

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
March 3, 2014**

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

RECORDING SECRETARY: Cherry Palmisano

TOWN ADMINISTRATOR: Naomi Bolton

GUESTS: John VanLoendersloot

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

DEPARTMENT HEAD AND COMMITTEE ITEMS

Appointment for Alternate Member of Planning Board

Chairman Clow asked John VanLoendersloot what motivated him in becoming an alternate member of the Planning Board. Mr. VanLoendersloot told the Board that he purchased a home in Weare three years ago. He explained that his father always told him that if he doesn't like the way something is going, change it. Mr. VanLoendersloot sees nothing wrong, but saw an opening on the Planning Board and felt he should join. He has attended one meeting. Chairman Clow said that the Planning Board is extremely important. There are ongoing decisions and at some point in time there will be building again in town, so decisions are critical. Each year zoning issues are discussed, which affect everyone in town.

Selectman Lawton moved, Selectman Leary seconded to appoint John VanLoendersloot as an alternate member to the Weare Planning Board. Passed 4-0-0

Chairman Clow swore in John VanLoendersloot as an alternate Planning Board member.

MEETING MINUTES

Chairman Clow moved, Selectman Leary seconded to approve the minutes of February 24, 2014 as amended. Passed 4-0-0

MANIFESTS

Chairman Clow moved, Selectman Leary seconded to authorize the Board of Selectmen to sign manifests and order the Treasurer to sign checks dated March 6, 2014. Passed 4-0-0

Accounts Payable	\$188,462.58	
Gross Payrolls	\$38,269.86	(Includes taxes, credit union, police detail)
	\$5,833.71	(EMT/Fire)
	<u>\$8,365.11</u>	(Monthly Fire)
TOTAL	\$240,931.26	

Also, to order the Treasurer to sign payroll checks dated March 13, 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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The Board discussed the Fire payroll and an email they received. Selectman Lawton said that Chief Vezina was out of bounds. Chief Vezina filled in on a shift and put in his wage of \$25 per hour. Town Administrator Bolton said that Chief Vezina gets paid when not working his regular shift and goes to a fire and that is his hourly pay. Selectman Lawton does not agree and feels it needs to be discussed. He feels that Chief Vezina should be paid the hourly rate that was set up for the EMTs. Town Administrator Bolton said that it is her understanding that the Board of Fire Wards set up an hourly wage for him to come back to town for fires. Chairman Clow said that if it is an agreement between Chief Vezina and the Board of Fire Wards, the Selectmen have the right to know, but it is the Board of Fire Wards decision on what the hourly wage is. Chief Vezina is committed to the town for 30 hours per week and when they discussed the Emergency Management position with him he was concerned with going over 32 hours a week. Chairman Clow said that they need to find out what the agreement is, either through Board of Fire Wards minutes or a written agreement. Selectman Lawton is concerned that if the chief is attending a fire for 4 hours it is cutting into his 30 hours. Town Administrator Bolton will contact the Board of Fire Wards.

Selectman Leary noted that there were 15 sets of jackets, pants, boots, and helmets for the Fire Department in the Manifest. This equipment was included in the 2014 default budget, but that does that mean to spend now. Town Administrator Bolton said that a Purchase Order was put in now because it takes an average of 3 months to get the gear. Selectman Lawton thinks that they already have the equipment. Town Administrator Bolton will look into it.

Vice Chairman Butt said that the reason the incentive was put in place was to get weekend coverage and it is disheartening that the chief is filling the shift. He feels that a meeting with the Fire Chief is necessary.

Vice Chairman Butt said that the Police Department has ordered \$16,000 worth of furniture and identified that the money is coming from line 618 in the budget and he would like to verify that the money is there. Town Administrator Bolton said there is \$1,500 in the proposed and default in line 618. Vice Chairman Butt noted that they have had several discussions about over expending line items and that the Selectmen need to be told where the money is coming from. Selectman Leary said that he spoke with the Police Chief, who said he is going through his budget line by line, and thinks that the holiday pay should be a separate line item. Vice Chairman Butt said regardless of what he feels, he should not start the year off with over expending lines and making modifications to the budget, when they don't even know what budget they are working from.

Selectman Lawton would like the police prosecutor to be given a timesheet. Town Administrator Bolton said that the prosecutor inquired about direct deposit, but it is her understanding that vendors are not allowed to have direct deposit. Selectman Lawton noted that the prosecutor submitted his invoice on a napkin, which is very informal and he would like something on town letterhead.

ADMINISTRATIVE REPORT

Town Administrator Bolton said that the Board has some concerns with the conservation easement. Chairman Clow noted that the method of acquisition states donation and if it refers to the easement that is fine, but if it refers to the land itself it was not a donation, it was from multiple sources. The project history talks about funds, but does not include the bond from the town. Town Administrator Bolton will bring the concerns to PLC and the Board can sign next Monday once Chairman Clow's concerns are addressed.

Spaulding Hill, the town's IT supplier, will install a computer for Merry Rice and a computer for Tim Redmond on Tuesday and the new server will be live on Thursday. Town Administrator Bolton told the Board that Spaulding Hill is supposed to bring in information about the purchase order log me in; the town will most likely need to purchase an additional license. Spaulding Hill will look into the connection concerns at the Town Garage as well.

As Spaulding Hill installs the AVG Cloudcare one each machine, they will inventory the town's assets, so that there will be a complete asset list of the computer equipment. The existing list wasn't theirs, but most of the

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town's computer equipment was purchased through Spaulding Hill. Selectman Lawton would like all town owned computers inventoried. Town Administrator Bolton said that she will be getting an inventory list on all computers and she spoke with the Police Chief, who will also have an inventory done of all computer equipment in his department.

Town Administrator Bolton told the Board that the cameras from the police vehicles cannot be found. Selectman Lawton said that this is the second major item that cannot be located, he asked about an investigation and feels this is unacceptable. Vice Chairman Butt wants the Police Chief to be given a copy of the purchasing policy and wants him to follow the policy. If the equipment was thrown out, they should not be throwing out town equipment. Every department head should have a copy of the purchasing policy. Vice Chairman Butt also thinks that there should be a police investigation conducted on the missing vehicle cameras. Town Administrator Bolton said that the Police Chief found 5 MDTs that have note on them stating that they would cost \$12k to repair. The Board discussed that a town label should be attached to all town owned items and a list of all the equipment kept. Chairman Clow stated that he agrees with the inventory and labeling. The procedure for disposing of town owned property needs to be emphasized. Selectman Lawton said that he has heard too many stories of town equipment vanishing and thinks that there is no accountability. Town Administrator Bolton said that seven building cameras were found at the safety complex so there are now fourteen operating building cameras, but the chief never found the vehicle cameras. Selectman Lawton said that the question was specifically asked to the chief if the old vehicle cameras worked with the new Toughpads. Vice Chairman Butt mentioned that knowing the capability of the old vehicle cameras with the Toughpads was discussed. Selectman Lawton said that they encumbered the money and the question was asked if the old cameras would work with the new Toughpads. Chairman Clow said that they discussed putting the purchase of any new cameras on hold to see if the old cameras would be compatible. Selectman Lawton said that at one point the police vehicles had cameras and the Police Department wanted them removed and now they want to purchase new cameras. The Police Chief will be here next Monday night and the Board will have a discussion with him. Selectman Lawton noted that if the Police Chief is saying that the cameras are not there, then they are missing or were inappropriately disposed of. Town Administrator Bolton will get the investigation into the old vehicle cameras started.

The Town Clerk would like a commitment from the Selectmen as to who will be at elections. The Board discussed that it is a 12 hour day and one Selectmen will be present throughout the day and a schedule will be sent to the Town Clerk.

Selectman Lawton would like to know the criteria for accepting Veterans Tax Credits. Town Administrator Bolton will get more information.

OTHER BUSINESS

Mr. VanLoendersloot asked the Board about an email he sent to them regarding Tim Redmond receiving overtime and the legality of him receiving overtime. Town Administrator Bolton will forward the legal response the Board received to Mr. VanLoendersloot. Chairman Clow said that they were hoping it was a temporary situation. Due to the lack of police staff on duty from 3:00-7:00 a.m. the Board decided to give Mr. Redmond a stipend to review the road conditions if there was a weather event during those times. Mr. VanLoendersloot said that he is not questioning the situation, but is questioning the pay.

Vice Chairman Butt said that he has been getting questions on the town mailer. Specifically people are asking why the increases are escalating for the public works contract. Vice Chairman Butt said that people are not supporting the contract because to them it looks like the cost is escalating and not an actual savings. The Board discussed that the police contract does show a reduction over three years, but the highway department contract does not show as a reduction.

Selectman Lawton commented on Selectman Leary mentioning a roundtable discussion on the purchase order system at their last meeting and he thinks it is a great idea and would like to see it happen. He feels that any

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employee involved in the purchase order system should be included and the roundtable discussion should occur on a regular basis until everyone is comfortable with the system. He would also like to see a roundtable with all department heads on how to proceed with the inventory of all town property. Vice Chairman Butt said that they need to make sure that all department heads have a copy of the policies in place. Vice Chairman Butt said that he did not know that everyone in the highway department has authority to make a purchase. He thinks there needs to be management and possible an open purchase order for small purchases. The purchasing policy states that a purchase over \$5,000 requires another authorization. The furniture purchase for the Police Department needs another signature. Selectman Lawton would like the Board to review the Purchasing Policy and ensure that all department heads have a copy.

Chairman Clow moved, Selectman Leary seconded to adjourn at 8:17 p.m. Passed 4-0-0

ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary