairman Clow – yes. Passed 3-0-0.

Selectman Clow moved, Vice Chairman Osborne seconded to come out of non-public session at 10:50 p.m. Selectman Osborne seconded the motion. A roll call vote was taken, Vice Chairman Osborne - yes, Selectman Kurk – yes, Chairman Clow – yes. Passed 3-0-0.

Selectperson Osborne moved, Chairman Clow seconded to seal and restrict the minutes. A roll call vote was taken, Vice Chairman Osborne - yes, Selectman Kurk – yes, Chairman Clow – yes. Passed 3-0-0.

Chairman Clow moved, Vice Chairman Osborne seconded to enter into non public session at 10:52 p.m. under RSA 91A:3 III (a & c). A roll call vote was taken, Vice Chairman Osborne - yes, Selectman Kurk – yes, Chairman Clow – yes. Passed 3-0-0.

Chairman Clow explained the process used in writing the Town Administrator's evaluation. He gave Mr. Ventresco the written evaluation. Mr. Ventresco will have a chance to review the evaluation and discuss it with the Board at the next meeting when all Selectmen will be in attendance.

Selectman Clow moved, Vice Chairman Osborne seconded to come out of non-public session at 10:58 p.m. Selectman Osborne seconded the motion. A roll call vote was taken, Vice Chairman Osborne - yes, Selectman Kurk – yes, Chairman Clow – yes. Passed 3-0-0.

10. ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary