

FINAL



WEARE BOARD OF SELECTMEN
MEETING MINUTES
February 24, 2014

PRESENT: TOM CLOW, CHAIRMAN; RICHARD W. BUTT, VICE CHAIRMAN; JOHN LAWTON, SELECTMAN; JAMES LEARY, SELECTMAN; KEITH R. LACASSE, SELECTMAN

RECORDING SECRETARY: Cherry Palmisano

TOWN ADMINISTRATOR: Naomi Bolton

GUESTS: Tim Redmond

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

DEPARTMENT HEAD AND COMMITTEE ITEMS

Discussion of Purchase Order System ó Tim Redmond, Public Works Director, informed the Board that there is still a position open for highway head mechanic. Former employee, Justin Johnson, was going to fill the position, but the Henniker Selectmen and Road Agent offered him a higher wage to stay in Henniker. Mr. Redmond said that he posted the head mechanics position in-house for 10 days and Richard Wheldon applied for the head mechanic position, he has been a mechanic his entire career. Mr. Wheldon would be vacating the mechanic's position if hired as head mechanic. Gene Lemay applied for the mechanic position. Mr. Redmond recommends that the Board promote Mr. Wheldon to head mechanic in the Highway Department at \$17.85 per hour. Chairman Clow mentioned that Mr. Wheldon had some reservations about the amount of paperwork. Mr. Redmond said that he discussed that with Mr. Wheldon and he will help him get acclimated to the paperwork. Mr. Wheldon has begun ordering and getting prices and Mr. Redmond is confident that he can do the job. The head mechanic position was not advertised outside of the highway department and only one person in the department applied.

Selectman Lacasse moved, Selectman Lawton seconded to promote Richard Wheldon to the position of head mechanic at a rate of \$17.85 per hour. Passed 5-0-0

Mr. Wheldon will be vacating the mechanic position and Gene Lemay, currently a truck driver for the town, was the only employee who applied for the position. Mr. Lemay was recently hired and is in his probationary period of employment as a truck driver. Mr. Lemay is a very good mechanic. He will be required to go get his NH State inspection license. Mr. Redmond recommends that the Board promote Mr. Lemay to mechanic at a rate of \$15.75 per hour. The position was posted internally within the boundaries of the union contract.

Chairman Clow asked what will happen if Mr. Lemay does not work out as mechanic and they fill his truck driver position. He would like Mr. Lemay to be informed that if they approve him as mechanic the truck driver position will be filled. Mr. Redmond said that Mr. Lemay is qualified for the mechanic position which involves routine maintenance such as, brakes, oil changes, electrical issues, tires, and inspections. He will work as an assistant to the head mechanic. Mr. Wheldon and Foreman Benji Knapp are both confident that Mr. Lemay can fill the position.

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The Board will need to decide to either continue with the original six month probation or start the six months over; there are three months remaining in Mr. Lemay's probation period. If Mr. Lemay is promoted to mechanic, then a truck driver position would be open.

Selectman Lacasse asked if an employee leaves does the person filling the position get paid what that person made when they left. Mr. Redmond said that is the way they have always done it; the person filling the position gets paid the vacating persons salary.

Mr. Wheldon went from truck driver to operator, to mechanic and got Justin Johnson's pay when he left employment with the town. Mr. Redmond suggests that they pay Mr. Lemay \$15.75 per hour, which is the salary that the position was vacated at.

Mr. Redmond told the Board that they still have two operator positions, which are also posted at the highway department, and three in-house employees have applied for the two positions. He is presently narrowing down the applicants based on skill tests and operating equipment skills.

The current range for mechanic salary is \$15-\$19 per hour.

Selectman Lacasse moved, Selectman Leary seconded to promote Gene Lemay to the mechanic position at a rate of \$15.00 per hour.

The Board discussed that there is a very good likelihood that the range will be going up if the contract passes in March.

The position is currently being paid at \$15.75, so that is the pay that Mr. Redmond understood that Mr. Lemay would be paid for the mechanic position. He did not tell Mr. Lemay what the pay was, but he most likely assumed he would be getting paid that amount. Selectman Leary noted that Mr. Lemay has no formal experience, but may be very good with his hands, this does not necessarily mean he would get paid the same as a trained mechanic.

If the contract passes the mechanic position would increase to \$17.50 per hour. Mr. Redmond requested that the Mr. Lemay be paid \$15.75 for the position of mechanic.

The motion passed 5-0-0.

Mr. Redmond reported that Selectman Lawton reviewed their daily operation to see how they generate slips ranging from \$3.50 to \$200. Mr. Redmond said that he explained to Selectman Lawton how cumbersome it will be to get a purchase order every time they need to make a purchase. There is no secretary down at the highway department facility and they are presently not linked up to the town office server to generate a purchase order. Mr. Redmond showed Selectman Lawton how he generates a purchase order from the town office. His current computer is so slow, but a new one should be arriving soon. Mr. Redmond reported that he sat through the webinar with the Finance Administrator and several other employees. He is not versed in the computer language, but is willing to learn. He said that it will be a long slow process to get trained. Mr. Redmond told the Board that if they are required to do this for every small purchase it could hamstring their work and things will not get done efficiently. Mr. Redmond asked that the Board consider a threshold of \$500.

Vice Chairman Butt said that he is frustrated. He said that the system prompts for information and they should be discussing these details 3-6 months after implementation. Vice Chairman Butt spoke with Sue at the Fire Department who told him that using the system is going well. Sue informed Vice Chairman Butt that there is a purchase order assigned to each department in a unique way and she has developed a work around. She keeps track of the purchase order numbers and knows what purchase order number will be assigned next. When she has time, she enters the information and gets the purchase order assigned. Vice Chairman Butt said that they need to put the system in place and address issues as they arise. He hopes that not every employee is allowed to order and hopes that certain individuals who do the ordering and use the system, develop an understanding of how the system works and communicate with other departments.

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Chairman Clow said that the concept of having an open purchase order for daily and small supplies should be open ended and larger items need a purchase order; he thinks that other options should be explored. Vice Chairman Butt said that they probably should do that, but it is not a decision for Board level. He thinks the decision should be made by those who know the system.

Vice Chairman Butt said that he is really concerned with department heads knowing exactly where they stand when they purchase something from within a line item in their budget, which the system does. He said that outstanding invoices hit them at the end of the year and when they don't know they are out there they don't know the balance in the budget.

Selectman Lawton said that when he visited the highway department he noticed that what needs to be addressed immediately is that the town garage does not have a connection to the town office. Town Administrator Bolton said that is being addressed. There are only two licenses for the module and the Finance Administrator always has one open, leaving only one license open. A third license may need to be purchased. Selectman Lawton said that not more than one person can be logged into the module from another location.

Town Administrator Bolton told the Board that the new server is coming. She spoke with the gentleman today, explained the problem, and told him that the problem needs to be fixed. The remote access seems to be the problem, the license could be another part of the problem. The Board said that it needs to be a priority to get the problem resolved.

Mr. Redmond will discuss things with the Town Administrator and Finance Administrator to work out some sort of work around to be able to assign a purchase order quickly.

Once the system is finally in place and being used by all departments, they should have a meeting with all departments to discuss and work out any issues they are having.

Selectman Lawton commented on Mr. Redmond saying that he does not have a secretary at the highway garage and asked if they could work out some sort of work around and hours with Merry Rice. Mr. Redmond should have a list of purchase order numbers that are assigned to his department so he can have a work around.

Mr. Redmond said that with the purchase order you need to assign the line number that it is being charged to, which is his decision for his department. He will have to rescind every employee in town's authority to purchase something even at Country 3. Vice Chairman Butt said to work with the system and if it doesn't work for a certain group, person, or certain material they will have to work around it. He said that if it is too much work, then it is not working.

MANIFESTS

Checks dated: February 13, 2014

Weekly Payroll **\$40,370.71**

Checks dated: February 20, 2014

Weekly Payroll **\$39,775.93**

Chairman Clow moved, Selectman Leary seconded to authorize the Board of Selectmen to sign manifests and order the Treasurer to sign checks dated February 27, 2014. Passed 5-0-0

Accounts Payable **\$1,183,474.71** (John Stark \$400,000, Weare School \$450,000)

Gross Payrolls **\$49,771.94** (Includes taxes, credit union, police detail)

TOTAL **\$1,233,246.65**

Also, to order the Treasurer to sign payroll checks dated March 6, 2014, 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.

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MEETING MINUTES

Chairman Clow moved, Selectman Lacasse seconded to approve the minutes of February 10, 2014 as amended. Passed 5-0-0

Town Administrator Bolton noted that the school only stated the importance of technology in their portion for the Town Report and did not mention percentages at all and did not change their votes either.

ADMINISTRATIVE REPORT

The COMSTAR agreement for the Fire Department, which was the only bid received for the ambulance billing, requires one signature from the town and Town Administrator Bolton feels that the fire chief should sign the agreement. The Board agreed.

The Current Condition Report for the Eastman Conservation Property, which was done by the Piscataquog Land Conservancy (PLC), needs to be signed off by the entire Board of Selectmen. The Board would like time to review the agreement. Town Administrator Bolton will ask for an electronic format to send to the Board members.

Selectman Lawton would like a report on the purchase order system, website, and inventory of all town owned capital items to be included in the next Town Administrators Report. Selectman Lawton thinks that all capital equipment needs to be inventoried. This would include equipment such as generators, computers, and cameras. It was mentioned that Spaulding Hill may have an inventory of all computer equipment. Selectman Lawton asked if they ever found out if the cameras at the Police Department were useful or not. Town Administrator Bolton said that she does not know. Before any more money is spent on new cameras, Selectman Lawton would like to know if those cameras are no good and if they are no good what are they going to do with them.

Selectman Leary would like a round table discussion set up about the purchase order, which could be very helpful.

Selectman Lacasse noted that it said in the minutes that they were supposed to discuss an assessing complaint in non public, which they did not.

Selectman Lawton would like to see the Town Administrator get more involved in the Purchase Order System within the whole town. They need to get the system working and he would like to see her approach employees to discuss their issues. If Spaulding Hill's assistance is needed he would like her to get it and get all the issues resolved.

Chairman Clow moved, Selectman Lacasse seconded to enter into non public session @ 8:20 p.m. pursuant to the authority granted in RSA 91-A:3II (a&c). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Selectman Leary – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

Chairman Clow moved, Selectman Lacasse seconded to come out of non public session @ 9:00 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Selectman Leary – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

Chairman Clow moved, Selectman Lacasse seconded to seal and restrict the minutes of this non public session. Passed 5-0-0.

ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary