

**FINAL**



**WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
April 14, 2014**

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

**RECORDING SECRETARY:** Cherry Palmisano

**TOWN ADMINISTRATOR:** Naomi Bolton

**GUESTS:** James Butcher, Representative Mark Warden, Peter Bailey, Frank Campana, Steve Roberts, Donna Osborne, Jon Osborne, David Hewey Sr., Scott Dinsmore, Jan Snyder, Frederick Hippler, Tim Maskiell, Tim Redmond

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

**PUBLIC COMMENT** ó James Butcher asked the Board why there are still no answers regarding the killing of Alex Cora DeJesus eight months ago on August 14, 2013. Mr. Butcher asked if there is anything the Board can do to expedite getting a resolution from the Attorney General's Office. Chairman Clow responded that Chief Velleca is in regular contact with the Attorney General's Office and as frustrating as it is, they have to be patient. Chairman Clow thinks that it would be inappropriate for the Board to get involved with the Attorney General's Office and feels that politics should be separate from the justice system. He noted that the Attorney General's Office has been investigating a number of other incidents, not related to the August 14<sup>th</sup> incident, that have taken up their time and he is not sure if that is why the resolution was held up. Mr. Butcher does not think it is political, but that the citizens of the community would like some answers. Chairman Clow stated that they will have no reason not to present their findings once they have them.

Peter Bailey said that he emailed the Board previously to make sure that they were communicating with the Attorney General's Office and was surprised that there wasn't any communication. He contacted Representatives Neal Kurk, Mark Warden, Evelyn O'Connor, and Gary Hopper and they were all receptive and helpful. At this point the Attorney General's Office report is complete and the Board should be receiving results in 1-2 weeks. Mr. Bailey asked that after the Board reads the report that it be shared with the community. He said that the event was tragic for the community and the results may be life changing for some people, but it is important that the citizens decide the outcome in the end. Chairman Clow stated that everything that is public knowledge will be released.

Representative Mark Warden, noted that he has been keeping a close eye on this event. He will be watching the outcome of the report from the Attorney General's Office and hopes that justice will be served. He did speak with the Attorney General's Office and was told there were other things that came up and that is why the report has been delayed. Representative Warden said that they can't undo what was done, the family of Alex Cora DeJesus will never be whole, but the Board does oversee the Police Department and how it is managed. Chairman Clow explained that they are in the middle of a huge transition in the Police Department with a new chief and over half the department consists of new officers. The Board is looking forward to a more community based police force and believes they have the right person in charge.

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### DEPARTMENT HEAD AND COMMITTEE ITEMS

**Discussion on Concord Resource Recovery Association (CRRA) Contract, bid extensions, etc.** ó Tim Redmond, Director of Public Works, explained that the CRRA Contract draft for the next two years of operation for the solid waste landfill will need to be voted on tomorrow evening. He will need to vote on behalf of the Town of Weare regarding the CRRA Reserve Distribution Decision ó Making Process Draft. The City of Concord has challenged the line in the document for Retirees Health Insurance and it is their opinion that it should be removed. The twenty-five members of the Cooperative Joint Board did not vote on this on behalf of their respective towns and all twenty-five town representatives will be asked to vote to ratify the OC decision or to negate their decision and remove the line from the Draft Budget. Mr. Redmond asked the Board how they would like him to vote on behalf of the Town of Weare. By the consensus, the Board agreed to vote to negate the line for Retirees Health Insurance.

The Cooperative has been adding money for potential problems for several years, at this point they know what their closing costs will be, and will be redistributing these funds back to the towns in 2015. There are some unknown costs that the COOP will work through and have another redistribution in 2017. Mr. Redmond said that there is approximately \$91k coming back to the Town of Weare in 2015 and there will be another redistribution in 2017. He is looking for support from the Board for a warrant article to create a capital reserve fund for this money for the Transfer Station. This funding would go a long way and they would not have to ask for funding for updates for the Transfer Station.

Mr. Redmond told the Board that he has several requests from 2013 vendors to extend their bids for paving, crushing, and road shoulder. The cost per ton last year for machine method paving in place was \$68.66 and the vendor is looking to extend that bid. The Board did extend the bid last year and it worked out very well. Chairman Clow asked if they are procedurally correct, they extended the bid for one year without going out to bid and he questions if they have the right to go into the third year with the same company without letting other companies bid. The price of asphalt is holding steady and Selectman Lacasse noted that last year the price was going up and that is why they decided to hold the price. By Consensus the Board agreed to go out to bid.

There is an open position and Mr. Redmond has several applications. Per the union contract new hires could get \$15.00 per hour, but Mr. Redmond is asking to start at \$15.00 plus 2% which would be \$15.30. Selectman Lacasse would like to see if there are qualified applicants willing to take the position at \$15.00, if not then the Board can revisit. The Board discussed that if the applicant requires training to offer \$15.00, but if the applicant is trained and ready to drive \$15.30 could be offered.

There have been increases in the town's cost to dispose of items and Mr. Redmond thinks that a review of the Transfer Station Fee Schedule is needed. A public hearing will be needed for minor changes to the fee schedule.

**DISCUSSION WITH BOARD OF FIREWARDS** ó The Board of Firewards was asked to come before the Board because there was some discussion regarding the Fire Chief's job description, what he gets paid, and what the understanding was that the Board of Firewards had with the chief when he was hired. One issue that was brought up was the amount that Chief Vezina was paid to cover an EMT day coverage shift. Jon Osborne explained that Chief Vezina is paid \$21.42 per hour no matter what he does; if he is covering a per diem shift he is still performing his fire chief responsibilities. There are times when they have difficulty covering a shift and when Chief Vezina covers a shift, they have no problem with him getting paid his hourly rate. He was hired at 25 hours per week and performing inspections brought the position to 30 hours; inspections are paid at his hourly rate. If Chief Vezina has to come back to town for call back hours he gets paid out of the payroll.

Another issue brought up was the forestry truck being taken home by the evening duty officer. Town Administrator Bolton spoke with Chief Vezina, who told her it was best for the town for the employee to take the truck home. Mr. Osborne said that this is the first he has heard of the truck going home, but they hired the

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chief to run the department and if that is what he feels is necessary to run the department at night then they don't see a problem.

Mr. Osborne said that the Board of Firewards has asked several times for clarification regarding if the Board of Firewards manages the financials of the Fire Department and cited RSA 154. Town Administrator Bolton said that RSA 154:1 describes how the organization was put together and 154:1-a discusses finances and property.

Steve Roberts, non-member of Fire Department on Board of Firewards, said that the Board of Firewards is responsible for the Fire Department, including financial affairs. They were elected by the town as a board and Mr. Roberts asks for respect in their position. The Board of Firewards does not mind answering any questions in town, but they manage and set the policies of the Fire Department. They have covering officers that will go out at night and it is important for them to have an official vehicle and having the command vehicle provides them with the needed tools and communication equipment. Mr. Roberts told the Board that most of the guys will say it is a pain to go get the vehicle and leave their personal vehicle at the station, but it is beneficial to the town. It is a problem to get coverage on weekend days and should be discussed in the future. The per diem is nice, but it would be better to have consistent employees. The Fire Chief covers positions as a last resort.

Frederick Hippler, Vice Chairman of Board of Firewards, explained that the forestry truck was being taken home at night when expecting inclement weather because it has a snow plow. Utilizing the plow would provide assistance in getting apparatus up an unplowed driveway. Mr. Hippler noted that it is more of a nuisance for them to use that vehicle at night and bring it home than to use their personal vehicle.

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

**Selectman Bohl moved, Selectman Lacasse seconded to nominate Tom Clow as Chairman. Passed 4-0-0**

**Selectman Lawton moved, Chairman Clow seconded to nominate Keith Lacasse as Vice Chairman. Passed 4-0-0**

### **MEETING MINUTES**

**Chairman Clow moved, Vice Chairman Lacasse seconded to approve the minutes of April 7, 2014 as printed. Passed 4-0-0**

**DISCUSSION OF TOWN OFFICE HOURS** There are two separate issues; changing the office hours and changing the meeting night for the Planning Board. The Town Administrator asked employees about changing the Town Office hours to coincide with the hours of the Town Clerk and Tax Collector's Office and there was one objection. The Land Use Coordinator meets with the Planning Board on Thursday nights and if the Town Office closed at 1:00 p.m. he would have to drive home to Bradford and then come back to Weare that night to attend the meeting. The Town Administrator told him to see if the Planning Board would be willing to change the night of their meeting to Wednesday's. The Planning Board voted 2 to 2 to change their meeting night from Thursday to Wednesday. Chip Meany was hired as the Building Inspector/Code Enforcement Officer and at the time when Naomi Bolton became the Town Administrator the Board decided that they did not need a full time Land Use Coordinator and offered Mr. Meany extra money to take on the responsibility. The issues are connected, but the Board can make separate decisions. The Town Clerk sets the hours of her office. Mr. Meany has on occasion done inspections on Thursday nights, meet with people, and be available for building permits. Wednesday nights are very busy for the Town Clerk's Office. Vice Chairman Lacasse said that being consistent with the office hours throughout the building benefits the public. The Board may have to find someone else to cover the Planning Board meetings. Vice Chairman Lacasse noted that the only thing he is considering when making this decision is the convenience it would provide to the town. Currently the Town Clerk's Office is open until 7:00 p.m. on Wednesdays and closes at 1:00 p.m. on Thursdays.

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**Vice Chairman Lacasse moved, Selectman Bohl seconded to change the Town Office hours to Wednesday 8:00 a.m. to 7:00 p.m. and Thursday 8:00 a.m. to 1:00 p.m. effective Friday, June 6, 2014. Passed 3-1-0; Selectman Lawton was opposed**

### **POLICY AND PROCEDURE DISCUSSION**

Jan Snyder would like time to review the Investment Policy. The Board will discuss the policy next week.

*Inventory* ó The current Asset Tracker module that the town owns created 18 pages of assets and provides a column to utilize barcodes. There is also a disposed of asset report. Town Administrator Bolton recommends setting a value limit of \$1,000 to tie it to the deductible. Smaller items that they consider "attractive" can be inventoried. The current software offers a good starting point without the cost of having a company coming in. The inventory policy can be straightforward, but the physical inventory will take some time.

### **ADMINISTRATIVE REPORT**

Town Administrator Bolton told the Board that as new minutes are submitted and go from draft to final they are being put up on the new town website. Selectman Bohl would like to be able to include informational blurbs for candidates running for elected positions on the town website.

Mike Housman submitted his notice as Parks and Recreation Director and Jim Blouin submitted his notice as Chairman. The May meeting will be their last meeting.

*Selectmen Committee assignments:*

Selectman Bohl ó Cable Committee (not ex-officio position), Stone Fund

Selectman Lawton ó Heritage Commission

Selectman Leary ó Park and Recreation Commission

Vice Chairman Lacasse ó Planning Board

Chairman Clow ó CIP Subcommittee

The Stone Fund was created in 1986 for "widows and unmarried women, who are inhabitants of the Town of Weare, entitled and worthy of aid." The fund balance is \$83,312.47 and \$2,500 was distributed in 2013.

**Chairman Clow moved, Vice Chairman Lacasse seconded to enter into nonpublic session @ 9:16 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; Vice Chairman Lacasse - yes; Chairman Clow - yes. Passed 4-0-0**

**Chairman Clow moved, Selectman Lawton seconded to come out of nonpublic session @ 9:45 p.m. A roll call vote was taken, Selectman Bohl - yes; Selectman Lawton - yes; Vice Chairman Lacasse - yes; Chairman Clow - yes. Passed 4-0-0**

**Chairman Clow moved, Vice Chairman Lacasse seconded to seal and restrict the minutes of this nonpublic session. Passed 4-0-0.**

### **ADJOURNMENT**

A True Record.

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Cherry Palmisano, Recording Secretary