

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
March 3, 2008**

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

TOWN ADMINISTRATOR: Fred Ventresco

RECORDING SECRETARY: Cherry Palmisano

GUESTS: Tina Pelletier, Chief Richards, Jan Snyder, Christine Quirk, Dan MacDonald, Jenn McDowell

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

1. DEPARTMENT HEADS – Ms. Tina Pelletier gave the Board the printed out Totals Only Expenditures for review and to see what has been spent so far this year. Chairman Clow said he asked Ms. Pelletier to provide them with this. Chairman Clow said the Highway Department Default budget is already just about spent; \$112,500 as of the 25th of February. Chairman Clow commented they really need to pass the Proposed Budget. Mr. Ventresco said all the lines that are overspent deal directly with the snow. Ms. Pelletier said she will be calling regarding the audit tomorrow. Ms. Pelletier said she has vouchers to give to the Trustees \$13,308.50 from the Charles and Ethel Eastman fund for money in reference to the Society for Protection of NH Forest and the survey dealing with the Savarria property the other voucher is for \$40,627.00 for expenditures paid out for various Capital Reserve Funds. Ms. Pelletier said there are 3 liens for town aid.

2. MEETING MINUTES

Chairman Clow moved, Selectman Fiala seconded to accept the minutes from February 19, 2008 as amended. Passed 3-0-1. Vice Chairman Osborne abstained.

3. MANIFESTS

Chairman Clow moved, Vice Chairman Osborne seconded to authorize the Board of Selectmen to sign Manifest and order the Deputy Treasurer to sign checks dated March 6, 2008. Passed 3-0-1. Selectman Clark abstained.

Accounts payable	\$271,918.93	(John Stark \$200,000.00)
Gross Payrolls	<u>\$50,624.07</u>	(includes Credit Union, Taxes)
Total	\$322,543.00	

4. FIRE MARSHALL LETTER FOR THE INSPECTION OF MUNICIPAL OFFICE BUILDING – Mr. Ventresco asked the Board if they had the opportunity to read the letter from the Fire Marshall. Mr. Ventresco reminded the Board of the Fire Marshall's letter back in 2000 with a long list of things to be done. Mr. Ventresco said the letter reiterates a lot of the items from the 2000 list with more added. They have to take action or respond to the letter within 30 days. Chairman Clow asked Mr. Ventresco to highlight some of the major issues listed in the letter. Mr. Ventresco said the smoke detector system needs to be updated to a full fire system tied into an outside agency that will alert the Fire Department. Most of the smoke detectors are positioned incorrectly, issues with the emergency lighting and the fire escape, which was also pointed out by

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the Joint Loss Committee. Chairman Clow said this differs because it does not state a need to cover the fire escape, just make sure it is safe. Mr. Ventresco mentioned the dog house, the interior finish on the walk out area is not finished and exit sign issues. A second means of egress from the meeting rooms was also listed. Mr. Ventresco mentioned the need to hire a Fire Protection Engineer for \$2,000-\$2,500. Mr. Ventresco said due to timing and budget restraints these items cannot be complete in 30 days. Chief Richards spoke about recoating the interior finish with a fire resistant finish. Chief Richards feels \$2,000 to hire this person is more than reasonable. Chairman Clow commented on the recommendation of a sprinkler system. Chief Richards says sometimes when sprinklers are added other items don't need to be corrected. Mr. Ventresco said the Fire Marshall stated this is an important building to the town because it houses official documents. Mr. Ventresco mentioned the need to take care of the space heaters being utilized in the basement. Mr. Ventresco commented on the Building Committee meeting Tuesday evening. Chairman Clow said this is a good example of why the Building article needs to be redefined to be able to access the funds to expend for the needs study. Selectman Clark asked if it was possible if Article 16 passed, could they take the money from there to hire the Fire Protection Engineer. Chairman Clow feels that is for a more specific project. Mr. Ventresco feels it would be allowable because it is to alleviate major safety shortfalls in the building.

Selectman Clark mentioned they could be shut down if these issues are not corrected. Chief Richards said there could be fines. Mr. Ventresco said there have been small steps taken towards some of these items, but there are constraints on the budget. Chairman Clow commented that with the passage of this article there would be no question on being able to spend from this fund. Chairman Clow asked Mr. Ventresco if there is any action he would like the Board to take tonight. Mr. Ventresco said to possibly authorize up to \$2,500 to hire a Fire Protection Engineer. Chairman Clow asked who they should call. Mr. Ventresco said he received a list of Fire Protection Engineers from the Fire Marshall and he spoke with 2 engineers both within the same price range and same product (report) result. Vice Chairman Osborne would like Mr. Ventresco to look into the cost of the sprinkler system, to determine the best options, to forego some other items on the list. Chief Richards told Mr. Ventresco if he would like to be involved any afternoon after 3:30.

Vice Chairman Osborne moved, Selectman Clark seconded to spend up to \$2,500 to hire a Fire Protection Engineer for the Town Office Building. Passed 4-0-0.

Chairman Clow asked Mr. Ventresco to bring this up again in 2 weeks after the vote to look at the source for the money. Mr. Ventresco mentioned Article 13 to request \$286,000 for major repairs on town buildings which could possibly be utilized as well. Chief Richards commented that it was too bad they hadn't moved along on the previous letter from the Fire Marshall.

5. MEETING WITH NEW BOSTON FIRE CHIEF – Dan MacDonald, New Boston Fire Chief introduced himself and Christine Quirk, New Boston Selectman to the Board. Mr. MacDonald informed the Board he spoke with Mr. Ventresco earlier in the week and knows there will be changes in the Board soon, but wanted to come in now. Mr. MacDonald said Weare Rescue is running on 50% mutual aid during the week. Basically he is concerned because they are all struggling and all have budget concerns and strains on their departments; he feels they are subsidizing the problem. Mr. MacDonald feels Goffstown will see a reduction in their full time staffing. When you call Mutual aid you are adding 35 minutes to call time. He is expressing concern when they leave their town then the level of service is dropping in both towns. Mr. MacDonald said if things don't go positive in the warrant articles, they want to continue to work together to solve the problem. Selectman Clark commented that when Chief Richards brought his recommendations forward these employees would keep themselves busy and when there are no calls, there are inspections to be done. Mr. MacDonald said Fire Protection/Service is an insurance policy, you spend money to have insurance, and we have equipment and personnel as an insurance policy. Mr. MacDonald said it can be worked out how these full time personnel can spend their time. Mr. MacDonald said all the towns are continually growing. He commented on these personnel sitting there waiting for the call, educating in the schools, working with the police department, and being

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creative on how to use these employees time and training to the town's benefit. Mr. MacDonald said in speaking with other towns there is a lot of opportunities for these personnel.

Chairman Clow commented that the issue is in the hand of the town's of the voters. Mr. MacDonald said the whole idea is that they are in this together and need to help each other out. Selectman Clark commented that having someone from another town come in and speak is beneficial.

6. FINANCE ADMINISTRATOR'S JOB DESCRIPTION – Mr. Ventresco commented on Selectman Kurk recommending a Bachelor's Degree for the position not an Associates Degree. Selectman Clark commented on the job descriptions she saw from LGC were for Bachelors' Degrees. The Board discussed incorporating all the changes and then it will be finalized.

Chairman Clow moved, Selectman Clark seconded to accept the Finance Administrator's Job Description as presented and revised on March 3, 2008. Passed 4-0-0.

Mr. Ventresco commented on the position being an exempt or non-exempt position and that he discussed this with the Department of Labor and Workforce. Mr. Ventresco said the Department said this position would fall under the discretion of the Board of Selectmen. Mr. Ventresco said Ms. Pelletier is comfortable with it. Mr. Ventresco would like to run it by the attorney. Selectman Clark asked what the position is now. Mr. Ventresco said she is a salary exempt employee. Chairman Clow said they are changing the position back to what it was. Ms. Pelletier has been put in the position of her predecessor and is classified exempt for quite some time. Chairman Clow feels no action is required.

7. ADMINISTRATIVE REPORT – Mr. Ventresco scheduled sexual harassment training and would like everyone, including the Board to be present. This is free training from Primex and would like as much participation as possible. It was discussed the Board feels they should wait until the new Board is in place.

