

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES 12/10/07**

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

TOWN ADMINISTRATOR: Fred Ventresco

RECORDING SECRETARY: Cherry Palmisano

GUESTS: Frank Campana, Dick Butt, Carl Knapp

Chairman Clow moved, Selectman Kurk seconded to enter into non public session at 5:35 p.m. under RSA 91-A:3 II (a & c). A roll call vote was taken, Selectmen Clark – yes, Vice Chairman Osborne – yes, Selectman Kurk – yes, Selectman Fiala – yes, Chairman Clow – yes. Passed 5-0-0.

Chairman Clow moved, Selectman Kurk seconded to come out of non public session at 6:35 p.m. A roll call vote was taken, Selectmen Clark – yes, Vice Chairman Osborne – yes, Selectman Kurk – yes, Selectman Fiala – yes, Chairman Clow – yes. Passed 5-0-0.

The minutes of the non public session were sealed and restricted.

6:40 p.m. Chairman Clow called the meeting to order.

1. PUBLIC COMMENT – Mr. Frank Campana spoke with the Board regarding the housing market and the reassessment of the town. Mr. Campana commented on the housing market being down and stated assessments were based on the prior 6 months when the housing market was not in a slump. Mr. Campana asked now that we are not in a good market who is keeping track of the assessment on homes. The Board said the Assessing Department. Mr. Campana asked if Avitar ever comes in to inform the Board that an assessment will no longer sell for the assessed value. Mr. Campana says the assessments on houses are over inflated and wonders if we are getting an over inflated tax bill. Selectman Fiala said last year tax bills were higher. Mr. Campana said if he can't sell his house at the assessed value or sell it at all than he is over assessed. Mr. Campana is wondering with all doom of the housing market does Avitar, with their \$80,000 contract, take it upon themselves as the towns employee to give the town an update on assessments. Mr. Campana said when the last assessments were done when the housing market was very high. Selectman Clark said New England is actually doing better than the rest of nation. Selectman Clark said the Federal Government could step in and give a federal tax relief but the assessors can not come back in to readjust. Selectman Clark said you need to have comparable homes selling and this cannot be kept up to date for every moment. Mr. Campana said he is asking if this fair and at worth assessments at this time (equitable market). Selectman Clark said at this time no and mentioned Federal Government standards. Mr. Campana said the Federal Government had no say with what Avitar assessed the town at. Chairman Clow said the whole town was assessed and are all based on the same market values. Chairman Clow said you may not be able to sell your home for the assessed value but that is what your taxes will be based on.

It was discussed the next assessment will take place in 2011. Mr. Campana asked if there will be an adjustment. The Board said no. Selectman Fiala suggested Mr. Campana contact Lorin Martin at Avitar. Mr. Campana wonders how Avitar is interacting with the town. Mr. Fred Ventresco said Mr. Campana could discuss this with

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Judy Rogers in the Assessing Department. Mr. Campana feels it would be prudent of the Board to ask Avitar for updates.

Mr. Dick Butt said if the town wide assessments went down then our tax bills would go up and feels the equity is the same across the board.

Mr. Butt has concern with comments made by Selectman Kurk announcing there would be no Finance Committee this year. Mr. Butt commented that prior Selectman Kurk said she would help the Town Moderator change the town ordinance and stating that the number of people on the Finance Committee has been declining in the past 15 years. Mr. Butt is concerned with that comment because after researching the number of members of the Finance Committee has found it to be a steady number and there has been no decline. Mr. Butt said the Board allowed the Finance Committee to meet legally last year right up to the Deliberative Session. Mr. Butt feels 9, 10 or 13 are a better numbers for members of the Finance Committee. Mr. Butt feels the Board should not recommend the ordinance be changed on the warrant.

Mr. Butt said since 2003 when the article was put on the warrant to televise meetings there have been 6 committees and/or subcommittees created and in place. He does not understand comments about having problems with volunteers when it comes to televising meetings. Mr. Butt feels the Board needs to go out of their way to make these committees be televised to help keep the town informed. Mr. Butt said he brought this up in August and is surprised it is still being discussed and not already taken care of. He checked the meeting schedules to see if there were any conflicts in meeting schedules and found very few. Mr. Butt commented on the Center Advisory Committee that meets here and is concerned that it is not televised. Mr. Butt said it is important to get a part time person to help with cable. Mr. Butt said Selectman Kurk voted not to have the Weare Center Advisory Meetings televised. Mr. Butt said these committees are spending our tax money and he wants to know what is going on. He wants every effort made by the Board to have these meetings televised.

Mr. Butt asked the Board when a committee comes in with a request and a proposed budget does the Board ever ask if there was a committee meeting to discuss the request and approve the request or do they just assume. Chairman Clow said they assume the discussions have taken place within the committees. Mr. Butt said according to the minutes of the Cable Committee the \$6,000 request was not discussed in the minutes, or a discussion of their operating budget. Selectman Kurk said she did ask the question of Mr. Ottery and Mr. Ottery said they had not discussed the budget and requests with the members of the committee. Vice Chairman Osborne said the last Cable Committee did not have a quorum. The Board does not recall if the Cable Committee was asked. Mr. Butt commented on the Ethics Committee and was unsure if their operating budget was discussed with the committee and decided on by the committee. Mr. Butt said it is a question of verification and accountability and feels the Selectman need to ask the question if the request was discussed at the committee level. Chairman Clow said no budgets have been finalized yet. Selectman Fiala mentioned Mr. Butt commenting on having more committees and said these committees are being filled by people who are other committees as well. Selectman Fiala does not want the public to think that they have plenty of volunteers, because that certainly is not the case. Mr. Butt said at least half of all volunteers are new to volunteering.

Ms. Snyder informed the Board she had a conversation with Barbara Reid from LGC, who then spoke with Barbara Robinson from DRA. They discussed there is no RSA relative to changing the purpose of a Special Revenue Fund. There is such an RSA for a Capital Reserve Fund, but no for SRF. Which would mean the warrant article in 2002 which tried to amend the original warrant article of 1999 was not valid. The money amount projected for the cost of the ambulance billing service, which is a contracted service, should appear in the Fire Department's Budget as an operating expense. It is then offset in the Town's budget with the expected revenue.

Ms. Snyder said since the intent and the way the town has handled it previously was understood that the cost of the service, which you wouldn't have the receipts from if the service wasn't provided, would come from the

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receipts and the remainder “surplus” would then be in a separate special revenue fund known as the Weare Fire Department Vehicle Replacement Fund.

Ms. Snyder said she believes that this had been the procedure followed previously and that the only monies placed in the fund were after deducting the cost of the service. She believes you can also find that the amount has always been budgeted as an operating expense in the Fire Department’s Budget and in the town’s budget shown as revenue but is unsure in what heading.

The WFDVRF was originally set up for the purpose of new vehicle replacement. The lease payment voted at 2004 Annual Town Meeting of \$24,947 is to be deducted over 7 years from this fund is a valid obligation. The movement of this money to the Capital Reserve Fund for WFD Vehicle Replacement is also valid, as long as it is approved by the voter of the Town of Weare at an annual meeting.

Ms. Snyder informed the Board they are going to be able to pay their county tax and no TAN was needed.

Mr. Carl Knapp wrote a letter to the Goffstown News, regarding recycling and methods used. The Board feels the letter communicates well to the community. Mr. Knapp said the recycling success is achieved from help from the community. Mr. Knapp commented that the open trailer has made paper recycling easier therefore it is generating more paper for recycling. Mr. Knapp asked for the Board’s approval to submit his letter to the newspaper. Selectman Kurk would like Mr. Knapp to keep the public informed monthly. Mr. Knapp said they are working with New Boston to try and get their loads in by the end of the year together.

2. SIGNING OF CONSERVATION EASEMENT BETWEEN THE TOWN OF WEARE AND THE PISCATAQUOG WATERSHED ASSOCIATION – Ms. Betsy Mcnaughten from NH Fish and Game informed the Board there was a small change made by the Attorney General to the Conservation Easement and she now needs the Board to sign the Conservation Easement again. Ms. Mcnaughten notarized the Conservation Easement.

3. MEETING MINUTES

Selectman Fiala moved, Selectman Kurk seconded to accept the minutes of November 26, 2007. Passed 4-0-1. Selectman Clark abstained.

Chairman Clow moved, Selectman Kurk seconded to accept the minutes of December 3, 2007 as amended. Passed 3-0-2 Selectman Clark and Selectman Fiala abstained.

4. BID OPENING FOR (1) 8’ FISHER MINUTE MOUNT II SNOWPLOW W/MOUNTING BRACKETS AND WIRING HARNESS

Mr. Ventresco said they received one bid and he reminded the Board there is a \$1,800 minimum. Chairman Clow said the bid for the plow for a 2003 Ford F-350 pickup for \$1,950 is from David L. Richards. Chairman Clow said it does meet the minimum requirement bid.

Selectman Kurk moved, Vice Chairman Osborne seconded to accept the bid from David Richards for \$1,950 for the plow for a 2003 Ford F-350. Passed 5-0-0.

5. CORRESPONDENCE – Mr. Ventresco said today the Trustees of the Trust Fund meet, there was a question regarding the software purchase requested from Ms. Pelletier and if the original purchase of the software can come out of the Computer System Fund. The Trustees of the Trust Fund said yes. Cash Tracker and Fixed Assets are the 2 requested software programs totaling \$5,700. The balance in that account at this time is \$33,297.05 and the server will come out of this fund as well. The bids for the server were very far apart one for \$7,000 and one for \$14,000. The CRF does not cover the service agreement. Mr. Ventresco said there will be a licensing fee every year to keep the software active. Chairman Clow said the requested amount will cover the first year and they will have to be budgeted for in 2009.

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Chairman Clow moved, Vice Chairman Osborne seconded to approve the request of up to \$5,700 from the Computer System Fund to ADS for 2 requested modules, Cash tracker and Fixed Assets, including maintenance and installation with licensing and contract fees to be included in the operating budget for 2009. Passed 5-0-0.

Selectman Kurk requested this information go to CIP Subcommittee.

Mr. Ventresco received references for Absolute Computer Options, which is the lowest bidder of the server. Mr. Ventresco said he received a good reference from a long term company who purchased 2 servers from Absolute. Mr. Ventresco said he knows there was a concern about the substantial differences in the bids. Selectman Kurk said looking at the other company it is a national company, out of Texas, Sirius Computer Solutions, with an office in Massachusetts with a \$14,728 bid. Selectman Kurk said when they did some comparing there was a big difference in the price of training, charging \$150 per hour for training and the other bidder included the training within their bid. \$7,500 from Absolute included everything in the bid spec and training as well. Selectman Kurk said they discussed the location of the vendor with the mailer as well and the benefits to utilizing someone local. Selectman Clark asked if Absolute has all the necessary insurances. Mr. Ventresco will verify and get the contract signed. Selectman Clark said because it is the server, she would like a privacy policy act signed as well; the Board agreed. Selectman Fiala commented Absolute has been very good to the town.

Mr. Ventresco discussed Absolute submitted 2 different bids one for a flat fee of \$7,500 and another option to have the labor by the hour at a rate of \$50 per hour. Mr. Ventresco feels they are better to take the \$7,500 flat fee option. Selectman Kurk commented on their being problems in the building they might not be aware of so it would be best to utilize the \$7,500 flat fee. Chairman Clow said there is a flip side, if charging by the hour for training chances are you won't be shortchanged with training time. Selectman Kurk does not agree, because the training will not be complete until the training is complete. Mr. Ventresco said employees need all necessary information.

Selectman Clark asked about having the anti virus and back up and asked if this fee is being carried into the budget.

Selectman Clark moved, Vice Chairman Osborne seconded to accept the proposal not to exceed \$8,000 with the money to come from the Computer System Fund for installation and set up of server with training from Absolute Computer Options, LLC in Concord, NH. Passed 5-0-0.

Mr. Ventresco asked the Board if they all reviewed the letter from the Food Pantry. Mr. Ventresco said Mr. Knapp tried to put the table back together but was unsuccessful. Chairman Clow said this is a discussion regarding the table that was transferred from one department to another without permission. Selectman Fiala said some of the friction came from people in the food pantry stating it was their table. Selectman Fiala said the table actually belongs to the town.

Mr. Ventresco said Chief Richards will be receiving a gift from a Fire Grant and DEA Systems for \$550 for equipment with no matching funds needed. Selectman Fiala discussed the need for a public hearing for the final version of the cable contract, recommended by the town attorney. Mr. Ventresco said if the contract has had considerable changes, which it has, then a public hearing is required for the final version. Selectman Fiala said if it is recommended then they should hold the public hearing. Chairman Clow said they met this morning and made final changes with Comcast, they have an extension that runs out on Sunday. Selectman Fiala said the town attorney recommended getting an extension. It was discussed August 20th was the first public hearing, with the second public hearing being in September. Selectman Clark said to post it on the Bulletin Board outside the conference room. Statutory public hearings require 10 day postings and 7 day notice for budget

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hearings. Chairman Clow said they had a tentative meeting scheduled for a Thursday in January. The Board discussed meeting on December 17th and then possibly needing another meeting before the end of the year at 9:00 a.m. on Friday, December 28th in case they have issues that need resolving before the end of the year and if encumbrances are needed. Then the Board will resume meeting on Monday, January 7th, 2008 with the Fire Department grant and the cable contract public hearings. Then a regular meeting on January 21st and the other 2 are manifest meetings and budget discussions.

Selectman Kurk said warrant articles are due by January 8th. Mid January there needs to be a posted meeting for the budget. Chairman Clow asked Mr. Ventresco to put on the agenda calendar discussion on when things are needed.

Mr. Ventresco said Margo McLeod dropped by to discuss a celebration for the completion of the town line boundaries. Selectman Kurk said every 3 or 7 years you have to walk the town lines to locate town markers. Selectman Kurk said Ms. McLeod worked very diligently on this and people involved thought it would be very nice to have a celebration on January 15th in Dunbarton.

Chairman Clow asked about the window replacement bids for the Library. Mr. Ventresco said the Trustees of the Trust Funds have already reviewed and have given their recommendation. Chairman Clow said they will discuss this next Monday. Selectman Kurk said the proper forms need to be filled out. Selectman Fiala asked the Board if they would like a recommendation from the Building Committee. Chairman Clow asked if the invitations to bid came from the Trustees of the Trust Fund and if there was any Building Committee input. Selectman Fiala said the Building Committee did not have input. Selectman Clark asked if there was any recommendation from the Building Committee regarding the Fire Department. Selectman Fiala said they have not received any information from the Fire Department. Chairman Clow said it is important in this case that this contract be signed by the end of the year. Selectman Fiala said the Building Committee could come up with a different conclusion on the bid than the Trustees of the Trust Fund. Selectman Fiala said if the Board would like input than the Building Committee could change their meeting date. Selectman Clark said she was concerned with this issue being tabled again. The Board all agreed they are not ready to sign and all the proper information was not included. Chairman Clow said it makes sense to have the Building Committee hold a discussion on the Library window needs. This will go before the Building Committee and be discussed before the Board next Monday. Chairman Clow said the main reason for waiting until next Monday is because they just received the information and it needs to be reviewed by the Board. Selectman Kurk said the proper process needs to be followed as well.

6. MANIFESTS

Chairman Clow moved, Selectman Kurk seconded, to authorize the Board of Selectmen to sign Manifest and order the Treasurer to sign checks dated December 13, 2007. Passed 4-0-1 Selectman Clark abstained for non review of the payroll.

Accounts payable	\$1,103,309.02	(County Taxes \$861,171.00, John Stark \$200,000)
Gross Payrolls	<u>\$52,419.63</u>	(includes Credit Union and Taxes)
Total	\$1,155,728.65	

7. BUDGET AND TOWN MEETING PREPARATION DISCUSSION

Chairman Clow said if they recommend changes to a department's budget the changes will be discussed with the department heads.

Town Officers salary stays the same. Board agreed.

Town Office increase in mailer.

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Town Office equipment – supplies (paper) Chairman Clow said there were 0 expenditures and photocopier supplies are over. Mr. Ventresco said the photocopier line is over because it then gets disbursed throughout the departments. The Board said leave alone.

Elections is non negotiable and also needs to be in the default.

Tax Collector – Selectman Kurk does not think they should be raising status of personnel. She hears what they said and knows there have been very busy times and wait times. If they agree to decrease hours then Town Clerk budget needs to increase in wages hourly. \$21,862 increase (includes insurances as well). Selectman Kurk said a full time Tax Collector would not be collecting taxes full time. Discussed comparing other towns our size and their office for registrations. Chairman Clow said they are recommending leaving the hours the same with the Tax Collector and all associated expenses.

The Board discussed having 35 hours or less for part-time.

Town clerk wages/hourly salary Evelyn Connor needs to change this line to reflect not raising the Tax Collector to full time and increase Medicare and FICA as well.

Tax Collector total hours are 30. The Board discussed Ms. Pelletier will know how this is done. Selectman Clark said to ask the auditors and she would like the wages calculated for both departments.

Finance Committee – leave alone

Chairman Clow said there will be a 4-5% increase even if they go with the default.

Assessing – Major increase is the Avitar contract. Mrs. Rogers gets longevity bonus and retirement is up as well.

Legal Expenses -\$5,000 increase for Police negotiations.

Finance Clerk – should be Finance Administrator. Big increase is office supplies and salary adjustment.

Town Clerk – Ms. Connor needs to increase hourly wages.

Selectman's Office – Postage line - IRA and retirement (the difference should wash)

Auditor's Expense – over spent

Transcriber line was moved and changed to wages instead of contracted service.

Budget differences in the wages are actually 3.5% and bumps up the FICA and Medicare as well. NH retirement rates went up as well.

Mileage discussion – they are encouraging employees to submit mileage as needed. \$.43 per mile reimbursement.

Cable - the Board reviewed with Mr. Ottery present at the last meeting and the bottom line total is \$3,055, basically took \$2,500 out of the cable equipment line.

Trustees of the Trust Fund - \$85

Chairman Clow moved, Selectman Fiala seconded to enter into non public session at 9:34 p.m. under RSA 91-A:3 II (a & c). A roll call vote was taken, Selectmen Clark – yes, Vice Chairman Osborne – yes, Selectman Kurk – yes, Selectman Fiala – yes, Chairman Clow – yes. Passed 5-0-0.

8. ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary