

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
April 7, 2014**

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

RECORDING SECRETARY: Naomi L. Bolton

TOWN ADMINISTRATOR: Naomi L. Bolton

GUESTS: Frank Campana, Jan Snyder, Malcolm Wright, Tim Redmond

NON-PUBLIC SESSION

Chairman Clow moved, Selectman Lacasse seconded to enter into non-public session @ 6:45 p.m. pursuant to the authority granted in RSA 91-A:3II (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 Lawton seconded to come out of non-public session @ 6:58 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 tax payments/assessment with a resident.

Selectman Lacasse excused himself for the remainder of the evening.

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

PUBLIC COMMENT

Frank Campana stated that he has been present during the discussions of conducting inventory lists for the Town. He was recently at a medical facility and he was noticing that there were bar codes attached to the tables and the computer monitors, etc. He is very receptive to the Town doing an inventory in an effort to protect the Town's investments. He stated that he might be concerned with the cost, depending upon how much, of having a company come in to perform the service but felt it was a good idea.

Jan Snyder stated that she saw that the Fire Chief's hourly wage was lowered but she wondered if there was going to be an additional adjustment for the day(s) he worked per diem. She wondered if the Town was really paying him \$42 per hour because he didn't come back, he was already here for part of the day or did he make up his time for that time worked. Chairman Clow responded that next week the Board is meeting with the Board of Firewards to discuss things. Ms. Snyder stated that the second item had to do with the change of the office hours discussion and wanted to inform the Board that if there was discussion of having the Town Clerk/Tax Collector working later the Board needed to know that there is an RSA that states that if there is \$1,500 taken in during the day it has to be deposited daily. Chairman Clow responded that it is not on the agenda tonight as there is not a full board. The Board is not looking at making any changes to the Town Clerk/Tax Collector office, if any changes are made it would be for the rest of the staff to be on the same schedule. Ms. Snyder pointed out to the Board that the weekend coverage continued through the end of March, which cost

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approximately \$2,200 and the Town voted for the default budget, so where is he going to get that money for. Chairman Clow stated that the Chief will have to take it out of the wage line and again the Board is meeting with the Board of Firewards next week.

DEPARTMENT HEAD AND COMMITTEE ITEMS

Reappointment of Full Member to Zoning Board

Malcolm Wright has been on the Zoning Board for one three year term and looking to continue for another term. Chairman Clow asked what makes him want to return to the Zoning Board. Mr. Wright indicated that he appreciates and enjoys zoning, how and why it was created. He feels the Zoning Board is important because certain circumstances and situations warrant the relaxation of the ordinance and it is done through the Zoning Board.

Selectman Lawton moved, Selectman Bohl seconded to reappoint Malcolm Wright as a full member of the Zoning Board for a three year term. Passed 3-0-0

DPW Bids ó Tim Redmond, Public Works Director, presented a summary of the prices he received for the 10 Wheel Dump truck chassis only. Mr. Redmond involved both Benji Knapp, Foreman and Dick Wheldon, Head Mechanic throughout this bid process.

He got prices for four (4) truck chassis as follows:

2015 International 7600	\$109,878.96 (after trade)
2015 Kenworth T-800	\$112,616.00 (after trade & additional battery box location option)
2015 Volvo VHD64F200	\$116,108.02 (after trade)
2015 Mack GU713	\$116,717.00 (after trade)

Mr. Redmond explained that all the trucks were asked to include an optional battery box location. All the trucks have the battery located outside the truck and Kenworth was the only one to offer the option of locating it under the seat in the cab, keeping it out of the elements giving it longevity because it will not see salt and sand. Mr. Redmond went through some of the differences between the International and the Kenworth. The Town has had International trucks and they have been good, but they were purchased with the Cummins diesel motor and now International is making its own Navistar diesel motor, which to some he has talked to has not been as dependable as the Cummins. Mr. Redmond pointed out that the Kenworth comes with an aluminum cab so it will not rust. He spoke with the Meredith Highway Department and they have a Kenworth with the aluminum cab and it is 16-17 years old and still has no rust. Kenworth offers the locking differential and the International does not, which is beneficial and an important feature especially when it is slippery. The frame thickness on the Kenworth is ½ inch where the International is 0.433ö, slightly thinner. The Kenworth dealer is located in Concord and has weekly hours as well as Saturday, whereas the International dealer is located in Manchester and no Saturday hours. From the Highway Department the Concord dealership is closer than the Manchester dealership. Lastly, the Kenworth's build time is 10-12 weeks and the International is 12-16 weeks. Mr. Redmond felt that for the difference of around \$2,700 you would be getting more truck for the price with the Kenworth.

Selectman Lawton moved, Selectman Bohl seconded to purchase a 2015 Kenworth T-800 10 Wheel Dump Truck Chassis for the Highway Department at \$112,616.00 with the funds to be expended from the Highway Truck and Equipment Replacement Capital Reserve Fund. Passed 3-0-0

Mr. Redmond wanted to just make a clarification before he leaves the podium. Last week he mentioned that he had placed a message board at the Highway Department thanking the residents for their support. He heard from several people that it was done as a message of sarcasm or ill-will because the garage did not pass. He wants

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everyone to know that it was sincere and that they really appreciated all the support for the contract, the bridge and the equipment.

MEETING MINUTES

Chairman Clow moved, Selectman Lawton seconded to approve the minutes of March 31, 2014 as amended. Passed 3-0-0

MANIFESTS

Date: April 7, 2014

Chairman Clow moved, Selectman Lawton seconded to authorize the Board of Selectmen to sign manifests and order the Treasurer to sign checks dated April 10, 2014. Passed 3-0-0

Accounts Payable	\$ 278,061.87	(John Stark \$200,000)
Gross Payrolls	\$ 39,441.62	(Includes taxes, credit union)
	<u>\$ 583.59</u>	(New Officer)
TOTAL	\$ 318,087.08	

Also, to order the Treasurer to sign payroll checks dated April 17, 2014. Actual amounts paid and reports backing up the numbers will be included on the Manifest Memo at the next scheduled Board meeting.

POLICY AND PROCEDURE DISCUSSION

Town Administrator Bolton stated this item is going to be the item that will remain on the agenda for each meeting. This topic is to address Selectman Lawton's request to have the Board start going over and updating policies and procedures. The first one will be the Investment Policy as that is due to expire in May. Jan Snyder, Treasurer was present and she stated that she will be bringing that forward shortly. Town Administrator Bolton will email the current one to the Board so they can review it before the new one comes before the Board.

While on this topic of policies, Town Administrator Bolton stated that she is putting together a three ring binder for each Board member containing policies that the Board consistently refer to during meetings, which is the personnel policy, both CBA's, the investment policy, the purchasing policy, the detail policy and the code of ethics. Selectman Lawton indicated that he had come up some other things he would like added to the binder. He would like to see a list of all Town employees (names and positions); a list of the different committees, what they do and who is on the committee; a list of the trust funds and the capital reserve funds; the duties and responsibilities of the Board of Selectmen; the job description of the Town Administrator; a copy of the mailer with results of the vote and the Finance committee recommendations; deadline dates for reviews, tax deeding, etc.; map of the streets with a grid, designating Town owned properties.

ADMINISTRATIVE REPORT

Purchase Order Module ó The DPW LogMeIn is up and running and they are using purchase orders as of today.

Website – The website is still a work in progress and being worked on. Go live goal is May 1st.

Inventory Policy ó Town Administrator Bolton said that she obtained information from RGIS which was one of the companies Selectman Lawton found. The other company has been contacted for further information, but nothing returned for tonight's meeting. Information from RGIS was handed to each Board member. Sample policies are being gathered from other Towns via a request sent out on the Town Administrator's list serve. A draft will be produced from information gathered and given to the Board for review. Selectman Bohl stated that her company uses RDIF.com for their inventory and suggested they could be contacted as well.

Board of Firewards meeting with the Board of Selectmen – scheduled for April 14, 2014

Dick Colburn Right of Way – this is being worked on at Attorney Drescher's Office

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Flood Control Money – A request was sent to Senator Odeh's office regarding the status of the flood control payments. Kevin Ripple from the Office of Legislative Budget Assistant stated that the State of NH recently (1/31/14) received a payment from Massachusetts for its share of the flood control payments through June 30, 2012. There is currently a bill in the House that would distribute the bulk of this payment to cities and towns as reimbursement for flood control payments not made in State Fiscal Years 2012 and 2013. Those were the only two years in which cities and towns were not made whole by the state general fund, so if the bill passes and is signed by the governor, all cities and towns affected by the Merrimack River flood control compact will receive the full amount they are owed. The House Finance Committee will be holding a public hearing on the bill at 10:00 AM on April 10. The bill can be found at: <http://www.gencourt.state.nh.us/legislation/2014/SB0370.pdf>

OTHER BUSINESS

Town Administrator Bolton informed the Board that a request was received from the Library Trustees to have the Board nominate LeRoy Marcroft as an alternate to the Library Trustees. He filled in for Ray Kelly when he resigned and they would like to have him return to the Trustees.

Chairman Clow moved, Selectman Lawton seconded to nominate LeRoy Marcroft as an alternate Library Trustee. Passed: 3-0-0

Selectman Lawton stated that the Board received two pieces of correspondence, one that will be addressed with the Board of Firewards concerning the officer on call for the evening taking home the forestry truck. The other one pertaining to the Police Department cannot be discussed publicly.

Chairman Clow moved, Selectman Lawton seconded to enter into non-public session @ 8:42 p.m. pursuant to the authority granted in RSA 91-A:3II (c). A roll call vote was taken, Selectman Bohl – yes; Selectman Lawton – yes; Chairman Clow – yes. Passed 3-0-0

Chairman Clow moved, Selectman Lawton seconded to come out of non-public session @ 9:01 p.m. A roll call vote was taken, Selectman Bohl – yes; Selectman Lawton – yes; Chairman Clow – yes. Passed 3-0-0

Chairman Clow moved, Selectman Lawton seconded to seal and restrict these minutes of this non-public session. Passed: 3-0-0

Selectman Lawton moved, Chairman Clow seconded to adjourn at 9:02 p.m. Passed 3-0-0

ADJOURNMENT

A True Record.

Naomi L. Bolton, Recording Secretary