Mr. Ventresco said Primex will be here on March 17, 2008 to get the town back on an action plan.

Mr. Ventresco informed the Board there is a resignation from Alice Morris from the Weare Economic Development Committee.

Chairman Clow moved, Selectman Fiala seconded to accept the resignation from Alice Morris from the Weare Economic Development Committee. Passed 4-0-0.

Selectman Clark wants to make sure they have enough members on the Committee to make it an active committee.

Mr. Ventresco said he spoke with Chuck Metcalf from PARC regarding interviewing employees for Chase Park and mentioned the Board discussed him being present for interviews. The Board discussed Mr. Ventresco being present for the interviews for the PARC Director not the interviews for Chase Park employees.

Mr. Ventresco commented on a memo from the Tax Collector because deadlines are coming up for foreclosure. Mr. Ventresco said he is relying on Mr. Meany and Mrs. Rogers to see if it is cost effective for the town to foreclose on these properties. Chairman Clow said in the past the Tax Collector has been very successful in setting up payment plans with property owners. Mr. Ventresco brought this up to prepare the Board because if they don't refuse these properties they will become properties of the town. They need to take action to not foreclose on these properties.

Ms. Adrienne Alderman, representing the Conservation Commission, informed the Board they would like to send out a flyer to let people know about protecting land in town (Article 24). She said the flyer is funded through the Conservation Fund and is informative and educational in tone. Ms. Alderman said they would be using the permit 5 for mailing purposes. Selectman Clark said this is the first time anyone has asked to use the permit and wonders if other committees will be asking in the future to use this permit. Chairman Clow said

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other Committees monies come from the Operating Budget. Mr. Ventresco said he feels any town entity should be allowed to use the permit as long as the Board approves of the mailing. The Board needs to approve the content of the flyer not the use of the permit. Selectman Fiala sees no problem. Chairman Clow and the Board feels no motion needs to be made and they are in approval of the mailer.

8. REQUEST FOR EXPENDITURE FROM THE CHARLES & ETHEL EASTMAN FUND BY THE MILDRED HALL BEQUEST ADVISORY COMMITTEE – Mr. Ventresco informed the Board of a request from the Mildred Hall Bequest Advisory Committee. The Committee previously agreed to expend up to \$31,000 for the project, however, the revised appraised easement value on the property now exceeds the original estimate by \$120,000 and the Society is seeking additional support for the project. There is a \$36,000 gap at the present time and the Society has asked the Weare Conservation Commission and the Russell Foundation as well as the Hall Trust to consider contributing funds toward a portion or all of the additional amount needed. Ruth Jones suggested the Committee pledge an additional \$24,000 toward the Brown project representing both the Committee's share and the Weare Conservation Commission's share of the total. The Mildred Hall Bequest Advisory Committee recommends to the Board of Selectmen that \$24,000 be withdrawn from the Charles and Ethel Eastman Fund payable to the Society for the Protection of New Hampshire Forests for purposes of providing additional funding to the Brown Conservation Easement project.

Chairman Clow asked if the Board of Selectman has the right to veto a decision made by the Trustees. Selectman Clark says they cannot expend these funds without knowing all the facts and would like documentation to support this request.

Selectman Fiala mentioned he was asked to write something to send to the newspaper for publication to help support the new employee pay scale and to help get the budget passed.

Chairman Clow wants to make the Board aware that he is sending out a letter to a random selection of voters asking them to support the budget and make them aware of the Highway Department Budget. Chairman Clow said this is an individual project and hopefully will help to show why the budget needs to be passed. Chairman Clow commented that department's will need to take money from their budgets in order to make up the difference needed in the Highway Department. The Board discussed DRA possibly allowing them emergency funds.

Chairman Clow moved, Selectman Fiala seconded to enter into non public session at 7:55 p.m. under RSA 91-A:3, II (a & c). A roll call vote was taken, Selectman Clark – yes, Vice Chairman Osborne – yes, Selectman Fiala – yes, Chairman Clow – yes. Passed 4-0-0.

9. ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary