

**FINAL**



**WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
September 8, 2014**

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

**RECORDING SECRETARY:** Cherry Palmisano

**TOWN ADMINISTRATOR:** Naomi Bolton

**GUESTS:** Jan Snyder, Janet Brown, Tim Redmond, Macie Lacasse

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

**DEPARTMENT HEAD AND COMMITTEE ITEMS**

**DPW Update**

*Request to use a portion of a Class VI Road* 6 Tim Redmond, Public Works Director, told the Board that he received a request from a logger to use the Class VI portion of Cram Road for forestry operations in Francestown. The logger would like to access Cram Road from Francestown to get to Rt. 149. The reason that the logger would like to use the Class VI portion of Cram Road is because it would cost the logger less money than improving the Francestown side to use that access into Francestown. Any improvements to a Class VI Road require approval from the Road Agent and possibly the Selectmen. The Selectmen can make any Class VI road subject to gates and bars. The logger will have approximately 55-60 loads of logs, 40-45 loads of chips, and 29-35 loads of firewood. If a gate is put on that end of the road it will not prohibit any homeowners from gaining access. The town maintains Cram Road to where the Class VI portion starts. The logger would need to repair Weare's section of the Class VI road to be able to utilize it.

Mr. Redmond feels that permission should not be granted because:

- Mountain Road to Mountain School Road is not in very good condition.
- There are a lot of residents on Cram Road and the numerous trip by the tractor trailers will make a mess of the dirt road.
- There is no timber tax benefit to Weare.
- The land does not belong to a Weare resident; it is owned by a corporation.
- The roads in the area are very narrow and pose safety concerns.
- Weare roads will sustain a lot of damage as a result of these many heavy load trips.

Mr. Redmond would like to make sure that if his reasons are deemed sound for denial he has the backing of the Selectmen. Mr. Redmond's recommendation is to write the company a letter using Town letterhead stating it is not in the Town of Weare's best interest to utilize Weare's roads and the logger will need to utilize Francestown's Roads. By consensus, the Board agreed with Mr. Redmond's recommendation to deny access to the Class VI portion of Cram Road. Selectman Lawton is concerned legally that without putting up a gate that the logger will still utilize the road. Mr. Redmond said that the road is in such bad condition that the tractor trailers could not drive through without improvements. Mr. Redmond noted that the letter will tell the logger that they can't use Town of Weare roads.

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*Winslow Road* ó Mr. Redmond explained to the Board that Winslow Road connects Paige Hill over to Reservoir Road. On the town map it shows that it goes through, but it is not passable anymore. When the town plow truck goes to plow they have a lot of problems turning around. Mr. Redmond proposes to reconnect Winslow Road all the way through. It is a town right of way, but was let go. For his crew, emergency access, and grading purposes it would be in the town's best interest to re-connect the road. He spoke to one resident, who was not opposed. Mr. Redmond said that having access to the road will be a benefit to the residents in the area during winter months. The town crew will need to cut trees, stump, gravel, and grade the area which is no more than 300ft. Mr. Redmond is not sure if he will be able to get done this season. He would be in favor of speaking with the residents before starting the project. It was mentioned that Barnard Hill has the same issue.

*Gas and Diesel Upgrades* ó Mr. Redmond said that the 2014 fueling station upgrade was approved by the voters and was put out to bid. M.B. Maintenance, Inc and Mar Win Construction, Inc submitted bids. Mr. Redmond is recommending that the Board award the bid to the lowest bidder, M.B. Maintenance, Inc for \$74,470. The voters approved \$68,000 reflecting a \$6,470 deficit. Mr. Redmond said that they can either take the remainder out of the Government Building and Maintenance Fund or out of his budget. There may possibly be a surplus in the salt line or gas and diesel line because the gas and diesel price was lower than estimated. Vice Chairman Lacasse feels that the Government Building and Maintenance Fund would be the most appropriate place to expend the funds from. Chairman Clow asked if this is legal because the voters approved \$6,470 less. Town Administrator Bolton cited an issue with cemeteries and they were allowed to expend. This need meets the criteria of the Government Building and Maintenance Fund. The update is required by state law. Mr. Redmond said that M.B. Maintenance is a local company and is promising to have the upgrade completed by December 15, 2014.

**Vice Chairman Lacasse moved, Selectman Leary seconded. to accept the bid from M.B. Maintenance, Inc. for the 2014 fueling station upgrade for \$74,470 to be completed by December 15, 2014. Passed 5-0-0**  
**Selectman Leary moved, Selectman Bohl seconded to expend \$6,470 from the Government Building and Maintenance Fund to cover the difference for the cost of the 2014 fueling station upgrade to M.B. Maintenance. Passed 5-0-0**

*Capital Request to Purchase Sander* ó Mr. Redmond reported that the pickup truck has arrived. He received three prices for the sander which range from \$7,100 to \$3,995. H.P. Fairfield was the lowest bidder at \$3,995 for a Swenson stainless steel sander for the pickup with the funds to be expended from the Highway Trucking Equipment Fund.

**Chairman Clow moved, Vice Chairman Lacasse seconded to expend \$3,995 from the Highway Trucking Equipment Fund to purchase a sander from HP Fairfield.**

Mr. Redmond said that there is enough money to cover the sander and a plow and there is still a surplus remaining. Selectman Lawton noticed that the truck is not undercoated. Mr. Redmond said that he will oil this truck and begin to oil all the highway trucks on a continuous basis.

**Passed 5-0-0**

*Peaslee Road Bridge* ó Mr. Redmond reported that Chairman Clow sign the contract for the Peaslee Road Bridge Project. The contractor is on the state bid list and was the low bidder. The contractor plans on starting shortly and will continue through the winter if it is not too cold to work efficiently and plans for completion in May.

**DISCUSS LEASE WITH SUGAR 'n' SPICE** ó Town Administrator Bolton told the Board that Sugar 'n' Spice will accept the lease as it is.

**LAWN CARE DISCUSSION** ó Chairman Clow noted that the Board discussed lawn care at both August meetings, but Vice Chairman Lacasse was unable to attend. Town Administrator Bolton said that the lawn care

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contractor speaks with the PARC Director regularly. The lawn care contractor has purchased the fertilizer. Selectman Leary mentioned that the Board was going to deduct half of the cost of the fertilizer, which was thought to cost \$1,145 for the season for all four applications reflecting a \$572.50 credit. Selectman Leary is having a hard time believing that PARC spent \$7,500 on having the fertilizer applied and only \$1,100 on the fertilizer itself. The bags of fertilizer cost \$50 per bag and 22 bags are needed per application for a cost of \$1,100 per application. Bigg Dawg is saying that for those four applications it cost him \$1,145 for the fertilizer itself. Vice Chairman Lacasse feels they should ask for a receipt for the fertilizer product to credit half. Because the season has already past, the feeling of the Board was to only do two applications and not the four applications. Town Administrator Bolton will speak with Bigg Dawg to get more specific details and return to the Board.

Janet Brown said that the biggest problem is that there are 43 cemeteries and every year they have the same problem and either the cemeteries don't get cleaned up or some get mowed more than others. She has received several complaints. Mrs. Brown toured the cemeteries yesterday and said that they do not look good. A few of the cemeteries never received spring cleanup. The main cemeteries should be mowed once a week and they have not been. Mrs. Brown commented that other towns utilize their highway crews do the mowing of their cemeteries and asked if that is the direction that they need to go. The town would need to buy equipment and hire their own crew. Mrs. Brown thinks that the contractor is overwhelmed with PARC and the number of cemeteries. The Cemetery Trustees put a lot of money and time into fences and stonewalls and it is discouraging to see the high length of the grass. For the town to purchase equipment and hire two additional employees it is a Capital Improvement item.

Mr. Redmond said that at the very least they would need to hire two full time employees dedicated to spring and fall cleanups and mowing. The commitment would carry into the winter and the two employees could also plow, which would be beneficial to the town. It would also be a benefit to the town to reduce the number of miles that each truck needs to cover. Mr. Redmond said that it would be a Capital Improvement item to purchase all the equipment. Mr. Redmond does not think that just two employees could handle all the cemeteries, ball fields, and town properties.

Selectman Leary feels that if a company bids on the contract, they should be able to handle 43 cemeteries, the ball fields, and town property.

Chairman Clow said that the Board operated on trust and received bids that were very appealing. They took the word of the contractor to get the work done at the amount bid and consistently contractors have over extended themselves. The size of the town and how spread out the areas are is a factor.

Mrs. Brown noted that there is a lot of detail work, around every stone, and it is not easy work.

The Board discussed that for this year the answer is to finish the year with the current contractor and look to see if there is a vendor that can handle everything or if they need to separate the contract next year.

Jan Snyder told the Board that she is concerned that the town is paying ahead. When this came up with the last contractor the town did not receive their fall cleanup. Town Administrator Bolton said that fall clean up starts October 15<sup>th</sup> and has to be done by the last payment, which is November 1<sup>st</sup>.

## **DISCUSSION PERTAINING TO BACK YARD FIRING RANGES**

Vice Chairman Lacasse was contacted by a resident to see if there is anything the Selectmen can do to reduce the backyard firing ranges. Vice Chairman Lacasse said that he is not opposed to backyard firing ranges, but if someone wants to do it everyday all day they should invest in a silencer. Town Administrator Bolton has researched noise ordinances in other towns. RSA 31:39 says that the town can put a noise ordinance on the ballot. Chairman Clow said that he received an email from a resident regarding loud music and he suggested that the resident contact the police department. The police went to the location, but could not do anything because

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there is no noise ordinance in place. The Board will utilize the Town of Swanzeys Noise Ordinance as a prototype and edit it to fit the needs of Weare.

### MEETING MINUTES

**Chairman Clow moved, Selectman Lawton seconded to approve the minutes of August 25, 2014 as amended. Passed 5-0-0**

### MANIFESTS

**Checks dated: September 4, 2014**

**Weekly Payroll \$54,552.83**

**Chairman Clow moved, Selectman Lawton seconded to authorize the Board of Selectmen to sign manifests and order the Treasurer to sign checks dated September 11, 2014. Passed 5-0-0**

**Accounts Payable \$483,281.59 (John Stark \$250,000)**

**Gross Payrolls \$44,278.23 (Includes taxes, credit union)**

**TOTAL \$527,559.82**

**Also to order the Treasurer to sign payroll checks dated September 18, 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** ó Town Administrator Bolton indicated that she is gathering information for the Cash Receipts Policy. The Noise Ordinance will have to be ready in final form for the town ballot, but the Cash Receipts Policy can be finalized in a public hearing at a Board meeting. Board members will review the Noise Ordinance and be prepared to discuss it at their next meeting on September 22<sup>nd</sup>. Selectman Leary noted that he asked Deputy Chief Kelly to help draft the Fraud Policy.

Selectman Lawton noted that the Sugar æ Spice lease contract amount still includes the \$50 maintenance deposit and should not.

Chairman Clow commented on Mr. Redmond suggesting that a special revenue fund be established for transfer station equipment with the revenue from the Concord Resource Recovery Association. A capital reserve fund for transfer station equipment already exists and all or some portion of that revenue could be deposited into the capital reserve fund.

### ADMINISTRATIVE REPORT

The Board will be having regular weekly meetings starting in October, one of which, will be to set the tax rate.

*Purchase order module* ó Every now and then there is a hiccup in the system. The log me in was not working last week, but is now back online. All departments are utilizing. There was a discussion at the staff meeting discussion and it was voiced that the process is time consuming. At end of year, the Board will have more of a handle on where the budget stands if all departments utilize the module.

*Inventory* ó Tina Connor has instructions for the software and there is an asset tracker software for large capital items and physical inventory section for small items. Town Administrator Bolton will run a capital list for the Board to review.

*Government Building and Maintenance Projects* ó Chairman Clow has been tracking down contractors for the Town Hall railings. He has seen examples of work from a company in Hopkinton and met with one local person who would like more specifics on what they are looking for. Chairman Clow will meet with Sherry Burdick to see what the Historical Society would like to have in place. The goal is to have three estimates for the next meeting. He is still working on having the doors replaced. Mast Road Lumber has been receptive and is working on the replacement. Chairman Clow would like to get as estimate from a local contractor to replace the wooden rails on the handicapped ramps.

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*Dick Colburn Right of Way* 6 Town Administrator Bolton has not spoken with Dick Colburn regarding the Right of Way. Selectman Lawton's opinion is that something should be on the ballot to make the situation right for Mr. Colburn. Chairman Clow said that sometime in the near future the Board should meet there before a meeting so that everyone knows what is being discussed. The Board will meet on October 13<sup>th</sup> at 6:30 p.m. between the Library and the tennis courts; Town Administrator Bolton will invite Dick Colburn to attend.

Selectman Leary mentioned that surrounding towns have a sample ballot on their town website and asked why Weare does not. Town Administrator Bolton said that she was told by the State that they would prefer it was not. The Board would like to see a link to the state website on the town website for the next election.

*Election Day* 6 Per RSA, two Selectmen should be present at elections at all times. Chairman Clow and Selectman Lawton will both be present from 7-5. Vice Chairman Lacasse, Selectman Bohl, and Selectman Leary will take care of the signature boxes. The Selectmen need to appoint two election inspectors, one Republican and one Democrat and the Town Clerk will swear them in.

**Chairman Clow moved, Vice Chairman Lacasse seconded to appoint Jan Snyder and Frank Campana as the two election inspectors. Passed 5-0-0**

## PUBLIC COMMENT

Jan Snyder told the Board that the MS5 is due September 1<sup>st</sup>. The MS5 needs to be submitted so that the Board can set the tax rate and the tax bills can be sent out.

## OTHER BUSINESS

Selectman Lawton asked about the mounts from Spaulding Hill for the police laptops and the monitors for the Town Clerk's Office. Town Administrator Bolton said that the holdup is the biometric keyboards because the toughpads can be removed from the cars, but now the chief said that the toughpads will not be removed from the cars. Some of the patrol cars have parts of mounts, some have no mounts; bluetooths and mounts are ordered. Selectman Lawton questions the whole bid process. Town Administrator Bolton said that the original quote from May 8<sup>th</sup> for the computers for the Town Office was \$674.92 per machine. She was thought that the computers came with monitors, but they came with hard wired keyboards and mice.

## ADJOURNMENT

**Chairman Clow moved, Selectman Lawton seconded to adjourn at 9:10 p.m. Passed 5-0-0**

A True Record.

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Cherry Palmisano, Recording Secretary