

**FINAL**



**WEARE BOARD OF SELECTMEN  
MEETING MINUTES 01/03/08**

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

**TOWN ADMINISTRATOR:** Fred Ventresco

**RECORDING SECRETARY:** Cherry Palmisano

**GUESTS:** Gregory Begin, Carl Knapp, Paul Marsh, Naomi Bolton, Tina Pelletier, Jonathan Dowst, Dick Butt, Paul Morin

**6:03 p.m. Chairman Clow called the meeting to order.**

**Chairman Clow moved, Selectman Kurk seconded to enter into non public session at 6:05 p.m. under RSA 91-A:3II (a). A roll call vote was taken, Vice Chairman Osborne – yes, Selectman Kurk – yes, Chairman Clow – yes. Passed 3-0-0.**

**Chairman Clow moved, Selectman Kurk seconded to come out of non public session at 6:20 p.m. A roll call vote was taken, Vice Chairman Osborne – yes, Selectman Kurk – yes, Chairman Clow – yes. Passed 3-0-0.**

Chief Begin informed the public that Officer Mark Bodanza is leaving the Weare Police Department to further his career. Officer Bodanza will be training officers around the state for Police Standards. Chief Begin said this is a great loss for the town. Chairman Clow said all dealings he had with Officer Bodanza were positive.

**Chairman Clow moved, Vice Chairman Osborne seconded to hire Jonathan Quigley as a full time Officer at a rate of \$18.56 per hour. Passed 3-0-0.**

Ms. Tina Pelletier informed the Board the Safety Complex bond payment is due January 8<sup>th</sup> and will be paid through the 2008 budget.

**Selectman Fiala entered the meeting at 6:33 p.m.**

**1. CIP PRESENTATION** – Mr. Paul Morin said every year the CIP Subcommittee brings their recommendations forward to serve as a tool for the Board for budget purposes. Mr. Morin said they are proposing projects that are already approved by the voters and in some cases already started. Each requested amount is to be added to a Capital Reserve Fund so that the 2008 version of a particular project can move on.

Mr. Morin stated these requests are to keep services going; none are new projects. Mr. Morin said they are requesting a needs assessment to plan for the future use of town buildings to best serve the town. Mr. Morin said there are two other projects that are large enough to be bonded. The first project is the build out of Bolton Memorial Complex, in which a plan was put together involving professionals meeting with PARC to determine needed requirements and to come up with a plan and a cost. This project will cost \$1.2 million project. Mr. Morin said there were discussions within CIP to phase it or do all at once. PARC wants it funded all as one project. The second project is the Highway Garage. Mr. Morin said due to the inadequacy of the current facility it was determined the best use of funds would be to build a new facility. This project will cost \$900,000 and

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will be bonded. Mr. Morin said these are brought fourth as recommendations to the Board, but they are not in any way obligated. Mr. Morin said the CIP Subcommittee does recommends they follow the plan.

Vice Chairman Osborne asked about Bolton Field about phasing the projects. Mr. Morin said they discussed it in great depths. Mr. Morin said the vote was not unanimous to complete the project all at once. Mr. Morin said they tried to make it clear to the voters as to what the project involved and what the tax impact would be. Mr. Morin said construction might not take place all at once but funding would be all in place.

Selectman Kurk said the new Public Works Building should be a priority for the safety of the people working at the facility. Selectman Kurk said it would be a savings on the vehicles for future years for maintenance. Selectman Kurk said supporting this project would alleviate safety issues, prolong vehicles, would be a savings on fuel because of no idling of vehicles, help with pollution and provide space for further recycling. Selectman Kurk strongly stands behind the bonding for this project. She said the CIP Subcommittee has done a lot of work for the proposals. Selectman Kurk said she has concern with going for a full bond for Bolton Field, not that she does not support Bolton Field, but thought that PARC had asked for the completion of the park to be done in phases and feels there are some questions to be asked. Selectman Kurk asked about the yearly increase for the new facility. Selectman Kurk understands the landscaping is not included in the \$1.2 million for Bolton Field and asked if there would be additional policing needed. Selectman Kurk asked what the effect would be on the neighborhood for nighttime noise and lights and feels they should have the opportunity to weigh in. Selectman Kurk feels the parking at Bolton Field is a real issue and that should be done this year, unsure if it is \$400,000 to alleviate parking issues.

Mr. Morin is not sure that you could bond each phase of Bolton Field, if it was \$400,000 for 1<sup>st</sup> phase you might have to raise it by taxation. Mr. Morin said they need to ask the departments to provide the additional yearly costs for facilities, include any associated costs, yearly maintenance costs and if need to increase personnel. Mr. Morin said they don't have the information this year but they are hoping to respond to that next year. Mr. Morin commented on the neighborhood of Bolton Field, made him think of both projects, Bolton Field was reviewed and well thought through by professionals, there was no public process to the degree it should have been. Mr. Morin said the neighborhood situation is something to look at, but they do see the project as worthy. Mr. Morin said Mr. Knapp has been very reliable with bringing forth numbers, although the need for the new building was not anticipated by CIP, it is a worthy project, but they did not see it coming. There is not a lot of study or detail to support the needed funds. The recommendation is to go ahead with the 2 projects.

Selectman Fiala said they did have public meetings concerning Bolton Field and they invited WAC, the public and schools to the meetings but the meetings were not well attended. Selectman Fiala said the reason PARC did not go the way of the bond because they figured they would not get all the funding at once, so they thought they should look at the process by phasing. Selectman Fiala said PARC agrees they should get the funding together to support the project. Selectman Fiala agrees that parking is a large issue. Selectman Fiala said at their last meeting they discussed posting the bond, it was posted at \$1.4.

Selectman Fiala said the Building Committee is planning on having their next meeting at the Public Works facility on January 15<sup>th</sup> at 4:00 p.m.

Vice Chairman Osborne feels the Public Works Building is very important and said the public should tour the facility to see the current condition. Vice Chairman Osborne said Mr. Knapp is an extremely spend thrifty person and feels he would not ask for something that was not needed.

Chairman Clow supports putting these 2 projects on the warrant and letting the voters make the decision. As far as Bolton Field, Chairman Clow has concerns with the preparing for the paving but waiting to actually pave and is concerned if re work would be needed. Chairman Clow said the bonds would both be on the tax bill if they were bonded or done in phases. Chairman Clow said as far the neighborhood issue, it is kind of late in the

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process, the field already exists. Selectman Kurk commented the field was not proposed for night use and is unsure of how often it would be used at night. Selectman Fiala said it would certainly not be every night, just the football facilities would be lit when needed; football is not a long season.

Chairman Clow said another issue is the increase in the cost of asphalt and certainly with the price of oil soaring, and then the cost of paving will also be increasing every year.

Mr. Dick Butt said it came to light to him today that there may be some issues with the process of the phasing of Bolton Field. Mr. Butt said it is more than just an athletic facility it is a facility for the whole community. Mr. Butt is concerned with solicitation of the meetings and did not see anyone at the meetings other than PARC or GeoInsight. Mr. Butt feels GeoInsight was responsible for soliciting people. Mr. Butt is concerned with the community support, he fully supports the project and would like to see it completed. Mr. Butt commented on the Board rejecting Bolton Field plans because there was not an overall plan, now they have the document. Mr. Butt commented on a Kiosk to have at the field to inform visitors of stores and restaurants in town to utilize during their time here. Mr. Butt does not feel these 2 projects are competing against each other it is a question on whether the community feels these projects are critical. Mr. Butt said both are worth while projects. Mr. Butt would like to hear from the Board why they feel the Bolton field project should not be on the warrant. Mr. Butt feels the voters should decide.

Selectman Fiala said PARC could not get other groups interested, but did take bits of suggestions from other groups. Could they have set up meetings for specific groups, sure, but Selectman Fiala feels this is most likely a lapse from PARC not GeoInsight.

Mr. Knapp said he does have more information on the Public Works facility; he has a written proposal for concrete work for \$150,000 and has a proposal for all the overhead doors (24) plus (6) overhead doors for the recycling center. Mr. Knapp said the doors are commercial electrically remote doors, and they can get different insulation ratings on the doors. Mr. Knapp feels it would be smart to utilize a higher insulation rate on the doors which would add a total of \$70,000 for all the doors. Mr. Knapp has been meeting with 2 different electricians on the lighting, trying to get financial support through PSNH with efficient lighting. Mr. Knapp said the building will be heated with waste oil; they are currently utilizing some propane heat for the current facility. The new facility will not utilize propane just recycled waste oil. Equipment sheds currently cost \$450 a month for 3-4 months a year; this will be eliminated with the new facility. Mr. Knapp said the vehicles need to be kept running during breaks with storms and with a facility you won't have to leave them running. The newer vehicles are diesel and you can not leave the vehicles idling. The new trucks are good for the environment. Feels there will be no additional utility costs for the new facility because of the efficiency. The bailers will be housed indoors within the new facility. Mr. Knapp says without question it will give longevity to all the vehicles.

Selectman Kurk commented on Mr. Knapp discussing overhead doors; she knows there is an issue with the overhead doors at the Safety Complex. Mr. Knapp said these are very good doors, R-24 doors are very efficient. Mr. Knapp said they will have generator back up but the doors can be opened without electricity. Selectman Fiala said he would have to be convinced to purchase an R-24 door. Mr. Knapp said within a 24 hour storm the trucks would return to the facility about 4 times.

Selectman Kurk said the reason she is having trouble supporting the \$1.2 million Bolton Field project is because she needs to have questions answered regarding future costs. She said it is not pitting one project against another. She is concerned with rising fuel costs, needs of town existing facilities and their costs. Selectman Kurk commented on the Safety Complex coming up for review; does it fit the needs of the community and it will need to be researched. Selectman Kurk said she has not heard about other ways to raise money for Bolton Field.

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Chairman Clow said in addition to the pieces they have from recommendations from the CIP Subcommittee they also have recommendations coming from the Building Committee. Selectman Fiala said they still need to determine an amount to go into the fund. Chairman Clow said they are not talking about a bond, just funding.

Chairman Clow asked the Board if they are prepared to take action of these warrant articles tonight or wait until all pieces are in place. Mr. Morin said there is nothing compelling the Board to take action tonight, just use this information in their budget process.

Mr. Jon Dowst said he is supportive of the recommendation to redefine the Government Maintenance and Building Fund to allow the overall needs of building infrastructure. He is worried about funding that is being recommended by the Building Committee at the same time. Mr. Dowst feels the funding should not be directed through the existing fund for things that fund is not currently allowed to fund for. Mr. Dowst said the funds should be kept separate until or if the rewording happens in a temporary fund with the Board as agents to expend. Mr. Ventresco said it could be difficult to put the funds into a temporary fund. It was discussed to make it non lapsing article. Chairman Clow said it seems if that it was in a non lapsing fund, then you could go back the next year to request it goes into the newly named fund. Mr. Butt said the existing Capital Reserve Fund as it is defined is for maintenance and said the funds would be safe if it went into the fund because it is for maintenance. Mr. Butt said the Government Building Needs Assessment request is a separate warrant article. Mr. Dowst said originally the CIP Subcommittee had the whole request together so that is why he was concerned with putting the funds all together, but separating the needs assessment alleviates the problem. Mr. Ventresco is wondering if they rename the fund and the funds are placed in the current fund how they will access the funds. It was discussed the name is not being changed just the definition of the fund. Mr. Morin said the funds will be placed in the current existing fund. The fund will still be there but they are changing the purpose; it will still be the Government Building and Maintenance Fund. Mr. Morin said the only issue with redefining the fund would be the \$35,000 needs assessment. Mr. Dowst commented the Trustees like the broader definitions of the funds.

Mr. Morin is concerned with the public not being aware of the needs assessment and its great importance. Mr. Morin asked the Board to make sure they make the public fully aware of what the needs assessment is. Mr. Morin thanked all the members of the CIP Subcommittee; Naomi Bolton, Paul Marsh, Dick Butt, Jon Dowst, Fred Ventresco and Heleen Kurk. Selectman Kurk thanked Mr. Morin for all his time and efforts.

Selectman Kurk agrees with the needs for the full scope of the needs assessment and feels they need to come up with a very clear definition of what the assessment entails. Selectman Kurk said they should consider the needs assessment coming from the General Fund. Selectman Kurk said she is prepared to support the Public Works Building.

Selectman Fiala agrees with the needs assessment being funded through the General Fund. Selectman Fiala said they need professional advice on the needs of town buildings; they need to be confident they have their engineering in line. Selectman Fiala said he supports the Public Works Building and Bolton Field project. Selectman Fiala said he was unsure with his decision last year on not recommending the additional Fire and Police Officers; he did not realize the recommendation from the Board changes the way voters vote.

Chairman Clow looks at the public hearing as an important role in the process and a certain portion of the hearing should be to explain a project in depth and explain what the money is going to pay for.

Vice Chairman Osborne said as a town resident she feels she should have a right to vote on it but sitting on the Board she cannot justify Bolton Field; she supports the Public Works Building.

Chairman Clow said he agrees they cannot make a recommendation until after the public hearing and public input. Chairman Clow agrees about the Capital Reserve Funds, \$35,000, transfer station building and supports the Bolton Field project. It was discussed if the Board was to vote on this tonight it would not pass.

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Selectman Fiala said another thought about the bonding was maybe this year you do one phase for \$400,000 and the next year the next phase does not pass, where that leaves you in the completion of the project. Selectman Fiala said they are not sure how much excavation gets done and how does that effect the next phase of the project.

Vice Chairman Osborne said when she joined the Board she was told that Bolton Field would not cost the town anything. Selectman Kurk said they were told the playground would not cost the town money. Vice chairman Osborne takes that back. Selectman Kurk asked what would happen if they did not pave the parking area at this time.

Vice Chairman Osborne asked if the work would be done by Public Works or be put out to bid. Mr. Knapp said there certainly is a parking issue and there are lots of boulders. Mr. Knapp commented that dirt parking lots are not uncommon but that could get into a lot of erosion issues. If paving you will have to look into drainage and run off issues. Mr. Knapp said there is additional parking proposed. Selectman Kurk asked what happens if the parking is made but not paved. Mr. Knapp said the benefit of not paving would be paving is expensive. Mr. Knapp said it has been discussed about new low impact roads not being paved. Mr. Knapp said the disadvantage of the paving is that it will need repaving in future years. Mr. Knapp said the biggest thing to worry about with paving a parking lot is drainage. Selectman Kurk said if they said they need to solve the parking issue would blasting need to be done. Mr. Knapp said they have not done the testing. Selectman Kurk asked if you could put in a non paved parking area that could solve the parking issues, could it be done now with no paving without incurring additional expenses. Mr. Knapp said if you put the right material down and compact it and do not pave you will certainly have to replace some material in the future before paving.

Chairman Clow feels they need to wait on making a decision on these projects. Selectman Fiala said he knows the members of PARC were not in favor of doing this plan, because of the chance of the project never being followed through. Selectman Fiala feels they should not shut off the project without letting the voters have a say in the project. Selectman Kurk would like to know additional costs in upkeep.

**2. DEPARTMENT HEADS** – Ms. Pelletier said they need a decision on the fuel and utilities. Mr. Ventresco said PSNH informed him there is not a lot of difference in the electricity. Ms. Pelletier has been trying to put together numbers for vehicle fuel. Ms. Pelletier said no matter what they end up doing on the proposed than that is what will be carried over into the default. Ms. Pelletier is unsure if they want to wait until they get Mr. Ventresco gets the electrical. Ms. Pelletier said the fuel would be approved as a defaulted expenditure. Ms. Pelletier said in looking at the chart for Fire they budgeted with a sufficient cushion built in for 2008. Selectman Kurk commented on Mr. Knapp knowing how much roads he has to maintain. Ms. Pelletier said whatever they decided to increase for the proposals they are based on hard numbers so this would be an approved default expenditure which would have a 0 impact on the difference. Mr. Ventresco said there are varying rates on electrical, and he will not get a clean fixed number, they will have to deal with average usage. Mr. Ventresco does not feel it will change their numbers so far. Chairman Clow asked what they are going to use for a price for diesel for 2008; Mr. Knapp needs to project an increase. Mr. Knapp said they started out at \$2.09 in January of last year and now it is \$3.20. Chairman Clow said they need to take the 41,000 gallons of needed diesel fuel and multiply it with a \$/per gallon cost. Mr. Knapp said he is unsure where the cost will go. He is concerned with the sur charge in the hauling contract, which was set at the time of the bid at \$2.85 and every time fuel goes up a nickel it costs them. They are hauling less and hoping to continue in an upward trend. Chairman Clow said they need to make an estimate so as to not short change them. Ms. Pelletier would like to how the Board would like to proceed, possibly changing some of the budgeted numbers. It was discussed Highway was significantly under budgeted.

Ms. Pelletier said looking at an estimate of \$150,000 just for the Highway Department for vehicle fuel. Mr. Knapp said in talking with people in the industry they are guessing approximately \$4.00 a gallon. Mr.

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Ventresco will try and get a consensus from other towns. Mr. Knapp said all they can do is go on today's price and anticipate a price from there. Selectman Kurk said they should put in an amount that makes sense and what they can rely on. Selectman Kurk commented that no matter what they do with fuel throughout all departments, and then the funds in that line could not be used for anything but fuel. The Board agrees to use \$3.60 per gallon for calculation purposes. Ms. Pelletier will adjust diesel lines throughout the budget and change the defaults as well. Selectman Fiala said they are focusing on price but they also need to consider usage. Chairman Clow asked if the 41,000 gallons of diesel includes December. Mr. Knapp said yes.

Chairman Clow asked Ms. Pelletier what else needs to be looked at besides fuel. Ms. Pelletier said the Board needs to look at the bottom line matching the adopted. Ms. Pelletier commented on the Board feeling strongly about the \$39,000 being taken out of the budget for the year and was put back into the adopted budget because DRA denied it. Chairman Clow said the \$39,000 being in the Transfer Station Department was not right. Ms. Pelletier said the \$39,000 was added back into the adopted budget.

Ms. Pelletier said according to her calculations, what she showed as an approved default compared to what a department came down to for a default differed. Ms. Pelletier said that is why they decided to take the budget as a whole for the bottom line not department by department. Ms. Pelletier said they are current \$22,391.30 under the allowable default. But then back up to the \$39,000 then the decision by the Board was to have that \$39,000 removed; now you add the \$39,000 and you need to find \$17,000 in the default. Ms. Pelletier discussed the election budget, which is uncontrollable, so that increase should be acceptable to the default budget. Which brings them down to \$10,038.70 which they would still have to find within the budget to reduce the default number. Ms. Pelletier said part of this is due to calculation errors in the Fire and Highway Department because the buyouts were not considered in the wage line, last year this was in the Health insurance line and not included in wages. Ms. Pelletier said the Highway budget was under budgeted by \$4,073.07 on NH Retirement and the Police Department was under budgeted by \$4,731.11 for NH Retirement. Ms. Pelletier said because this is wages that is why it hits the NH Retirement. Ms. Pelletier said they had budgeted their insurance increase at 15% but it only came in at 8%. Selectman Kurk said you have the buyouts in addition to that there is an increase in Medicare and 11.84% in NH Retirement. The town is not just paying the buyout; they are paying buyout plus. Ms. Pelletier said you can see the difference in the proposed and the default. Ms. Pelletier said you have to pay this because IRS considers this wages.

Ms. Pelletier said what ever they decided to do as far as increases according to the calculations will zero each other out (proposed and default).

Chairman Clow said when they get this all done they should get an opinion from the Attorney who will be sitting at the table during the Deliberative Session. Chairman Clow said they are limited with time. Mr. Ventresco said numbers can be changed through the budget public hearing. Chairman Clow asked Ms. Pelletier if she could put the budget into a clean slate for the Board for Monday.

Ms. Pelletier said they have \$57,058.60 remaining in the 2007 Operating Budget after all encumbrances that she currently has.

Chairman Clow asked if the salt company will give Mr. Knapp an invoice. Mr. Knapp discussed it has already been invoiced.

**3. WARRANT ARTICLES** – Chairman Clow said they were discussing the proposed bond for Bolton Field if it will be \$1.4 or \$1.2 and said they need to decide. Chairman Clow said voters will be asking how much the bond is and how long is it in place and how much will it cost each year. Selectman Fiala would like to know the payment schedule. Mr. Ventresco commented on holding the public hearings and decided if the bonds will be on the warrant and then work on obtaining the bond.

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Road Reconstruction and Household Hazardous Waste are the 2 warrant articles Mr. Knapp would like to discuss. Mr. Knapp discussed utilizing \$4,500 as the amount needed for the Household Hazardous Waste Warrant Article.

Mr. Knapp said the states number is \$238,572.45; Mr. Knapp thinks they need to request a total of \$390,000.00 for road reconstruction; which is a \$1,500 increase from last year's town.

Selectman Kurk asked if they are required to include Recommended by the Board of Selectman. Mr. Ventresco said only the articles that include spending. Mr. Ventresco said the Board is not allowed to recommend articles that are not spending articles. Chairman Clow commented that last year the Board made a recommendation on all articles that were not petitioned.

Vice Chairman Osborne questioned Mr. Ventresco on the EMTs. Mr. Ventresco commented last year the article the Fire Department submitted stated per diem; this year it says employees. Mr. Ventresco said to make it clear they can include an explanation of a year's salary. Chairman Clow asked if this is a complete package total including Medicare, FICA, insurance and NH Retirement. It was mentioned if the Fire Department was included in the warrant.

The Board discussed the full time custodial position; it should not define specific buildings. Chairman Clow mentioned that he discussed with Malcolm Wright requesting the article state 2 part time employees.

Selectman Kurk mentioned all warrant articles dealing with money come before the warrant articles that do not involve spending.

Chairman Clow discussed the funds for the custodial position. Selectman Fiala discussed not being confident on the needs of a full time custodian and feels they do need a position like this, but he is just not sure how to explain it. Selectman Fiala asked the Board if they should abandon this or think about it more. Mr. Ventresco said at a salary of \$35,000 this would calculate up to \$57,000 with benefits. The Board discussed the hours needed. Selectman Fiala commented on there being a custodian for the town offices and one for each department feels they don't need a full time position. Mr. Ventresco said the Town Hall is the facility neglected the most at this time. Mr. Ventresco said as far as the snow, Malcolm Wright is responsible. Selectman Fiala discussed Chief Begin including a custodial person in his budget as well.

Chairman Clow said they should leave things how they are, and take out the custodial warrant article. The Board will discuss this further.

Selectman Fiala commented on the warrant article for the Government Building and Maintenance Fund. Mr. Ventresco was concerned with defining the fund too extensively as to confuse its definition.

Mr. Ventresco discussed with the Board a warrant article to change the Current Use disbursements to 50% and 50%. Mr. Ventresco asked the Board if they wanted to consider this proposed article that Vice Chairman Osborne has recommended.

Vice Chairman Osborne mentioned giving the voters a proposed budget they can trust and rely on. Chairman Clow mentioned the reason for land to come out of Current Use is to develop it. Vice Chairman Osborne said the original article stated 50% and 50%. Selectman Fiala said the Conservation Commission's sole source of income comes from this current use tax; they are not sure of the impact of losing 25% of this funding. Selectman Kurk said she would anticipate a low percentage of land coming out of Current Use because development is down. Chairman Clow recommends they hold off making recommendations until they have a full Board present.

**4. CABLE CONTRACT** – Mr. Ventresco discussed the cable contract and said the extension for this contract expires on January 16<sup>th</sup>. Chairman Clow is not sure if they want to hold up the whole process for 2 items. Chairman Clow feels they should put the 2 minor points of contention to rest if necessary and get the contract

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accepted. Chairman Clow wants to know what they need to put together in case the public comes in and wants to read the contract. Selectman Kurk said they just need to make the public aware of the 3 items of contention. The Board decided to let the attorney finalize the cable contract.

**A motion was made to adjourn at 10:24 p.m.**

**5. ADJOURNMENT**

A True Record.

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Cherry Palmisano, Recording Secretary