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**WEARE BOARD OF SELECTMEN
MEETING MINUTES
March 24, 2014**

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

RECORDING SECRETARY: Cherry Palmisano

TOWN ADMINISTRATOR: Naomi Bolton

GUESTS: Richard Butt, Frank Campana

Chairman Clow moved, Selectman Lacasse seconded to enter into non-public session @ 6:32 p.m. pursuant to the authority granted in RSA 91-A:3II (a&c). A roll call vote was taken, Selectman Lawton – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 3-0-0 (Selectman Leary arrived @ 6:38PM)

Chairman Clow moved, Selectman Lacasse seconded to come out of non-public session @ 6:49 p.m. A roll call vote was taken, Selectman Lawton – yes; Selectman Leary – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 4-0-0

The Board discussed police personnel with the Chief.

Chairman Clow moved, Selectman Lacasse seconded to enter into non-public session @ 6:49 p.m. pursuant to the authority granted in RSA 91-A:3II (b). A roll call vote was taken, Selectman Lawton – yes; Selectman Lacasse – yes; Selectman Leary – yes; Chairman Clow – yes. Passed 4-0-0

Chairman Clow moved, Selectman Lacasse seconded to come out of non-public session @ 7:02 p.m. A roll call vote was taken, Selectman Lawton – yes; Selectman Leary – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 4-0-0

The Board interviewed a potential police officer.

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

Chairman Clow noted that the purpose of the non-public was to interview a police officer candidate. Recently a police officer left employment with the town to join the Manchester Police Department.

PUBLIC COMMENT ó Richard Butt told the Board that in reviewing the minutes of their last meeting he saw that the furniture for the Police Department, which the Board discussed a couple of weeks ago, was discussed again. He feels that there is a problem in the system and that the steps in place are not being followed. The purchase module should be utilized and the department head should be aware of the purchasing policy. When a line in a budget is overspent it should be addressed before getting to the Board, the Board should be notified in writing or it should be discussed with the Board before over expending the line.

Mr. Butt said that there was a proposal made by the Town Administrator to change the hours of the Town Office. He does not feel it is necessary. Mr. Butt said that there was no discussion with the Board and he never heard a compliant from the public about not having access to inspections or anything else. He finds it troublesome that it was proposed without any previous discussion and noted that it took several meetings to change the hours of the transfer station and the tax collector. Mr. Butt mentioned that the Board received an

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email from a Planning Board member disagreeing with changing the Planning Board meeting nights. Mr. Butt said that the minutes of the January 23rd Planning Board state that *“Mr. Meany said the town would like to move the Planning Board meetings from the 2nd and 4th Thursday of the month to the 1st and 3rd Wednesday of the month. He said the reason is the clerk’s office is trying to get the building’s open hours and operating times on the same schedule. Mr. Meany said it is new that he has to be in the office on Wednesdays until 7pm, and the town would like building, assessing, and the clerk’s office all present.”* Mr. Butt does not think it was ever discussed by the Board, but Mr. Meany referenced the town, which he assumes means the Board of Selectmen. The Board was not involved in changing the Planning Board meeting times and he thinks that there is something more to it than what they are hearing. The Board had combined the Land Use Coordinator position with the Building Inspector position and paid that person an extra \$11k to do so. Mr. Butt said that that employee attends meetings on Thursday nights twice a month, assumes he is being paid a salary, and hopes that there are other things besides the Planning Board meetings that he is being compensated for. The only person that would benefit, in addition to some people in the town office, would be the Land Use Coordinator. If the Land Use Coordinator wants to change the meeting day of the Planning Board meetings so he would get paid to stay here Mr. Butt hopes that the Board says no to the changing of the hours. Mr. Butt does not see any public benefit in changing the hours for all employees in the Town Office to match the town clerk’s hours.

Frank Campana explained that last week he commented on the \$16k Police Department furniture. At that meeting he said that he was concerned that one of the Selectmen that bought into the purchase was no longer a Selectman and the remainder of the Selectmen signed it. Mr. Campana said that *“BOUGHT”* was not a good choice of words for him. He referenced the minutes of March 3rd when the Board made a motion to accept the Manifest that included the \$16k furniture expenditure. Mr. Campana didn’t necessarily mean that Mr. Butt bought into it and he doesn’t believe that the Board bought into it and realizes that the Board might not want to hold up the Manifest for something that could be discussed at a later time. The March 3rd minutes noted Mr. Butt’s concern about the \$16k and where it came from and that the Selectmen were not made aware of it. Mr. Campana said that had Mr. Butt remained on the Board he was optimistic listening to that discussion and previous meetings, that the purchasing policy would continue to be discussed and when a department head over spends a line that the Board wants to know where the money comes from. Even though Mr. Butt signed the Manifest, as well as the rest of the Board, he didn’t necessarily buy into that purchase. Mr. Campana hopes that the Board will still be concerned with the issue and that there will be further discussion amongst the Board.

MEETING MINUTES

Chairman Clow moved, Selectman Lawton seconded to approve the minutes of March 17, 2014 as presented. Passed 5-0-0

ADMINISTRATIVE REPORT

Town Administrator Bolton presented the revised Current Condition Report for the Eastman Conservation. She contacted PLC in regards to the funding, which they did not change. They did change the purchase section as suggested by the Board. The other change was that the members of the Board have changed. In response to Selectman Lawton’s question, the storage tank was identified in the report because it is within a one mile radius. Town Administrator Bolton asked that the members of the Board sign the report so she can return it to PLC.

Chief Vezina sent the following response to Selectman Lawton’s concern as to why the town’s portion of \$18k for the air packs grant was not included in the budget: *“Yes, we did apply for the grant as was authorized by the Board of Selectmen. Our matching part was not in this year’s budget as we would be asking for money without guarantee that we were going to get the grant. Keeping in mind all the confusion that surrounded the PPE grant and subsequent warrant article I felt it would be neater and more understandable this way. If we are approved for the grant we will ask for the \$18k at next year’s Town Meeting. Should we be unsuccessful in obtaining the \$18k match our portion of the SCBA grant could be returned to DHS.* Chairman Clow said that it

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appears Chief Vezina would have that period of time to raise the money and it makes sense to ask the public for funding once the grant is in hand.

Town Administrator Bolton informed the Board that the NH Municipal Association is offering a free Officials Workshop for elected and appointed officials. The workshop will provide an overview of right to know, and government policies and there is no registration fee. Chairman Clow noted that he attended several of their conferences and the presentations are very well done. Selectman Bohl will be informed of the workshop.

Selectmen's Summer Schedule ó The Board will be meeting on the 2nd and 4th Mondays of the month with the exception of the month of May, which they will meet the 12th and the 19th due to Memorial Day. The Board will meet on June 9th and 23rd, July 14th and 28th, August 11th and 25th, September 8th and 22nd, and will resume weekly meetings starting October 6th. Chairman Clow asked for a reminder as to why they are changing to the 2nd and 4th Monday instead of the 1st and 3rd. Town Administrator Bolton said that Selectman Lawton expressed that he had a conflict with the 1st Monday of the month because he would like to take part in something else that meets on the 1st Monday of the month and Selectman Lacasse is on another board that meets the first Monday of the month.

Purchase Order Module ó There has been an issue with the log me in and Spaulding Hill Network is looking at a two pronged approach. They are looking at building two new virtual machines on the server just like they would remotely. The safety complex will be set up on a VPN tunnel which will allow them to connect directly to the Town Hall. The old server has not been completely shut down yet because there are still a couple issues that need to be worked out before shutting it down. The DPW is the only department not up and running. Selectman Lawton said that he was told there are only two licenses, the Finance Administrator utilizes one of the licenses all day, which only leaves one for all other departments. Town Administrator Bolton does not see it as a problem. Selectman Lawton is concerned because they are telling all departments to utilize the purchase order module and there are only two licenses. Town Administrator Bolton does not know how much another license will cost. Selectman Leary noted that this is why a round table discussion would be beneficial; some departments are utilizing the purchase order module and have figured out a work around. Selectman Lawton questioned the virtual machines and giving the ability to everyone to use, he is concerned with people having to wait to access the software. If it becomes a problem or a nuisance than they will have to come up with another solution and if purchasing another license would eliminate the bottle neck, another license should be purchased. Chairman Clow suggested that they give it a try and have the Town Administrator zero in on each department and have them do a purchase order and see how it works ad work out the glitches from there. Possible timeframes for departments to do their inputting of purchase orders to avoid bottlenecks was mentioned. The DPW will most likely be the department that has the largest amount of purchase orders. If there is a bottleneck the Board will look at purchasing additional licenses, if that is what it takes. Selectman Lawton requested the cost to purchase an additional license.

Town Administrator Bolton told the Board that she received a response from Goffstown regarding their purchasing policy and the person that she spoke with sent her over their purchasing policy, which details how things are disposed of. In Goffstown, the finance director is the one that takes all the measures to deem something to be disposed. No other towns responded. Town Administrator Bolton said that she did ask everyone to do their inventory and she received inventory lists from three departments. Selectman Lawton thinks that they need to discuss and develop a policy for inventory to identify all capital, fixed, and other assets. Capital assets are governmental accounting and the finance administrator has control over. Primex just sent an inventory request that they fill out every year, which identifies everything the town owns with stated values. Fixed assets are items with a value of \$15k or greater and a life span of three years or more. Selectman Lawton would like to see a barcode on all items and would like to get the discussion on the agenda going forward to develop an inventory policy. Town Administrator Bolton will contact the Goffstown Finance Administrator to see what her procedure

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is. Selectman Lacasse noted that the handout distributed by Selectman Lawton could be a first draft of the inventory policy and a place to start.

Website The website provider will move over two years of documents, but the town will be responsible for moving everything else. Selectman Lawton noted a couple of things in the area "Where do I go" and feels everything should be under this section because it is an easy way to guide people within the website. Chairman Clow commented that it may be a good idea to go back to some of the other towns' websites that they reviewed to see how to set it up. Selectman Lawton would like to see all town policies on the website. Town Administrator Bolton will make each Selectman a policy book with a three ring binder containing all the policies. Selectman Lacasse would like all department heads to have them as well. It was discussed that it is the Board's job to implement the policies. The Board agreed with all department heads having copies of all town policies. Some of the policies may need to be revised. The calendar on the town website should include everything; if the school has an event it can be listed as well as any event in town. Town Administrator Bolton feels that May 1st is a realistic goal for the new website to go live and the current website will be shut down so that there is no confusion.

The Board signed assessing and land use change tax forms.

Selectman Lacasse signed the oath of office form.

CORRESPONDENCE

Chairman Clow said that there was a comment made to the Town Administrator regarding Selectman Bohl reading her oath; it was checked out and it was determined that it was perfectly legal to do it that way.

OTHER BUSINESS

Selectman Lawton mentioned that the Richard Colburn property never got resolved. He would like to get it resolved and believes that the town owes him a right of way. Town Administrator Bolton said that she sent it over to Bill Drescher to get an opinion. Selectman Lawton said that the family donated land to the town and in doing so locked themselves out of their own land and he would like it addressed.

Selectman Lawton thinks they should contact Bob O'Dell regarding the flood plan and the money that is owed to them from Massachusetts. The town only received funding from the State of NH, not Massachusetts.

Selectman Lawton would like the Board of Fire Wards to discuss the salary issue as it applies to people filling the EMT slots and how they come up with the pay schedule.

Selectman Lawton would like to get the issue of the missing police cameras resolved and would like to know what happened to the \$20k in cameras. Town Administrator Bolton said that she received a text from the former police chief stating that the cameras went in the trash because they weren't working, they were taking up space, and the Board was told last year. She asked Selectman Lawton where to go from here, they have been told that the cameras were thrown away. Selectman Lawton noted minutes from July 2000 where Chief Rigney requested two cameras for the cruisers for \$8,800 and he stated that the cameras would aid in prosecuting cases. Selectman Lawton said that there was some reason that the cameras were removed from the cruisers and it was not legitimate reason. Chairman Clow noted that the cameras are not going to reappear and they are not sure what condition they were in. Selectman Lawton said that it is up to the Board to run the town and financially \$20k is a lot of money. Chairman Clow said that it is up to them to make decisions to keep that from happening in the future. He said that they are talking about inventory, talking about having a policy to dispose of property, and that is where their focus should be. Selectman Lacasse said that the likelihood is that the people that threw the cameras away are most likely not employed by the town anymore. Selectman Lawton said the fact that they were told that the cameras were thrown away, does not mean they were thrown away. The Board is making an effort to make sure something like this does not happen again.

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Selectman Lawton said that the Board needs to make a decision on the request to change the hours of the Town Office building. Town Administrator Bolton said that the discussion was not on the agenda because the Board discussed that they should wait until all five members of the Board are present. Chairman Clow does not see changing the hours as being inappropriate. He said that the Town Administrator did not bring together a proposal for changing the hours without discussing it with all the departments. Town Administrator Bolton said that there was discussion a few years ago about going to four 10 hour days. Chairman Clow asked how the discussion was started and who initiated it. Town Administrator Bolton said that she circulated it out there and asked if there was any interest and there was some liking to one late night and one early afternoon. Selectman Lawton asked what the benefit to the town is. Town Administrator Bolton said that people do not know that the remainder of the building is open because the town clerk and tax collector's office is closed. She said that some residents do not return to town on business days until after 5:00 pm. Selectman Lawton said that most of the forms should go on the town website and could be downloaded by residents.

Chairman Clow moved, Selectman Lawton seconded to enter into non-public session @ 8:27 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

Chairman Clow moved, Selectman Lawton seconded to come out of non-public session @ 9:00 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 to seal and restrict these minutes of the non-public session, Selectman Lacasse seconded the motion. Passed 4-0-0.

ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary