

FINAL



WEARE BOARD OF SELECTMEN
MEETING MINUTES
June 3, 2013

PRESENT: TOM CLOW, CHAIRMAN; RICHARD W. BUTT, VICE CHAIRMAN; (left the meeting at 7:45 p.m.); JOHN LAWTON, SELECTMAN; JAMES LEARY, SELECTMAN; KEITH R. LACASSE, SELECTMAN (entered the meeting at 7:50 p.m.)

RECORDING SECRETARY: Cherry Palmisano

TOWN ADMINISTRATOR: Naomi Bolton

GUESTS: Jan Snyder, Art Walker, Todd Prevett, Sherry Burdick, Heleen Kurk

7:00 p.m. Chairman Clow called the meeting to order.

DEPARTMENT HEAD AND COMMITTEE ITEMS

Meet Art Walker, Interim Police Manager – Chairman Clow introduced Art Walker as interim Police Manager through MRI. Vice Chairman Butt asked Mr. Walker if he has any impressions of the department. Mr. Walker said that most personnel seem motivated and supportive of the Town of Weare. Mr. Walker's schedule will be Monday, Wednesday, and Friday, but will shift his schedule around to be able to observe all shifts and personnel. He will let the Town Administrator know his schedule. Mr. Walker will have an administrative role. He is no longer a certified police officer in the State of NH. He understands overtime is an issue within the department. Vice Chairman Butt thinks cause and effect of overtime are more of the issue.

Mr. Walker told the Board that the shift supervisor would be responsible when he is not at the department. If a situation was to arise, Mr. Walker would want to know, make sure safety was taken care of as well as logistics and warrants. He is not a police officer so feels he should step back, but will make sure there are people responsible. Mr. Walker retired from Keene as Police Chief, which ended his 35 years of service. He is involved in the Commissioner's Accreditation Association, which assesses police departments and has given him insight as to how other departments were run and feels this will be helpful to the Town of Weare. Every police department has its own character and he needs to learn the character of Weare. Mr. Walker will do the best he can for as long as he is with the Town of Weare until the town identifies the next Police Chief. He feels that it is very important for a new Police Chief to be appointed as soon as possible to cause less stress within the department and until then he will serve the function of chief administrator. Mr. Walker will provide a department report to the Board in a month's time. Chairman Clow noted that they will be working on setting up committee to look at shift structure in the near future. Selectman Lawton suggested that Mr. Walker keep an open line of communication with the Town Administrator. Selectman Leary said that he heard from some of the officers that they are pleased with Mr. Walker.

Meet Todd Prevett, Temporary Police Prosecutor – Chairman Clow introduced Todd Prevett, who has been hired as the town's temporary police prosecutor. The Board has signed a temporary agreement with Mr. Prevett. Mr. Prevett lives in Mont Vernon and has been an attorney for fourteen years. He had a private practice in Massachusetts, which focused on criminal defense, family law, and a little bit of everything else. He has recently begun prosecuting for the Town of New Boston and has applied to other towns as well. Mr. Prevett looks forward to serving the Town of Weare. Mr. Prevett is aware that his position is terminable at will, but he will be moving in the direction to devote time to the Town of Weare in hopes that it might become a more permanent position. The

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Sergeant will still handle the smaller cases from the department. Vice Chairman Butt said that after a month the Board would like to meet with Mr. Prevett to discuss how things are progressing.

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Chairman Clow moved, Selectman Leary seconded to approve the minutes of May 20, 2013 as amended. Passed 4-0-0

MANIFESTS

Checks dated: May 30, 2013

Weekly Payroll \$42,033.32

Chairman Clow moved, Selectman Lawton seconded to authorize the Board of Selectmen to sign manifests and order the Treasurer to sign checks dated June 6, 2013. Passed 4-0-0

Accounts Payable \$560,603.02 (Weare School \$350,000)

Gross Payrolls \$44,394.16 (Includes taxes, credit union, police detail)

\$7,567.53 (EMT/Per Diem)

\$7,108.55 (Fire Monthly)

\$903.70 (Matt Bernard Final Check)

TOTAL \$620,576.96

Also, to order the Treasurer to sign payroll checks dated June 13, 2013, that will include payment for weekly wages and matching taxes. Actual amounts paid and reports backing up the numbers will be disclosed at the next scheduled Board meeting.

DISCUSS TOWN HALL DOORS AND SILL REPLACEMENT

Town Administrator Bolton told the Board that she had a request from someone asking if the bids would still be due on June 3. It was mentioned at the pre-bid meeting that there was a possibility that the bid date would be extended to allow for questions and answers. However, there were no questions and she sent a reminder that bids were due. One person said that he would not be able to bid and another stated that he needed extended time. Town Administrator Bolton only received one quote and has still not heard back from two others. Chairman Clow thinks that they should not open the bid until they have made some other decisions. He feels that there was a lack of clarity in the process and at the very least they should give an extension until the end of the month and discuss a way to tighten up the process even if it means having another meeting or an invitation to individually look at the building. Chairman Clow noted that at the site meeting most of the people came empty handed and did not know the specs were online and didn't have questions to ask because they did not have the specs in hand. Town Administrator Bolton said that the invite stated that the specs were available online.

Vice Chairman Butt left the meeting at 7:45 p.m.

Sherry Burdick, Chair of the Historical Society and a taxpayer, thinks that the specifications given were not very specific. She feels there that the type of wood needs to be clarified as well as the hinges to be used. Ms. Burdick said that there were no drawings of the new doors included and the only drawing in the specification was that of the old doors, which are nothing like the doors they are thinking of putting in. She thinks that it is hard for anyone to bid on the job until it is made clearer. Ms. Burdick told the Board that she would be willing to work with Chip Meany on the drawings. She told the Board that she requested a copy of the entire report and did not receive it.

Selectman Lacasse entered the meeting at 7:50 p.m.

Selectman Lacasse said that the construction was there, but the layout could be altered. He was surprised that no questions were submitted. Chairman Clow said that the site walk was very loose because only one contractor had downloaded the specs.

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Selectman Lacasse said that after the bid is submitted the drawings and plan would be submitted. It was discussed that the more specific they are the more accurate the cost provided would be. Selectman Lacasse is concerned with being too specific and the contractors not being able to get prices with their vendors.

The Board agreed that they are going to give more specifics and send the information to all the contractors that attended the pre-bid meeting. July 1st would be the new deadline to have the bids into the Board.

ADMINISTRATIVE REPORT

The Board signed the warrant for unlicensed dogs.

The gravel levy has two signatures and requires another.

There is a voided check for the prosecutor, which was paid one week too much.

Town Administrator Bolton told the Board that she is signed up for three summer classes, which are all part of her major; Leadership, Human Resources in the Law, and Money and Banking.

A letter of resignation was received from Gene Propper resigning from PARC.

An application and volunteer form was received from J'amy Colburn. Town Administrator Bolton will schedule Ms. Colburn to come before the Board.

Capital Reserve Fund – The fund was over spent by \$12.05 and the Board agreed to recode the \$332.99 expenditure for the rack that holds the server to the Police Department office equipment line so that the fund will not be over expended. Jan Snyder brought up a concern regarding the amount that was over spent. It was discussed that Ms. Snyder will meet with the Finance Director to discuss the fund.

The flyer went out with the tax bills and there were thirty-two people that responded to the insert.

Chairman Clow moved, Selectman Lacasse seconded to enter into non-public session @ 8:12 p.m. pursuant to the authority granted in RSA 91-A:3II (a&c). A roll call vote was taken, Selectman Lawton – yes; Selectman Leary – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 4-0-0

Selectman Lacasse moved, Selectman Leary seconded to come out of non-public session @ 9:03 p.m. A roll call vote was taken, Selectman Lawton – yes; Selectman Leary – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 4-0-0

Chairman Clow moved, Selectman Lacasse moved to seal and restrict the minutes of the non-public session. Passed 4-0-0.

ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary