

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
May 19, 2014**

PRESENT: TOM CLOW, CHAIRMAN; JOHN LAWTON, SELECTMAN; JAMES LEARY, SELECTMAN

RECORDING SECRETARY: Cherry Palmisano

TOWN ADMINISTRATOR: Naomi Bolton

GUESTS: Tanya Krajcik, Sherry Burdick, Tim Redmond, Melissa Drury

6:45 p.m. Chairman Clow called the meeting to order.

REAPPOINT MEMBER TO HERITAGE COMMISSION

Chairman Clow asked Tanya Krajcik what interests her in being reappointed to the Heritage Commission. Ms. Krajcik explained that she is interested in the Heritage Commission, she is an archeologist, and thinks she can bring a lot to the Heritage Commission. Chairman Clow asked if the Commission is as active as she would like it to be. Ms. Krajcik said that it was a quiet winter and she would love to have more members on the Commission. The Commission follows State RSAs and is an advisory commission that makes recommendations to the Selectmen. The funding was approved for the Peaslee Road Bridge replacement and it will be moving forward. The Heritage Commission will be active in the replacement of the Peaslee Road Bridge and will be working with the company replacing the bridge. Ms. Krajcik would like to work on a town wide inventory form as a tool that town will use to assess what is important and what defines them as a town. The inventory would be an overall town wide assessment and would include more than just buildings, it would include archeology and districts within the town and would be a baseline survey.

The Heritage Commission is in need of volunteer members.

Selectman Lawton moved, Selectman Leary seconded to reappoint Tanya Krajcik to the Heritage Commission for a three year term. Passed 3-0-0

Chairman Clow moved, Selectman seconded to enter into non public session @ 6:54 p.m. pursuant to the authority granted in RSA 91-A:3II (b). A roll call vote was taken, Selectman Lawton – yes; Selectman Leary – yes; Chairman Clow – yes. Passed 3-0-0

Chairman Clow moved, Selectman Leary seconded to come out of non public session @ 7:02 p.m. A roll call vote was taken, Selectman Lawton – yes; Selectman Leary – yes; Vice Chairman Clow – yes. Passed 3-0-0

PUBLIC COMMENT

Sherry Burdick, Historical Society President and citizen, told the Board that she noticed some issues with the new doors at the Town Hall. The doors should not be wide open in the pouring rain, which should be put on the check list to inform those that rent the Town Hall. The oak threshold on the right door has a big split and needs to be screwed together. Chairman Clow said that Chip Meany is aware of the issue. There needs to be support underneath the thresholds. The molding around the door panels is being pulled away on the door itself. The

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laminate on the bottom of the right door has a crack and has started to separate. The interior latches on all four doors were never drilled with a pilot hole and are all split. There is no kick board on the front door. No silicone was put around the interior of the threshold so the water from the rain just sits there. The nails on the exterior trim are the size of roofing nails and should have been stainless steel trim screws. Mast Road Lumber supplied the doors and AJWood installed them. The need to obtain a quote to pour the cement pad and another estimate for the granite steps was discussed.

Chairman Clow noted that during the nonpublic session a list of summer employees for Chase Park was presented.

Selectman Leary moved, Selectman Lawton seconded to hire the staff for Chase Park as presented for the 2014 summer. Passed 3-0-0

Currently a Chase Park day pass for a resident is \$5 and a season pass is \$10, a non-resident day pass is \$5. PARCs is proposing to raise the current season pass to \$20 and \$5 per additional car and non-resident day pass to \$10. Swim lessons cost \$15 for residents and \$40 for non-residents. A public hearing is required to increase the fees. Selectman Lawton thinks the fee increase is unreasonable. A public hearing could be scheduled for June 9th. Selectman Leary said that there was thought of creating a separate fund for repairs to Chase Park. It was noted that raising the fees this year would not benefit PARC directly and would be a general revenue into the general fund. If PARC is looking to establish a revolving fund a proposal would need to be drafted and a warrant article would need to be approved by the voters. It was determined that it would be best to wait and have further discussion regarding creating a revolving fund. Chairman Clow noted that people may be more receptive of the fee increases if the revenue goes into a fund to directly benefit Chase Park. Town Administrator Bolton will attend the next PARC meeting.

Mr. Redmond stated that all water tests for Chase Park passed and there is no potable water.

DEPARTMENT HEAD AND COMMITTEE ITEMS

Awards Bids for Projects and CRF Request

Tim Redmond, Public Works Director, received the bids for paving, reclaiming, and crushing. All the bids were opened on Friday, May 9, 2014 at 9:00 a.m. at the Town Office Building.

Paving ó R&D Paving was the lowest bidder at \$65.60 per ton for base pavement and ½" top at \$70.75. All of last year's paving was \$65.60 per ton, which he recommended that they extend, but the Board wanted to put out to bid. Mr. Redmond said that the bid specifications asked for top coat and base coat. Advanced Paving and R&D Paving were the only bidders to break down their quotes. Mr. Redmond is recommending that R&D Paving be awarded the 2014 summer paving contract at \$65.60 per ton for base pavement.

Chairman Clow moved, Selectman Leary seconded to award the 2014 summer paving contract to R&D Paving at \$65.60 per ton for base pavement, \$70.75 per ton for ½" top, \$110 per ton for handwork, and \$165 per hour for grader/compaction. Passed 3-0-0

Reclaiming ó Four bids were received. R&D Paving's bid is \$.68 square yard. Last year's price was \$.70 per square yard. Mr. Redmond is recommending that R&D Paving be awarded the reclaiming contract for the 2014 season.

Selectman Lawton moved, Selectman Leary seconded to award the 2014 Reclaiming contract to R&D Paving at \$0.68 per square yard. Passed 3-0-0

Crushing ó Two bids were received. Big Foote Crushing's bid for 1 ½" minus is \$2.67 per ton and for 1" minus there is a \$.10 increase to \$2.77 per ton. Mr. Redmond is recommending Big Foote Crushing for the 2014 crushing.

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Selectman Leary moved, Selectman Lawton seconded to accept the bid from Big Foote Crushing for the 1 ½” minus at \$2.67 per ton and 1” minus at \$2.77 per ton. Passed 3-0-0

Mr. Redmond would like to move forward with the TENCO body that was approved at 2014 Town Meeting. The town has all TENCO equipment on all town trucks, which have served them well and are easy to repair in-house. Mr. Redmond received a quote for all the equipment for the ten wheel truck for \$89,924.00 after negotiating. TENCO has agreed to do all the work including switching the body. Mr. Redmond recommends using TENCO as the vendor which would stay within the appropriation of \$250,000. The quote of \$202,5400 is to switch the body off the Mack onto a new truck, provide a brand new stainless steel body for the truck, and when the Mack comes up for change in the next 1-2 years they will only need to buy a chassis and recycle the body. The quote includes taking the Mack to Vermont to take the body off and put a brand new body on. This price is less than doing one truck. The Mack will have a 13ft body, the Volvo has a 12.6ft body, and all the 10 wheelers have 10ft bodies. All the plow equipment is interchangeable. They should be receiving the truck in mid-July and will have it outfitted before the winter season.

Selectman Lawton moved, Selectman Leary seconded to expend \$89,924 from the Highway Truck and Equipment Fund to outfit the new truck. Passed 3-0-0

Milling and filling needs to be done to the expansion joint on River Road at the Buzzell Hill Bridge and both bridges on Reservoir Drive on Paige Hill before Thorndike and the bridge just below dam also have bad joints. Mr. Redmond said this is a specialty kind of job and he received a bid from Advanced Excavating and Paving for \$29,129.17.

Mr. Redmond told the Board that he will be returning with bids to repair the wing walls on the box culvert on John Connor Drive.

Mr. Redmond said the funding was approved for the Peaslee Road Bridge and asked if there is funding left could it be applied to the fund. The Board said that what doesn't get spent goes back to the taxpayers. The Board is concerned with only receiving one bid because to follow the purchasing policy more than one bid is required. Mr. Redmond said that the bid that he has is from the low bidder for asphalt last year. The Board feels they need to go out to bid. Mr. Redmond noted that the prices will come in higher if they go out to bid.

A public hearing will be needed to change the fees at the Transfer Station. Mr. Redmond is considering separating the asphalt shingles from the construction debris and charging separately for them. The town's fees have increased on the tipping end, therefore the fees need to be adjusted. It was mentioned that Mr. Redmond has asked multiply times for scales and has been denied twice. The scale would cost approximately \$120k. The cost to dispose of the electronics container increased from \$650 to \$745 so they need to adjust pricing. A public hearing will be scheduled for July 2, 2014.

The contract for hazardous waste day came back and is scheduled. Mr. Redmond applied for grant funding and tentatively will receive funding. The fact that there is a paint can fee in front of the Senate now, if people pay \$.75 when purchase paint then the retailer will accept the product back for disposal, will lift the burden from municipalities on hazardous waste day.

Mr. Redmond is working on a presentation regarding the transfer station as to when it was established and how much the town has grown to present day.

They need to reduce solid waste costs by enforcing mandatory recycling. The Transfer Stations recycles all 3 through 7 plastics. Mr. Redmond said that if they can educate the public and get the schools to do a better job with recycling solid waste costs can be reduced. Enforcing the mandatory recycling was discussed and the possibility of purchasing clear bags through the town and selling them to residents at cost was mentioned.

Mr. Redmond negotiated with the insurance company and asked about utilizing recycling volunteers on Saturdays. Worker's compensation is an issue even if they are not getting paid. He is working out the details with Primex.

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Mr. Redmond noted that he ordered all new stickers that are numbered and tied to registration and address.

MEETING MINUTES

Chairman Clow moved, Selectman Lawton seconded to approve the minutes of May 5, 2014 as printed. Passed 3-0-0

Chairman Clow moved, Selectman Lawton seconded to approve the minutes of May 12, 2014 as amended. Passed 3-0-0

It was noted that last week's weekly payroll included monthly Fire and EMT.

MANIFESTS

Checks dated:

Weekly Payroll

Chairman Clow moved, Selectman Leary seconded to authorize the Board of Selectmen to sign manifests and order the Treasurer to sign checks dated May 22, 2014. Passed 3-0-0

Accounts Payable	\$713,817.62	(Weare School \$675,000)
Gross Payrolls	<u>\$40,959.94</u>	(Includes taxes, credit union, police detail)
TOTAL	\$754,777.56	

Also to order the Treasurer to sign payroll checks dated May 29, 2014 and June 5, 2014. Also to order the Treasurer to sign up to \$50,000 of Accounts Payable checks if the need arises for May 29, 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

The Board discussed the Policy for Email Use by the Board of Selectmen. Email is electronic communication and is subject to Right to Know. There is a difference between making a decision and just dispersing information. Town Administrator Bolton will get clarification.

The Credit Card Policy is a large policy that has not been reviewed since 2007 and needs to be reviewed by the Board.

ADMINISTRATIVE REPORT

Purchase Order Module ó The LogMeIn Server crashed and the Fire, Police, and DPW are not to access PO's. Spaulding Hill is going to set up a virtual server downstairs with Windows 7. The Town Office Building computers can access the module, but departments outside the building cannot. They will not be purchasing a new machine, but will utilize an old machine and just purchase the license. The cost is not yet known, but the expenditure will be coded appropriately. It was noted that the computer fund will need to be funded next year.

Friday, June 6th will be the start of the new Town Office hours.

The Board's permission is needed to put the flags on the Granite State and PSNH poles from Memorial Day to July 4th. The Board signed in approval.

Chairman Clow needs to sign the acceptance of the 20 acre property from Irene Colburn.

Town Administrator Bolton will send a letter to Mr. Housman thanking him for his service.

The current computers in the Town Clerks office only have one single core in them and won't support Windows 7. Spaulding Hill Networks submitted a quote for \$3,716.68 to replace the three computers with three new computers that would be dual core and will increase speed dramatically. The quote includes three new machines with Ethernet, one computer without Ethernet, four monitors, four keyboards, and four mice.

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Chairman Clow moved, Selectman Leary seconded to move forward with the recommended purchase for computers at a total cost of \$3,716.68 and leave it up to the Town Administrator to code the expenditure. Passed 2-1-0; Selectman Lawton was opposed.

The Board signed timber tax forms.

The Board signed the warrant to authorize the tax bills.

Chairman Clow moved, Selectman Lawton seconded to enter into nonpublic session @ 9:12 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; Chairman Clow – yes. Passed 3-0-0

Chairman Clow moved, Selectman Leary seconded to come out of nonpublic session @ 9:15 p.m. A roll call vote was taken, Selectman Lawton – yes; Selectman Leary – yes; Chairman Clow – yes. Passed 3-0-0

The intent of the nonpublic was to discuss raises for the non-union employees, but it was decided that with only three members present they were going to wait until the June 9th meeting in hopes of having a full board.

ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary