

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
December 28, 2005**

PRESENT: LAURA BUONO, CHAIRMAN; LEON METHOT, VICE CHAIRMAN; HELEEN KURK, SELECTMAN; DONNA OSBORNE, SELECTMAN

TOWN ADMINISTRATOR:

RECORDING SECRETARY: Heleen Kurk

GUESTS: Tina Pelletier, Evelyn Connor, Bob Richards, Sharon DeStefano

6:30 p.m. Chairman Laura Buono called the meeting to order.

Chairman Buono said the main purpose of the meeting was to establish what funds were to be encumbered. Selectmen Kurk said to properly encumber funds there must be a purchase order, regular contract which can be of a verbal nature but the numbers and purpose must be documented into minutes explaining the need and commitment. Chairman Buono explained that is what is happening at this meeting. Selectman Kurk said that all transfers to the capital reserve fund that haven't been made up until this point need to be made by December 31.

Fire Chief Richards explained the need to have money encumbered for vehicle repairs including the pump at \$6,000.00. Also radio repairs at \$1,500 and scheduled training at \$3,000 and the computer for ambulance 1 at \$5,500.00 Chief Richards asked that the \$10,000.00 from 2005 Warrant Article 28 be encumbered for the South Weare Fire Station floor drain. He also requested that \$5,475.00 from 2005 Warrant Article 27 be encumbered for the items necessary to complete the necessary parts for the ladder truck.

Tina Pelletier, Tax Collector, explained that we are in the process of getting a new postage meter machine required by the Post Office. We need to encumber \$3,900.00 for it. Ms. Pelletier explained that the present software used in the finance department is problematic and she has researched and discussed with the selectmen on several previous occasions the need to get better software and Ms. Pelletier has been in the process of having it installed. \$24,326.00 needs to be encumbered to pay for this.

Evelyn Connor, Town Clerk, said that she is required to have an elections note book computer which she is in the process of acquiring. We need to encumber \$1,200.00 for it.

Selectman Kurk said that Paul King, Emergency Management Director, is in the process of developing an emergency plan update. There is a State Grant to help with this but he needs an additional \$3,000.00 to move it forward. He requests that the \$3,000.00 be encumbered for that purpose. Selectman Kurk said that we have received a grant for \$15,000.00 from the Citizen Corp. Council which outlines the spending power

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of the Grant. We are just beginning to move forward and that money should be encumbered so that the program can move forward to prepare the town should the need arise.

Vice Chairman Methot reminded the Board that Carl Knapp spoke about the need to encumber \$2,000.00 for cutting edges and \$15,000.00 from 2005 Warrant Article 32 for road reconstruction.

\$30,000.00 was appropriated to tear down the old Center Fire Station and replace the Town well to a new location 2005 Warrant Article 30. That hasn't been done yet. That money needs to be encumbered so that it will get done in the Spring.

Vice Chairman Methot reviewed the items to be encumbered. They are:

Fire Department - \$6,000.00 vehicle repair, pump

\$1,500.00 radio repair

\$3,000.00 training

\$5,500.00 computer ambulance 1

Tax Collector - \$3,900.00 postage machine

Town Clerk - \$1,200.00 election notebook computer

Emergency Management - \$3,000.00 plan update

Finance Department - \$24,326.00 ADS software

Citizen Corp. Council (Grant) - \$15,000.00 materials and training

Highway Department - \$2,000.00 cutting edges

2005 Warrant Article 32 - \$15,000.00 road reconstruction

2005 Warrant Article 28 - \$10,000.00 So. Weare Fire Station floor drain

2005 Warrant Article 27 - \$5,475.00 ladder truck

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2005 Warrant Article 30 - \$30,000.00 tear down Fire Station and new well

Vice Chairman Methot moved, Chairman Buono seconded that the Board accept the items to be encumbered which totals \$125,901.00. Passed 4-0-0.

MANIFESTS

Chairman Buono moved, Vice Chairman Methot seconded, to authorize the Board of Selectmen to sign manifests and order the Treasurer to sign checks dated December 29, 2005. Passed 4-0-0

Accounts payable	\$859,986.64
Gross Payrolls	<u>\$ 37,491.73</u>
Total	\$897,478.37

Selectman Kurk moved, Vice Chairman Methot seconded, to enter into nonpublic session under RSA 91A: 3 II (c) @ 9:00pm. A roll call vote was taken: Chairman Buono – yes, Vice Chairman Methot – yes, Selectman Kurk – yes, Selectman Osborne – yes.

Chairman Buono moved, Selectman Kurk seconded, to come out of nonpublic session at 9:15pm. A roll call vote was taken: Chairman Buono – yes, Vice Chairman Methot – yes, Selectman Kurk – yes, Selectman Osborne – yes.

Chairman Buono moved, Vice Chairman Methot seconded, to seal and restrict the minutes of the nonpublic session pursuant to the authority granted in RSA 92-A: 3 II. A roll call vote was taken: Chairman Buono – yes, Vice Chairman Methot – yes, Selectman Kurk – yes, Selectman Osborne – yes.

The Board of Selectmen discussed dates for budget work sessions and the need to meet four times through the month of January.

ADJOURNMENT @ 9:35pm

A True Record.

Heleen Kurk, Recording Secretary

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