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**WEARE BOARD OF SELECTMEN
MEETING MINUTES 10/15/07**

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 J. Palmisano

GUESTS: Robert Richards, Gregory Begin, Frank Campana, Judy Rogers, Carl Knapp, Will Ottery, Elizabeth Straw, Sherry Burdick, James Clark, David Lansford, Mike Atkinson, Loren D. Clement, Gary S. Hopper

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

1. PUBLIC COMMENT – David Lansford said he has been working at the transfer station part-time for about a year. Before that he used to volunteer to take care of the trading post and over the past year of being employed, he has noticed a lot of people being threatening the employees of the transfer station. Mr. Lansford wants to make the BOS aware of the matter. Mr. Lansford said Jon Osborne and Matt McClain have performed professionally at all times. There was only one time there was a confrontation between an employee and resident and it was resolved quickly and professionally. With the hiring of Mr. Williams, Mr. Lansford has found himself with a lot of time on his hands and would like to inform the Board he would like to volunteer again to take care of the swap shop. He keeps it clean, does not remove any items from the swap shop, just cleans up and makes room for new items.

Mr. Lansford said he mentioned to Jon Osborne in February they needed to notify residents somehow with a newsletter spelling out the mandatory recycling. Mr. Lansford drafted a letter in March, and the letter was submitted to Carl Knapp for approval. Mr. Lansford told the Board Mr. Knapp said he had some numbers to add to the letter and they never heard from Mr. Knapp. Mr. Lansford said they got the scales and then revised the letter. Mr. Lansford gave a copy of the letter to the Board members and informed them the letter has been revised approximately 5 times. Mr. Lansford said they have noticed recycling increasing steadily and would like to receive approval to get this letter to all residents. Mr. Lansford did research regarding printing costs. Sir Speedy is \$71.95 for 1,000 copies double sided; Copy Express is \$82.00 for 1,025 copies, Staples is \$117.84. Mr. Lansford would like to know if this letter is appropriate.

Chairman Clow asked if Mr. Knapp had seen the letter. Mr. Knapp said he has not seen the letter. Chairman Clow told Mr. Lansford he appreciates all the effort he has put into the letter but feels they need to have everyone involved approve the letter. Mr. Lansford said he would pay for the letter and place them in locations for the public to take. Mr. Lansford said the employees are asked many questions regarding recycling and how much money it brings in. Selectman Clark said if this is approved she feels it needs to be on the website which also alleviates more paper. Selectman Kurk said Mr. Knapp had been talking about how much money they were receiving from recycling. Selectman Kurk said she just wants to make sure the letter goes through the Director of Highway. Chairman Clow commented on people being rude to the attendants at the transfer station. Mr. Lansford said it is brought on because people have to pay to dispose of items such as TVs, acs, monitors. Residents say to the attendants that they pay their taxes so why do they have to pay to dispose of their trash. Selectman Kurk asked if it is the same people. Mr. Lansford said it is not the same people, when residents come

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out to dispose of something that they have to pay to dispose of this is what happens. Chairman Clow said anything they charge for is charged because the town gets charged to dispose of these items and if these fees were not charged then taxes would be higher to pay for the disposal. Chairman Clow said they have a revolving fund and the fees do balance out at the end of the year.

Mr. Jim Clark is looking for assistance from the town to repair Wildwood Road due to flood damage. Mr. Clark said the residents of the road know it is a private road, but since they resurfaced Shady Brook Road, the culvert has completely washed out twice. What they are trying to do is repair it once and be done with it. They feel the town is responsible because of water being diverted over the road. Mr. Clark informed the Board every time this gets washed out there is a lot of silt that gets washed into the lake and he does not know how this affects the lake. Mr. Clark said he is here for assistance through advice and/or financial. Mr. Clark said there is a lot of work above the road which they are not looking for assistance with. Mr. Clark told Mr. Knapp he did not speak with him directly because they felt it was financial based and felt they needed to come before the Board. Selectman Clark asked if there was a problem before the resurfacing. Mr. Clark said about 20 years ago they had an issue. Mr. Clark said the road was on the Federal list for repair after the flood and does not know if the town received Federal funding for the road. Mr. Clark distributed pictures of the road to the Board members. Chairman Clow said this road is going from the center of the town it is a little road just before you get to Abijah Bridge, it is a private road.

Mr. Knapp said this road is truly a privately owned road, owned by Winter Wanders. Mr. Clark said Winter Wanders has a right a way to the road. Mr. Knapp said it is not the town's road regardless. Mr. Knapp said there is going to be some substantial work done down there in the spring. Mr. Knapp said he does not feel anything that was done on Shady Hill has anything to do with the damage on Wildwood Road. They cleaned out the culverts on Shady Hill. Mr. Knapp said he knows on other roads they have lost 100's of feet of culverts due to the flooding and said the flooding that happened around the state had a lot to do with it. Mr. Knapp said they did not receive any Federal funds for private roads. Mr. Clark asked if they do not do anything to the road would it affect the lake in anyway. Mr. Clark asked if the town would have to do anything because of the silt going into the lake. Mr. Knapp said the town would not because the lake is owned by the Army Corp Engineers. Mr. Knapp said it would not affect the bridge. Mr. Knapp said the culvert is probably undersized for the flooding that took place. Mr. Knapp said if it is a culvert that was lost one time in the past 50 years, the culvert is probably ok, but not for a storm of that proportion.

Mr. Clark asked what kind of repair would be allowed. Mr. Knapp said you have to apply for a wetlands permit and said you could put back the culvert that was there. Mr. Knapp said they have put a lot of stone in other culverts to take care of some of the silt. Mr. Knapp said you are allowed to do whatever needs to be done. Chairman Clow said because it is a private road the town has no right to spend money on the road. Chairman Clow said it is very complex to have a private road turned into a town road.

Selectman Fiala asked that any topics which require discussion should not be brought up in public comment.

Mr. Frank Campana commented on the town report and mailer and reminded the Board shortly after this years report came out had he requested the Board consider including the town employees salaries again. This was done in passed years and has been eliminated. Mr. Campana said the salaries of the Department Heads, Police Chief, and Fire Chief are listed but would like to see some consistency and put all town employees' salaries in the report. Mr. Campana asked for the Board to make public the meeting with the Department of Revenue to set the tax rate. Selectman Fiala asked Mr. Campana if there were other items he would like to see in the report. Selectman Kurk asked Mr. Campana if he was the one who asked to have a listing of Notaries and Justices of the Peace.

2. CAPITAL RESERVE RADIO ISSUE DISCUSSION – Chief Begin informed the Board the Police, Fire, and Highway Departments all met and he thinks this is a first to have all departments collaborative on radio

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issues. Chief Begin said there was a \$90,000 project in the Capital Reserve Fund for 2008 to alleviate all the dead spots for police and fire portable radios. The current 5x5 base station is falling apart and is infested with mice and rats which are chewing on the wires and eventually the radios will go down. The three entities were talking about how to replace that building. We will be replacing the old station with a new 8x5x8 building at a cost of \$8,000. \$40,000 worth of base equipment sitting waiting to be installed, the current building is too small and cannot house the equipment. Chief Begin said the new building will have to be climate controlled. Chief Begin is unsure where the money will come from.

They spoke with CIP and went to the Trustees and came up with a plan to have \$5,000 spent by Fire, \$5,000 spent by Police and Highway will do all the work. Chief Begin said he does not need the building yet, but eventually will. Chief Begin feels this is a great to have all 3 departments working together. Chief Begin went to Trustees and asked their opinion, Trustees said the Police Communications Fund is not available for the building and can only to be used for equipment. Chief Begin said the Trustees opinion was 2 to 1 that they could not use the money for the building. The Fire Department has the ability to use the fund. Chief Begin said when they switched the wording in 2005 they took away the ability to use these funds. Chief Begin said the Trustees said this is a Government Building and the Trustees said the funds could come out of the Government Building Fund. Chief Begin told the Trustees and had them agree to have Chief Richards pay for the whole \$10,000 and in the spring the Police would pay the \$10,000 to take care of the dead spot radio issues if they get the warrant article to pass. Selectman Kurk sat in on the CIP meeting and said there was a problem, if the building was being used by Highway then they couldn't use funds from the Police. Chief Begin said even though the building is being built for the Fire and Highway it still benefits the Police because it gets all of the police equipment out of the weather and into a safe environment. Chief Richards said it was a Fire Department Building, they are just allowing the Police and Highway to house their equipment there. Selectman Fiala said the CIP has a plan that would utilize all the Government Buildings Funds. Selectman Kurk said this is heartwarming that all 3 entities are all working together and credits them all. Chief Begin said they are all coming together for public safety.

Selectman Kurk asked how Crown Castle comes into play. Chief Begin said they own the property. Mr. Knapp said they sound very positive about the situation. Mr. Knapp said they currently don't have a base station. Mr. Knapp will provide the labor; \$10,000 is for material ac/heater unit. Mr. Knapp said you set it at a temperature and it stays at that temperature. Selectman Kurk asked how much would the power cost. Chief Richards said Crown Castle pays for the power. Chairman Clow asked what they do with the equipment when the building is being built. Mr. Knapp said they plan to construct the building at the transfer station and then move it and set it up with power all at one time. There is concern with the radios being down. It was discussed there would not be any down time with radio communication. Selectman Clark asked if the highway would do this with no overtime. Mr. Knapp said there would be no overtime.

Chairman Clow moved, Selectman Fiala seconded to approve the expenditure of up to \$10,000 for the replacement of the building for the base station at Mine Hill with the funds to come from the Fire Department Communication Fund. Passed 5-0-0.

Selectman Kurk asked Chief Begin to send a letter to the CIP committee making them aware of the expenditure.

3. DEPARTMENT HEADS – Chief Richards reminded the Board when they discussed Worker's compensation about a month ago they were unsure of the ladies fire auxiliary being covered. He has since found out they are covered. Mr. Ventresco said Chief Richards spoke with the agent who sold them the insurance and he highlighted where it said the auxiliary was covered. Selectman Clark said there are consultants that would be willing to look at it without spending money. Chairman Clow said they will start with the Board reviewing the policy. Chief Richards would like any answer as soon as possible. Selectman Clark asked Chief Richards about the amount of coverage they had for auxiliary. Mr. Ventresco said he would like to run this by LGC and have a

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letter from the insurance agent specifically referring to the coverage of the auxiliary. There is a mass casualty drill on Saturday and Chief Richards would like to utilize the ladies auxiliary for this event.

Mr. Knapp informed the Board there has been some information in the Goffstown paper regarding recycling. Mr. Knapp said recycling and disposal of items is ever changing and to have a permanent newsletter is very hard. Mr. Knapp feels they just need to keep the public updated on changes and possibly post it in the paper. Mr. Knapp informed the public the article in the Goffstown paper stated Weare takes their trash to Canada which is absolutely not true it goes to Penacook. Mr. Knapp said most vendors come to our facility and pick up the trash. They keep their hauls as short as possible.

Mr. Knapp asked the Board about the Thanksgiving Holiday regarding being closed Thursday and Friday. Historically they have always been open on Saturday and have been open on Monday instead but some of the employees are requesting the transfer station be closed. Mr. Knapp said he contacted Hopkinton, New Boston, Dunbarton and they are all open on Saturday. Mr. Knapp feels it would be difficult to be closed on Saturday but it is for the Boards consideration.

Chairman Clow questioned the people getting angry regarding the fees, do you have a handout available to show people the fee schedule. Mr. Knapp said yes, and the fees are posted. Mr. Ventresco said he should consider posting the fees on cable and on the website.

Selectman Kurk asked Mr. Knapp if he had some information that will go in with the tax bills. Mr. Knapp said they will have a real good handle on the numbers soon. Mr. Knapp said he met with the School Board regarding recycling at Center Woods and the Middle School and said he would like to see the paper recycled at the schools. Mr. Knapp said they have made it as simple as possible, they have an open top trailer to just dump the paper in. Selectman Kurk said in the last Goffstown News there was a letter to the editor about recycling from someone from Weare. Selectman Kurk commented on only recycling #1 and #2 plastics and asked if they will be recycling others. Mr. Knapp said soon they will be moving some things around and will free up a bay to possibly have the space. Mr. Knapp said you cannot get money from those plastics yet, but it does keep it out of the mainstream which does cost money to dispose of. Mr. Knapp said the covers need to be removed from all bottles because the bailer will not squish the bottle with the caps on them. Mr. Knapp said there has been an increase in mattress disposal, we do not charge, other towns do. Mr. Knapp said Goffstown is single stream recycling, not presort, they pay to get rid of their recycling.

Chief Begin wanted to publicly thank some people for work they have done; officer Kelly and Mica for demonstrations and Donna Mathieson for her help. During Dunbarton Old Home Day Officer Reinken's efforts were appreciated. Thanked Officer Hebert during the Middle School Open House DARE table. Chief Begin said he received a letter thanking Sergeant Carney and Officer Jon Quigley from a family.

4. CABLE CONTRACT – The Board reviewed the Cable Contract for final approval. Selectman Kurk said there should be a table of contents in the final document. Mr. Ventresco asked the Board if they were comfortable with sending the Document off or do they need to meet with the Cable Committee again. It was discussed the BOS held a joint meeting with the Cable Committee. Selectman Kurk said at this point it is the Boards responsibility. Selectman Kurk said it makes sense that the contract be sent to be reviewed and then sent to Comcast and if Comcast has problems they can contact the Board. Selectman Osborne was concerned the Cable Committee has not seen the contract. Mr. Will Ottery said all members did receive a copy and he has not heard from any member with any changes.

5. ASSESSMENT PROPOSALS – Mrs. Judy Rogers gave a synopsis to the Board 2 weeks ago and told the Board she is here to answer any questions they may have regarding the Assessing Contract.

Selectman Fiala moved, Chairman Clow seconded to award the 4 year Assessing Contract to Avitar at \$85,500 per year all inclusive including total reval in 2011. Passed 5-0-0.

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Chairman Clow said there were 2 plans from Avitar a 4 year plan and a year to year plan. Selectman Kurk said the 4 year plan is \$85,500 per year. Mrs. Rogers said the 4 year plan does include a reval at the end. Selectman Fiala said he did not see any reason to choose one of the other companies. Selectman Kurk had a question on gravel pits, can they provide more to the Selectman in understanding. Mrs. Rogers said they can and the last she knew the state was involved. Mrs. Rogers said we get 40 days of assessing per year, if the town needs to go over those days then they would have to pay extra. Mrs. Rogers said this also depends of zoning changes. Chairman Clow asked about the year with the reval; seems like it would be so many more houses. Mrs. Rogers said they will have already done a lot of the preliminary work; they do it over a 4 year period. Chairman Clow said the \$85,500 pays for a lot more than 40 days. Mrs. Rogers said yes it does. Selectman Kurk commented on the \$342,000 over the 4 years. Mrs. Roger said this year for the reval the town paid \$139,000. Mrs. Rogers said in 2007 they did no data verification just did general assessing at a cost of \$41,200.

6. REQUEST FROM MILDRED HALL ADVISORY COMMITTEE – Ms. Betty Straw, read a letter aloud explaining that the Mildred Hall Advisory Committee approved the expenditure of \$2,800 for surveying the Savaria Property.

Selectman Kurk moved, Selectman Osborne seconded to approve the expenditure of \$2,800 from the Mildred Hall Fund to pay for the surveying of the Savaria Property. Passed 5-0-0.

7. STONE BUILDING DISCUSSION ABOUT ELECTRICAL ISSUE AND APPROVAL TO BE PUT ON THE STATE REGISTER – Ms. Sherry Burdick received a letter from the NH Division of Historic Resources, stating the Stone Memorial Building is eligible to be on the State Register for Historical Buildings and Properties. Ms. Burdick is requesting the Selectman sign to put the Stone Memorial Building on the State Register which will allow them to be eligible for grants. Selectman Fiala thanked Ms. Burdick for all her efforts. Ms. Burdick said she filled out the paperwork for the Weare Town Hall as well.

Chairman Clow moved, Selectman Kurk seconded to approve the listing of the Stone Memorial Building on the NH State Register list of Historical Places. Passed 5-0-0.

Mr. Loreen Clement informed the Board of the proposal to illuminate the American Flag and Military gun and sand and repaint the flagpole in front of the Stone Memorial Building. The Illuminating will be done from the ground; the wiring will be done with conduit and done by a licensed electrician. They will remove rusted hardware from flagpole, sandblast and repaint. They are asking for no funds; the Historical Society will pay the electrician's fee and materials and the Sons of the American Legion will pay for the flagpole. Mr. Clement said they are asking for the town's permission because it is town property. Mr. Ventresco said this is a gift to the town. Mr. Clement is curious about volunteer waiver forms and would like to get clarification. Chairman Clow would like that discussion placed on a future agenda. Mr. Ventresco said if someone is going to volunteer on town property, according to the town's insurance company they need to sign this waiver, per project.

Selectman Osborne moved, Selectman Clark seconded to accept the gift of reconditioning the flag pole and the installation of lights to illuminate the flagpole and gun from the ground for up to \$500.00 for materials and labor. Passed 5-0-0.

8. MANIFESTS

Chairman Clow moved, Selectman Fiala seconded, to authorize the Board of Selectmen to sign Manifest and order the Treasurer (Deputy) to sign checks dated October 5, 2007. Passed 3-0-2. Selectman Clark and Selectman Kurk Abstained.

Accounts payable	\$78,493.58	(John Stark \$250,000)
Gross Payrolls	\$38,537.08	(includes Credit Union, Taxes)
Monthly fire	\$4,301.11	
EMTs for football	<u>\$162.42</u>	
Total	\$121,494.19	

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Chairman Clow moved, Selectman Osborne seconded, to authorize the Board of Selectmen to sign Manifest and order the Treasurer (Deputy) to sign checks dated October 18, 2007. Passed 4-0-1 Abstained.

Accounts payable	\$282,428.31	(John Stark \$250,000)
Minus VOID	\$-1,212.83	
Gross Payrolls	<u>\$34,787.83</u>	(includes Credit Union, Taxes)
Total	\$316,003.31	

9. USE OF GREAT ROOM AT THE SAFETY COMPLEX – Chairman Clow said they had a discussion at a previous meeting and the Board is continuing the discussion.

Selectman Osborne moved that there should be no fees for the use of the great room at the safety complex unless no fee is charged from the person using the room. *Never acted upon.*

Chief Begin said the Police Department uses this room twice a year for training. When the department has someone come in for training they are allowed to have their people attend free of charge. They are asking for a fee from others who attend – but not from the Weare Police Department. Chief Begin said the only other group he has authorized to use the room is the school to use for advanced placement testing. Selectman Fiala asked the Board how they felt about no one being allowed to use the room without written approval from Chief Begin. Selectman Osborne said this came about because someone giving training for CPR was charging people to take the course. Chief Begin discussed who would be liable if someone was hurt, does the vendor have liability insurance. Mr. Ventresco said they do not want private entities using the town hall; just non profit and individuals for private functions. Chairman Clow said the Board does not want to take charge of individual decisions and feels the Fire Chief and Police Chief could make the decision on who uses the room. Chairman Clow said any business involving profit requires proof of insurance. Chairman Clow goes along with Selectman Fiala’s suggestion on the Chiefs making the decision. It was discussed the Buildings Use Policy should cover this. Selectman Fiala said he would be in favor of having a separate policy for the Safety Complex. Selectman Clark said if there is no gain to the town they have to charge for the use of the room. Selectman Kurk asked if this vendor was being charged by other towns. Chief Begin is not sure. Selectman Fiala feels the value to the town should be determined by the Chief and he decides who pays. It was discussed the room is not highly used. Chairman Clow said the Fire Wards has passed their policy, stating the need for liability insurance.

Chairman Clow said they should wait one more meeting and have a policy drafted by Selectman Fiala.

10. ELECTION – Mr. Ventresco said a NH State Representative recently passed away and there is an empty seat and Goffstown would like a special vote to fill this seat as soon as possible for representation at a special meeting in January. The election would be for Goffstown and Weare. Evelyn Connor informed Mr. Ventresco it would cost approximately \$5,000 to hold this election. It was discussed the election could take place during the primary.

Mr. Gary Hopper informed the Board he was at the Goffstown meeting earlier, they did vote to hold the special election. If there is no primary than the special election would be at the end of November, if there is a primary it would be at the end of December and the general election would be January 22. Mr. Hopper asked what kind of message they will send if they don’t hold the election to fill the vacant seat. If Weare votes against it, Goffstown can still hold the special election without Weare’s approval. If Weare votes against it then it will start some resentment towards Weare from Goffstown and will make it very difficult to have Weare win a seat in the future. Selectman Kurk said a Representative who lived in Goffstown moved to Manchester and since he moved he could no longer represent Weare and Goffstown. Selectman Kurk said when this happened before they went to a meeting and said they were not in favor for financial reasons and because it would be extremely unlikely that anyone from Weare would win, holding an election for only 2 months of representation. Selectman Kurk said if it goes to Governor’s Council they can make you hold the election. In the past instance the

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Governor's Council voted in favor of Weare and not holding the election. Selectman Kurk said the legislature did go in Weare's favor and said they should have 2 representatives; but this will not happen until 2012. Selectman Kurk said she does not know where they would get the \$5,000 to hold the special election. Recognizing that if it goes to the Governor's Council then they could say tough and you have to hold the election. Chief Begin said it makes sense to hold the election during the NH primary. Mr. Hopper said the date of January 22 came from Goffstown. Mr. Hopper said it looks like they could have the primary in mid December. Mr. Hopper said it is very unlikely that they could hold the special election combined with the primary.

Selectman Fiala said he was told if they could get only one person to run then they would not have to have the Primary. Chairman Clow said the issue of the money, when talking about giving raises, one source of the raises came from the election line, so looks like the money is in the budget, but it is not. Selectman Kurk said she would like to hear from Mr. Gardner himself. Chairman Clow asked what if Goffstown goes forward with the election, what happens to Weare. Mr. Hopper said the Governor's Council would schedule the election in Weare as well. Chairman Clow said they are only talking about 6 weeks without representation. Mr. Hopper said if you get in there by the end of December then you still have plenty of time, but if you get there in March then basically missed most of the legislation. Selectman Kurk would really like to pursue holding the election with the primary.

Selectman Fiala moved, Selectman Kurk seconded to authorize the expenditure of up to \$5,000 to hold a special election to replace a State Representative. Failed

The primary is not a special election because it is scheduled anyway. Selectman Kurk said if there is a national primary then they have to hold it but if they can piggyback on that it will cost a lot less. If there is no primary and they had to hold a special election it would cost \$5,000. If they could piggyback the primary then Selectman Fiala would be in favor. Selectman Kurk would really like to hear from Bill Gardner. Selectman Kurk said a letter should go out to Goffstown telling them they decided not to hold the special election.

11. PUTTING TOWN REPORT AND MAILER OUT TO BID – Mr. Ventresco said he has a copy of what they would like to go out and the letters will go out this week. They will be keeping the printers in state.

Chief Begin asked what the goal was for the department's budget.

12. POLICE DEPARTMENT FORFEITURE FUNDS – PROCESS OF APPROVAL – Chief Begin Chairman Clow asked Chief Begin to review the process and expenditure of drug forfeiture funds. Chief Begin said any drug forfeitures that they do have a process to go through with the Drug Enforcement Administration and they get 80% return. We have to turn into them all seizures of concurrency and possessions within 30 days. They then go to auction with it, they do all the paperwork, they bring it to auction, and they give us our 80% back. When everything is done Chief Begin receives a letter stating what was deposited into the account. Chief Begin said his understanding is he has guidelines through his agreement on what can be used in that fund. Chief Begin has been looking to spend some money to purchase tasers for the amount of officers on the shift. Chief Begin said mostly when you need these tasers it is with people who are on drugs. Chief has a letter submitted asking if he can use this money from drug forfeiture to purchase these tasers. Selectman Kurk asked if they have to approve that money coming back into the fund. Chief Begin said it was approved when the fund was established. Chairman Clow said this came up at a budgeting workshop, who authorizes expenditures and who has control of the fund. Chairman Clow said Chief Begin along with the Finance Administration have authorization over this fund. Selectman Kurk asked if it passes through the Board. It was discussed these deposits did not pass through the Board before Chief Begin became Chief. Chairman Clow said because it is part of the whole picture, it is not noticeable. Chief Begin would like to purchase these tasers and wants to make sure he can expend the funds from the Drug Forfeiture Fund. Chief Begin would also like to purchase a wire; he knows he can purchase this through this fund. Vice Chairman Osborne, said she took it differently, because it

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says approval of the governing board. Chief Begin said the fund is there to assist in drug related activities. They are pretty liberal as to what we do with the funds as long as we can show that money was spent towards drug activity. Selectman Kurk said they should know what exactly is in the account. Chief Begin said the Police Department has been non compliant for the passed 5 years. Tina Pelletier has taken care of this.

Chairman Clow moved, Selectman Kurk seconded to enter into non public session at 9:21 p.m. under RSA 91-A:3II (a&c). A roll call vote was taken, Selectman Clark – yes; Vice Chairman Osborne – yes; Selectman Fiala – yes; Selectman Kurk – yes; Chairman Clow – yes. Passed 5-0-0.

Chairman Clow moved, Selectman Kurk seconded to come out of non public session at 9:30 p.m. A roll call vote was taken, Selectman Clark – yes; Vice Chairman Osborne – yes; Selectman Fiala – yes; Selectman Kurk – yes; Chairman Clow – yes. Passed 5-0-0.

Selectman Kurk moved, Chairman Clow seconded to Seal and Restrict the minutes of the non public session. A roll call vote was taken, Selectman Clark – yes; Vice Chairman Osborne – yes; Selectman Fiala – yes; Selectman Kurk – yes; Chairman Clow – yes. Passed 5-0-0.

Chief Begin announced Trick or Treating will take place on Wednesday, October 31 from 5:00-7:00 p.m.

13. ADMINISTRATIVE REPORT – Mr. Ventresco gave the Board the Audit letter for approval and said it is a standard contract, the price is different. Mr. Ventresco said they are hoping to have the audit started by mid November. Chairman Clow said he was surprised by the cost, because the audit should actually be easier.

Selectman Fiala moved, Vice Chairman Osborne seconded to authorize the Chairman to sign the contract for the 2006 audit for a fee of up to \$14,500. Passed 4-0-0.

The Board discussed E-911 officers. Judy Rogers is the primary officer and Chip Meany said his secretary Wendy Rice could be the secondary.

Selectman Fiala moved, Vice Chairman Osborne seconded to appoint Wendy Rice as secondary E-911 Officer. Passed 4-0-0.

Selectman Fiala moved, Vice Chairman Osborne seconded to sign the contract with Cartographics Associates dated April 2007-March 2008 tax year for \$2,900. Passed 5-0-0.

Primex would like to meet with the Board on November 5th regarding liability issues.

The Board will be meeting on the October 29th and November 5th.

Chairman Clow said when they plan for town meeting they give estimates until they get the actual numbers. County tax basically is one component of what makes up the tax rate. Selectman Clark said from what she understands it has to be paid in advance before they get the money from tax bills. Selectman Clark said she does not think they will be getting the money in early this year. Selectman Kurk said they have no choice but to pay it, they hand deliver it up to the last day. Selectman Kurk mentioned the possible need for a TAN. Selectman Clark said they have to be very conservative in setting the tax rate to raise enough in taxation. Chairman Clow said you have this in hand when talking with the public in February, because they never set the tax rate until they have this number on hand. Selectman Kurk said last year the county was .92 cents.

Mr. Ventresco asked the Board if they reviewed the proposal for liability and worker's compensation, current coverage is only until December. Mr. Ventresco said they are scheduled to have rate increases.

Selectman Fiala said they received 2 bids for the Town Hall roof repair; neither one was a roofer. Selectman Fiala said CIP Committee said it was not a Capital Project and advised them to tap the Building and Maintenance fund.

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Selectman Fiala said both the CIP and PARC were very happy with the proposal for Bolton Field from Geo Insights.

Selectman Kurk said they should be developing a warrant article for elected police chief and salary. The position is up for election this March and needs to be looked at; voters voted to elect a police chief again. Selectman Kurk is concerned with salary, which is somewhat out of line.

Selectman Kurk mentioned gravel pit regulations, she spoke with Naomi Bolton. They are trying to piggyback on New Boston's but New Boston has not received all the information from Bill Drescher. Selectman Kurk would like to see the responsibility of gravel pits go to the Planning Board. Selectman Kurk said we have ordinances instead of regulations and are not in compliance with the RSA. Selectman Kurk said the reason they were talking with New Boston is because they had some of the same issues and it would save Weare money. Selectman Kurk will not call Bill Drescher without the Boards approval. Selectman Fiala said he would support calling New Boston and then calling Bill Drescher as a last resort.

Selectman Kurk said they need to start looking at warrant articles they are bringing forth. Selectman Kurk wants to make sure on the ballot there appears an elected position for the Ethics Committee.

Selectman Kurk would like to discuss the matter of figuring out a percentage goal and guideline for departments brought up by Chief Begin. Selectman Kurk said they need to set guidelines. Chairman Clow said whenever possible, they should include something in a separate warrant article because it stands a better chance. Chairman Clow said they don't want to have something that is so out of reach, last year they worked so hard to keep it at a minimal. They need to look at realistic needs; taking into consideration all budgets have been cut. Selectman Kurk said they need to set guidelines, it is dangerous to tell every department just to put down what they need. She heard from 2 departments they need to have changes and need full time hours. Selectman Clark said since she has been here they have been telling everyone to keep track of their spending on all line items. Selectman Fiala said he would like to see 3% higher across the board; 2.5%-3% over the default budget. Chairman Clow said the question is how they tie the salaries in. Selectman Fiala said whichever number they are giving them, if they are going to use this year's default , then he would say use a 5% increase this year, said this is a good place to start. Chairman Clow said somehow they have to tie that wage piece in, if they do have a separate warrant article for the raises.

Selectman Kurk said she thought they had decided a long time ago that when budgets come in they would go through Mr. Ventresco for review. Mr. Ventresco said his plan is to sit down with each department as their budgets come in. Ms. Bolton and Mr. Meany sent their budgets to Ms. Pelletier then it went to the Board. Chairman Clow said they don't want the budget in bits and pieces they would like it in a whole. Mr. Ventresco will review all budgets and bring them to the Board with Department Heads present. Mr. Ventresco said he asked all departments to work on their budgets. Selectman Clark asked Mr. Ventresco if he gave the departments a date on when their budgets are due. The Board discussed having all departments have their budgets in to Mr. Ventresco for review by October 25th. Selectman Clark said Mr. Ventresco can review the budgets and bring them to the Board for the October 29th meeting. Chairman Clow said the departments need guidance. The budgets should all be done in the same format. Selectman Clark said when you set the budget the staff does not account for raise and cost of living. Selectman Kurk said the bottom line has to be around a 3% increase. Selectman Clark said they have said from the very beginning that if something was spent it should be shown.

Mr. Ventresco said you know what the salaries are, keeping the bottom line as the constant. Selectman Clark said the departments should get their budgets to Mr. Ventresco and he should be discussing with Department Heads. Chairman Clow said you cannot really go line by line, but by giving the bottom line increase and pulling out everything but raises and that can only increase by 3%. Selectman Kurk said for instance say Mr. Knapp's budget makes up 38% of the budget then he gets 3% of the 38% increase. Mr. Ventresco said he believes all

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salary lines should be increased to what they are currently using. Selectman Clark said for each department to figure their budgets, do it with excluding the raises. Selectman Kurk said it may be that each department is saying you're only giving me x amount but my needs are so great. Selectman Fiala said they should start with 3% over the default budget and would like the proposed budget to be 2.5% over the current default. The Board said to start with a 3% increase. Selectmen Fiala feels they should tell them to start with 5%. Chairman Clow said all budgets need to be done on the same format that is consistent through all the departments. Mr. Ventresco said they should not worry about special projects they should put those on separate warrant articles. Selectman Clark said they need a needs line and a wants list. Chairman Clow asked the Board about using a 5% number. The Board discussed Budgets being submitted to Mr. Ventresco by October 24th electronically and Mr. Ventresco will get these first drafts to the Board on the October 29th meeting. Chairman Clow said leave Primex on agenda for October 29th but leave everything else for budget.

Selectman Kurk asked the Board if they have gone any further on non-public minutes. Selectman Clark asked if they could just have 3 Board members present to review the meetings. Mr. Ventresco said you have to open up in public until you come across something that should not come out then you need to go into non public. The Board discussed coming in every other Monday at 5:00 to review non public minutes and approve the manifest.

Selectman Kurk asked if there has been any discussion about putting money aside for when employees retire. The Board discussed this when Ms. Pelletier came before them and proposed \$135,000 be put into a warrant article and that would be lapsed if not used.

Selectman Kurk asked Chairman Clow about the East Street/ Rt. 114 intersection. Chairman Clow said he spoke with Mr. Chip Meany and PSNH told him they were ready to go. Mr. Ventresco said Jim Crane contacted him. Selectman Kurk said the state has approved this month's ago. Chairman Clow said taking down the center island would need to be done. Chairman Clow said the hold up is who contacts the contractor that is responsible, it was discussed the school does. Selectman Kurk said from what she understands Neville needs to do the work.

Selectman Clark would like to look at the Town Ordinances. The ordinances are all located in the Clerk's office and upstairs with Merry Rice. Selectman Kurk has a list from Margie McLeod that she made up of ordinances.

Vice Chairman Osborne announced November 5th would be a regular meeting devoted to budget except for a short presentation from Primex and the Board will be meeting every week thereafter through budget season.

Vice Chairman Osborne said all employee evaluations should be back to Mr. Ventresco no later than Wednesday, November 14, 2007.

Vice Chairman Osborne asked Mr. Ventresco to contact the school to see if they want to be involved with the town report or have their own.

Chairman Clow informed the Board they received communications from Southern New Hampshire Planning Commission; they are asking for a monetary contribution for a watershed project. They are asking for \$3,500 per year for a 3 year period; the Board has until January to decide.

Chairman Clow moved, Selectman Kurk seconded to recommend to the Weare Fire Department they can proceed with the use of the Fire Auxiliary with use of the insurance information furnished to the Board. Passed 5-0-0.

Chairman Clow moved, Selectman Fiala seconded to enter into non public session at 10:55 p.m. under RSA 91-A:3II (c). A roll call vote was taken, Selectman Clark – yes; Vice Chairman Osborne – yes; Selectman Fiala – yes; Selectman Kurk – yes; Chairman Clow – yes. Passed 5-0-0.

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The board discussed a suit that was received, Malcolm Wright v. Town of Weare. It was understood and agreed that this was a land used/zoning issue and that the usual procedure of the Land Use Department's handling should continue. The attorney is already handling the matter.

Chairman Clow moved, Selectman Clark seconded to come out of non public session at 11:05 p.m. A roll call vote was taken, Selectman Clark – yes; Vice Chairman Osborne – yes; Selectman Fiala – yes; Selectman Kurk – yes; Chairman Clow – yes. Passed 5-0-0.

Chairman Clow moved, Selectman Fiala seconded to enter into non public session at 11:06 p.m. under RSA 91-A:3II (e). A roll call vote was taken, Selectman Clark – yes; Vice Chairman Osborne – yes; Selectman Fiala – yes; Selectman Kurk – yes; Chairman Clow – yes. Passed 5-0-0.

The Board discussed correspondences from attorney for an ongoing legal matter.

Chairman Clow moved, Selectman Kurk seconded to come out of non public session at 11:17 p.m. A roll call vote was taken, Selectman Clark – yes; Vice Chairman Osborne – yes; Selectman Fiala – yes; Selectman Kurk – yes; Chairman Clow – yes. Passed 5-0-0.

Selectman Kurk moved, Chairman Clow seconded Seal and Restrict the minutes of the non public session. A roll call vote was taken, Selectman Clark – yes; Vice Chairman Osborne – yes; Selectman Fiala – yes; Selectman Kurk – yes; Chairman Clow – yes. Passed 5-0-0.

Selectman Clark moved, Chairman Clow seconded to enter into non public session at 11:18 p.m. under RSA 91-A:3II (c). A roll call vote was taken, Selectman Clark – yes; Vice Chairman Osborne – yes; Selectman Fiala – yes; Selectman Kurk – yes; Chairman Clow – yes. Passed 5-0-0.

13. ADJOURNMENT

A True Record.

Recording Secretary