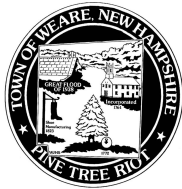


**FINAL**



**WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
MARCH 17, 2014**

**PRESENT:** TOM CLOW, CHAIRMAN; JOHN LAWTON, SELECTMAN; KEITH R. LACASSE, SELECTMAN; JENNIFER BOHL, SELECTMAN

**RECORDING SECRETARY:** Cherry Palmisano

**TOWN ADMINISTRATOR:** Naomi Bolton

**GUESTS:** Frank Campana, Jan Snyder, Jack Munn, Gabe Bolin, Robert Pare, Cynthia Pare

**Chairman Clow moved, Selectman Lacasse seconded to enter into non-public session @ 6:40 p.m. pursuant to the authority granted in RSA 91-A:3II (a&c). A roll call vote was taken, Selectman Bohl – yes; Selectman Lawton – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 4-0-0**

**Chairman Clow moved, Selectman Lacasse seconded to come out of non-public session @ 6:55 p.m. A roll call vote was taken, Selectman Bohl – yes; Selectman Lawton – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 4-0-0**

**The Board discussed an upcoming employment hearing.**

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

**SWEARING IN OF NEWLY ELECTED OFFICIALS**

Chairman Clow swore in Jennifer Bohl as a Weare Selectman.

Chairman Clow swore in Keith Lacasse as a Weare Selectman.

Chairman Clow swore in Robert T. Pare as a Weare Library Trustee.

**ELECT BOARD OFFICERS (Chairman and Vice Chairman)**

Chairman Clow asked that they postpone the election of officers until all Board members were present.

**PUBLIC COMMENT** ó Frank Campana told the Board that he watched the March 3<sup>rd</sup> Selectmen's meeting and received the minutes. At that meeting the Board approved an expenditure from the Police Department of \$16k on furniture. It was confirmed in the minutes that there was concern from the Board that the money was spent from a line that did not have that amount of money and the voters had not voted on what budget the town would be operating under. Mr. Campana would like to know where the money came from. He is concerned that one of the Selectmen that bought into this is no longer a Selectmen and the Selectmen signed off on it. Mr. Campana has a copy of the purchasing policy, which states that anything over \$5k has to go out to bid, but he Board signed off on the \$16k expenditure. Mr. Campana noted that on January 13<sup>th</sup> the Selectmen authorized \$48k from last year's budget surplus to purchase Toughpads and cameras for the police department and within three months has given the police department \$64k. He is not questioning the need for these items, but feels that \$16k worth of furniture is above and beyond. Mr. Campana said that there are systems in place and someone should have flagged the expenditure before reaching Board level. He knows that the Board is concerned and stresses the importance of knowing when a line is overspent and where the money will come from.

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Chairman Clow said that police cruisers need computers and the town's cruisers did not have computers so they used 2013 surplus funds as an opportunity to purchase them. Three computers for the Town Office Building were purchased from surplus funds as well. The Board believes the cruisers should have dash cameras and the dash cameras that were in the cruisers were removed. The Board was waiting to see if the cameras that were removed were compatible with the new Toughpads, but the cameras cannot be located. Chairman Clow said that the Board did not know about the office furniture, but the purpose was to upgrade to provide a better working environment and create a system so files could be easily accessible and provide better working environment. There were a variety of pieces of furniture and no item was over \$5k.

Jan Snyder said that she understands what was done, but feels that the Selectmen should have held the check, which was cut on a quote and not a Purchase Order. The minutes of the meeting stated that the Board wanted to speak with the Police Chief and she thinks that should have been done before the Board approving. Ms. Snyder believes that anything over \$2,500 should have a written quote and the purchasing policy states that if it is all going to all one vendor there should be bid specs and advertised in the newspaper. She stated that the purchasing policy was not followed at all. Town Administrator Bolton said that the purchase was made through W.B. Mason, which is the state's contractor for office supplies and office equipment, so they could take advantage of the state discount. She explained that the state goes through the bid process and shares their information with all municipalities. Ms. Snyder does not understand why there was not even a purchase order, only a quote. Chairman Clow said that the purchase order system has been a continuous struggle for the Board and until everyone is electronically connected and can function with the system it will be a struggle. Ms. Snyder said that the Police Department has been utilizing the purchase order system. Ms. Snyder asked about the Fire Chief's pay discussed at the last meeting; Town Administrator Bolton said that she has not followed up yet. Ms. Snyder said that the Fire Chief is paid \$682 per week, which reflects \$21.29 per hour and when the Fire Chief is called back to town and goes out on fire calls that is what he receives. The per diem are paid \$25.54 per hour. It is Ms. Snyder's understanding that when you do a per diem shift, you receive the rate of pay for the shift you are doing. Chairman Clow said what they will look into is if the Board of Fire Wards has different information or an agreement with the Fire Chief.

Heleen Kurk, Weare 250<sup>th</sup> Anniversary Committee, reminded everyone that their event "The Other Side of the Midnight Ride: A Visit from Rachel Revere" will be held on Saturday, March 22<sup>nd</sup> at 7:00 p.m. at the Town Hall. Rachel Revere will share her life with Paul, highlighting how they got out of Boston, maneuvered their family funds, and how they survived. The event is made possible by a grant from the NH Humanities Council and Weare Historical Society funding. This is a family affair and the members of the committee hope to see everyone there.

Mrs. Kurk told the Board that the committee will be decorating town buildings for the 250<sup>th</sup> events. They purchased \$700 worth of decorations for the buildings with non taxpayer funds and she needs help getting the decorations up on the buildings. Mrs. Kurk is asking for permission to ask the Fire Department to assist her in getting the decorations up in May and removed in October. She needs support and permission from the Board to work with the fire chief. The decorations will be hung on the Town Office Building, WMS, Library, Stone Building, Legion, Town Hall, CWES, JSRHS, and gazebo. No members of the Board objected to the 250<sup>th</sup> Committee asking the Fire Department for assistance in decorating the town buildings.

### **Southern New Hampshire Planning Commission (SNHPC) Presenting Results of the Piscataquog Watershed Stream Crossing Project**

Jack Munn, Chief Planner at SNHPC, introduced Gabe Bolin, P.E. Eastern Stream Restoration Specialist with Trout Unlimited, and told the Board that the SNHPC hired Trout Unlimited to assist them with the project. They have been working with several state agencies to put together a model to assist towns with putting together a model of all their culverts and crossings within the Piscataquog River Watershed. The model was done to determine whether the crossings and culverts would be able to handle up to a 100 year storm without the

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expense of bringing in an engineer and provides beneficial information for communities. It will also help to prioritize future culvert needs and access federal funding for grants.

Mr. Bolin said that stream crossings need to be designed and built to work with the stream and need to prepare for the changes of the stream. Current regulations call for culverts to be designed for a 50 or 100 year storm, depending on the size of the stream. Most of the states older culverts are under sized. There are 217 square miles within the Piscataquog Area Watershed, which were subdivided into 17 smaller watersheds for the purpose of the model; 95% of Weare is located within the Piscataquog Area Watershed.

Mr. Bolin presented a slide presentation overview, identifying stream crossings, shows maps and provides background information, which is phase I of the project. Phase II produced a model and uses the field data collected and assesses the culverts for efficiency. The goal was to collect field data and use it to assess culverts for fish passage. The data was put into a field database and then the database was run through the AOP & Geomorphic Models to determine fish passage. They worked on prioritization and strategizing replacement with towns. It was determined that there are 418 crossings within the entire watershed and 87% of the crossings were determined to be culverts. More than half of the crossings were determined to be in old or deteriorating condition and 175 of the crossings were determined to be less than 25% of the width of the stream, due to older regulations. New regulations require that a crossing is 120% of the width of the stream. It was determined that 38-42 crossings in Weare are identified as red, meaning aquatic life cannot pass through.

Chairman Clow asked if the information would contain guidelines and if it will help to determine proper specifications for a culvert. Mr. Munn said that more precise information would be needed; this is a screening tool for a large watershed. Mr. Bolin said that if something fails within the model, they provide recommendations for replacement.

Selectman Lawton asked what initiated the review of the watershed. Mr. Munn said that flooding, property damage, and culverts washing out. They wanted to provide a database so that towns could have more information to review in the future. Mr. Munn told the Board that what is unique about the project is that Mr. Bolin and other engineers working on it will make the model available for the whole state, which is a great tool.

The Federal Highway Commission funded the \$70k project. There is a review committee and by the time the model is delivered to the town it will have been reviewed by several committees and organizations.

Selectman Lacasse noted that there have been a couple of 100 year storms and some of the culverts being identified as failing a 2 year storm are still functioning after the 100 year storm. Mr. Bolin said that the pipe could still be there, but there may be significant erosion. Mr. Munn said that all culverts are now being designed based on the new rainfall calculations.

Mr. Bolin said that this is the first project within the state and this watershed and Weare is fortunate to be within this Watershed. Weare will be given all the results, will be able to review the information, and decide how to prioritize based on the information provided. Weare can also utilize this background information to help to justify mitigation money before and after storms.

## MEETING MINUTES

**Chairman Clow moved, Selectman Lawton seconded to approve the minutes of March 3, 2014 as amended. Passed 4-0-0**

**Chairman Clow moved, Selectman Lacasse seconded to approve the minutes of March 10, 2014 as amended. Passed 4-0-0**

## MANIFESTS

**Checks dated: March 13, 2014**

**Weekly Payroll                      \$37,274.39**

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**Chairman Clow moved, Selectman Lacasse seconded to authorize the Board of Selectmen to sign manifests and order the Treasurer to sign checks dated March 20, 2014. Passed 4-0-0**

**Accounts Payable                    \$767,268.00    (John Stark \$200,000, Weare School \$450,000)**

**Gross Payrolls                    \$37,596.98    (Includes taxes, credit union)**

**TOTAL                                \$804,864.98**

**Also, to order the Treasurer to sign payroll checks dated March 27, 2014 and April 3, 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.**

### **ADMINISTRATIVE REPORT**

*Purchase Order Module* ó The new server was installed on March 13<sup>th</sup>. They were able to log on the next morning, but could not print. Spaulding Hill got them up and running, but there were other issues pointing to the server. Payroll and payables is still being worked on, because the Finance Administrator could not log in and Spaulding Hill will fix the problem with ADS compatibility and is working with ADS to get everything moved over to the new server. Town Administrator Bolton told the Board that she hopes to discuss the purchase order module with Spaulding Hill tomorrow, which is their regular day. Overall, the conversion did not go as well as hoped. Selectman Lawton asked if they are running the servers parallel why are they not still running the purchase order module. Town Administrator Bolton said that she is not sure how it works, but her first priority was to get the Finance Administrator and registrations operational.

*Inventory* ó The Purchasing Policy was emailed to all employees and Town Administrator Bolton requested to have each department/employee provide an inventory of their office/department items. The police chief told her that there are certain parts of his inventory that cannot be shared. The policy states that the disposal of surface property valued over \$100 has to come to the Board for approval to dispose. Selectman Lawton said what they would really like to do is to get a computerized scanner code placed on all items. Chairman Clow does think that every item, originally valued at over \$100 needs to come before the Board to decide to dispose of. There is a lot of inventory in the basement that needs to be disposed of. Selectman Lawton said that some of the equipment may be able to be refurbished and have a nominal value. There is a need to make sure that everything is documented so that the Board knows where items are located, but not necessarily a need for Board approval for all items. Town Administrator Bolton said that they are going to create a spreadsheet of all town inventory. Chairman Clow said that a list with serial numbers would be sufficient for the items located in the basement for disposal and to start with usable equipment for the inventory. Selectman Lawton suggested asking neighboring towns what kind of system and procedures they utilize for inventory. Chairman Clow said to make a list of all items and anything purchased new from this point needs to be inventoried. All employees will be notified of the deadline to provide an inventory list at the next staff meeting.

Chip Meany ordered the four brass closers for the Town Hall doors at a cost of \$2,699.60 and two exit devices; the funds will come out of the Mildred Hall Fund. There is \$21,206.96 remaining in the Mildred Hall Fund for the Town Hall and the granite stairs, railings, and painting of the doors are not accounted for yet.

**Selectman Lacasse moved, Selectman Lawton seconded to spend \$2,699.60 from the Mildred Hall Town Hall Fund to purchase four brass closers and two exit devices for the Town Hall. Passed 4-0-0**

Ex-officio positions for Board members will be discussed on March 31<sup>st</sup>.

Town Administrator Bolton presented a proposal to the Board for a possible change of hours for the Town Office. She has been talking with the staff about the possibility of the entire Town Office have similar hours as the Town Clerk, which would mean until 7 PM on Wednesday nights and 1 PM on Thursdays. This would allow residents the ability to obtain building permits, inspections, welfare applications, etc. later on Wednesdays. Chip Meany, Land Use Coordinator indicated that he would be in favor of the office hours changing if the

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Planning Board would be allowed to move their meetings to the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday instead of Thursday evenings. Mr. Meany had the Planning Board take a vote on this motion and two members were in favor and two were against moving the meeting night. Both alternates were present at that meeting and although they don't have an official vote they were both in favor of moving to Wednesday nights. Mr. Meany is looking for the Selectmen to weigh in on this, as there is an exofficio member from the Selectmen for the Planning Board that was not in attendance the night of this vote. The Board has heard from one Planning Board member via email, who was not in favor of moving meeting nights. The staff at the Town Office is in favor of the office hour change. Town Administrator Bolton noted that it would not be an exact match with the Town Clerk and Tax Collector because they are closed to the public at 4 PM, 7 PM and 1 PM, but they are paid until 4:30 PM, 7:30 PM, and 1:30 PM because they have to balance and go to the bank daily. There are days that the Clerk's office leaves at 10 to 15 after 4, 7 and 1, but they still need to go to the bank before going home. But where the other departments don't have to balance or go to the bank they would need to be open to make up that ½ hour. Chairman Clow said that because it is a major change, he thinks they should hold on it until the entire Board is present.

The Piscataquog Land Conservancy (PLC) sent the Conservation Easement, which requires signatures from the Board. They agreed to change the section regarding the funding, but did not agree to change the section regarding the donation because that pertained to the easement not the property.

Town Administrator Bolton told the Board she would like them to have biweekly meetings on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of the month May through September and resume weekly meetings starting the first week of October. Chairman Clow noted that the mad rush for the budget is crazy and they should start negotiations earlier and feels they should resume weekly meetings right after Labor Day. Selectman Lawton said that if the departments don't have their budgets ready in October, the Selectmen meeting every week in September won't speed up the process. Chairman Clow said that they can review the schedule and possibly go biweekly for May.

At the end of the next meeting the Board will discuss employee evaluations and make specific recommendations for each employee.

## OTHER BUSINESS

Selectman Lawton mentioned the grant that Chief Vezina was pursuing for the airpaks for areas towns with each town being responsible for providing 10% towards the total amount. Selectman Lawton noted that there was no warrant article for that money and assuming that Chief Vezina is still pursuing that grant, where is that \$18k going to come from. Chief Vezina was given approval to proceed with the regional group to seek 30 Airpaks, additional bottles, and miscellaneous components. Selectman Lawton said that the Town of Goffstown included the funds in their budget. The funds would need to come from Chief Vezina's budget if he is still pursuing the grant.

Selectman Lawton said Chief Vezina instituted the EMT weekend policy before the vote. Town Administrator Bolton said that it has now stopped, because of the vote, but it was started January 1<sup>st</sup> and those 9-10 weeks the wages will have to be absorbed from the wage line. Selectman Lacasse said that the line where the money comes from needs to be recorded. Town Administrator Bolton will have the Finance Administrator pull the numbers to be able to provide the Board the amount it cost for the 9-10 weeks.

Selectman Lacasse mentioned the furniture for the Police Department is being purchased from a wage line. The Chief needs to over expend the office equipment line by the furniture amount, but identify that it is coming from a wage line for budgeting purposes.

Selectman Lawton told the Board that he reviewed the results of the election and with everything that passed the town portion increased from \$3.31 to \$3.81 per thousand. The schools portion increased a total of \$.48 for all schools. Combined there is a \$.99 per thousand increase on the total tax bill. John Stark's budget went down

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\$300k, but the amount to be raised through taxation went up \$400k because of the decline in enrollment and loss of revenue from the state. Chairman Clow mentioned the possibility of a change in valuation, when revenues are revised in the fall there is a possibility of an increase, and there is \$47k from FEMA money to go into the General Fund.

**ADJOURNMENT at 9:10 p.m.**

A True Record.

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Cherry Palmisano, Recording Secretary