

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
November 24, 2014**

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

RECORDING SECRETARY: Cherry Palmisano

TOWN ADMINISTRATOR: Naomi Bolton

GUESTS: Sean Kelly, Jack Dearborn, Jan Snyder, John Mulet, Frank Campana, Laurie Davis

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

PUBLIC COMMENT

John Mulet offered his apologies to Chief Kelly for his behavior at the public meeting on Wednesday evening. He stands by his beliefs, but said that his tone could have been different. Mr. Mulet explained to the Board that he came up with three different solutions regarding staffing the Police Department. Mr. Mulet said that one option is to hire part-time officers and establish a call system. He commented on the State Police not being able to provide coverage based on economics and said that if the Police Department gets dissolved an option would be to take the Police Department budget and offer it to the State Police to cover the Town of Weare. Selectman Leary noted that would only be a temporary situation. Mr. Mulet said that his third and most favorable idea would be to establish a volunteer, like in a lot of other towns, where volunteers assume duties to supplement the Police Department and have varying degrees of involvement. Mr. Mulet told the Board that he tried to think this through and is offering real ideas to the town's problems. Mr. Mulet distributed a draft proposal to the law to establish a reserve police force.

Jack Dearborn noted that he was at the public meeting and heard a lot of opinions. He thanked the Selectmen for having the forum. Mr. Dearborn commented that when John Velleca joined the department there was a start of a good turn around, but unfortunately there were issues with his conduct. Mr. Velleca took over the ad hoc department with no policies and no procedures, and nothing as to how they would operate. If Chief Kelly was not here to carry on the last 6-7 months of progress made by Mr. Velleca we would be in dire need. Mr. Dearborn thinks it is worth it to the town to consider extending any contract that Chief Kelly has. There are eight full time officers, with two on administrative leave and two that have left. Mr. Dearborn knows that it takes almost nine months to get someone hired and in the queue. He recommends staying on the path that they are on, whether they choose to stay with Chief Kelly or solicit another chief.

MANIFESTS

Chairman Clow moved, Selectman Leary seconded to authorize the Board of Selectmen to sign manifests and order the Treasurer to sign checks dated November 26, 2014. Passed 4-0-0

Accounts Payable	\$988,740.34	
	\$33,426.56	
Gross Payrolls	<u>\$39,699.97</u>	(Includes taxes, credit union)
TOTAL	\$1,061,866.87	

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Also to order the Treasure to sign payroll checks dated December 4, 2014. Actual amounts paid and reports backing up the numbers will be included on the Manifest Memo at the next scheduled Board meeting.

2015 POLICE DEPARTMENT PROPOSED BUDGETS

Chief Sean Kelly explained to the Board that Sue Tuthill has taken on extra responsibility. He and Chief Vezina are proposing that Ms. Tuthill receive a temporary stipend of \$100 per week while doing the additional work. They are proposing that the \$100 extra per week come out of the existing part-time secretarial line. Vice Chairman Lacasse noted that they are still paying Jennifer Posteraro from the part-time secretarial line. There is \$5,900 remaining in the line and Chief Kelly is also requesting to pay Ms. Tuthill the rear of 5-6 weeks. The additional work being performed by Ms. Tuthill is primarily invoices and anything related to invoices. Vice Chairman Lacasse asked if Ms. Tuthill is able to do this additional work in the regular hours that she normally works. Chief Kelly is not sure of the hours, but is asking for the additional pay because she has taken on additional duties. Chairman Clow said that if someone picks up additional responsibility there should be some compensation for that.

Chairman Clow moved, Selectman Lawton seconded to pay an additional \$100 per week to Sue Tuthill while doing the financial transactions for the Police Department, until such time that secretarial help is back in the Police Department.

Vice Chairman Lacasse will not support the motion and wants more specifics of what it Ms. Tuthill is doing and would like to see the workload. Selectman Leary would also like more information. Town Administrator Bolton noted that this has been done before; the town is paying the DPW Director a stipend from 3am to 7am on icy days to the patrol roads. Selectman Lawton would like to table the decision until they get more information and would like to know exactly what they are paying for.

Chairman Clow withdrew his motion.

Chief Kelly noted that there are a number of factors that have gone into his proposed budget due to repeated sentiments that the people are seeking transparency and accountability and taking into account the substantial increase in liability insurance. He would like to add a separate line in the budget for the Deputy Chief, to assist with transparency, and recommends that the money comes out of the full time police officer line. Chief Kelly mentioned that the step increase from the bargaining agreement, although expired, is included in the full time line. He has faith in the current officers and once they are fully understanding of the new policies and until there is trained administrative staff, he recommends a third sergeant. Chairman Clow noted that it has been a year and a half since they have had three sergeants.

Chief Kelly would like to have two part-time secretaries for 30 hours each per week to ensure there is a person at the window when the Police Department is open. Increasing those hours will give them increased productivity. He wants his budget to be clearly understood and noted that these two part-time secretaries will reflect a savings over the current full-time benefits package.

Chef Kelly does recognize that they can supplement their staff with reserve members, but prefers to have retired officers provide services to the town, due to the amount of time it takes to get a new officer on the road. He can put two reserve officers on the road for the same as one full time officer and believes that the idea of having highly trained, highly qualified reserve officers in their ranks makes very good sense. Selectman Leary is concerned that a 20 year veteran will not work as cost effectively as a new officer. Chairman Clow noted that it costs approximately \$18k in health benefits for full time. Selectman Lacasse supports the idea of part-time officers.

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The overtime line request remains the same. Chairman Clow thinks the department is doing an incredible job in keeping the number down. Chief Kelly said that the officers recognize how important this is to the residents and are very conscious of overtime.

The recurring theme Chief Kelly hears is that the officers do not have the level of training that they need. The senior officers have a number of in-house training hours, but there does not seem to be any career development planning to meet the needs of the community. New officers do need advance training. Chief Kelly doubled the training line from \$2,500 to \$5,000. He developed a new training policy and procedure which lists off certain skills that have to be repeatedly trained, and wants the training schedule to be realistic.

Chief Kelly is recommending that a line for accreditation be added to the budget. He said that John Velleca recognized the accreditation system as an accountability tool. He recommends base lining at \$8,500 over three years to avoid the third year spike. Chairman Clow noted that accreditation is an important management tool and ongoing management tool to see that they stay accredited.

Chief Kelly took money out of uniform line to add a line called body armor for \$2,500, which is a cost that they have to take on. He will be pursuing federal grants to cover the cost. When outfitting a new officer, there are some things that can be passed on, but some that cannot.

Line 345 for dispatch is a contractual obligation and a bill for \$44,047 was received, which will be due in May.

Town Administrator Bolton said that the wage lines and attributing lines need to be recalculated.

Chairman Clow noted that if they come to agreement with the union they will put a separate article on the warrant, but go with status quo until the town passes.

There are no changes to the Emergency Management budget.

The Animal Control Officer budget reflects a 3% increase. Chief Kelly noted that he is not sure if the van will make it through its next inspection.

Vice Chairman Lacasse would like to see the legal line divided up into departments. Chairman Clow noted that when they come to that discussion they can review past expenses and divide accordingly.

DISCUSSION OF INPUT FROM PUBLIC FORUM

The Board has material from State Police Commissioner Sweeney regarding the process to select a new Police Chief.

Vice Chairman Lacasse thought that the meeting went great. He said that there were positive and negative comments, but the fact that people came out and provided input was useful. Vice Chairman Lacasse said that there was a lot of good feedback and it is a practice the Board should seek to continue.

Selectman Leary was surprised with how many people attended. He felt that people were respectful and provided helpful input.

Vice Chairman Lacasse commended Chairman Clow for leading the meeting and keeping the meeting limited to Weare residents and their representatives.

Selectman Lawton said that in reading the papers MRI got thrown under the bus. He thinks MRI did an admiral job, but cannot predict what will happen down the road. As the Board goes forward, the recommendations from Mr. Sweeney are along the same lines as MRI and they should have Alan Gould come in and speak to the Board.

Chairman Clow said that the original reason for bringing in MRI was to study the overtime in the Police Department and they also opened the Boards eyes at other things they needed to look at in the department. Chairman Clow noted that the Board has been absolutely trusting when the chief brings in a candidate the Board approves, but they are being told that they need to slow down the process enough to be absolutely sure that the person is qualified for the job and certified if necessary.

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Selectman Lawton noted that the Board continuously changes and it takes some time on the Board to get a hold of what is going on. He thinks that the Board needs to take a bigger responsibility with all departments and through the Town Administrator communicate with the Police Chief on a daily basis and report to the Board.

Vice Chairman Lacasse said that the Town Administrator is the constant and the binder for the Selectmen is a valuable resource to Board members. He mentioned that the town holds candidates nights when there are multiple candidates running for Selectmen and suggested possibly having a similar policy for positions such as Police Chief for the public to ask questions of the candidates.

Town Administrator Bolton spoke with Hillsborough County Sheriff Hardy about promoting policy for the town, and he told her anything is feasible, but before he could make a determination he would have to look at call volume, personnel, and hourly rate. Sheriff Hardy is willing to discuss a contract, but noted that the town would lose the ability for supervisory and operational controls. The cost is unknown, but if the Board is serious he will need call volume, what personnel they are looking for, and population to determine a cost. Chairman Clow said that the cost would not be the deciding factor to him it would be what is best for the town moving forward.

Vice Chairman Lacasse said that before the Board makes any decisions he wants to speak with Chief Kelly in nonpublic to make sure they have reassurance that every single officer left is a good officer and they are not being misled. Chief Kelly has presented a couple of proposals, which the Board will also need to discuss.

Selectman Leary asked Town Administrator Bolton to get numbers from Sheriff Hardy by providing him with the information he needs. Chairman Clow disagrees with asking the Sheriff's department to come up with calculations of that volume at this time. Vice Chairman Lacasse noted that if the Sheriff's department thinks the process is burdensome than they can say no.

Chief Kelly said that the Board needs to decide on what they want and how much they want to pay for it. Chairman Clow responded that it is not dollar and cents, it is a question as to whether or not they want a local police department. Chairman Clow thinks that the Board will need to have the discussion after they hear the information requested by Vice Chairman Lacasse regarding all Police Department employees.

Selectman Lawton referred to the proposal brought forth by Earl Sweeney and asked if the Board is capable of going through the steps. Chairman Clow noted that Mr. Sweeney is saying that the Board would need to hire a consultant and the consultant and the Board would establish a professional panel. Selectman Lawton mentioned that before Chief Velleca they had 60-70 applicants for the Police Chief position. Town Administrator Bolton was asked to reach out to Primex.

Vice Chairman Lacasse would like to see all officers' personnel files and have Chief Kelly go through them and point out anything noteworthy.

The Board entered into nonpublic session to discuss Police Department personnel.

Chairman Clow moved, Vice Chairman Lacasse seconded to enter into nonpublic session @ 9:20 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; Vice Chairman Lacasse – yes; Chairman Clow – yes. Passed 4-0-0

Chairman Clow moved, Vice Chairman Lacasse seconded to come out of nonpublic session @ 9:55 p.m. A roll call vote was taken, Selectman Lawton – yes; Selectman Leary – yes; Vice Chairman Lacasse – 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.

Chief Kelly informed the Board that he has an opportunity to bring on someone as a consultant that is retiring from Hudson PD. If he can get him to consult and get data loaded into the package he would like to do it. The balance of the Asset Forfeiture funds can be used for this purpose. The consultant would charge \$30 per hour to

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do the work for the department and Chief Kelly anticipates spending \$3,000. Chief Kelly told the Board that with all his other responsibilities he would appreciate the help with the CALEA software. Selectman Lawton noted that Chief Kelly's vision is based on CALEA and he would like to have a discussion as a Board as to where they want to go with the CALEA certification, which he thinks will be very expensive. Chief Kelly informed the Board that if they delay the decision by a few weeks they will not have time to meet the April assessment.

Chairman Clow moved, Vice Chairman Lacasse seconded to allow up to \$3,000 to be spent from the Asset Forfeiture Fund to be used to input data into the CALEA software. Passed 4-0-0

MEETING MINUTES

Chairman Clow moved, Selectman Lawton seconded to approve the minutes of November 17, 2014 as amended. Passed 4-0-0

DISCUSS RSA 91-A

Chairman Clow received a call from the Moderator, John Foss, because someone told someone that Board members were meeting privately to set their agenda. Chairman Clow printed out RSA 91-A for each Selectman's binder. Chairman Clow noted that when the Board leaves the room their nonpublic discussion and discussion of other town issues needs to end.

ADMINISTRATIVE REPORT

The Selectmen are scheduled to meet every Monday in December and will decide if they need to meet on Monday, December 22nd as it gets closer.

The salt shed door is damaged and unrepairable. Mr. Redmond received a quote from Overhead Door for \$2,990 and another quote for \$3,655. The money would come from the Government Building and Maintenance Fund.

Vice Chairman Lacasse moved, Selectman Leary seconded to hire Overhead Door Company to furnish and install an exterior mounted chain hoist door for the salt shed for a price not to exceed \$2,990 with the funds to come from the Government Building and Maintenance Fund.

Selectman Lawton mentioned that the Purchasing Policy clearly states three bids are required. He would like to see the Board utilize the NH State contractors list to see if they are getting the best price. Selectman Lawton would like to table the decision until they can research the state bid and wants effort expended to find out if there is a lower price. Vice Chairman Lacasse said that he would like to ask Mr. Redmond to do that in the future, but would like to proceed with this.

Passed 3-1-0; Selectman Lawton was opposed

Town Administrator Bolton distributed sample questions to be asked to the candidates interviewing for the Finance Administrator's position. The first interview starts at 5:00 p.m. The Board has reviewed the resumes that were distributed to them.

A letter was received stating that the NH Retirement System conducted an audit. The letter states that the processing procedures are in compliance and controls are adequate. No additional tests are required.

PUBLIC COMMENT

Jan Snyder called to the Board's attention the article "Your Credit Quality Matters" in Town and City Magazine that they should all read. If the Board should have any questions, she would be more than happy to have a discussion.

The Board will enter into nonpublic session to discuss Town Administrator Bolton's evaluation.

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Chairman Clow moved, Selectman Leary seconded to enter into non public session @ 10:25 p.m. pursuant to the authority granted in RSA 91-A:3II (a&b). A roll call vote was taken, Selectman Lawton – yes; Selectman Leary – yes; Vice Chairman Lacasse – yes; Chairman Clow – yes. Passed 4-0-0

Chairman Clow moved, Vice Chairman Lacasse seconded to come out of non public session @ 10:30 p.m. A roll call vote was taken, Selectman Lawton – yes; Selectman Leary – yes; Vice Chairman Lacasse – yes; Chairman Clow – yes. Passed 4-0-0

ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary