

FINAL



WEARE BOARD OF SELECTMEN
MEETING MINUTES
August 11, 2014

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

RECORDING SECRETARY: Cherry Palmisano

TOWN ADMINISTRATOR: Naomi Bolton

GUESTS: Connie St. Clair, Nathan St. Clair, Tim Redmond, Jan Snyder, Heleen Kurk

Chairman Clow moved, Selectman Lawton seconded to enter into nonpublic session @ 6:35 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 Leary – yes; Chairman Clow – yes. Passed 4-0-0

Chairman Clow moved, Selectman Leary seconded to come out of nonpublic session @ 7:00 p.m. A roll call vote was taken, Selectman Bohl – yes; Selectman Lawton – yes; Selectman Leary – yes; Chairman Clow – yes. Passed 4-0-0

The Board met with a resident regarding tax deeding of a property.

7:05 p.m. Chairman Clow called the meeting to order.

PUBLIC COMMENT ó Jan Snyder commented on Keith Lacasse's article in the newspaper regarding the Patriotic Celebration fireworks. In addition to the fireworks budget approved by the voters, the 250th Anniversary Committee contributed \$1,000 and Bill Tiffany personally donated \$1,000. Bill Tiffany works for Atlas Fireworks and mentioned to them it was Weare's 250th.

DEPARTMENT HEAD AND COMMITTEE ITEM

DPW Update

Peaslee Hill Road Bridge Replacement Project ó Tim Redmond, Public Works Director, said that the bids were opened at the Town Office on Friday, August 8th. Thomas Marshall, Klienfelder Engineers Project Engineer, Town Administrator Bolton, and Mr. Redmond opened the bids. Mr. Marshall will check and review all the bids, make a recommendation to NH DOT, and then the Board. The low bidder is Neil H. Daniels, Inc. at \$924,470. They will be required to pass a test from NHDOT and project engineer before a recommendation is made to the Board to hire the low bidder and will need to put up a full 100% performance bond to back their bid.

Promotions ó Mr. Redmond is recommending that George Cilley, Jr. and Guy Laporte be promoted from Truck Driver to Equipment Operator at \$16.83 per hour as set with the voters last spring. Both have completed a skills evaluation. These are open positions within the current budget.

Selectman Leary moved, Selectman Lawton seconded to promote George Cilley, Jr. and Guy Laporte from Truck Drivers to Equipment Operators at the rate of \$16.83 per hour effective August 15, 2014. Passed 4-0-0

Mr. Redmond noted that as with any promotion, these will be probationary for six months.

FINAL

Transfer Station ó Mr. Redmond told the Board that there was an issue with a child running out in front of car. He put up cones to create lanes to have a neutral zone to try to make the area safer. On Friday a resident filed a voice complaint saying that the traffic cones were creating more of a problem than a solution. All the cones, with the exception of the area in front of the sorting table, have been removed. On Saturday at 10:30 a.m. there was a motor vehicle accident at the Transfer Station, which reinforces the point that they need to review the traffic patterns and the way business is conducted. The Transfer Station was built in 1989 and since then the population has increased. Mr. Redmond said that they need to review and act. He will need to put the cones back up. Mr. Redmond's thought is to separate one area for trash and one area for recycling. He said that with the funds from the Co-op they could construct a small building with windows to pass the recycling through. He would like to visit other transfer stations to get ideas on how they are operating. He is concerned with having a bad accident at the Transfer Station. Primex, the town's insurance carrier, does not want residents to access the hopper from the rear. Mr. Redmond said that the Transfer Station, in its present configuration, no longer suits the needs of the town.

Paving East Road ó Paving will start on Tuesday, August 12th at 7:00 a.m. Mr. Redmond asked residents to avoid the area and said that access will be denied.

LAWN CARE DISCUSSION ó Chairman Clow mentioned the issue of fertilizing and said that the Board is concerned with timing because the contract calls for a four step process, which would normally begin in the spring and end in the fall. Chairman Clow explained there was a hold up in the payment so that the Board could see that the fertilizer was done. Mr. St. Clair said that he overlooked the fertilizer in the contract. He contacted his fertilizer person and he said that there is still time to get the four applications in before the fall using an accelerated program.

Selectman Leary said that the fertilizer was held within the PARC Department before Mr. St. Clair took over the contract. There was a typical four step program and at this point weed and feed would be a moot point because it is beyond the time. Selectman Leary said that PARC would have continued to do the fertilizing if they had known it was not going to be done in a four step program. He received photographs and phone calls regarding Ineson Field. Mr. St. Clair said that it was mowed after it rained and he let it dry up for a day, and did not know about the game. Selectman Leary said that his concern was that it was that long that it got clumpy and people have to call prior to an event to inform him. The contract is based on the height of the grass and the field should look like it is ready to be played on all the time, not when event is going to take place. Mr. St. Clair told the Board that he does not have a crew dedicated just to ball fields, but they mow in town every day of the week unless it rains.

Selectman Leary said that he has received calls regarding Chase Park not being mowed regularly enough. He noted that the grass is beyond the 4 inches specified in the contract and needs to be cut more often.

Mrs. St. Clair said that there is a huge puddle of water in the middle of Ineson Field after it rains. She told the Board that trash is being left at Bolton Field behind the building. Selectman Leary will bring the concerns up at the PARC meeting.

Selectman Leary said that the Board has no recourse if the contract is not held up if the Board continues to pay. Part of the agreement in the contract was the four step fertilizing program and weed and feed. It was suggested to do two fertilizing treatments and hold back some payment. Mr. St. Clair has no opposition to making an adjustment in the fertilization.

Town Administrator Bolton hopes that with the new change in PARC that there will be a lot more communication and a lot of these issues will go away.

Selectmen Leary asked that the St. Clair's continue to do the best they can, even if that means adding more employees.

FINAL

Heleen Kurk said that the St. Clair's have been on target for all town events and haven't let them down with the lawn around the Stone Building and gazebo. Mrs. Kurk would like the green to be done Thursday night before Old Home Day.

Mrs. Kurk said that there are wonderful events planned for Old Home Day on Saturday August 23rd. The cake will lead the Vintage Parade at 10:00 and will then be placed where the old tree was. There will be vehicles dated prior to 1964 in the parade and there will also be an antique car show for all antique cars. The parade line up will start at 10:00 at Brownie's for vehicles and at WMS for bikes and people walking in the parade. There will be a climbing wall from 10:30 until 2:30. From 11:00-3:30 there will be entertainment at the gazebo. A tent will be set up with interactive activities. NH Wildlife will talk about Granite State critters at 11:00 and Patricia Perry Legends and Lies will be at 12:00. A One Man Stand Up Magic Show will be held at 1:00 and at 2:00 the event "Where in Weare" the photos were taken will be held. At 2:30, the wrap up for the interactive tent, "What We Wear" by the police department will be held. Old Time Professions will be held at the horse sheds and field by the tennis courts and antique and current tractors will be on display. There will be a Hobo in the Tramp House and a Civil War Muster Reenactment. Crafters and vendors will be set up on the lawn of the Stone Building and gazebo. A tent for the photo contest will be set up. The Concord Coach and a 1914 Model T will be on display. Goffstown Fish and Game will have interactive activities on the gazebo lawn. The 250th Anniversary Committee and Sons of the Legions will have food for purchase and the Friends of the Library will have a book sale from 8:00-3:00. Mrs. Kurk said that it will be a full day of activities and she hopes that all attend.

Jan Snyder said that there will be a table selling commemorative 250th anniversary items. Tickets for the Commemorative Luncheon, which will be held on September 21st at John Stark High School, will be on sale; \$10 per adult, \$5 for children under 12.

Mrs. Kurk noted that there is a great team working on the 250th Anniversary Celebration to make it possible for the community.

MEETING MINUTES

Chairman Clow moved, Selectman Lawton seconded to approve the minutes of July 28, 2014 as amended. Passed 4-0-0

MANIFESTS

Checks dated: August 7, 2014

Gross Payrolls	\$42,903.81	
	<u>\$16,778.82</u>	(Fire and EMT Monthly)
	\$59,682.63	

Chairman Clow moved, Selectman Lawton seconded to authorize the Board of Selectmen to sign manifests and order the Treasurer to sign checks dated August 14, 2014. Passed 4-0-0

Accounts Payable	\$424,277.54	(John Stark \$250,000)
Gross Payrolls	<u>\$46,104.38</u>	(Includes taxes, credit union)
TOTAL	\$470,381.92	

Also to order the Treasurer to sign payroll checks dated August 21, 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 REVIEW

Fraud Policy - States to consult with Human Resources in the Complaint Procedure and should state the Town Administrator. Selectman Lawton commented on the policy stating to report any fraudulent activity in any department to the Police Department, but if the fraudulent activity is within the Police Department it should be reported to the Board of Selectmen. He thinks there should be another way to investigate and there should be

FINAL

safeguards for the future. Chairman Clow said that the Selectmen will need to ensure that the right people are trusted to lead departments. Selectman Lawton would like more of a defined statement for the Police Department concerning reporting in the Fraud Policy. If an employee has reason to believe the department head is involved then the employee shall notify the Town Administrator directly.

Cash Receipts Policy ó Town Administrator Bolton will check with LGC to see if there is a more updated policy. The policy needs to be customized more to reflect the towns needs.

Credit Card Policy ó The town has a \$25,000 credit limit. The policy has been working and the bank has been very cooperative. The policy needs some informational updating. Town Administrator Bolton will make a list of who has a card.

ADMINISTRATIVE REPORT

An agreement for a payment arrangement needs to be signed by the members of the Board.

Sugar n Spice Lease ó Chairman Clow said that they have no other intentions for that building. He believes a lease beyond five years handcuffs future boards. The Board discussed renewing the lease for five years. The consensus of the Board was to renew the lease for a five year term. The lease will be typed up and put in the sign box.

Budget ó The heating season is approaching and Town Administrator Bolton has been researching fixed prices for heating oil and propane. The town utilized 6,200 gallons of oil and 11,700 gallons of propane last year. The Board is interested in a fixed price. Town Administrator Bolton will solicit vendors.

Tina Connor has gone back to 40 hours per week effective on August 8th.

Chairman Clow moved, Selectman Leary seconded to enter into nonpublic session @ 8:55 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 Leary – yes; Chairman Clow – yes. Passed 4-0-0

Chairman Clow moved, Selectman Leary seconded to come out of nonpublic session @ 10:05 p.m. A roll call vote was taken, Selectman Bohl – yes; Selectman Lawton – yes; Selectman Leary – yes; Chairman Clow – yes. Passed 4-0-0

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

ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary