

**FINAL**



**WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
February 19, 2008**

**PRESENT:** TOM CLOW, CHAIRMAN; HELEEN KURK, SELECTMAN; WENDY F. CLARK, SELECTMAN; JOSEPH M. FIALA, SELECTMAN (entered the meeting at 6:40 p.m.)

**TOWN ADMINISTRATOR:** Fred Ventresco

**RECORDING SECRETARY:** Cherry Palmisano

**GUESTS:** Tina Pelletier, Sherry Burdick, Will Ottery, Carl Knapp, Jan Snyder

**6:08 p.m. Chairman Clow called the meeting to order.**

**1. PUBLIC COMMENT** – Ms. Sherry Burdick mentioned a previous discussion regarding the Stone Memorial Building roof. Ms. Burdick said the reason the Stone Memorial Building was put on the State Registry was because of the Architectural detailing.

**2. DEPARTMENT HEADS** – Mr. Carl Knapp updated the Board on the winter conditions. Mr. Knapp said they will finally get the truck next week and will then have a full fleet again. The truck was ordered last April 1st. This has hindered them and all the drivers have had to make up the difference of this route. The trade went against the Chassis, which didn't come in until November. Mr. Knapp said they have used 8,000 cu yards of sand to date, the typical is 6,000 cu yards per season. Mr. Knapp said as of 6am this morning the salt shed was empty, they received 9 loads today which equals 3 trips out.

Selectman Kurk commented on some of the drivers working 83 hours last week. Mr. Knapp commented on all the rain, which makes the potholes. Mr. Knapp said they will be filling in some of the large potholes with gravel. Mr. Knapp said they had some minor flooding a few days ago. Mr. Knapp said he is already worried about the maintenance line. Typically they do oil changes every 3 months, right now they have been doing the oil changes once a month which average around \$200 per truck.

Chairman Clow said even though they were able to move some of the fuel increases into the default budget some of the other expenses are adding up. Chairman Clow said there are damages to roads that go beyond the planned projects. Mr. Knapp said the equipment maintenance is what is really worrying him.

Mr. Knapp said a while ago they had some changes in employee positions,

Jeff Lewis was promoted to Shop Foreman at \$16.75/hr

Charlie McClain, previous Shop Foreman will continue as a mechanic with no rate change

Benjamin Knapp was promoted to General Foreman at \$17.62/hr

Matt McClain truck driver/transfer station attendant job will stay in that position at \$12.00/hr (16 hours transfer station and 24 hours highway for this position)

Mr. Knapp said the vacant transfer station position will be posted in house for 10 days then posted outside.

**Chairman Clow moved, Selectman Kurk seconded to accept the promotion of Jeff Lewis to Shop Foreman at \$16.75/hr, Benjamin Knapp to General Foreman at \$17.62/hr and Matt McClain to Truck Driver/Transfer Station Attendant at \$12.00/hr. Passed 3-0-0.**

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Selectman Kurk told Mr. Knapp it would be beneficial to the residents if the information regarding the Public Works Garage could be located in more places.

### 3. MEETING MINUTES

**Chairman Clow moved, Selectman Kurk seconded to accept the minutes of January 28, 2008 as amended. Passed 3-0-0.**

**Chairman Clow moved, Selectman Kurk seconded to accept the minutes of February 4, 2008 as amended. Passed 2-0-1.**

Chairman Clow read aloud a letter from a resident complimenting the Highway Department for their remarkable efforts on keeping our roads clear.

Chairman Clow read aloud a letter thanking the Highway Department, which was called to sand a resident's driveway because of a medical emergency.

**Chairman Clow moved, Selectman Kurk seconded to accept the minutes of February 11, 2008 as amended. Passed 3-0-0.**

**Selectman Fiala entered the meeting at 6:40 p.m.**

**4. CABLE FRANCHISE AGREEMENT** – Selectman Kurk commented on the Table of Contents. Selectman Kurk said on page 44 Town Offices Page Memorial Library should be on 2 lines. The Board discussed reviewing the cable contract the last quarter of every year. Chairman Clow said they have had a couple of extensions with the final extension just running out. The Town Attorney has been discussing the agreement with Comcast.

**Selectman Kurk moved, Selectman Clark seconded to accept the new Cable Franchise Agreement with Comcast effective February 16, 2008 for 7 years to 2015 as written. Passed 4-0-0.**

Mr. Will Ottery commented on one of the microphones not working and needs to be replaced. Mr. Ottery said some residents are complaining about not hearing the Board members on the cable channel. Mr. Ottery is asking to expend \$241.00 from the Community Access TV Fund to replace the microphone. The balance in the fund is approximately \$18,000. Chairman Clow feels they should have the microphone replaced.

**Chairman Clow moved, Selectman Kurk seconded to approve a purchase of a microphone for \$229.00 with the funds to come out of the Community Access TV Fund. Passed 3-1-0.**

Mr. Ottery said on Thursday March 6<sup>th</sup> they will be broadcasting live from the Cable Studio at 6:00 p.m. with all the Cable Volunteers. Selectman Kurk asked Mr. Ottery to please make sure there is a note on the Cable Bulletin Board announcing the program. Selectman Kurk commented on residents telling her the Deliberative Session has been re-run and wants a note on the cable bulletin board announcing the date and time of re-run of the Deliberative Session.

**5. FINANCE ADMINISTRATOR'S JOB DESCRIPTION** – Selectman Kurk said she went online to compare other Finance Administrator's Job Descriptions and found wording that might be applicable. Selectman Kurk said this needs to be a Job Description for the position not necessarily the current person in the position.

Ms. Pelletier discussed she gives out the personnel policies to new hires, but only handles the financial aspects of the Police Department hires.

Mr. Ventresco said as the Board knows the person that was in the position before Ms. Pelletier was a salaried position and in looking back the rules have changed, there is a test to see if a person really qualifies for salary. Mr. Ventresco said Ms. Pelletier makes a lot of decisions on her own without going to him or the Board of Selectman. This is a criteria in order to fall into an exempt category. Mr. Ventresco said Ms. Pelletier is very professional in her conduct. Selectman Clark said she has a problem with bringing Ms. Pelletier into the

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position; it should be based on the position not the current employee. Mr. Ventresco said this will depend on Ms. Pelletier being a salaried or hourly employee. Mr. Ventresco commented that if Ms. Pelletier leaves the position, the job description will pertain to the new employee.

Mr. Ventresco commented on the minimum qualifications required for the position. Chairman Clow asked for the changes to be made and the Board will review the next draft at the next meeting.

Ms. Snyder commented on the Finance Administrator being present during the annual tax rate hearing.

*The revised Finance Administrator's Job Description will be as follows:*

### JOB SUMMARY

The Finance Administrator is primarily responsible for performing the overall accounting and bookkeeping functions for the Town; including, but not limited to the day-to-day processing, recording, monitoring, and coordinating of all transactions with respect to payroll, accounts payable and receivable, and the disseminating of pertinent financial reports and statements. Duties are performed using technical/professional judgment and knowledge, Generally Accepted Accounting Principles (GAAP), Government Accounting Standards Board (GASB) standards, State and Federal regulations, and Town ordinances.

### SUPERVISION RECEIVED

Works with considerable independence under the general supervision of the Board of Selectmen and the Town Administrator.

### SUPERVISION EXERCISED

None

### ESSENTIAL FUNCTIONS OF POSITION

(Includes, but not limited to)

- Advises the Board of Selectmen, Town Administrator, department heads, and committees on budget and financial matters. Provides regular, timely, and accurate financial reporting to the Board, Town Administrator, departments, and committees.
- Prepares, reviews, and processes employee payrolls. Establishes and maintains complete payroll related records and files for each employee. Monitors salary, hourly, and overtime rates of all employees. Generates retirement, workers' compensation, and unemployment compensation reports. Maintains records of employee leave time.
- Prepares manifests for accounts payable and payroll. Records charges on all coded incoming accounts payable invoices. Prepares and mails approved checks; maintains vendor files; processes and reconciles statements.
- Processes accounts receivable; accepts and records payments; credits accounts; balances with Town Treasurer and other relevant town departments and committees.
- Processes new employee data as hired. Sets up withholdings, deductions, and benefit options, and then processes all relevant forms. Supplies Town Administrator with new employee packets. Continuously updates employee records.
- Assists Selectmen and Town Administrator with the preparation and monitoring of budgets. Prepares DRA financial and budget forms and other related reports as needed.
- Maintains knowledge and keeps abreast of federal, state, and local laws, regulations, and policies pertinent to duties, as well as of proper government accounting standards and Internal Revenue policies and statements and assures that the town is in compliance.
- Answers appropriate inquiries on financial matters and explains policy relative to these matters.
- Monitors school budgets ensuring that requests for money do not exceed appropriated amounts.

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- Accounts for, maintains records, and monitors funds in the general operating budget as well as all other town controlled accounts such as: expenses applied to encumbered funds, special warrant articles, capital reserve funds, other funds and trusts, coordinating with the Trustees of the Trust Funds to create separate manifests for the transfer of money to and from trustee held accounts.
- Coordinates the scheduling of the annual audit with the audit firm and all relevant Town departments. Keeps Town Administrator and Board of Selectmen apprised of the coordination and scheduling.
- Other duties and assignments that may be assigned from time to time by the Board of Selectmen and/or the Town Administrator.
- Attends the annual tax rate setting hearing.
- Prepares annual Sewer Warrant to be signed by the Board of Selectmen and then given to the Tax Collector for billing.
- Prepares quarterly 941's and state unemployment reports, as well as the yearly W-2's and 1099's.
- Prepares and oversees financial policies and procedures to insure internal controls are in place.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Thorough knowledge of the principles of ethical bookkeeping and accounting principles
- A work style that is disciplined and organized but has the flexibility requires to effectively adapt to changing circumstances
- Able to work at a high sense of urgency when appropriate for the task to be performed
- Ability to prepare, interpret and present financial data to various audiences
- Confidence to offer ideas and solutions that are creative and cost effective
- Able to multitask, prioritize and work accurately while meeting deadlines
- Skilled in personal software programs such as MS Excel, Word, and Access
- Ability to interpret and understand accounting instructions furnished in written or oral form
- Able to perform accrual based accounting
- Written communication skills that simply and clearly communicate financials and associated financial activities
- Self-motivated and able to plan daily workload
- A thoughtful, thorough, resourceful and decisive approach to problem solving

### MINIMUM QUALIFICATIONS REQUIRED

An Associate's degree with major study in accounting/finance and three years of municipal bookkeeping experience; or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities as outlined above.

Ms. Sherry Burdick informed the Board the Historical Society will again be holding an Old Home Day during Labor Day weekend along with the Weare Public Library's book sale and the Alumni will hold a luncheon at WMS. The Historical Society received verification that the Verdun Sharp Shooters will be able to hold the reenactment again and she would like permission from the Board to allow them to hold their reenactment.

**Chairman Clow moved, Selectman Clark seconded to allow the Verdun Sharp Shooters to hold a reenactment Labor Day Weekend during the Old Home Day Celebration. Passed 4-0-0.**

Ms. Burdick commented on the walkway and steps being shoveled at the Stone Memorial Building and Town Hall by volunteers and wonders what the liability would be because they are volunteers. Mr. Ventresco said he will discuss this with Malcolm Wright and informed the Board this will take away some of his cleaning time because of the limited hours. Mr. Ventresco said they would like to have a town employee do the shoveling.

Ms. Burdick told the Board the Historical Society agreed to purchase all new signs for the cemeteries in town and she is asking for permission to do this in the spring. This will be a donation to the town. The signs will cost \$75 each and they will probably try to replace 5 signs a year.

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**Chairman Clow moved, Selectman Kurk seconded to accept the gift of the new signs for the cemeteries from the Weare Historical Society at a cost of approximately \$500. Passed 4-0-0.**

**6. MANIFESTS**

**Chairman Clow moved, Selectman Fiala seconded, to authorize the Board of Selectmen to sign Manifest and order the Treasurer to sign checks dated January 21, 2008. Passed 3-1-0.**

<b>Accounts payable</b>	<b>\$256,191.76</b>	<b>(John Stark \$200,000.00)</b>
<b>Gross Payrolls</b>	<b>\$51,377.97</b>	<b>(includes Credit Union, Taxes)</b>
	<b><u>-\$520.00</u></b>	<b>(Voided Payroll Check)</b>
	<b>\$50,857.97</b>	<b>Net Gross Payroll</b>
<b>Total</b>	<b>\$307,049.73</b>	

Selectman Clark commented that she approved the Manifest, but there was an issue with a timecard not being attached and vacation time being taken before actual time earned.

**7. ADMINISTRATIVE REPORT** – Mr. Ventresco said the Board should have received a letter from Primex regarding renewal, getting back to better standings and setting an action plan. Mr. Ventresco said since there are 2 new members joining the Board, should he ask Primex to come after March 11<sup>th</sup>. The Board agreed to wait until the new Board is in place.

Mr. Ventresco reminded the Board about the request from LGC for \$576.00 to provide for fees to sue the state for unfunded madates. Selectman Kurk knows they are having a dinner in Concord on March 18<sup>th</sup> to discuss this. She feels they need to attend the dinner and speak with other communities on what they are doing. Selectman Kurk does not feel they should pay at this time. Selectman Clark said they don't have to lobby, but if they get 2 towns that send them the money, then they would have to lobby anyway. Selectman Kurk said they will sue anyway, but will be hiring additional attorneys. There are committees working on this and they hope to come to a compromise that is acceptable. Selectman Fiala said he is having a hard time believing it is the right thing to do. Chairman Clow said they will table it until after the informational dinner.

Mr. Ventresco said a question came up about allowing spouses and others to ride in town vehicles. He said they do have forms that were signed and if the Board wants the waivers updated he will do so. However, Primex has recommended against the practice of riding along. Selectman Clark asked why this is allowed. Selectman Kurk said this came up because it was a comfort to the drivers to have someone to speak with and stay alert when they are out late at night. Mr. Ventresco said if the Board is going to continue the practice it would be best to update the waiver forms. Selectman Kurk asked if she was a private citizen and would like to ride along with the Police can she do this. Mr. Ventresco said this is done on special occasions. It was discussed as Selectman they are officials of the town and can ride along. Mr. Ventresco said Primex said this practice of ride along in plow trucks was odd, and they have never seen this before. Chairman Clow said he feels that Vice Chairman Osborne brought this up to update the waivers not to do away with the policy. Mr. Ventresco feels this is a liability and uncustomary. Chairman Clow suggests that they leave the policy alone but have the forms updated.

Selectman Clark wants to be on record that this should not be a policy of the town.

Chairman Clow received a letter concerning a free radio through a Homeland Security Grant that was cc. to Paul King. Mr. Ventresco will contact Paul King.

Selectman Kurk went to the Primex Financial Integrity Workshop, in some cases the town is doing all right and in some cases they really need to do some more. Selectman Kurk feels they really need to work on this during the rest of the year.

Selectman Kurk asked Mr. Ventresco if he discussed the Lufkin Road situation with Mr. Knapp. Mr. Ventresco said he has.

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Selectman Kurk said to Chairman Clow that they will continue to do job descriptions. Chairman Clow asked if they would like the job descriptions to go through Benefit Review or come directly from the Board. Chairman Clow mentioned Mr. Ventresco spoke with Naomi Bolton. Selectman Kurk said seems to her that the Department Head should review the job description and review and bring it forward to the Board of Selectman. Selectman Kurk feels the Board needs to do this. Selectman Clark said once they are all reviewed the job descriptions should all be in the same format. Selectman Kurk said in reviewing the job descriptions online she found the evaluations for department head employees in different form then the evaluations for other employees. Chairman Clow said it is possible you would ask a Supervisor to set goals that you would not ask an employee to do.

Selectman Fiala said PARC would like to hire a gate keeper so that person can begin hiring employees for Chase Park.

**Selectman Fiala moved, Selectman Kurk seconded to hire Kathy Robichaud as head gate keeper at Chase Park at \$11.00/hr. Passed 4-0-0.**

It was discussed Mr. Ventresco would be involved with the hiring at Chase Park.

Mr. Ventresco said PARC wants to advertise for the PARC Coordinator again and asked for the Board's approval. It will be advertised in house first and then in the Goffstown Newspaper.

**Chairman Clow moved, Selectman Fiala seconded to enter into non public session at 8:40 p.m. under RSA 91-A:3, II (a & c). A roll call vote was taken, Selectman Clark – yes, Selectman Kurk – yes, Selectman Fiala – yes, Chairman Clow – yes. Passed 5-0-0.**

## 8. ADJOURNMENT

A True Record.

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Cherry Palmisano, Recording Secretary