

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
March 31, 2014**

PRESENT: TOM CLOW, CHAIRMAN; JENNIFER BOHL, SELECTMAN; JOHN LAWTON, SELECTMAN; KEITH R. LACASSE, SELECTMAN (entered the meeting at 7:06 p.m.)

RECORDING SECRETARY: Cherry Palmisano

TOWN ADMINISTRATOR: Naomi Bolton

GUESTS: Chief Velleca, Michael Arsenault, Erin Swanson, Beth Arsenault, Craig Fancisco, Shane Arsenault, Sheila Savaria, Nicholas Nadeau, Kim McSweeney, Ken Cox, Frank Hebert, Robert Bifsha, Brandon Montplaisir, Tim Redmond, Jeremiah Erb

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

SWEAR IN NEW POLICE OFFICER

Chief Velleca would like to hire Shane Arsenault to replace Officer Bifsha, who is leaving employment with the Town of Weare. If the Board approves hiring Mr. Arsenault there will be 11 officers and Chief Velleca. Mr. Arsenault was born and raised in Weare, graduated from John Stark, and served in the military. He has a multitude of characteristics that will make him a desirable officer, which include chemical agent instructor and marksmanship instructor. Mr. Arsenault has family here and plans to settle here. He is a critical thinker and Chief Velleca recommends that the Board hire Mr. Arsenault as a Weare police officer. Chairman Clow noted that the Board met and interviewed Mr. Arsenault last week.

Selectman Lawton moved, Selectman Bohl seconded to hire Shane Arsenault as a Weare Police Officer at a rate of \$19.21 per hour. Passed 3-0-0

Chairman Clow swore in Shane Arsenault as a Weare Police Officer.

Selectman Lacasse entered the meeting.

DEPARTMENT HEAD AND COMMITTEE ITEMS

Reappointment of Full Member to Planning Board

Craig Francisco has been on the Planning Board for three terms and is an experienced member of the Planning Board. Mr. Francisco told the Board that the Planning Board members were tied regarding changing their meeting night. He would prefer meeting on Wednesday night, instead of Thursday, but there are certain members that can't make the first Wednesday of the month meeting.

Chairman Clow moved, Selectman Lawton seconded to reappoint Craig Francisco as a full member of the Planning Board for a three year term. Passed 4-0-0

Chairman Clow swore in Craig Francisco as a Planning Board member.

Appointment of Full Member to Parks and Recreation

Chairman Clow asked Jeremiah Erb what sparked his interest in joining the Parks and Recreation Commission. Mr. Erb said that he has an undergraduate degree in outdoor recreation and parks and recreation management.

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He wanted to get involved with the town and give back. He has a step-son in town who is involved in sports. Selectman Lawton asked Mr. Erb if he sees any needs in town for PARC. Mr. Erb said that he does not see any immediate needs, but does see things in the future such as a potential dog park and what can be done about the erosion of soccer fields. He has attended one PARC meeting. Mr. Erb served two years as an assistant PARC director.

Selectman Lacasse moved, Selectman Bohl seconded to appoint Jeremiah Erb as a full member to the Parks and Recreation Commission. Passed 4-0-0

Chairman Clow swore in Jeremiah Erb as a Parks and Recreation Commission member.

Reappointment of Full Member to Parks and Recreation

Randy Magoon has a commitment on Monday nights and cannot appear before the Selectmen until June.

Chairman Clow moved, Selectman Lacasse seconded to reappoint Randy Magoon as a full member to the Parks and Recreation Commission. Passed 4-0-0

DPW Bids and Grants ó Tim Redmond, Public Works Director, presented a summary of the prices he received for the pickup truck that was approved by the voters in March. The new one ton pickup truck with an extended cab will be a valuable vehicle for the Highway Department. The plan for the pickup truck is to put a sander in the back in the future. Mr. Redmond received three prices. He went to each dealer and provided them with the specifications and one of the bids was a state bid truck. GM has a government buyer's assistance program and provided them with a greater trade in value, reflecting the lowest bid. Selectman Lacasse asked Mr. Redmond if he has a preference out of the three trucks. Mr. Redmond said that Banks Chevrolet has done business with the town and if he was to ask for a certain truck, he would ask for the GMC. The government assistance program has a greater allowance on GMC trucks than the Chevrolet trucks. The town has owned a Chevrolet since 2000, but he thinks the GMC is the better truck in the long run. Mr. Redmond noted that he received a price for a plow set up as well, but can get the same price from a local vendor.

Selectman Lacasse moved, Selectman Lawton seconded to purchase a 2015 GMC 3500 HD Pickup Truck for the Highway Department at \$29,360.60 plus an additional \$500 for a spray in bed liner and \$5,100 to purchase a plow set up for a 9' Power Angle Plow with the funds to be expended from the Highway Truck and Equipment Replacement Capital Reserve Fund. Passed 4-0-0

Mr. Redmond would like to get prices for the sander, with the funds to also come out of the same fund. If permitted by the Board, he would like to move forward and will bring the bids back to the Board for approval.

Mr. Redmond told the Board that he filled out a grant application and sent it into the State of NH. He is asking for the Board's approval to move forward with the application. The Department of Environmental Services grant will provide household hazardous waste funds. Mr. Redmond thinks that the funds for this grant come from a small charge added to the purchase of oil. The amount received from the grant would be based on the number of residents, Weare has 9,500, at \$.13 per person, and would be based on a single household hazardous waste day. There is criteria to follow and Mr. Redmond would need educational material to provide to the public regarding hazardous waste. This grant money could be used to reduce the taxpayer's expense for the household hazardous waste day or they would have an extra \$1,244 expenditure for that day. Mr. Redmond said that they have come in under the appropriation amount since he has been with the town and expects the grant to be used as a reduction in cost to the town. Chairman Clow said that they had discussed the school participating in hazardous waste day. Mr. Redmond said that the school has volatile chemicals and he and the school mutually agreed that their chemicals are not acceptable materials for household hazardous waste day. Mr. Redmond said that there was legislation that was denied for a paint care program. With the paint care program there would be an upfront charge on paint of \$.75 per gallon that would go into a fund and any participating vendor was to take people's paint back. If the paint care program had made it through the legislature then household hazardous waste day in

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municipalities would be severely reduced. By consensus the Board agree to move forward with the grant application.

Mr. Redmond informed the Board that they will be ready to begin their summer work schedule shortly. The summer schedule is four 10 hour days. Mr. Redmond suggests making some small changes to the 6:30 a.m. to 5:00 p.m. schedule with .5 hour for lunch. He said that many other towns work through their lunch because lunch sometimes puts the brakes on the day. The schedule would reflect a 20 minute break in the morning, work through lunch, and a 20 minute break in the afternoon. In order to satisfy the Department of Labor requirements all employees would need to agree and sign that they will abide by the rules. Mr. Redmond has the document that Goffstown and Bedford both utilize. He would like to try it to see if the momentum continues. This schedule has been successful in other towns. By eliminating the lunch break it would shorten the day by 30 minutes, but keep the momentum going. Selectman Lacasse has no problem with the proposed schedule as long as all the crew agrees. Mr. Redmond said that the crew was all agreeable. This schedule would not be taking anything away from the town and would not be taking anything away from the work day. Selectman Lawton objects to the proposed schedule. Mr. Redmond noted that sometimes they modify the crew hours in the summer based on the need. He is requesting a 10 hour day with a contract signed by the crew to meet the Department of Labor requirements.

Chairman Clow moved, Selectman Lacasse seconded to allow the Highway Department to go ahead with a schedule that eliminates the lunch break and allows the day to end at 4:30 p.m. rather than 5:00 p.m. Passed 3-1-0; Selectman Lawton was opposed.

Mr. Redmond told the Board that he attended an open house at the Merrimack Highway Department. Merrimack is proposing a 14,000 square foot building and he went to see how they are doing it and how they are presenting it to the town. Their building is being proposed at \$2.8 million for the same garage that Mr. Redmond was proposing for \$978k. In attendance at the open house was Merrimack's town counsel and committee members. Mr. Redmond asked the Board if they had any objection to forming a citizen committee to review the needs for the Highway Department. The committee would discuss what they are presenting to the town and what their needs are. If the Board is willing, Mr. Redmond would like to move forward with the citizens committee. Chairman Clow said that is the history of the success in getting the middle school built; citizens got together, studied the needs, and were involved in the design. The process worked successfully for the school. Mr. Redmond said that a resident came to the town garage to discuss the need to address points that weren't presented to the voters, to be more informative of the expenses and savings. Mr. Redmond would like to ask that person to join the committee. Chairman Clow noted that the advantage next year is that the major purchases in the Highway Department are behind them, there will be no bridge bond on the ballot, and they can focus more heavily on the needs of the highway garage. By the time a payment needs to be paid on the highway garage bond, all other bonds will be virtually paid off. Selectman Lawton suggested pursuing surplus buildings. Mr. Redmond would also like to work with the building department on the fire regulations. He thinks that if they work with an architect to separate the building, it could reduce the requirements by the Fire Marshall to reduce costs.

Mr. Redmond publically thanked all the voters in Weare for supporting the Highway Department's requests on the town warrant.

ELECT BOARD OFFICERS

The election of officers was tabled until all Board members are present.

MEETING MINUTES

Selectman Lawton moved, Selectman Lacasse seconded to approve the minutes of March 24, 2014 as amended. Passed 4-0-0

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MANIFESTS

Checks dated: March 27, 2014

Weekly Payroll \$54,549.37

Chairman Clow moved, Selectman Lawton seconded to authorize the Board of Selectmen to sign manifests and order the Treasurer to sign checks dated April 3, 2014. Passed 4-0-0

Accounts Payable \$260,713.20 (John Stark \$200,000)

Gross Payrolls \$58,970.70 (Includes taxes, credit union, longevity, uniform allowance, education allowance)

\$13,781.87 (fire monthly, EMT/Fire)

TOTAL \$333,465.77

Actual amounts paid and reports backing up the numbers will be included on the Manifest Memo at the next scheduled Board meeting.

Selectman Lacasse would like to reduce the Manifest by \$500 due to a uniform allowance that was given to an officer that is leaving employment with the town to become a Manchester Police Officer. Chairman Clow said that they need to look into educational incentives for probationary officers; he does not know how the contract reads. He asked the Town Administrator to look at it because people that have been recently hired are receiving educational incentives. The uniform allowance is given yearly. Town Administrator Bolton will speak with the Town Treasurer regarding the \$500 uniform allowance, which is a direct deposit, but has not been released yet.

Selectman Lacasse moved, Selectman Lawton seconded to amend the Manifest payroll to reduce it by \$500. Passed 4-0-0

DISCUSSION OF TOWN OFFICE HOURS

The discussion was tabled until all Board members are present.

ADMINISTRATIVE REPORT

Purchase Order Module 6 Spaulding Hill is scheduled to come tomorrow. There have been issues with the Clerk's office and some other issues. There has been difficulty programming the cable channel with the laptop. Selectman Lawton noted that since the new server was installed the Town Clerk has seen slowness in her computer when producing licenses. The Tax Collector is having a problem with her computer freezing. Town Administrator Bolton spoke with Spaulding Hill about increasing the memory and thought it might be a possible processor issue. Once the issues are resolved, Spaulding Hill will go over to the DPW so that Mr. Redmond can log in to the purchase order module. Spaulding Hill was at the Police Department today installing the Toughbooks, which should all now be configured and set up, but not sure if they are in the vehicles. Everyone else is on the system and utilizing it, there has been no feedback yet. Town Administrator Bolton said that there are times when someone is in Sam's Club and makes a purchase which is done as a reimbursement. Selectman Lawton said that the purchase order module allows them to have an accurate up to date line item balance. Town Administrator Bolton said that they know what their limit is when they make a purchase. Selectman Lawton would rather see a purchase order done before the purchase is made. Town Administrator Bolton will know tomorrow when DPW will be set up. Selectman Lawton would like the DPW to have priority. Chairman Clow thinks that the major purchase orders for the DPW would be written when Mr. Redmond is at the Town Office.

Inventory Policy 6 Town Administrator Bolton said that she spoke briefly with Selectman Lawton regarding the schedule of exposures, property descriptions, and vehicles that the town owns. Three small departments have provided lists of items in their offices. The Finance Administrator has an asset tracker. The GASBY list came from LGC, which the accountants insisted that it be put in place. Selectman Lawton said that according to what the Town of Windham did, certain assets should include land under the roads and conservation lands. The Board needs to discuss inventory and put together their own inventory policy. Primex sends the town a list of assets,

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which is given to all departments and they can add to the list. Selectman Lawton said that the Board needs to discuss what they want to inventory and the process that will be used. Selectman Lawton said that they have a CIP Committee and they use the list of assets to forecast the needs of the CIP. The CIP projects out six years. The inventory would provide them with the information as to when an item was purchased. Chairman Clow thinks that they should start with anything purchased from this point on, include serial numbers, and dates of when the item was purchased. Selectman Lawton wants the inventory to be done and knows of two companies that do nothing but inventory and utilize barcodes and suggested getting a price on doing an inventory. He mentioned that there is a software app that would be needed to utilize the barcode system. Chairman Clow would agree if the price is not overwhelming.

Flood Control ó Town Administrator Bolton sent an email to Senator O'Dell regarding the funding and told the Board that Senator O'Dell may want to come before the Board. Selectman Lawton wants to know if the state of Massachusetts is reimbursing them yet. Chairman Clow asked the Town Administrator to research back to 2005 to give them an idea of what the full funding was and to continue to pursue Senator O'Dell.

OTHER BUSINESS

Selectman Lawton told the Board that he spoke with the Town Administrator regarding policies in general. He thinks the Board should review policies during the summer schedule to see if they need updating. The Board does not necessarily need to review all the policies, but there may be some that require some modifications. Primex expects them to do annual review of the sexual harassment policy. Town Administrator Bolton noted that some of the job descriptions on file were typed on typewriters. Selectman Lawton said that the Board needs to get the effort started. In going forward he would like the discussion of policies to be on the agenda and possibly have policies distributed to the Board before they discuss them at the meeting.

Selectman Lacasse moved, Chairman Clow seconded to adjourn at 8:40 p.m. Passed 4-0-0

ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary